

**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 12, 2018**

Call to Order

Mayor Charlotte J. Wilcox called the meeting to order at 5:30 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember-Elect
	Michael Lombardo	Councilmember
	Fred Busche	Councilmember
	Robert A. Fiester	Councilmember-Elect
	Daniel Jaworski	Councilmember
Absent:	Barbara Fleming	Deputy Mayor Pro Tem
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Brad Goudie	Fire Chief
	Jason Collier	Assistant Fire Chief
	Travis Nokes	Deputy Fire Chief
	Jana Onstead	Human Resources Director
	Sunny Lindsay	Director of Information Services
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Jeff Sun	Staff Accountant
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

EARLY WORK SESSION

Mayor Wilcox announced Agenda Items #2 and #3 would be moved up for discussion.

2. Discuss Selection of Mayor Pro Tem and Deputy Mayor Pro Tem

With the election of Council members conducted and canvassed, Mayor Wilcox reported it is time to select a Mayor Pro Tem and Deputy Mayor Pro Tem. In accordance with the City Charter, the Council shall select one of its members to serve as Mayor Pro Tem and one of its members to serve as Deputy Mayor Pro Tem. She stated outgoing Councilmember Michelle Schwolert served as Mayor Pro Tem and Councilmember Barbara Fleming serves as Deputy Mayor Pro Tem.

Mayor Wilcox reported that Mayor Pro Tem Fleming was absent due to recent knee surgery and read an email from her stating she was interested in serving again as Deputy

Mayor Pro Tem. Mayor Wilcox and Councilmember Lombardo recommended Fred Busche as Mayor Pro Tem. Councilmember Lombardo also recommended Barbara Fleming as Deputy Mayor Pro Tem. Councilmember Jaworski stated he was also interested in serving as Deputy Mayor Pro Tem. Councilmember Fiester asked for clarification regarding the role of Deputy Mayor Pro Tem. City Attorney Kevin Laughlin reported the City Charter was amended in 2017 authorizing the Deputy Mayor Pro Tem to perform all the duties of the Mayor in the absence or disability of the Mayor and the Mayor Pro Tem.

Mayor Wilcox stated this agenda item is for discussion purposes only and that formal action would be taken during the regular City Council meeting.

3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of June 12, 2018

Relating to Agenda Item #17, Councilmember Fiester clarified it is required the Council review the curfew regulations every three years. City Attorney Laughlin stated it is required per the Local Government Code.

1. Discuss Updates to Council Goals and Objectives for FY Budget 2018-2019

City Manager Michael Leavitt stated the Council objectives serve as a guide as City staff provides relevant services and programs for our residents and business community. He reported staff looks to the City's mission statement as the overarching model of how we provide services. The City's values are the standard we instill in our employees and to what we hold ourselves accountable.

Mr. Leavitt stated in working through the budget process, tying Council objectives to the organizational values would provide continuity as staff develops services and programs, direction as staff works to implement the programs, and measurement for management to review employee performance. He introduced Dr. Scott Willingham, Senior Vice President of Strategic Government Resources (SGR), who served as facilitator to guide the discussion and help Council refine and associate their goals with the organizational values.

A video highlighting the City's current mission statement and values was shown. Assistant City Manager Ken Heerman further explained the development of the core values, particularly the consolidation of nine (9) core values down to seven (7) core values, as they relate to the City's objectives and goals.

Mr. Willingham assisted Council in correlating the core values to objectives and goals. A summary of the key items discussed is attached and incorporated into the minutes as "Exhibit A".

Early Work Session ended at 7:20 p.m.

CLOSED SESSION

2. 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

5. 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-Elect
	Michael Lombardo	Councilmember
	Fred Busche	Councilmember
	Robert A. Fiester	Councilmember-Elect
	Daniel Jaworski	Councilmember
Absent:	Barbara Fleming	Deputy Mayor Pro Tem
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Brad Goudie	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

6. Administration of Oaths of Office (*Ceremonial Purposes Only*)

Mayor Wilcox announced the ceremonial oaths of office would be administered for newly elected Councilmembers. Her family joined her and Ms. Gracie McWilliams administered her oath of office for City Council, Place 1 - Mayor. Councilmember-Elect Jon Kixmiller was joined by his family; Mayor Wilcox administered his oath of office for City Council, Place 2. Councilmember-Elect Robert Fiester was joined by his family; Mayor Wilcox administered his oath of office for City Council, Place 6.

Mayor Wilcox reported Barbara Fleming, who was re-elected to City Council, Place 4, was absent due to knee surgery.

7. Prayer to be led by Councilmember Mike Lombardo

Councilmember Mike Lombardo gave the invocation.

8. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Mike Lombardo.

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

9. Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem

Motion by Councilmember Lombardo, seconded by Councilmember Kixmiller, nominating Fred Busche as Mayor Pro Tem. Motion carried 6-0.

Motion by Councilmember Kixmiller, seconded by Councilmember Lombardo, nominating Barbara Fleming as Deputy Mayor Pro Tem. Motion carried 6-0.

10. Visitor Comments

No one wished to speak.

11. City Manager/Staff Reports

• **HVTV Update**

Highland Village Business Association's Foodie Friday Series – This segment featured Rock N' Ice House located in Highland Village near The Shops, which serves Thai-style rolled ice cream; the special process used to mix the ice cream makes it light and fluffy, which is then spread out, rolled and finished with your favorite toppings

Eye on Highland Village App – The mobile app, available for Android and Apple products, includes the most requested items from the City website and many online services; residents can report on items from potholes to downed tree limbs simply by using the app; search "Go Request" in the app store

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

City Manager Michael Leavitt reported the recent Celebrate Highland Village event was a big success and thanked all City staff involved in the event. Mayor Wilcox also thanked the employees for their hard work.

Councilmember Jaworski reported the Marcus High School Girls Softball Team and the Boys Baseball Team made it to the playoffs. He also offered congratulations to this year's graduating class.

Mayor Pro Tem Busche reported on the recent passing of longtime resident Jim Sloan and asked everyone to keep his family in their thoughts.

CONSENT AGENDA

13. Consider Approval of Minutes of the Regular City Council Meeting held on May 14, 2018

14. 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 (2nd and final read)

15. Receive Budget Reports for Period Ending April 30, 2018

Motion by Mayor Pro Tem Busche, seconded by Mayor Wilcox, to approve Consent Agenda Items #13 through #15. Motion carried 6-0.

ACTION AGENDA

16. 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

17. Conduct a Public Hearing and Consider Ordinance 2018-1246 Amending Section 12.02.036 of the Code of Ordinances of the City of Highland Village to Extend the Termination Date of the City’s Juvenile Curfew Regulations (1st of two reads)

PUBLIC HEARING CONDUCTED

APPROVED 1ST READ (6 – 0)

Police Chief Doug Reim reported the City first enacted a Juvenile Curfew Ordinance in 1995. The ordinance establishes a juvenile curfew between the hours of 12:00 a.m. and 6:00 a.m. on Friday and Saturday nights, and between 11:00 p.m. and 6:00 a.m. on Sunday through Thursday. The ordinance applies to juveniles 16 years of age and under, and allows for several defenses, such as traveling with a parent or authorized adult, on a direct route to or from a place of employment, emergency errand, or exercising First Amendment rights.

He further reported Local Government Code Section 370.002 requires the City Council to review its juvenile curfew regulations every three (3) years and to conduct a public hearing on the need to continue, modify or abolish the ordinance. Chief Reim stated the City Council last amended the ordinance in June 2015, by extending the expiration date to June 30, 2018. The proposed ordinance is only to extend the expiration to June 30, 2021.

Regarding ordinance exceptions that were presented, Councilmember Jaworski asked for clarification relating to exercising ones First Amendment rights. City Attorney Kevin Laughlin stated this would have to be reviewed on a case-by-case basis, as only certain conditions are applicable.

Mayor Wilcox opened the public hearing and with no one wishing to speak, the public hearing was closed.

Motion by Councilmember Lombardo, seconded by Councilmember Jaworski, to approve the first read of Ordinance 2018-1246. Motion carried 6-0.

18. Conduct a Public Hearing and Consider Ordinance 2018-1247 Amending the Sign Regulations of the Marketplace Planned Development District with Retail (MPD-R), as amended, applicable to Lot 1, Block A, The Shops at Highland Village, generally located Northwest of the Intersection of FM 2499 and FM 407 (1st of two reads)

PUBLIC HEARING CONDUCTED

APPROVED 1ST READ (6 – 0)

Public Works Director Scott Kriston reported the City received an application for an amendment to the sign regulations for The Shops at Highland Village. The applicant, MP

Shops at Highland Village LLC., is requesting to amend the ordinance as it relates to adding tenant monument signs and light pole banner signs.

He further reported public hearings are required to be conducted by both the Planning and Zoning Commission and City Council. All public hearing notification requirements have been met and the Planning & Zoning Commission has held a public hearing. At the May 15, 2018 Planning and Zoning meeting, the Commission recommended sending the proposed ordinance forward as presented to the City Council with a vote of 5-0.

Mayor Wilcox opened the public hearing and with no one wishing to speak, the public hearing was closed. Councilmember Jaworski asked how the applicant is sure the proposed signage will generate more business. City Manager Michael Leavitt reported he had raised a similar question. Based on questions he presented, the applicant reported that a majority of major retailers would not consider The Shops due to "lack of visibility". JLL, the management and leasing firm for The Shops, hired a firm to perform an in-depth study of The Shops. The study found that shopper and residents in the trade area were not aware of the number of stores actually located in The Shops. In addition, JLL reported the single signage model is being used more frequently at newer/upscale projects.

General Manager of The Shops, Ravi Wadhwa, reported the purpose of the signs is to get visibility, which is currently an obstacle for the interior businesses. Councilmember Lombardo and Mayor Pro Tem Busche stated they understand the need and thinks this will help residents know what stores are located there. Councilmember Jaworski stated he does understand the need, but would like something that is more aesthetically pleasing.

Councilmember Fiester asked where the signs would be located in relation to the sidewalk. Mr. Leavitt reported the ordinance states the signs can be placed only on private property, outside of the right-of-way of any public highway or street and any utility easement.

Motion by Mayor Pro Tem Busche, seconded by Councilmember Kixmiller, to approve the first read of Ordinance 2018-1247. Motion carried 6-0.

LATE WORK SESSION

- 19. 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 staff has received questions about the large shroud around the Idlewood water tower. He stated it has recently been painted and the shroud was to protect homes located below the tower during the sanding and spraying process, which is now completed.

Mr. Leavitt also reported a temporary Certificate of Occupancy has been issued for the Painted Tree, which will allow vendors to start moving in and setting up their booths. A final Certificate of Occupancy will have to be issued before they can open to the general public. He stated the building officials are working with Painted Tree representatives so they can stay on schedule for their June 30th Grand Opening.

Mayor Wilcox stated it is dark on the I-35 service road at Highland Village Road and asked if a light could be installed. Mr. Kriston reported he has contacted TxDOT and found that the City would have to fund the project.

20. Adjournment

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

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

“Exhibit A”

Mission Statement:

We are committed to promoting a spirit of integrity, partnership and excellence of service for the benefit of our citizens, guests and neighboring communities; to ensure that Highland Village continues to be a vital and dynamic city with a vision for the future.

Note: This statement was supported without alteration.

TEAMWORK

We value teamwork, empowerment, and a spirit of cooperative effort from all employee levels within the organization and the community. We believe that the employees of the City are our most valuable resource. Each employee’s contribution is the key to our success.

- We will empower people to solve problems at the lowest possible level.
- We will respect one another.
- We will attain a work/life balance (faith, family, work).

RESPONSIVE

We will be a responsive City organization, dedicated to maintaining a well-trained and competent workforce to enhance the quality of life in our City.

- We will respond accurately as well as timely.
- We will innovate to attain responsiveness.

Note: It was generally agreed to simplify the definition of this core value by striking “in touch with the needs of the community.” It was generally agreed to strike “strive to” and replace with “will”

INTEGRITY

We are dedicated to high ethical culture and high moral standards and honesty in our dealings with the public and each other. We will treat all people with dignity, respect, and fairness.

- We will be transparent.

Note: The core value of integrity was considered one of the highest, if not the highest, of the core values.

Note: It was generally agreed to strike “strive” and insert “will.” It was generally agreed to insert the word “culture.”

COMMUNICATION

We believe in simplicity, accuracy, and clarity in communications with the public and each other. We encourage the open exchange of ideas and information.

- We will listen, seeking to “seek first to understand, before we are understood” (Stephen Covey).

Note: It was generally agreed to strike the phrase “among all employees” with the intent to encourage the sharing of ideas and information among the council and citizens.

SERVICE

We will provide excellent service to the public in the most responsive, efficient, and effective manner.

- We will practice two-way, cooperative communication.
- We will innovate.
- We will communicate our performance measurements.
- We will practice 24/7 “round the clock” service to our community.

Note: It as generally agreed to strike “are committed to providing” and replace with “will provide.”

ACCOUNTABLE

We are committed to a financially responsible local government, one that is cost conscious and concerned about the effective and efficient delivery of services to the public.

- We will be transparent.
- We will discover creative solutions.
- We will find best deals.

Note: It was generally agreed to leave “we are committed to.”

ENTERPRISING

We value innovation and creativity, and support a culture for change and reasonable risk-taking at all levels of the organization.

- We will be forward thinking.
- We will look for different ways to solve problems.
- We will not be satisfied with the “status quo.”

Note: A robust discussion supported this core value. It was generally agreed that the description was strongly supported. However, it was also generally agreed that the word “Progressive” was less than an ideal heading for the supported description. After robust discussion, the word “Enterprising” replaced “Progressive.” This change appeared to be unanimously supported.

Note: It was generally agreed to replace the word “orientation” to “culture.”