

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 8:12 A.M. ON TUESDAY, MARCH 7, 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, discuss, and consider approval of a contract with Capko Concrete Structures, LLC for the 2023 Miscellaneous Concrete Repairs annual contract. Lori Chapin P.E., Director of Engineering, explained this annual contract funds the Miscellaneous Concrete Repairs programs, allowing for scheduled repair and replacement of existing concrete throughout the Town. The bid opening was held on January 24, 2023, and four bids were received. HD Way Concrete Service, LLC submitted the lowest bid. In response to a question raised by Mayor Pro Tem Penfold, Ms. Chapin explained Town staff determined the bid from HD Way Concrete, LLC was non-responsive based on the past performance reviews provided through references. Staff recommends awarding the contract to the second lowest bidder, Capko Concrete Structures, LLC in the amount of \$1,821,000. The contract amount may vary on an annual basis, but will not exceed \$500,000 annually based on actual quantities and work performed. On a motion by Mayor Pro Tem Craig Penfold and seconded by Council Member Don Snell, the Town Council unanimously voted to approve a contract with Capko Concrete Structures, LLC for the 2023 Miscellaneous Concrete Repairs annual contract.

Review, discuss, and consider approval of a professional services agreement with Kimley-Horn and Associates, Inc. for the design and bid package preparation for the 2023 Alley Reconstruction and Utility Improvements project. Lori Chapin P.E., Director of Engineering, explained the Town continues to replace aging water and sewer infrastructure within its alleys. The Capital Improvement Plan includes funding for these improvements annually. The professional services agreement proposed by Kimley-Horn and Associates will provide design and bid package preparation services for proposed water, sewer, and alley improvements. Design services are provided for the 3100, 3200, and 3300 blocks of St. Johns Drive and Drexel Drive, and the 3500 blocks of Lindenwood Avenue and Gillon Avenue. The estimated design cost includes conceptual and final design services for \$183,600. The estimated special services cost is \$36,400 and includes survey, soil investigation, and as well as bid and construction phase services, for a total cost of \$220,000. On a motion by Mayor Pro Tem Craig Penfold and seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve a professional services agreement with Kimley-Horn and Associates, Inc. for the design and bid package preparation for the 2023 Alley Reconstruction and Utility Improvements project.

Review and discuss an interlocal agreement with the Dallas Area Rapid Transit. Steve Alexander, C.P.A., Director of Administrative Services and Chief Financial Officer, explained that on November 15, 2022, the Dallas Area Rapid Transit (“DART”) Board of Directors (“Board”) approved the allocation of \$233.9 million to DART service area cities for Public Transportation System or Complementary Transportation Services purposes. The Board also approved an interlocal agreement (“ILA”) for service area cities to consider, which would allow the funds to be used for Public Transportation Improvements. The Town’s funding allocation is approximately \$1,786,000. Under the ILA, the funds must be used for eligible projects approved by DART. These projects must support DART’s public transportation system or provide complimentary transportation services. Project proposals must be submitted before January 31, 2024. Once a

project is submitted for consideration, DART has 14 calendar days to respond. Once approved by DART, a portion of the funds will be provided with the remainder being paid to the Town on a reimbursement basis as costs are incurred. Eligible projects approved by DART must have contracts awarded by February 28, 2025. Projects must also be substantially complete by January 30, 2026, with funding requested by April 30, 2026. Town staff will identify eligible projects to submit to DART for their consideration and approval. 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, to which there were none.

Reports

Review and discuss the 2023 Swim Season Schedule and provide an update on the Pool Capital Improvements. Chelsey Gordon, Assistant Director of Development Services, discussed the Town's annual summer swim programming and updates on pool facility capital projects. The days of operation for the 2023 Pool Season will remain the same as the 2022 season. Staff will continue to offer water aerobics and family activities during the regular season as they have had positive feedback from pool patrons. In response to a question raised by Council Member Don Snell, Ms. Gordon stated that approximately 34 lifeguard and seven manager applications have been received. Swim permits are being updated this season to a physical card that will be scanned as a resident enters the pool facility. The new software allows for a more accurate accounting of daily attendance.

In the FY23 Operating Budget, the Council approved funding for several pool-related capital projects including new pool liners, replacing the sand filter, leak assessments, and a master plan study of the pool facility. Pool liners for both the main pool and the baby pool were installed in February. These liners should extend the life of the pool by 10-15 years and create a seal against any potential leaks in the shell of the pool. Staff will continue to monitor and determine whether a leak assessment is still needed. A vendor was selected to replace the sand filter. Due to manufacturing lead times, the sand filter may be installed during the postseason, reducing disruption to the regular season. A request for qualifications is planned to solicit qualifications from aquatic firms this spring/early summer to begin the master plan process. Mayor Beecherl asked if there were any questions, to which there were none.

Review and discuss the WaterSmart online customer portal, related customer usage, and promotional efforts of the Town. Karen Kurtin, C.P.A., Deputy Chief Financial Officer, explained that the Town implemented the WaterSmart program in the summer of 2018. WaterSmart specializes in water consumption analytics and water conservation, providing a comprehensive software platform offering customers the ability to: 1) track daily water usage with historical comparisons; 2) view identity-masked social comparisons to help understand how household water use compares to other similarly situated Highland Park customers; 3) receive notifications when their household's daily consumption exceeds the prior day's consumption by a volume threshold set by them; 4) receive bill forecast notifications based on increases in estimated billing by a dollar amount threshold set by them; and 5) receive leak alert notifications, assistance in identifying the cause of the leak, and self-service leak resolution workflows when their consumption has changed. Leak alerts are sent via email to all account holders, regardless of their WaterSmart registration

status. Currently, 60% of residents are registered, 24% of residents provided an email but were not registered, 10% did not provide an email, 5% provided an invalid email, and 1% unsubscribed from the notifications. Paper leak alerts are mailed to account holders who have not provided a valid email address, as long as they have not specifically opted-out of such communication. Overall, the system allows the Town and its customers to have more timely access to information related to water consumption, and provide a tool by which customers, who choose to do so, can better manage their water consumption. WaterSmart is promoted to the public in several ways: 1) a welcome letter is sent to the customer after an account is created; 2) staff verbally promotes the program when a service application is made in person or over the phone; 3) promotional materials are provided at community events; 4) the Town's website has a link to register for WaterSmart; and 5) messages on the paper and electronic utility bill, as well as Monarch Herald resident newsletter. Mayor Pro Tem Penfold suggested emphasizing that this service is free to encourage more people to register. Ms. Kurtin agreed and confirmed that the program is free and will be added to the WaterSmart program advertisement. Mayor Beecherl asked if there were any questions, to which there were none.

Review and discuss the monthly Financial and Investment Report and the Quarterly Investment Report for the period ending December 31, 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 December 31, 2022, which marks the completion of the third month of the 2022 - 2023 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 25.0%. General and Utility Fund combined revenues amount to \$12,548,676, which is 27.3% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$8,443,849 or 18.3% of the Fiscal Year 2022-2023 Combined Budget. Ms. Kurtin also discussed the Quarterly Investment Report prepared by Valley View Consultants, the Town's investment advisors, for the quarter ending December 31, 2022. The total market value of the Town's cash and investment portfolio is \$59,436,366, with an average yield of 3.56% and with an average maturity of 97 days. Interest earnings for the quarter were \$433,519, about 91% of the entire prior year's interest. The Town's investment holdings at the end of December show the majority of funds in the Town's depository and money market accounts (total of \$35.3M) with placements in the certificate of deposits (\$22.1M). Contrasting that to September, \$29.9M was in cash/money market accounts and \$26.3M in CDs. This report was provided to the Finance & Audit Advisory Committee and Town Council on February 23, 2023. 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 551.071 - Consultation with Town Attorney - the Town Council will convene into closed session to consult and receive legal advice from the Town Attorney regarding land rights (Easement Agreement).
2. In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into a closed session to conduct the annual performance evaluation of the Town Attorney.

Mayor Beecherl recessed the study session at 9:06 a.m. Mayor Beecherl convened a closed session at 9:06 a.m., pursuant to: (1) 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 land rights (Easement Agreement) and (2) 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 Attorney.

Mayor Beecherl ended the closed session at 9:43 a.m. and reconvened the study session in the open session at 9:43 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 9:43 a.m.

APPROVED on this 21st day of March 2023.

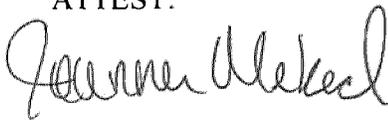
APPROVED:



Will C. Beecherl

Mayor

ATTEST:



Joanna Mekeal
Town Secretary