



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR CITY COUNCIL MEETING  
AUGUST 14, 2025 – 6:30 P.M.  
955 PINEY POINT ROAD**

**MINUTES**

**1. CALL TO ORDER**

Mayor Jinks called the meeting to order at 6:29 p.m.

Present: Mayor Tom Jinks

Councilmember Patrick J. Breckon  
Councilmember Scott Davis  
Councilmember Miles Loveless  
Councilmember Clay Trozzo  
Councilmember Matt Woodruff

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

Absent: None

**2. PLEDGE OF ALLEGIANCE**

Mayor Jinks led Councilmembers, City staff, and residents in the pledge of allegiance during the Joint Public Hearing.

**3. CITIZEN/VISITOR COMMENTS**

Tim Davis, 815 Hedwig Way, expressed concern regarding the proposed development at 8775 Katy Freeway (the old Sweet Tomatoes location). He stated the City has zoning laws that prohibit high-rise buildings and urged the Planning & Zoning Commission to uphold the zoning laws in the City.

Steve Bollman, 11634 Denise, stated he is opposed to the Westside Infrastructure Project (WSIP).

Mary Kenner, 11630 Denise, desires replacement of the same street surface as current. She questioned why the Streets & Drainage Committee was disbanded during the WSIP. She requested an analysis of repairing the storm sewer pipes on the westside of the City and better communication from the City to the residents.

DuVal Dickey, 710 Magdalene, stated the bids received for the WSIP are well over the estimate provided by the City Engineer. He stated there is no good timeline for the project such as the start date and how long the project will last. He asked about funding for future phases of the project and requested the residents be notified. He stated this project will be disruptive to the residents.

Sue Speck, 11751 Cawdor Way, stated she is not opposed to repaving Magdalene with concrete, however, she opposes the proposed design to bury the drainage pipe under the roadway. She stated the Piney Point faultline runs through Magdalene and she expressed concern regarding the possible negative impact on water flow to the City of Bunker Hill Village's Flintdale outfall. She stated the drainage pipes should remain in the City right-of-way under the swales along the street. Placing the pipe under the street increases the cost of the project, increases maintenance and cleanout costs, impacts the water flow to the Flintdale outfall, and raises surface water elevations in a 2 year rain event.

Harry Craig, 839 Merridel, stated he is in favor of the project. He stated the Streets & Drainage Committee studied previous and new designs. This design will remove more surface water. He stated it is time to move this project forward. He also expressed concern regarding the construction on the property next to him. The developer raised the surface elevation of that property by approximately 24 inches, the Code limits to 6 inches.

Greg Hoffman, 714 Magdalene, stated he does not understand why the design would place the drainage under the roadway and stated the maintenance and repair cost of the pipe would be higher then if the pipe were to remain on the side of the street. He stated the existing pipes could be easily remediated. He appreciates the hard work of Council.

Peggy Hemus, 711 Glen Echo, stated construction work on Glen Echo block the street and it is difficult for residents to get in and out of their street. She suggested a foreman be on site to assist with this issue. Eli Fernandez, Building Official, will look into this.

#### **4. REPORTS**

##### **A. Police Report – June and July 2025 Crime Report & Statistics – Chief Wood**

Chief Wood discussed the following:

- 2 officers have resigned. 1 officer to be sworn in on September 1<sup>st</sup>.
- Burglary to a Motor Vehicle crime numbers are down.
- The start of the school year was smoother this year.
- A suspect was arrested for a Burglary of a Residence.
- Several arrested individuals were turned over to ICE.

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

Chief Miller discussed the following:

- The new ladder truck needs a repair prior to delivery.
- In Hedwig Village, there were fourteen (14) fire calls, thirty-two (32) EMS calls, and two (2) non-emergency calls for a total of forty-eight (48) calls in July. Average response time was 2:45.
- EMS revenue for the year - \$276,000.
- The department is getting quotes to update the fuel system and the generator.
- Bids have been received regarding the renovation of the training tower.

##### **C. Beautification – Andrea Hermann, Committee Member**

Andrea Hermann discussed the following:

- The committee asked the City to get a quote to install a sprinkler system from Taylorcrest to the Christ Memorial Church at Echo Lane and Gaylord.
- The committee has spent \$9,217 so far this year.
- The committee asked the Tree Advisory Board (TAB) if they (TAB) would use their budget to purchase trees to be planted on the east side of Echo Lane from Taylorcrest to the church at Gaylord.
- 4 pine trees planted in the park last year have disappeared. Future plantings in the park would require larger trees.

#### **D. Engineering Report**

Tim Buscha discussed the following:

- The schematic of the Sidewalk Project has been submitted to TxDOT for review.
- The WSIP was rebid, with the new bid opening on July 29<sup>th</sup>. 4 bids were received. IDS recommends ICON GS with the lowest bid of \$5.493 million. Council will vote on this action this evening. MVWA portion of the project is \$965,702. The interlocal agreement with MVWA is on the agenda this evening. The City currently has \$4.9 million to fund Phase 1 of the project. An agreement with IDS for project management is also on the agenda for Council vote this evening.
- Storm Debris Removal and Disposal and Storm Debris Monitoring – bids were received for these two items. IDS recommends awarding the bids. Both bid awards are on the agenda this evening.
- 2025 storm sewer Tving and cleaning – project completed for the year.
- IDS will conduct a review of other roadways and drainage in the City. Falling Leaf and Piney Point have issues that will need to be addressed.
- Harris County Flood Control completed their work with Soldiers Creek.

#### **E. Building Official – Eli Fernandez, Building Official**

Eli Fernandez discussed the following:

- Inspections performed - 190
- Commercial permits – 4 tenant remodel permits were approved.
- Residential permits – no new homes permitted.
- Nuisance buildings (residential) – 3 properties within the City.
- Code enforcement – 2 locations have complied with requests to correct the issues and 2 locations are in the process of complying.

#### **F. Financial Report – June and July 2025 – Wendy Baimbridge, City Administrator/Treasurer**

Wendy Baimbridge discussed the following:

- The City has \$9.1 million in available funds and \$8.5 million in restricted funds for a total of \$17.6 million.
- The City is 58.33% through the 2025 budget year.
- Sales tax and mixed beverage tax are up for the month of July.

#### **G. City Administrator – Monthly Update – Wendy Baimbridge, City Administrator/Treasurer** No report.

#### **H. Mayor Report – Mayor Tom Jinks**

Mayor Jinks discussed the following:

- Completed the 3<sup>rd</sup> year of the storm sewer Tving and cleaning.

- Installed a gate across an entrance at the City park. One entrance will be for pedestrians and the other entrance will be for vehicles to facilitate mowing, tree trimming, and other work to be performed in the park.
- Completed re-stripping all crosswalks in the City for back to school.
- Appointed a new presiding judge for the Municipal Court.

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

- A.** An Ordinance of the City of Hedwig Village, Texas Amending Article V, Zoning Regulations, Section 505, Residential Districts A and C, Subsection B, Limitations; and Section 507, Signs, Subsection C, District B (Business Districts B1, B2, B3, B4), Subsection 3, Flags, of the Hedwig Village Planning and Zoning Code of the Code of Ordinances.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to table the ordinance related to flags and flagpoles. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- B.** An Ordinance of the City Council of the City of Hedwig Village, Texas Amending Chapter 6, Alcoholic Beverages, of the Hedwig Village Code of Ordinances by Adopting a New Section 6-36, Sales Prohibited near Church, School, or Public Hospital, for the Purpose of Prohibiting Alcohol Sales within close Proximity to Churches, Schools, and Public Hospitals.

Alan Petrov, City Attorney, stated the City must pass an ordinance to enforce the distance requirements regarding the sale of alcohol within 300 feet of a church, school, or public hospital or 1000 feet from a school at the request of the school district's governing board. He stated the distance requirement does not apply if the sale of alcohol is 50% or less of the business's total sales.

Mayor and Council discussed the distance requirements, including if the school district's administration building would be considered a school. Mayor Jinks stated this ordinance would protect the citizens of the City and would prohibit a liquor store from opening up in the City. Councilmember Woodruff suggested removing the 1000 foot requirement and Councilmember Trozzo suggested removing hospitals from the ordinance.

Motion was made by Councilmember Breckon and seconded by Councilmember Trozzo to approve the ordinance, with the removal of the 1000 foot distance requirement and the removal of hospitals. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- C.** An Ordinance of the City Council of the City of Hedwig Village, Texas Appointing AOKA Engineering, LLC as the Building Official of the City.

Motion was made by Councilmember Trozzo and seconded by Councilmember Breckon to approve the ordinance to appoint AOKA as the City's Building Official, as presented. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- D.** A Resolution of the City of Hedwig Village, Texas Declaring Surplus Property and Authorizing the Sale of Surplus Property.

Mayor Jinks stated the police department has two vehicles to sell to Spring Branch I.S.D. police department.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo 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 on an Agreement with IDS Engineering Group for Professional Services for Phase 1 of the Westside Infrastructure Project.**

Tim Buscha, IDS Engineering, discussed the agreement between the City and IDS for professional services relating to the Westside Infrastructure Project.

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to approve the agreement for professional services for the Westside Infrastructure Project, as presented. Councilmembers Breckon, Davis, Loveless, and Woodruff voted “Aye”, Councilmember Trozzo voted “No”. Motion carried 4-1.

**MOTION CARRIED**

**B. Ratify an Agreement with Memorial Village Water Authority for the Westside Infrastructure Project.**

Tim Buscha, IDS Engineering, stated the Memorial Village Water Authority’s (MVWA) portion of the WSIP is \$965,702 to cover the cost of replacing their water and sanitary sewer lines. This amount includes 10% contingency, covers 13.61% design cost, and 100% of the sanitary and waterline items, and pro-rata portion of other items, such as traffic control.

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to ratify the Memorial Village Water Authority agreement, as presented. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

**C. Discussion and Possible Action to award the Bid for the Westside Infrastructure Project.**

Tim Buscha, IDS Engineering, recommends awarding the bid for the Westside Infrastructure Project to ICON GC, LLC, for \$5,493,000. IDS received three bids for the project.

Councilmembers asked about resident’s inconvenience, temporary access to driveways, mailboxes, emergency services access, shutdown of side streets, trees, and drainage impact to the City.

Keith Burke, ICON GS, stated his company will try to remove mailboxes intact, will provide access for emergency services and to all driveways and side streets, and strive to complete the project in as short a time as possible and within budget. ICON will have steel plates on site throughout the duration of the project to provide access.

Tim Buscha stated IDS will provide project management with an inspector on site for 6 hours a day. The start and end times for the project will be in contract. The drainage analysis does not show any adverse effect. Spriggs Way may be added to Phase 1

depending on budget. Phase 1 includes the main drainage pipe on Magdelene, all other pipes on additional streets, in future phases, will tie into the main drainage line.

Councilmember Breckon stated other streets and drainage on the west side will be reconstructed as needed after Phase 1 is complete.

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to award the Westside Infrastructure Project bid to ICON GC, LLC, as recommended. Councilmembers Breckon, Davis, Loveless, and Woodruff voted "Aye", Councilmember Trozzo voted "No". Motion carried 4-1.

**MOTION CARRIED**

**D. Discussion and Possible Action to Award the Bid for Storm Debris Removal and Disposal.**

Tim Buscha, IDS Engineering, stated Texas Department of Emergency Management (TDEM) and FEMA require the City have a contract in place for storm debris removal and disposal, prior to a storm event, in order to receive reimbursement for storm related expenses. The contract must have been acquired via bids. He stated IDS received three bids for this item. IDS recommends DRC be awarded the bid. The agreement will have a 3 year period in which a work authorization can be issued, as needed.

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to award the bid to DRC for Storm Debris Removal and Disposal. Motion carried 5-0.

**E. Discussion and Possible Action to Award the Bid for Storm Debris Monitoring.**

Tim Buscha, IDS Engineering, stated the TDEM and FEMA requirements as the previous agenda item apply to this agenda item. IDS received two bids. IDS recommends awarding the bid to TLC Engineering. This agreement will also have a 3 year period in which a work authorization can be issued, as needed.

Motion was made by Councilmember Trozzo and seconded by Councilmember Woodruff to award the bid to TLC for Storm Debris Monitoring. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

Meeting recessed at 8:04 p.m.

Meeting reconvened at 8:19 p.m.

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

**A. Audit Report 2025**

Robert Belt, Crowe LLP, presented the 2024 Financial Audit Report. The 2024 revenues for the City were \$9,195,922, the expenses were \$7,716,891. The ending fund balance was \$10,432,698. The City has adequate revenues.

Motion was made by Councilmember Woodruff and seconded by Councilmember Davis to accept the 2024 Financial Audit Report, as presented. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

**B. Discussion and Possible Action regarding road surface for the Westside Infrastructure Project**

Mayor Jinks stated the drainage pipes on the west side of the City are failing, broken, and have reached their end of life. The roadways are in poor condition and have also reached their end of life. The City plans to replace the roads and the drainage pipes. MVWA will replace their water/sanitary pipes during the project. Their pipes have also reached their end of life.

Mayor Jinks recommends replacing road surfaces with same surface materials as current surfaces for the west side roads. Phase 1 of the project consists of Magdalene from Taylorcrest to Joan of Arc, Joan of Arc east to N Lou Al, and N Lou Al east to Merridel. The City may have enough funds to include 3 additional streets, Spriggs Way, east of Magdalene (first priority), Magalene, from Joan of Arc to Denise, and Contance, from N Lou Al to Denise.

Councilmember Breckon suggested replacing Magdalene with concrete to right before the Joan of Arc intersection with each street along Magdalene from Taylorcrest to Joan of Arc given the option to choose their road surface. Councilmember Woodruff expressed concern regarding asphalt streets on a major street (Magdalene). He stated the best interest of the City would be to concrete the major street. He asked where on Magdalene the fault line is.

Tim Buscha stated the fault line crosses Magdalene close to Cawdor Way. He will meet with Richard Howell, an expert on fault lines in the Houston area, after September 1st. IDS will possibly place Mr. Howell on retainer for his expertise. The City has the option to use plastic pipe, which would absorb movement from the fault line better than concrete pipes.

Councilmember Trozzo asked about storm sewer under the side of the street. Mr. Buscha stated placing the drainage pipes under the street would protect 150-180 trees. He stated if the pipes fail, it would fail at the pipe joints.

Councilmember Woodruff suggested Magdalene be concrete from Taylorcrest to Joan of Arc, with other streets surface material remaining the same as current material.

Motion was made by Councilmember Trozzo and seconded by Councilmember Loveless to replace road surface material with the same material as current material. Councilmembers Davis, Loveless, and Trozzo voted "Yes". Councilmembers Breckon and Woodruff voted "No". Motion carried 3-2.

#### **MOTION CARRIED**

### **8. DISCUSSION ITEM/PRESENTATION OF SPECIAL REPORTS**

#### **A. Proclamation honoring Judge Gary Maddox, Hedwig Village Municipal Court Judge**

Mayor Jinks read the proclamation into the record and thanked Judge Maddox for his service to the City as the Presiding Municipal Judge.

Judge Maddox stated it was an honor to serve as the Presiding Municipal Judge for the City.

Meeting was recessed at 6:38 p.m.

Meeting reconvened at 6:47 p.m.

### **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** – June 12, 2025 Regular City Council Meeting  
June 19, 2025 Budget Workshop and Special Council Meeting

**B. Approval of General Fund Bills**

General Fund Bills

Voided Checks – One

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

Tyler Technologies - \$30,348.74

Silsbee Ford - \$151,539.20

Apptegy - \$13,130.00

Johnson Petrov - \$2,594.50

SafetyMed LLC - \$3,542.00

Charlie's Plumbing - \$14,681.59

Johnson Petrov - \$4,507.67

G&S Automotive - \$3,598.04

Wells Fargo credit card - \$3,814.53

National Works - \$12,948.17

Village Fire Dept - \$8,277.80

Cobb Fendley - \$3,000.00

IDS Engineering - \$4,226.00

Crowe, LLP - \$29,015.00

Linebarger, Goggan, Blair & Sampson - \$4,259.12

**D. Approval of Construction Fund Bills**

The Goodman Corp – \$1,298.60

IDS Engineering - \$32,728.00

IDS Engineering - \$22,760.00

The Goodman Corp - \$1,298.60

**E.** Appointment of Presiding Municipal Court Judge, Judge Emeritus, and Municipal Court Clerk

**F.** 2<sup>nd</sup> Quarter 2025 Investment Report

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

**MOTION CARRIED UNANIMOUSLY**

**10. ADJOURN**

Motion was made by Councilmember Trozzo and seconded by Councilmember Woodruff to adjourn the meeting at 9:15 p.m. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on September 11, 2025.

ATTEST:

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Tom Jinks, Mayor

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Lisa Modisette, City Secretary