

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 8:24 A.M. ON TUESDAY, MAY 17, 2022.

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

## UPCOMING AGENDA DISCUSSION

### **Future Agenda Discussion**

*Review, discuss, and consider approval of the purchase of water meters as part of the Annual Water Meter Replacement Program.* Lori Chapin P.E., Director of Engineering, explained the Annual Water Meter Replacement Program consists of the replacement of older existing water meters with updated water meters. The replacement is necessary to maintain meter accuracy as they degrade over time and contribute to water loss. To mitigate the degradation, the meters are currently on a 15-year replacement schedule. In response to a question raised by Mayor Goodwin, Ms. Chapin explained that Public Works staff is researching the possible transition from a 15-year to a 10-year replacement schedule. Fiscal Year 2022 includes the replacement of water meters installed in 2007. Public Works is planning to purchase a total of 330 meters from its supplier, Core and Main, who is the sole source provider for the meter used by the Town. In response to a question raised by Council Member Penfold, Ms. Chapin explained there are approximately 5,000 water meters in the Town. In response to a question raised by Council Member Novakov, Ms. Chapin confirmed that residents will be informed when their water meter is replaced. On a motion made by Council Member Penfold, seconded by Mayor Pro Tem Dowler, the Town Council voted unanimously to approve the purchase of water meters as part of the Annual Water Meter Replacement Program.

*Review and discuss a contract for the FY 2022 Street Resurfacing project.* Lori Chapin P.E., Director of Engineering, explained that as part of the Annual Street Resurfacing Program, streets are selected, reviewed, and prioritized by staff, based on specific pavement evaluation criteria and their rating in the Pavement Asset Management Plan. The Pavement Condition Index (PCI) values provide an indication of the types of problems present on the road surface and offer guidance on the type of work needed to fix the problem. A PCI value of 100 denotes a road in excellent condition, while 0 represents a completely failed road. There are nine streets in the Town with a rating between 61 and 80, and represent the streets identified for FY 2022 resurfacing. The Town has a Cooperative Purchasing Agreement with Tarrant County for street construction. Under this agreement, staff procured a proposal from Dustrol, Inc. to mill the existing asphalt surface of the selected streets. In addition, the Town has a Master Interlocal/Cooperative Purchasing Agreement with Dallas County. This agreement allowed staff to contract with TexasBit to overlay the selected streets with asphalt. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

*Review and discuss an annual contract for asphalt pavement maintenance with Pavement Doctor Corp., LLC.* Lori Chapin P.E., Director of Engineering, stated that as part of its ongoing work in extending the life of asphalt streets, staff researched various methods to preserve and extend the

life of the asphalt pavement. The sooner a treatment method is applied to the pavement, the longer it will delay a need for the more expensive resurfacing. On March 30, 2022, the Town received one bid submitted by Pavement Doctor Corp., LLC (Contractor). The bid is for \$0.23 per square foot and will be based on actual quantities. In response to a question raised by Council Member Novakov, Ms. Chapin explained that although staff only received one bid, pricing is competitive with other similar pavement sealing applications. The Contractor has a strong reputation and experience with this type of work and has previously worked in the Town of Highland Park. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

*Review and discuss a Scope of Services for updating the parking model for the Highland Park Village.* Hugh Pender, Director of Development Services, explained that this item is scheduled as an opportunity for the Town Council to review and discuss the draft Scope of Services for the update to the parking model used to assess changes to the Highland Park Shopping Village (Village). In 2014, the Town Council adopted a parking model that was funded in part by the Village. The parking model, developed by Nelson Nygaard Consulting Associates, Inc. (Nelson Nygaard) is used in conjunction with another parking model developed several years before by DeShazo Group, Inc. The models are used by the Town Council as it considers requests by the Village to make changes in land use for the Village. The Nelson Nygaard model is scheduled for an update to reflect current parking demands and land uses by the Village. Town staff engaged a third-party assessment by Freese & Nichols of Nelson Nygaard's methodology following Town Council discussion of a zoning request made by the Village, that was later withdrawn. Freese and Nichols advised the overall model was sound and built upon an accepted methodology of assessing parking demands. There are two methods of calculating parking demands for commercial mixed-use developments: (1) Un-shared parking calculates peak demand for each land use and requires that a specific number of parking spaces are provided on-site; (2) Shared parking also calculates peak demand for each land use while factoring in other variables related to those peak demands, thus resulting in a lower total number of parking spaces required on-site. The Nelson Nygaard model uses industry-standard data from the Institute of Transportation Engineers (ITE) and the Urban Land Institute (ULI) to create an Excel-based spreadsheet tool to manage overall parking demand on a mixed-use site. The Nelson Nygaard model incorporates two areas where reductions can be utilized: (1) internal capture, also referred to as "captive market," and (2) time-of-day utilization, also referred to as "staggered peaks." Mixed-use developments typically experience reductions compared to traditional parking demand assumptions because of staggering peaks and the concept of internal capture. A contract will be presented to the Town Council for consideration in June. It is anticipated the consultant's work will take approximately six months to complete. The Village has been advised the Town will not process any zoning change applications until the parking model update is complete. The draft Scope of Services was reviewed by third-party traffic planners with suggestions incorporated for Town Council review. In response to a question raised by Council Member Myers, Mr. Pender explained that the cost estimate for the shared parking model update is \$64,830 funded fully by the Town. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

*Review and discuss an ordinance amending the Fiscal Year 2021-22 Adopted Budget.* Karen Kurtin, CPA, Deputy Chief Financial Officer, explained the current budget was adopted by the Town Council on September 14, 2021. Through the course of the year, Town staff has identified amendments to the Adopted Budget for Town Council consideration. The Town's financial policies direct that excess fund balances within the General Fund be transferred to the Capital

Projects Fund. The General Fund has accumulated excess reserves over the last two years. The amount that staff is recommending be transferred to the Capital Projects Fund at this time is \$1,800,000. This amount will be incorporated into the Town's Capital Improvement Program and applied to capital projects over time. During the year, the Town received a contribution from the Highland Park Quality of Life Foundation of \$110,000 to be used toward the replacement of firearms in the Department of Public Safety. The Town Council approved the use of these funds and the purchase of the firearms. The proposed amendment adjusts the Adopted Budget to accommodate the expenditure of funds. The Forfeited Property Fund incurred expenditures related to a seizure of property totaling \$1,640. The proposed increase in appropriation is fully funded through the receipt of funds from the seizure. Steven Alexander, CPA, Chief Financial Officer and Director of Administrative Services, added while not covered in this amendment, unanticipated expenditures related to overtime in the Department of Public Safety will be addressed in a future budget amendment that will be presented towards the end of the fiscal year. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

**Reports**

*No items assigned to this category.*

Mayor Goodwin adjourned the Town Council meeting at 9:19 a.m.

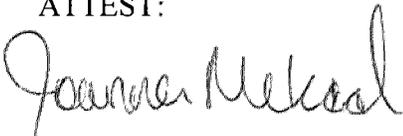
APPROVED on this 17<sup>th</sup> day of May 2022.

APPROVED:



Margo Goodwin  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary