



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
THURSDAY, JANUARY 11, 2018
6:30 P.M. - 955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

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

Present: Mayor Brian Muecke

Councilmember Carroll McGinnis	Kelly Johnson, City Admin./Secr.-Treasurer
Councilmember Barry Putterman	Lane Standley, Building Official
Councilmember Shirley Rouse	David Gott, Police Chief
Councilmember Bob Wiener	Alan Petrov, City Attorney
Councilmember Matt Woodruff	Lisa Modisette, Assistant City Secretary

Absent:

2. CITIZEN/VISITOR COMMENTS

Andrea Hermann, 930 Karos Lane, requested an update on the property at 11710 Denise.

Alan Petrov, City Attorney, stated the process for the city to condemn a property is determined by law. The city had previously issued an administrative search warrant which enabled the Fire Marshall, Building Official, and the City Inspectors to enter the property to inspect the property. Reports of the findings have been completed. The city has completed the title search to identify all lienholders. A letter has been sent to the owner requesting repairs to the property. The deadline to demolish or repair the property is February 10, 2018. Following the deadline, if the property is not repaired or demolished, the city can schedule a public hearing. The city could order demolition at the conclusion of the public hearing.

- 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

September 14, 2017 Joint Public Hearing
September 22, 2017 Budget Workshop
September 22, 2017 Special Meeting
September 28, 2017 Special Meeting
October 11, 2017 Budget Workshop

October 12, 2017 Joint Public Hearing

B. Approval of General Fund Bills

General Fund Bills - #32992- #33065
Voided Checks – #33033, 33034, 33048

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

Angler Construction - \$4,879.60	Bob Baldwin - \$2,985.00
City of Houston - \$18,696.00	Johnson Petrov - \$5,287.58
Trinity Paving - \$6,900.00	Houston Racquet Club - \$4,170.00
LJA Engineering - \$15,615.00	

D. Approval of Construction Fund Bills

0 Items - \$0.00

E. Approval of Police Seizure Bills

0 Items - \$0.00

F. Approval of 4th Quarter 2017 Investment Report

Mayor Muecke requested removal of the minutes from the consent agenda for further review by Mayor and Councilmembers.

Councilmember Putterman moved, Councilmember Woodruff seconded, for the approval of the Consent Agenda with the removal of the minutes for approval.

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

MOTION CARRIED UNANIMOUSLY

4. REPORTS

A. Financial Report – December 2017 (Preliminary) – Kelly Johnson, City Administrator/City Secretary-Treasurer

Kelly Johnson discussed the financial report:

- End of Year financials were not ready at time of Council meeting. A preliminary report should be ready in approximately ten days.
- Sales tax is down for January. The city has received \$151,393.00 in sales tax for January.

Councilmember Putterman asked if there was a report available focusing on online sales.

Mayor Muecke stated Amazon had a pop-up store located at the Compass Bank. He stated that Amazon will advertise for a certain item and notify buyers that the item can be picked up at a specific location. He questioned if the sales tax from the sale of the items are paid to Hedwig Village. The pop-up store operator was not clear how the sales tax was paid.

B. Police Report – December 2017 Crime Report & Statistics – Chief David Gott

Chief Gott discussed the police report:

- 2017 crime statistics have increased from the previous year due to an increase in thefts, shoplifting, and burglary to businesses. There were 221 total crimes for 2017.
- In 2017, there were over 500 arrests of which 91 were for controlled substances.
- Robbery at Starbucks at I-10 and Brogden – the suspect may be involved in a larger robbery ring being investigated by Houston Police Department. Hedwig Village Police Officers are investigating the robbery.
- Hired one officer – his start date was January 2, 2018.
- Ticket writers were received on January 10th and the officers have been trained.
- Body and patrol vehicle cameras will be delivered January 15th and will be installed soon after.
- GPS will be installed in patrol vehicles soon.

C. Fire Department – Meeting – Fire Commissioner Bill Johnson

Fire Commissioner Bill Johnson discussed the following:

- The Fire Commission did not meet in December.
- 2017 Statistics – the EMS totals are true EMS calls. All other calls are in the Fire total calls, including calls to assist Houston Fire Department (HFD), cancelled calls from HFD, structure fires, downed tree limbs, and etc.

Councilmember McGinnis asked about the renovation of the fire station and if the footprint of the building will increase.

Bill Johnson stated the Fire Commission should have an answer at the February meeting.

Councilmember Wiener asked if the renovation would occur in 2019 or 2020.

Bill Johnson stated the primary renovation will occur in 2019. There may be some construction expenses in 2018 for items such as construction drawings.

D. Drainage Committee – Update – Mayor Muecke

See agenda item #8A.

E. Planning & Zoning Commission – Meeting Update – Councilmember Shirley Rouse

Councilmember Rouse discussed the following:

- P&Z met on January 9th.
- Councilmember Rouse provided Planning & Zoning (P&Z) with Council's comments for the Design Guide and the enabling Planned Unit Development (PUD) Ordinance for P&Z's future consideration. There was no discussion on either topic.
- P&Z discussed business uses. P&Z is working on updating the current allowable uses.

Councilmember Rouse asked Councilmembers if there were any businesses currently doing business in Hedwig Village that should now be on the prohibited list. She stated, as an example, gun shops and discount stores.

Mayor Muecke suggested banks should be discouraged. They do not add to the sales tax and banks get robbed.

Councilmember McGinnis suggested Council should receive the current list of allowable uses for their review.

Councilmembers Woodruff and Wiener stated sales tax generating businesses should be encouraged.

Councilmember Putterman suggested prohibiting two story hotels.

Councilmember Woodruff suggested limiting the medical field businesses.

Councilmember McGinnis suggested pawn shops should be prohibited.

Councilmember Rouse asked if listing the NAICS code on the allowable uses list would benefit Lane Standley. He stated the code would be useful.

F. Mayor – Mayor's Monthly Report – Brian Muecke

Mayor Muecke discussed the following:

- The mayors of the six villages met with Harris Galveston Subsidence District (HGSD) at the Mayor's Luncheon earlier in the day. Spring Valley Village, Bunker Hill Village, and possibly Memorial Villages Water Authority (MVWA) will attempt to speak with representatives in Austin in an effort to seek relief from the ground water ratios they are subject to. There is possible interest in a pilot program for water conservation and water use monitoring within the villages to assist the HGSD. The mayors would ask for certain relief under usage ratios in exchange.

G. Building Official – Monthly Report, Update on Noise Abatement – Lane Standley

Lane Standley discussed the following:

- Two buildings along I-10 frontage road just past Piney Point Road are being renovated. The first floor will be retail.
- The medical office building and garage PUD on the east side of the city applied for and received their demo permit. The construction permit will be applied for soon. The foundation for the building and garage will be permitted first.
- Toys R Us property will be re-platted. A proposed office building and parking garage will be built on the site. The office building will be five stories at 70 feet in height. The smaller building on the Toys R Us site will be demolished and another building built in its place.

H. City Administrator – Canvass Date for Roll Back Election – Kelly Johnson

Kelly Johnson reported on the following:

- Mayor, Councilmembers, and Kelly Johnson tentatively decided on January 29, 2018 at 9 a.m. to canvass the Roll Back Election.

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

- A. An Ordinance of the City of Hedwig, Village Texas; providing for the holding of a General Election to be held on May 5, 2018, for the purpose of electing three Council Members and providing details relating to the holding of such Election.

Kelly Johnson stated Tom Roth has volunteered to act as Presiding Judge for the May General Election.

Councilmember Putterman moved, Councilmember Woodruff seconded, to approve the ordinance to hold a General Election on May 5, 2018 with the correction to add Tom Roth as Presiding Judge and the Alternate Judge to be designated at a later date.

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

MOTION CARRIED UNANIMOUSLY

- B. An Ordinance of the City Council of the City of Hedwig Village, Texas adopting a Design Guide for Planned Unit Development.

The Design Guide was not ready for discussion

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

None

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

A. Proposed Amendments No. 1 and No. 2 to the Personnel Policies.

Mayor Muecke stated the city policy currently states vacation time is earned based on hire anniversary date. Actually, vacation time is earned per pay period. This proposed policy amendment #1 will correct this discrepancy. Mayor Muecke also suggested allowing employees to carry over five days of vacation time into the new year. This is proposed policy amendment #2.

Councilmembers discussed language of the proposed policy changes.

Councilmembers had questions and wanted time for further review.

Mayor Muecke clarified the proposed changes would change the policy to

- allow employees to earn vacation time based on pay period, and
- would allow employees to carry over five days of vacation from one year to the next.

Kelly Johnson stated the second proposed policy change would give the employees a floating holiday.

Councilmember McGinnis moved, Councilmember Putterman seconded, to table the Proposed Amendments to the Personnel Policy.

Councilmembers McGinnis, Putterman, Rouse, Wiener and Woodruff voted "Aye", "Noes" none.

MOTION CARRIED UNANIMOUSLY

8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

A. Discussion with LJA Engineering regarding Drainage Study

Mayor Muecke stated the Drainage Committee had a meeting with Jeff Cannon, LJA Engineering, Inc., on January 10, 2018. Members of the Drainage Committee will submit comments and questions to Kelly Johnson. Councilmembers will have an opportunity to ask Mr. Cannon questions and make comments at this meeting. Council will review the study after the questions and comments have been incorporated into the study prior to submission to Harris County Flood Control District (HCFCD).

Jeff Cannon stated LJA Engineering will submit to HCFCD a technical summary report on the Drainage Study. Council will receive a copy of the same report.

Jeff Cannon stated the report will cover a solution of extending the existing Hunters Branch storm sewer system to the west and lowering the streets and creating curbs and gutters. HCFCD will review the report which will include sub-area changes. After review by HCFCD, the city can move forward with preliminary engineering plans which will include a detailed topographical survey, preliminary design, geotechnical report, and a detailed cost estimate.

Mayor Muecke asked about the existing boundary sub-areas and the proposed boundary sub-areas and how the change may affect Hedwig Village. The proposed sub-areas address the surface water flow as determined by the recent survey by LJA. Jeff Cannon stated the city would need to discuss the proposed changes with HCFCD to determine if moving the boundary lines would be beneficial to Hedwig Village. Councilmember Shirley Rouse asked what the boundary lines mean. Jeff Cannon stated the boundary lines define the watershed boundaries and determine if water flowing from one boundary sub-area to another is man-made. Jeff Cannon stated HCFCD sets the boundaries. The boundary lines determine the FEMA flood insurance map. HCFCD will review and approve any project that will affect their outfall.

Councilmember McGinnis asked Mr. Cannon if he was confident that making the changes to the city's drainage system, such as lowering the streets, and moving water from the west to the east into Hunters Branch would create additional drainage issues for the residents on the east side of the city. Mr. Cannon stated he was as confident as the modeling would allow. He stated the modeling showed minimal impact.

Councilmember Wiener asked Mr. Cannon to confirm that the Hunters Branch system is designed to absorb the water from the southwest corner of the city with the flow restrictors that are already in place. Mr. Cannon agreed. He stated the water overland flow from that portion of the city flows to Hunters Branch already. Councilmember Wiener stated the recommended project of lowering the streets would accomplish two separate issues, updating the streets and installing new pipes to improve the drainage.

Councilmember Rouse suggested the city should schedule a drainage workshop so Council could ask detailed questions and Mr. Cannon could explain the report in detail. She stated it was important that council understand the work that has been performed as well as the work that still needs to be performed. She stated she would like to see a statement of benefit for the proposed drainage project.

Councilmember McGinnis asked Mr. Cannon to discuss the construction field and the cost of materials and services post Hurricane Harvey. Mr. Cannon stated he has not heard about cost increases for civil construction work or materials.

Councilmember Wiener clarified the steps that need to happen now that the drainage analysis is complete. The next step would be the preliminary drainage plans to be done in 2018. He asked Mr. Cannon for a time frame on completing the preliminary plans. Mr. Cannon stated the time frame could be approximately six months.

Councilmember Woodruff asked Mayor Muecke the extent of the Drainage Committee's involvement. Mayor Muecke stated the Drainage Committee could be utilized as a marketing force and for review of the plans. Councilmember Woodruff stated there are members of the Drainage Committee with engineering knowledge and their expertise should be utilized. He also agrees with Councilmember Rouse concerning a cost benefit analysis. He stated the city should decide to move forward on the plans only for the collective good of the residents.

Jeff Cannon stated LJA would assist the city in determining if the streets to be replaced and lowered in the proposed plan actually need to be replaced. He stated the city is not committed to moving forward with the drainage plan by submitting the technical drainage report to HCFCD for review.

Jeff Cannon suggested updating the technical report with all Drainage Committee and Council comments before holding a public workshop. LJA will submit the report to HCFCD for review after all comments have been incorporated after the workshop.

B. Proclamation Recognizing the Village Fire Department's Fire Fighters from "A" Shift

The Proclamation was not ready for presentation.

C. Proclamation Recognizing TEXSAR During Hurricane Harvey

Mayor Muecke read the Proclamation into the record and presented the Proclamation to Joseph Houston with TEXSAR. Mayor Muecke stated Councilmember Woodruff is a member of TEXSAR and stated TEXSAR staged at City Hall during Hurricane Harvey. The Proclamation recognizes the volunteers of TEXSAR for their invaluable assistance with swift and high water rescues in the Memorial Village area in the aftermath of Hurricane Harvey. TEXSAR rescued 93 people from high and/or swift water. The city thanks TEXSAR and their volunteers for their outstanding service working long hours under difficult circumstances.

Mayor Muecke and Councilmember Woodruff stated Terry Vick and his crew stayed in the city during and after Hurricane Harvey working to keep the drains, ditches, and roads clear.

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 Putterman moved, Councilmember Wiener seconded, to adjourn the meeting at 8:48 p.m.

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

MOTION CARRIED UNANIMOUSLY

Approved and accepted on April 12, 2018.



Brian T. Muecke, Mayor

ATTEST:



Lisa Modisette, Asst. City Secretary