



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR CITY COUNCIL MEETING  
DECEMBER 12, 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

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

Absent: 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**

Andrea Hermann, 930 Karos Lane, stated the ordinance on parking pads in front yards needs to be enforced. She requested a check of houses in the City that are in need of repair. She stated that Henderson, Nevada has asphalt street with curbs and posted signs prohibiting parking along sidewalks.

**4. REPORTS**

**A. Police Report – November 2024 Crime Report & Statistics – Chief Wood**

Chief Wood discussed the following:

- Crime numbers are down compared to last month.
- Attempted robbery at Bank of America in November. Fingerprints were lifted from the driver side window, which led to a suspect. Charges were filed for terroristic threat.
- Awards were given to several police department employees during the annual holiday luncheon.

**B. Fire Department –Captain Tom DePaul**

Captain DePaul discussed the following:

- One firefighter/paramedic is out with a knee injury.
- One Captain was injured in the fire truck accident.
- The adjustor was out to look at Ladder 1 that was damaged in a traffic accident. The truck may be totaled.

- In Hedwig Village, there were twelve fire calls and twenty-one EMS calls for a total of thirty-three calls in October. Average response time was 2:58.

**C. Beautification** – Andrea Hermann, Committee Member

Andrea Hermann discussed the following:

- No activity for December.
- Thanked the City Administrator for ensuring the lights on City Hall are illuminated.

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

Councilmember Rouse discussed the following:

- No meeting since the last Council meeting.
- Possible meeting before the next Council meeting.

**E. Engineering Report** – Tim Buscha

Tim Buscha, City Engineer, discussed the following:

- Other Road/Drainage items –
  - 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 for review. The proposal for IDS grant management will be available for Council review and action in January 2025.
- Westside Infrastructure Project (WSIP) –
  - The Council meeting on November 14 provided direction and guidance for completing the design and set the limits for the Phase 1 construction package.
  - The current schedule:
    - 90% design complete/updated cost estimates – February 2025
    - Bid ready package with contract documents – March 2025
    - Phase 1 bid package issued on CivCast – March 2025
    - Phase 1 bid opening – March 2025
    - Recommendation of award/contract for Council approval – April 2025
    - Anticipated contractor NTP – May 2025

Councilmember Rouse asked if Council action is needed to bid. Mr. Buscha stated the schedule could be adjusted to allow Council time to review the bid package at the February Council meeting.

Councilmember Trozzo asked if the design will be just Phase 1. Mr. Buscha stated the entire project will be designed but will only bid Phase 1, with the optional streets as discussed at the November 2024 Council meeting.

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

Evan DuVall discussed the following:

- 9201 Katy Freeway – Rice Box – construction is ongoing with an expected opening early 2025.

- Commercial development – three addition/remodel permits and one sign permit were approved.
- Residential development – two residential new/remodel/additions have been approved, one residential plan is pending resubmittal, eleven generator permits were approved, and three fence permits were approved.
- Two ROW permits were approved.
- Two variances for neon signs, for Rice Box and Latuli's, were granted by the Board of Adjustment.

Councilmember Breckon asked about the St. Cecilia variance request. He questioned the sign placed on the fence. Mr. DuVall stated St. Cecilia would need to request a variance for the sign. Councilmember Rouse asked which residents were notified about the variance request. Mr. DuVall stated any property within 200 feet of the variance property were notified via a letter.

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

Councilmember Trozzo discussed the following:

- The Committee met in November. The Commission discussed minimum guidelines for sizes of flags and flag poles for the commercial districts.

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

Wendy Baimbridge discussed the following:

- The City has \$5.9 million in available funds and \$7.8 million in restricted funds for a total of \$13.7 million.
- The City is 91.67% through the budget year.
- Sales tax is down and mixed beverage tax is up for the month of November.
- A new bank account was created for the sidewalk grant funds.

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

Wendy Baimbridge discussed the following:

- The lights throughout the City that were damaged by the storms were repaired.
- Terry Vick and his crew have fixed completed the crosswalk at Taylorcrest and Whippoorwill is completed.
- CenterPoint is replacing some poles in the City with fiberglass poles. These poles should be more resilient during storms.
- The annual holiday dinner for City volunteers was a success. Approximately 105 invitees were in attendance.

Councilmember Rouse asked why the property tax collection is so high. City Administrator Baimbridge stated she budgeted conservatively.

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

Mayor Jinks discussed the following:

- The street priority list will be updated by the City Engineer.
- Proposed amendments to two ordinances to be discussed this evening, Chapter 14 and Chapter 38.

- A letter was sent to the Memorial Village Water Authority (MVWA) regarding the property with the sewer leak. The MVWA sent a letter to the property owner and provided a deadline for the property owner to respond.
- Attended the annual holiday luncheon at the police department. Moral is very high to the department. A record number of employees completed the 4-minute rowing challenge.

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

**A. An Ordinance of the City Council of the City of Hedwig Village, Texas amending Chapter 14, Building and Building Regulations, Article III, Building Standards, Division 1, Generally, of the Code of Ordinances of the City of Hedwig Village, Texas, by adding a new Section 14-61, Surveys; Site Plans; to establish a new Survey and Site Plan Requirements for Construction Projects.**

Councilmember Rouse stated the Streets and Drainage Committee worked with the City Engineer and the Building Official regarding the proposed amendments to Chapter 14. The proposed amendments included survey and site plan requirements and site drainage and drainage plan requirements. Mayor, Councilmembers, Mr. Buscha, and Mr. DuVall discussed the proposed amendment. Additional amendments to the proposed amendments include:

- Section 14-61(b) – remove the language “each major development project and” and add “or structures” after the word “building” to the second line
- Section 14-61(e)(2) – remove the word “major” and remove all language after the word “certificate”
- Section 14-61(3)(f) – remove the word “major”
- Section 14-61(5)(a) – remove “certify and”
- Section 14-61(5)(b) – change “permittee” to “permittee’s engineer” and remove the final sentence
- Section 14-61(6) – remove last sentence
- Section 14-61(7) – remove all language after, and including, “Exception...”
- Section 14-62(a) – Change “a” to “an” in the second sentence and add the language “,as described in Section 14-62(b)(3)”
- Section 14-62(b)(1)(b) – remove the word “building” (2 locations)
- Section 14-62(2) – remove the word “major” (2 locations), add a comma after “development”, remove the word “building”
- Section 14-62(3) – add “less than 400 square feet or” after the word “project” and remove all language after, and including, “However”
- Section 14-62(c)(2)(d) As designed version – remove the extra “s”
- Section 14-62(c)(3) As designed version – remove in its entirety
- Section 14-62(2) As built version – change language to read “All “as built” documents must be signed and sealed by a professional engineer”

- Section 14-62(d)(2) – remove (c) in its entirety
- Section 14-62(3) – change ‘a’ to “an” and remove all language after “certification”
- Section 14-62(e) – remove “or major development” from the last sentence

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to approve the amended Ordinance with the additional changes as stated. Motion carried 4-0.

#### **MOTION CARRIED UNANIMOUSLY**

- B. An Ordinance of the City of Hedwig Village, Texas amending Chapter 38, Floods, Article II, Flood Damage Prevention, Division 1, Generally, Section 38-35, Definitions, by adding new Definitions; amending Chapter 38, Floods, Article II, Flood Damage Prevention, Division 2, Administration, Section 38-61, Floodplain Administrator – Designations, of the Code of Ordinances of the City of Hedwig Village, Texas by designating the City Administrator or their designee, and Section 38-62, Same - Duties and Responsibilities, by adding additional duties and responsibilities; Section 38-63, Permit Procedures, and adding new Sections 38-65, Limitations on Lot Fill for Property; Section 38-66, Fill on Non-Conforming Lots; Section 38-67, Appeal; amending Chapter 38, Floods, Article II, Flood Damage Prevention, Division 3, Flood Hazard Reduction, Section 38-81, General Standards, by revising the General Standards; Section 38-82, Specific Standards, by revising the Specific Standards and by adding Setting Minimum Elevation for new construction and adding a new Section 38-84, Stormwater Detention, by adding Stormwater Detention Requirements.**

Councilmember Rouse stated the Streets and Drainage Committee (S&D) worked with Mr. Buscha, with IDS, and Evan DuVall, with SafeBuilt, regarding the proposed amendment to Chapter 38. The proposed amendments include updating elevation for new construction, designating the City Administrator as the Floodplain Administrator and updated those duties and responsibilities, adding new definitions to support the proposed amendments, update when drainage plans are required, update the fill requirements, amend the appeal section and providing notice to adjacent property owners of appeal decision within 30 days of decision, and amending stormwater detention requirements.

Tim Buscha, IDS, stated the proposed amendment for fill do not, currently, affect the residents but will bring the City Code into compliance with Harris County and FEMA requirements. Evan DuVall, SafeBuilt, stated the City is not in a floodplain currently. The fill requirement would apply only if the City were in a 500-year floodplain. The requirement was added to the proposed amendments for the future, in case the floodplain was revised by Harris County Flood Control District to include some or all of Hedwig Village.

Mayor, Councilmembers, Mr. Buscha, and Mr. DuVall discussed the proposed amendments. Additional amendments were suggested to include:

- Section 38-65(e) – change “500-year floodplain” to “100-year floodplain”
- Section 38-66 – re-insert the word “property” toward the end of the sentence. The end of the sentence should read “...the middle of the property and sloped...”
- Section 38-65(f) – remove partial sentence

- Section 38-67 (c) – change “city administrator” to “Board of Adjustment” (2 locations)
- Section 38-84(2)(b)(iv) – change “125%” to “150%”

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to approve the amended Ordinance with the additional changes as stated. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

- 6. 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**

November 14, 2024 Regular City Council Meeting

**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 - \$4,781.08

Annabella Remodeling - \$6,797.00

Johnson Petrov - \$2,737.59

IDS Engineering - \$8,000.50

Idemia - \$3,615.00

**D. Approval of Construction Fund Bills**

IDS Engineering (6 invoices) - \$21,592.92

AAA Asphalt - \$12,452.16

The Goodman Corp - \$3,581.60

TxDOT - \$9,300.00

EHRA - \$124,761.01

Councilmember Trozzo requested removal of the November 14, 2024 minutes from the Consent Agenda for further review.

Motion was made by Councilmember Rouse and seconded by Councilmember Trozzo to approve the consent agenda, with the November 14, 2024 minutes removed. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to table the November 14, 2024 minutes. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

**7. ADJOURN**

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to adjourn the meeting at 9:52 p.m. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on January 9, 2025.

ATTEST:

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Tom Jinks, Mayor

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Lisa Modisette, City Secretary