

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, FEBRUARY 6, 2024.

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

Future Agenda Discussion

Review and discuss a request to extend the construction timeframe for a single-family home currently being renovated at 3707 Beverly Drive. Hugh Pender, Director of Development Services, explained that Gerald and Kate Ford, owners of the property at 3707 Beverly Drive, are requesting a building permit extension of three months in addition to the administrative 90-day extension granted by staff, for a total construction time of 30 months. The initial building permit was issued by staff on October 20, 2021. Town staff completed progress checks throughout the project as required by the Town ordinance. At the 18-month progress inspection in April 2023, the project superintendent provided an updated construction schedule indicating the project would be delayed by 30 days. Before the 21-month progress inspection, the contractor requested a 90-day administrative staff extension and provided a revised construction schedule reflecting a January completion date. Staff reviewed the schedule and agreed to issue the 90-day extension, moving the permit expiration date to January 17, 2024. In response to a question raised by Mayor Beecherl, Mr. Pender confirmed the permit is currently expired. In response to a question raised by Council Member Novakov, Mr. Pender explained that based on Town staff's experience with the contractor requesting the extension, staff recommends a 4.5-month extension. In response to a question raised by Mayor Pro Tem Penfold, Matt Cain, General Contractor of Tatum Brown Custom Homes, stated that he does not charge the extension fee to the owner. In response to a question raised by Council Member Snell, Mr. Cain identified the reason for the delay as staffing and supply chain issues; however, those issues have been resolved, and only a 90-day extension is required. Mrs. Ford added that she grew up in Highland Park, loves the neighborhood, and wants this house completed as soon as possible. Mayor Beecherl asked if there were any questions, to which there were none.

Review, discuss, and consider approval of an ordinance ordering the General Municipal Election on Saturday, May 4, 2024, for the purpose of electing a Mayor and five Town Council Members and authorizing the Mayor to execute an election services agreement. Joanna Mekeal, Town Secretary, explained that on May 4, 2024, the Town will conduct an election to elect a Mayor and five Town Council Members for a term of two years. The Town contracts with the Dallas County Elections Department ("DCED") to administer its election, which is a part of the Dallas County Joint Election. A meeting with representatives of DCED to receive and review the draft election services agreement was held on December 14, 2023. The final agreement will be submitted to the Town Attorney for review and subsequently executed by the Mayor. The terms of the election services agreement will include the staffing and equipment required for Early Voting polling locations. DCED implements country-wide Polling Centers for Early Voting and for Election Day; the locations for the May 4th election will be designated in the Election Services Contract between the Town and DCED. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Don Snell, the Town Council unanimously voted to approve of an ordinance ordering the

General Municipal Election on Saturday, May 4, 2024, for the purpose of electing a Mayor and five Town Council Members and authorizing the Mayor to execute an election services agreement.

ORDINANCE NO. 2127

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS ("TOWN"), ORDERING A GENERAL MUNICIPAL ELECTION ON SATURDAY, MAY 4, 2024, FOR THE PURPOSE OF ELECTING A MAYOR AND FIVE TOWN COUNCIL MEMBERS; CREATING A SINGLE ELECTION PRECINCT; AUTHORIZING THE MAYOR TO EXECUTE AN ELECTION SERVICES CONTRACT WITH THE DALLAS COUNTY ELECTIONS DEPARTMENT; FIXING THE TIME AND MANNER OF HOLDING SAID ELECTION; AND PROVIDING AN EFFECTIVE DATE.

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 results of the Texas Commission on Fire Protection's audit. Ryan Pursley, Deputy Chief – Fire, explained that the Texas Commission on Fire Protection ("TCFP") conducts biennial audits on each certified agency to ensure compliance with the 27 different chapters on firefighter safety detailed in the Texas Administrative Code. The biennial TCFP audits ensure that all regulated fire departments comply with State-adopted national standards. These standards are mandatory for all regulated fire departments. On January 23, 2024, the TCFP conducted an audit of the Highland Park Department of Public Safety which successfully passed the audit without any violations. Mayor Beecherl asked if there were any questions, to which there were none.

CLOSED SESSION

1. In accordance with the Texas Government Code Chapter 551, Subchapter D, 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: Driver Pipeline Company, Inc. v. Town of Highland Park (Cause No. DC-24-00592).

Mayor Beecherl recessed the study session at 8:42 a.m. Mayor Beecherl convened a closed session at 8:42 a.m., pursuant to: (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: Driver Pipeline Company, Inc. v. Town of Highland Park (Cause No. DC-24-00592).

Mayor Beecherl ended the closed session at 9:05 a.m. and reconvened the study session into an open session at 9:05 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.

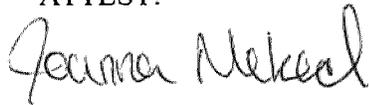
Mayor Beecherl adjourned the meeting at 9:05 a.m.

APPROVED on this 20th day of February 2024.

APPROVED:


Will C. Beecherl
Mayor

ATTEST:



Joanna Mekeal
Town Secretary