

**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, APRIL 10, 2018**

**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
	Barbara Fleming	Deputy Mayor Pro Tem
	John McGee	Councilmember
	Fred Busche	Councilmember
	Daniel Jaworski	Councilmember
Absent:	Michael Lombardo	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Julie Doshier	Assistant City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

**EARLY WORK SESSION**

**1. Review and Discuss City Council's Goal and Objectives**

City Manager Michael Leavitt stated in prior years, the City Council developed goals and objectives which serve as a work plan to direct city staff in meeting the challenges and opportunities of Highland Village. He stated the City's mission statement, organizational values, and Council's goals and objectives are all used as a guide in providing relevant services and programs for our residents and business community, and are further used for long-term planning during our annual budget process.

Mr. Leavitt stated in reviewing the Council goals and mission statement, they are very similar, and therefore Council could eliminate the goal and focus on the mission statement. Mr. Leavitt stated this would be a good time to review and possibly update prior to beginning on next year's fiscal year budget. He stated he did not think there would be a lot of major changes, but possibly an opportunity to hold a planning session during the summer to modify. As the City is close to substantial build-out, Council also discussed shifting some focus to more of a maintenance mode. Assistant City Manager Ken Heerman stated the emphasis on long-term fiscal sustainability has dictated close scrutiny on expenditures for services and supplies. Each year this is evaluated in context of maintaining the current level of funding, however, with an overall goal for increases to not exceed inflation. Programs and expenditures are evaluated in context of need and the ability to fund.

Mr. Leavitt reported City staff would also review the initiatives for each department and asked Council to review and forward any comments to him. He suggested holding a planning session in early summer to complete the updates.

**2. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of April 10, 2018**

Relating to Agenda Item #16, Mr. Leavitt reported action on this item would be postponed until the next meeting as the contract is still being reviewed by the City Attorney. He stated representatives from CWD would be present at tonight's regular meeting to introduce the company and answer any questions Council may have. Councilmember Jaworski asked about the holiday schedule for trash pickup. Mr. Leavitt reported there would be no service on Thanksgiving or Christmas days. For homes scheduled for pick up on those days, the collection would be delayed by one day. Deputy Mayor Pro Tem Fleming asked if there were any penalties included in the contract. Mr. Leavitt reported the current contract with Waste Management did not include any, however, liquidated damages have been included in the new contract.

Early Work Session ended at 6:32 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.

Present:	Charlotte J. Wilcox Michelle Schwolert Barbara Fleming John McGee Fred Busche Daniel Jaworski	Mayor Mayor Pro Tem Deputy Mayor Pro Tem Councilmember Councilmember Councilmember
Absent:	Michael Lombardo	Councilmember
Staff Members:	Michael Leavitt Julie Doshier Ken Heerman Mark Stewart Doug Reim Scott Kriston Phil Lozano	City Manager Assistant City Attorney Assistant City Manager Assistant Chief of Police Chief of Police Public Works Director Parks and Recreation Director

Laurie Mullens  
Andrew Boyd  
Karen Bradley

Director of Marketing & Communications  
Media Specialist  
Administrative Assistant

**5. Prayer to be led by Councilmember John McGee**

Councilmember McGee gave the invocation.

**6. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember John McGee: “Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”**

Councilmember McGee led the Pledge of Allegiance to the U.S and Texas flags.

**7. Visitor Comments**

The following person spoke:

Allison Lassahn (955 Inverness Circle) – Ms. Lassahn stated she is a candidate for Place 2 on the LISD School Board. She stated she has been a Highland Village resident for 13 years and loves the community. Ms. Lassahn asked for everyone’s vote at the upcoming election.

**8. City Manager/Staff Reports**

- **HVTV Update**

Highland Village General Election for City Council Place 1 (Mayor), 2, 4, and 6 – Early voting begins April 23, 2018 and runs through May 2, 2018. During early voting, registered voters can cast their vote at any Denton County polling location; visit [www.votedenton.com](http://www.votedenton.com) for a list of all locations and times.

Dog Park at Unity Park - Unity Dog Park is located within Unity Park at 2200 Briarhill Boulevard and includes designated areas for small dogs and large dogs. The Park is open from 6:00 a.m. to 11:00 p.m. daily. Dog owners are responsible for pick-up and disposal of pet waste inside and outside of the dog park and properly disposing in receptacles provided. The park is closed on Wednesdays for maintenance and after heavy rain events. Check the City web site for open / closure status.

Family Camp Out - This community and family event will be held at Pilot Knoll Park on Saturday, April 21<sup>st</sup> and Sunday, April 22<sup>nd</sup>. The activities will include a tent decorating contest, s’mores, a late night movie, and more! Fifty dollars per campsite (up to 4 campers, each additional camper \$10); price includes all activities, dinner, and snack for breakfast. Space is limited, so sign up early! Sign up in person at The Robert & Lee DuVall Center or at [www.hvparks.com](http://www.hvparks.com).

**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**

- **Swearing In and Pinning Ceremony of Police Officers**

Police Chief Doug Reim swore in Officers Brandon Watson, Michael Nelson and Oksana Shum.

- **Presentation of the Texas Law Enforcement Best Practices Recognition Program Award from the Texas Police Chiefs Association**

Tom Sheehan from the Texas Police Chiefs Association presented Police Chief Reim with an award to recognize the Highland Village Police Department for their 9th year of receiving the Texas Law Enforcement Best Practices Award.

- **Presentation of a Proclamation for Children’s Mental Health Awareness Day**

Mayor Wilcox presented a proclamation to Tiana Gooden, Chairperson for the Denton County Wellness Alliance for Total Children’s Health.

- **Presentation of a Proclamation for Child Abuse Prevention Month**

Mayor Wilcox presented a proclamation to Ms. Lorraine Perry and Theresa Shelton for Child Abuse Prevention Month.

### **CONSENT AGENDA**

10. **Consider Approval of Minutes of the Regular City Council Meeting held on March 27, 2018**
11. **Consider Resolution 2018-2741 Rescheduling the May 8, 2018 City Council Meeting and Cancelling the May 22, 2018 City Council Meeting**
12. **Consider Resolution 2018-2742 Authorizing the Purchase of Police Vehicle Parking Canopies from (VPS) Shade Structures, Inc. through the City’s Cooperative Purchasing Agreement with the Local Government Purchasing Cooperative (BuyBoard)**
13. **Consider Resolution 2018-2744 Designating Authorized Representatives to Act as Custodians of Investments with Interbank Glen Rose**
14. **Receive Budget Reports for Period Ending February 28, 2018**

Regarding Agenda Item #11, Mayor Wilcox reported the May 8, 2018 City Council Meeting is rescheduled for Monday, May 14, 2018.

***Motion by Councilmember McGee, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #10 through #14. Motion carried 6-0.***

### **ACTION AGENDA**

15. **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**

**16. Consider Resolution 2018-2743 Authorizing the City Manager to Execute an Agreement for Solid Waste, Recycling, and Household Hazardous Waste Collection Services**

**MOTION TO TABLE (6 – 0)**

City Manager Michael Leavitt reported the full contract review has not been completed, but will be ready at the April 24, 2018 City Council meeting. Mr. Leavitt stated that staff fully recommends going forward with the agreement. Mayor Wilcox stated there would be a presentation on this item and no vote would be taken.

Public Works Director Scott Kriston introduced Greg Roemer (President) and Jason Roemer (Municipal Coordinator) from Community Waste Deposal (CWD). Mr. Kriston stated he wanted to give them an opportunity to introduce themselves, tell a little about their company, and to also answer any questions that Council might have.

Mr. Roemer gave a brief history of his company. He stated they are looking forward to the relationship between CWD and the City of Highland Village.

***Motion by Councilmember Busche, seconded by Deputy Mayor Pro Tem Fleming, to table Resolution 2018-2743 until the next meeting on April 24, 2018. Motion carried 6-0.***

**LATE WORK SESSION**

**17. 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.)**

City Manager Michael Leavitt reported that our Brazos lightening system has received a few complaints since everything is so new.

Parks and Recreation Director, Phil Lozano stated the complaints were that the system was coming on after hours and in the early morning. Mr. Lozano stated the manufacturer has been contacted and changes were made to reflect the hours of 7:00 a.m. to 10:00 p.m.

**18. Adjournment**

Mayor Wilcox adjourned the meeting at 8:33 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary