



**REGULAR MEETING OF THE BOARD OF ALDERMEN  
TUESDAY, DECEMBER 12, 2017  
MINUTES**

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 B. Ovlen, Mayor  
Hilda Potsavich, Secretary  
Robert Smith, Alderman

J.R. Smith, Mayor Pro Tempore  
Jim Nelson, Treasurer  
George Spencer, Alderman

**and all of said persons were present, thus constituting a quorum.**

Also present were Wendy Smith and Linda Lunney representing general management for The Hills; Earl Wood, representing Hurst Creek MUD; Terry Browder, Emergency Management; Anne Hewgley, Hills POA; and Constable Michael DeLeon.

PLEDGE OF ALLEGIANCE

Mayor Ovlen led the pledge.

APPROVAL OF MINUTES

1. Regular meeting of November 14, 2017

*Secretary Potsavich moved approval of the minutes of November 14, 2017 Regular meeting; Treasurer Nelson seconded the motion which carried unanimously.*

PRESENTATIONS

1. Law Enforcement

Constable DeLeon reviewed his written report showing: 10 traffic stops of which 2 were residents, 4 visitors, and 2 contractors and 2 citations were issued.

2. Emergency Management Coordinator

Terry Browder reported that Stacy Moore, Travis County Emergency Management Coordinator has resigned and Code Red is currently being updated.

### 3. Hills Club Liaison

Mayor Ovlen discussed the continuing cooperative relationship with the Club.

### 4. Youth Advisory Commission Liaison

Wendy Smith reported that at the December meeting the Commission members bought gifts for the two children they sponsored from the Austin Children's Shelter. The YAC expressed their wish to keep the commission membership available to high schoolers only while mentoring middle schoolers during community events such as HillsFest. Alderman Spencer suggested sending occasional communications to former members to keep in touch.

### 5. POA Liaison

Secretary Potsavich reviewed the written report including:

- The POA will make another push to get residents to use the online service for informing the gates of visitors to reduce the amount of phone calls the guards receive. A second guard for the Club Estates gate will start after the first of the year
- The Board voted to suspend RFID tags for those residents who escort contractors or guests through the gates in violation of the rules
- The Board agreed on setting a new policy of requiring a Board Member to step down if they miss three meetings in a row
- Hal Lanham submitted his resignation from the POA Board because he has moved to Flintrock
- Jogie Comegys was appointed to fill the vacant Board position and Anne Hewgley was named Board President
- The POA General Manager was asked to get information about the possibility of locating a cell tower in The Hills
- The next meeting will be the Annual Meeting on January 18, 2018

Anne Hewgley suggested the Village investigate the possibility of placing a cell phone tower on common area as an added source of income for the city.

### 6. Park Liaison

Alderman Robert Smith reported on new officers elected at the December meeting: Pat Ovlen, Chair; Joe Middlebrook, Vice Chair; Pat Younger, Secretary/Treasurer. It was suggested Park Commissioners arrange to put away trash bins at the park each Monday. Several trees in the park need to be trimmed.

### 7. Press Liaison

Treasurer Nelson had nothing new to report.

### 8. Finance Report/Treasurer's Report for the Month of October, 2017

Wendy Smith reviewed the preliminary financial report for October and November.

### 9. Hurst Creek MUD

Earl Wood reported on the following:

- Released Public Utilities Easement to the City of Lakeway for the new police station
- Appointed Larry Kener to the Drainage Committee
- TCEQ approval for bleach conversion at the Waste Water Treatment Plant was received

- The new server has been installed
- P.E.C. will be working on upgrading electric service and therefore turn the service off to the offices on Monday, December 18<sup>th</sup>, from 10:00 am to 10:30 am.

#### 10. Village Manager

Ms. Smith reported the re-allocation of the street maintenance tax will begin on April 1. Ms. Smith and Beth Caccamisi attended a Public Investment class in San Antonio. An investment policy must be adopted by resolution yearly.

#### 11. Park and Youth Advisory Commission appointments

There is one open position on the Park Commission.

*Alderman Robert Smith moved to reappoint Gary Weldon and Jim Morter to the Park Commission; Alderman Spencer seconded the motion which carried unanimously.*

### BUSINESS ITEMS

#### 1. Consideration and possible action regarding traffic control measures

Staff recommendation is to keep the speed limit in The Hills at 30 mph with strict enforcement. Wendy Smith will investigate a larger stop sign or a flashing one for Serene Hills and Hills Drive. She will also solicit a recommendation from experts for alternatives.

#### 2. Consideration and possible action to jointly participate with the City of Lakeway and Travis County on school zone flashing lights and signage

Serene Hills Elementary is within three separate governmental jurisdictions and is the only school in Lakeway without a flashing sign. The Village was asked to participate in paying for the sign and Lakeway will install and maintain it.

*Treasurer Nelson moved to approve \$3,300 from the common area budget, contingent on Travis County and Lakeway contributions and if it is not an obligation of the school; Mayor Pro Tempore J.R. Smith seconded the motion which carried unanimously.*

#### 3. Consideration and possible action on Citizen Community Service Awards

*Alderman Spencer moved the Committee submit a recommendation for the award with the Mayor's approval; Treasurer Nelson seconded the motion which carried unanimously.*

#### 4. Consideration and possible action regarding a Volunteer Dinner in 2018

Mayor Ovlen discussed a volunteer dinner for 2018 in conjunction with the POA. Several dates in February were suggested. Secretary Potsavich will coordinate with the POA.

*Treasurer Nelson moved to proceed with planning the Volunteer Dinner; Secretary Potsavich seconded the motion which carried unanimously.*

#### 5. Consideration and possible action regarding a policy relating to volunteers and committees

The Mayor reviewed the reason for a policy relating to volunteers and committees. This would create a data base of candidates for open and future positions.

*Secretary Potsavich moved approval of the Volunteer Committee Policy; Treasurer Nelson seconded the motion which carried unanimously.*

6. Consideration and possible action regarding Diseased Tree Ordinance  
Secretary Potsavich reviewed the ordinance and suggested changes. The Mayor sent the ordinance back to committee and staff for revisions.

7. Consideration and possible action regarding the Walking Trail  
Financing options were discussed in Executive Session.

*Treasurer Nelson moved approval of Mayor Pro Tempore J.R. Smith deciding on the color to paint the handrails; Alderman Robert Smith seconded the motion which carried unanimously.*

*Secretary Potsavich moved approval for Mayor Pro Tempore J.R. Smith to decide the next section of the trail to construct with existing funds; Treasurer Nelson seconded the motion which carried unanimously.*

8. Consideration and possible action regarding the Dog Park  
The committee is working through the schedule with Melvin to determine how to proceed. The next Dog Park meeting will be January 12, 2018 at 5:30 pm.

9. Consideration and possible action regarding the nomenclature used to refer to elected officials and related city positions

*Alderman Robert Smith moved to change the nomenclature used to refer to elected officials and related city positions to "Council" and "City"; Secretary Potsavich seconded the motion which carried unanimously.*

10. Consideration and possible action on January meeting date

*Treasurer Nelson moved approval to move the January meeting date to January 12, 2018; Secretary Potsavich seconded the motion which carried unanimously.*

#### ANNOUNCEMENTS AND REQUESTS

1. New business items to be included on the next agenda.  
There were no items.

#### PUBLIC COMMENT FROM ATTENDING VISITORS AND GUEST

There were no visitors.

#### EXECUTIVE SESSION

*The Mayor and Board of Aldermen may adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code including, but not limited to, Sections §441.071 (Consultation with attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices), §551.087 (Economic Development), §418.183*

*(Deliberations about Homeland Security Issues), and as authorized by the Texas Tax Code including, but not limited to Section 321.3022 (Sales Tax Information).*

The BOA went into Executive Session at 10:30 AM regarding the following matters:

1. *Financial Report*
2. *Election Update*

RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY ACTION RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE.

The BOA reconvened the regular meeting at 11:20 AM. No action was taken.

ADJOURNMENT

There being no further business the meeting adjourned at 12:20 PM.

Signed this 12<sup>th</sup> day of January, 2018.



Eric Ovlen, Mayor

Hilda Potsavich, Secretary