

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 8:37 A.M. ON TUESDAY, DECEMBER 6, 2022.

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

Future Agenda Discussion

Review, discuss, and consider approval of a proposal for swimming pool improvements. Chelsey Gordon, Assistant Director of Development Services, explained that in 2007 improvements were made to the Town Swimming Pool, including the installation of a 60-mil PVC Pool Liner to the interior of the pool. The liner provides a smooth surface for pool patrons and reduces maintenance. The average lifespan of a PVC pool liner is approximately 10 to 15 years. During the 2022 swim season, the liner began showing signs of separation from the pool wall while also past its lifespan. Funds were programmed to replace the liner in the FY23 budget. A Request for Proposals ("RFP") went out for the removal and installation of PVC liners for both the main pool and the wading pool, as well as respondents to do a leak assessment and installation of in-ground LED lights. Town staff received two proposals. Neither of the proposals included a price for leak assessment or in-ground lights. These additional services will have to be revisited with a separate vendor. The RFP requires that the project be completed by March 31, 2023. It was noted by the two proposers that the proposal selection needed to be completed by January 1, 2023, to allow time to order materials and complete the work in advance of the early Spring opening of the swimming pool. The lowest proposal was \$103,675.00 by Renosys. The proposed PVC liner will be a light blue, unlike the current white coloring of the liner. In response to a question raised by Council Member Snell and Council Member Novakov, Ms. Gordon stated that the liner would seal the leaks inside the pool. In response to a question raised by Council Member White, Ms. Gordon confirmed that there are currently no lights in the pool. On a motion by Mayor Pro Tem Penfold, and seconded by Town Council Member Leland White, the Town Council unanimously voted to accept the proposal by Renosys for the swimming pool improvements.

Review and discuss proposals submitted for chemical application services for Town parks and greenspaces. Chelsey Gordon, Assistant Director of Development Services, stated that the Town of Highland Park ("Town") currently contracts with GroGreen, Inc. on chemical application services for its parks and green spaces including fertilization as well as weed, insect, and plant disease control. In FY 2017, chemical application bids were received for a three-year contract with two one-year renewal terms. The current contract with GroGreen, Inc. expires on December 31, 2022. A Request for Proposals ("RFP") went out for a three-year contract for chemical application services with three one-year renewal options. Two proposals were received. The Town's RFP requested pricing based on the current chemical application scope of services. This contract would begin in January 2023 and end on December 31, 2025, with the Town reserving the option to renew the agreement for three one-year renewal terms. Staff recommends approval of the best value proposal submitted by GroGreen, Inc. in the amount of \$38,275. In response to a question by Mayor Pro Tem Penfold, Ms. Gordon stated that she believes GroGreen, Inc. sent a best-value proposal to keep the Town's business. The Mayor asked if there were any further questions, to which there were none.

Review, discuss, and consider approval of the continuation of an interlocal agreement with the Highland Park Independent School District to provide funding for School-Based Law Enforcement officers at Armstrong Elementary School and Bradfield Elementary School. Paul Sandman, Director of Public Safety, stated that the Town of Highland Park's ("Town") Fiscal Year 2023 Operating Budget provides funding for two School-Based Law Enforcement ("SBLE") officers who are employees of and are supervised by the Highland Park Independent School District ("District"). The purpose of the interlocal agreement ("Agreement") is to provide SBLE officers at Armstrong Elementary School and Bradfield Elementary School ("Schools") during defined periods, as well as maximize a law enforcement presence on the two campuses. In response to a question raised by Council Member Novakov, Chief Sandman explained that due to recent events concerning school safety, the Director of Public Safety and the District Chief have revised the content of the Agreement to concentrate the focus on maximizing a police presence on the grounds of the Schools during regular school hours when students are present. SBLE officers will continue to have complimentary access to such Town facilities as its classroom and gun range areas. While renewable annually, the Agreement is for one year, and subject to cancelation with provisions for written notice. The Agreement was drawn from the current school crossing guard agreement between the Town, the District, and the City of University Park ("City"); the Town has budgeted \$200,000 this year. The Agreement is complimentary to other collaborative partnerships with the District and the City, such as the DARE-SRO programs. Consistent with the Town Council's direction during the program's initial development, the Agreement allows the Town to fund the salary and related benefits for the two SBLE officers. In addition, the Agreement allows the Town to provide two used patrol vehicles annually, with the District responsible for their operation, insurance, and maintenance costs. Mayor Pro Tem Penfold commended the changes made to the agreement. On a motion by Mayor Pro Tem Penfold, and seconded by Town Council Member Marc Myers, the Town Council unanimously voted to approve the Agreement.

Review, discuss, and consider approval of a Master Interlocal Agreement with Dallas County Road and Bridge to qualify for funding for improvements and/or maintenance on designated roadways. Heather Cerda, Assistant Director of Engineering, explained that the Town of Highland Park ("Town") partners with Dallas County on many street maintenance and construction projects. Dallas County is renewing its Road and Bridge Master Interlocal Agreements with local communities. The Town received notice from Dallas County regarding the renewal on October 19, 2022. The Town's agreement with Dallas County will expire on December 31, 2022. The new agreement will expire on December 30, 2027, allowing Dallas County to provide partial funding for eligible projects within the Town. On a motion by Town Council Member Leland White, and seconded by Town Council Member Marc Myers, the Town Council unanimously voted to accept the interlocal agreement.

Reports

Review and discuss the 2023 Town Council meeting schedule. Joanna Mekeal, Town Secretary, explained that this is an opportunity for the Town Council to review the meeting schedule for the year 2023. Section 2.09 of the Town Charter requires at least one monthly Council meeting. In addition, the Town Charter provides that the Town Council may schedule other meetings as desired. Currently, the Town Council plans its regular meeting dates at 8:00 a.m. on the first and third Tuesday of each month. This meeting is immediately followed by the study session for discussion, review of future agenda items, and staff reports. Based on past years, the Town Council

has not met during the week of the District's spring break holiday in March. Due to the holidays, the Town Council historically schedules only the first meeting of the month in November and December. In 2023, the 4th of July holiday is on the first Tuesday of the month; therefore, there will be only one meeting (July 18th) in July. The Mayor asked if there were any further questions, to which there were none.

CLOSED SESSION

1. In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.074, the Town Council will convene in a closed session to deliberate the appointment, employment, and duties of the Town Administrator and Department of Public Safety Chief.

Mayor Beecherl recessed the study session at 9:04 a.m. Mayor Beecherl convened a closed session at 9:04 a.m., pursuant to: (1) In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.074, the Town Council will convene into closed session to deliberate the appointment, employment, and duties of the Town Administrator and Department of Public Safety Chief.

Mayor Beecherl ended the closed session at 9:36 a.m., and reconvened the study session in open session at 9:36 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. On a motion by Town Council Member Marc Myers, and seconded by Town Council Member Don Snell, the Town Council unanimously voted to recess and continue the closed session item at 8:00 a.m. on Wednesday, December 7, 2022.

Mayor Beecherl recessed the study session meeting at 9:40 a.m. on December 6, 2022.

Mayor Beecherl reconvened the study session on December 7, 2022, at 8:00 a.m.

CLOSED SESSION

1. In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.074, the Town Council will convene in a closed session to deliberate the appointment, employment, and duties of the Town Administrator and Department of Public Safety Chief.

Mayor Beecherl recessed the study session at 8:00 a.m. Mayor Beecherl convened a closed session at 8:00 a.m., pursuant to: (1) In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.074, the Town Council will convene into closed session to deliberate the appointment, employment, and duties of the Town Administrator and Department of Public Safety Chief.

OPEN SESSION

Mayor Beecherl ended the closed session at 8:51 a.m. and reconvened in open session at 8:51 a.m. 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. On a motion by Mayor Pro Tem Penfold,

and seconded by Town Council Member Marc Myers, the Town Council unanimously voted to engage in Baker Tilly, which was consistent with the discussion in the closed session.

Mayor Beecherl adjourned the meeting at 8:55 a.m. on December 7, 2022.

APPROVED on this 3rd day of January 2023.

APPROVED:

A handwritten signature in black ink, appearing to read 'Will C. Beecherl', written over the word 'APPROVED:'.

Will C. Beecherl
Mayor

ATTEST:

A handwritten signature in black ink, appearing to read 'Joanna Mekeal'.

Joanna Mekeal
Town Secretary