



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR CITY COUNCIL MEETING
NOVEMBER 14, 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 Scott Davis
Councilmember Shirley Rouse
Councilmember Clay Trozzo
Councilmember Matt Woodruff

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

Absent: None

Meeting recessed at 7:35 p.m. and at 9:06 p.m.

Meeting reconvened at 7:43 p.m. and at 9:10 p.m.

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 police department for their assistance when Carla Roth filed a report for credit card fraud. He stated the officer assisting her was very helpful.

Andrea Hermann, 930 Karos Lane, apologized for missing the November 4, 2024 Public Workshop and encouraged Council to consider the heavier vehicles traveling on the City streets when deciding on surface material.

DuVall Dickey, 710 Magdalene Drive, discussed the cost estimate and requested a street-by-street estimate for review. He stated in December 2023 the cost estimate for drainage was over \$6 million, not including demolition, and now in November 2024 the cost estimate is over \$8 million, not including demolition. He believes the cost estimate is too high and encourages Council to look at alternatives to reduce the cost of the project. He stated the total estimate cost of the project is over \$10 million.

Tom Speck, 11751 Cawdor Way, questioned recent discussions about putting in concrete on streets that are currently asphalt. He stated a limited number of households responded to the survey issued by the City in late 2023 compared to the large number of households who signed the petition submitted by Ms. Kenner. Mr. Speck previously presented to Council an analysis, prepared by him, of the cost estimate done by EHRA. He stated his analysis showed an up front savings in using asphalt.

Ralph Kerr, 11747 Duart Drive, prefers the entire project to be done at one time, not done in phases. Doing the project in its entirety will be less expensive than the cost of doing phases. Improvements are needed now, and phasing the project could take years. There is a

possibility of the City receiving a grant to cover some of the expense but the grant is not guaranteed. He is in favor of the City acquiring debt to fund the entire project. He stated the tax rate for Hedwig Village is small when compared to Harris County or Spring Branch ISD. He encouraged funding the entire project.

Sue Speck, 11751 Cawdor Way, agrees the streets need to be done; however, the residents want to retain the village look that they enjoy now in the City. The City has redone asphalt streets with asphalt on the east side of the City and she believes the same should be done for the west side.

4. REPORTS

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

Chief Wood discussed the following:

- Crime numbers are low for the month.
- Klein's Jewelry reported a burglary to their business. The investigation is ongoing. Access was made through a wall from an unleased retail space next door.
- 54 citations were issued to combat speeding in the area.

B. Fire Department –Deputy Chief Tim Miller

Deputy Chief Miller discussed the following:

- One firefighter/paramedic is out with a knee injury.
- Reserve Engine 2 is out for maintenance.
- In Hedwig Village, there were twenty-one fire calls and twenty-three EMS calls for a total of forty-four calls in October. Average response time was 2:37.
- Roof repair is almost complete.
- The Starlink internet project is ongoing.

Councilmember Woodruff stated the new administrator, Amy Buckert, is doing a phenomenal job. She is updating or instituting policies and procedures for financial controls.

C. Beautification – Andrea Hermann, Committee Member

Andrea Herman discussed the following:

- Arbor Day on October 26 was a success. 145 trees were given out to residents by 11:00 a.m. Five were for the City (one for Robinwood and four for the park).
- Hilshire Village gave the City 22 pines for planting throughout the City.
- The City may have another vendor for trees next year.

D. Streets and Drainage Committee – Councilmember Rouse, Chair

Councilmember Rouse discussed the following:

- The Streets & Drainage Committee forwarded their recommendations regarding changes to drainage and detention, in the City's Code of Ordinances, to the Planning & Zoning (P&Z) Commission. P&Z endorses the proposed changes. The

recommended ordinance changes should be on the December Council agenda for discussion and possible action.

E. Engineering Report –Tim Buscha

Tim Buscha, City Engineer, discussed the following:

- 2025 Storm Sewer TVing and Cleaning – the plan is to execute the renewal option with National Works for 2025. National Works advised there should be no cost increase. IDS will formalize the planned streets and present to the City Administrator.
- Westside Infrastructure Project (WSIP) –
 - a public workshop was held on November 4, 2024.
 - Action items needed to finalize the design include street surface material, driveway restoration plan, tree impact and replacement, Phase 1 limits, and authorization to bid Phase 1.
 - The arborist recommends removal of 41 trees due to health. If the storm sewer is replaced in the current location, 164 trees/shrubs are at risk, an estimated 111 trees would be removed. If relocating storm sewer under roadway, 70 trees would be at risk, up to 30 would need to be removed. A detailed tree impact list, by address, will be available with the final project design.
- Other Road/Drainage items –
 - IDS coordinated with BBG on Latuli's driveways.
 - The investigation into the 9900 Gaylord sewage issue is ongoing.
 - IDS continues to coordinate with Texas Department of Transportation (TxDOT) for the sidewalk grant. The updated scope of the sidewalk project will be provided to the City Administrator. The proposal for IDS grant management will be available for Council review and action in December.

Councilmember Rouse asked if the Memorial Village Water Authority (MVWA) work currently being done could be done in a 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 mid-December 2024.
- Chicken Salad Chick will open mid-November 2024.
- Commercial development – seven addition/remodel permits and six sign permits were approved.

- Residential development – two residential new/remodel/additions are complete, four residential new/remodel/additions have been approved, one residential plan is pending resubmittal, five generator permits were approved, and one pool permit was approved.
- Two ROW permits were approved.
- A dangerous tree will be removed from 11733 Joan of Arc.

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

Councilmember Trozzo discussed the following:

- The Commission reviewed the recommendations from Streets and Drainage regarding non-residential properties.
- Possible detention on properties of 3.5 acres or larger.

Councilmember Rouse stated the 3.5 acre or larger properties are located in areas of the City where detention would be advantageous.

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 \$7.5 million in restricted funds for a total of \$13.7 million.
- The City is 83.3% through the budget year.
- Sales tax and mixed beverage tax is up for the month of October.

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

Wendy Baimbridge discussed the following:

- Thanked Andrea Hermann for her work for Arbor Day.
- The Hedwig Village 70th Birthday celebration at the City park was attended by approximately 100 people. Cynthia Bigelow, a local real estate agent, was the sponsor for Lupe Tortillas for the event.
- The Beautification Committee will repair a landscaped area at Echo Lane at Taylorcrest.
- A crosswalk will be installed at Echo Lane at Whippoorwill.
- The City has received some of the FEMA reimbursement from the May windstorm.

J. Mayor – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- The Recycle Event, the Arbor Day Event, and the Hedwig Village 70th Birthday celebration were held on October 26, 2024.
- The Memorial High School truck and treat event was held on October 26th.
- Memorial Village Estate held a Halloween Party on October 26th.
- Memorial Church of Christ held their Fall Festival on October 27th.
- A Joint Workshop with City Council and Streets and Drainage Committee was held on November 4th.

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 Agreement with the Texas Department of Transportation relating to a \$1.5 Million Grant in Community Project Funding for the Hedwig Village Pedestrian Safety and Access Improvements.

Tim Buscha, IDS Engineering Group, stated the grant funds would be administered through Texas Department of Public Safety (TxDOT). The city will receive \$1.5 million in grant funds with the City providing matching funds of \$396,000. The City will design the project, including what and where the improvements will be in the City. TxDOT will then approve the plan, bid the project, and monitor construction. The City will have additional costs associated with the grant and the project, including The Goodman Corp for grant management and IDS Engineering Group for project management. The project could be approved by TxDOT in 2026, with possible construction beginning in 2027.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the agreement with the Texas Department of Transportation for a \$1.5 Million grant for Pedestrian Safety and Access Improvements. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

6. CONSIDERATION OF REQUESTS FOR COUNCIL AUTHORIZATION – The City Council will discuss and consider possible action on the following:

A. Discussion and Possible Action regarding Street Surface Material in the Westside Infrastructure Project.

Mayor Jinks stated Council would discuss street surface material for Phase 1 of the project. He stated the main priority was replacing the failed underground infrastructure. Tim Buscha, IDS Engineering Group, stated, currently, there is concrete on Magdalene Drive from between Duart Drive and Spriggs Way and continuing south to Taylorcrest. Other streets in Phase 1 are currently asphalt. Replacing asphalt with asphalt would save money; however, would be more expensive long-term regarding maintenance costs of asphalt. Regular maintenance of the asphalt should extend the life of the street past the estimated 10 year service life. The City should immediately address any damage done to the street surface. Asphalt should last longer in Hedwig Village due to low traffic. Some residents want to keep the look of asphalt for their street. Councilmember Breckon stated Magdalene Drive, Joan of Arc (from Bunker Hill to Magdalene), and Denise (from Bunker Hill to Magdalene) should be repaved with concrete due to higher traffic

Motion was made by Councilmember Davis and seconded by Councilmember Trozzo to replace street surfaces in Phase 1 with the same current material. Motion failed 2-3. Councilmembers Davis and Trozzo voted in favor, Councilmembers Breckon, Rouse, and Woodruff voted in opposition.

MOTION FAILED

Motion was made by Councilmember Breckon and seconded by Councilmember Rouse to replace all of Magdalene Drive from Taylorcrest to Denise with concrete and replace the remaining streets, including the optional streets, with the same current material for Phase 1. Motion passed 3-2. Councilmembers Breckon, Rouse, and Woodruff voted in favor, Councilmembers Davis and Trozzo voted in opposition.

MOTION CARRIED

B. Discussion and Possible Action regarding Driveways in the Westside Infrastructure Project.

Tim Buscha, IDS Engineering Group, stated Council guidance is needed regarding replacing driveways, with the option to try to replace current material with same material, including salvaging and re-using driveway material.

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to direct the contractor to pursue a plan to replace driveways like for like, to the extent possible. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

C. Discussion and Possible Action regarding Tree Replacement in the Westside Infrastructure Project.

Tim Buscha, IDS Engineering Group, recommends not including tree replacement as part of the bid package, but as a separate contract with a landscape contractor. Councilmember Rouse stated the Tree Advisory Board (TAB) met on November 12, 2024 and discussed replacement trees for any heritage tree removed. The TAB also discussed planting a tree elsewhere within the City if the homeowner did not want a tree on their property outside the right-of-way.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve a tree replacement plan as proposed by the City Engineer. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

D. Discussion and Possible Action regarding Phase 1 in the Westside Infrastructure Project.

Tim Buscha, IDS Engineering Group, stated the current project budget is approximately \$14 million including the Memorial Village Water Authority (MVWA) portion. If the City decides to complete the project in phases, the Phase 1 budget is estimated to be between \$4.1 and 4.5 million. The City will enter into an inter-local agreement with MVWA for their portion of the project. The inter-local agreement will be reviewed by the MVWA Board of Directors at their next meeting. Phase 1 will include a main drainage pipe on Magdalene Drive from Taylorcrest to Joan of Arc, continue east on Joan of Arc to Constance and further east on North Lou Al to Merridel. Optional streets for Phase 1 could include Spriggs Way (east of Magdalene), Magdalene from Joan of Arc to Denise, and Constance, if funds are available. Mayor, Councilmembers, and Mr. Buscha discussed drainage and water flow on the west side of the City. Most of the drainage pipes on the west side are interconnected. Mr. Buscha stated the design should include value engineering in an effort to reduce costs. Mayor Jinks suggested budgeting funds each year to complete a couple of streets every year. This option would not accrue debt. Mr. Buscha stated yearly street work would be more difficult due to the drainage replacement/repair that would be involved and heritage trees on the west side. There was discussion on how phasing the Westside Infrastructure Project (WSIP) might affect the MVWA work. MVWA does have work on the west side that needs to be completed (every street will get a water line update). MVWA prefer to do their work in conjunction with the City's project. Councilmembers agree it would be more beneficial to the residents to complete both projects together. Mayor, Councilmembers, Mr. Buscha, and Alan Petrov, City Attorney, discussed the requirement of having funds available to execute an agreement with a contractor after bidding the project. Mr. Petrov stated the City has options for acquiring debt. A Certificate of Obligation

debt does not require an election for voter approval; however, a petition could be filed by voters, within a certain time frame, that would force an election. A bond does require an election for voter approval (no petition needed) and that election can only be held on a uniform election date, either in May or November. Another source of debt would be a revenue bond, which does not require an election. The City has applied for a grant from the federal government to fund a portion of the project. The City would be notified in 2025, and receive the grant funds in 2026, if awarded the grant funds. Mr. Buscha stated the project would be less expensive if the entire project was done at one time, not in phases. If the project was fully funded, the project could be completed in phases. The phases would continue back-to-back. There may be cost savings if Phase 2 were to begin while Phase 1 is ongoing. The value engineering includes high density pipes and inlets in lieu of concrete pipes and inlets. Councilmember Woodruff suggested moving forward with the project but continue to look at options that will save money for the City. Councilmember Davis stated the project must be done in phases, continue to value engineer the sub-surface and surface items, and approve as much as possible of the project now in order to extend funds for the long-term. The potential savings could then ensure other streets could get done faster. Councilmember Trozzo asked how many trees would be saved by placing the drainage pipe in the middle of the street. Mr. Buscha stated 165 trees are at risk if the drainage pipe were replaced in the existing location (side of streets), approximately 20-30 trees at risk if the pipe is placed in center of the street. Trees should not be replanted in the right-of-way. Mayor Jinks directed the City Administrator to gather information regarding funding the entire project.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve Phase 1 of the Westside Infrastructure Project. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

E. Discussion and Possible Action to Authorize IDS Engineering Group to Bid Phase 1 of the Westside Infrastructure Project.

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to table this agenda item. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

F. Discussion and Possible Action to Approve an Historical Marker in Honor of the Riedel Family

Amy Riedel Mannion requested permission to place historical markers in three areas of the City in honor of the Riedel Family. She stated she has submitted her application for the historic markers to the Harris County Historical Commission but also needs permission from the landowner, the City of Hedwig Village. The application will also be submitted to the Texas Historical Commission for approval prior to the placement of the markers.

Councilmember Rouse suggested possible alternative locations for a marker would be the former location of the Riedel Feed Store or the Riedel Market store.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to support the Riedel Family's application for the State of Texas historical markers. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

G. Proposed Recommendations by the Village Mutual Insurance Cooperative Board for 2025 Insurance Carriers to provide Medical, Dental, Vision, Life, AD&D, Long Term Disability, and Supplemental Life Coverage for City Employees.

The City Administrator stated the recommendation by the Village Mutual Insurance Cooperative Board would be to remain with the current carriers for health, dental, vision, Life, AD&D, Long Term Disability, and Supplemental Life coverage for City employees with no increase in cost.

Motion was made by Councilmember Trozzo and seconded by Councilmember Woodruff to approve the recommendations, as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

7. DISCUSSION ITEM/PRESENTATION OF SPECIAL REPORTS

A. Commissioner Tom Ramsey, P.E., Harris County Precinct 3

Mayor Jinks thanked Commissioner Ramsey for the assistance by the Commissioner's Office immediately and in the weeks after the May 2024 windstorm and Hurricane Beryl in July 2024. The storm debris removal was expedited in the aftermath of the storms due to the quick response of Commissioner Ramsey's Office and staff. Mayor Jinks presented Commissioner Ramsey with a Proclamation and a letter of thanks from the City.

Commissioner Ramsey stated the Memorial Villages area was the hardest hit with the windstorm. He stated Jennifer Almonte coordinated with the area cities to remove debris. He stated the cities had plans and inter-local agreements in place to make decisions immediately and that contributed to the fast, effective cleanup.

Commissioner Ramsey stated his office met with the City of Houston and the local TIRZ regarding drainage. He stated a regional drainage project should move forward.

8. 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

October 10, 2024 Regular City Council Meeting

November 4, 2024 Joint Public Workshop

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – NONE

C. Approval of General Fund Bills over \$2,500

Wells Fargo credit card - \$4,783.31

AAA Asphalt - \$12,207.75

Van Sant Landscaping - \$3,547.06

Village Fire Dept. - \$3,757.40

CivicPlus - \$4,142.25

Johnson Petrov - \$2,623.98

Gensolutions - \$3,492.88

Empire Roofing- \$2,695.00

Tree Service and Design - \$3,230.00

National Works - \$5,548.93

D. Approval of Construction Fund Bills

IDS Engineering (2 invoices) - \$15,086.87 AAA Asphalt - \$166,747.52

The Goodman Corp - \$5,370.40

Councilmember Rouse requested removal of the October 10, 2024 minutes from the Consent Agenda for a minor correction.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the consent agenda, with the October 10, 2024 minutes removed. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the October 10, 2024 minutes with the correction, as stated by Councilmember Rouse. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

9. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to adjourn the meeting at 9:52 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on December 12, 2024.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary