

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 8:13 A.M. ON TUESDAY, FEBRUARY 21, 2023.

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

Future Agenda Discussion

Review, discuss, and consider approval of a contract with TexasBit and Dustrol, Inc. for the resurfacing of Beverly Drive from Roland Avenue to Preston Road. Lori Chapin P.E., Director of Engineering, explained that as part of a street rehabilitation project in 2011, Beverly Drive from Roland Avenue to Preston Road underwent a diverse rehabilitation utilizing multiple forms of sub-base improvements, as well as a mill and asphalt overlay. Over the past few years, the centerline along Beverly Drive has begun to separate, causing water infiltration and degradation of the adjacent pavement. In response to a question raised by Mayor Beecherl, Ms. Chapin explained that to prevent further degradation, the Public Works Department is utilizing their infrared asphalt recycler to seal the centerline along this portion of the road. The Engineering Department proposes to edge mill and place a complete asphalt overlay to permanently seal the roadway. The proposed work will extend the roadway life span by approximately ten years, postponing the reconstruction of Beverly Drive from Roland Avenue to Preston Road. The rebuilding of this section of Beverly Drive was added to the Town's Capital Improvement Plan for FY 2030-2031. With the new overlay, staff will monitor the condition of the pavement, possibly postponing the reconstruction beyond the 10-year period. The Town has a Cooperative Purchasing Agreement with Tarrant County for asphalt milling services. Under this agreement, staff procured a proposal from Dustrol, Inc. to mill the existing asphalt surface of Beverly Drive from Roland Avenue to Preston Road. In addition, the Town has a Cooperative Purchasing Agreement with Dallas County. This agreement allows staff to procure a proposal from TexasBit for asphalt material and installation. These contracts allow for reduced unit pricing. Dustrol, Inc. and TexasBit have previously performed similar work in the Town, and staff is satisfied with their experience and level of performance. In response to a question raised by Council Member Novakov, Ms. Chapin confirmed that the residents who live adjacent to the roadways would be notified of the road resurfacing. On a motion by Council Member White and seconded by Council Member Snell, Council Member White, Snell, and Novakov voted to approve a contract with TexasBit and Dustrol, Inc. to resurface Beverly Drive from Roland Avenue to Preston Road. Mayor Pro Tem Penfold abstained from the vote.

Review and discuss the replacement of the Town's uninterruptible power system. Shone Doville, Information Technology Manager, described the history of the Town's current emergency uninterruptible power system ("UPS") which was installed in 2011, to provide backup power to the Town's computer server room and 911 dispatch center. Staff extended the life of the existing equipment an additional two years with replacement batteries and proactive maintenance. The current UPS has reached the end of its useful life and needs to be replaced. The proposed replacement is sized to meet the Town's projected needs for the next ten years. Staff proposes to purchase the equipment and services from GTS Technology Solutions under cooperative contracts that were bid by the State of Texas Department of Information Resources. The State's bid is competitively priced to the benefit of the Town. In response to a question raised by Mayor Beecherl, Mr. Doville stated the backup power would last for 20 minutes while the industry

standard is 10 minutes. Mayor Beecherl asked if there were any questions, to which there were none.

Review and discuss a resolution validating the review of the Statement of Investment Policies as adopted by the Town of Highland Park and approving recommended changes. Steve Alexander, C.P.A., Director of Administrative Services and Chief Financial Officer, explained the Town's *Statement of Investment Policies* ("Investment Policies") has been prepared to comply with Chapter 2256 of the Texas Government Code, and Chapter 2257 of the Texas Government Code, as well as to reflect the Town's investment strategies. The purpose of this annual review of established policies is to discuss any proposed changes and to update the Town Council regarding any reporting requirements. The proposed changes do not materially change the Town's Investment Policies. Titles have been updated for consistency. Attachment B, *Certification of Business Organization Sample Form*, has been removed as this form is not required by the Public Funds Investment Act. Its contents are specified in Section 9. *Investment Policies Certification*. After Town Council discussion, it was decided that the only additional change will be to include page numbers in the policy. Mayor Beecherl asked if there were any questions, to which there were none.

Review, discuss, and consider the opportunity for a Town Council Member to request an item to be placed on a future Town Council meeting agenda. The Mayor asked if any Town Council Member would like to request an item be placed on a future Town Council study session agenda for discussion or consideration. Mayor Pro Tem Penfold requested the 10-year Capital Improvement Plan be reviewed. Mayor Beecherl agreed and asked if there were any further requests, to which there were none.

Reports

Review and discuss the monthly Financial and Investment Report for the period ending November 30, 2022. Karen Kurtin, C.P.A., Deputy Chief Financial Officer, explained the Financial and Investment Report is for the period ending November 30, 2022, which marks the completion of the second month of the 2022-23 fiscal year. Therefore, the Year-to-Date percentage for budgetary comparison purposes is 16.7%. General and Utility Fund combined revenues amount to \$6,468,111; which is 14.1% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$5,570,272 or 11.9% of the Fiscal Year 2022-23 Combined Budget. Ms. Kurtin reviewed the General and Utility Fund key revenue sources and expenditures as well as the November 2022 Investment Report. The total market value of the Town's cash and investment portfolio on November 30th was \$56,948,014; yielding an average weighted return of 3.10%, with an average maturity of 115 days. Mayor Beecherl asked if there were any questions, to which there were none.

CLOSED SESSION

1. 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.
2. 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 legal advice from the Town Attorney regarding

pending or contemplated litigation: USAI, LP v. Town of Highland Park (Cause No. DC-20-80213).

3. 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 8:48 a.m. Mayor Beecherl convened a closed session at 8:50 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; (2) In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.071, the Town Council will convene into closed session to receive legal advice from the Town Attorney regarding pending or contemplated litigation: USAI, LP v. Town of Highland Park (Cause No. DC-20-80213); and (3) regarding structures in front yards and Ordinance No. 2080.

Mayor Beecherl ended the closed session at 11:08 a.m., and reconvened the study session in open session at 11:08 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.

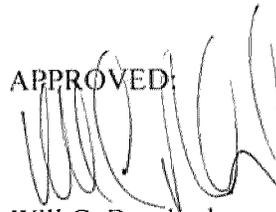
Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 2. above shall be made. No action was taken.

Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 3. above shall be made. No action was taken.

Mayor Beecherl adjourned the meeting at 11:08 a.m.

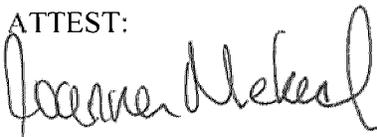
APPROVED on this 7th day of March 2023.

APPROVED:



Will C. Beecherl
Mayor

ATTEST:



Joanna Mekeal
Town Secretary