

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, ON TUESDAY, JANUARY 22, 2019, AT 8:00 A.M.

Present at the meeting were Mayor Margo Goodwin, Mayor Pro Tem John McKnight, and Town Council Members Eric Gambrell and Craig Penfold. Absent from the meeting were Town Council Members David L. Dowler and Jimmy Grisham.

UPCOMING AGENDA DISCUSSION

Action

“Review and discuss conducting a public hearing to receive a recommendation from the Zoning Commission and public comments on a request to amend the Country Club Zoning District setback and height regulations for the redevelopment of the Tennis Building at the Dallas Country Club on the north side of Mockingbird Lane.” Kirk Smith, Assistant Director of Town Services, explained that the Zoning Commission conducted a public hearing on December 12, 2018, and recommended approval of a request to amend the setback requirements and height regulations to allow construction of a new tennis building at the Dallas Country Club (“DCC”). The request applies only to the new Tennis Building, which, as proposed, will be located closer to Mockingbird Lane and the creek. The west end of the building requires modification; outdoor tennis courts and fencing will be located on the top of the building. A parapet wall will be located at the east end of the building. One section of the 30-inch sanitary sewer line located on the east side of the building has not been replaced; as such, this section will be replaced and located a distance away from the new building. The proposed building will be set back 2.5 feet from Mockingbird Lane; the east side setback will be 3 feet from the property line at Turtle Creek, not within the easement. The current setback requirement is a minimum of 12.5 feet. The proposed roof heights are 46.9 feet at the stair tower and at the top of the tennis court fencing, and 45.5 feet at the parapet. Kirk Smith introduced Bill Wilshusen and Mac Weston, representing the DCC. In response to questions from the Council, Kirk Smith verified that the overall maximum height of the building includes the fencing around the outdoor tennis courts; the replacement of the section of sanitary sewer line is not currently included in the Town’s Capital Improvement Plan (“CIP”); and no complaints were received from neighbors within 200 feet of the DCC property.

Consent

“Review and discuss a professional services agreement with Kimley-Horn, Inc. for the preparation of a Pavement Asset Management Program.” Lori Chapin, Director of Engineering, explained that the Pavement Asset Management Program will include an evaluation of the Town’s pavement network, the types of improvements needed, the timing, and the cost, all of which would be included in the Capital Improvement Plan and updated over time. The priority could be shifted as needed, depending on the condition of the pavement. The pavement assessment will utilize a score of 100 to zero; results will be available upon completion of the study. In response to questions, Ms. Chapin stated that she anticipates initial results prior to adoption of the 2019-20 Budget, and completion in the fall.

“Review and discuss a professional services agreement with Freese and Nichols, Inc. to provide engineering services for the preparation of a Wastewater Master Plan.” Lori Chapin explained that the Wastewater Master Plan will include an evaluation of the condition of the pipe throughout the system to determine its remaining useful life, and prioritization into the Capital Improvement Plan.

“Review and discuss amending an Interlocal Agreement with Dallas County regarding the Town’s participation in a residential Household Hazardous Waste collection program.” Kathleen Stewart, Director of Town Services, stated that in December, staff met with representatives of Dallas County to discuss hosting up to two (2) community collection events annually, which will be limited to residents of Highland Park only, in addition to a residential collection program. The residential on-call collection program would be offered to residents at a cost of \$160.00 per pick-up; the resident would initiate the process by a call or CRM request, and within 24 hours, up to 10 gallons of material would be collected at the residence address. The material must be properly packed – contents must be placed in a cardboard box with no top. If not properly packed, the material would not be collected, and the resident would be notified. In response to questions, Mrs. Stewart stated that residents will be informed of the cost when they place the initial call; the information will also be available online. For community collection events, residents must register in advance; paperwork will be sent to the resident to complete in advance of the event, including a list of allowable materials they may drop off. Participants will be limited to a maximum of 250 per event. Residents will be required to present a utility bill at the event as proof of residency. Mayor Goodwin asked if electronics will be included; Kathleen Stewart responded in the negative. Council Member Gambrell asked the number of residents estimated to participate in the first drop-off event. Bill Lindley, Town Administrator, anticipated approximately 300 residents, which is over the capacity. Council Member Gambrell asked that a notice be posted on the Town’s website when pre-registration reaches 80%. Council Member Penfold asked how the Town will restrict non-residents from participating; Kathleen Stewart explained that requiring a utility bill or photo identification would provide proof of residency. Mayor Goodwin asked if the Town could book another community event this year if the event becomes inundated. Kathleen Stewart stated that a third event could be added in the winter months, but scheduling an event during pool season would present a conflict; the drop-off will be staged on Lexington Avenue across from the Swimming Pool. The first event is booked in May. In response to questions, Mrs. Stewart explained that if the Town cancels an event, staff would be required to notify the Texas Commission on Environmental Quality. Council Member Penfold suggested printing maps showing the location of the Dallas County Household Hazardous Collection Center to distribute to residents who do not register in advance or those who arrive after the 250 limit is reached. Mrs. Stewart stated that the HHW Collection Center is not open on the Saturday of the event.

“Review and discuss a schedule of proposed meeting dates for Town Council study sessions and meetings in 2019.” No discussion.

FUTURE AGENDAS DISCUSSION

No items assigned to this category.

REPORTS

“Review and discuss proposed improvements for Abbott Park and Cave Park.” Kathleen Stewart introduced Stan Cowan, Principle with MESA Design Group, who described the proposed improvements. Landscape enhancements will include trees and groundcover; the perimeter will include screening landscaping. An in-place mock-up of the façade will be installed, and the entry will be accented with large bowl planters. In response to questions, Stan Cowan explained that the stonework will be homogenous and similar to the stonework design of the Hackberry Creek

project. Only the stone is planned for replacement; the concrete sidewalk will not be removed. Kathleen Stewart explained that the playground area was recently updated with row hedges on the south side of the park. In response to a question from Council Member Gambrell regarding the chain link fence on the east property line, Stan Cowan explained that the existing magnolia trees will be augmented with hedge and ornamental grasses to enhance aesthetics. Council Member Gambrell expressed a desire to create a buffer along the east side of the park from the height and density of the development to the east. Stan Cowan suggested adding other evergreen species 20–25 feet in height between the magnolia trees to achieve a wall of green to buffer the area. Following a discussion of the potential uses of the park area, Kathleen Stewart explained that due to the nature of the ground cover, this particular area is not conducive for endorsing field play such as soccer. She added that the gate leading to the Katy Trail will be removed and landscaped.

Review and discuss the Quarterly Report on the status of capital projects.” Lori Chapin explained that the report provided in the agenda packet provides a snapshot of the capital projects as of December 31, 2018, and outlines the status, timing and cost of Department of Public Safety, Town Services, and Engineering projects. In response to questions regarding the anticipated completion of the Preston Road construction project, Ms. Chapin explained that the project is on schedule, weather permitting.

“Review and discuss the Comprehensive Annual Financial Report and related audit for Fiscal Year 2017-18.” Steven Alexander, Director of Administrative Services and Chief Financial Officer, stated that the audit resulted in an unmodified opinion, which is a “clean” audit. Kevin Kemp with BKD, the Town’s independent auditor, and Karen Kurtin, Controller, were the key leaders in completing the work. Karen Kurtin explained the Management Letter; BKD found no material weaknesses or significant deficiencies. The net pension asset, reported by the Texas Municipal Retirement System (“TMRS”) increased to close to \$500,000,000. The increase in the net pension asset was primarily attributed to TMRS’ investment portfolio yielding a positive return through 2018. Mayor Goodwin stated that the audit was reviewed by the Finance and Audit Advisory Committee. Steven Alexander complimented Ms. Kurtin on an excellent job and the early completion of the audit, compared to other cities.

Mayor Goodwin adjourned the meeting at 8:55 a.m.

APPROVED on this the 22nd day of April, 2019.

BY:



Margo Goodwin
Mayor

ATTEST:



Gayle Kirby
Town Secretary