

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, APRIL 19, 2022.

Present at the meeting were Mayor Margo Goodwin and 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 construction bids for the 30" Wastewater Interceptor and Lakeside Drive Reconstruction project. Lori Chapin P.E., Director of Engineering, explained the 30" Turtle Creek Sanitary Sewer Interceptor Line (Sewer Line) serves both the Town of Highland Park (Town) and the City of University Park (City). In 2009, the Town and the City entered an Interlocal Agreement providing for the ownership and maintenance of the Sewer Line on a 50/50 basis. This project includes the reconstruction/rehabilitation of the Sewer Line from Armstrong Avenue to Beverly Drive along with the reconstruction of Lakeside Drive. Over 100 entities obtained plans for this bid. The Town received one bid in the amount of \$4,219,220, and was submitted by Axis Contracting, Inc. The pricing of the bid is competitively consistent with bids of similar work approved by the Town Council this past year. In response to questions raised by Council Member Novakov and Penfold, Ms. Chapin explained the project was advertised on February 24, 2022. Electronic websites are used as an industry standard to simplify the bidding process and expand the potential for bidders. Although the Town only received one bid, based on past and present work performance, Axis Contracting, Inc. can maintain its ability to complete the project within budget and contract time. Axis Contracting, Inc. has a strong reputation and experience with this type of work and has previously worked on Town projects including Overhill Drive and Mockingbird Lane and currently Abbott Avenue and Sewanee Avenue. Construction is anticipated to begin in July 2022, and is estimated to be complete by spring 2023. Town staff will coordinate work during the holiday season to minimize inconveniences to residents. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

Review and discuss proposed revisions to Article 1.10 of the Town Code of Ordinances related to the Library Advisory Committee and the failure to return library property. Kortney Nelson, Town Librarian, explained the Town's ordinances set out a variety of provisions pertaining to the operation of the Library; two of which include the appointment of a Library Advisory Committee and the assessment of penalties for the failure to return items checked out by a patron. Currently, the Code of Ordinances requires the appointment of a Library Advisory Committee. The appointment is made by the Mayor, which is confirmed by the Town Council. According to Town records, this committee has not been appointed since 1980. After conferring with the Mayor, it is recommended that this requirement be modified to optional as the Mayor may, from time to time, determine it to be necessary. Changes to other ordinances are proposed to accommodate making the establishment of a committee optional. As it relates to penalties for a patron failing to return a checked-out item from the Library, currently the Code of Ordinances provides failure to return such material can result in misdemeanor charges for the borrower in addition to owing the Library the cost of the material, plus a \$10 processing fee. Library staff recommends ordinance Sec.

1.10.012 be amended to remove the misdemeanor charges. Borrowers who do not return materials would still be responsible for paying the cost of the material and the processing fee before borrowing privileges would be reinstated. In response to questions raised by Council Member Penfold, Mrs. Nelson explained that it is a very limited case when a book is not returned. Council Member Penfold suggested to keep the misdemeanor language of the Code of Ordinance. In response to a question raised by Council Member Novakov, Mrs. Nelson explained she is unaware of how many other libraries include a misdemeanor clause for an unreturned book; however, staff can research this and bring the information found to the Town Council. Mayor Goodwin asked the Town Council if they had any questions, to which there were none.

Reports

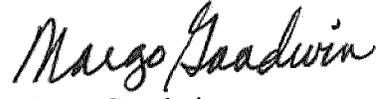
Review and discuss the Library Master Plan project. Kortney Nelson, Town Librarian, explained on September 4, 2018, the Town Council reviewed and discussed the Library Master Plan (Plan) project and the Plan document covering the initiatives for the first three years, Fiscal Years (FY) 2019-2021 of the 10-year strategic plan strategy. On April 6, 2021, in response to the COVID-19 pandemic, the Town Council extended the Plan document and projects to include FY 2022. Mrs. Nelson presented the revised Plan document, which contains an update on completed and in-progress projects for FY 2019-2022, and proposed new projects for FY 2023-2025, to continue supporting the Library's five strategic areas of focus: (1) Back to Basics: Building the Framework for a High-Performing Future; (2) Customer Service: Deliver Excellence and Welcome Surprises; (3) Service to Children, Tweens, and Teens: Connecting with the Next Generations; (4) Branding and Marketing: Amplifying the Message; and (5) A Library Without Walls: Leveraging Virtual and External Assets. Consultants from The Ivy Group, Ltd. and Town staff crafted the strategic areas of focus based on analysis of the research and community engagement feedback gathered throughout FY 2018. The five areas of focus comprise the basis for the 10-year strategy. Projects to reinforce the areas of focus in turn will continue and expand the development of the Library as the Town's "Connection to Lifelong Learning." Mayor Margo Goodwin and Town Council Member Craig Penfold commended Mrs. Nelson and the Library staff for their hard work.

Review and discuss the monthly Financial and Investment Report for the period ending February 28, 2022. Karen Kurtin, CPA, Deputy Chief Financial Officer, presented highlights of the Financial and Investment Report. This report is for the period ending February 28, 2022, which marks the completion of the fifth month of the 2021 - 2022 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 41.7%. General and Utility Fund combined revenues as of February 28, 2022, amount to \$25,224,350 which is 66.4% of the annual budgeted amounts. As of February 28, the General and Utility Fund combined expenditures and encumbrances amount to \$16,522,860 or 44.9% of the Fiscal Year 2021-22 Combined Budget. The total market value of the Town's cash and investment portfolio on February 28, was \$59,448,031, yielding an average weighted return of 0.41% with an average maturity of 72 days. Compared to year-to-date projections, property taxes are 99.7%, sales taxes are 158.1%, building permits are 124.1%, and water sales are 101.5%. This report was provided to the Finance & Audit Advisory Committee on April 8, 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 9:10 a.m.

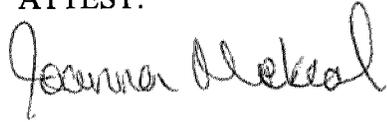
APPROVED on this 3rd day of May 2022.

APPROVED:



Margo Goodwin
Mayor

ATTEST:



Joanna Mekeal
Town Secretary