

MINUTES OF AN ONLINE STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD VIA VIDEOCONFERENCE, AT 8:50 A.M. ON TUESDAY, JANUARY 19, 2021.

Prior to the study session, Joanna Mekeal, Town Secretary, explained that as provided by the State of Texas, this online Town Council study session could be viewed via the Town's website, or listened to by telephone, and gave the toll-free and alternate telephone numbers, as well as the access number for citizens to call. Mrs. Mekeal conducted a roll call of the Town Council Members. Present at the study session were Mayor Margo Goodwin, Mayor Pro Tem David Dowler, and Town Council Members Jimmy Grisham, Marc Myers, Lydia Novakov, and Craig Penfold.

## **UPCOMING AGENDA DISCUSSION**

### **Action**

*Review and discuss an ordinance amending the site plan for the Highland Park United Methodist Church to add an additional 225 interment niches in the Columbarium Garden.* Mayor Goodwin explained that she is a member of this church and asked Mayor Pro Tem Dowler to take lead on the discussion. Hugh Pender, Director of Development Services, explained the Highland Park United Methodist Church ("HPUMC") is a Planned Development created in December of 1999. On August 9, 2010, Ordinance 1831 was approved amending the site plan and creating the Columbarium Garden and the initial 308 interment niches. On July 11, 2011, Ordinance 1861 was approved, also amending the site plan by adding an additional 225 interment niches for a total of 533 interment niches. A condition of the original request was that future expansions of the Columbarium would be approved by the Town Council prior to construction. HPUMC is requesting the site plan be amended to add 225 interment niches in the Columbarium Garden, a total of 758 interment niches, adjacent to the west side of Cox Chapel. Council Member Novakov asked if the niches would be added to an existing wall or would HPUMC add a new wall. Mr. Pender stated the construction plan is to add a new wall.

*Review, discuss, and consider referring to the Zoning Commission a request to combine the properties at 4315 and 4319 Potomac Avenue into a combined building site.* Hugh Pender, Director of Development Services, stated the property owner of 4315 and 4319 Potomac Avenue is seeking to combine the separate lots into one combined building site. Staff has reviewed all zoning standards with the property owner to address the setback and coverage regulations for improvements on a combined building site. On a motion made by Council Member Penfold and seconded by Council Member Novakov, the Town Council voted unanimously to refer to the Zoning Commission a request to combine the properties at 4315 and 4319 Potomac Avenue into a combined building site.

Mayor Pro Tem Dowler stated that he had to exit the virtual call and was absent for the remainder of the meeting.

### **Consent**

*Review and discuss a Project Specific Agreement with Dallas County for partial funding for improvements to Mockingbird Lane between Hillcrest Avenue and Airline Road.* Heather Cerda,

Project Coordinator, stated this item is provided as an opportunity for the Town Council to consider approval of a Project Specific Agreement (“PSA”) with Dallas County (“County”) for its cost participation with the rehabilitation of Mockingbird Lane between Hillcrest Avenue and Airline Road. Funding eligibility by the County for financially assisting in the reconstruction of certain Town streets is based on the Master Interlocal Agreement (“Agreement”), dated January 2, 2018, between the Town and County. The PSA identifies the project and is supplemental to the terms of the Agreement. Road work for Mockingbird Lane, at a cost of \$533,087.00, was scheduled by the Town for this past fiscal year. The work was delayed to fiscal year 2021 to meet County funding limitations. The agreement provides up to fifty percent (50%) cost-sharing with the County funding up to \$250,000 towards the rehabilitation costs. Council Member Penfold noted there are three items on the agenda that reference one similar project with different costs and asked if they are three separate projects or one large project. Mrs. Cerda clarified there are two items that reference two projects, Mockingbird Lane and Airline Road, and staff is requesting an approval of a PSA with the County for funding. Since the County reimburses for only a portion of the project, the third item is the total cost of both projects. Council Member Penfold asked if the amount that the County is willing to fund negotiable. Mrs. Cerda stated it was the negotiated amount, as there are certain items that the County approves for funding. Bill Lindley, Town Administrator, further explained that the County has experienced budget impacts due to the coronavirus effecting several other city projects as well. The Mayor confirmed these items will be on the consent agenda for the next Town Council meeting and asked if the Council had any further questions, to which there were none.

*Review and discuss a Project Specific Agreement with Dallas County for partial funding to Airline Road between south Town Limits and Mockingbird Lane.* Planned road construction includes the rehabilitation of Airline Road from Mockingbird Lane south to Cornell Avenue and reconstruction of the road from Cornell Avenue south to the Town limits. Road work for Airline Road, at a cost of \$675,253.00, was scheduled by the Town for this past fiscal year. The work was delayed to FY 2021 to meet County funding limitations. While the Agreement provides up to 50% cost-sharing, the County has available \$250,000.00 towards the rehabilitation costs. (Discussion of this item was conducted during item: *Review and discuss a Project Specific Agreement with Dallas County for partial funding for improvements to Mockingbird Lane between Hillcrest Avenue and Airline Road.*)

*Review and discuss bids for the Mockingbird Lane and Airline Road Rehabilitation and Utility Improvements project.* On May 19, 2020, four bids were received. Considerations of the bids was delayed in response to Dallas County funding limitations this past fiscal year. The low bid in the amount of \$1,431,314 was submitted by New World Contracting, LLC. New World submitted a request to withdraw their bid. The second low bid in the amount of \$1,657,582 was submitted by Axis Contracting, Inc. Axis Contracting, Inc. has agreed to honor the original bid. (Discussion of this item was conducted during item: *Review and discuss a Project Specific Agreement with Dallas County for partial funding for improvements to Mockingbird Lane between Hillcrest Avenue and Airline Road.*)

### **Future Agenda Discussions**

*Discuss the approval of a resolution authorizing the Town Administrator to execute professional services contracts for landscape architectural services.* John Eaglen, Assistant Director of Town

Services, explained throughout the year, the Town will engage professional landscape architectural firms for the purpose of providing consulting services for a variety of projects. In anticipation of consulting services needed for projects identified during the year, the Town solicited a Request for Qualifications (“RFQ”) from professional landscape architectural firms on October 30, 2020. Armstrong-Berger Landscape Architects was determined to be the most qualified. The resolution proposed will remain in effect for a primary term of five years, with three optional one-year renewal terms. When agreement on the scope of work is achieved for a particular project, the Town and Armstrong-Berger Landscape Architects will negotiate a price that is fair and reasonable to both parties. Procedurally, the Town Administrator will be the signatory for such contracts. Contracts more than \$50,000 will be presented to the Town Council for approval. In rare cases where a contract is needed on an accelerated schedule, the Town Administrator is authorized to sign the contract, provided that the Town Council is notified in advance in writing. The Mayor added this allows Mr. Lindley the ability to expedite the services needed instead of delaying a project.

## **Reports**

*Review and discuss the Comprehensive Annual Financial Report and related audit for Fiscal Year 2019-2020.* Steven Alexander, Director of Administrative Services and Chief Financial Officer, and Karen Kurtin, Controller, presented highlights of the Comprehensive Annual Financial Report. The Town is required under the Local Government Code and its Financial Administrative policies to have an audit of its financial statements each fiscal year. This audit must be conducted by an independent Certified Public Accountant. The professional audit firm, BKD, L.L.P. was hired by the Town Council to conduct the annual audit for Fiscal Year 2019-2020. This annual audit was conducted in accordance with governmental auditing standards and fulfills the requirements set out in state law. The audit resulted in an unmodified opinion indicating that the financial statements are presented fairly, in all material respects, in accordance with generally accepted accounting principles. The auditors presented the report to the Finance and Audit Advisory Committee on January 11, 2021. The Committee recommended acceptance of the annual audit. Kevin Kemp, BKD Auditor Partner, added the audit was clean and there were no matters to be reported. The Mayor asked the Town Council if they had any questions, to which there were none.

## 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.*
- 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 (West side governmental and public uses).*

Mayor Goodwin recessed the study session at 9:33 a.m. and convened a closed session pursuant to: (1) Section 551.072 of the Texas Government Code 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; and (2) Section 551.072 of the Texas Government Code to deliberate

the purchase, exchange, lease, or value of real property, located on the West side governmental and public uses.

Mayor Goodwin ended the closed session at 10:08 a.m. and reconvened the study session in open session at 10:08 a.m.

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.

No action, decision, or vote was taken on Open Session Item 1.

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.

No action, decision, or vote was taken on Open Session Item 2.

Mayor Goodwin adjourned the study session at 10:08 a.m.

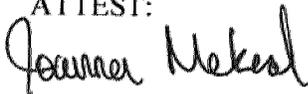
APPROVED on this 2<sup>nd</sup> day of February 2021.

APPROVED:



Margo Goodwin  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary