

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 8:19 A.M. ON TUESDAY, MARCH 1, 2022.

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 attended the meeting virtually.

UPCOMING AGENDA DISCUSSION

**Future Agenda Discussion**

*Review, discuss, and consider approval of designating “No Left Turn” for the southbound lane of Armstrong Avenue at Mockingbird Lane and to align the approved school zone time changes for the referenced turning movements.* Lori Chapin, P.E., Director of Engineering, explained the Town has received several calls from residents stating that the traffic flowing in the southbound direction at the Armstrong Parkway and Mockingbird Lane intersection is backing up as cars wanting to turn left onto Mockingbird Lane are unable to do so during the peak drop-off and pick-up times at Bradfield Elementary School. Staff recommends designating “No Left Turn” during peak pick-up and drop-off times for traffic flowing southbound on Armstrong Parkway at Mockingbird Lane. In response to a question raised by Mayor Goodwin, Ms. Chapin stated Town staff reviewed the proposed traffic restriction with the Highland Park Independent School District and they support the proposal. On a motion by Council Member Novakov, seconded by Council Member Myers, the Town Council voted unanimously to approve the “No Left Turn” designation for the southbound lane of Armstrong Parkway at Mockingbird Lane, and to align the designation with the approved school zone times (7:15 a.m. – 8:30 a.m., and 2:45 p.m. – 4:15 p.m. on school days) for Bradfield Elementary School.

*Review, discuss, and consider referring to the Zoning Commission a request to combine the properties located at 4636 and 4642 Belclaire Avenue into a combined building site.* Hugh Pender, Director of Development Services, explained Patrick McGee, property owner of 4636 and 4642 Belclaire Avenue, is seeking to combine the separate lots into one combined building site. Pending the Town Council's consideration of the request to combine the two lots, the proposed plan is to incorporate the vacant lot at 4642 Belclaire Avenue into the lot located at 4636 Belclaire Avenue to expand the yard for future construction of a swimming pool and outdoor entertainment area with an outdoor kitchen. Town staff has reviewed all zoning standards with the property and confirmed the improvements would conform to the setback and lot coverage regulations for improvements on a combined building site. The property owner has been made aware that the combination of lots is a permanent zoning change and once the lots are combined, they cannot be subdivided in the future. The property owner has also been made aware of the Town's rules and expectations regarding the building permit process, including the requirement to complete projects within 24 months. Mayor Goodwin requested that Mr. McGee be present at the future Town Council meeting when this item is scheduled for approval. Mr. Pender confirmed that the property owner will be scheduled to attend. On a motion by Council Member Penfold, seconded by Council Member Novakov, the Town Council voted unanimously to refer to the Zoning Commission a request to combine the properties located at 4636 and 4642 Belclaire Avenue into a combined building site.

*Review and discuss a request to extend the construction time period for a new single-family residence at 4400 Belfort Place.* Hugh Pender, Director of Development Services, explained that Blair Pogue, the owner of 4400 Belfort Place, has requested an extension of the construction time period for his new residence. Dan Van Der Zee of Pencil Point Constructors, LLC, is the general contractor for the project. The permit is currently under review and has not been issued for construction due to the proposed construction schedule exceeding 24 months. The contractor stated completion time of the construction project needs to be extended due to the size and scale of the project approximately 20,000 square feet, inherent challenges of basement construction, and accounting for contingencies surrounding labor, materials, and weather. Staff's assessment of the contractor's explanation of construction delays is reasonable. Mr. Van Der Zee has provided a construction schedule that includes a final completion date of October 19, 2024, which is approximately seven months longer than allowed. Adjusting for the 90-days allowed for construction time-period extension by staff, the general contractor is seeking a net addition time of four months. In response to questions raised by Council Member Myers and Council Member Penfold, Dan Van Der Zee stated that he has experience building a house of this size and the challenges it brings as opposed to building a smaller house. Mr. Van Der Zee explained that he is very motivated to complete the construction work as soon as possible. Blair Pogue, the property owner, offered his contact information to the Town Council for any questions or concerns during the construction process. Mayor Goodwin thanked both the owner and construction manager for being present and confirming the project will be complete as soon as possible. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

*Review and discuss a request to extend the construction time period for a new single-family residence at 4266 Bordeaux Drive.* The owners of 4266 Bordeaux Drive were unable to attend. For this reason, the item was deferred to a future meeting date.

*Review and discuss a contract for the purchase and installation of traffic signal equipment upgrades at the Mockingbird Lane/Lomo Alto Drive, Mockingbird Lane/Fairfield Avenue, and Mockingbird Lane/Hillcrest Avenue intersections.* Lori Chapin, P.E., Director of Engineering, explained that Kimley-Horn performed a study in 2019 to review each of the Town's traffic signals and provide recommendations on traffic signal upgrades to replace outdated equipment and to improve the traffic flow and pedestrian accessibility at each of the signals. The study results were prioritized over several fiscal years. Three intersections were completed as part of the FY 2020 - 2021 budget. The intersections scheduled for this fiscal year include Mockingbird Lane at Lomo Alto Drive, Mockingbird Lane at Fairfield Avenue, and Mockingbird Lane at Hillcrest Avenue. The upgrades are only modifications and not full traffic signal replacements. The upgrades will include controllers, cabling and new powder-coated cabinets, audible pedestrian system push buttons, and flashing yellow arrow signal head. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

*Review and discuss a professional services agreement with Kimley-Horn Associates, Inc. for the new Holland Elevated Storage Tank project.* Lori Chapin, P.E., explained the Holland Elevated Storage Tank (EST) is a 750,000-gallon riveted steel multi-column elevated storage tank for potable water that assists in boosting and maintaining water pressures throughout the Town. The tank was constructed in 1941, and last rehabilitated in the early 2000s. The Town Council discussed the replacement of the existing EST at its Study Session on August 3, 2021. During that

discussion, several options for increasing water pressure within the Town were presented. Staff was recommended to proceed with the design and construction of a new EST and replacing the existing tank. The professional services agreement specifies that Kimley-Horn and Associates, Inc. will provide the design, bid package preparation, and construction phase services. The total cost for the professional services agreement is \$669,950. Ashlyn Morgan, Project Manager, explained the design of the EST includes a preliminary analysis to determine tank size and elevation. The existing tank is 0.75 million gallons; however, it may be beneficial to increase the size of the tank to 1 million gallons. In addition, a preliminary evaluation estimates the height for the new EST to be increased by at least 20 feet. The decision regarding the size and height of the EST will require input from the Park Cities Municipal Water District and coordination with the Federal Aviation Administration (FAA). In response to a question raised by Council Member Novakov, Ms. Morgan stated she believed FAA approval would not be a problem. In response to a question raised by Mayor Goodwin, Ms. Morgan said water pressure would be improved by seven to eight pounds per square inch. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

## **Reports**

*Review and discuss the 2021 holiday horse carriage activities.* Paul Sandman, Director of Public Safety, explained this agenda item is provided as an opportunity for the Town Council to continue its review and discussion of potential modifications to the regulation of commercial horse-drawn carriage operations. Section 1763 of the Town's Code of Ordinances (Code) provides for the regulation of commercial horse-drawn carriages. In 2020, the Town Council amended the Code to limit the hours of operations of the carriages to 11:00 p.m. from Sunday through Thursday while the Highland Park Independent School District schools were in session in efforts to limit noise during late hours. In the 2021 season, four vendors employed 70 drivers in the Town, with a total of 55 carriages operated that season. There were three complaints related to the carriages, but no reported mishaps between carriages and motorists. The number of carriage rides increased in 2021 compared to 2020, the busiest time is between 6:00 p.m. and 9:00 p.m., and the busiest week is the week before Christmas. In response to a question raised by Council Member Novakov, Chief Sandman stated there is one 20-person wagon and the Town does not currently restrict the number of horses or passengers. In response to a question raised by Council Member Myers, Chief Sandman explained that the amount of time patrolling carriage rides does not increase or decrease year to year, it is has stayed consistent. There are times when patrol and other vehicles drive behind them and the carriage drivers yield the right-of-way to motorists as soon as possible. In response to a question raised by Council Member Novakov regarding a resident who made a public comment at the last Town Council meeting, Chief Sandman stated that he has been in contact with that resident and is addressing their concerns. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

*Review and discuss Town's public swimming pool program and schedule for the 2022 swim season.* Holly Russell, Management Assistant, explained this item is provided as an opportunity for Town staff to report and to discuss with the Town Council the Town's summer swim program. Staff has prepared the 2022 swim season based on resident feedback. In response to recent requests by lap swimmers, an additional week (Tuesday – Friday, totaling four operational days) is being added to the upcoming season for lap swim compared to 2021. In 2021, the schedule was increased by 16 days to extend the lap swim season through October and will continue that extension. In

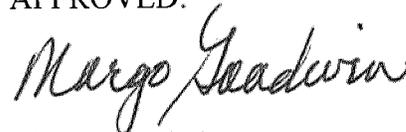
response to a question raised by Council Member Novakov, Mrs. Russell explained staffing pool employees for the extension will not be a problem because pool managers have agreed they would be able to work those days. Staff is also planning to offer water aerobics and other family activities once again during the regular swim season. Pool users may purchase a day swim pass and visitor pass online or in-person at the swimming pool. Resident swim permits must be purchased online. The swimming pool will be available for public swim when the water temperature is at least 78 degrees, and the outdoor air temperature is at least 55 degrees. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

*Review and discuss the monthly and/or quarterly Financial and Investment Reports for the period ending December 31, 2021.* Karen Kurtin, C.P.A., Deputy Chief Financial Officer, presented highlights of the Financial and Investment Report. This report is for the period ending December 31, 2021, which marks the completion of the third month of the 2021 - 2022 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 25.0%. General and Utility Fund combined revenues as of December 31, 2021, amount to \$12,143,422; which is 32.0% of the annual budgeted amounts. As of December 31, 2021, the General and Utility Fund combined expenditures and encumbrances amount to \$8,408,503, or 22.8% of the Fiscal Year 2021-22 Combined Budget. The total market value of the Town's cash and investment portfolio on December 31, was \$52,021,111, yielding an average weighted return of 0.36% with an average maturity of 74 days. Compared to year-to-date projections, property taxes are 96.8%, sales taxes are 152.7%, building permits are 151.0%, and water sales are 102.6%. This report was provided to the Finance & Audit Advisory Committee on February 28, 2022. Ms. Kurtin also discussed the Investment Report prepared by Valley View Consultants, the Town's investment advisors, for the quarter ending December 31, 2021, which marks the first quarter of Fiscal Year 2021 - 2022. As of December 31, 2021, the book value and market value of the Town's investments was \$52,021,111, with a market value of \$52,021,111. Current quarter and fiscal year-to-date average yield for the portfolio is 0.36%. In response to a question raised by Council Member Penfold, Ms. Kurtin stated the quarterly and year-to-date investment income was approximately \$43,708. This report was also provided to the Finance & Audit Advisory Committee on February 28, 2022. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

Mayor Goodwin adjourned the Town Council meeting at 9:51 a.m.

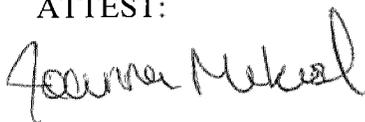
APPROVED on this 5<sup>th</sup> day of April 2022.

APPROVED:



Margo Goodwin  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary