

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 8:17 A.M. ON TUESDAY, JANUARY 23, 2024.

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 referring to the Zoning Commission a request to amend the site plan of Highland Park Village. Hugh Pender, Director of Development Services, explained that the request is a result of the Ralph Lauren store, previously located in Building E Suite 58, in the northeast portion of the Highland Park Village (“HPV”), relocating into a portion of the former Village Theater in Building C. Christian Dior, located in Building B Suite 12, in the southern area of the HPV, has leased all the vacated Ralph Lauren space (14,085 square feet). The retailer’s current lease space occupies 3,723 square feet. Dior intends to include with its operations a Dior Café, comprising 1,497 square feet. The Dior lease is slated to be used primarily for designer fashion, with the café accessible to Dior customers. The café’s menu includes food and alcoholic beverages. The proposed Dior lease will require 80 parking spaces based on the current shared parking model, with designer fashion and café as the primary uses. The current parking model shows the peak time of a café to be 8:00 a.m. and would require the café to have 60 spaces based on the square footage of the café in the Dior lease. Under the shared parking model concept, the HPV has dual peak times, one at 2:00 p.m. and a second at 8:00 p.m., and as a result, the café parking demand is significantly less. According to HPV management, Starbucks, located in Building G Suite 100-104, will cease operations at the end of February. This café tenant currently occupies 2,607 square feet of space, requiring more parking than the proposed Dior Café. After Starbucks closes, Suite 100-104 is slated to be leased as designer fashion, requiring four parking spaces. Dallas Cothrum, Masterplan CEO, stated that the goal is to improve parking by encouraging guests to use valet, and incentives for staff to park offsite. Mr. Cothrum believes the site change would relieve parking congestion as well. In response to a question raised by Council Member Novakov, Mr. Cothrum confirmed that Dior Café will only be open when the store is open. Starbucks's operating hours were approximately 90 hours weekly, whereas the Dior Café will only be open for 50 hours weekly. Paul Schoonover, 4304 Livingston Avenue, added that he was disappointed with the parking consultant, Nelson\Nygaard, and explained that consultants are not needed to explain what is happening when the problem is apparent; when guests visit HPV and cannot easily find parking, they park off HPV property and in front of resident’s houses. In response to a question from Council Member White, Mr. Schoonover explained that the parking restriction on his block has improved parking congestion, but HPV guests continue to park on his block. On a motion made by Council Member Leland White, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to refer to the Zoning Commission a request to amend the site plan for Suite E58, Dior Café, of the Highland Park Village.

Review and discuss the Annual Comprehensive Financial Report and related audit for the Fiscal Year 2022-2023. Karen Kurtin, C.P.A., Finance Director, introduced Brett Young, C.P.A., Director of Weaver and Tidwell, LLP. Mr. Young explained that the annual audit was conducted in accordance with governmental auditing standards and fulfills the requirements set out in State law. The audit resulted in an unmodified, or clean, opinion, indicating the financial statements are presented fairly, in all material respects, under generally accepted accounting principles. In

addition, he stated there were no material weaknesses in internal control, and no audit adjustments were made. Ms. Kurtin presented the statement of net position and the statement of activity highlights, capital asset additions, and Texas Municipal Retirement System net pension information. The auditors presented the report and findings to the Finance and Audit Advisory Committee on January 18, 2024. The Committee recommended acceptance of the annual audit. Ms. Kurtin added that she will send the letter with the summary of findings to the Town Council. Mayor Beecherl asked if there were any questions, to which there were none.

Review, discuss, and consider approval of a contract for the purchase and installation of traffic signal equipment upgrades at the Mockingbird Lane/Byron Avenue and Preston Road/Beverly Drive intersections. Lori Chapin, P.E., Director of Engineering, explained that in 2019, the Engineering Department engaged a consulting traffic engineer to review the Town's 13 traffic signals and provide recommendations on signal upgrades to replace outdated equipment and to improve the traffic flow and pedestrian accessibility at each signal. The study results were prioritized over several fiscal years. The intersection of Mockingbird Lane at Byron Avenue and the intersection of Preston Road at Beverly Drive are scheduled for fiscal year 2023 – 2024. Staff is working with Consolidated Traffic Controls ("CTC") to procure the purchase and installation of traffic signal equipment upgrades. The upgrades are only modifications and not total traffic signal replacements, and will include controllers, cabling, and new powder-coated cabinets; audible pedestrian system push buttons; and flashing yellow arrow signal head. Existing video detection will be upgraded to thermal detection cameras ("FLIR") at both intersections. Thermal vehicle detection cameras operate better in all weather and light conditions. The total cost of the contract with CTC is \$202,587.62. CTC is a member of the HGAC's Cooperative Purchasing Program ("HGACBuy") established pursuant to the Texas Interlocal Cooperation Act, which allows the Town to contract directly with CTC. CTC is the sole source provider for many components of the signals that will be upgraded with this project. Pricing was vetted against other bidders for municipalities to ensure competitive pricing. The signal upgrades are anticipated to be installed and functional by late 2024. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Leland White, the Town Council unanimously voted to approve a contract for the purchase and installation of traffic signal equipment upgrades at the Mockingbird Lane/Byron Avenue and Preston Road/Beverly Drive intersections.

Review and discuss License Plate Reader and Artificial Intelligence use for the Department of Public Safety to supplement police patrol in crime prevention and investigation. Chuck McGinnis, Director of the Department of Public Safety, explained that many law enforcement agencies across the country utilize License Plate Reader ("LPR") technology both reactively for investigation purposes and proactively to monitor for criminal activity entering respective jurisdictions. The City of University Park and the City of Dallas currently use this tool. Several private businesses within the Town of Highland Park and the City of University Park either have or are installing this technology. Staff is discussing the potential benefits this product could bring to the Town with a company called Flock. The use of Artificial Intelligence ("AI") coupled with video surveillance and monitoring is the direction the federal law enforcement industry is moving. Staff communicated with a company called Common Objects that provides this technology and learned what they could offer the Town as a crime prevention solution. In response to a question raised by Mayor Pro Tem Penfold, Chief McGinnis explained that it is approximately \$3,000.00 per camera per year. The Town Council agreed this would be a valid technology to continue researching. Mayor Beecherl asked if there were any questions, to which there were none.

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 request was made.

Reports

Review and discuss the monthly Financial and Investment Report for the period ending October 31, 2023. Review and discuss the monthly Financial and Investment Report for the period ending October 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 October 31, 2023, which marks the completion of the first month of the 2023 - 2024 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 8.3%. General and Utility Fund combined revenues amount to \$2,675,983, 6.0% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$3,108,829 or 6.2% of the Fiscal Year 2023-2024 Combined Budget. 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, Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.

Mayor Beecherl recessed the study session at 9:31 a.m. Mayor Beecherl convened a closed session at 9:31 a.m., pursuant to: (1) In accordance with the Texas Government Code, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.

Mayor Beecherl ended the closed session at 9:52 a.m., and reconvened the study session in open session at 9:52 a.m. No final action, decision, or vote was taken during the closed session.

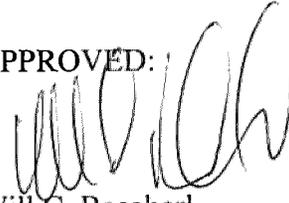
OPEN SESSION

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.

Mayor Beecherl adjourned the meeting at 9:53 a.m.

APPROVED on this 6th day of February 2024.

APPROVED:

A handwritten signature in black ink, appearing to read 'Will C. Beecher', written in a cursive style.

Will C. Beecher
Mayor

ATTEST:

A handwritten signature in black ink, appearing to read 'Joanna Mekeal', written in a cursive style.

Joanna Mekeal
Town Secretary