

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205 AT 8:12 A.M. ON TUESDAY, SEPTEMBER 21, 2021.

Present at the meeting were Mayor Margo Goodwin, Mayor Pro Tem David Dowler, and Town Council Members Marc Myers, Lydia Novakov, and Craig Penfold. Council Member Jimmy Grisham was absent.

UPCOMING AGENDA DISCUSSION

Future Agenda Discussion

Review, discuss, and consider approval of a construction contract with Axis Contracting, Inc. for the 2021 Alley Reconstruction and Utility Improvements project. Lori Chapin, Director of Engineering, stated this item is provided as an opportunity for the Town Council to review and approve the construction contract for water and sewer infrastructure rehabilitation and replacement, which is identified in the Capital Improvement Plan annually. The Town replaces an average of four to five blocks, or approximately 2000 linear feet of combined water, sewer, and alley pavement on an annual basis. The current project locations were selected based on the age and/or condition of the utility lines. The bid pricing in the amount of \$1,702,750 was submitted by Axis Contracting, Inc. The pricing of the bid is competitively consistent with bids of similar work approved by the Town Council this past year. Axis Contracting, Inc. has a strong reputation and experience with this type of work and has previously worked on Town alley projects including the 2019 Alley Reconstruction and Utility Improvement project. In response to a question raised by Council Member Novakov, Ms. Chapin explained the Town only received one bid, while over 50 entities obtained plans, companies are currently experiencing high demand and staffing shortages which force them to be more selective when submitting a bid. On a motion made by Council Member Penfold, seconded by Council Member Novakov, the Town Council voted unanimously to approve a construction contract with Axis Contracting, Inc. for the 2021 Alley Reconstruction and Utility Improvements project.

Review and discuss a telecommunicating Town Council meeting policy. Joanna Mekeal, Town Secretary, explained effective September 1, 2021, the Governor's emergency order allowing the Town Council to conduct meetings entirely via video conference was lifted. In response to the current COVID-19 pandemic, staff prepared a Town Council meeting policy to clarify circumstances whereby a Town Council member or Mayor may participate remotely in a public meeting. Consistent with the Texas Open Meetings Act, a maximum of two Town Council Members and/or the Mayor may join the public meeting via video and audio conference. State law states a meeting may be held via videoconference, including audio and visual, only if a quorum of the Town Council is physically present at one location of the meeting. The Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

Reports

Review and discuss the Financial and Investment Report for the period ending July 31, 2021. Karen Kurtin, Controller, presented highlights of the Financial and Investment Report. This report

is for the period ending July 31, 2021, which marks the completion of the tenth month of the 2020 - 2021 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 83.3%. General and Utility Fund combined revenues as of July 31, 2021, amount to \$33,118,383, which is 92.9% of the annual budgeted amounts. As of July 31, the General and Utility Fund combined expenditures and encumbrances amount to \$30,027,386, or 81.1% of the Fiscal Year 2020-21 Combined Budget. The total market value of the Town's cash and investment portfolio on July 31, was \$42,378,748, yielding an average weighted return of 0.35% with an average maturity of 52 days. Compared to year-to-date projections, property taxes are 102.1%, sales taxes are 144.0%, building permits are 132.3%, and water sales are 91.2%. The Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

Mayor Goodwin asked if there are any further comments, to which there were none.

Mayor Goodwin adjourned the Town Council meeting at 8:32 a.m.

APPROVED on this 19st day of October 2021.

APPROVED:



Margo Goodwin
Mayor

ATTEST:



Joanna Mekeal
Town Secretary