

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, OCTOBER 17, 2023.

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

Future Agenda Discussion

Review and discuss an additional 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 property owners of 4300 Lorraine Avenue are requesting an additional three-month extension of an existing building permit in addition to the administrative 90-day extension granted by staff and the five-month extension granted by the Town Council on May 16, 2023. During a construction progress inspection, it was identified that the project would not be completed within the permit's five-month extension. Matt Cain, General Contractor, stated that the extension is necessary due to the superintendent manager resigning from the project, as well as numerous project revisions, garage variance changes, workforce shortages, and material sourcing issues. Council Members Novakov, Snell, and White referenced emails that they received from residents neighboring 4300 Lorraine Avenue expressing concerns regarding parked vehicles blocking driveways and visibility issues while driving on this block. The Town Council advised the property owner and their representative, Mr. Cain, to take these concerns seriously and speak to the neighbors about a solution. Mr. Cain confirmed that he would speak with the neighbors and explained that they are making efforts to relieve parking concerns. Mr. Cain added that the new superintendent had accomplished more in the last 60 days than expected, and he feels confident construction will be completed on time with the additional three-month extension. Mayor Beecherl asked if there were any questions, to which there were none.

Review and discuss a petition from residents requesting "Resident-Only Parking" for the 4200 block of Potomac Avenue. Wayne Kilmer, Assistant Director of Public Safety, explained that the residents in the 4200 block of Potomac Avenue, requested the Town Council modify parking restrictions in their block. The residents have become concerned as the parking challenges regarding Highland Park Shopping Village traffic continue to worsen. Residents submitted a petition with 81% of neighbors in support of prohibiting public parking on their block. The other 19% did not respond. Pending Town Council discussion, the amended ordinance will be prepared, and a public hearing is scheduled for the Town Council meeting on November 7, 2023. In response to a question raised by Council Member Myers, Assistant Chief Kilmer stated that when a non-permitted vehicle parks on this block, it will receive a parking ticket and a corresponding fine. In response to a question raised by Council Member White, Assistant Chief Kilmer confirmed that the Resident-Only Parking restriction on Livingston Avenue has proven effective. Tom Case, 4231 Potomac Avenue, explained that he helped organize this petition and thanked the Town Council for their consideration. Mayor Beecherl asked if there were any questions, to which there were none.

Review, discuss, and consider approval of a construction contract with Cole Construction, Inc. for the Lakeside Park Hardscape Improvements and SRH Landscapes, LLC for the Lakeside Park Landscape Improvements. Chelsey Gordon, Assistant Director of Development Services, explained the various aspects of the project, including landscape restoration in areas where tree

canopy coverage, pedestrian traffic, and wildlife have compromised existing sod and ground-cover, improving grading and drainage, enhancing landscape lighting, replacing sidewalk panels in poor condition, upgrading existing bench pads, and construct a new ADA accessibility ramp east of the Exall Pedestrian Bridge. Three bids were received for the hardscape portion of the project. Cole Construction, Inc. submitted the low bid in the amount of \$818,807.32. Four bids were received for the landscape portion of the project. SRH Landscapes, LLC submitted the low bid in the amount of \$816,992.40. SRH Landscapes, LLC and Cole Construction, Inc. performed similar work at the Teddy Bear Garden. Construction is anticipated to begin in late October 2023, and be completed in late spring 2024. In response to a request by Mayor Beecherl, Ms. Gordon presented photos representing the locations identified for landscape restoration with Vinca Major and Asian Jasmine ground-cover. She also confirmed that no shrubbery was planned for these locations. In response to questions raised by Mayor Pro Tem Penfold and Council Member Novakov, Lori Chapin, P.E., Director of Engineering, explained that drainage and grading would be addressed to mitigate flooding during heavy rains. Ms. Gordon explained that the best time to plant ground-cover is in the spring. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Don Snell, the Town Council unanimously voted to approve a construction contract with Cole Construction, Inc. for the Lakeside Park Hardscape Improvements and SRH Landscapes, LLC for the Lakeside Park Landscape Improvements.

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 comment was made.

Reports

Review and discuss the monthly Financial and Investment Report for the period ending August 31, 2023. Karen Kurtin, C.P.A., Director of Finance, presented highlights of the Financial and Investment Report. This report is for the period ending August 31, 2023, which marks the completion of the eleventh month of the 2022 - 2023 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 91.7%. General and Utility Fund combined revenues amount to \$45,393,124, 98.7% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$37,778,136 or 81.7% of the Fiscal Year 2022-2023 Combined Budget. The total market value of the Town's cash and investment portfolio on August 31 was \$61,034,862, with an average yield of 5.17% and an average maturity of 100 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, Section 551.072 – REAL ESTATE – the Town Council will convene in closed session to deliberate the purchase, exchange, lease, or value of real property, to wit: (i) water and wastewater system improvements and expansion.

Mayor Beecherl recessed the study session at 8:43 a.m. Mayor Beecherl convened a closed session at 8:43 a.m., pursuant to: (1) In accordance with the Texas Government Code, Section 551.072 – REAL ESTATE – the Town Council will convene in closed session to deliberate the purchase,

exchange, lease, or value of real property, to wit: (i) water and wastewater system improvements and expansion.

Mayor Beecherl ended the closed session at 9:02 a.m., and reconvened the study session in the open session at 9:02 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 motion was made.

Mayor Beecherl adjourned the meeting at 9:03 a.m.

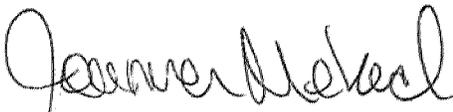
APPROVED on this 7th day of November 2023.

APPROVED:



Will C. Beecherl
Mayor

ATTEST:



Joanna Mekeal
Town Secretary