

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, OCTOBER 8, 2019, AT 8:00 A.M.

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

UPCOMING AGENDA DISCUSSION

Action

No items assigned to this category.

Consent

“Review and discuss bids for the annual Miscellaneous Concrete Repairs contract.” Lori Chapin, Director of Engineering, explained that the contract is for repairs to existing concrete in association with street resurfacing and general maintenance. On July 23, 2019, four bids were received. Town staff and its consultant reviewed the bids and determined that it would be in the best interest of the Town to reject all bids and re-bid the project. This would allow staff the opportunity to establish qualifications within the contract prior to bidding, in order to obtain quality bids from qualified contractors that meet the Town's requirements for construction. Staff will re-bid the project in the coming months.

“Review and discuss an Interlocal Agreement with the Highland Park Independent School District to provide funding for School Based Law Enforcement officers at Armstrong Elementary School and Bradfield Elementary School.” Paul Sandman, Assistant Director of Public Safety, explained that the interlocal agreement (the “Agreement”) provides for the Town to fund the salary and related benefits for the two School Based Law Enforcement (“SBLE”) officers. Funding for the first year of the Agreement provides for the outfitting of uniform clothing, weapon(s), and other related personal equipment. In addition, the Agreement provides for the Town to allocate annually two used patrol vehicles, with the District responsible for their cost of operation and maintenance, including insurance. In response to a question from Mayor Goodwin, he stated that the Town Council will consider the Agreement on September 9, and the District will consider it the next day. Mark Rowden, Police Chief for the District, will begin the hiring process the day after the District approves the Agreement. Council Member Penfold expressed opposition to the automatic renewal clause in the Agreement, and stated that he is in favor of the Highland Park Police Chief hiring the HPISD officers, adding that the Town should review the program after one year, and renew the agreement if everything is working well. Additionally he asked what the officers would do on days when school is not in session, and what work they would perform the remainder of the day if they work at the elementary schools only during arrival and dismissal times. In response, Assistant Director Sandman explained that the intent is for the two officers to work a full year, and help with emergency management, among other things. Bill Lindley explained that Chief Rowden advised that the most vulnerable times at the schools are during the morning arrival and afternoon dismissal. Mayor Goodwin commented that the officers can go to other schools to work carnivals and other programs during non-arrival and dismissal times. Regarding the issue of automatic renewal, Mayor Goodwin stated that the agreement could be amended to add “annual renewal following approval of the Town Council;” the safety of children is a priority and is the responsibility of the Town if the District cannot do it. Matthew Boyle, Town Attorney, noted that

he would amend the renewal clause to provide for a review annually. Mayor Goodwin stated that the review must be completed early enough for the District to have adequate time. Bill Lindley suggested reviewing the Agreement in May. Council Member Penfold inquired about the school having adequate funds in its budget to pay for the officers. Mayor Goodwin explained that this is an operating expense that is funded from tax revenue, much of which goes to the state to support property poor districts, and is not funded by monies from the Bond Election. According to Mayor Goodwin, teacher salaries are also an operating expense paid with tax revenue; the funds to pay the officers would come from the same funds as teacher salaries, which could cause a reduction in the number of teachers or their salary. Council Member Penfold stated that the District should provide monthly reports rather than annual reports, and asked when the Town would make its first payment. Bill Lindley explained that the first year's payment would be prorated. In response to questions, Assistant Director Sandman explained that the boundaries of a school district often cross municipal boundaries; District officers have jurisdiction to go to schools within the District that may be located in other municipalities, and as such, the officers are able to assist at other campuses when break-ins or other incidents occur. Mayor Goodwin added that a number of outside people, such as kids and parents from other school districts, are in the schools for volleyball games, and the officers are available after hours and able to go to all District campuses. Bill Lindley added that the officers are expected to attend certification training during the summer.

“Review and discuss a request by Dallas County for the Town’s financial participation in the 2020 Census Participation Initiative.” Mayor Goodwin explained that Kirk Smith attended meetings with Dallas County and asked him to lead the discussion. Mr. Smith stated that Dallas County has asked all cities to participate at a rate of \$5,000 per 50,000 in population, for the County to engage a consultant to market, count, and educate the public on the importance of the decennial count. Mayor Goodwin added that the 2020 Census can be completed online. Bill Lindley commented that among other things, the Census count determines the level of federal assistance going to agencies, social programs, and federal grants. The County’s goal is to reach the hard-to-count and hardest-to-count populations and exceed the response rate of the 2010 Census, as well as surpass the national average in the 2020 Census.

“Review and discuss the Town’s Memorial Policy.” Gayle Kirby, Town Secretary, explained that this item is provided as an opportunity for the Town Council to review and consider modifications to the Town's Memorial Policy. This administrative policy was reviewed by the Town Council in 2014, and provides guidance and direction for staff in remembering a deceased elected or appointed official who was a resident of the Town during their service. The policy also provides guidance for responding to the passing of a current or former Town employee. The proposed modification provides for a floral arrangement or blooming plant and a card to be sent to the funeral home or to the person's residence, as a remembrance upon the passing of the spouse of an elected or appointed official (deceased or surviving). Mayor Goodwin asked if anyone wished to comment or ask questions. No further discussion ensued.

FUTURE AGENDAS DISCUSSION

No items assigned to this category.

REPORTS

“Review and discuss the status of the current construction projects.” Lori Chapin reported that the contractor is pouring concrete and installing temporary striping on Preston Road; the roadway is scheduled to be open by the weekend. In response to questions regarding AT&T’s fiber optic cable, Ms. Chapin explained that the line is being installed along the curblin through the inlets; work on the inlets is slightly delayed. On Armstrong Parkway, the asphalt will be poured Wednesday, Thursday, and Friday, after which, the roadway will be open to traffic. In response to questions, Ms. Chapin explained that one lane in each direction will be open at all times; a letter is being prepared thanking the residents for their patience, and pies will be delivered to the homes adjacent to the construction. Ms. Chapin also reviewed the punch list and schedule of final completion for Preston Road – Beverly Drive to St. Andrews Drive.

“Review and discuss the construction status of the new multifamily residence at 3525 Normandy Avenue.” Kirk Smith stated that the contractor is on schedule, and almost ready for delivery of the wood frame. A 4-foot wood fence was installed that allows police to view inside. Enforcement action was taken due to dirt and debris on the sidewalk. The chain-link fence at the back was replaced with a plywood fence and the construction trailer was moved. As a follow-up to the concrete pouring in September, the contractor mailed a letter of apology to the homeowners and stated that he visited seven homeowners on Potomac Avenue. In response to questions, Mr. Smith stated that the neighbors are happy to know that the Town is working to enforce the regulations regarding after-hours work.

“Review and discuss the status of construction at 4509 Mockingbird Lane.” Kirk Smith reported that the property owner released the contractor and engaged the previous contractor who removed the drywall. The rear yard was cleaned to meet Code requirements. The work on the roof will begin when the electrical is working. The back patio is a patio with lawn chairs; two motorcycle frames have been covered and comply with the Code. Trash containers were moved to the side of the house.

Mayor Goodwin adjourned the meeting at 8:51 a.m.

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

BY:



Margo Goodwin
Mayor

ATTEST:



Gayle Kirby
Town Secretary