



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
THURSDAY, AUGUST 15, 2019
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 T. Muecke (left room at 7:30 p.m. and returned at 7:39 p.m.)

Councilmember Harry J. Folloder	Kelly Johnson, City Admin./Secr.-Treasurer
Councilmember Dane Johnson	Alan Petrov, City Attorney
Councilmember Susan Mathews	David Gott, Police Chief
Councilmember Shirley Rouse	Kevin Taylor, Building Official
Councilmember Matt Woodruff	Evan DuVall, Assistant Building Official
	Lisa Modisette, Assistant City Secretary

Absent: None

2. CITIZEN/VISITOR COMMENTS

Brad DeLuca, 942 Moss Springs Lane, asked City Council to communicate with the citizens regarding the Memorial High School Planned Unit Development (PUD). He stated Evan DuVall has been keeping him informed regarding the PUD.

Andrea Hermann, 930 Karos Lane, agrees with Mr. DeLuca concerning better communication regarding the Memorial High School PUD. She has encouraged the residents of Memorial Estates to attend the meetings to receive first-hand information. She stated she is concerned about drainage, light encroachment, traffic, noise, and the loss of trees.

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

May 16, 2019 Regular Council Meeting
May 24, 2019 Special Council Meeting
July 18, 2019 Regular Council Meeting

B. Approval of General Fund Bills

General Fund Bills - #40324 - #40382
Voided Checks – #40316

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

State of Texas Treasurer - \$25,351.29	Wells Fargo credit card - \$7,421.77
Accutek - \$2,994.30	Johnson Petrov - \$9,709.92
BBG Consulting - \$14,178.00	Climatec - \$6,731.25

D. Approval of the 2nd Quarter 2019 Investment Report

Councilmember Rouse moved, Councilmember Johnson seconded, to sever the May 24, 2019 Special Council Meeting minutes from the Consent Agenda.

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

MOTION CARRIED UNANIMOUSLY

Councilmember Woodruff moved, Councilmember Johnson seconded, to approve the Consent Agenda with the removal of the May 24, 2019 Special Council Meeting minutes.

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

MOTION CARRIED UNANIMOUSLY

Councilmember Rouse suggested the following corrections to the May 24, 2019 minutes:

- Page 4, tenth paragraph – add the sentence “He suggested collection hours of 4:00 a.m. to 2:00 p.m.”
- Page 4, eleventh paragraph, second sentence – strike the word “suggested” and replace with “concurred” and strike the phrase “be the standard hours” and replace with “was the acceptable standard”.

Councilmember Woodruff moved, Councilmember Johnson seconded, to approve the May 24, 2019 Special Council Meeting minutes as corrected.

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

MOTION CARRIED UNANIMOUSLY

4. REPORTS

A. Financial Report – July 2019 – Kelly Johnson

Kelly Johnson discussed the following:

- Seven months through the budget year.
- The City has \$2.5 million in restricted funds and \$1.8 million in available funds for a total of \$4.3 million.

- The City is fully collateralized.
- The sales tax for August 2019 is 0.03% higher compared to August 2018.
- Revenues and expenditures are on track for the year. Revenues for the budget year are slightly increased year to date and expenditures are slightly decreased year to date.

B. Police Report – July 2019 Crime Report & Statistics – Chief David Gott

Chief Gott discussed the following:

- The crime rate is slightly higher year to date compared to 2018.
- The department is investigating a home invasion on Frandora Lane.
- A new officer was hired. Officer Yonathan Sadikin is a recent graduate from the academy.

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

Commissioner Johnson discussed the following:

- The fire department is performing at a high level.
- The fire department is slightly ahead in the budget year to date due to expenses.
- Commissioner Johnson discussed the Cy-Fair Fire Department (CFFD).
 1. CFFD is now recruiting for paid full-time fire fighters. CFFD is a large district in northwest Harris County and is part of an Emergency Services District (ESD). CFFD was previously a volunteer fire department.
 2. The Village Fire Department (VFD) pays slightly better than CFFD for first year fire fighters.
 3. The fire fighters at CFFD will be working less hours per week than VFD fire fighters.
 4. The pension match at CFFD is slightly better than at VFD.
 5. CFFD contribution match to a 457 retirement plan is slightly better than at VFD.
- The \$3.5 million for the fire station renovation will not be enough. The delay in starting the project has affected the construction costs. Commissioner Johnson suggested adding approximately \$100,000 to the City of Hedwig Village's portion of the renovation cost.
- The Board of Commissioners has approved three documents relating to the services offered to the City of Bunker Hill Village.
 1. A mutual release for legal fees between the VFD, City of Bunker Hill Village, and the remaining five member Cities.

2. An amendment to the 1978 Interlocal Agreement.
3. A contract for services for the City of Bunker Hill Village.

Councilmember Johnson asked if the amendment to the interlocal agreement has been written.

Commissioner Johnson stated the amendment has been written and accepted by the Board of Commissioners.

Mayor Muecke stated the amended interlocal agreement clarifies that the VFD may enter into a contract with the City of Bunker Hill Village for services. An additional amendment may be drafted to change the “buy out” provision if a member city decides to leave the VFD.

D. Beautification – Update – Bob Wiener, Chairperson

Chairperson Wiener discussed the following:

- A tree sub-committee has been formed. Andrea Hermann, Harry Craig, and City Forester Cary Moran attended the first meeting. Tom Roth, Kathryn Schenk, and Bob Wiener may attend the next meeting. They will be working on a draft revised tree ordinance. The next meeting will be on Monday, August 19, 2019 at 1:00 p.m.
- Councilmember Folloder requested the City Forester create a list of tree trimmers.

E. Mayor – Monthly Report – Brian Muecke

Mayor Muecke reported on the following:

- The three documents discussed earlier in the meeting during the Fire Department Report will be presented to City Council for review. These documents were developed by a sub-committee and reviewed by the fire commissioners. There were minor corrections by the commissioners.

F. Building Official – Monthly Report – Kevin Taylor, Building Official, and Evan DuVall, Building Official

Kevin Taylor discussed the following:

- The White Building – progress is slow but ongoing. Ongoing issues have been resolved and the building shell should be completed soon. Exterior and interior wall coverings should be installed soon.
- Moody Project – Office Building A and the parking garage are under construction. The required storm sewer and other infrastructure are being installed and inspected. A building crane has been installed to assist in the construction of office building A and possibly office building B.

- Stream Project – a temporary commercial occupancy has been issued for the fifth floor. The contractor has been completing items from the Village Fire Department and the Memorial Village Water Authority checklists. The project should be near completion and in full compliance with the PUD requirements by the end of August 2019. The City has received plans for a restaurant to occupy space in this building.
- A tree sub-committee has been created to revise the tree ordinance.
- BBG Consulting, Inc. continues weekend inspections of the construction sites in the residential areas of the City to verify compliance of the new weekend construction hours. The inspections will continue with the assistance of the police department. Construction hour's signs have been made for the residential building contractors and are required to be installed on their job sites, probably on the construction fence. Additional parking signs may be required as well. Councilmember Rouse requested that the parking signs be more discreet than the construction hour's signs. Councilmember Woodruff would prefer the parking signs be placed on a pole at the job site due to the fact the construction fencing will be removed before the interior work of the house is complete.
- There may be recommended changes to certain sections of the code in order to ensure compliance. Some sections of the code, as written, make enforcement difficult.
- Memorial High School – A Planned Unit Development (PUD) application has been submitted. This item will be placed on the P&Z agenda for the September 3, 2019 meeting for review and recommendation. BBG Consulting is working on getting more details from the applicant. The Traffic Impact Analysis (TIA) has been reviewed by a traffic engineer and comments on the TIA will be provided to the applicant next week. The proposed drainage improvements have been submitted to the drainage engineer for review and comments. The tree disposition has been submitted to the City Forester for review and comments.
- A street assessment is being conducted for the City and should be completed by the middle of August 2019.
- A dark sky/outdoor lighting draft ordinance has been given to P&Z for review and has been discussed at the last two P&Z meetings. Further revisions will be made to include input from another municipality that has implemented a similar ordinance.
- A public hearing occurred prior to the City Council Meeting regarding shared parking. City Council will discuss the shared parking ordinance at this meeting.
- BBG Consulting has been working to ensure compliance with the City's right-of-way ordinance currently in place.
- BBG Consulting has been working on landscaping standards for commercial properties within the City.

G. Planning & Zoning Commission – Meeting Update – Pat Murphy, Planning and Zoning (P&Z) Chairperson

Chairperson Murphy discussed the following:

- Councilmember Susan Mathews is the new P&Z Liaison.
- Chairperson Murphy requested the P&Z tracker created by Councilmember Rouse continue to be used.
- A nuisance lighting ordinance was approved by Council last month. P&Z will continue to work on a more expansive lighting ordinance to cover properties such as schools.
- The shared parking ordinance was approved by Council at this meeting.
- A few members of P&Z met with Centerpoint to discuss buried powerlines in the business districts. Centerpoint will work on a bid to relocate the powerlines in the business districts along the I-10 Frontage Road from Campbell Road to Echo Lane from the front of the properties to the back of the properties.
- Chairperson Murphy and Evan DuVall, Assistant Building Official, discussed the possibility of a Management District (MD) for the commercial district. Alan Petrov, City Attorney, stated an MD could be created by legislative action or by petition of the property owners. The property owners petition to create an MD could take approximately one year. The MD boundaries would be determined at the time of creation. The MD would have the authority to levy a tax to generate funds. A Board would be created by City Council to direct the funds generated by the MD. The MD would fund projects such as buried powerlines. The MD funds would benefit only the properties within the MD. Councilmember Rouse asked for an estimate on the cost and timeline to generate enough funds through an MD to bury the powerline along the I-10 frontage road. Evan DuVall stated he did not have that information. Evan DuVall stated that burying the powerlines would be approximately \$1,000.00 per linear foot. Mayor Muecke stated the City had approximately two miles of I-10 frontage road. Chairperson Murphy stated the MD funds could also be used for drainage improvements.
- Alan Petrov held an orientation on August 14, 2019 for the members of Planning and Zoning and Board of Adjustment. He stated the Hedwig Village Planning & Zoning Code does not allow for special exceptions for variances. Chairperson Murphy asked if P&Z should pursue this topic to add to the Code. Councilmember Woodruff stated he believed the rules should apply to everyone. Mayor Muecke stated the topic should not be pursued.

H. City Administrator – Monthly Update – Kelly Johnson

Kelly Johnson discussed the following:

- The P&Z and BoA orientation was held on August 14, 2019 and was well received.

- Terry Vick is back at work in a limited capacity.
- A budget workshop is scheduled for August 16, 2019 at 12:00 p.m.

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, amending Article V, Zoning Regulations, Section 506, Business District B, Subsection D, Parking, of the Hedwig Village Planning and Zoning Code relating to allow and establish regulations for shared parking, valet/shuttle service and offsite parking within the City of Hedwig Village, Texas Business District B.

Pat Murphy, Planning & Zoning (P&Z) Chairperson stated P&Z reviewed the shared parking ordinance as presented by Evan DuVall, Assistant Building Official. P&Z recommends, by unanimous vote, to approve the proposed ordinance as written.

Councilmember Woodruff asked what changed in the proposed ordinance from the previous ordinance.

Chairperson Murphy stated the City did not have a previous ordinance for shared parking. He stated the proposed ordinance would allow businesses to contract for off-site parking and would allow for valet/shuttle parking.

Councilmember Woodruff stated the parking space requirements as listed in the ordinance would not apply to the Kroger parking lot but would allow shared parking to ease the overcrowding parking issues in the Kroger shopping center.

Councilmember Johnson asked if the ordinance addressed handicap parking.

Alan Petrov, City Attorney, stated state law addresses the handicap parking requirements.

Chairperson Murphy stated the ordinance requires businesses to provide documentation of a shared parking contract in order to comply with the parking requirements. The documentation must be provided to the City when the lease for the premises the business occupies renews.

Kelly Johnson, City Administrator, stated the City does not have a current permit fee schedule for valet companies to register to operate within the City.

Councilmember Rouse moved, Councilmember Folloder seconded, to approve the ordinance to establish regulations for shared parking, valet/shuttle service, and offsite parking within the City of Hedwig Village, Texas Business District B.

Councilmembers Folloder, Johnson, Mathews, Rouse 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:

None

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

- A.** Appointment of a Municipal Court Prosecutor.

Chris Gore, Hedwig Village Lead Prosecutor, recommends appointing an additional prosecutor to assist with the day court docket. He provided the resumes of two individuals, Anita Broderick James and Matthew David Sharp. Mr. Gore recommended Anita Broderick James.

Councilmember Johnson recommends Matthew David Sharp.

Councilmember Johnson moved, Councilmember Rouse seconded, to appoint Matthew David Sharp as an alternate prosecutor for the City.

Councilmembers Folloder, Johnson, Mathews, 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.** Consideration and Possible Action regarding continuation of benefits.

City Council adjourned into Executive Session at 7:52 p.m.

City Council reconvened into Open Session at 8:28 p.m.

- 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 Rouse seconded, to adjourn the meeting at 8:28 p.m.

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

MOTION CARRIED UNANIMOUSLY

Approved and accepted on September 19, 2019.

ATTEST:



Brian T. Muecke, Mayor



Lisa Modisette, Asst. City Secretary