



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR CITY COUNCIL MEETING
JUNE 12, 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 Miles Loveless
Councilmember Clay Trozzo

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

Absent: Councilmember Matt Woodruff

2. PLEDGE OF ALLEGIANCE

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

3. CITIZEN/VISITOR COMMENTS

Andrea Hermann, 930 Karos, requested the City install temporary “No Parking” signs along one side of a street when construction is ongoing to limit the number of contractor vehicles parking at a job site.

4. REPORTS

A. Police Report – May 2025 Report Crime Report & Statistics – Chief Wood

Chief Wood discussed the following:

- The department is using social media to educate the residents regarding burglary of a motor vehicle (BMV), such as not leaving valuables in the car.
- Attended a hurricane preparedness meeting with Mayor Jinks and City Administrator Baimbridge. The department purchased new equipment and a truck to ensure readiness.
- AED batteries at the Police Department and City Hall have been replaced.

B. Fire Department –Chief Miller

Chief Miller discussed the following:

- Captain King graduated from the Texas Fire Chief Academy.
- The department is in the process of leasing a ladder truck.
- In Hedwig Village, there were fourteen (14) fire calls, forty-two (42) EMS calls, and four (4) non-emergency calls for a total of sixty (60) calls in April. Average response time was 2:55.

- The department is working on the Hazard Mitigation Action Plan. He thanked the City Administrators for their assistance in this process.
- Introduced the department's summer intern, Conner Pennington.

C. Beautification – Andrea Hermann, Committee Member

Andrea Hermann discussed the following:

- Introduced new member Angela Wall. She will present the report in the future.
- The committee will hold off any new plantings until after the hurricane season. The intent is to save money in the budget for any repair work that may be needed after the storm season.

D. Engineering Report

No verbal report.

E. Building Official – Eli Fernandez, Building Official

Eli Fernandez discussed the following:

- Inspections performed - 99
- Commercial permits – 4 tenant remodel permits were approved.
- Residential permits – 2 new residential plans were approved and 2 residential demo permits issued.
- Nuisance buildings (residential) – attempting to contact owner of one building and a letter was sent to the owner of another building.
- Code enforcement – 2 locations have complied with requests to correct the issues and 1 location is in progress of complying.

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

Wendy Baimbridge discussed the following:

- The City has \$9.5 million in available funds and \$8.5 million in restricted funds for a total of \$18 million.
- The City is 41.67% through the 2025 budget year.
- Sales tax and mixed beverage tax is up for the month of May.

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

Wendy Baimbridge discussed the following:

- City is in the progress of changing to Aptegy for email notification and website services.
- Hurricane preparedness meeting with Harris County Precinct 3 on June 25, 2025.
- The Village Mutual Insurance Group (VMIG) will meet on June 24, 2025.
- 2026 Budget workshop meeting will be next week on June 19, 2025 at 6:30 p.m.

H. Mayor Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- Hurricane preparedness meeting with City Administrator and Police Chief held. Confident the City is ready for this season. The City learned from the previous storms and made purchases and adjusted procedures to ensure the City is ready. City Hall is now equipped with fiber internet and Starlink, as a backup.
- The new email notification system will include text messaging.
- Hurricane preparedness meeting with Harris County Precinct 3 on June 25th.
- Met with Memorial Village Water Authority (MVWA) regarding the Westside Infrastructure Project.
- 2026 Budget workshop will be next week on June 19th.

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

A. Discussion and Possible Action to adopt an Ordinance of the City of Hedwig Village, Texas calling for a Joint Public Hearing regarding Signs – Flags and Flagpoles.

Wendy Baimbridge, City Administrator, stated the proposed changes would place regulations on flags and flagpoles in the residential and commercial areas of the City.

Motion was made by Councilmember Breckon and seconded by Councilmember Trozzo to approve the Resolution, as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

B. A Resolution of the City of Hedwig Village, Texas approving the Village Fire Department 2025 Budget Amendment No. 3, not to exceed \$236,000.

Councilmember Breckon stated the proposed amendments to the Village Fire Department (VFD) 2025 Budget would fund improvements to the training tower, purchase a new generator, and improve the fueling system. There will be no additional assessment to the Villages.

Motion was made by Councilmember Breckon and seconded by Councilmember Trozzo to approve the Resolution, as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

C. A Resolution of the City of Hedwig Village, Texas approving the Village Fire Department 2024 Inter-Budgetary Transfers, in the amount of \$40,000.

Motion was made by Councilmember Breckon and seconded by Councilmember Trozzo to approve the Resolution, as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

D. A Resolution of the City of Hedwig Village, Texas approving the 2026 Village Fire Department Budget in the amount of \$10,962,801, with Hedwig Village's portion being \$1,958,743.

Councilmember Trozzo asked if the Hedwig Village portion was based on the total budget or if other accounting items, such as the ambulance reimbursement, were included.

City Administrator Wendy Baimbridge stated the City's portion is 18.5% of the total budget, excluding the Ambulance Reimbursement Fund.

Motion was made by Councilmember Breckon and seconded by Councilmember Trozzo to approve the Resolution, as presented. Motion carried 4-0.

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 cancel the July 10, 2025 Regular City Council Meeting.

Motion was made by Councilmember Trozzo and seconded by Councilmember Breckon to cancel the July 10, 2025 City Council Meeting. Motion carried 4-0.

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 – May 8, 2025 Special City Council Meeting
May 8, 2025 Regular City Council Meeting

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – One

C. Approval of General Fund Bills over \$2,500

Business Management System - \$3,150.00 Johnson Petrov - \$3,706.15

Wells Fargo credit card - \$7,544.75 Village Fire Dept. - \$4,080.52

HCAD - \$9,070.00 Bright Landscaping - \$9,155.42

Tyler Technologies - \$34,735.89 Accutek - \$9,075.68

IDS Engineering - \$6,115.59 Harris County Auditor - \$3,006.40

Polar Air - \$5,371.60

D. Approval of Construction Fund Bills

The Goodman Corp – 13,798.60

IDS Engineer - \$39,027.00

E. Approval of an Agreement with Spring Branch I.S.D. Tax Office for Ad Valorem Tax Assessment and Collection.

F. Appointment/Re-Appointment to the Board of Adjustment

G. Appointment/Re-Appointment to the Planning and Zoning Commission

H. Appointment/Re-Appointment of Municipal Judges Prosecutors, and Court Clerk

Motion was made by Councilmember Breckon and seconded by Councilmember Davis to approve the consent agenda, as presented. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

8. ADJOURN

Motion was made by Councilmember Breckon and seconded by Councilmember Trozzo to adjourn the meeting at 6:50 p.m. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on August 14, 2025.

ATTEST:

Tom Jinks, Mayor

Lisa Modisette, City Secretary