

**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION  
CITY OF HIGHLAND VILLAGE, TEXAS  
HELD IN THE MUNICIPAL COMPLEX TRAINING ROOM  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS  
TUESDAY, JULY 28, 2015**

The Highland Village Community Development Corporation of the City of Highland Village, Texas met on the 28<sup>th</sup> day of July 2015 at 5:00 in the Council Chambers.

**1. CALL TO ORDER**

Vice President Koonsman called the meeting to order at 5:00 p.m.

**ROLL CALL**

Present:	Kenneth Koonsman	Vice President/Citizen Representative
	Charlotte Wilcox	Council Representative
	Michelle Schwolert	Council Representative
	Fred Busche	Council Representative
	William Meek	Council Representative
Absent with Notice:	Paula Knox	Citizen Representative
	Rett Dean	Citizen Representative
Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Linda Cornelius	Parks Director
	Laurie Mullens	Public Affairs Manager
	Kevin Laughlin	City Attorney
	Crystal Babcock	Public Affairs Admin Specialist
	Andrew Boyd	Media Specialist
	Barre Adad	Senior Accountant

**2. VISITOR COMMENTS**

None.

**3. CONSIDER APPROVAL OF MINUTES OF A REGULAR MEETING HELD ON JULY 29, 2014**

**APPROVED**

**MRS. WILCOX MADE THE MOTION TO APPROVE THE MINUTES. MR. MEEK SECONDED THE MOTION.**

Motion to approve carried 5 – 0

**4. CONSIDER APPOINTMENT OF HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION OFFICERS**

**APPROVED**

Mr. Heerman addressed the committee explaining that Pat Falcon was the previous President; however she was term limited so that position is now vacant. Currently, Mr. Koonsman is serving as Vice President, but filling in for the vacant President position. In the past, the Secretary/Treasurer has been one position. The Committee can continue to have one person fill both of these positions, or split it up. All positions are open.

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**MRS. SCHWOLERT MADE A MOTION TO NOMINATE KENNETH KOONSMAN AS PRESIDENT. MRS. WILCOX SECONDED THE MOTION.**

Motion to approve carried 5 – 0.

Mr. Koonsman expressed his desire to have the Vice President continue to be a citizen representative.

**MR. BUSCHE MADE A MOTION TO NOMINATE RETT DEAN AS VICE PRESIDENT. MRS. WILCOX SECONDED THE MOTION.**

Motion to approve carried 5 – 0.

**MRS. WILCOX MADE A MOTION TO NOMINATE MICHELLE SCHWOLERT AS SECRETARY/TREASURER. MR. KOONSMAN SECONDED THE MOTION.**

Motion to approve carried 5 – 0.

**5. CONSIDER APPROVAL OF PROPOSED BUDGET AMENDMENTS FOR FISCAL YEAR 2014 – 2015**

**APPROVED**

Mr. Heerman explained that the Bylaws state that we submit the Budget to the HV CDC by the end of July as well as the Budget Amendments. Both of which will eventually be submitted with the City's Budget as part of that process for Council approval.

Each year we look at each category, Personnel, Services/Supplies, and Capital, to determine if we will remain within budgetary constraints. Both Personnel and Services/Supplies are within the budgeted amount, however Capital is not. This is due to the timing issues of expenditures with Doubletree Ranch Park and Lakeside Community Park that were projected for last Fiscal Year and were pushed to this Fiscal Year instead. We are appropriating a \$4M increase in Capital by taking this amount from the Fund Balance and reappropriating it to the various projects.

**MRS. SCHWOLERT MADE THE MOTION TO APPROVE THE PROPOSED BUDGET AMENDMENTS FOR FISCAL YEAR 2014 – 2015. MR. MEEK SECONDED THE MOTION.**

Motion to approve carried 5 – 0.

**6. CONDUCT PUBLIC HEARING AND CONSIDER ADOPTION OF THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (FDCIP) AND THE PROPOSED FY 2015 – 2016 BUDGET INCLUDED THEREIN**

**APPROVED**

The Bylaws of the Highland Village Community Development Corporation (4B) require an annual update to the Facilities Development Capital Improvement Program (FDCIP), as well as approval of an annual Budget. The FDCIP details projects and implementation in regard to the approved 4B projects: the City Comprehensive Trail System and a Soccer Complex. As the Budget is an integral component of the FDCIP, it is presented together.

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Mr. Heerman began the FDCIP and Budget presentation by presenting the history of the HVDCD, detailing the trails and projects completed over a ten year span.

2006:

- City Trail (Foundation of the Inland Trail System)

2008:

- Village Trail
- Victoria Trail
- Market Trail

2010:

- Soccer Fields at Chinn Chapel

2013:

- Copperas Trail (Done in conjunction with road projects.)
- Marauder Park Lake Access

2015:

- Castlewood Trail
  - FM 2499 Tunnel
- Lakeside Community Park
- Doubletree Ranch Park (Currently under construction with projected completion in October – weather permitting.)

In response to Mr. Koonsman's question regarding how long the trail system is, Mr. Heerman informed the Corporation that the Trail System is 12.52 miles. Mr. Meek went on to ask how many miles of concrete that encompasses, which Mrs. Cornelius explained is roughly 28 miles of concrete.

The IH 35 remediation money of \$2.8M received in tandem with the \$6.7M Debt Issue in 2014 allowed the Corporation to move forward with three large projects (Castlewood Trail, Lakeside Community Park, and Doubletree Ranch Park). During the Fiscal Year 2015 Budget discussions, the stated plan was to complete these three projects then allow the Fund Balance to grow before taking on more projects.

Currently, we are looking at options for Remington Trail initiating the engineering/design with this year's budget, and then construction would be done in conjunction with the water line replacement in Fiscal Year 2016. Our estimate for the project is \$200,000; however the Corporation does not have that. We are proposing to have the Utility Fund pay for and complete the project in conjunction with the water line replacement, then the Corporation would reimburse the Utility Fund when the Fund Balance level allows.

Mr. Koonsman asked for clarification of the size and location of the proposed trail section. Mr. Heerman explained that it is from Remington Drive to Highland Shores Boulevard.

In regards to the Working Capital, sales tax is the primary revenue source which has been slightly under projections. However, we do anticipate an increase of 5% in Fiscal Year 2016.

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We did add a Park Technician position with the Fiscal Year 2015 Budget for half of the year, but it is currently unfilled. When Doubletree Ranch Park opens we plan to fill that position at that point.

In the Services/Supplies category we do reflect an increase for both this Fiscal Year, as well as some in Fiscal Year 2016 as well. This is due to one-time expenditures for equipment and furnishings at Lakeside Community Park and Doubletree Ranch Park.

While the impact of Doubletree Ranch Park is still unknown, Ms. Cornelius is optimistic that we will be able to meet the expectation with the current staff.

Debt Service is based on the three Debt Issues that the Corporation reimburses the General Fund for.

The bottom line – our goal has been to maintain a \$500,000 Fund Balance, however we will be short this year. We anticipate that it will take two years to build the Fund Balance back up. While the HVCDC is supported by the General Fund, it is a goal of the Corporation to have a Fund Balance large enough to be self-supporting.

Looking at the five-year projections, sales tax has averaged 5.5% increases each year; however we are projecting that to slow down to 3.5% then level off. We anticipate normal increases and stabilization in both the Personnel and Services/Supplies categories. There are still unknowns remaining, which the Fund Balance would be able to provide for any “surprises” that may come up.

There are three remaining Debt Issues with the first one expiring in Fiscal Year 2019. At that point, it would be a good time to start looking at new Debt Issues for the next wave of new projects.

In regards to the project on Remington, if we are able to push back the reimbursement to the Utility Fund to Fiscal Year 2019, that will allow us to maintain our \$500,000 Fund Balance.

All of this would allow us to look at new Debt Issues and projects in Fiscal Year 2020.

Mr. Busche asked if the equipment to be purchased were parts of a vehicle. Ms. Cornelius explained that it does include mowers and a vehicle.

Mr. Leavitt asked Mr. Heerman to clarify when the next Debt Issue would be. Mr. Heerman stated it would be in Fiscal Year 2019, however depending on the time of the year it wouldn't actually have an impact until Fiscal Year 2020.

Mr. Leavitt went on to state that the remaining large projects would include trails along Highland Village Road from the Municipal Complex to Parks and Public Works, then continuing to Sellmeyer Lane. Additionally, a trail under the KCS railroad tracks is also a future project that has been identified.

Mr. Heerman explained that the intent of the FDCIP is to identify new projects and receive public comment. There are no new projects identified in the Fiscal Year 2016 FDCIP and Budget.

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**PUBLIC HEARING CONDUCTED**

Nature of request is to conduct a public hearing regarding the adoption of the annual updates to the Facilities Development Capital Improvement Program and the proposed Fiscal Year 2016 Budget included therein.

Mr. Koonsman opened the public hearing at 5:22 and asked for anyone wishing to speak. There being no one, Mr. Koonsman closed the Public Hearing at 5:22.

**APPROVED**

Nature of the request is to consider adoption of the annual updates to the Facilities Development Capital Improvement Program (FDCIP) and the proposed FY 2015 – 2016 Budget included therein.

**MRS. WILCOX MADE THE MOTION TO ADOPT THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (FDCIP) AND THE PROPOSED FISCAL YEAR 2015 – 2016 BUDGET INCLUDED THEREIN. MR. MEEK SECONDED THE MOTION.**

Motion to adopt carried 5 – 0.

**7. STATUS REPORTS ON CURRENT PROJECTS AND DISCUSSION ON FUTURE AGENDA ITEMS** *(A Boardmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)*

Mr. Koonsman asked if Doubletree Ranch Park is scheduled for completion in October, or if Ms. Cornelius anticipates that date to change. Ms. Cornelius explained that they do anticipate completion in early October, however there will still be punch list items that will need to be finished before opening. Mr. Koonsman's concern is that the landscaping not be done in the summer due to the heat. Currently, Ms. Cornelius is working to get the irrigation done so that the soccer fields can have turf and be established as soon as possible.

Mr. Busche asked how Ms. Cornelius will parcel out the use of the soccer fields. Ms. Cornelius explained that the plan is to move GLASA from Unity Park to Doubletree Ranch Park.

Mr. Heerman and Ms. Cornelius informed the Corporation of the timeline for opening Doubletree Ranch Park:

- May 2016: Splash pad open on weekends.
- June, July, August, and September 2016: Splash pad open full time.
- Fall 2016: Soccer Fields available for use.

Mrs. Wilcox asked if there would be a ribbon cutting event for the Inland Trail. Ms. Cornelius explained that there has been discussion to hold an event (bike ride, relay, City scavenger hunt, etc.) once the last part is complete on Sellmeyer Lane.

Ms. Cornelius provided an updated on Lakeside Community Park. Currently, they are finishing electrical on the pavilions and punch list items. Due to the floods, there is a small amount of water on the trail. Once that has subsided, then the ADA inspection will

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take place. Although there are still items to be done, the pavilions are open to the public at this time. Ms. Cornelius does plan to have a ribbon cutting in early September to officially open the park.

**8. ADJOURNMENT**

President Koonsman adjourned the meeting at 5:29 p.m.

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Kenneth Koonsman, President

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Crystal Babcock, Public Affairs Admin Specialist