



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
DECEMBER 19, 2019
6:30 P.M. - 955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Muecke called the meeting to order at 6:31 p.m.

Present: Mayor Brian T. Muecke

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

Absent: Councilmember Dane Johnson (arrived at 6:38 p.m.)

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

September 5, 2019 Special
October 17, 2019 Regular

B. Approval of General Fund Bills

General Fund Bills
Voided Checks – none

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

Wells Fargo credit card - \$3,864.80	Cardinal Tracking - \$13,977.36
Accutek - \$5,940.00	Idemia - \$2,697.00
BBG Consulting, Inc. - \$21,631.00	Mesa Mechanical - \$2,586.44
GenSolutions - \$2,812.00	Waypoint - \$13,920.00
Capitol Technology Group - \$15,000.00	HCAD - \$5,853.00
Houston Custom Metals Works - \$ 6,892.00	

D. A Resolution of the City of Hedwig Village, Texas acknowledging review of the City of Hedwig Village Investment Policy.

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to sever agenda item 3A, Approval of Minutes, from the Consent Agenda. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Motion was made by Councilmember Johnson and seconded by Councilmember Woodruff to approve the Consent Agenda with the listed minutes removed. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Mayor Muecke discussed several corrections to the September 5, 2019 minutes.

No action was taken on the listed minutes.

4. REPORTS

A. Financial Report – November 2019 – Kelly Johnson

Kelly Johnson discussed the following;

- Reported that the City's funds were fully collateralized with \$1.86M in restricted funds and \$1.46M is available funds.
- EOY 2019 sales tax was slightly higher than EOY 2018.
- Revenues through 11/30/19 were at 96.36% and expenditures were at 80.17%.

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

Chief Gott discussed the following:

- The license plate reader cameras assisted in the arrest of the suspect in the pharmacy break-in from last month. The readers were used to determine the license plate of the vehicle the suspects were driving. Charges are pending.
- The AEDs that were approved last month were delivered and training was received by the employees of the police department.
- The department's annual awards ceremony was held on December 10, 2019. The following awards were given:
 1. Karin Paredes - Dispatcher of the Year
 2. Wenceslao Candido - Rookie of the Year
 3. Julie Buhs - Crimefighter of the Year (third year in a row)
 4. Sergeant Darrell Owens - Guardian of the Year
 5. Detective Marvin Collins - Sergeant of the Year

Councilmember Folloder asked about installing a license plate reader on Bunker Hill Road.

Chief Gott stated the process of getting approval from the City of Houston is slow but ongoing.

Councilmember Mathews asked if the City has an ordinance against panhandling.

Councilmember Woodruff reviewed the Code of Ordinances and stated the City does have an ordinance against panhandling at certain intersections in the City.

C. Fire Department – Councilmember Folloder, Alternate Fire Commissioner

Fire Commissioner Bill Johnson discussed the following:

- The Fire Commission met on December 18, 2019.
- The fire department is slightly over budget for 2019.
- The Fire Commission negotiated for a compensation and benefit study at a cost of approximately \$10,000.
- The Fire Commission approved the purchase of a new dispatch console. The cost will be approximately \$200,000. The new console will be installed during the renovation of the fire station.
- The Fire Commission discussed contracting the renovation of the fire station. The Commission will go out for bids in early January 2020.

D. Beautification – Bob Wiener, Chair

Chairperson Bob Wiener discussed the following:

- The Beautification Committee budget was expended for 2019.
- The flowers on the Campbell Road esplanade have been replaced.
- The committee is discussing which projects to undertake in 2020 possibly including planting trees along the I-10 Frontage Road and finishing the project on the Campbell Road esplanade.

E. Mayor – Monthly Report – Brian Muecke

No report.

F. Building Official – Kevin Taylor, Building Official

Kevin Taylor, Building Official, discussed the following:

- The white building – Plans for an office buildout for the third floor have been approved.

- Moody Project – Fast progress is being made on the parking garage and both office building A and B have been permitted. Two restaurants submitted plans and have been approved.
- Stream Project – The buildout for Federal Grill is ongoing.
- Insurance Services Office (ISO) rating – The City has begun the process of re-certifying for the ISO rating for building code effectiveness. The information will be submitted early next year.
- Memorial High School – Plans have been submitted for work on the new tennis courts, the tennis court field house, and additional work on the east campus as well as plans for football turf and drainage improvements. The City has issued comments and is awaiting re-submittal. The final plat should be submitted soon for the main campus parcel.
- Job site maintenance inspections are ongoing.
- Preliminary plans for the fire station have been submitted for review.

G. Planning & Zoning Commission – Councilmember Susan Mathews, Council Liaison

No report. Planning & Zoning did not hold a meeting on December 3, 2019

H. City Administrator – Monthly Update – Kelly Johnson

Kelly Johnson discussed the following:

- A good turnout at the Holiday Dinner, approximately sixty-five people attended.
- New audio/visual equipment has been installed in the Council Chambers.

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 Chapter 44, Miscellaneous Offenses, of the Hedwig Village City Code, for the purpose of adopting regulations prohibiting the possession or use of e-cigarettes on public property within the City and adopting a penalty.

No action was taken.

- B.** An Ordinance of the City Council of the City of Hedwig Village, Texas authorizing and imposing a collection fee in the amount of 30% of debts and accounts receivables such as unpaid fines, fees, court costs, forfeited bonds, and restitution ordered paid by a municipal court serving the City, and amounts in cases in which the accused has failed to appear when such debt or account receivable is more than 60 days past due and has been referred to an attorney or private vendor for collection.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve a collection fee in the amount of 30 % of debts and accounts receivables. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- C. A Resolution of the City Council of the City of Hedwig Village, Texas, regarding Linebarger Goggin Blair & Sampson, LLP as being fully qualified as special counsel to perform all legal services necessary to collect unpaid fines, fees, court costs, forfeited bonds, and restitution as provided in Texas Code of Criminal Procedures, Article 103.0031.

Motion was made by Councilmember Folloder and seconded by Councilmember Johnson to approve the resolution regarding Linebarger Goggan Blair & Sampson, LLP as being fully qualified to serve as special counsel to collect unpaid court fines and fees. Motion carried 5-0.

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 to approve a contract for fines and fee collection services with Linebarger Goggan Blair & Sampson LLP – After having provided adequate notice as required by Sec. 2254-1036 of the Texas Government Code and authorizing the Mayor to execute said contract.

Richard Hill, with Linebarger Goggan Blair & Sampson, LLP (Linebarger), stated his firm contracts with governmental entities to collect delinquent receivables, such as court fines and fees. The collection fee is 30% of the amount of the fines/fees and is added to the amount owed by the defendant. The City will receive the full amount of the fines/fees and Linebarger is reimbursed for their collection expenses from the 30% collection fee. The collection process involves verifying if the address for the defendant is correct. A collection letter will be mailed to the correct address. Thirty to forty-five days later a second letter is mailed and phone calls are made. Linebarger can collect the funds over the phone but prefer the payment be made directly to the City. Linebarger will continue to try to collect for as long as a debt is owed to the City.

Richard Hill stated Linebarger Goggan Blair & Sampson have similar contracts with the Cities of Bunker Hill Village, Hunters Creek, and Spring Valley Village.

Motion was made by Councilmember Folloder and seconded by Councilmember Johnson to approve the contract with Linebarger Goggan Blair & Sampson for collection services. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

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

- A. Reschedule the Regular Council Meeting on March 19, 2020 to March 12, 2020.

The Regular City Council Meeting on March 19, 2020 is during the same week as spring break for Spring Branch I.S.D. Several of the Councilmembers will be out of town during that week.

Motion was made by Councilmember Johnson and seconded by Councilmember Woodruff to approve rescheduling the meeting from March 19, 2020 to March 12, 2020. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

A. AG/CM progress report related to the Hedwig Village Paving and Draining Project.

Marty Schmitt, Vice President with AG/CM, introduced Amos Byington, Project Manager with AG/CM.

Amos Byington stated LJA Engineering, Inc. (LJA) was commissioned by the City in 2016 or 2017 to do a Paving and Drainage Report. The report was presented by Jeff Cannon, with LJA, to the City in December 2017. Earlier in 2019, LJA was tasked with updating the report. The updated report was completed in December 2019.

Mr. Byington suggested scheduling a special meeting for the updated report to be presented to City Council. AG/CM has collected questions from various individuals, including Councilmembers, to be presented to LJA for answers at the special meeting.

Councilmember Folloder asked if AG/CM had any contact with LJA regarding Harris County Flood Control District (HCFCD).

Mr. Byington stated LJA has not submitted the updated report to HCFCD. The updated report needs to be presented to the City prior to submittal to HCFCD.

Councilmember Rouse asked when will the updated report be available.

Mayor Muecke stated the interim report was received by the City several days ago and it is ready to be reviewed.

B. Schedule Special Council Meeting to discuss proposed Hedwig Village Paving and Drainage Project.

Meeting was scheduled for January 10, 2020 at 11:00 a.m.

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

Motion was made by Councilmember Johnson and seconded by Councilmember Rouse to adjourn the meeting at 7:35 p.m. Motion carried 5-0.

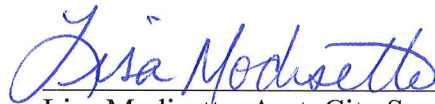
MOTION CARRIED UNANIMOUSLY

Approved and accepted on February 20, 2020.



Brian T. Muecke, Mayor

ATTEST:



Lisa Modisette, Asst. City Secretary