



**CITY OF HEDWIG VILLAGE, TEXAS
REGULAR MONTHLY CITY COUNCIL MEETING
OCTOBER 15, 2020
6:30 P.M. - 955 PINEY POINT ROAD**

MINUTES

In accordance with Governor Abbott's Executive Order dated March 16, 2020 and continued by Executive Orders dated April 12, 2020, May 12, 2020, June 11, 2020, July 10, 2020, August 8, 2020, September 17, 2020, and October 7, 2020 relating to the COVID-19 pandemic and the need to minimize face-to-face contact, the City of Hedwig Village held the October 15, 2020 meeting in person with several participants joining the meeting via Zoom, as noted below.

1. CALL TO ORDER

Mayor Pro-Tem Woodruff called the meeting to order at 6:31 p.m.

Present: Mayor Brian T. Muecke
(arrived at 6:40 p.m., left at 7:27 p.m., returned at 7:53 p.m.)

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|---------------------------------|--------------------------------------|
| Councilmember Harry J. Folloder | David Gott, Police Chief |
| Councilmember Dane Johnson | Alan Petrov, City Attorney |
| Councilmember Susan Mathews | Kevin Taylor, Building Official |
| Councilmember Shirley Rouse | Evan DuVall, Asst. Building Official |
| Councilmember Matt Woodruff | Lisa Modisette, Asst. City Secretary |

Absent: Kelly Johnson, City Admin./Secr.-Treas.

2. CITIZEN/VISITOR COMMENTS

Eli Roberts, Boy Scout from Troop 642, attended the meeting to earn requirements for the Communication Merit Badge.

Tyler Roberts, Boy Scout from Troop 642, attended the meeting to earn requirements for the Citizenship in the Community Merit Badge.

Tom Roth, 854 Pecanwood, thanked the police and fire departments, city staff, and Mayor and Councilmembers for their ongoing hard work during the current pandemic. He stated Mike Montgomery, with the Memorial Villages Water Authority (MVWA), will retire soon and has been at the MVWA for many years. He stated Mr. Montgomery stayed at the water authority for twenty-four hours straight for two weeks during Hurricane Harvey to ensure the water supply for the villages kept flowing and was drinkable. He suggested a proclamation from the City.

- 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 councilmember 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

September 17, 2020 Regular Meeting Minutes
September 17, 2020 Special Meeting

B. Approval of General Fund Bills

General Fund Bills Voided Checks – none

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

| | |
|-------------------------------------|-----------------------------------|
| Accutek - \$4,640.00 | BBG Consulting, Inc. - \$2,738.48 |
| Helfman Ford - \$63,932.00 | Johnson Petrov. - \$5,270.20 |
| LJA Engineering, Inc. - \$39,434.86 | |

D. Approval of Agreement with Harris County to house, support, maintain, and confine city prisoners in Harris County Jails.

E. Approval of Agreement with Harris County pertaining to the City's donation of \$2,500 to the Spring Branch Memorial Library to share in the cost to purchase library materials.

F. Approval of Contract with Houston Community Newspaper for a period of one year commencing on November 1, 2020.

G. Approval of the 3rd Quarter 2020 Investment Report.

Motion was made by Councilmember Mathews and seconded by Councilmember Rouse to sever Consent Agenda Item 3A – Approval of Minutes and to approve the Consent Agenda with the removal of the minutes. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

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

MOTION CARRIED UNANIMOUSLY

4. REPORTS

A. Financial Report – September 2020 – Kelly Johnson, City Admin, Sec.-Treas.

No verbal report was given. Financial reports were provided to Mayor and Councilmembers prior to the meeting for review.

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

Chief Gott discussed the following:

- Crime for the month of September is down compared to the previous month.

- There was a vehicle theft, an attempted vehicle theft, several burglaries and thefts to motor vehicles, a robbery, and several miscellaneous thefts in September 2020.
- The department received two new vehicles.
- The department was unable to select a new hire from the previous hiring process. The process will begin again.
- Chief Gott stressed to the residents to be careful of anyone coming to their front door. Criminals are using a distraction technique to gain access to the interior of homes to steal from the homeowners.

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

Councilmember Harry Folloder discussed the following:

- The department does not have any open vacancies.
- All equipment is operational.
- The new pumper truck should be delivered at the end of October 2020.
- There have been no COVID-19 calls in the past several months. There have been no reported COVID-19 infections among the personnel.
- As of the end of August the fire department is two percent under budget.
- The response times continue to be well under the national average.
- Phase 1 of the renovation construction began on July 6, 2020. Phase 1 consists of the Annex Building. Phase 2 construction should begin around the end of October 2020. Phase 2 consists of the main fire station. Phase 2 will take approximately eight to ten months to complete. The firefighters will move into temporary trailers while construction is ongoing.

Councilmember Mathews asked about an incident at the high school several nights ago.

Councilmember Folloder stated the fire department was conducting a nighttime training exercise.

D. Beautification – Andrea Hermann, Member

Andrea Hermann discussed the following:

- Trees along Gaylord between Echo Lane and Piney Point Road will be planted the week of October 26.
- Landscaping will begin soon around the City sign located at Gaylord and Bunker Hill Road.
- Decoration of the utility box at Gaylord and Bunker Hill Road will be delayed until the landscaping at the City sign is complete.

- Resident comments regarding the City sign can be directed to Kelly Johnson via email.

E. Mayor – Monthly Report – Brian Muecke

Mayor Muecke discussed the following:

- The area villages will host a candidate forum to be held at the Spring Valley Village City Park on October 19, 2020 at 7:00 p.m. Several candidates running for office have agreed to participate.
- Councilmember Mathews has four names of residents interested in serving on the Trail and Sidewalk sub-committee.

F. Building Official – Kevin Taylor, Building Official

Kevin Taylor discussed the following:

- **Moody Project** – The final punch items on the parking garage and Building A have been given to the contractors and are expected to be completed soon in order to get a permanent Certificate of Occupancy. Masraffs has received a temporary Certificate of Occupancy and will be able to accept customers as soon as their employee training is complete. Treebeards is open limited hours for lunch and extended hours will be added soon. Texadelphia is in the final phases of their inspections.
- **Memorial High School Main Campus** – The work on the steel structure for the main building is beginning and this portion of the project should proceed quickly. The work on the installation of the traffic light on Gaylord for the student drive will continue its construction and will require a temporary shift in the traffic lanes. The storm sewer installation on the west side of the campus is complete and is in operation.
- **Tennis Courts** – The sports fields experienced a delay due to weather. The contractor cleaned up the sand that pooled in the street and installed silt barriers when informed of the issue.
- **General Update** – The City continues to see permits issued for residential projects, such as pools, new homes, and remodels. Tenant improvements for commercial projects seem to be unaffected by the current pandemic. The plan submittals for large projects and tenant improvements for larger retail spaces have slowed down.
- The building department has received calls from commercial developments regarding the inability to lease space due to the seventy-five percent retail requirement on the ground floor. The Building Official recommends reviewing this requirement.

G. Planning & Zoning Commission – Pat Murphy, Chairperson, and Councilmember Susan Mathews, Council Liaison

Pat Murphy discussed the following:

- P&Z is down three members and only have just enough members to meet the quorum requirements. Three names have been provided to the Mayor for possible appointment.
- The office building located at 9225 Katy Freeway lost its signs due to a traffic accident. The current code does not allow the building owners to install a new monument sign. The property owners attended the latest P&Z meeting and presented their case for a ten foot monument sign. The property does not qualify for a monument sign according to the sign ordinance. P&Z may recommend reducing the required frontage road footage to allow for a sign.
- P&Z may recommend changes to the parking requirements. The possible changes under discussion include:
 - Allowing bicycle racks to substitute for several parking spaces. A bicycle rack that would accommodate four bicycles would allow for four less parking spaces. This possible recommendation would lower the number of required parking spaces in the commercial district by requiring the placement of bicycle racks. A total of ten percent of the parking spaces could be substituted by placing bicycle racks.
 - Allowing for smaller parking spaces for vehicles such as compact cars.
 - Requiring double stripping of the parking spaces to encourage individuals to park within the lines instead of on the lines. Parking on the lines makes it difficult for other vehicles to park in the neighboring spaces.

Councilmember Johnson asked if the P&Z member numbers could be lowered in order to make meeting the quorum requirements easier. Mayor Muecke stated the City Council could change the number of P&Z members by ordinance.

H. City Administrator – Monthly Update, Recycle Day – Lisa Modisette, Assistant City Secretary

Lisa Modisette discussed the following:

- The annual Recycle/Shred Day will be October 24, 2020 from 8:00 a.m. to noon at City Hall. The electronic vendor used in the past will not participate this year due to the pandemic. The donated trees will be handed out at the same time. All the area Villages will participate again this year.

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

- A.** An Ordinance of the City Council of the City of Hedwig Village, Texas amending amendments to Article V, Zoning Regulations, Section 506, Business District B, and Article II, Definitions and Interpretation, Section 202, Definitions, of the Hedwig Village Planning and Zoning Code to allow medium density, single-family residential through Planned Unit Developments in the Business B-2 Zoning District of the City.

Evan DuVall stated the proposed changes would include the following:

- Allow a developer to apply for a Planned Unit Development (PUD) to build medium density, single-family homes.
- The total acreage of the development must be a minimum of 3.5 acres.
- There would be a requirement of six feet between each home.
- Maximum height of the homes would be forty five to fifty five feet depending on the distance from residential districts.
- Required landscaping and pedestrian access in the front of the home.
- Required private garage in the rear of the home with access from a common private street within the development.
- The parking requirements would be three parking spaces per unit - two parking spaces in the garage and one additional parking space.

Pat Murphy stated P&Z recommends approval with no changes.

Councilmember Rouse asked about the required front and rear setbacks. She also stated the current parking for the apartments in the business district is one space per bedroom in a unit.

Evan DuVall stated the current front setbacks in the business district is twenty five feet. He stated the current parking requirement for residential in the business district is two spaces per unit. The PUD would give the City the flexibility to require additional parking spaces, as needed, as well as require additional setbacks.

Councilmembers agree the City should not allow a small number of townhomes in the business district (B2) under discussion. Any development should be for a large tract of property only.

No further discussion of this item.

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

MOTION CARRIED UNANIMOUSLY

- B.** A Resolution designating a Representative and Alternate to the Houston-Galveston Area Council (H-GAC) General Assembly for 2021.

Currently, Mayor Muecke is the Representative and Councilmember Johnson is the Alternate for the City.

No further discussion of this item.

Motion was made by Councilmember Folloder and seconded by Councilmember Mathews to approve the resolution designating Mayor Muecke as the City's

Representative and Councilmember Johnson as the City's Alternate to the H-GAC General Assembly for 2021. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- 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.** Authorization for the destruction of records according to the City of Hedwig Village's Records Management Retention Schedule.

The records under consideration for destruction include several police department and court records.

No further discussion of this item.

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to authorize the destruction of the records as presented. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- B.** Proposed amendments to Section 6.04 Compensatory Time to the City's Personnel Policy.

Chief Gott stated that in order to fully staff all shifts at the police department the employees have been scheduled overtime. The current personnel policy does not allow an employee to accrue more than sixty hours of compensatory (comp) time. However, that limitation is difficult for the department to enforce due to the overtime the employees are working. He requested the proposed amendment to the comp time section to the personnel policy in order for employees to accrue more than sixty hours. The employee would be required to use the excess comp time hours within thirty days of being earned.

Councilmember Woodruff stated the amended policy should include language stating this policy will be applied in conformance with the Fair Labor Standards Act.

No further discussion of this item.

Motion was made by Councilmember Johnson and seconded by Councilmember Folloder to approve the amendment to the personnel policy with the addition of language regarding compliance with the Fair Labor Standards Act. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

- 8. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS**

A. AG/CM progress report related to the Hedwig Village Paving and Drainage Project.

No verbal report was given.

B. Update and presentation by LJA Engineering, Inc. on the Preliminary Engineering Report on the Hedwig Village West Side Improvements.

Jeff Cannon and Mark Havran, both with LJA (LJA) Engineering, Inc., stated a meeting was held on September 29, 2020 with Mayor Muecke, Councilmember Woodruff, Kelly Johnson, staff from AG/CM, Inc., and staff from LJA to discuss various aspects of the preliminary report. The discussion items included street width, sidewalk width, curbs, etc. The group will hold a second meeting, possibly next week. At the second meeting, LJA will have recommendations and alternatives for the various aspects of the project. A meeting will then be scheduled with all Councilmembers prior to a public hearing being scheduled. The public hearing options include a virtual presentation the residents can view and submit their questions and comments to the City via email or multiple in-person meetings with a small group of residents at a time.

Mayor Muecke suggested a virtual presentation for the residents to view but also have an in-person opportunity for residents to come and ask questions and give comments.

No further discussion of this item.

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

A. Discussion and possible action for the continuation of the April 23, 2020 Disaster Declaration for the City of Hedwig Village, Texas resulting from COVID-19 (novel coronavirus). – Councilmember Woodruff

Councilmembers agreed to continue the disaster declaration until November 26, 2020 or until terminated or modified by an earlier order of the City Council of the City of Hedwig Village.

No further discussion of this item.

Motion was made by Councilmember Folloder and seconded by Councilmember Johnson to approve the continuation of the disaster declaration. Motion carried 5-0.

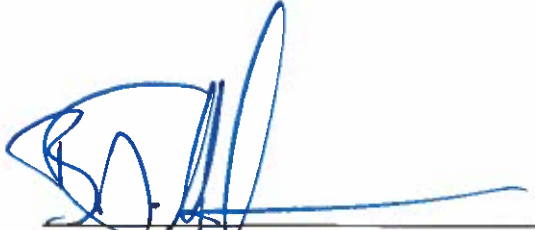
MOTION CARRIED UNANIMOUSLY

12. ADJOURN

Motion was made by Councilmember Johnson and seconded by Councilmember Rouse to adjourn the meeting at 7:56 p.m. Motion carried 5-0.

MOTION CARRIED UNANIMOUSLY

Approved and accepted on November 19, 2020.



Brian T. Muecke, Mayor

ATTEST:



Lisa Modisette, Asst. City Secretary