

**VILLAGE OF THE HILLS
MINUTES OF MARCH 14, 2017
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 except George Spencer, thus constituting a quorum.

Also present were Earl Wood, Beth Caccamisi, Wendy Smith and Linda Lunney, representing general management for The Hills; Terry Browder, Emergency Management; Constable Mike Jennings.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Alderman Robert Smith.

3. Approval of Minutes

Mayor Pro Tempore J. R. Smith moved approval of the February 14, 2017 regular meeting minutes; Secretary Potsavich seconded the motion which carried unanimously.

Secretary Potsavich moved approval of the March 4, 2017 special meeting minutes; Treasurer Nelson seconded the motion which carried unanimously.

4. Reports

a. Law Enforcement

Officer Mike Jennings reviewed the written report showing: 35 traffic stops, 33 warnings and 2 citations.

b. Emergency Management Coordinator

Terry Browder informed the BOA that he is working with emergency services to correct addresses in the GPS systems.

c. Hills Club Liaison

The Mayor reported on the cooperation between the Village, Club and POA during a recent political event.

d. Youth Advisory Commission Liaison

Wendy Smith that the YAC will be conducting a food drive and will place collection containers at the club and two main gates. The commissioners expressed their concern over pending legislation that may affect free school lunches during the summer. They are also looking to solicit new members for the YAC.

e. POA Liaison

Secretary Potsavich reviewed her written report including:

- Jogee Comegys was appointed Chair of the Security Committee
- A resident expressed their concern about mandatory Club membership
- The Board voted to retain the present gate security company
- Lee Nelson presented the revised Architectural Rule Book for review
- The Board approved investigating tax free status for the POA with a California CPA

Secretary Potsavich also reported that the POA will be installing rock borders on various corners around The Hills.

f. Park Liaison

Alderman Robert Smith reported the park Eagle Scout project has been completed. Jazz Fest will be held on April 21st. The YAC will be helping out.

g. Press Liaison

Wendy Smith was featured in an article in the Impact newspaper. The BOA will be contributing a number of articles in the upcoming POA newsletter.

h. Treasurer

Beth Caccamisi reviewed her written report showing: \$401,411.12 in the General Fund and \$47,790.05 in the Solid Waste Fund.

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

i. Hurst Creek MUD

Earl Wood reported the following:

- The elevated tower maintenance and repair is completed and the tower is back on line
- The culvert repair on Club Estates Parkway has been completed
- The lighting improvements in the office parking lot has been started and will be finished once the office renovations are completed
- The MUD is willing to consider funding the renovation costs for the Village

j. Village Manager

Wendy Smith reported on a meeting attended by city managers of neighboring cities to discuss common issues. The group intends to meet periodically. Ms. Smith also reported on a number of bills going before the state legislature that could affect the Village, including the revenue cap bill.

5. Consideration and action regarding the Walking Trail

Mayor Pro Tempore J.R. Smith reported on the plans to extend the walking trail over the dam on The Hills Drive. He suggested moving the pet station by the dam to an area that is not as visible. Treasurer Nelson suggested working with the Club to clean up the dam/waterfall area in anticipation of the trail construction.

6. Consider adoption of an ordinance of the Village of The Hills, Texas, creating the Office of Village Manager and designating the duties, authorities and responsibilities of the office.

Treasurer Nelson moved approval of an ordinance creating the Office of Village Manager and designating the duties, authorities and responsibilities of the office; Secretary Potsavich seconded the motion which carried unanimously.

7. Consider adoption of an ordinance providing for participation in the Texas Municipal Retirement System and Supplemental Death Benefits Fund by the Village of The Hills.

Alderman Robert Smith moved approval of an ordinance providing for participation in the Texas Municipal Retirement System and Supplemental Death Benefits Fund; Secretary Potsavich seconded the motion which carried unanimously.

8. Consider Appointment of Mayor Eric B. Ovlen to the CAPCOG General Assembly

Secretary Potsavich moved to appoint Mayor Ovlen to the CAPCOG General Assembly; Treasurer Nelson seconded the motion which carried unanimously.

9. Consideration and possible action commemorating the 20th Anniversary of the Village of The Hills

Mayor Ovlen recommended including a 20th Anniversary celebration in Hills Fest. The Mayor asked Alderman Robert Smith to discuss this with the Park Commission. He also asked staff to gather information, facts and any memorabilia relating to the creation of the Village for the next meeting. It may also be an opportunity for the YAC to prepare a time capsule.

10. Consideration and possible action regarding new signage at Lohman's Gate

This item was tabled until Alderman Spencer is present as he brought this to the attention of the BOA. Wendy Smith was asked to get an opinion on the legalities from the attorney.

Alderman Robert Smith moved approval to get a legal opinion about the signage at Lohman's Gate; Secretary Potsavich seconded the motion which carried unanimously.

11. Consideration and action regarding the municipal offices renovation

Mayor Ovlen and Earl Wood reviewed the final plans for the renovation.

12. Consideration and action regarding developing a Village Strategic Plan

Mayor Ovlen discussed the first meeting which had an excellent turn out. He asked the committee chairmen to prepare a first report, including plans, data collection, and lists of anything needed for the next BOA meeting.

13. Mayor's appointment of chairpersons for the Strategic Plan committees

Secretary Potsavich moved to approve the Mayor's appointment of chairpersons for the Strategic Plan committees as listed below; Alderman Robert Smith seconded the motion which carried unanimously.

Governance – George Spencer
Revenue and Fiscal Management – Jim Nelson
Communication – Wendy Smith
Physical Assets – J. R. Smith
Programs and Services – Hilda Potsavich
Public Safety – Robert Smith
Regional Involvement – Wendy Smith
Other – Eric Ovlen

14. New Business Items Introduced by Members of the Board of Aldermen

Treasurer Nelson informed the council about defensive driving courses through AARP for drivers over 50 years of age. Drivers may receive insurance discounts upon completion.

The May BOA meeting will be held on May 10th.

13. Comments from Attending Visitors and Guests

There were no comments.

14. Adjournment

There being no further business, on motion by Secretary Potsavich, seconded by Alderman Robert Smith, the meeting was adjourned at 10:37 a.m.

Signed this 11th day of April 2017.

(Seal)



Eric Ovlen, Mayor

Hilda Potsavich, Secretary