

**MEETING MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
TUESDAY, OCTOBER 9, 2018**

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Andra Foreman	Recreation Manager
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

**EARLY WORK SESSION**

**1. Receive Presentation from Non-Profit Organizations requesting Funding for Providing Services, Programs and/or Benefits Serving a Public Purpose to City Residents**

City Council received brief presentations from the following non-profit organizations that have requested funding from the City of Highland Village for Fiscal Year 2018-2019:

- CASA of Denton County, Inc. – Brooke Moore
- Chisolm Trail RSVP, Inc. dba RSVP Serving Denton County – Diana Corona
- Christian Community Action (CCA) – Stephen Hood  
City Manager Michael Leavitt asked about the recent change in operation of their Thrift Store. Mr. Hood reported they have partnered with Recycle 2 Support to operate the store, with CCA receiving a percentage from their furniture sales.
- Communities in Schools of North Texas, Inc. – Katie Kellett  
Councilmember Kixmiller asked if their branch is part of the national organization. Ms. Kellett reported they were, but that every branch is their own affiliate and the annual budget/funding information provided in their funding request application is based on their local branch.
- Denton County Friends of the Family, Inc. – Tony Mals and Gene Cherrnay
- Friends of the Flower Mound Library – Ann Martin
- Greater Lewisville Community Theatre – Nancy Thorne and Becky Warren
- Highland Village Lions Club – Emily Rhone

- Journey to Dream – Nesa Grider  
Councilmember Kixmiller asked how many teens could be accommodated at the transitional living home. Ms. Grider reported they have 14 beds.
  
- Lewisville ISD Education Foundation (LEF) – Michelle Cree
- Lewisville Lake Symphony – Nancy Wright
- PediPlace – Shari Markey  
Deputy Mayor Pro Tem Fleming asked their average cost for an office visit. Ms. Markey stated they charge \$50 for office visits, but typically receive only \$10; they charge \$100 for well-visits and typically receive only \$32.60. Councilmember Jaworski asked the number of Highland Village patients. Ms. Markey stated through August of last year, they saw 13 patients resulting in 22 office visits; this year they have seen 27 patients resulting in 66 office visits, adding that no payment is received for uninsured patients.
  
- Salvation Army of Lewisville – Steve Thomas
- Special Abilities of North Texas – JaChel Redmond
- Studio B Performing Arts Center – Jarrett Moore
- Winning The Fight – Kathy O’Keefe
- Youth and Family Counseling – Michael Walker and Terri Donsbach

Mayor Wilcox thanked all the non-profit representatives for attending and for providing information regarding their organizations. She advised that Council would consider funding allocations at the next Council meeting to be held on October 23, 2018.

**2. Clarification of Consent or Action Items listed on today’s City Council Regular Meeting Agenda of October 9, 2018**

No items were discussed.

**CLOSED SESSION**

**3. Hold a closed meeting in accordance with the following sections of the Texas Government Code:**

- (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**

Council did not meet in Closed Session.

Early Work Session ended at 7:15 p.m.

**OPEN SESSION**

**4. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:30 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember

Michael Lombardo	Councilmember
Barbara Fleming	Deputy Mayor Pro Tem
Fred Busche	Mayor Pro Tem
Robert A. Fiester	Councilmember
Daniel Jaworski	Councilmember

Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Travis Nokes	Deputy Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Andra Foreman	Recreation Manager
	Fince Espinoza	Park Operations & Project Manager
	Sunny Lindsey	Information Services Director
	Keith Pennock	Network Manager
	Sheri Morrison	Police Commander
	Karl Schlichter	Police Commander
	Brenda Grove	Communications Supervisor
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

**5. Prayer to be led by Deputy Mayor Pro Tem Barbara Fleming**

Deputy Mayor Pro Tem Fleming gave the invocation.

**6. Pledge of Allegiance to the U.S. and Texas flags to be led by Deputy Mayor Pro Tem Fleming**

Deputy Mayor Pro Tem Fleming led the Pledge of Allegiance to the U.S and Texas flags.

**7. Visitor Comments**

No one wished to speak.

**8. City Manager/Staff Reports**

- **HVTV Update**

Information regarding the upcoming TXFallenPD Tribute events to honor the lives of fallen Texas police officers was presented, including Blue Line Saturday and Highland Village Restaurant Week.

**9. Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety**

- **Presentation of Texas Amateur Athletic Federation's (TAAF) Gold Member City Award to the City of Highland Village**

Mayor Wilcox presented Parks and Recreation Director Phil Lozano, Recreation Manager Andra Foreman, and Park Operations & Project Manager Fince Espinoza with the TAAF Gold Member City Award.

- **Presentation of Texas Amateur Athletic Federation (TAAF) President's Excellence Award to Fince Espinoza**

Mayor Wilcox also presented Park Operations & Project Manager Fince Espinoza with the TAAF President's Excellence Award.

- **Recognition of Texas Recreation and Parks Society's (TRAPS) Park Design Excellence Award for Doubletree Ranch Park**

Mayor Wilcox congratulated the Parks and Recreation staff on the TRAPS Park Design Excellence Award for Doubletree Ranch Park.

- **Presentation of a Proclamation celebrating National Cyber Security Awareness Month in Highland Village**

Mayor Wilcox presented Information Services Director Sunny Lindsey and Network Manager Keith Pennock with a proclamation celebrating October as National Cyber Security Awareness Month in Highland Village. Councilmember Jaworski encouraged parents to visit the various online resources available to learn how to protect their children.

## **CONSENT AGENDA**

10. **Consider Approval of Minutes of the Regular City Council Meeting held on September 25, 2018**
11. **Consider Ordinance 2018-1253 approving a Conditional Use Permit to allow for a Video Arcade in a Retail Zoning District located at Lot 1, Block F, Highland Plaza Shopping Center, commonly known as 1842 Justin Road (2<sup>nd</sup> and final read)**
12. **Consider Ordinance 2018-1255 amending the Highland Village Code of Ordinances Chapter 12 "Offenses and Nuisances," Article 12.05 "Nuisances," Section 12.05.004 "Weeds, Grass and Other Vegetation" as it relates to the Height and Encroachment of Trees and Other Vegetation over Streets and Sidewalks (2<sup>nd</sup> and final read)**
13. **Consider Resolution 2018-2776 authorizing the City Manager to Continue an Interlocal Agreement with TML Intergovernmental Risk Pool for Purposes of Providing City Liability Insurance**
14. **Consider Resolution 2018-2777 Cancelling the November 27, 2018 and December 25, 2018 City Council Meetings**
15. **Consider Resolution 2018-2778 authorizing the Purchase of a Utility Tractor from United Ag & Turf through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative ("BuyBoard") and authorizing the Purchase of Three (3) Police Vehicles from Silsbee Ford through the City's Cooperative Purchasing Agreement with the State of Texas Purchasing Co-Op ("GoodBuy")**

16. **Consider Resolution 2018-2779 authorizing the City Manager to approve the Assignment of Professional Services Agreement with G&A Consultants, LLC relating to the John R. McAdams Company, Inc. for Sunset Point Park**
17. **Receive Budget Report for Period Ending August 31, 2018**

*Motion by Deputy Mayor Pro Tem Fleming, seconded by Mayor Pro Tem Busche, to approve Consent Agenda Items #10 through #17. Motion carried 7-0.*

### **ACTION AGENDA**

18. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**
  - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**

#### **NO ACTION TAKEN**

Council did not meet in Closed Session.

### **LATE WORK SESSION**

19. **Receive an Update of Public Safety Response Times**

City Manager Michael Leavitt stated in 2015 the City Council created the Highland Village Task Force to review the service level standards for the Highland Village Fire Department. As a result, the City Council approved use of the National Fire Protection Association 1710 (NFPA 1710) standard for Highland Village public safety Emergency Medical Service response time for Advanced Life Support and the NFPA 1221 standard for Public Safety Dispatch. Since then, this standard has been used as the reference point for annual performance measures in providing EMS service to citizens of Highland Village.

In the Fiscal Year 2015-2016 Budget, Council approved public safety enhancements to include new computer aided dispatch software, a new radio system and implementation of the Emergency Care Attendant program to train all Highland Village police officers to provide Basic Life Support until emergency medical personnel arrives. In addition, a second dedicated dispatcher was added. These enhancements have allowed for real-time communication between dispatch and public safety personnel as well as improved gathering of data.

Mr. Leavitt reported Highland Village public safety response times now exceed the NFPA 1710 industry standard 99% of the time, moving from 96% in 2015, and 97% in 2016. The NFPA 1710 standard sets the total response time from when dispatch receives a 911 call to the time EMS arrives at the scene as 10 minutes and 30 seconds. Highland Village public safety response times for October 2017 through September 2018 averaged 6 minutes and 25 seconds. Mr. Leavitt stated the public safety enhancements and the work done by Highland Village 911 dispatch communication officers, fire personnel and police have significantly improved the emergency medical service provided to residents. Moving forward, Mr. Leavitt stated this data will be included in the Comprehensive Annual Financial Report.

20. **Receive a Presentation relating to Entering into an Automatic Aid Agreement with the Town of Flower Mound**

Chief Nokes reported the Highland Village Fire Department currently provides first response to all Fire and EMS calls under our current protocol for providing Fire and EMS to Highland Village residents. If Highland Village Fire cannot respond, we rely on the Town of Flower Mound and other area agencies for mutual aid, which is an industry standard in public safety.

He stated the Town of Flower Mound has proposed expanding service through an agreement for Automatic Aid Paramedic Engine response. The intent of the expanded agreement is to improve paramedic engine response to the Town of Flower Mound residential area located across from FM 407, where the Highland Village Fire Department is in closer proximity. In this scenario, only Highland Village paramedic engine E481 would respond; Highland Village medic M481 would not respond “automatically” but only when a mutual aid is requested. In return, Flower Mound will provide an automatic aid response with a paramedic engine to Highland Village for all commercial fire alarms along the FM 407 commercial corridor.

Additionally, Highland Village would increase our EMS rates to coincide with the Town of Flower Mound so both Highland Village and Flower Mound residents will be billed at the same resident rate no matter which agency transports.

Mr. Leavitt stated an agreement would have to be approved by the City Council of both cities. Consensus of Highland Village City Council was to move forward with an agreement for consideration.

**21. Discussion of an Interlocal Cooperative Agreement for Joint Use of Facilities with Lewisville Independent School District**

Mr. Leavitt reported the City of Highland Village (City) entered into an agreement with Lewisville Independent School District (LISD) in 2002 to address the allowance of joint use of LISD facilities/buildings, the waiver of all fees for use of such, and the City waiver of all charges and associated fees such as permits.

LISD wishes to standardize its agreements they have with all the cities across their District and has provided a draft of a new proposed agreement. Staff recommends maintaining the waiver of all fees, as was established in the 2002 agreement and is seeking direction from Council. The consensus of Council is to move forward with an agreement maintaining the waiver of fees.

**22. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)**

Mayor Wilcox requested a future agenda item to name the dog park located at Unity Park; Councilmember Lombardo concurred. She also asked the status of the request for installation of a street light at the intersection of I-35 service road and Highland Village Road. Mr. Kriston reported he is working with CoServ and US Army Corps of Engineers to obtain the required permit.

Councilmember Kixmiller asked for an update on recent repairs to some of the City’s water well. Mr. Kriston reported all are back in service except for the Lake Vista water well.

**23. Adjournment**

Mayor Wilcox adjourned the meeting at 8:45 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary