



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
THURSDAY, OCTOBER 12, 2017
6:30 P.M. - 955 PINEY POINT ROAD**

MINUTES

1. CALL TO ORDER

Mayor Muecke called the meeting to order at 7:05 p.m.

Present: Mayor Brian Muecke

Councilmember Barry Putterman	Kelly Johnson, City Admin./Sec.-Treasurer
Councilmember Shirley Rouse	Lane Standley, Building Official
Councilmember Bob Wiener	David Gott, Police Chief
Councilmember Carrol McGinnis	Alan Petrov, City Attorney
	Lisa Modisette, Assistant City Secretary

Absent: Councilmember Matt Woodruff

2. CITIZEN/VISITOR COMMENTS

Harry Craig, 839 Merridel, stated there is a problem with high school students parking illegally along Merridel. He also stated he is in favor of the drainage proposal presented by the engineers at the Drainage Open House. He stated he has flooded three times and he does not mind paying a higher tax rate to correct the drainage issues the city has.

Ralph Kerr, 11747 Duart Drive, stated he is in favor of funding the drainage work. He is in favor of a higher tax rate to ensure the drainage is corrected.

Don Mayhall, 835 Merridel, spoke concerning the high school students parking along Merridel. The students park on the easements of resident's property. He wanted to know if the city can do anything about the parking. He also is concerned about the proposed tax rate to correct the drainage issues and would like any bonds to be put before the residents in the form of a referendum. He also believes the city should proceed with caution concerning the \$0.02 for the fire department.

Melissa Aurelio, 11551 N. Lou Al, spoke concerning the high school student parking. The students have hit her recycling bin and scattered her yard clippings. She stated she would like this parking issue solved.

Sue Speck, 11751 Cawdor Way, stated the city has an ordinance prohibiting parking on the grass.

Andrea Hermann, 930 Karos Lane, stated the drainage committee was not shown the drainage plan before the open house.

- 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 10, 2017 Regular Council Meeting
August 27, 2017 Emergency Meeting
August 27, 2017 Special Meeting
September 14, 2017 Regular Council Meeting
September 14, 2017 Joint Public Workshop

B. Approval of General Fund Bills

General Fund Bills - #32827- #32857
Voided Checks – #32836

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

Terry Vick - \$7,733.68	Bob Baldwin - \$3,995.00
Johnson Petrov - \$7,940.83	Jason Bienek - \$2,985.00
LJA Engineering - \$18,288.93	Wells Fargo - \$4,952.99

D. Approval of Construction Fund Bills

0 Items - \$0.00

E. Approval of Police Seizure Bills

0 Items - \$0.00

Kelly Johnson suggested removing the September 14, 2017 Regular Council minutes from the consent agenda.

Councilmember Putterman moved, Councilmember Wiener seconded, for the approval of the Consent Agenda with the removal of the September 14, 2017 Regular Council minutes.

Councilmembers McGinnis, Putterman, Rouse, and Wiener voted “Aye”, “Noes” none.

MOTION CARRIED UNANIMOUSLY

4. REPORTS

A. Financial Report – September 2017 – Kelly Johnson, City Administrator/City Secretary-Treasurer

Kelly Johnson discussed the financial report:

- Sales tax is down for the year 4.58 percent and also down for the month of September.

B. Police Report – September 2017 Crime Report & Statistics – Police Chief Gott

Chief Gott discussed the police report:

- There were 13 total crimes in September.
- Crime is down for the year.
- One burglary reported for the month.

C. Fire Department – Meeting – Alternate Fire Commissioner Barry Putterman

Alternate Fire Commissioner Barry Putterman discussed the following relating to Hurricane Harvey:

- 260 people rescued during Hurricane Harvey.
- Village Fire Department received water damage to all trucks but insurance will cover the damage. Houston Fire Department lost 26 trucks.
- Possible budget request for a boat for high water rescues.
- Design work for the building renovation will continue.
- Mayor of Bunker Hill Village is not in agreement on renovation unless there is an analysis of response times.
- The Village Fire Department (VFD) is one percent under budget.

D. Drainage Committee – Update – Mayor Muecke

- Drainage Open House on Wednesday was successful

E. Planning & Zoning Commission – Meeting Update – Councilmember Shirley Rouse

Councilmember Rouse discussed the following:

- Councilmember Rouse updated Council on the P&Z Tracker Form.

F. Mayor – Mayor’s Monthly Report – Brian Muecke

Mayor Muecke discussed the following:

- Memorial Village Water Authority had a large sink hole on Voss.

G. Building Official – Monthly Report, Update on Noise Abatement – Lane Standley

Lane Standley discussed the following:

- New commercial one story building is being built at the corner of Brogden and I-10.
- Two new residential remodeling permits issued. Five homes under various stages of construction.
- TxDOT Noise Reduction Project – stripping will be completed and I-10 will reopen soon.
- The city will receive quotes to correct the sink hole on Echo Lane by the Church of Christ.

H. City Administrator –TML Conference, Memorial Villages Recycle Day, Employees Health Insurance – Kelly Johnson

Kelly Johnson reported on the following:

- Mayor Muecke, Councilmember McGinnis, Councilmember Rouse, Councilmember Wiener, City Administrator Kelly Johnson attended the TML conference. It was a good conference this year.
- Memorial Villages Recycle Day – e-notification will be sent and postcards will be mailed. The event will offer paper shredding, e-waste, medication disposal (pill form only), and Memorial Area Ministries will be on-site.
- Employees Health Insurance – 36 percent increase in the renewal rate from the current carrier. The agent negotiated that increase down to 29 percent. Requests for Proposals (RFPs) will be sent out.

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

- A. An Ordinance adopting the Budget of the City of Hedwig Village, Texas, for the Fiscal Year beginning January 1, 2018 and ending December 31, 2018, and appropriating the several sums set up therein to the objects and purposes therein named.

Councilmembers discussed the 2018 Budget. The estimate to get drainage plan drawings is between \$500,000 and \$1,000,000. The fire department needs to be renovated and Hedwig Village's portion is \$500,000 over a two year period. The police department will hire a new officer and receive new vehicles of which two vehicles were deferred from the previous year.

Councilmember Putterman and Councilmember Wiener are in favor of the Village Fire Department renovation and in favor of preparing the drainage plans and associated field work.

Councilmember McGinnis stated he was in favor of renovating the fire department and in favor of the drainage plan but there are other areas in the budget that could be trimmed to

lower expenses. He recommends going to the rollback tax rate plus adding the \$0.02 for the fire department. He stated the drainage study should be complete enough to meet with Harris County Flood Control District at the end of October. At that meeting Harris County Flood Control could either raise objections to the proposed drainage plan or will give a letter of no objection.

Councilmember Rouse stated the operations of the city have increased by one million dollars over previous years and cannot justify the increase to improved services to the citizens. She stated she was in favor of renovating the fire department and supports the \$0.02 tax increase to fund Hedwig Village's portion. She stated the drainage study was unclear on several key points and those points needed to be answered before the city makes any decision concerning drainage.

Mayor Muecke stated the total design cost for the drainage project is approximately \$1,025,000. For \$495,000 the city could receive a 30% engineering estimate or "per". The preliminary report will give the city a reasonable estimate of the cost of the project in order to ask the residents to vote in a bond referendum.

Mayor Muecke addressed Councilmember Rouse's concern about the budget increasing by one million dollars over previous years. The city has increased costs for personnel and benefits such as health insurance, Hedwig Village's portion to fund the Village Fire Department has increased, hiring additional officers at the police department to bring it up to full staff, purchasing equipment for the police department for better service, the city's portion of the cost of the noise reduction on I-10 as well as other expenses such as website and computer improvements.

Kelly Johnson explained the City Hall lobby remodel would include a second means of egress from the Building Official's office, a larger counter space for the court and permit departments, and a pass-through door into the permit office for building plans.

Councilmember Putterman moved, Councilmember Wiener seconded, to approve the Ordinance adopting the Budget for the City of Hedwig Village, Texas for the fiscal year 2018 as presented.

Councilmembers Putterman and Wiener voted "Aye", Councilmembers McGinnis and Rouse voted "No", Mayor Muecke voted "Aye" to break the tie.

MOTION CARRIED

- B. The 2017 Proposed Maintenance and Operating Tax Rate to fund the 2018 Budget.

Councilmember Putterman moved, Councilmember Wiener seconded, to approve the Proposed 2017 Maintenance and Operating Tax Rate of \$0.229642.

Councilmembers McGinnis, Putterman, Rouse, and Wiener voted "Aye", "Noes" none.

MOTION CARRIED UNANIMOUSLY

- C. The 2017 Proposed Debt Rate to fund the 2018 Debt Obligation.

Councilmember Putterman moved, Councilmember McGinnis seconded, to approve the Proposed 2017 Debt Rate of \$0.042221.

Councilmembers McGinnis, Putterman, Rouse, and Wiener voted “Aye”, “Noes” none.

MOTION CARRIED UNANIMOUSLY

- D. To ratify the Ad Valorem Property Tax Rate that will raise more taxes for Maintenance and Operations than last year’s tax rate. The Tax Rate will effectively be raised by 33.55 percent and will raise taxes for Maintenance and Operations on a \$100,000 home by approximately \$54.55.

Councilmember Putterman moved, Councilmember Rouse seconded, to ratify the Ad Valorem Tax Rate which will raise more taxes for maintenance and operations than last year’s tax rate. The tax rate will effectively be raised by 29.13 percent and will raise taxes for maintenance and operations on a \$100,000 home by approximately \$46.69.

Councilmembers McGinnis, Putterman, Rouse, and Wiener voted “Aye”, “Noes” none.

MOTION CARRIED UNANIMOUSLY

- E. An Ordinance providing for the assessment, levy, and collection of Ad Valorem Taxes by the City of Hedwig Village, Texas, for the year 2017; providing the date on which such taxes shall be due and payable; providing for penalty and interest on all taxes not timely paid; and repealing all ordinances or parts of ordinances in conflict herewith.

Councilmember Putterman moved, Councilmember Wiener seconded, to approve the Ordinance for the assessment, levy, and collection of Ad Valorem Tax Rate as presented.

Councilmembers McGinnis, Putterman, Rouse, and Wiener voted “Aye”, “Noes” none.

MOTION CARRIED UNANIMOUSLY

- F. An Ordinance of the City Council 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 new parking requirements for establishments within Business District B of the City.

Alan Petrov, City Attorney, stated Planning & Zoning (P&Z) met in a Special Meeting after the Joint Public Hearing and voted unanimously to recommend to City Council the changes to the parking ordinance as presented at the Joint Public Hearing.

Councilmember Rouse stated the proposed ordinance added requirements for parking for schools. Previous city ordinances did not address school parking requirements. Memorial High School would be 100 spaces short if this ordinance passes. The high school shares parking with Memorial Church of Christ but would still fall short of required spaces.

Councilmember Putterman stated language should be added to the proposed ordinance clarifying restaurants in shopping centers must meet restaurant parking requirements.

Councilmembers discussed the reasoning for the changes to the width but not the length of a parking space.

The proposed parking requirements would apply to all parking within the city but would be flexible within a Planned Unit Development (PUD).

Councilmember Rouse moved, Councilmember Putterman seconded, to approve the Ordinance amending the parking requirements within Business District B with the correction as discussed.

Councilmembers McGinnis, Putterman, Rouse, and Wiener voted “Aye”, “Noes” none.

MOTION CARRIED UNANIMOUSLY

- G. An Ordinance of the City Council of the City of Hedwig Village, Texas, adding Article V, Zoning Regulations, Section 509, Planned Unit Developments to the Hedwig Village Planning and Zoning Code to allow Planned Unit Developments within the Business Districts of the City.

Pat Murphy, Planning and Zoning Vice Chairperson, gave the P&Z recommendation to City Council. He discussed the following changes P&Z suggested:

- a. Adding a line to the “Purpose” paragraph
- b. Decrease the size of the PUDs from five acres to four acres
- c. Change the number of PUDs per district from two to no limit
- d. Retail requirement changed to 50 percent of net leasable space on first floor
- e. Correcting grammar and punctuation

Councilmember Rouse thanked P&Z members for all their hard work on this document.

Councilmember Putterman stated a PUD Ordinance is a great document to have. A PUD should be designed to assist development with the city allowing variances to some ordinances in exchange for other things. He stated he is in favor of limiting the number of PUDs but is not concerned about the size of the PUD. The recommended percentage of retail may be an issue to meet the requirement in the future. The PUD ordinance will allow the city to negotiate with a developer.

Councilmember Rouse asked about the criteria to deny a PUD.

Alan Petrov, City Attorney, stated a PUD could be denied due to not being consistent with the comprehensive plan of the city and the general health and welfare of the city among other reasons.

Councilmember Wiener made the following suggestions:

- a. adding language referencing the city's comprehensive plan
- b. change the size of the PUD from four acres to one and a half acres
- c. allowing a 96 foot building along I-10 in Business District B4 if the building will be more than 400 feet from Residential Districts A and C
- d. on page two, third paragraph in C2 – add “the applicant with” before the phrase “initial comments”

Councilmember Wiener stated the city's comprehensive plan references a “planned development mechanism” for Business District B3 but he suggests applying this mechanism to all Business Districts.

Councilmember Putterman made the following suggestions:

- a. suggested adding the language about the comprehensive plan
- b. suggested lowering the minimum PUD acreage to one and a half
- c. suggested limiting the number of PUDs per district to four
- d. the minimum retail requirement should be twenty percent
- e. suggested previously stated grammar and punctuation corrections
- f. add language in section 3h “as requested by the city” after “traffic study”
- g. in the Pre-Application Conference” section – add the phrase “to process the application” to the end of the last sentence
- h. Section C3 “Application Submission”, first sentence – change “proprietary” to “legal or equitable”
- i. Section D “Development Schedule”, subsection 2, first sentence – add language “and such failure continues for another 90 days after written notice” after “schedule”
- j. suggested that any PUD applicant should not have to abide by a design guide if the guide has not been approved by Council prior to submission of PUD application

Councilmember Rouse stated P&Z has been working on a design guide but it is not yet ready for Council review and approval.

Mayor Muecke stated building heights are capped at the current limits.

Councilmember Rouse stated the items for discussion include the size of the PUD, the number of allowable PUDs per district, and retail percentage requirement.

Pat Murphy stated a traffic study should be required due to large volume of expected vehicles.

Councilmember Rouse suggested changing the language in Section C, subsection 2d from “as requested by the City” to “unless waived by the City”. She is against lowering the size of the PUD to less than three acres.

Mayor Muecke summarized the three topics under discussion. P&Z recommended four acres for a PUD, 50% net leasable space on the first floor for retail, and no limit on the PUDs per district. Council has discussed lowering the acreage to one and a half per PUD, twenty percent retail requirement, and four PUDs per district.

The following changes will be made to the PUD enabling Ordinance, blue-line version:

- a. Purpose – adding language “in substantial compliance with the City’s Comprehensive Plan” to the end of the Purpose paragraph
- b. Section B3 - size and number – reduce the size of a PUD from four acres to one and a half acres and no more the four PUDs per district
- c. Section B5 - retail requirement – 30 percent net leasable area on first floor and correct “with” to “within” in last sentence of same section
- d. Section C - accept P&Z language and grammar corrections by changing “a drawing” to “preliminary drawings or documents”, change “includes” to “include”, and change “is” to “are”
- e. Section C2c – add after “rendering” “, (a comma)” delete “or” and add “and/or” and add the language “the applicant with” after the phrase “initial comments” to the middle of the sentence, delete the “d” in the word “provided”, and add the language “to process the application” to the end of the last sentence
- f. Section C, subsection 3 – change “proprietary” to “legal or equitable” in two separate locations within the document
- g. Section C3g – delete “showing compliance with the City’s parking requirements”
- h. Section C3h – add the language “unless waived by Building Official after consultation with the Mayor” at end of sentence
- i. Section D2, third line – add language “and such failure continues for another 90 days after written notice” after “schedule”

Councilmember Putterman moved, Councilmember McGinnis seconded, to approve the Ordinance amending the Planning and Zoning Code to allowing Planned Unit Developments (PUD) as presented with the corrections as noted.

Councilmembers McGinnis, Putterman, Rouse, and Wiener voted “Aye”, “Noes” none.

MOTION CARRIED UNANIMOUSLY

- H. Proposed Resolution designating a representative and an alternate to the Houston-Galveston Area Council (H-GAC) General Assembly for 2018.

The City of Hedwig Village's Representative to the H-GAC General Assembly will be Mayor Brian Muecke and the Alternate will be Councilmember Barry Putterman.

Councilmember Putterman moved, Councilmember Wiener seconded, to approve the Resolution designating a Representative and Alternate to the Houston-Galveston Area Council (H-GAC) General Assembly for 2018.

Councilmembers McGinnis, Putterman, Rouse, and Wiener voted "Aye", "Noes" none.

MOTION CARRIED UNANIMOUSLY

- I. Proposed Resolution nominating a candidate to the Harris County Appraisal District Board of Directors.

The City of Hedwig Village nominates Mike Sullivan as a candidate to the Harris County Appraisal District (HCAD) Board of Directors.

Councilmember McGinnis moved, Councilmember Rouse seconded, to approve the Resolution nominating Mike Sullivan as candidate to the Harris County Appraisal District (HCAD) Board of Directors.

Councilmembers McGinnis, Putterman, Rouse, and Wiener 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. Authorization for the Destruction of Records according to the City of Hedwig Village's Records Management Retention Schedule.

Kelly Johnson explained that the record destruction list presented for Council approval has been verified as to not contain any drainage studies. Councilmember Rouse asked specifically about the Cobb Fendley Bids & Proposal prior to the meeting.

Councilmember Wiener moved, Councilmember Putterman seconded, to approve the Destruction of Record List as presented.

Councilmembers McGinnis, Putterman, Rouse, and Wiener voted "Aye", "Noes" none.

MOTION CARRIED UNANIMOUSLY

8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

- A. Proclamation – Recognizing Sylvie Bucci for her dedicated service to the City of Hedwig Village

Mayor Muecke read into the record and presented the Proclamation to Sylvie Bucci before the Joint Public Hearing for her many years of service to the city as a member and Chairperson of the Planning and Zoning Commission.

- B. Proclamation – Recognizing Rakesh Verma for his dedicated service to the City of Hedwig Village

Mayor Muecke declared the Proclamation for Rakesh Verma as read into the record.

- C. Proclamation – Recognizing October as National Colonial Heritage Month

Mayor Muecke declared the Proclamation recognizing October as National Colonial Heritage Month as read into the record.

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

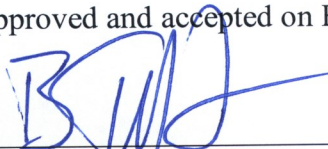
11. ADJOURNMENT

Councilmember Rouse moved, Councilmember Putterman seconded, to adjourn the meeting at 10:59 p.m.

Councilmembers McGinnis, Putterman, Rouse, and Wiener voted “Aye”, “Noes” none.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on February 8, 2018.



Brian T. Muecke, Mayor

ATTEST:



Lisa Modisette, Asst. City Secretary