



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR CITY COUNCIL MEETING  
FEBRUARY 13, 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  
Paul Warner, Police Captain  
Lisa Modisette, City Secretary  
Alan Petrov, City Attorney

Absent: Evan DuVall, Building Official

**2. PLEDGE OF ALLEGIANCE**

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

**3. CITIZEN/VISITOR COMMENTS**

Kevin Roth, 13223 Pebblebrook Drive, stated he received a citation for speeding in a school zone while driving his children to dance class. He stated that, while at dance class, he observed seven other tickets issued in the same area of the school zone. He stated the school zone does not have flashing lights and the school zone sign is difficult to read. He stated the school zone by Memorial High School is ineffective. He requested the installation of flashing lights.

Andrea Hermann, 930 Karos, asked when the previously approved ordinances would be added to the Code of Ordinances.

**4. REPORTS**

**A. Police Report – January 2025 Report Crime Report & Statistics, 2024 Annual Report – Captain Warner**

Captain Warner discussed the following:

- Theft at Residence – delivered packages were stolen from the front porch.
- Stolen vehicle – located on a license plate reader camera in the south of Houston. Vehicle has not yet been recovered.
- Annual report:
  - Chief David Gott retired in 2024. The City held a retirement party in his honor on September 26, 2024.
  - Chief Justin Wood was appointed, and sworn in, as the new Police Chief on September 30, 2024.
  - Several new hires in 2024, including a dispatcher hired as a police officer.
  - Officer Bissett promoted to night shift Sergeant.

- Officer Schulgen awarded 30 years of service award, Captain Warner awarded 25 years of service, and Detectives Bloodworth and Sadikin awarded 5 years of service.
- Mandatory trainings were conducted for all officers.
- National Night Out was a big success. Officers attended gathering at multiple locations throughout the City.
- The October 26<sup>th</sup> Recycle/Shred/Donate Event netted 65.5 pounds of medications for disposal.

Councilmember Rouse asked for an update on the robbery at Bar Bludorn mentioned at the January 2025 Council meeting. Captain Warner stated the suspect has been identified but not yet arrested.

Councilmember Trozzo asked about the vehicle break-ins along I-10. Captain Warner stated the department has spoken with property owners and businesses about installing cameras but there has not been any interest.

#### **B. Fire Department – Chief Miller**

Chief Miller discussed the following:

- Three firefighters/paramedics out with injuries.
- Hiring process – 2 interviews this week.
- The department will receive \$2 million in insurance proceeds for Ladder 1.
- The January 2025 winter storm was a snow event, not an ice event. The department had an extra dispatcher and extra equipment in case they were needed.
- In Hedwig Village, there were twenty-four (24) fire calls, twenty (20) EMS calls, and two (2) non-emergency calls for a total of forty-six (46) calls in January. Average response time was 2:50.
- The 2026 Budget is in progress.
- Fire hydrant inspections will begin soon.
- Deputy Chief's vehicle is scheduled to be replaced this year and has been ordered.
- The pumper truck is scheduled to be replaced in 2027. This truck has been ordered.
- The next Board of Commissioners' meeting is February 26.
- Chief Miller has been tasked with comparing the department's firefighter injury rate with several sources, such as the NFPA and OSHA.

#### **C. Beautification – Bob Wiener, Committee Member**

Bob Wiener discussed the following:

- The Committee meets on the first Tuesday of the month at 9:30 a.m. at City Hall.
- Discussions held at the February 4<sup>th</sup> meeting included:
  - Review seasonal planting at Campbell Road, the park entrance, and brainstormed new project ideas for 2025.
  - Replace a live oak on Corbindale by the fire department.
  - Clean up and replant, as needed, the iris bed on Taylorcrest.

- Switch out the box hedge at Bunker Hill Road and Denise.
- Prepare a request to Trees for Houston for the 2025 Arbor Day event to be held on October 25.

Councilmember Rouse stated irises like being wet. The current flower bed is raised and may not be adequate for water retention. She suggested the Committee consider a different type of plant/flower for this location.

**D. Engineering Report** –Tim Buscha

No verbal report.

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

No verbal report.

**F. Financial Report** – January 2025 – Wendy Baimbridge, City Administrator/Treasurer

Wendy Baimbridge discussed the following:

- The City has \$8.2 million in available funds and \$8.1 million in restricted funds for a total of \$16.3 million.
- The City is 8.33% through the 2025 budget year.
- Sales tax and mixed beverage tax is up for the month of January.

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

Wendy Baimbridge discussed the following:

- Comcast will connect fiber for City Hall soon. Starlink has also been installed as a backup.
- A pothole has been repaired on Campbell Road.
- The Tree Advisory Board will fund the live oak to be planted on Corbindale near the fire department.
- City staff (Wendy Baimbridge and Yolanda Lopez) are working toward certifications for their job duties.
- The court clerk (Diana Ruiz) will retire in August 2025. Interviews have been conducted for a new court clerk.
- The A/C in the City Hall server room has been replaced. The A/C in the Council Chambers is at 1/2 capacity.
- All computers at City Hall have been replaced over the past two years. The computers (laptops and desktops) at the police department will be replaced starting in 2026.

Councilmember Rouse requested the 90% design and cost estimate for the Westside Infrastructure Project be shared with Council when it is available. She also requested the City Engineer communicate which storm sewer pipes would be cleaned and TVed this year (2025).

Councilmember Rouse stated the March Council meeting is scheduled to be held during Spring Break. Mayor Jinks requested the City Administrator email Councilmembers to determine if March 27th would be a better date for the March meeting.

**H. Mayor Report – Mayor Tom Jinks**

Mayor Jinks discussed the following:

- Pizza Crust is open.
- The Village Mayors held a meeting, discussed fire department, mutual vendors, and the possible upcoming school bond election.
- Commended Chief Wood for the annual report.
- Village Fire Department – ordered two (2) new trucks.

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

**A. An Ordinance of the City of Hedwig Village, Texas calling for a Joint Public Hearing regarding Signs – Flags and Flagpoles**

Councilmember Trozzo stated this item was briefly discussed at the last Council meeting.

Councilmember Rouse stated City Council should have the opportunity to discuss the proposed changes prior to calling a Joint Public Hearing. She stated City Council does not have the rationale behind the proposed changes.

Councilmember Woodruff stated the proposed changes to the Code could have unintended consequences.

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

**MOTION CARRIED UNANIMOUSLY**

**B. A Resolution of the City of Hedwig Village, Texas to approve the Village Fire Department 2025 Budget Amendment #1 for the purchase of a ladder truck.**

Councilmember Woodruff stated the insurance proceeds will be \$2 million for the damaged ladder truck. A new ladder truck has been ordered for delivery in approximately August 2026. The \$2 million insurance proceeds, with an additional \$300,000 from the Capital Replacement Fund, will cover the cost of the new ladder truck. The participating Cities need to authorize this large expenditure, per the Interlocal Agreement. The 2025 Village Fire Department Budget will be amended to account for this purchase.

The department ordered the ladder truck and the pumper truck at the same time to receive a sizable discount, approximately \$250,000 in savings.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the resolution, 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 Interlocal Agreement between the City of Hedwig Village and the Memorial Village Water Authority in relation to the Westside Infrastructure Project.**

Mayor Jinks asked the City Attorney if approval of the Interlocal Agreement (ILA) would commit the City to the cost figures mentioned in the agreement. The cost figures for the

Memorial Village Water Authority (MVWA) stated in the ILA may change. City Attorney Alan Petrov stated yes, the City would be committed. Trey Cantu, General Manager of the MVWA, stated the cost estimates, as stated in the ILA, can be adjusted when the final cost is determined or can be removed now and added to the ILA at a later date. He stated the ILA shows the MVWA is committed to the project and will fund their portion of the project.

Councilmember Rouse asked if the ILA would remain in effect throughout the entire project. Tray Cantu stated yes.

City Attorney Alan Petrov stated the Council could approve the form of the ILA pending final cost and scope.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the agreement, as to form and scope subject to the finalization of cost. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

**B. Discussion and Possible Action to Approve an Agreement with IDS Engineering Group for Professional Services as a General Consultant for Public Works.**

City Administrator Baimbridge stated this agreement with IDS is for their professional services for General Consultant for Public Works for 2025. This was discussed during the 2025 Budget process.

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

**MOTION CARRIED UNANIMOUSLY**

**C. Discussion and Possible Action to Approve an Agreement with National Works for Storm Sewer Cleaning and TVing.**

City Administrator Baimbridge stated this item was discussed during the 2025 Budget process. This agreement is for the cleaning and Tving of a selection of storm sewer pipes in 2025.

Councilmember Rouse asked when the City could go out for bids for this work. City Administrator stated the City could go out for bids at any time.

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

**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** – January 9, 2025 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**

Village Fire Department - \$3,094.60

City of Houston - \$20,664.00

CTC Gunworks - \$5,505.91

RTI Construction - \$2,780.00

Leads Online - \$2,666.00

Axon Enterprises - \$19,943.64

Polar Air (2 invoices) - \$19,114.81

**D. Approval of Construction Fund Bills**

IDS Engineering - \$2,053.20

**E. Approval of an Agreement with Vick Maintenance for General Maintenance and other related services.**

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the consent agenda, with the removal of the January 9, 2025 minutes. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to table the January 9, 2025 minutes. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

**8. CLOSED SESSION** – The City Council will convene into Closed Session as authorized by Chapter 551, Texas Government Code, to discuss the following matter:

**A.** As authorized by Section 551.071, Consultation with Attorney, to discuss an agreement regarding plan review, inspections, and code enforcement.

City Council convened into Closed Session at 7:27 p.m.

City Council reconvened into Open Session at 7:50 p.m.

**9. ACTION – CLOSED SESSION** – The City Council will reconvene in open session and take action, if necessary, on the matters discussed in closed session.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to authorize the Mayor to negotiate and enter into an agreement for professional services with Texas BBG Consulting Inc. for such terms as you deem to be in the best interests of the City and if you are unable to reach an agreement with them that you believe in the best interests of the City to explore other options.

**10. ADJOURN**

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to adjourn the meeting at 7:51 p.m. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on April 10, 2025.

ATTEST:

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Tom Jinks, Mayor

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Lisa Modisette, City Secretary