



**A G E N D A**  
**REGULAR MEETING OF THE**  
**HIGHLAND VILLAGE CITY COUNCIL**  
**HIGHLAND VILLAGE MUNICIPAL COMPLEX**  
**1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**  
**TUESDAY, MAY 23, 2023 at 6:00 P.M.**

**EARLY WORK SESSION**  
**Training Room – 6:00 P.M.**

**Convene Meeting in Open Session**

1. Discuss Selection of Mayor Pro Tem and Deputy Mayor Pro Tem
2. Discuss Fire Department ISO Rating and Staffing Plan
3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for May 23, 2023

(Items discussed during Early Work Session may be continued or moved to Open Session and/or Late Work Session if time does not permit holding or completing discussion of the item during Early Work Session.)

**CLOSED SESSION**  
**Training Room**

4. 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)

**OPEN SESSION**  
**City Council Chambers – 7:00 P.M.**

5. Call Meeting to Order
6. Prayer led by Deputy Mayor Pro Tem Jon Kixmiller
7. Pledge of Allegiance to the U.S. and Texas flags led by Deputy Mayor Pro Tem Jon Kixmiller: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*
8. Administration of Ceremonial Oaths of Office for Newly Elected City Council Members
9. Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem

10. **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**
  - Recognition of Lizzie Amick for being named LISD's Briarhill Campus Teacher of the Year
  - Recognition of Sandy Clary for being named LISD's Transportation Employee of the Year
  - Recognition of David Harney for being named LISD's School Resource Officer of the Year
11. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request Form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
12. **City Manager/Staff Reports**
  - The Village Report

*Anyone wishing to address the City Council on any item posted on the City Council agenda for possible action, including matters placed on the Consent Agenda or posted as a Public Hearing, must complete a Speakers' Request Form available at the entrance to the City Council Chambers and present it to the City Secretary prior to the Open Session being called to order. Speakers may be limited to three (3) minutes and given only one opportunity to speak on an item. Other procedures regarding speaking on matters posted for action on the City Council agenda are set forth on the Speakers' Request Form. Subject to applicable law, the City Council reserves the right to modify or waive at any time the procedures relating to members of the public speaking on matters placed the Council's agenda.*

### **CONSENT AGENDA**

**All of the items on the Consent Agenda are considered for approval by a single motion and vote without discussion. Each Councilmember has the option of removing an item from this agenda so that it may be considered separately and/or adding any item from the Action Agenda to be considered as part of the Consent Agenda items.**

13. **Consider approval of Minutes of the Regular City Council Meeting held on May 9, 2023 and the Special City Council Meeting held on May 15, 2023**
14. **Consider Resolution 2023-3068 authorizing the Purchase of Traffic Signal Equipment from Consolidated Traffic Controls, Inc. through the City's Cooperative Purchasing Agreement with the Houston-Galveston Area Council of Government Cooperative (HGAC)**

### **ACTION AGENDA**

15. 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)
16. Consider Resolution 2023-3069 awarding and authorizing a Contract with Jurgensen Pump, LLC for Construction of the Lake Vista Well Rehabilitation Project
17. Consider Resolution 2023-3070 awarding and authorizing a Contract with Four Star Excavating, Inc. for Construction of the A/C Water Line Replacement Project

### **LATE WORK SESSION**

(Items may be discussed during Early Work Session, time permitting)

18. 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.)
19. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 19<sup>TH</sup> DAY OF MAY 2023 NOT LATER THAN 5:00 P.M.



Angela Miller, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 317-0237 for additional information.

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 at \_\_\_\_\_

am / pm by \_\_\_\_\_.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

<b>AGENDA#</b> 1	<b>MEETING DATE:</b> 05/23/2023
<b>SUBJECT:</b>	<b>Discuss Selection of Mayor Pro Tem and Deputy Mayor Pro Tem</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**COMMENTS:**

In accordance with Chapters 3.12 and 3.12.1 of the City Charter, the Council shall select one of its members to serve as Mayor Pro Tem and one of its members to serve as Deputy Mayor Pro Tem. The Mayor Pro Tem performs all the duties of the Mayor in the absence or disability of the Mayor; the Deputy Mayor Pro Tem performs all the duties of the Mayor in the absence or disability of the Mayor and the Mayor Pro Tem.

Outgoing Councilmember Mike Lombardo served as Mayor Pro Tem. Councilmember Jon Kixmiller has served as Deputy Mayor Pro Tem since May 2022. No other currently serving members of Council have held either position. This item is on the agenda for Council to discuss selection of a Mayor Pro Tem and Deputy Mayor Pro Tem.

An item has also been included on tonight's regular meeting agenda for Council to formally select a Mayor Pro Tem and a Deputy Mayor Pro Tem.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 2**

**MEETING DATE: 05/23/2023**

**SUBJECT: Discuss Fire Department ISO Rating and Staffing Plan**

**PREPARED BY: Paul Stevens, City Manager**

**COMMENTS**

City staff will provide information on the ISO Rating and staffing plan.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 9**

**MEETING DATE: 05/23/2023**

**SUBJECT: Selection of Mayor Pro Tem and Deputy Mayor Pro Tem**

**PREPARED BY: Angela Miller, City Secretary**

**BACKGROUND:**

In accordance with Chapters 3.12 and 3.12.1 of the City Charter, the Council shall select one of its members to serve as Mayor Pro Tem and one of its members to serve as Deputy Mayor Pro Tem.

**IDENTIFIED NEED/S:**

To discuss and select Council members to serve as Mayor Pro Tem and Deputy Mayor Pro Tem. The Mayor Pro Tem performs all duties of the Mayor in his absence; the Deputy Mayor Pro Tem performs all the duties of the Mayor in the absence of the Mayor and the Mayor Pro Tem.

Outgoing Councilmember Mike Lombardo served as Mayor Pro Tem. Councilmember Jon Kixmiller has served as Deputy Mayor Pro Tem since May 2022. No other currently serving members of Council have held either position.

**OPTIONS & RESULTS:**

N/A

**PROGRESS TO DATE: (if appropriate)**

This item has been placed on the agenda for Council to select a Mayor Pro Tem and Deputy Mayor Pro Tem.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

N/A

**RECOMMENDATION:**

Formal action to select a Mayor Pro Tem and Deputy Mayor Pro Tem can be taken via a motion.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 10**

**MEETING DATE: 05/23/2023**

**SUBJECT: Mayor and Council Reports on Items of Community Interest**

**PREPARED BY: Karen McCoy, Executive Assistant**

**COMMENTS**

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.

- Recognition of Lizzie Amick for being named LISD's Briarhill Campus Teacher of the Year
- Recognition of Sandy Clary for being named LISD's Transportation Employee of the Year
- Recognition of Corporal David Harney being named LISD's School Resource Officer of the Year

# Proclamation

## The City of Highland Village

**Whereas**, on April 21, 2023, the Lewisville Independent School District recognized administrators, teachers, and staff at the district's annual Awards Gala; and

**Whereas**, the week of May 1<sup>st</sup> through May 5<sup>th</sup> 2023 is the nationally-recognized Teacher Appreciation Week; and

**Whereas**, several members of LISD campus staff at Highland Village area schools were recognized; and

**Whereas**, Mrs. Lizzie Amick, art teacher at Briarhill Middle School, was named Briarhill's Campus Teacher of the Year; and

**Whereas**, because of her love of art and her passion for sharing art with all of her students, inspiring them to explore their own potential and hidden talents, Mrs. Amick is an inspiration for her students and example for her peers; and

**Whereas**, Mrs. Amick embodies the characteristics of a great teacher and is therefore, well deserving of this special recognition.

**Whereas**, the City of Highland Village would like to recognize Mrs. Amick for her dedication to the enlightening of our children, her passion for Briarhill Middle School and her continued superior service to our community.

**NOW THEREFORE**, I, Daniel Jaworski, Mayor of the City of Highland Village, do hereby proclaim May 23, 2023 as:

**“Lizzie Amick Day”**

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 23<sup>rd</sup> day of May 2023.

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Daniel Jaworski, Mayor

# Proclamation

## The City of Highland Village

**Whereas**, on April 21, 2023, the Lewisville Independent School District recognized administrators, teachers, and staff at the district's annual Awards Gala; and

**Whereas**, the week of May 1<sup>st</sup> through May 5<sup>th</sup> 2023 is the nationally-recognized Teacher Appreciation Week; and

**Whereas**, several members of LISD campus staff at Highland Village area schools were recognized; and

**Whereas**, Sandy Clary, Transportation Services Provider, was named Lewisville Independent School District's Transportation Services Employee of the Year; and

**Whereas**, because of her commitment to getting her students to school on time and returning them home safely each day, Mrs. Clary has been an instrumental part in the consistent and high quality education of literally thousands of Highland Village children; and

**Whereas**, Mrs. Clary has demonstrated the importance of safety, punctuality, and consistency-qualities our young people must learn in order to be successful members of society; and

**Whereas**, the City of Highland Village would like to recognize Mrs. Clary for her long record of protecting our children and her superior service to our community.

**NOW THEREFORE**, I, Daniel Jaworski, Mayor of the City of Highland Village, do hereby proclaim May 24, 2023 as:

**“Sandy Clary Day”**

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 23<sup>rd</sup> day of May 2023.

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Daniel Jaworski, Mayor

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 13**

**MEETING DATE: 05/23/2023**

**SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on May 9, 2023 and of the Special City Council Meeting held on May 15, 2023**

**PREPARED BY: Angela Miller, City Secretary**

**BACKGROUND:**

Minutes are approved by a majority vote of Council at the Council meetings and listed on the Consent Agenda.

**IDENTIFIED NEED/S:**

Council is encouraged to call the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff will make suggested changes and the minutes may be left on the Consent Agenda in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to Council for consideration prior to the vote.

**OPTIONS & RESULTS:**

The City Council should review and consider approval of the minutes. Council's vote and approval of the minutes reflect agreement with the accuracy of the minutes.

**PROGRESS TO DATE: (if appropriate)**

The City Manager has reviewed the minutes and given approval to include the minutes in this packet.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

N/A

**RECOMMENDATION:**

To approve the minutes of the Regular City Council Meeting held on May 9, 2023 and of the Special City Council Meeting held on May 15, 2023.



**MEETING MINUTES OF THE REGULAR MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, MAY 9, 2023**

**EARLY WORK SESSION**

Mayor Jaworski called the meeting to order at 6:00 p.m.

**Roll Call**

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Deputy Mayor Pro Tem
	Michael Lombardo	Mayor Pro Tem
	Shawn Nelson	Councilmember
	Tom Heslep	Councilmember
	Robert Fiester	Councilmember
	Brian A. Fiorenza	Councilmember

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Jason Collier	Fire Chief
	Scott Kriston	Public Works Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

**1. Discuss appointing the City's Representative to the Upper Trinity Regional Water District Board of Directors**

City Secretary Angela Miller reported the City's current appointee is Mr. Richard Lubke, whose term expires May 31, 2023. She added that Mr. Lubke has served as the City's representative since July 1994 and has expressed interest in serving another term. Consensus of Council was to reappoint Mr. Lubke to the Board of Directors.

**2. Receive an Update and Discuss Solid Waste, Recycling and Household Hazardous Waste Collection Services**

With the City's current solid waste contract expiring in August 2023, Public Works Director Scott Kriston reported Council directed staff to solicit requests for proposals (RFP) for solid waste and recycling services. Solid Waste Specialists (SWS) was hired to assist in developing specifications and to assist staff in the review process once RFPs were received.

Mr. Lynn Lantrip from SWS provided a summary of services included in the current contract. He reported the RFP process included specifications and instructions to bidders

asking for responses on three (3) service options and attendance to a mandatory pre-bid meeting. Four (4) proposals were received and evaluated by three (3) City staff and two (2) SWS representatives. Upon review, CWD, Republic Waste and Frontier were selected to participate in an interview.

Mr. Lantrip reported Republic Waste's proposal provides for a 95-gallon cart for every household, with an option for residents to continue using bags if they wish. He stated that a truck equipped for automated collections would pick up the carts, followed by a separate truck that would pick up any bags; weekly collection would be made for both. Mr. Lantrip reported the monthly residential fee included in Republic's RFP is lower than the current rate being charged by CWD. SWS recommended the City select Republic Waste to provide residential, commercial and industrial solid waste and recycling services.

Councilmember Fiorenza voiced concern about the use of an automated system for pick up on narrow streets and cul-de-sacs. Mr. Craig Mikolajchak, General Manager with Republic Waste, reported they have gone through a conversion to automated pick up in other cities, and added that they will have information available to residents informing them to allow three (3) feet of space around carts to ensure safe pick ups. Mr. Kriston added that the City would also do a public education campaign. Councilmember Nelson asked if the trucks are manned in order to provide for manual pick ups should the automated system be unable to service a cart. The automated trucks only have one (1) driver; therefore, the driver would service those carts. Mr. Mikolajchak added that a second truck, which would be manned with two (2) Republic employees, would then come by to pick up any bags.

Councilmember Fiorenza asked how they respond when trash falls from a cart as its being serviced. Mr. Mikolajchak reported they receive very few calls as the cart size and design tend to prevent scattering.

**3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for May 9, 2023**

Deputy Mayor Pro Tem Kixmiller asked if Agenda Item #16 could be moved to the Consent Agenda. City Attorney Kevin Laughlin stated he could ask to move the item prior to any motion being made on Consent Agenda Items.

Mayor Jaworski adjourned Early Work Session at 6:41 p.m.

**CLOSED SESSION**

- 4. 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**

**5. Call Meeting to Order**

Mayor Jaworski called the meeting to order at 7:00 p.m.

## Roll Call

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Deputy Mayor Pro Tem
	Michael Lombardo	Mayor Pro Tem
	Shawn Nelson	Councilmember
	Tom Heslep	Councilmember
	Robert Fiester	Councilmember
	Brian A. Fiorenza	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
	Jason Collier	Fire Chief
	Scott Kriston	Public Works Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

### 6. Prayer led by Mayor Daniel Jaworski

Mayor Jaworski gave the invocation.

### 7. Pledge of Allegiance to the U.S. and Texas flags led by Mayor Daniel Jaworski

Mayor Jaworski led the Pledge of Allegiance to the U.S. and Texas flags.

### 8. 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

Mayor Jaworski thanked the Parks and Recreation Department for their work during the weekend softball tournament at Unity Park. Although there were storms that weekend, he reported the Parks and Recreation staff worked to prepare the fields once the inclement weather ended, which allowed the tournament to continue.

Mayor Jaworski also reported several teachers and staff from Highland Village schools were recognized during LISD's Awards Gala. He stated he has visited the Highland Village schools to personally recognize those winners.

Chief Reim announced the annual Steak & Stetson event would be held on Saturday, May 13. Proceeds from the event benefit the Special Olympics.

- **Presentation of a Proclamation to the Marcus High School Girls Soccer Team for Winning the State Championship**

Mayor Jaworski presented a proclamation to Coach Hebert and the Girls Soccer Team on their championship win.

- **Presentation of a Proclamation designating National Police Week in Highland Village**

Mayor Jaworski presented a proclamation to Chief Reim and members of the Highland Village Police Department.

- **Presentation to Outgoing Mayor Pro Tem Mike Lombardo for his Service to Highland Village**

Mayor Pro Tem Lombardo was recognized for his service to Highland Village during his tenure on the Highland Village City Council.

- **Presentation to Outgoing Councilmember Tom Heslep for his Service to Highland Village**

Councilmember Heslep was presented with a plaque in appreciation of his service to Highland Village.

## **9. City Manager/Staff Reports**

City Manager Paul Stevens reminded everyone of the upcoming Movies in the Park event on May 12. Regarding the opening the northbound access to IH-35 from Highland Village Road, Mr. Stevens reported the contractor working on the project has indicated they are waiting on approval of a stripping plan and the height for bridge signage.

- **The Village Report**

The Village Report featured *Experiencing Sip & Savor*, and a recruitment video for the Police Department.

## **10. Visitor Comments**

The following person spoke:

CWD Vice President Jason Roemer thanked members of Council for the five (5) years they provided service to Highland village.

## **CONSENT AGENDA**

Deputy Mayor Pro Tem Kixmiller requested to move Agenda Item #16 up to the Consent Agenda; Mayor Jaworski moved the item up.

- 11. Consider approval of Minutes of the Regular City Council Meeting held on April 25, 2023**
- 12. Receive Investment Report for Quarter ending March 31, 2023**
- 13. Receive Budget Reports for Period ending March 31, 2022**
- 16. Consider Resolution 2023-3066 appointing the City's Representative to the Upper Trinity Regional Water District Board of Directors**

***Motion by Councilmember Fiorenza, seconded by Councilmember Fiester, to approve Consent Agenda Items #11 through #13, and #16 appointing Richard Lubke to the Upper Trinity Regional Water District Board of Directors. Motion carried 7-0.***

### **ACTION AGENDA**

14. 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 TAKEN**

No action was taken on this item.

15. Consider Resolution 2023-3065 authorizing the City Manager to Execute an Agreement for Solid Waste, Recycling and Household Waste Collection Services  
**APPROVED (7 – 0)**

Public Works Director Scott Kriston reported Council had received a presentation during tonight's Early Work Session regarding the solid waste, recycling and household waste collection RFPs. During the presentation, the consulting firm of Solid Waste Specialists (SWS) recommended negotiating a contract with Republic Services to provide solid waste and recycling services.

Councilmember Fiester asked if residents would have to opt in to receive new trashcans. Mr. Kriston reported an education campaign would start in July to inform residents on the process and their options regarding new carts. Councilmember Fiorenza voiced his concern with the weight of the new carts when filled and wanted to ensure residents are made aware that they will have an opportunity to use bags if they wished.

***Motion by Councilmember Fiester, seconded by Councilmember Heslep, to approve Resolution 2023-3065 authorizing the City Manager to execute an agreement for solid waste, recycling and household waste collection services with Republic. Motion carried 7-0.***

16. Consider Resolution 2023-3066 appointing the City's Representative to the Upper Trinity Regional Water District Board of Directors

This item was moved to the Consent Agenda.

### **LATE WORK SESSION**

17. 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.)

No items were discussed.

18. Adjournment

Mayor Jaworski adjourned the meeting at 7:40 p.m.

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**Daniel Jaworski, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

DRAFT



**MEETING MINUTES OF THE SPECIAL MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
MONDAY, MAY 15, 2023**

**Convene Meeting in Open Session**

**1. Call Meeting to Order**

Mayor Jaworski called the meeting to order at 8:32 a.m.

**Roll Call**

Present: Daniel Jaworski Mayor  
Jon Kixmiller Deputy Mayor Pro Tem  
Michael Lombardo Mayor Pro Tem  
Shawn Nelson Councilmember  
Robert Fiester Councilmember

Absent: Tom Heslep Councilmember  
Brian A. Fiorenza Councilmember

Staff Members: Paul Stevens City Manager  
Angela Miller City Secretary

**2. Approve Resolution 2023-3067 Canvassing and Declaring the Results of the May 6, 2023 General Election of the City of Highland Village for the Purpose of Electing Council Members for Places 3, 5 and 7**

**APPROVED (5 – 0)**

Mayor Jaworski stated that on May 6, 2023 the City of Highland Village held a General Election for City Council, Places 3, 5 and 7. The results of the election are as follows:

<b>Council, Place 3</b>	<b>Total Number of Absentee Votes Received</b>	<b>Total Number of Early Votes Received</b>	<b>Total Number of Election Day Votes Received</b>	<b>Total Number of Votes Received</b>	<b>Percentage of Votes Received</b>
Kevin Cox	6	554	269	829	50.36%
Cindy Richter	5	573	239	817	49.64%

<b>Council, Place 5</b>	<b>Total Number of Absentee Votes Received</b>	<b>Total Number of Early Votes Received</b>	<b>Total Number of Election Day Votes Received</b>	<b>Total Number of Votes Received</b>	<b>Percentage of Votes Received</b>
Rhonda Hurst	9	804	349	1,162	100%
<b>Council, Place 7</b>	<b>Total Number of Absentee Votes Received</b>	<b>Total Number of Early Votes Received</b>	<b>Total Number of Election Day Votes Received</b>	<b>Total Number of Votes Received</b>	<b>Percentage of Votes Received</b>
Brian A. Fiorenza	8	800	346	1,154	100%

***Motion by Mayor Pro Tem Lombardo, seconded by Deputy Mayor Pro Tem Kixmiller, to approve Resolution 2023-3067 canvassing the returns and declaring the results of the May 6, 2023 General Election. Motion carried 5-0.***

### **3. Adjournment**

Mayor Jaworski adjourned the meeting at 8:34 a.m.

\_\_\_\_\_  
Daniel Jaworski, Mayor

**ATTEST:**

\_\_\_\_\_  
Angela Miller, City Secretary

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 16**

**MEETING DATE: 05/23/2023**

**SUBJECT: Consider Resolution 2023-3069 awarding and authorizing a contract with Jurgensen Pump, LLC. for the Lake Vista Water Well Rehabilitation Project**

**PREPARED BY: Scott Kriston, Director of Public Works**

### **BACKGROUND:**

The City's potable water supply consists of 5 City owned groundwater wells with a designed production capacity totaling 4.4 million gallons per day (MGD), and an Upper Trinity Regional Water District (UTRWD) subscription of 3 MGD, for a total of 7.4 MGD. This flow is sufficient to provide for domestic flows and fire protection during the summer peak demands. On February 24, 2023, the Lake Vista water well stopped operating. After troubleshooting aboveground components, City staff determined the problem was below ground. On February 28, 2023, Utility staff requested Weisinger, Inc. to troubleshoot the well motor and pump. It was determined that a pump failure caused the well motor to increase electrical amp draw. Utility Operations records show this well pump and motor were replaced in August 2018. The life expectancy of a submersible pump is 5 to 8 years. Staff placed the well repair out to bid. Staff received one bid. After reviewing the bid, staff felt that it could obtain a more competitive bid by rejecting the bid and advertising the project again. Three bids were received during the second bidding process.

### **IDENTIFIED NEED/S:**

Repair the Lake Vista well which provides the City with .3MGD of its groundwater supply.

### **OPTIONS & RESULTS:**

Not repairing the well results in a water supply decrease of .3MGD which is utilized in the summer peak demand flows.

### **PROGRESS TO DATE: (if appropriate)**

Staff solicited bids for the needed well repair. Three bids were received with Jurgensen Pump, LLC being the lowest responsible bidder.

Weisinger, Inc.	A&V Water	Jurgensen Pump, LLC
\$152,700.00	\$136,000.00	\$50,760.00

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

Funded through the Utility Fund.

**RECOMMENDATION:**

To approve Resolution 2023-3069 awarding and authorizing a contract with Jurgensen Pump, LLC for construction of the Lake Vista Well Rehabilitation Project.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2023-3069**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDED AND AUTHORIZING A CONTRACT WITH JURGENSEN PUMP, LLC. FOR CONSTRUCTION OF THE LAKE VISTA WELL REHABILITATION PROJECT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City administration, having solicited, received, and reviewed the bids for the Lake Vista Well Rehabilitation Project (the "Project") has determined that Jurgensen Pump, LLC. has submitted the lowest responsive bid in the amount of \$50,760.00 and recommends award of a contract for the Project to said bidder; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration and approve the above described contract agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS THAT:**

**SECTION 1.** The City Manager is hereby authorized to execute a contract with Jurgensen Pump, LLC. in the amount of \$50,760.00 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

**SECTION 2.** This Resolution shall become effective immediately upon passage.

**PASSED AND APPROVED THIS 23<sup>RD</sup> DAY OF MAY 2023.**

**APPROVED:**

\_\_\_\_\_  
**Daniel Jaworski, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**

(kbl:5/18/2023:135129)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 17**

**MEETING DATE: 05/23/2023**

**SUBJECT: Consider Resolution 2023-3070 awarding and authorizing a contract with Four Star Excavating, Inc. for the A/C Water Line Replacement Project (Sander Drive, Bexar Drive, Victoria Drive, Malibu Drive, and Inca Place) Project**

**PREPARED BY: Scott Kriston, Director of Public Works**

**BACKGROUND:**

Previous council action approved the engineering design for the A/C Water Line Replacement Project (Sander Drive, Bexar Drive, Victoria Drive, Malibu Drive, and Inca Place) Project ("the Project"). Staff and consultants prepared the plans and specifications, bid the Project, and are prepared to move into the construction phase. The Project consists of replacing the existing water lines along Sander Drive, Bexar Drive, Victoria Drive, Malibu Drive, and Inca Place with new, upsized water lines.

**IDENTIFIED NEED/S:**

Replace the existing 6" asbestos cement (AC) water lines with new 8" Polyvinyl Chloride (PVC) water lines. The existing AC water lines are old and susceptible to cracking. The PVC pipe for the water lines is more resilient and is not susceptible to corrosion and cracking and is a TCEQ approved replacement product. Replacing these water lines at this time will also make way for the restoration of the roads in this area, which is presently under design.

**OPTIONS & RESULTS:**

Construction of these replacement water lines will ensure a more reliable and dependable water system and will comply with TCEQ requirements. Also, it will facilitate the upcoming road restoration project.

**PROGRESS TO DATE: (if appropriate)**

Six contractors' bids for construction of the replacement water lines were received and evaluated. Good bids were received for the Project. Following are the bids received for the Project. Four Star Excavating, Inc. submitted the lowest responsive bid in the amount of \$994,401.00. Four Star Excavating has the experience and the resources to perform this work.

Four Star Excavating	Timco Blasting & Coating	A & B Construction	Canary Construction	Dickerson Construction	Atkins Bros.
\$994,401	\$1,226,305	\$1,332,387	\$1,559,713	\$1,666,542	\$1,717,059

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

Funded through the Utility Fund in the amount of \$994,401.00.

**RECOMMENDATION:**

To approve Resolution No. 2023-3070 awarding and authorizing a Contract with Four Star Excavating, Inc. for the Construction of the A/C Water Line Replacement Project.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2023-3070**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AWARDED AND AUTHORIZING A CONTRACT WITH FOUR STAR EXCAVATING, INC. FOR CONSTRUCTION OF THE A/C WATER LINE REPLACEMENT PROJECT (SANDERO DRIVE, BEXAR DRIVE, VICTORIA DRIVE, MALIBU DRIVE, AND INCA PLACE); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City administration, having solicited, received, and reviewed the bids for the A/C Water Line Replacement Project (Sander Drive, Bexar Drive, Victoria Drive, Malibu Drive, Inca Place) Project (the "Project") for the replacement of the existing water lines. has determined that Four Star Excavating, Inc. has submitted the lowest responsive bid in the amount of \$994,401.00 and recommends award of a contract for the Project to said bidder; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration and approve the above described contract agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS THAT:**

**SECTION 1.** The City Manager is hereby authorized to execute a contract with Four Star Excavating, Inc. in the amount of \$994,401.00 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

**SECTION 2.** This Resolution shall become effective immediately upon passage.

**PASSED AND APPROVED THIS 23<sup>RD</sup> DAY OF MAY 2023.**

**APPROVED:**

\_\_\_\_\_  
**Daniel Jaworski, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**

(kbl:5/17/2023:135121)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 18**

**MEETING DATE: 05/23/2023**

**SUBJECT: Status Reports on Current Projects and Discussion on Future  
Agenda Items**

**PREPARED BY: Karen McCoy, Executive Assistant**

**COMMENTS**

This item is on the agenda to allow a Councilmember to 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.



## **UPCOMING MEETINGS**

<b>May 23, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
<b>May 29, 2023</b>	<b>City Offices Closed for the Memorial Day Holiday</b>
<b>June 1, 2023</b>	<b>Zoning Board of Adjust Meeting – 7:00 pm</b>
<b>June 13, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
<b>June 19, 2023</b>	<b>Parks &amp; Recreation Advisory Board Meeting – 6:00 pm</b>
<b>June 20, 2023</b>	<b>Planning &amp; Zoning Commission Meeting – 7:00 pm</b>
<b>June 27, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
<b>July 4, 2023</b>	<b>City Offices Closed for Independence Day</b>
<b>July 6, 2023</b>	<b>Zoning Board of Adjust Meeting – 7:00 pm</b>
<b>July 11, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>
<b>July 17, 2023</b>	<b>Parks &amp; Recreation Advisory Board Meeting – 6:00 pm</b>
<b>July 18, 2023</b>	<b>Planning &amp; Zoning Commission Meeting – 7:00 pm</b>
<b>July 25, 2023</b>	<b>Regular City Council Meeting - 7:00 pm</b>

**Note – The Zoning Board of Adjustment, Parks & Recreation Advisory Board, and the Planning & Zoning Commission meetings are held monthly, IF NEEDED. Please visit [www.highlandvillage.org](http://www.highlandvillage.org) or the City Hall bulletin board for the latest meeting additions and updates.**