



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
JANUARY 16, 2020
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 T. Muecke

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

Absent: None

2. CITIZEN/VISITOR COMMENTS

Peggy Hemus, resident on Glen Echo Lane, discussed fireworks on New Year's Eve and July 4th. She stated she spoke with Captain Warner and he would have the officers check out the complaint on the evening of New Year's Eve. She stated Sergeant Sanford was on site to view any possible fireworks. Sgt. Sanford located the street where the fireworks were being set off. She stated she appreciates the police department for the effort to locate the person responsible for the fireworks.

Peggy Hemus also informed City Council that Michael Shebay, resident on Woodsage Drive, passed away the evening before.

Barry Zhang, resident on Denise Drive, discussed the parking for St. Cecilia Catholic Church on the weekends. He stated an unknown vehicle, with the driver in the vehicle, parked in his driveway this past Sunday. The driver of the vehicle refused to move the vehicle when asked. Mr. Zhang reported the incident to the police department. Mr. Zhang circulated a letter regarding the parking problems to his neighbors and will provide a copy to the City. He stated he spoke with church officials regarding the parking. He stated tickets are issued to vehicles illegally parked but that does not solve the underlying issue. He stated the current "free-for-all" parking at the church is unsafe. He stated there must be a solution and he was willing to work with the City and the church to find that solution. Councilmember Johnson stated St. Cecilia Catholic Church has a second parking lot that is not used to capacity.

Pat Murphy, resident on Echo Hollow, stated the City formed a Long-Range Planning Committee in the mid-1990s. He stated the goal of the committee was to create a vision of what the City could look like in ten and twenty years. He suggested reviving the committee to review and possibly update the vision.

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 Council Meeting
October 17, 2019 Regular Council Meeting
November 21, 2019 Regular Council Meeting

B. Approval of General Fund Bills

General Fund Bills
Voided Checks – none

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

Accutek - \$5,409.06	BBG Consulting, Inc - \$12,500.00
Houston Racquet Club - \$3,370.80	Johnson Petrov - \$6,325.36
Mesa Mechanical - \$6,805.22	Statewide Traffic Signal - \$4,934.61
Sterlington Medical - \$11,555.00	Texas Pride - \$14,060.65
Tyler Technologies - \$4,207.64	

D. Appointment of City Administrator/City Sec.-City Treasurer to complete the Police Seizure Audit for 2019

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

MOTION CARRIED UNANIMOUSLY

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

MOTION CARRIED UNANIMOUSLY

Motion was made by Councilmember Rouse and seconded by Councilmember Johnson to approve the September 5, 2019 minutes as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

No action was taken on the October 17, 2019 Regular Council Meeting and the November 21, 2019 Regular Council Meeting Minutes.

4. REPORTS

A. Financial Report – December 2019 – Kelly Johnson

Kelly Johnson discussed the following;

- Reported that the City's funds were fully collateralized with \$2.94M in restricted funds and \$964K in available funds.
- Sales tax for 2020 is 18.99% higher over the same time period in 2019.
- The City is at 43% for ad valorem current year collections.

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

Chief Gott discussed the following:

- Crime had increased in 2019 compared to 2018. Burglary of a motor vehicle had a significant increase of instances.
- The department is looking into replacing some of the Ford Explorers in the fleet with the Dodge Durango. The replacement vehicles are budgeted.
- The department receives alerts now from the license plate readers.
- The department is starting the process of hiring an officer to fill the vacant position.

C. Fire Department – Commissioner Bill Johnson & Councilmember Folloder, Alternate Fire Commissioner

Fire Commissioner Bill Johnson discussed the following:

- The Fire Commission has not met since the previous Council meeting.
- The fire department has publicized for bids for the renovation project. Sealed bids are due on February 6, 2020 at Hedwig Village City Hall.
- The Village Fire Department (VFD) response time is on par with the national average.
- A new pumper has been ordered and will be delivered in mid- to late-2020.

D. Beautification – Bob Wiener, Chair

Chairperson Bob Wiener discussed the following:

- The Beautification Committee will meet at City Hall on January 27, 2020 at 8:00 a.m.
- Chairperson Wiener believes the City should apply for the Scenic City designation. He stated the City meets the requirements.
- The City should review the sidewalks for any that need repair and trim any tree branches over the sidewalks to seven feet or higher.
- Chairperson Wiener asked for a City map that shows the City R.O.W. areas and public spaces for possible landscaping.
- The committee members will discuss and prioritize projects for the new year.

E. Mayor – Monthly Report – Brian Muecke

Mayor Muecke discussed the following:

- Tom Ramsey, Mayor of the City of Spring Valley Village, has filed for a place on the ballot for Harris County Commissioner, Precinct Three.

F. Building Official – Kevin Taylor, Building Official

Kevin Taylor, Building Official, discussed the following:

- The white building – Plans for a tenant office space have been approved.
- Moody Project – Fast progress is being made on the parking garage and Office Building A. Office Building B has been permitted. Two restaurants have approved plans for the commercial garage space. Another restaurant will be located on the ground floor of Office Building A.
- Insurance Services Office (ISO) rating – The City has almost completed the paperwork for re-certifying for the ISO rating for building code effectiveness. The paperwork will be submitted upon completion.
- Memorial High School – The plat has been approved by Planning & Zoning at the January 7, 2020 Commission Meeting. Plans for the football turf, drainage improvements, and main building have been submitted for review.
- Right-of-way enforcement – Two citations have been issued to contractors working in the City's right-of-way without a permit.
- Jobsite maintenance – inspections are ongoing.

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

Chairperson Pat Murphy discussed the following:

- A meeting was held on January 7, 2020.
- The plat for Memorial High School property was approved.
- P&Z continued discussions on management districts for the commercial districts.
- A special meeting will be held on January 23, 2020 at 6:00 p.m.

H. City Administrator – Monthly Update – Kelly Johnson

Kelly Johnson discussed the following:

- The Christmas tree recycling went well. Texas Pride picked up enough trees from the City of Bunker Hill Village and the City of Hedwig Village to fill a truck.
- The municipal court conversion to Incode should go live the week of February 10, 2020. Incode trainers will be onsite for approximately one week for training.
- Terry Vick and his crew have dug a new drain line at the park to repair the water fountain.
- The City could possibly hold an election on May 2, 2020 for three Councilmembers.

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, providing for the holding of a General Election to be held on May 2, 2020, for the purpose of electing three (3) Council Members and providing details relating to the holding of such election.

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to approve the ordinance calling for the General Election to be held on May 2, 2020. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- B. 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.

Mayor Muecke stated the use of e-cigarettes (vaping) is dangerous to the health of the user and several medical studies support this finding. The police department would enforce the ordinance by issuing citations to anyone in the possession of or use of an e-cigarette or similar product on public property.

Chief Gott stated state law prohibits anyone under the age of twenty-one from possessing or using any tobacco products including e-cigarettes. Citations issued by the police department are adjudicated in the City's municipal court. Citations issued by the school district's police department are adjudicated in a justice of the peace court.

Councilmembers Mathews, Woodruff, and Johnson questioned issuing a ticket to someone passing through the City who is in possession of a vaping product. Councilmember Johnson recommends changing the language of the ordinance to remove any language pertaining to possession.

Motion was made by Councilmember Johnson and seconded by Councilmember Rouse to amend and approve the ordinance prohibiting the use of e-cigarettes on public property with the removal of any reference to "possession". Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- C. A Resolution of the City Council of the City of Hedwig Village, Texas, declaring official intent to reimburse expenditures from proceeds of tax-exempt obligations.

Mayor Muecke stated the City has approved similar resolutions in the past to safeguard the funds of the City in the event of an emergency or an unexpected large expenditure. The resolution does not obligate the City to act but does open the possibility of the City acquiring funds if needed.

Alan Petrov, City Attorney, stated the funds approved at this meeting for the LJA agreement could be added to the reimbursement resolution.

Motion was made by Councilmember Woodruff and seconded by Councilmember Folloder to amend and approve the resolution to include \$411,716.93 for LJA for an amended total of \$1,096,127. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- D. A Resolution of the City of Hedwig Village to appoint a Director to the Gulf Coast Authority Board of Directors by the Municipalities Waste Disposal Council of Harris County.

No action was taken on this item.

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

- A. Consideration of approval of a Professional Service Agreement with LJA Engineering, Inc. for time and materials relating to the Hedwig Village Paving and Drainage Project in an amount not to exceed \$411,716.93.

Discussion under agenda item 8A.

Motion was made by Councilmember Folloder and seconded by Councilmember Johnson to approve the agreement with LJA Engineering, Inc. for Professional Services relating to the Hedwig Village Paving and Drainage Project not to exceed \$411,716.93. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Councilmember Folloder asked about the funds the City has available for this project.

Mayor Muecke explained the City has funds in the budget for this project.

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

Amos Byington, Project Manager with AG/CM, reviewed their progress since the agreement between AG/CM and the City was signed on December 19, 2019. AG/CM has participated in the following:

- January 10, 2020 Special Council Meeting where LJA presented the Paving and Drainage Report.
- Councilmember Rouse's questions from the 2017 Paving and Drainage Report were reviewed and answered by LJA and AG/CM.
- AG/CM performed a detailed review of the LJA 2019 updated Paving and Drainage Report.
- LJA is in the process of finalizing the Paving and Drainage Report. LJA will present an updated agreement for professional services for the preliminary design at this meeting.

- B. Discussion with LJA Engineering, Inc. regarding the Hedwig Village Paving and Drainage Study.

Jeff Cannon, City Engineer with LJA Engineering, Inc. (LJA), introduced Mark Havran as the Project Manger for the preliminary design for the Paving and Drainage Project. He stated the agreement under consideration would authorize LJA to move forward with the Hedwig Village Paving and Drainage Preliminary Engineering Report. The scope of the agreement consists of the following:

- Data Collection – survey crews will be in the City for up to six weeks collecting topographic information for the area covered by the paving and drainage project.
- Preliminary Design – a 30% design set of construction plans will be produced to help develop probable construction costs.
- Alternatives Analysis – LJA will consider several design alternatives, such as street width, curb types, inlet locations, driveways, signage, and sidewalk width and location.
- Community Meetings – LJA will hold two public meetings for the benefit of the residents. The meetings will include several topics such as possible costs and an overview of the project design and any alternatives.
- Project Management/Coordination – LJA will provide a project manager to manage the design staff and sub-contractors. LJA will coordinate with other entities such as Harris County Flood Control District (HCFCD), Memorial Villages Water Authority (MVWA), Texas Department of Transportation (TxDOT), private utilities, and neighboring municipalities. A monthly invoice along with project status reports will be submitted for review, approval, and payment.
- Report Preparation – Presentation of the final preliminary design report.

Mayor Muecke asked if the cost estimate would be accurate enough to move forward on the funding process. He also asked how long the process will take.

Jeff Cannon stated the process will take approximately nine months. He stated the cost estimate will be an accurate estimate to start the process of getting funds.

Councilmember Woodruff asked if the report will include graphics the residents will understand.

Jeff Cannon stated the community meetings will include language for the residents. The final report will also include language for the residents.

Councilmember Folloder asked Jeff Cannon to explain his engineering experience in Hedwig Village.

Jeff Cannon stated he has worked on all City projects since 1995-1996. He has been a project engineer, construction/project manager, and City Engineer for the City. He is very familiar with the City and the streets and drainage.

Councilmember Mathews asked when the report would be submitted to HCFCD.

Jeff Cannon stated LJA would submit the analysis to HCFCD soon. The preliminary report will be submitted when completed.

Councilmember Folloder asked when the City should approach HCFCD to consider partnering with the City on this project. He also asked if the City could add to the scope of the preliminary design report.

Jeff Cannon stated the best time to discuss a partnership with HCFCD would be when the preliminary design report is submitted. He stated the City has time to add to the scope of the work. An LJA survey crew is available to start the surveying work on Monday, January 20th if the City approves the agreement.

Mayor Muecke asked how long the survey would take to complete.

Mark Havran, LJA Project Manager, stated the survey would take approximately two months depending on weather. He stated the survey crew would survey every street, driveway, drainage inlet, sign, fence lines, curb cuts, mailboxes, etc. in the area covered by the agreement.

Councilmember Woodruff asked about the Geographic Information System (GIS) the City had done several years ago.

Jeff Cannon stated that all the GIS information was gathered electronically but a full interactive GIS for the City was not done. He recommended completing the work for the City to have a full interactive GIS system.

Councilmember Rouse asked if the goals of the project are clear and what are the benefits to the City.

Jeff Cannon stated the analysis was to identify feasible drainage solutions. The results of the analysis were presented to the City. He stated it is hard to quantify drainage. Councilmember Johnson stated the goal of the project would be to move more water more efficiently.

Councilmember Rouse asked about milestones for the preliminary design project.

Jeff Cannon stated the milestones include completion of the topographical survey, two public meetings to be scheduled at specific times in the project, monthly status reports, and submittal of the final report.

Mayor Muecke and Councilmembers discussed the possibility of adding to the scope of the project. The area of Memorial Villages Estates and a small area between Echo Lane and Piney Point Road could be added to the scope.

Councilmember Woodruff stated he was disappointed certain areas of the City were not included in the analysis.

Jeff Cannon stated the scope of the analysis agreement with the City was met. He stated the presented drainage analysis did include drainage for the Memorial Village Estates area and in the Lou Al/Dunbeath area.

C. Possible regulation of feeding of animals and protecting against nuisance animal infestations in Hedwig Village.

Councilmember Woodruff stated he received a complaint from a resident regarding infestation of wild animals such as rats, raccoons, and possums in the City. He stated several residents feed the feral cat colonies in the City and put out food for the cats which attracts other wild animals. He stated the City of Houston passed an ordinance regarding community cats, including feral colonies and abandoned animals. The City of Houston ordinance requires registration with the City in order to feed wild animals. The registration includes trapping, spay or neutering, and returning feral cats to their colonies. The Houston ordinance also specifies the food for the animals can only be left out at certain times of the day. He asked for the thoughts of the Councilmembers regarding passing similar regulations. He stated the City should prohibit the feeding of wild animals on the City's rights-of-way and responsibly feeding the animals on other property.

Councilmember Johnson is in favor of Hedwig Village passing a similar ordinance.

Councilmember Rouse asked how detailed the possible City ordinance would be and questioned how the City would enforce the ordinance.

Councilmember Woodruff stated the City could regulate the management of the feral cat colonies and/or regulate the feeding of the animals. He recommends prohibiting feeding any animal on City property and right-of way.

Terry Vick, Maintenance Supervisor, stated he has asked several individuals not to feed the feral cat colony at the City's maintenance yard. He stated other individuals put food out for a couple of hours and then pick the food up.

Councilmember Woodruff stated the City could regulate feeding the wild animals on public land.

Alan Petrov, City Attorney, was asked to draft an ordinance to prohibit the feeding of wild animals on public land, to limit the time when food is put out for the animals, and to prohibit the feeding of animals on private property without the owner's consent.

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 Woodruff to adjourn the meeting at 8:55 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on February 20, 2020.

ATTEST:



Brian T. Muecke, Mayor



Lisa Modisette, Asst. City Secretary