

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 8:14 A.M. ON TUESDAY, APRIL 18, 2023.

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

**Future Agenda Discussion**

*Review and discuss a request to extend the construction time period for an addition and remodel to a single-family residence at 3806 Beverly Drive.* Hugh Pender, Director of Development Services, explained that the owners of 3806 Beverly Drive obtained a residential building permit in September 2021. The project is a Major Construction Project, as defined by the Town's Code of Ordinances, which requires the project to be completed within two years. At the 18-month construction progress inspection in March 2023, Randall Underwood, General Contractor for Underwood Custom Homes, communicated that he needed an additional 19 months beyond the building permit's allotted two-year timeframe. In response to questions raised by Mayor Pro Tem Penfold, Mr. Underwood and Porter Fuqua, Architect for Fuqua Architects, explained that additional time is required due to the complexities of constructing a basement, the scope of the project, including both remodeling and new construction, and contingencies surrounding the delivery of overseas materials. Mr. Underwood estimates that the construction of the residence will be complete by April 8, 2025. In response to questions raised by Mayor Pro Tem Penfold, Mr. Pender explained that there are two schedules; one for the new house and the second for the existing house. The entire project is approximately 50% completed. Mr. Underwood added that keeping the house's character is very labor-intensive, and his staff is working on Saturdays to complete this project as soon as possible. In response to a question raised by Mayor Beecherl and Council Member White, Mr. Underwood explained that the basement would be completed between July and August and that the significant contributing factor to the delay was the amount of digging required for the basement. In response to a question raised by Council Member Snell, Mr. Pender stated that he recently received two letters from neighbors supporting the full extension. Staff recommends that the Town Council authorize the extension of an existing building permit for nine additional months. The extension will be in addition to the administrative 90-day extension granted by staff for a total of 12 additional months of construction time. Council Member Novakov added that it is difficult to see the roadway down the street with builders' vehicles parked on both sides of the street and requested that the contractors be mindful when parking.

*Review, discuss, and consider approval regarding pool equipment replacement and repair.* Chelsey Gordon, Assistant Director of Development Services, explained that in February 2018, a pool heater was purchased to allow for extended seasonal use of the facility, specifically benefitting lap swimming. The heater recently experienced mechanical malfunctions that must be addressed to allow the pool to open for its extended season. After investigating the malfunction, it was determined that the heat exchanger had developed internal leaks. Staff explored options with multiple vendors. They indicated that either (a) the heat exchanger could be replaced (approximately \$35,000) with a significant lead time or (b) the entire unit could be replaced (approximately \$65,000) with a potentially shorter lead time. In response to questions raised by Council Member Myers and Mayor Beecherl, Ms. Gordon explained that the warranty for the current heater expired. Repairing the unit will fix the problem, but that is not guaranteed. On a motion made by Mayor Pro Tem Penfold, seconded by Council Member Lydia Novakov, the Town

Council unanimously voted to approve replacing the pool equipment. Mayor Pro Tem Penfold added that staff purchases the most extended possible warranty, and Ms. Gordon confirmed.

*Review, discuss, and consider renewal of an annual agreement with the Moody Family YMCA for the utilization of the playfield at Fairfax Park.* Chelsey Gordon, Assistant Director of Development Services, explained that in 2017, an annual agreement was formalized between the Town and the Moody Family YMCA (“YMCA”), establishing the use of the playfield at Fairfax Park for youth sports. Organized use of the playfield is by reservation only; however, organized use does not prohibit families from using the playfield when not scheduled for use by the YMCA. Currently, the Town only contracts with the YMCA and agrees to pay the Town \$7,500 annually for the use of the field at Fairfax Park. In response to a question raised by Mayor Beecherl, Ms. Gordon stated that University Park charges approximately \$15 per game. Mayor Beecherl noted that he would like the Town to charge one dollar annually. On a motion made by Mayor Pro Tem Penfold, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve the renewal of an annual agreement with the Moody Family YMCA for the utilization of the playfield at Fairfax Park and to amend the charge to one dollar.

*Review, discuss, and consider amending the Code of Ordinances, Chapter 12, Traffic and Vehicles, Article 12.03 - Traffic Control Devices, to remove operational and redundancy references.* Lori Chapin P.E., Director of Engineering, explained that all traffic signals in Town are placed on flash, either yellow or red, during the overnight hours. It was determined that previously adopted ordinances, Sections 12.03.005 - Time and Location of Flashing Red Signals and 12.03.006 - Time and Location of Flashing Yellow Signals, set operational times and locations for flashing red and yellow signals. In addition, the locations of the signals are set by Section 12.03.003 - Location of Traffic Control Signals, thereby making Sections 12.03.005 and 12.03.006 redundant. This amendment will remove redundancies, as well as operational references from the ordinance to allow for flexibility and safety. On a motion by Council Member Don Snell and seconded by Council Member Marc Myers, the Town Council unanimously voted to approve amending the Code of Ordinances, Chapter 12, Traffic and Vehicles, Article 12.03 - Traffic Control Devices, to remove operational and redundancy references.

*Review, discuss, and consider approval of an Interlocal Agreement with the City of Corinth to utilize goods and services from present and future contracts.* No discussion was made. On a motion by Council Member Don Snell and seconded by Council Member Leland White, the Town Council unanimously voted to approve an Interlocal Agreement with the City of Corinth to utilize goods and services from present and future contracts.

*Review, discuss, and consider approval of an ordinance amending the Code of Ordinances, Article 12.06.004 - Speed Limits in School Zones, to adjust the school zone in and around Bradfield Elementary School.* Lori Chapin P.E., Director of Engineering, stated that staff worked with a traffic consultant to review the current signage and school zone designations in and around Bradfield Elementary School. This request was based on inquiries from parents and the addition of permit parking only in the 4200 and 4300 blocks of Livingston Avenue. Upon review, the consultant identified that parking for the elementary school extends south beyond Livingston Avenue primarily due to the permit parking only. In addition, it was determined that the school zones along Mockingbird Lane needed to be adjusted based on the school’s location. The following school zone adjustments are recommended: (1) Armstrong Parkway from Fairfax Avenue to the North Town Limit line; (2) Douglas Avenue from Fairfax Avenue to Potomac Avenue; and (3) Mockingbird Lane from Lomo Alto Drive to 195 feet east of Douglas Avenue. On a motion by

Mayor Pro Tem Penfold and seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve an ordinance amending the Code of Ordinances, Article 12.06.004 - Speed Limits in School Zones, to adjust the school zone in and around Bradfield Elementary School.

*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 had two suggestions: (1) Consider having the sanitary sewer lines rehabilitated concurrent with the Dallas Country Club golf course construction. (2) Evaluate the Masterplan organization's intentions, as they recently sent invitations to residents who live near Highland Park Village to a meeting.

Council Member Snell suggested that the Town Council may want to reconsider the two-year limit on the construction timeline.

### **Reports**

*Review and discuss the activities of the Department of Public Safety for the fiscal year 2021-2022.* Paul Sandman, Director of the Department of Public Safety, presented a summary of the Department of Public Safety ("DSP") work this past year to the Town Council. The annual report included staffing challenges, crime trends, traffic enforcement, training, response time, and department projects. Chief Sandman also highlighted the DPS's accomplishments and awards over the past four years. 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).

Mayor Beecherl recessed the study session at 9:26 a.m. Mayor Beecherl convened a closed session at 9:30 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).

Mayor Beecherl ended the closed session at 9:56 a.m. and reconvened the study session in the open session at 9:56 a.m. No final action, decision, or vote was taken during the closed session.

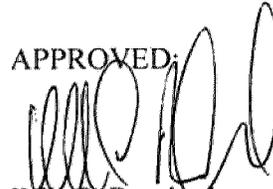
### **OPEN SESSION**

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.

Mayor Beecherl adjourned the meeting at 9:57 a.m.

APPROVED on this 2<sup>nd</sup> day of May 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