



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR CITY COUNCIL MEETING
APRIL 10, 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 (left at 7:29 p.m.)

Absent: None

2. PLEDGE OF ALLEGIANCE

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

3. CITIZEN/VISITOR COMMENTS

Robert Irby, 901 Hickorywood, discussed the school traffic at student pick-up times. He stated students wait in his yard for pick up. He suggested placing “No Drop-off or Pick-Up” signs.

Andrea Hermann, 930 Karos, stated she was frustrated regarding the remodel of a house on her street. The contractors’ vehicles are parked on multiple streets, making it difficult for residents. She suggested limiting the number of vehicles at a construction site. She also expressed disappointment over the residents’ divide regarding WSIP.

Tom Speck, 11751 Cawdor Way, thanked the City for the repairs to Cawdor Way. He stated the contractor was very efficient and very accommodating to the residents. Two mailboxes were covered to avoid any damage. He requested increasing the priority ranking of Cawdor Way during the Westside Infrastructure Project (WSIP).

DuVal Dickey, 710 Magdalene, questioned the need to remove mailboxes during WSIP. He estimated the City has spent \$1.5 million on the project to date. He stated the project is estimated to cost \$15 million. He stated the residents are opposed to the project for a variety of reasons. He stated the final plans or the drainage impact analysis have not been presented to the residents for review.

4. REPORTS

A. Police Report – February 2025 and March 2025 Report Crime Report & Statistics, 2024 Racial Profiling Report – Chief Wood

Chief Wood discussed the following:

- Burglary of Motor Vehicle (BMV) – there has been an increase in BMV compared to last month. A few arrests have been made.

- Several arrests were made for outstanding warrants through the Houston Police Department and Harris County.
- CPR and 1st Aid training was conducted for all police department personnel and CPR training for all City Hall staff. There is a possibility of conducting these trainings for the residents. Councilmember Woodruff, a certified instructor, offered his assistance in conducting the trainings.

Councilmember Trozzo asked about installing cameras along I-10 in the business districts. Chief Wood stated the department has spoken with the businesses about installing cameras but there has not been any interest. He stated the next step will be to discuss the issue with the property owners.

B. Fire Department – Chief Miller

Chief Miller discussed the following:

- The department is fully staffed; however, one captain is out with an injury.
- One house fire in Hunters Creek in the outside kitchen area.
- In Hedwig Village, there were thirteen (13) fire calls, thirty-two (32) EMS calls, and three (3) non-emergency calls for a total of forty-eight (48) calls in March. Average response time was 3:01.
- The Deputy Chief's vehicle has been ordered.
- The 2026 Budget process is underway.
- Fire hydrant inspections are underway.
- The Harris County Mitigation Plan (the Villages are included in this plan) needs to be renewed every 5 years. The renewal process with the Villages is underway.
- The department will possibly lease a ladder truck until the new ladder truck is delivered, pending budget amendment approval by the Villages.
- The department recognized Telecommunicators Week.
- The next Board of Commissioners' meeting is April 23rd.

C. Beautification – Andrea Hermann, Committee Member

Andrea Hermann discussed the following:

- Bright Landscaping will work on the landscaping at various locations throughout the City. The work should be completed before Easter.

D. Streets and Drainage Committee – Councilmember Rouse

Councilmember Rouse discussed the following:

- The Committee met in February to review the 90% plans for the WSIP and the estimated cost of Phase 1. Several residents were in attendance, reviewed the plans, and asked questions.
- Reviewed the scope and priority of streets for the 2025 TV and cleaning of the storm sewer.
- Reviewed a summary of the updates to Chapters 14 and 38 of the City ordinances on drainage.

E. Engineering Report –Councilmember Rouse

Councilmember Rouse discussed the following:

- TxDOT Pedestrian Improvement Project – the survey operations are 90% complete. Agreements and easements are being confirmed/ratified or have already been presented to TxDOT. A schematic layout of work will be presented to City staff for approval in April, with TxDOT review in May.
- Other activities – concrete failure on Cawdor Way repaired, 2025 storm sewer TV and cleaning underway, and a review of other streets and drainage issues.
- Westside Infrastructure Project – the original bidding schedule was delayed to allow for all comments by IDS and Memorial Village Water Authority (MVWA) to be incorporated. The revised bid schedule is as follows:
 - Bid ready package with contract documents – April 11th
 - Phase 1 bid package issued on CivCast – April 15th
 - Phase 1 bid opening – April 30th
 - Recommendations to Council to award bid/Contract for Council approval – May 8th
 - Estimated contractor NTP – June 2025
 - Other items for future action – Agreement with MVWA to be confirmed and completed for escrow of funds prior to award and IDS agreement proposal for construction administration, project representation, and construction material testing to be presented to Council at the May Council meeting.

F. Building Official – Evan DuVall, Building Official

Evan DuVall discussed the following:

- The police department assisted in enforcing construction work hours.
- BBG is assisting the City with updating the building department webpages.
- Commercial permits – 1 addition/remodel permit was approved and 2 sign permits were approved.
- Residential permits – 1 demolition permit was approved, 2 new residential plans under review, 1 concrete slab under review, 1 foundation repair was approved, 1 pool permit was approved, 4 generator permits were approved, and 3 fence permits were approved.
- 1 right-of-way permit was approved.

G. Financial Report – February and March 2025 – Wendy Baimbridge, City Administrator/Treasurer

Wendy Baimbridge discussed the following:

- The City has \$9.2 million in available funds and \$8.4 million in restricted funds for a total of \$17.6 million.
- The City is 25% through the 2025 budget year.
- Sales tax is up and mixed beverage tax is down for the month of March.
- The 2025 financial audit is underway.

- Ad valorem tax is 92% collected.

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

Wendy Baimbridge discussed the following:

- The City is working with Harris County Flood Control (HCFCD) regarding Soldiers Creek at Stonegate.
- HCFCD needs to continue to de-silt Soldiers Creek. HCFCD stated they need to wait until the creek and the area are dry.
- Street Rehab – possibility of Echo Wood, Falling Leaf, and Blalock. The first 100 feet of Echo Wood is public, and the City has an easement on Falling Leaf.
- Election – Early voting will be April 22 through April 25, and April 28 through April 29. Early voting hours are from 7:00 a.m. to 4:00 p.m. Election day is May 3., 7:00 a.m. – 7:00 p.m.
- City staff is watching several legislative bills. An email was sent to residents addressing these bills.

I. Mayor Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- The Villages are working together to closely follow the Senate and House bills. Encouraged the residents to get involved by contacting their representatives and Senators.
- Legislative Update – if Senate Bill (S.B.) 673, Accessory Dwelling Unit, is passed, it would reduce the setbacks to 5 feet.

Councilmember Trozzo asked about deed restrictions. S.B. 673, as written, would supersede the City's building codes but would not supersede deed restrictions. City Attorney Petrov agreed; however, he stated that deed restrictions could become unenforceable or invalid over time. This legislation would not affect the power that Homeowners' Associations currently have, just cities. Councilmember Woodruff stated residents could create deed restrictions and/or ensure current deed restrictions are enforced.

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 adopting Amendment No. 3 to the Original Budget of the City of Hedwig Village, for the year 2024; providing detailed line-item increases or decreases; providing for severability; and containing other provisions relating to the subject.

Wendy Baimbridge, City Administrator, stated the proposed ordinance will amend the 2024 Budget to account for expenses incurred during 2024, with adjustments for underspent line-items to cover over-spent line-items.

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

MOTION CARRIED UNANIMOUSLY

- B. A Resolution of the City of Hedwig Village, Texas suspending the April 19, 2025 effective date of the proposed CenterPoint Energy Resources Corp, D/B/A/ CenterPoint Energy Entex and CenterPoint Energy Texas Gas – Houston, Texas Coast, South Coast, and Beaumont/East Texas Geographic rate areas, to implement Interim GRIP rate adjustments for gas utility investment in 2024 and requiring delivery of this Resolution to the company and legal counsel.**

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

MOTION CARRIED UNANIMOUSLY

- C. A Resolution of the City of Hedwig Village, Texas to approve the Village Fire Department 2025 Budget Amendment No, 2 to lease a ladder truck, the expense not to exceed \$110,000.**

Councilmember Woodruff stated the department could lease a ladder truck until the recently ordered ladder truck is delivered. The interest from the insurance proceeds will primarily be used to pay for the lease. The 2025 Village Fire Department Budget will be amended to account for this expense. Councilmember Woodruff recommends approval of the resolution.

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 City of Hunters Creek to repair or replace sidewalks within the north twenty (20) feet of Beinhorn Road right-of-way from the west boundary line of Brogden Road right-of-way to the east boundary line of the Hedwig Road right-of-way.**

Mayor Jinks stated the inter-local agreement would allow the City of Hedwig Village to repair or replace the sidewalks within the specified area in Hunters Creek. This action would ratify an agreement the cities entered into many years ago. The sidewalks in the specified area would be included in the sidewalk improvement plan submitted to TxDOT for the grant funds.

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

MOTION CARRIED UNANIMOUSLY

7. DISCUSSION ITEM/PRESENTATION OF SPECIAL REPORTS

- A. Discussion on the Village Fire Department (VFD) Proposed 2026 Budget, including proposed changes to the retirement benefits of VFD personnel.**

Councilmember Woodruff stated the Village Fire Department (VFD) is proposing, through their 2026 Budget process, to increase the VFD employee's retirement benefits. A previous retirement benefit change included adding a 457 plan for the employees. He stated this proposed retirement benefit could create a future unfunded liability for the

Villages. Councilmember Breckon stated the department could be competitive in hiring and retaining employees if the pay was to stay competitive.

Mayor Jinks stated the VFD requested an increase in their retirement benefits several years ago and was told at that time the Villages could not afford the requested increase.

- 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** – January 9, 2025 Regular City Council Meeting
February 13, 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

Sam's - \$2,506.16

Wells Fargo credit card - \$11,482.46

Village Fire Department - \$2,859.75

Northwest Communications - \$24,232.92

AAA Asphalt - \$6,850.00

Polar Air - \$14,841.56

Dana Safety Supply - \$4,951.44

Integrity Air Solutions - \$5,200.37

Accutek - \$16,002.50

Johnson Petrov - \$4,385.81

IDS Engineering - \$14,737.63

Turner Paving - \$16,525.00

Schaumburg & Polk - \$2,581.50

Election System Software - \$8,797.25

Spring Branch IDS - \$8,465.00

D. Approval of Construction Fund Bills

IDS Engineering - \$55,202.00

The Goodman Group - \$5,126.30

- E.** Proclamation in recognition of Telecommunicators Week

- F.** Review of 1st Quarter 2025 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

- 9. 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, regarding an agreement for building plan review, building inspections, Building Official services, and code enforcement.

City Council convened into Closed Session at 7:29 p.m.

City Council reconvened into Open Session at 7:54 p.m.

- 10. 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 enter into an agreement with AOKA Engineering with respect to building plan review, building inspections, Building Official services, and code enforcement, for such terms as to be in the best interests of the City.

Mayor Jinks thanked Evan DuVall for his years of service to the City and thanked him for a job well done.

11. ADJOURN

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to adjourn the meeting at 7:56 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on May 8, 2025.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary