



**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, MAY 14, 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
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

EARLY WORK SESSION

1. Discuss Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem

Mayor Wilcox reported outgoing Councilmember Fred Busche served as Mayor Pro Tem and Councilmember Barbara Fleming serves as Deputy Mayor Pro Tem. She asked members of Council if anyone was interested in serving. Councilmember Lombardo stated he would like to serve as Mayor Pro Tem and Deputy Mayor Pro Tem Fleming stated she would like to continue serving as Deputy.

Mayor Wilcox stated this agenda item is for discussion purposes only and that formal action would be taken later during the regular City Council meeting.

2. Discuss Nominating One Representative to Serve on the Denco 9-1-1 Board of Managers

City Secretary Angela Miller reported every year on September 30th the term of one of the two members appointed to Denco 9-1-1 (District) by the participating municipalities expires. Prior to that date, the District will accept nominations for candidates to represent the municipalities. It is not required that cities nominate a candidate. However, should

Council wish to do so, the District requests action by the governing bodies of each represented city/town in order to coordinate the appointment among the 33 participating municipalities. Mayor Wilcox reported Sue Tejml has done a good job serving as our current representative and that she has expressed her desire to serve another term.

Consensus of Council is to nominate Mrs. Tejml to serve another term; a resolution will be brought to the next Council meeting to formally nominate.

3. Discuss and Receive an Update on Highland Village Business Association (HVBA) Research

City Manager Michael Leavitt stated the history of the HVBA was included in the agenda briefing. He reported Councilmember Jaworski had recently inquired about the services provided by the HVBA and if additional services were needed. Mr. Leavitt stated City staff wishes to get input from our local businesses as to how they would like the HVBA to help them succeed, what current programs or promotion efforts they find useful, and how can the HVBA best support them. Additionally, staff wants to receive input from residents as to how they would like to receive information regarding Highland Village businesses, where they go for this type of information and the best methods to encourage their patronage of Highland Village businesses.

Mr. Leavitt stated City staff met and interviewed several different marketing research companies and has selected BrandEra to conduct focus groups with Highland Village businesses, create an online survey for residents, and provide a report of the findings along with recommendations. Marketing and Communications Director Laurie Mullens reported BrandEra has worked with other cities, chambers and convention and visitor bureaus. The research will begin soon so City staff will have results if any updates or changes need to be included in next year's budget.

4. Receive an Update on the 86th Texas Legislative Session

Mr. Leavitt provided an update on various bills and their status in the legislative process. He also encouraged members of Council and City staff to attend legislative update events after the session ends.

5. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of May 14, 2019

Relating to Agenda Item #16, Mr. Leavitt reported part of the project is to relocate an 18" sewer line located between Turpin Drive and La Mesa Drive. The sewer line currently runs behind houses on one side of the street and the line will be relocated to the front of the houses.

Relating to Agenda Item #17, Mr. Leavitt reported there was a revision on page 3 of the Entry License/Hold Harmless Agreement and provided updated copies to City Council; language was modified on #6 and a duplication was removed on #7 of page 3.

With time permitting, Late Work Session items were moved up on the agenda.

Mr. Leavitt invited Council to attend meetings with staff next month as everyone will begin work on next year's budget.

Mayor Wilcox asked about the activity on “Speak Up Highland Village”. Mr. Lozano reported there has been a lot of feedback and Mrs. Mullens reported staff is looking at other opportunities to utilize the program.

Early Work Session ended at 6:39 p.m.

CLOSED SESSION

6. 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.

OPEN SESSION

7. 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
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Matthew Anstead	Parks Superintendent
	Fince Espinoza	Park Operations & Projects Manager
	Andra Foreman	Recreation Manager
	Adam Richter	Recreation Coordinator
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

8. Administration of Ceremonial Oaths of Office

Mayor Wilcox announced the ceremonial oaths of office would be administered for newly elected Councilmembers. Councilmember-Elect Tom Heslep was joined by his family; Mayor Wilcox administered his oath of office for City Council, Place 5. Mrs. Lombardo

administered the oath of office for Mike Lombardo, Councilmember Place 3; Mrs. Jaworski administered the oath of office for Dan Jaworski, Councilmember Place 7.

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

Mayor Wilcox gave the invocation.

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

Mayor Wilcox led the pledges.

11. Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem

Motion by Councilmember Jaworski, seconded by Councilmember Fiester, naming Mike Lombardo as Mayor Pro Tem and Barbara Fleming as Deputy Mayor Pro Tem. Motion carried 7-0.

12. Visitor Comments

The following person spoke:

Karen Fenton (577 Medina) – Ms. Fenton reported on accidents that have occurred on her street and requested the City make changes to help reduce the number of accidents and to make the street safer.

13. City Manager/Staff Reports

- **HVTV Update**

The HVTV Update included the Foodie Friday segment featuring Snuffer's in Highland Village, the Movies in the Park series on Friday, May 17 and the Walk the Park Copperas Branch Park master plan public input process on Saturday May 18.

14. 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

- **Recognition of Matthew Anstead, Parks Superintendent, for Completion of the Certified Playground Safety Inspector Program (CPSI) from the National Recreation and Park Association**

Matthew Anstead was recognized for completion of the Certified Playground Safety Inspector (CPSI) Program from the National Recreation and Park Association.

- **Presentation of a Proclamation celebrating Emergency Medical Services (EMS) Week in Highland Village**

Mayor Wilcox presented a proclamation to Assistant Fire Chief Jason Collier and other members of the Highland Village Fire Department celebrating Emergency Medical Services Week.

- **Presentation of a Proclamation celebrating National Police Week in Highland Village**

Mayor Wilcox presented a proclamation to Chief of Police Doug Reim and other members of the Highland Village Police Department celebrating National Police Week.

CONSENT AGENDA

15. **Consider approval of Minutes of the Special Joint Meeting held on April 15, 2019 and the Regular City Council Meeting held on April 23, 2019**
16. **Consider Resolution 2019-2811 authorizing the City Manager to Execute a Task Order with BW2 Engineers, Inc. to provide Professional Services for the Glenmere Drive, Camden Drive, Turpin Drive, and La Mesa Drive Water Lines and Turpin Drive/La Mesa Drive Sewer Line Project**
17. **Consider Resolution 2019-2812 authorizing a License Agreement for Fence Encroachment relating to the Property located at 106 Tuesday Haus Lane**
18. **Consider Resolution 2019-2814 authorizing Agreements with Duro-Last, Inc. for Replacement of Multiple Parks and Recreation Facilities Roofs through the City's Cooperative Purchasing Agreement with the Interlocal Purchasing System (TIPS)**
19. **Consider Resolution 2019-2815 authorizing Partial Release and Quitclaim of a Portion of a Ten-Foot (10') Drainage Easement located on the Property addressed as 3404 Deanna Court**
20. **Receive Budget Reports for Period Ending March 31, 2019**
21. **Receive Investment Report for Quarter Ending March 31, 2019**

Motion by Councilmember Fiester, seconded by Mayor Pro Tem Lombardo, to approve Consent Agenda Items #15 through #21. Motion carried 7-0.

ACTION AGENDA

22. **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)**
23. **Conduct a Public Hearing and Consider Ordinance 2019-1261 readopting in its Entirety Article 14.04 “Parks and Recreation” Division 7 “Youth Services Standards of Care” of the Code of Ordinances of the City of Highland Village, setting forth and adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (*1st of two reads*)**

NO ACTION TAKEN

PUBLIC HEARING CONDUCTED
APPROVED 1ST READ (7 – 0)

Adam Richter, Recreation Coordinator reported state law required the City conduct a public hearing and adopt standards of care annually by ordinance. He added there were no changes being proposed. Mayor Wilcox opened the public hearing and with no one wishing to speak, the public hearing was closed.

Motion by Councilmember Jaworski, seconded by Mayor Wilcox, to approve the first read of Ordinance 2019-1261. Motion carried 7-0.

- 24. Consider Resolution 2019-2813 awarding and authorizing a Contract with Pavecon Public Works, LP for the Street Improvements Project, Phase I of the 2018 Street Bond Program**

APPROVED (7 – 0)

Public Works Director Scott Kriston reported the City's pavement evaluation program identified certain streets that are at or near the end of their useful life and require pavement improvements. These streets are included as part of the 2018 Street Bond Program, which will be accomplished in several phases as to concentrate and limit the work to different areas of the City, one area at a time. The first phase will include improvements to Rosedale Street, Shasta Court, Ranier Court, Snowdon Court, Sheldon Court, Sugarloaf Court, and Catesby Place. Mr. Kriston stated several of these streets require full depth reclamation while a few will require an asphalt overlay in order to bring them back to a score of 100% on the City's Pavement Condition Index (PCI).

The City issued the project for bid with a Base Bid including improvements to the streets identified above. Bids for the project were received from four general contractors, with one of the bids being non-responsive. The lowest bidder is Pavecon Public Works, LP with a total bid in the amount of \$523,307.39.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2019-2813. Motion carried 7-0.

- 25. Consider Ordinance 2019-1260 amending the Code of Ordinances Chapter 22 "Utilities" Article 22.10 "Water" Division 2 "Water Conservation/Drought Contingency Plan" Section 22.10.031 "Adoption" by amending the City's Water Conservation and Drought Contingency Plan to Update Historical Water Use Information and Amend Conservation Goals related to Implementation of the Various Phases of Water Conservation Measures (1st of two reads)**

APPROVED 1ST READ (7 – 0)

Mr. Kriston reported Texas Commission on Environmental Quality (TCEQ) regulations require that a City's Water Conservation and Drought Contingency Plans be updated and revised every five years. In 2012, the City Council adopted Ordinance No. 2012-1120 adopting amendments to the City's Water Conservation and Drought Contingency Plan. The Water Conservation and Drought Contingency Plan (the "Plan") is a comprehensive set of strategies and regulations on the delivery and consumption of water to conserve the available water supply and to protect the integrity of water supply infrastructure, particularly facilities critical for domestic water supply, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety. It is also the intent of the Plan to minimize the adverse impacts of water supply shortage or other water supply emergency conditions.

Mr. Kriston stated the Plan was revised in 2014 to provide for water reduction goals when the City imposes water conservation measures. The proposed Plan has been revised and complies with the TCEQ regulations. Revisions include updates to the historical water

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use information and amending the conservation goals relating to implementation of the various phases of water conservation measures.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Mayor Pro Tem Lombardo, to approve the first read of Ordinance 2019-1260. Motion carried 7-0.

LATE WORK SESSION

- 26. 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.)**

With time permitting, Late Work Session items were moved up on the agenda after discussion of Early Work Session items.

- 27. Adjournment**

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

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary