

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 8:32 A.M. ON TUESDAY, OCTOBER 18, 2022.

Present at the meeting were Mayor Will C. Beecherl, Mayor Pro Tem Craig Penfold, and Town Council Members Marc Myers, Don Snell, and Leland White. Town Council Member Lydia Novakov attended virtually.

Future Agenda Discussion

Review and consider approval of an Interlocal Agreement with the City of Quinlan to utilize goods and services from present and future contracts. Lori Chapin, Director of Engineering, explained Interlocal agreements (“ILA”) provide a mechanism for entities to utilize bid pricing, share in the purchase of goods and services, and are general reciprocal agreements beneficial to both entities through anticipated savings. An ILA allows each municipality to pay a contractor directly for work performed and eliminates the need for separately bidding on the work. In addition, utilizing bid pricing from another municipality offers the Town savings it may not otherwise enjoy. Recently, the City of Quinlan contacted Town staff stating their interest in securing an ILA to utilize the Town's contract with Preservation Seal. The Town Council recently approved a similar ILA with the City of Lucas, and the Town has ILAs with other communities including North Richland Hills, Richardson, Allen, Fort Worth, and University Park. Staff recommends approving the extension of its Preservation Seal contract to the City of Quinlan. The ILA has been approved by the Town Attorney. Mayor Beecherl asked the Town Council if they had any further questions, to which there were none. On a motion by Council Member Don Snell, and seconded by Town Council Member Marc Myers, the Town Council unanimously voted to accept the interlocal agreement.

Review and consider a contract to provide Annual Street Sweeping services for the Town. Lori Chapin, Director of Engineering, explained the Town renewed its street sweeping contract with Moore Disposal Corporation on December 11, 2017. The contract was valid through September 30, 2020, with the option to extend the contract for up to two additional years, in one-year intervals. In September 2020, Moore Disposal was acquired by Sweeping Corporation of America (“SCA”). With the acquisition, SCA took over the sweeping contract and provided those services until March 2022, at an annual contract cost of \$42,680.77. The Town was experiencing difficulties with SCA fulfilling its obligations with the sweeping contract including response times, service, and general communication. Staff met with SCA’s District Manager and Dispatch to work through these issues to continue the contract through the end of Fiscal Year 2022. Despite trying to work with SCA, they requested the contract be terminated due to rising operational costs and the inability to provide services. Town staff, in consultation with the Town Attorney, agreed it was in the best interest of the Town and granted the termination effective on February 21, 2022. Town staff solicited bids to provide street sweeping services for the remainder of the fiscal year, and initiated a contract with Mr. Sweeper on May 31, 2022, at a cost of \$18,757.89. The contract term expired on September 30, 2022. The Town advertises projects and contract services on CIVCAST, which provides an electronic bid site. The Annual Street Sweeping contract was advertised on October 4, 2022, and

two bids were received from SCA for \$45,019.14, and Mister Sweeper for \$69,457.02. In concurrence with the Town Attorney, Town staff determined the bid from SCA is non-responsive based on the review of past performance. Staff recommends awarding the contract to the second lowest bidder, Mister Sweeper, in the amount of \$69,457.02. Mister Sweeper has been performing the Town's sweeping since May 2022, and has performed well, been responsive and accommodated Town requests for additional sweeping as needed. In addition, Mister Sweeper provides sweeping services for many other communities in the area including Lewisville, Farmers Branch and Flower Mound among others. The contract is valid until September 30, 2023, with the option to extend the contract for four additional years, in one-year intervals. In response to the Council's concern of there only being two bids received, Ms. Chapin answered that there are not many companies that offer this service in the Dallas Metroplex and extending the bid period would not generate any additional bids. It was mentioned that the City of University Park does their own street sweeping; to which Bill Lindley, Town Administrator, noted that the Town evaluated doing the same and the cost of maintenance on the machines was much more than bringing in a contract service provider. Most cities outsource this service for that very reason. Mayor Beecherl asked the Town Council if they had any further questions, to which there were none. On a motion by Mayor Pro Tem Craig Penfold, and seconded by Town Council Member Leland White, the Town Council unanimously voted to approve the bid submitted by Mister Sweeper for street sweeping services.

Reports

Review and discuss the monthly Financial and Investment Reports for the period ending August 31, 2022. Karen Kurtin, Deputy Chief Financial Officer, reported on the Financial and Investment Report for the period ending August 31, 2022, which marks the completion of the eleventh month of the 2021-22 fiscal year. Therefore, the Year-to-Date percentage for budgetary comparison purposes is 91.7%. General and Utility Fund combined revenues amount to \$38,641,760 which is 101.4% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$35,639,844 or 92.1% of the Fiscal Year 2021-22 Combined Budget. The reports were provided to the Finance & Audit Advisory Committee on October 14, 2022. Mayor Beecherl asked the Town Council if they had any further questions, to which there were none.

CLOSED SESSION

- 1. In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.071 – CONSULTATION WITH ATTORNEY – the Town Council will convene into closed session for consultation with and to receive legal advice from the Town Attorney regarding structures in front yards and Ordinance No. 2080.*

Mayor Beecherl recessed the study session at 8:41 a.m., and convened a closed session at 8:42 a.m., pursuant to: (1) In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.071 – CONSULTATION WITH ATTORNEY – the Town

Council will convene into closed session for consultation with and to receive legal advice from the Town Attorney regarding structures in front yards and Ordinance No. 2080.

Mayor Beecherl ended the closed session at 8:56 a.m., and reconvened the study session in open session at 8:57 a.m. No final action, decision, or vote was taken during the closed session.

OPEN SESSION

1. 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 Beecherl adjourned the study session at 8:57 a.m.

APPROVED on this 1st day of November 2022.

APPROVED:



Will C. Beecherl

Mayor

ATTEST:



Holly Russell
Interim Town Secretary