



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR CITY COUNCIL MEETING
JANUARY 9, 2025 – 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

City Council recessed at 7:35 p.m.

City Council reconvened at 7:42 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, 954 Pecanwood, thanked the Village Fire Department for their assistance after a recent incident at his home.

Bob Wiener, 8929 Gaylord Drive, asked City Council to keep in mind that sidewalks should connect across driveways and such, and should be ADA compliant. He also suggested interconnectivity between parking lots.

4. REPORTS

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

Chief Wood discussed the following:

- Both Shoplifting and Burglary to a Motor Vehicle increased in December 2024.
- Bar Bludorn – Burglary of a business. Investigation is ongoing. Possible suspect identified. Also at Bar Bludorn, cash from a bank run was stolen from the owner's vehicle.

B. Fire Department – Chief Miller

Chief Miller discussed the following:

- One firefighter/paramedic and one Captain recovering from surgery.
- Hiring process to begin to fill 2 openings.
- One full-time dispatcher was hired. Her start date will be January 24, 2025.

- The department is waiting on the adjustor report regarding Ladder 1.
- In Hedwig Village, there were thirty-one fire calls, fourteen EMS calls, and five non-emergency calls for a total of fifty calls in December. Average response time was 2:41.
- Fire hydrant testing will begin soon.
- 2026 Budget process is underway.
- The process to replace several pieces of equipment, possibly including Ladder 1, is underway.
- The department conducted a structure training at a house on Denise. The owner of the property agreed to let the department train at the house that will eventually be torn down.

Councilmember Woodruff stated the department's Capital Replacement Fund may not be adversely impacted with the replacement of the ladder truck due to the insurance proceeds. There may be a possible discount if the ladder truck and the engine truck are ordered together.

C. Beautification – Bob Wiener, Committee Member

Bob Wiener discussed the following:

- The Committee does not have a chair; members have been rotating the duties.
- The Committee met early in the week and discussed possible projects.
- A live oak near the fire department has died and will be replaced.
- The landscaping at the sign at the Campbell esplanade will be adjusted for the sign to be visible.
- The pines trees donated by the City of Hilshire Village have been planted at various locations, including several at City Hall.

D. Streets and Drainage Committee – Councilmember Rouse, Chair

No report. The Committee did not meet.

E. Engineering Report –Tim Buscha

Tim Buscha, City Engineer, discussed the following:

- Other Road/Drainage items –
 - Coordination with TxDOT for the sidewalk grant, update the scope of sidewalks in the project to be provided to the City Administrator. IDS proposal for project design and management included on the January Council agenda.
 - Update to the street prioritization list, included in the Council packet this evening. Street rankings are 1 (worse) to 4 (best). Spriggs Way (west), Echo Wood, and Falling Leaf are currently ranked as 1s. Fourteen streets are ranked as 2s but ten of those streets will be included in the Westside Infrastructure Project.
 - 2025 Storm Sewer Cleaning and Tving Project work order will be issued in late January. Work anticipated to be completed by end of February.
- Westside Infrastructure Project (WSIP) –

- The Council meeting on November 14 provided direction and guidance for completing the design and limits for the Phase 1 construction package.
- The current schedule:
 - 90% design complete/updated cost estimates – early February 2025
 - Bid ready package with contract documents – early March 2025
 - Phase 1 bid package issued on CivCast – early March 2025
 - Phase 1 bid opening – late March 2025
 - Recommendation of award/contract for Council approval – April 2025 Council meeting
 - Anticipated contractor NTP – May 2025

F. Building Official – Evan DuVall, Building Official

Evan DuVall discussed the following:

- 9201 Katy Freeway – Rice Box is now open.
- Commercial development – two addition/remodel permits and two sign permits were approved.
- The Board of Adjustment will meet on January 23, 2025 for 3 variance requests – 2 for St. Cecilia (fence and sign) and 1 for 952 Corbindale (sign).
- Residential development – four residential new/remodel/additions have been approved, one pool permit was approved, and one fence permit was approved.
- Three ROW permits were approved.

Councilmember Rouse asked about the St. Cecilia variance request and if there will be three separate requests for the various deviations from the code. Mr. DuVall stated St. Cecilia will have two hearings for the fence and the sign.

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

No report. The next meeting will be January 28, 2025.

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

Wendy Baimbridge discussed the following:

- The City has \$6.4 million in available funds and \$7.8 million in restricted funds for a total of \$14.2 million.
- The City is 100% through the 2024 budget year.
- Sales tax is down and mixed beverage tax is up for the month of December.

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

Wendy Baimbridge discussed the following:

- A new crosswalk was installed on Echo Lane at Whippoorwill.
- The City has received \$210,000 in FEMA reimbursement funds regarding the two storms mid-2024.
- Rice Box will have its grand opening Saturday evening, starting at 5:00 p.m.
- The Tree Advisory Board annual update – the City lost thirteen trees but planted twenty-five trees. An additional twenty-two trees were donated by The City of

Hilshire Village and planted throughout the City. 145 trees were given to residents during the Arbor Day event.

- The Board drafted Tree Management Guidelines. A copy was provided for Council review.

J. Mayor Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- The City received over \$200,000 in reimbursement for the midyear storms. Thanked the City Administrator and City staff.
- CenterPoint Energy will, possibly, connect the police department and the fire department to a direct line to minimize their power loss during storms.
- Westside Infrastructure Project Phase 1 has been approved to bid.
- The Starlink setup is complete to be used as a backup for the internet during storms.
- Rice Box grand opening on Saturday.

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 providing for the holding of a General Election to be held on May 3, 2025 for the purpose of electing a Mayor and two (2) Councilmembers and providing details relating to the holding of such Election.

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

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 approve an agreement with IDS Engineering Group for Engineering Services related to the Design and Project Management of the Hedwig Village Pedestrian Safety and Access Improvement Grant.

Tim Buscha, IDS Engineering Group, stated Texas Department of Transportation (TxDOT) will fund a \$1.5 million grant for sidewalk and pedestrian access improvements. IDS will design and manage the project, including utility coordination, drainage analysis, arborist services, traffic signal services, and surveying. IDS will attend meetings with city staff and TxDOT. The agreement is approximately \$346,225 for all services. The sidewalks under consideration for inclusion in the project are Gaylord (Mustang to Bunker Hill Road), Mustang Lane, Gaylord (Corbindale to Brogden), sidewalk (the hike and bike trail) replacement in the Harris County Flood Control District right-of-way by the City park, replacement of multiple sidewalk panels throughout the City, coordinate with Spring Branch ISD for a sidewalk at the west end of the high school property. Construction should begin in late 2026 or early 2027.

Councilmember Rouse asked about the sidewalk on the north side of Beinhorn. Councilmember Woodruff stated the City has an interlocal agreement with the City of Piney Point Village to install and maintain drainage and sidewalks along that section of

Beinhorn. Mayor Jinks stated this section of sidewalk is a priority and needs to be replaced.

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

MOTION CARRIED UNANIMOUSLY

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

A. Discussion and possible action to authorize IDS Engineering Group to bid Phase 1 of the Westside Infrastructure Project.

Tim Buscha, IDS Engineering Group, stated Phase 1 of the Westside Infrastructure Project (WSIP) includes Magdalene (Taylorcrest to Joan of Arc), Joan of Arc (Magdalene to Constance), Constance (Joan of Arc to N. Lou Al), and N. Lou Al (Constance to Merridel). The bidding of Phase 1 will include the streets mentioned with the option of additional streets, Spriggs Way (east of Magdalene), Magdalene (Joan of Arc to Denise), and Constance (N Lou Al to Denise). Mr. Buscha stated the additional streets could be added to Phase 1 through the change order process or the City could bid the additional streets as an add-on to the Phase 1 bid documents.

Councilmember Breckon suggested adding Spriggs Way to the Phase 1 bid. Mr. Buscha agreed with the suggestion, stating that the City could submit the plans to Harris County Flood Control District for review and approval.

Councilmember Trozzo asked for clarification from the City Attorney regarding the Council vote at the November 2024 Council meeting pertaining to Phase 1. He stated Council voted on Phase 1 consisting of Magdalene (Taylorcrest to Joan of Arc), Joan of Arc (Magdalene to Constance), Constance (Joan of Arc to N. Lou Al), and N. Lou Al (Constance to Merridel) only. He stated the previous vote did not include the additional streets. Alan Petrov, City Attorney, stated Council did vote for Phase 1 at a previous meeting; however, Council could include the additional streets as an add-on to the Phase 1 bid. Mr. Petrov stated Council is voting tonight to get pricing on Phase 1, including possible additional streets.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to authorize IDS to bid Phase 1 of the Westside Infrastructure Project, to include Magdalene (Taylorcrest to Joan of Arc), Joan of Arc (Magdalene to Constance), Constance (Joan of Arc to N Lou Al) , and N. Lou Al (Constance to Merridel) and to request bids for the possible addition of Spriggs Way (east of Magdalene), Magdalene (Joan of Arc to Denise), and Constance (N Lou Al to Denise) for evaluation when the bids are received. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

8. DISCUSSION ITEM/PRESENTATION OF SPECIAL REPORTS

A. Discussion with James Gilley, U.S. Capital Advisors, regarding possible funding options for the Westside Infrastructure Project.

James Gilley, U.S. Capital Advisors, discussed possible funding options for the Westside Infrastructure Project. The options include:

- General Obligation Bonds – Requires voter approval and is dependent on the election cycle. The election must be held on a uniform election date, either in May or November. The maximum term is 40 years.
- Certificates of Obligation – Voters could petition for an election to approve the issuance. If petitioned for an election, dependent on the election cycle. The maximum term is 40 years.
- Tax Notes – not subject to an election but limited on authorized uses. The maximum term is seven years.
- Revenue bonds – not subject to an election. The maximum term is 40 years.

All options could increase the Debt Tax Rate for the City in order to repay the bonds.

Councilmember Woodruff stated a shorter repayment term equals a higher tax rate. He stated it might be possible to finance the entire project now if the cost would be less in the long term. He requested tax rate estimates for 15 years and 20 years on a \$7 million debt and \$10 million debt.

B. Discussion regarding the Hedwig Village Pedestrian Safety and Access Improvement Project.

Discussed under agenda item 6A.

9. 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

December 12, 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 - \$2,834.02

Annabella Remodeling - \$8,247.00

Johnson Petrov (2 invoices) - \$7,447.056

IDS Engineering - \$3,595.88

CompuCycle - \$2,964.88

Masraff's - \$9,910.00

Accutek - \$5,698.70

Bright Landscaping - \$5,167.70

D. Approval of Construction Fund Bills

IDS Engineering (2 invoices) - \$3,176.08

The Goodman Corp - \$895.40

EHRA - \$94,826.09

E. Appointment of the City Administrator to complete the Police Seizure Audit

F. Arbor Day Proclamation

G. Review of Investment Policy

H. Review of 4th Quarter Investment Report

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the consent agenda, as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

10. ADJOURN

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to adjourn the meeting at 8:28 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on April 10, 2025.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary