



**SPECIAL MEETING OF THE CITY COUNCIL
NOVEMBER 28, 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
Kevin Proud, Councilmember

thus, constituting a quorum.

Also Present:

Dean Huard, City Manager
Sonja De La Fuente, City Secretary

Waheeda Yousofzoy, Emergency Management Coordinator
James Cook, POA Board of Directors

1. CALL TO ORDER

The Special meeting was called to order at 1:19 P.M.

The City Secretary administered the Oath of Office to the duly elected Councilmembers Sarah Carroll, Kevin Proud, and Rick Van Dalen for the term of two years.

2. EXECUTIVE SESSION

The Mayor and City Council convened to Executive session at 1:21 P.M.

- A. Personnel Matters – City Manager and Staff Roles, Responsibilities and Transition
- B. Personnel Matters – City Secretary Candidate Review

The Mayor and City Council reconvened to open session at 2:08 P.M.

3. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

4. APPOINTMENTS

A. Swear In Newly Elected Councilmembers

This was done before Executive Session so that the new Councilmembers could participate in Executive Session.

B. Appoint Mayor Pro Tem for the term of one year

Councilmember Carroll moved to appoint Councilmember Potsavich to serve as Mayor Pro Tem for the term of one year; Councilmember Van Dalen seconded the motion, which carried unanimously.

C. Appoint Council Treasurer for the term of one year

Mayor Pro Tem Potsavich moved to appoint Councilmember Van Dalen to serve as Treasurer for the term of one year; Councilmember Carroll seconded the motion, which carried unanimously.

D. Appoint Council Secretary for the term of one year

Mayor Pro Tem Potsavich moved to appoint Councilmember Vick to serve as Secretary for the term of one year; Councilmember Carroll seconded the motion, which carried unanimously.

5. PRESENTATIONS

- Waheeda Yousofzoy, Emergency Management Coordinator
 - FEMA Storm Mara Financials

Waheeda reported that she has held several meetings held with FEMA and the State of Texas. Money has been obligated to The Hills through FEMA in the amounts of \$196,940.02 for debris removal and \$3,477.75 for parks and recreation for a total amount of \$200,417.77 which is expected by January or February 2024.

- Winter Storm Preparedness (EOC Trinity, Red Cross Training)

Waheeda reported that another storm is expected this winter. She is currently working on shelters. Red Cross Training will be held on January 11, 2024, from 6:30 P.M.-9:00 P.M. at Lakeway Church. Leadership is requested to participate. She is working with Lake Travis Fire and Rescue to create an evacuation plan.

6. PUBLIC COMMENT

Josh Crofford advised that he received a violation letter and is seeking clarification and additional details.

The Mayor informed Mr. Crofford that the City Manager will follow up with him.

7. CONSENT AGENDA

- A. Approve the Minutes of the November 13, 2023, Regular City Council Meeting.
- B. Approve Invoices over \$5,000 from the months of October and November.

The City Manager provided details regarding invoices over \$5,000 requiring approval by the City Council. The Mayor and City Council discussed invoices related to the Park Improvement project and advised that it is not necessary to bring forward invoices for approval if they are within the approved line-item amount in the project budget, which was previously approved by the Council. Councilmember Van Dalen noted that all other invoices over \$5,000 must be approved by City Council before being paid.

Councilmember Vick moved to approve the Minutes of the November 13, 2023, Regular City Council Meeting and to Ratify the Approval of Invoice from Secure Gate in the amount of \$8,495; Councilmember Van Dalen seconded the motion, which carried unanimously.

8. BUSINESS ITEMS

- A. Discuss, consider, and take any necessary action to approve park closure timeline during park upgrades.

Kelly Myers provided the report for this item. She advised that it is her recommendation to restrict park reservations during the months of February through May 2024.

Mayor Wharton moved to restrict park reservations during the months of February through May 2024; Councilmember Vick seconded the motion, which carried unanimously.

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

Waheeda Yousofzoy provided the report regarding this item. She explained that the last plan was adopted in 2017 and should be updated every five years. She began the process to update the plan last year but had some action items to complete prior to finalizing for adoption. She explained that adopting the plan allows The Hills to apply for FEMA grant funding if needed.

The Mayor and Counsel asked various questions and held a brief discussion regarding the plan.

Mayor Pro Tem Potsavich moved to approve the Hazard Mitigation Action Plan Update; Mayor Wharton seconded the motion, which carried by a vote of 5-0-1 with Councilmember Vick abstaining.

- C. Discuss, consider, and take any necessary action to decide on Parks Master Plan Project 1 – Parking Lot Expansion.

Kelly Myers provided the report for this item. She asked if the City Council would like her to research other parking marker options. There was a brief discussion held amongst the City Council. Councilmember Vick recommended leaving the existing markers and if a change is desired in the future Council could address at that time.

- D. Discuss, consider, and take any necessary action to decide on Parks Master Plan Project 6 – Bathroom Signage.

Kelly Myers provided the report for this item. She recommended signage with hours of operation and direction to exit button. Councilmember Vick suggested ensuring there is no federal or state mandates regarding emergency exit signage. The Mayor and Council recommended using “open from dawn until dusk” and

Mayor Wharton moved to use “open from dawn until dusk” and approve language as proposed conditioned on whether there are other legal requirements for emergency exit signage. Councilmember Vick seconded the motion, which carried unanimously.

- E. Discuss, consider, and take any necessary action to decide on Parks Master Plan Project 7 – Dog Park Entry.

This item was not discussed.

- F. Discuss, consider, and take any necessary action to decide on Parks Master Plan Project 12 and 18 – Paint and Gutters.

Kelly Myers provided the report for this item. She provided the Mayor and City Council with color samples for their consideration. There was discussion held among the Council regarding the various paint colors. Kelly advised the Sherwood Green is closest to the existing green. The Mayor recommended authorizing the City Manager to approve the paint color after gathering the opinions of those interested.

- G. Discuss, consider, and take any necessary action to decide on Parks Master Plan Project 21 – Park Security.

Kelly Myers provided the report for this item. She provided specifications, photos and video samples showing the lighting, resolution, and quality of the proposed cameras.

- H. Discuss, consider, and take any necessary action to decide on Parks Master Plan Project 28 – Bathroom Privacy Solution.

Kelly Myers provided the report for this item.

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 decide on Parks Master Plan Project 30 – Park Entry Signage.

Kelly Myers provided the report for this item.

The Mayor and City Council held a brief discussion regarding the sign size, whether it should be vertical or horizontal, and the wording on the sign. There was consensus among the Council to approve the structure now and approve the verbiage later.

Councilmember Vick moved to approve Item 8I and using vertical design for the structure of the park entry sign; Councilmember Van Dalen seconded the motion, which carried unanimously.

Mayor Wharton moved to approve Item 8C Parking Lot Expansion as presented; Item 8F Paint and Gutters - delegate the authority to pick the paint to the City Manager, with the decision being made prior to the next meeting; approve Item 8G Park Security as presented; and approve Item 8H Bathroom Privacy Solution as presented; Councilmember Vick seconded the motion, which carried unanimously.

Kelly Myers advised that, in regard to the bollards, she recommends using the standard six-inch-wide size.

- J. Discuss, consider, and take any necessary action regarding RFP 2023-02 – Landscaping Services.

The City Manager provided the report for this item. The Council held a brief discussion regarding the proposals received and asked the City Manager to verify that CleanScapes did not leave something out of their proposal, as it did not include a map and detail/breakdown.

This item was continued to the December meeting for consideration.

- K. Discuss, consider, and take any necessary action regarding RFP 2023-11 – Trail Refresh.

The City Manager provided the report for this item. Kelly Myers provided some references for CleanScapes.

Councilmember Vick moved to approve the proposal from CleanScapes Landscaping in an amount not to exceed \$67,119.28 for the Trail Refresh Project 2023-11; Councilmember Van Dalen seconded the motion, which carried unanimously.

10. ANNOUNCEMENTS AND REQUESTS

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

None

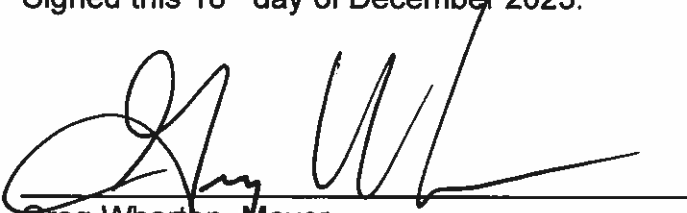
11. ADJOURNMENT

The Mayor and City Council recessed the open meeting and reconvened Executive Session at 3:36 P.M.

The Mayor and City Council reconvened the open meeting at 4:00 P.M. There was no reportable action.

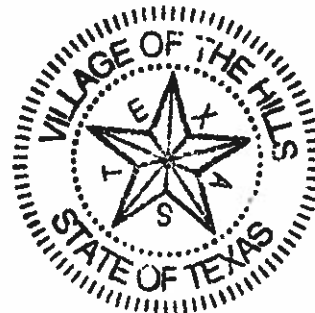
Councilmember Vick moved to adjourn at 4:00 P.M.; Mayor Pro Tem Potsavich seconded the motion, which carried unanimously.

Signed this 18th day of December 2023.



Greg Wharton, Mayor

(Seal)



ATTEST:



Sonja De La Fuente, City Secretary