



**REGULAR MEETING OF THE CITY COUNCIL  
OCTOBER 9, 2023  
MINUTES**

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

Present:

Greg Wharton, Mayor  
Hilda C. Potsavich, Mayor Pro Tem  
Sarah Carroll, Councilmember

Rick Van Dalen, Councilmember/Treasurer (arrived at 5:43 PM)  
Jim Vick, Councilmember, Secretary  
Amy Ovlen Wharton, Councilmember

**thus, constituting a quorum.**

Also Present:

Dean Huard, City Manager  
Paul Norton, Lake Travis ISD  
Kevin Proud, City Council Candidate

Sonja De La Fuente, City Secretary  
Tom Harrelson, The Hills POA Board (via Zoom)  
Tom Stiles, Hurst Creek MUD Board (via Zoom)  
Karthik Naralasetty, City Council Candidate (via Zoom)

**1. CALL TO ORDER**

The Regular meeting was called to order at 5:31 P.M.

**2. EXECUTIVE SESSION**

The Mayor and City Council convened to Executive session at 7:41 P.M. and reconvened to open session at 8:00 P.M.

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).

### **3. PLEDGE OF ALLEGIANCE**

The Mayor led the Pledge of Allegiance.

### **4. PRESENTATIONS**

- A. Lake Travis Independent School District Measure - Paul Norton, Superintendent of Schools

Paul Norton, Superintendent of Schools provided a presentation regarding the Bond that will be on the ballot in November.

The Mayor and City Council asked various questions regarding the bond and Mr. Norton answered accordingly.

### **5. APPOINTMENTS**

None

### **6. PUBLIC COMMENT**

None

### **7. CONSENT AGENDA**

- A. Approve the Minutes of the September 11, 2023, Regular City Council Meeting
- B. Approve the Minutes of the October 2, 2023, Special City Council Meeting
- C. Finance/Treasurer's Report for September 2023
- D. Accept the Resignation of Councilmember Amy Wharton
- E. Adopt a Resolution adding Joy Shazima as an authorized signer with PlainsCapital
- F. Adopt a Resolution adding Joy Shazima as an authorized representative with TexPool

Councilmember Van Dalen reported that the City ended the year with a \$126,000 surplus, which was estimated to be \$104,000. The budget for the next Fiscal Year is \$43,000 surplus. Expenses are expected to increase by 14%, which is \$115,000. \$80,000 of that is being transferred to Capital Projects, so without the \$80,000 it is actually only a 3% increase.

The Mayor explained that Councilmember Amy Wharton submitted her resignation on July 3<sup>rd</sup> to be effective upon the swearing in of a duly elected successor. This was done to balance the election to elect three councilmembers one year and two councilmembers and a mayor the next year.

Item E was pulled from the Consent Agenda and not considered.

Item F was modified to add Joy Shazima as an authorized representative with TexPool subject to account restriction and dollar limits approved by the City Manager and City Treasurer.

*Mayor Pro Tem Potsavich moved to approve the Consent Agenda Items A – D and F as modified; Councilmember Vick seconded the motion, which carried unanimously.*

## **8. REPORTS**

### **A. City Manager's Report**

City Manager Huard reported on the following priority items:

- Interlocal Agreement with Hurst Creek MUD – Transition – on agenda for approval
  - Bookkeeper – max 10 hours – require approval above that.
  - FundView – issue with transfer; should be done this week with training to follow.
  - Telephone System – new system in place; will look into adding routing calls for Waste Connections directly to them.
  - City Secretary – recruitment ad placed, will work with Mayor to define the hiring process.
- Landscaping and Landscape Maintenance Contracts
  - Large Area – received three quotes.
  - Small Area – received one, still waiting on two additional quotes.
  - Will bring back to Council for approval.
- Parks Master Plan (design and renovations) – on the agenda for approval
  - Will verify project bids will go through vendor.
- HillsFest – November 12<sup>th</sup>
  - Marketing material received.
  - Signs have been ordered and are expected soon.
  - All invoices have been processed.
  - Contracts have been signed.
  - Next meeting is October 15<sup>th</sup>.
  - Budget is \$25,000 and currently costs are at \$21,000.
- Greenbelt Abatement Program
  - Inspection complete.
  - Photos and violations have been documented.
  - Will work with Attorney to issue violations, per the Ordinance, to those who have recreational equipment, structures or fire hazards in the City's greenbelts.
- Walking Trail Maintenance
  - Lawn N House will do monthly inspections.
  - Any repairs will be requested of the contractor who built the trail.
  - Will talk to the Club to find out who owns the walking trail behind the Golf Academy
- Memorandum of Agreement with City of Bee Cave – on agenda for approval
  - Ticket book for ordinance and traffic enforcement

- Traffic Enforcement Program
  - Target is 245 patrol hours (includes 50% additional coverage)
  - 160 hours in contract and remainder in extra patrols

The Mayor and City Council held discussions regarding the various priority items.

#### B. Mayor's Report

Mayor Wharton reported that he will be meeting with the chain of command this week and will report back any takeaways from that meeting.

### 9. **BUSINESS ITEMS**

- A. Discuss, consider, and take any necessary action to approve the Fiscal Year 2023-2024 Purchasing Policy.

City Manager Huard provided the report for this item. The Mayor and City Council asked various questions and held a brief discussion regarding the matter.

The Mayor asked the City Council to email clean-up items to Dean and he can bring a redlined and updated purchasing policy to the next meeting for approval. Dean will confirm with the City Attorney the various spending thresholds with the City Attorney and send out to the Mayor and Council prior to the next meeting. Substantive amendments would need to be brought to the Council for consideration.

- B. Discuss, consider, and take any necessary action regarding the Parks Master Plan to include establishing spending limitations and scope of project management.

City Manager Huard provided the report for this item. There was a brief discussion held by the Mayor and City Council regarding the item.

*Councilmember Vick moved to approve the Park Master Plan proposal up to \$287,222 plus 10 percent of actuals; Councilmember Wharton seconded the motion, which carried unanimously. **Note: see amended motion under Item 9H.***

- C. Discuss, consider, and take any necessary action to approve the Interlocal Agreement with Hurst Creek MUD.

Councilmember Vick asked if the Interlocal Agreement that the MUD Board approved and signed on September 18<sup>th</sup> is the same version of the agreement that the City Attorney reviewed and approved. City Manager Huard confirmed that it is.

*Mayor Wharton moved to approve the Interlocal Agreement with Hurst Creek MUD along with the Temporary Services Letter; Councilmember Van Dalen seconded the motion, which carried unanimously.*

- D. Discuss, consider, and take any necessary action to approve the Memorandum of Agreement with the City of Bee Cave to establish a Municipal Court.

The Mayor provided the report for this item. He explained that any citation, traffic or otherwise, issued in the Village of The Hills would now go the City of Bee Cave Municipal Court at cost. There was a brief discussion held among the Mayor and City Council regarding the item.

*Councilmember Vick moved to approve the Memorandum of Understanding with the City of Bee Cave establishing a Municipal Court; Mayor Pro Tem Potsavich seconded the motion, which carried 5-0-1 with Councilmember Carroll abstaining.*

- E. Discuss, consider, and take any necessary action to approve the criteria for removal of personal property in the Green Belts.

*There was a consensus of the Council that the City Manager will work with Attorney to issue violations, per the Ordinance, to those who have recreational equipment, structures or fire hazards in the City's green belts.*

- F. Discuss, consider, and take any necessary action to ratify the approval of a Personal Services Agreement with Joy Shazima for City Bookkeeping services.

The Mayor provided the report for this item. The Mayor and City Council discussed the terms of the agreement in detail.

*Mayor Wharton moved to approve and ratify the agreement with Joy Shazema for City Bookkeeping services amending Exhibit A to indicate this is a termable on notice, hourly, at-will contract with an average 10 hours per week and anything exceeding 10 hours per week requiring prior written approval from the City Manager; Mayor Pro Tem Potsavich seconded the motion, which carried unanimously.*

- G. Discuss, consider, and take any necessary action to approve a 47/49 Stillmeadow Golf Cart Path quote.

The City Manager provided the report for this item. The Mayor and City Council held a brief discussion regarding the quotes received, square footage, survey, and agreement with the Club.

*There was a consensus of the Council that the City Manager will complete the following:*

- verify actual square footage;*
- obtain a new quote from Graham Golf addressed to the Village of The Hills and include square footage all the way to the cart path and state that it will be 6-1/2 feet wide with curbing;*

- *update the survey to show all the way down to the cart path and verify it is consistent with the work that needs to be done;*
- *finalize the agreement with the Club;*
- *verify when Graham Golf is planning to do the work at the Club and if it will be at the same time as the cart path; and*
- *bring item back to the next City Council meeting for consideration and approval.*

H. Discuss, consider, and take any necessary action to approve The Hills Park irrigation repairs.

The City Manager provided the report for this item. The Mayor and City Council held a brief discussion regarding the quotes received. It was determined that SunScape was the lowest and best quote received.

*Mayor Wharton moved to approve the quote from SunScape and add them as a sub-contractor under Kelly Myers' contract, amending the prior motion under Item 9B, raising the authorization by \$11,000 to \$300,000 plus 10 percent of actuals; Councilmember Vick seconded the motion, which carried unanimously.*

## **10. ANNOUNCEMENTS AND REQUESTS**

- A. New business items to be included on the next agenda.
- i. 47/49 Stillmeadow Cart Path Project
  - ii. Purchasing Policy Update

Additional Council requests were as follows:

- i. Plan to spread the budget
- iii. Emergency Management Plan update
- iv. Lohmans/Wingreen intersection update
- ii. Google Fiber - site visit/periodic report

## **11. ADJOURNMENT**

*Mayor Pro Tem Potsavich moved to adjourn the open meeting and convene to Executive Session at 7:41 P.M.; Councilmember Van Dalen seconded the motion, which carried unanimously.*

The City Council convened Executive Session at 7:41 P.M. and adjourned at 8:00 P.M. There was no reportable action.

Signed this 13<sup>th</sup> day of November 2023.

  
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Greg Wharton, Mayor

(Seal)



ATTEST:

  
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Sonja De La Fuente, City Secretary