

**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, JANUARY 8, 2019**

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
	Doug Reim	Chief of Police
	Travis Nokes	Deputy Fire Chief
	Phil Lozano	Parks and Recreation Director
	Fince Espinoza	Parks Operations & Project Manager
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

EARLY WORK SESSION

1. Receive a Presentation regarding a Possible Donation from the Highland Village Parks Foundation to Renovate the Entry and Surrounding Area into Kids Kastle at Unity Park

City Manager Michael Leavitt reported the Highland Village Parks Foundation (Foundation) was established almost 20 years ago and that its Board of Directors (Board) has recently discussed dissolving the Foundation. Foundation President Mr. Austin Adams contacted Mr. Leavitt to discuss potentially donating some of the remaining Foundation funds to the City for a unique, signature park project - one that is currently not funded and that would not otherwise be considered in the immediate future. After their discussion, Mr. Leavitt and City staff identified the surrounding area at Kids Kastle and its entry points as being in need of improvements.

Improvements are currently funded for the pond and Kids Kastle renovation projects, which are scheduled to take place later this year. However the current configuration of amenities and circulation at the park does not allow for optimal traffic flow and use. The area between the small dog park and the Kids Kastle is in need of renovation to improve ADA access, programming, rental opportunities, curb appeal, circulation, provide for a food truck slip, add much-needed storyboards, and establish inviting entry points that will draw people into the space.

Mr. Leavitt and Parks and Recreation Director Phil Lozano met with Mr. Adams and proposed a potential signature park project, who concurred with staff's recommendation. City staff hired la terra studio to provide three (3) conceptual designs, which were presented to the Highland Village Parks Foundation Board. Mr. Lozano reported the Foundation has approximately \$200,000 in cash on hand, with potentially allocating \$100,000 towards this project.

Mr. Brad Multon from la terra studio presented the three (3) conceptual designs to Council. Option C was the preferred design, which has a conceptual cost estimate of \$182,050. Mr. Leavitt reminded everyone this would be a great opportunity to tie the different elements of the park together and to tell its story/history. Mayor Wilcox asked Mr. Adams if the Foundation could fund the project. Mr. Adams stated he is the President of the Foundation's Board, with three other Board members and they are considering reorganizing or dissolving the Foundation, but that discussion has not yet been concluded. He reported the Foundation has approximately \$200,000 that has come from donations and efforts of the Board. He voiced his excitement about the proposed project but added that the Board will ultimately make the final decision on funding. He added that the Foundation has assisted Studio B for a number of years and is not sure if some funding will go to them. Councilmember Jaworski asked if the Foundation's commitment to Studio B preclude it from committing the full \$200,000. Mr. Adams stated not necessarily and that he believes this is a worthwhile project but the Board has not yet made its decision.

Mayor Wilcox stated she would love to see this project move forward but asked if the Foundation would consider funding the full \$200,000? Mr. Adams stated the City, City Councilmembers and the community have historically been creative in getting projects done and would be surprised if the community doesn't find a way to fund the project. Mayor Wilcox then asked what amount of funding the board might be considering. Mr. Adams said he believed \$100,000 was the original amount that had been considered, but that a decision also needed to be made regarding Studio B.

Council suggested funding the project in next year's budget or out of a contingency fund. Mr. Leavitt asked the Council if they would like the City to enter into an agreement with the Foundation to fund a potential project. He stated if Council wishes to move forward, staff can start reviewing concept plans and potentially include as an alternate package with the bid for the Unity Park project. Mayor Wilcox stated there is excitement around the project and that it is a very noble gesture of the Foundation, but would also like to know the funding amount in order to know how to move forward. Deputy Mayor Pro Tem Fleming asked if Mr. Adams could report to the Foundation that Council is excited about the idea and to let staff know what is decided. Mr. Adams reported he has a Foundation meeting scheduled on Sunday, January 13 and that he would report to the Board everyone is enthusiastic about the Option C concept and the City wants to work with the Foundation to facilitate a donation to maximize the funding that would be available for such a project.

2. Receive an Update on the Copperas Branch Park Master Plan and Unity Park Bond Projects

Mr. Brad Moulton for la terra studio presented an update on the master planning process for Copperas Branch Park. Mr. Moulton reported there is the northern portion and now, with the addition to the south, they are looking at how to join these to create one large park. He stated an inventory analysis of the site will be compiled and made available during the public meetings. The next step in the planning process is to have stakeholder interviews which includes a workshop early in the master planning phase that gives the design team the opportunity to meet and talk to stakeholders to learn their vision and experiences, which will be used as a basis to form the master plan. Next steps include

holding a community wide workshop and getting input from “Bang the Table”, which allows for web-based community engagement.

Mr. Lozano provided a short update on the softball field, pond renovation and Kids Kastle replacement for Unity Park.

3. Clarification of Consent or Action Items listed on today’s City Council Regular Meeting Agenda of January 8, 2019

Relating to Agenda Item #15, Mayor Wilcox 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 7:06 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:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Mark Stewart	Assistant Chief of Police
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

6. Prayer to be led by Mayor Charlotte J. Wilcox

Mayor Wilcox gave the invocation.

7. Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Charlotte J. Wilcox

Mayor Wilcox led the pledges.

8. Visitor Comments

No one wished to speak.

9. City Manager/Staff Reports

- **HVTV Update**

The HVTV Update shared the Ask the Animal Control Officer (ACO) segment which focused on what to do if a coyote is in your yard and the Factual Phil segment which provided information on the responsibilities of City Council and how to file for a place on the ballot for the May 2019 election.

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 Wilcox congratulated the Parks & Recreation Department on its successful Christmas in the Park event, and thanked the Fire Department for its ever-popular Santa in Your Neighborhood visits. Mayor Wilcox also sent condolences to the Farness family for the recent passing of Bill.

- **Swearing in and Pinning of Police Officer Zachary Forschen**

Police Chief Reim swore in Officer Zackary Forschen.

- **Presentation of a Capital Credit Check from CoServ to the City of Highland Village**

Tracee Elrod, CoServ's Area Manager for Business and Government Relations, presented the City with a capital credit check in the amount of \$38,032.40. Brazos Energy also retired their capital credits this year, which increased the capital credit check over what was received in previous years.

CONSENT AGENDA

Mayor Pro Tem Busche requested Agenda Item #15 be moved up to the Consent Agenda; Mayor Wilcox moved the item up on the agenda.

11. Consider Approval of Minutes of the Regular City Council Meeting held on December 11, 2018

12. 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 (2nd and final read)

13. **Receive Budget Reports for Period Ending October 31, 2018**
15. **Consider Resolution 2019-2791 authorizing the City Manager to Negotiate and - Execute a Contract Agreement with Recovery Systems, Inc. d/b/a Pro-Tow Wrecker Services for Wrecker and Related Services**

Motion by Deputy Mayor Pro Tem Fleming, seconded by Mayor Pro Tem Busche, to approve Consent Agenda Items #11 through #13, and #15. Motion carried 7-0.

ACTION AGENDA

14. **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.

15. **Consider Resolution 2019-2791 authorizing the City Manager to Negotiate and - Execute a Contract Agreement with Recovery Systems, Inc. d/b/a Pro-Tow Wrecker Services for Wrecker and Related Services**

This item was moved to the Consent Agenda.

16. **Consider Resolution 2019-2789 amending the Doubletree Ranch Park Facility Use Fee Schedule**

APPROVED (7 – 0)

Mr. Lozano reported City staff was directed by Council to review the user fees associated with Doubletree Ranch Park. He stated City staff performed a survey within a ten (10) mile radius of Doubletree Ranch Park of venues that provided similar rental usage and saw that our fees were less than the average amounts being charged. City staff has presented the results of the facility usage fee survey and discussed changes for Doubletree Ranch Park and the Robert and Lee DuVall Center Facilities with the Parks and Recreation Advisory Board. The Parks and Recreation Advisory Board approved 5-0 to recommend to City Council fee amendments for Doubletree Ranch Park Facilities. Mr. Lozano added that City staff would like to review and evaluate the fees in another year.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Mayor Wilcox, to approve Resolution 2019-2789 amending the Doubletree Ranch Park Facility Use Fee Schedule. Motion carried 7-0.

17. **Consider Resolution 2019-2790 naming the Dog Park located at Unity Park**

APPROVED (7 – 0)

Mr. Lozano reported the dog park at Unity Park officially opened in April 2017 for use by the general public. Since its opening, the dog park has always been referred to as “The Dog Park at Unity.” Late last year, the City Council requested that staff explore naming options to officially name the dog park.

Mr. Lozano stated the Parks and Recreation Advisory Board met in a work session to discuss official naming of the dog park. At their regular meeting in December, the Parks and Recreation Advisory Board voted 5-0 to recommend Council name the dog park as "Kanine Kastle" as it is located adjacent to the Kids Kastle play area at Unity Park. Councilmember Lombardo suggested the spelling be "K-9 Kastle".

Motion by Councilmember Lombardo, seconded by Councilmember Jaworski, to approve Resolution 2019-2790 designating "K-9 Kastle" as the official name of the dog park at Unity Park. Motion carried 7-0.

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.)**

Deputy Mayor Pro Tem Fleming asked about the recent work to the retaining wall on Highland Shores Boulevard. Mr. Leavitt reported the ground shifted causing the wall to buckle. He stated the Highland Shores HOA is having the repairs done.

Mr. Leavitt reported there will be an item on the agenda for the next City Council meeting relating to the City's Legislative Program for the 86th Texas Legislative Session. He asked Council to contact him or the City Secretary if they have any specific items to add.

- 19. Adjournment**

Mayor Wilcox adjourned the meeting at 8:03 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary