



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR MONTHLY CITY COUNCIL MEETING  
THURSDAY, NOVEMBER 15, 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 Harry J. Folloder | Kelly Johnson, City Admin./Secr.-Treasurer |
| Councilmember Dane Johnson      | Alan Petrov, City Attorney                 |
| Councilmember Barry Putterman   | David Gott, Police Chief                   |
| Councilmember Shirley Rouse     | Lisa Modisette, Assistant City Secretary   |
|                                 | Kevin Taylor, Acting Building Official     |

Absent: Councilmember Matt Woodruff

**2. CITIZEN/VISITOR COMMENTS**

Boy Scout Den Leader Eric Hazeldine, Den 10, Pack 558, attended the meeting with his Cub Scouts to meet requirements for the Arrow of Light Merit Badge. The Cub Scouts in attendance include Alex Barnstable, Eric Liu, Jason Hu, Hiroli Inabu, Finley Hazeldine, Ben McCord, and Michael Bennett. The Scouts attend Bunker Hill Elementary School.

Boy Scouts Seamus Carragher, Benjamin Black and Olivier Carragher, Troop 673, attended the meeting to meet requirements for Merit Badges. Seamus Carragher is working toward the Communication Merit Badge and attends Memorial High School. Benjamin Black is also working toward the Communication Merit Badge and attends St. Cecilia Catholic School. Olivier Carragher is working toward the Citizenship in the Community Merit Badge and attends Memorial High School.

Chase Burroughs, Troop 642, attended the meeting to meet requirements for the Citizenship in the Community Merit Badge.

Russ Hankins, 806 Saybrook, stated he has been urging the City of Bunker Hill Village to get what they need in regards to fire protection and EMS services. He stated he was not a part of the decision made by the City of Bunker Hill Village. He stated there has been only one house destroyed by fire in Hedwig Village in the past seventy years. He requested the mayor appoint a special task force to assess the fire and EMS needs of Hedwig Village. He stated the results of the assessment should be announced publicly with opportunities for resident comments and questions.

Tom Roth, 854 Pecanwood, stated he believes the Village Fire Department is a first class organization. He commended the Hedwig Police Department for maintaining a safe city for residents to walk and run. He stated his wife is able to enjoy her walk in the evenings thanks to the police presence.

Charles Chapman, resident of City of Piney Point Village, stated he is currently building a house on Heather Court. He apologized for a sub-contractor that began work too early one morning. He stated the incident would not be repeated.

Mr. Jackson suggested the city propose different work hours for the weekend than the approved construction work hours during the week. He recommends the weekend work hours apply to construction work as well as to any loud noise inducing activities such as yardwork.

- 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**

August 31, 2018 Budget Workshop  
September 20, 2018 Joint Public Hearing  
September 20, 2018 Public Hearing  
September 20, 2018 Council Meeting  
September 28, 2018 Special Council Meeting

**B. Approval of General Fund Bills**

General Fund Bills - #33738 - #33815  
Voided Checks – #33758

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

|   |                                   |
|---|-----------------------------------|
| Village Fire Department - \$102,102.05  | Constellation Energy - \$4,556.30 |
| State of Texas - \$22,819.93            | TML - \$21,444.75                 |
| Cardinal Tracking - \$13,977.36         | Accutek - \$28,410.61             |
| Johnson Petrov - \$4,705.72             | Climatec - \$3,528.72             |
| BBG Consulting - \$7,470.00             | Jose Garza - \$6,575.00           |
| Texas Workforce Commission - \$3,115.00 | LJA Engineering - \$3,000.00      |
| Laser Shot - \$24,986.36                |                                   |

**D. Approval of the 3<sup>rd</sup> Quarter 2018 Investment Report**

Mayor Muecke requested removal of the minutes for corrections.

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

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

**MOTION CARRIED UNANIMOUSLY**

Mayor Muecke provided Lisa Modisette, Assistant City Secretary, with a written list of the corrections to the minutes.

Councilmember Johnson moved, Councilmember Rouse seconded, to approve the minutes with the listed corrections.

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

**MOTION CARRIED UNANIMOUSLY**

**4. REPORTS**

**A. Financial Report – October 2018 – Kelly Johnson**

Kelly Johnson discussed the following:

- The city has \$701,574 in available funds and \$2,382,861 in restricted funds. Total funds available are \$3,084,435.
- The city is fully collateralized.
- The sales tax for November is down 9.51% compared to September 2017. The sales tax for year to date is up 4.51%.
- Revenues received are 86.59% of budget and expenses are 75.38% of budget.
- The METRO funds transferred into budget department 511 are directly related to the expenses out of the same department. The expenses are expected to be lower so the METRO funds are expected to be lower.

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

Chief Gott discussed the following:

- Crime is down approximately 25% year-to-date.
- Assaults are up year-to-date.
- Two residential burglaries at the apartments at Bunker Hill Road and I-10 frontage road. The department detectives are investigating.
- A date has been set for the Janelle Bernard Murder Trial. The suspect is charged with capital murder. The District Attorney’s Office will probably not pursue the death penalty in this case.
- The Police Department Open House was held November 14, 2018 from 4:00 p.m. to 6:00 p.m. 40-50 residents attended. Several attendees tried the new simulator. Councilmember Rouse suggested extending the hours of the open house for next year until 6:30 p.m. to allow those residents who work to attend.
- The department has hired two new officers. The swearing-in will be held on November 27 at 9:00 a.m. Councilmembers are invited to attend.

**C. Fire Department – Meeting – Fire Commissioner Bill Johnson**

Fire Commissioner Bill Johnson discussed the following:

- The statistic report format has changed due to the inclusion of the arrival time for first responders and the arrival time of the ambulance.
- The roof replacement work is ongoing and currently under budget.
- City Council will be asked at this meeting to approve a budget increase of \$50,000 for Professional Services due to attorney fees.
- City Council will approve a new Alternate Commissioner at this meeting.

Mayor Muecke spoke regarding the City of Bunker Hill Village's City Council Meeting held on November 13, 2018 and the Mayor's Luncheon held on November 15, 2018.

- City of Bunker Hill Village Council Meeting –
  - Derry Essary gave a Power Point presentation that included incorrect data and reasons for the City of Bunker Hill Village departure from the Village Fire Department.
  - The City of Bunker Hill Village's City Attorney stated the City of Bunker Hill Village did not approve the entire Village Fire Department Budget in September 2018 but contractually remains a member until the end of 2019.
  - City of Bunker Hill Village's residents were given the opportunity to give comments and ask questions.
  - The City of Bunker Hill Village stated they must have a station located in their city in order to remain a member.
- The Mayor's Luncheon –
  - The City of Bunker Hill Village Councilmember Jay Symre attended the Mayor's Luncheon as a representative of the Village Fire Department for the City of Bunker Hill Village. The City of Bunker Hill Village Mayor Jay Williams has not attended the Mayor's Luncheon for the past several months. Mayor Muecke stated there appears to be a lack of communication between the City of Bunker Hill Village Mayor Williams and Fire Commissioner Derry Essary to the City of Bunker Hill Village Councilmembers. Mayor Muecke stated solutions and transition plans have been discussed and offered to the Mayor of Bunker Hill Village. Those solutions and plans were not conveyed to the City of Bunker Hill Village City Council.

Fire Commissioner Bill Johnson stated the City of Bunker Hill Village has stated the only acceptable solution for them to remain as a member of the fire department is to have a second fire station located in their city. The City of Bunker Hill Village has agreed to provide an operating plan and cost estimate, at their expense, for the capital costs for a second fire station. The plans and cost estimates will be presented to the Fire

Commissioner Board in December 2018. The Village Fire Commission Board has agreed to review the plans. The Fire Commissioner Board stated the plans must include the following:

- Location of the second fire station
- Cost
- Operating plans and any additional operating costs
- A cost benefit analysis
- Which village will pay for the expense

**D. Beautification** – Update – Bob Wiener, Chairperson

Bob Wiener discussed the following:

- Twenty two trees have been planted on the east side of Echo Lane.
- 9 dog waste stations have been installed. The city needs to pick a day for waste collection.
- The Campbell Road esplanade irrigation and landscaping work will begin in early December 2018. Additional work on the esplanade will begin in 2019.
- The Beautification Committee will need to discuss the monument signs located at the city entrances.
- The Beautification Committee has several projects that may begin in 2019.

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

Mayor Muecke thanked outgoing Harris County Judge Emmett for his years of service to the county. He stated Judge Emmett led the county through several local disasters and that Judge Emmett was an outstanding local elected official.

Councilmember Folloder asked if the change in leadership on the Harris County Commissioners Court would have any impact on any drainage work throughout Harris County or funds flowing to the City of Hedwig Village to assist with drainage issues.

Mayor Muecke does not believe any drainage projects in Harris County or the City of Hedwig Village would be adversely affected by the leadership change. He stated decisions relating to flood control funds will be made by the Harris County Flood Control District.

**F. Building Official** – Monthly Report – Kevin Taylor, Building Official.

Kevin Taylor discussed the following:

- 9135 Katy Freeway (the white building) – Construction has resumed.

- The Stream PUD project is ongoing. The drainage issues have been resolved and work has re-commenced.
- The City may consider requiring a 24 hour notice prior to concrete pours for any construction project in order to alert neighbors.
- Moody National PUD – The Traffic Impact Analysis has been reviewed and approved. The first stage of the Moody National PUD construction will be the parking garage. The construction plans should be submitted by the end of November.
- Drainage improvements –
  - South Chestwood – the best option has been identified. The city has received two bids and is waiting on a third bid.
  - Monticello Street – the small subsidence issue has been fixed.
- Tree trimming – three bids have been received for park tree trimming.
- Zoning ordinance review –
  - Shared parking
  - Zoning guidelines for residential in Business District B1

**G. Planning & Zoning Commission** – Meeting Update – Council Liaison Shirley Rouse

Councilmember Rouse discussed the following:

- Planning & Zoning (P&Z) held a meeting on November 6, 2018.
- Kevin Taylor will assist P&Z on drafting ordinances for Shared Parking and guidelines for residential in Business District B1. Councilmember Rouse asked for guidance from Council to provide to P&Z. P&Z members Bitsy Searcy and Pat Murphy have done a lot of work on this topic.

**H. City Administrator** –Recycle Day, Short Term Rentals, Holiday Dinner – Kelly Johnson

Kelly Johnson reported on the following:

- The Recycle/Reuse/Shred Event was held on October 27, 2018. Mayor Muecke thanked the city staff who worked the event. The event was very successful and collected the following:
  - 85 pounds of medicine were collected and destroyed.
  - Six tons of paper were collected and shredded.
  - 12,233 pounds of electronic waste were collected.
  - Memorial Area Ministries filled their truck with gently used items.
- Holiday Dinner – the event will be held on December 4, 2018 at 6:00 p.m. at the Houston Racquet Club.

- Short term rentals – letters were mailed to known AirBnB locations in the city. Kelly Johnson and Chief Gott held discussions with several property owners.

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

- A. A Resolution of the City of Hedwig Village, Texas, designating the City of Hedwig Village’s Alternate Commissioner to the Village Fire Department Board of Commissioners.

Mayor Muecke stated Councilmember Putterman has done an outstanding job during the several years he has served as Hedwig Village’s Alternate Fire Commissioner.

Mayor Muecke stated the ongoing discussions at the Village Fire Department regarding the City of Bunker Hill Village require his presence at the Village Fire Commissioners meetings. His ability to participate in the meetings and share information with the other village mayors is vital.

The City Council will need to approve the appointment of Mayor Muecke as the new Alternate Commissioner.

Councilmember Putterman stated he agreed that Mayor Muecke should be the new Alternate Commissioner.

Councilmember Rouse thanked Councilmember Putterman for his years of service as the Alternate Commissioner.

Councilmember Putterman moved, Councilmember Johnson seconded, to approve the appointment of Mayor Muecke as the City of Hedwig Village Alternate Fire Commissioner.

Councilmembers Folloder, Johnson, Putterman, and Rouse 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. Consideration and possible action regarding a request from the Village Fire Department Commission to approve an increase to the Professional Services budget line item for budget year 2018 by \$50,000 with Hedwig Village’s portion being \$9,250 (18.50%).

Mayor Muecke stated the Village Fire Department is expecting an increase in Professional Service relating to legal fees pertaining to the City of Bunker Hill Village.

Councilmember Putterman stated the increase in Professional Service may be used to enter into a new interlocal agreement or enter into a separate agreement with the City of Bunker Hill Village.

Councilmember Folloder requested the Village Fire Department provide an accounting of how the additional funds are spent.

Councilmember Folloder moved, Councilmember Rouse seconded, to approve the amended budget for the Village Fire Department with an increase of \$50,000 in the Professional Services line item.

Councilmembers Folloder, Johnson, Putterman, and Rouse 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. Proposed recommendation by the Village Mutual Insurance Cooperative Board for 2019 Insurance carriers to provide medical, dental, vision, life, AD&D, long term disability, and supplemental life coverages for the city employees..

Mayor Muecke stated the insurance costs increased by approximately two percent over last years’ cost. The city budgeted for an insurance increase of fifteen percent.

Councilmember Folloder moved, Councilmember Putterman seconded, to approve the recommendation by the Village Mutual Insurance Cooperative Board for 2019 Insurance carriers to provide medical, dental, vision, life, AD&D, long term disability, and supplemental life coverages for the city employees.

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

**MOTION CARRIED UNANIMOUSLY**

- B. Contribution to employees 457 plan effective in the 2019 Budget Year.

Kelly Johnson wrote the guidelines to this additional benefit with input from Chief Gott. The guidelines are as follows:

- The employee must be a permanent full-time employee.
- The city shall contribute two percent of the employee’s base salary, not including overtime, shift differential, certification pay, or any other pay incentives.
- Contributions will be made in to the employee’s 457 account each pay period or as soon as practical.
- Employees are encouraged to contribute additional funds into their 457 account but it is not mandatory in order to receive the city’s contribution.



- City's contributions are contingent on the employee receiving an actual paycheck/direct deposit from the city.
- City's contributions to the employee's 457 plan shall not be paid on employee's final separation check of any accrued vacation, sick, or compensation time.

Mayor Muecke stated the city discussed and budgeted in the 2019 Budget for the additional employee benefit of funding a percentage of the employee's base salary into a 457 Deferred Compensation account. He stated the City Council would need to decide on the following matters:

- Deposit the entire two percent at the beginning of the year, deposit the entire two percent at the end of the year, or deposit every pay period, and
- Would the employees be required to match the city's contribution

Councilmember Folloder confirmed that this additional benefit would help the city in hiring and retaining qualified experienced employees.

Chief Gott stated this benefit would assist the city hiring and retaining employees. He stated the city should not require the employee to match the city's contribution. Each employee would need to set up their own deferred compensation account with Voya, the financial company the city already uses.

Councilmember Rouse requested that this budget line item be reviewed annually as part of the budget process.

The Mayor and Councilmembers discussed the guidelines as stated above and recommended no changes.

Councilmember Putterman moved, Councilmember Folloder seconded, to authorize the pro-rata contribution to employees 457 plan effective in the 2019 Budget Year.

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

**MOTION CARRIED UNANIMOUSLY**

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

None

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

- A. As authorized by Section 551.071, Consultation with Attorney, of the Texas Open Meeting Act, concerning possible litigation.

City Council did not have an executive session.

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

None

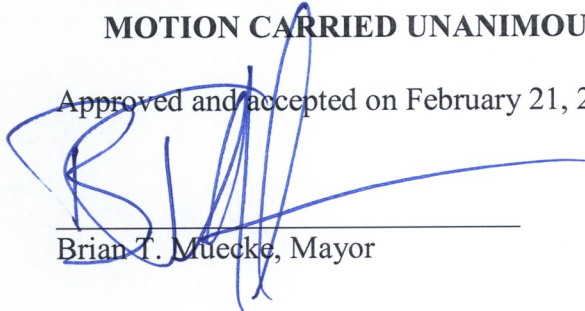
**11. ADJOURN**

Councilmember Johnson moved, Councilmember Folloder seconded, to adjourn the meeting at 8:12 p.m.

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

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on February 21, 2019.

  
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Brian T. Muecke, Mayor

ATTEST:

  
\_\_\_\_\_  
Lisa Modisette, Asst. City Secretary