

**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, JULY 10, 2018**

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

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Mayor Pro Tem
	Robert A. Fiester	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
	Brad Goudie	Fire Chief
	Jana Onstead	Human Resources Director
	Sunny Lindsey	Director of Information Services
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Fince Espinoza	Parks Operations and Project Manager
	Andra Foreman	Recreation Manager
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

**EARLY WORK SESSION**

**1. Discuss the General Fund Budget and City-Wide Supplemental Requests for Fiscal Year 2018-2019**

Assistant City Manager Ken Heerman provided an overview of his presentation, which included a follow up discussion of Economic Development Budget reallocation, a review of the rollback rate calculation considerations, and a review of supplemental requests for the FY 2018-2019 Budget.

**Reallocation of Economic Development Budget**

Mr. Heerman provided a follow up/review of the discussion from the Special Council Meeting held on June 23, 2018 regarding possibly redirecting \$500,000 of unused Economic Development funds that are in the Fiscal Year 2017-2018 Budget. Potential projects include:

- ❖ Street Repairs – Concrete Panel Replacement  
Replacement of 22 Panels - \$50,000  
Replacement of 46 Panels - \$91,500

❖ Doubletree Ranch Park

Shade Structures for Splash Pad (Phase 1 of 3) - \$125,000

Playground Equipment - \$125,000

Air Conditioning for the Barn - \$250,900

Relating to shade structures, City staff provided a comparison of a fabric cover structure, which is the recommended material, to a metal cover structure. Possible locations for the shade structures and playground equipment was also presented and discussed. Councilmember Fiester voiced the importance of adding shade cover at the park. Parks and Recreation Department Director Phil Lozano stated that in adding the shade structures, there is the possibility of having to remove some trees at the park. Councilmember Jaworski asked if the trees could be relocated. Mr. Lozano reported staff would relocate the trees, if possible. The proposed playground equipment included a unit for ages 2-12 and swings for teens/adults, which would be located in a separate area.

Mr. Lozano also presented rental and revenue data from May, 2017 to present for Doubletree Ranch Park. Resident/non-resident usage and rental rates were discussed, as well as the number of weddings at the park. City Manager Michael Leavitt stated staff would be evaluating the rates for non-resident rentals. Councilmember Kixmiller asked what the City's cost is to operate the park during rentals. Mr. Lozano reported data is still being gathered and evaluated on that. Council also discussed installing air conditioning at the barn.

❖ IT Data Storage

Assureon's advanced archive and security for primary storage and optimization of data - \$96,000

Mr. Heerman presented staff's recommendation, which includes the following:

Street Repairs – Replacement of 46 Concrete Panels	\$ 91,500
IT Data Storage	96,000
Doubletree Ranch Park	
- Shade Structures for Splash Pad (Phase 1 of 3)	125,000
- Playground Equipment:	
Unit for Ages 2 – 12	125,000
Units for Teen / Adult Swings (2 Sections/2 Swings Each)	18,000
<b>Total</b>	<b>\$ 455,500</b>

Councilmember Lombardo voiced concern about not doing more street repairs. Mayor Pro Tem Busche voiced he would like to spend some funding on the crosswalk located near the community center on Highland Shores Boulevard. Consensus of Council is to move forward with staff's recommendation as shown above.

**Rollback Rate Calculation Considerations**

Mr. Heerman voiced caution and presented information on ramifications of a state-proposed revenue cap and its effect on Highland Village. He provided an example of the current rollback rate using the preliminary tax roll. He then provided an example by retroactively applying a 4% rollback scenario, which would have required six elections. He also presented the long-term effect of such over fifteen years.

Due to time constraints, Mayor Wilcox announced discussion on this item would continue during Late Work Session.

**2. Discuss Towing and Wrecker Services in Highland Village**

Due to time constraints, Mayor Wilcox announced discussion on this item would continue during Late Work Session.

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

Relating to Agenda Item #15, Mr. Leavitt stated bids have been received for construction of the parking lot addition at Brazos Park. Although agenda items requesting approval for similarly priced projects are usually placed on the regular agenda, this item was placed on the consent agenda because funding was approved by voters in the November 2017 bond election and included in the budget process for FY 2017-2018.

Early Work Session ended at 7:24 p.m.

**CLOSED SESSION**

**4. 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 7:35 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Mayor Pro Tem
	Robert A. Fiester	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
	Brad Goudie	Fire Chief
	Travis Nokes	Deputy Fire Chief
	Jana Onstead	Human Resources Director
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director

**6. Prayer to be led by Mayor Pro Tem Fred Busche**

Mayor Pro Tem Fred Busche gave the invocation.

**7. Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Pro Tem Fred Busche: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."***

Mayor Pro Tem Fred Busche led the Pledge of Allegiance to the U.S and Texas flags.

**8. Visitor Comments**

No one wished to speak.

**9. City Manager/Staff Reports**

City Manager Michael Leavitt stated the City is currently accepting applications from interested citizens who would like to volunteer their time to serve on one of Highland Village's boards or commissions. He reported each September, the City Council appoints residents to serve two-year terms on various boards and commissions, which serve as advisory groups to the Council and City staff. Applications can be found on the City's website and will be accepted through July 31.

- **Mission Statement and City Values Video**

A video was presented sharing the Mission Statement and Core Values as told by Highland Village employees. Mr. Leavitt reported the Mission Statement and Core Values would be used in the budget process, development of departmental goals and as a performance measurement for City staff.

**10. 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 of Firefighter Michael Ford and Firefighter Ryan Snider**

Mayor Wilcox swore in Firefighters Michael Ford and Ryan Snider. Firefighter Ford's father and Firefighter Snider's wife had the honor of pinning their badges.

**CONSENT AGENDA**

**11. Consider Approval of Minutes of the Special City Council Meeting held on June 23, 2018 and the Regular City Council Meeting held on June 26, 2018**

**12. Consider Ordinance 2018-1248 Approving a Change in Zoning from "O" Office Zoning District to a Planned Development District "PD" for Office Uses, including the Adoption of Development and Sign Regulations, relating to the Development**

**and Use of Lots 1A, 1B, and 2, Block A, Wilkerson Addition, located at 2250, 2260, and 2280 Highland Village Road (2<sup>nd</sup> and final read)**

13. **Consider Resolution 2018-2756 Authorizing the City Manager to Execute a Task Order with BW2 Engineers, Inc. for Infiltration/Inflow Analysis Testing of the Wastewater Collection System in the City's North Central Area**
14. **Consider Resolution 2018-2758 Reconfirming the Mission Statement and Approving and Adopting Core Values for the City of Highland Village**
15. **Consider Resolution 2018-2760 Awarding a Bid and Authorizing the City Manager to Execute a Contract with North Rock Construction, LLC, for Construction of the Brazos Park Parking Lot Addition Project**
16. **Receive Budget Reports for Period Ending May 31, 2018**

***Motion by Mayor Pro Tem Busche, seconded by Councilmember Lombardo, to approve Consent Agenda Items #11 through #16. Motion carried 7-0.***

### **ACTION AGENDA**

17. **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**

18. **Consider Resolution 2018-2759 Authorizing the City Manager to Extend the Term of the City's Agreement with SAZ Infrastructure for Concrete Panel Repairs through the City's Cooperative Purchasing Agreement with the City of Lewisville and Authorizing a Task Order for Concrete Pavement Repairs**

**APPROVED (7 – 0)**

Public Works Director Scott Kriston reported the City has a pavement management program and typically overlays identified asphalt roadways on an annual basis to maintain asphalt roadway infrastructure and increase their longevity. Staff also targets for repair existing concrete roadways that have shown pavement deterioration and/or pavement failures. City staff has identified several concrete streets that are exhibiting panel failure and have targeted approximately 46 concrete panels on Hillside Drive and Lakeside Drive for replacement repairs. Mr. Kriston stated the panel replacement provides additional longevity and ride quality to the concrete pavement structures.

Mr. Kriston stated pursuant to previous action by Council at their meeting held on September 12, 2017, the City Manager was authorized to sign an agreement with SAZ Infrastructure through the City's cooperative purchasing agreement with the City of Lewisville. The agreement with SAZ Infrastructure is a unit price contract that allows the City to request concrete panel repairs on a task order basis.

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2018-2759. Motion carried 7-0.***

### **LATE WORK SESSION**

Mayor Wilcox announced discussion would now continue on Agenda Items #1 and #2 from the Early Work Session.

**1. Discuss the General Fund Budget and City-Wide Supplemental Requests for Fiscal Year 2018-2019**

**Supplemental Requests for the FY 2018-2019 Budget**

Each department presented a summary of their respective overall supplemental requests, which initially totaled \$723,608. City staff narrowed the requests to include a School Resource Officer; gas monitors and Stop the Bleed kits for the Fire Department; replacement of wood fence section along the City trails, a pesticide & herbicide Applicator Technician, athletic field mower, core aerifier and a large volume blower for the Parks and Recreation Department; a media management system; and online case review system for Municipal Court. Total cost for the supplemental requests is \$335,558.

Councilmember Kixmiller asked if the proposed Technician position could be a contracted position. Mr. Heerman reported contractors are currently used for some of the maintenance on City medians, but not typically used for pesticide & herbicide applications due to safety standards relating to our athletic fields and parks. Mr. Lozano added because it is a very specialized service it is usually expensive to contract and because cities have a higher level of safe guards he prefers to manage the duties in-house.

Mr. Heerman reported some of the items initially presented by the departments might be considered in future budgets. He also voiced caution since the certified tax roll has not been received yet and that the supplemental requests may need to be reviewed again at that time. Further budget presentations and discussions will continue through September.

**2. Discuss Towing and Wrecker Services in Highland Village**

Police Chief Doug Reim stated a local company has requested the City consider a contracting option with exclusive rights for wrecker service. He reported the Police Department currently uses a weekly rotation wrecker service for non-consent police tows and has done so for over twenty years. In order to be placed on the weekly rotation list, the wrecker company must meet and comply with Highland Village Police Department's General Order relating to Wrecker Services Rotation Policy. Chief Reim presented a brief summary of the policy. He reported there are four companies currently on the authorized rotation list:

- All American Towing - located in Denton
- Extreme Towing - located in Argyle
- Pro-Tow Towing – located in Lewisville
- Two Steppin' Towing – located in Lake Dallas

He presented pros and cons of the existing rotation wrecker system, as well as pros and cons with entering into a contract with an exclusive vendor. In addition, the total number of vehicles towed yearly since 2008 was provided. Chief Reim stated options include continuing with the current wrecker service policy and rotation system, modifying the existing policy, or conduct a Request for Proposal (RFP) for towing and wrecker service for a single contract award.

With an exclusive contract, Councilmember Lombardo asked if the City would receive a percentage of fees charged. City Attorney Kevin Laughlin reported he would review the statutes. Councilmember Kixmiller stated he did not see a problem that needs to be solved

and asked what the benefits would be with entering into an exclusive contract. Chief Reim stated a local company has requested the City consider a contracting option with exclusive rights for wrecker service. Mayor Wilcox asked if there have been any issues with the other companies currently being used. Chief Reim reported there are no issues.

Bob Shade, representing ProTow, was present for the meeting. Councilmember Jaworski asked where his storage facility was located. Mr. Shade stated they are located on Main Street in Lewisville and can accommodate approximately 500 vehicles. He stated ProTow is one of the largest companies in North Texas and contracts with other area cities.

Councilmember Kixmiller asked how many complaints the City has received. Chief Reim reported only one. Mr. Leavitt stated Highland Village is very low volume, but the benefit to residents would be the guarantee a flat fee. Consensus of Council is to move forward with a Request for Proposals.

- 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.)**

No items were discussed.

- 20. Adjournment**

Mayor Wilcox adjourned the meeting at 8:52 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary