



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

8:00 AM  
April 2, 2024

4700 Drexel Drive, Highland Park TX 75205  
Town Council Chambers

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**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. PROCLAMATION**

- A. Proclamation recognizing April 12, 2024, as the City of University Park's Centennial anniversary.
- B. Proclamation recognizing April 7 - 13, 2024, as National Library Week in the Town of Highland Park.

**V. 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 19, 2024.
- B. Consider approval of the minutes of the Town Council study session held on March 19, 2024.
- C. Consider approval of the minutes of the Special Town Council meeting held on March 26, 2024.

**VI. RECOGNITION**

Promotional recognition of officers in the Department of Public Safety.

**VII. ADJOURNMENT**

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.

SPECIALACCOMMODATIONS 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: April 2, 2024

Department: Administration

Presenter: Mayor Will C. Beecherl

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### **TITLE**

Proclamation recognizing April 12, 2024, as the City of University Park's Centennial anniversary.

### **BACKGROUND**

In the mid-1800s, surrounded by flat and featureless prairie, the Daniel family, led by a young widow, Frances Daniel, were among the first settlers in what would become University Park. The Daniel land would eventually encompass where Curtis Park and Snider Plaza are today. At about that same time, William Caruth, Sr., settled nearby. Stretching from what is now Forest Lane on the north to Mockingbird Lane on the south, and from White Rock Creek on the east, just west of Preston Road, his land holdings would eventually exceed 30,000 acres.

Decades later, in 1911, generous land gifts from the Caruth, Armstrong, and McNeny families resulted in the founding of Southern Methodist University, and Dr. Robert Hyer, a physics professor, became the school's first president. As classes began in 1915, Dallas Hall housed all university studies and residential growth in the surrounding area centered on the school's faculty and staff. At first, SMU supplied nearby homes with utility services, but by 1924, the school could no longer support the expanding population. After thoughts of annexation by Highland Park and Dallas were dismissed due to concerns over financial viability, an election was held to incorporate as the City of University Park. When first incorporated, the city encompassed 515 acres, 380 homes, and 1,200 residents. Today, University Park has an incorporated area of 3.73 square miles. With just more than 25,000 residents, single-family homes account for 79 percent of total households.

By 1945, University Park had become one of the most prestigious locations in the area. In fact, the community's attractiveness and tax value had risen to such an extent that the City of Dallas now wanted to annex University Park into its boundaries. At the time of the election, even the University Park elected officials favored annexation. In the largest voter turnout to that date and still one of the largest in city history, the annexation was rejected by a 53% to 47% margin.

In 1946, an election was held to adopt a Home Rule Charter, but the measure failed, and the city continued to operate as a General Law city. In 1989, voters approved a Home Rule Charter, which officially adopted the Council-Manager form of government and expanded the three-member Board of Commissioners to the current five-member City Council.

Nearly a century has passed since the City of University Park was incorporated, and April 12, 2024, the official date of the City's Centennial.

The Town of Highland Park would like to help the City of University Park commemorate this milestone anniversary by a proclamation.

## RECOMMENDATION

N/A

## FINANCIAL IMPACT

None.

## **ATTACHMENTS:**

<b>File Name</b>	<b>Description</b>
Proclamation_-_Centennial_Celebration_UP.pdf	Proclamation



# Proclamation

*Town of Highland Park, Texas*

WHEREAS, the City of University Park was incorporated as a city in 1924 and is celebrating its 100th Anniversary; and

WHEREAS, in its first 100 years has grown to become a residential community of more than 25,000 residents and one of the most prestigious locations for people to call home; and

WHEREAS, the commitment of excellence as well as providing prompt and personal attention to residents continue to be core values; and

WHEREAS, the City of University Park is known for its attractive homes, beautiful parks, commitment to high level customer service, exemplary police, fire, and emergency medical services, outstanding public library, and highly regarded educational institution including Highland Park Independent School District and Southern Methodist University;

*NOW, THEREFORE, on behalf of the Town Council of the Town of Highland Park, Texas, I hereby proclaim Friday, April 12, 2024 as a Centennial Day for the City of University Park,*

## *Centennial Day*

in the Town of Highland Park, Texas, and encourage our residents to consider the many ways the Town of Highland Park and the City of University Park work together to form the foundation of the Park Cities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Highland Park, Texas to be affixed hereto on this the 2nd day of April 2024.

Will C. Beecherl  
Mayor



# TOWN OF HIGHLAND PARK

## Agenda Briefing

Council Meeting: April 2, 2024

Department: Library

Presenter: Kortney Nelson

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### TITLE

Proclamation recognizing April 7 - 13, 2024, as National Library Week in the Town of Highland Park.

### BACKGROUND

First sponsored in 1958, the American Library Association and libraries across the country observe National Library Week ("NLW") each April to celebrate the valuable role libraries, librarians, and library workers play in transforming lives and communities. The Highland Park Library ("Library") encourages everyone in the community to visit and explore all the Library has to offer.

The theme for this year's NLW is *Ready, Set, Library!* Libraries give people a green light to experience something truly special: a place to connect with others, learn new skills, and pursue interests through programs, resources, story times, crafting workshops, lectures, and more. In addition, libraries play a pivotal role in economic development by providing resources and support for job seekers, entrepreneurs, and small businesses.

No matter where someone finds themselves on the roadmap through life's journey—preparing for a new career, launching a business, raising a family, or settling into retirement—the Library provides materials to support community members. Get ready to browse, become inspired, and connect this NLW. The Library is there for you, all the way to the finish line.

Library staff actively advances and strengthens the facilitation of communication, discussion, deliberation, and community engagement; access to helpful and relevant collections for education and entertainment; opportunities for learning through high-quality programming; instruction on fundamental and emerging technology; and assistance finding reliable information and accurate answers from trusted resources.

The Library serves as the community's connection to lifelong learning and powers imagination through creativity and discovery.

### RECOMMENDATION

None.

### FINANCIAL IMPACT

None.

### ATTACHMENTS:

File Name

Description





# Proclamation

*Town of Highland Park, Texas*

WHEREAS, libraries adapt to the ever-changing needs of their communities, developing and expanding collections, programs, and services that are as diverse as the populations they serve; and

WHEREAS, libraries offer the opportunity for everyone to connect with others, learn new skills, and pursue their passions, no matter where they are on life's journey; and

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals; and

WHEREAS, libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations;

*NOW, THEREFORE, on behalf of the Town Council of the Town of Highland Park, Texas, I hereby proclaim the week of April 7 – 13, 2024 as NATIONAL LIBRARY WEEK in the Town of Highland Park, Texas, and encourage our citizens to consider the many ways in which libraries enhance our quality of life.*

## *NATIONAL LIBRARY WEEK*

in the Town of Highland Park, Texas, and encourage our citizens to consider the many ways in which libraries enhance our quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Highland Park, Texas to be affixed hereto on this the 2nd day of April 2024.

Will C. Beecherl  
Mayor





# TOWN OF HIGHLAND PARK

## Agenda Briefing

Council Meeting: April 2, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

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### TITLE

Consider approval of the minutes of the Town Council meeting held on March 19, 2024.

### BACKGROUND

### RECOMMENDATION

### FINANCIAL IMPACT

### ATTACHMENTS:

File Name	Description
2024-3-19_TC_Minutes.pdf	Minutes of the March 19, 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 19, 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 Don Snell 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 he had met a homeless man on a public sidewalk in the Town of Highland Park. This man told Mr. Tamborello about his experience with a Public Safety Officer, which involved an arrest and his dog taken into custody. Mr. Tamborello explained that if elected for Mayor, and if the allegations made by the man were true, that would not be tolerated.

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

### ***MAIN AGENDA***

*Citizen recognition for two juveniles for courage and swift action during a criminal offense.* Chuck McGinnis, Director of the Public Safety Department, explained that on January 23, 2024, officers were responding to a call for service regarding an accident 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 vicinity. After the accident, the suspect fled to this residence and entered the house where two teenage brothers were home alone while their parents were out to dinner. The older brother observed the suspect enter his home without permission and immediately went and grabbed his BB gun, resembling a handgun, and began searching for the suspect. During this time, the younger brother verbally interacted with the suspect as he entered his room and then to the bathroom. When the older brother heard the interaction in the younger brother's room, he entered the room, held the suspect at BB gun gunpoint, and phoned 9-1-1. Officers arrived on the scene and apprehended the suspect within 1 minute of the call to 9-1-1. Chief McGinnis presented the brothers with a placard and stated that these young men kept calm in the face of adversity and demonstrated courage and bravery that deserve to be formally recognized.

*Rank and badge pinning of new Deputy Police Chief Marc Rossini and new Deputy Operations Chief Jake Mowrey.* Chuck McGinnis, Director of Public Safety, explained that there are two occasions when an officer gets a new badge presented to them. The first is when they graduate from the police academy, and the second is when they receive a promotion. Captain Marc Rossini was promoted to Deputy Police Chief and was pinned by his wife, Cecelia Rossini. Captain Jake Mowrey was promoted to Deputy Operations Chief and was pinned by his wife, Jessica Mowrey.

Mayor Beecherl adjourned the Town Council meeting at 8:14 a.m.

Approved on this the 2<sup>nd</sup> day of April 2024.

APPROVED:

ATTEST:

Will C. Beecherl  
Mayor

Joanna Mekeal  
Town Secretary



# TOWN OF HIGHLAND PARK

## Agenda Briefing

Council Meeting: April 2, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

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### TITLE

Consider approval of the minutes of the Town Council study session held on March 19, 2024.

### BACKGROUND

### RECOMMENDATION

### FINANCIAL IMPACT

### ATTACHMENTS:

File Name	Description
2024-3-19_TCSS_Minutes.pdf	Minutes of the March 19, 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 8:23 A.M. ON TUESDAY, MARCH 19, 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 approval of a resolution validating the review of the Statement of Investment Policies as adopted by the Town of Highland Park and approving recommended changes.* Karen Kurtin, CPA, Director of Finance, explained that the Town's Statement of Investment Policies ("Investment Policies") has been prepared to comply with Chapter 2256 of the Texas Government Code ("Public Funds Investment Act") and Chapter 2257 of the Texas Government Code ("Public Funds Collateral Act"), as well as to reflect the Town's investment strategies. The Town's investment approach is to maintain safety, liquidity, and yield, in that order, to provide sufficient cash flow requirements and protection of public funds. The Public Funds Investment Act and the Investment Policies call for at least an annual review of established policies by the Town Council. This review aims to discuss any proposed changes and update the Town Council regarding any reporting requirements. The proposed changes do not materially change the Town's Investment Policies. Titles have been updated for consistency. The Town's strategy of earning interest in hard dollars or as a credit to offset fees has been clarified. The current policy was awarded the Certification of Investment Policy by the Government Treasurers' Organization of Texas for the two-year period ending May 31, 2025. It is anticipated that the new Investment Policy will also earn this Certification. On a motion made by Council Member Leland White, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve a resolution validating the review of the Statement of Investment Policies as adopted by the Town of Highland Park and approving recommended changes.

RESOLUTION NO. 003-24

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, IN COMPLIANCE WITH CHAPTER 2256 OF THE TEXAS GOVERNMENT CODE, VALIDATING THE REVIEW OF THE STATEMENT OF INVESTMENT POLICIES AS ADOPTED BY THE TOWN OF HIGHLAND PARK.

*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 Pro Tem Penfold requested to discuss the master plan of the Holland Avenue apartment complex and the lease agreements with the tenants.

**Reports**

*Review and discuss the Library Master Plan project.* Kortney Nelson, Town Librarian, explained that at its study session on September 4, 2018, the Town Council reviewed and discussed the

Library Master Plan ("Plan") project and the Plan document covering the initiatives for the first three years, Fiscal Years ("FY") 2019-2021, of the 10-year strategic plan strategy. On April 6, 2021, in response to the COVID-19 pandemic, the Town Council extended the Plan document and projects to include FY 2022. In April 2022, the Library presented a revised Plan document, which contained proposed new projects for FY 2023-2025, to continue supporting the Library's five strategic areas of focus: (1) Back to Basics: Building the Framework for a High-Performing Future; (2) Customer Service: Deliver Excellence and Welcome Surprises; (3) Service to Children, Tweens, and Teens: Connecting with the Next Generations; (4) Branding and Marketing: Amplifying the Message; and (5) A Library Without Walls: Leveraging Virtual and External Assets. Consultants from The Ivy Group, Ltd. and Town staff designed the strategic areas of focus based on analysis of the research and community engagement feedback gathered throughout FY 2018. The five areas of focus, as a whole, comprise the basis for the 10-year strategy, as well as expand the development of the Library as the Town's "Connection to Lifelong Learning." The Library is providing an update on the Master Plan projects completed in FY 2023 and in progress or planned for FY 2024, which includes researching creating a Library logo to reinterpret the Library's traditional persona with a more contemporary appeal. Mrs. Nelson stated that in November 2023, the Library retained Mixed Media Creations for logo design services. The process resulted in two design concepts for the Town Council to consider, discuss, and provide feedback for revisions and/or new design concepts. All Town Council Members preferred the bookmark logo option. Mayor Beecherl asked the Town Council if they had any questions, to which there were none.

*Review and discuss construction progress for the Holland Elevated Storage Tank project.* Lori Chapin, P.E., Director of Engineering, explained that the Town Council approved the construction contract for the Holland Elevated Storage Tank ("EST") on December 5, 2023. The Town issued a notice to proceed to Landmark Structures on January 8, 2024. The installation of 63 GEOPIERS was completed on January 19, 2024; the EST foundation was completed on February 8, 2024; the Tower crane was installed; the first lift of the pedestal was completed on March 12, 2024; and the Atmos gas line relocations/service installations are ongoing. The Town and its consultant continue to work with the franchise utility companies regarding facility relocations and Motorola for the DPS radio system relocation. In response to a question raised by Mayor Beecherl, Ms. Chapin confirmed that the project has 510 calendar days, and the project is anticipated to be complete, weather permitting, in late Spring 2025. In response to a question raised by Council Member Novakov, Ms. Chapin explained that a new fence is scheduled to be installed after the construction of the EST. In response to a question raised by Council Member Marc Myers, Ms. Chapin explained that no current plans exist to put a logo or name on the EST.

*Review and discuss the Department of Public Safety Annual Report.* Chuck McGinnis, Director of the Department of Public Safety, summarized the Department of Public Safety's ("DPS") work this past year. The annual report included staffing, crime trends, traffic enforcement, training, response time, and department projects. Chief McGinnis also highlighted the DPS's accomplishments and awards. In response to a question raised by Council Member Don Snell, Chief McGinnis explained that officers use discretion in each situation regarding whether issuing a citation is necessary. Council Member Lydia Novakov suggested distributing this report to the public, and Council Member Marc Myers asked to see some of the categories compared over the years. Chief McGinnis confirmed that the report will be distributed, and the comparisons will be sent to the Town Council. 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 9:29 a.m. Mayor Beecherl convened a closed session at 9:30 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 10:47 a.m., and reconvened the study session in open session at 10:47 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 10:48 a.m.

APPROVED on this 2<sup>nd</sup> day of April 2024.

APPROVED:

ATTEST:

Will C. Beecherl  
Mayor

Joanna Mekeal  
Town Secretary



# TOWN OF HIGHLAND PARK

## Agenda Briefing

Council Meeting: April 2, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

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### TITLE

Consider approval of the minutes of the Special Town Council meeting held on March 26, 2024.

### BACKGROUND

### RECOMMENDATION

### FINANCIAL IMPACT

### ATTACHMENTS:

File Name	Description
2024-03-26_Special_Meeting_Minutes.pdf	Special Meeting Minutes 2024-03-26



MINUTES OF A SPECIAL MEETING OF THE TOWN COUNCIL OF THE TOWN OF  
HIGHLAND PARK, TEXAS, HELD AT 5950 SHERRY LANE, SUITE 700, DALLAS, TEXAS  
75225, AT 10:00 A.M. ON TUESDAY, MARCH 27, 2024.

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

Mayor Will C. Beecherl called the meeting to order at 10:00 a.m.

CLOSED SESSION

- 1. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into a closed session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.*

Mayor Will C. Beecherl recessed the special Town Council meeting at 10:00 a.m. and convened into a closed session pursuant to Section 551.074 of the Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.

Mayor Will C. Beecherl ended the closed session at 4:00 p.m. and reconvened the special meeting in open session at 4:00 p.m. No final action, decision, or vote was taken during the closed session.

OPEN SESSION

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. No action was taken.

Mayor Beecherl adjourned the meeting at 4:00 p.m.

APPROVED on this 2<sup>nd</sup> day of April 2024.

APPROVED:

Will C. Beecherl  
Mayor

ATTEST:

Joanna Mekeal  
Town Secretary



# TOWN OF HIGHLAND PARK

## Agenda Briefing

Council Meeting: April 2, 2024

Department: Department of Public Safety

Presenter: Chuck McGinnis

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### TITLE

Promotional recognition of officers in the Department of Public Safety.

### BACKGROUND

There are two times a badge is presented to an officer: the first, upon graduating the Police Academy; the second, upon being promoted. With the promotions of the new Deputy Chiefs in DPS, vacant positions for the rank of Sergeant, Lieutenant, and Captain were created. The month of February was filled with rigorous promotional processes, and the below officers are being promoted as a result.

Promoting to the rank of Sergeant: Josh Gonzales, Scott Ferguson, Jeff Ramos, and Adren Allen.

Promoting to the rank of Lieutenant: Aaron Wallace and Jason Findley

Promoting to the rank of Captain: Randy Riddle and Chance Watson

Each one of these individuals have demonstrated exceptional leadership and dedication to the department of Public Safety and the community.

### RECOMMENDATION

None

### FINANCIAL IMPACT

None

### ATTACHMENTS:

**File Name**

**Description**

No Attachments Available