

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 8:30 A.M. ON TUESDAY, JANUARY 18, 2022.

Present at the meeting 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

Future Agenda Discussion

Review and discuss a resolution validating the review of the Statement of Investment Policies as adopted by the Town of Highland Park and approving recommended changes. Steven Alexander, Director of Administrative Services and Chief Financial Officer, explained the Town's Statement of Investment Policies has been prepared to comply with Chapter 2256 of the Texas Government Code, and Chapter 2257 of the Texas Government Code, as well as to reflect the Town's investment strategies. The Town's investment approach is to maintain safety, liquidity, and yield, in that order, to provide sufficient cash flow requirements and protection of public funds. The Public Funds Investment Act and the Investment Policies call for at least an annual review of established policies by the Town Council. The purpose of this item is to discuss any proposed changes and to update the Town Council regarding any reporting requirements. The proposed changes do not materially change the Town's Investment Policies. Attachment A, Glossary, has been updated. Council Member Penfold stated that, upon his review, all the changes are minor and have good clarifications. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

Review and discuss an engineering and landscape architectural services contracts with Kimley-Horn Associates, Inc., and Armstrong Berger for the Hackberry Creek Corridor Improvements. Lori Chapin, Director of Engineering, explained the Master Plan ("Plan") for Hackberry Creek was developed based on in-depth site analysis for the area between Byron Avenue and Armstrong Avenue to understand, categorize, and document the physical conditions of the Hackberry Creek corridor. The Plan was prepared, in combination with community engagement and discussions with the Town Council, by MESA Design Group. Within the Plan are projects that were selected and prioritized to conserve the natural beauty; restore the infrastructure of the bridges, walls, and outfalls, and mitigate erosion along the creek corridor. These core projects were broken into five phases spread over ten years and assigned a priority, cost, and year. At the Study Session on October 19, 2021, the Town Council requested that staff include the entire corridor for design. After assessing the overall project, staff determined that the engineering and landscape architect would provide revised scopes of work for the conceptual design of the entire corridor, including assessment of projects labeled in the Plan as deferred and as vision projects. Armstrong Berger was selected in the fall of 2021 to provide landscape architectural services for this project. Council Member Jimmy Grisham stated that the Town Council and staff spent a Saturday morning walking along the Hackberry Creek and recommended the new Town Council Members to do the same. Mayor Goodwin added that after the review the Town Council requested a natural look and did not wish to include bike trails. In response to a question raised by Council Member Penfold, Ms. Chapin explained the project would be multi-year project, but staff will make all efforts to expedite

the project. The Mayor added this project would be a great asset to the Town, and asked if the Town Council if they had any questions, to which there were none.

Review and discuss an existing Agreement and the dedication of a 10-foot water/wastewater easement for 4311 Lakeside Drive. Lori Chapin, Director of Engineering, explained this item is provided for the Town Council to discuss the assignment of the 2010 Conditional Easement Release and/or Abandonment Agreement (“Agreement”), approved in 2010, from the previous owners to the new owners of the property; and the dedication of a new water and wastewater easement. The existing easement is generally 10-foot by 365-feet for electricity, sanitary sewer (8” line), water (6” line) and gas bisecting the property in a north-to-south direction; and houses the electrical meters and equipment that service the Ashley Priddy Fountain and nearby traffic signals. The electrical meter and equipment will be relocated by the property owner at their sole cost to the Town’s right-of-way when the building lot is developed. The new easement will be 10-feet by 181-feet comprising 1,823 sq. ft. The Town Council conducted a public hearing in 2010 to consider in part, the easement as part of a proposed combination of lots. During the meeting, it was also determined that the Town cannot abandon the easement until the existing utilities are relocated. In addition to this discussion, the property owner agreed to fund and relocate the electrical equipment associated with the decorative fountain and traffic signals. The Agreement provides for the Town’s release and/or abandonment of the easement conditioned upon the owner removing and/or relocating the utilities from the easement to the sole and complete satisfaction of the Town. Staff met with the new owner’s builder, as well as their engineering consultant, to discuss options for relocating the utilities. The remaining franchise utilities, electrical meters and equipment will also be relocated prior to development subject to the franchise utility company and Town requirements and approval. In response to questions raised by Council Member Penfold, Ms. Chapin explained this will result in no cost to the Town. Mayor Goodwin asked if the Town Council if they had any questions, to which there were none.

Reports

Update and introduction regarding the Dallas County Park Cities Municipal Utility District (“District”). Bill Lindley, Town Administrator, introduced Larry McDaniel and Richard Wagner. Mr. McDaniel explained he will be retiring, and Mr. Wagner will be the new General Manager for the District. Mr. Wagner stated he has worked for the Dallas Water Utilities for the past 28 years, and he is excited for this opportunity. In response to a question from Mayor Goodwin, Mr. Wagner responded that he does not have any significant changes planned as of now. Mayor Goodwin welcomed Mr. Wagner and thanked Mr. McDaniel for his years of service.

Review and discuss the Financial and Investment Report for the period ending October 31, 2021. Karen Kurtin, Controller, presented highlights of the Financial and Investment Report. This report is for the period ending October 31, 2021, which marks the completion of the first month of the 2021 - 2022 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 8.3%. General and Utility Fund combined revenues as of October 31, 2021, amount to \$2,030,770 which is 5.3% of the annual budgeted amounts. As of October 31, the General and Utility Fund combined expenditures and encumbrances amount to \$2,710,463, or 7.4% of the Fiscal Year 2021-22 Combined Budget. The total market value of the Town's cash and investment portfolio on October 31, was \$48,420,078, yielding an average weighted return of 0.35% with an average maturity of 45 days. Compared to year-to-date projections, property taxes are 100.8%,

sales taxes are 166.0%, building permits are 127.0%, and water sales are 97.6%. Ms. Kurtin added Property Tax statements sent by Dallas County were delayed this year due to a tax election at Highland Park Independent School district, held in early November, which caused a low collection rate compared to this time last year. Looking forward from this report, in November, the Town received approximately \$1.1million in Property Tax revenues, which is 15% above last November's collections. Sales taxes in October were strong, \$470K, both exceeding projections and prior year revenue, \$322K. The strong results in Building Permit revenue are largely due residential construction. The low percentage compared to last year is related to the permit granted to the Dallas County Club for their fitness center and parking garage. This report was provided to the Finance & Audit Advisory Committee on January 7, 2022. 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 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to conduct the annual performance evaluation of the Municipal Court Judge.

Mayor Goodwin recessed the study session at 9:10 a.m. and convened a closed session pursuant to: (1) Section 551.074 – Personnel Matters – the Town Council will convene into closed session to conduct the annual performance evaluation of the Municipal Court Judge.

Mayor Goodwin ended the closed session at 9:46 a.m., and reconvened the study session in open session at 9:46 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. No motion was made.

Mayor Goodwin adjourned the meeting at 9:46 a.m.

APPROVED on this 1st day of February 2022.

APPROVED:



Margo Goodwin
Mayor

ATTEST:



Joanna Mekeal
Town Secretary