

**VILLAGE OF THE HILLS
MINUTES OF MAY 12, 2016
REGULAR MEETING**

1. Call to Order

A meeting of the Board of Aldermen (“the BOA”) of the Village of The Hills (“the Village”) was held at the Village Offices at 102 Trophy Drive, The Hills, Texas 78738. Mayor Eric Ovlen called the meeting to order at 8:30 a.m. and the roll was called of the duly constituted officers and members of the Board to wit:

Eric Ovlen	Mayor
J.R. Smith	Mayor, Pro Tempore
Jim Nelson	Treasurer
Hilda Potsavich	Secretary
George Spencer	Alderman
Robert Smith	Alderman

And all of said persons were present except Jim Nelson, thus constituting a quorum.

Also present were Dan Roark, Earl Wood, Beth Caccamisi, and Linda Lunney, representing general management for The Hills; Terry Browder, Emergency Management; Patrick Youngren, Constable; and Kathryn Williamson, representing the POA.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Secretary Potsavich.

3. Law Enforcement

Officer Youngren reviewed his written report showing 13 traffic stops, 15 traffic warnings and 4 traffic citations.

Mayor Pro Tempore J.R. Smith asked for a extra patrols during the construction of the new section of the walking trail.

Officer Youngren then described the procedure to be followed when an officer’s presence is needed. Security and residents are asked to call dispatch, which will then send Officer Youngren if he is on duty or another available officer to attend to the situation.

4. Treasurer’s Report

Beth Caccamisi reviewed her written report showing \$270,301.66 in the General Fund and \$67,532.84 in the Solid Waste Fund.

Secretary Potsavich moved approval of the Treasurer’s Report; Alderman Spencer seconded the motion which carried unanimously.

5. Consider, discuss and take any necessary action on signature cards for PlainsCapital Bank

Alderman Robert Smith moved to sign updated signature cards for PlainsCapital Bank; Secretary Potsavich seconded the motion which carried unanimously.

6. Approval of Minutes of April 14, 2016 and April 29, 2016 special meeting minutes

Alderman Robert Smith moved approval of the Minutes of April 14, 2016 special meeting; Secretary Potsavich seconded the motion which carried unanimously.

Alderman Spencer moved approval of the Minutes of April 29, 2016 special meeting; Secretary Potsavich seconded the motion which carried unanimously.

7. Park Liaison Report

Alderman Robert Smith reported on the April meeting where the following was discussed:

- The revised regulations and reservation form has been posted on the new village web site
- The Commission is getting bids for painting the playscapes
- The success of Jazz Fest was reviewed, and more music events are being considered
- Hills Fest is scheduled for October 16, 201

Linda Lunney relayed a request from Louisa (cleans park restrooms) for an additional \$10 for one particularly messy cleaning. Also it was suggested that the restrooms be cleaned twice a week during the heavily used summer months. The cost for cleaning services will be going up to \$60 a cleaning for the next fiscal year. Alderman Robert Smith will relay this information to the Park Commission.

8. Consider, discuss and take any necessary action on a Park Grinder Pump

Earl Wood requested purchasing a spare grinder pump for the Park to have on hand in case of pump failure. Suppliers no longer keep spares on the shelf for immediate delivery.

Alderman Robert Smith moved approval to buy a spare grinder pump at the cost of \$2,136.88 to keep on hand; Alderman Spencer seconded the motion which carried unanimously.

9. POA Liaison Report

Secretary Potsavich reviewed her written report which included:

- A proposal from Pendleton Construction was approved to install flagstone ribbon curbing where traffic has created deep gouges next to the pavement
- An increase in construction deposits to \$6,000 is in consideration
- Permission from the POA Board to build the walking trail along the right of way along the north side of The Hills Drive from Dashwood to the small cul-de-sac was granted.

10. Hills Club Liaison Report

Mayor Ovlen, Secretary Potsavich and Charlie Trammel met to review the Oak Wilt issue.

11. Consider, discuss and take any necessary action on the Walking Trail

Mayor Pro Tempore J.R. Smith reported on the progress of the newest phase of the Walking Trail. Concrete pouring is scheduled to begin on Monday. Hand railing has been quoted at \$21 to \$24 a linear foot, depending on how many rails are installed. At least 100 linear feet are required for installation. Mayor Ovlen complimented Melvin Williams on the great job he was doing on the project and mentioned the positive feedback he has been receiving on the new segment of the Trail.

Dan Roark reported on his research into using volunteers to apply the sealant to the existing Walking Trail. Due to the toxic nature of the material and the process of application, professional application is recommended.

12. Consider, discuss and take any necessary action on Oak Wilt

Secretary Potsavich reported on the meeting with Charlie Trammel and Mayor Ovlen. She then presented a "Tree Health Survey" for the Village of The Hills. There are three "oak wilt hot spots" that need to be monitored closely for any signs of a new outbreak. Forester Clay Bales will schedule a return trip in late May to re-assess those areas.

13. Hurst Creek MUD Report

Earl Wood reported that Larry Kener has taken Ray Arvay's place on the Board of Directors.

Mr. Wood also mentioned Charlie Trammel's promotion at the golf course and that the MUD is working with him and his new employees on irrigation and Oak Wilt issues.

The backwash project is progressing on schedule – the new building has been constructed and the electronics are being built.

14. Emergency Management Report

Terry Browder requested the Board purchase four headsets for the Emergency Operations Center.

Alderman Spencer moved approval to purchase the headsets for \$660 plus a \$174 usage fee; Alderman Robert Smith seconded the motion which carried unanimously.

Mr. Browder handed out a flow chart of emergency services for Travis County.

15. City Administrator's Report

All issues have been covered under other items.

16. Consider, discuss and take any necessary action on annexation of Serene Hills Drive

Mayor Pro Tempore J.R. Smith reviewed the issue of annexation. The Hills already maintains the landscaping along the back side of the park. It would cost about \$7,000 every 10 years to resurface the road. Compelling reasons for annexation are: 1) being a good neighbor; 2) using the back park entrance for events at the park.

There may be an issue with the MUD, and it will be brought before the Board of Directors for their opinion.

17. Consider discuss, and take any necessary action on boundary with city of Lakeway adjustments

Mayor Pro Tempore J.R. Smith would like the Board to consider moving the boundary with Lakeway along The Hills Drive to include The Hills Drive from Lakeway Blvd. to Trophy Drive.

Research is needed on both issues of annexation and boundary changes. Mayor Ovlen would like both items tabled until next meeting and to appear together as an overall plan. The Mayor would like a committee of Mayor Pro Tempore J.R. Smith, the Mayor and MUD Director Wilson Smith to discuss the issues.

18. Consider, discuss and take any necessary action on deer population management

Dan Roark reported that after contacting a number of neighboring communities about deer population management, there does not appear to be the need for any immediate action. The BOA will revisit the deer situation in four months.

19. Consider, discuss and take any necessary Action on a Youth Advisory Commission

Mayor Ovlen reported on the first planning meeting of the Youth Advisory Commission. Six teens and their parents attended and he expects to have a draft charter for BOA review in July. The Village attorney has drafted permission forms for the parents to allow pictures and names of the teens to appear on the Village web site.

20. New Business Items Introduced by Members of the Board of Alderman

An invitation for the BOA to a P.E.C. event was discussed. The Mayor will inform P.E.C. that no one will be able to attend the event.

21. Consider, discuss and take any action on Aldermen summer schedules

Mayor Pro Tempore J.R. Smith will represent the Village of The Hills in the Lakeway 4th of July parade.

The Aldermen's availability for monthly meetings was discussed.

22. Comments from Attending Visitors and Guests

There were no comments.

23. The Board will meet in executive session to discuss personnel issues in accordance with Texas Government Code Section 551.074

The Board went into executive session at 10:40 am to discuss Dan Roark's contract and Village staff. The Board reconvened the regular meeting at 11:45 am.

The following motions were presented and voted on in regular meeting:

Alderman Robert Smith moved to authorize execution of the Agreement for Consulting and Advisory Services with Dan Roark, LLC.; Secretary Potsavich seconded the motion, which carried unanimously.

Alderman Robert Smith moved to scope, cost and implement an employment search for the Assistant to the Mayor and Board of Aldermen; Secretary Potsavich seconded the motion, which carried unanimously.

Secretary Potsavich moved to appoint Earl Wood as Interim Village Administrator for a period up to six months, with performance to be evaluated during this period; Alderman Robert Smith seconded the motion, which carried unanimously.

Alderman Robert Smith moved to offer Earl Wood a premium of \$1,000 per month while holding the Interim Village Administrator position; if the role becomes permanent, the salary will be re-negotiated; Secretary Potsavich seconded the motion which carried unanimously.

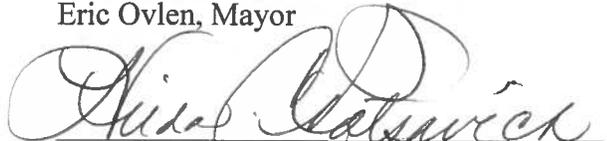
24. Adjournment

There being no further business, the meeting was adjourned at 11:55 a.m.

Signed this 9th day of June, 2016.

(Seal)


Eric Ovlen, Mayor


Hilda Potsavich, Secretary

