

**VILLAGE OF THE HILLS
MINUTES OF DECEMBER 13, 2016
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 9:00 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; Wendy Smith, Village Manager Candidate; Terry Browder, Emergency Management; Adan Ballesteros, Constable; Chief Dan Johnson; and Deputy Oshay and Steve Moore, assistant to Constable Ballesteros.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Alderman Robert Smith.

3. Swearing in of Mayor Ovlen, Aldermen Jim Nelson, Hilda Potsavich and Robert Smith

The re-elected Mayor and Aldermen were sworn in.

4. Hills Club Liaison Report

Mayor Ovlen reported on a meeting with James Walsh and some of the Youth Commissioners to discuss issues and plans for future events.

5. POA Liaison Report

Secretary Potsavich reviewed her written report including:

- Katheryn Williamson tendered her resignation from the POA Board and Amy Weldon was appointed to fill the remainder of her term
- During Open Session, the Rollins thanked all concerned for getting the cable removed from their street

- Hugo Clemente reported that the work at the Club Estates Gate was to be completed this date; the guard Mustafa has an electronics background and has “tweaked” all the cameras to make them function better
- The POA Board approved the appointment of George Alsop, Jimmy Hewgley III and Milam Urukalo to the Road Committee
- The POA Board agreed to join the BOA in the Volunteer Appreciation event early next year
- The contract to repair the gates was approved

6. Law Enforcement Monthly Report

Constable Adan Ballesteros introduced himself and his staff and discussed law enforcement coverage in The Hills.

Chief Johnson reviewed the written report showing 29 traffic stops, 21 warnings and 13 citations.

Treasurer Nelson suggested a coordinated report among all law agencies servicing the area of any incidents so it can be shared with the security guards and the BOA. Constable Ballesteros offered extra patrols at no cost for holidays, school breaks or special incidents. It was suggested that Constable Ballesteros’ assistant, Steve Moore be involved in the master planning of the Village and with the Youth Commission.

7. Emergency Management Coordinator Report

Terry Browder reported that the Fire Department yearly hazardous mitigation maintenance of the greenbelts was almost complete.

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

Mayor Ovlen reported on recent activities. He asked the BOA to develop some questions for the Youth Commission about concerns they may have in the Community.

9. Approval of Minutes of November 8, 2016 regular meeting and November 29, 2016 special meeting minutes

Mayor Pro Tempore J.R. Smith moved approval of the November 8, 2016 regular meeting and November 29, 2016 special meeting minutes: Secretary Potsavich seconded the motion which carried unanimously.

10. Treasurer’s Report

Beth Caccamisi reviewed the written report showing \$215,915.70 in the General Fund and \$51,718.15 in the Solid Waste Fund.

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

11. Park Liaison Report

Alderman Robert Smith reported on the most recent meeting:

- Two commissioners resigned
- Painting of the wood is in progress
- HillsFest had approximately 600 people and was a break-even event
- The Commission is seriously considering a doggie park. First a survey of the grounds will need to be taken. A survey and mapping would also be helpful for event planning. This is not in the park budget and funds may need to be requested from the BOA.

12. Community Service Awards Update

Awards have been ordered and will be presented at both the POA meeting and the volunteer appreciation event.

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

Mayor Pro Tempore J.R. Smith reported on efforts to put together a new Walking Trail Committee. He asked Earl Wood to put together a narrative on the progress of the Walking Trail to date. The target area for the next phase would be on The Hills Drive across the dam.

14. Hurst Creek MUD Report

Earl Wood reported on the office renovation. He received an estimate under \$50,000 and is working on getting two other bids. Once one is chosen, the renovation will proceed and is expected to be completed in about 60 days.

Mr. Wood reported that the materials to repair the culvert under The Hills Drive have been ordered and as soon as they are received the work can begin. The elevated tower maintenance will be started around the third week of January.

15. City Administrator's Report

Earl Wood reported that the traffic strips to monitor speed and volume will be put on The Hills Drive by Luna Vista soon; the radar sign is now working properly. A fox was found in a resident's back yard that appeared to be sick. The animal tested negative for rabies.

16. Village Manager offer to Wendy Smith

Mayor Ovlen discussed that the job description for Village Manager was prepared as a recruitment tool and now that a Manager has been hired all Village jobs covered in the Interlocal agreement should be reviewed and updated. He suggested that after the Village Manager has been on the job for 60 days that would be adequate time to start the process of revising job descriptions.

Mayor Pro Tempore J.R. Smith moved to approve the offer of Village Manager to Wendy Smith; Alderman Robert Smith seconded the motion which carried unanimously.

17. Update on the Interlocal Agreement between the Village of the Hills and Hurst Creek MUD

Mayor Ovlen reported that the Interlocal Agreement is with the attorneys for fine tuning.

Secretary Potsavich moved to authorize the Mayor to execute the Interlocal Agreement as agreed upon; Alderman Spencer seconded the motion which carried unanimously.

18. Consider, discuss and take any action necessary on Dan Roark's consulting agreement

Mayor Ovlen reviewed the content of the agreement and discussed terminating the monthly requirements and revising the agreement to a case by case basis as approved by the BOA.

Treasurer Nelson moved to terminate Dan Roark's monthly agreement and modify it to a case-by-case basis; Alderman Robert Smith seconded the motion which carried unanimously.

19. Consider, discuss and take any action necessary on the municipal offices renovation.

The report on the renovation was covered in item 14.

Alderman Spencer moved to authorize Earl Wood to negotiate the renovation with the advice of the Treasurer and Village Manager; Secretary Potsavich seconded the motion which carried unanimously.

20. Consider, discuss and take any action necessary on the HEB Pledge

It was agreed to decline participation in the program.

21. Review of Village Ordinances

Mayor Ovlen suggested Mayor Pro Tempore J.R. Smith and Wendy Smith review the Ordinances with the City attorneys and report any changes needed at the February BOA meeting.

22. Consider, discuss and take any action necessary on developing a Village Master Plan

Mayor Ovlen discussed who should be involved and give input into developing a Village Master Plan. His goal is to have an initial meeting sometime during February.

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

P.E.C. dinner invitations were discussed.

Terry Browder and members of the Youth Commission will represent The Hills at Travis High School football championship games.

18. Comments from Attending Visitors and Guests

There were no comments.

21. Adjournment

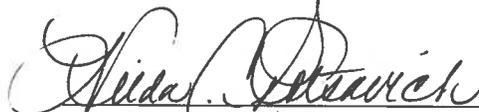
There being no further business, on motion by Secretary Potsavich, seconded by Alderman Robert Smith, the meeting was adjourned at 11:25 a.m.

Signed this 10th day of January, 2017.

(Seal)




Eric Ovlen, Mayor


Hilda Potsavich, Secretary