



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR MONTHLY CITY COUNCIL MEETING  
THURSDAY, JUNE 9, 2016  
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: Brian T. Muecke, Mayor

City Councilmembers:

William Johnson

Carrol McGinnis

Barry Putterman

Bob Wiener

Kelly Johnson, City Administrator/City Secretary-Treasurer

Lane Standley, Building Official

David Gott, Police Chief

Lisa Modisette, Assistant City Secretary

Marti Kendrick, City Attorney

Absent: Matt Woodruff, Councilmember

Alan Petrov, City Attorney

**2. CITIZEN/VISITOR COMMENTS**

**A. Citizen/Visitor Comments**

Bryan Kratish, Branch Manager of Spring Branch Library at 930 Corbindale Road, has been at the library since February 2015. He has been speaking at the area villages' council meetings, introducing himself. He thanked the city for the ongoing support of the library. He stated the city's contribution adds to the collection, the programs, and makes the library a special place to be.

Spring Branch Library has seen an increase in circulation and double an increase in programming attendance. He stated the library does not have enough room for the programming it offers. The library sometimes has to turn people away due to lack of space. He stated the library needs to be expanded. He stated there is about 2,300 square feet of meeting space in front of the library that does not get used. He would like to expand the library into that area, making it a children's department. He does not know

how much the expansion would cost. He would like the area cities to support his goal for expansion within the next couple of years. The Spring Branch Library does not have a budget separate from the other Harris

County Libraries but Mr. Kratish stated the Harris County budget does not support this expansion.

Councilmember McGinnis stated the library could publicize the expansion goal to the area residents and to the community at large. He stated the community is very charitable and he believes the area residents will assist in reaching the goal.

Bryan Kratish stated he was given an estimate of approximately \$25,000 to determine the cost of the expansion. The expansion would be on the east side of the building.

Larry Opalka, 805 Brogden, stated he was speaking to advocate for a stop sign at Brogden and Hedwig Circle. He stated a petition was submitted in December 2015 for the stop sign. Mayor Muecke has been cooperative by adding speed limit signs and cleaning and lowering the existing signs to make the signs more visible. He stated he was told a traffic study was required by law and that the police department was requested to do a survey, which did not support the placement of a stop sign.

Mr. Opalka stated his yard and his sprinkler system are sometimes damaged due to vehicles unable to make the turn. He stated his neighbor, Mr. Smith, 801 Brogden, has difficulty exiting his own driveway.

Larry Opalka is puzzled why a traffic study is required by state law. He stated he researched the Hedwig Village Code of Ordinances, Chapter 46 (Motor Vehicles and Traffic), Section 46-31 which states the city traffic director will be appointed by City Council. He also stated Article III (Traffic Control Devices) speaks to the local authority of the traffic control director and references the Texas Traffic Code. Mr. Opalka states the city, state, and federal government do not require a traffic study. He requested a meeting with the mayor and the city traffic director to provide the materials he has collected. He also requested the city move forward with the stop sign for this intersection.

Mayor Muecke agreed to meet with Mr. Opalka.

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 Council Member 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 - None

B. Approval of General Fund Bills

General Fund checks - #31711 – 31778  
Void checks – 1

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

Coban - \$5,295.00  
Johnson Petrov LLC - \$4,137.96  
Trinity Paving - \$30,000.00

D. Approval of Construction Fund Bills

Northwest Communications - \$10,259.20      Accutek - \$123,471.40  
Hooper Communications - \$3,467.50      PGAL - \$360.54

E. Approval of Police Seizure Bills

0 Items - \$0.00

Councilmember McGinnis asked about the “additional work” listed on page two of the Sabre Electric bill

Kelly Johnson stated the Sabre Electric bill is still under discussion and review and was pulled from the consent agenda prior to the start of the meeting.

Councilmember Putterman moved, Councilmember McGinnis seconded, to approve the consent agenda, which does not contain minutes.

Councilmember Johnson, McGinnis, Putterman, and Wiener voted “Ayes.” “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

**4. REPORTS**

A. Financial Report - May, 2016 – Kelly Johnson, City Administrator/City Secretary-Treasurer

Kelly Johnson stated the expenses/revenues should be about 42% of the budget. She stated year to date revenues are at 48% of the budget, ad valorem taxes are 97% of the budget, permit and court revenue down 33% and 37% respectively. Expenditures year to date are 38% of the budget mostly due to timing issues, some invoices are paid quarterly. She stated old items that had been on the bank statement for years, as far back as 2003, have been written off, about \$7,800.

Kelly Johnson stated sales tax collected for the year is approximately \$963,000, which is up one percent over the same time period as last year, but down five percent for the month of June. Court expenditures are not expected to decrease but permit expenditures should decrease due to lower number of inspections.

Mayor Muecke stated the city, in terms of liquidity, has \$798,000 available in the General Fund. The total liquidity for all the city funds is approximately \$1.6 million.

B. Police Report – May 2016 Crime Report & Statistics – Chief Gott

Chief Gott stated the department had a busy month in May.

- Assault on two Hedwig Village Police Department officers.
- Robbery at Bank of America parking lot – two suspects stole a \$5,000 dollar Louis Vuitton purse and victim was injured during the robbery. Theft from business is increasing – TJMaxx has an active loss prevention department. The crime numbers increased because TJMaxx reports shoplifting to the police.

C. Fire Department – Meeting – Councilmember Johnson

The Fire Department Commission worked on finalizing the 2017 Budget for presentation to the cities. The proposed budget is \$5.5 million. This budget has an increase of three percent over the 2016 Budget. The proposed budget includes a two percent increase in salaries and related benefits. The proposed budget also includes a capital replacement fund, and other expenses such as vehicle maintenance, medical supplies, and the City of Houston license for the radios. Hedwig Village's assessment is slightly more than \$1 million. The commissioners should approve the proposed 2017 Budget next week. After approval, the cities will receive copies for their councils.

The commissioners are recommending the 2015 Budget overage be retained by the Village Fire Department (VFD) to establish a long range facility fund. The facility fund will be similar to the capital replacement fund and it will be restricted. Councilmember Johnson recommends the council approve VFD retain this overage for the facility fund.

The department has two new senior captains, promoted from within. VFD personnel are applying for positions at Katy Fire Department and Cy-Fair Fire Department. Katy FD is building a third fire station and Cy-Fair is becoming a full time department and offering a sign on bonus. Five personnel have applied to Cy-Fair Fire Department.

The fire department conducted a salary survey to compare VFD salaries with other local departments. VFD salaries alone are about average with the other departments and including in the VFD benefits the compensation is better than average.

The fire department is recommending purchasing a 100 foot ladder truck for slightly less than \$1 million. The budget was for \$1.1 million. A 75 foot ladder truck would cost \$55,000 less.

Mayor Muecke asked if the \$58,000 overage could be used for studies.

Councilmember Johnson stated the overage funds could be used for studies.

D. Drainage Committee – Update

Councilmember McGinnis, Chairman of the Drainage Committee, stated the primary charge of the committee is to focus on the long term, hopefully permanent solutions to Hedwig Village's drainage issues. The committee will work closely with Jeff Cannon, the City Engineer, and his team from LJA Engineering, Inc. Mr. Cannon will work over the next several months to collect data, identify the current situation, what is causing the city's drainage problems, and then give the committee several possible solutions. Councilmember McGinnis stated this issue will be time consuming and will not be a quick fix. The committee will strive to work with the surrounding villages, as well as Harris County Flood Control, TIRZ 17, and other area entities. He stated the city will identify smaller issues that can be corrected but larger city-wide problems will need long term solutions. The committee will meet monthly, will update council monthly, and will update residents often.

Jeff Cannon stated the committee is an opportunity for the city to review detailed data relating to the drainage study and specific solutions. The committee gives the city a unified presence when dealing with other governmental agencies. The resident's assistance will be needed, such as peak water levels from the last rain event.

Councilmember McGinnis stated the committee members live throughout the city. The information gathered will be city-wide, not just from a section of the city. The committee members also bring different talents to the group.

Councilmember McGinnis stated the first meeting should be June 22 at City Hall.

Mayor Muecke stated the committee will decide at the first meeting how often the committee will meet. He stated the city attorney recommended posting the committee meeting agendas but the meetings are not subject to the Open Meetings Act. He stated any recommendations from the committee will enter into public record when they are submitted to council for discussion and possible action.

E. Planning & Zoning Commission – June Meeting – Bitsy Searcy

Bitsy Searcy, Planning & Zoning (P&Z) Co-Chair, stated P&Z's last meeting was on June 7. P&Z discussed the following:

- Reviewed design guide with the goal of updating council on this topic next month. The first design guide sub-committee meeting will be on the evening of June 13.
- Invited mayor and council to meet with the P&Z sub-committees to align goals and objectives.
- Parking guidelines – several members of P&Z met with the mayor to revise the parking ratios, starting with restaurants. A sub-committee was formed. More information at next month's council meeting.
- Lighting ordinance to address light trespass – P&Z has a revised draft and will review at July's meeting. The revised draft is based on comments from P&Z members and council.
- Planned Use Development (PUD) ordinance – This ordinance was approved by P&Z and presented to the former mayor in early 2015. P&Z will review the information at the July meeting.
- Permitted and prohibited use in the business districts – P&Z will discuss at the July meeting and resubmit to council the recommendation.
- P&Z Council liaison Bob Wiener recommends P&Z continue to meet with the mayor to expedite initiatives.

F. Mayor – Report

Discussed with Agenda item 7B.

G. Building Official – Monthly Report; Update on Police Department Facility – Lane Standley

Lane Standley, Building Official, discussed the following:

- Stated three new house permits will be issued by end of the month.
- The new street sign poles will be delivered next week and Terry Vick is making room at the maintenance yard. Terry Vick will prepare the poles then install them.

- Irrigation system at the police department is on hold due to the rainy weather and Terry Vick's crew mowing throughout the city. Irrigation is a priority over the pole installation.
- Removing equipment and furniture out of the police department temporary building to send to auction.

H. City Administrator – HCAD Reassessment of Property Report; Website; Village Independence Festival; New Hire – Kelly Johnson

Kelly Johnson discussed the following:

- Information from Harris County Appraisal District – property value in the city has increased this year, mostly in the commercial districts. There was a decrease in value of 18 percent in the properties.
- Website – waiting on EZTask to create and format a base model to input and make comments for city approval.
- Village Independence Festival (VIF) – to be held on July 2. Hedwig Village will have a float in the parade this year. Residents are requested to help with the float. Hedwig Village is the host village this year.
- Introduced new employee – Melissa Richardson. She started June 1 and will work in finance. Lisa Modisette was promoted to Assistant City Secretary.

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

**A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEDWIG VILLAGE, TEXAS AUTHORIZING THE CITY TO APPLY FOR GRANT FUNDING THROUGH THE TEXAS WATER DEVELOPMENT BOARD FOR THE CITY OF HEDWIG VILLAGE FLOOD PLANNING PROTECTION STUDY; AS SUCH THE CITY IS COMMITTED TO PAY \$ 137,950.00 (50%) TO ENSURE THE ENTIRE FIFTY PERCENT (50%) MATCH.**

Jeff Cannon, City Engineer, stated the State of Texas requires a governmental entity to pass a resolution to ensure that the entity will pay the required 50% before the Grant Application to the Texas Water Development Board would be considered.

Councilmember Johnson stated that council would approve a 50% match up to \$137,950.00.

Jeff Cannon stated the grant amount could be less than the \$137,950.00 and the city is not committed if the grant application is declined.

Councilmember McGinnis stated the deadline for the submission of the grant paperwork is June 17. Council must approve the resolution in order to meet the deadline.

Councilmember Johnson moved, Councilmember Putterman seconded, to approve Resolution 2016-005.

Councilmember Johnson, McGinnis, Putterman, and Wiener voted "Ayes." "Noes" none.

**MOTION CARRIED UNANIMOUSLY**

Jeff Cannon stated LJA Engineering, Inc. will file the grant paperwork on the city's behalf. He stated a warning system to prevent drivers from driving into drowning conditions will be a priority for the grant funds but Hedwig Village will still apply.

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

A. Discussion and Possible Action to approve an On-Call Contract for Engineering Services with LJA Engineering, Inc.

Jeff Cannon stated the contract agreement before council is a work order type contract. He explained that if engineering work needs to be done; a detailed work order is created, signed by a city official, than work will be completed. He stated this contract includes Work Order #1, which includes general work such as attending meetings. He stated this type of contract is good for small projects. Larger projects should have a separate contract.

Councilmember Johnson asked about the broad range of labor rate fees for services.

Mayor Muecke asked how LJA Engineering, Inc. rates compare to other engineering firms.

Jeff Cannon stated the rates compare favorably. LJA Engineering, Inc. is a local company so their rates are competitive. He stated the scope of work is what will dictate the fees to bill to the client.

Councilmember Johnson moved, Councilmember McGinnis seconded, to approve the On-Call Contract with LJA Engineering, Inc.

Councilmember Johnson, McGinnis, Putterman, and Wiener voted "Ayes." "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. Audit Report – 2015 Financial Statements – Presented by Belt Harris Pechacek.

Mayor Muecke stated Kelly Johnson, Councilmember Johnson, and himself met with personnel from the auditors firm to review the audit report during the week prior to the council meeting.

Nathan Krupke, with Belt Harris Pechacek, stated the audit report is free and clear of mistakes. He stated city management was responsible for providing the auditor with the necessary information to conduct the audit. He stated total revenue for General Fund in 2015 was just over \$4 million, expenditures were \$4,686,944, transfers in were \$543,858, the ending fund balance was \$633,867. He stated the city has 1.5 months of reserve in the fund balance.

Councilmember McGinnis asked about the unfunded pension liability.

Nathan Krupke stated new accounting standards require listing the pension liability in the financial report. He stated the unfunded pension liabilities are based on factors from Texas Municipal Retirement System (TMRS) and are increasing. He stated the city is in the top five percent with the lowest unfunded liability compared to other cities serviced by Belt Harris Pechacek.

Councilmember McGinnis moved, Councilmember Putterman seconded, to accept the 2015 Audit Report.

Councilmember Johnson, McGinnis, Putterman, and Wiener voted “Ayes.” “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

- B. Discussion and Possible Action Regarding Appointments to the Drainage Committee.

Mayor Muecke appointed several residents to the Drainage Committee:

Harlan Bergen on Spriggs Way  
Frank Hinnant on Holidan Way  
Larry Gibson on Stonegate  
Councilmember Johnson on Hunters Branch

Councilmember McGinnis moved, Councilmember Putterman seconded, to appoint four new members to the Drainage Committee.

Councilmember Johnson, McGinnis, Putterman, and Wiener voted "Ayes." "Noes" none.

**MOTION CARRIED UNANIMOUSLY**

- C. Designation of the Spring Branch I.S.D. Tax Assessor-Collector to calculate the 2016 effective tax rate and rollback tax rate for the City of Hedwig Village for Fiscal year 2017.

Councilmember McGinnis moved, Councilmember Johnson seconded, to designate Spring Branch Independent School District Tax Assessor to calculate Hedwig Village 2016 tax rate.

Councilmember Johnson, McGinnis, Putterman, and Wiener voted "Ayes." "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 following matters.

None

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

None

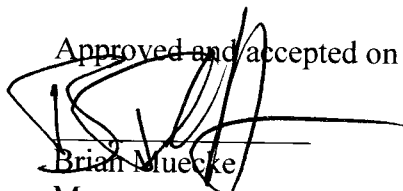
**11. ADJOURN**

Councilmember Wiener moved, Councilmember Johnson seconded, to adjourn the meeting at 8:07 p.m.

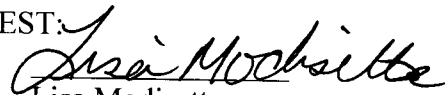
Councilmember Johnson, McGinnis, Putterman, and Wiener voted "Ayes." "Noes" none.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on August 11, 2016.

  
Brian Muecke  
Mayor

ATTEST:

  
Lisa Modisette  
Assistant City Secretary