



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
WEDNESDAY, JUNE 20, 2018
6:30 P.M. - 955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Muecke called the meeting to order at 6:43 p.m.

Present: Mayor Brian Muecke

Councilmember Harry J. Folloder	Kelly Johnson, City Admin./Secr.-Treasurer
Councilmember Dane Johnson	Lane Standley, Building Official
Councilmember Barry Putterman	David Gott, Police Chief
Councilmember Matt Woodruff	Alan Petrov, City Attorney (left Council meeting to attend P&Z meeting and returned when P&Z meeting was complete)
	Lisa Modisette, Assistant City Secretary

Absent: Councilmember Shirley Rouse

2. CITIZEN/VISITOR COMMENTS

None

- 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

February 8, 2018 Regular Council Meeting
February 19, 2018 Special Council Meeting
March 8, 2018 Regular Council Meeting
March 28, 2018 Special Council Meeting

B. Approval of General Fund Bills

General Fund Bills - #33372 - #33427
Voided Checks – none

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

Village Fire Department - \$2,822.83 Reliant - \$5,165.00

Texas Workforce Commission - \$3,218.75	Wells Fargo - \$6,177.59
Accutek - \$4,560.00	Helfman Ford - \$98,418.00
Bob Baldwin - \$2,905.00	Climatec - \$3,569.45
Harris County Appraisal District - \$5,384.00	Harris County Treas. - \$3,003.00
Johnson Petrov - \$4,657.26	Belt Harris Pechacek - \$11,997.00

D. Approval of the 1st Quarter 2018 Investment Report

E. A Resolution of the City of Hedwig Village, Texas designating the City of Hedwig Village's Commissioner and Alternate Commissioner to the Village Fire Department Board of Commissioners.

Bill Johnson will remain as Hedwig Village Fire Commissioner and Councilmember Barry Putterman will remain as Alternate Hedwig Village Fire Commissioner.

F. Designation of the Spring Branch I.S.D. Tax Assessor-Collector to calculate the 2018 effective tax rate and rollback tax rate for the City of Hedwig Village for fiscal year 2019.

G. Approval of appointments to the Planning and Zoning Commission for two year terms

The Planning & Zoning members reappointed to two year terms were Tom Roth, Diana Kopelman, Barbara Abrams, and Bitsy Searcy.

H. Approval of appointment for John Klevenhagen III as an Associate Municipal Judge

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

Councilmembers Folloder, Johnson, Putterman, and Woodruff voted "Aye", "Noes" none.

MOTION CARRIED UNANIMOUSLY

4. REPORTS

A. Financial Report – May 2018 – Kelly Johnson

Kelly Johnson discussed the following:

- Cash balances in various accounts total \$1,605,132.
- The sales tax for year to date is up 6.44%.
- Revenues received are 59% of budget and expenses are 38.56% of budget.
- Several budget line items are higher than expected such as:
 - overtime for city hall due to conducting two elections

- vehicle maintenance for both public works and the police department

B. Police Report –May 2018 Crime Report & Statistics – Chief David Gott

Chief Gott discussed the following:

- The city had ten total crimes in May with no violent crime.
- Violent crimes are down year to date compared to last year.
- One officer resigned several weeks ago. Eight people have applied to fill the position. Testing will be next week.

C. Fire Department – Meeting –Fire Commissioner Bill Johnson

Fire Commissioner Bill Johnson discussed the following:

- The Fire Commissioners gave authority to the Facility Sub-Committee to begin boring around the foundation of the fire station at an expense of \$20,000.
- The Fire Commissioners gave authority to the Facility Sub-Committee to hire a project manager to assist in the selection of an architect.
- The Fire Commission meeting was dominated by the items that appear on this agenda, such as the 2019 Budget, the purchase of a water rescue boat, the 2017 Budget surplus, the 2017 Inter-Budgetary transfers, and the fire station roof replacement.

D. Planning & Zoning Commission – Meeting Update – Susan Mathews, P&Z Chairperson

Susan Mathews discussed the following:

- Planning and Zoning discussed several items at their meeting on June 7, 2018.
 - a. P&Z will recommend to amend the residential fence ordinance.
 1. She requested council call for a public hearing.
 2. The fence can be six and one half feet above the finished elevation of the structure.
 3. The fence must be set back five feet from the front build line.
 - b. Council asked P&Z to look into border fence heights.
 - c. P&Z is close to submitting a recommendation on buried power lines.
 - d. P&Z discussed hiring a design guide consultant. Mayor Muecke authorized P&Z to hire a consultant to assist with a design guide.
- Planning & Zoning discussed the amended PUD ordinance at their meeting tonight.
- P&Z will need additional time to discuss changes.

E. Mayor – Mayor’s Monthly Report – Brian Muecke

No report.

F. Building Official – Monthly Report – Lane Standley

Lane Standley discussed the following:

- Permits issued in May are up compared to April.
- Plans for Tacos to Go Go will be submitted soon and will not have a drive-thru.
- Concrete and steel work are ongoing at the Stream PUD site.
- The building remodel located at 9183 Katy Freeway is ongoing. The foundation has been poured.

Lane Standley invited the councilmembers to meet with him to discuss any questions they may have.

G. City Administrator – Village Independence Festival, Emergency Management Meeting Update, Remodel/Emergency Exit at City Hall Update, Maintenance Yard Update – Kelly Johnson

Kelly Johnson reported on the following:

- The Village Independence Festival will be held on July 4.
- There was an Emergency Management meeting held this week. There was discussion on the mutual aid agreement passed by council. V-Link, a communication tool the cities will use to stay in contact, was tested. The Village Fire Department and the police departments will discuss better coordination of volunteers.
- The City Hall remodel/emergency exit will begin soon. The current counter will be replaced with a wider counter. A pass-thru window will be added to the permit department for building plans, mail, etc.
- Stream Realty poured concrete at the maintenance yard.

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

- A. An Ordinance of the City Council of the City of Hedwig Village, Texas amending Article V, Zoning Regulations, Section 506, Business District B, Subsection A, Use of Property, of the Hedwig Village Planning and Zoning code relating to uses of property within the Business Districts of the City.

Planning & Zoning Chairperson Susan Mathews stated Planning & Zoning (P&Z) Commission does not have a final recommendation for council for amending the Business Uses section of the Code. She stated P&Z will recommend additional minor changes to this section of the Code. She also stated that several changes already proposed would enable a developer to build an office building in Business District B1. Business District B1 is the only district that is truly a sales tax generating shopping center. She stated P&Z would need additional time to further discuss this issue.

Mayor and councilmembers discussed the possibility of inserting a formula into the Code to require a certain percentage of sales for a business that should be sales tax generating.

Councilmember Folloder moved, Councilmember Putterman seconded, to table this agenda item until Planning & Zoning can review and update the amendment to the ordinance.

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

MOTION CARRIED UNANIMOUSLY

- B. A Resolution of the City Council of the City of Hedwig Village, Texas, approving the terms and conditions of an interlocal mutual aid agreement between the City of Hedwig Village, Texas, City of Bunker Hill Village, Texas, City of Hunter’s Creek, Texas, City of Piney Point Village, Texas, City of Hilshire Village, Texas, City of Spring Valley Village, Texas, Memorial Villages Police Department, and Village Fire Department; providing for the incorporation of preamble; authorizing execution of the interlocal agreement by the Mayor; and providing an effective date.

Julie Robinson, City of Spring Valley Village City Administrator, discussed benefits of a mutual aid agreement between the six villages, the Memorial Villages Police Department (MVPD) and the Village Fire Department (VFD).

Councilmember Folloder moved, Councilmember Putterman seconded, to approve the Resolution approving the interlocal agreement.

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

MOTION CARRIED UNANIMOUSLY

- C. An Ordinance of the City of Hedwig Village, Texas, amending Chapter 2, Section 2-34 of the Hedwig Village Code of Ordinances; establishing the third Tuesday of the month for the regular meeting of City Council; and providing for severability.

Mayor Muecke stated the second Thursday of the month is too early for the financial report to be completed. Mayor Muecke also stated holding the council meeting at a later date would enable Planning & Zoning more time to forward any discussion items to council for review.

Kelly Johnson, City Administrator/City Sec.-Treas., stated that holding the council meeting later in the month will enable her to present a more accurate financial report to council.

Councilmembers Woodruff and Folloder stated they would be more available on a Thursday than a Tuesday due to traveling for work.

Councilmember Johnson suggested holding the meeting on a Wednesday.

Alan Petrov, City Attorney, stated he could probably work with his clients in order to attend the council meeting if held on the third Thursday.

Councilmember Putterman moved, Councilmember Folloder seconded, to approve the Ordinance moving the City Council meeting to the third Thursday of the month effective August 1, 2018.

Councilmembers Folloder, Johnson, Putterman, and Woodruff voted "Aye", "Noes" none.

MOTION CARRIED UNANIMOUSLY

- D. Consideration and Possible Action regarding a Resolution for the Village Fire Department Commission to utilize the surplus from the 2017 Budget in an amount of \$62,906 to be placed in Facility Fund 4 to be used for the additional maintenance, alterations, remodel, reconstruction and other improvements to the premises and to modernize the facilities.

Bill Johnson, Hedwig Village Fire Commissioner, stated the Fire Commissioners wish to retain the 2017 Budget surplus in the amount of \$62,906 to be placed in the Facility Fund to begin work with an architect regarding the fire station renovation project. The Facility Fund currently has approximately \$90,000. The addition of the \$62,906 from the 2017 Budget surplus funds will bring the account to approximately \$150,000. The commissioners believe they can hire an architect with these funds.

Councilmember Woodruff moved, Councilmember Johnson seconded, to approve the Resolution for the Village Fire Department to utilize the surplus from the 2017 Budget in the amount of \$62,906 to be placed in the Facility Funds 4.

Councilmembers Folloder, Johnson, Putterman, and Woodruff voted "Aye", "Noes" none.

MOTION CARRIED UNANIMOUSLY

- E. Consideration and Possible Action regarding a Resolution to approve the Budget Amendment for Budget Year 2018 for the Village Fire Department Commission to facilitate a roof replacement, in the amount not to exceed \$280,000 and for the cities to provide additional funding for the budget amendment with Hedwig Village's proportionate share being \$51,800.00 (18.5%).

Bill Johnson, Hedwig Village Fire Commissioner, stated the Village Fire Commissioners received a firm bid for the roof replacement. The bid is valid for ninety days. The roof replacement could take approximately thirty days.

Councilmember Folloder moved, Councilmember Woodruff seconded, to approve the Resolution for the Village Fire Department to facilitate a roof replacement not to exceed \$280,000.

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

MOTION CARRIED UNANIMOUSLY

- F. Consideration and Possible Action regarding a Resolution to approve a budget amendment for Budget Year 2018 for the Village Fire Department Commission to purchase a water rescue boat in an amount not to exceed \$20,000 from Fund 2 Capital Replacement.

Bill Johnson, Hedwig Village Fire Commissioner, stated the fire department rescued 125 people from high and swift water during Hurricane Harvey without the use of a rescue boat. The boat will most likely be a hard bottom Zodiac. The decision on the type of boat will be made by the Fire Chief. Councilmember Woodruff has offered his expertise in the discussion of which type of boat to purchase. The boat will be stored at the fire station.

Chief Foster has made arrangements with a rural fire station to provide high water vehicles and drivers in the event of another storm.

Councilmember Folloder moved, Councilmember Woodruff seconded, to approve the Resolution for the Village Fire Department to purchase a water rescue boat not to exceed \$20,000.

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

MOTION CARRIED UNANIMOUSLY

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

- A. Audit Report – 2017 Financial Statements -

Stephanie Harris, Belt Harris Pechacek, discussed the 2017 Audit Report.

Councilmember Johnson moved, Councilmember Putterman seconded, to approve the 2017 Audit report as presented.

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

MOTION CARRIED UNANIMOUSLY

B. Discussion and Possible Action regarding appointment of Mayor Pro Tempore.

Mayor Muecke nominated Councilmember Matt Woodruff as Mayor Pro Tempore.

Councilmember Johnson moved, Councilmember Putterman seconded, to appoint Councilmember Woodruff as Mayor Pro Tempore.

Councilmembers Folloder, Johnson, and Putterman voted “Aye”, Councilmember Woodruff abstained from the vote.

MOTION CARRIED UNANIMOUSLY

C. Consideration and Possible Action regarding a request from the Village Fire Department Commission to approve the 2017 Inter-Budgetary transfers based on the 2017 Audit.

Councilmember Folloder moved, Councilmember Putterman seconded, to approve the Village Fire Department 2017 Inter-Budgetary Transfers.

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

MOTION CARRIED UNANIMOUSLY

D. Consideration and Possible Action regarding a request from the Village Fire Department Commission to approve the Proposed 2019 Village Fire Department Operational Budget to include Fund 2 Capital Replacement and Fund 3 Compensation Absence Reserve in the amount of \$6,191,155.25 with Hedwig Village’s 2019 Assessment being \$1,145,363.71 (18.5%).

Mayor Muecke requested a motion to consolidate agenda items 6D and 6E.

Councilmember Putterman moved, Councilmember Woodruff seconded, to consolidate agenda items 6D and 6E into a single action which would read: Consideration and Possible Action regarding the request from the Village Fire Department Commission to approve the Proposed 2019 Village Fire Department Budget to include all funds in the amount of \$9,691,155.25 with Hedwig Village’s 2019 Assessment being \$1,792,863.71.

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

MOTION CARRIED UNANIMOUSLY

Bill Johnson, Hedwig Village Fire Commissioner, explained that the Village Fire Department (VFD) must present the budget to the cities prior to June 30. The cities must approve or reject the presented budget by August 31. Any city that does not reject the presented budget by August 31 is deemed to have been approved by that city. Any City who rejects the budget has until September 30 to either approve the presented budget or begin the process of withdrawing from the Village Fire Department.

Bill Johnson discussed the VFD budget. The line item increases include:

- Misc. Tools & Equip./Hose – replace two defibrillators for the ladder and the engine trucks.
- Base salaries – includes a 13% raise for most “rank and file” positions. Retaining and hiring qualified employees, such as certified fire-medics, is becoming more difficult.
- Deferred compensation – a salary-driven increase of 2% into the 457 account.
- Texas Municipal Retirement System (TMRS) – the 2018 employer contribution rate is 6.22%.
- Health care insurance – assumes a 15% rate increase per insurance consultant
- Vehicle replacement – resumes the \$160,000 replacement rate
- Fire station - \$3,500,000 for building renovation

The Fire Commissioners held four budget workshops.

Councilmember Folloder asked if the salary increases and the possible new fire station would be enough to hire and retain qualified fire-medics.

Fire Commissioner Johnson stated there are several factors in hiring and retaining employees. He listed the following factors including salary, working and living conditions, leadership, and promotion opportunities.

- E. Consideration and Possible Action regarding a request from the Village Fire Department Commission to approve the Proposed 2019 Village Fire Department Fund 4 Facility Long Range Plan Budget in the amount of \$3,500,000.00 with Hedwig Village’s Assessment being \$647,500.00 (18.5%).

Bill Johnson, Hedwig Village Fire Commissioner, stated the fire station is a forty year old building. The building was not built for the number of employees it currently houses. The renovation project includes spending approximately \$150,000 in 2018 for preliminary work, such as engineering and architecture work. The majority of the renovation work will be done in 2019.

Fire Commissioner Johnson stated the renovation of the fire station should produce a building that will last fifteen, maybe twenty, years. The Village Fire Department budget will include funds earmarked every year for the Facility Fund for the maintenance of the facility.

Councilmember Folloder suggested the fire department revisit the salary increase more often than every five years.

Fire Commissioner Johnson stated the department reviews salary increases every two years.

Councilmember Woodruff asked if a paramedic went out during every call.

Fire Commissioner Johnson stated a paramedic rides on every call. The department has only four firefighters who are not qualified paramedics.

Councilmember Putterman moved, Councilmember Woodruff seconded, to approve the Village Fire Department Proposed 2019 Budget as stated in the consolidated motion.

Councilmember Folloder asked if any substantial work has been done on the fire station in its forty year history.

Fire Commissioner Johnson stated there has been mold mitigation, replacing the air conditioning system, and adding a training tower to the back of the building.

Councilmember Johnson asked if the proposed new roof would remain after the renovation.

Fire Commissioner Johnson stated yes, the proposed roof would remain. The current concept for the renovation would increase the footprint of the fire station by about twenty percent.

Councilmembers thanked Bill Johnson for his time and efforts as Hedwig Village's Fire Commissioner.

Councilmembers Folloder, Johnson, Putterman, 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:

None

8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

A. Recognition of Carrol McGinnis

Mayor Muecke presented former Councilmember Carrol McGinnis with granite bookends, an American flag, and a Texas flag for his many years of service to the City.

B. Recognition of Bob Wiener

Mayor Muecke presented former Councilmember Bob Wiener with granite bookends, an American flag, and a Texas flag for his many years of service to the City.

C. Discussion with U.S. Capital Advisors (USCA) regarding 2019 Tax Notes.

James Gilley, U.S. Capital Advisors, stated the city has the authority under state statutes to issue debt. Tax notes are a quick and easy way to finance the fire department improvements. They do not require a referendum and take approximately forty-five to sixty days to fund. They do require approval from the Texas Attorney General.

James Gilley stated the first interest payment would become due in March 2019 and the first principal payment would become due in September 2019, if the tax notes are approved by Council during the regularly scheduled council meeting in September 2018. The 2019 Budget and tax rate would include the annual debt service payment on the tax notes. Tax notes are limited to a term of seven years.

James Gilley stated the possible lenders would be financial institutions, such as a bank, for direct placement. A direct placement means the bank will hold the note for the entire term and not resell the note.

Mayor Muecke stated the proposed tax notes would increase the ad valorem tax rate by \$0.037082 for 2019 and \$0.036487 for 2020.

Mayor Muecke stated the two year payoff of the tax notes would enable the city to be better positioned for possible debt for any drainage project.

James Gilley stated that any voter approved bond issuance for drainage projects can be done in installments over a period of time. The city would pay bond fees for every bond issued.

D. Presentation by Moody National Companies on property located at 9655 Katy Freeway.

Brett Moody, Moody National Companies, discussed his company's proposed Planned Unit Development (PUD) to be located at 9655 Katy Freeway. He answered Councilmembers' questions regarding the brightness of the property lighting at night, noise, traffic control, patio space for restaurants, and other aspects of the PUD.

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. ADJOURN

Councilmember Folloder moved, Councilmember Putterman seconded, to adjourn the meeting at 9:4.3 p.m.

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

MOTION CARRIED UNANIMOUSLY

Approved and accepted on August 16, 2018.



A handwritten signature in blue ink, appearing to read 'B. Muecke', is written over a horizontal line.

Brian T. Muecke, Mayor

ATTEST:



A handwritten signature in blue ink, appearing to read 'Lisa Modisette', is written over a horizontal line.

Lisa Modisette, Asst. City Secretary