

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:09 A.M. ON TUESDAY, MAY 2, 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 period for a new single-family residence at 4300 Lorraine Avenue. Hugh Pender, Director of Development Services, explained that the owners of 4300 Lorraine Avenue are requesting an extension of an existing building permit in addition to the administrative 90-day extension granted by staff for a total of eight additional months of construction time. At the 18-month construction progress inspection, it was identified that the project would not be completed in the permit's 24-month allowance. Matt Cain, the general contractor, stated that the extension is necessary due to numerous project revisions, garage variance changes, workforce shortages, and supply chain and material sourcing issues. In response to a question raised by Council Member Myers, Mr. Cain stated that the cabinet supplier failed to produce the cabinets after a deposit was paid, requiring them to source a new supplier, and the basement required more time. In response to a question raised by Council Member White, Mr. Cain explained that building a new house with a basement in a two-year timeframe is very difficult. Kenneth Aboussie, the property owner, stated that the neighbors supported the project and the basement was an important component of the home. Council Member Snell noted it was thoughtful of Mr. Aboussie to preserve and relocate a large tree on the property. Mayor Beecherl asked if there were any questions, to which there were none.

Review, discuss, and consider approval of a landscaping contract with SRH Landscapes LLC for the Teddy Bear Garden at Lakeside Park. Lori Chapin P.E., Director of Engineering, explained that the overall Teddy Bear Garden improvement project consists of the pathway to the Teddy Bears and landscaping improvements in and around the area. The landscaping improvements comprise of hardscape and softscape improvements, including a new bluestone bench pad, irrigation improvements, bed preparation, plants, and planting material. In response to a question raised by Council Member Novakov, Ms. Chapin confirmed that the plan had been provided to the adjacent residents. Five bids were received for the landscape improvements project. SRH Landscapes LLC submitted the lowest bid in the amount of \$98,675.33. SRH Landscapes LLC currently provides turf maintenance services to the Town and is considered a qualified contractor for this project. In response to a question raised by Council Member White, Ms. Chapin explained that, weather permitting, the pedestrian pathway is scheduled to be completed by the end of May, and the landscaping improvements are scheduled to be completed by the end of June. On a motion made by Mayor Pro Tem Penfold, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve the landscaping improvements contract with SRH Landscapes LLC for the Teddy Bear Garden at Lakeside Park.

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 Beecherl suggested a review of building permits that extends beyond the allotted 24-month construction period.

Mayor Pro Tem Penfold recommended having a closed session on property acquisitions for potential parks.

Council Member Novakov requested that Town parks have official names.

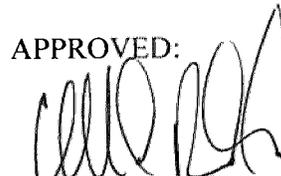
Reports

Review and discuss the monthly Financial and Investment Report and the Quarterly Investment Report for the period ending March 31, 2023. Steven Alexander, C.P.A, Chief Financial Officer and Director of Administrative Services, presented highlights of the Financial and Investment Report. This report is for the period ending March 31, 2023, which marks the completion of the sixth month of the 2022 - 2023 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 50.0%. General and Utility Fund combined revenues amount to \$33,715,078, which is 73.3% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$ 22,587,086 or 48.8% of the Fiscal Year 2022-2023 Combined Budget. Mr. Alexander also discussed the Quarterly Investment Report for the quarter ending March 31, 2023. The total market value of the Town's cash and investment portfolio is \$65,592,850, with an average yield of 4.45% and with an average maturity of 111 days. The current quarter and fiscal year-to-date average yield for the portfolio are 4.48% and 4.02%, respectively. Quarterly and year-to-date investment income were approximately \$660,928 and \$1,094,447, respectively. This report was provided to the Finance & Audit Advisory Committee and Town Council on April 28, 2023.

Mayor Beecherl adjourned the meeting at 8:41 a.m.

APPROVED on this 16th day of May 2023.

APPROVED:



Will C. Beecherl
Mayor

ATTEST:



Joanna Mekeal
Town Secretary