



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, SEPTEMBER 23, 2025 at 6:00 P.M.

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

Convene Meeting in Open Session

1. Receive Annual Presentation from Republic Services
2. Discuss Nomination of Candidate(s) for Appointment to the Denton Central Appraisal District (DCAD) Board of Directors
3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for September 23, 2025
4. Discuss Appointment of Board and Commission Members; Review and Discuss Attendance Record and Performance of Board and Commission Members and Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.04.037

(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

5. Hold a Closed Meeting in accordance with the following Section(s) 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)
 - (b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation

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

We are committed to promoting a spirit of integrity, partnership and excellence of service for the benefit of our citizens, guests and neighboring communities; to ensure that Highland Village continues to be a vital and dynamic city with a vision for the future.

6. Call Meeting to Order
7. Prayer led by Councilmember Kevin Cox
8. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Kevin Cox:
"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."
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
 - Swearing-In Ceremony for Officer Adam McLaughlin
 - Presentation of Proclamation designating October as Say No to Bullying Month
 - Presentation of Proclamation designating September as United is The Way Month
10. City Manager/Staff Reports
 - DCTA Board Meeting Update
 - The Village Report
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.)*

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. An item will be moved to the Action Agenda for discussion if a Speaker's Request Form is submitted indicating the person desires to comment on an item posted on the Consent Agenda.

12. Consider approval of Minutes of the Regular City Council Meeting held on September 9, 2025

13. Consider Resolution 2025-3209 authorizing Renewal of the Employee Health and Dental Insurance Plans with Blue Cross Blue Shield of Texas
14. Consider Resolution 2025-3212 authorizing an Interlocal Agreement with Texas Political Subdivisions Joint Self-Insurance Fund for purposes of providing Workers' Compensation Insurance for Fiscal Year 2025-2026
15. Consider Resolution 2025-3213 canceling the November 25, 2025 and December 23, 2025 City Council Meetings

ACTION AGENDA

16. Take action, if any, on Matters discussed in Closed Session in accordance with the following Section(s) 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)
 - (b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation
17. Consider Resolution 2025-3210 authorizing an Interlocal Cooperation Agreement with Denton County for Funding relating to the Design and Reconstruction of Highland Shores Boulevard
18. Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Consider Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.04.037
19. Consider Resolution 2025-3211 appointing Members to Various Positions on the Board of Ethics, Animal Shelter Advisory Board, Highland Village Community Development Corporation, Parks and Recreation Advisory Board, Planning and Zoning Commission, and Zoning Board of Adjustment

LATE WORK SESSION

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

20. 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.)
21. 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 17TH DAY OF SEPTEMBER 2025 NOT LATER THAN 6:00 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 for additional information.

Removed from posting on the _____ day of _____, 2025 at _____
am / pm by _____.



CITY COUNCIL MEMORANDUM AGENDA ITEM 1

MEETING DATE: September 23, 2025

SUBJECT: Receive Annual Report from Republic Services

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

The contract with Republic Services regarding trash and recycling service commenced in October 2023. A requirement of the contract is submission of an annual report covering the immediately preceding Contract Year.

Also detailed in the contract is provision for an annual rate adjustment. Republic has requested a 4% increase for FY 2026. The rate increase is addressed under Section III, 3.2 Modification of Rates, within the agreement between the City and Republic Services for Solid Waste and Recycling Services. An annual rate adjustment of four percent (4%) is allowed, also providing for an increase from the contractor of less than four percent (4%) at their discretion. The existing agreement with Republic Services was initiated in October 2023 with a five-year term. The contract contains a provision to update rates in October of each year. This is the second requested CPI adjustment for the agreement term.

Republic Initial Residential Rates	Updated 10/1/2024		Updated 10/1/2025		Increase	
	Regular Customer	Senior	Regular Customer	Senior	Regular Customer	Senior
Garbage						
Recycling						
Brush / Bulk pickup	\$17.63	\$15.87	\$18.34	\$16.51	\$0.72	\$0.64
Compost Delivery						
HH Haz Waste						
Franchise (10%)	\$1.76	\$1.59	\$1.83	\$1.65	\$0.07	\$0.06
Total Vendor Charges	\$19.39	\$17.46	\$20.17	\$18.16	\$0.79	\$0.70
Sales Tax	1.60	1.44	1.66	1.50	0.06	0.06
Total Garbage	\$20.99	\$18.90	\$21.83	\$19.66	\$0.85	\$0.76
Compost Processing	0.25	0.25	0.25	0.25	-	-
Total Bill to Resident	\$21.24	\$19.15	\$22.08	\$19.91	\$0.85	\$0.76

Note:

The City also incurs a separate charge associated with processing of compost from another vendor, which equates to a \$.25 additional pass-through charge.



CITY COUNCIL MEMORANDUM AGENDA ITEM 1

BUDGETARY IMPACT

Not applicable. Residential trash and recycling cost is a pass through from City residents to Republic Services.

RECOMMENDATION

Receive Annual Report from Republic Services.



CITY COUNCIL MEMORANDUM AGENDA ITEM 2

MEETING DATE: September 23, 2025

SUBJECT: Discuss Nomination of Candidate for Appointment to the Denton Central Appraisal District (DCAD) Board of Directors

PREPARED BY: Angela Miller, City Secretary

BACKGROUND

Terms for appointed positions on the DCAD Board of Directors were redefined during a Special Session of the 88th Legislature in 2023. For the term of office beginning January 1, 2025, officers served either a 1-year or a 3-year term. Term length for each position was determined by a drawing during the first calendar meeting of 2025. As determined by the drawing, a one-year term was established for Place 4 (currently held by Ann Pomykal) and for Place 7 (currently held by Mike Hennefer). A 3-year term was established for the remaining taxing unit board members. All terms thereafter shall be 4-year staggered terms.

The City of Highland Village has received notification from DCAD that all taxing jurisdictions have the option to nominate one individual per open place for the DCAD Board of Directors for Places 4 and 7, with a total of two nominees being accepted. Taxing jurisdictions are not required to nominate anyone for the DCAD Board of Directors and would still retain the option to cast votes from the list of nominees submitted by other jurisdictions.

Eligibility requirements to serve on the DCAD Board are as follows:

- Must have resided in Denton County for at least two (2) years immediately preceding the date of taking office
- May currently serve on the governing body of a city, county or school district
- Employees of taxing entities served by the appraisal district are ineligible unless they are elected officials
- Must not have conflicts of interest as defined by state law

Nominations must be received by written resolution before October 15, 2025. Once received, a comprehensive list of the nominees will be compiled and then sent to the taxing jurisdictions in the form of a ballot at a later date.

BUDGETARY IMPACT

N/A

RECOMMENDATION

No action is needed at this time. Should Council wish to nominate, an item will be included on the meeting agenda for the October 14, 2025 meeting for Council action.



CITY COUNCIL MEMORANDUM AGENDA ITEM 4

MEETING DATE: September 23, 2025

SUBJECT: Discuss Appointment of Board and Commission Members; Review and Discuss Attendance Record and Performance of Board and Commission Members, and Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.04.037

PREPARED BY: Angela Miller, City Secretary
Valerie Strubelt, Deputy City Secretary/Records Coordinator

BACKGROUND

City ordinance states that each September, Council shall make appointments to the City's boards and commissions. All appointments are for terms of two years, unless an individual is appointed to fill an unexpired term that exists due to a vacancy. A "term year" shall be from October 1 until the following September 30, with terms expiring on the second year.

A call for volunteers was advertised in the City's utility bill inserts, Village Newsletters, social media, and on the City website asking residents interested in volunteering their time by serving on a board or commission to submit an application to be considered for this year's annual appointments. Requests for applications were also announced during several City Council meetings. In addition, currently serving board/commission members with terms expiring this year were contacted by City staff and given the opportunity to notify the City Secretary's Office if they were interested in being considered for reappointment to the same board, appointment to a different board, or if they no longer wished to serve on a board.

There are sixteen (16) positions with terms that expire this year. In addition, the Community Development Corporation has one (1) vacancy for an unexpired term. The vacating member has moved and is no longer a resident of Highland Village.

To date, a total of twenty-one (21) applications have been received, which includes the currently serving members who wish to be considered for reappointment:

- Ten (10) new applications have been received
- Eleven (11) applications/notifications have been received from currently serving members whose term expires this year and wish to be considered for reappointment:
 - Ten (10) members have expressed interest in being considered for reappointment to their respective board/commission, with one member also indicating a willingness to serve on a different board/commission if needed.
 - One (1) member would like to be considered for appointment to a different board/commission
- Five (5) members are not seeking reappointment
- Two (2) members have reached their term limit

For reference, the following have been included:

Table 1 - a list of each board/commission and currently serving board members; the highlighted positions have terms that expire this year

Table 2 – a list of all new applicants with their board/commission preferences

Table 3 – a list of currently serving members with their board/commission preferences



CITY COUNCIL MEMORANDUM AGENDA ITEM 4

Council has received copies of all board and commission volunteer applications, along with currently serving board member profile updates that have been submitted for consideration. Council hosted a "Meet and Greet" event on September 9, 2025 to allow an opportunity for Council to meet face to face with the new applicants.

In addition to making appointments, Council may wish to also review and discuss the attendance records and performance during a single term year of current members of the various City boards and commissions whose terms do not expire in 2025. If considering whether to remove one or more members and declare such seat(s) vacated, consideration must be based on the attendance policy enacted by Council requiring that a member of a board or commission may not miss three (3) consecutive regularly scheduled meetings without a valid excuse, or miss more than 25% of the regular meetings during a term year. Please note, according to state law, members of the Zoning Board of Adjustment may be removed prior to the end of their term only for cause found by the City Council and only after presentation of written charges and a public hearing.

BUDGETARY IMPACT

N/A

RECOMMENDATION

This agenda item provides an opportunity for Council to discuss any removals, if needed, and appointments during Early Work Session. Companion items are included on tonight's regular meeting agenda for Council to take formal action.

Table 1 - BOARDS AND COMMISSION CURRENT MEMBERS

Board Member	Board Choice	Place	Original Appoint. Date	Term Expires
BOARD OF ETHICS				
Peter Casey	Same or Different	N/A	03-22-2022	09-2025
Megan Glass	Different Board	N/A	09-26-2023	09-2025
Benjamin Somero	Termed Out	N/A	09-26-2017	09-2025
Mollie Megahee	---	N/A	09-24-2024	09-2026
Debbie Barber	---	N/A	01-09-2024	09-2026
HV COMMUNITY DEVELOPMENT CORPORATION (4B)				
Rhonda Hurst	Same Board	Council Rep	06-13-2023	09-2025
Brian Fiorenza	Same Board	Council Rep	06-13-2023	09-2025
Kevin Cox	Same Board	Council Rep	09-24-2024	09-2025
Karla Limon	Does Not Wish to Serve Again	Citizen Rep	09-28-2021	09-2025
VACANT	---	Citizen Rep	09-24-2024	09-2026
Mike Sedillo	---	Citizen Rep	09-24-2024	09-2026
Robert Fiester	---	Council Rep	07-09-2024	09-2026
PARKS AND RECREATION ADVISORY BOARD				
Leslie Andrus	---	Place 1	09-24-2024	09-2026
Hogan Heathington	---	Place 2	03-22-2022	09-2026
Tyler Gump	---	Place 3	09-27-2022	09-2026
Kevin Pearson	Same Board	Place 4	09-26-2023	09-2025
Dave Rush	Does Not Wish to Serve Again	Place 5	09-26-2023	09-2025
Ryan Melson	Same Board	Alt. Place 1	09-24-2024	09-2025
Patrick Finch	---	Alt. Place 2	09-01-2024	09-2026
PLANNING AND ZONING COMMISSION				
Spencer Wilk	Same Board	Place 1	09-26-2023	09-2025
Brent Myers	---	Place 2	09-28-2021	09-2026
Misty Sedillo	---	Place 3	09-24-2024	09-2026
Denver Kemery	Termed Out	Place 4	09-25-2018	09-2025
Kevin McMahan	Does Not Wish to Serve Again	Place 5	09-26-2023	09-2025
Scott Campbell	Same Board	Alt. Place 1	09-24-2024	09-2025
Omer Tamir	---	Alt. Place 2	09-24-2024	09-2026
ZONING BOARD OF ADJUSTMENT				
Rick Reekie	Does Not Wish to Serve Again	Place 1	09-26-2023	09-2025
Jeremy Booker	Same Board	Place 2	10-08-2019	09-2025
Collin Roberts	Does Not Wish to Serve Again	Place 3	09-27-2022	09-2025

Jim Fuller	---	Place 4	09-26-2023	09-2026
Russell Jackson	---	Place 5	09-28-2021	09-2026
Angela Garcia	Same Board	Alt. Place 1	09-24-2024	09-2025
Lucy Turek	---	Alt. Place 2	09-26-2023	09-2026
Jeremy Tillery	---	Alt. Place 3	09-24-2024	09-2026

Table 2 - NEW APPLICANT PREFERENCES

Applicant Name	Ethics Board	Community Dev. Corp (4B)	Parks Board	Planning & Zoning Commission	Zoning Board of Adjustment
BOUCHARD, Aaron	5	2	4	1	3
BURMEISTER, James			1		
ECHOLS, Ryan	3	5	4	1	2
ENSLIN, Matthew	5	1	3	2	4
GERSHENFELD, Janet	5	2	1	3	4
HYNISON, Laura	2	5	3	4	1
MAHAVADI, Srikan	5	2	1	3	4
MIAN, Alina	5	1	2	4	3
SOMERO, Benjamin		1	4	2	3
TAWADROUS, Steve	5	4	1	2	3

Table 3 - CURRENT MEMBER PREFERENCES

Member Name	Current Service	Interest in Appointment	Ethics Board	HV CDC	Parks Board	P & Z	ZBA
ETHICS BOARD							
Peter Casey	Ethics Board	Same or Different	1		2	3	
Benjamin Somero	Ethics Board	Termed Out					
Megan Glass	Ethics Board	Different Board		1	2	3	
HV CDC (4B)							
Kevin Cox	Council Representative	Same Board		1			
Brian Fiorenza	Council Representative	Same Board		1			
Rhonda Hurst	Council Representative	Same Board		1			
Karla Limon	Place 3	Does Not Wish to Serve Again					
PARKS & RECREATION ADVISORY BOARD							
Ryan Melson	Alt. Place 1	Same Board			1		
Kevin Pearson	Place 4	Same Board		2	1	3	
David Rush	Place 5	Does Not Wish to Serve Again					
PLANNING & ZONING COMMISSION							
Scott Campbell	Alt. Place 1	Same Board				1	
Kevin McMahan	Place 5	Does Not Wish to Serve Again					
Spencer Wilk	Place 1	Same Board			2	1	
Denver Kemery	Place 4	Termed Out					
ZONING BOARD of ADJUSTMENT							
Jeremy Booker	Place 2	Same Board				2	1
Angela Garcia	Alt Place 1	Same Board	3	4	5	2	1
Rick Reekie	Place 1	Does Not Wish to Serve Again					
Collin Roberts	Place 3	Does Not Wish to Serve Again					



CITY COUNCIL MEMORANDUM AGENDA ITEM 9

MEETING DATE: September 23, 2025

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Valerie Strubelt, Deputy City Secretary

BACKGROUND

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.

- Swearing-In Ceremony for Officer Adam McLaughlin
- Presentation of Proclamation designating October as Say No to Bullying Month
- Presentation of Proclamation designating September as United is The Way Month

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A

Proclamation

The City of Highland Village

Whereas, school bullying, harassment, and intimidation greatly reduce a student's abilities to both achieve and surpass academic standards in public schools in the City of Highland Village; and

Whereas, bullying can directly affect a student's health and well-being and thus contribute to excessive absences from school, physical sickness, mental and emotional anguish, and long-term social and mental consequences; and

Whereas, individuals that engage in bullying may also struggle throughout their lifetime because they have not learned appropriate social behavior; and

Whereas, it is long past time for not only society, but also for each community to acknowledge that bullying is not a rite of passage to be simply ignored or tolerated; and

Whereas, the Stop Bullying Our Purpose Program encourages schools, students, parents, recreation programs, religious institutions, and community organizations to engage in a variety of awareness and prevention activities designed to make our communities safer for all children and adolescents.

NOW THEREFORE, I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim October 2025 as:

“Say No to Bullying Month”

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 23rd day of September 2025.

Charlotte J. Wilcox, Mayor

Proclamation

The City of Highland Village

Whereas, United Way of Denton County improves lives by mobilizing communities like Highland Village to action so all can thrive; and

Whereas, United is The Way we create a healthy Denton County community with strengthened resilience, wellness and financial security where everyone, regardless of age, has the opportunity to flourish; and

Whereas, by working together to co-create solutions to people's most pressing challenges, United Way of Denton County positively impacts the lives of over 54,000 local residents annually; and

Whereas, United Way of Denton County leads the effort with a network of nonprofits, governments, businesses and donors to respond to our neighbor's immediate needs and seek out better solutions for larger community-wide issues.

NOW THEREFORE, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim **September 2025 as United is The Way Month** and proudly join United Way of Denton County in calling on all residents of Highland Village to *Give to One to Impact Many* as we take action to create a future where everyone has the chance to thrive.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 23rd day of September 2025.

Charlotte J. Wilcox, Mayor



CITY COUNCIL MEMORANDUM AGENDA ITEM 10

MEETING DATE: September 23, 2025

SUBJECT: City Manager/Staff Reports – DCTA Board Meeting Report for August 28, 2025

PREPARED BY: Paul Stevens, City Manager

BACKGROUND

Following is a report from the DCTA Board Meeting, which was held on August 28, 2025. Consent agenda items were all approved and are as follows:

1. Consider Authorizing the Chief Executive Officer (CEO) to Execute a Renewal Agreement for the Swiftly Transit Data Platform using The Interlocal Purchasing System (TIPS) Cooperative Contract #220105 with Vertosoft, LLC in the amount of \$992,174.50 for the Period of October 1, 2025 through September 30, 2028
2. Consider Authorizing the Chief Executive Officer (CEO) to Execute a Renewal Agreement for the Spare Labs Paratransit Dispatch Platform using the Interlocal Purchasing System (TIPS) Cooperative Contract #220105 with Vertosoft, LLC in the Amount of \$454,742.02 for the Period of October 1, 2025 through September 30, 2028
3. Consider Authorizing the Chief Executive Officer (CEO) to Execute an Interlocal Agreement with Denton County Sheriff's Office for Law Enforcement Services in the Amount of \$152,447 for one (1) year beginning October 1, 2025 through September 30, 2026
4. Consider Approval of Regular Meeting Minutes July 24, 2025

The regular agenda items, which needed action, were approved. Due to the detailed information for many of the agenda items, a link to the presentation is at the end of this memo. The items are as follows:

1. **Conduct a Public Hearing and Consider Approval of a Resolution to Adopt the Proposed Denton County Transportation Authority (DCTA) Fiscal Year (FY) 2026 Operating and Capital Budget, Long-Range Financial Plan, and Budget Contingency Plan beginning October 1, 2025 and ending September 30, 2026**

A public hearing was conducted for the Fiscal Year 2026 Operating and Capital Budget, Long-Range Financial Plan, and Budget Contingency Plan. The budget was adopted as presented.

2. **Consider Approval of Monthly Financial Statement for June 30, 2025, Quarterly Grants Report for Quarter 3 – Fiscal Year 2025 and Receive an Update Regarding Finance Operations**
3. **Discuss and Consider Approval of a Contract Amendment with Plante Moran in the Amount of \$72,775 for Fiscal Year (FY) 2025 Audit Services**

Plante Moran, an accounting and consulting firm, has served as the Denton County Transportation Authority's independent auditor since the Fiscal Year 2021 audit. This amendment is required because the current working estimate for the FY 2025 audit, a "not to exceed" amount, causes the total contract expenditures from FY 2021- FY 2025 to surpass the previously-approved total contract authority.



CITY COUNCIL MEMORANDUM AGENDA ITEM 10

4. Discuss Update on A-train Enhancement Program and Consider Approval of an Authorization Letter for Rio Grande Pacific Corporation in an Amount Not to Exceed \$2,456,040 for A-train Curve and Speed Improvements

The A-train Curve and Speed Improvements Project is part of DCTA's broader A-train Enhancement Program and is designed to improve train travel times, operational reliability, and customer experience through targeted infrastructure upgrades. The project addresses permanent speed restrictions caused by track geometry and signal limitations, enabling faster speeds while maintaining FRA compliance.

Project Scope Elements:

- Trackwork Improvements
- Signal System Upgrades
- Testing/Administrative Support

Financial Summary:

- Trackwork: \$732,700
- Signal Systems: \$1,216,500
- Testing, Coordination & Project Management: \$97,500
- Contingency (20%): \$409,340
- Total: \$2,456,040

Anticipated Benefits:

- Reduced travel times and improved service competitiveness.
- Increased operational flexibility for future schedule enhancements.
- Improved crossing performance and reduced wait times for the public.
- Long-term operational efficiency gains through optimized corridor speeds.

5. Discuss and Consider Approval of Task Order #3 with H.W. Lochner in an Amount not to Exceed \$113,467.90 for A-train Curve and Speed Improvements Project Management Support

Background

The Curve and Speed Improvements Project is a central component of DCTA's A-train Enhancement Program, targeting improvements to track geometry and signal systems to remove or modify speed restrictions across the corridor. These enhancements will improve travel times, operational reliability, and public safety. While Rio Grande Pacific Corporation (RGPC) will execute the construction and signal upgrade work, DCTA requires specialized Program Management Consultant (PMC) services to assist in ensuring the project is delivered on time, on budget, and in compliance with Federal Railroad Administration (FRA) requirements. H.W. Lochner, as DCTA's contracted PMC, will provide targeted project administration, regulatory coordination, and stakeholder engagement services to support the construction phase of the Curve and Speed Improvements Project.

Scope of Work

- City & Stakeholder Coordination
- Regulatory Engagement
- Construction Support Services
- Risk & Issue Management
- Program Integration



CITY COUNCIL MEMORANDUM AGENDA ITEM 10

Anticipated Benefits

- Ensures effective coordination between contractors, stakeholders, and regulatory agencies.
- Provides technical oversight to maintain compliance with FRA regulations and DCTA standards.
- Proactively manages project risks to reduce schedule delays and cost overruns.
- Integrates this project with the broader A-train Enhancement Program to maximize long-term operational benefits.

Financial Impact This project is an Expanded Level Project (ELP) that is included in the FY2026 Capital Budget. Fee will be billed on an hourly, not to exceed basis as needed.

<u>Description</u>	<u>Amount</u>
H.W. Lochner Base Fee	\$103,152.64
10% Contingency	<u>\$10,315.26</u>
Total Authorization	\$113,467.90

6. Discuss Update on Denton County Transportation Authority Marketing and Communications Program and Advertising Revenue Policy

See link to presentation

7. Discuss Update on DCTA Non-Member City Contracted Services Portfolio

Background

Denton County Transportation Authority (DCTA) provides a variety of services to non-member cities through various contracted services arrangements. Historically, these services operate under oneyear terms through Interlocal Agreements (ILAs) with the non-member municipalities and are delivered by contract service providers.

Given the upcoming expiration of those ILAs and Agreements, the Board's approval of a New Member and Contracted Services Policy, and the expressed desire of the non-member cities to continue service, the purpose of this briefing is to:

- Provide an update on the overall performance of the contracted services
- Provide a preview of anticipated service profiles for the upcoming FY2026
- Discuss steps to be taken to bring the portfolio more into alignment with current DCTA policy
- Gain feedback from the Board on overall approach

Staff anticipate bringing all ILAs to the Board for approval on the Consent Agenda at the September 2025 Board meeting.

[DCTA Presentation August 28, 2025](#)



CITY COUNCIL MEMORANDUM AGENDA ITEM 12

MEETING DATE: September 23, 2025

SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on September 9, 2025

PREPARED BY: Angela Miller, City Secretary

BACKGROUND

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

Council is encouraged to contact the City Secretary's Office prior to the meeting if there are any suggested changes. Upon doing so, staff can 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, or could be moved to a future meeting for approval.

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.

BUDGETARY IMPACT

N/A

RECOMMENDATION

To approve minutes of the Regular City Council Meeting held on September 9, 2025.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, SEPTEMBER 9, 2025**

EARLY WORK SESSION

Mayor Wilcox called the meeting to order at 5:45 p.m.

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Robert Fiester	Deputy Mayor Pro Tem
	Rhonda Hurst	Councilmember
	Brian A. Fiorenza	Mayor Pro Tem

Staff Members:	Paul Stevens	City Manager
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Kim Lopez	Human Resources Director
	Laurie Mullens	Marketing and Communications Director
	Valerie Strubelt	Deputy City Secretary/Records Coordinator

1. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for September 9, 2025

City Secretary Miller provided a brief update regarding the Meet and Greet.

CLOSED SESSION

- 2. Hold a Closed Meeting in accordance with the following Section(s) 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.

MEET AND GREET

- 3. Conduct a Meet and Greet with Board and Commission Volunteer Applicants**

The Mayor and City Council welcomed applicants and conducted the Meet and Greet in shifts of small groups with the City Council and the board/commission staff liaisons.

OPEN SESSION

4. Call Meeting to Order

Mayor Wilcox called the meeting to order at 7:30 p.m.

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Robert Fiester	Deputy Mayor Pro Tem
	Rhonda Hurst	Councilmember
	Brian A. Fiorenza	Mayor Pro Tem

Staff Members:	Paul Stevens	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Scott Green	Fire Chief
	Karl Schlichter	Police Commander
	Scott Kriston	Public Works Director
	Kim Lopez	Human Resources Director
	Laurie Mullens	Marketing and Communications Director

5. Prayer led by Councilmember Jon Kixmiller

Councilmember Kixmiller gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Jon Kixmiller

Councilmember Kixmiller led the Pledge of Allegiance to the U.S. and Texas flags.

7. 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 Wilcox announced students from Marcus High School were in attendance for tonight's meeting.

8. City Manager/Staff Reports

City Manager Stevens reported staff is accepting sponsorships for the Salute Our Veterans luncheon in November. He also provided information on the upcoming paper shredding event and the TXFallenPD Tribute Event.

9. Visitor Comments

No one wished to speak.

CONSENT AGENDA

10. Consider approval of Minutes of the Regular City Council Meeting held on August 26, 2025
11. Consider Resolution 2025-3207 authorizing an Agreement with Stage 3 Separation, LLC for the Dredging of Quail Cove and Walmart Retention/Detention Facilities Project
12. Receive Budget Reports for Period ending July 31, 2025

Motion by Deputy Mayor Pro Tem Fiester, seconded by Councilmember Cox, to approve Consent Agenda Items #10 through #12, as read. Motion carried 7-0.

ACTION AGENDA

13. Take action, if any, on Matters discussed in Closed Session in accordance with the following Section(s) 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.

14. Discuss and Consider all Matters Incident and Related to the Issuance and Sale of the “City of Highland Village, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2025”, including the adoption of Ordinance 2025-1329 authorizing the Issuance of such Certificates of Obligation and resolving Other Matters Incident and Related Thereto

APPROVED (7 - 0)

Finance Director Miller reported that during the FY 2024-2025 and FY 2025-2026 budget processes, the Capital Improvement Program identified a capital projects program to address street projects, with the issuance of certificates of obligation to fund the Highland Shores Boulevard and Highland Village Road projects.

Amber Chien from Hilltop Securities reported the City obtained a credit rating affirmation of “AAA” by Standard & Poor’s. Ms. Chien presented a summary of the bid process and results. She added that the City’s “AAA” bond rating helped to receive favorable bids.

Motion by Councilmember Kixmiller, seconded by Mayor Pro Tem Fiorenza, to adopt Ordinance 2025-1329 authorizing the issuance of such certificates of obligation and resolving other matters incident and related thereto. Motion carried 7-0.

15. Consider a Preliminary Plat for Magnolia Village for a 4.364± acre Tract out of the Fred Hyatt Survey, Abstract 559, Part of Tract 4, Barnett Subdivision, generally located at 102 Barnett Boulevard, Magnolia Village Subdivision

APPROVED (7 – 0)

Public Works Director Kriston reported an application for review and consideration of the preliminary plat and tree plan was submitted for Magnolia Village. In September 2024, Council approved a zoning change from Single Family Residential (SF-40) to a Planned Development District for Single Family Patio Homes.

Mr. Kriston presented highlights of the preliminary plat features, which were reviewed by City staff and the City's Engineer for compliance with City ordinance and Planned Development Ordinance 2024-1313.

Mayor Pro Tem Fiorenza asked for clarification regarding the trees being removed. Director Kriston reported some are being removed due to excavation and/or proposed retaining walls. Deputy Mayor Pro Tem Fiester asked about the pavement width. Director Kriston reported it is 30 feet from the back of each curb.

Motion by Councilmember Kixmiller, seconded by Deputy Mayor Pro Tem Fiester, to approve the preliminary plat for a 4.364+/- acre tract out of the Fred Hyatt Survey, Abstract 559, Barnett Subdivision, generally located at 102 Barnett Boulevard, Magnolia Village Subdivision. Motion carried 7-0.

16. Receive a Presentation of City Manager Recommended Budget and Conduct a Public Hearing on the Proposed Budget and Tax Rate for Fiscal Year 2025-2026
BUDGET PRESENTED AND PUBLIC HEARING CONDUCTED

City Manager Paul Stevens provided an overview of the proposed budget. The property tax valuations increased 4.2%, resulting in an additional \$760,992 in anticipated property tax revenue. Sales tax revenue showed a decrease of 7.8% from last year's budgeted amount. A tax rate increase from \$.500273 to \$.500984 is proposed. The base Fiscal Year 2025-2026 General Fund budget is \$26,208,623, with an additional \$539,612 identified for supplemental requests.

Mayor Wilcox opened the public hearing at 8:00 p.m. With no one wishing to speak, the public hearing was closed.

17. Consider Ordinance 2025-1330 approving and adopting the Fiscal Year 2025-2026 Annual Budget (1st of two reads)
APPROVED 1ST READ (7 – 0)

Finance Director Miller reported the proposed budget has been prepared and presented, with a public hearing conducted with the previous agenda item.

Motion by Councilmember Cox, seconded by Councilmember Nelson, to approve the first read of Ordinance 2025-1330 adopting the Fiscal Year 2025-2026 Annual Budget. City Secretary Miller took a roll call vote on the motion:

Mayor Wilcox – Aye

Mayor Pro Tem Fiorenza – Aye

Deputy Mayor Pro Tem Fiester – Aye

Councilmember Nelson – Aye

Councilmember Fiester – Aye

Councilmember Hurst – Aye

Councilmember Cox – Aye

Motion carried 7-0.

18. Consider Ordinance 2025-1331 levying the Ad Valorem Taxes for the Year 2025 at a Rate of \$0.500984 Per \$100 Assessed Valuation on all Taxable Property within the Corporate Limits of the City of Highland Village as of January 1, 2025 (1st of two reads)

APPROVED 1ST READ (7 – 0)

Motion by Mayor Pro Tem Fiorenza, seconded by Deputy Mayor Pro Tem Fiester, that the property tax rate be increased by the adoption of a tax rate of \$.500984, which is effectively a 4.3 percent increase in the tax rate and, therefore, further move that Ordinance 2025-1331 be approved on first read. City Secretary Miller took a roll call vote on the motion:

*Mayor Wilcox – Aye
Mayor Pro Tem Fiorenza – Aye
Deputy Mayor Pro Tem Fiester – Aye
Councilmember Nelson – Aye
Councilmember Fiester – Aye
Councilmember Hurst – Aye
Councilmember Cox – Aye*

Motion carried 7-0.

LATE WORK SESSION

19. 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.)

Councilmember Nelson reported there were four recent accidents at the intersection of Village Parkway and Marketplace, and in analyzing accident data over the past two years, there have been approximately 40+ accidents in and around that intersection, with half resulting in injury. He asked what can be done to make that intersection safer for our drivers, pedestrians, and residents. City Manager Stevens reported staff is currently gathering information on this.

20. **Adjournment**

Mayor Wilcox adjourned the meeting at 8:09 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary



CITY COUNCIL MEMORANDUM AGENDA ITEM 13

MEETING DATE: September 23, 2025

SUBJECT: Consider Resolution 2025-3209 Authorizing Renewal of Employee Health and Dental Coverage with Blue Cross Blue Shield of Texas

PREPARED BY: Kimberly Lopez, HR Director

BACKGROUND

Medical and dental insurance are essential components of the employee benefits package. In order to stay competitive in the municipal job market, the City of Highland Village must provide quality, high-value benefits for employees and their families, while also respecting budgetary constraints and legislation compliance.

The City's benefits consultant, Higginbotham and Associates, worked with City Staff over the summer to review group health and dental coverage options and ensure the best, budget-conscious plan for the 2025–2026 fiscal year.

The City's current health and dental insurance provider, Blue Cross Blue Shield of Texas, initially proposed a 30.1% increase in health insurance premiums. Highland Village went out to bid and received no proposals. So, through further negotiations, the increase was reduced to 16.03%, with plan design adjustments to deductibles, co-pays, and out of pocket maximums. Furthermore, there will be no increase in dental insurance premiums, and the plan design remains unchanged.

The City of Highland Village has maintained its health and dental coverage with Blue Cross Blue Shield of Texas for the past five years. Blue Cross Blue Shield of Texas offer was determined the best option for both the City and employees. All employees continue to have the opportunity for a \$25/month premium discount if they participate in wellness activities throughout the year.

BUDGETARY IMPACT

Premium amounts are already factored into the Fiscal Year 2025-2026 budget, including the wellness discount option.

RECOMMENDATION

To approve Resolution 2025-3209 authorizing renewal of the employee health and dental insurance plans with Blue Cross Blue Shield of Texas.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3209

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING RENEWAL OF THE EMPLOYEE HEALTH AND DENTAL INSURANCE PLANS WITH BLUE CROSS BLUE SHIELD OF TEXAS, EFFECTIVE OCTOBER 1, 2025; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Administration, in collaboration with Higginbotham and Associates, has successfully negotiated the renewal of the City employee medical and dental insurance plans with Blue Cross Blue Shield, resulting in a 16.02% premium increase for medical coverage along with certain plan design adjustments to deductibles, copays and out of pocket maximums, while maintaining no premium increase and no plan design changes for dental coverage; and

WHEREAS, City Administration recommends renewing the City's agreements with Blue Cross Blue Shield, subject to the negotiated premium amounts, for the City employee medical and dental insurance plans; and

WHEREAS, the City Council of the City of Highland Village concurs in the above recommendation and finds it to be in the public interest to renew the employee health and dental insurance plans with Blue Cross Blue Shield.

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 negotiate and sign the necessary contract documents with Blue Cross Blue Shield to provide employee group medical and dental insurance coverage for the FY 2025-2026 plan year, and to take such additional actions reasonable and necessary to comply with the intent of this resolution.

SECTION 2. This Resolution shall take effect immediately upon final approval and upon passage of the City's 2025-2026 fiscal year budget.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS THIS THE 23RD DAY OF SEPTEMBER 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:9/2/2025:4925-1284-7461 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 14

MEETING DATE: September 23, 2025

SUBJECT: Consider Resolution 2025-3212 authorizing an interlocal agreement with Texas Political Subdivisions Joint Self-Insurance Fund for workers compensation insurance for FY 2025-2026

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

The City has contracted for many years with Texas Political Subdivisions Joint Self-Insurance Fund (TPS) - an intergovernmental risk pool - for its workers compensation insurance. TPS operates through the member cities' insurance brokers, which, in the City's case, is Higginbotham and Associates.

The City needs to continue to purchase workers' compensation coverage for City employees in accordance with state law.

The renewal premium for FY 2026 from TPS is \$194,006, which is a \$2,691 decrease from last year's amount of \$196,697.

In general, for a number of years, a very proactive effort by City Staff to maintain a safe work environment has resulted in not only minimal lost work-time, but also lower insurance premiums. The City has received a substantial discount due to the excellent safety record we have maintained.

An experience factor is established based on our claim experience compared to the average of other entities in the risk pool. The factor for this renewal is .74, a decrease from last year's factor of .77. The experience modifier takes into account payroll and losses over a three-year period. This effectively represents a 26% discount. TPS does represent good value for the City, as periodic comparative quotes from other providers consistently maintain TPS as the lowest cost.

BUDGETARY IMPACT

The renewal amount is accommodated with the FY 2026 Budget appropriation.

RECOMMENDATION

To approve Resolution 2025-3212 authorizing an interlocal agreement with Texas Political Subdivisions Joint Self-Insurance Fund for workers compensation insurance for Fiscal Year 2025-2026.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3212

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING AN INTERLOCAL AGREEMENT WITH TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND FOR PURPOSES OF PROVIDING WORKERS' COMPENSATION INSURANCE FOR FISCAL YEAR 2025-2026; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, workers' compensation insurance is a component of the City's employee benefit package; and

WHEREAS, the City has contracted with the Texas Political Subdivisions Joint Self-Insurance Fund ("TPS") for a number of years for the provision of workers' compensation insurance and has historically received a high level of service as well as substantial savings in insurance premiums over other potential carriers; and

WHEREAS, City Administration recommends a continuation of the interlocal agreement providing workers compensation insurance to the City for Fiscal Year 2025-2026; and

WHEREAS, the City Council of the City of Highland Village finds it to be in the public interest to concur in the above recommendation.

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

Section 1. The City Manager is hereby authorized to execute the necessary contract documents establishing an interlocal agreement with TPS to provide workers compensation insurance for the City and take such additional action as may be reasonable and necessary to comply with the intent of this Resolution.

Section 2. This Resolution shall be effective immediately upon its approval.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 23rd DAY OF SEPTEMBER 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:9/11/25:4911-9176-5608 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 15

MEETING DATE: September 23, 2025

SUBJECT: Consider Resolution 2025-3213 canceling the November 25, 2025 and December 23, 2025 City Council Meetings

PREPARED BY: Valerie Strubelt, Deputy City Secretary

BACKGROUND

Section 3.13 of City of Highland Village City Charter states that the City Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits. If (i) the business of the City is such that the number of items requiring City Council discussion and/or approval are too few to justify the staff time and costs related to preparing for a city council meeting, and (ii) matters pending which do require council approval can be delayed to a later meeting, then cancelation of a council meeting is from time to time proposed. In reviewing the calendar for November and December and anticipated City matters that require City Council review and approval, City Administration has determined that canceling the second meeting in November, which falls during the week of Thanksgiving, and the second meeting of December, which falls Christmas week, can be cancelled without detrimentally affecting City operations.

BUDGETARY IMPACT

N/A

RECOMMENDATION

To approve Resolution 2025-3213 canceling the November 25, 2025 and December 23, 2025 City Council meetings.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3213

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS CANCELING THE NOVEMBER 25, 2025, AND DECEMBER 23, 2025, CITY COUNCIL MEETINGS, AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 3.13 of the City Charter of the City of Highland Village provides that the City Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits; and

WHEREAS, the City Council customarily holds its regular meetings on the second and fourth Tuesdays of each month; and

WHEREAS, the City Council finds that canceling the regular meetings scheduled for November 25, 2025 and December 23, 2025 will not adversely affect the operations of the City and will preserve City financial and human resources usually spent in preparation for such meetings.

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

SECTION 1. The regular City Council meetings scheduled for November 25, 2025 and December 23, 2025, are hereby canceled.

SECTION 2. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED this the 23rd day of September, 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:9/12/2025:4926-4741-3608 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 17

MEETING DATE: September 23, 2025

SUBJECT: Consider Resolution No. 2025-3210 authorizing an Interlocal Cooperation Agreement with Denton County for funding related to the design and reconstruction of Highland Shores Boulevard

PREPARED BY: Paul Stevens, City Manager

BACKGROUND

On November 8, 2022, Denton County held a successful bond election for the Denton County Transportation Road Improvement Program. As part of the program, Highland Village included the reconstruction of Highland Village Road from Brazos Boulevard to the KCS Railroad and Highland Shores Boulevard from Briarhill to Twin Coves. The bond program generally pays up to 50% of the costs of the project. When the projects were submitted to Denton County for consideration, the estimated cost for Highland Shores Boulevard was \$9,320,000, which would make the Denton County match \$4,660,000. The current estimate is \$10,200,000. Commissioner Mitchell has agreed to contribute an amount not to exceed \$5,540,000.

The issuance of bonds to provide the City's portion of the funds for this project was approved at the September 9, 2025, Council meeting. The approval of the Interlocal Cooperation Agreement will allow reimbursement for the Denton County share of the project funds.

We anticipate the Interlocal Cooperation Agreement for Highland Village Road to be on the Council agenda in early 2026.

BUDGETARY IMPACT

Funded through the 2025 Bond Program and the 2022 Denton County Bond Program.

RECOMMENDATION

To approve Resolution 2025-3210 authorizing an Interlocal Cooperation Agreement with Denton County for funding relating to the design and reconstruction of Highland Shores Boulevard.

THE STATE OF TEXAS §
 §
COUNTY OF DENTON §

**INTERLOCAL COOPERATION AGREEMENT BETWEEN
DENTON COUNTY, TEXAS, AND THE CITY OF HIGHLAND VILLAGE, TEXAS**

THIS AGREEMENT is made, entered into and executed by and between Denton County, Texas (“the County”), a duly organized political subdivision of the State of Texas; and the City of Highland Village, Texas (“the City”), a duly organized political subdivision of the State of Texas. The County and the City are collectively referred to herein as “the Parties.”

WHEREAS, the County and the City mutually desire to enter into this Agreement to provide the reconstruction of Highland Shores Boulevard between Briarhill Boulevard and Twin Coves Drive located entirely in the municipal limits of the City and Denton County Commissioner Precinct #3, hereinafter “the Project”; and

WHEREAS, the estimated cost of completion for the Project is TEN MILLION TWO HUNDRED THOUSAND AND NO/100 DOLLARS (\$10,200,000.00), with the County agreeing to contribute an amount which shall not exceed FIVE MILLION FIVE HUNDRED FORTY THOUSAND AND NO/100 DOLLARS (\$5,540,000.00), based on current available funding, toward satisfactory completion of the Project, and

WHEREAS, the Interlocal Cooperation Act, Texas Government Code Chapter 791, hereinafter “the Act,” provides authorization for a local government to contract with one or more local governments to perform governmental functions and services under the terms of the Act, and the County and the City hereby mutually agree to be subject to the provisions of the Act; and

WHEREAS, the County and the City value the timely completion of the Project which involves roads which are an integral part of the County’s road system, and the Parties are undertaking the Project to facilitate safe travel on an improved roadway;

NOW, THEREFORE, this Agreement is hereby made and entered into by the County and the City upon and for the mutual consideration stated herein:

WITNESSETH:

I.

Pursuant to Texas Government Code §791.011, the County and the City hereby enter into this Agreement in order to perform certain governmental functions and services in the area of streets, roads, and drainage. The purpose of this Agreement is to provide a governmental function or service that each party is authorized to perform individually, and in accordance with Section

791.011(d)(3) of the Act, each Party is paying for the performance of governmental functions and services from current revenues available to the paying party.

II.

The County and the City hereby agree that the scope of the Project shall be to provide the reconstruction of Highland Shores Boulevard between Briarhill Boulevard and Twin Coves Drive, at an estimated cost of TEN MILLION TWO HUNDRED THOUSAND AND NO/100 DOLLARS (\$10,200,000.00), with the County agreeing to contribute an amount which shall not exceed FIVE MILLION FIVE HUNDRED FORTY THOUSAND AND NO/100 DOLLARS (\$5,540,000.00), based on current available funding, toward satisfactory completion of the Project. The Project is located entirely within the municipal limits of the City and Denton County Commissioner Precinct #3.

III.

The County hereby agrees to contribute an amount which shall not exceed FIVE MILLION FIVE HUNDRED FORTY THOUSAND AND NO/100 DOLLARS (\$5,540,000.00), provided that any and all funding is approved by formal action of the Denton County Commissioners Court.

IV.

The City agrees to provide all engineering, right-of-way acquisition, utility relocations, inspections, construction, and maintenance of the Project. The City shall timely provide the County with all invoices and requested documentation in an amount which shall not exceed FIVE MILLION FIVE HUNDRED FORTY THOUSAND AND NO/100 DOLLARS (\$5,540,000.00).

V.

This exchange of in-kind services between the County and the City is deemed adequate consideration for the obligations exchanged by the Parties herein.

VI.

As the City proceeds with the completion of the Project, the City shall submit all invoices for reimbursement to the Denton County Auditor, Mr. Jeff May, 1 Courthouse Drive, Suite 2000, Denton, Texas 76208, c/o Mr. John Polster, Innovative Transportation Solutions, Inc., 2701 Valley View Lane, Farmers Branch, Texas 75234. The City shall submit invoices on a monthly basis, and the County shall reimburse the City on a pro rata basis for all approved expenses related to the Project within thirty calendar days of receipt of an invoice from the City, provided that all expenditures are made in a manner which is consistent with the terms of this Agreement. Upon satisfactory

completion of the Project, the County and the City shall prepare and complete a full audit of the Project.

VII.

As required by Texas Transportation Code §251.012 and as evidenced by the signature of the City's representative below, the governing body of the City by the execution of and approval of this Agreement hereby approves of the expenditure of County money to finance the construction, improvement, maintenance, or repair of a street or alley in the County that is located in the City.

VIII.

This agreement may be terminated in whole, or in part, by the County or the City upon thirty days written notice to the other party. In the event of termination by the County, the County shall pay all approved invoices submitted up to and including the date of termination.

IX.

This Agreement represents the entire integrated agreement between the County and the City and supersedes all prior negotiations, representations, and agreements, either oral or written. This Agreement may be amended only by written instrument signed by both of the Parties. Notices shall be directed as follows:

For City: Honorable Charlotte Wilcox, Mayor
City of Highland Village, Texas
1000 Highland Village Road
Highland Village, Texas 75077

Copy To: Angela Miller, City Secretary
City of Highland Village, Texas
1000 Highland Village Road
Highland Village, Texas 75077

For County: Honorable Andy Eads, Denton County Judge
1 Courthouse Drive, Suite 3100
Denton, Texas 76208
andy.eads@dentoncounty.gov
holly.sadlowski@dentoncounty.gov

Copy To: Denton County District Attorney's Office - Civil Division
1450 East McKinney Street, Suite 3100
Denton, Texas 76209

X.

The covenants, terms, and conditions herein are to be construed under the laws of the State of Texas and are performable by the Parties in Denton County, Texas. The Parties mutually agree that venue for any obligation arising from this Agreement shall be in Denton County, Texas.

XI.

The City agrees and understands that the City, its employees, servants, agents or representatives shall at no time represent themselves to be employees, servants, agents or representatives of the County.

XII.

The City agrees to accept full responsibility for the acts, negligence and omissions of all City employees, agents, subcontractors or contract laborers and for all other persons doing work under a contract or agreement with the City.

XIII.

This Agreement is not intended to extend the liability of the Parties beyond that provided for by law. Neither the County nor the City waive, nor shall be deemed to have hereby waived, any immunity or defense that would otherwise be available to it against claims made by third parties.

XIV.

In the event that any portion of this Agreement shall be found to be contrary to law, it is the intent of the Parties hereto that the remaining portions shall remain valid and in full force and effect to the fullest extent possible.

XV.

The undersigned officers and agents of the Parties hereto are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of the Parties hereto, and each party hereby certifies to the other that any necessary resolutions extending said authority have been duly passed and are now in full force and effect.

XVI.

This Agreement becomes effective when signed by the last party whose signing makes the respective agreement fully executed, and the term of this Agreement is for the life of the Project beginning on the date of execution of this Agreement and continuing until the Project is completed.

Executed this _____ day of _____, 2025.

DENTON COUNTY, TEXAS

1 Courthouse Drive, Suite 3100
Denton, Texas 76209

By: _____
Honorable Andy Eads
Denton County Judge
Acting by and on behalf of the authority
of the Denton County Commissioners Court

ATTEST:

By: _____
Denton County Clerk

CITY OF HIGHLAND VILLAGE, TEXAS

1000 Highland Village Road
Highland Village, Texas 75077

By: _____
Honorable Charlotte Wilcox
Mayor of the City of Highland Village, Texas
Acting by and on behalf of the authority
of the City of Highland Village, Texas

ATTEST:

By: _____
City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

COUNTY AUDITOR'S CERTIFICATE

I hereby certify funds are available to accomplish and pay the obligation of Denton County, Texas, under this Agreement.

Denton County Auditor

APPROVAL OF INTERLOCAL COOPERATION AGREEMENT

Denton County, Texas, acting by and through the Denton County Commissioners Court, hereby gives its specific written approval to the following Project, prior to beginning of the Project in satisfaction of Texas Government Code §791.014. The scope of the Project shall be to provide the reconstruction of Highland Shores Boulevard between Briarhill Boulevard and Twin Coves Drive, at an estimated cost of completion of TEN MILLION TWO HUNDRED THOUSAND AND NO/100 DOLLARS (\$10,200,000.00). The Project shall be located entirely within the municipal limits of the City of Highland Village and Denton County Commissioner Precinct #3.

The County hereby agrees to contribute an amount which shall not exceed FIVE MILLION FIVE HUNDRED FORTY THOUSAND AND NO/100 DOLLARS (\$5,540,000.00), provided that any and all funding is approved by formal action of the Denton County Commissioners Court.

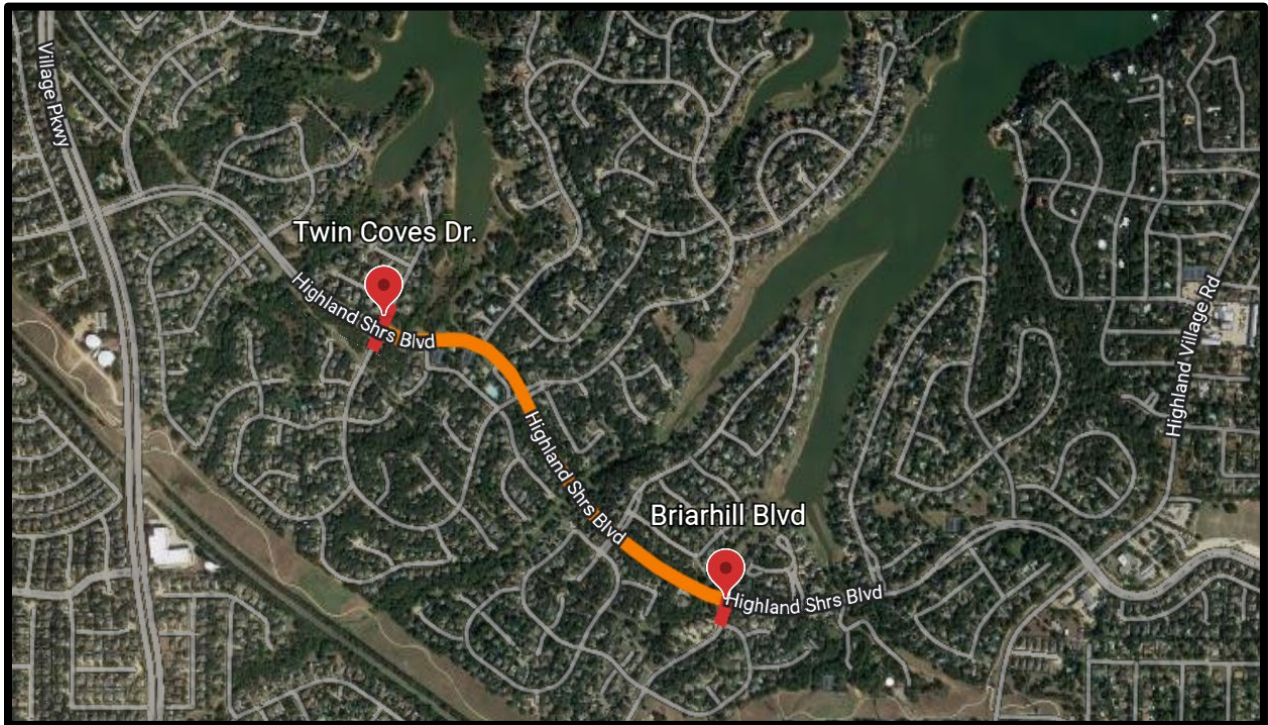
The local governments which requested the Project and with whom the Agreement is by and between are Denton County, Texas, and the City of Highland Village, Texas.

By vote on the date below, the Denton County Commissioners Court has approved the project identified above and authorized execution of this document by the presiding officer of the Denton County Commissioners Court.

Date: _____

By: _____
Presiding Officer of the Denton
County Commissioners Court

EXHIBIT A: PROJECT EXHIBIT



CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3210

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING AN INTERLOCAL COOPERATION AGREEMENT WITH DENTON COUNTY FOR FUNDING RELATING TO THE DESIGN AND RECONSTRUCTION OF HIGHLAND SHORES BOULEVARD; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Interlocal Cooperation Act (Texas Government Code Chapter 791, hereinafter “the Act”) provides authorization for a local government to contract with one or more local governments to perform governmental functions and services under the terms of the Act; and

WHEREAS, in November 2022, the citizens of Denton County authorized the sale of bonds to provide funds to pay for the design and construction of various public infrastructure projects within Denton County; and

WHEREAS, Denton County (“County”) and the City of Highland Village (“City”) desire to enter into an agreement pursuant to the Act to provide for the reconstruction of Highland Shores Boulevard between Briarhill Boulevard and Twin Coves Drive located entirely in City’s municipal limits and the boundaries of Denton County Commissioner Precinct #3 (“the Project”); and

WHEREAS, the estimated cost of completion for the Project is Ten Million Two Hundred Thousand and No/100 Dollars (\$10,200,000.00), with the County offering to contribute an amount not to exceed Five Million Five Hundred Forty Thousand and No/100 Dollars (\$5,540,000.00)(the “County Funds”), based on current available funding, toward satisfactory completion of the Project, and

WHEREAS, the City Council of the City of Highland Village finds it in the public interest to enter into an interlocal cooperation agreement pursuant to the Act providing for the provision of the County Funds to the City for the Project.

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

SECTION 1. The Mayor is hereby authorized to sign on behalf of the City an Interlocal Cooperation Agreement with Denton County to provide for the contribution of the County Funds by the County to be used in relation to the design and construction of the Project.

SECTION 2. This resolution shall take effect immediately upon passage.

PASSED AND APPROVED THIS THE 23rd DAY OF SEPTEMBER 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:9/10/2025:4901-9879-1783 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 18

MEETING DATE: September 23, 2025

SUBJECT: Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Consider Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.04.037

PREPARED BY: Angela Miller, City Secretary

BACKGROUND

City ordinance states that Council shall make annual appointments to the City's boards and commissions. All appointments are for terms of two years unless an individual is appointed to fill an unexpired term that exists due to a vacancy. A "term year" shall be from October 1 until the following September 30, with terms expiring at the end of the second year.

Per the Code of Ordinances Section 2.04.037, a vacancy exists: (i) if a member resigns, or (ii) if the Council deems a vacancy to exist if a member misses three consecutive regularly scheduled meetings without a valid excuse or misses more than 25% of the regular meetings during a term year.

Please note, according to state law, members of the Zoning Board of Adjustment may be removed prior to the end of their term only for cause found by the City Council and only after presentation of written charges and a public hearing. Failure to comply with minimum attendance requirements as established by ordinance can be a basis for removal for cause.

If Council chooses, they may remove a City board or commission member and declare the seat vacant based on the attendance and performance of the current members of the various City boards and commissions whose terms do not expire in 2025, in accordance with Code of Ordinances Section 2.04.037.

BUDGETARY IMPACT

N/A

RECOMMENDATION

Discuss the attendance and performance of members of the various City boards and commissions during the last year whose terms do not expire in 2025 and consider whether to remove one or more members and declare such seat(s) vacated in accordance with Code of Ordinances Section 2.04.037.



CITY COUNCIL MEMORANDUM AGENDA ITEM 19

MEETING DATE: September 23, 2025

SUBJECT: Consider Resolution 2025-3211 appointing Members to Various Positions on the Board of Ethics, Animal Shelter Advisory Board, Parks and Recreation Advisory Board, Planning and Zoning Commission, Zoning Board of Adjustment, and Highland Village Community Development Corporation

PREPARED BY: Angela Miller, City Secretary
Valerie Strubelt, Deputy City Secretary/Records Coordinator

BACKGROUND

City ordinance states that each September, Council shall make annual appointments to the City's boards and commissions. All appointments are for terms of two years, unless an individual is appointed to fill an unexpired term that exists due to a vacancy. A "term year" shall be from October 1 until the following September 30, with terms expiring on the second year.

In anticipation of annual board and commission member appointments, a call for volunteers to serve on a City board or commission was advertised in the City's utility bill inserts, Village Newsletters, social media, and on the City website. To be eligible to serve, all applicants must be qualified voters of the city and shall remain eligible to vote in city elections during their tenure.

There are sixteen (16) positions with terms that expire on this year. In addition, the Community Development Corporation has one (1) vacancy for an unexpired term. Excluding two members that have reached their term limits, all currently serving board and commission members whose terms expire this year were contacted by City staff and given the opportunity to notify staff if they were interested in being considered for reappointment to the same board, appointment on a different board, or if they no longer wished to serve on a board.

To date, a total of twenty-one (21) applications have been received, which includes the currently serving members who wish to be considered for reappointment:

- Ten (10) new applications have been received
- Eleven (11) applications/notifications have been received from currently serving members whose term expires this year and wish to be considered for reappointment:
 - Ten (10) members have expressed interest in being considered for reappointment to their respective board/commission, with one member also indicating a willingness to serve on a different board/commission if needed.
 - One (1) member would like to be considered for appointment to a different board/commission
- Five (5) members are not seeking reappointment
- Two (2) members have reached their term limit

City Council has received copies of all board and commission volunteer applications, along with currently serving board member profile updates, that have been submitted for consideration. Council hosted a "Meet and Greet" event on September 9, 2025, to allow an opportunity for Council to meet face to face with new applicants.



CITY COUNCIL MEMORANDUM AGENDA ITEM 19

Council had an opportunity to discuss appointments during Early Work Session. Council may also consider moving any currently serving Alternate board member to a regular position. This item provides an opportunity for Council to take formal action during their regular meeting.

BUDGETARY IMPACT

N/A

RECOMMENDATION

Council to appoint members to various positions on City boards and commissions and approve Resolution 2025-3211.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3211

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING MEMBERS TO VARIOUS POSITIONS ON THE BOARD OF ETHICS, ANIMAL SHELTER ADVISORY BOARD, HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION, PARKS AND RECREATION ADVISORY BOARD, PLANNING AND ZONING COMMISSION, AND ZONING BOARD OF ADJUSTMENT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Highland Village desires to appoint citizens to serve for terms beginning October 1, 2025, for positions on various board and commissions;

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

SECTION 1. The following people are hereby appointed to the indicated positions on the Board of Ethics with a term commencing on October 1, 2025, and ending as indicated below:

Name	Place	Expiration
_____	N/A	September 30, 2027
_____	N/A	September 30, 2027
_____	N/A	September 30, 2027

SECTION 2. The following people are hereby appointed to the indicated positions on the Highland Village Community Development Corporation with a term commencing on October 1, 2025 and ending as indicated below:

Name	Place	Expiration
_____	Citizen Representative	September 30, 2027
_____	Council Representative	September 30, 2027
_____	Council Representative	September 30, 2027
_____	Council Representative	September 30, 2027
_____	Citizen Representative	September 30, 2026

SECTION 3. The following people are hereby appointed to the indicated positions on the Parks and Recreation Advisory Board with a term commencing on October 1, 2025, and ending as indicated below:

Name	Place	Expiration
_____	Place 4	September 30, 2027
_____	Place 5	September 30, 2027
_____	Alternate Place 1	September 30, 2027
_____	Alternate Place 2	September 30, 2026 (if needed)

SECTION 4. The following people are hereby appointed to the indicated positions on the Planning and Zoning Commission with a term commencing on October 1, 2025, and ending as indicated below:

Name	Place	Expiration
_____	Place 1	September 30, 2027
_____	Place 4	September 30, 2027
_____	Place 5	September 30, 2027
_____	Alternate Place 1	September 30, 2027
_____	Alternate Place 2	September 30, 2026 (if needed)

SECTION 5. The following people are hereby appointed to the indicated positions on the Zoning Board of Adjustment with a term commencing on October 1, 2025, and ending as indicated below:

Name	Place	Expiration
_____	Place 1	September 30, 2027
_____	Place 2	September 30, 2027
_____	Place 3	September 30, 2027
_____	Alternate Place 1	September 30, 2027
_____	Alternate Place 2	September 30, 2026 (if needed)
_____	Alternate Place 3	September 30, 2026 (if needed)

SECTION 6. The following person is hereby appointed to the indicated position on the Animal Shelter Advisory Committee with a term commencing on October 1, 2025, and ending as indicated below:

Name	Place	Expiration
_____	Animal Control Officer	n/a

SECTION 7. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED THIS THE 23RD DAY OF SEPTEMBER 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:9/15/2025:4927-9347-5689 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 20

MEETING DATE: September 23, 2025

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

PREPARED BY: Paul Stevens, City Manager

BACKGROUND

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.

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A



UPCOMING MEETINGS

September 23, 2025	Regular City Council Meeting – 7:00 pm
October 2, 2025	Zoning Board of Adjustment Meeting – 7:00 pm
October 14, 2025	Regular City Council Meeting – 7:00 pm
October 20, 2025	Parks & Recreation Advisory Board Meeting – 6:00 pm
October 21, 2025	Planning & Zoning Commission Meeting – 7:00 pm
October 28, 2025	Regular City Council Meeting – 7:00 pm
November 6, 2025	Zoning Board of Adjustment Meeting – 7:00 pm
November 11, 2025	Regular City Council Meeting – 7:00 pm
November 17, 2025	Parks & Recreation Advisory Board Meeting – 6:00 pm
November 18, 2025	Planning & Zoning Commission Meeting – 7:00 pm
November 25, 2025	Regular City Council Meeting – 7:00 pm
November 27-28, 2025	City Hall Closed for the Thanksgiving Holiday
December 4, 2025	Zoning Board of Adjustment Meeting – 7:00 pm
December 9, 2025	Regular City Council Meeting – 7:00 pm
December 15, 2025	Parks & Recreation Advisory Board Meeting – 6:00 pm
December 16, 2025	Planning & Zoning Commission Meeting – 7:00 pm
December 23, 2025	Regular City Council Meeting - 7:00 pm
December 24-25, 2025	City Hall Closed for the Christmas Holiday
January 1, 2026	City Hall Closed for the New Year Holiday
January 13, 2026	Regular City Council Meeting – 7:00 pm
January 19, 2026	Parks & Recreation Advisory Board Meeting – 6:00 pm
January 20, 2026	Planning & Zoning Meeting – 7:00 pm
January 27, 2026	Regular City Council Meeting – 7:00 pm

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 or the City Hall bulletin board for the latest meeting additions and updates.