

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, FEBRUARY 1, 2022.

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 amending a Town ordinance to designate Preston Court and Livingston Court access roads, located at the Highland Park Shopping Village, as official fire lanes.* Ryan Pursley, Fire Marshall, explained that while working in cooperation with the Highland Park Shopping Village ("HPSV"), the Highland Park Department of Public Safety determined Preston Court and Livingston Court must be designated as fire lanes. The location of the fire lanes is based on recommendations from the National Fire Protection Agency, the International Code Council, and the Insurance Services Office which identifies fire department access roads on private property. The maintenance of these lanes, signage, and any supplementary markings is the responsibility of the HPSV. In response to a question raised by Mayor Goodwin, Capt. Pursley explained the fire lanes will not remove any legal parking stalls. Mayor Goodwin asked the Town Council if they had any further questions, to which there were none.

*Review and discuss an ordinance ordering the General Municipal Election on Saturday, May 7, 2022, for the purpose of electing a Mayor and five Town Council Members and authorizing the Mayor to execute an election services agreement.* Joanna Mekeal, Town Secretary, explained on May 7, 2022, the Town will conduct an election to elect a Mayor and five Town Council Members for a term of two years. The Town contracts with the Dallas County Elections Department ("DCED") to administer its election, which is a part of the Dallas County Joint Election. A meeting with representatives from DCED to receive and review the draft election services agreement was held on January 20, 2022. The final agreement will be submitted to the Town Attorney for review, and subsequently to the Town Council for approval. The terms of the election services agreement will include the staffing and equipment required for Early Voting and Election Day polling locations. In the event the Town's candidates are unopposed, the Town Council will have the opportunity to cancel the Town's Municipal Election. In response to a question asked by Mayor Goodwin, Mrs. Mekeal explained the election cost estimate provided by DCED is largely based on the number of registered voters in the Town. Mayor Goodwin asked the Town Council if they had any further questions, to which there were none.

*Review and discuss the Annual Comprehensive Financial Report and related audit for the Fiscal Year 2020-2021.* Karen Kurtin, Controller, explained that the Town is required under the Local Government Code, Town Charter, 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, Weaver and Tidwell, L.L.P., was hired by the Town Council to conduct the annual audit for the Fiscal Year 2020-2021. The audit function is an essential element of the Town's public accountability. This annual audit was conducted in

accordance with governmental auditing standards and fulfills the requirements set out in State law. John DeBurro, Partner of Weaver and Tidwell, L.L.P., explained the audit resulted in an unmodified (also known as clean) 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 and their findings to the Finance and Audit Advisory Committee (“Committee”) on January 25, 2022. The Committee recommended acceptance of the annual audit. Ms. Kurtin explained the statement of net position and statement of activity highlights, as well as the capital asset additions, fund balance comparison by fund projected versus actual, and reconciliation of total cash and investments to fund balance. Council Member Penfold stated that he attended the Committee meeting, and the report was informative and reassuring to know the Town received another unmodified opinion from a different audit company. Mayor Pro Tem Dowler agreed and added he appreciates the routine financial reports. Mayor Goodwin asked the Town Council if they had any further questions, to which there were none.

*Review and discuss a Project Specific Agreement with Dallas County for the partial funding of improvements along Abbott Avenue between Harvard Avenue and Mockingbird Lane.* Lori Chapin, Director of Engineering, explained this item is provided as an opportunity for the Town Council to discuss a Project Specific Agreement (“PSA”) with Dallas County (“County”) for its cost participation in the rehabilitation of Abbott Avenue between Harvard Avenue and Mockingbird Lane. 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 the County. In response to a question raised by Mayor Goodwin, Bill Lindley, Town Administrator, explained County Commissioner Koch’s office annually coordinates with the Town’s engineering staff to analyze viable projects for funding participation. Ms. Chapin explained the total cost of the project is estimated at \$1,445,529. The project includes utility improvements, miscellaneous concrete repairs, as well as asphalt milling and overlay. Of the total cost, approximately \$549,063 falls within County project eligibility. The PSA provides up to 50% cost-sharing of eligible expenses, with the County funding approximately \$274,531.50 towards the rehabilitation costs. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

## **Reports**

*No items assigned to this category.*

## **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 Town Attorney.*

Mayor Goodwin recessed the study session at 8:59 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 Town Attorney.

Mayor Goodwin ended the closed session at 9:41 a.m., and reconvened the study session in open session at 9:41 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 Novakov, the Town Council voted unanimously to approve 10% compensation adjustment for the Town Attorney.

Mayor Goodwin adjourned the meeting at 9:42 a.m.

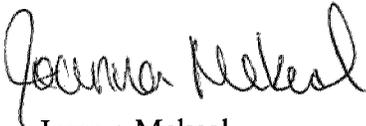
APPROVED on this 15<sup>th</sup> day of February 2022.

APPROVED:



Margo Goodwin  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary