

**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, JUNE 27, 2017**

The City Council of the City of Highland Village, Texas met in Early Work Session on the 27th day of June, 2017 prior to the Regular Council Meeting.

Call to Order

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Mike Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Kevin B. Laughlin	City Attorney
	Angela Miller	City Secretary
	Scott Kriston	Public Works Director
	Linda Cornelius	Parks and Recreation Director
	Brad Goudie	Fire Chief
	Jana Onstead	Human Resources Director
	Heather Miller	Assistant Finance Director
	Jeff Sun	Staff Accountant
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

EARLY WORK SESSION

1. Discuss Capital Improvement Program (CIP) Budget for Fiscal Year 2017-2018

Assistant City Manager Ken Heerman explained capital improvement projects are non-operational, "big ticket" items/projects that typically require outside funding sources, such as debt issuance, grant, or lease/purchase arrangements. The City Charter calls for submission to Council of a five-year CIP budget, which provides an opportunity for Council to see a multi-year outlook that helps for planning purposes and to provide the framework for consideration of the current year's budget and resulting tax rate.

Mr. Heerman stated after years of substantial growth and approaching substantial build-out, the community is more settled. Capital improvements related to basic infrastructure are widely supported and improvements related to amenities/improved services, while desired, are viewed in context of affordability. The primary emphasis in the five-year outlook for the past few years has been in controlling on-going operating costs in a context of sustainability within the anticipated revenue base.

Potential capital projects relating to street projects and park projects have been identified and could be considered for a potential 2018 bond issuance. Details are as follows:

Street Projects

The City has a program to evaluate and maintain street infrastructure. Generally, needed street overlays are addressed each year in the annual budget, while bonds are issued periodically to fund street reconstruction projects, as needed. Streets that have been identified in need of reconstruction within a 5 -7 year window total \$5M based on current costs. These will likely be addressed in two equal segments (FY 2018 - \$2,750,000 and FY 2023 - \$2,750,000), with debt issuance corresponding with reductions in exiting debt service.

Park Projects

Unity Park – This community park is heavily utilized by residents. Primarily constructed in the 1990's, and further supplemented with enhancements since, current identified needs are largely related to maintenance and/or rehab:

- Kids Kastle is substantially at the end of its useful life. It was constructed with treated wood that has been closely monitored to ensure safety, however it will require replacement. Plans are to use new recycled plastic materials that provide increased safety and less maintenance. The projected cost to complete this project is \$600,250.
- The ponds at Unity Park have been compromised with accumulation of silt, and will require dredging along with related improvements to mitigate this issue for the future. A drainage study for this area was completed in FY 2017 to identify the scope of improvements needed to address drainage considerations. The recommendation emanating from this study is to make improvements associated with a 50-year flood. The projected cost to complete this project is \$925,431.
- An expressed need for a softball field to complement the existing baseball fields prompts consideration to redevelop a section of the park for this addition. This will also include addressing adjacent sidewalk sections needing repair and adjustment to meet ADA guidelines. The projected cost to complete this project is \$1,021,250.

Councilmember Busche asked who would be using the proposed softball field. Parks and Recreation Director Linda Cornelius reported the field would have a skinned infield and would be designed and set up as a multi-use field in order to maximize its use. Councilmember Jaworski asked if a league would have a contract for use of that field, making its use regulated by that league. Ms. Cornelius replied it would fall under the current Facility Use Agreement with Highland Village Baseball/Softball Association (Association). She added it would be available for tournaments and rentals when not in use by the Association.

Brazos Park Parking Lot Extension – The original parking concept for this park included 104 parking spaces. At that time, it was decided to construct only a portion (54 spaces) of the parking lot concept and, in hopes of providing sufficient parking, a connection was added to allow use of the parking lot adjacent to the Municipal Complex. Resulting from popularity of these fields, the current parking is no longer sufficient. People are parking along side streets and on the grassy areas along Highland Village Road. An additional fifty (50) parking spaces are proposed. The projected cost to complete this project is \$353,000.

Councilmember Jaworski asked if the league had been contacted to see if there was interest in helping with some of the funding, as originally discussed. Ms. Cornelius

reported the City co-sponsors that league and that Neighborhood Sports was contacted. The league is willing to help with the capital campaign. She further reported the league may be able to help with some of the cost but is unsure of just how much they would be able to contribute.

Councilmember Busche raised the question of the need for additional parking if the fields were scheduled on more than one day. Councilmember Jaworski reported the league is working on that but is still growing by approximately twenty percent (20%) each year. He also added that residents living close to the park would appreciate the additional parking so it would cut down on park patrons using nearby side streets for parking. Councilmember Lombardo voiced concern that fifty (50) additional spaces would not be enough. Councilmember Busche asked what percentage of players are from Highland Village. Councilmember Jaworski reported 30-40% are from Highland Village. City Manager Michael Leavitt reported the initial phase was a success and that overflow parking is also being used on days that Municipal Court is held, board and commission meetings are held, and during elections – both early voting and election day, and that adequate parking needs to be provided for those using our recreational facilities.

Sunset Point Park - This park site is classified as a mini park and it serves local residents as a neighborhood park site that provides water access to Lewisville Lake. By developing the park site, it will hopefully eliminate existing erosion issues and safety concerns. Roadway completion will allow emergency vehicle access and turn around capabilities. Estimated cost for this is \$162,700. The design was completed in FY 2017. Public input was solicited, followed by City Council approval.

Victoria Park Walking Trail – The trail has deteriorated and is in severe need of replacement. Staff proposes to remove the three foot (3') asphalt track and replace it with a six foot (6') concrete trail. Estimated cost is \$198,000.

Mr. Heerman reported the City will have some debt expiring in FY 2018 and FY 2023, which would be an opportunity for potential debt issuance. Projects considered for Fiscal Year 2017-2018, as listed above, could potentially be part of a future bond election totaling \$6M.

Mr. Heerman stated there may be some challenges next year depending on if any legislation is passed during the special session. A preliminary look at five (5) year projections shows the ability to fund identified capital projects while maintaining the current tax rate and staying at the minimum desired fund balance level. Further discussion will take place during the budget process regarding new programs and consideration of contingency for unexpected occurrences. As mentioned previously, Mr. Heerman reported targeted windows if considering bond issuance are in Fiscal Year 2018 and Fiscal Year 2023. These dates coincide with reduction of exiting debt service. He also stated given the outlook, a tax rate reduction might be considered. Mr. Leavitt reported staff will have more information once the final tax roll information is received at the end of July.

2. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of June 27, 2017

Relating to Agenda Item #11, Councilmember Jaworski asked if the Infiltration/Inflow Analysis is routine testing or if it is a result of any state/federal regulation. Public Works Director Scott Kriston reported it is normal testing, but it is tied to TCEQ mandates. Councilmember Jaworski asked if there could be something put on record regarding how

much TCEQ mandates are costing. Mr. Leavitt reported he would put together a full matrix that will capture that information and will provide that to Representative Ron Simmons.

Early Work Session ended at 7:03 p.m.

CLOSED SESSION

3. **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

4. **Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:30 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Mike Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
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	Angela Miller	City Secretary
	Scott Kriston	Public Works Director
	Doug Reim	Police Chief
	Brad Goudie	Fire Chief
	Laurie Mullens	Public Affairs Manager
	Crystal Babcock	Public Affairs Administrative Spec
	Andrew Boyd	Media Specialist

5. **Prayer to be led by Councilmember Mike Lombardo**

Councilmember Lombardo gave the invocation.

6. **Pledge of Allegiance to the U.S. and Texas Flags to be led by Councilmember Mike Lombardo**

Councilmember Lombardo asked members of Boy Scout Troop #265 to lead the pledge to the U.S. and Texas Flags.

7. Visitor Comments

No one wished to speak.

8. City Manager/Staff Reports

- **HVTV Update**

Choosing a Roofing Contractor – factors to consider when choosing a roofing contractor include:

- ❖ Cost – get an itemized quote
- ❖ Logistics – get a written scope of services, set a schedule, and check on future availability
- ❖ Buy Experience – hire a well established contractor
- ❖ Properly Licensed – make sure the contractor is licensed and that all registration and permits have been filed for and received
- ❖ Be Covered – request a certificate of insurance from the contractor and make sure they have properly trained employees
- ❖ Ventilation Pipes – have your contractor properly re-install and connect ventilation pipes
- ❖ Schedule an Inspection – contact the City to set up

WaterMyYard.org – provides a free customized watering schedule, enter your address and type of system; service is free to residents

The Flour Shoppe Bakery - stop by the snack bar located at Doubletree Ranch Park to enjoy snow cones or one of their signature treats; open from 10:00 a.m. until dusk; free wi-fi is also available

Hot Cars and Your Pets – a reminder to leave your pets at home and not in your vehicle; the inside of your vehicle can raise by 30 degrees within just 30 minutes

Mayor Wilcox asked who should call to schedule an inspection. Mr. Leavitt stated the contractor should, but the homeowner can also. Councilmember Lombardo reminded everyone that properly permitted projects will have a bright pink tag displayed in a visible location.

9. 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

Councilmember Jaworski announced that two (2) Briarhill Robotics teams recently competed at a state competition. The teams were made up of mostly sixth graders. The Advanced Team, competing against sixth through twelfth graders, finished 46th. The Intermediate Team competed against 60 teams, and finished 26th. Members of the teams included: Jake Crim, Javier Buendia, Jacob Vaughan, Collin Harvey, Wesley Schiegg, Hudson Bathish, Lucky Nelson and Rahul Kodali. Mayor Wilcox congratulated the students while parents and staff took photos of the group.

- **Presentation of TAMI Award from the Texas Association of Municipal Information Officers (TAMIO) for the Highland Village Police Department Fallen Officer Bike Race and 5K in the Recurring Special Event Category**

Mayor Wilcox presented the award to the following members of the Fallen Officer Bike Race Committee: Police Chief Doug Reim, Public Affairs Manager Laurie Mullens, Public Affairs Administrative Specialist Crystal Babcock, and Media Specialist Andrew Boyd. This year the City received the TAMI Award in the Recurring Special Event Category from the Texas Association of Municipal Information Officers for this event.

- **Presentation of Award of Excellence from the Texas Association of Municipal Information Officers (TAMIO) for the Journey to Dream Non-Profit of the Year finalist video in the Special One-Time Video Category**

Mayor Wilcox presented the award to Crystal Babcock and Andrew Boyd. The City received the Award of Excellence from the Texas Association of Municipal Information Officers for their work in producing this video.

CONSENT AGENDA

10. **Consider Approval of Minutes of the Regular Meeting held on June 13, 2017**
11. **Consider Resolution 2017-2686 Authorizing the City Manager to Execute a Task Order with BW2 Engineers, Inc. for Infiltration/Inflow Analysis Testing for the Southwest Part of the City**
12. **Consider Resolution 2017-2687 Authorizing the City Manager to Extend an Agreement with Valley View Consulting for an Additional Two Years for the Purpose of Investment Advisory Services**

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember McGee, to approve Consent Agenda Items #10 through #12. Motion carried 7-0.

ACTION AGENDA

13. **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.

14. **Receive Capital Improvement Program (CIP) for Fiscal Year 2017-2018**

Assistant City Manager Ken Heerman explained capital improvement projects are non-operational, “big ticket” items/projects that typically require outside funding sources, such as debt issuance, grants, or lease/purchase arrangements. The City Charter calls for submission to Council of a five-year CIP budget, which provides an opportunity for Council to see a multi-year outlook that helps for planning purposes and to provide the framework for consideration of the current year’s budget and resulting tax rate.

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He suggested putting the street and park project bonds before residents for a vote. An election could be held in November, 2017 or in May, 2018. Councilmember McGee stated interest rates were low for our last bond package and asked Mr. Heerman if he felt the City could secure low interest rates for a future bond package. Mr. Heerman responded that all indications are that interest rates are starting to go up, but are still in a good range for 20-year bonds.

Mayor Wilcox stated this is the start of the annual budget process and encouraged residents to attend upcoming City Council meetings or for audiences to watch the meetings live from the City's website.

LATE WORK SESSION

- 15. 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.)**

- **35Express Project Update**

Mr. Leavitt provided the following update:

The Oak Drive/Lake Dallas Drive intersection, including the Texas u-turn, is expected to open after the 4th of July holiday.

AGL Constructors is continuing to work on the main lanes of I-35, laying the final permanent layer of pavement. Expect various lane closures on north and southbound I-35 between the hours of 8:00 p.m. and 6:00 a.m. during the week and until 10:00 a.m. on Saturday, July 1 and noon on Sunday, July 2. Specifically this week they are working on the southbound lanes between Business 121 to Whitlock Lane and northbound lanes between FM 3040 and Corporate Drive. Several ramps will be closed during this time as well.

Councilmember Jaworski asked the status of funding for Phase II of the 35Express Project. Mr. Leavitt stated staff and Council had received an update earlier this year that an announcement would come in May or June, and that Phase II might receive funding from the Federal Administration's Infrastructure Plan. However the plan still has not received approval by Congress.

Mayor Wilcox reported solicitors in Highland Village, per the ordinance, are allowed until sunset. Mr. Leavitt stated our ordinance does allow residents to post "No Solicitor" signs. He reported solicitors are required to register with the City and are made aware of rules and regulations, including allowed hours. He advised if a resident has a sign posted and a solicitor still comes to your door to contact the Police Department with the name of the organization. He also reported religious organizations are exempt from background checks, but still have to register with the City and are required to wear a badge that is visible.

Mayor Wilcox also reminded everyone fireworks are prohibited in the City, including City parks and Corps of Engineers property.

16. Adjournment

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

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary