

**MINUTES
CITY OF HEDWIG VILLAGE
REGULAR MONTHLY CITY COUNCIL MEETING
THURSDAY, FEBRUARY 11, 2016
6:30 P.M - 955 PINEY POINT ROAD**

1. CALL TO ORDER

Mayor Muecke called the meeting to order at 6:35 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

Monica Lopez, Assistant City Secretary

Alan Petrov, City Attorney

Absent: None

2. CITIZEN/VISITOR COMMENTS

Larry Opalka – 805 Brogden - Spoke of the possible benefits if the City were to re-groove the highway. He also mentioned his petition to have a stop sign placed at the corner of Hedwig Circle to help control the speed.

Russ Hankins – 806 Saybrook – Asked about the damage to the new police vehicle.

Tom Roth – 854 Pecanwood – Spoke of the reinforcement rods in the highway that are too close in some areas that would not allow re-grooving of the overpasses.

- 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 – January 14, 2016

B. Approval of General Fund Bills

General Fund Bills - #31318 - #31439
Voided Checks – None

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

4 Items - \$37,133.00

D. Approval of Construction Fund Bills

7 Items - \$683,862.19

E. Approval of Police Seizure Bills

0 Items - \$0.00

Mayor Muecke stated he wanted to clarify the third line in the financial report section that reads “about a 12% decrease from the previous year” to read “about a 12% decrease from January 2016 to January 2015”.

Council Member Woodruff moved, Council Member Putterman seconded, for the approval of the consent agenda with a change to the financial report comment stated by Mayor Muecke.

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

MOTION CARRIED UNANIMOUSLY

4. REPORTS

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

- Sales tax was down in January by a little over 11% but has leveled out in February.
- January 2016 compared to 2015 revenues has gone up \$284,000.
- Expenditures are slightly lower by \$27,000.

Mayor Muecke stated the sales tax is 3% higher than in 2015.

Council Member McGinnis asked why there were zeros in the sales tax for 2015. City Administrator/City Secretary-Treasurer Johnson stated she would ask Lisa Modisette who prepared the report, but stated it may not have been received in time to be updated.

Council Member Johnson asked City Administrator/City Secretary-Treasurer Johnson if she had considered changing the format of the financial reports as previously discussed.

City Administrator/City Secretary-Treasurer Johnson stated she had not had time, but did plan on it. She stated she had done some adjustments to the Cash Balance Report.

B. Police Report – January 2016 Crime Report & Statistics; 2015 Racial Profiling Report –
Police Chief Gott

January 2016 Crime Report & Statistics

- Crime report is good
- Numbers are low with only two violent crimes
- There has been a report of a new scam. An unknown person is calling claiming to be from the Harris County Sheriff's Office (HCSO) and stating there are fees due for old warrants. They are asking victims to send money via gift cards. The phone number is disguised to be from the HCSO. No arrests have been made.

2015 Racial Profiling Report

- Hedwig Village is considered a Tier 1 because they have cameras in all patrol cars.
- Racial Profile Report has been released and there were no issues or areas of concern.
- This report consists of random sampling from patrol car videos.

Council Member McGinnis asked why there was a \$30,000 decline in court fees and about a 20% decline from year to year in citations. He also asked if the police department was fully staffed in January.

Chief Gott stated there really was no particular reason and that the police department was fully staffed. He stated it could be a decline due to preventative action taken by officers and by the public against certain crime.

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

Deferred to item 9A.

D. Fire Department – January Meeting and MVPD / VFD Dispatch Integration Proposal-
Council Member Johnson

Council Member Johnson stated there was a previous discussion to use the “underage” from the 2015 Budget and apply it to the purchase of the new ladder truck. He stated the underage is now estimated to only be about \$50,000-\$70,000, so it would not allow an early purchase. He stated when the 2017 Budget is approved, if sufficient funds are allocated to the capital account, a purchase can be placed sometime around September, which would allow for delivery in the fall 2017.

Council Member Putterman stated the current ladder truck has continued repair expenses.

Council Member Johnson stated there was a proposal by the commission chairman that the Memorial Village Fire and Police dispatchers be located in the same building and should occur at the Village Fire Department.

Council Member McGinnis asked what caused the proposal.

Council Member Johnson stated the idea could have come from the Memorial Village Police Department; they have two dispatchers on duty at all times. The Village Fire Department has one on duty at a time. Council Member Johnson stated Chief Foster also mentioned that all emergency departments had a protocol on answering 911 calls. The first question is “911 what is the nature of your emergency”. The second question is “what is your location”. The first two questions help the operator to direct the call to the appropriate agency. He stated the Memorial Villages Police Department does not follow this protocol, they ask what is your location first. He stated asking the location first sometimes causes confusion if the person calling was unaware of their location or frantic. He stated some believe the answer would be to put both police and fire dispatchers together.

Mayor Muecke stated all the Memorial Villages Mayors joined together and toured the different dispatch centers in the Memorial Villages. He stated he believed it should be up to the Fire Chief and it has not seen much support for the issue from the mayors.

E. Building Official – Monthly Report; Update on Police Department Facility; Resignation of Richard Norton - Building Official Standley

Monthly Report:

- The report shows one residential remodel, but it should be one new residential.

Update on Police Department Facility:

- 80% complete
- They are painting, installing light fixtures, and ceiling grid
- General contractor believes to be back on the original completion date
- Generator is onsite and will be hooked up in the next few days

Resignation of Richard Norton:

- Letter was provided
- Served the city for 30 years and served it well
- Jason Bienek will be replacing Richard Norton

F. Mayor – Report – Brian Muecke

None

G. City Administrator – City Website Update; Election Update; Decorative Street Pole Update

City Website Update:

- Interviewed five different companies and have requested proposals from three
- Goal is to have recommendation for Council in March meeting

Election Update:

- Three council member positions up for election
- Two have filed
- Ending date to file is February 19, 2016 by 5:00 p.m.

Decorative Poles:

- Working with Building Official Lane Standley and Maintenance Supervisor Terry Vick
- Have received some quotes and would like to redo the entire city
- Installation would most likely be done in phases, should have proposal in March.
- Cost about \$35,000 without installation and just for the poles.
- Still looking at colors and other options

Council Member Wiener asked how many poles there were in the City.

City Administrator/City Secretary-Treasurer Johnson stated there are about 100 street signs poles that need to be replaced.

Building Official Lane Standley stated the street signs with stop signs have been labeled as the primary signs. Primary signs include stop signs and street crossing signs at intersections. Secondary signs are back in subdivisions that say dead end, speed limit, and etc. He stated they would take up a group of poles, for example 50 poles, and have those powder coated. Then install those poles as new poles and take out another existing 50 poles and start the process over with powder coating, etc. until all poles have been powder coated and reinstalled.

Mayor Muecke stated the sign inventory was approximately 337 signs, but poles were estimated at 225 poles because some poles hold multiple signs. He stated they have considered purchasing in bulk and would install the poles in phases. He noted Terry Vick said he could install approximately ten poles per week, which would consist of digging holes and pouring concrete so the poles do not lean and were stable.

Council Member Woodruff agreed it would be wise to redo the poles and the signs at the same time so that everything is updated at once.

Council Member Johnson asked if this could be funded through the METRO money account.

Mayor Muecke stated it could and had been budgeted.

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

A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEDWIG VILLAGE, TEXAS, APPOINTING KYLE SEARS AS THE REPRESENTATIVE FOR BUNKER HILL VILLAGE, HEDWIG VILLAGE, HILSHIRE VILLAGE, THE CITY OF HUMBLE, HUNTERS CREEK VILLAGE, PINEY POINT VILLAGE, AND SPRING VALLEY VILLAGE ON THE BOARD OF DIRECTORS OF THE HARRIS-GALVESTON SUBSIDENCE DISTRICT.

Mayor Muecke stated Kyle Sears is the current representative as well as the proposed representative for the Harris-Galveston Subsidence District.

City Attorney Petrov stated he is the Chairman of the Harris-Galveston Subsidence District and could help facilitate any issues.

Council Member McGinnis moved, Council Member Putterman seconded, to approve the proposed resolution reappointing Kyle Sears as the Harris-Galveston Subsidence District representative.

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 Jason Bienek

Building Official Standley stated Jason currently works for Bunker Hill.

City Administrator/City Secretary-Treasurer Johnson stated he has performed well at Bunker Hill and has not received any complaints on his inspection services.

Council Member Woodruff moved, Council Member Johnson seconded, to approve the agreement between the City of Hedwig Village and Jason Bienek 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.** Appointment of City Administrator/City Sec.-City Treasurer to complete the Police Seizure Audit for 2015

City Administrator/City Secretary-Treasurer Johnson stated the Local Government Code Chapter 59 required the City Administrator/City Secretary to perform the Police Seizure Audit.

Council Member Putterman moved, Council Member Woodruff seconded, to appoint City Administrator/City Sec.-Treasurer Kelly Johnson to complete the Police Seizure Audit for 2015

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

MOTION CARRIED UNANIMOUSLY

- B.** The purchase of a new police vehicle, replacing unit #1601 totaled in a recent accident

Mayor Muecke stated the City had received the insurance check and the Police Department could move forward with ordering a new vehicle.

Council Member Wiener asked if all the equipment was transferrable to the new vehicle.

Chief Gott stated yes most of the equipment was salvageable.

NO ACTION WAS TAKEN

8. DISCUSSION ITEMS / PRESENTATION OF SPECIAL REPORTS

- A.** Planning & Zoning: Discussion of proposed changes to city ordinance Sec. 507.A) *Signs* (pertaining to electronic message signs)

Mayor Muecke said he directed the City Attorney, as a result of the last council meeting discussion, to draft a supplemental ordinance change to the city's current sign ordinance relating to electronic message signs for discussion in the Planning and Zoning Meeting on February 2, 2016.

Planning and Zoning Chairperson Mrs. Bucci said they discussed the issue of electronic message signs and the supplemental ordinance change that City Attorney Mr. Petrov submitted.

Both Mayor Muecke and Mrs. Bucci discussed a petition that was circulated several years ago in favor of an electronic message sign to replace the sign at Memorial High School. The main concern for wanting the change was the safety issue involved in changing the letters. Mrs. Bucci said someone has to stand on a ladder in the back of a truck to reach the sign to change the letters. Mayor Muecke said there were several hundred Hedwig Village resident's signatures that were in favor of the change to an electronic message sign.

There was discussion between City Council and Mrs. Bucci relating to specifics such as: the brightness, changing frequency, size, and location to stop lights and neighborhoods, and potential placement on property. City Council directed Mrs. Bucci to have Planning and Zoning continue their discussion regarding electronic message signs and come back to City Council with a recommendation that would address the concerns that were discussed.

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. Pursuant to Texas Government Code Sec 551.071 *Consultation with Attorney*, City Council will convene a closed session to discuss certain Planning and Zoning matters with the City Attorney.

The Open Meeting was suspended at 8:38 p.m.

The Closed Session was called to order at 8:41 p.m.

The Closed Session adjourned at 9:18 p.m.

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

None

11. ADJOURNMENT

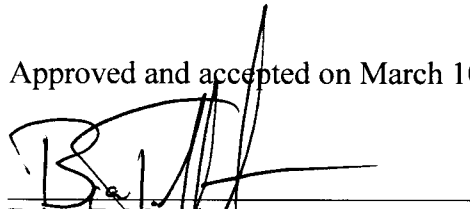
The Open Meeting was reopened at 9:19 p.m.

Council Member McGinnis moved, Council Member Putterman seconded, to adjourn the meeting at 9:19 p.m.

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

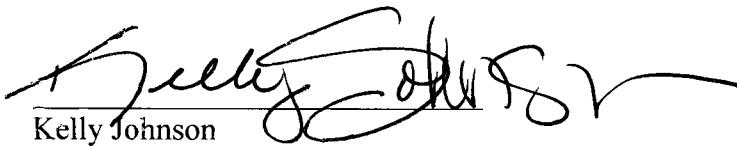
MOTION CARRIED UNANIMOUSLY

Approved and accepted on March 10, 2016.



Brian T. Muecke
Mayor

ATTEST:



Kelly Johnson
City Administrator/City Sec.-Treasurer