

**VILLAGE OF THE HILLS
MINUTES OF SEPTEMBER 14, 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 thus constituting a quorum.

Also present were Earl Wood, Beth Caccamisi, Dan Roark and Linda Lunney, representing general management for The Hills; Terry Browder, Emergency Management; Jim Wingard, Director of Hurst Creek MUD; Anne Hewgley, representing the POA; Hugo Clemente, representing Executive Security Systems; and Sargent Kent Shaffer.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Treasurer Jim Nelson.

3. Consider, discuss and take any necessary action regarding approval and ratification of the revised organization structure of the Village

Mayor Ovlen presented his written request to ratify the management structure that would retain current positions with the addition of a Village Manager.

Mayor Pro Tempore J. R. Smith moved to ratify the management structure stated above; Secretary Potsavich seconded the motion which carried unanimously.

4. Consider, discuss and take any necessary action to authorize the Mayor to work with the Hurst Creek MUD to draft an amendment to the Interlocal Agreement to provide for the position of Village Manager and related matters

Mayor Pro Tempore J.R. Smith moved to authorize the Mayor to work with the Hurst Creek MUD to draft an amendment to the Interlocal Agreement to provide for the position of Village Manager and related matters.

5. Consider, Discuss and take any necessary action to authorize the recruitment of a Village Manager

Mayor Ovlen discussed the job description for the recruitment of a Village Manager. Mayor Pro Tempore J.R. Smith expressed the need to review the job description periodically with adjustments as needed and to develop job descriptions for the rest of the Village staff. Treasurer Nelson stated the need for a thorough background check on any candidates as they will be working with the Youth Commission.

The title of the new position and the process of changing the title will need to be reviewed by the City attorney.

Treasurer Nelson moved to authorize the recruitment of a Village Manager; Alderman Robert Smith seconded the motion which carried unanimously.

6. Public Hearing on Fiscal Year 2016-2017 Budget and take any action on Ordinance 72-16 establishing the Budget

Treasurer Nelson reviewed the final 2016-2017 budget. Earl Wood discussed the office renovations and advised that there would be some costs to the Village that do not appear on the 2016-2017 budget. Some of these costs will be able to come out of the salary in the budget for the new position until the position is filled.

Treasurer Nelson moved approval of the 2016-2017 Fiscal Year budget with the stipulation that any combination of budget line 6200 Interlocal and 9010 Village Staff plus all related other expense to create, establish and operate the new position not exceed \$220,649.76; Secretary Potsavich seconded the motion which carried unanimously.

7. Public Hearing on 2016 Ad Valorem Tax and take any action on Ordinance 73-16 establishing the Tax

Treasurer Nelson moved approval of the 2016 Ad Valorem Tax and Ordinance 73-16 establishing the tax; Alderman Robert Smith seconded the motion which carried unanimously.

8. Consider and take any action the November 8, 2016 election.

Candidates for Alderman and Mayor are unopposed.

Secretary Potsavich moved to cancel the November 8, 2016 election; Alderman Robert Smith seconded the motion which carried unanimously.

9. Consider, discuss and take any necessary action on the Youth Advisory Commission

Mayor Ovlen presented the Youth Advisory Commission charter and request for the Commission to adopt the charter and create the Commission, effective as of October 1, 2016 and to appoint the following names to the Commission:

Michelle Chang
Dane Spencer
Kaitlyn Rouse
Alec Prescott
Miranda Prescott
Emily Powell
Kendall Thompson

Alderman Robert Smith moved to Create the Youth Advisory Commission, effective October 1, 2016, adopt the Commission's Charter and appoint the seven names to the Commission; Secretary Potsavich seconded the motion with carried unanimously.

10. Law Enforcement

Terry Browder introduced Hugo Clemente, Executive Security Systems supervisor to report on an incident where a resident was verbally abusive.

Sargent Shaffer reviewed his written report showing 15 traffic stops, 12 warnings and 9 citations. He also reported on his alternating schedule; Saturdays are active, while Sundays are extremely quiet.

11. Approval of Minutes of August 18, 2016 and August 24, 2016 special meetings

Secretary Potsavich moved approval of the August 28, 2016 with the addition of the title of Code Chapter 327.008, Municipal Sales and Use Tax For Street Maintenance in item number 4; Alderman Robert Smith seconded the motion which carried unanimously.

Mayor Pro Tempore J.R. Smith moved approval of the August 24, 2016 special meeting minutes; Alderman Robert Smith seconded the motion which carried unanimously.

12. Treasurer's Report

Earl Wood felt that to accept a check written on Village accounts for his service as Interim Administrator may be a conflict of interest and requested that the Village reissue the check as salary through the Interlocal agreement with the MUD.

Beth Caccamisi reviewed her written report showing \$196,597.05 in the General Fund and \$68,161.73 in the Solid Waste Fund.

Mayor Pro Tempore J.R. Smith requested to be advised of any monies available for planning the next stage of the walking trail. He suggested using a portion of the reserve fund to start the process. Mayor Ovlen suggested researching what monies would be required and alternate sources of income for the project.

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

13. Park Liaison Report

Alderman Robert Smith reported that Hills Fest will be on October 16th; he stated that volunteers are need to cook hot dogs.

Alderman Robert Smith also reported that due to recent rain many of the area soccer fields are unusable and will be looking to reserve our field. The Commission is working on a way to make reservations visible to residents; hiring a park attendant to supervise activities is being researched.

14. POA Liaison Report

Mayor Ovlen attended the most recent meeting and asked Anne Hewgley to report. Mrs. Hewgley stated that the security guards have received raises, improving moral and a policy has been made to handle residents that are abusive to the guards at the gates.

15. Hills Club Liaison Report

Mayor Ovlen reported that he, Wilson Smith, and Hal Lanham will meet with James Walsh the new general manager of the Golf Club.

16. Consider, discuss and take any necessary action regarding the vacation of Lot 918A, amended plat of Lots 918 and 919, the Hills of Lakeway, Phase 9, Travis County, Texas.

This item was tabled as the resident failed to supply necessary paperwork.

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

Alderman Robert Smith reported that the rain had eroded some of the dirt on the walking trail along Flintrock.

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

No action at this time.

19. Hurst Creek MUD Report

Earl Wood reported that Monday, September 19, 2016, the MUD will hold a public hearing on the budget and tax rate. The backwash recovery project is nearing completion and Treasurer Nelson suggested having the Community Impact paper cover the opening of the system.

20. Emergency Management Report

Recent activities were covered under item 10, Law Enforcement Monthly Report.

21. City Administrator's Report

Earl Wood discussed park reservations and the issues about the guards dealing with abusive residents.

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

Treasurer Jim Nelson reported that at the end of Tournament Way there are still a large number of people feeding the deer and the undergrowth is not being cleared on the golf course, both of which is resulting in a high amount of deer congregating in this area. It was suggested that the situation continue to be monitored. In a meeting with the Mayor of Lakeway, Mayor Orlen and Earl Wood to discuss deer management in Lakeway and discovered that no survey has been taken and Lakeway is monitoring the situation as well. It was suggested to put an article on the Village web site explaining the hazards of feed the deer.

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

Treasurer Nelson discussed the most effective methods of communication with Hills residents.

Secretary Potsavich reported on a recent CAMPO meeting on area transportation issues.

25. Comments from Attending Visitors and Guests

MUD Director Jim Wingard asked what communication was made with residents about the changes in the Village structure. All required publications have been met for public hearings, agendas and minutes according to the Open Meetings Act.

26. Consider, discuss and take any action regarding the BOA meeting time and/or date

The Mayor discussed the timing of BOA meetings. Having the meetings at 8:30 may not be convenient for most residents to attend, possibly keeping them from running for positions on the Board. Treasurer Nelson suggested moving the meetings to 4 pm or a different day of the week.

Secretary Potsavich moved approval to change the BOA meetings to the second Tuesday of the Month at 9:00 a.m.; Treasurer Nelson seconded the motion which carried unanimously.

27. Adjournment

There being no further business, the meeting was adjourned at 11:00 a.m. by motion of Secretary Potsavich, seconded by Treasurer Nelson and carried unanimously.

Signed this 11th day of October, 2016.

(Seal)



Eric Orlen, Mayor

Hilda Potsavich, Secretary