



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR CITY COUNCIL MEETING
MAY 8, 2025 – 6:30 P.M.
955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Jinks called the meeting to order at 6:37 p.m.

Present: Mayor Tom Jinks

Councilmember Patrick J. Breckon
Councilmember Miles Loveless
Councilmember Matt Woodruff

Wendy Baimbridge, City Administrator
Paul Warner, Police Captain
Lisa Modisette, City Secretary
Alan Petrov, City Attorney
Will Dalrymple, Building Official

Absent: Councilmember Scott Davis
Councilmember Clay Trozzo

2. PLEDGE OF ALLEGIANCE

Boy Scouts led Councilmembers, City staff, and residents in the pledge of allegiance during the Special Meeting.

3. CITIZEN/VISITOR COMMENTS

Steve Deyo, 9075 Gaylord Dr. #64, requested the City place a “Children at Play” sign on Corbindale by the City park. He also requested a pedestrian crossing by the library.

Andrea Hermann, 930 Karos, requested the contact number for the new Building Official. She stated the Westside Infrastructure Project Phase 1 will need to be re-bid and asked if any item in the original bid documents would need to be elaborated on for future bids.

Tom Roth, 954 Pecanwood, thanked the police department and the fire department for keeping the City safe for residents and thanked the fire department always being available for children to look around to department.

4. REPORTS

A. Police Report – April 2025 Report Crime Report & Statistics – Captain Warner

Captain Warner discussed the following:

- An arrest was made at I-10 service road and Voss Rd. The suspect was charged with Aggravated Assault with a Deadly Weapon.
- An attempted robbery at Chase Bank at 9309 Katy Freeway. The case is under investigation.

Captain Warner suggested residents pay attention to their surroundings when exiting a building or vehicle.

B. Fire Department – Assistant Chief Miller and Councilmember Woodruff

Assistant Chief Miller discussed the following:

- One captain is out due to surgery.
- In Hedwig Village, there were nine (9) fire calls, twenty-two (22) EMS calls, and one (1) non-emergency call for a total of thirty-two (32) calls in April. Average response time was 2:59.
- The department is looking for a ladder truck to lease until the new ladder truck is delivered.
- The 2026 Budget process is ongoing.
- Fire hydrant inspections in Hedwig Village are complete.

Councilmember Woodruff discussed the following:

- All Cities have approved the requested VFD budget amendment to lease a ladder truck. Chief Miller has been given the authority to move forward with the lease when a ladder truck is located.
- The Commission motioned for an increase in the retirement benefits. Motion failed due to lack of a second.
- The Commission may propose a COLA increase of 3% and an increase in retirement match from 2% to 4%.
- The Capital Replacement Fund does not include improvements to the fire station, such as replacing the generator or replacing the fuel system. A possible amendment to the inter-local agreement may be proposed to include similar types of expenses in the Capital Replacement Fund.
- There will be an approximate excess of \$750,000 from the 2024 Budget. A proposed 2025 Budget Amendment will be submitted to the Cities to allow the use of \$250,000 of the excess to repair the training tower and to refurbish the fuel system. Any excess funds, after the proposed expenses, will be returned to the Cities.

C. Beautification – Andrea Hermann, Committee Member

Andrea Hermann discussed the following:

- Trees for Houston periodically gives away trees throughout the year and will notify the City when trees become available.

Councilmember Breckon asked the Beautification Committee to possibly landscape the small node poles in the future.

D. Engineering Report – Tim Buscha, IDS Engineering Group

Tim Buscha discussed the following:

- TxDOT Pedestrian Improvement Project – the survey operations are 95% complete. Agreements and easements with the Cities of Piney Point and Hunters Creek and Harris County Flood Control District (HCFCD) have been provided to TxDOT. An agreement with Spring Branch ISD is pending. The schematic layout is complete and will be presented to City staff for approval. TxDOT will review the schematic in May.
- Other activities – repair on Cawdor Way, 2025 storm sewer TV and cleaning underway, and HCFCD will continue with the de-silting of Soldiers Creek this

summer ending at Merridel Road. The 2025 TV and cleaning may only complete Gaylord from Bunker Hill Road to Echo Road due to significant debris build up in the pipes that will need to be removed.

- **Westside Infrastructure Project –**
 - One bid received. IDS recommends rejecting this single bid and re-bid the project in early May. The re-bid documents will include Phase 1 without the optional streets. Bid opening scheduled for June and awarding the contract at the June council meeting.
 - Inter-local with Memorial Village Water Authority to be confirmed and escrow of funds prior to contract award.
 - IDS will submit a proposal for construction administration, project representative, and construction material testing at the June Council meeting.

E. Building Official – Will Dalrymple, Building Official

Will Dalrymple discussed the following:

- Commercial permits – 4 sign permits were approved.
- Residential permits – 3 new residential plans were approved, 2 remodels were approved, 2 generator permits were approved, and 3 fence permits were approved.

F. Planning and Zoning Commission – Councilmember Trozzo, Council Liaison

No report.

G. Financial Report – April 2025 – Wendy Baimbridge, City Administrator/Treasurer

Wendy Baimbridge discussed the following:

- The City has \$9.1 million in available funds and \$8.3 million in restricted funds for a total of \$17.4 million.
- The City is 33% through the 2025 budget year.
- Sales tax is up and mixed beverage tax is down for the month of April.
- Ad valorem tax is 94% collected.

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

Wendy Baimbridge discussed the following:

- Cancelling the July 2025 meeting will be an agenda item at the June Council meeting.
- The 2026 Budget process is underway. A possible 2026 budget workshop on June 19, 2025.
- The 2025 Financial Audit should be completed by the end of the month.

I. Mayor Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- Election results have been canvassed and the officials have been sworn in.

- The Village's City Administrators traveled to Austin to meet with Representative Gates' Office regarding Accessory Dwelling Units (ADUs). Mayor Jinks traveled to Austin several days later regarding the same bill.

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

A. A Resolution creating health inspection, food services, and related services fee for establishments within the City of Hedwig Village, Texas.

Wendy Baimbridge, City Administrator, stated the proposed health inspection and related food service fees would be a pass through charge to the establishments to cover the expense of health inspections and other related services.

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to approve the Resolution, as presented. Motion carried 3-0.

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 to allow a small node to co-locate on an existing pole.

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to table this agenda item. Motion carried 3-0.

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 – April 10, 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 - \$7,646.61

Johnson Petrov - \$3,947.96

Turner Paving - \$9,650.00

LJA Engineering - \$6,898.36

Gensolutions - \$3,395.20

G&S Automotive - \$4,951.18

D. Approval of Construction Fund Bills

EHRA - \$62,410.69

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to approve the consent agenda, as presented. Motion carried 3-0.

MOTION CARRIED UNANIMOUSLY

8. ADJOURN

Motion was made by Councilmember Breckon and seconded by Councilmember Loveless to adjourn the meeting at 7:11 p.m. Motion carried 3-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on June 12, 2025.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary