

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 8:13 A.M. ON TUESDAY, DECEMBER 5, 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 Amendment Number 02 to the agreement with Kimley-Horn and Associates, Inc. for the Transportation Improvement Project. Lori Chapin, P.E., Director of Engineering, explained that the Wycliffe Avenue Dam that crosses Turtle Creek is registered with the Texas Commission on Environmental Quality ("TCEQ") as a high-hazard dam. The Town and its consultant Kimley-Horn Associates, Inc. ("KHA"), have been working with the TCEQ Dam Safety staff to prepare a plan to improve the dam to avoid overtopping of the roadway in the 100-year event and change the dam classification to low-hazard. Mitchell Jensen, P.E., Civil Engineering Professional, explained that the revision to the structure would include the removal of the current service spillway, a 40-ft morning glory, and dam to natural ground; construction of a 120-ft wide sharp-crested weir in the place of the service spillway; installation of a 100-ft wide reinforced concrete discharge channel; and construction of a bridge in line with Wycliffe Avenue that would span the reinforced discharge channel. The revised Hydrologic and Hydraulic ("H&H") and breach analyses were submitted to TCEQ. TCEQ requested that the analysis consider additional options to address the breach height of the structure. An updated analysis was submitted. Subsequently, the TCEQ has found the H&H and breach analyses compliant with the Hydrologic and Hydraulic Guidelines for Dams in Texas and Title 30 Texas Administrative Code ("TAC"). As such, the proposed configuration of the Wycliffe Avenue Dam will be considered a hydraulically adequate low-hazard structure once completed and will be removed from the TCEQ jurisdiction. The plans will be submitted to TCEQ Dam Safety for review and approval prior to the start of construction. An additional design contract would be required for the design of the weir structure and related improvements. Amendment Number 02 with KHA will include the conceptual, preliminary, and final design for the sharp-crested weir and channel, as well as additional bid phase services for a total of \$488,600. Ms. Chapin explained that the amendment to the professional services contract will adjust the original contract, which included the roadway and bridge design, as well as easement preparation, aquatic resources delineation, flood study analyses for FEMA and TCEQ, conceptual, preliminary, pre-final, and final design for roadway, water, sewer, and landscaping, U.S. Army Corps of Engineers coordination and permitting, FEMA permitting, and bid phase services totaling \$1,266,000. The total cost of the professional services agreement with KHA is \$1,754,600. This contract does not include construction administration services, which will be presented to the Town Council for approval at a future meeting. The design of the sharp-crested weir and related improvements will be included in the overall design project, which is anticipated to be 90 percent complete by August 2024. This milestone is necessary to meet the requirements of the outside funding obtained from TCEQ. It is anticipated that construction will begin in early 2025 and take approximately 18 months to complete. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Don Snell, the Town Council unanimously voted to approve Amendment Number 02 to the agreement with Kimley-Horn and Associates, Inc. for the Transportation Improvement Project.

Review, discuss, and consider approval of a construction contract with Landmark Structures for the Holland Elevated Storage Tank and Site Improvements. Lori Chapin, PE, Director of Engineering, explained that the bid opening was held on November 16, 2023, and two bids were received. Landmark Structures submitted the low bid in the amount of \$6,786,000. A total of six bid alternates ("ALT") were also included in the overall bid package. The three substitution items, ALT 01: bar-wrapped buried 14-inch waterline, ALT 02: 6-inch reinforced concrete pavement, and ALT 03: 8-inch flexible base with geogrid, were higher than the base bid items and are not recommended for award. ALT 06: tank switchback stairs are not recommended for approval at this time. Staff recommends awarding ALT 04 and ALT 05 to construct a new masonry wall and associated drilled pier foundations around the site's perimeter for a combined total of \$505,305. Landmark Structures has a strong reputation and experience with constructing elevated storage tanks throughout Texas, and the references came back favorable. Construction will begin in January 2024 and is anticipated to be complete by spring 2025. On a motion made by Council Member Marc Myers, seconded by Council Member Leland White, the Town Council unanimously voted to approve of a construction contract with Landmark Structures for the Holland Elevated Storage Tank and Site Improvements.

Review, discuss, and consider approval of the replacement of the video surveillance system. Shone Doville, Information Technology Manager, explained that a video surveillance system was installed at Town Hall in 2011. Since then, the system has been expanded with additional cameras to improve coverage, and cameras have been installed at the Swimming Pool and the Service Center. Due to the expansion at these locations and additional cameras, the server storage for the system is at capacity, with only enough storage for one week of video recordings. Two-thirds of the cameras are 13 years old and need to be replaced. Moreover, various departments have requested additional coverage that the current system cannot support. In response to a question raised by Mayor Pro Tem Penfold, Mr. Doville explained that there are approximately 87 cameras. The proposed replacement system, Digi Security Systems, will include updated high-definition cameras, increased storage, and replacement software. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve the replacement of the video surveillance system.

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 staff reorganization in the Department of Public Safety administration. Chuck McGinnis, Director of the Department of Public Safety, explained that the Town Council previously approved the addition of nine Department of Public Safety ("DPS") full-time employees. It was determined that additional staffing was needed in operations to support the current service model provided to the residents. In addition to increased staffing in operations, administration needed to be restructured to include the creation of new positions in the roles of Deputy Chiefs to have better oversight, control, and management of each one of our responsible disciplines; Police, Fire, EMS, and Operations. A formal application and interview process was completed by all qualified Lieutenants and Captains who were interested. This process resulted in Deputy Fire Chief - Captain Ryan Pursley, Deputy EMS Chief - Lieutenant Zack Sitton, Deputy

Police Chief - Captain Marc Rossini, and Deputy Operations Chief - Captain Jake Mowrey. These individuals will assume their assignments throughout this fiscal year in intervals to not negatively affect operational strength, and coordinate with new employees returning from training. Mayor Beecherl asked if there were any 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 that in the 2022 season, four vendors employed 80 drivers in the Town, with 61 carriages operated that season. Carriage ride season commenced on November 24, 2023, and will continue through approximately December 31, 2023. Four companies are participating this year and are expected to operate in compliance with the Town ordinance. The routes that the carriages follow have been assigned, and any adjustments can be made with the approval of the Director of Public Safety. In response to questions made by Mayor Pro Tem Penfold, Chief McGinnis explained that two pick-up sites are located at the Shops of Highland Park on Oak Lawn Avenue and Highland Park Village. Horse-drawn carriages are required to have lights and a Highland Park-issued sign; if someone observes a carriage with no lights or sign, they need to call dispatch. In response to a question raised by Council Member Myers, Chief McGinnis explained that drivers are required to pass a background check before operating. Mayor Beecherl asked if there were any further questions, to which there were none.

Review and discuss the history of park names and markers. Chelsey Gordon, Assistant Director of Development Services, explained that Town parks were created during the initial development of the Town, and approximately 20 percent of the land was reserved for park space. Many of the parks were named after founding members of the community and local civic leaders, while some were named after the street of their location. Parks have historically not been marked by large monument signs typically seen in municipal park spaces. Instead, many of the parks have been marked with small bronze or stone plaques commemorating the individual the park was named after. Council Member Myers recommended cleaning the existing nameplates of the parks and adding an appealing map of the parks on the Town of Highland Park website. Mayor Beecherl asked if there were any further questions, to which there were none.

CLOSED SESSION

1. In accordance with the Texas Government Code, Chapter 551, Subchapter D, 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) park system improvements and expansion and (ii) water and wastewater system improvements and expansion.
2. In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to deliberate the employment, evaluation, and duties of the Town Administrator, Town Attorney, Town Secretary, and Municipal Court Judge.

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) park system improvements and expansion and (ii) water and wastewater system improvements and expansion; and (2) deliberate the

employment, evaluation, and duties of the Town Administrator, Town Attorney, Town Secretary, and Municipal Court Judge.

Mayor Beecherl ended the closed session at 11:27 a.m., and reconvened the study session in open session at 11:27 a.m. No final action, decision, or vote was taken during the closed session.

OPEN SESSION

1. 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.
2. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 2. above shall be made, if any. No motion was made.

Mayor Beecherl adjourned the meeting at 11:28 a.m.

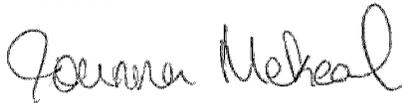
APPROVED on this 9th day of January 2024.

APPROVED:



Will C. Beecherl
Mayor

ATTEST:



Joanna Mekeal
Town Secretary