

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, ON TUESDAY, FEBRUARY 19, 2019, AT 8:00 A.M.

Present at the meeting were Mayor Margo Goodwin, Mayor Pro Tem John McKnight, and Town Council Members Eric Gambrell, Jimmy Grisham, and Craig Penfold. Absent from the meeting was Town Council Member David L. Dowler.

UPCOMING AGENDA DISCUSSION

Action

“Discuss and consider a request for utility bill adjustment at 4558 Roland Avenue, Unit D.” Steven Alexander, Director of Administrative Services and Chief Financial Officer, introduced Slawomir Leszinski, owner of the property at 4558 Roland Avenue, Unit D, and explained that the property is a rental apartment. The water account was inactivated at the request of the tenant upon moving out of the unit on June 1, 2018. Town records indicate that the account remained inactive from June 2 through October 23, 2019. On October 30, staff became aware of water activity, and due to the amount of loss and no application or deposit on file, the water meter was turned off. Staff then verified with the property owner that the water should be turned off. In response to questions, Mr. Alexander stated that someone has to have access to the meter can and turn on the valve for water to be turned on; each unit in this complex has a separate meter. Mr. Leszinski stated that he was notified by a note on the door of the unit, and when he called the Town, he learned of the usage in the unit and asked staff to turn the water off. According to Mr. Leszinski, the water was turned on at the street; he suspected that the faucet in the kitchen may have been left open. Records showed that 18,000 gallons of water was metered at a rate of 140 gallons per hour. Mr. Leszinski stated that if someone were living in the unit, the rate of consumption would vary by the hour. In response to questions, Bill Lindley, Town Administrator, explained that the Town will lock a meter if there appears to be a theft; plumbers generally carry wrenches to access water meters when needing to do work. Beth Jones, Customer Service Supervisor, stated that the water began metering between 12:00 p.m. and 1:00 p.m. on October 24, 2018. Mr. Leszinski stated his belief that the Town has a piping problem or a plumbing problem, and according to him, the Town should grant a waiver. In response to questions from the Town Council, Steven Alexander explained that the amount in question is \$242.36; the request was referred to the Town Council because by ordinance, the staff cannot make adjustments to a water bill. Following a discussion by the Town Council Members, Mayor Goodwin asked if the Town has ever waived a bill for a property’s use of water. Bill Lindley responded that in his 11 years here the Town has not. Mayor Goodwin addressed Mr. Leszinski and advised him that the bill is his responsibility. Mayor Goodwin and Steve Alexander affirmed that in the future, he may ask the Town to lock the water meter.

Consent

“Review and discuss conducting a public hearing to receive the recommendation from the Zoning Commission and public comments on a request to amend the Town’s Zoning Ordinance by combining 3729 and 3733 Normandy Avenue into one building site.” Kirk Smith, Assistant Director of Town Services, explained that a public hearing is the final step in the process to amend the Zoning Ordinance for such requests. The Zoning Commission recommended approval of the request; a Town Council public hearing is scheduled on February 25, 2020. In response to questions, Kirk Smith stated that any detached structure behind the midpoint line must have a side yard setback, which for this property is a minimum of ten feet; a 10-foot separation from the main structure; and a maximum building footprint of 30% of all area. Plans are to construct a fence along the front building line and back. Kirk Smith verified

that the property owners are aware that if approved, the combined building site cannot be subdivided in the future. In response to a question from Council Member Grisham, Bill Lindley explained that in the 1960s or 1970s, the Town Council established a policy that combined properties cannot be taken apart; the Town Council has the authority to address platting of properties.

“Review and consider extending the Library’s hours of operation.” On a motion by Council Member Grisham, seconded by Council Member Penfold, the Council voted unanimously to approve extending the Library’s hours of operation to 9:00 p.m. on Tuesday and Thursday nights. Prior to the vote, Kortney Nelson, Librarian, stated that staffing for the extended hours will be accomplished by adding four hours per week to one part-time position. Plans are to begin the extended hours on March 12. In response to questions, Mrs. Nelson stated that staff is marketing the extended Library hours by contacting the school libraries, principals, PTAs, and preschool associations; placing notices in utility bills; adding website graphics; posting on social media; sending press releases; and including messages in the Blue Zone News.

FUTURE AGENDAS DISCUSSION

No items assigned to this category.

REPORTS

“Review and discuss the quarterly report regarding the regulation of dockless bike and motorized scooter share activities.” Kathleen Stewart reported that there has been no change in the bike population. Uber has not been a problem because they retrieve their property. Four companies operate motorized scooters. From October through December, the Town collected 44; 32 have been collected since January. In response to questions from the Town Council, Bill Lindley stated that the abandoned property could be sold at auction, and despite delaying an auction to give the companies time to pick up their property, one company representative advised that they would buy them back at auction. Kathleen Stewart listed the number of bikes in the Town’s possession at 66; scooters have supplanted bikes. The Town Council discussed other disposal options such as donating them or selling for scrap metal. Mayor Pro Tem McKnight asked the staff to research what other cities are doing, and to ask the Town Attorney to research the possibility of donating them to non-profit organizations. Steven Alexander mentioned that selling at auction would involve paying a commission to the auctioneer.

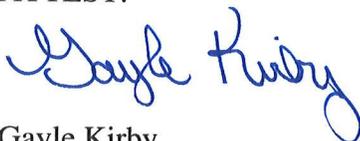
Mayor Goodwin adjourned the meeting at 8:42 a.m.

APPROVED on this the 5th day of May, 2020.

BY:


Margo Goodwin
Mayor

ATTEST:



Gayle Kirby
Town Secretary