



**MINUTES OF THE REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, FEBRUARY 23, 2021**

EARLY WORK SESSION

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

1. Discuss the Copperas Branch Park Master Plan

Parks and Recreation Director Phil Lozano stated the Copperas Branch Master Plan was presented to Council at their meeting held on February 9, 2021 and asked if there were any follow up questions. Councilmember Kixmiller stated the Master Plan suggests relocating the boat ramp/dock next to the swim beach and voiced concern that any pollution from the boats launching could potentially affect the swimmers nearby. Consultant Brad Moulton stated there could be a buffer between the two areas, which can be addressed during the detail design phase. Councilmember Heslep asked if the swim area would have lifeguards on duty and if not, could that be a liability issue. Mr. Lozano stated there would not be lifeguards however signs stating such would be installed. City Attorney Kevin Laughlin reported signage warning of any danger(s) is typically sufficient, adding that recreation areas have certain immunities.

Mayor Wilcox asked if approval of the Master Plan as presented would require that all items included on the Master Plan's Priority List be completed, as well as committing to

funding for those projects. Mr. Lozano stated adopting the Master Plan recognizes the plan as the approved vision for the park, and although the plan is flexible in nature, all future development in the park should follow the Master Plan as a guide. He added that specific design details of the individual items included on the Priority List are still to be worked out. Mr. Lozano stated that having an approved Master Plan would help ensure the City is included in discussion(s) with the Texas Department of Transportation (TxDOT) should they want to use the area at Copperas Branch Park again for staging purposes during the next phase of improvements to IH35. He added that in order to apply for grants, an approved Master Plan would be required.

2. Clarification of Action Items listed on Today's City Council Meeting Agenda for February 23, 2021

Regarding Agenda Item #13, Mayor Pro Tem Lombardo asked if there any changes in the Youth Standards of Care since the previous year. Mr. Lozano reported there were no changes.

With time permitting, Late Work Session Agenda Item #15 was moved up for discussion during Early Work Session.

15. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific 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.)

Moving forward, Mayor Wilcox reported there would only be one COVID-19 update each month during the Council meeting, unless there is a major update to share.

Mayor Wilcox reported that in past years, the second meeting in March was sometimes cancelled and asked Council if they wanted to do the same this year. Consensus was to cancel their March 23 meeting.

The following items were requested for future agenda items:

- Update from CoServ - Mayor Pro Tem Lombardo asked to have an update from CoServ regarding the recent winter storm, and how decisions were made regarding power to different areas. Councilmember Jaworski asked if CoServ could also include information if any relief would be provided to customers should they receive excessively high bills.
- Accessibility to Water Meter Boxes - Councilmember Kixmiller requested a future discussion regarding accessibility to water meter boxes.
- Update from Denton County Transportation Authority (DCTA) - Councilmember Jaworski requested an update from DCTA; City Manager Paul Stevens reported April is being targeted for their update.

Early Work Session concluded at 6:28 p.m.

CLOSED SESSION

3. Hold a closed meeting in accordance with the following sections of the Texas Government Code:

(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

Council did not meet in Closed Session.

OPEN SESSION

4. Call Meeting to Order

Mayor Charlotte J. Wilcox called the meeting to order at 7:00 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Bree Shamsey	Recreation Coordinator
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

5. Prayer led by Deputy Mayor Pro Tem Barbara Fleming

Deputy Mayor Pro Tem Fleming gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Deputy Mayor Pro Tem Barbara Fleming

Deputy Mayor Pro Tem Fleming led the Pledge of Allegiance to the U.S. and Texas flags.

7. Visitor Comments

Mayor Wilcox stated any person wishing to provide comments on any matter to be considered on this agenda were to email such comments to the City Secretary by 1:00 p.m. on Tuesday, February 23, 2021. City Secretary Angela Miller reported no visitor comments were received.

8. City Manager/Staff Reports

- **COVID-19 Update**

Fire Chief Mike Thomson provided an update on COVID-19 in Denton County and Highland Village. An update on the Denton County Health Department's vaccination process was also provided and residents were encouraged to sign up on the County's Vaccine Interest List.

- **Update on City Operations and Services during Recent Winter Storm**

City Manager Paul Stevens delivered an update on City services and operations provided by each department during the recent winter storm. In the Public Works Department, staff worked under their 24-hour emergency operation schedule to ensure availability to respond to calls for service. Some members of the Police Department stayed nearby to ensure they would be at work and have available officers for every shift. The Fire Department had a 950% increase over last year in call volume for February 17 and firefighters worked up to 96-hour shifts. Parks and Recreation staff winterized facilities and equipment, Information Services ensured dispatch services remained operational, and the Marketing & Communication Department shared pertinent information via multiple sources throughout the week to provide important updates to our residents.

9. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety**

Councilmember Jaworski commended Highland Village residents for providing assistance and helping others during the recent winter storm.

- **Presentation of a Proclamation celebrating Bill Aycock Day in Highland Village**

Mayor Wilcox presented a proclamation to Bill Aycock. Bill is retiring from the City of Highland Village after 21 years of service.

CONSENT AGENDA

10. **Consider approval of Minutes of the Regular City Council Meeting held on February 9, 2021**
11. **Consider Resolution 2021-2932 authorizing Release and Quitclaim of Drainage Easement and Portions of a Public Street Easement located within The Reserve at Chapel Hill Addition, Phase II**

Motion by Mayor Pro Tem Lombardo, seconded by Councilmember Fiester, to approve Consent Agenda Items #10 and #11. Motion carried 7-0.

ACTION AGENDA

12. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:
(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda**

Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

No action was taken on this item.

13. **Conduct a Public Hearing and Consider Ordinance 2021-1281 re-adopting in its Entirety Article 14.04 “Parks and Recreation” Division 7 “Youth Services Standards of Care” of the Code of Ordinances of the City of Highland Village, setting forth and adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (1st of two reads)**

PUBLIC HEARING CONDUCTED
APPROVED 1ST READ (7 – 0)

Recreation Coordinator Bree Shamsy reported state law requires the City conduct a public hearing and adopt standards of care annually by ordinance for our youth programs, which specifically relates to our Highland Village Kids Kamp program. Mayor Wilcox opened the public hearing and with no one wishing to speak, the public hearing was closed.

Motion by Councilmember Jaworski, seconded by Councilmember Heslep, to approve the first read of Ordinance 2021-1281. Motion carried 7-0.

14. **Consider Resolution 2021-2933 approving the Copperas Branch Park Master Plan**
APPROVED (7 – 0)

Parks and Recreation Director Phil Lozano reported City Council approved execution of a professional services agreement with la terra studio in 2018 for park planning services related to master planning for Copperas Branch Park. He added the process included working with City staff as well as efforts to engage the residents through community meetings and use of various social media platforms. The thoughts and ideas were synthesized into a priority list included in the Master Plan. Mr. Lozano reported the Master Plan was presented and approved by the Parks and Recreation Advisory Board on March 9, 2020, and they recommended the Master Plan be presented to City Council and considered for approval.

The Master Plan was presented to City Council at their February 9, 2021 meeting and discussed earlier during Early Work Session.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2021-2933. Motion carried 7-0.

LATE WORK SESSION

15. **Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific 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.)**

With time permitting, Late Work Session Agenda Item #15 was moved up for discussion during Early Work Session.

16. **Adjournment**

Mayor Wilcox adjourned the meeting at 7:33 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary