



REGULAR MEETING OF THE CITY COUNCIL

**July 9, 2024
July 10, 2024
MINUTES**

A meeting of the City Council ("Council") of the Village of The Hills ("the Village") was held in person and remotely. Mayor called the meeting to order, and the roll was called of the duly constituted officers and members of the Council to wit:

Present:

Sarah Carroll, Mayor VIA Zoom
Rick Van Dalen, Councilmember/Treasurer
Kevin Proud, Councilmember

Hilda C. Potsavich, Mayor Pro Tem
Jim Vick, Councilmember/Secretary
Lee Crawford, Councilmember

thus, constituting a quorum.

Also Present:

Angie Massey, City Administrator/City Secretary
Tom Harrellson, POA President VIA Zoom

Constable Deputy Lopez

1. CALL TO ORDER

Mayor Pro Tem called the meeting to order.

2. PLEDGE OF ALLEGIANCE

Mayor Pro Tem

3. PUBLIC COMMENT

None.

4. PRESENTATION

None.

5. CONSENT AGENDA *The items listed are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items the Consent Agenda prior to a motion and vote.*

The item will be considered in its normal sequence on the Regular Agenda.

- A. Approve the Minutes of the June 11, 2024, Regular City Council Meeting

Mayor Pro Tem asked council if there were any changes or corrections to the June 11, 2024 Regular Meeting Agenda; Consensus from council no one had any changes.

- B. Approve the Minutes of the June 13, 2024, City Council Budget Workshop

Mayor Pro Tem asked council if there were any changes or corrections to the June 13, 2024 City Council Budget Workshop; Consensus from council no one had any changes.

- C. Finance/Treasurer's Report for June 2024.

Councilmember Van Dalen stated:

- **Financial discussion about reclassifying a transfer that was previously recorded as an expense, which affected the overall expense report; transfer was reclassified correctly, impacting the expense report**
- **Legal expenses were higher than expected due to additional work on contracts; Legal expenses totaled \$7,600, affecting the budget for next year**
- **Overview of the current budget, including starting and ending bank balances, restricted funds and adjustments for road repairs; road repairs funds will be moved to the general fund**
- **Discussion on setting up separate fund to simplify reporting**
- **Stated that road repair funds were mistakenly placed in the capital budget instead of the general fund**
- **Discussion on finalizing the budget, including items like Civic Plus, road repairs, and property tax income**
- **Discussion on the high reserve levels and the need for a financial policy around reserve levels.**
- **Final budget pending property tax income report**
- **Budget adjustments were made, and a surplus is expected for next year**

Councilmember Crawford made a motion to approve the consent agenda; Councilmember Vick seconded the motion; motion was carried 6-0; none opposed.

6. Reports

- A. Law Enforcement Report

Deputy Lopez stated:

- **1 Family Disturbance**
- **1 Civil/Eviction Citation**

- **1 Assist Complainant**
- **18 Directed Patrol**
- **4 False Alarm/Burglary**
- **4 Assist EMS/Other Agency**
- **42 Incidents**
- **13 Traffic Hazard**
- **2 Citations**
- **11 Warning**
- **3 Selective Traffic Enforcement**
- **160 Monthly Patrol Hours**
- **185 Community Contacts**
- **Suggested posting a video on proper stop on City's Facebook site**
- **Council asked if the city make any money from citations; revenues go to the county**

B. Parks Liaison

Councilmember Proud stated:

- **Parks and Recreation Commission met yesterday**
- **Discussed events for this budget year**
- **Planning for an August back-to-school bash event; including pizza, karaoke, and ice cream**
- **Discussion on events for next fiscal year.**

C. YAC Liaison

No meeting.

D. City Administrator's Report

a. Fencecrete Update

City Administrator stated:

- **Contacted Fencecrete they stated that the material was processing for the repair to the perimeter fencing**
- **Letter to residents is going to be mailed out to all the residents that will be affected by the repairs; letter will be posted at park.**
- **Fencecrete stated that everything is on schedule to be completed by first part of September**
- **Estimated number of residents affected by repairs were approximately 20 to 30 residents**

E. Mayor's Report

- a. MOU with Travis County Constable

There is no update on the MOU with Travis County Constable

- b. Introduction of Attorney Megan Brua

Mayor Carroll introduced Megan Brua who will be providing support to council

- c. Phase 4 Walking Trail Update

Mayor Carroll updates included the inspection and concrete pour dates

- d. Lohman's Intersection Committee Update

Committee to be established with City Councilmembers along with the POA do discuss the Lohman's Crossing Intersection.

7. **BUSINESS ITEMS** *Council will individually consider and possibly take action on any and all of the following items.*

- A. Discuss, consider and take any action regarding Civic Plus Social Media Compliance. Councilmember Crawford.-

Councilmember Crawford stated that he met with Civic Plus along with City Administrator and have discussed what the need was for approving the Civic Plus Social Media Compliance expense. It was determined that The Hills does not need to have this added expense; Consensus of Councilmembers No Motion Taken.

- B. Discuss, consider and take any action approve an Election Agreement with Travis County for the November 5, 2024, Election.

Councilmember Crawford made a motion to approve an Election Agreement with Travis County for the November 5, 2024, Election; Councilmember Proud seconded the motion; Motion was carried 6-0, none opposed.

- C. Discuss, consider and take any necessary action to adopt an Order Calling City Council Election to be held November 5, 2024, for the purpose of electing three City Council Members for terms of two years.

Considerar, discutir y tomar cualquier accion necesaria para adoptar una Orden de Convocatoria de Elecciones del Concejo Municipal y autorizacion para publicar el Aviso de Eleccion que se lleva a cabo el 5 de Noviembre de 2024, con el fin de elegir tres miembros del concejo por perodos de dos a nos cada uno.

Tabled until August City Council Meeting per advice of counsel.

D. Discuss, consider, and take appropriate action concerning traffic signal and traffic flow improvements at the Lohman's Crossing entrance to the Village.
Councilmember Crawford.

Council discussed the 2022 traffic signal agreement with City of Lakeway and HSD Lohman's Partners LLP, its implications, and the need to re-engage on this item in light of the decision by the Lakeway City Council to extend the developer's time to complete the Main Street part of its development to June 2025. Recommendations included reviewing the Traffic Impact Assessments from 2017 and 2022 to understand traffic volumes and flow at the intersection. No motion was made, or action taken on this item.

E. Discuss, consider, and take appropriate action concerning Holidays for 2025 Village of The Hills.

Discussions on adopting a Holiday Schedule for the Village of The Hills, considering Federal Holidays and the MUD schedule. Proposal to align with Federal Holidays and specific days off for Thanksgiving and Christmas; two and half days for Thanksgiving and two days for Christmas; Tabled until August Agenda.

Disconnection of Internet at 12:33 P.M. Councilmembers suspended meeting until internet has been restored.

COUNCIL RECONVENED on July 10, 2024 at 9:00 A.M.

A meeting of the City Council ("Council") of the Village of The Hills ("the Village") was held in person and remotely. Mayor Pro Tem called the meeting to order, and the roll was called of the duly constituted officers and members of the Council to wit:

Present:

Sarah Carroll, Mayor VIA Zoom
Rick Van Dalen, Councilmember/Treasurer VIA Zoom
Kevin Proud, Councilmember

Hilda C. Potsavich, Mayor Pro Tem
Jim Vick, Councilmember/Secretary
Lee Crawford, Councilmember

thus, constituting a quorum.

Also Present:

Angie Massey, City Administrator/City Secretary

1. CALL TO ORDER

Mayor Pro Tem called meeting to order.

2. 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 §551.071 (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).

§551.071 Consultation with attorney – Legal advice regarding land use regulation by the City.

a. POSSIBLE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

The City Council will reconvene in open session to discuss, consider and/or take any action necessary to any of the items noticed for discussion during the executive session.

Reconvene to Open Session at 9:10 A.M.

- F. Discuss, consider, and take appropriate action concerning the services of Brian E. McDougal, with McDougal & Associates, LLC, in regard to ongoing administrative, planning & development assistance to the City as needed.

Councilmember Vick made a motion to approve the services of Brian E. McDougal, with McDougal & Associates, LLC in regard to ongoing administrative, planning and development assistance to the City at a rate of \$150 an hour not to exceed \$6,000.00; Mayor Pro Tem Potsavich seconded the motion; motion carried 6-0, none opposed.

- G. Discuss, consider, and take appropriate action regarding Resolution for Secondary Checking Account for Capital expenses, Councilmember Van Dalen.

Councilmember Van Dalen stated that he proposed to create a separate checking account for capital expenses to avoid commingling of funds and simplify reconciliation. Councilmember Proud made a motion to approve a Resolution for Secondary Checking Account for Capital Expenses; Councilmember Crawford seconded the motion; Motion was carried 6-0, none opposed.

- H. Discuss, consider, and take appropriate action regarding Texas Municipal League Cyber Security Training for Staff and City Council.

Mayor Pro Tem Potsavich made a Motion to approve The Cyber Security Training for Staff and City Council members with Texas Municipal League; Councilmember Crawford seconded the motion; Motion was carried 6-0, none opposed.

- I. Discuss, consider, and take appropriate action to approve the Audit Engagement Letter with Singleton, Clark and Company for Fiscal Year 2023-2024.

Councilmember Van Dalen stated that we have been with Singleton, Clark and Company has been approved to audit for the past three year and recommend that we use them again for the 2023-2024 audit; Councilmember Crawford made a motion to

approve the Audit Engagement Letter from Singleton, Clark and Company for the 2023-2024 audit; Councilmember Vick seconded the motion; Motion was carried 6-0, none opposed.

J. Discuss, consider, and take appropriate action regarding a proposed Budget for Fiscal Year 2024-2025 and setting a Proposed Ad Valorem Tax Rate.

Consensus was made to set the date of August 19, 2024, for a Council budget workshop for the 2024-2025 fiscal year budget.

K. Set a Public Hearing for the Proposed Fiscal Year 2024-2025 Budget.

Consensus was made to set the date for September 10, 2024, for Public Hearing for the Proposed Fiscal Year 2024-2025 Budget.

L. Set a Public Hearing for the Proposed 2024 Ad Valorem Tax Rate.

Consensus was made to set the date for September 10, 2024, for Proposed 2024 Ad Valorem Tax Rate.

M. Discuss, consider, and take appropriate action regarding the Greenbelt Maintenance.

Discussion regarding the Greenbelt Maintenance and proposals received from CleanScapes and Lawn N'House, Tabled until August Agenda.

N. Discuss, consider, and take appropriate action in regard to Estimate from Lakeway.

Discussion was taken related to having one rails or two rails in regards to the estimate received from Lakeway Steel. Consensus was made that for safety concerns two railing would be more appropriate. Councilmember Proud made a motion to approve the estimate from Lakeway Steel for two handrails; Mayor Pro Tem seconded the motion; motion carried 6-0, none opposed.

3. ANNOUNCEMENTS AND REQUESTS

A. New business items to be included on the next agenda

- *Move August 13, 2024 Regular City Council Meeting to August 6, 2024 at 11:00 A.M.*
- *Phase 4 Walking Trail*
- *Budget and Ad Valorem*
- *Holiday Calendar*
- *Lohman's Crossing Traffic Signal*
- *Bee Cave MOU Agreement*

4. ADJOURNMENT

Mayor Pro Tem Potsavich moved to adjourn the meeting at 9:45 A.M.; Councilmember Vick seconded the motion, which was carried unanimously; motion was carried 6-0.

Signed this 6 day of August, 2024.



Sarah Carroll, Mayor

ATTEST:



Angie Massey, City Secretary