



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
AUGUST 20, 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, July 10, 2020 and August 8, 2020 relating to the COVID-19 pandemic and the need to minimize face-to-face contact, the City of Hedwig Village held the August 20, 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 6:35 p.m.

Present: Mayor Brian T. Muecke (left at 8:38 p.m.)

Councilmember Harry J. Folloder

Councilmember Dane Johnson

Councilmember Susan Mathews (via phone)

Councilmember Shirley Rouse

Councilmember Matt Woodruff

Kelly Johnson, City Admin./Secr.-
Treas.

David Gott, Police Chief

Laura McKenery, Acting City
Attorney

Kevin Taylor, Building Official

Evan DuVall, Asst. Building Official

Lisa Modisette, Asst. City Secretary

Absent: None

2. CITIZEN/VISITOR COMMENTS

None

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

July 16, 2020 Regular Meeting Minutes

July 23, 2020 Budget Workshop

August 6, 2020 Budget Workshop

B. Approval of General Fund Bills

General Fund Bills

Voided Checks – none

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

Accutek - \$4,390.00

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

BBG Consulting, Inc. - \$12,500.00	CDW Government, Inc. - \$7,826.00
Houston Plumbing Specialist - \$8,800.00	Johnson Petrov. - \$2,642.37
LJA Engineering, Inc. - \$100,942.45	Mesa Mechanical, Inc. - \$2,655.93
Texas State Treasurer - \$8,741.65	TML Intergovernmental - \$19,412.50

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

E. Approval of the 2nd Quarter 2020 Investment Report

Motion was made by Councilmember Folloder and seconded by Councilmember Johnson to sever Consent Agenda Item 3A – Approval of Minutes and Item 3D – Appointments to the Planning and Zoning Commission. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Mayor Muecke requested corrections to the July 16, 2020 minutes:

Motion was made by Councilmember Woodruff and seconded by Councilmember Johnson to approve the Consent Agenda with the stated corrections to the July 16, 2020 minutes and Consent Agenda Item 3D removed. Motion carried 5-0.

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 – July 2020 – Kelly Johnson, City Admin, Sec.-Treas.

Kelly Johnson discussed the following;

- The City has \$4.1M in restricted funds and \$3.2M in available funds for a total of \$7.3M.
- The City is fully collateralized.
- Sales tax for August 2020 is approximately 2.34% lower for the month compared to the same time period in 2019.
- The City is 58% through the budget year.
- Revenues for 2020 are approximately 84% of budget and expenditures for 2020 are approximately 53% of budget.

Councilmember Rouse asked what percentage LJA Engineering, Inc. expenses are compared to the contract amount.

Kelly Johnson stated LJA expenses are approximately 50% of the contract amount.

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

Chief Gott discussed the following:

- There was an officer involved shooting. The incident started at Buffalo Wild Wings. The suspects fled in a vehicle east on the feeder road and Officer Owens followed. The passenger in the vehicle started shooting at Officer Owens in the parking area in front of Firehouse Subs. Officer Owens returned fire. Officer Owens and the suspects were not injured. The driver was taken into custody. The passenger was arrested after a brief chase. The area police departments assisted with the incident.
- Crime continues to be low for the year. However, there was a slight increase in August 2020.
- Two police vehicles were delivered. The vehicles are currently being outfitted with the necessary equipment.

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 is one open firefighter/EMS position. The department is actively recruiting.
- The new pumper truck will possibly be ready for delivery at the end of October 2020.
- There have been no COVID-19 cases in the last four weeks. No employee has tested positive for COVID-19 since March 2020.
- The computer aided dispatch (CAD) software has been installed. The social media tie-in is not working yet.

D. Beautification – Andrea Hermann, Member and Tom Roth, Member

Members Hermann and Roth discussed the following:

- Lisa Modisette has been in contact with Trees for Houston regarding donation of trees. Trees for Houston has offered trees to be given to residents during the recycle/shred event to be held in October. Mayor Muecke suggested the Beautification Committee make the selection of the trees. Mayor Muecke offered to recruit volunteers for the tree event from the boy scout troops in the area. Councilmember Rouse suggested contacting the high school for student volunteers.
- Mrs. Hermann has not been able to get in contact with anyone regarding the wraps for the traffic control boxes. She was able to get information and pricing from other vendors for wraps and paintings.
- Tom Roth thanked City Council and city staff for keeping the City running during this time.

- Trees will be planted along Gaylord in October 2020. He requested City assistance to speak with a resident regarding a large tree limb that hangs over the fence on Gaylord and will obstruct the new trees from growing properly. He suggested the City could trim the overhanging tree limb. He stated there is a dead Pecan tree (location unknown) that will need to be removed.
- An entrance sign was installed at Gaylord at Bunker Hill Road. The committee is looking for comments and input from City Council and residents. The committee will landscape the entrance signs after electricity and a sprinkler system have been installed.

E. Mayor – Monthly Report – Brian Muecke

No report.

F. Building Official – Evan DuVall, Assistant Building Official

Evan DuVall discussed the following:

- Moody Project – Three restaurants continue their improvements and are expected to open in late August or September 2020. Plans for tenant space for the second floor and the sixth floor have been submitted for review.
- Memorial High School – The contractors for the main campus project have poured a portion of the foundation and have completed a substantial amount of the storm sewer work. The installation of the driveway approaches will begin mid-August and ending toward the end of August. There will be additional traffic lane shifts throughout the construction of the infrastructure on the school grounds.
- Tennis Courts – The tennis court field house is almost complete pending final inspections. The athletic fields will be installed soon.
- 9135 Katy Freeway – This project has not had their final inspections. The City is working with the Fire Marshall to finalize any outstanding items. Two tenant improvement plans have been approved.
- 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.
- Lupe Tortillas is expanding their space into the space where Kobe's used to be.

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

Chairperson Murphy discussed the following:

- Planning & Zoning (P&Z) has four members remaining, just enough to meet the quorum requirements.
- P&Z met on August 4, 2020 with one member attending via Zoom.

- P&Z discussed adding language to the Planning and Zoning Code, Section 202, Definitions, to add a definition for Medium Density Residential Development. Also, to add language to Section 506A.1.a, Business District B-2, to add language regarding single family homes.
- P&Z discussed various options relating to burying the powerlines along the feeder road. Also discussed was the possible replacement of the wooden powerline poles to concrete poles. There was further discussion regarding moving the powerlines to the back of commercial properties.
- There were discussions on hike and bike trails and buried powerlines. Mayor Muecke stated the hike and bike trails were not under the purview of P&Z. Chairperson Murphy suggested forming a sub-committee consisting of councilmembers and P&Z members to continue the discussion. The hike and bike trails would tie into the school areas. Councilmember Mathews requested an action item on the next Council meeting agenda to create the sub-committee.
- 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, TML Conference, Health insurance update, Recycle Day/Tree Saplings – Kelly Johnson, City Admin, Sec.-Treas.

Kelly Johnson discussed the following:

- The annual TML Conference will be virtual this year. Contact Lisa Modisette if you plan to attend.
- The Village Insurance Cooperative is looking into providing health insurance to retirees.
- The annual Recycle/Shred Day will be October 24, 2020 from 8:00 a.m. to noon at City Hall. The donated trees will be handed out at the same time.
- A budget workshop is scheduled for next week on August 28, 2020 at 10:00 a.m. A public hearing is scheduled for September 10, 2020 at 6:00 p.m.

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 and height requirements of the streetlights. The ordinance clarifies a light temperature of 3000 Kelvins in the residential districts and 4000 Kelvins in the commercial districts. The redline document provided includes the language

regarding the new requirements as well as a general clean-up of the language for clarity.

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to approve the ordinance as presented. No vote was taken.

Councilmembers discussed the need to shield the streetlights so the light does not spill over onto another property, the height and spacing of the streetlights, and the style of the streetlights for the commercial district. There was a concern for the light to shine into resident's houses if not properly shielded. The style of the streetlight is more traditional which might not be an appropriate style for the commercial districts.

Kevin Taylor, Building Official, stated the streetlights can be shielded and there will be a requirement for a photometric study. A photometric study will illustrate where the light from a streetlight will fall. The photometric study will be verified and enforced by the City.

No further discussion of this item.

Motion was made by Councilmember Rouse and seconded by Councilmember Mathews to table the ordinance until the next City Council meeting. Motion carried 3-2.

MOTION CARRIED

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

- A.** To approve the agreement with Village Practice Management Company of Houston for health services.

Chief Gott stated the police department used Village Practice Management Company for pre-employment testing. Chief Gott and Kelly Johnson, City Administrator, recommends approval of the agreement.

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to approve the agreement between the City and Village Practice Management Company subject to inclusion of the City's address. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- B.** To authorize the City's participation in the CARES Act, Small Cities Assistant Program, administered by Harris County; and authorize the Mayor to execute the necessary documents and make application for grant payments.

Kelly Johnson stated the City could be eligible for approximately \$146,795 in funds from the Coronavirus Relief Fund (CRF) for Small Cities as established by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) administered by Harris County. The City would be required to submit receipts for expenses that may qualify under the terms of the grant.

Councilmember Woodruff stated the CARES Act allows for purchases to facilitate remote work, such as laptops as well as to improve the infrastructure to facilitate video/audio conferencing.

No further discussion of this item.

Motion was made by Councilmember Johnson and seconded by Councilmember Woodruff to authorize the City to participate in the CARES Act Small Cities Assistant Program and to authorize Mayor Muecke to execute the necessary documents to submit the application for grant funds. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

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

- A. Designation of the Spring Branch I.S.D. Tax Assessor-Collector to calculate the 2020 No-New-revenue Tax Rate, Voter-Approved Tax Rate, and the De-minimis Tax Rate for the City of Hedwig Village for Fiscal Year 2021.**

Kelly Johnson stated City Council approved the designation of Spring Branch I.S.D. (SBISD) Tax Assessor to calculate the tax rate for the City in May 2020. The recent changes in the tax laws included new terminology for the various tax rates. This action would acknowledge the new tax terms in the tax laws.

No further discussion of this item.

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to designate Spring Branch I.S.D. Tax Office to calculate the various tax rates for the City. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- B. To authorize the Spring Branch I.S.D. Tax Assessor-Collector to calculate the Voter Approval Tax Rate for Tax Year 2020 and Fiscal Year 2021 for the City of Hedwig Village in the manner provided for a Special Taxing Unit.**

Kelly Johnson stated Spring Branch I.S.D. would calculate the tax rate for the City in the manner specified for a Special Taxing Unit in order for the City to set the De-Minimis Tax Rate for the 2020 Tax Year to fund the 2021 Proposed Budget.

No further discussion of this item.

Motion was made by Councilmember Johnson and seconded by Councilmember Woodruff to authorize Spring Branch I.S.D. Tax Office to calculate the Voter Approval Tax Rate for Tax Year 2020 and Fiscal Year 2021 for the City of Hedwig Village in the manner provided for a Special Taxing Unit. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- C. Authorization to request a permit from TXDOT for Hedwig Village to maintain the greenspace areas on the south side of I-10, along the Feeder Road between Bunker Hill Road and Old Voss Road.**

Kelly Johnson stated the City could apply for a permit from TxDOT in order to maintain the greenspace along the south side of I-10 from Bunker Hill Road to Old Voss Road. The City would mow the greenspace more often than TxDOT currently mows. She

stated TxDOT would continue to mow the space four times a year. She stated she would verify when the permit would expire.

No further discussion of this item.

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to authorize the City to apply for a permit from TxDOT to maintain the greenspace along the south side of I-10 from Bunker Hill Road to Old Voss Road. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- D. Proposed amendment to Section 7.01 Holidays and Section 7.02 Vacation to the city's personnel policy.

Kelly Johnson stated the requested changes to the employee policy pertaining to vacation time and approved holidays. She stated a survey of other smaller cities in the area showed most cities had more holidays than the City of Hedwig Village. She suggested adding one floating holiday for the employees. The floating holiday must be taken within the calendar year. There will be no payment or carry over if the floating holiday is not used by the employee. She stated the employee policy for the accrual of vacation time does not match the actual accrual method. The change will clarify the accrual language to match the actual accrual method for vacation time. She stated the change also includes allowing employees to carry over forty hours of vacation into the new calendar year. The changes to the employee policy will become effective January 1, 2021.

Councilmember Rouse stated the language regarding payment of vacation time for an employee who has left the service of the city needs to be clarified in the policy. She stated the separated employee should only get paid the vacation time earned through the separation date, not through the end of the year. She also asked to confirm the accrual of 180 hours of sick hours per employee.

Kelly Johnson stated the City does not offer short-term disability for the employees. Allowing the accrual of so much sick time would offset the lack of short-term disability.

Councilmember Mathews asked for clarification on the language regarding the carryover of vacation from one year to the next year. She recommended adding language to clarify the carryover of any vacation hours was limited to forty hours only. Councilmembers Rouse and Woodruff suggested adding the language "At no point could an employee be allowed to carry over more than forty hours from the prior year".

No further discussion of this item.

Motion was made by Councilmember Woodruff and seconded by Councilmember Johnson to adopt the changes to the employee policy as amended. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- E. Authorization for the destruction of records according to the City of Hedwig Village's Records Management Retention Schedule.

Mayor Muecke requested removal of the Administrative Correspondence records and the Election records from the records that have met their retention period. The remainder of the records will be destroyed by shredding in late October 2020.

No further discussion of this item.

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to approve the records destruction as amended. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS

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

No verbal report given.

- B. Update and presentation by LJA Engineering, Inc. on the Preliminary Engineering Report on the Hedwig Village West Side Improvements.

Jeff Cannon, with LJA Engineering, Inc., (LJA) presented the preliminary report to City Council. He stated the preliminary report is ready for submission to Harris County Flood Control District (HCFCD) for review. The City will need approval from HCFCD in order to adjust the watershed boundaries. The project includes topographic surveys of the project area, schematic design, and a refined cost estimate. The project includes roadways and storm water improvements for the southwest section of the City. The preliminary analysis shows improvement to the overland flow in the project area with water flowing toward the existing drainage system. Additional streets were added to the survey and there are three options for how to handle these streets.

- Tying drainage into existing pipe or the new drainage pipe on the west side of the high school property
- Upsize existing pipe
- Extend existing pipe to encompass the additional streets

LJA will submit the preliminary report to HCFCD for review. The City and LJA will schedule a meeting for discussions and decisions regarding the proposed project. LJA may suggest lowering the streets in the project area. Lowering the streets will assist in overland water flow toward the storm sewer drainage. The various decisions the City will make will determine the preliminary cost of the proposed project. A public hearing will be scheduled at the appropriate time to solicit input from the residents. The city could adjust the project based on the comments from the public hearing. LJA should be able to determine the proposed cost after any potential adjustments that may be requested by the City are completed. LJA could provide a rough estimate of various aspects of the proposed project to assist the City in making decisions.

No further discussion of this item.

9. CLOSED SESSION – The City Council will retire into Closed Session as authorized by Chapter 551, Texas Government Code, to discuss the following matters:

A. As authorized by Section 551.074, Personnel Matters and Section 551.071, Consultation with Attorney; to discuss personnel matters relating to litigation.

City Council adjourned into Executive Session at 7:28 p.m.

City Council reconvened into Open Session at 7:55 p.m.

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

None

11. AGENDA REQUESTS FROM COUNCILMEMBERS

A. Councilmember Woodruff: Discussion and possible action for the continuation of the April 23, 2020 Disaster Declaration for the City of Hedwig Village, Texas resulting from COVID-19 (novel coronavirus).

Councilmembers agreed the continuation of the disaster declaration would be the prudent course of action.

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 5-0.

MOTION CARRIED UNANIMOUSLY

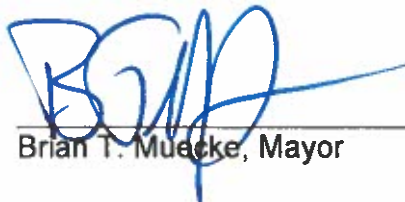
12. ADJOURN

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to adjourn the meeting at 9:35 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on September 17, 2020.

ATTEST:



Brian T. Muecke, Mayor



Lisa Modisette, Asst. City Secretary