

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, JANUARY 21, 2020, AT 8:00 A.M.

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

UPCOMING AGENDA DISCUSSION

Action

“Review and consider approval of a Donation Policy.” On a motion by Council Member Dowler, seconded by Council Member Grisham, the Council voted unanimously to approve a Donation Policy. Prior to the vote, Kathleen Stewart, Director of Town Services, explained that the Donation Policy (the “Policy”) would provide a consistent framework for the Town regarding donations, and their appraised value. Any donation over \$250.00 would be reported to the Town Council. John Eagland, Town Services Manager, stated that the Policy establishes an administrative review process and potential acceptance of donations for items with an appraised value of \$25,000.00 or less. For donations with an appraised value of more than \$25,000, the Mayor may appoint an ad hoc Donor Review Committee (the “Committee”) for the specific purpose of completing an in-depth review of a prospective donation and a recommendation to the Town Council. The Policy contains language outlining the rights and responsibilities of the Donor and of the Town. Mayor Goodwin explained that if the Town accepts cash, its value is known; however, a gift of stocks would necessitate a review and a decision to keep or sell that gift. If someone wishes to give art, statues, and such, the Policy provides a general form of assessing a gift. In response to a question regarding the number of donations greater than \$25,000 over the last ten years, Bill Lindley, Town Administrator, Steven Alexander, Director of Administrative Services and Chief Financial Officer, and Mayor Goodwin listed a gifts such as a bequest from a resident, cash donations given for the landscaping of the renovated Town Hall, and bronze sculptures around the Town. Mayor Goodwin commented that such donations should not be up to the Town Council Members or the staff to accept; this Policy establishes a process. In response to a question regarding the Committee, Mayor Goodwin explained that residents would be appointed by the Mayor, with the possibility of bringing in an art or other expert, if needed. Mayor Goodwin verified that the Quality of Life Foundation is its own 501-C-3 non-profit organization, and is separate from the Town. Council Member Penfold suggested that with regard to appraisers, the Town, rather than the Donor, should choose the appraiser, and if the Town accepts the donation, the Town should pay the appraiser. Mayor Goodwin added that the Town probably would not accept a donation of a privately held security.

Consent

“Review and discuss an ordinance ordering the General Municipal Election on Saturday, May 2, 2020, for the purpose of electing a Mayor and five Town Council Members and authorizing the Mayor to execute an election services agreement.” Gayle Kirby, Town Secretary, explained that the Town conducts its Municipal Elections every two years and contracts with Dallas County to administer the election. Dallas County provides polling locations, equipment, and staff during Early Voting and on Election Day. The proposed ordinance orders the election to be held on Saturday, May 2, 2020, and authorizes the Mayor to execute the election services agreement.

“Review and discuss limits on successive terms of office for the members of the Board of Adjustment and the Zoning Commission.” Gayle Kirby explained that the Town Charter provides for the appointment of members to the Board of Adjustment and the Zoning Commission for two-year terms, but is silent regarding any limit to the number of terms. The Town Charter limits the Town Council to three consecutive two-year terms. The Town Attorney advised that the Town Council by ordinance may limit the number of terms a member may serve on the Board of Adjustment or the Zoning Commission. The members of the Board of Adjustment currently serve staggered two-year terms. Mayor Goodwin will determine initial staggered terms for the members of the Zoning Commission. The proposed ordinance states that any member appointed as Chairman may serve three additional two-year terms. Council Member Penfold expressed his opinion that staggering makes sense, to which Council Member Dowler and Council Member Grisham concurred.

“Review and discuss a professional services agreement with Kimley-Horn and Associates, Inc. to provide engineering services for the Drainage Easement Improvements project.”

Lori Chapin explained that the professional services agreement with Kimley-Horn addresses localized drainage concerns in easements, and asked if anyone wished to ask questions, to which there was no response.

FUTURE AGENDAS DISCUSSION

No items assigned to this category.

REPORTS

“Review and discuss the Comprehensive Annual Financial Report and related audit for Fiscal Year 2018-19.” Steven Alexander introduced David Coleman and Josh Finley, representing BKD, L.L.P., the Town’s auditing firm, and stated that the Financial Audit and Advisory Committee reviewed the Comprehensive Annual Financial Report and related audit for Fiscal Year 2018-19 and recommended acceptance. Mr. Alexander stated that the audit resulted in an unmodified (“clean”) opinion, indicating that the financial statements are presented fairly, in all material respects, and in accordance with generally accepted accounting principles. In response to a question from Mayor Goodwin, David Coleman stated that the Town has had no significant accounting issues in the last five years. Karen Kurtin, Controller, presented highlights of the audit that included components of the Statement of Net Position and Statement of Activities. Steven Alexander provided an explanation of supplementary information pertaining to the Town’s obligation to provide pension benefits to Town employees through the Texas Municipal Retirement System and the status of the other postemployment benefit liability (OPEB).

“Review and discuss the Financial and Investment Reports for the periods ending October 31, 2019, and November 31, 2019.” Karen Kurtin, Controller, stated that the review would be based upon the November report. November marks the end of the second month of the Fiscal Year 2020 Budget Year; the year-to-date percentage for budgetary comparison is 16.7%. General and Utility Fund combined revenues were \$5,274,369, or 14.3% of the annual projected amounts. Combined expenses and encumbrances were \$5,677,146, or 15.3% of the annual budget. Property tax revenues were 108.3 % of the year-to-date projection; sales tax revenues were 113.1% of the year-to-date projection; and building permit revenues were 127.1% of the year-to-date projection. General Fund expenditures were 15.5% of the annual budget. Water sales were \$114,319 more than projected; revenues were up approximately 60.1% when compared to the amount of revenue generated during the same period in the prior fiscal year. Utility Fund expenditures were 14.6%

of the annual budget. The market value of the Town's investment portfolio as of November 30, 2019, was \$35,274,695, and the total portfolio yield was 2.23%.

CLOSED SESSION

1. "In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.072 – REAL ESTATE – the Town Council will convene into closed session to deliberate the purchase, exchange, lease, or value of real property, to wit, a parcel of land owned by the Town located at 2500 Conveyor Lane, in the City of Dallas." Mayor Goodwin recessed the Council meeting at 8:41 a.m., and convened a closed session pursuant to Section 551.072 of the Texas Government Code, to deliberate the purchase, exchange, lease, or value of real property (a parcel of land owned by the Town located at 2500 Conveyor Lane, in the City of Dallas).

Mayor Goodwin closed the closed session at 10:03 a.m. and reconvened the Council meeting in open session. No final action, decision, or vote was taken during the closed session.

OPEN SESSION

1. "Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 1. Above, shall be made, if any." Mayor Goodwin asked for discussion or a motion as a result of the closed session, Item 1, to which there was no response.

Mayor Goodwin adjourned the meeting at 10:04 a.m.

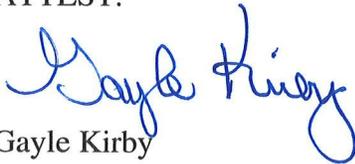
APPROVED on this the 21st day of April, 2020.

BY:



Margo Goodwin
Mayor

ATTEST:



Gayle Kirby
Town Secretary