



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR MONTHLY CITY COUNCIL MEETING  
THURSDAY, FEBRUARY 9, 2017  
6:30 P.M. - 955 PINEY POINT ROAD**

**MINUTES**

**1. CALL TO ORDER**

Mayor Brian Muecke called the meeting to order at 6:30 p.m.

Present: Mayor Brian Muecke

City Councilmembers:

William Johnson

Carrol McGinnis

Barry Putterman

Bob Wiener

Matt Woodruff

Kelly Johnson, City Administrator/City Secretary-Treasurer

Lane Standley, Building Official

David Gott, Police Chief

Alan Petrov, City Attorney

Lisa Modisette, Assistant City Secretary

Absent: None

**2. CITIZEN/VISITOR COMMENTS**

Russ Hankins, 806 Saybrook, asked if the police department would be getting another detective.

Mayor Muecke stated the funds were not in the budget to hire another detective.

Andrea Hermann, 930 Karos Lane, asked why the minutes for the Drainage Committee Meeting were not posted on the website. She also asked when the next meeting would be.

Alan Petrov, City Attorney, stated the drainage committee is not a committee that is required to follow the open meeting act.

Mayor Muecke stated he would talk about the drainage committee during his report.

Thomas Elserbrock, 723 Wycliffe, a Boy Scout from Troop 598, is attending the council meeting to earn requirements toward the Citizenship in the Community Merit Badge. He

stated the requirements include attending a school board meeting or a city council meeting. He believes he would be more involved in the community by attending a city council meeting.

- 3. 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 so 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 12, 2017 Regular Council Meeting

**B. Approval of General Fund Bills**

General Fund Bills - #32304 - #32354  
Voided Checks – None

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

Bob Baldwin - \$2,630.00	LJA Engineering, Inc. - \$4,564.48
Accutek - \$3,700.00	Climatec - \$5,945.80
Miracle - \$5,506.00	

**D. Approval of Construction Fund Bills**

0 Items - \$0.00

**E. Approval of Police Seizure Bills**

0 Items - \$0.00

**F. Approval of the 4<sup>th</sup> Quarter 2016 Investment Report**

Councilmember Johnson moved, Councilmember Woodruff seconded, for the approval of the Consent Agenda.

Councilmembers Johnson, McGinnis, Putterman, Wiener, and Woodruff voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

**4. REPORTS**

**A. Financial Report – January 2017 – Kelly Johnson, City Administrator/City Secretary-Treasurer**

Kelly Johnson discussed the financial report:

- The available cash balance as of January 31 is \$1.4 million with restricted funds at \$1.2 million. She stated the funds are fully collateralized.
- The city has received about 65% of the ad valorem taxes. She stated the February financials will show an increase in the ad valorem taxes paid by residents.
- Sales tax was down 11.5% through February over the same time period as last year. Mayor Muecke stated February is historically the largest sales tax receipts month due to the Christmas season shopping. He stated this year February is down about \$50,000. He stated that the reports from Sales Tax Assurance show that one of the top five sales tax payees is down probably due to a timing issue.

Councilmember McGinnis asked if Sales Tax Assurance was tracking internet sales for sales tax dollars.

Mayor Muecke stated internet sales remain the focus of Sales Tax Assurance.

**B. Police Report – January 2017 Crime Report & Statistics, Level IV Tactical Vest, and 2016 Annual Report – Police Chief Gott**

Chief Gott discussed the police report:

- The police department received approximately \$2,600 in seized funds resulting from an arrest made by Officer Roye in 2016. The seized funds were used to purchase tactical vest for the officers. The vests are designed to stop a high velocity bullet.
- The 2016 annual report was uploaded to the city website. He stated the annual crime figures are down from 2015. He stated there were no residential burglaries in 2016.
- The January 2017 crime report shows 21 reported cases of burglary to vehicles. There were 44 arrests made in January.

Councilmember Woodruff reported on a meeting he attended held by the Memorial Villages Police Department (MVPD) concerning a “Virtual Gate”. He stated MVPD hopes to install cameras at all entrances and exits in their jurisdiction. The cameras would have the ability to take pictures of all license plates entering or exiting the three cities MVPD serves. The photos would have a retention period of 30 days for investigative purposes and any video would have a retention period of one week. The cost to install the cameras, poles, and the broadband needed would be approximately \$1-3 million. The residents appear to be interested. There has not been a recommendation to install the cameras but an engineer will conduct a study. Another possible technology would be to mount cameras on police vehicles in order to take license plate pictures. A

decision is not expected for several months due to the time necessary to conduct the study. The MVPD did not budget this item in their 2017 Budget.

**C. Fire Department –Meeting – Councilmember Johnson**

Councilmember Johnson discussed the Fire Department Commissioners Meeting:

- The fire department purchased vests for the EMS crews for mental illness calls.
- The commission approved the property and casualty insurance for the department at \$39,000 in addition to the workers compensation insurance. The workers compensation insurance was approved at \$34,000.
- The commission approved partial reimbursement for health insurance deductibles. The limit is \$500 per year and will be paid at the end of the year with proper backup.
- The 2016 Budget was \$71,000 under budget, subject to audit. There was no discussion to decide if the cities will receive their portion of the underage or if the underage will be transferred to the infrastructure account.
- The commission approved a certified public accountant (CPA) at a monthly cost of \$675.
- The commission discussed renovation of the station house. Volunteers were asked to form a committee to evaluate previous studies done on the topic. The committee may evaluate and recommend but cannot act. The cities portion of any recommendation will be decided at a later date. A second station will be discussed again.
- The new ladder truck will be delivered and paid for in May 2017.

**D. Drainage Committee – Update – Mayor Muecke**

Mayor Muecke discussed the following:

- The drainage committee did not meet in February.
- The Mayor and city staff received a memo from Jeff Cannon, LJA Engineering, Inc. (LJA), stating LJA looked at overland flows throughout the city. The preliminary conclusions show that water from outside the city is impacting the city. LJA needs additional information concerning other entities underground pipe capacity and how much water is back-flowing into the city.
- LJA is conducting a subterranean survey of the city's underground pipes to gather new information on their depths which the city does not have.
- The next meeting will have a complete report from Jeff Cannon.

**E. Planning & Zoning Commission – January Meeting – Councilmember/P&Z Liaison Wiener**

Councilmember Wiener discussed the following:

- The Planning & Zoning Commission (P&Z) held a meeting on February 7, 2017.
- P&Z discussed parking ratios with no resolution. An expert was invited to speak but was unable to attend. The expert volunteered his time and expertise.
- P&Z made a recommendation to city council for the revised sign ordinance. A Joint Public Hearing will be held on March 9, 2017 at 6 p.m.
- The next meeting will be on March 7.
- Committee member Tom Roth spoke concerning parking ratios. He stated P&Z looked at a wide range of parking ratios for medical, restaurants, retail, and etc.
- Mayor Muecke stated the city's parking ratios are antiquated and P&Z was asked to update the ratios.

**F. Mayor – Report – Brian Muecke**

Mayor Muecke discussed the following:

- The city has reached an agreement, to be discussed later in the meeting, with Southwestern Bell Telephone (SWBT) concerning maintenance of the right-of-way (ROW) on Beinhorn Road. SWBT has agreed to pay a one-time payment to assist in repairing and maintaining the ROW. The area to be maintained with permeable pavers is approximately 200 feet.
- The city has an opportunity to install a historical marker, to be discussed later in the meeting.
- The I-10 Noise Abatement Project will start on Monday, February 13 in the overnight hours.

**G. Building Official – Monthly Report – Lane Standley**

Lane Standley discussed the following:

- TxDot has announced the I-10 Noise Abatement Project will begin in the evening on Monday, February 13 and will continue through the morning hours of the 14<sup>th</sup>. The work will start at Gessner Road heading east to Loop 610 on the three outside lanes of the freeway starting at 9 p.m. until 5 a.m. The freeway on-ramps will be closed during these hours. This section of the project is Phase One. The machine to be used for the work is loud. Information is located on the city website under “NEWS” and an e-notification email was sent to residents. Councilmember Woodruff requested the email be sent again with more information. He also requested a new e-notification be sent each time there is an information update.
- Two new houses under construction, bringing the total number of houses under construction to eight. Plumbing, electrical, etc. permits to be issued at a later date.

- The demolition of the inside of the Mason Jar location is complete. The construction plans should be submitted for approval next week.

#### **H. City Administrator – Election Update, Bond Rating, and Trash Service for Townhomes**

Kelly Johnson reported on the following:

- The filing deadline for a place on the ballot for the 2017 General Election is February 17. Two people have filed for Position 5, Tom Roth and Shirley Rouse. Barry Putterman has refiled for Position 1 and Mayor Muecke has refiled for Mayor.
- The city was contacted by Standard & Poor (S&P) for a possible re-rate. Kelly Johnson and Mayor Muecke conducted a phone conference with S&P to answer questions. The city received a bond rating of AA+ stable, which is the rating the city currently has. There was some concern from S&P regarding the city's low reserves.
- An update on the trash service for Memorial Grove Townhomes. The city will move forward with receiving a quote from Republic Services on trash service for Memorial Grove. Kelly Johnson has attempted but has not been able to speak with anyone from Memorial Green Townhomes to discuss the city paying for their trash service. There will be no action on this topic at this meeting. A contract should be ready for council approval at the March meeting.

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

- A.** An Ordinance calling a Joint Public Hearing to be held before the City Council and the Planning and Zoning Commission of the City of Hedwig Village, Texas, for the purpose of considering an amendment to Article V, Zoning Regulations, Section 507, Signs, of the Hedwig Village Planning and Zoning Code relating to the regulation of electronic message signs within the city.

Alan Petrov, City Attorney, stated council is calling for the joint public hearing and would discuss the matter at the city council meeting after the hearing.

Councilmember McGinnis asked why council was being asked to consider another change to an ordinance already approved by council.

Councilmember Wiener stated the change would allow the school to not have a monument sign and would allow the Parent/Teacher Association (PTA) to change just the sign face.

Councilmember Johnson stated this change the PTA is requesting should go before the Board of Adjustments for a variance. He stated this change to the ordinance would give the Building Official the power that should remain with the Board of Adjustments.

Alan Petrov stated the city has limited allowances to grant a variance.

Councilmember Putterman moved, Councilmember Wiener seconded, to approve the ordinance calling for a Joint Public Hearing to be held on March 9, 2017 at 6 p.m.

Councilmembers Putterman, Wiener, and Woodruff voted “Aye”, Councilmembers Johnson and McGinnis voted “No”.

**MOTION CARRIED**

- B.** An Ordinance calling a Joint Public Hearing to be held before the City Council and the Planning and Zoning Commission of the City of Hedwig Village, Texas, (the City), for the purpose of considering certain amendments to Article V, Zoning Regulations, Section 506, Business District B, Subsection D, Parking, of the Hedwig Village Planning and Zoning Code relating to required parking spaces within the city’s business districts.

No action.

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

- A.** Agreement between Southwestern Bell Telephone Company (SWBT) and the City of Hedwig Village to accept a one-time payment of \$30,000, as SWBT portion of the cost for the improvements to the shoulder of Beinhorn Road.

Mayor Muecke discussed the purpose of the agreement between Southwestern Bell Telephone (SWBT) and the City of Hedwig Village. SWBT has a switch box in the right-of-way (ROW) on Beinhorn Road and their work trucks tear up the ROW whenever work is to be performed on or at the box. SWBT has agreed to pay the city \$30,000 for improvements and maintenance of that section of the ROW on Beinhorn Road. The city will install permeable pavers for approximately 100 feet on either side of the box for a total of 200 feet. This work will be done with the approval of City of Piney Point. Mayor Muecke stated the city received bids for the installation of the pavers. The low bid was for \$32,000. The work and the maintenance to be performed will be the responsibility of the city. The agreement has been reviewed by the city attorney.

Lane Standley, Building Official, stated the specifications for the pavers for this project exceed the manufacture specifications in relation to vehicle weight.

Councilmember Johnson moved, Councilmember Woodruff seconded, for the approval of the agreement between Southwestern Bell Telephone and City of Hedwig Village. Councilmembers Johnson, McGinnis, Putterman, Wiener, and Woodruff voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

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

- A.** Appointment of City Administrator/City Secretary-Treasurer to complete the Police Seizure Audit for 2016.

Mayor Muecke stated the audit would verify that all seized funds are accounted for.

Councilmember McGinnis moved, Councilmember Woodruff seconded, to approve the appointment of the City Administrator/City Secretary-Treasurer to complete the Police Seizure Audit for 2016.

Councilmembers Johnson, McGinnis, Putterman, Wiener, and Woodruff voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

**8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS**

- A.** Historical Markers in Hedwig Village

Mayor Muecke stated Dan Worrall with the Harris County Historical Commission is working with the City of Piney Point to install historical markers within the boundaries of Piney Point. Mayor Kobelan, City of Piney Point, informed Mayor Muecke that Hedwig Village also has a historical site. The historical site within Hedwig Village is in the right-of-way south of the Memorial High School practice field across Gaylord Drive and was the location of Jacob Schroeder’s original home. The home that was on this property was built by Jacob Schroeder in 1839.

The proposed Memorial Villages Heritage Trail would include sites within Piney Point, the site within Hedwig Village, and a site in Hunters Creek. The Jacob Schroeder site within Hedwig Village would possibly have an interpretive panel with the story of the location as well as have a historical marker on the site. The cost for the interpretive panel and the historical marker may be several thousand dollars.

Councilmember Wiener stated this would be good for the community and it would give the residents who enjoy walking a destination to walk to.

Mayor Muecke stated the Memorial Villages Heritage Trail may become part of a larger walking trail throughout the six villages.

Councilmember Johnson asked if private funds could be used to pay for the markers.

Mayor Muecke stated private funds could be used.



**9. CLOSED SESSION** – The City Council will retire into Closed Session as authorized by Chapter 551; Texas Government Code, to discuss the following matters:

None

**10. ACTION – CLOSED SESSION** - The City Council will discuss and consider any action necessary on items discussed in Closed Session.

None

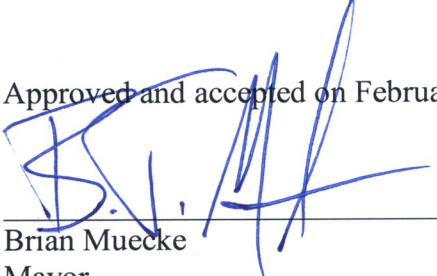
**11. ADJOURNMENT**

Councilmember Wiener moved, Councilmember Woodruff seconded, to adjourn the meeting at 7:58 p.m.

Councilmembers Johnson, McGinnis, Putterman, Wiener, and Woodruff voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on February 9, 2017.

  
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Brian Muecke  
Mayor

ATTEST:

  
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Lisa Modisette  
Assistant City Secretary