

**VILLAGE OF THE HILLS
MINUTES OF JULY 21, 2016
SPECIAL 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 Robert Smith and George Spencer, thus constituting a quorum.

Also present were Dan Roark, Beth Caccamisi, and Linda Lunney, representing general management for The Hills; Terry Browder, Emergency Management; Mike Maroney, Director of Hurst Creek MUD; Kendall Thompson, Miranda and Alec Prescott members of the Youth Commission; and Anne Hewgley, representing the POA.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Treasurer Nelson.

3. Consider, discuss and take any necessary action on a Youth Advisory Commission

Mayor Ovlen presented the draft charter for the Youth Advisory Commission. Treasurer Nelson suggested including how the commission will be funded. Treasurer Nelson also suggested checking insurance liability and the City Attorney for any regulations pertaining to the Commission. The Commission will hold meetings under the Open Meetings Act with the City Secretary posting agendas and keeping the minutes. A BOA liaison will attend Commission meetings. The Commission intends to play an active part in Hills Fest.

4. Consider, discuss and take any necessary action on the Floodplain Report

Dan Roark reported that a second letter was sent to the properties directly affected by the new floodplain map suggesting that flood insurance be purchase before the new maps go into effect to avoid paying increased premiums. Mr. Roark is taking classes to become a certified floodplain manager.

5. Law Enforcement

No one appeared to present the written report which showed 11 traffic stops, 12 traffic warnings and 3 traffic citations.

6. Approval of Minutes of June 9, 2016 regular meeting

Treasurer Nelson moved approval of the Minutes of June 9, 2016 regular meeting; Mayor Pro Tempore J.R. Smith seconded the motion which carried unanimously.

7. Consider and take any necessary action to approve the Engagement Letter with Jansen and Gregorczyk for Fiscal Year 2015-2016 Audit

Treasurer Nelson moved approval of the Engagement Letter with Jansen and Gregorczyk for Fiscal Year 2015-2016 Audit; Mayor Pro Tempore J.R. Smith seconded the motion which carried unanimously.

8. Treasurer's Report

Beth Caccamisi reviewed her written report showing \$201,437.47 in the General Fund and \$65,298.33 in the Solid Waste Fund.

Treasurer Nelson moved approval of the Treasurer's Report; Secretary Potsavich seconded the motion which carried unanimously.

9. Consider, discuss and take any necessary action on the preliminary budget for fiscal year 2016-2017

Treasurer Nelson reported on the progress of the preliminary budget. Since we have not yet received the tax certification and because of allocation issues the preliminary budget has been delayed. It will be ready for the August meeting.

10. Park Liaison Report

There is no report this month.

11. Consider, discuss and take any action to appoint Pat Younger to the Park Commission

Mayor Pro Tempore J.R. Smith moved approval of Pat Younger's appointment to the Park Commission; Secretary Potsavich seconded the motion which carried unanimously.

12. POA Liaison Report

Secretary Potsavich reviewed her written report including:

- Complaints of rental properties not being maintained

- The Architectural Committee is reviewing the current rules concerning residential outdoor lighting, requirements for plant spacing and exterior color changes in addition to rules for remodeling and demolition of existing properties
- The Hills POA and Flintrock POA will meet with Ron Woolard of ClubCorp regarding non-resident Club Members being required to adhere to the same rules residents must or have their RFID tags suspended
- The POA declined the request to pay for the Lakeway Directories

13. Hills Club Liaison Report

Mayor Ovlen met with Ron Woolard to discuss traffic through Flintrock gate, parking by the golf course, fishing and maintenance and irrigation schedules.

Treasurer Nelson mentioned the needed repair of the washout by the 17th hole.

14. Consider, discuss and take any necessary action on the Common Areas/greenbelts

Secretary Potsavich asked when the Fire Department would start the annual clean up of the common areas as part of the Hazardous Mitigation program. The clean up can't start until September when a protected bird's propagation period is over. Secretary Potsavich mentioned a number of dead cedar trees that need to be removed.

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

Dan Roark presented the updated costs on the Flintrock portion of the walking trail. The final costs were \$46,322. Mr. Roark explained that some of the costs were incorrectly invoiced directly to the Village and paid to the employee instead of paid as an employee expense. The Village has been reimbursed and the monies paid to the employee through Hurst Creek MUD.

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

Secretary Potsavich reported that the areas that are being monitored are still not showing any signs of Oak Wilt. There were some trees with browning tops that turned out to be herbicide poisoning. If the trees in question are watered a lot, they may recover from the poisoning.

17. Consider, discuss and take any necessary action regarding the Fencecrete Fence

Power washing will be completed as soon as MUD personnel are available.

18. Hurst Creek MUD Report

Treasurer Nelson reported on the recent meeting. A pilot study that was made after the original cost estimates determined that extra filters would be needed to get the required quality of recovered water. The budget was increased by \$52,000 to finish the project.

19. Emergency Management Report

Terry Browder reported on a recent car theft and break-ins of four additional cars in The Hills. He then reported that the Lakeway Regional Hospital was bought by Baylor, Scott and White. Mr. Browder has been asked by the new owners to help set up emergency centers in other Baylor, Scott and White hospitals.

Mr. Browder attended a table-top meeting at the emergency center where the Women's Emergency Counsel Group was introduced. This group will support the emergency workers with any jobs necessary, such as baby sitting, counselling etc.

Mr. Browder expressed his concern that the constable's coverage needs to be reviewed. The Mayor asked Mr. Browder to make a criteria list to guide the BOA in the review of the current Interlocal agreement with the constables.

20. Interim City Administrator's Report

Dan Roark reported on recent complaints about the deer population. In the past we need to get a Depredation Permit from Parks and Wildlife to allow control of the deer population. He proceeded to review past Village deer trapping experiences. It was suggested that Parks and Wildlife survey the Hills to determine if there is a population problem. The City of Lakeway is currently taking a census of its deer population and the results will be looked at to help determine if any action is needed in The Hills. A determination will be made in September.

A resident complained about contractors speeding on Hills Drive and suggested a second radar sign. The constable will be asked to patrol this area.

21. Consider, discuss and take any necessary action on the boundary with the City of Lakeway adjustment.

Dan Roark reported that the Mayor of Lakeway agreed to moving the boundary so The Hills Drive is in The Hills at no cost except to require a new survey of that area. A survey would cost about \$2,500 plus \$500 in legal costs.

Secretary Potsavich moved to request a memo outlining steps required to move the boundary with the City of Lakeway on The Hills Drive; Mayor Pro Tempore J.R. Smith seconded the motion which carried unanimously.

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

Mayor Ovlen asked if anyone wanted to attend the TML conference. He also mentioned that TML would be sponsoring a youth conference this year in Abilene TX and hoped that members of the Youth Commission would be able to attend.

23. Comments from Attending Visitors and Guests

Anne Hewgley commented that security will change routes so it is not predictable.

24. Consider rescinding action taken at the May 12, 2016 meeting regarding the appointment of an Interim City Administrator.

Mayor Ovlen reported that wording for executive sessions was not sufficient (as determined by the city attorney) and therefore this item needed to be rescinded.

Secretary Potsavich moved to rescind the appointment of Interim City Administrator; Mayor Pro Tempore J. R. Smith seconded the motion which carried unanimously.

Secretary Potsavich moved to compensate Earl Wood from May 15, 2016 to July 21, 2016 for services rendered; Treasurer Nelson seconded the motion which carried unanimously.

Under current Interlocal Agreement, the City Administrator position is vacant and Earl Wood is Assistant Administrator until the management structure is revamped.

25. Consider, discuss and take any action regarding Village management structure

Mayor Ovlen expressed that the management structure needed to be reviewed as the Village has changed its make up that may require changes. One issue was the appearance of a conflict of interest if a MUD employee was the City Administrator. He set out parameters:

- Mayor is CEO
- Village can have its own payroll
- The village does not have to work through an Interlocal Agreement

The Mayor asked the BOA, staff and others present to give him written feedback on the direction the Village structure should follow by August 4, 2016.

26. Adjournment

There being no further business, the meeting was adjourned at 2:30 p.m. by motion of Secretary Potsavich, seconded by Treasurer Nelson and carried unanimously.

Signed this 18th day of August, 2016.



Eric Ovlen, Mayor

Hilda Potsavich, Secretary