

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 18, 2020, AT 8:10 A.M.

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

UPCOMING AGENDA DISCUSSION

**Action**

*“Review, discuss, and consider referring to the Zoning Commission a request to combine the properties at 4300 and 4304 Lorraine Avenue into a combined building site.”* Kirk Smith, Assistant Director of Town Services, described the briefing. This is a routine step in the Zoning process. The Town Council refers the agenda to the Zoning Commission for evaluation and a hearing. The Zoning Commission will make a recommendation to the Council for action. Mr. Kenneth Aboussie, owner of both properties was at this meeting to answer questions the Council may have. The Mayor addressed Mr. Aboussie, reminding him that once the properties are combined, they cannot be separated. Mr. Aboussie understood. On a motion by Council Member Penfold, seconded by Mayor Pro Tem McKnight, the item was referred to the Zoning Commission for review.

*“Review, discuss, and consider approval of an Interlocal Cooperation Contract with the Texas Department of Public Safety for the Failure to Appear Program.”* Steve Alexander, Director of Fiscal and Human Resources and CFO, described the briefing, which allows staff to continue the Failure to Appear program. This program is organized by Omnibus, which is contracted by the State. On a motion by Council Member Penfold, seconded by Council Member Dowler, the motion passed.

*“Review, discuss, and consider approval of an ordinance amending various traffic management devices on the streets near and around Bradfield Elementary School.”* Lori Chapin, Director of Engineering Services, gave a brief explanation of the briefing, the stop sign at Lomo Alto Drive and Southern Avenue; consideration of making Southern Avenue east of Lomo Alto Drive a one-way street, and the right turn from Southern Avenue to Armstrong Parkway and its impact on the intersection of Armstrong Parkway and Mockingbird Lane. The Mayor recognized the residents attending the meeting. Then reminded them there were three options being considered for making Southern Avenue a one-way street. Southern Avenue could be made one-way at all hours; it could be made one-way only during school hours; or it could be made one-way when the school zones are active. Council Member Penfold noted that Southern Avenue could be assigned a one-way during school hours. The Mayor commented that after talking to Rick Pyle, Director of Public Safety and Paul Sandman, Assistant Director of Public Safety, breaking up the hours, as in assigning the hours to coincide with school zones could make it more confusing than a block of time or at all times. Staff is not looking to penalize the public. Tom Grant, Kimley Horn, explained from a traffic standpoint, one-way at all times is the best, but the shift in daytime hours has been successful at Armstrong Elementary School. Students dropped outside of the queue line has been observed at Bradfield Elementary School and can become a traffic congesting element. The Mayor

commented the Council would like these new traffic rules implemented over Spring Break. Staff will analyze the change over the summer. The Mayor noted traffic throughout Town has increased. Council Member Dowler commented traffic and parked vehicles all in the same direction would feel less congested. Council Member Gambrell asked to hear from residents and how the three options would affect them. The Mayor opened the meeting to residents to comment on this item.

Walt Herman, 4412 Southern Avenue, explained that parked cars on Southern Avenue have become problematic. While he and his neighbors do not want to live on a one-way street, keeping the one-way restriction to only during school hours would be preferred. Mr. Herman also noted the No Right Turn restriction at the intersection of Southern Avenue and Armstrong Avenue directs drivers to the 4400 block of Southern Avenue, causing the most traffic congestion on that block. In the future, he could see creating a No School Parking designation for the 4400 block of Southern Avenue. The Mayor questioned staff regarding how many students live within walking distance of Bradfield Elementary School. Mr. Lindley provided the attendance zones for Bradfield Elementary School and provided boundary information noting one zone reaches Lovers Lane. The Engineering consultant provided the number of cars traveling through the intersection of Armstrong Parkway and Southern Avenue as well as the intersection of Lomo Alto Drive and Southern Avenue to help describe the variance of traffic congestion at the two intersections, with fewer cars traveling through the intersection of Lomo Alto Drive and Southern Avenue.

Nicole Summerville, 4445 Southern Avenue, was in favor of an all-Stop at the intersection of Southern Avenue and Lomo Alto Drive. Mrs. Summerville felt messaging is important and should be sent to parents in the PTA weekly emails.

Mr. Kevin Yancy, 4435 Southern Avenue, felt real estate values would be negatively affected by making the 4400 block of Southern Avenue a one-way street. The greatest issue in the 4400 block of Southern in Mr. Yancy's opinion is school parking. He had not seen another school impact a non-adjacent street similarly. The streets, Douglas Avenue, Armstrong Parkway, and Lomo Alto Drive are arteries in Highland Park. Mr. Yancy believes maintaining queue lane traffic to those streets would relieve the current strain on residential streets like Southern Avenue and right turns from Southern Avenue to Armstrong Parkway should be allowed.

Les Wine, 4420 Southern Avenue, supported the topics raised by the other residents at this meeting.

The Council discussed aspects of topics raised by the residents. The Mayor and Eric Gambrell discussed one-way streets near other HPISD schools, including Armstrong Elementary and Highland Park Middle School. Ms. Chapin noted Shenandoah Avenue near the middle school was always one-way, and Binkley Avenue is a non-adjacent, one-way street always. Council Member Gambrell questioned if the school district created traffic plans for the schools. Ms. Chapin confirmed the school district does create the traffic plans for the schools.

The Mayor asked the Council if they had other questions. Mayor Pro Tem McKnight asked the Engineering consultant to explain the prohibition of right turns from Southern Avenue to Armstrong Parkway. The consultant explained the block of Armstrong Parkway between Southern Avenue and Mockingbird Lane is small. Because of the traffic signal at Armstrong Parkway and Mockingbird Lane, cars from the queue lane are not able to turn right without creating traffic

congestion in the intersection of Armstrong Parkway and Southern Avenue. Mr. Yancy's point is well-taken, but this is the reasoning behind it. To relieve traffic congestion, traffic is spread over a longer distance. The consultant went on to explain a street maintaining a one-way status is easier to enforce. The Mayor directed the question to Rick Pyle, Director of Public Safety, and Paul Sandman, Assistant Director of Public Safety. They explained the ease of enforcement of a one-way street. Council Member Penfold asked if directional parking would be enforced overnight with a one-way designation. Assistant Director Sandman explained that the technical enforcement would be the right side of the vehicle's tires must be within sixteen inches (16") of the curb. Mayor Pro Tem McKnight questioned if a vehicle parked the opposite direction of the one-way designation was insignificant. Assistant Director Sandman affirmed a moving violation would be enforced, but a parked car is not the same danger as a moving one. The least ambiguous choice is always a one-way designation. The second would be a one-way designation during school hours. The department's preference is a two-week information period to allow for outreach to the public to inform them of the change. Mr. Yancy questioned the number of students walking to school, crossing at Armstrong Parkway and Southern Avenue. The Engineering consultant stated at the time it was recorded, the morning number was 193, and afternoon was 255 in a thirty-minute window, both in the morning and in the afternoon. The Mayor remarked if parking was restricted in the 4400 block of Southern Avenue, the two-way street restrictions could be relaxed. Council Member Gambrell commented this is a creative plan and the summer review will be useful. The Mayor asked for a motion for the one-way designation to be restricted to school days, 7:30 a.m. - 4:30 p.m., and staff will review at the end of semester. On a motion by Council Member Grisham, seconded by Mayor Pro Tem McKnight, the motion passed.

### Consent

*Review and discuss the purchase of materials necessary to maintain and repair the Town's water distribution and wastewater collection systems.* Kathleen Stewart, Director of Town Services, explained the item indicating a twelve percent (12%) increase. After review of other cities, the increase is comparable. The Mayor questioned the increase. Kathleen explained the brass and copper volatile. The Mayor stated the item would be included in the next meeting for approval.

### FUTURE AGENDAS DISCUSSION

*Review and discuss a request to allow artificial turf that is visible from the alley to remain in the rear yard at 3509 Princeton Avenue.* Mr. Lindley explained that artificial turf can be placed in the backyard, but not visible from street or alley. Kirk Smith, Assistant Director of Town Services, reported the artificial turf was installed in 2015 in the rear easement along with turf in the rear yard. The Mayor requested the homeowner speak to the Council. Mr. Josh Terry, property owner of 3509 Princeton Avenue, made a brief presentation with photos from his easement that highlighted the aesthetic of many alleys and easements in Highland Park. In 2013, the plans were approved by the Town's Building Inspection Department. Conservation grass was included on all the approved plans. Mr. Terry stated it was his attempt to better his rear yard by alleviating muddy areas and making the alley look cleaner overall. Mr. Terry suggested the ordinance could be amended with alleys removed from listed locations. The Mayor thanked Mr. Terry for the suggestion and stated it would be discussed in the future. The Mayor asked if he or his contractor would remove the turf. Mr. Terry stated he would leave it until the Council evaluates the

amendment for the ordinance. The Mayor clarified her statement explaining Mr. Terry will remove the artificial turf. Mr. Terry affirmed. Mayor Pro Tem McKnight stated that he would be open to re-visiting an amendment to the ordinance in the future. The Mayor explained when formulating the ordinance, the issue with alleys is visibility. If the property has a wrought iron fence, it would negate having artificial turf in the backyard because it can be seen from the alley. Council Member Gambrell noted there seem to be several issues related to alleys in this discussion.

*Review and discuss the Quarterly Investment Report for the quarter ending December 31, 2019.* Karen Kurtin, Controller, introduced Tom Ross, Valley View Consulting. Mr. Ross reviewed interest earnings and the equity market, which are doing well. The treasury yield curve shifted downward this time last year, where this year the curve flattened and rose slightly upward. In summary, Mr. Ross noted three certificates of deposits were maturing in two months, and PlainsCapital rates are strong in money market accounts.

*Review and discuss the Financial and Investment Report for the period ending December 31, 2019.* Karen Kurtin, Controller, reviewed the report. As of December 31, the General and Utility Fund combined expenditures and encumbrances amount to \$9,509,692 or 25.6% of the Fiscal Year 2019-20 Combined Budget. The total market value of the Town's cash and investment portfolio at December 31 was \$36,964,929, yielding an average weighted return of 2.05%, with an average maturity of 87 days. Ms. Kurtin noted it was an uneventful month.

The Mayor questioned Steve Alexander, Director of Administrative Services and CFO, regarding online sales tax. Mr. Alexander explained the information wouldn't be available until the end of February, and even then, it isn't clear if that level of granularity will be available. The Mayor asked if the name of the business would be available to the Town. Mr. Alexander explained the name of the business is not visible, but there is a designation if there is a storefront in Town.

Mr. Lindley noted sales tax allocation at the point of delivery versus the point of sale will be in the legislature discussion this year.

#### CLOSED SESSION

1. In accordance with 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 in the 4200 block of Oak Lawn Avenue.
2. 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 study session at 9:29 a.m. and convened a closed session pursuant to the above-referenced section of the Texas Government Code.

Mayor Goodwin closed the closed session at 10:33 a.m. and reconvened the study session in open session.

OPEN SESSION

1. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session I. above, shall be made, if any.
2. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 2. above, shall be made, if any.

Mayor Goodwin asked for discussion or a motion as a result of the closed session, to which there was no response.

Mayor Goodwin adjourned the meeting at 9:01 a.m.

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

AUTHORED BY:



Tempest Brunson  
Town Services Coordinator

APPROVED:



Margo Goodwin  
Mayor

ATTEST:



Gayle Kirby  
Town Secretary