

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 8:08 A.M. ON TUESDAY, AUGUST 1, 2023.

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

Future Agenda Discussion

Review, discuss, and consider referring to the Zoning Commission a request to combine the properties located at 4212 and 4216 Edmondson Avenue into a combined building site. Hugh Pender, Director of Development Services, explained that the property owner of 4212 and 4216 Edmondson Avenue is requesting to combine the separate lots into one combined building site to incorporate the vacant lot at 4216 Edmondson Avenue into the lot located at 4212 Edmondson Avenue and construct guest quarters and an underground parking structure. Town staff reviewed all zoning standards and confirmed that the property conforms to the setback and lot coverage regulations for improvements on a combined building site. The Zoning Commission will conduct a public hearing to receive citizen comments, deliberate the request, and make a recommendation to the Town Council. The Town Council will conduct a public hearing to receive the Zoning Commission's recommendation and consider the platting request before making a final decision. In response to a question raised by Mayor Pro Tem Penfold, the property owner confirmed that they understand that the combination of lots is a permanent zoning change; once the lots are combined, they cannot be subdivided in the future. On a motion by Mayor Pro Tem Craig Penfold, seconded by Council Member Marc Myers, the Town Council voted unanimously to refer the request to combine the properties located at 4212 and 4216 Edmondson Avenue into one combined building site to the Zoning Commission.

Review, discuss, and consider approval of the Dallas County Project Specific Agreement for partial funding for the Mockingbird Lane West Reconstruction project. Lori Chapin, P.E., Director of Engineering, explained that this is an opportunity for the Town Council to consider approval of a Project Specific Agreement ("PSA") with Dallas County ("County") for its cost participation with the reconstruction of Mockingbird Lane from Westside Drive to Eastern Avenue. Funding eligibility by the County for financially assisting in the reconstruction of certain Town streets is based on the Master Agreement ("Agreement") for the Major Capital Improvement Program between the Town and County. The total cost of the project is estimated at \$1,864,891. The project includes a full reconstruction of the roadway, including concrete replacement and asphalt overlay. Approximately \$1,788,727 of the total cost falls within County project eligibility. In response to a question raised by Mayor Pro Tem Penfold, Ms. Chapin explained that the PSA provides up to 50% cost-sharing of eligible expenses, with the County funding up to \$1,000,000 towards the reconstruction costs. On a motion by Mayor Pro Tem Craig Penfold, seconded by Council Member Leland White, the Town Council voted unanimously to approve the Dallas County Project Specific Agreement for partial funding for the Mockingbird Lane West Reconstruction project.

Review, discuss, and consider approval of a resolution expressing gratitude to the Rotary Club of Park Cities. Joanna Mekeal, Town Secretary, explained that the Town of Highland Park and the City of University Park have jointly celebrated the Independence Day holiday with a parade for decades. The Rotary Club of Park Cities ("Rotary Club") has organized the parade for the past 20

years. The joint operation of the parade has been very successful with large crowds of participants. The proposed resolution expresses gratitude to the Rotary Club members who have spent hours planning and making the parade such a success. Mrs. Mekeal also recognized the Highland Park staff that also contributed to making the parade safe and successful. Mayor Pro Tem Penfold added that the Mayor will present the resolution at a Rotary Club scheduled meeting. On a motion by Council Member Marc Myers, seconded by Council Member Leland White, the Town Council voted unanimously to approve a resolution expressing gratitude to the Rotary Club of Park Cities.

RESOLUTION NO. 003-23

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, EXPRESSING THANKS AND GRATITUDE TO THE ROTARY CLUB OF PARK CITIES.

Review, discuss, and consider approval of a professional services agreement with Kimley-Horn and Associates, Inc. to provide engineering services and an Interlocal Agreement with the City of Dallas for the Transportation Improvement project. Matthew Boyle, Town Attorney, explained there are two parts to this item: the design services project with Kimley-Horn Associates, Inc. ("KHA") and the Interlocal agreement. Town staff initiated a contract with Kimley-Horn Associates, Inc. ("KHA") for initial design services and the Transportation Improvement project coordination. This agreement will amend the initial contract to include the full design of the project and provide design services. The agreement also includes Special Services for U.S. Army Corps of Engineers coordination and permitting, FEMA permitting, and bid phase services. The total estimated cost for the engineering services contract is \$1,246,000. This agreement does not include design services related to improvements to the dam or construction administration services estimated at an additional \$600,000. In response to a question raised by Council Member Myers, Ms. Chapin explained it is anticipated that the design will take approximately 18 months, pending federal permitting through FEMA and TCEQ for the floodplain delineation and dam specifics and the U.S Army Corps of Engineers for the environmental impacts. The Transportation Improvement project includes culvert improvements for Turtle Creek Tributary 1, located just east of the project and within the City of Dallas ("City"). The Interlocal Agreement allows for the City to participate in the project with a contribution of \$400,000. This amount will be applied to the overall construction cost specific to the tributary improvements. On a motion by Mayor Pro Tem Penfold, seconded by Council Member Lydia Novakov, the Town Council voted unanimously to approve a professional services agreement with Kimley-Horn and Associates, Inc. to provide engineering services and an Interlocal Agreement with the City of Dallas for the Transportation Improvement project.

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. No requests were made.

Reports

Review and discuss the monthly Financial and Investment Report for the period ending May 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 May 31, 2023, which marks the

completion of the eighth month of the 2022 - 2023 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 66.7%. General and Utility Fund combined revenues amount to \$37,664,785, which is 81.9% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$26,820,942, or 58.0% of the Fiscal Year 2022-2023 Combined Budget. The total market value of the Town's cash and investment portfolio on May 31, 2023, was \$65,795,344, yielding an average weighted return of 4.94%, with an average maturity of 115 days. Mayor Beecherl asked the Town Council if they had any questions, to which there were none.

Review and discuss the proposed Combined Operating and Capital Budget for Fiscal Year 2023-24. Steven Alexander, C.P.A, Director of Administrative Services and Chief Financial Officer, explained that each year the staff develops a proposed budget to submit to the Town Council for the next fiscal year. The budget ultimately adopted by the Town Council is the result of a process that receives input from the Town's citizens, departments, management, and the Town Council. Mr. Alexander presented an in-depth report that reviewed the FY 2023-24 proposed budget highlights, which included: expenditures by type and fund, property taxes, the impact of proposed adjustments to utility bills, changes in compensation, and the Capital Improvement Plan and financial model. The Town Council asked clarifying questions throughout the presentation, to which Mr. Alexander was able to provide detailed information. Mr. Alexander encouraged the Town Council Members to contact him for any questions or suggestions they may have.

CLOSED SESSION

1. In accordance with the Texas Government Code, 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 9:25 a.m. Mayor Beecherl convened a closed session at 9:30 a.m., pursuant to: (1) In accordance with the Texas Government Code, 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 9:38 a.m. and reconvened the study session in the open session at 9:38 a.m. No final action, decision, or vote was taken during the closed session.

OPEN SESSION

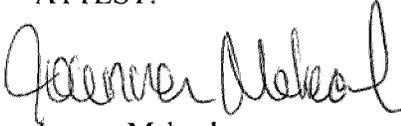
Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 1. above shall be made, if any. No action was taken.

Mayor Beecherl adjourned the meeting at 9:39 a.m.

APPROVED on this 15th day of August 2023.

APPROVED:

Will C. Beecher
Mayor

ATTEST:

Joanna Mekeal
Town Secretary