



**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 28, 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	Mayor Pro Tem
	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
	Julie Doshier	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

EARLY WORK SESSION

1. Receive a Presentation regarding the Animal Shelter Advisory Committee

Police Chief Doug Reim provided information relating to statutory requirements of the Animal Shelter Advisory Committee (Committee). Since the City operates an animal shelter, state law requires the City have an Animal Shelter Advisory Committee (Committee). Chief Reim also reported on other requirements of the Committee relating to the types of member positions that are required for the Committee as well as number of meetings per year.

2. Discuss Appointments to Fill Vacancies for Unexpired Terms on the Planning and Zoning Commission, Highland Village Community Development Corporation and Animal Shelter Advisory Committee

City Secretary Angela Miller reported there is one (1) vacancy on the Planning & Zoning Commission (P&Z), Place 3 and one (1) vacancy for a Council Representative on the Highland Village Community Development Corporation and the Animal Shelter Advisory Committee. As a result of the May 4, 2019 General Election, Mr. Heslep was elected to City Council and therefore resigned from the P&Z, thereby creating a vacancy in Place 3. Councilmembers discussed the alternate members and also discussed the qualifications of those residents that had submitted applications to serve on P&Z. Consensus of Council is to move James Romo (currently serving as Alternate Place 1) into Place 3 and to appoint applicant Dee Leggett to the Alternate Place 1 position on P&Z.

Mayor Wilcox explained that former Mayor Pro Tem Fred Busche was previously serving on the Highland Village Community Development Corporation (4B) and the Animal Shelter Advisory Committee as a Council Representative. She asked if anyone was interested in serving in either position. Councilmembers Kixmiller and Heslep stated they would be interested in serving. Councilmember Jaworski stated he could also serve if needed. Consensus of Council is to appoint Councilmember Heslep to 4B and Councilmember Kixmiller to the Animal Shelter Advisory Committee. Mayor Wilcox stated there is an item on the regular agenda for appointment (s), if Council chooses to take action.

3. Receive an Update and Discuss the Outdoor Warning Siren Installation

Fire Chief Michael Thomson reported the City began upgrading its Outdoor Warning Siren (OWS) system during Fiscal Year 2018. He reported the previous sound study showed our current system had gaps in and around the Sunset Park area (north of Pilot Knoll Park) as well as a few other areas of the City. As part of the upgrade project, the City was going to relocate the Overlook OWS to Pilot Knoll Park and install in new site at Sunset Park. Chief Thomson reported a new study was conducted to better understand the impact to our coverage once the Overlook site is moved. The study also explored other potential sites that would provide the City with full coverage.

The study showed that moving the Overlook site would provide additional coverage around and north of Pilot Knoll Park but would create a gap in coverage around Highland Shores and Village Parkway. This coverage gap has a large part of the trail system as well as residential areas that include Ladera, Castlewood and the Highland Shores area. This is primarily due to the varied topography and siren elevation in the city. As a result, the outdoor warning siren designated for Overlook would be relocated to Pilot Knoll Park and a new OWS site would be added at the site of the Southwood storage tanks, located at Village Parkway and Highland Shores. This added site will ensure coverage of the trail system and surrounding neighborhoods. Mr. Thomson stated additional sites would be reviewed in Fiscal Year 2020.

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

City Manager Michael Leavitt provided an update on HB 852, which prohibits a municipality from considering the value of a dwelling or cost of constructing/improving a dwelling as a factor in determining the amount of a building permit or inspection fee. A municipality would be prohibited from requiring the disclosure of information related to the value of or cost of constructing/improving a residential dwelling as a condition for obtaining a building permit except as required by the Federal Emergency Management Agency for participation in the National Flood Insurance Program. Mr. Leavitt stated the City is now processing permits but suspending collection of fees until further review. He added formal action would be needed to amend Resolution 2013-2455 establishing permit fees.

A brief update was also provided on HB 2439, which amends current law relating to certain regulations adopted by governmental entities for the building products, materials or methods used in the construction or renovation of residential/commercial buildings. The bill has been approved by both the Senate and House and has been sent to Governor Abbott.

Mr. Leavitt also reported he is attending a Legislative Update in Austin on June 24.

5. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of May 28, 2019

No items were discussed.

With time permitting, Mayor Wilcox moved up discussion of Late Work Session Agenda Items #19 and #20.

19. Discuss Intersection of FM 2499 and Northwood Drive/Castlewood Boulevard

Councilmember Jaworski stated a resident had contacted him about this area due to a recent accident and asked about options/changes that could make the intersection safer. Councilmember Jaworski requested data for accidents at this intersection. Chief Reim showed an aerial map of the area and provided motor vehicle crash data for incidents that occurred there from January 1, 2016 to May 23, 2019. He reported a majority of the accidents did involve drivers attempting to turn onto FM 2499.

Speed limits, visibility, and lighting at the intersection were all discussed, as well as possibly prohibiting left turns from Castlewood and Northwood onto FM 2499. Mr. Leavitt reported the original speed designated for FM 2499 during the design phase was 45 mph but City staff had requested that be lowered. He added that speed limit changes and any signage for FM 2499 would have to be approved by the state.

Mr. Leavitt stated the City could do immediate brush/tree removal at the intersection, if needed, and that an active trimming program could be established.

20. Discuss the Schedule for Summer City Council Meetings

Mayor Wilcox suggested cancelling the Regular City Council meeting scheduled for July 9, 2019, which would allow Council and City staff the opportunity to enjoy this free time with their families. Mr. Leavitt reported City staff has reviewed pending and anticipated business items that would require City Council approval and have determined that no project or other matter would be negatively impacted or delayed if the July 9 meeting were cancelled. Consensus was to cancel the July 9 meeting.

Early Work Session ended at 7:13 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)**

(b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission and Highland Village Community Development Corporation

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	Mayor Pro Tem
	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
	Julie Doshier	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Travis Nokes	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

8. Prayer to be led by Councilmember Jon Kixmiller

Councilmember Kixmiller gave the invocation.

9. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Jon Kixmiller

Councilmember Kixmiller led the pledges.

10. Visitor Comments

No one wished to speak.

11. City Manager/Staff Reports

• **HVTV Update**

The HVTV update informed residents of Celebrate Highland Village scheduled for Saturday, June 1, Kids Kamp which begins June 10, the HVBA Community Coffee to be

held on June 13, and requested sponsorships for the 12th Annual TXFallenPD Tribute Event.

12. **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**

Deputy Mayor Pro Tem Fleming congratulated City employees Andrew Chong and Travis Nokes on their recent achievements. Mr. Chong recently graduated from Leadership Flower Mound and Mr. Nokes recently graduated from Leadership Lewisville. Leadership is a nine-month intensive leadership program that features substantial community leaders to facilitate, provide information and stimulate discussion on how to strengthen and incorporate leadership each day.

- **Presentation of a Proclamation designating May as Mental Health Awareness Month in Highland Village**

Mayor Wilcox presented a proclamation designating May as Mental Health Awareness Month in Highland Village.

CONSENT AGENDA

13. **Consider approval of Minutes of the Regular City Council Meeting held on May 14, 2019**
14. **Consider Resolution 2019-2816 Nominating One Candidate to a Slate of Nominees for Denco Area 9-1-1 Board of Managers**
15. **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 (2nd and final read)**
16. **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 (2nd and final read)**

Motion by Mayor Pro Tem Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #13 through #16. Motion carried 7-0.

ACTION AGENDA

17. **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)
Council did not meet in Closed Session on this Item

- (b) **Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission and Highland Village Community Development Corporation**
Council did not meet in Closed Session on this Item

18. **Consider Resolution 2019-2817 appointing Members to Fill Vacancies for Unexpired Terms on the Planning and Zoning Commission, Highland Village Community Development Corporation and Animal Shelter Advisory Committee**
APPOINTMENTS MADE and RESOLUTION APPROVED (7 – 0)

Motion by Councilmember Jaworski, seconded by Mayor Pro Tem Lombardo, to approve Resolution 2019-2817 making the following appointments:

PLANNING AND ZONING COMMISSION:

James Romo - Place 3
Dee Leggett - Alternate Place 1

HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION:

Tom Heslep – Council Representative

ANIMAL SHELTER ADVISORY COMMITTEE

Jon Kixmiller – Council Representative

Motion passed 7-0.

LATE WORK SESSION

19. **Discuss Intersection of FM 2499 and Northwood Drive/Castlewood Boulevard**

This item was moved up on the agenda and discussed during Early Work Session.

20. **Discuss the Schedule for Summer City Council Meetings**

This item was moved up on the agenda and discussed during Early Work Session.

21. **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.)**

No items were discussed.

22. **Adjournment**

Mayor Wilcox adjourned the meeting at 7:47 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary