

**MINUTES OF THE REGULAR MEETING OF THE
HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION
CITY OF HIGHLAND VILLAGE, TEXAS
HELD IN THE MUNICIPAL COMPLEX TRAINING ROOM
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, JULY 24, 2018**

The Highland Village Community Development Corporation of the City of Highland Village, Texas met on the 24th day of July 2018 at 5:00 in the Training Room.

1. CALL TO ORDER

President Smith called the meeting to order at 5:03 p.m.

ROLL CALL

Present:	Fred Busche	Council Representative
	Dale Butler	Citizen Representative
	Barbara Fleming	Council Representative
	Michael Lombardo	Council Representative
	Steven Smith	Citizen Representative
	Charlotte Wilcox	Council Representative

Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Fince Espinoza	Parks & Recreation Project Superintendent
	Crystal Babcock	Marketing Admin Specialist
	Andrew Boyd	Multi-Media Specialist

Late:	Austin Adams	Citizen Representative
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2. VISITOR COMMENTS

None.

**3. CONSIDER APPROVAL OF MINUTES OF A REGULAR MEETING HELD ON
JULY 24, 2017**

APPROVED

Mr. Heerman stated that Item #6 (*Discuss Policy for Lighguard System Utilization*) in the minutes had been updated based on Mr. Smith's suggestion to include getting a recommendation from the Police Department regarding locations that the Lightguard Crosswalk System could be of use.

In addition, Mr. Adams requested that Item #7 (*Discuss Priority of Future Projects*) reflect the correct trail connector name – instead of Barton Creek it should be Barnett Boulevard.

MRS. FLEMING MADE THE MOTION TO APPROVE THE MINUTES. MR. BUSCHE SECONDED THE MOTION.

Motion to approve carried 6 – 0

**4. CONSIDER APPOINTMENT OF HIGHLAND VILLAGE COMMUNITY
DEVELOPMENT CORPORATION OFFICERS**

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APPROVED

Mr. Heerman explained that currently the Board does not have a President or Vice-President as one member was term limited and the other was not re-appointed. Mr. Heerman further explained that typically the Board elects citizen representatives to serve as Officers, however it is not required. Each Officer serves a one year term.

Mrs. Schwolert asked for clarification if the Board needs to elect a President and Vice-President, or if a Secretary/Treasurer is needed as well.

Mr. Heerman clarified that in the past the Secretary and Treasurer positions have been combined, and that all three positions are in need of appointment.

MRS. WILCOX MADE THE MOTION TO APPOINT STEVEN SMITH AS PRESIDENT, DALE BUTLER AS VICE-PRESIDENT, AND TO LEAVE THE SECRETARY/TREASURER POSITION VACANT. MR. BUSCHE SECONDED THE MOTION.

Motion to approve carried 6 – 0.

5. CONSIDER APPROVAL OF PROPOSED BUDGET AMENDMENTS FOR FISCAL YEAR 2017 – 2018

APPROVED

The Bylaws of the Highland Village Community Development Corporation (4B) require an annual update to the Facilities Development Capital Improvement Program (FDCIP), as well as approval of an annual Budget. The FDCIP details projects and implementation in regard to the approved 4B projects: the City Comprehensive Trail System and a Soccer Complex. As the Budget is an integral component of the FDCIP, it is presented together.

MRS. FLEMING MADE THE MOTION TO APPROVE THE BUDGET AMENDMENTS AS PROPOSED. MR. LOMBARDO SECONDED THE MOTION.

Motion to adopt carried 6 – 0.

6. CONDUCT A PUBLIC HEARING AND CONSIDER ADOPTION OF THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (FDCIP) AND THE PROPOSED FISCAL YEAR 2018 – 2019 BUDGET INCLUDED THEREIN

The Bylaws of the Highland Village Community Development Corporation (4B) require an annual update to the Facilities Development Capital Improvement Program (FDCIP), as well as approval of an annual Budget. The FDCIP details projects and implementation in regard to the approved 4B projects: the City Comprehensive Trail System and a Soccer Complex. As the Budget is an integral component of the FDCIP, it is presented together.

Mr. Adams arrived at 5:29 p.m.

PUBLIC HEARING CONDUCTED

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Nature of request is to conduct a public hearing regarding the adoption of the annual updates to the Facilities Development Capital Improvement Program (FDCIP) and the proposed Fiscal Year 2018 Budget included therein.

Mr. Smith opened the public hearing at 5:46 and asked for anyone wishing to speak. There being no one, Mr. Smith closed the Public Hearing at 5:46.

APPROVED

Nature of the request is to consider adoption of the annual updates to the Facilities Development Capital Improvement Program (FDCIP) and the proposed Fiscal Year 2018 – 2019 Budget included therein.

MR. LOMBARDO MADE THE MOTION TO ADOPT THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (FDCIP) AND THE PROPOSED FISCAL YEAR 2018 – 2019 BUDGET INCLUDED THEREIN. MRS. FLEMING SECONDED THE MOTION.

Motion to adopt carried 7 – 0.

- 7. STATUS REPORTS ON CURRENT PROJECTS AND DISCUSSION ON FUTURE AGENDA ITEMS** *(A Boardmember 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.)*

DISCUSSION ITEM ONLY

Mr. Leavitt informed the Corporation that the City is looking at a bond package that would go to the public for vote in November. Included in the package is improvements to Unity Park, utility funds, and street projects. Mr. Leavitt and Mr. Heerman have discussed that there is the potential to fund some additional projects such as one or two of the proposed trail segments. Mr. Heerman is presenting to Council Tuesday night the inclusion of the two Highland Village Road trail segments (as one project), then Chapel Hill would be paid for out of operations or contingency if that became available.

Mr. Anderson asked if Highland Village Road is just a two lane collector. Mr. Leavitt responded that yes, it is. In previous years, there was discussion to add turn lanes but the public voted against that.

Mr. Leavitt went on to explain that the city engineers have looked at the Highland Village Road Trail Project and have a design concept/profile that can be done. Mr. Heerman reiterated that from a safety stand point that section would be the number one priority. Mr. Leavitt clarified that the General Fund would pay for this project with the bond, however maintenance and operations would be accounted for in the 4B budget since those trails are on the Trail System Master Plan.

8. ADJOURNMENT

MR. BUTLER MADE THE MOTION TO ADJURN. MRS. FLEMING SECONDED THE MOTION.

Motion to adopt carried 7 – 0.

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President Smith adjourned the meeting at 5:48 p.m.

, President

Crystal Babcock, Marketing Admin Specialist