



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

8:00 AM
March 5, 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 the minutes of the Town Council meeting held on February 20, 2024.
- B. Consider approval of the minutes of the Town Council study session held on February 20, 2024.

V. RECOGNITION

Recognition of Joanna Mekeal, Town Secretary, earning her designation as Texas Registered Municipal Clerk.

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: March 5, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

TITLE

Consider approval of the minutes of the Town Council meeting held on February 20, 2024.

BACKGROUND

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS:

File Name	Description
2024-2-20_TC_Minutes.pdf	Minutes of the February 20, 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 20, 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.

Council Member Lydia Novakov 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, stated that the promotion of drag has no place in the Town of Highland Park. He indicated that someone who works for the Town of Highland Park had posted drag photos on their social media account. Mr. Tamborello stated that if he were elected Mayor, he would terminate any employee who supported drag on their social media account. He added that he can be found on Facebook.

CONSENT AGENDA

On a motion by Mayor Pro Tem Craig Penfold, seconded by Council Member Don Snell, 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 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.*

RECOGNITION

Recognition of the Highland Park Library receiving an Achievement of Excellence in Libraries Award conferred by the Texas Municipal Library Directors Association. Mayor Beecherl and the Town Council recognized Kortney Nelson, Town Librarian, and commended the Library Department for achieving the Library of Excellence Award for 2023. The Highland Park Harvey R. “Bum” Bright Library has received this award every year since 2005. In 2023, only 84 of the 545 public library systems in Texas earned the award.

Mayor Beecherl adjourned the Town Council meeting at 8:10 a.m.

Approved on this the 5th day of March 2024.

APPROVED:

ATTEST:

Will C. Beecherl
Mayor

Joanna Mekeal
Town Secretary



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: March 5, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

TITLE

Consider approval of the minutes of the Town Council study session held on February 20, 2024.

BACKGROUND

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS:

File Name	Description
2024-2-20_TCSS_Minutes.pdf	Minutes of the February 20, 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 20, 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, discuss, and consider a request to extend the construction timeframe for a single-family home currently being renovated at 3906 Shenandoah Avenue. Hugh Pender, Director of Development Services, explained that Hugh and Katie Uhalt, owners of the property at 3906 Shenandoah Avenue, are requesting a building permit extension of three months in addition to the administrative 30-day extension granted by staff and a previously approved Town Council extension granted in September 2023 for an additional 6 months, for a total construction time of 33 months. The initial building permit was issued by staff on August 31, 2021. Town staff completed progress checks throughout the project as required by the Town ordinance. At the 18-month progress inspection in March 2023, the project superintendent provided an updated construction schedule indicating the project would be delayed by 90 days. The contractor was notified an extension would be necessary; however, instructed to hold until a 21-month progress inspection. At the 21-month progress inspection in June 2023, the construction schedule remained consistent and the contractor was notified to contact the Building Official to discuss a permit extension. At the 23-month progress inspection in August 2023, staff informed the contractor to contact the Building Official to discuss a permit extension. On August 4, 2023, the contractor requested a six-month extension. With the total duration of the request exceeding 90 days, the staff informed the contractor that he and the property owners would need to appear before the Town Council. The property owner was unavailable to attend the second Town Council meeting in August 2023 but was available for the first meeting in September 2023. Subsequently, a one-month administrative extension was granted to bridge the gap between the permit expiration on August 31, 2023, and the Town Council discussions in September 2023. A Town Council extension was granted at the September 19, 2023, meeting extending the permit until February 29, 2024. Following up on the permit extension in January 2024, it was determined that the project would not be completed by February 29, 2024. The contractor was notified by staff on February 5, 2024, that both he and the owners would need to appear again in front of the Town Council for consideration of a second permit extension. Mr. Matt Cain, General Contractor of Tatum Brown Custom Homes, explained that the delay is primarily due to the trade workforce, the existing basement, and the drain system. Mr. Uhalt said he wants to complete this house as soon as possible. Shelby Bush, 3909 Shenandoah Avenue, explained that he is frustrated by several vehicles parked in front of his home. He received the parking plan submitted to the Building Inspections Department, and he stated that they had never followed the plan. Mr. Cain said he would give Mr. Bush his personal cell phone to call him whenever there is an issue. The Town Council suggested the workers park their vehicles in an offsite location. In response to a question raised by Mayor Beecherl, Mr. Cain stated he is not sure if parking offsite would delay the construction time but will research and come back to the Town Council. On a motion made by Council Member Don Snell, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve an extension until the next Town Council Meeting on March 5, 2024, to discuss the remote parking plan and any updates to the construction schedule due to the remote parking.

Review, discuss, and consider approval of authorizing the Town Administrator to execute a professional services agreement with HDR, Inc. Tobin E. Maples, AICP, Town Administrator, explained that, traditionally, municipalities do not demonstrate a commitment to proactive urban planning and, therefore, function from a reactionary perspective. Recognizing the Town will continue to experience redevelopment pressure and traffic congestion due to its location, availability of infill properties, good community image, and destination public education system; the Town should advance a commitment to proactive planning initiatives charged with ensuring the Town is poised to forecast, review, and control the unknown. Specifically, as redevelopment in and adjacent to Highland Park occurs, delivery of service challenges will continue to evolve. These challenges will encompass everything from infrastructure (parking, mobility, open space, etc.) to police, fire, and EMS. Accordingly, the Town Council must formulate and administer policies and controls that reflect the community's values and enhance the process's integrity. The professional services agreement ("Agreement") establishes an Owner's Representative for the Town. As the Owner's Representative ("Consultant") will report directly to the Town and perform and oversee professional services for a range of specialty projects as assigned by the Town. The work to be performed under this Agreement includes but is not limited to, managing, directing, and coordinating architecture, engineering, urban planning, traffic, transportation, parking, and specialty firms selected for individual assignments or projects. Professional services included in the scope of this Agreement will be based on the issuance of individual Work Authorizations by the Owner to authorize the Consultant to perform the professional services described in the Work Authorization. In response to a question raised by Council Member White, Mr. Maples confirmed that community outreach will be utilized. The basic premise is to facilitate planning with the community rather than planning for the community. The end goal of planning of this nature is to provide the community with some level of comfort regarding future infrastructure demands, delivery of services, and the basis for capital and operational expenditure-related decisions. In response to a comment made by Council Member Don Snell, Mr. Maples explained that the contract can have a cap limit. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve the authorizing the Town Administrator to execute a professional services agreement with HDR, Inc. with a cap amount no greater than \$100,000.00.

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.

Council Member Lydia Novakov suggested discussing different building permits and timelines and added that perhaps it could be based on the home's square footage.

Council Member Don Snell agreed with Council Member Novakov's request and added that having a community meeting with the Town and builders would also be helpful.

Reports

Review and discuss the horse-drawn carriage program. Chuck McGinnis, Director of Public Safety, explained that in the 2023 season, four vendors employed 78 drivers with 60 carriages operated in the Town. Carriage rides are approximately one hour in duration. Last year, the Town

received three complaints about the carriages, but no mishaps between carriages and motorists were reported. This year, the program generated \$59,962.10, which is \$20,601.33 more than the previous year. This is primarily due to an increase in cost from the vendor to the patrons to utilize the service, but there was also a minor increase in the total quantity of rides provided. Currently, the City of Dallas is also reviewing its horse-drawn carriage program and will vote on potentially banning it in April 2024. This will inevitably affect the Town's horse-drawn carriage vendors, as most of them either operate or store their equipment and horses in the City of Dallas during the holidays. In response to a question raised by Council Member White, Chief McGinnis explained that after the City of Dallas responds to the potential banning of horse-drawn carriages, he will bring this report back to the Town Council in June 2024.

Mayor Beecherl asked if there were any questions, to which there were none.

Mayor Beecherl adjourned the meeting at 9:20 a.m.

APPROVED on this 5th day of March 2024.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: March 5, 2024

Department: Administration

Presenter: Tobin E. Maples, AICP

TITLE

Recognition of Joanna Mekeal, Town Secretary, earning her designation as Texas Registered Municipal Clerk.

BACKGROUND

Joanna Mekeal recently graduated from the Texas Municipal Clerks Certification Program at the University of North Texas in Denton. To date, only 1,140 individuals throughout the state of Texas have earned the Texas Registered Municipal Clerk designation.

She completed approximately 200 hours of individual study over a four-course curriculum and attended eight two-day seminars for an additional 100 hours of classroom study. The curriculum included an array of topics including public administration, election law, budgeting and finance, municipal law, and personnel management.

The program is an university-level professional education program for city clerks and city secretaries in Texas. The program is the third oldest of 47 programs around the world.

RECOMMENDATION

None.

FINANCIAL IMPACT

None.

ATTACHMENTS:

File Name

Description

No Attachments Available