

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 8:15 A.M. ON TUESDAY, NOVEMBER 7, 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, discuss, and consider approval of the purchase of two replacement vehicles for the Public Works Department.* Lori Chapin, PE, Director of Engineering, explained that the Public Works Department plans to purchase two replacement vehicles in the amount of \$129,290 from Caldwell Chevrolet, which are scheduled for replacement in Fiscal Year 2023-2024 in appropriations within the Equipment Replacement Fund. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve the purchase of two replacement vehicles for the Public Works Department.

*Review, discuss, and consider approval of the purchase of water meters as part of the FY 2024 Annual Water Meter Replacement Program.* Lori Chapin, PE, Director of Engineering, explained that the Annual Water Meter Replacement Program consisted of replacing older existing water meters with new water meters on a 15-year replacement schedule. The replacement schedule is recommended as water meters degrade over time, causing a reduction in meter accuracy and contributing to water loss. Public Works is working with Core & Main, the sole source provider of Neptune water meters, to purchase 224 meters in the amount of \$82,322. The FY 2024 approved budget included \$89,600 for the purchase of replacement water meters. In response to a question raised by Mayor Pro Tem Penfold, Ms. Chapin explained that the water meter lifespan is 20 years; however, at around 10 years, the water meter begins to lose accuracy and contribute to water loss due to minerals and sand naturally occurring in the water. Mayor Beecherl suggested that as long as there is no extra cost, testing some of the removed meters to evaluate their accuracy and confirm if a 15-years replacement schedule is necessary. Ms. Chapin confirmed testing options would be researched. On a motion made by Council Member Don Snell, seconded by Council Member Leland White, the Town Council unanimously voted to approve the purchase of water meters as part of the FY 2024 Annual Water Meter Replacement Program.

*Review, discuss, and consider approval of the annual reimbursement to the Highland Park Independent School District for crossing guard services related to the interlocal agreement between the Town of Highland Park, the City of University Park, and HPISD.* Chuck McGinnis, Director of the Department of Public Safety, explained that in 2016, the Town of Highland Park, the City of University Park, and the Highland Park Independent School District ("HPISD") entered into an interlocal cooperation agreement for joint provision of school crossing guard services. The agreement states that HPISD will be responsible for providing crossing guards at the 13 designated locations in the Town. The agreement also states that HPISD may contract with an independent contractor to provide this service. The Town will also pay the district, in advance at the beginning of the school year, 100% of the expenses incurred in the prior school year. In response to a question raised by Council Member Myers, Chief McGinnis explained that Chief Mark Rowden, HPISD Chief of Police, communicates with him on the bidding results for crossing guards. In response to a question raised by Council Member Lydia Novakov, Chief McGinnis explained that in the event of a missing crossing guard at one of the designated town intersections, the company provides a

substitute. If there are no substitutes available, then a Public Safety Officer will act as a substitute crossing guard. Chief McGinnis clarified that while this item on the agenda requests approval, it does not require approval and is provided as information only. Mayor Beecherl asked if there were any further questions, to which there were none.

*Review and discuss a resolution casting the Town's vote for the Board of Directors of the Dallas Central Appraisal District.* Joanna Mekeal, Town Secretary, explained that the Dallas Central Appraisal District ("DCAD") is governed by a five-member Board of Directors ("Board"). The City of Dallas, the Dallas Independent School District, and the Dallas County Commissioners Court each appoint one member to the Board. Each of the remaining incorporated cities and towns in Dallas County has the right to nominate and vote for the fourth member of the Board of Directors. The nominees are named on the resolution ballot to represent the suburban cities and towns other than the City of Dallas. Biographic information provided by the DCAD for the candidates was sent to the Town Council for review. Michael Hurtt has served on the Board since 2008. In the Town Council Study Session on January 18, 2022, the Town Council discussed casting a vote in a run-off election between Michael Hurtt and Brett Franks. The Town Council unanimously approved a resolution casting Brett Franks as the Town Council's vote in a run-off election for DCAD. Mayor Pro Tem Craig Penfold recalled a conversation he had with Mr. Franks back in 2022 about his aspirations to be on the Board of Directors, and added that this is a good time to vote for a new member. Mayor Beecherl stated that Mr. Franks' bio was the only one that included why he wanted to be on the Board of Directors. In response to a question raised by Mayor Beecherl, Mrs. Mekeal explained that each suburban city has one vote. A candidate must receive a majority of the suburban cities' votes, not just a majority of those voting. The winning candidate needs at least 16 votes out of 30 cities. Mrs. Mekeal stated that based on the discussion today, a resolution would be included on the agenda to cast a vote for Brett Franks for the Town Council Meeting on December 5, 2023.

*Review and discuss the 2024 Town Council meeting schedule.* Joanna Mekeal, Town Secretary, explained that this item is an opportunity for the Town Council to review the meeting schedule for the year 2024. Section 2.09 of the Town Charter requires at least one regular Town Council meeting each month. In addition, the Town Charter provides that the Town Council may schedule other meetings as desired. Currently, the Town Council schedules its regular meeting dates at 8:00 a.m. on the first and third Tuesday of each month. Due to the holidays, the Town Council historically schedules only the first meeting of the month in November and December. Council Member Novakov requested the first meeting in July to be canceled, as it was last year, since the meeting is near the Independence Day holiday. Mayor Beecherl requested that the meetings in January be moved to the second and fourth Tuesdays of the month due to the New Year's Eve holiday. Mrs. Mekeal confirmed those changes will be made.

*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 Phase I Hackberry Creek Corridor Improvement project.* Lori Chapin, PE, Director of Engineering, introduced Clay Sutherland, Project Manager with Kimley-Horn

Associates, Inc., who presented an update on the Phase I Hackberry Creek Corridor Improvement project. Mr. Sutherland's presentation included: (1) the conceptual site design between Byron Avenue and Miramar Avenue (Hackberry Creek North and Hackberry South); (2) erosion mitigation; (3) creek wall replacement/repairs; (4) replacement/repair of stormwater outfalls; and (5) sidewalk and stair replacement. Mr. Sutherland explained that Phase I also includes roadway and culvert improvements at the crossings for Beverly Drive and Miramar Avenue, as well as improvements to Tennis Court #1. In response to a question raised by Council Member White, Mr. Sutherland stated that the project will include roadway and culvert improvements at the crossings for Beverly Drive and Miramar Avenue. The Beverly Drive improvements will include a full reconstruction of the roadway crossing and replacement of the culvert. The new culvert is designed to carry 100-year floods and help mitigate roadway overtopping during heavy rain events. In response to a question raised by Mayor Pro Tem Penfold, Mr. Sutherland explained that the FEMA review process can take about three months. Then after their comments are received, the subsequent review process can add an additional three months. In response to a question raised by Council Member Novakov, Ms. Chapin explained that while there have been some repairs to Hackberry Creek in the past, this is the first full reconstruction project. Mr. Sutherland stated that while the schedule for bidding and constructing the Hackberry Creek improvements is contingent upon the Stormwater Master Plan project prioritization, the Hackberry Creek Phase I design is anticipated, pending federal regulatory permitting, to be completed by late summer 2024. Tennis Court #1 design is anticipated to be complete in December 2023, with construction completion anticipated for summer 2024. The Capital Improvement Plan allots \$6.9M for this project within the Stormwater Fund. The Capital Fund includes \$1.5M for the roadway improvements at Beverly Drive and Miramar Avenue. Mayor Beecherl asked if there were any further questions, to which there were none.

*Review and discuss the horse-drawn carriage program and the previous year's activity.* Chuck McGinnis, Director of the Department of Public Safety, stated in the 2022 season, four vendors employed 80 drivers in the Town, with a total of 61 carriages operated that season. Carriage rides are approximately one hour in duration. Last year, the Town received five complaints related to the carriages, but no mishaps were reported between carriages and motorists. One of the complaints was for horse feces in the roadway, one was for slow-moving traffic, and the other three were officer-generated due to safety equipment concerns on the carriages and horses. In 2015, the Town Council amended the Code of Ordinance to require carriage vendors to pay a franchise fee of five percent of gross sales for the commercial use of the Town of Highland Park streets. In response to a question raised by Council Member Myers, Steve Alexander, CPA, Assistant Town Administrator, explained in order to verify the carriage vendors are paying the Town five percent of the gross sales, a company would need to be hired by the Town to verify their accounts. Chief McGinnis added that as of today, three vendors have filed permit applications submitted for 2023. Mayor Beecherl asked if there were any further questions, to which there were none.

*Review and discuss the monthly Financial and Investment Report and Quarterly Investment Report for the period ending September 30, 2023.* Karen Kurtin, CPA, Deputy Chief Financial Officer, presented highlights of the Financial and Investment Report. This report is for the period ending September 30, 2023, which marks the completion of the twelfth month of the 2022 - 2023 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 100.0%. General and Utility Fund combined revenues amount to \$ 48,181,415, which is 104.8% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$ 47,760,830 or 95.0% of the Fiscal Year 2022-2023 Combined Budget.

Ms. Kurtin also discussed the Quarterly Investment Report prepared by Valley View Consultants, the Town's investment advisors, for the quarter ending September 30, 2023. The total market value of the Town's cash and investment portfolio is \$ 60,062,811, with an average yield of 5.23% and an average maturity of 105 days. The current quarter and fiscal year-to-date average yield for the portfolio are 5.23% and 4.62%, respectively. Quarterly and year-to-date investment income was approximately \$805,756 and \$2,682,140, respectively. 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 into 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 9:22 a.m. Mayor Beecherl convened a closed session at 9:22 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 9:37 a.m., and reconvened the study session in open session at 9:37 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. On a motion made by Council Member Don Snell, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to authorize the Town Administrator to pursue the proposed acquisition consistent with the discussion in the Closed Session and to take all other necessary action.

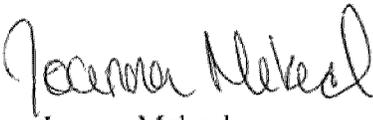
Mayor Beecherl adjourned the meeting at 9:38 a.m.

APPROVED on this 5<sup>th</sup> day of December 2023.

APPROVED:

  
Will C. Beecherl  
Mayor

ATTEST:

  
Joanna Mekeal  
Town Secretary