

**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
MONDAY, MAY 14, 2018**

**Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 6:05 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Sunny Lindsay	Director of Information Services
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Andra Foreman	Recreation Manager
	Fince Espinoza	Parks Operations & Project Manager
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

**EARLY WORK SESSION**

**1. Discuss Appointment of Primary and Alternate Representatives for the Town of Flower Mound, City of Lewisville, and City of Highland Village to the Regional Transportation Council (RTC) of the North Central Texas Council of Governments**

Mayor Wilcox reported the Cities of Lewisville, Highland Village and Town of Flower Mound share a seat on the RTC. Our current primary representative is Mayor Rudy Durham from the City of Lewisville and Mayor Charlotte J. Wilcox serves as the alternate representative, both with a term that will expire the end of this month.

She stated they both would like to serve again. The City of Lewisville is scheduled to re-appoint Mayor Durham as primary and Mayor Wilcox as alternate representatives on May 7, 2018.

**Discuss Proposed Christmas at the Ranch Special Event at Doubletree Ranch Park**

Parks and Recreation Director Phil Lozano presented details of a proposed special event called Christmas at the Ranch that would be held during the day at Doubletree Ranch Park on Saturday, December 8. The event would be held in addition to The Glow and Santa at the Fire Station, although the Fire Station event could be combined with this event. Event details include:

Santa's Workshop – includes an appearance from Santa, arts and crafts, holiday music, hot cocoa and cookies served and a laser light display

Additional Event Features – includes carriage rides, live reindeer, artificial snow, Christmas lights and seasonal displays throughout the park, and an ugly sweater contest

The Christmas lights, seasonal displays, artificial snow and carriage rides (pending availability) would be featured at the park during the holiday season. Mr. Lozano provided a site layout and examples of seasonal displays that could be used. The estimated cost for the proposed event is \$39,650. City Manager Michael Leavitt stated if Council wished to move forward with this event, funding would need to be included in next year's budget. Consensus of City Council is to include funding for the event in next year's fiscal year budget.

## **2. Discuss Copperas Branch Park Remediation**

Mr. Lozano provided information on the remediation at Copperas Branch Park, which has been closed for the past four years due to the 35-Express Project. He reported staff is currently working on a basic plan to get the park reopened. Recent work in progress include: remediation of the boat dock, removal/cleanup of trash and debris, a controlled burn, and cleanup of the restroom facility. Mr. Lozano also reported on park revenues from Fiscal Years 2009-2010 through 2012-2013. He reported the gate fees would remain the same:

Daily Use Entry - \$10.00

Annual Pass – \$35.00 / Resident; \$60.00 / Non-Resident

Mr. Lozano provided a scope of work relating to future remediation at Copperas Branch Park, which includes some work being completed in-house and some work being completed by a contractor, with an estimated total cost of \$76,733:

- Work Completed In-House:  
Sign replacement and chemical applications
- Work Completed by Contractor:  
General site cleanup and repairs, brush and finish mow, installation of bollards with cable (where needed), grading of dirt piles and removal of debris; removal of dead trees and overgrowth; stump grinding; asphalt pavement sealing and striping; sidewalks to cross over the borrow ditch

It was noted this work does not include any practice field remediation or electrical repairs. Mr. Leavitt reported funds would come from the Corps Leased Parks Fund. Mr. Lozano reported there would be approximately 125 concrete parking spaces added near the park and located under the I-35 bridge. Councilmember Jaworski asked if the baseball fields were going to be rebuilt. Mr. Lozano stated there have been a lot of requests for practice fields and reported that nine acres were lost at the park due to the expansion project. He further reported the goal is to eventually look at master planning to see what elements are a best fit for the park. Mr. Leavitt stated funding for a master plan would be included in the next fiscal year budget. He also said work would move forward as soon as possible to have the park ready for use this year by late summer or early fall.

## **3. Discuss the Calendar for Preparing the City of Highland Village Annual Budget for Fiscal Year 2018-2019 and City Council Planning Session**

Mr. Leavitt reported staff has started working on preparation of the FY 2018-2019 budget. If Councilmembers would like to attend any departmental budget meetings, the budget calendar was provided in the agenda packet. He then suggested June 23 as a potential

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date for a City Council Planning Session. Consensus of the Council was to move forward with meeting on June 23.

**4. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of May 14, 2018**

Relating to Agenda Item #14, Mayor Wilcox reported Jim Carter would be the nomination for Highland Village. Relating to Agenda Item #16, she reported Rudy Durham would be the primary and she would continue serving as the alternate representative for the Regional Transportation Council.

Early Work Session ended at 6:45 p.m.

**CLOSED SESSION**

**5. 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 7:33 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Jason Collier	Assistant Fire Chief
	Sunny Lindsay	Director of Information Services
	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 Mayor Charlotte J. Wilcox**

**9. Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Charlotte J. Wilcox: “Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”**

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

**10. Visitor Comments**

The following person spoke:

Jimmy Bassinger (210 Edgewater) - Mr. Bassinger stated he was pleasantly surprised to hear the developer withdrew his request for a proposed development at 180 Highland Village Road. He stated the root problem is that the area is designated as a Transit Oriented Development (TOD), which caused the developer to present the type of development for that area. Mr. Bassinger reported the TOD designation was done in 2007. He requested the City Council remove the TOD designation and said he would also request the same of the Planning and Zoning Commission. Mr. Bassinger stated he feels by having the TOD designation, the City is sending a false advertisement to developers that a TOD development is desired for that location and that people living there are expendable. He further stated he has not aware of anyone wanting a high-density development in Highland Village.

**11. City Manager/Staff Reports**

- **HVTV Update**

Celebrate Highland Village – to be held on June 2 at Unity Park to welcome summer with festivities for all ages; the day begins with a 1K/5K Walk/Run through the City and a Family Fish Out; attendees can later spend the evening enjoying music by the Decades Band, food, drink, and activities with the kids; the event will conclude with a spectacular fireworks show

Kids Kamp – scheduled weekly starting June 11 and ending August 3 at Briarhill Middle School; includes a morning, afternoon or all day Kamp; morning Kamp includes fun and games, and the afternoon Kamp includes field trips

Upcoming Events:

Movie in the Park – the series kicks off at 7:30 p.m. on May 18 at Unity Park and features the movie Coco

Highland Village Business Association Community Coffee – the next Community Coffee is scheduled for June 7 at City Hall from 8:00 a.m. until 9:00 a.m.; State Representative Ron Simmons will provide a legislative update

**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**

- **Presentation of a Proclamation Celebrating Kids Day America**

Mayor Wilcox presented a proclamation to Michelle Martz and Jodie Gibson celebrating Kids Day America.

- **Presentation of a Proclamation Celebrating Emergency Medical Services (EMS) Week**

Mayor Wilcox presented a proclamation to Assistant Fire Chief Jason Collier and Deputy Chief Travis Nokes celebrating Emergency Medical Services Week.

- **Presentation of Proclamation Celebrating National Police Week**

Mayor Wilcox presented a proclamation to Police Chief Doug Reim, Commander Karl Schlichter and Assistant Chief Mark Stewart celebrating National Police Week. Officers on duty also joined in for the presentation.

- **Presentations to Outgoing Mayor Pro Tem Michelle Schwolert and Councilmember John McGee**

Mayor Wilcox presented Mayor Pro Tem Michelle Schwolert and Councilmember John McGee with an award and plaque honoring their tenure on City Council. Mayor Pro Tem Schwolert has served on City Council since 2012 and Councilmember McGee has served on City Council since 2010.

## **CONSENT AGENDA**

Relating to Agenda Item #14, Mayor Wilcox announced Jim Carter would be nominated as a candidate to the slate of nominees for the Board of Managers of the Denco Area 9-1-1 District. Relating to Agenda Item #16, Mayor Wilcox announced Rudy Durham and herself will be appointed as the Primary and Alternate Representatives to the Regional Transportation Council.

13. **Consider Approval of Minutes of the Regular City Council Meeting held on April 24, 2018**
14. **Consider Resolution 2018-2745 Nominating One Candidate to a Slate of Nominees for the Board of Managers of the Denco Area 9-1-1 District**
15. **Consider Resolution 2018-2746 Appointing Fred Busche to the Animal Shelter Advisory Committee**
16. **Consider Resolution 2018-2749 Joining in the Appointment of the Primary and Alternate Representatives for the Town of Flower Mound, City of Lewisville, and City of Highland Village to the Regional Transportation Council (RTC) of the North Central Texas Council of Governments**
17. **Receive Investment Report for Quarter Ending March 31, 2018**
18. **Receive Budget Reports for Period Ending March 31, 2018**

***Motion by Councilmember Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #13 through #18. Motion carried 7-0.***

## **ACTION AGENDA**

**19. 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**

**20. Conduct a Public Hearing and Consider Ordinance 2018-1245 Re-adopting 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 (1<sup>st</sup> of two reads)**

**PUBLIC HEARING CONDUCTED**

**APPROVED 1<sup>ST</sup> READ (7 – 0)**

Parks and Recreation Director Phil Lozano reported this is the annual adoption of the Standards of Care for the City’s youth programs. He also reported no changes are being proposed. Mayor Wilcox opened the public hearing and with no one wishing to speak, the public hearing was closed.

***Motion by Mayor Pro Tem Schwolert, seconded by Mayor Wilcox, to approve the first read of Ordinance 2018-1245. Motion carried 7-0.***

**21. Consider Resolution 2018-2747 Authorizing an Agreement with DataVox relating to Replacement of the City’s Security Camera System**

**APPROVED (7 – 0)**

Director of Information Services, Sunny Lindsay, reported during the FY 2017-2018 budget process, the City Council approved an initiative and provided direction relating to replacement of the City’s entire security camera inventory as well as adding cameras in various City parks. The vendor with whom the City originally contracted pursuant to the authority of Resolution 2017-2708 was unable to comply with the contract as the result of the loss of one of its prime subcontractors. Prior to any work commencing, the City Manager terminated the agreement. Subsequently, the Information Services team solicited proposals from four (4) more companies and has selected the lowest most responsible proposal with the most functionality and services, which is DataVox. Funds for this project were included in the FY 2016-2017 Capital Improvement Project and Equipment Replacement Budget. Staff will re-appropriate these funds with the Budget Amendment in FY 2017-2018.

Ms. Lindsay reported there is a noted variable in this project relating to camera service at Unity Park and Copperas Branch Park. Kids Kastle and Copperas Branch Park will be designed and bid during the construction of those parks. The City will provide WI-FI at Unity Park to allow for the camera feeds to be sent back to City Hall through a contract previously authorized by the City Council.

***Motion by Councilmember Jaworski, seconded by Councilmember Lombardo, to approve Resolution 2018-2747. Motion carried 7-0.***

**22. Consider Resolution 2018-2748 Canvassing the Results of the May 5, 2018 General Election**

**APPROVED (7 – 0)**

City Secretary Angela Miller stated the City of Highland Village held a General Election on May 5, 2018 to elect Councilmembers to Places 1 (Mayor), 2, 4 and 6. Mayor Wilcox read Resolution 2018-2748 canvassing the results of the General Election:

<b>Place 1 (Mayor)</b>	<b>Number of Votes Cast</b>
Charlotte J. Wilcox	906
Eric Aplis	115
Having received the majority of the votes cast, Charlotte J. Wilcox is elected to Place 1 (Mayor).	
<b>Place 2</b>	<b>Number of Votes Cast</b>
Dave Shilling	167
Jon Kixmiller	428
Jim Archibald	178
M. David True	103
Jason Edwards	69
With Jon Kixmiller having received the most votes cast, Jim Archibald having received the second most votes cast, and no candidate having received the majority of the votes cast, a runoff election will be held on June 16, 2018 between Jon Kixmiller and Jim Archibald for Place 2.	
<b>Place 4</b>	<b>Number of Votes Cast</b>
Barbara Fleming	806
Having received the majority of the votes cast, Barbara Fleming is elected to Place 4.	
<b>Place 6</b>	<b>Number of Votes Cast</b>
Robert A. Fiester	601
Edward Paul Balboni	303
Having received the majority of the votes cast, Robert A. Fiester is elected to Place 6.	

***Motion by Mayor Wilcox, seconded by Councilmember McGee, to approve Resolution 2018-2748 canvassing and declaring the results of the General Election of the City of Highland Village held on May 5, 2018 to elect Councilmembers to Places 1 (Mayor), 2, 4, and 6 . Motion carried 7-0.***

**LATE WORK SESSION**

**23. 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 Leavitt reported the next legislative session begins in January 2019. With that in mind, he recently met with Zach Flores, Chief of Staff for State Representative Ron Simmons, to discuss potential legislative issues coming up in the next legislative session. Mr. Leavitt stated he sent Representative Simmons information regarding issues/concerns the City has or will be facing from a legislative standpoint. Council will develop their legislative message later in the year, which will be forwarded as well.

Mayor Wilcox reported several Councilmembers and City staff attended the Denton County 26<sup>th</sup> District Fly-In hosted by Congressman Michael Burgess. The event provides city and business leaders an opportunity to attend briefings and learn of federal legislation that may impact our state and local economy. They met with House Speaker Paul Ryan, House Ways and Means Committee Chairman Kevin Brady, Department of Housing and Urban Development Secretary Ben Carson, Senator Ted Cruz, Director of Congressional Relations Scott Mason, and Department of Energy Chief of Staff Brian McCormack.

**24. Adjournment**

Mayor Wilcox adjourned the meeting at 8:30 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary