



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, DECEMBER 9, 2025 at 6:00 P.M.

EARLY WORK SESSION
City Council Chambers – 6:00 P.M.

Convene Meeting in Open Session

1. **Receive an Update on Upper Trinity Regional Water District (UTRWD) Wholesale Water Pass-Through Rate**
2. **Discuss Funding, Operations, Current and Future Service Plans, and the Relationship of the City with the Denton County Transportation Authority (DCTA)**
3. **Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for December 9, 2025**

(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
City Manager's Conference Room

4. **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)

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

5. **Call Meeting to Order**
6. **Prayer led by Mayor Pro Tem Brian Fiorenza**
7. **Pledge of Allegiance to the U.S. and Texas flags led by Mayor Pro Tem Brian Fiorenza: "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."**

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.

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
 - Presentation from the Friends of Highland Village Parks Foundation
9. **City Manager/Staff Reports**
 - The Village Report
10. **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.

11. **Consider approval of Minutes from the Regular City Council Meeting held on October 28, 2025**

ACTION AGENDA

12. **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)
13. **Consider Resolution 2025-3228 amending the City's Master Fee Schedule by Amending and Adding Certain Parks and Recreation Fees**

LATE WORK SESSION

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

14. **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.)**
15. **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 3RD DAY OF DECEMBER 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: December 9, 2025

SUBJECT: UTRWD Wholesale Pass-Through Rate Update

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

The City Ordinance related to Utility Rates specifies an annual adjustment to the pass-through component for wholesale charges from the UTRWD. Amounts actually billed to the City by the UTRWD are compared with comparable charges billed to residents, prompting adjustments as needed to maintain equity.

With each fiscal year budget process, a projected number of billings and a projected total usage are determined, which are used as the basis for distributing wholesale costs as a rate per 1,000 gallons. A pass-through charge was established to reflect a base amount per billing (to pass through wholesale costs that are fixed in nature), also including a charge per gallon (to pass through wholesale volume charges). Each year, this rate is to be updated to reflect increases or decreases in rates from the City's wholesale provider, UTRWD – adjusted by a reconciliation of billed amounts compared to actual charges incurred by the City in the previous year and those projected in the upcoming budget.

Application of this process has not been rigid – which would require an adjustment in each year. Rather, while the associated costs are reviewed each year, adjustments have been applied periodically, dependent on the multi-year accumulation variance between what was billed for wholesale water and sewer and what was paid to UTRWD. As of FY 2025, the net cumulative deficit since FY 2008 is \$90,253.

For FY 2025, actual UTRWD charges totaled \$4,906,792. This was within the budgeted amount of \$4,946,237. Actual billing wholesale charges were \$34,732 greater than the actual UTRWD charges.

For Budget Year FY 2026, rates established by the UTRWD resulted in projected costs of \$5,198,611 – this compared to the associated anticipated billed wholesale charges of \$5,017,283 based on our current billed rates. Without adjustment, FY 2026 wholesale rates would result in a deficit of roughly \$181,000.



CITY COUNCIL MEMORANDUM AGENDA ITEM 1

FY 2026	Billed (Projected)	UTRWD Cost (Proj)	Variance
<u>Water</u>			
Base Charge	1,654,968	1,675,930	(20,962)
Volume Charge	<u>1,283,433</u>	<u>1,403,505</u>	<u>(120,072)</u>
Total Water	2,938,401	3,079,435	(141,034)
<u>Sewer</u>			
Base Charge	1,459,040	1,484,025	(24,985)
Volume Charge	<u>619,842</u>	<u>635,151</u>	<u>(15,309)</u>
Total Sewer	2,078,882	2,119,176	(40,294)
Total Water and Sewer	5,017,283	5,198,611	(181,328)

Primary factors driving the variances:

- Water
 - Volume Charges – UTRWD volume rate has increased from \$1.56 / 1,000 gal in FY 2025 to \$1.72 / 1,000 gal in FY 2026. This would result in a \$133,660 increase at the projected usage volume.
 - Wholesale Demand charge from the UTRWD has increased by \$54,990 for FY 2026, representing a 3.4% increase.
- Sewer
 - The sewer effluent volume rate from the UTRWD reflected an increase from \$1.37 / 1,000 gal in FY 2025 to \$1.40 / 1,000 gal in FY 2026. This would result in a \$15,184 increase at the projected usage volume.
 - Capital charges from the UTRWD increased \$48,250.

Although the projected working capital balance for FY 2026 of 98 days exceeds our policy guidelines of 90 days, the anticipated draw on working capital, coupled with the anticipated debt issuance in FY 2026 and the multi-year deficit in the wholesale water and sewer charges billed to residents compared to the amount paid to UTRWD, an adjustment to the wholesale rates are warranted. Adjustments to the wholesale rates will result in a slight increase in the average billing. There is no change to the City utility rate portion. Proposed adjusted wholesale rates are as follows:

	Whls Rates		
	<u>Previous</u>	<u>Updated</u>	<u>Chg</u>
Water			
Demand	\$ 24.00	\$ 24.25	1%
Volume (per 1000 gal)	0.125	0.137	10%
Sewer			
Demand	22.00	22.40	2%
Volume (per 1000 gal)	0.150	0.154	3%



CITY COUNCIL MEMORANDUM AGENDA ITEM 1

The proposed increase will result in a roughly 2% monthly increase (\$2.50 - \$3.50 / month on average).

Effect on Average Bill				
	<u>Previous</u>	<u>Updated</u>	<u>Change</u>	<u>% Chg</u>
Water - 12,000 gal				
Wholesale	39.00	40.69	1.69	4%
City	<u>35.00</u>	<u>35.00</u>	-	
Total Water	74.00	75.69	1.69	2%
Sewer - 6,000 gal				
Wholesale	31.00	31.64	0.64	2%
City	<u>31.80</u>	<u>31.80</u>	-	
Total Sewer	62.80	63.44	0.64	1%
Total	136.80	139.13	2.33	1.7%

With Summer Irrigation				
	<u>Previous</u>	<u>Updated</u>	<u>Change</u>	<u>% Chg</u>
Water - 20,000 gal				
Wholesale	49.00	51.65	2.65	5%
City	<u>59.00</u>	<u>59.00</u>	-	
Total Water	108.00	110.65	2.65	2%
Sewer - 6,000 gal				
Wholesale	31.00	31.64	0.64	2%
City	<u>31.80</u>	<u>31.80</u>	-	
Total Sewer	62.80	63.44	0.64	1%
Total	170.80	174.09	3.29	1.9%

Projected wholesale billing with adjusted rate structure:

FY 2026	Billed (Projected)	UTRWD Cost (Proj)	<u>Variance</u>
<u>Water</u>			
Base Charge	1,672,207	1,675,930	(3,723)
Volume Charge	<u>1,406,643</u>	<u>1,403,505</u>	<u>3,138</u>
Total Water	3,078,850	3,079,435	(585)
<u>Sewer</u>			
Base Charge	1,485,568	1,484,025	1,543
Volume Charge	<u>636,371</u>	<u>635,151</u>	<u>1,220</u>
Total Sewer	2,121,939	2,119,176	2,763
Total Water and Sewer	5,200,789	5,198,611	2,178

BUDGETARY IMPACT

Not applicable.

RECOMMENDATION

This is for informational purposes; no action required.



CITY COUNCIL MEMORANDUM AGENDA ITEM 2

MEETING DATE: December 9, 2025

SUBJECT: Discuss Funding, Operations, Current and Future Service Plans, and the Relationship of the City with the Denton County Transportation Authority (DCTA)

PREPARED BY: Paul Stevens, City Manager

BACKGROUND

Council received an update from DCTA representatives at their workshop held on November 8, 2025. Council wished to have further discussion at a future meeting regarding funding, operations, current and future service plans, and the relationship of the City with the DCTA. This item provides an opportunity for further Council discussion.



CITY COUNCIL MEMORANDUM AGENDA ITEM 8

MEETING DATE: December 9, 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.

- Presentation from Friends of the Highland Village Parks Foundation

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A



CITY COUNCIL MEMORANDUM AGENDA ITEM 11

MEETING DATE: December 9, 2025

SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on October 28, 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 October 28, 2025.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, OCTOBER 28, 2025**

EARLY WORK SESSION

Mayor Wilcox called the meeting to order at 5:30 p.m.

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

Absent:	Robert Fiester	Deputy Mayor Pro Tem
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Staff Members:	Paul Stevens	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Doug Reim	Chief of Police
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Brian Norton	Assistant Director of Park Operations
	Kim Lopez	Human Resources Director
	Laurie Mullens	Marketing and Communications Director

1. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for October 28, 2025

No items were discussed.

Mayor Wilcox announced Council would meet in Closed Session and read Agenda Item #2(b).

CLOSED SESSION

Council convened into Closed Session at 5:31 p.m.

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)

(b) Section 551.074 – Personnel – Deliberate the Appointment or Employment of the Municipal Court Judge

Council concluded Closed Session at 5:54 p.m. and immediately reconvened into Open Session.

Reconvene Meeting in Open Session

3. Receive Presentations from Nonprofit Organizations requesting Funding for Providing Services, Programs and/or Benefits Serving a Public Purpose to City Residents

Twenty funding request applications were received this year from nonprofit organizations. A representative from each of the following organizations provided a brief presentation to Council highlighting the services they provide to Highland Village residents:

- CASA of Denton County
- Chisholm Trail Retired Senior Volunteer Program (RSVP)
- Christian Community Action (CCA)
- Communities in Schools of North Texas
- Denton County Friends of the Family
- Denton County MHMR Center
- Enabling Movement Foundation
- Friends of the Flower Mound Public Library
- Heart of the City
- Journey to Dream
- Lewisville Education Foundation (LEF)
- Lewisville Lake Symphony Association
- Love Pacs
- Love Thy Neighbor
- MLK of North Texas
- PediPlace
- The Salvation Army – Lewisville
- SPAN, Inc./Meals on Wheels of Denton County
- Special Abilities of North Texas
- Studio B Performing Arts

Early Work Session ended at 7:27 p.m.

OPEN SESSION

4. Call Meeting to Order

Mayor Wilcox called the meeting to order at 7:36 p.m.

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

Staff Members:	Paul Stevens	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Doug Reim	Chief of Police
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Brian Norton	Assistant Director of Park Operations
	Kim Lopez	Human Resources Director
	Laurie Mullens	Marketing and Communications Director

5. Prayer led by Councilmember Rhonda Hurst

Councilmember Hurst gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Rhonda Hurst

Councilmember Hurst 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

Councilmember Hurst provided the following announcements:

- Public input meeting scheduled on November 1 from 10:00 a.m. to noon at Lower Sellmeyer Park to provide input on the best use of the park
- Election Day is November 4
- Special City Council Workshop is scheduled for November 8
- Annual Veteran's Day Luncheon will be held on November 12

Mayor Wilcox thanked City staff for a successful Concert in the Park Series and TXFallenPD Tribute Event.

8. City Manager/Staff Reports

City Manager Stevens reported Shake Shack has submitted a permit to move into The Shops at Highland Village. He also invited the community to an Arbor Day event with the Friends of Highland Village Parks Foundation on November 8 at Unity Park.

9. Visitor Comments

No one wished to speak.

CONSENT AGENDA

10. Consider approval of Minutes of the Regular City Council Meeting held on October 14, 2025

11. Consider Resolution 2025-3218 authorizing the Purchase of an Asphalt Patch Truck from Doggett Freightliner of South Texas, LLC through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS)
12. Consider Resolution 2025-3219 authorizing a Contract for Tree Maintenance Services with Golden Tree Maintenance for the Village Park Forest Cleanup Project
13. Consider Resolution 2025-3220 authorizing a Contract for Construction Services with Dallas Harmony Construction, LLC for the Doubletree Ranch Park Trellis Replacement Project through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS)

Motion by Councilmember Nelson, seconded by Mayor Pro Tem Fiorenza, to approve Consent Agenda Items #10 through #13, as read. Motion carried 6-0.

ACTION AGENDA

14. 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

- (b) Section 551.074 – Personnel – Deliberate the Appointment or Employment of the Municipal Court Judge

PAUL LISTON APPOINTED (6 – 0)

Motion by Councilmember Cox, seconded by Councilmember Kixmiller, to approve Resolution 2025-3223 appointing Paul Liston as Presiding Municipal Court Judge for the City of Highland Village, and authorizing the City Manager to execute the employment agreement.

City Attorney reported the contract is actually written for the Mayor to sign since it is for a Council appointee contract, and suggested amending the motion to reflect as such.

Motion amended by Councilmember Cox, seconded by Councilmember Kixmiller, to approve Resolution 2025-3223 appointing Paul Liston as Presiding Municipal Court Judge for the City of Highland Village, and authorizing the Mayor to execute the employment agreement. Motion carried 6-0.

15. Consider Resolution 2025-3221 amending Sections 15.02 and 15.03 of the Financial Policies for the City of Highland Village relating to the City Manager's Spending Authority and Exceptions to Competitive Procurement Requirements

APPROVED (6 – 0)

Following a review of the City's financial policies to conform to best practice standards and recent changes in state law, Finance Director Miller reported the following updates were identified for consideration:

Section 15.03 – Purchasing Authority

- Increase the threshold from \$50,000 to \$100,000 at which competitive procurement is required for city purchases and increase the threshold at which the

City must contact at least two historically underutilized businesses to an expenditure of more than \$3,000 but less than \$100,000

- Increase the amount the City Manager may delegate purchasing authority to department directors from \$5,000 to \$10,000
- Change references of “Assistant City Manager” to be “such other person authorized to perform the duties of the City Manager in the absence of the City Manager”

Section 15.02

- Increase the amount of \$50,000 to \$100,000 to conform to changes in Section 15.03

Motion by Councilmember Kixmiller, seconded by Mayor Pro Tem Fiorenza, to approve Resolution 2025-3221 amending Sections 15.02 and 15.03 of the Financial Policies for the City of Highland Village relating to the City Manager’s spending authority and exceptions to competitive procurement requirements. Motion carried 6-0.

16. **Consider Resolution 2025-3222 authorizing the Purchase of Portable Radios from Motorola Solutions, Inc. and Related Maintenance Agreements through the City’s Cooperative Purchasing Agreement with Houston-Galveston Area Council (HGAC)**
APPROVED (6 – 0)

Chief Green reported the current radio system is beyond its end of life and end of support. The need for replacement of both mobile and portable radios was reviewed during preparation of the Fiscal Year 2025-2026 budget. The hardware costs in the amount of \$266,538 would be paid using the current tax note to replace 23 portable radios, programming, vehicle and station chargers, accessories and spare batteries. He added that this system is currently in use by City personnel and surrounding member agencies thus integrating seamlessly to ensure interoperability, maintenance of communication reliability, and support of ongoing public safety operations.

Motion by Mayor Pro Tem Fiorenza, seconded by Councilmember Nelson, to approve Resolution 2025-3222 authorizing the purchase of portable radios from Motorola Solutions, Inc. and related maintenance agreements through the City’s Cooperative Purchasing Agreement with Houston-Galveston Area Council. Motion carried 6-0.

LATE WORK SESSION

17. **Receive an Update on Proposed Pilot Knoll Park Projects**

Parks and Recreation Director Lozano provided an update on the following:

Water and Sewer Main Line Work Orders

The information provided was based only on available work order information captured in the City’s work order system, with some years not available:

A total of 483 labor hours were spent on main water line repairs; a total of 34 labor hours were spent on main sewer line repairs.

Septic Considerations – Two Options

One complete system for the entire park designed by SPI Engineering - \$2,184,442

KCB Engineering designed three separate septic systems and obtained quotes, which also includes engineering cost for all three systems, as shown below:

- RV and Restroom - \$167,830 to \$219,770
- Gatehouse - \$19,700 to 22,580
- Cabins - \$173,550 to \$260,174

Director Lozano clarified the septic system for the cabins is included in the bond, whereas the other two septic systems are not. The remaining presentation on septic considerations focused only on the cabins. Life expectancy, system capacity, in-house / external maintenance and associated costs of each option were also presented, as well as future total annual cost for the existing system and future total annual cost with the addition of the cabins & additional system.

Director Lozano reported replacement is recommended due to the age of the current system and its original design for a 1960s-era camper wastewater capacity. He added that modern RVs produce over three times the wastewater volume compared to the systems the existing facility was designed to manage. The increased demand exceeds the design capacity of the original infrastructure, reinforcing the need for replacement to ensure reliable and compliant operation. The on-site sewage facility at Pilot Knoll, originally engineered for much smaller wastewater volumes, is undersized for modern usage and should be replaced to meet current demand and environmental standards.

In researching the septic system, Director Lozano reported he learned of two additional tanks at the park. Upon this discovery, the tanks were serviced and a management process was put in place to ensure there was no negative environmental impact. Daily septic levels are recorded and tanks are serviced once they reach a designated level.

Pilot Knoll Site Improvements

The presentation included a project timeline from 2020 through October 2025, program areas identified in the Master Plan, and project budget information received from Construction Manager At-Risk (CMAR) Dean Construction. Budget totals were presented:

- Cabins, Gatehouse, Boat Ramp, RV Restroom – approximately \$4.7M
- Gatehouse, Boat Ramp, RV Restroom, Day Use Area - \$1.2M
- Total Cabin and Infrastructure (does not include a new water line, but does include the KCB-designed septic system) - \$3.4M

Dean Construction recommended a modular pre-fabricated structure for the cabins and gatehouse. Director Lozano reported build cost is approximately \$75,000 to \$95,000 each.

Budget Information

Finance Director Miller reviewed budget information relating to park projects associated with the 2021 bonds issuance, which included Pilot Knoll Park Improvements. A comparison of the original anticipated costs and updated information received from Dean Construction was presented. Cabin and RV occupancy rates for The Vineyards Campground & Cabins in Grapevine and Twin Coves Park in Flower Mound were also provided. Occupancy rates for Pilot Knoll RV campsites were presented from 2016 to 2024. A cabin feasibility analysis for Pilot Knoll Park, with an assumption of 16 cabins, Public Works Water, and KCB on-site sewage facilities were presented based on 65% and 50% occupancy rates.

Suggested Options

Director Lozano presented the following options for Council consideration:

- Proceed without cabins, build the gatehouse, renovate the RV restroom, renovate the day-use area and boat ramp improvements
- Add more RV slips in lieu of cabins
- Reallocation of bond funds

With the cost of water/sewer infrastructure and increasing construction costs for the cabins, the uncertainty of occupancy rates, coupled with lower net revenues than originally projected, Council directed City staff to proceed without the cabins, as outlined in the first option listed above. Construction will continue on the gatehouse, RV restroom renovation, day-use area renovation and boat ramp improvements.

Mayor Pro Tem Fiorenza stated having a cost analysis on the addition of more RV slips would be helpful for future discussion. Mayor Wilcox stated adding more RV slips could be for future consideration.

- 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.)**

No items were discussed.

- 19. Adjournment**

Mayor Wilcox adjourned the meeting at 8:50 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary



CITY COUNCIL MEMORANDUM AGENDA ITEM 13

MEETING DATE: December 9, 2025

SUBJECT: Consider Resolution 2025-3228 Amending the City's Master Fee Schedule by Amending and Adding Certain Parks and Recreation Facility Use Fees.

PREPARED BY: Andra Foreman, Assistant Director of Recreation

BACKGROUND

As part of the department's ongoing review of park and facility operations, staff has evaluated the current pavilion rental rates, overnight camping rates, and pickleball fees to ensure consistency, fairness, and competitiveness with neighboring municipalities. We bring forth the following recommended changes:

- **Pavilion Rentals:** The current full-day and half-day rental structure will be replaced with an hourly rate that includes a maximum daily cap. This change will allow greater flexibility for users and align more closely with neighboring municipalities pricing models.
- **Overnight Camping Rates:** The existing peak and off-peak pricing structure will be simplified to a single year-round rate. Both resident and non-resident rates will increase slightly to remain in line with comparable facilities and to support ongoing maintenance and operational needs.
- **Pickleball Fees:** Pickleball court rental fees are not currently included in the City's adopted fee schedule. Staff recommends establishing pickleball court rental fees. (Currently we are using the tennis fee structure).

These proposed adjustments are intended to improve operational efficiency, simplify the reservation process, and maintain competitive pricing within the area.

These proposed adjustments were approved by the Parks and Recreation Advisory Board in the October 20, 2025 regular meeting and recommended to move forward to present to City Council with amendments.

BUDGETARY IMPACT

The proposed fee updates are expected to result in a modest increase in annual revenue for the Parks and Recreation Department. These funds will help offset operational and maintenance costs associated with facility upkeep, staffing, and utilities.

The adjustments are not anticipated to negatively impact facility usage, as the proposed rates remain comparable to neighboring municipalities.



CITY COUNCIL MEMORANDUM AGENDA ITEM 13

Recommended Fee Changes

Pavilions

Current Rates		Recommended		
Pavilion & Capacity	(Res / Non-Res Rate)	Pavilion & Capacity - Hourly + Day Cap - 2 hr. min	Hourly Rate (Res / Non-Res)	Daily Cap (Res / Non-Res)
Doubletree Ranch (480)	\$100 / \$200 (5 hrs.) \$200 / \$400 Full Day	Doubletree Ranch (480)	\$40 / \$80	\$250 / \$500
Lakeside Park – Burgess (115)	\$20 / \$24 hr. \$75 / \$90 Half Day \$125 / \$150 Full Day	Lakeside – Burgess (115)	\$25 / \$35	\$175 / \$225
Lakeside Park – Sunrise (48)	\$20 / \$24 hr. \$75 / \$90 Half Day \$125 / \$150 Full Day	Lakeside – Sunrise (48)	\$20 / \$30	\$150 / \$200
Pilot Knoll – Big Oak (200)	\$100 / \$120 Day	Pilot Knoll – Big Oak (200)	\$40 / \$60	\$250 / \$350
Pilot Knoll – Post Oak (100)	\$75 / \$90 Day	Pilot Knoll – Post Oak (100)	\$30 / \$45	\$200 / \$275
Pilot Knoll – Cedar Elm (100)	\$75 / \$90 Day	Pilot Knoll – Cedar Elm (100)	\$30 / \$45	\$200 / \$275
Unity Park – Kids Kastle (60)	\$20 / \$24 hr. \$50 / \$60 Half Day \$75 / \$90 Day	Unity Park – Kids Kastle (60)	\$25 / \$50	\$175 / \$225



CITY COUNCIL MEMORANDUM

AGENDA ITEM 13

Pilot Knoll Camping - Overnight

Price Per Night	Current		Recommended	
April 1 - September 30	Resident	\$ 25.00	Resident	\$ 35.00
	Non-resident	\$ 35.00		
October 1 - March 31	Resident	\$ 20.00	Non-resident	\$ 45.00
	Non-resident	\$ 30.00		
	Seniors (age 62+) receive a 20% Discount		Seniors (age 62+) receive a 20% Discount	
	All Active or Retired Military, Fire and Police Personnel receive a 20% Discount		All Active or Retired Military, Fire and Police Personnel receive a 20% Discount	

Adding Senior Non-Resident Rate Annual Park Pass fee of \$75.

Pickleball

Pickleball

Pickleball Court	
Game Session (1 hour)	Resident: \$5.00
	Non-Resident: \$10.00

RECOMMENDATION

Approve Resolution Number 2025-3228 amending the City's Master Fee Schedule by Amending and Adding Certain Parks and Recreation Facility Use Fees.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3228

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE CITY'S MASTER FEE SCHEDULE BY AMENDING AND ADDING CERTAIN PARKS AND RECREATION FEES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, pursuant to Chapter 14 of the Code of Ordinances, City Administration and the Parks and Recreation Advisory Board have reviewed the fee schedule for the use of the City's parks facilities and recommends certain fees should be changed or added; and

WHEREAS, having received and reviewed the proposed amendments to the Parks and Recreation fee schedule and the recommendations of City Administration and the Parks and Recreation Advisory Board, the City Council of the City of Highland Village finds it to be in the public interest to adopt the amendments to the Master Fee Schedule.

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

SECTION 1. The City's Master Fee Schedule is amended as follows:

- A.** The Senior Non-Resident Annual Park Pass fees for Copperas Branch Park and Pilot Knoll Park are amended to be \$75.00.
- B.** The fees for rental and use of various pavilions are amended to read as follows:

Pavilion	Hourly Rate (per hour with 2 hour min)		Daily Maximum	
	Resident	Non-Resident	Resident	Non-Resident
Doubletree Ranch	\$40	\$80	\$250	\$500
Lakeside – Burgess	\$25	\$35	\$175	\$225
Lakeside – Sunrise	\$20	\$30	\$150	\$200
Pilot Knoll – Big Oak	\$40	\$60	\$250	\$350
Pilot Knoll – Post Oak	\$30	\$45	\$200	\$275
Pilot Knoll – Cedar Elm	\$30	\$45	\$200	\$275
Unity Park – Kids Kastle	\$25	\$50	\$175	\$225

- C. The fees for Pilot Knoll Camping are amended to read as follows:

Pilot Knoll Overnight Camping	
Resident	\$35.00 per day
Non-resident	\$45.00 per day
Seniors (age 62+) receive a 20% Discount	
All Active or Retired Military, Fire and Police Personnel receive a 20% Discount	

- D. The Master Fee Schedule is amended to add fees for pickleball court rentals to read as follows:

Pickleball Court	
Game Session (1 hour)	Resident: \$5.00
	Non-Resident: \$10.00

SECTION 2. This Resolution shall be effective immediately upon approval; provided, however, (a) reservations made and confirmed prior to the effective date of this Resolution shall be subject to payment of the fees in effect prior to the effective date of this Resolution and (b) the City Manager shall have the authority and discretion to authorize application of the rates adopted pursuant to Section 1.B. of this Resolution for reservations made and confirmed prior to the Effective Date of this Resolution where the date of the reservation is one or after the effective date of this Resolution..

PASSED AND APPROVED THIS THE 9TH DAY OF DECEMBER 2025.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B Laughlin, City Attorney

(kbl:11/5/2025:4906-0337-2151 v1)



CITY COUNCIL MEMORANDUM AGENDA ITEM 14

MEETING DATE: December 9, 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

December 9, 2025	Regular City Council Meeting – 7:00 pm
December 15, 2025	Parks & Recreation Advisory Board - Cancelled
December 16, 2025	Planning & Zoning Commission Meeting – 7:00 pm
December 23, 2025	Regular City Council Meeting - Cancelled
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	City Hall Closed for MLK Holiday
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
February 5, 2026	Zoning Board of Adjustment Meeting – 7:00 pm
February 10, 2026	Regular City Council Meeting – 7:00 pm
February 16, 2026	Parks & Recreation Advisory Board Meeting – 6:00 pm
February 17, 2026	Planning & Zoning Meeting – 7:00 pm
February 24, 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.