



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR CITY COUNCIL MEETING  
FEBRUARY 8, 2024 – 6:30 P.M.  
955 PINEY POINT ROAD**

**MINUTES**

**1. CALL TO ORDER**

Mayor Jinks called the meeting to order at 7:03 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  
David Gott, Police Chief  
Lisa Modisette, City Secretary  
Alan Petrov, City Attorney  
Ian Knox, Building Official

Absent: None

City Council recessed at 7:20 p.m.

City Council reconvened at 7:30 p.m.

**2. PLEDGE OF ALLEGIANCE**

Mayor Jinks led City Council Members, Planning & Zoning Members, City staff, and residents in the pledge of allegiance during the Joint Public Hearing.

**3. CITIZEN/VISITOR COMMENTS**

Kathryn Schenk, 806 Magdalene Drive, expressed concern regarding 40 trees that appear to be marked for removal on a lot located at 824 Frandora. She stated most of the trees are on the perimeter of the property.

Andrea Hermann, 930 Karos Lane, stated the Beautification Committee has discussed requesting funds in the budget to redo the city sign on Campbell Road. She also expressed concern regarding the proliferation of political signs in the City and asked the City to enforce the sign ordinance regarding placement and removal of signs. She stated some houses have bright lights in the backyards. She stated Memorial Village Estates has curbs just at street intersections and not necessarily along the length of the streets.

**4. REPORTS**

**A. Police Report – January 2024 Crime Report & Statistics – Chief David Gott**

Chief Gott discussed the following:

- Crime is down for January 2024.
- The department is required to present a racial profiling report to the governing body every year. The report was included in the Council packet.
- The department's annual report was also included in the Council packet.
- The department is actively recruiting for one officer position.

- The rifles the department ordered should be delivered in June.
- The new department vehicles are at the dealer or at the outfitter. The department will take possession soon.

**B. Fire Department** – Councilmember Woodruff

No report.

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

Andrea Hermann discussed the following:

- Maintenance of the landscaping is ongoing.

**D. Streets and Drainage Committee** – Councilmember Rouse, Chair, and Tim Buscha, IDS

No report

**E. Engineering Report** – Tim Buscha, IDS

Tim Buscha, IDS, discussed the following:

- The Tiber/Monte Cello/Capri/Saybrook Road Rehab Project is complete. The project was completed under budget.
- The 2024 work order for the Storm Sewer Cleaning and TVing Project is in process and work may begin in February.
- The 2024 Road Rehab Project for Robinwood Lane and Whippoorwill Lane is on the agenda for discussion and action this evening. Construction is planned for June/July 2024.
- IDS will re-evaluate the category three streets in the City to confirm their condition.
- Develop a GIS map of the Street CIP Program for both private and public streets.
- A ponding issue occurred on Magdalene Drive in Memorial Village Estates. TVing and cleaning of the drainage pipe in the area will determine if additional work is needed.
- Westside Infrastructure Project – EHRA initiated the survey, arborist, and geotechnical services. The 30% meeting could possibly be scheduled for late April.
- Responded to several roadway and drainage issues in the City.

**F. Building Official** – Ian Knox, Assistant Building Official

Ian Knox discussed the following:

- 9061 Gaylord - Bludorn Restaurant – a sign permit has been issued. The project is close to completion.
- 8901 Katy Freeway – no update.
- 9201 Katy Freeway – several inspections were completed and several other inspections are scheduled.
- Commercial development – 3 projects have been approved and 1 project is pending a Board of Adjustment Hearing for their sign.

- Residential development:
  - 1 new residence is under review and 4 additions/remodels were approved.
  - 3 fence plans were approved.

**G. Planning & Zoning Commission** – Councilmember Trozzo, P&Z Liaison

Councilmember Trozzo stated the Commission thanks the City Council for all the support during the Design Guide process.

**H. Financial Report** – January 2024 - Wendy Baimbridge, City Administrator/Treasurer

Wendy Baimbridge discussed the following:

- The City has \$7.9 million in available funds and \$6.7 million in restricted funds for a total of \$14.6 million.
- The City is 8.3% through the budget year.
- The 4<sup>th</sup> Quarter 2023 Investment Report is included in the Consent Agenda. The interest earned in 2023 is higher compared to 2022.

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

Wendy Baimbridge discussed the following:

- Tree trimming will begin soon along Gaylord from Bunker Hill to Echo Lane.
- The City hired a part-time clerk to assist in permits and court. She will start work on Monday.
- The City signed an agreement with the state to collect outstanding warrants. Training will begin soon.

**J. Mayor** – Monthly Report – Mayor Tom Jinks

Mayor Jinks discussed the following:

- Thanked P&Z for their work on the Design Guide.
- Thanked the Streets & Drainage Committee for their work on the Westside Infrastructure Project.
- Thanked the Beautification Committee for their work on beautifying the City.
- Thanked the City Council members for their assistance in the City.
- Thanked the residents.

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

Peter Sanborn, P&Z Chair, recommends adoption of all proposed ordinances and the design guide as presented with the revisions as discussed during the Joint Public Hearing.

Councilmember Rouse asked if the design guide will be part of the Code of Ordinances online. She also asked the process would be if the guide were to be amended in the future.

Wendy Baimbridge, City Administrator, confirmed the guide will be a hyperlink in the Code of Ordinances online and as a hyperlink on the City's website.

Alan Petrov, City Attorney, stated the guide could be changed in the future by a recommendation from P&Z. A public hearing is not required to change the guide but it is recommended.

**A. Discussion and Possible Action on a Proposed Design Guide.**

Motion was made by Councilmember Trozzo and seconded by Councilmember Breckon to approve the Design Guide as revised. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

**B. Discussion and Possible Action to consider various amendments to an Ordinance of the City of Hedwig Village, Texas amending Article V, Zoning Regulations, Section 506, Business District B, Subsection E, Miscellaneous Provisions, of the Hedwig Village Planning and Zoning Code relating to lighting in the City's Business Districts.**

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to approve the Ordinance as revised. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

**C. Discussion and Possible Action to consider various amendments to an ordinance of the City of Hedwig Village, Texas amending Article V, Zoning Regulations, Section 506, Business District B, Subsection D, Parking, of the Hedwig Village Planning and Zoning Code relating to reduce certain parking requirements and to add standards for parking lot landscaping.**

Councilmember Rouse motioned and seconded by Councilmember Woodruff to amend Councilmember Trozzo's motion to retain the current parking requirements for office buildings at 3.5 spaces per 1000 square footage. Councilmembers Breckon, Davis, and Trozzo voted "No". Motion did not carry 2-3.

**MOTION DID NOT CARRY**

Councilmember Rouse motioned and seconded by Councilmember Woodruff to amend Councilmember Trozzo's motion to change the proposed restaurant parking from 10 spaces per 1000 square feet to 12 spaces per 1000 square feet. Councilmembers Breckon, Davis, and Trozzo voted "No". Motion did not carry 2-3.

**MOTION DID NOT CARRY**

Motion was made by Councilmember Trozzo and seconded by Councilmember Davis to approve the Ordinance as revised. Councilmembers Rouse and Woodruff voted "No". Motion carried 3-2.

**MOTION CARRIED**

**D. Discussion and Possible Action to consider various amendments to an Ordinance of the City of Hedwig Village, Texas amending Article VIII, Variances, Appeals and Non-Conformities, Division II, Nonconformities in Business Districts, Section 810, Nonconforming Uses and Structures, Subsection F, Termination, of the Hedwig Village Planning and Zoning Code to clarify the applicability of the City's development standards to existing nonconforming structures after a casualty loss and to add an applicability table.**

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

**MOTION CARRIED UNANIMOUSLY**

- E. Discussion and Possible Action to consider various amendments to an ordinance of the City of Hedwig Village, Texas amending Article V, Zoning Regulations, Section 506, Business District B, Subsection E, Miscellaneous Provisions, of the Hedwig Village Planning and Zoning Code to address the location of refuse containers in the City's Business Districts.**

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

**MOTION CARRIED UNANIMOUSLY**

- F. Discussion and Possible Action to consider various amendments to an ordinance of the City of Hedwig Village, Texas amending Article V, Zoning Regulations, Section 506, Business District B, Subsection E, Miscellaneous Provisions, of the Hedwig Village Planning and Zoning Code to address parking garages in the City's Business Districts.**

Councilmember Rouse suggested limiting the lot size to two acres or larger for parking garages. There was no agreement to the suggestion. Councilmember Woodruff suggested correcting the spelling of Gaylord in the appendix of the ordinance.

Motion was made by Councilmember Woodruff and seconded by Councilmember Davis to approve the Ordinance as revised. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- G. Discussion and Possible Action to consider various amendments to an ordinance of the City of Hedwig Village, Texas amending Article V, Zoning Regulations, Section 506, Business District B, Subsection E, Miscellaneous Provisions, of the Hedwig Village Planning and Zoning Code to address site planning and building orientation.**

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

**MOTION CARRIED UNANIMOUSLY**

- H. Discussion and Possible Action to consider various amendments to an ordinance of the City of Hedwig Village, Texas amending Article II, Definitions and Interpretations, Section 202, Definitions, of the Hedwig Village Planning and Zoning Code for the purpose of adding new definitions to the City's Planning and Zoning Code.**

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

**MOTION CARRIED UNANIMOUSLY**

- I. A Resolution of the City Council of the City of Hedwig Village, Texas, to deny a Statement of Intent from CenterPoint Energy Entex for a rate increase.**

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff 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 agreement with IDS Engineering Group for Professional Services relating to the 2024 Street Rehabilitation Program to include Robinwood Lane and Whippoorwill Lane.

Tim Buscha, IDS, stated the City has an ongoing Street Rehabilitation Program. The agreement under discussion is to rehabilitate Robinwood Lane and Whippoorwill Lane. Sprucewood could possibly be added to this project based on cost. The work would consist of the mill and overlay process for asphalt. The request for bids should be published in late April or early May, with construction during June or July. The total construction time for both streets should be approximately forty-five days for Robinwood Lane and Whippoorwill Lane, with the understanding that adding Sprucewood would increase the construction time. This proposed agreement is for the professional services offered by IDS. The contractor chosen for the project will be responsible for communications with the residents.

Motion was made by Councilmember Trozzo and seconded by Councilmember Rouse to approve the agreement, with the possible inclusion of Sprucewood. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- B.** Discussion and Possible Action to approve an agreement with TX BBG Consulting, Inc., a wholly owned subsidiary of SAFEbuilt, LLC, for Professional Services relating to Building Official duties.

Wendy Baimbridge, City Administrator, stated the agreement includes several minor changes from the current agreement, including changing the company name from BBG Consulting, Inc. to SAFEbuilt, Inc., as well as the City receiving weekly reports from the inspector regarding construction sites within the City.

Councilmember Breckon requested adding a chart to the agreement stating the time limit for approval of plans. Tracy Rodriguez, Houston area supervisor for SAFEbuilt, agreed to amend the agreement to include the chart.

Motion was made by Councilmember Woodruff and seconded by Councilmember Trozzo to approve the agreement with SAFEBuilt LLC amended as discussed. 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**

November 9, 2023 Joint Workshop – City Council and Streets and Drainage Committee  
January 11, 2024 – 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**

Flock Safety - \$21,347.95

Village Fire Dept. - \$2,697.81

Northwest Communications - \$19,748.00

Leads Online - \$2,588.00

City of Houston - \$19,680.00

IDS Engineering - \$3,500.00

National Works, Inc - \$11,399.99

Valley View Consulting - \$7,500.00

Turner Paving - \$3,500.00

**D. Approval of Construction Fund Bills**

AAA Asphalt - \$23,338.17

IDS - \$11,012.12

AAA Asphalt - \$221,591.53

Hollaway - \$30,332.50

IDS - \$786.00

EHRA - \$4,237.50

**E. 4<sup>th</sup> Quarter 2023 Investment Report**

Wendy Baimbridge, City Administrator, requested the minutes of the November 9, 2023 City Council and Streets and Drainage Committee Public Workshop and the minutes of the January 11, 2024 City Council Meeting be removed from the Consent Agenda for further review.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to table the November 9, 2023 Joint Workshop Minutes and the January 11, 2024 City Council Meeting Minutes until the next regularly scheduled City Council meeting. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the consent agenda with the removal of the November 9, 2023 Joint Workshop Minutes and the January 11, 2024 City Council Meeting 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 551.071, Consultation with Attorney, to discuss matters related to current and proposed contracts.

The City Council adjourned into Executive Session at 8:04 p.m.

The City Council reconvened into Regular Session at 8:21 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 Mayor Jinks to negotiate and execute the contracts for Vick Maintenance and Van Sant Landscaping as discussed in closed session. Motion carried 5-0.

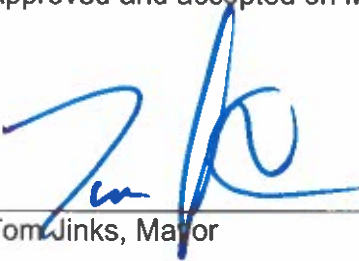
**MOTION CARRIED UNANIMOUSLY**

**10. ADJOURN**

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to adjourn the meeting at 8:22 p.m. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on March 7, 2024.



\_\_\_\_\_  
Tom Jinks, Mayor

ATTEST:



\_\_\_\_\_  
Lisa Modisette, City Secretary