



**CITY OF HEDWIG VILLAGE, TEXAS  
REGULAR MONTHLY CITY COUNCIL MEETING  
JANUARY 21, 2021  
6:30 P.M. - 955 PINEY POINT ROAD**

**MINUTES**

In accordance with Governor Abbott's Executive Order or Proclamation dated March 13, 2020 and continued by Executive Orders or Proclamations dated April 12, 2020, May 12, 2020, June 11, 2020, July 10, 2020, August 8, 2020, September 7, 2020, October 7, 2020, November 6, 2020, December 6, 2020, and January 5, 2021 relating to the COVID-19 pandemic and the need to minimize face-to-face contact, the City of Hedwig Village held the January 21, 2021 City Council 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

Councilmember Harry J. Folloder  
Councilmember Dane Johnson  
(via Zoom)  
Councilmember Susan Mathews  
Councilmember Shirley Rouse  
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  
Lisa Modisette, Asst. City Secretary

Absent: None

**2. CITIZEN/VISITOR COMMENTS**

Boy Scout Jake Chapman, Troop 673 from St. Cecilia Catholic Church, attended the meeting to work on requirements for the Citizenship in the Community Merit Badge.

Andrea Herman, 903 Karos Lane, requested a joint meeting with City Council and the Planning and Zoning (P&Z) Commission to discuss several topics, such as:

- Is there a City plan?
- Is there an urban plan?
- P&Z should not be making changes to the code in bits and pieces.

Pat Murphy, 11510 Echo Hollow, stated he spoke with various commercial property owners and commercial developers regarding redevelopment in the City. He stated property owners and developers stated several factors, including height restrictions, affect redevelopment in the City. He stated the City needs a development plan the residents could live with.



Meeting minutes as presented, and approve the December 17, 2020 Joint Public Hearing minutes as presented. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

**4. REPORTS**

**A. Financial Report – December 2020 (Preliminary) – Kelly Johnson, City Admin, Sec.-Treas.**

Kelly Johnson discussed the following;

- The City has \$4.5M in restricted funds and \$2.4M in available funds for a total of \$6.9M.
- The City is fully collateralized.
- Sales tax is almost three percent higher for the month of January compared to the same time period in 2020.
- The City is one hundred percent through the budget year.
- Revenues for 2020 are approximately one hundred ten percent of budget and expenditures for 2020 are approximately ninety two percent of budget.
- A budget amendment for the 2020 Fiscal Year Budget will be presented to City Council in February or March 2021.

Kelly Johnson stated 2020 revenues are higher than budgeted due to an increase in permits issued. The funds received from the CARES Act covered some COVID-19 related expenses, such as police department salaries. The City has not used any of the funds received from the 2020 Tax Notes.

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

Chief Gott discussed the following:

- Total crime for 2020 is down compared to 2019.
- There were no residential burglaries during 2020.
- One officer has been hired. His swearing-in will be held on January 22, 2021 at 9:00 a.m. Councilmembers are invited to attend.
- There may be two possible employee retirements in 2021.
- Two employees tested positive for COVID-19 - a dispatcher and Sergeant Sanford.
- Village Medical has been working with the police department to vaccinate the department employees. One half of the department has been vaccinated to date.
- The computer program, Cardinal Tracking, Inc., currently in use by the police department no longer meets the needs of the department. The department is looking at other programs to replace Cardinal. Tyler Technologies, more commonly known as Incode, will present a demonstration to the department next week. The new computer program chosen by the department will require

a start-up expense of approximately \$200,000. City Hall currently uses Incode for all financials, permitting, and court. Integrating the police department with City Hall will be easier if both have the same program.

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

Councilmember Harry Folloder discussed the following:

- Firefighters have moved into their temporary living quarters.
- Firefighting equipment is required by law to be covered and protected from the weather. The fire trucks are currently kept under a tent in the parking lot of the fire station.
- The interior of the fire station is completely gutted for the renovation. The renovation is on budget and on schedule. The projected completion date is August or September of 2021.
- The newly delivered Engine 1 is now in service. The previous Engine 1 is now the reserve engine. The previous reserve engine has been sold to a fire department in Oklahoma for \$55,000.
- Nine firefighters have tested positive for COVID-19.
- Response times for Hedwig Village are well below the national average for fire, medical, and advanced life-saving calls.
- The department is one percent under budget.

Councilmember Rouse asked if the fire department could post updates on the renovation on the department's website for the residents.

Councilmember Folloder stated he would speak to Chief Foster regarding posting renovation updates on the website.

**D. Beautification** – Kathryn Schenk, Chairperson

Kathryn Schenk discussed the following:

- The committee will start work on the remaining five City entrance signs. The work will include landscaping after the signs have been installed and may involve installing water lines and electric to the chosen locations. The landscaping at some locations could be designed with plants that do not require much water.
- The trees planted on Gaylord Drive are doing well. The ground in that area will be leveled for the placement of sod.
- City Forester Cary Moran has confirmed several trees in the park need to be removed.
- The Campbell Road Esplanade will have regular maintenance for the landscaping.

- The committee would like to work on the City park as a long-term project.

Councilmember Folloder recommended the City budget enough funds for the committee to focus on the City entrance signs project in order to complete the project in a timely manner.

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

Mayor Muecke discussed the following:

- The Texas legislature is now in session in Austin. Representatives will again submit a bill for approval to allow home alarm systems to contact police departments directly instead of a monitoring company. There could possibly be a bill to clarify the broad language of the emergency management statutes and possibly amend the powers of elected officials during emergency situations.

Councilmember Rouse requested an update on the drainage project.

Kelly Johnson stated LJA Engineering, Inc. is currently working on a video of the drainage project. City Council will review the video prior to posting on the website for residents to view. After the video is uploaded, residents' comments and questions regarding the drainage plan will be directed to City Hall.

**F. Building Official – Evan DuVall, Assistant Building Official**

Evan DuVall discussed the following:

- Moody Project – a permit application has been submitted for a bakery build-out. The same contractor is in discussion with the fire marshal regarding another associated project in an adjacent location.
- Memorial High School Main Campus –The interior framing and mechanical, electrical, and plumbing has begun. The work on the installation of the traffic light on Gaylord Drive for the student drive is almost complete. The traffic light will have to be formally accepted by the City and put into service by the police chief. The student traffic light on Echo Lane will involve a remodel of the current traffic light and traffic pattern from a three-way light to a four-way light. The work should begin during spring break (March 15-19). The City is waiting on the final details of the traffic light installation and the traffic control plans. The Memorial High School Project is on schedule for completion prior to the start of the 2022 school year. The new parking lot lights are too bright and the school district is aware they need to be replaced. The building official is in discussions with the school district for the parking lot lights to be turned off at night.
- St. Cecilia Catholic Church Outdoor Lighting – The City has issued a permit for St. Cecilia Catholic Church's outdoor lighting in compliance with the City's outdoor lighting ordinance. The parking lot lights have already been replaced. There may be an additional light pole to provide additional lighting for the City. The church is working with a lighting company to address other lighting issues to bring the property into compliance with the City's outdoor light ordinance.

- Small Nodes – The City has approved a permit for five co-locations within the City. The work should begin sometime during the first or second quarter of the year. The City has also been reviewing streetlight nodes in compliance with the City’s design manual and ordinance.
- Right-of-way permits – The City has approved a right-of-way permit for fiber in the Echo Lane and Piney Point Road area. The contractor will complete the work a section at a time. The building official is working with the company and the contractor to minimize the impact to traffic during school hours.
- Variance request – a variance request has been received by the City for 9135 Katy Freeway. A Board of Adjustment hearing has been scheduled for February 16, 2021 at 6:30 p.m.
- A permit may be issued soon for a coffee shop at the corner of Piney Point Road and the I-10 Frontage Road.

Alan Petrov, City Attorney, stated the Board of Adjustment is a five member board. Alternate members only vote in the absence of a regular member. The variance can only be approved with a super majority vote, four out of five members must vote in favor of the variance.

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

Tom Roth discussed the following:

- A joint meeting with City Council is requested by the members of P&Z.
- As an advisory committee, P&Z needs direction and guidance regarding topics under discussion.

Councilmember Mathews discussed the following:

- The City’s comprehensive plan needs to be reviewed and updated. The review and updating should be completed by a professional. She requested funds be budgeted for this expense.
- P&Z plans to discuss a possible ordinance regarding accessory structures in the residential areas of the City. The discussions could involve modifying the rear yard setbacks for these accessory buildings. A Board of Adjustment (BOA) Hearing was held last year on this topic and several residents spoke in favor of the variance. BOA referred the resident to P&Z to address this topic.

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

Kelly Johnson discussed the following:

- The filing period to file an application for a place on the ballot ends on February 12, 2021 at 5:00 p.m.
- The City is preparing for the annual audit.
- The City is preparing for the May 1, 2021 election.

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

- A.** An Ordinance of the City of Hedwig Village, Texas providing for the holding of a General Election to be held on May 1, 2021, for the purpose of electing a Mayor and two (2) Councilmembers and providing details relating to the hold of such election.

Mayor Muecke stated he has submitted his application for a place on the ballot. Councilmembers Mathews and Rouse are also up for re-election this year.

No further discussion of this item.

Motion was made by Councilmember Woodruff and seconded by Councilmember Folloder to approve the ordinance as presented. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- B.** A Resolution of the City Council of the City of Hedwig Village, Texas, declaring intent to reimburse expenditures from proceeds of tax-exempt obligations.

Mayor Muecke stated the City passed similar resolution the past several years. The City is not required to use this option; however, the option is available if needed.

No further discussion of this item.

Motion was made by Councilmember Woodruff and seconded by Councilmember Folloder to approve the ordinance as presented. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

- C.** An Ordinance of the City Council of the City of Hedwig Village, Texas calling a Joint Public Hearing to be held before the City Council and the Planning and Zoning Commission of the City of Hedwig Village, Texas, for the purpose of considering amendments to Article V, Zoning Regulations, Section 506, Business District B, Subsection A, Use of Property, of the Hedwig Village Planning and Zoning Code, to modify the amount of required sales tax generating businesses on the ground floors of buildings within Business Districts B3 and B4.

Councilmember Mathews requested a joint meeting between City Council and P&Z.

Mayor Muecke stated a date needs to be chosen that is convenient for everyone and the joint meeting can be scheduled.

No discussion or action of this item.

**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:

None

**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 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. AGENDA REQUESTS FROM COUNCILMEMBERS**

None

**12. ADJOURN**

Motion was made by Councilmember Woodruff and seconded by Councilmember Folloder to adjourn the meeting at 7:34 p.m. Motion carried 5-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on February 18, 2021.

ATTEST:

/s/ \_\_\_\_\_  
Brian T. Muecke, Mayor

/s/ \_\_\_\_\_  
Lisa Modisette, Asst. City Secretary