



**SPECIAL MEETING OF THE CITY COUNCIL
THURSDAY FEBRUARY 14, 2019
MINUTES**

CALL TO ORDER

A meeting of the City Council ("Council") of the Village of The Hills ("the Village") was held at the Village Offices at 102 Trophy Drive, The Hills, Texas 78738. Mayor Ovlen called the meeting to order at 12:00 noon and the roll was called of the duly constituted officers and members of the Council to wit:

Eric B. Ovlen, Mayor
Hilda Potsavich, Mayor Pro Tem
Robert Smith, Councilmember, Secretary

Jim Nelson, Councilmember, Treasurer
George Spencer, Councilmember
Zac Carroll, Councilmember

and all said persons were present thus constituting a quorum.

Also present were Wendy Smith May and Linda Lunney representing general management for The Hills; Constable Ernie Rivera; and Earl Wood, Hurst Creek MUD.

PLEDGE OF ALLEGIANCE

Councilmember Carroll led the pledge.

APPROVAL OF MINUTES

1. Minutes of January 8, 2019 Regular meeting.

Mayor Pro Tem Potsavich moved approval of the minutes of December 11, 2018; Treasurer Nelson seconded the motion which carried unanimously.

PRESENTATIONS

1. Law Enforcement

Constable Rivera reviewed his written report showing: 51 Traffic Stops, 25 Warnings, 26 Citations of which 26 were residents and 25 contractors.

2. Security Committee Liaison

The committee has not met.

3. Hills Club Liaison

Mayor Ovlen reported that the club is being encouraged to make numerous improvements and to market the value of social membership.

4. Youth Advisory Commission Liaison

Wendy Smith May reported the YAC is working on the next service project, supplying Austin Pets Alive with needed items in conjunction with the 1-year anniversary of the dog park serving as a collection point. The YAC is considering offering limited tech support to Hills residents. The book drive was very successful.

5. POA Liaison

Mayor Pro Tem Potsavich reviewed her written report:

- The year end financial report is being re-done due to faulty work by the management company.
- Four bids from Sunscapes for work requested by the Landscape Committee have been approved.
- The Architectural Committee approved a modern-style house with a metal rolled seam roof.
- The Board requested two bids in addition to Alpha Paving for seal coating.
- Board Chairman Mayo presented his resignation for personal reasons. Corey Koberg was appointed to fill Larry Mayo's term and Angela Beck was nominated as Board President on the condition she would be able to vote on motions. The Board then voted to change the rules to add another board member in order to break any ties. Jim Vick was appointed to fill the seventh position.
- New Board Officers are Angela Beck, President, Lee Nelson Vice President, Rick Van Dalen, Treasurer and Tom Stiles Secretary.
- The Board voted to hold quarterly evening meetings once per quarter; the rest of the meetings will continue on the 4th Tuesday of the month.

6. Park Liaison

Wendy Smith May reported on the recent meeting:

- A walk-thru of the park was rained out.
- An Eagle Scout is interested in building a bulletin board.
- Trees have been trimmed in the park.

7. Press Liaison

Treasurer Nelson reported that pictures of the Community Appreciation Dinner will be submitted to the Lake Travis View.

8. Finance Report/Treasurer's Report

Wendy Smith May reviewed the written report.

Treasurer Nelson moved approval of the Finance Report; Mayor Pro Tem Potsavich seconded the motion which carried unanimously.

9. Hurst Creek MUD Report

Treasurer Nelson complimented the MUD on the success of the Backwash Recovery System.

Earl Wood reported on working with Tuscan Village to help solve their irrigation issues. The MUD purchased a cloud-based software maintenance program which keeps track of all equipment and maintenance histories.

10. City Manager

Wendy Smith May reported on the following:

- Mrs. May has been asked to take an active role in the Emergency Management Association.
- The Community Appreciation Dinner will be on February 28th.
- Perimeter fence painting will proceed when the weather permits.
- A new email source will be activated soon.
- Locations for two new radar signs are being decided.
- Mrs. May informed the Council that they have been voted the City Council of The Year in the state of Texas by TML. An award will be presented at the TML convention in San Antonio in October.

11. Mayor's Report

Mayor Ovlen reported on:

- Mayor Ovlen has contacted the POA to arrange for a joint meeting to share information.
- The Mayor attended a Work-Force Solutions meeting with the mayors of Bee Cave and Lakeway to discuss the issues of the hospitality and retail jobs in this area.
- The City is starting to see positive results from regional cooperation.

12. Park and Youth Advisory Commission appointments

Mayor Pro Tem Potsavich moved approval of Hayden Alvey's appointment to the Park Commission; Councilmember Spencer seconded the motion which carried unanimously.

BUSINESS ITEMS

1. Consideration and possible action on an Ordinance Amending the 2018- 2019 Budget for Municipal Purposes

Ordinance 2019-01 clarifies the Street Maintenance Fund and Capital Projects Fund Budgets, designates expenses for the walking trail, and allows staff to make the Street Maintenance Fund dormant once 3 funds are spent. Revenues were budgeted in the Adopted 19-19 Budget.

Mayor Pro Tem Potsavich moved approval of Ordinance 2019-01 Amending the 2018-2019 Budget for Municipal Purposes; Treasurer Nelson seconded the motion which carried unanimously.

2. Consideration and possible action on a proposal from Melvin Williams for Project Management and Walking Trail Services

Wendy Smith May presented the proposal from Melvin Williams related to project management, irrigation relocation, and re-sodding for the next phase of the walking trail which total \$7,000.

Mayor Pro Tem Potsavich moved approval of the proposal for Project Management and Walking Trail Services; Councilmember Carroll seconded the motion which carried unanimously.

3. Consideration and possible action on Branding for The Hills.

Wendy Smith May discussed branding of The Hills. For now, the City is using the same logo as the POA and the Club, with "Village of" added to the top. As previously discussed, use of the same logo contributes to the confusion regarding the different entities.

Councilmember Spencer moved Mrs. May explore and develop a process for branding the Village; Mayor Pro Tem Potsavich seconded the motion which carried unanimously.

4. Consideration and possible action regarding a Fiscal and Budgetary Policy.

The Fiscal and Budgetary Policy presented memorializes, in one place, relevant written and verbal policies and practices of the City Council and staff. It addresses the budget process, capital reserves, and the capitalization policy.

Councilmember Carroll moved approval of the Fiscal and Budgetary Policy; Mayor Pro Tem Potsavich seconded the motion which carried unanimously.

5. Consideration and discussion regarding Fireworks in City Limits.

Wendy Smith May discussed questions about the regulation of fireworks in The Hills received after a recent display at the Club. The Hills does not currently have a policy.

Councilmember Spencer moved to have the staff prepare policy on the regulation of fireworks within City Limits; Treasurer Nelson seconded the motion which carried unanimously.

6. Consideration and possible action on a Topographic Survey of the Park.

The Park Commission is considering a topographic survey of the park for certain projects contemplated in the Park Master Plan, such as an amphitheater. A survey of just the pavilion area has been estimated at \$2,500. More investigation is needed of what is necessary and what is sufficient to proceed with projects.

Mayor Pro Tem Potsavich moved to table the item until the next meeting; Councilmember seconded the motion which carried unanimously.

7. Discussion regarding potential tasks for a Management Intern

Wendy Smith May discussed the possible tasks for an intern including policy review, web site review, communications and rebranding (marketing).

Policy review was recommended as first task.

ANNOUNCEMENTS AND REQUESTS

- No new business items were presented.

Councilmember Spencer will have the mobility reception of The Hills evaluated.

PUBLIC COMMENT FROM ATTENDING VISITORS AND GUEST

- There were no visitors.

EXECUTIVE SESSION

The Mayor and City Council 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).

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

The Council did not go into Executive Session.

ADJOURNMENT

There being no further business, Mayor Pro Tem Potsavich moved to adjourn the meeting at 2:00 pm; Treasurer Nelson seconded the motion which carried unanimously.

Signed this 12th day of March 2019.



Eric B. Orlen, Mayor



Linda Lunney, City Secretary

(Seal)

