



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

8:00 AM
March 19, 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 March 5, 2024.
- B. Consider approval of the minutes of the Town Council study session held on March 5, 2024.

V. MAIN AGENDA

- A. Citizen recognition for two juveniles for courage and swift action during a criminal offense.
- B. Rank and badge pinning of new Deputy Police Chief Marc Rossini and new Deputy Operations Chief Jake Mowrey.

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 19, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

TITLE

Consider approval of the minutes of the Town Council meeting held on March 5, 2024.

BACKGROUND

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS:

File Name	Description
2024-3-5_TC_Minutes.pdf	Minutes of the March 5, 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, MARCH 5, 2024.

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

Council Member Marc Myers 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.

David Gravelle, 4509 Livingston Avenue, explained that recently the Zoning Committee approved the addition of a Dior Café in the Highland Park Village (“HPV”). Mr. Gravelle explained that the people who live on Livingston Avenue experience several parked cars along the street, causing visibility and mobility complications. Mr. Gravelle said the HPV is no longer the quiet neighborhood shopping center.

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

RECOGNITION

Recognition of Joanna Mekeal, Town Secretary, earning her designation as Texas Registered Municipal Clerk. Tobin E. Maples, AICP, Town Administrator, recognized Joanna Mekeal, TMRC, Town Secretary, for recently graduating from the Texas Municipal Clerks Certification Program at the University of North Texas in Denton. To date, only 1,140 individuals throughout Texas have earned the Texas Registered Municipal Clerk designation. Mayor Beecherl and the Town Council congratulated Mrs. Mekeal.

Mayor Beecherl adjourned the Town Council meeting at 8:07 a.m.

Approved on this the 19th day of March 2024.

APPROVED:

ATTEST:

Will C. Beecherl
Mayor

Joanna Mekeal
Town Secretary



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: March 19, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

TITLE

Consider approval of the minutes of the Town Council study session held on March 5, 2024.

BACKGROUND

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS:

File Name	Description
2024-3-5_TCSS_Minutes.pdf	Minutes of the March 5, 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 8:13 A.M. ON TUESDAY, MARCH 5, 2024.

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

Future Agenda Discussion

Review, discuss, and consider a request to extend the construction timeframe for a new single-family home currently under construction at 5451 Cambridge Avenue. Hugh Pender, Director of Development Services, explained that Mr. and Mrs. Blackwell, owners of the property at 5451 Cambridge Avenue, are requesting a six-month building permit extension in addition to the administrative 90-day extension granted by staff for a total construction time of 33 months. The initial building permit was issued on March 31, 2022. Town staff completed progress checks throughout the project as required by the Town ordinance. At the 18-month progress inspection in September 2023, the contractor provided an updated construction schedule indicating the project would be delayed by 90 days. The contractor was notified that an extension would be necessary. After a review of the reasons for the delay, an administrative extension was issued, extending the time frame until June 30, 2024. At the 21-month progress inspection in December 2023, it was noted that the project was behind schedule. Amber Gracia, General Contractor of RGD+B, has identified that the cumulative additional time period is necessitated due to an incorrect property survey, construction of a swimming pool beam at an incorrect elevation, delays with overseas materials, and design changes. Susan Walters, 3635 Mockingbird Lane, explained that she lives next door to 5451 Cambridge Avenue and is directly impacted by the construction parking, trash, and weeds on this property. Ms. Walters stated that she is also a builder and did not believe they would complete this house, given its current stage in construction, even with the new extension period proposed. In response to a question raised by Council Member Myers, Ms. Gracia explained that this is the first house she has built in Highland Park and is learning the Town's processes. In response to a question raised by Mayor Pro Tem Craig Penfold, Ms. Gracia explained that she acknowledges Ms. Walter's concerns and requested that she contact her if there are any future issues. Ms. Gracia added that this house is her first priority and will be completed within the requested timeframe. In response to a question raised by Council Member Novakov, Ms. Gracia confirmed that she would absorb the cost of the extension. On a motion made by Council Member Marc Myers, seconded by Mayor Pro Tem Craig Penfold, the Town Council unanimously voted to approve the request to extend the construction timeframe for a new single-family home currently under construction at 5451 Cambridge Avenue using the existing fee structure.

Review, discuss, and re-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 three-month building permit extension 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 six months, for a total construction time of 33 months. The Town has received complaints from neighbors about working after 6:00 p.m. and not following the approved parking plan. 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 May 31, 2024. A temporary extension from February 29, 2024, until

March 5, 2024, was granted at the study session on February 20, 2024, to allow the general contractor to investigate further off-site parking for the duration of the project and any impacts that may have on the completion schedule. Matt Cain, General Contractor of Tatum Brown Custom Homes, stated that he has secured off-site parking approximately two miles from the construction site. The employees will shuttle to and from this location. With the number of off-site parking spaces being limited, the contractor requests the ability to continue a limited amount of on-site parking per the existing parking plan for the project. The estimated lost production is approximately one hour daily, which increased the overall permit extension request by 21 days until June 19, 2024. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Don Snell, the Town Council unanimously voted to approve the request to extend the construction timeframe until May 31, 2024, for a single-family home currently under construction at 3906 Shenandoah Avenue using the new fee structure.

Review, discuss, and consider a request to extend the construction timeframe for a new single-family home currently under construction at 3700 Stratford Avenue. Hugh Pender, Director of Development Services, explained that the property owners at 3700 Stratford Avenue are requesting a three-month building permit extension 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 on January 11, 2022. Town staff completed progress checks throughout the project as required by the Town ordinance. At the 18-month progress inspection in July 2023, the project superintendent provided an updated construction schedule indicating the project would be delayed by 15 days. The 21-month progress inspection in October 2023 revealed the project would be delayed by 75 days according to the updated construction schedule. The contractor requested a 90-day administrative staff extension and provided a revised construction schedule reflecting a completion date of March 29, 2024. Staff reviewed the schedule and agreed to issue the 90-day extension until April 11, 2024. The final progress inspection in December 2023 (23 months) did not present any update to the latest construction schedule. At the January progress inspection on the administrative extension, it was clear that the project would likely not meet the April expiration date. An updated construction schedule indicated that the project completion on May 10, 2024, exceeds the limits of the April staff extension. Mr. Matt Cain, General Contractor of Tatum Brown Custom Homes, has identified the size and scale of the project, availability of qualified trade subcontractors, delays surrounding the exterior cut stone, design changes, and associated lead time related to the change orders, and the redesign/re-engineering of the main staircase. Tara Bond-Freeman, 3656 Stratford Avenue, explained that, due to construction, several vehicles are parked along the street, and it is challenging to drive in and out of the alley due to visibility restraints. In response to a question raised by Council Member Novakov, Mr. Pender explained that when an inspector is onsite, they will verify that the workers are parking according to the parking plan. On a motion made by Council Member Don Snell, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve the request to extend the construction timeframe for a new single-family home currently under construction at 3700 Stratford Avenue using the existing fee structure.

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.

Mayor Beecherl suggested moving the Town Council Meeting scheduled on April 16, 2024, to April 23, 2024.

Reports

Review and discuss the 2024 Swim Season Schedule and provide an update on the Pool Facility Improvements. Chelsey Gordon, Assistant Director of Development Services, discussed the Town's annual summer swim programming and updates on the pool facility. The days of operation for the 2024 Pool Season will remain the same as the 2023 season. Modifications have been made to the overall operations and maintenance of the swimming pool to improve customer service and efficiency. In response to a question raised by Council Member White, Ms. Gordon stated that usage of the pool in 2022 is similar to the 2023 Pool Season. Last year, a new software system was adopted to better assist with checking-in pool patrons. Patrons are now issued a physical card with a digital barcode to be scanned, which allows faster check-in and the ability to gather more accurate check-in data. This year, the Town will use the same software to assist in the scheduling of pool parties, swim lessons, and conditioning programs, as well as point of sale and inventory management for the concession stand. We will also utilize a new software system, Digiquatics, for internal operations such as timekeeping, scheduling of seasonal staff, certification tracking, daily checklists, shift reports, and chemical records. In response to resident feedback, staff will continue offering water aerobics and other family activities during the regular swim season. Last year, the Town began offering swim lessons and conditioning programs in-house with certified seasonal staff. Swim Lessons are offered as a two-week time block of daily, thirty-minute lessons, Tuesday through Friday, and the Swim Conditioning program is provided as a weekly or seasonal, one-hour daily program. In the FY24 Operating Budget, the Town Council approved funding for pool-related improvements, including rehabilitation of the sundeck, new roofs for all ancillary buildings, installation of a metal shade structure to cover the sand filter and pool heater, and a new gas line for the heater. With the removal of the sand filter, it was discovered that the concrete base was failing. Remaining within the original capital project budget, it was decided to pour a new base to support the new filter and shade structure. The new roofs have been installed, and all other improvements are under construction and expected to be completed by the middle of March. These improvements should extend the life of the pool for at least another 10 to 15 years, matching last year's replacement of the pool liners and sand filters. Lastly, staff have contracted with Kimley Horn and Counsilman-Hunsaker to produce a Swimming Pool Assessment and Capital Plan for the pool. The final report is being reviewed by staff and will be shared with a resident advisory committee to help plan for future improvements and services at the pool over the next several years. Staffing for the pool is ongoing and to date there are forty-four applicants for lifeguard, twelve applicants for lead lifeguard, eleven applicants for concession attendant, and one applicant for swim instructor. Mayor Beecherl asked if there were any questions, to which there were none.

Review and discuss the monthly Financial and Investment Report and Quarterly Investment Report for the period ending December 31, 2023. Karen Kurtin, CPA, Deputy Chief Financial Officer, presented highlights of the Financial and Investment Report. This report is for the period ending December 31, 2023, which marks the completion of the third month of the 2023 - 2024 fiscal year. Therefore, the year-to-date percentage for budgetary comparison purposes is 25.0%. General and Utility Fund combined revenues amount to \$12,343,755, which is 27.5% of the annual budgeted amounts. The General and Utility Fund combined expenditures and encumbrances amount to \$9,438,395 or 18.9% of the Fiscal Year 2023-2024 Combined Budget. Ms. Kurtin also discussed the Quarterly Investment Report prepared by Valley View Consultants, the Town's investment

advisors, for the quarter ending December 31, 2023. The total market value of the Town's cash and investment portfolio is \$61,566,508, with an average yield of 5.27% and an average maturity of 99 days. The current quarter and fiscal year-to-date average yield for the portfolio are 5.33%. Quarterly and year-to-date investment income was approximately \$779,862. Mayor Beecherl asked the Town Council if they had 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 (Highland Park Department of Public Safety).
2. In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.

Mayor Beecherl recessed the study session at 9:13 a.m. Mayor Beecherl convened a closed session at 9:15 a.m., pursuant to: (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 (Highland Park Department of Public Safety); and (2) In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.

Mayor Beecherl ended the closed session at 10:02 a.m., and reconvened the study session in open session at 10:02 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.
2. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 2. above shall be made, if any. No motion was made.

Mayor Beecherl adjourned the meeting at 10:02 a.m.

APPROVED on this 19th day of March 2024.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: March 19, 2024

Department: DPS

Presenter: Chuck McGinnis

TITLE

Citizen recognition for two juveniles for courage and swift action during a criminal offense.

BACKGROUND

On January 23, 2024, at approximately 8:05 p.m., officers were responding to a call for service for an accident that occurred in which the driver fled the scene. As officers were searching the area for the suspect, another 9-1-1 call was dispatched for a burglary of habitation in progress in the immediate area.

After the accident, the suspect apparently fled to this residence and entered the house in which two teenage brothers were home alone while their parents were out to dinner. The teenagers are 16 and 14 years old. The older brother observed the suspect enter his home without permission and immediately went and grabbed his BB gun (which resembled a handgun) and began searching for the suspect because he was worried about his brother.

During this time, the younger brother had a verbal interaction with the suspect, as the suspect entered his room and then went into the bathroom. At this time the younger brother correctly left the room to search for his brother for help. When the older brother heard the interaction in the younger brother's room, he immediately entered the room and held the suspect at BB gun gunpoint and phoned 9-1-1.

Officers were almost immediately on scene because they were already in the area and apprehended the suspect within 1 minute.

Both of these young men kept calm in the face of adversity and demonstrated qualities of courage and bravery in which deserve to be formally recognized.

RECOMMENDATION

Present the two young men with a recognition award and a challenge coin.

FINANCIAL IMPACT

None

ATTACHMENTS:

File Name

Description

No Attachments Available



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: March 19, 2024

Department: Department of Public Safety

Presenter: Chuck McGinnis

TITLE

Rank and badge pinning of new Deputy Police Chief Marc Rossini and new Deputy Operations Chief Jake Mowrey.

BACKGROUND

There are two times when an officer gets a new badge presented to them. The first is when they graduate police academy and the second is when they receive a promotion. The retirement of Chief Paul Sandman, coupled with the restructuring of the administration of the Department of Public Safety ("DPS") has created promotional opportunities within DPS in that of the ranks of Deputy Police Chief and Deputy Operations Chief.

The Deputy Police Chief position will have oversight of all Police related activity provided in Highland Park, to include police training, quality control, and management and coordination with the Police PSO. This position will be responsible for ensuring the department is in compliance with CALEA accreditation standards and policy review.

The Deputy Operations Chief position will have oversight of the three shifts in DPS (A, B, and C shifts). This position will be tasked with leadership of people and ensuring continuity of tasks, training, and skill level of everyone at the line level to ensure we are all moving in the same direction in order to fulfill our mission statement.

It is my honor and privilege to announce that Captain Marc Rossini has been selected to fill the role of Deputy Police Chief and Captain Jake Mowrey has been selected to fill the role of Deputy Operations Chief. Their wives and children are present to pin their rank today in recognition of their high level of performance for the Town. Both of these men are true leaders in this department and are here today with not only my support, but the support of their peers, and more importantly, their subordinates. Both have consistently gone above and beyond to demonstrate their commitment to the Town, the Department, and to the betterment of the organization.

As the Director of Public Safety, I have full confidence that Deputy Police Chief Rossini and Deputy Operations Chief Mowrey will make this department better and will enhance the Town's faith and confidence in our operational capabilities.

RECOMMENDATION

None

FINANCIAL IMPACT

No new financial impact.

ATTACHMENTS:

File Name

Description

No Attachments Available