



**REGULAR MEETING OF THE CITY COUNCIL  
NOVEMBER 13, 2023  
MINUTES**

A meeting of the City Council ("Council") of the Village of The Hills ("the Village") was held in person at The Hills Country Club, Tee Box Room, 26 Club Estates Parkway, The Hills, TX, 78738 and remotely via Zoom. 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  
Jim Vick, Councilmember, Secretary  
Amy Ovlen Wharton, Councilmember

**thus, constituting a quorum.**

**Also Present:**

Dean Huard, City Manager  
Kevin Proud, City Council Candidate  
Luis Ozuna, Deputy Constable

Sonja De La Fuente, City Secretary (via Zoom)  
Karthik Naralasetty, City Council Candidate (via Zoom)  
Doug Montgomery, Messer Fort McDonald

**1. CALL TO ORDER**

The Regular meeting was called to order at 5:30 P.M.

**2. EXECUTIVE SESSION**

The Mayor and City Council convened to Executive session at 5:30 P.M. and reconvened to open session at 6:00 P.M.

- A. Personnel Matters – City Manager and Staff Roles, Responsibilities and Transition

**3. PLEDGE OF ALLEGIANCE**

The Mayor led the Pledge of Allegiance.

#### **4. PUBLIC COMMENT**

None

#### **5. PRESENTATIONS**

- A. Achievement award presented to Tyson Bogdon for earning the Boy Scouts, Eagle Scout award.

The Mayor presented Tyson Bogdon with a Certificate of Recognition for earning the Boy Scouts, Eagle Scout award.

- B. Parks Master Plan Update

Kelly Myers provided an update regarding the Parks Master Plan project. The City Council asked various questions regarding the project.

#### **6. CONSENT AGENDA**

- A. Approve the Minutes of the October 9, 2023, Regular City Council Meeting
- B. Finance/Treasurer's Report for October 2023
- C. Quarterly Investment Report (January 2023-April 2023)
- D. Quarterly Investment Report (May 2023-August 2023)

Councilmember Van Dalen reported that the City is live with the new FundView software. There will be some changes to the formatting related to the reports. The new contracted bookkeeper is doing a good job. He noted that the new budget spread needs to be done by Friday. He asked various questions related to and commented on the new interlocal agreement with Hurst Creek MUD and the FY 2022-2023 Audit. He noted that the Debt Service and Capital Projects amounts need to be entered as well.

Councilmember Vick recommended documenting the transition from Tyler to FundView for the Auditors.

Councilmember Carroll asked about a report showing the checks issued for the month.

*Councilmember Vick moved to approve the Consent Agenda; Mayor Pro Tem Potsavich seconded the motion, which carried unanimously.*

#### **7. REPORTS**

- A. Law Enforcement Report

Deputy Ozuna reviewed the written report. The radar trailer is currently in The Hills on Club Estates Parkway, and it is moved every 24 hours. He will be relocating it to one more location before removing it on Wednesday. There was some discussion held regarding where that should be.

**B. POA Liaison**

Councilmember Vick advised they have not yet had a meeting this month.

**C. MUD Liaison**

Councilmember Van Dalen provided the report. He attended their meeting this morning where they discussed water rate comparisons and the current watering restrictions. The MUD is currently issuing violations to residents watering more than one day per week. He also noted that it is likely the two day per week watering restriction will be permanent. A new reservoir that is currently being filled should help with water availability to the area. He advised that the MUD is encouraging the City and POA also communicate to the residents regarding watering restrictions.

Mayor Pro Tem Potsavich advised Water My Yard is a good app that residents can use. It shows water available in the area and whether it is needed. It is managed by the LCRA.

**D. Parks Liaison**

Councilmember Carroll reported that the Parks & Recreation Commission canceled their meeting for November due to HillsFest. There was a great turnout at the event. A meeting will be scheduled to formulate a plan for Holidays in The Hills. They will also discuss a potential movie night.

**E. YAC Liaison**

City Manager Huard reported that the Youth Advisory Commission canceled their meeting for November due to HillsFest. Trunk or Treat was successful and the approximately 50 residents that showed up appreciated the event. There was a good turnout of YAC volunteers at HillsFest as well. Next month they will start planning Community Service Day for late Spring. They are also looking at creating a logo.

**F. City Manager's Report**

City Manager Huard provided a report on the following:

- MUD Interlocal

The transition is going well with the new Bookkeeper and processes are being developed. An ad has been placed for a City Secretary.

- Landscaping Quotes RFP Status

The Request for Proposals (RFP) for Landscaping Services has been issued and proposals are due November 25<sup>th</sup>.

The small mowing plan quotes have been received and is on the agenda for approval this evening.

- Parks Master Plan

Kelly provided the report regarding the Parks Master Plan, and they have been working together to make sure vendors are paid. Anything over \$5,000 will need to be approved by City Council.

- Hills Fest

The event was a success and had a great turnout.

- Greenbelt Abatement Program

Currently waiting for City Attorney to provide a letter to residents with items in the City's greenbelt.

- Walking Trail Maintenance Plan

Lawn N House will be checking the Walking Trail one Saturday per month and providing a list of items that need to be done for approval. Upon approval, he will complete the necessary work.

- Municipal Court MOA with Bee Cave

The Memorandum of Agreement (MOA) will be going before their City Council for approval this month.

The Mayor mentioned that the City of Bee Cave has launched a Teen Diversion program. He is interested to understand the details and if it is a community service opportunity he would like The Hills teens to be able to opt in as well and not just as a defendant.

- Traffic Enforcement Program

Traffic enforcement program has been successful, and the goal has been met for additional patrol hours.

#### G. Mayor's Report

Mayor Wharton thanked the Parks Commission, Parks Liaison and the City Manager for a successful HillsFest event. Commissioner Weldon suggested a volunteer appreciation luncheon and the Mayor let him know he may bring before Council for approval.

In regard to the traffic enforcement program, data will be shared with the City Council. There was a brief discussion held among the Mayor and City Council.

## **8. BUSINESS ITEMS**

- A. Discuss, consider, and take any necessary action to approve the updated 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.

Councilmember Vick recommended correcting any spelling or grammatical errors and adding page numbers. Mayor Pro Tem Potsavich recommended updating "Board of Aldermen" to "City Council". The Mayor suggested a cover sheet to show date adopted, amended, and/or ratified.

*Mayor Pro Tem Potsavich moved to approve the Purchasing Policy with recommended updates; Councilmember Van Dalen seconded the motion, which carried unanimously.*

- B. Discuss, consider, and take any necessary action to establish a Parks Master Plan Oversight Committee.

Councilmember Carroll recommended a Parks Master Plan Committee instead of a Parks Master Plan Oversight Committee.

Discussion was held among the Mayor and City Council regarding the scope and responsibilities of a committee. Doug Montgomery from the City Attorney's office explained that a committee should be established by ordinance along with a scope and the ability to either make decisions or advise the Council of their recommendations. The items in question could be decided by the Administrator or Parks Commission.

The Mayor asked Kelly Myers to provide examples of the types of decisions that will be needed. She shared some things that have or may come up.

Councilmember Vick recommended scheduling a special City Council meeting every two weeks following the regular City Council meeting for items that may come up related to the Park Improvement Project.

*Mayor Pro Tem Potsavich moved to schedule a Special City Council meeting every two weeks after the regularly scheduled City Council meeting to consider Park Improvement Project items only until the project is complete, with the first Special City Council meeting on November 28<sup>th</sup> at 1:00 P.M.; Councilmember Wharton seconded the motion, which carried unanimously.*

- C. Discuss, consider, and take any necessary action to approve any change orders to The Hills Park Improvement Project.

Kelly Myers provided the report for this item. She advised that she rebid the irrigation work and CleanScapes has come in \$3,000 less and question \$4,000, which would

potentially be \$7,000 less. Therefore, she would like to have CleanScapes complete the work instead.

*Councilmember Vick moved to rescind the previous award of park irrigation repairs work to Sunscape and approve awarding the project to CleanScape in an amount not to exceed \$8,585; Councilmember Van Dalen seconded the motion, which carried unanimously.*

- D. Discuss, consider, and take any necessary action to decide on Parks Master Plan Project 30 Park Entry Signage.

Kelly Myers provided the report for this item. There was some discussion held among the Mayor and City Council regarding details related to signs, size, design, font, verbiage, budget, and timeline.

*There was a consensus of the Council to continue this item to the special meeting on November 28<sup>th</sup>.*

- E. Discuss, consider, and take any necessary action to decide on Parks Master Plan Project 26 Trash Enclosure.

Kelly Myers provided the report for this item. She provided details related to the cost, design and location of the proposed trash enclosure for the park.

*Councilmember Vick moved to approve the quote from Sophora in the amount of \$5,980 to construct the enclosure for three large trash cans at The Hills Park; Councilmember Wharton seconded the motion, which carried unanimously.*

- F. Discuss, consider, and take any necessary action to decide on Parks Master Plan Project 40 Musical Instruments.

Kelly Myers provided the report for this item. She provided details related to the quotes received and explained that this is for the instruments only and her company will install them. Councilmember Van Dalen requested that the company insure the shipment, so as to prevent having to pay for anything damaged during shipment.

*Councilmember Vick moved to approve the quote from Schoolscapes Inc. for musical instruments for The Hills Park in the amount of \$18,684.95; Councilmember Carroll seconded the motion, which carried unanimously.*

- G. Discuss, consider, and take any necessary action to decide on Parks Master Plan Project 21 Wi-Fi Camera Installation.

Kelly Myers provided the report for this item. She requested direction in regard to camera placement.

The Mayor recommended continuing the item to the special meeting on November 28<sup>th</sup> and requested lighting, resolution, and quality samples.

Dean advised he is waiting for a quote from Spectrum for Wi-Fi service and will contact AT&T for a quote as well.

Councilmember Carroll recommended installing Wi-Fi prior to installing the camera equipment.

*There was a consensus of the Council to continue this item to the special meeting on November 28<sup>th</sup>.*

- H. Discuss, consider, and take any necessary action regarding hiring a consultant to provide training on City Council Governance/Comprehensive Plan/Goal Setting.

The City Manager provided the report for this item.

The Mayor and City Council held a brief discussion regarding what has previously been done and determined that this is not something they would like to proceed with at this time.

*There was a consensus of the Council to table this item for now and possibly bring to a future meeting.*

- I. Discuss, consider, and take any necessary action to approve the Hazard Mitigation Action Plan Update.

The City Manager provided the report for this item.

The Mayor and City Council held a brief discussion regarding the City Council's role in the various action items and determined that it would be best to hold off until Waheeda is available to provide a detailed explanation.

*There was a consensus of the Council to table this item and bring forward at a future meeting when Waheeda is available to attend.*

- J. Discuss, consider, and take any necessary action to approve the vendor to construct a cart path at 47/49 Stillmeadow.

The City Manager provided the report for this item.

Councilmember Vick explained that he spoke with Graham Golf, and they are the provider for The Hills Country Club and this portion of the path would be from the drainage

ditch to the end of the City property where The Club will pick up the remainder of the construction.

*Councilmember Vick moved to approve the quote from Graham Golf, LLC in the amount of \$14,896 for the construction of a cart path between 47 and 49 Stillmeadow Drive; Mayor Pro Tem Potsavich seconded the motion, which carried unanimously.*

- K. Discuss, consider, and take any necessary action to approve the landscaping vendor for the "small area" of The Hills Greenbelts.

The City Manager provided the report for this item.

The Mayor and City Council held a brief discussion regarding current and future landscape maintenance.

*Mayor Pro Tem Potsavich moved to approve the quote from Lawn N' House in the amount of \$720 per month September through April and \$880 per month March through October for the small area of The Hills Greenbelts; Councilmember Vick seconded the motion, which carried unanimously.*

## **10. ANNOUNCEMENTS AND REQUESTS**

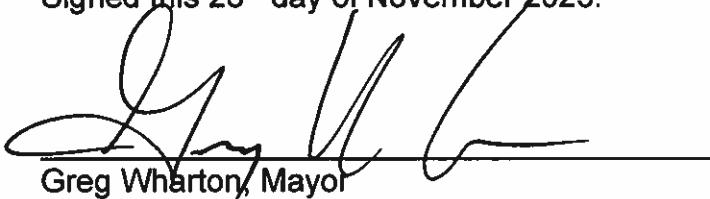
- A. New business items to be included on the next agenda.

The Mayor stated that there are several items that have been called out for the Special meeting on November 28<sup>th</sup> and there will be an Executive Session held.

## **11. ADJOURNMENT**

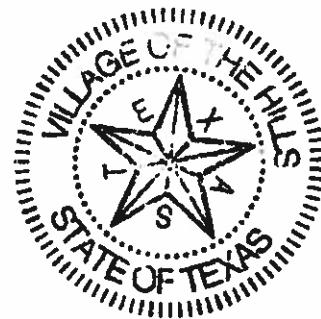
*Councilmember Vick moved to adjourn the open meeting and convene to Executive Session at 7:41 P.M.; Mayor Pro Tem Potsavich seconded the motion, which carried unanimously.*

Signed this 28<sup>th</sup> day of November 2023.



\_\_\_\_\_  
Greg Wharton, Mayor

(Seal)



ATTEST:



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Sonja De La Fuente, City Secretary