



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR MONTHLY CITY COUNCIL MEETING  
JUNE 18, 2020  
6:30 P.M. - 955 PINEY POINT ROAD**

**MINUTES**

In accordance with Governor Abbott's Executive Order dated March 16, 2020 and continued by Executive Orders dated April 12, 2020 and May 12, 2020 relating to the COVID-19 pandemic and the need to minimize face-to-face contact, the City of Hedwig Village held the June 18, 2020 meeting in person with several participants joining the meeting via Zoom, as noted below.

**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  
Councilmember Dane Johnson  
(via phone – left at 6:59 p.m.)  
Councilmember Susan Mathews  
Councilmember Shirley Rouse (via phone)  
Councilmember Matt Woodruff

Kelly Johnson, City Admin./Secr.-  
Treas.  
David Gott, Police Chief  
Alan Petrov, City Attorney  
Kevin Taylor, Building Official  
Evan DuVall, Asst. Building Official  
(via phone)  
Lisa Modisette, Asst. City Secretary

Absent: None

**2. CITIZEN/VISITOR COMMENTS**

Tom Roth, 854 Pecanwood, thanked city staff, the police department, and the fire department for their ongoing work in keeping the citizens safe.

Andrea Hermann, 930 Karos Lane, voiced concerns on several topics:

- Animal control – The Memorial Village Estates has a continuing pest control issue. The rats, squirrels, and bees are becoming difficult to control. Mrs. Hermann asked if the City could do anything about the problem. Terry Vick stated he could put out traps along the fence line on Gaylord Drive.
- Drainage – The new drainage pipe is being installed on the western end of the high school property. Mrs. Hermann stated there has been no communication between the school district, the school district's contractors, the City, and the residents of Memorial Village Estates.
- Beautification Committee – Mrs. Hermann asked for an update on the tree planting along Gaylord Drive.
- The July 4<sup>th</sup> Parade – Mrs. Hermann asked if the parade will be held this year. Mayor Muecke stated the parade only will be held.

Jake Aurelio and Carter Cole, Boy Scouts with Troop 641, attended the meeting to earn requirements for merit badges. Jake Aurelio is currently working on the Citizenship in the Community Merit Badge and Carter Cole is currently working on the Communication Merit Badge.

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 21, 2020 Regular Meeting Minutes

**B. Approval of General Fund Bills**

General Fund Bills

Voided Checks –none

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

AG/CM Inc. - \$7,515.00

Belt Harris Pechacek, LLP - \$23,045.00

HCAD - \$6,517.00

Harris County Treasurer - \$3,000.00

MCCi, Inc. - \$4,382.13

Tyler Technologies, Inc. - \$9,152.42

**D. Approval of appointments to the Planning and Zoning Commission for two-year terms**

Motion was made by Councilmember Folloder and seconded by Councilmember Mathews to sever Consent Agenda Item 3D – Appointments to Planning and Zoning Commission. Motion carried 4-0.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the Consent Agenda as presented with the Planning and Zoning Commission appointments removed. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

**4. REPORTS**

**A. Financial Report** – May 2020 (before audit) – Kelly Johnson, City Admin, Sec.-Treas.

Kelly Johnson discussed the following:

- Sales tax for June 2020 is approximately 21.71% lower for the month compared to the same time period in 2019.
- The City is fully collateralized.
- The City has \$2.5M in restricted funds and \$3.5M in available funds.
- The ad valorem collection for the year is approximately 98%.
- Revenues for 2020 are approximately 74% of budget and expenditures for 2020 are approximately 37% of budget.
- Mixed Beverage Tax is down approximately 21% for the year compared to the same time period as last year.

- Permit revenue has increased for the year compared to the same time period as last year.
- Court revenue has decreased. Court proceedings should begin again in July 2020.

**B. Police Report – May 2020 Crime Report & Statistics – Chief David Gott**

Chief Gott discussed the following:

- Crime statistics for May 2020 are down compared to last year.
- The department has been unable to get an interlocal agreement with the City of Houston to place license plate reader cameras on Bunker Hill Road. The department will instead place one license plate reader on Woodsage Drive and one license plate reader on Denise Drive. The department requested to purchase another license plate reader to place on St. Cecilia Catholic Church's property. All traffic coming into the City will pass a license plate reader.
- The officers receive training every year in dealing with or having contact with the public. There is required training that occurs every two years. The active shooter training occurs every three years. The department requirement for some trainings exceeds the requirement from the state.
- Officer Candido and Sergeant Sanford attempted to revive a resident found in the home pool using CPR until EMTs arrived.
- The department recently made changes to their Policy and Procedure Manual to clarify the Use of Force Policy.

Mayor Muecke stated the City Council supports the police department.

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

Councilmember Harry Folloder discussed the following:

- The department is fully staffed and all trucks are operational.
- The 2020 VFD Budget is under budget in the personnel line item by 1%.
- The number of COVID-19 related calls have decreased.
- The monthly statistics are very good and below the national average.
- The renovation construction should begin on July 6, 2020.
- The new computer aided dispatch (CAD) is installed and operational. The CAD system will allow for capture and retention of medical information. The VFD attorney is working on a way to allow residents to notify the VFD for any medical conditions while still following various laws, such as HIPPA. The new CAD system will allow real time updates to the department's Twitter feed.
- There was an electrical fire in the kitchen area at an apartment located at 9119 Gaylord Drive. The department received assistance from the City of Houston. The fire was knocked down very quickly.
- A construction steering committee has been formed to relay information to the various cities, the commission, and to provide governance.

**D. Beautification** – Bob Wiener, Chairperson, and Andrea Hermann, Member

- Mayor Muecke stated the tree stumps along Gaylord Drive have been removed and the new trees will be planted after the summer season. He stated the committee has a budget and the autonomy to make certain decisions regarding budgeted purchases.
- Andrea Hermann wants more communication between the committee members and the City. She would like to know when the committee can arrange to plant more flowers. She stated she was asked about streetlights and doesn't feel streetlights fall under the purview of the committee. She asked about the City entrance signs – when would the new signs be ordered and placed.
- Kelly Johnson heard that Bob Wiener would like to step down as chairperson. Kathryn Schenk is willing to become the new chairperson.
- Bob Wiener stated the maintenance for the Campbell Road Project has been taken over by the City. He acknowledges the communication between the City and the committee has broken down.
- The next committee meeting will be on June 23, 2020 at 9:00 a.m. at City Hall.

**E. Mayor** – Monthly Report – Brian Muecke

- There will be a drainage meeting at the end of June. Date and time to be announced.
- Mayor Muecke asked Terry Vick to set out more rat traps along Gaylord Drive.
- Councilmember Woodruff asked if the ongoing commercial construction and the school district project could be a factor in the increase in rats and if so, could the contractors assist with the expense of rat control.

**F. Building Official** – Kevin Taylor, Building Official

Kevin Taylor, Building Official, discussed the following:

- Moody Project – Three restaurants continue their improvements and could possibly open in late June or early July 2020. The third floor build out should be completed by late June. The Moody Project is finalizing the landscaping, the exterior finishes of the garage and Building A, and the common areas for Building A. The garage and Building A should be completed by the end of August 2020. The construction on Building B is ongoing. The shell of Building B and any associated improvements is expected to be completed in eight months.
- Memorial High School – The project has started the foundation and site work for the new high school building. The vertical construction should start soon. The storm sewer connection work on Gaylord Drive continues as scheduled and all detour signage has been installed as stated in the approved plan. The Urban Forester has been out regularly to observe the tree protection and work with the school district's arborist for the areas under construction.
- Tennis Courts – The tennis courts' field house, athletic fields, and the underground detention work is ongoing.
- Businesses impacted by COVID-19 include Pier 1 and Sweet Tomatoes going out of business permanently. Sweet Tomatoes is expected to list their property for sale as soon as the bankruptcy process allows. The Building Department is unaware of any other businesses closing.

- Jobsite maintenance – inspections are ongoing.
- The City is seeing an increase for permits for work in the rights-of-way for the installation of fiber optics.

**G. Planning & Zoning Commission** – Pat Murphy, Chairperson, and Councilmember Susan Mathews, Council Liaison

Pat Murphy discussed the following:

- The next Planning & Zoning (P&Z) meeting will be via Zoom on June 7, 2020.
- P&Z is considering a mobility plan for the City to include hike and bike trails. Chairperson Murphy handed out a list of sidewalks in the City and two maps of possible locations for the hike/bike trails. There should be a cost estimate at the next Council meeting in July.
- P&Z is continuing the discussion to either bury the power lines along the I-10 service road or to move the power lines to the back of the commercial properties.

**H. City Administrator** – Monthly Update – Kelly Johnson, City Admin, Sec.-Treas.

Kelly Johnson discussed the following:

- Terry Vick and crew are doing crack sealant on the streets throughout the City.

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

**A.** A Resolution of the City of Hedwig Village accepting all of Volume 1 and the City's portion of Volume 2 of the Harris County Multi-Hazard Mitigation Action Plan.

Evan DuVall, Assistant Building Official, stated approving the Harris County Multi-Hazard Mitigation Action Plan would be required in order to receive federal or state funds, such as FEMA funds or grants. The action plan has been updated to reflect current information regarding the City of Hedwig Village.

No further discussion of this item.

Motion was made by Councilmember Woodruff and seconded by Councilmember Folloder to approve the Resolution as presented. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

**B.** An Ordinance authorizing the issuance of Hedwig Village, Texas Tax Notes, Series 2020.

James Gilley, U.S. Capital Advisors, stated the results of a competitively sold direct placement bond for the City's Tax Notes, Series 2020 in the amount of \$1,825,000. Five financial institutions submitted bids. The First National Bank of Huntsville, Texas, submitted the most competitive bid with an interest rate of \$1.245578%. The First National Bank of Huntsville will hold the debt until the end of the term. The City can repay the debt early with no penalty. The sale will close in approximately thirty days if City Council approves the terms. The debt will be submitted to the Texas Attorney General's Office for review and approval. The impact

on the debt service tax rate could be an increase of \$0.025 depending on the property valuations.

No further discussion of this item.

Motion was made by Councilmember Woodruff and seconded by Councilmember Folloder to authorize the issuance of Hedwig Village Tax Notes, Series 2020 with any additions to the Ordinance as stated. 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. Interlocal Agreement between the Cities of Bunker Hill Village, Texas and Hedwig Village, Texas, Hunters Creek Village, Texas, Piney Point Village, Texas, and Memorial Villages Police Department for the installation of a temporary fueling station and for the procurement of fuel.

The Village Fire Department (VFD) had been the fueling station for the various Cities and police departments in the past. However, due to the renovation construction the fueling station at the VFD will be unusable until the end of 2021. The City of Bunker Hill Village has suggested adding a temporary fueling station in their City. The entities involved in the interlocal have agreed to share the cost of the installation of the temporary fueling station as well as the cost to purchase fuel during the VFD renovation. The City of Bunker Hill Village will invoice each entity for the fuel used. The invoiced cost of the fuel will be the actual cost of the fuel plus a \$0.03 administrative fee. The agreement will remain in effect until the VFD renovation is complete.

No further discussion of this item.

Motion was made by Councilmember Folloder and seconded by Councilmember Woodruff to approve the interlocal agreement as presented. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

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

- A. To approve the continuation of the April 23, 2020 Disaster Declaration for the City of Hedwig Village, Texas resulting from COVID-19 (novel coronavirus).

Mayor Muecke stated the continuation of the disaster declaration would remain in effect until July 26, 2020. The declaration may be extended at the next Council meeting.

Motion was made by Councilmember Woodruff and seconded by Councilmember Folloder to approve the continuation of the disaster declaration. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

**8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS**

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

Michael Medwedeff, Project Manager with AG/CM, discussed the following project progress:

- AG/CM, Inc. received letters from several Hedwig Village residents regarding drainage concerns. The concerns include high water instances during rain events, possible additional survey efforts, and inclusion. AG/CM will coordinate with LJA to respond to the residents' concerns.
- AG/CM coordinated with LJA regarding the drainage work on the high school property. AG/CM will coordinate communication between the school district, LJA, the City, and residents in the area. The drainage pipe installation will be completed soon.
- Harris County Flood Control District (HCFCD) provided watershed delineation boundaries as previously requested.
- David Garza's resume was submitted to Hedwig Village per the request of Councilmember Rouse.
- A summary of HCFCD Bond Project W100-00-00P008 was submitted to Hedwig Village as requested.
- A meeting with AG/CM, LJA and the City could be scheduled for late June. Topics will include the completed surveys, the surface features, and discussion of mitigation efforts. The meeting will be open to the public and an agenda will be posted.
- There has been no field work since the last Council meeting.
- The project controls are on schedule.
- The cost estimate will be performed after the design concept is complete.

**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.**

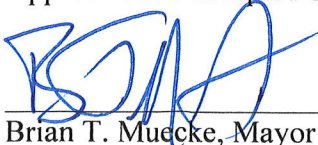
None

**11. ADJOURN**

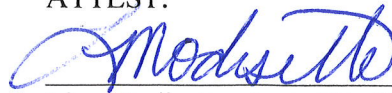
Motion was made by Councilmember Folloder and seconded by Councilmember Woodruff to adjourn the meeting at 8:07 p.m. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on July 16, 2020.

  
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Brian T. Muecke, Mayor

ATTEST:

  
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Lisa Modisette, Asst. City Secretary