

**MINUTES  
CITY OF HEDWIG VILLAGE  
REGULAR MONTHLY CITY COUNCIL MEETING  
THURSDAY, MARCH 10, 2016  
6:30 P.M - 955 PINEY POINT ROAD**

**1. CALL TO ORDER**

Mayor Muecke called the meeting to order at 6:33 p.m.

Present: Brian T. Muecke, Mayor

City Council Members:  
William Johnson  
Barry Putterman – left at 8:09 p.m.  
Bob Wiener  
Matt Woodruff

Lane Standley, Building Official  
Kelly Johnson, City Administrator/City Secretary-Treasurer  
David Gott, Police Chief  
Lisa Modisette, Interim Assistant City Secretary  
Alan Petrov, City Attorney

Absent: Carrol McGinnis

**2. CITIZEN/VISITOR COMMENTS**

Samuel Karns – Spring Branch Independent School District – spoke in relation to the ITT Community Challenge. The challenge is health awareness. There are challenges the community can do to participate and each completed challenge earns points for the school district. The challenge ends March 31, 2016.

- 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 – February 11, 2016

**B. Approval of General Fund Bills**

General Fund Bills - #31440 - #31523  
Voided Checks – None

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

Spring Branch I.S.D. Tax Office - \$8,825.00

Trinity Paving - \$6,000.00

Bob Baldwin - \$2,770.00

**D. Approval of Construction Fund Bills**

Generator Superstore - \$37,550.00 – 2 invoices

Bob Barker - \$3,890.25

Bank of America - \$1,967.74

Watson Furniture Group - \$3,639.34

Sabre Electric Co - \$4,498.18

Sirchie - \$2,670.00

Air Science - \$6,260.00

Durotech - \$526,496.47

**E. Approval of Police Seizure Bills**

0 Items - \$0.00

City Administrator Johnson stated she would like Chief Gott to be added to the list of those present at the Council Meeting. Mayor Muecke agreed.

Council Member Putterman moved, Council Member Wiener seconded, for the approval of the consent agenda with the addition of Chief Gott to the list of those present.

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

**MOTION CARRIED UNANIMOUSLY**

**4. REPORTS**

**A. Financial Report** – February, 2016 – City Administrator/City Secretary-Treasurer Johnson

To be discussed later in the meeting with Agenda item 5A.

**B. Police Report** – February 2016 Crime Report & Statistics – Police Chief Gott

February 2016 Crime Report & Statistics

- Monthly citation totals for February are slightly off on the report given to Council. Actual number for January was 360 and the actual number for February was 405.
- Crimereports.com – Hedwig Village subscribes to this service. The City’s police activity is available online at this website. Harris County and City of Houston subscribes but City of Spring Valley does not subscribe.

Agenda Item #7B discussion

- Acceptance of donation of ammunition from Academy Sports and Outdoors. Academy may occasionally have ammo the store cannot sell, due to returned item or damaged box, etc. Academy would donate the ammo to the Hedwig Village Police Department. Chief Gott stated the ammo may be used while the officers are on-duty or at the range. The department will check that the ammo is usable and destroy any that is unsafe.

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

Two major items under discussion for the Planning and Zoning Commission (P&Z) are changing the sign ordinance to allow for electronic signage for the schools. This item is still under consideration. City Attorney Petrov has been assisting in the process. Mayor Muecke asked if P&Z needed any guidance from Council to speed the item along.

Council Member Wiener stated P&Z was working out the details of sign placement, brightness, nature of the sign, and etc.

Mayor Muecke stated P&Z may ask someone from the school to attend a meeting to help with the understanding of some of these issues.

Council Member Wiener stated the other major item under discussion is the “light trespass initiative”. He stated the issue concerning this is the newer taller construction with second story downlights.

Council Member Wiener stated P&Z are diligently working on both items.

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

Council Member Johnson stated the year-end financial “underage” is \$58,563, subject to the audit. The current budget has the personnel portion reduced by \$100,000 due to, historically, that portion being unspent. The villages may get their portion of the \$58,563 back or it may be applied to the Capital Replacement Fund.

Council Member Johnson said Chief Foster requested approval to donate surplus radio equipment to a volunteer fire department from Louisiana. Request was approved.

The Department may hold a CPR class for residents.

The Department receives requests for assistance on the installation of child car seats. The department does not currently have anyone qualified and the instructor class takes 40 hours. Someone may attend.

Flood response preparedness – Battalion Chief's suburban's are not high enough to clear rising water. Village Fire Department would like to add about 6 inches to the height of the vehicles. Cost is about \$300 per vehicle.

During next year's budget discussions will be the issue of bulletproof vests for Emergency Medical Services (EMS) personnel. Currently, during active shooter incidents, EMS waits for the police departments to clear the area before moving into assist the wounded. New protocol states EMS and Police go into the area together.

New shift policy for firefighters and EMS, pilot program – currently the shift is on 24 hours, off 48 hours. The new shift would be on 48 hours, off 96 hours. With the new shift, fatigue of the personnel may be a concern.

Council Member Johnson stated the chairman had asked the commission attorney, before the meeting and without input from the commission, to research "How to terminate the Chief" and a legal bill reflecting that work was delivered to the fire department secretary.

Council Member Johnson said the commission went into Executive Session for an annual performance review of Chief Foster.

Mayor Muecke stated he attended the meeting to show support for Chief Foster. Based on comments made after the meeting, majority of the commission was in support of the Chief.

Council Member Putterman stated most of the personnel voted for the shift change.

Council Member Woodruff stated the bulletproof vests are probably the start for additional tactical training.

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

Monthly Report:

- 4 houses near completion
- 2 new homes – in plan review process
- Slowdown in permitting due to economy
- Nothing new in commercial

- La Renaissance Apartment property is under sales contract. New owner was told if the apartments are torn down, multi-family dwellings cannot be rebuilt
- Toys R Us property still in negotiation

Update on Police Department Facility:

- Hedwig Village Police Department (HVPD) construction moving along well, will finish first or second week in April. Issue with the placement of the dispatch consoles solved.
- Grand opening discussion - Chief Gott and Kelly Johnson working on invitation. Chief suggested last couple of days of March or the first week of April, after furniture has been moved in but before the building loses its “new” building feel.
- Carpet cannot be laid due to high humidity in the building. Durotech is working on de-humidifying the building. Will re-test the humidity levels on Monday, March 14 for a true reading.

**F. Mayor** – Appointment of City Historian

Mayor Muecke stated he wanted to appoint Tom Roth as the City Historian. Mr. Roth has done a remarkable job speaking with older residents and writing the Hedwig Village history.

Council Member Johnson mentioned a box of Hedwig Village Home & Garden minutes he brought to city hall. Mr. Roth stated he would like to look through that box.

**G. City Administrator** – Election Update; Update on Vacancy; Spring Branch Memorial Library Plant and Book Sale

Election Update:

- Election is May 7, 2016
- Position 2 is contested
- Early Voting – April 25 through May 3, 8:30 a.m. – 5:00 p.m., except on April 28 and May 3, which is 7:00 a.m. – 7:00 p.m.

Update on Vacancy:

- Assistant City Secretary Monica Lopez’s last day was March 4
- Position was posted online and received 39 applications
- Lisa Modisette will fill in as Interim Assistant City Secretary. She is City Secretary certified
- Kelly Johnson will do an assessment of the Assistant City Secretary and the Finance positions

Spring Branch Memorial Library Plant and Book Sale will be held on April 1 – 2, 2016. Slightly used books and plants available for purchase. Items also available for auction.

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

**A. CONSIDERATION AND POSSIBLE ACTION REGARDING AN ORDINANCE ADOPTING AMENDMENT NO. 3 TO THE ORIGINAL BUDGET OF THE CITY OF HEDWIG VILLAGE, TEXAS, FOR THE YEAR 2015, PROVIDING DETAILED LINE ITEM INCREASES AND DECREASES, PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.**

Kelly Johnson, City Administrator/City Secretary-Treasurer, stated this budget amendment is more house-cleaning. She stated several line items are over-budget. Police Department salary line item was reduced on a previous budget amendment but expenses to the same line item remained the same. Education and meetings line item is over-budget due to the education incentive given every year. Revenue is up for permits as well as expenditures due to inspections for the new police department building.

The overage of \$97,520 for certain line items was offset by “underage” of other line items. The net effect to the General Operating Budget was \$0.00.

Capital Funds Budget – timing of expenses/revenues from year to year, but there is money to cover expenses.

Debt Service – certificate of obligation interest was based on before the 2014 certificate was sold. There is money to cover the expense.

Mayor Muecke stated actual revenues and expenses are lower than budgeted due to METRO funds being in a separate account. Mayor Muecke stated Kelly Johnson was working on a way to report the figures more accurately.

Kelly Johnson stated expenditures exceed revenues by \$144,553 for the 2015 fiscal year.

Kelly Johnson discussed the financial report for December 2015. She stated the City had restricted funds and available funds for the General Fund. Kelly Johnson stressed the 2015 accounts have not been audited yet, so the figures are subject to change. Restricted funds, as of December 31, 2015, are \$205,805. These funds can only be used for certain items. Available funds, as of December 31, 2015, are \$284,403.

In the budget, there are funds marked as “Designated Reserves” which covers equipment, two months’ operating expenses, and drainage. These three items total just under \$1.2 million. Subtracting out the available cash from the designated reserves leaves the City in the negative by \$770,774 within the General Operating Fund. Capital Fund is strictly for paying for the new police department building. When the building is complete, the fund will be \$0.00. Police Seizure Fund is dedicated monies. Debt Service Fund is also

dedicated and is used to pay for the bonds. Traffic/Mitigation Fund has \$394,000 available.

Council Member Putterman asked what the figures are as of January 31, 2016.

Kelly Johnson stated the City is running \$138,000 in the negative after the reserves are subtracted.

Council Member Johnson stated the City has never used all of the reserves. He stated the City may look into changing the reserve figures to more accurately reflect the needs of the City.

Kelly Johnson agreed, stating that discussion should be done during the budget process.

Council Member Johnson asked why the Traffic/Mitigation Funds are not restricted. He stated the funds are designated for a special purpose and can only be used for that purpose.

Kelly Johnson stated the funds are restricted but the restrictions are wide ranging. She stated the City could move approximately \$224,000 from Traffic/Mitigation into General Operating to offset some expenses.

Council Member Woodruff stated it would be good policy that expenses to be paid with Traffic/Mitigation Funds should be paid using the proper fund instead of the General Fund.

Kelly Johnson stated the City is well collateralized.

Mayor Muecke stated sales tax is up 5.59% over the same period last year.

Council Member Johnson moved, Council Member Putterman seconded, to approve Budget Amendment No. 3.

Council Members Johnson, 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. CONSIDERATION AND POSSIBLE ACTION REGARDING THE APPROVAL OF A WEB HOSTING AGREEMENT**

Mayor Muecke stated EZTask is the recommendation of city staff. He stated the company was the low bid, but eager to meet to discuss the proposal. EZTask specializes in web site design and will provide ongoing services such as web hosting. The company is a local company located in Richmond, Texas, and has performed work for Piney Point Village, Hilshire Village, Jersey Village, and many others. The monies are budgeted in the 2016 Budget. The action will give Kelly Johnson approval to execute the agreement between the City and EZTask.

Council Member Woodruff asked about mass notification, for example, constant contact, email, text message, and etc.

Kelly Johnson stated constant contact was not part of the proposal but for an additional fee, EZTask offers a method the City would use.

Council Member Woodruff asked about social media tie-ins.

Kelly Johnson stated the agreement does not have the social media tie-ins due to open records act requirements. The option was available but the City chose not to have tie-ins.

Council Member Johnson moved, Council Member Woodruff seconded, to give the City Administrator authorization to enter into an agreement between the City of Hedwig Village and EZTask for web hosting.

Council Members Johnson, 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. CONSIDERATION AND POSSIBLE ACTION REGARDING THE AUTHORIZATION OF PHASE ONE OF THE STREET POLE AND SIGNAGE REPLACEMENT PROGRAM AT AN ESTIMATED COST NOT TO EXCEED \$40,000**

Mayor Muecke stated the City budgeted money for this program in 2016. He stated the street sign poles, when ordered, will be about \$35,600 for about 100 poles. Add in \$5,000 for signs and cement. He stated the new signs will replace the old, defaced signs.

Council discussed the replacement of street sign poles and replacing any street name signs and traffic signs on those poles only as part of Phase One.

Council Member Woodruff stated traffic signs should be replaced first due to a safety issue.



Kelly Johnson stated the final decision, from a selection of 4, still needs to be made.

Mayor Muecke stated the money to be spent on this program is already budgeted and will be paid for out of Traffic/Mitigation Funds.

Council Member Wiener moved, Council Member Johnson seconded, to approve authorization of Phase One of the Street Pole and Signage Replacement Program.

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

**MOTION CARRIED UNANIMOUSLY**

**B. CONSIDERATION AND POSSIBLE ACTION REGARDING THE AUTHORIZATION TO ACCEPT A DONATION FROM ACADEMY SPORTS AND OUTDOORS OF OPEN BOX RETURNED AMMUNITION**

Chief Gott spoke earlier in the meeting during the Police Report concerning accepting the donation of returned ammunition from Academy Sports and Outdoors.

Council Member Woodruff moved, Council Member Wiener seconded, to approve the donation of ammunition from Academy Sports and Outdoors.

Council Members Johnson, Wiener and Woodruff voted "Aye", "Noes" none. Councilman Putterman had left the meeting.

**MOTION CARRIED UNANIMOUSLY**

**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

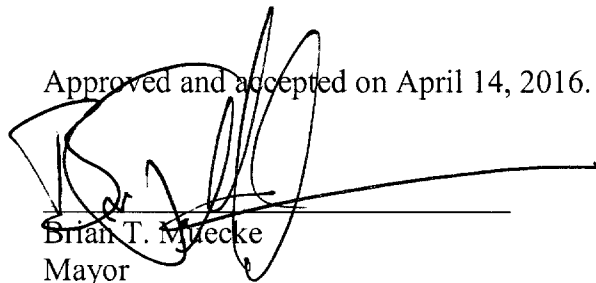
**11. ADJOURNMENT**

Council Member Johnson moved, Council Member Wiener seconded, to adjourn the meeting at 8:11 p.m.

Council Members Johnson, Wiener and Woodruff voted "Aye", "Noes" none. Councilman Putterman had left the meeting.

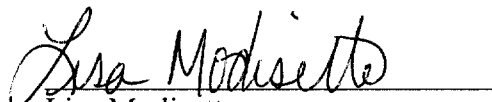
**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on April 14, 2016.



Brian T. Muecke  
Mayor

ATTEST:



Lisa Modisette  
Interim Assistant City Secretary