



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

MINUTES

1. CALL TO ORDER

Councilmember Putterman called the meeting to order at 6:33 p.m.

Present: City Councilmembers:
William Johnson
Barry Putterman
Bob Wiener
Matt Woodruff

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

Absent: Brian T. Muecke, Mayor
Carrol McGinnis, Councilmember

2. CITIZEN/VISITOR COMMENTS

Russell Hankins, 806 Saybrook Lane, spoke in relation to two items. First, he asked if council approved the Reliant annual rate increase. Second, Mr. Hankins questioned the Village Fire Department's (VFD) request for the 2015 surplus to be applied to a facility fund. He stated if the city agrees to give the surplus back to the VFD, the department has no incentive to come up with a reasonable budget.

Councilmember Woodruff stated Council could not discuss and answer any questions Mr. Hankins asked. The Open Meeting Act prohibits discussion on any matter not listed on the agenda.

- 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 – April 14, 2016
May 5, 2016
May 16, 2016

B. Approval of General Fund Bills

General Fund Bills - #31779 - #31856
Voided Checks – 11

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

Helfman Ford - \$24,515.00
MCCi - \$6,340.38
Tyler Technologies - \$7,327.63
Belt Harris Pechacek - \$6,475.00
Climatec - \$2,521.50
Johnson Petrov LLP - \$3,506.71
Trinity Paving - \$8,550.00
Robert Baldwin - \$3,560.00

D. Approval of Construction Fund Bills

Durotech - \$84,733.15
Yardworks - \$15,048.25

E. Approval of Police Seizure Bills

0 Items - \$0.00

Councilmember Woodruff moved, Councilmember Johnson seconded, for the approval of the consent agenda

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

MOTION CARRIED UNANIMOUSLY

4. REPORTS

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

Kelly Johnson presented the financial report for the city.

- Available funds \$864,652.

- Restricted funds total \$1.1million.
- Fully colletarized.
- Sales tax down slightly compared to same time period as last year.
- Expense/revenue are about 50% of budget, nothing out of the ordinary.

B. Police Report – June 2016 Crime Report & Statistics – Police Chief Gott

Chief Gott discussed the crime report:

- Shoplifting is a crime that increases year after year.
- Office Shane Roye closed a fraud case after four to five months of investigation. Officer Roye stopped a vehicle for a traffic violation which led to an arrest. The suspect had several credit cards in his possession with several different names. Officer Roye, working with the City of Houston Forgery Division, pursued the case. After searching the suspect's home, several thousand credit and gift cards as well as several credit card making machine were found. The case involved four arrests for fraud.

Councilmember Wiener stated the crime report mentioned several events at Saltgrass Steakhouse. He asked if the restaurant has done anything to reduce those events.

Chief Gott stated Saltgrass Steakhouse has not done much to reduce the number of events.

C. Fire Department –Meeting – Councilmember Johnson

Councilmember Johnson stated the commission discussed the following:

- Purchase of a new ladder 100 foot truck without a basket. The current ladder truck does not have a basket. The department saved about \$200,000 purchasing a truck without a basket.
- Retention of the approximately \$58,000 underage. This is a separate item not included in the 2017 budget. These funds will be escrowed. The facilities are aging. In future, the facility fund will probably be part of the budget.
- The proposed 2017 Budget.

D. Drainage Committee – Update

No report

E. Planning & Zoning Commission – July Meeting – Councilmember Liaison Wiener

Planning & Zoning (P&Z) Commission held their last meeting on July 5, 2016.

Councilmember Wiener stated P&Z discussed several items currently under review:

- Parking spaces per square footage of retail. P&Z sub-committee is getting guidance from Brooks Howell, former P&Z member and professional land planner.
- Business uses in Business Districts 2, 3, and 4 – is a hotel/motel allowed in these business districts?
- Continued discussion on a design guide for a Planned Urban Development (PUD) ordinance.
- Lighting ordinance – no discussion.

Sylvie Bucci, Chairperson of P&Z, was asked if the number of parking spots would increase or decrease. She stated the current parking spots are determined by a percentage. P&Z is discussing reducing the percentage.

F. Mayor – Report – Brian Muecke

None

G. Building Official – Monthly Report – Lane Standley

Lane Standley stated the permits issued for June are down from previous months.

H. City Administrator – Update on Decorative Street Poles, Website, Budget, and Debris Removal

Kelly Johnson reported on the following:

- Decorative Street Poles – Terry Vick and his crew have been busy assembling and installing the poles. The installation started on Woodsage Drive. The crew will work northwest to the south and east until all poles have been replaced. Phase One consists of replacing all poles in the city along with primary signs, such as street name signs, stop signs, and some no outlet signs. Terry Vick stated the replacement could take three to four months to complete Phase One.
- Website update – website is in the review stage, meaning the city personnel needs to gather, review, and update the information.
- Budget – a preliminary draft of the 2017 Budget is ready. She will hold meetings with Mayor Muecke and the police department by next week. A budget workshop will be scheduled after the meetings.
- Debris Removal – previous contract with Ceres Debris Removal expired in 2014. The city will go out for formal bids next month. In addition, Hedwig Village is waiting to hear from Harris County concerning an inter-local agreement with several smaller cities for debris removal. Council will be

updated when the proposal from Harris County is received. The agreement with a private company and the inter-local with Harris County will be two separate contracts for debris removal. FEMA requires municipalities to go out for competitive bids for debris removal to ensure easier reimbursement. Agreements such as these would be beneficial to the villages in relation to emergency management.

Councilmember Woodruff stated Harris County has a household hazardous material collection site. He stated it would benefit the villages if the county could set up a drop-off site locally once a year where the residents could bring their household hazardous material. The city could advertise the date and time in advance so residents are aware.

Kelly Johnson stated the city is a part of an inter-local agreement with City of Houston for residents to purchase a City of Houston household hazardous materials voucher from Hedwig Village City Hall. The resident would then be able to take hazardous materials to the City of Houston drop-off site. She stated the city was also looking into paper shredding for the benefit of the residents. She stated she was working on getting the other villages involved and sharing the expense. She stated one company quoted \$1,000 for a three hour event. The shredding truck would be on site and the shredding company employees would unload the papers from the resident's vehicle and take care of the actual shredding.

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

None

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. Consideration and Possible Action Regarding a Request from the Village Fire Department Commission to Utilize Surplus from the 2015 Budget in an amount of \$58,653.00 to initiate a Reserve Fund for Physical Facilities to be included in the 2017 Budget.

Chief Foster stated the department has not had a fund set aside for the facilities. The department does have a capital replacement fund but that fund is for equipment only. He stated the building is almost 40 years old. Last year a consultant did a review of the buildings and submitted three recommendations. They recommended spending between

six and eight million dollars. The recommendations included tearing down the existing buildings and rebuilding or renovating the existing building, possibly removing the building in the back of the station house.

Councilmember Johnson stated the next large piece of equipment to be replaced is a reserve pumper truck in 2020. The capital replacement funds can only be spent on replacing equipment, no other expense is permitted.

Councilmember Woodruff moved, Councilmember Wiener seconded, to approve moving the 2015 Budget surplus into a physical facilities fund to be included in the 2017 Budget.

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

MOTION CARRIED UNANIMOUSLY

- B. Consideration and Possible Action Regarding the Proposed 2017 Village Fire Department Budget in the amount of \$5,562,581.00 with Hedwig Village’s 2017 Assessment being \$1,018,226.68.

Chief Foster stated the Proposed 2017 Budget is \$5,562,581, a 2.9% increase from the 2016 Budget. The 2017 Budget includes a 2% pay raise and an increase in insurance premium. The 2016 Budget had a decrease of \$100,000 in salaries due to positions not being filled. This year the department is fully staffed. The salary line item for the 2017 Budget was reduced \$75,000.

Chief Foster stated the department will order the new ladder truck after all six villages have approved the 2017 Budget. He stated it takes about one year to build. A company, Sutphen, in Dublin, Ohio is manufacturing the new truck. They build custom fire trucks. They have a higher quality but a lower cost for their equipment.

Councilmember Woodruff moved, Councilmember Wiener seconded, to adopt the 2017 Budget as submitted.

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

MOTION CARRIED UNANIMOUSLY

- C. Discussion and Possible Action Regarding Appointment to the Villages Mutual Insurance Group.

Councilmember Putterman stated Mayor Muecke did not make it clear who he wanted to appoint to the Villages Mutual Insurance Group.

Councilmember Putterman moved, Councilmember Woodruff seconded, to table the discussion and action regarding an appointment to the Village Mutual Insurance Group.

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

MOTION CARRIED UNANIMOUSLY

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

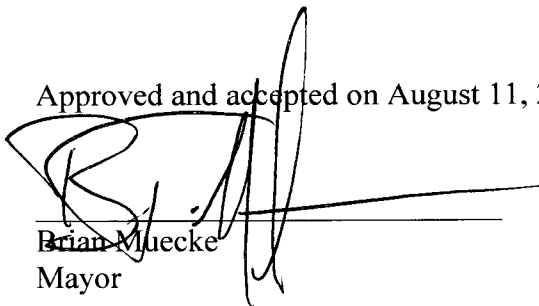
11. ADJOURNMENT

Councilmember Woodruff moved, Councilmember Wiener seconded, to adjourn the meeting at 7:19 p.m.

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

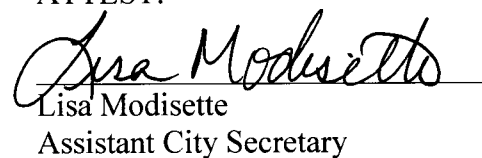
MOTION CARRIED UNANIMOUSLY

Approved and accepted on August 11, 2016.



Brian Muecke
Mayor

ATTEST:



Lisa Modisette
Assistant City Secretary