



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
JULY 16, 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, May 12, 2020, June 11, 2020, and July 10, 2020 relating to the COVID-19 pandemic and the need to minimize face-to-face contact, the City of Hedwig Village held the July 16, 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 – called in at 6:55 p.m.)
Councilmember Susan Mathews
Councilmember Shirley Rouse
Councilmember Matt Woodruff
(via phone)

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

Absent: None

2. CITIZEN/VISITOR COMMENTS

Tom Roth, 854 Pecanwood, thanked city council, city staff, the police department, and the fire department for their ongoing work in keeping the City open for business. He also stated the Beautification Committee met recently. He thanked Kelly Johnson for her attendance. He stated the committee has upcoming beautification projects and would appreciate any feedback from City Council.

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

- Animal control – She thanked Terry Vick for placing rat traps at various locations.
- Trees – She stated she is concerned about two trees in the park. She requested Terry Vick take a look at them.
- City entrance signs – She asked when the new entrance signs would be placed.
- Traffic control boxes – She asked if the traffic control boxes could be painted. She stated other villages have painted their traffic control boxes and they look nice.

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

June 18, 2020 Regular Meeting Minutes

B. Approval of General Fund Bills

General Fund Bills

Voided Checks –one

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

Accutek - \$6,205.00

AG/CM, Inc. - \$7,515.00

City of Houston - \$18,696.00

Johnson Petrov - \$4,088.41

LJA Engineering, Inc. - \$51,480.82

Mesa Mechanical, Inc. - \$2,647.92

Texas Tree Team LLC - \$12,300.00

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

Motion was made by Councilmember Folloder and seconded by Councilmember Rouse to sever Consent Agenda Item 3A – Approval of Minutes and Item 3D – Appointments to the Planning and Zoning Commission. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Motion was made by Councilmember Rouse and seconded by Councilmember Folloder to approve the Consent Agenda with Agenda Items 3A and 3D removed. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Councilmember Woodruff requested a minor correction to the June 18, 2020 minutes:

- Page three, Police Department report, third bullet point – change the word “are” to “is”.

Motion was made by Councilmember Mathews and seconded by Councilmember Folloder to approve the June 18, 2020 with the correction. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Mayor Muecke stated there is no action to take on Agenda Item 3D - Appointments to the Planning and Zoning Commission.

4. REPORTS

A. Financial Report – June 2020 – Kelly Johnson, City Admin, Sec.-Treas.

Kelly Johnson discussed the following;

- The City has \$2.4M in restricted funds and \$3.3M in available funds for a total of \$5.7M.

- The City is fully collateralized.
- Sales tax for June 2020 is approximately 3.44% higher for the month compared to the same time period in 2019. Retail sales tax is up slightly and restaurant sales tax is down for the month.
- The City is 50% through the budget year.
- Revenues for June 2020 are approximately 78% of budget and expenditures for 2020 are approximately 45% of budget. Municipal Court and interest revenue are down for the year.

Councilmember Rouse asked if it were possible to track the mixed beverage sales tax. She stated it would be interesting to track the mixed beverage sales tax with the new restaurants opening in the City.

Kelly Johnson stated it's not possible to track mixed beverage tax. However, the State Comptroller's Office performed an audit of mixed beverage tax at her request. The audit did not show any concerns.

The police department has purchased one vehicle so far this year. They have budgeted to purchase three vehicles.

B. Police Report – June 2020 Crime Report & Statistics – Captain Paul Warner

Captain Warner discussed the following:

- Crime statistics, citations, and Burglary to a Motor Vehicle (BMV) for May 2020 are down compared to last year.
- A traffic stop netted \$54,000 in seized funds.
- The Ford Motor Company shut down their production line in response to COVID-19. The shut down has delayed the two vehicles the department still needs to order.
- One License Plate Reader (LPR) camera has been ordered for placement on the west side of the City near St. Cecilia's Catholic Church.
- There has been an arrest for an armed robbery at Village Compounding Pharmacy due to the LPR.
- An arrest has been made in the home invasion and robbery on Frandora. The crime occurred several month ago.

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

Councilmember Harry Folloder discussed the following:

- The monthly statistics are very good and below the national average response rate.
- Phase 1 of the renovation construction began on July 6, 2020. Phase 1 consists of the Annex Building. Phase 2 will be the general facilities of the fire department.
- There are two open positions. The department is actively recruiting.
- The new pumper truck is under construction and will be ready for delivery at the end of summer. The current pumper truck will then be the reserve pumper truck. The current reserve pumper truck will be sold.

- There have been three COVID-19 cases in the last four weeks.

D. Beautification – Bob Wiener, Chairperson

See comments from members Roth and Hermann made during the Visitor/Citizen Comments.

E. Mayor – Monthly Report – Brian Muecke

Mayor Muecke discussed the following:

- Local school re-opening - He urged the residents to contact Governor Greg Abbott's Office regarding the decision to reopen area schools which should be left to the local school districts and not the county judges or health department. He requested residents also contact State Senators Larry Taylor and Paul Bettencourt and State Representatives Jim Murphy and Dan Huberty regarding the matter.

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 August or September 2020. 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 within the next two months. The construction on Building B is ongoing. The shell of Building B and any associated improvements are expected to be completed in seven or eight months.
- Memorial High School – The main campus project should begin pouring the concrete for the new student driveway. There will be multiple days of concrete trucks in the City. All work is being monitored by the City Forester for compliance regarding the protection of trees. The City Forester has required the school district's arborist to come to the project area to treat the trees as necessary.
- Tennis Courts – The tennis courts' field house, athletic fields, and the underground detention work is ongoing. It is unclear when the tennis court will be available for the public to use.
- Right-of-way permits – The City has experienced an increase in permit requests being submitted for installation of fiber. Staff continues to get the required paperwork from the contractors and approval from the Memorial Village Water Authority prior to any permit being issued.
- Jobsite maintenance – inspections are ongoing.

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

Councilmember Mathews discussed the following:

- Planning & Zoning (P&Z) met on July 7, 2020 via Zoom.
- P&Z received a report from the Beautification Committee.
- There were discussions on hike and bike trails and buried powerlines.
- Evan DuVall, Assistant Building Official, stated Metro National will bury the powerlines at the intersection of the I-10 Frontage Road and Bunker Hill Road.

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

Kelly Johnson discussed the following:

- There is a road failure on Hedwig Way. Marty Schmitt, with BBG Consulting, is looking into it.
- The 2021 budget calendar previously emailed to Council has changed. A Budget Workshop will be scheduled for July 23, 2020 at 5:00 p.m. Council needs to set the proposed (not to exceed) tax rate.
- LJA Engineering, Inc. will be performing a slab elevation survey in certain areas of the City. The affected residents have been notified.

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: (a) amending Chapter 70, Streets, Sidewalks, and Other Public Places of the City of Hedwig Village, Texas, Code of Ordinances, by amending Article II, Construction Standards, Division 2, Minimum Standards and Requirements, to modify Section 70-56, Streetlight Spacing, to increase the minimum streetlight spacing within the Commercial Districts; and (b) amending the Design Manual adopted under Chapter 284 of the Texas Local Government Code to adopt commercial streetlight standards.

Evan DuVall, Assistant Building Official, stated this ordinance would add new streetlight standards for the commercial districts within the City. The new standards would include spacing of one hundred eighty feet between streetlights. The new height of the streetlights would be twenty-three feet. The ordinance also includes a general clean-up of the language for clarity.

Councilmember Rouse asked for clarification regarding the Design Guide, Section III A – Historic Areas/Design Areas with Decorative Poles. She stated the entire City has been designated a Design Area with Decorative Poles. She asked if anyone wanting to install a decorative pole in the City they must obtain permission from City Council, as stated in the Design Guide.

Evan DuVall stated that City Council would approve any proposed poles prior to installation in the City.

Councilmember Woodruff requested a redline version of the ordinance in order to know what changes are being proposed.

No further discussion of this item.

Motion was made by Councilmember Folloder and seconded by Councilmember Rouse to table the ordinance until the next City Council meeting. Motion carried 4-0.

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.** 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 questioned the need to continue the disaster declaration. He stated the City has not had any COVID-19 related expenses so far. He stated the City could only access FEMA or other Federal or State funds if a disaster declaration were in effect and the City had any expense related to the disaster. He stated the City could issue another declaration at a later date if needed.

Alan Petrov, City Attorney, stated the City could access governmental funds if a declaration were in effect. He stated the City could also waive or impose certain regulations in order to deal with the aftermath of a disaster if a declaration were in effect. He stated the state and county have already waived or implemented regulations relating to COVID-19.

Councilmember Mathews asked about the benefit to the commercial businesses by maintaining the City’s disaster declaration.

Alan Petrov stated the commercial businesses would benefit with the state level disaster declaration.

Councilmember Folloder asked if the City could submit for reimbursement for expenses such as overtime for the police department if the City’s disaster declaration expired or for technology like a new phone system.

Alan Petrov stated the City could not request reimbursement for police department overtime if the expense occurred while the City declaration had lapsed. The expense of a new phone system would probably not be reimbursable.

Councilmembers supported the continuation of the disaster declaration.

No further discussion of this item.

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. reviewed various aspects of the project.
- LJA Engineering, Inc. has been experiencing direct impacts from COVID-19. This has affected the project schedule.
- Approximately seventy residents received letters notifying them of a slab elevation survey. The residents can decline to participate in the survey.
- The LJA survey team will perform the slab elevation survey during the week of July 22-29, 2020, weather permitting.
- Survey data should be complete by the August 2020 Council meeting.
- Project design could possibly be complete by the August 2020 Council Meeting.
- A project cost estimate will be performed after the design concept is complete.
- The City authorized additional surveys which will include several additional streets.

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.

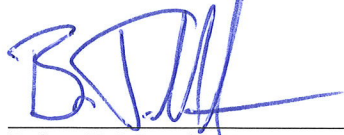
None

11. **ADJOURN**

Motion was made by Councilmember Folloder and seconded by Councilmember Rouse to adjourn the meeting at 7:48 p.m. Motion carried 4-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on August 20, 2020.



Brian T. Muecke, Mayor

ATTEST:



Lisa Modisette, Asst. City Secretary