



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR CITY COUNCIL MEETING  
AUGUST 8, 2024 – 6:30 P.M.  
955 PINEY POINT ROAD**

**MINUTES**

**1. CALL TO ORDER**

Mayor Jinks called the meeting to order at 6:30 p.m.

Present: Mayor Tom Jinks

Councilmember Patrick J. Breckon  
Councilmember Shirley Rouse  
Councilmember Clay Trozzo

Wendy Baimbridge, City Administrator  
David Gott, Police Chief  
Lisa Modisette, City Secretary  
Alan Petrov, City Attorney  
Evan DuVall, Building Official

Absent: Councilmember Scott Davis  
Councilmember Matt Woodruff

**2. PLEDGE OF ALLEGIANCE**

Mayor Jinks led City Council Members, City staff, and residents in the pledge of allegiance.

**3. CITIZEN/VISITOR COMMENTS**

Tom Roth, 854 Pecanwood, thanked the fire department, city staff, and the police department for all their work after the recent storms.

Peggy Hemus, 711 Glen Echo Lane, thanked Dr. Barbara Abrams for her assistance in clearing obstacles to get storm damaged trees removed from her property after the recent hurricane.

**4. REPORTS**

**A. Police Report – June and July 2024 Crime Report & Statistics – Chief David Gott**

Chief Gott discussed the following:

- Crime numbers remain low. Three assault cases were reported.
- Three new police officers are doing well. Two have completed their field training.
- Three of the four vehicles that were purchased have been received.
- Rifle training for the officers is ongoing.
- School starts next week. Officers will have a walk-through of the school campuses prior to the start of the school year. Officers will assist with traffic control for the first couple of weeks.

Councilmember Rouse asked if the City should have an ordinance regarding E-bikes. Several of the other villages have recently passed similar ordinances. She stated she is concerned about the safety of the people riding those bikes, usually at a high rate of speed.

Mayor Jinks stated there is a state law in place the police department can enforce. Chief Gott stated electric bikes with pedals are considered bikes and those without pedals are classified as motorcycles. Younger teenagers cannot ride dirt bikes on the street. An electric motorcycle cannot be driven on the street unless all laws are followed, such as inspection, license plate, driver's license, etc. Motorized vehicles cannot be ridden on sidewalks.

**B. Fire Department –Chief Miller**

Chief Miller discussed the following:

- The department hired three Firefighter/EMS and is actively searching for another fire/medic. A full-time dispatcher has been hired and will be trained to be the dispatch supervisor. The Administrator/Finance position is vacant and the department is actively searching to fill the position.
- Ladder 1 is in the shop for preventive maintenance.
- The department responded to 120 calls during the first 24 hours of Hurricane Beryl. During the 10 days after Hurricane Beryl, the department responded to 243 calls, 38 of which were in Hedwig Village.
- There was a house fire in Spring Valley Village caused by rechargeable batteries. Chief Miller recommends unplugging rechargeable batteries when fully charged.
- In July, Hedwig Village had 34 fire calls, 23 EMS calls, and 14 non-emergency calls for a total of 71 calls, including hurricane calls. In June, total calls in Hedwig Village were 39. The average response time for July in Hedwig Village is 3 minutes and 20 seconds.
- Repairs to the roof should begin in three to four weeks.
- The department will install an internet hotspot to be used as a backup for the internet to maintain internet access during outages via Starlink.

**C. Beautification –**

No report.

**D. Streets and Drainage Committee – Councilmember Rouse, Chair**

Councilmember Rouse discussed the following:

- The Committee met on June 18, 2024 and July 15, 2024. The committee discussed drainage requirements for new construction. The committee recommends the following changes to five areas of the City's Code of Ordinances. These changes will improve protection for current residents and clarify requirements for new construction.
  - Elevation – define a base elevation for each lot and require the finished floor elevation for new structures to be between twelve and thirty inches above the base elevation.
  - Fill – limit of six inches of fill within the building line of the property except within the building foundation area which can have more fill. No fill allowed within five feet of the property line.

- Drainage – require a drainage plan for all new construction, projects identified that might have impact on neighboring properties, and minor modifications of two hundred square feet or more.
- Detention – for large (size to be determined by Council but committee recommends greater than 3.25 acres) non-residential use lots (regardless of district) require detention to accommodate 125% of stormwater runoff. This change would allow the City to discuss placing detention on larger lots within the City. Lots vacant for four years or longer are considered undeveloped land.
- Documentation/Administrative changes – additional survey and plan information required to support the other rule changes. Change FEMA administrator to the City Administrator or designee.

Councilmember Rouse stated the goal of the committee would be to have these ordinance changes on the Council agenda for September 2024. She asked the City Attorney if a public hearing would be required for Council to adopt the recommendations. The City Attorney stated a public hearing would not be required; however, the City would need to inform the residents.

**E. Engineering Report** – Councilmember Rouse and City Administrator Baimbridge

Councilmember Rouse and City Administrator Baimbridge discussed the following:

- The Whippoorwill Lane/Robinwood Lane/Sprucewood Lane Road Rehab Project construction is ongoing. The Sprucewood subgrade preparation is ongoing.
- The 2024 Storm Sewer Cleaning and TVing Project draft report is complete. An internal review by IDS is complete. The draft report will be submitted to the City soon.
- Westside Infrastructure Project – the draft drainage report submittal due date is the week of August 19th. The 70% construction plan/updated cost estimate submittal is late August. A Streets & Drainage Committee workshop date to review the 70% submittal will be determined, possibly on the evening of August 28<sup>th</sup> or 29<sup>th</sup>.
- Debris cleanup – IDS supported debris removal operations from the May Windstorm event and from Hurricane Beryl in July.
- Hedwig Village Sidewalk Assessment – Texas Department of Transportation (TxDOT) Grant for Sidewalk Improvement Project required an assessment of the current sidewalks and pedestrian crossing in the City to define conditions/problems. The draft of the assessment, conducted by IDS, is included in the Council packet. The City should have a contract in October 2024.

**F. Building Official** – Evan DuVall, Building Official

Evan DuVall discussed the following:

- 8901 Katy Freeway – Latuli’s Restaurant - the owner is working with TxDOT for permits to alter the configuration of one of the existing driveways.
- 9201 Katy Freeway - Rice Box – construction is underway with an expected opening in the 3<sup>rd</sup> Quarter 2024. Construction requires tapping into the

underground pipes. The contractor will complete the work prior to the start of school or will wait until the work can be completed without disrupting school traffic.

- Commercial development – 10 projects have been approved and 2 projects are pending resubmittal.
- Residential development:
  - 7 residential new/remodels/additions have been approved and 1 project requires a resubmittal.
  - 18 generator permits were approved.
  - 11 fence plans were approved.
  - 3 pool permits were issued.

**G. Planning & Zoning Commission – Councilmember Trozzo, P&Z Liaison**

Councilmember Trozzo discussed the following:

- The Commission met on June 25, 2024. The two topics under discussion included 1) closing loopholes in the Code regarding commercial tax generating business requirements and 2) detention requirements for commercial and residential districts.

Councilmember Rouse stated the purpose of the ground floor percentage requirement for retail was to exclude utility spaces.

Councilmember Trozzo stated the Commission is discussing sidewalk locations and informing the City Administrator regarding the Sidewalk Grant the City will receive. Councilmembers Breckon and Rouse expressed concern regarding crosswalk safety for students. They suggested a crosswalk for students on Gaylord Drive at Mustang Lane.

Councilmember Trozzo stated a future topic for discussion is driveway specifications in the commercial districts, possibly addressing width and slope.

Councilmember Rouse suggested adding size requirements for driveways in the residential districts.

Mayor Jinks stated he does not want to impede on private property based on an individual's opinion.

Councilmember Rouse stated zoning was a primary reason for founding Hedwig Village.

**H. Financial Report – May 2024 - Wendy Baimbridge, City Administrator/Treasurer**

Wendy Baimbridge discussed the following:

- The City has \$6.7 million in available funds and \$8.3 million in restricted funds for a total of \$15.0 million.
- The City is 58.33% through the budget year.
- Sales tax is down and mixed beverage tax is slightly up for the month of July.
- Public works expenses are higher than budgeted due to storm related expenses.

**I. City Administrator – Monthly Update – Wendy Baimbridge, City Administrator/Treasurer**

Wendy Baimbridge discussed the following:

- The debris lot at Old Voss and I-10 will close on Sunday, August 11, 2024. The lot will accept storm debris only until that date.
- The City is working with CenterPoint to repair low hanging lines.
- The City will notify the County regarding fence debris pickup.
- The City has submitted the required documentation for FEMA reimbursement for the May 2024 storm. Approval is pending the Texas Department of Emergency Management (TDEM) and FEMA.
- Terry Vick and crew will restripe the crosswalks prior to the start of school.
- The holiday lights have been installed on City Hall.
- The City received the certified property values from HCAD. There is a very minor change to the Debt Service portion of the tax rate for the 2025 Budget. The proposed tax rate of \$0.336334 would remain the same.
- The public hearing for the 2024 Tax Rate and the 2025 Budget will be held on September 12, 2024 prior to the Council meeting.

**J. Mayor – Monthly Report – Mayor Tom Jinks**

Mayor Jinks introduced resident Robert Irby, recently moved to Hickorywood and Corbindale.

Mayor Jinks also introduced Congressman Wesley Hunt. Payton Archie, staff for Congressman Hunt, has attended several Council meetings. Congressman Hunt assisted the City in restoring power to the fire and police department after the May wind storm and the July hurricane. Congressman Hunt also assisted the City in securing the \$1.5 million Sidewalk Improvement Project Grant. Mayor Jinks requested Congressman Hunt's assistance with the \$10 million grant the City has applied for to help fund the Westside Infrastructure Project (WSIP). Congressman Hunt stated he was born and raised here and is proud to serve the Houston area in Congress.

Mayor Jinks also discussed the following:

- The 2024 Road Rehab Project (Whippoorwill, Robinwood, and Sprucewood) has begun and should be completed prior to the start of school.
- Hurricane Beryl cleanup – the clean-up was completed in two and a half weeks. In addition to Terry Vick's crew, the City hired one crew for clean-up.

**5. CONSIDERATION OF CONTRACTS/AGREEMENTS – The City Council will discuss and consider possible action on the following:**

**A. Discussion and Possible Action to approve an Inter-Local Agreement with Texas Municipal League (TML) for Continuation of Cyber Liability and Data Breach Response Coverage.**

Wendy Baimbridge, City Administrator, stated TML (Texas Municipal League) has created a separate fund for Cyber Liability and Data Breach claims. The City's participation in the fund requires approval of an Inter-Local Agreement. The recommended coverage would be the Core+ level at an annual premium of \$1,250.

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to approve the Inter-Local Agreement with Texas Municipal League (TML) at the Core+ level, as presented. Motion carried 3-0.



Councilmember Rouse requested the June 13, 2024 Regular minutes be severed for a minor correction.

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to approve the consent agenda with the correction to the June 13, 2024 minutes. Motion carried 3-0.

**MOTION CARRIED UNANIMOUSLY**

**7. ADJOURN**

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to adjourn the meeting at 7:36 p.m. Motion carried 3-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on September 12, 2024.

ATTEST:

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Tom Jinks, Mayor

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Lisa Modisette, City Secretary