



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR CITY COUNCIL MEETING
OCTOBER 10, 2024 – 6:30 P.M.
955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Jinks called the meeting to order at 6:31 p.m.

Present: Mayor Tom Jinks

Councilmember Patrick J. Breckon
Councilmember Shirley Rouse
Councilmember Clay Trozzo
Councilmember Matt Woodruff
(arrived at 6:37 p.m.)

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

Absent: Councilmember Scott Davis

2. PLEDGE OF ALLEGIANCE

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

3. CITIZEN/VISITOR COMMENTS

Amy Riedel Mannion requested permission to place four historical markers on City property at various locations in honor of the Riedel Family. The locations proposed by Ms. Mannion include the pocket park located at Merridel and N Lou Al, the Lou Al Courts esplanade off Echo Lane, the intersection of N Lou Al and S Lou Al behind the esplanade, and on Gaylord Drive near the parking lot of Memorial Church of Christ.

Andrea Hermann, 930 Karos Lane, stated there is infrastructure work being done on Still Wood Drive that is similar to the Westside Infrastructure Project. She stated Hedwig Village residents could observe the type of work being performed and how it could impact Hedwig Village during construction.

DuVall Dickey, 710 Magdalene Drive, stated he is opposed to the Westside Infrastructure Project. He stated he reviewed the 70% design provided by EHRA. He stated the project will be destructive to properties and trees. He believes the cost estimates for the project are significantly lower than what he anticipates the project to actually cost. He stated he is concerned about the functionality of the streets and pipes of the design. He stated the City should be looking at less expensive alternatives.

4. REPORTS

A. Police Report – September 2024 Crime Report & Statistics – Chief Wood

Chief Wood discussed the following:

- Three burglary of motor vehicle (BMV) at Federal American Grill.
- Increased shoplifting at retail businesses has been reported.
- One fraud case reported and is under investigation.

Councilmember Trozzo asked about installing license plate cameras in the commercial areas. Chief Wood stated installing cameras in the commercial districts is a topic of discussion within the department. The City Administrator states the commercial property owners are not interested in the expense of installing cameras. Chief Wood stated installing cameras would be an additional expense for the City; however, the license plate reader cameras and program are interconnected to other police agencies in the area.

Councilmember Rouse asked about a bail bond company located within the City. She requested the City Administrator verify if the business is registered with the City and she requested the City Attorney to determine what category of acceptable business a bail bond company would fit into, based on the City Code.

B. Fire Department –Chief Miller

Chief Miller discussed the following:

- Introduced Amy Burkert, the new Administrator/Finance Director. She has an extensive background in finance and government.
- Hiring one firefighter/paramedic. One firefighter/paramedic is out on workman's comp. One firefighter/paramedic is out on family medical leave (FMLA).
- The ladder truck pump transfer case repair work is complete. During testing of the new pump it was discovered that the transmission needs repair. The testing of the pump will resume when the transmission is repaired.
- The starter and fly wheel on Engine 2 needs replacing.
- There were no major incidents in September.
- In Hedwig Village, there were twenty-six fire calls, twenty-eight EMS calls, and two non-emergency call for a total of fifty-six calls. Average response time is 2:52.
- Roof repair is complete.
- CenterPoint will install a primary line to ensure quicker recovery after a loss of power.
- FEMA will reimburse the department \$10,816.18 for recent windstorm expenses.

C. Beautification – Andrea Hermann, Committee Member

Andrea Herman discussed the following:

- Work is continuing at the Memorial Village Water Authority (MVWA) lift station located at the corner of Echo Lane and Gaylord, next to the high school. MVWA has indicated they would landscape the area when the work is completed.
- Requested residents clean up the tree debris from the recent storms. The debris is attracting pests that is affecting live trees.
- Requested residents water the areas around their house to maintain a healthy landscape.

D. Streets and Drainage Committee – Councilmember Rouse, Chair

Councilmember Rouse discussed the following:

- The Committee did not meet in October.
- The deadline for submitting comments regarding the Westside Infrastructure Project (WSIP) 70% design and the Drainage Impact Analysis was October 9,

2024. The City invited all residents to review the design and the drainage analysis and provide comments. Six residents have done so. The comments were forwarded to IDS.

- The City will need to schedule a Joint Workshop between the City Council and the Streets and Drainage Committee.

E. Engineering Report –Tim Buscha

Tim Buscha, City Engineer, discussed the following:

- 2024 Road Rehab Project – the original project was awarded for \$250,319 for Robinwood Lane, Whippoorwill Lane, and Sprucewood (north of Corbindale). A minor list of items to repair has been addressed and the project is complete. Additional work was added to repair a driveway on S Lou Al and install joint sealant on the Brogden Road bridge. The additional work brought the final cost of the project to \$264,351.
- A new street assessment has been completed and will be discussed at the November Council meeting.
- 2024 Storm Sewer TVing and Cleaning – the work in the area of Mustang Alley, Echo Lane (south of Gaylord), Magdalene (between Joan of Arc and Denise), Dunbeath Drive, Chatten Way, and Lochtyne Way is complete. The report was submitted to the City. There were no collapsed, misaligned, or offset storm sewer found in these sections. There was heavy debris in some areas; those areas were cleaned to only 90%. There are various Memorial Village Water Authority (MVWA) penetrations into the storm sewer pipe; 2 of which need to be addressed – one within the WSIP and one on Echo Lane. There are several inlets that need to be rehabbed on Blalock Pines and joint sealing a segment on Mustang Alley.
- Other Road/Drainage items - a culvert repair on Cawdor Way and a curb repair on Stonegate is complete, addressing resident concerns on Magdalene in Memorial Village Estate and on Stonegate, coordination of the Rice Box utility connection under Piney Point, which is now complete.
- Westside Infrastructure Project (WSIP) – comments for the WSIP 70% design and the drainage impact analysis will be submitted to EHRA, a meeting with MVWA has been scheduled for October 15th, a joint workshop between City Council and Streets and Drainage (S&D) will be scheduled for late October/early November.

Councilmember Rouse asked if the MVWA work currently being done could be done in manner without punching through the City storm sewer pipes. The City Attorney stated they legally cannot go through the pipes. The City Engineer stated he would document the incursions and discuss the issues with MVWA.

Councilmember Trozzo stated the sanitary issues at Memorial Grove may be caused by a possible connection on private property. The City Administrator stated the City will TV the pipe to determine where the sanitary issue is coming from. There was discussion on who would be responsible for reimbursing the City for the cost of the TVing and who would be responsible for the repair.

F. Building Official – Evan DuVall, Building Official

Evan DuVall discussed the following:

- 9201 Katy Freeway - Rice Box – construction is ongoing with an expected opening in the 1st Quarter 2025. Electricity has been connected to the building.
- Commercial development – two projects have been approved and three projects are pending resubmittal.
- Five right-of-way permits were approved.
- Residential development – two residential new/remodel/additions were approved, ten generator permits were approved, and three fence permits were approved.

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

Councilmember Trozzo discussed the following:

- The Commission met in late September.
- The Commission focused on residential and commercial drainage.

Councilmember Rouse stated Streets and Drainage Committee will provide additional background to P&Z for more in-depth discussions. The background will include information on St. Cecilia Catholic Church and school district properties within the City.

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

Wendy Baimbridge discussed the following:

- The City has \$6.2 million in available funds and \$7.7 million in restricted funds for a total of \$13.9 million.
- The City is 75% through the budget year.
- Sales tax is down and mixed beverage tax is up for the month of September.

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

Wendy Baimbridge discussed the following:

- A sink hole repair was completed on Cawdor Way.
- The Arbor Day event and the Recycle Event will be on October 26 from 8:00 a.m. to noon at City Hall. 145 trees will be given away to residents.
- The 70th Hedwig Village Birthday celebration will be held on October 26 from 11:00 a.m. to 1:00 p.m. at the City park on Corbindale.
- The City is moving forward with the installation of Starlink next month.
- The 3rd Quarter Investment Report is part of the Consent Agenda for review and approval.

J. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed:

- An email will be sent to Council members, Streets and Drainage Committee members, IDS, and EHRA regarding the scheduling of a Joint Workshop to discuss the design plans for the WSIP.
- The City will send out an email regarding the Arbor Day event, Recycle event, and the 70th Hedwig Village Birthday celebration.
- Former Police Chief Gott has retired and Police Chief Wood was sworn in.

5. CONSIDERATION OF ORDINANCES/RESOLUTIONS – The City Council will discuss and consider possible action on the following:

A. A Resolution of the City of Hedwig Village, Texas to Approve the Village Fire Department 2024 Budget Amendment #1/Interbudgetary Transfers.

Councilmember Woodruff explained this budget amendment is a mid-year intra-budgetary transfer between budget accounts within the fire department 2024 Budget. There will be no additional assessment for the member villages. The department, per the interlocal agreement, cannot transfer funds within budget accounts in excess of \$10,000 without the approval of the members villages.

Councilmember Woodruff welcomed Amy Burkert, the new Administrator/Finance Director.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the 2024 Budget Amendment #1, as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

B. A Resolution of the City of Hedwig Village, Texas authorizing execution of an Advance Funding Agreement (AFA) with the Texas Department of Transportation for the Hedwig Village Pedestrian Safety and Access Improvements.

The City Engineer stated Congressman Wesley Hunt's Office assisted the City in securing a \$1.5 million grant for pedestrian safety and sidewalk improvements. The City will design the project and the Texas Department of Transportation (TxDOT) will manage the contractors who will build it. The City's design will need to be completed by early 2025 and TxDOT will bid the project in 2027. The project will fix sidewalks and ADA (Americans with Disability Act) issues and possibly include installation of pedestrian signs and lighting.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to approve the Resolution, as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

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

A. Discussion and Possible Action to amend the agreement with SafeBuilt, LLC (BBG Consulting, Inc.) to include Code Enforcement services.

The City Administrator stated the amendment would add Code Enforcement Services to the current agreement with no increase in cost.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the agreement amendment, as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

7. CONSENT AGENDA – All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a councilmember requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

A. Approval of Minutes

