

**MINUTES  
CITY OF HEDWIG VILLAGE  
REGULAR MONTHLY CITY COUNCIL MEETING  
THURSDAY, JANUARY 14, 2016  
6:30 P.M - 955 PINEY POINT ROAD**

**1. CALL TO ORDER**

Mayor Muecke called the meeting to order at 6:31 p.m.

Present: Brian T. Muecke, Mayor

City Council Members:

William Johnson

Carrol McGinnis

Barry Putterman

Bob Wiener

Matt Woodruff

Lane Standley, Building Official

Kelly Johnson, City Administrator/City Secretary-Treasurer

Alan Petrov, City Attorney

Absent: None

**2. CITIZEN/VISITOR COMMENTS**

Jose Canedo – 9025 Gaylord #112 – He discussed his displeasure with the Hedwig Court System and his opinion on the dismissal of a case by Judge Maddox.

Troop 1089 – Alec Miller – Attended the meeting to complete the required tasks to earn his 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 Council Member 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**

Regular Council Meeting – December 10, 2015

**B. Approval of General Fund Bills**

General Fund Bills - #31236-31317

Voided Checks – None

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

3 Items - \$33,831.96

**D. Approval of Construction Fund Bills**

5 Items - \$481,632.33

**E. Approval of Police Seizure Bills**

0 Items - \$0.00

Council Member Woodruff moved, Council Member Putterman seconded, for the approval of the consent agenda as presented.

Council Members Johnson, McGinnis, Putterman, Wiener and Woodruff voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

**4. REPORTS**

**A. Financial Report – December, 2015 – City Administrator/City Secretary- Treasurer Johnson**

City Administrator/City Secretary- Treasurer Johnson stated the sales tax report showed a slight decrease compared to prior years, but was not alarming.

Mayor Muecke stated it was about a 12% decrease from January 2016 versus January 2015. He stated TJ MAXX opened in late October so the sales will soon adjust the figures.

**B. Police Report – December 2015 Crime Report & Statistics; Annual Report - Police Chief Gott**

Chief Gott stated it was overall a good year for the police department. He stated the end of the year numbers in the annual report are different from the statistics provided by the crime report because different crimes are accounted for in each report. He stated there had been a decrease in crime as well as a decrease in burglary of a motor vehicle, which was a hot topic for Hedwig Village.

**C. Planning & Zoning Commission – January Meeting - Council Member Wiener**

Council Member Wiener stated there was no meeting due to the lack of quorum. He reminded Council of the proposal by P&Z to have a joint workshop or a meeting with the Mayor in which they can receive feedback about their topics of discussion.

Vice Chairperson Searcy recapped the December meeting which was previously discussed at the December Council meeting.

**D. Fire Department – Meeting - Council Member Johnson**

Council Member Johnson stated there was no meeting held.

**E. Building Official – Monthly Report; Update on Police Department Facility - Building Official Standley**

Building Official Standley stated he had created a new report that showed the total permits for the previous month, the number of permits from the current month last year, the number of permits for the current month this year, and the total cost of permits for the current month this year.

Mayor Muecke requested to also have the number of open projects for each type of permit listed.

Update on Police Department Facility:

Building Official Standley stated Durotech had completed about 96% of the veneer finishes on the outside of the building and were expected to finish early next week. He stated the external doors and windows were due to be put in the first part of next week. He stated the interior has also progressed and they have dry walled 50-60% of the walls. He stated the electrical service was in the building and the water, gas, and fire suppression systems had all been hooked up, tested, and passed. They still would need to finish the rough for the plumbing, pulling electrical wire, and install the electrical breaker system.

Council Member Wiener asked if Durotech had made up time for the completion of the project.

Building Official Standley stated they had not, but they also hadn't lost time. He stated there were modifications to some of the offices inside, but progress was smooth. He stated they believed it would finish near or right on schedule.

Council Member Johnson asked if there had been an increase in cost from the budgeted money.

Mayor Muecke stated there had not been an increase in overall cost and that the modifications, which cost about \$8,000.00, were paid for by saved money.

Council Member McGinnis stated he would like to see Building Official Standley sign the Durotech bill to show that he verified the expenditures.

City Administrator-City Secretary-Treasurer Johnson stated Building Official Standley's initials were on the invoice and stated she only approves the payment after he has reviewed and verified the expenditures.

Council Member Wiener asked if all the main hook ups were completed for the Telecommunications portion.

Building Official Standley stated the wiring had been roughed in, but the electrical and telecommunication wiring are done by different contractors on different schedules. He stated Accutek was taking the lead on telecommunication.

**F. Mayor – City Policy Update, Workshop Scheduling – Brian Muecke**

Mayor Muecke stated he asked City Administrator/City Secretary-Treasurer Johnson to spend time locating areas in the payroll process that could be improved. He stated due to this process, the financial reports have not been finalized and will be circulated at a later time. He then stated City Administrator/City Secretary-Treasurer Johnson had identified a few minor diversions between the policy manual and practice. He stated the items would need to be discussed by Council (in a workshop) to decide whether to change the policy or change the procedure and to also make further updates to the personnel policy.

Council Member Woodruff asked to be provided with examples of policy and/or procedures that could potentially be changed.

Mayor Muecke stated that accruals of vacation and sick time would be added to paychecks to allow employees to know how much time they have left. He stated there was also some money being paid out after tax that was eligible as a pre-tax payment. He stated most issues would be personnel type issues like payroll, steps for disciplinary action, etc.

**G. City Administrator – City Website Update**

City Administrator/City Secretary-Treasurer Johnson stated she had sent out information and set up five interviews with website designers. She stated the Police Department Chief Gott and Captain Warner would also participate in the interviews to ensure all their requirements are met. She stated there would be three meetings on January 28<sup>th</sup> and two held on February 2<sup>nd</sup>. She stated they would select three designers, request proposals and then make a recommendation to council from the three proposals. She stated she would like the new website to be user friendly, transparent, and a benefit to the city.

Council Member McGinnis asked what the targeted time line was.

City Administrator/City Secretary-Treasurer Johnson stated she would like to present a proposal to Council by March and upon approval, the website could take about 3 months

to actually launch. She stated they would also be working on shortening the domain name.

Council Member Woodruff asked if there would be an attempt to get “.gov” and also suggested a new landing page for new residents that helps them file proper paper work and provides guidelines for trash and other important information.

City Administrator/City Secretary-Treasurer Johnson stated they would look into both matters.

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

- A.** Proposed Ordinance providing for the holding of a General Election to be held on May 7, 2016, for the purpose of electing three (3) Council Members and providing details relating to the holding of such election.

Ordenanza propuesta que dispone la celebración de una Elección General a ser celebrada el 7 de mayo de 2016 con el fin de elegir tres (3) Concejales y estipula los detalles relativos a la celebración de tal elección.

City Administrator/City Secretary-Treasurer Johnson stated the General Election would now be held on the first Saturday of the month, May 7, 2016. She stated there would be no Special Election this term and the application for early voting could now be done by email. She also stated the new Presiding Judge would be Frank Hinnant (who served as Alternate Judge in previous years) and the new Alternate Presiding Judge would be Carol Kovac (who has served as an Election Clerk).

Council Member Woodruff moved, Council Member Wiener seconded, to approve the Proposed Ordinance providing for the holding of a General Election to be held on May 7, 2016 for the City of Hedwig Village.

Council Members Johnson, McGinnis, Putterman, Wiener and Woodruff voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**

- B.** Proposed Resolution Amending Texpool’s Authorized Representatives

City Administrator/City Secretary-Treasurer Johnson stated it is a procedural requirement to create a resolution to add a new representative to access the account.

Council Member Woodruff moved, Council Member McGinnis seconded, to approve Resolution Number 2016-001, which would authorize City Administrator/City Secretary-Treasurer Johnson as a representative for Texpool.

Council Members Johnson, McGinnis, Putterman, Wiener and Woodruff voted "Aye", "Noes" none.

**MOTION CARRIED UNANIMOUSLY**

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

**A. Approval of Agreement for Inspection Services with Robert Baldwin**

Mayor Muecke stated to avoid any conflict of interest, Inspector Robert (Bob) Baldwin had been asked to serve as the Electrical Inspector for work done at the new Police Department Building since Sabre Electric Company, (owned by Richard Norton), is the Electrical Contractor.

Building Official Standley stated the General/Plumbing Inspector Joe Garrett had recently resigned. He stated Bob Baldwin had begun to work with Joe Garrett approximately three years ago on inspections. He stated Bob is a Master Electrician, a Master Plumber and has his Inspector certifications. He stated he had asked Bob to continue as Inspector in place of Joe Garrett upon approval of Council.

Council Member Woodruff moved, Council Member Weiner seconded, to approve the agreement between the City of Hedwig Village and Bob Baldwin for his inspection services.

Council Members Johnson, McGinnis, Putterman, Wiener and Woodruff voted "Aye", "Noes" none.

**MOTION CARRIED UNANIMOUSLY**

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

**A. Oath of Office – Kelly Johnson, City Administrator/City Sec.-Treasurer**

City Attorney Petrov administered the Oath of Office to Kelly Johnson for the position of City Administrator/City Secretary-Treasurer.

City Administrator/City Secretary-Treasurer Johnson stated she had previously taken the Oath, but was asked by Council Member McGinnis to have the Oath on record.

**B. Village Fire Department, reallocation of unspent FY 2015 budgeted funds: Discussion of capital spending proposal to allow for advancing delivery of the replacement ladder truck.**

Council Member Johnson stated one of the first matters to address would be to advance the 2017 contribution to the capital fund into 2016 after the audit has been performed. He stated rather than rebating the money to the cities, the underage from the budget would be applied to the capital fund so that a commitment could be made to the new ladder truck. He also stated the funds would probably be \$200,000 under the budget and the proposed option would be to take about \$160,000 and apply it to the capital account and skip the contribution in 2017. He stated cities pay into the fire department on a monthly basis which would not allow a commitment to be made until mid-2016. He stated an advancement on the delivery of the ladder truck could only be made if the fire department utilized the pre-funded money once the audit had been complete and verified the availability of the money.

Council Member Woodruff asked why the money wasn't labeled as funds from 2015.

Council Member Johnson stated it technically was 2015 money, but it's the contribution for 2016.

Council Member McGinnis clarified that the money would be used solely for the ladder truck.

Council Member Johnson stated it could be used for capital equipment which could involve the truck and other equipment for the truck that may need to be purchased separately.

Council Member Putterman clarified nothing would need to be put in the capital fund in 2017.

Council Member Johnson stated action on the item should wait till after the audit has been completed.

**NO ACTION WAS TAKEN.**

**C. Health re-imburement accounts: Discussion of a mechanism to mitigate increased health insurance costs paid by VFD employees.**

Council Member Johnson stated this idea involved an account for the employees made by money pre-tax money that would allow employees to recover out of pocket expenses at the end of the year for money spent between \$500-\$1,000.

Council Member McGinnis questioned who the money would be recovered from?

Council Member Johnson stated it would be recovered from the fund and must be formally set up with any amount of money to start the fund. He stated expenses in the program would increase about 10% and the Village Fire Department had budgeted a 15% increase for health cost. He stated the cost could be (with generous assumptions) about \$15,000.

Council Member Wiener clarified that the fund would be set up as specified money for that account and at the end of the year the employee could come forward and with documented proof, ask for a reimbursement.

Council Member Johnson stated that was correct. He also stated he would like to wait till there is a document that explains the plan before taking action.

**NO ACTION WAS TAKEN.**

**D. Discussion and possible action relating to the State of Texas Open Carry Law.**

Mayor Muecke stated as of January 1, 2016 Concealed Handgun License holders could now open carry if their gun was properly holstered.

City Attorney stated that courts could regulate themselves. He stated in his opinion there was no reason to put up a sign now because someone who had intention of harm would not be stopped by a sign.

Council Member Putterman reiterated the sign would stop those who would like to openly carry, not those who would want to cause harm.

Council Member Wiener stated he believed it would be smart to have a sign that stated no open carry and no concealed carry.

Council Member McGinnis asked if the City wanted, would it be possible to ban guns in the entire building.

City Attorney Petrov stated it was not legally possible.

Chief Gott stated the Hedwig Police Department does not have a big concern with open carry. He stated if someone was to report a concern of an open carry, an officer would have to respond and approach the person to request their concealed handgun license, but would recommend if someone feels uncomfortable to leave the area if they believe their safety is at risk.



Council Member McGinnis asked since the first of the year, had there been any calls of concern.

Chief Gott stated he was not aware of any concerns.

City Attorney Petrov stated he did not believe it was necessary to take any action, but the Council could choose to put a sign that prohibited open carry in the meeting.

**NO ACTION WAS TAKEN.**

**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.

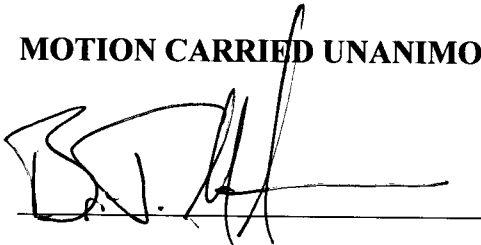
None

**11. ADJOURNMENT**

Council Member McGinnis moved, Council Member Putterman seconded, to adjourn the meeting at 7:25 P.M.

Council Members Johnson, McGinnis, Putterman, Wiener and Woodruff voted “Aye”, “Noes” none.

**MOTION CARRIED UNANIMOUSLY**



Brian T. Muecke  
Mayor



Monica Lopez  
Assistant City Secretary