

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 8:16 A.M. ON TUESDAY, NOVEMBER 9, 2021.

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

UPCOMING AGENDA DISCUSSION

**Future Agenda Discussion**

*Review and discuss the adoption of the 2021 Building Codes and Regional Amendments recommended by the North Central Texas Council of Governments.* Hugh Pender, Director of Development Services, explained the Town's current building codes are the 2015 International Codes and the 2014 National Electrical Code ("NEC") which were adopted in August 2016. Every three years, the model codes in the construction industry are revised and published by the International Code Council ("ICC") and the National Fire Protection Agency ("NFPA"). Following the publication of the model codes, the North Central Texas Council of Governments ("NCTCOG") through its Regional Code Coordinating Committee ("RCCC"), reviews and makes recommendations for regional amendments. The 2021 and 2020 national model codes address all aspects of construction including Commercial Building, Residential Building, Plumbing, Fuel, Gas, Mechanical, Energy Conservation, Electrical, and Fire Prevention. The NEC is the only model code that is on a different three-year code cycle because it is produced by the NFPA, and the most recent edition is the 2020 NEC. Following the creation of the ICC, the NCTCOG formed the RCCC in 2000, to review the model codes for the purpose of making recommendations for regional amendments to provide consistency in code enforcement among DFW area cities. The Town has accepted and adopted the recommendations of the RCCC over the past 20 years. The Highland Park Department of Public Safety will address the adoption of the 2021 International Fire Prevention Code separately at a future Town Council meeting. The current recommendations have been reviewed by staff and Matthew Boyle, Town Attorney. Pending Town Council discussion, the proposed ordinances will be scheduled for Town Council consideration at the December 7, 2021, meeting, with an effective date of January 1, 2022. In response to a question raised by Council Member Myers, Mr. Pender explained there will be no additional administrative duties or cost implications with the 2021 Building Codes and Regional Amendments. Mayor Goodwin asked if there were any further questions, to which there were none.

*Review, discuss, and consider the approval of the purchase of (1) three Chevy Tahoe Police Patrol vehicles, (2) three Chevy Tahoe Criminal Investigation Division ("CID") vehicles, (3) one 2022 Frazer built ambulance and associated equipment, and (4) two Zoll X Series Monitor/Defibrillators.* Paul Sandman, Director of the Department of Public Safety, and Charles McGinnis, Administrative Services Captain, explained that the items for discussion are no longer covered under manufacturer's warranty and are due for replacement on the Town's Replacement Schedule. The three 2022 Chevy Tahoe Police Patrol vehicles and the three 2022 Chevy Tahoe CID vehicles would be purchased through Holiday Auto Group, which is a vendor that utilizes interlocal competitive pricing contracts through the Tarrant County State Cooperative Purchasing Agreement. The three patrol vehicles will replace current 2017 models and will serve as front line

police fleet. The three CID vehicles will replace current 2015 models, previously deferred, due to mileage and condition. The 2022 Frazer Built ambulance and associated equipment will be purchased from Frazer, which is a vendor previously used by the Town who also utilizes interlocal competitive pricing contracts. This ambulance will serve as front line Medic Unit 331 (“M331”). The current M331 will become M332, and the current M332 will become reserve unit M333. The purchase of the two Zoll X Series monitor/defibrillators will replace the existing Lifepak monitors on M331 and M332. In response to questions raised by the Mayor, Capt. McGinnis explained the new equipment will enhance paramedics’ life-saving capabilities, and all Emergency Medical Technician units have this advanced technology. In response to a question raised by Council Member Grisham, Capt. McGinnis stated the Zoll X Series monitor/defibrillator is approximately \$40,000 each. The Mayor added that the items discussed today are included in the current budget and is a planned purchase. On a motion made by Council Member Penfold, seconded by Council Member Myers, the Town Council voted unanimously to approve the purchase of (1) three Chevy Tahoe Police Patrol vehicles, (2) three Chevy Tahoe Criminal Investigation Division (“CID”) vehicles, (3) one 2022 Frazer-built ambulance and associated equipment, and (4) two Zoll X Series Monitor/Defibrillators.

*Review and discuss scheduling Town Council meetings.* Joanna Mekeal, Town Secretary, stated the agenda item is provided as an opportunity for the Town Council to review the meeting schedule for 2022. Currently, the Town Council schedules its regular meeting dates at 8:00 a.m. on the first and third Tuesday of each month. This meeting is immediately followed by the study session for discussion, review of future agenda items, and staff reports. Based on past years, the Town Council historically schedules only the first meeting of the month in March, November, and December. In response to a comment made by Council Member Novakov, Mrs. Mekeal confirmed that since Independence Day falls on a Monday in 2022, the July 5, 2022, meeting can be removed from the schedule. The Town Council agreed that it would be best to remove the July 5<sup>th</sup> meeting date since people may be out of town for the Independence Day holiday. Mrs. Mekeal added that the Town Charter requires at least one regular Town Council meeting each month and that the Town Council may schedule other meetings as desired. The Mayor asked for any questions, to which there was none.

*Review and discuss a resolution casting the Town's vote for the Board of Directors of the Dallas Central Appraisal District.* Joanna Mekeal, Town Secretary, explained that the Dallas Central Appraisal District (“DCAD”) is governed by a five-member Board of Directors. The City of Dallas, the Dallas Independent School District, and the Dallas Country Commissioners Court each appoint one member to the Board. Five nominees are named on the proposed resolution ballot to represent the suburban cities and towns other than the City of Dallas. All entities must cast their vote before the deadline of December 17, 2021. In response to a question raised by the Mayor, Bill Lindley, Town Administrator, stated he is familiar with nominee Michael Hurtt who currently serves on the Board, and he received the Town's vote in the past. Council Member Myers suggested that since Mr. Hurtt has been on the Board for years, perhaps selecting another candidate would be favorable. The Town Council did not reach an agreement on a candidate, to which the Mayor stated this item will come up again to discuss further at the next Town Council meeting.

## Reports

*Review and discuss the Mayor's Summer Internship program.* Joanna Mekeal, Town Secretary, explained during the 2019 Town-City-HPISD Youth Town Hall meeting, a suggestion was made for the three entities to consider hosting summer internship programs for high school students. Seeing there was an interest, a 2020 IMPACT student volunteered to be the Internship Chairperson for the Town, assisting in creating the format of the summer internship program. The main goal of the intern program is to educate participating interns on the Town of Highland Park's daily operations while also providing interns an opportunity to assist departments through research projects and other support. Two of the Town's IMPACT students applied and were accepted into the Mayor's Summer Internship Program ("program") for 2021. The program consisted of a weekly virtual meeting with a department that began on June 16, 2021. At the end of the program, August 4, 2021, the interns presented to the Mayor what they learned and gained from the experience. Evan Huang, one of the summer interns, was present at the meeting and thanked the Town Council for the opportunity. He shared that he is very interested in a career in Finance, and the program was a great chance for him to learn how different departments work with each other. Mayor Goodwin thanked Evan for his hard work and recognized Mrs. Huang, Evan's mother, who was also present at the meeting, for her son's dedication to the Town. The Mayor asked for any questions, to which there was none.

*Review and discuss the Financial and Investment Report for the period ending August 31, 2021.* Karen Kurtin, Controller, presented highlights of the Financial and Investment Report. This report is for the period ending August 31, 2021, which marks the completion of the eleventh month of the 2020 - 2021 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 91.7%. General and Utility Fund combined revenues as of August 31, 2021, amount to \$35,232,530, which is 97.5% of the annual budgeted amounts. As of August 31, the General and Utility Fund combined expenditures and encumbrances amount to \$32,070,685, or 86.2% of the Fiscal Year 2020-21 Combined Budget. The total market value of the Town's cash and investment portfolio on August 31, was \$40,882,113, yielding an average weighted return of 0.35% with an average maturity of 47 days. Compared to year-to-date projections, property taxes are 101.9%, sales taxes are 147.1%, building permits are 103.7%, and water sales are 89.2%. The Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

## CLOSED SESSION

*1. In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.071 – Consultation with Town Attorney – the Town Council will convene into closed session to seek legal advice regarding pending or contemplated litigation or settlement offers (Texas Opioid Settlement Agreement).*

*2. In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – Personnel Matters – the Town Council will convene into closed session to conduct the annual performance evaluation of the Town Administrator.*

Mayor Goodwin recessed the study session at 8:46 a.m. and convened a closed session pursuant to: (1) Section 551.071 – Consultation with Town Attorney – the Town Council will convene into closed session to seek legal advice regarding pending or contemplated litigation or settlement

offers (Texas Opioid Settlement Agreement) and (2) Section 551.074 – Personnel Matters – the Town Council will convene into closed session to conduct the annual performance evaluation of the Town Administrator.

Mayor Goodwin ended the closed session at 9:35 a.m., and reconvened the study session in open session at 9:35 a.m. No final action, decision, or vote was taken during the closed session.

#### OPEN SESSION

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. On a motion made by Council Member Penfold, seconded by Council Member Myers, the Town Council voted unanimously to approve a Resolution authorizing participation in the Texas Opioid Settlement Agreement and authorize all other necessary action.

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. On a motion made by Council Member Penfold, seconded by Council Member Myers, the Town Council voted unanimously to approve a 3.25% compensation adjustment for the Town Administrator to include a lump sum salary adjustment effective October 1, 2021.

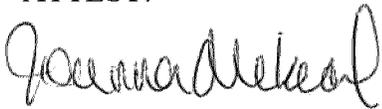
Mayor Goodwin adjourned the Town Council meeting at 9:38 a.m.

APPROVED on this 7<sup>th</sup> day of December 2021.

APPROVED:

  
Margo Goodwin  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary