

**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, DECEMBER 11, 2018**

Mayor Charlotte J. Wilcox called the meeting to order at 6:30 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 Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Scott Kriston	Public Works Director
	Karen Bradley	Administrative Assistant
	Travis Nokes	Interim Fire Chief
	Fince Espinoza	Parks Operations & Project Manager
	Andra Foreman	Recreation Manager
	Sunny Lindsey	Information Services Director
	Crystal Babcock	Marketing Admin Specialist
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

EARLY WORK SESSION

1. Receive an Update on the Shade Canopy, Playground and Swing Project at Doubletree Ranch Park

Parks Operations and Project Manager Fince Espinoza reported the proposed enhancements to Doubletree Ranch Park were presented to the Parks and Recreation Advisory Board ("Board") on November 12, 2018, which they approved with a vote of 5-0. Funding for the shade structures and play areas is from funds earmarked for economic development participation that were not used in the FY 2017-2018 budget. Proposed enhancements total \$245,604 and include:

Older Teen/Young Adult Swings (\$19,297)

- Large Swings with a Tree Theme
- Separate area from the playground and splash pad
- Exclusive to older teens and adults
- Each area costs \$19,297 for a 2 bay setup (totaling 4 seats)
- Includes site prep, concrete walk and concrete border, engineered wood fiber surfacing and installation
- USB charging equipped with electrical outlets

Playground – 2-12 ADA Accessible and Inclusive Units (\$120,394)

- Unit has inclusive play elements to provide play value for children with sensory challenges such as those who are hearing impaired along with traditional play elements
- Staff has received several requests from patrons for a playground
- New playground will complement the splash pad area
- The new playground will have two 14' shade covers incorporated into the unit itself
- Will be the first playground in Highland Village to have artificial turf surfacing

Shade Structures (\$105,913)

- Proposed Phase 1 will have a total of 13 shade structures totaling \$105,913
- Umbrellas
 - 20'X20' Hexagon Center Post Umbrella
 - 20'X20' Square Cantilever Umbrella (ability to remove the fabric during winter months when the splash pad is closed)

Staff reported there are two items on the Consent Agenda to approve these projects.

2. Receive an Update on the Wireless Network Project for City Parks

Assistant City Manager Ken Heerman stated this item will be a policy discussion regarding technology in our park areas, along with associated costs, and that City staff is looking for direction from City Council.

Information Services Director Sunny Lindsey provided some background on this project. She stated earlier in the year a vendor was going to install an air fiber circuit using radio equipment on City water towers. In exchange for waiving rental fees, the City would get a portion of that bandwidth at Unity Park and Pilot Knoll Park Campground. However, City staff voiced concern that the vendor is not going to continue with this project.

Ms. Lindsey reported City staff had previously received approval from Council for the installation of new cameras at Unity Park, which will take place upon completion of the pond and Kids Kastle projects. She stated there are two policy questions relating to this project:

- Do we continue with the camera footage recording that is in place or move to live streaming at Unity Park; and
- Do we provide Wi-Fi service at Unity Park and Pilot Knoll Park Campgrounds, and if so, who pays for that service

Ms. Lindsey reported there is currently a mixture of live streaming video and recording to camera video in different areas of the city. Moving to live streaming at Unity Park will have large cost implications.

Pros and cons were presented for both, as well as options and costs for each. Councilmember Kixmiller asked if we are losing campers because we do not have Wi-Fi at campgrounds. Ms. Lindsey said it is a common request of the campers. Councilmember Kixmiller asked what the cost would be if the City funded the \$100,000 installation of the mesh and then asked what the breakdown would be per person/site to get the return on investment from campers over the first or second year of service. Ms. Lindsey said she could report back with that information. Councilmember Fiester asked how we would control what is being accessed. Ms. Lindsey reported some basic filtering

could be put in place with the installation of a small firewall, which would require the user to agree to terms of use.

Councilmember Jaworski asked if there is a demand for live streaming at our athletic fields. Ms. Lindsey said that is something that could possibly be addressed better by our athletic leagues. She also reported that live streaming would not be actively monitored. Per discussion with Parks and Recreation Director Phil Lozano, Mr. Heerman reported having Wi-Fi is becoming an element that is provided by more park facilities.

Consensus of Council was to investigate the most effective cost option and then look for a way to charge as a “pay for service” at Pilot Knoll Park. At Unity Park, the consensus of Council is to have camera footage recorded on site.

3. Clarification of Consent or Action Items listed on today’s City Council Regular Meeting Agenda of December 11, 2018

Relating to Agenda Item #17, Mayor Wilcox and City Attorney Kevin Laughlin reported the only amendment is to allow political signs to remain in place at a polling location between the end of the early voting period and the start of the Election Day period. Political signs would still be required to be removed no later than noon on the day after the end of the Election Day voting period. Mayor Pro Tem Busche suggested moving this item to the Consent Agenda.

CLOSED SESSION

4. 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 7:13 p.m.

OPEN SESSION

5. Call to Order

Mayor 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:	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney

Scott Kriston	Public Works Director
Travis Nokes	Interim Fire Chief
Doug Reim	Police Chief
Karen Bradley	Administrative Assistant
Fince Espinoza	Parks Operations & Project Manager
Sunny Lindsey	Information Services Director
Laurie Mullens	Director of Marketing & Communications
Andrew Boyd	Media Specialist
Crystal Babcock	Marketing Admin Specialist

6. Prayer to be led by Councilmember Dan Jaworski

Councilmember Jaworski gave the invocation.

7. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Jaworski

Councilmember Jaworski led the Pledge of Allegiance to the U.S and Texas flags.

8. Visitor Comments

- Executive Director for the Salvation Army in Denton County Stephen Thomas (4705 Hanover Court, Flower Mound) – Mr. Thomas thanked Mayor Wilcox and the City Council for their support and for participating in the area Mayor’s “Ring the Bell” challenge. He presented Mayor Wilcox with a bell in honor of Highland Village winning the challenge.
- Jeff Tasker (4325 Windsor Centre Trail, Suite 600, Flower Mound) – Representing Sigma Signs, Mr. Tasker stated a sign did not pass inspection based upon the City Attorney’s and staff’s reading of the planned development ordinance for the property where the sign was being installed. He asked Council to consider review of the ordinance as it relates to monument signs and center identification signs.

9. City Manager/Staff Reports

- **HVTV Update**

The update informed residents the Highland Village Fire Department will be driving Santa through neighborhoods on December 16 – December 21 from 6:00-8:00 p.m. A detailed map can be found on the City website and a link is provided for the Santa Tracker, which allows residents to track Santa’s progress through the City. The update also included the Foodie Friday Hillside Grill video and how residents can wrap up their holiday shopping in Highland Village by using the online business directory at www.thehvba.com.

10. 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

Mayor Pro Tem Busche thanked the Parks and Recreation Department for installing another pet waste station. Deputy Mayor Pro Tem Fleming also thanked the Parks and

Recreation Department for the new and successful Christmas at the Ranch event held this past Saturday.

- **Check Presentation to the Texas Police Chiefs Association from the Annual Highland Village TXFallen PD Tribute Event Proceeds**

Police Chief Doug Reim presented a donation check in the amount of \$58,573.76 to a representative from the Texas Police Chiefs Association Foundation. The donation is the culmination of the 2018 TXFallenPD Tribute Event which was held on October 20, 2018. For the last eleven years the Highland Village Police Department and the City of Highland Village have held an event to raise funds for the families of police officers killed in the line of duty in Texas. The event has grown each year, with this year the biggest yet.

CONSENT AGENDA

Mayor Wilcox moved Agenda Item #17 up to the Consent Agenda.

11. **Consider Approval of Minutes of the Regular City Council Meeting held on November 13, 2018**
12. **Consider Ordinance 2018-1258 amending the Code of Ordinances Chapter 14 “Public Ways and Public Places” Article 14.07 “Right-of-Way Management” Section 14.07.078. “Underground Service Requirements”, Section 14.07.203, “Fees,” and Section 14.07.207, “Compliance with Design Manual (2nd and final read)**
13. **Consider Resolution 2018-2787 authorizing an Agreement with Kraftsman LT for the Purchase and Installation of Shade Canopy Equipment for the Doubletree Ranch Park Shade Canopy Project through the City’s Cooperative Purchasing Agreement with Texas BuyBoard Cooperative Purchasing**
14. **Consider Resolution 2018-2788 authorizing an Agreement with The Playground Shade and Surfacing Depot for the Purchase and Installation of Playground Equipment for the Doubletree Ranch Park Playground and Swing Project through the City’s Cooperative Purchasing Agreement with Texas BuyBoard Cooperative Purchasing**
15. **Receive Budget Report for Period Ending September 30, 2018**
17. **Consider Ordinance 2018-1259 amending the Code of Ordinances Article 14.06 relating to the Time Allowed for Placing Political Signs at Polling Locations on City Owned or Controlled Property (1st of two reads)**

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Lombardo, to approve Consent Agenda Items #11 through #15, and Agenda Item #17. Motion carried 7-0.

ACTION AGENDA

16. **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.

- 17. Consider Ordinance 2018-1259 amending the Code of Ordinances Article 14.06 relating to the Time Allowed for Placing Political Signs at Polling Locations on City Owned or Controlled Property (1st of two reads)**

This item was moved to the Consent Agenda.

LATE WORK SESSION

- 18. 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 Pro Tem Busche asked for an update regarding the crossing light on Highland Shores. Mr. Espinoza stated parts have been ordered and the goal is to have it working before Christmas.

Mayor Pro Tem Busche also requested a future agenda item for an update regarding services provided by the City's Animal Care Services Unit.

Councilmember Kixmiller requested a future agenda item for Early Work Session to review the City's current sign ordinance as it relates to monument signs and center identification signs. City Attorney Kevin Laughlin suggested he would provide information to Council relating to the ordinance.

- 19. Adjournment**

Mayor Wilcox adjourned the meeting at 8:15 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary