

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, JANUARY 3, 2023.

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 and discuss a request to extend the construction time for a new single-family residence at 3121 Beverly Drive. Hugh Pender, Director of Development Services, explained that Mr. and Mrs. Ruschhaupt, 3121 Beverly Drive, are requesting a three-month extension of the construction time for their new residence. During the 18-month construction progress inspection, it was identified that the project would not be completed in the permit's 24-month allowance. Mr. Randall Kienast, the contractor, explained that the additional time is needed due to numerous supply chain issues and the availability of labor. Most of the exterior of the modern-style home is comprised of glass, and the glass was delayed six months. The construction permit currently has four months remaining. The Town has not received any construction-related complaints from the neighbors. In response to a question raised by Mayor Pro Tem Penfold, Mr. Kienast explained that he is ahead of the schedule he provided the Town Council prior to the meeting. Mayor Pro Tem Penfold advised staff to send letters to the neighbors of 3121 Beverly Drive explaining the construction extension. Mr. Pender confirmed staff will send letters to residences within 200-feet of 3121 Beverly Drive. In response to a question raised by Council Member Novakov, Mr. Kienast explained that parking had not been an issue with the property being a corner lot, the cross street provides additional parking opportunities; and the 3100 block of Beverly Drive is a dead-end with less traffic flow. Mayor Beecherl asked if there were any further questions, to which there were none.

Review, discuss, and consider approval of an annual contract for the purchase of materials necessary to maintain and repair the Town's water distribution and wastewater collection systems. Lori Chapin P.E., Director of Engineering, explained that this item is scheduled as an opportunity for the Town Council to consider approval of an annual contract for the purchase of materials for the Public Works Department. Each year the Town solicits sealed competitive bids from qualified vendors to purchase repair materials. The items are necessary for maintaining and repairing the Town's water distribution and wastewater collection systems with funding derived from the approved FY 2023 Operating Budget. A request for bids was published in the Daily Commercial Record on November 22 and November 29, 2022. The bid opening was held on December 14, 2022, and two bidders provided pricing. Core & Main is the lowest qualified bidder based on the top 50 items bid by both vendors. Core & Main has performed this service in the past and maintained a good relationship with the Town by providing fast and dependable service. On a motion by Council Member Lydia Novakov, and seconded by Council Member Leland White, the Town Council unanimously voted to approve an annual contract with Core & Main for the purchase of materials necessary to maintain and repair the Town's water distribution and wastewater collection systems.

Review and discuss an Interlocal Agreement with the North Central Texas Council of Governments for Nearmap imagery. Lori Chapin P.E., Director of Engineering, explained that the Town

currently partners with the North Central Texas Council of Governments ("NCTCOG") for its aerial mapping needs that relate to the GIS system. The Town historically purchased the NCTCOG aerial imagery with the following attributes: (1) Flown every 2 years; (2) takes 6-8 months after flown for delivery of the mapping; (3) needs to be processed before loading into the apps; and (4) pixelates as the map is magnified. NCTCOG now offers the ability for participating municipalities to obtain Nearmap imagery through an interlocal agreement. Nearmap imagery provides the following attributes: (1) Flown three times a year (Jan/Feb; May/June; Oct/Nov); (2) available the week it is flown; (3) pulled from the cloud and ready to use immediately; and (4) no pixelation as the map is magnified. This imagery will assist with site visits, provide enhanced mapping capabilities, detect changes over time, and assist in managing the Town's infrastructure. The ILA provides an opportunity to purchase the Nearmap imagery at a discounted price. It is recommended that the Town commit to the three-year term at a price of \$3,500 per year for a total cost of \$10,500. In response to a question raised by Mayor Pro Tem Penfold, Chief Paul Sandman, Director of Public Safety, stated that Nearmap imagery would also benefit his employees with tactics and planning. Mayor Beecherl asked if there were any further questions, to which there were none.

Review and discuss proposals submitted for mowing and other services for Town parks and green spaces. Chelsey Gordon, Assistant Director of Development Services, explained that the Town currently contracts for these turf maintenance services. In FY 2017, mowing bids were received for a three-year contract with two one-year renewal terms. The current contract with Land Care Management Services expired on December 31, 2022. A Request for Proposals ("RFP") was released for a five-year mowing services contract with three one-year renewal options. The contract length was expanded from three to five years to maintain competitive pricing for a more extended period. The RFP was published in The Daily Commercial Record on October 10, and October 17, 2022. A pre-proposal meeting was held on October 19, and five proposals were received at the bid opening on October 28, 2022. The Town's RFP requested pricing based on the current mowing scope of services. Vendors were allowed to submit a best and final offer after initial proposals were evaluated for price, reputation, services provided, and sample invoicing. In response to a question raised by Council Member Snell, the contract would be active March 1, 2023, through December 31, 2028, with three optional one-year renewals. In response to a question raised by Mayor Pro Tem Penfold, Ms. Gordon explained that SRH Landscapes was the second lowest in price proposal but ranked the highest due to references with other municipalities, and the vendor's working relationship with the Town on special projects such as the Preston Road Parkway Improvements project. Mayor Beecherl asked if there were any further questions, to which there were none.

Review and discuss the replacement of the Town's data center server system. This item was not discussed.

Reports

Review and discuss the monthly and/or quarterly Financial and Investment Reports for the period ending September 30, 2022. Karen Kurtin, C.P.A., Deputy Chief Financial Officer, presented highlights of the Financial and Investment Report. This report is for the period ending September 30, 2022, which marks the completion of the twelfth month of the 2021 - 2022 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 100.0%. General and Utility Fund combined revenues amount to \$40,797,967, which is 107.1% of the annual budgeted

amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$38,384,294 or 98.1% of the Fiscal Year 2021-22 Combined Budget. Compared to the prior year projections, property taxes are 102.0%, sales taxes are 128.0%, building permits are 97.4%, and water sales are 123.7%. Ms. Kurtin also discussed the Quarterly Investment Report prepared by Valley View Consultants, the Town's investment advisors, for the quarter ending September 30, 2022, which marks the fourth quarter of Fiscal Year 2021 - 2022. The total market value of the Town's cash and investment portfolio on September 30th was \$56,179,848, yielding an average weighted return of 2.41% with an average maturity of 132 days. In response to questions raised by the Town Council, Ms. Kurtin explained that when comparing the portfolio from June 30th, the net change was a decrease of approximately \$1.5M. This was the result of the regular operating and capital activities. Interest earnings for the quarter were \$268,928, about 57% of the entire year's interest. The total Portfolio Performance is currently 2.42%. The Town's investment holdings at the end of September shows the majority of funds in the Town's depository and money market accounts (total of \$29.9M) with placements in certificate of deposits (\$26.3M). Contrasting that to June, \$34.5M was in cash/money market accounts and \$23.2M in CDs. This report was provided to the Finance & Audit Advisory Committee and Town Council on November 11, 2022. Mayor Beecherl asked the Town Council if they had any questions, to which there were none.

CLOSED SESSION

1. In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to conduct the annual performance evaluation of the Town Secretary.
2. In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to deliberate the appointment, employment, and duties of the Town Administrator.

Mayor Beecherl recessed the study session at 8:55 a.m. Mayor Beecherl convened a closed session at 8:55 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 conduct the annual performance evaluation of the Town Secretary and (2) to deliberate the appointment, employment, and duties of the Town Administrator.

Mayor Beecherl ended the closed session at 9:31 a.m., and reconvened the study session in open session at 9:31 a.m. No final action, decision, or vote was taken during the closed session.

OPEN SESSION

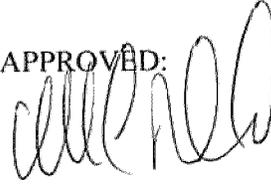
Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 1. above, shall be made. No action was taken.

Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 2. above, shall be made. No action was taken.

Mayor Beecherl adjourned the meeting at 9:32 a.m.

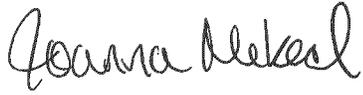
APPROVED on this 17th day of January 2023.

APPROVED:



Will C. Beecher
Mayor

ATTEST:



Joanna Mekeal
Town Secretary