

MINUTES OF A MEETING OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:00 A.M. ON TUESDAY, SEPTEMBER 16, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Marc Myers, Lydia Novakov, and Leland White attended the meeting. Council Member Alan Friedman was absent.

- I. Mayor Will C. Beecherl called the meeting to order at 8:00 a.m.
- II. Council Member Marc Myers gave the Invocation.
- III. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There was no comment.

IV. CONSENT AGENDA

On a motion made by Council Member Marc Myers, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve Items A. through H. on the Consent Agenda. Prior to the vote, Mayor Beecherl explained that all items under the Consent Agenda are considered routine or discussed at a previous meeting. There will be no separate discussion of items unless a request by a Council Member is made prior to the Town Council voting on the motion.

- A. Take action authorizing the Town Administrator to execute Amendment No. 3 to the Interlocal Agreement with Dallas County for participation in the Household Hazardous Waste Program.*
- B. Take action authorizing the Town Administrator to execute a construction contract for the Beverly Drive Reconstruction project.*
- C. Take action authorizing the Town Administrator to execute an Interlocal Agreement between Dallas County and the Town of Highland Park for food establishment inspections and environmental health services.*
- D. Take action on an ordinance to establish three locations as all-way stop intersections.*
- E. Take action on an ordinance amending the Fiscal Year 2024-25 Adopted Budget.*
- F. Take action on an ordinance granting to ATMOS Energy Corporation, a franchise to furnish, transport, and supply natural gas to the general public in the Town of Highland Park, Texas.*
- G. Take action on the minutes of the Town Council meeting held on September 2, 2025.*
- H. Take action on the minutes of the Town Council study session held on September 2, 2025.*

V. MAIN AGENDA

A. Review, discuss, and take action authorizing the Town Administrator to execute a service contract for janitorial services. Lori Chapin, P.E., Director of Engineering, reported that the Town of Highland Park's current janitorial service contract will expire on September 30, 2025. Although the agreement includes renewal options, Town staff have elected to end the contract at that time. In April 2025, the City of University Park ("UP") issued an RFP for janitorial services and received ten proposals. After evaluating based on criteria such as cost, work plan, and company stability, UP interviewed four firms and selected CTJ Maintenance as the recommended provider. Through an existing interlocal agreement with UP, the Town obtained a proposal from CTJ Maintenance. Based in Irving, Texas, CTJ has 29 years of experience, over 450 employees, and a strong track record with local government agencies. Town staff recommend contracting with CTJ Maintenance. On a motion made by Council Member Leland White, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve authorizing the Town Administrator to execute a service contract for janitorial services.

B. Review, discuss, and take action authorizing the Town Administrator to execute a remediation and demolition construction contract for the Westside Court Apartments. Lori Chapin, P.E., Director of Engineering, explained that the Town of Highland Park purchased the Westside Court Apartments at 5008 Holland Avenue in January 2024. The property includes a two-story, 18-unit apartment building with a subgrade parking garage, laundry room, courtyard, surface parking, utilities, and landscaping. The complex has been vacant since December 2024, and staff are preparing the site for demolition to support future municipal use. The Town engaged Terracon Consultants, Inc. to conduct an asbestos survey, which confirmed the presence of asbestos and recommended remediation measures. Terracon developed an abatement specification and recommended qualified contractors, including two on the Interlocal Purchasing System (TIPS) BuyBoard. Staff recommends awarding the remediation and demolition contract to HP EnviroVision in the amount of \$303,669. In response to a question raised by Council Member Myers, Ms. Chapin confirmed that Terracon will oversee the work under an estimated \$23,900 hourly contract, which covers inspection, air monitoring, project management, and reporting. A \$3,300 asbestos disposal fee, as required by the Texas Department of State Health Services, will also apply. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve authorizing the Town Administrator to execute a remediation and demolition construction contract for the Westside Court Apartments.

C. Review, discuss, and take action authorizing the Town Administrator to execute a professional services agreement with Kimley-Horn and Associates, Inc. for the Hackberry Creek Phase I landscaping design. Lori Chapin, P.E., Director of Engineering, stated that the Town of Highland Park began design work with Kimley-Horn Associates, Inc. in February 2023 for the Hackberry Creek Phase I Corridor Improvement Project. Key components include erosion mitigation, creek wall and stormwater outfall repairs, sidewalk and stair replacement, and handrail upgrades. This phase also includes roadway and culvert improvements at Beverly Drive and Miramar Avenue, as well as upgrades to Tennis Court #1. While the creek improvements are underway and the Prather Park Pickleball Courts are complete, landscaping design was not included in the original scope of work. Most landscaping needs are restorative, involving pruning, tree removal, reestablishing groundcover, and new tree planting. Limited hardscape

improvements, including pathways and bench pads, will be added, particularly near the Beverly and Miramar crossings. These enhancements may also include planting beds, lighting, and seating areas. Under the current professional services agreement, Kimley-Horn will provide conceptual and schematic landscape design (30% design) for the half-mile corridor between Byron Avenue and Miramar Avenue, at a design cost of \$60,500. The estimated construction cost for landscaping improvements is \$1,000,000. In response to a question raised by Mayor Pro Tem Snell, Ms. Chapin confirmed that the length of construction is estimated to take approximately one year. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve authorizing the Town Administrator to execute a professional services agreement with Kimley-Horn and Associates, Inc. for the Hackberry Creek Phase I landscaping design.

VI. Mayor Beecherl adjourned the Town Council meeting at 8:13 a.m.

APPROVED on the 7th day of October 2025.

APPROVED:



Will C. Beecherl
Mayor

ATTEST:



Joanna Mekeal
Town Secretary