

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 8:06 A.M. ON TUESDAY, MARCH 21, 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 the purchase of water meters as part of the FY 2023 Annual Water Meter Replacement Program.* Lori Chapin P.E., Director of Engineering, explained that the Annual Water Meter Replacement Program consists of replacing older existing meters with new meters. The replacement is necessary to maintain meter accuracy as they degrade over time and contribute to water loss. The meters are currently on a 15-year replacement schedule to mitigate the degradation. Years ago, the Town selected Neptune meters for residential and commercial billing purposes based on reliability, pricing, and minimization of repair and inventorying of repair parts. Fiscal Year 2023 (FY 2023) will include the replacement of the 281 water meters from 2008. In response to a question raised by Council Member Myers, Ms. Chapin confirmed that the Town purchases water meters from Core and Main, and they are the sole source provider for the water meters used by the Town. The FY 2023 budget included \$89,920 for the purchase of meters and was based on available pricing. Pricing has increased over the last year, and the budget amount can cover the purchase of 252 meters for \$89,566. An additional \$10,307 is needed to purchase the remaining 29 meters, for a total of 281 at the cost of \$99,873. On a motion by Council Member Leland White and seconded by Mayor Pro Tem Craig Penfold, the Town Council unanimously voted to approve the purchase of water meters as part of the FY 2023 Annual Water Meter Replacement Program.

*Review, discuss, and consider approval of a contract for the purchase and installation of traffic signal equipment upgrades at the Mockingbird Lane/Armstrong Parkway, and Mockingbird Lane/Abbott Avenue intersections.* Lori Chapin P.E., Director of Engineering, explained that in 2019, the Engineering Department engaged a traffic engineer consultant to review the Town's 13 traffic signals and provide recommendations on signal upgrades to replace outdated equipment and improve the traffic flow as well as pedestrian accessibility at each of the signals. The study results were prioritized over several fiscal years. While the upgraded signal equipment was ordered in May 2022, some materials have not been received due to supply chain issues and are impacting the completion of FY 2021-2022 signal upgrades. Town staff has been working with Consolidated Traffic Controls ("CTC") to procure and install the traffic signal equipment upgrades. Existing video detection will also be upgraded to thermal detection cameras at both intersections. Thermal vehicle detection cameras operate better in all weather and light conditions. Spare equipment is included in the purchase in the event of traffic signal equipment failure. The total cost of the contract with Consolidated Traffic Controls is \$203,130.40. The signal upgrades are anticipated to be installed and functional by spring 2024. On a motion by Mayor Pro Tem Craig Penfold and seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve a contract to purchase and install traffic signal equipment upgrades at the Mockingbird Lane and Armstrong Parkway intersection, and the Mockingbird Lane and Abbott Avenue intersection.

*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 Craig Penfold stated there were three critical dates for proposal submission to keep in mind in the Dallas Area Rapid Transit (“DART”) contract. Mayor Pro Tem Craig Penfold requested a staff organizational chart be provided to the Town Council Members.

Council Member Marc Myers suggested providing food during Town Council Meetings.

### **Reports**

*Review and discuss the current and ongoing work performed by Nelson Nygaard Consultants related to the Highland Park Village shared parking model.* Hugh Pender, Director of Development Services, introduced Jackson Archer, AICP, Nelson Nygaard Consultants, and Mr. Archer reviewed the shared parking model update, which included: (1) public engagement summary; (2) data collection summary; (3) data model integration; and (4) next steps. After a public outreach meeting, resident feedback directed Nelson Nygaard’s data collection methodology, which identified specific streets and times of the week to observe the impacts of Highland Park Shopping Village (“HPSV”) and influenced the questions asked to visitors and employees to form an understanding of trip patterns and demand ratios. Nelson Nygaard staff collected data from over 250 people regarding how long it took to find parking; the average across all times was six minutes, and the average Saturday afternoon was 11 minutes and 20 seconds. In response to a question from Council Member Myers, Mr. Archer explained that the survey was compiled over four days and gaged anyone willing to speak to the surveyor. 68% of weekday visitors parked once and visited multiple locations. By contrast, only 36% of weekend visitors parked once and visited multiple locations. Mr. Archer also collected data from the streets around HPSV and compared resident versus non-resident cars parked. Livingston Avenue had fewer non-resident vehicles parked compared to the other adjacent streets, which could be directly influenced by the Resident Only Parking signs. In response to a question from Mayor Beecherl, Mr. Archer confirmed that the surveyed people were asked how long they intended to visit the HPSV. Mr. Archer explained the next steps: 1) receive and incorporate the final data cache from HPSV; 2) finalize model inputs and test model; 3) draft memorandum on data collection and model integration; 4) present draft model to Town Council and community residents; 5) refine the model from the Town Council and community feedback; and 6) publish the final model. In response to questions from Council Members Novakov and Snell, Mr. Archer stated that the number of HPSV employees and employee parking patterns will be evaluated in the first step. Mayor Beecherl asked the Town Council if they had any questions, to which there were none.

*Review and discuss the monthly Financial and Investment Report for the period ending January 31, 2023.* Karen Kurtin, C.P.A., Deputy Chief Financial Officer, presented highlights of the Financial and Investment Report. This report is for the period ending January 31, 2023, which marks the completion of the fourth month of the 2022 - 2023 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 33.3%. General and Utility Fund combined revenues amount to \$21,737,715, which is 47.3% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$12,272,347 or 26.5% of the Fiscal Year 2022-2023 Combined Budget. The total market value of the Town's cash and investment portfolio on January 31, 2023, was \$65,019,249, yielding an average weighted return of 3.80%, with an average maturity of 97 days. Mayor Beecherl asked the Town Council if they had any 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 legal advice from the Town Attorney regarding pending or contemplated litigation: USAI, LP v. Town of Highland Park (Cause No. DC-20-80213).
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 8:46 a.m. Mayor Beecherl convened a closed session at 8:51 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 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); 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 deliberate the appointment, employment, and duties of the Town Administrator.

Mayor Beecherl ended the closed session at 10:10 a.m. and reconvened the study session in the open session at 10:10 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.

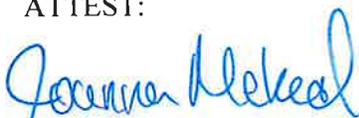
Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 2. above shall be made. No action was taken.

Mayor Beecherl adjourned the meeting at 10:11 a.m.

APPROVED on this 4<sup>th</sup> day of April 2023.

APPROVED/  
  
Will C. Beecherl  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary