



Town of Highland Park, Texas
TOWN COUNCIL MEETING
A G E N D A

8:00 AM
February 20, 2024

4700 Drexel Drive, Highland Park TX 75205
Town Council Chambers

I. CALL TO ORDER

II. INVOCATION

III. CITIZEN COMMENTS

This is an opportunity for the public to address the Town Council on any agenda or non-agenda items. In accordance with the Texas Open Meetings Act, the Town Council may not discuss issues raised or make any decision at this time on items that are not listed on the agenda. Issues raised may be referred to Town staff for research and possible future action.

IV. CONSENT AGENDA

All items under the Consent Agenda are considered to be routine by the Town Council and will be enacted by one motion and vote. There will be no separate discussion of items unless a request by a Council Member is made prior to the time of the Town Council voting on the motion. In such event, the item will be removed, without debate, from the general order of business and considered in its normal sequence.

- A. Consider approval of a request to extend the construction timeframe for a single-family home currently being renovated at 3707 Beverly Drive.
- B. Consider approval of the minutes of the Town Council meeting held on February 6, 2024.
- C. Consider approval of the minutes of the Town Council study session held on February 6, 2024.

V. RECOGNITION

Recognition of the Highland Park Library receiving an Achievement of Excellence in Libraries Award conferred by the Texas Municipal Library Directors Association.

VI. ADJOURNMENT

Any item on this posted agenda could be discussed in closed session as long as it is within one of the permitted categories under Sections 551.071 through 551.076 and 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

SPECIAL ACCOMMODATIONS FOR TOWN COUNCIL MEETINGS: Let us know if you need special assistance of any kind.

Please contact the Town of Highland Park Administrative staff at (214) 521-4161 from 7:30 a.m. to 4:30 p.m., Monday through Friday.



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: February 20, 2024

Department: Development Services

Presenter: Hugh Pender

TITLE

Consider approval of a request to extend the construction timeframe for a single-family home currently being renovated at 3707 Beverly Drive.

BACKGROUND

The owners of 3707 Beverly Drive, are requesting an extension of time on a construction permit issued for a major renovation of their residence.

The Town's Code of Ordinances provide that, to the extent a major renovation project cannot be completed within 2 years, the owner can seek a permit timeframe extension from the Town Council if the request is for more than 90 days, or from Town staff if the request is 90 days or less.

Consistent with Town Council policy direction, this item is provided for Town Council to review and discuss extending the allowed timeframe beyond the 3-month extension previously granted by staff.

The initial building permit was issued by staff on October 20, 2021. Town staff completed progress checks throughout the project as required by 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. Prior to 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.

The September (23-month) progress inspection did not present any notable concerns as there were still 4 months remaining on the project inclusive of the administrative extension. At the December progress inspection, it was clear that the project would likely not meet the January expiration date. An updated schedule was requested from the builder but was not received until after the permit expired in January. Staff notified the contractor and homeowners on January 19, 2024, of the need to appear before the Town Council for consideration of an additional permit extension.

The General Contractor, Mr. Matt Cain of Tatum Brown Custom Homes, has identified the demolition phase took longer than anticipated which subsequently delayed the start of construction until January 2022. Additionally, the contractor encountered delays due to their original millwork subcontractor, which has since been addressed by engaging multiple subcontractors to mitigate further delays.

The Town has not received any construction-related complaints from the neighbors, and the construction site is generally kept in good order. To date, no responses have been received following the Town's letter mailed to neighbors surrounding the property advising of a request to extend the construction timeframe to April 19, 2024.

RECOMMENDATION

The contractor is requesting an additional 3 months to complete the project extending the project expiration to April 19, 2024. Town Staff recommends granting a 3-month extension until April 19th conditioned on the permit extension fee being calculated as follows:

- 3 months (90 days) @ \$250/day = \$22,500
- Total for Town Council extension ⁽¹⁾ = \$22,500

(1) *Based on current fee methodology.*

FINANCIAL IMPACT

The fee for extending the construction timeframe in excess of 90 days, applying the current fee methodology as recommended by staff, is \$250 per day for the first 90 days. Extension fees are assessed in 15 day increments.

ATTACHMENTS:

File Name	Description
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No Attachments Available



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: February 20, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

TITLE

Consider approval of the minutes of the Town Council meeting held on February 6, 2024.

BACKGROUND

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS:

File Name	Description
2024-2-06_TC_Minutes.pdf	Minutes of the February 6, 2024 Town Council Meeting

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, FEBRUARY 6, 2024.

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

Mayor Will C. Beecherl gave the Invocation.

Mayor Beecherl asked if anyone wished to address the Town Council and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Issues raised may be referred to staff for research and possible future action.

Sam Tamborello, 4637 Southern Avenue, described an incident that occurred on May 30, 2023, between himself and a neighbor and the neighbor's dog. Mr. Tamborello stated that three officers were involved in charging him with animal cruelty, and he believes he is not guilty of this crime. He referenced an article in Texas Monthly magazine regarding the Beecherl family's ranch in connection with pronghorn antelope and wished for animal cruelty to be investigated. Mr. Tamborello provided a physical copy of his complaint to the Town Secretary.

CONSENT AGENDA

On a motion by Mayor Pro Tem Craig Penfold, seconded by Council Member Lydia Novakov, the Town Council voted unanimously to approve Items A. through C. on the Consent Agenda. Prior to the vote, Mayor Beecherl explained that the Town Council reviewed these items prior to the meeting.

- A. Consider approval of the minutes of the Town Council meeting held on January 23, 2024.*
- B. Consider approval of the minutes of the Town Council study session meeting held on January 23, 2024.*
- C. Consider the acceptance of the Annual Comprehensive Financial Report and related audit for the Fiscal Year 2022-2023.*

Mayor Beecherl adjourned the Town Council meeting at 8:06 a.m.

Approved on this the 20th day of February 2024.

APPROVED:

ATTEST:

Will C. Beecherl
Mayor

Joanna Mekeal
Town Secretary



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: February 20, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

TITLE

Consider approval of the minutes of the Town Council study session held on February 6, 2024.

BACKGROUND

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS:

File Name	Description
2024-2-06_TCSS_Minutes.pdf	Minutes of the February 6, 2024 Town Council study session

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



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: February 20, 2024

Department: Library

Presenter: Kortney Nelson

TITLE

Recognition of the Highland Park Library receiving an Achievement of Excellence in Libraries Award conferred by the Texas Municipal Library Directors Association.

BACKGROUND

Each year since 2005, the Texas Municipal Library Directors Association ("TMLDA"), an affiliate of the Texas Municipal League ("TML"), confers the Achievement of Excellence in Libraries Award to Texas libraries meeting its stringent criteria. The Highland Park Harvey R. "Bum" Bright Library applied and received the award that first year, and has received it every year since 2005. In 2023, only 84 of the 545 public library systems in Texas earned the award.

To qualify, a library must clearly demonstrate its commitment to providing exceptional service to the community by meeting or surpassing ten service criteria, including: providing services to underserved and special populations; marketing in innovative ways; pursuing collaborative efforts; continually enhancing its services; supporting literacy, digital inclusion, and workforce development; providing cultural, topical, and educational programming; and comprehensively training its staff.

The Library could not have achieved this accolade without the wonderful work and creativity of the Library team, which includes Randall Cross, Librarian - Adult Services; Sandy Driskill, Library Associate - Cataloging; Courtney Hamner, Library Administrative Assistant; Kortney Nelson, Town Librarian; Vanessa Ramirez, Library Associate - Circulation; Victoria Rice, Librarian - Youth Services; and Tre Robling, Library Associate - Youth Services.

The Library services, programs, and materials, which demonstrated and exceeded the award criteria, would not be possible without the support and unwavering commitment to lifelong learning of the Town Administration, the Town Council, and the residents of Highland Park.

RECOMMENDATION

None.

FINANCIAL IMPACT

None.

ATTACHMENTS:

File Name	Description
TMLDA_2023_Award_Letter_Highland_Park_Library.pdf	TLMDA 2023 Award Letter Highland Park Library



February 1, 2024

Ms. Kortney Nelson
Highland Park Library
4700 Drexel Drive
Highland Park, TX 75205

Dear Ms. Nelson,

Congratulations to Highland Park Library! On behalf of the Texas Municipal Library Directors Association, I am pleased to inform you that you have been awarded the 2023 Achievement of Excellence in Libraries Award.

Your application clearly demonstrated your commitment to providing exceptional service to your community. Of the 545 public library systems in Texas, your library is one of only 84 who have earned this year's award. With this honor, your library is now in the top 15% of all public libraries in the state.

We know you will want to proudly display your accolades, which include a congratulatory letter, a digital medal and an award template that can be used to order a plaque. The digital medal is an image file that can be used (but not altered) on websites, email signatures, stationery, and other official library promotional materials. The digital image can be made to be clickable to the TMLDA award site or to a page displaying your accomplishment and/or completed application.

Again, congratulations on this accomplishment, and thank you for enriching the lives of your residents and providing your community with outstanding and innovative services.

Sincerely,

Rachel Hadidi

Rachel Hadidi
President, Texas Municipal Library Directors Association

