



Town of Highland Park, Texas
TOWN COUNCIL MEETING
AGENDA

8:00 AM
December 2, 2025

4700 Drexel Drive, Highland Park, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. INVOCATION

III. PUBLIC COMMENT

This portion of the agenda is the public's opportunity to address the Town Council about any item listed on the agenda, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Public comments are limited to three (3) minutes per speaker, unless otherwise required by law. Per the Texas Open Meetings Act, the Town Council is not permitted to take action on or discuss any item not listed on the agenda. Items suggested for action may be placed on a future agenda at the Town Council's sole discretion.

IV. RECOGNITION

- A. Recognition of the Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association for the Town's 2024 Annual Comprehensive Financial Report.
- B. Recognition and presentation of the ICC/IAEI ElectriCity Certificate for 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. Take action on the purchase of a replacement vehicle for the Parks Department.
- B. Take action on FY25-26 DPS Capital Expenditure - Ambulance purchase.
- C. Take action on FY25-26 DPS Capital Expenditure - TASER weapons platform purchase.
- D. Take action on the revisions to the Highland Park Library's Material Selection Policy.
- E. Take action on the purchase of water meters as part of the FY 2026 Annual Water Meter Replacement Program.
- F. Take action the 2026 Town Council meeting schedule.

- G. Take action on an Ordinance Releasing and Abandoning a Portion of Public Right-of-Way Between 4224 and 4216 Armstrong Parkway.
- H. Take action on the minutes of the Special Town Council Meeting held on November 3, 2025.
- I. Take action on the minutes of the Town Council meeting held on November 4, 2025.
- J. Take action on the minutes of the Town Council study session held on November 4, 2025.

VI. MAIN AGENDA

- A. Review, discuss, and take action to extend the construction time period for a new single-family residence at 3821 Gillon Ave from November 30, 2025, to February 1, 2026. An extension of two months.
- B. Review, discuss, and take action on acceptance of donations from the Highland Park Quality of Life Foundation to the Department of Public Safety and the Highland Park Library.
- C. Review, discuss, and take action on an ordinance to amend the Fiscal Year 2025-26 Budget, with amendments, in the amount not to exceed \$14,945.
- D. Review, discuss, and take action authorizing the Town Administrator to execute a service agreement with ENVIROdredge, LLC for the Exall Lake Dredging project.
- E. Review, discuss, and take action on a resolution casting the Town's vote for the Board of Directors of the Dallas Central Appraisal District.

VII. 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. - 4:30 p.m., Monday through Friday.



Town of Highland Park, Texas Taxpayer Impact Statement

This Taxpayer Impact Statement is required under Texas Government Code 551.043, as amended by HB 1522, effective September 1, 2025. In accordance with the statute, the Town is required to post a Taxpayer Impact Statement with the agenda for any meeting at which the Town Council will discuss or adopt a budget, to include budget amendments. The information required to be included in the statement is dictated by the statute.

Median Taxable Value - Detached Single Family Residence

Tax Year 2024	\$2,073,347
Tax Year 2025	\$2,271,358
Change	9.55%

Annual Tax Bill Calculation*

Rate Type	Tax Rate per \$100 Valuation	Estimated Tax Bill
2024 Adopted Rate	0.208550	\$4,322.97
2025 No-New-Revenue Rate	0.191974	\$4,360.42
2025 Adopted Rate	0.199296	\$4,526.73

Calculations*

Rate Type	Calculations
2024 Adopted Rate	$(\$2,073,347 / 100) \times 0.208550 = \$4,323.97$
2025 No-New-Revenue Rate	$(\$2,271,358 / 100) \times 0.191974 = \$4,360.42$
2025 Adopted Rate	$(\$2,271,358 / 100) \times 0.199296 = \$4,526.73$

* Calculation based on Median Taxable Value of detached single-family residence as reported by the Dallas Central Appraisal District. Individual results may vary due to applicable exemptions.



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

**Recognition of the Certificate of Achievement for Excellence in
Financial Reporting awarded by the Government Finance Officers
Association for the Town's 2024 Annual Comprehensive Financial
Report.**

PRESENTED BY: John Samford, Director of Finance

BACKGROUND:

The Town has a proud and longstanding tradition of participating in the Government Finance Officers Association ("GFOA") Certificate of Achievement for Excellence in Financial Reporting program. Since 1982, the Town has submitted its Annual Comprehensive Financial Report ("ACFR") for review each year and has been honored with the Certificate of Achievement 43 times.

The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Earning this distinction represents a significant accomplishment by a government and its management. Each ACFR is evaluated by an impartial panel of government finance professionals and public accounting experts, who assess submissions against the program's rigorous standards. These include a demonstrated commitment to transparency and a "spirit of full disclosure" that clearly communicates the municipality's financial story and encourages stakeholders to engage with the report.

The preparation and publication of the ACFR is the result of the Finance Department's consistent, day-to-day dedication and expertise. The Town's historically smooth financial audits are a testament to the quality of work performed and the sound financial policies and practices in place to safeguard public assets. The audit process culminates in the development of the ACFR, including its detailed Notes and Statistical Sections.

As of November 13, 2025, the GFOA's website listed the Town as one of only 37 municipalities in Texas—and one of just 916 nationwide—to receive this prestigious award for the Fiscal Year ending in 2024.

This achievement reflects the collective efforts of the Town's Finance Department team:

- Kristen Kidder, Accounting Supervisor
- Tracy Nguyen, Senior Accounting Technician
- Yesenia Cantu, Administrative Assistant
- Sherry Dial, Customer Service Supervisor
- Alisha Rhone, Customer Service Specialist II
- John Samford, Director of Finance
- Taylor Lough, Assistant Town Administrator

This recognition would not have been possible without the steadfast support and leadership of Town Administration — Tobin Maples and Taylor Lough — as well as the Finance and Audit Advisory Committee, and the Mayor and Town Council.

RECOMMENDATION

Recognize staff for this achievement.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

Award Certificate, Announcement of Award, Press Release



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Town of Highland Park
Texas**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

September 30, 2024

Christopher P. Morill

Executive Director/CEO



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

11/11/2025

Will Beecherl
Mayor
Town of Highland Park, Texas

Dear Will:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended September 30, 2024 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is fluid and cursive, with the first and last names being more prominent.

Michele Mark Levine
Director, Technical Services



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

11/11/2025

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Town of Highland Park** for its annual comprehensive financial report for the fiscal year ended September 30, 2024. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 25,000 members and the communities they serve.



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

**Recognition and presentation of the ICC/IAEI ElectriCity
Certificate for the Town of Highland Park.**

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Rudy Garza, CEO of IAEI, and Amanda Wozniak, Public Policy Specialist with IAEI, will present the ICC/IAEI award to the Town of Highland Park. ElectriCity is an ICC/IAEI recognition program that honors cities and towns that demonstrate a strong commitment to electrical safety, professional training, and code compliance. Town employees recently completed IAEI's ElectriCity training for residential/commercial electrical inspection, which equips staff with essential knowledge for consistent, high-quality inspections.

IAEI educates and equips electrical professionals while unifying the industry to promote electrical safety. IAEI is a 501(c)(6) not-for-profit professional trade association committed to public safety from electrical hazards by providing expert, unbiased leadership in electrical code and standards development and premier education and certification for electrical professionals. IAEI was established in 1928 and has been in continuous operation since then.

RECOMMENDATION

Recognize staff for this achievement.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

None



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

Take action on the purchase of a replacement vehicle for the Parks Department.

PRESENTED BY: Lori Chapin, Director of Engineering

BACKGROUND:

The Parks Department plans to purchase a replacement vehicle in the amount of \$167,292 from Rush Truck Center, which is scheduled for replacement in Fiscal Year 2025-2026.

The existing vehicle is a 2008 Chevy C7500 with an Altec Bucket Aerial Lift and has 9,930 miles. The vehicle is being replaced for the following reasons:

1. Age – the truck is over 17 years old.
2. The base of the bucket cannot be extended unless operated on the ground – i.e., someone in the bucket and someone on the ground compromising safety.
3. Retrofit is not cost-effective due to the age of the vehicle. The electronics and mechanics for a new bucket are not compatible without major costly adjustments.
4. Parts are harder to obtain and less available due to the age of the truck.
5. Mileage is low; however, the truck has many hours of use.
6. The vehicle is oversized and difficult to maneuver in the alleys.

Staff make every effort to maintain, modify, or retrofit the Town's equipment and vehicles to extend their lifespans. Given the above considerations, this vehicle is at the end of its useful life.

The replacement vehicle is a 2024 Ford F-600 Aerial Device. A few of the updated features for safety, maintenance, and operation include a smaller truck with the same reach capability, added strobes and flashers, improved fuel economy, added storage bins, faster loading, and an hour counter. The new vehicle will enable staff to safely and efficiently complete many tasks, including tree trimming and removal, traffic signal, sign, and streetlight maintenance, and engine bay and building repairs, among others.

The replacement vehicle will be purchased from Rush Truck Center through Buyboard, a local government purchasing cooperative. The local government purchasing cooperative is an administrative agency created pursuant to Section 791.001 of the Texas Government Code. Products and services are contracted with vendors after being subjected to either a competitive bidding or a competitive proposal process. Purchasing through Buyboard allows the Town to take advantage of economies of scale, resulting in lower pricing that would likely not be available otherwise.

RECOMMENDATION

Staff recommend approval of the purchase of a replacement vehicle from Rush Truck Center through

Buyboard, a local government purchasing cooperative.

FINANCIAL IMPACT

The total net cost of the replacement vehicle is \$167,292. The FY 2026 Adopted Budget includes \$174,792 in appropriations within the Equipment Replacement Fund. Once the new vehicle is received, the existing vehicle will be sent to auction.

ATTACHMENTS

Vehicle Replacement Quote

TEXAS LOCAL GOVERNMENT PURCHASING COOPERATIVE--BUYBOARD

Remit P.O.'s To: munisales@rushenterprises.com

Vendor	RUSH TRUCK CENTER	Date Prepared	10/20/2025
Contact for Vendor:	COLTON KRUSE	Phone	(830) 320-5219
End User:	Town of Highland Park		
End User Contact:	Stephen Davis	Phone/Fax	(214) 559-9395
Product Description:	Ford F-600 Aerial Device		

A: Base Price in Bid/Buyboard ID Number:			724-23	Series:		F-600	\$ 47,538.00
B: Published Options(<i>Itemize Below</i>)							
	DESCRIPTION	AMOUNT		OPT #	DESCRIPTION	AMOUNT	
Ford	F6K (Regular Cab 4x4)	\$ 1,585.00		RTC-1041	Aerial Device	\$ 79,450.00	
Ford	6.7L V-8 Diesel Engines	\$ 9,995.00		RTC-1026	Lot Insuance/Floorplan Interest	\$ 1,975.00	
Ford	245/70R19.5 Traction Tires	\$ 190.00					
Ford	Platform Running Boards	\$ 320.00					
Ford	Engine Block Heater	\$ 190.00					
Ford	Exterior Back Up Alarm/Rear View Camera & Prep Kit	\$ 590.00					
Subtotal Column 1:		\$ 12,870.00		Subtotal Column 2:		\$ 81,425.00	
Published Options added to Base Price(<i>Subtotal of "Col 1" & "Col 2"</i>)						\$ 94,295.00	

C: Subtotal of A + B					\$ 141,833.00
D: Non Published Options					
Palfinger ETC40IH Aerial Device	\$ 24,839.00				
Subtotal Column 1:		\$ 24,839.00	Subtotal Column 2:		\$ -

Unpublished Options added to Base price (Subtotal "Col 1 + Col 2")	\$ 24,839.00
--	--------------

E: Contract Price Adjustment (If any, explain here)			

F: Total of C + D +/- E	\$ 166,672.00
--------------------------------	---------------

G: Quantity ordered Units:	<u>1</u>	x	\$ 166,672.00
-----------------------------------	----------	---	---------------

H: BUYBOARD Administrative Fee	
---------------------------------------	--

I: Non-Equipment Charges & Credits (I.e.: Ext. Warranty, Trade-In, Delivery, etc.)					
Freight	\$ 620.00	x	1	\$ 620.00	
		x	1	\$ -	
		x	1	\$ -	
					\$ 620.00

J: TOTAL PURCHASE PRICE INCLUDING (G+H+I)	\$ 167,292.00
--	---------------



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

Take action on FY25-26 DPS Capital Expenditure - Ambulance purchase.

PRESENTED BY: Wayne Kilmer, Assistant Director/Assistant Chief

BACKGROUND:

As part of the FY25-26 budget, the Town Council approved the purchase of a new ambulance. The Department of Public Safety plans to purchase a replacement ambulance in the amount not to exceed \$488,872.00.

The current M333, a 2010 International with 37,923 miles, is outdated and up for replacement in the vehicle replacement schedule. M333 is also experiencing ongoing engine issues, which are contributing to increased maintenance costs. Replacing this unit with a new ambulance will not only resolve these challenges but also standardize the department's fleet by having both frontline ambulances share the same functional layout. This uniformity benefits medics by improving efficiency when transitioning between vehicles—thanks to the consistent placement of medications, equipment cabinets, and technical controls.

The replacement ambulance is recommended to be purchased from Frazier Ltd. through the Houston-Galveston Area Council ("H-GAC"), a local government purchasing cooperative. H-GAC is an administrative agency established under Section 791.001 of the Texas Government Code. All products and services offered through H-GAC have undergone a competitive bidding or proposal process. By purchasing through this cooperative, the Town can leverage economies of scale to secure more favorable pricing than would likely be available through independent procurement.

M333 will be sold through an online auction, as soon as practical, after the replacement ambulance is placed into service.

RECOMMENDATION

Staff recommends that the Town Council approve this purchase and authorize the Town Administrator to execute all necessary contractual documents.

FINANCIAL IMPACT

Funding for this replacement ambulance is available, as previously appropriated, in the FY2025-26 budget (account #21-001-4503) in the amount of \$488,872.

ATTACHMENTS

None



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

**Take action on FY25-26 DPS Capital Expenditure - TASER
weapons platform purchase.**

PRESENTED BY: Wayne Kilmer, Assistant Director/Assistant Chief

BACKGROUND:

The Department of Public Safety plans to purchase replacement TASERS for an amount not to exceed \$346,274.77. TASER weapons are scheduled for replacement in Fiscal Year 2025-2026.

The current TASER weapons were purchased in 2020 and will be at their five-year anniversary in December of this year. Once TASERS reach the five-year mark, TASER no longer provides legal backing (due to their age) in the event of a lawsuit or civilian complaint. Additionally, the department has experienced challenges in the past with aged TASERS, including delays in discharging when operating the weapon. Routinely updating TASER weapons increases functional reliability and builds officers' confidence in this weapon platform.

The replacement TASERS are recommended to be purchased from Axon Enterprise, Inc., through BuyBoard, a local government purchasing cooperative. BuyBoard is an administrative agency established under Section 791.001 of the Texas Government Code. All products and services offered through BuyBoard have undergone a competitive bidding or proposal process. By purchasing through this cooperative, the Town can leverage economies of scale to secure more favorable pricing than would likely be available through independent procurement.

The expired TASERS will be returned to Axon Enterprise Inc. for destruction once the new TASERS have been deployed.

RECOMMENDATION

Staff recommends the Town Council approve this purchase and authorize the Town Administrator to execute all necessary contractual documents.

FINANCIAL IMPACT

Funding for TASER weapons is available, as previously appropriated, in the FY2025-26 budget (account #22-001-4509) in the amount of \$346,274.77.

ATTACHMENTS

None



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

**Take action on the revisions to the Highland Park Library's
Material Selection Policy.**

PRESENTED BY: Kortney Nelson, Town Librarian

BACKGROUND:

On November 4, 2025, the Town Council reviewed and discussed proposed revisions to the Highland Park Library's ("Library") Material Selection Policy, which is a foundational document for guiding the development and maintenance of numerous collections in multiple formats. As the community and information environments continue to evolve, the Library's policies require revision and reassessment. Prior to November 4, 2025, the Town Council last reviewed and revised the policy in August 2002.

The revisions reviewed and discussed addressed:

- Incorporating the Library's Mission and Guiding Principles, established as part of the Library's strategic planning process.
- Adapting to and incorporating new material formats and modes of content delivery, such as digital and streaming media.
- Clarifying and updating the specific criteria for material selection and the process for reconsideration of materials.
- Restructuring how gifts and donations of materials are handled.

The main goals of the policy will remain: (1) Create collections that serve the community's information needs while ensuring the most responsible and effective use of public funds, (2) To support intellectual freedom, and (3) Uphold the right of all individuals to access information from a wide range of viewpoints and sources.

The mission of the Highland Park Library is to power imagination through creativity and discovery and serve as the community's connection to lifelong learning.

RECOMMENDATION

Staff recommends approval of the revised Material Selection Policy.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

HPL Material Selection Policy_Proposed Policy without Revisions Indicated_DRAFT_October 2025, HPL Material Selection Policy_Current Policy with Revisions Indicated_DRAFT_October 2025

TOWN OF HIGHLAND PARK, TEXAS
HARVEY R. “BUM” BRIGHT LIBRARY
MATERIAL SELECTION POLICY

MISSION STATEMENT

The mission of the Highland Park Harvey R. “Bum” Bright Library is to power imagination through creativity and discovery.

July 6, 1982

Revised August 5, 2002

Revised October 1, 2025

TABLE OF CONTENTS

- Purpose Statement and Guiding Principles
- Authority and Responsibility
- Types of Materials Collected
- Criteria for Selection
- Use of Selection Aids
- Maintenance of the Collection
- Gifts
- Patron Requests
- Request for Reconsideration of Materials

PURPOSE STATEMENT AND GUIDING PRINCIPLES

The Highland Park Harvey R. “Bum” Bright Library (“Highland Park Library” or “Library”) powers imagination through creativity and discovery. The Library strives to provide stellar customer service and user-friendly, personalized access to all it offers while designing and emphasizing collections and experiences for patrons to express their creativity, expand their interests, share their knowledge, and learn new skills and talents.

The materials selected for inclusion in the Library’s collections serve to provide helpful and pertinent information for education and entertainment, as well as to facilitate communication, discussion, deliberation, and community engagement. The Library’s goal is to be the community’s center for lifelong learning, literacy, and intellectual vitality, offering relevant and useful materials and collections for every resident of any age to fulfill the informational, educational, recreational, and basic research needs of the community.

AUTHORITY AND RESPONSIBILITY

Authority and responsibility for materials selection rests with the Town Librarian who operates within a framework of policies subject to the direction of the Town Administrator or adopted by the Highland Park Town Council. The Adult Services Librarian and Youth Services Librarian will have materials selection and collection maintenance responsibilities within their respective areas. All Library staff may aid in the selection process by using their knowledge of the collection and the observed needs of the Library’s patrons.

TYPES OF MATERIALS COLLECTED

The following types of materials are currently owned and/or subscribed to by the Library and will be selected according to the Library’s Material Selection Policy. The collection is not limited to these types of materials, and any new format will also be selected according to the Material Selection Policy.

- Books, hardbound, paperbound, and electronic/digital
- Recordings, physical formats and electronic/digital
- Periodicals, magazines, journals, and newspapers, print and electronic/digital
- Visual materials, physical formats and electronic/digital
- Online resources and databases
- Technology equipment for in-Library and at-home use
- Museum passes
- Storytelling, learning, and educational kits
- Other materials to help meet the informational, literary, accessibility, enrichment, and entertainment needs of the community

CRITERIA FOR SELECTION

To build balanced and relevant collections, materials will be considered according to objective guidelines and matched to community needs.

The presence of materials in the Library must not be construed as a personal endorsement of their contents by any member of the staff or of the Town Council. The Library has a responsibility to collect materials expressing a variety of views and opinions. Libraries should provide materials and information presenting all points of view on current and historical issues.

The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others. The Library recognizes that many materials are controversial and that any given item may offend some patrons. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. The Library will protect intellectual freedom, promote literacy, and encourage lifelong learning, while providing library materials and information services.

Responsibility for the materials that children read rests with their parents and legal guardians. Selection will not be inhibited by the possibility that items may inadvertently come into the possession of children. Selections will be made on the merits of the work in relation to the building of the collection and the interest of the community. Neither the Library nor its staff has the right or responsibility to serve ‘in loco parentis’ (in place of a parent).

In general, these basic principles will guide the selection of materials, whether purchased or donated:

1. Contemporary significance or permanent value.
2. Accuracy and objectivity of approach.
3. Authority of the author or producer in the field.
4. Clear presentation and/or readability.
5. Social significance.
6. Space and budgetary concerns.

Specifically, materials considered for inclusion in the Library's collection, whether purchased or donated, must meet two or more of the following standards:

1. Importance of subject matter to collection.
2. Serious literary, artistic, political, scientific, or social value.
3. Permanence.
4. Timely value.
5. Representation of important movements, genres, trends, or cultures.
6. Accuracy and/or authority of content.
7. Representation of varying points of view.
8. Objectivity of approach.
9. Potential for promoting reading incentive.
10. Historical value.
11. Readability or visual appeal.
12. Scarcity of material on the subject.
13. Reputation, authority, and/or significance of author, illustrator, editor, artist, performer, publisher, translator, etc.
14. Popular demand, sustained interest, or local interest.
15. Reasonable price.
16. Appropriate format.
17. Availability of material elsewhere in the community.
18. Appearance of title in reputable bibliographies, especially local bibliographies and reading lists.

A serious work which illuminates some problem or aspect of life will not be excluded only because its language or subject matter may be offensive to some patrons. The Library itself and its collections serve to address the information needs of all community members. The Library's collections represent a multitude of viewpoints and support the right of the individual to access information.

Some items are not deemed suitable for collection by the Library. These include:

1. Textbooks. The Library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools or institutions of higher learning, or to furnish textbooks. Donated textbooks may be added to the collection depending on their condition, accuracy, datedness, and value to the collection.
2. Collector's items. The Library does not have the resources or the staff for this specialized kind of collection.
3. Other materials as determined by the Town Librarian.

USE OF SELECTION AIDS

Library staff makes skilled use of selection aids, such as basic general lists, current general lists, special bibliographies for reference books and particular subject materials, and reviewing journals. While reviews are a major source of information about new titles, they are not required for every

item added to the collection as not all items are reviewed in professional sources. Selectors for materials use trained judgement, knowledge of the Library's present resources, and understanding of community information need to shape and maintain comprehensive collections. When consulted, no publication is relied upon exclusively; the critical opinions of reviewers are checked against each other whenever feasible.

Library staff may, but is not limited to, use the following professionally recognized aids in the selection of materials:

1. PUBLIC LIBRARY CATALOG, FICTION CATALOG, CHILDREN'S CATALOG, and other Wilson catalogs
2. BOOKLIST
3. KIRKUS
4. LIBRARY JOURNAL
5. NEW YORK TIMES BOOK REVIEW
6. PUBLISHER'S WEEKLY
7. SCHOOL LIBRARY JOURNAL
8. Other sources as deemed appropriate

MAINTENANCE OF THE COLLECTION

The value of the Library to the community is dependent on the quality of the collection much more than the quantity of the collection. Therefore, the collection will be examined periodically for the purpose of "weeding" materials to maintain a balanced, timely, and attractive collection.

"Weeding" is the process by which worn, unused, soiled, and outdated materials are withdrawn from the Library's collection, or placed for rebinding, repairing, or replacement. The intellectual and artistic worth, currency and/or probable usefulness, as well as physical condition and demand for the material, determine whether it should be retained, mended, rebound, discarded, and/or replaced. But also to be considered are how much or how little information on the same subject the Library has, how many multiple copies, and how many volumes on the subject the Library may need at one time. Again, the focus is on quality rather than quantity.

Reasons for withdrawal of materials from the collection are poor physical condition, datedness or inaccuracy of information, and lack of reader interest as evidenced by lack of use. A mediocre, outdated resource that is not utilized is a liability to the Library because it takes up space, it obscures the resources from potential readers, and it costs money and staff time to be merely maintained in the collection.

Weeding is an integral part of selection. As such it is a professional job requiring a knowledge of information resources and of the community. It should be done continuously to the materials that are returned after being checked out, and periodically to the entire collection so as not to miss unused and unneeded resources.

The controversial nature of material shall not be deemed sufficient reason for removal unless and until the material has been subjected to a full formal review as outlined in this document. Requests for removal of items from the Library's collections may be made using a formal procedure outlined in the Request for Reconsideration of Materials section of the Material Selection Policy.

GIFTS

The Library appreciates gifts in the form of money, books, memorials, etc., and will treat them in the same manner as purchased materials, which includes weeding materials from collections.

This means that: all gifts are subject to meeting the Library's criteria for selection; any material not deemed necessary to the Library's collection will: (1) be placed on a sale shelf in the Library, (2) sold through a consignment vendor with a percentage of the proceeds returning to the Town, or (3) donated to other libraries or non-profit organizations.

Gifts added to the collection will be handled in the same way as materials purchased with Town funds (e.g. property taxes); when gift materials are no longer needed in the collection they will be discarded on the same basis and in the same manner as materials purchased with Town funds. The Library retains unconditional ownership of the donation and makes the final decision of use of said donation

When the Library receives a cash donation for the purchase of materials, selection must be based primarily on the needs of the Library and in compliance with the Material Selection Policy. Donations will not be accepted if conditioned to purchase specific material.

If the donor needs a list of titles donated it must be prepared by the donor before donation of the materials, and the list will be signed at the time of donation. The Library will furnish a printed form receipt which will be signed by a member of the Library staff.

A very attractive bookplate giving the donor's name can be placed on donated material if the donor wishes. Memorials will have bookplates giving both the name of the donor and the person honored.

No estimate of value for donated items can be furnished as no member of the staff has this expertise, and the IRS places this responsibility with the donor.

PATRON REQUESTS

The Library welcomes patron interest in the collection and will seriously consider all requests that specific materials be acquired. Every attempt will be made to acquire requested materials that meet the Library's Criteria for Selection.

REQUEST FOR RECONSIDERATION OF MATERIALS

If a patron objects to material in the Library's collections, the patron may submit a Request for Reconsideration of Library Materials form. In no instance will material be removed on demand. All considerations of requests to remove materials will be reviewed using the principles of this selection policy statement as a guide.

If a patron wishes their objection to be acted upon, they must:

1. Be a registered borrower of the Highland Park Library.
2. Have read the entire book, viewed the entire movie, listened to the entire recording, etc.
3. File a completed Request for Reconsideration of Library Materials form in full with the Town Librarian.
4. Supply their full name and address. Anonymous complaints will not be considered.

After the completed form is received, the Town Librarian will review the reasons for the objection and the material in question. The Town Librarian will attempt to answer the objection to the patron's satisfaction within 30 business days.

If the patron is not satisfied with the Town Librarian's determination, they may request that the material be reviewed by the Materials Review Committee. This committee will be composed of the Mayor and two Town Council members. The Town Librarian or a Library staff member chosen by the Town Librarian will serve as an ex-officio, non-voting member of the committee. The decision of the Materials Review Committee shall be final. Once a title has gone through the reconsideration process, the title will not be eligible for reconsideration for a period of twelve full months.



Material Selection Policy

Adopted by the Highland Park Town
Council July 6, 1982
revised August 5, 2002
revised October 1, 2025

Table of Contents

Purpose and Goals 3

Community Profile 3

- Mission and Guiding Principles

- Authority and Responsibility

- 4 Types of Materials Collected

- 4 Criteria for Selection 5

- Use of Selection Aids

- 7 Maintenance of the Collection

- 8 Gifts 9

- Patron Requests 10

Request for Reconsideration of Materials

10 Addendum 12

Request for Reconsideration of Materials form 13

Receipt for Donated Materials 14 Library Bill of Rights 15

Freedom to Read Statement 16

Statement on Labeling 21

Free Access to Libraries for Minors 23

Statement of Professional Ethics 25

Intellectual Freedom Statement

of the Texas Library Association 27

PURPOSE AND GOALS

The purpose of the Highland Park Library is to provide high quality public library service which will fulfill the informational, educational, recreational and basic research needs of the community, and to increase public awareness of these services.

The goals of the Highland Park Library are:

1. To select, organize, preserve and make available books and related materials, within the framework of its budget, in order to promote an enlightened citizenship and enrich personal lives.
2. To serve the community as a source of information.
3. To accumulate the best in thought, literature, fiction, children's books, and non-fiction for the use and benefit of the library's patrons.
4. To promote and encourage the maximum use of its resources by the greatest number of its patrons.

The goals of the material selection policy are:

1. To further the stated goals, objectives and functions of the Highland Park Library.
2. To aid the Librarian in the selection of material.
3. To inform the public about selection principles.

The Library upholds and affirms the right of each individual to have access to constitutionally protected material.

The policy will be reviewed annually by the Librarian to insure that it remains current and useful.

MISSION

The Highland Park Harvey R. "Bum" Bright Library ("Highland Park Library" or "Library") powers imagination through creativity and discovery. The Library strives to provide stellar customer service and user-friendly, personalized access to all it offers while designing and emphasizing collections and experiences for patrons to express their creativity, expand their interests, share their knowledge, and learn new skills and talents.

The materials selected for inclusion in the Library's collections serve to provide helpful and pertinent information for education and entertainment, as well as to facilitate communication, discussion, deliberation, and community engagement. The Library's goal is to be the community's center for lifelong learning, literacy, and intellectual vitality, offering relevant and useful materials and collections for every resident of any age to fulfill the informational, educational, recreational, and basic research needs of the community.

COMMUNITY PROFILE

The Town of Highland Park is a heterogeneous community with a stable population of approximately 9,000. Because the Town is enclosed on all sides the population will not vary

significantly. Both the educational level and the average annual income are above average. There are thirteen churches in the immediate area, each of which has a library. Because of its central location in the Dallas area Highland Park has a large number and wide variety of resources available. The Highland Park Library is a member of the Northeast Texas Library System (NETLS) and therefore has access to the collections of other libraries that are members through a Resources Sharing project, as well as access to the Dallas Public Library and all other public libraries in the state through state-wide Interlibrary Loan. These resources, especially the local ones, should be considered as the Library selects materials. Unnecessary expenditure of resources for materials easily available is wasteful and should be avoided whenever possible.

AUTHORITY AND RESPONSIBILITY

~~Final a~~ Authority and responsibility for materials selection rests with the Town Librarian who operates within a framework of policies subject to the direction of the Town Administrator or adopted by the Town Council of Highland Park. The Adult Services Librarian and Youth Services Librarian will have materials selection and collection maintenance responsibilities within their respective areas. The All Library staff ~~will~~ may aid in the selection process by using their knowledge of the collection and the observed needs of the Library's patrons.

TYPES OF MATERIALS COLLECTED

The following types of materials are currently owned and/or subscribed to by the Library and will be selected according to the Library's Material Selection Policy. The collection is not limited to these types of materials, and any new format will also be selected according to the Material Selection Policy.

- Books, both hardbound, and paperbound, and electronic/digital
- Recordings, including audiocassettes and compact discs physical formats and electronic/digital
- Periodicals, magazines, journals, and newspapers, print and electronic/digital
Videocassettes and DVDs
- Visual materials on electronic format (Videocassettes, DVDs, etc.), physical formats and electronic/digital
Filmstrips
On-line resources and data-bases Online resources and databases
- Technology equipment for in-Library and at-home use
- Museum passes
- Storytelling, learning, and educational kits
- Other materials to help meet the informational, literary, accessibility, enrichment, and entertainment needs of the community

CRITERIA FOR SELECTION

To build a balanced and relevant collections, materials will be considered according to objective guidelines and ~~based on the needs of the community~~ matched to community needs.

The presence of materials in the Library must not be construed as a personal endorsement of their contents by any member of the staff or of the Town Council. The Library has a responsibility to collect materials expressing a variety of views and opinions, ~~many of which the persons responsible for maintaining the Library may find personally unacceptable.~~ Libraries should provide materials and information presenting all points of view on current and historical issues.

The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others. The Library recognizes that many materials are controversial and that any given item may offend some patrons. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. The Library will protect intellectual freedom, promote literacy, and encourage lifelong learning, while providing library materials and information services.

~~The Library subscribes to the principles of the American Library Association's LIBRARY BILL OF RIGHTS, FREEDOM TO READ STATEMENT, STATEMENT ON LABELING, FREE ACCESS TO LIBRARIES FOR MINORS, STATEMENT ON PROFESSIONAL ETHICS, and of the Texas Library Association's INTELLECTUAL FREEDOM STATEMENT. (See Addendum for full texts.)~~

~~The Library recognizes that many materials are controversial and that any given item may offend some patrons.~~ Responsibility for the materials that children read rests with their parents and legal guardians. Selection will not be inhibited by the possibility that items may inadvertently come into the possession of children. Selections will be made on the merits of the work in relation to the building of the collection and the interest of the community. Neither the Library nor its staff has the right or responsibility to serve 'in loco parentis' (in place of a parent).

In general, these basic principles will guide the selection of materials, whether purchased or donated:

1. Contemporary significance or permanent value.
2. Accuracy and objectivity of approach.
3. Authority of the author or producer in the field.
4. Clear presentation and/or readability.
5. Social significance.
- ~~6. Items of doubtful value are occasionally acquired because of their timeliness. These are discarded when they have served their purpose.~~
6. Space and budgetary concerns.

~~Works of imagination should possess qualities of:~~

- ~~1. Representation of important movements, genres, trends or national culture.~~
- ~~2. Vitality and originality.~~
- ~~3. Artistic integrity.~~
- ~~4. Effective characterization.~~
- ~~5. Sustained interest.~~

~~Works of information or opinion should possess these qualities:~~

- ~~1. Authority of the author.~~
- ~~2. Comprehensiveness and depth of treatment.~~
- ~~3. Objectivity of approach.~~
- ~~4. Accuracy of information.~~
- ~~5. Clarity and logic of presentation.~~
- ~~6. Representation of varying points of view.~~

Specifically, materials considered for inclusion in the Library's collection, whether purchased or donated, must meet ~~one~~ two or more of the following standards:

1. Importance of subject matter to collection.
2. Serious literary, artistic, political, ~~or~~ scientific, or social value.
3. Permanence.
4. Timely value.
- 4-5. Representation of important movements, genres, trends, or cultures.
- ~~5. Purpose or intent of the material~~
6. Accuracy and/or authority of content.
7. Representation of varying points of view.
- ~~6-8. Objectivity of approach.~~
- 7-9. Potential for promoting reading incentive.
- ~~8-10. Historical value.~~
- 9-11. Readability or visual appeal.
- 10-12. Scarcity of material on the subject.
- 11-13. Reputation, authority, and /or significance of author, illustrator, editor, artist, performer, publisher, translator, etc.
- 12-14. Popular demand, sustained interest, or local interest.
- ~~13. Local interest.~~
- ~~14. Reputation and professional standing of publisher or producer.~~
15. Reasonable price.
16. Appropriate format.
17. Availability of material elsewhere in the community.
18. Appearance of title in reputable bibliographies, especially local bibliographies and reading lists.

~~Periodicals will be evaluated according to the following criteria, in addition to the above standards:~~

- ~~1. Indexed in READER'S GUIDE TO PERIODICAL LITERATURE.~~
- ~~2. Frequency of use.~~
- ~~3. Interest, as indicated by patron requests.~~
- ~~4. Reputation and quality of publication.~~
- ~~5. New titles on subjects of current interest.~~

~~The Library reserves the right to exclude titles which it judges to have been written purely to appeal to a taste for sensationalism and/or pornography. However, a A serious work which illuminates some problem or aspect of life will not be excluded only because its language or subject matter may be offensive to some readerspatrons. The Library itself and its collections serve to address the information needs of all community members. The Library's collections represent a multitude of viewpoints and support the right of the individual to access information.~~

~~Books on controversial issues and current problems which are inflammatory, sensational, or prejudiced are not generally purchased. Works by national or world figures, even if prejudiced or violent, may be acquired because they have influenced thinking either in our own times or in the past.~~

~~Other~~Some items are not deemed suitable for collection by the Library. These include:

1. Textbooks. The Library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools or institutions of higher learning, or to furnish textbooks. Donated textbooks may be added to the collection depending on their condition, accuracy, datedness, and value to the collection.

~~2. Materials of religion and philosophy deemed to have as their primary purpose proselytizing converts, rather than informing the reader, will not be acquired; and if donated will not be added to the collection.~~

2. Collector's items. The Library does not have the resources or the staff for this specialized kind of collection.

3. Other materials as determined by the Town Librarian.

USE OF SELECTION AIDS

~~Ideally every item added to the Library should have been read/seen/heard before purchase by a Librarian with trained judgment, knowledge of the Library's present resources, and acquaintance with the requirements of local readers. Where circumstances make such reading impossible or unnecessary, the Library~~ staff makes skilled use of selection aids, such as basic general lists, current general lists, special bibliographies for reference books and particular subject materials, and reviewing journals. While reviews are a major source of information about new titles, ~~they are not followed blindly. they are not required for every item added to the collection as not all items are reviewed in professional sources. Selectors for materials use trained judgement, knowledge of the Library's present resources, and understanding of community information needs to shape and maintain comprehensive collections. When~~ consulted, no one publication is relied upon exclusively; the critical opinions of reviewers are checked against each other whenever feasible.

~~The Librarian will use~~ Library staff may, but is not limited to, use the following professionally recognized aids in the selection of materials:

1. PUBLIC LIBRARY CATALOG, FICTION CATALOG, CHILDREN'S CATALOG, and other Wilson catalogs

2. BOOKLIST

2-3. KIRKUS

3-4. LIBRARY JOURNAL

4-5. NEW YORK TIMES BOOK REVIEW

5. American Library Association bibliographies

6. PUBLISHER'S WEEKLY

~~6-7.~~ SCHOOL LIBRARY JOURNAL

~~7-8. and others~~ Other sources as deemed appropriate.

MAINTENANCE OF THE COLLECTION

The value of the Library to the community is dependent on the quality of the collection much more than the quantity of the collection. Therefore, the collection will be examined periodically for the purpose of “weeding” materials to maintain a balanced, timely, and attractive collection.

“Weeding” is the process by which worn, unused, soiled, and outdated materials are withdrawn from the Library’s collection, or placed for rebinding, repairing or replacement. ~~Basically, the~~ intellectual and artistic worth, currency and/or probable usefulness, as well as physical condition and demand for the material, determine whether it should be retained, mended, rebound, discarded and/or replaced. But also to be considered are how much or how little information on the same subject the Library has, how many multiple copies, and how many volumes on the subject the Library may need at one time. Again, the focus is on quality rather than quantity.

Reasons for withdrawal of materials from the collection are poor physical condition, datedness or inaccuracy of information, and lack of reader interest as evidenced by lack of use. A mediocre, outdated ~~book resource~~ that is not ~~read-utilized~~ is ~~actually~~ a liability to the Library because it takes up space, it obscures the ~~worthwhile books/resources~~ from potential readers, and it costs money and staff time to be merely maintained in the collection.

Weeding is an integral part of ~~book~~ selection. As such it is a professional job requiring a knowledge of ~~books-information resources~~ and of the community. It should be done continuously to the materials that are returned after being checked out, and periodically to the entire collection so as not to miss ~~the books that sit on the shelf~~ unused and unneeded resources.

The controversial nature of material shall not be deemed sufficient reason for removal unless and until the material has been subjected to a full formal review as outlined in this document. Requests for removal of items from the Library’s collections may be made using a formal procedure outlined in the Request for Reconsideration of Materials section of the Material Selection Policy.

GIFTS

The Library appreciates gifts in the form of money, books, memorials, ~~periodicals, audiocassettes, compact discs, DVDs, videocassettes, periodical subscriptions, etc.,~~ and will treat them in the same manner as purchased materials, which includes weeding materials from collections.

This means that: all gifts are subject to meeting the Library’s criteria for selection; any material not deemed necessary to the Library’s collection ~~will be passed on to developing Libraries, usually through the office of the Northeast Texas Library System, and other non-profit organizations will:~~ (1) be placed on a sale shelf in the Library, (2) sold through a consignment vendor with a percentage of the proceeds returning to the Town, or (3) donated to other libraries or non-profit organizations. ∴

Gifts added to the collection will be handled in exactly the same way as materials purchased with ~~with Town funds (e.g. property taxes)~~tax moneys; when gift materials are no longer needed in the collection they will be discarded on the same basis and in the same manner as materials purchased with ~~tax moneys~~Town funds. The Library retains unconditional ownership of the donation and makes the final decision of use of said donation

When the Library receives a cash donation for the purchase of materials, selection must be based primarily on the needs of the Library and in compliance with the Material Selection Policy. Donations will not be accepted if conditioned to purchase specific material.

If the donor needs a list of titles donated it must be prepared by the donor before donation of the materials, and the list will be signed at the time of donation. The Library will furnish a printed form receipt which will be signed by a member of the Library staff. ~~(See Addendum for example.)~~

A very attractive bookplate giving the donor's name can be placed on donated material if the donor so wishes. Memorials will have bookplates giving both the name of the donor and the person honored.

No estimate of value for donated items can be furnished as no member of the staff has this expertise, and the IRS places this responsibility with the donor.

PATRON REQUESTS

The Library welcomes patron interest in the collection and will seriously consider all requests that specific materials be acquired. Every attempt will be made to acquire requested materials that meet the Library's Criteria for Selection.

REQUEST FOR RECONSIDERATION OF MATERIALS

~~Libraries of all sizes and types have been under increasing pressures from persons who wish to use the Library as an instrument of their own tastes and views. Such individuals and groups are demanding the exclusion or removal of materials that do not support their views. In a pluralistic society tastes and opinions differ and some materials in a library may be offensive to some patrons. In a democracy which incorporates the rights of free press and speech into its basic system of law, the minority does not have the prerogative to curtail the free access to published materials by the majority. Just as important, the majority does not have the right to curtail free access to published materials by the minority, or the individual. The Library will protect intellectual freedom, promote literacy, encourage lifelong learning, and provide library materials and information services.~~

~~In view of these facts, it seems desirable to set forth a few basic principles that may help in preserving the freedom and professional integrity of the Highland Park Library in the community.~~

~~The basic document that explains why certain materials are part of or excluded from the collection is the HIGHLAND PARK LIBRARY MATERIAL SELECTION POLICY. If a patron objects to material held~~

by the Library he in the Library's collections, the patron may submit a "Request for Reconsideration of Library Materials form." In no instance will material be removed on demand. All considerations of requests to remove materials will be reviewed using the principles of this selection policy statement as a guide.

If a patron wishes ~~his~~ their objection complaint to be acted upon ~~he~~they must:

1. Be a registered borrower of the Highland Park Library.
2. Have read the entire book, viewed the entire movie, listened to the entire ~~audiocassette~~recording, etc.
3. File a completed "Request for Reconsideration of Library Materials form" in full with the ~~Library Director~~Town Librarian.
4. Supply ~~his~~their full name and address. Anonymous complaints will not be considered.

After the completed form is received, the Town Librarian will review the reasons for the ~~complaint~~objection and the material in question. ~~She~~The Town Librarian will attempt to answer the ~~complaint~~objection to the patron's satisfaction within 30 business days. If the patron is not satisfied with the Town Librarian's ~~action~~determination, ~~they~~he may request that the material be reviewed by a Materials Review Committee. ~~This committee will be composed of the Councilman appointed to the Library, a second representative from the Council, and the Library Director. This committee will be composed of the Mayor and two Town Council members. The Town Librarian or a Library staff member chosen by the Town Librarian will serve as an ex-Officio, non-voting member of the committee.~~ The decision of the Materials Review Committee shall be final. Once a title has gone through the reconsideration process, the title will not be eligible for reconsideration for a period of twelve full months.

ADDENDUM

HIGHLAND PARK LIBRARY

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Type of material: book / audiocassette / videocassette / CD / _____

Title _____

Author _____

Publisher/Producer _____

Request initiated by _____

Address _____ Phone _____

Are you a registered borrower of this Library? _____ Card # _____

1. Have you read/heard/seen this material in its entirety? _____

If not, what part? _____

2. To what do you object? (Please be specific. Cite pages) _____

3. What do you feel might be the result of using this material? _____

4. ~~What do you believe is the theme of this material? _____~~

5. ~~Is there anything good about this material? _____~~

6. ~~Have you read any reviews of this material? _____ If yes, which ones?~~

7. ~~In its place, what material of equal literary quality would you recommend that would convey as valuable a picture of and/or perspective on the subject?~~

Signature of complainant Date

Receipt for Donated Materials

HIGHLAND PARK LIBRARY 4700 DREXEL DRIVE

HIGHLAND PARK, TX 75205-3198 214-559-9400, FAX 214-559-9335

The Highland Park Library gratefully acknowledges receipt of your donation.

Items donated to the Library are tax-deductible. The IRS places with the donor the responsibility for estimating the "fair market value" of the items. Your copy of this form is the official receipt; you may list your donations on the back.

Thank you.

Signed

Date

LIBRARY BILL OF RIGHTS

Revised

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- 1.—Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 2.—Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 3.—Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4.—Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 5.—A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- 6.—Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961; June 27, 1967; and January 23, 1980 by the American Library Association Council.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor

textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1.—It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different.

The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2.—Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3.—It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4.—There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking, but is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative

responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5.—It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6.—It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7.—It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991 by the American Library Association Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association Association of American Publishers

Subsequently endorsed by:

American Booksellers Association

American Booksellers Foundation for Free Expression American Civil Liberties Union

American Federation of Teachers AFL-CIO Anti-Defamation League of B'nai B'rith Children's Book Council

Freedom to Read Foundation International Reading Association

Thomas Jefferson Center for the Protection of Free Expression National Association of College Stores

National Council of Teachers of English

P.E.N.—American Center People for the American Way

Periodical and Book Association of America

Sex Information and Education Council of the U.S.

Women's National Book Association YWCA of the U.S.A.

STATEMENT ON LABELING

An Interpretation of the Library Bill of Rights

Labeling is the practice of describing or designating materials by affixing a prejudicial label and or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing people's attitudes toward library materials for the following reasons:

- 1.—Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
- 2.—Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.

~~3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.~~

~~A variety of private organizations promulgate rating systems and/or review materials as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the Library Bill of Rights.~~

~~While some attempts have been made to adopt these systems into law, the constitutionality of such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.~~

~~Publishers, industry groups, and distributors sometimes add ratings to materials or include them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings—if placed there by or with permission of the copyright holder—could constitute expurgation, which is also unacceptable.~~

~~The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.~~

~~Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the American Library Association Council.~~

FREE ACCESS TO LIBRARIES FOR MINORS

An Interpretation of the Library Bill of Rights

~~Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.~~

~~Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must~~

be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, by the American Library Association Council.

STATEMENT OF PROFESSIONAL ETHICS, 1981

Introduction

Since 1939 the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles which guide librarians in action. This latest revision of the CODE OF ETHICS reflects changes in the nature of the profession and in its social and institutional environment. It should be revised and augmented as necessary.

Librarians significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, librarians are members of a profession explicitly committed to intellectual freedom and freedom of access to information and ideas to present and future generations.

Librarians are dependent upon one another for the bibliographical resources that enable us to provide information services, and have obligations for maintaining the highest level of personal integrity and competence.

CODE OF ETHICS

~~I.— Librarians must provide the highest level of service through appropriate and usefully organized collections; fair and equitable circulation and service policies; and skillful, accurate, unbiased, and courteous responses to all requests for assistance.~~

~~II.— Librarians must resist all efforts by groups or individuals to censor library materials.~~

~~III.— Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.~~

~~IV.— Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.~~

~~V.— Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.~~

~~VI.— Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution. Adopted February 2, 1973; amended July 1, 1981 by the American Library Association Council.~~

THE TEXAS LIBRARY ASSOCIATION INTELLECTUAL FREEDOM STATEMENT

A.— PREAMBLE.

~~The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the LIBRARY BILL OF RIGHTS of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.~~

B.— AREAS OF CONCERN

~~LEGISLATION. The Texas Library Association is concerned with legislation at the federal, state, local, and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring~~

~~proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's LIBRARY BILL OF RIGHTS and the Freedom to Read Statement.~~

~~The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.~~

~~1. INTERFERENCE. The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.~~

~~The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.~~

~~2. MATERIALS SELECTION POLICY. The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.~~

~~The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the LIBRARY BILL OF RIGHTS.~~

~~3. EDUCATION. The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and the ALA Freedom to Read Statement.~~

~~The Intellectual Freedom Committee supports an active education program for librarians, trustees, and the general public.~~

~~4. LIAISON WITH OTHER ORGANIZATIONS. The Texas Library Association, in order to encourage a united front in defending the right to read, shall cooperate with other organizations concerned with intellectual freedom.~~

~~The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations.
Adopted September 15, 1972 by the Texas Library Association Council.~~

~~Reaffirmed April 17, 1995 by the Texas Library Association Council.~~



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

**Take action on the purchase of water meters as part of the FY 2026
Annual Water Meter Replacement Program.**

PRESENTED BY: Lori Chapin, Director of Engineering

BACKGROUND:

The Annual Water Meter Replacement Program consists of the replacement of older existing meters with updated meters. The replacement is necessary to maintain meter accuracy as they degrade over time and contribute to water loss. To mitigate degradation, the meters are currently on a 15-year replacement schedule. Fiscal Year 2026 will include replacing the water meters installed in 2011.

The Town currently uses the Neptune T-10 meters. The Town has used Neptune meters for over 20 years. While the meters have been reliable, we have been experiencing the following challenges:

- Decreased accuracy over time, leading to water loss and potential lost revenue.
- Maintenance cost/replacement due to wearing parts.
- Installation is cumbersome due to the weight of the meter.
- Increased cost due to brass and copper material costs.
- Replacement meters have been taking several months to receive the order.

These challenges prompted the investigation of alternative meters. The Town has been piloting the Diehl Ultrasonic meter, purchasing 50 meters to test and compare their performance, which has been performing well. In addition, these meters have the following advantages over the Neptune T-10 meters:

- Do not have any mechanical or moving parts.
- Maintains 100% accuracy until the battery in the unit dies, which is between 15–20 years, versus losing accuracy due to the wearing of parts.
- Made of stainless steel versus brass and copper, equating to a lower cost.
- Lighter weight for installation – for example, an ultrasonic 2-inch meter is 14.1 lbs, and a Neptune T-10 meter is 45 lbs.

After performing a price comparison and performance review of the Neptune T-10 meter and the Diehl Ultrasonic meter, the Town's Public Works Department has determined that the Diehl

Ultrasonic Meter is more effective and is recommending that the Town switch to the new meter. The meter is compatible with the Town's current ITRON meter system.

At the current price for the Neptune T-10 meters versus the Diehl Ultrasonic meters for this year's change-out, the cost difference is a savings of \$45,336 (see Table below). These savings are indicative of the average annual change-out. It is anticipated that the Town will save approximately \$680,000 over the next 15 years by converting to the Diehl Ultrasonic Meter.

Meter Size	Core & Main Neptune T-10 Meter	Republic Meter Diehl Ultrasonic Meter	#of Meters	Total Cost Neptune	Total Cost Ultrasonic
2-inch	\$ 1,055.00	\$ 1,000.00	13	\$ 13,715.00	\$ 13,000.00
1.5-inch	\$ 831.00	\$ 698.50	28	\$ 23,268.00	\$ 19,558.00
1-inch	\$ 470.00	\$ 359.00	169	\$ 79,430.00	\$ 60,671.00
5/8-inch	\$ 234.00	\$ 127.50	208	\$ 48,672.00	\$ 26,520.00
			TOTAL	\$ 165,085.00	\$ 119,749.00
			SAVINGS		\$ (45,336.00)

The Diehl Ultrasonic Meter is used by comparable cities, including the City of Farmers Branch, San Antonio Water, the City of Irving, the City of Allen, and the City of Farmersville.

The FY 2026 approved budget included \$150,000 for the purchase of replacement meters, based on available pricing at the time. This purchase will allow the Town to maintain its current planned 15-year replacement schedule.

RECOMMENDATION

Staff recommend approval for the purchase of 418 water meters from Republic Meters for a total cost of \$119,749.

FINANCIAL IMPACT

This purchase will begin the transition to Diehl Ultrasonic Meters. Republic Meters is the sole source provider for these meters. Pricing is competitive in comparison with other municipalities. Funding is provided within the FY 2026 operating budget.

ATTACHMENTS

Meter Replacement Program Quote, Republic Meter Sole Source Letter

ESTIMATE

Republic Meter Inc.
7324 Gaston Ave
Ste 124-365
Dallas, TX 75214-6126

accounting@republicmeter.com
+1 (214) 215-2224



Bill to
Stephen Davis
Town Of Highland Park
Accounts Payable
Town Of Highland Park
4700 Drexler Dr
Highland Park, Texas 75205

Ship to
Stephen Davis
Town Of Highland Park
Public Works Superintendent
Town Of Highland Park
5005 Holland Ave
Dallas, TX 75209

Estimate details
Estimate no.: 25-0225
Estimate date: 10/14/2025
Expiration date: 12/31/2025

#	Product or service	Description	Qty	Rate	Amount
1.	I-Diehl 5/8 Inch meter-9D	OEM-6222-040 OEM-Diehl-3125687-Hydrus V2 5/8" X 3/4" X 7.5" 9D, Ext. Enc., 5' Itron ILC, GA, 20 gal/min	208	\$127.50	\$26,520.00
2.	I-Diehl 1 Inch Meter	OEM-6222-050 OEM,Diehl-3125695-Hydrus V2 1" X 1.25" X 10.75" 9D, Ext. Enc. , 5' Itron ILC, GA, 50 gal/min	169	\$359.00	\$60,671.00
3.	I-Diehl 1.5 Inch Meter	OEM-6222-005 OEM,Diehl-3092454-Hydrus2, 1 1/2" X 13" OV, 8D, Enc. 5' Itron ILC*GA, SS	28	\$698.50	\$19,558.00
4.	I-Diehl 2 Inch Meter	OEM-6222-006 OEM,-Diehl-3092477-Hydrus2, 2" X 17" OV, 8D, Enc. 5' Itron ILC*,GA, SS	13	\$1,000.00	\$13,000.00

Total **\$119,749.00**

Note to customer

Pricing good till end of year.
Pricing includes freight. Meters are typically kept in stock and ready
to be delivered.

Expiry
date 12/31/2025



Republic Meter Inc.

7324 Gaston Avenue, #124-635
Dallas, TX 75214
214.886.2830 
214.215.2224 
steve.gill@republicmeter.com 

October 14, 2025

Stephen Davis
Public Works Superintendent
Town Of Highland Park
4700 Drexler Dr
Highland Park, Texas 75205

Dear Mr. Davis,

Please accept this letter as verification that Itron, Inc is the sole source provider of the Diehl Ultrasonic Meter with the Itron In-Line Connector. Republic Meter Inc is the Authorized Distributor for Itron Radio ERT Modules and all other Itron related products as well as the Diehl Ultrasonic Meter to Town of Highland Park, TX.

If you have any questions, please do not hesitate to call on me.

Thank you,

Steve Gill
Republic Meter, Inc
7324 Gaston Ave
Ste 124-365
Dallas, Texas 75214
214-215-2224
steve.gill@republicmeter.com



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

Take action the 2026 Town Council meeting schedule.

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

This agenda item provides the Town Council with an opportunity to review and discuss the 2026 meeting schedule. Section 2.09 of the Town Charter requires at least one regular Town Council meeting each month. In addition, the Town Charter provides that the Town Council may schedule other meetings as desired.

Currently, the Town Council schedules its regular Town Council meeting at 8:00 a.m. on the first and third Tuesday of each month in the Town Council Chambers. Once the Town Council meeting adjourns, the study session immediately follows in the Executive Conference Room for discussion, review of future agenda items, and staff reports.

Due to the holidays, the Town Council historically schedules only the first Tuesday meeting in November and December.

It is important to note that the Highland Park Independent School District ("HPISD") has spring break scheduled for March 16th through the 20th, 2026. This is the third week of the month, and historically, the Town Council has not scheduled a meeting during spring break.

Tuesday morning meetings allow residents to attend a Town Council meeting prior to the start of the workday. The morning time may also offer greater flexibility for residents and Town Council Members to manage their travel schedules and workdays.

This item was discussed during the November 4, 2025, Study Session, during which a Council Member requested research on the spring break schedules of nearby schools (Hockaday, St. Mark's, and Greenhill) to determine whether they aligned with HPISD's schedule of March 16–20, 2026. The findings confirm that these schools observe the same week. The Town Council may choose not to meet during the third week of March.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

Town Council Meeting and Study Session Schedule 2026

**Town of Highland Park
Proposed Town Council Meeting Schedule
2026**

Day	Date	Time	Type of Meeting
Tuesday	January 6, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	January 20, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	February 3, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	February 17, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	March 3, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	March 17, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	April 7, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	April 21, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	May 5, 2026	8:00 a.m.	Town Council Meeting & Study Session
Wednesday	May 13, 2026	8:00 a.m.	Special Town Council Meeting Canvassing Election
Tuesday	May 19, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	June 2, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	June 16, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	July 7, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	July 21, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	August 4, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	August 18, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	September 1, 2026	8:00 a.m.	Town Council Meeting & Study Session

Day	Date	Time	Type of Meeting
Tuesday	September 8, 2026	8:00 a.m.	Special Town Council Meeting (if needed) Budget and Tax Rate Approval
Tuesday	September 15, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	October 6, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	October 20, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	November 3, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	November 17, 2026	N/A	No Meeting
Tuesday	December 1, 2026	8:00 a.m.	Town Council Meeting & Study Session
Tuesday	December 15, 2026	N/A	No Meeting



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

**Take action on an Ordinance Releasing and Abandoning a Portion
of Public Right-of-Way Between 4224 and 4216 Armstrong
Parkway.**

PRESENTED BY: Tobin Maples, Town Administrator

BACKGROUND:

The attached ordinance authorizes the Town to release, abandon, and convey a ten (10) foot-wide strip of public right-of-way (“Walk Reserve”) located between 4224 and 4216 Armstrong Parkway. This property was originally dedicated in fee as a public access and utility easement but is no longer needed for public use.

The abutting property owners jointly requested to purchase the Walk Reserve from the Town. Pursuant to Section 272.001 of the Texas Local Government Code, the Town may sell narrow or unusable strips of land to adjoining property owners without public notice or bid, provided the sale is for fair market value.

An independent appraisal established the fair market value of the property, and the Town has negotiated equitable Purchase and Sale Agreements with both property owners. Each buyer will acquire an equal (50%) portion of the Walk Reserve, and the Town will retain a perpetual utility easement to preserve access to existing storm sewer and Oncor facilities located within the area.

This ordinance and the Public ROW abandonment contemplated shall be of no effect until, and shall only take effect upon, the Town’s receipt of (i) a fully executed copy of an Easement Agreement from each of the Grantees; (ii) full payment for the real property from each Grantee as contemplated in their respective Purchase Sale Agreements; and (iii) reimbursement from the Grantees to the Town for all Town expenses related to the release of the Public ROW and sale of the property from the Grantees.

RECOMMENDATION

Staff recommends approval of the attached ordinance authorizing the release, abandonment, and conveyance of the Walk Reserve to the abutting property owners for fair market value, subject to execution of all associated documents and compliance with the conditions outlined in the ordinance.

FINANCIAL IMPACT

Fair market value and purchase price is \$370,000.

ATTACHMENTS

Ord. No. 2157 Releasing and Abandoning Public ROW

ORDINANCE NO. 2157

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS, RELEASING, ABANDONING, AND CONVEYING FOR FAIR MARKET VALUE THAT CERTAIN TEN (10) FOOT PUBLIC RIGHT-OF-WAY LOCATED BETWEEN 4224 ARMSTRONG PARKWAY AND 4216 ARMSTRONG PARKWAY; RESERVING AND RETAINING A UTILITY EASEMENT THEREON; AUTHORIZING THE EXECUTION OF A PURCHASE SALE AGREEMENT, SPECIAL WARRANTY DEED, AND OTHER DOCUMENTS REQUIRED TO EFFECTUATE THE CONVEYANCE OF THE TOWN'S REAL PROPERTY INTEREST IN THE PUBLIC RIGHT-OF-WAY TO THE ABUTTING PROPERTY OWNERS; PROVIDING SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Park, Texas (the "**Town**") is a home rule Town acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the local Government Code; and

WHEREAS, the Town owns an approximate 1,989 square-foot (0.46 acre) strip of land dedicated in fee to the public at no cost to the Town by subdivision plat which is held as a public access and utility easement right-of-way and located between 4224 and 4216 Armstrong Parkway (the "**Public ROW**," as more particularly depicted and described in **Exhibit A**, attached hereto); and

WHEREAS, the property owners abutting the Public ROW, including the owners of 4224 Armstrong Parkway and 4216 Armstrong Parkway (the "**Grantees**"), submitted a request to the Town to release, abandon, and convey for fair market value the Public ROW to Grantees; and

WHEREAS, the Town has secured an independent third-party appraisal to establish fair market value of the property interest to be conveyed; and

WHEREAS, Section 1.04 of the Town's Home Rule Charter authorizes the Town to sell property; and

WHEREAS, Section 272.001 of the Texas Local Government exempts from statutory notice and bidding requirements the sale of narrow strips of land or small areas of land that cannot be used independently under current zoning and authorizes the Town to sell the land to abutting property owners in the same subdivision if the land has been subdivided; and

WHEREAS, acting pursuant to law, the Town Council of the Town of Highland Park, Texas ("**Town Council**"), deems it advisable to release, abandon, and convey the Public ROW, subject to the terms, conditions, and reservations herein provided, and the Town Council is of the opinion that the public access portion of the Public ROW is not needed for public use, and same should be released, abandoned and conveyed for fair market value to Grantees in an equitable manner; and

WHEREAS, Town Council finds and determines that the ten (10) foot public access easement is not being used by, nor is it useful or convenient to, the public in general, and therefore constitutes a public charge without a corresponding public benefit; and

WHEREAS, the Town Council further find and determines that the best interest and welfare of the public will be better served if the Public ROW is released, abandoned, and conveyed to the Grantees, subject to the conditions set forth herein; and

WHEREAS, by resolution of the Town Council on March 27, 1942, the owners of Lot 15 and Lot 16 were granted the right to remove the cement walks from the Public ROW and make plantings thereon; and

WHEREAS, in that certain Agreement Regarding Improvements Located on the Walk Reserve dated April 12, 2017, it was noted that “the Town does not foresee nor expect any other franchised utility company to request and/or need the use of the Public ROW”; and

WHEREAS, the existing storm sewer line, drainage grates and one utility pole of Oncor Electric Delivery, LLC located on the most northern end of the Public ROW are the sole public utility facilities in the Public ROW and will remain in place pursuant to an easement to be dedicated to the Town by the Grantees and will remain dedicated to the public and not be abandoned.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION 1. That the findings and recitals set forth above are legislative findings of the Town Council and are incorporated herein for all purposes.

SECTION 2. That the Town of Highland Park, Texas (the “*Town*”) hereby releases, abandons, and conveys by special warranty deed the approximate 1,989 square-foot Public ROW described and depicted in Exhibit A, attached hereto; PROVIDED, HOWEVER, that Grantees shall grant and convey an easement to the Town pursuant to the terms of a Utility Easement Agreement, the form of which is attached hereto as **Exhibit D**, allowing it to inspect, maintain, repair, or reconstruct all existing improvements, facilities, equipment, or lines of any public utility (municipal or otherwise) which are presently located within the Public ROW area abandoned, and any such improvements, facilities, equipment, or lines currently existing in the abandoned Public ROW remain dedicated to the Town and are not hereby released, abandoned, or conveyed. Unless otherwise expressly stated in the Utility Easement Agreement, the utility easements are subject to all Town policies applicable to such easements, including restrictions on the use of the surface of such property

SECTION 3. The release, abandonment and conveyance provided for herein is made subject to all present zoning and deed restrictions, and all public and private easements and rights-of-way of others, whether apparent, non-apparent, aerial, surface, underground, or otherwise, and subject to any existing facilities located within the Public ROW. No buildings or any other structure requiring a permit from the Town shall be constructed or placed upon, over, or across the Town’s easement, except with the Town’s written authorization and required permit.

SECTION 4. The Town Administrator is hereby authorized to execute a Purchase Sale Agreement, Special Warranty Deed, and Utility Easement Agreement with each of the Grantees in substantially similar form to the documents attached hereto as **Exhibits B, C, and D** respectively, and any other documents required to effectuate the release of the Town's interest in and to the Public ROW described in **Exhibit A**, save and except all present utility easements and facilities therein.

SECTION 5. The following exhibits are attached to this Ordinance and are incorporated herein for all purposes:

- Exhibit A – Public ROW Description and Depiction
- Exhibit B – Form Purchase Sale Agreement
- Exhibit C – Form Special Warranty Deed
- Exhibit D – Form Utility Easement Agreement

SECTION 6. It is hereby declared to be the intention of the Town Council that the phrases, clauses, sentences of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the Town Council without the incorporation of this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 7. This ordinance and the Public ROW abandonment contemplated herein shall be of no effect until, and shall only take effect upon, the Town's receipt of (i) a fully executed copy of an Easement Agreement from each of the Grantees; (ii) full payment for the real property from each Grantee as contemplated in their respective Purchase Sale Agreements; and (iii) reimbursement from the Grantees to the Town for all Town expenses related to the release of the Public ROW and sale of the property from the Grantees.

PASSED AND APPROVED this the ____ day of _____, 2025.

APPROVED AS TO FORM:

APPROVED:

Susan B. Thomas, PhD
Town Attorney

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary

Exhibit A
Public ROW Description and Depiction

SHEET 1 OF 2

WALK RESERVE

HIGHLAND PARK WEST, FIRST INSTALLMENT, BLOCK 103
WILLIAM GRIGSBY SURVEY, ABSTRACT NO. 501
CITY OF DALLAS, DALLAS COUNTY, TEXAS

Being 1,989 square feet or 0.046 of an acre of land located in the WILLIAM GRIGSBY SURVEY, ABSTRACT NO. 501, City of Dallas, Dallas County, Texas, and being a reserved walkway, Block 103, of Highland Park West, First Installment, an addition to the Town of Highland Park, Dallas County, Texas, according to the map or plat thereof recorded in Volume 2, Page 361, Map Records, Dallas County, Texas, and being more particularly described as follows:

BEGINNING at a point for corner in the Northeast line of Armstrong Parkway, a 170' right-of-way (Volume 2, Page 361, M.R.D.C.T.), at the South corner of Lot 16, Block 103, said point being the South corner of said Lot 16 and a portion of Lot 17 described in deed to Howard L. Armistead III or Mary Van Armistead, Trustee, or their successors in trust, recorded in Instrument No. 202300024449, Official Public Records, Dallas County, Texas;

THENCE North 21°59'08" East, along the Southeast line of said Lot 16, a distance of 200.00' to a 1/2" iron rod with a yellow plastic cap stamped "RPLS 5310" set at the common corners of said Lot 16 and Lot 10, of said Block 103;

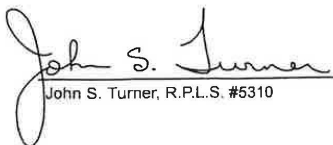
THENCE South 68°00'52" East, a distance of 1.47' to a 1/2" iron rod with a yellow plastic cap stamped "RPLS 5310" set for corner;

THENCE South 51°39'53" East, a distance of 8.89' to a point for corner set at the common corner of Lot 11 and Lot 15, of said Block 103;

THENCE South 21°59'08" West, along the Northwest line of said Lot 15, a distance of 197.50' to a point for corner set in said Northeast line of Armstrong Parkway;

THENCE North 68°00'52" West, along said Northeast line, a distance of 10.00' to the PLACE OF BEGINNING and containing 1,989 square feet or 0.046 of an acre of land.

BASIS OF BEARING DETERMINED BY TEXAS STATE PLANE COORDINATE SYSTEM, NORTH CENTRAL ZONE, NORTH AMERICAN DATUM OF 1983 (2011).


John S. Turner, R.P.L.S. #5310



A&W SURVEYORS, INC.

Professional Land Surveyors

TEXAS REGISTRATION NO. 100174-00

P.O. BOX 870029, MESQUITE, TX. 75187

PHONE: (972) 681-4975 FAX: (972) 681-4954

WWW.AWSURVEY.COM

Job Number: 25-1341

Date: 09-17-2025

Drafter: AR

"A professional company operating in your best interest"

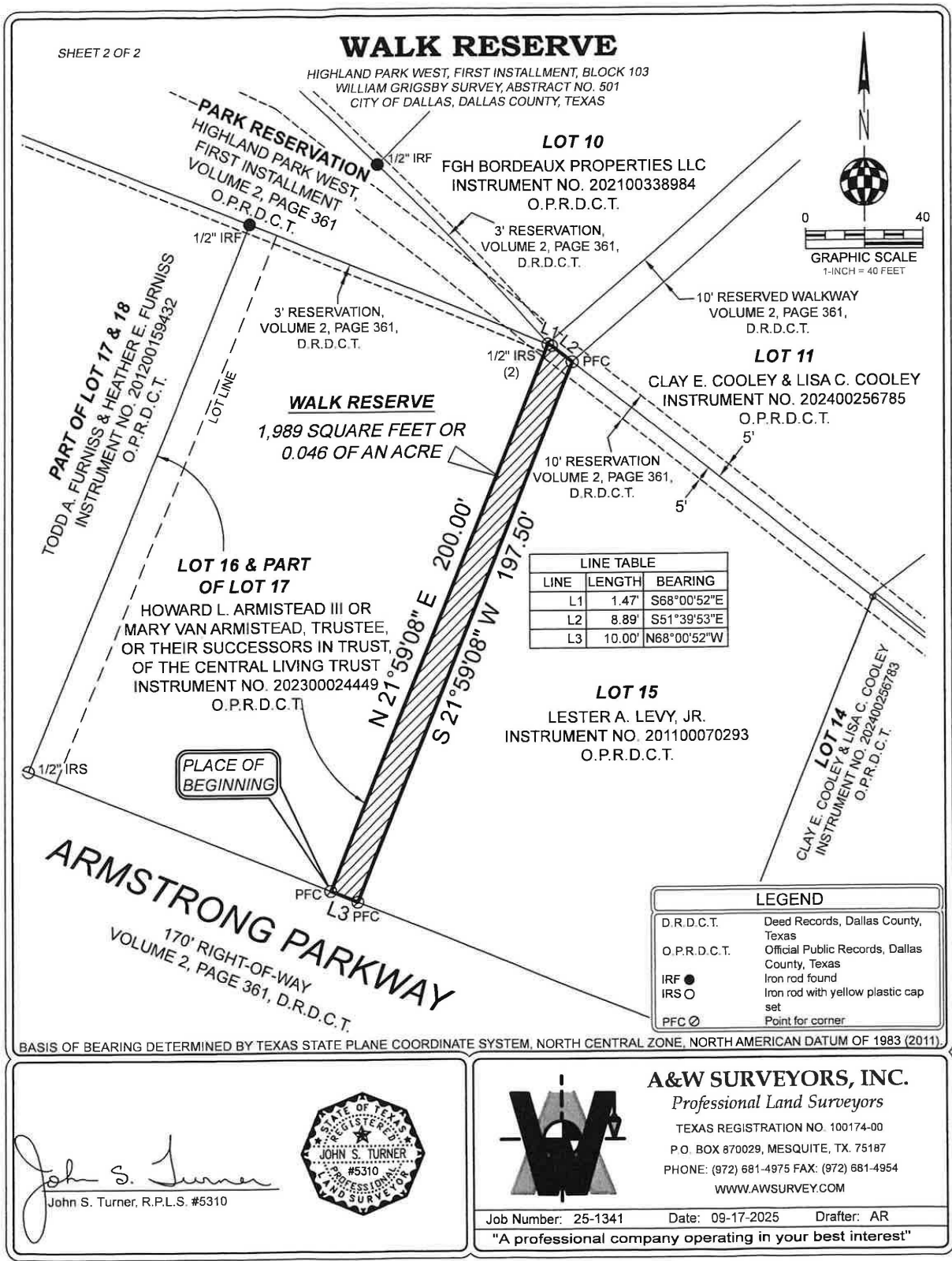


Exhibit B
Form Purchase Sale Agreement

THIS PURCHASE AND SALE AGREEMENT (this “*Agreement*”), dated as of November __, 2025 (the “*Effective Date*”), is made and entered into by and between the Town of Highland Park, Texas, a home rule Town organized and operating pursuant to the laws of the State of Texas (the “*Town*” or “*Seller*”) and Howard L. Armistead III, Trustee, or his successors in Trust of the Central Living Trust dated July 23, 2023, a Trust established under the laws of the State of Texas (“*CLT*” or “*Buyer*” and, together with Seller, the “*Parties*”), and the owner of certain real property located at 4224 Armstrong Parkway, Highland Park, Texas 75205, generally described as Block 103, Lot 16 and the eastern ten feet (10') of Lot 17, Highland Park West 1st, Dallas County, Texas, (the “*4224 Property*”).

RECITALS

WHEREAS, the Town owns a strip of land adjacent to the 4224 Property which is generally 10 feet wide and between 197 and 200 feet long (the “*Walk Reserve*”), as shown on **Exhibit A** attached hereto;

WHEREAS, Section 272.001 of the Texas Local Government Code authorizes the Town to forgo statutory notice and bid requirements for the sale of the Walk Reserve if the land is sold at fair market value to abutting property owners, with the division of land between the owners made in an equitable manner;

WHEREAS, CLT has been in discussions with the Town and Lester A. Levy Jr. (“*Levy*”), the owner of certain real property located at 4216 Armstrong Parkway, Highland Park, Texas 75205, and generally described as Block 103, Lot 15, Highland Park West 1st, Dallas County, Texas, (the “*4216 Property*”) regarding the purchase of the Walk Reserve by CLT and Levy in equal 50% portions, as the owners of the abutting 4224 Property and 4216 Property (the “*Transactions*”);

WHEREAS, CLT, the Town and Levy are parties to that certain Reimbursement Agreement dated as of MONTH, DAY, 2025 (the “*Reimbursement Agreement*”), which provides, among other things, that the Town shall obtain (1) a survey (the “*Survey*”) and (2) an appraisal (the “*Appraisal*”) to ensure that the Walk Reserve is divided equitably and sold at fair market value in compliance with Section 272.001 of the Texas Local Government Code;

WHEREAS, the Survey and Appraisal contemplated by the Amended Reimbursement Agreement are attached hereto as **Exhibit A** and **Exhibit B**, respectively;

WHEREAS, the Town is entering into a substantially similar Purchase and Sale Agreement with Levy (the “*Levy PSA*”) contemporaneously with the execution and delivery of this Agreement pursuant to which Levy shall also purchase an equitably divided 50% portion of the Walk Reserve in fee simple absolute from Seller;

WHEREAS, the Town has agreed to re-plat the Walk Reserve, dividing it equitably between CLT and Levy in compliance with Section 272.001 of the Texas Local Government Code, and issuing an amending plat (the “**Revised Plat**”) which shall be promptly recorded by the Town in the property records and shall be controlling on the preceding plat without vacation of that plat in accordance with Section 212.016(9) of the Texas Local Government Code;

WHEREAS, the Parties recognize and agree that the Town owns and maintains underground infrastructure within the Walk Reserve and that the Town intends to preserve its right, along with its respective employees, agents, and contractors, to enter the Walk Reserve at all times for the purpose of inspecting, maintaining, repairing, constructing, and/or reconstructing any and all of the Town’s infrastructure and each of Levy and CLT are entering into an Easement Agreement contemporaneously with this Agreement (the “**Easement Agreements**”), which Easement Agreements shall be substantially identical to **Exhibit C** attached hereto and shall be duly recorded by the Town in the property records; and

WHEREAS, subject to the terms, covenants and conditions set forth herein, Seller desires to sell an equitably divided 50% portion of the Walk Reserve in fee simple absolute to Buyer and Buyer desires to purchase an equitably divided 50% portion of the Walk Reserve from Seller in fee simple absolute.

NOW, THEREFORE, in consideration of the foregoing and the covenants, terms, and conditions contained herein, and for other valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged by both Parties, the Parties hereto agree as follows:

1. Definitions. Capitalized terms used in this Agreement without definition shall have the respective meanings ascribed to such terms in **Exhibit D**.

2. Agreement of Purchase and Sale. At the Closing, subject to the covenants, terms, and conditions of this Agreement, Seller shall sell to Buyer, and Buyer shall purchase from Seller, 50% of the Walk Reserve as equitably divided in accordance with the proposed Revised Plat attached hereto as **Exhibit E**. The Town shall promptly record the Special Warranty Deed, the form of which is attached hereto as **Exhibit F** (the “**Deed**”) in the real property records in accordance with Sections 272.001 and 212.016(9) of the Texas Local Government Code.

3. Purchase Price. The purchase price to be paid for the 50% portion of the Walk Reserve by CLT (the “**Purchase Price**”) shall be One Hundred Eight-five Thousand Dollars and XX/100 (\$185,000.00). No fewer than three (3) business days prior to the Closing, the Town shall deliver to CLT a final invoice which shows all unreimbursed amounts previously paid by the Town pursuant to the Reimbursement Agreement, together with all amounts due and payable pursuant to the Reimbursement Agreement as of the Closing Date(hereinafter defined) (the “**Reimbursement Expenses Total**”). At the Closing, CLT shall pay the Town, by wire transfer of immediately available funds, the sum of (a) the Purchase Price, plus (b) 50% of the Reimbursement Expenses Total.

4. Closing. The consummation and settlement of the transactions contemplated by this Agreement (the “**Closing**”), the Levy PSA, the Reimbursement Agreement and the Easement

Agreement (collectively, the “**Transaction Documents**”) shall be held as soon as reasonably practicable on a date mutually agreed upon by the Parties (the “**Closing Date**”) after the Survey, Appraisal and Revised Plat are prepared. At the Closing, the Town shall convey good and marketable fee simple title by the Deed to Buyer’s portion of the Walk Reserve as set forth on the Revised Plat, free and clear of all liens upon payment of the Purchase Price. At the Closing, (a) each Party shall execute and deliver signed counterparts to this Agreement and the Easement Agreement (b) CLT shall deliver the Purchase Price plus 50% of the Reimbursement Expenses Total to the Town by wire transfer of immediately available funds and (c) the Town shall execute the Deed. The Town shall record the Deed and the Revised Plat on the Closing Date or within one business day thereof.

5. Conditions to obligations of Buyer. This Agreement and the obligation of CLT to purchase its portion of the re-platted Walk Reserve from the Town is expressly contingent and conditioned upon and subject to the satisfaction, or waiver in writing by Buyer, of each of the following conditions prior to the Closing Date.

(a) General Feasibility.

(i) *Due Diligence.* Seller hereby grants to Buyer, its engineers, consultants and agents, a license to go upon the Walk Reserve for the purpose of making inspections and conducting feasibility studies with respect to the Walk Reserve, including, without limitation, physical site inspections and utilities, drainage, soil test, together with such other tests and studies as Buyer deems appropriate in Buyer’s sole and absolute discretion; provided, further, for the avoidance of doubt that CLT may terminate this Agreement at any point prior to Closing and have no liability to the Town other than its obligation to reimburse 50% of the reimbursable expenses incurred by the Town through the date of any such termination pursuant to the Reimbursement Agreement.

(ii) *Re-Platting of Walk Reserve.* The Town shall re-plat the Walk Reserve in compliance with Section 272.001 of the Texas Local Government Code by dividing the Walk Reserve equitably into two parcels substantially identical in area, with the western 50% portion of such re-platted Walk Reserve to be joined with the existing parcel of the 4224 Property and the eastern 50% portion of such re-platted Walk Reserve to be joined with the existing parcel of the 4216 Property, as shown on the Revised Plat attached hereto as **Exhibit E**.

(iii) *Access to Documents and Other Items.* Until the Closing or termination of this Agreement, the Town shall provide Buyer with reasonable access to Town records with respect to the Walk Reserve, including, without limitation, surveys, title policies, plans and specifications, notices, correspondence, environmental reports, licenses, permits and approvals.

(iv) *Election to Terminate.* Buyer shall have the absolute and unconditional right to terminate this Agreement for any reason whatsoever (or no reason) by providing notice of termination to the Town, and Buyer’s liability hereunder shall be limited to its obligation to reimburse the Town for 50% of the reimbursable expenses incurred by the Town pursuant to the terms and conditions of the Reimbursement Agreement up to and including the date of termination.

(b) Survey and Title Review.

(i) *Survey and Title Report.* Promptly following the Effective Date, Seller shall deliver to Buyer a current preliminary title report of the Walk Reserve (the “**Title Report**”) leading to the issuance of an ALTA standard coverage owner’s policy of title insurance in the amount of the Purchase Price, together with legible copies of all instruments of record referred to on Schedule B thereof. Buyer shall have until the Closing Date to review and disapprove, in its reasonable discretion, the Title Report and the Survey. If Buyer does not expressly disapprove the status of title to the Walk Reserve as described in the Survey and Title Report (and any amendment to the Title Report or Survey) by giving written notice to the Town on or before the Closing Date, Buyer shall be deemed to have approved the status of title to the Walk Reserve as reflected on the Survey and Title Report, as may be amended. If Buyer objects to the status of title to the Walk Reserve, Buyer may exercise its right to terminate this Agreement.

(ii) *No Monetary Liens.* Notwithstanding anything to the contrary contained in this Agreement, any other Transaction Document, or any other document or instrument executed or delivered in connection with the Transaction, the Town shall be obligated to remove prior to Closing (regardless of whether Buyer objects thereto) all deeds of trust, mortgages, mechanics’ liens, UCC filings, judgments and other monetary liens imposed on the Walk Reserve; it being the intent of the parties that the Walk Reserve be conveyed to Buyer free and clear of all liens, and in no event shall the Walk Reserve be subject to any monetary liens.

6. Termination of Agreement. Buyer may terminate this Agreement at any time prior to Closing by delivering written notice (the “**Termination Notice**”) to the Town and Levy indicating its election to terminate this Agreement. Upon delivery of the Termination Notice, this Agreement shall terminate, and the Town shall deliver to each of Buyer and Levy a final statement of the Reimbursement Expenses Total up to and including the date of termination as soon as reasonably practicable. Buyer’s liability hereunder shall be limited to its obligation to reimburse the Town for 50% of the reimbursable expenses incurred by the Town up to and including the date of termination pursuant to the terms and conditions of the Reimbursement Agreement. Buyer shall have no liability whatsoever to the Town in respect of expenses incurred after the date of Termination or for costs in excess of 50% of the Reimbursement Expenses Total stated on the final statement delivered by the Town..

7. Title Insurance; Deed.

(a) Owner’s Insurance Policy. At the Closing, Buyer may, at Buyer’s option, obtain an extended coverage ALTA owner’s policy of title insurance, or the unconditional commitment of a title insurer to issue such policy, insuring title to the Walk Reserve to Buyer in the amount of the Purchase Price; the policy to be subject to the usual printed exclusions, exceptions, conditions and stipulations set forth in the printed form policy and such other matters approved in writing by Buyer or resulting from Buyer’s actions. The Town shall not be responsible for paying any portion of the title insurance premium, and Buyer shall pay the entire cost of any coverage purchased by Buyer.

(b) Deed. At the Closing, Seller shall deliver to Buyer the executed and notarized Deed, in substantially the form attached as **Exhibit F** to this Agreement, granting and conveying to

Buyer good and marketable fee simple absolute title to its 50% portion of the Walk Reserve as set forth on the Revised Plat free and clear of all liens upon payment of the Purchase Price.

8. Possession; Risk of Loss. The Town shall deliver possession of the Walk Reserve to Buyer and to Levy (in each case in accordance with the Revised Plat prepared and recorded by the Town and as shown on such Revised Plat) at the Closing. The risk of loss of any damage or destruction to the Walk Reserve shall remain with the Town until the Closing.

9. Representations and Warranties of Town. The Town represents and warrants to CLT that the following are true as of the Effective Date and will be true as of the Closing, and acknowledges that in entering into this Agreement, CLT is relying upon, the following:

(a) Organization and Authority. The Town is a home rule town organized and operating pursuant to the laws of the State of Texas and is duly organized, validly existing municipal corporation in good standing under the laws of the State of Texas. The transactions contemplated by this Agreement and the other Transaction Documents, the execution and delivery of all documents required hereby and thereby, and the Town's performance hereunder and thereunder, have been duly authorized by the Town and when executed and delivered will constitute the valid and binding obligation of the Town, enforceable in accordance with their respective terms. The execution and delivery of this Agreement and any other document required in connection with the Transactions and the consummation of the transactions contemplated hereby and thereby will not result in any violation of, or default under, applicable law or any term or provision of any governing document, instrument or agreement by which the Town is bound or to which it is subject.

(b) No Litigation. There is no litigation, investigation or proceeding pending or, to the knowledge of the Town, contemplated or threatened against the Walk Reserve which would impair or adversely affect the Town's ability to perform its obligations under this Agreement or under any contract, instrument or document related hereto.

(c) Foreign Person. Seller is not a "foreign person" as such term is defined under Section 1445 of the Internal Revenue Code of 1986, as amended (the "**Code**").

(d) No Leases. There are no leases or other agreements of any kind or character applicable to or affecting the Walk Reserve and no parties in possession or adverse possession of the Walk Reserve. At Closing, Seller agrees to convey to CLT good and marketable fee simple absolute title to CLT's 50% portion of the Walk Reserve in accordance with the Revised Plat.

(e) Agreements. There are no options or rights of first refusal, recorded or unrecorded, affecting the Walk Reserve, nor any other material unrecorded agreements or any kind or character affecting the Walk Reserve.

(f) No Undisclosed Assessments. There are no taxes, assessments (special, general or otherwise) or bonds of any nature affecting the Walk Reserve, or any portion thereof.

(g) No Violations. The Town has not received written notice of any violation of any applicable law pertaining to the Walk Reserve, and neither the Town nor the Walk Reserve is in violation of any such applicable laws with respect to the Walk Reserve.

(h) Hazardous Waste. (i) the Walk Reserve is not nor while owned by Seller has the Walk Reserve been under investigation for a violation of any federal, state or local law, ordinance or regulation relating to industrial hygiene or to the environmental conditions in, at, on, under or about the Walk Reserve including, but not limited to, soil and ground water condition; (ii) Seller has not used, generated, manufactured, stored or disposed in, at, on, under or about the Walk Reserve or transported to or from the Walk Reserve any Hazardous Material (as defined below); and (iii) there is not now and there have not been on or in the Walk Reserve during the period of Seller's ownership underground storage tanks, any asbestos-containing materials or any polychlorinated biphenyls, including those used in hydraulic oils, electric transformers, or other equipment. As used herein, "**Hazardous Material**" shall mean any flammables, explosives, radioactive materials, hazardous wastes, hazardous and toxic substances or related materials, asbestos or any material containing asbestos (including, without limitation, vinyl asbestos tile), or any other substance or material, defined as a "hazardous substance" by any federal, state or local environmental law, ordinance, rule or regulation including, without limitation, the Federal Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended, the Federal Hazardous Materials Transportation Act, as amended, the Federal Resource Conservation and Recovery Act, as amended, and the rules and regulations adopted and promulgated pursuant to each of the foregoing.

(i) Mechanics Liens. No goods or services have been contracted for or furnished to the Walk Reserve which might give rise to any mechanic's liens affecting all or any part of the Walk Reserve.

The representations and warranties of the Town contained in this Section 9 shall survive the execution and delivery of this Agreement, the Closing and the delivery of all documents and the performance of any and all covenants and obligations in accordance with this Agreement for a two (2) year period after the Closing.

10. Representations and Warranties of Buyer. Buyer represents and warrants to Seller that the following are true as of the Effective Date, will be true as of the Closing, and acknowledges that in entering into this Agreement, Seller is relying upon the following:

(a) Organization and Authority. CLT is a validly existing Trust established under the laws of the State of Texas. The transactions contemplated by this Agreement and the other Transaction Documents, the execution and delivery of all documents required hereby and thereby, and CLT's performance hereunder, have been duly authorized by CLT and when executed and delivered will constitute the valid and binding obligation of CLT, enforceable in accordance with its terms. The execution and delivery of this Agreement and any other Transaction Document and the consummation of the transactions contemplated hereby and thereby will not result in any violation of, or default under, any term or provision of the declaration of trust of CLT or any other agreement, instrument, mortgage, loan, or similar documents to which Buyer is a party or by which Buyer is bound.

(b) Conflicts and Pending Action. There is no action or proceeding pending, or to Buyer's knowledge, threatened against Buyer which challenges or impairs Buyer's ability to execute or perform its obligations under this Agreement.

11. Notices. All notices or other communications required or provided to be sent by either Party shall be in writing and shall be sent (i) by United States Postal Service, postage prepaid, certified, return receipt requested; or (ii) by any nationally known overnight delivery service; or (iii) by courier; or (iv) in person; or (v) by electronic mail. All notices shall be deemed to have been given forty-eight (48) hours following deposit in the United States Postal Service or upon personal delivery if sent by overnight delivery service, courier, facsimile transmission, electronic mail, or personally delivered. All notices shall be addressed to the party at the address below:

If to Seller:

Town of Highland Park
ATTN: Town Administrator
4700 Drexel Drive
Highland Park, Texas 75205

With copy to: Susan Thomas, Town Attorney
Messer Fort, PLLC
6371 Preston Rd., Suite 200
Frisco, TX 75034

If to Buyer:

Central Living Trust
5910 N Central Expressway
Suite 1650
Dallas, Texas 75206
Attention: Howard L. Armistead III, Trustee of the Central Living Trust dated July 23, 2013, as amended to date

Any address or name specified above may be changed by notice given to the addressee by the other party in accordance with this paragraph. The inability to deliver because of a changed address of which no notice was given, or rejection or other refusal to accept any notice, shall be deemed to be the receipt of the notice as of the date of such inability to deliver or rejection or refusal to accept. Any notice to be given by any party hereto may be given by the counsel for such party.

12. Survival of Covenants, Agreements, Representations and Warranties. Except as otherwise may be limited by the specific terms of this Agreement, all covenants, agreements, representations and warranties of Seller set forth in this Agreement shall survive the Closing and shall not merge into any deed or other instrument executed or delivered in connection with the transactions contemplated hereby.

13. Further Assurances. Each Party, promptly upon the request of the other, shall execute and have acknowledged and delivered, any and all such other documents, agreements and/or instruments, as may reasonably requested, necessary or appropriate to evidence or give effect to the provisions of this Agreement and which are consistent with the provisions hereof.

14. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to conflict of law provisions thereof.

15. No Broker Commissions. Each Party represents and warrants to the other that no real estate sales or brokerage commissions or similar commissions are or may be due in connection with the transactions contemplated by this Agreement as a result of any act of the Party so warranting. This Section 15 shall survive the Closing or any termination of this Agreement indefinitely.

16. Condition of Walk Reserve. With the exception of the representations and warranties set forth in this Agreement or otherwise in the Transaction Documents, CLT acknowledges that it is purchasing the Walk Reserve in “as is, where is” condition.

17. Miscellaneous. This Agreement may be executed simultaneously or in counterparts, each of which counterpart shall be deemed an original, but all of which together shall constitute one and the same Agreement. Facsimile signatures and/or electronically transmitted pdf files of this Agreement are valid and shall be deemed original signatures for all purposes hereunder. This Agreement and the other Transaction Documents (including the Exhibits hereto and thereto) constitute the entire agreement between the Parties with regard to the Walk Reserve. All terms and conditions contained in other writings previously executed by the Parties and all other discussions, understandings or agreements regarding the Walk Reserve and the subject matter hereof shall be deemed to be superseded hereby. No modification of this Agreement shall be deemed effective unless in writing and signed by each of the Parties hereto, and any waiver granted shall not be deemed effective except for the instance and in the circumstances particularly specified therein and unless in writing and executed by the Party against whom enforcement of the waiver is sought. All Exhibits and documents attached hereto and referred to in this Agreement are incorporated herein by this reference and made part of this Agreement as if fully set forth herein. The Parties agree that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any other Transaction Document or any addendum, amendment or exhibit hereto or thereto. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, and their successors and assigns, if any. The captions and paragraph headings used herein are for convenience and reference only and are not intended to define, limit or describe the scope or intent of any provision of this Agreement. If any relevant date hereunder falls on a weekend or national or state holiday in Dallas, Texas, the next following business day shall be the relevant date.

[signature page follows]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Agreement Date.

HOWARD L. ARMISTEAD III, Trustee, or his successors in trust, of the CENTRAL LIVING TRUST, dated July 23, 2013, as last amended

Name: Howard L. Armistead III,
Title: Trustee

TOWN OF HIGHLAND PARK

By_____
Name: Tobin E. Maples
Title: Town Administrator

EXHIBIT C
Form of Special Warranty Deed

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

When recorded, mail to:

Central Living Trust
5910 N. Central Expressway
Suite 1650
Dallas, Texas 75206

Attention: Howard L. Armistead III, Trustee, or his successors in Trust of the Central Living Trust dated July 23, 2023

SPECIAL WARRANTY DEED

For the sum of Ten Dollars (\$10.00) and other good and valuable consideration received pursuant to that certain Purchase and Sale Agreement dated as of November __, 2025 regarding the Property (hereinafter defined) (the “**PSA**”), the Town of Highland Park, Texas, a home rule Town organized and operating pursuant to the laws of the State of Texas, does hereby sell, grant, convey, assign and transfer to Howard L. Armistead III, Trustee, or his successors in Trust of the Central Living Trust dated July 23, 2023, a Trust established under the laws of the State of Texas (“**Grantee**”) and its successors and assigns, that certain real property located in Dallas County, Texas and legally described in **Exhibit A** attached hereto and incorporated herein by reference (the “**Property**”).

This conveyance is made subject to all easements, rights-of way, encumbrances, liens, covenants, conditions, restrictions, obligations, liabilities and other exceptions as may appear of record or which would be noted with an accurate ALTA/ACSM survey and to the rights granted to the Town by Grantee pursuant to that certain Utility Easement Agreement between Grantee and the Town dated as of even date herewith.

TO HAVE AND TO HOLD the Property, together with all and singular the rights and appurtenances thereto in anyway belonging unto said Grantee, its successors and assigns, forever. Grantor does hereby bind Grantor and Grantor's heirs, successors, executors and assigns, to warrant and forever defend, all and singular the Property unto the Grantee and Grantee's successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

Grantor does hereby represent and warrant that there are no liens, attachments or other encumbrances which will affect the title or right of the Grantor to convey this deed to the Grantee.

IN WITNESS WHEREOF, Grantor has caused this Special Warranty Deed to be executed and effective as of _____, 2025.

GRANTOR:

TOWN OF HIGHLAND PARK

By: _____
Tobin Maples
Town Administrator

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

This instrument was acknowledged before me on the _____ day of _____, 2025
By Tobin Maples for the TOWN OF HIGHLAND PARK.

Notary Public for the State of Texas

My Commission Expires: _____

Exhibit D
Form Utility Easement Agreement

UTILITY EASEMENT AGREEMENT REGARDING
IMPROVEMENTS LOCATED ON FORMER WALK RESERVE

THE STATE OF TEXAS §
 §
COUNTY OF DALLAS §

This Utility Easement Agreement Regarding Improvements Located on Former Walk Reserve (this “*Easement Agreement*”), dated as of November __, 2025 (the “*Effective Date*”), is made and entered into by and between the Town of Highland Park, Texas, a home rule Town organized and operating pursuant to the laws of the State of Texas (the “*Town*”) and Howard L. Armistead III, Trustee, or his successors in Trust of the Central Living Trust dated July 23, 2023, a Trust established under the laws of the State of Texas (“*CLT*”), and the owner of certain real property located at 4224 Armstrong Parkway, Highland Park, Texas 75205, generally described as Block 103, Lot 16 and the eastern ten feet (10') of Lot 17, Highland Park West 1st, Dallas County, Texas, (the “*4224 Property*”). The Trust and the Town are sometimes hereinafter individually referred to as the “*Party*” and collectively referred to as the “*Parties.*”

RECITALS

WHEREAS, as of the Effective Date, the Town is selling a strip of land adjacent to the 4224 Property which is generally 10 feet wide and between 197 and 200 feet long (the “*Walk Reserve Property*”), as shown on **Exhibit A** attached hereto;

WHEREAS, Section 272.001 of the Texas Local Government Code authorizes the Town to forgo statutory notice and bid requirements for the sale of the Walk Reserve Property if the land is sold at fair market value to abutting property owners, with the division of land between the owners made in an equitable manner;

WHEREAS, CLT has been in discussions with the Town and Lester A. Levy Jr. (“*Levy*”), the owner of certain real property located at 4216 Armstrong Parkway, Highland Park, Texas 75205, and generally described as Block 103, Lot 15, Highland Park West 1st, Dallas County, Texas, (the “*4216 Property*”) regarding the purchase of the Walk Reserve Property by CLT and Levy in equitably divided 50% portions, as the owners of the abutting 4224 Property and 4216 Property (the “*Transactions*”);

WHEREAS, CLT, the Town and Levy are parties to that certain Reimbursement Agreement dated as of October __, 2025 (the “*Reimbursement Agreement*”), which provides, among other things, that the Town shall obtain (1) a survey (the “*Survey*”) and (2) an appraisal (the “*Appraisal*”) to ensure that the Walk Reserve Property is divided equitably and sold at fair market value in compliance with Section 272.001 of the Texas Local Government Code;

WHEREAS, the Survey and Appraisal have been obtained and contemporaneously with the execution and delivery of this Easement Agreement, the Town is entering into a substantially similar Purchase and Sale Agreements with Levy and CLT pursuant to which each of Levy and CLT shall purchase an equitably divided 50% portion of the Walk Reserve Property in fee simple absolute from the Town;

WHEREAS, the Town has agreed to re-plat the Walk Reserve Property by dividing it equitably between CLT and Levy in compliance with Section 272.001 of the Texas Local Government Code, and issuing the amending plat attached hereto as **Exhibit B** (the “**Revised Plat**”) incorporating 50% of the former Walk Reserve Property into each of the 4224 Property and 4216 Property, which Revised Plat shall be promptly recorded by the Town in the property records and shall be controlling on the preceding plat without vacation of that plat in accordance with Section 212.016(9) of the Texas Local Government Code;

WHEREAS, nothing in this Easement Agreement shall change or affect the respective sizes, configurations, or metes and bounds descriptions of the 4224 Property and/or 4216 Property (including in each case the addition of the equitably divided 50% portions of the Walk Reserve Property as set forth in the Revised Plat); and

WHEREAS, the Parties recognize and agree that the Town owns and maintains existing underground storm sewer infrastructure, drainage facilities and one telephone pole of Oncor Electric Utility Delivery, LLC located on the most northern end of the Walk Reserve Property (the “**Improvements**”), in, along, under and across the Walk Reserve, and the Parties intend that the Town maintain the ability for the Town’s employees, officials, agents, contractors and other representatives (collectively, “**Authorized Persons**”), to enter the former Walk Reserve Property upon reasonable notice and at reasonable times for the purpose of inspecting, maintaining, repairing, constructing, and/or reconstructing such existing underground infrastructure and facilities.

NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS THAT, for and in consideration of the premises, mutual promises, covenants and conditions set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. CLT hereby grants and conveys to the Town and its successors and assigns a perpetual, non-exclusive access easement to its 50% portion of the former Walk Reserve Property, as depicted and described in Exhibit C (the “**Easement Area**”) for the Town and its Authorized Persons, upon reasonable advance written notice, to inspect, maintain, repair, construct and/or reconstruct (the “**Permitted Activities**”) the Improvements at the Town’s sole cost and expense.
2. The Town shall provide reasonable advance written notice to CLT of any Permitted Activities, which reasonable notice shall be not less than ninety (90) days in ordinary circumstances, to allow CLT reasonable time to relocate any trees or other landscaping

that might be affected by the Permitted Activities; provided, further, that in the event of any emergency which necessitates a shorter notice period, the Town shall provide such notice to CLT as is reasonable under the circumstances without being deemed in breach of the foregoing covenant.

3. Construction or installation of fencing, fountains, drainage or hardscaping (the “*Additions*”) that does not require digging to a depth below three feet (3’) may be permitted if CLT submits to the Town a full set of construction plans (the “*Plans*”) which include the specific location of any Improvements and show that the Additions shall not interfere with the Town’s use or enjoyment of the easement granted hereby. Additions may be installed in the Easement Area only after CLT receives the Town’s written approval and acceptance of the Plans. CLT shall repair any damage done to the Improvements by CLT or its contractor(s) in connection with the installation of the Additions. If the Town or its contractor removes or damages all or part of the Additions in connection with necessary repair or inspection of the Improvements, the Town and its contractor shall not be responsible for replacing or repairing the Additions, and such repair and replacement shall occur at CLT’s sole cost. Notwithstanding anything to the contrary herein, it is understood and agreed that the installation of trees and other landscaping shall not be deemed to interfere with the Town’s use or enjoyment of the easement granted hereby.

____ (initials) ____ (initials)

4. **TO THE EXTENT PERMITTED UNDER TEXAS LAW, THE TOWN AND ITS SUCCESSORS AND/OR ASSIGNS, AGREE AND ARE BOUND TO DEFEND, INDEMNIFY AND HOLD CLT AND ITS PAST, PRESENT, AND FUTURE TRUSTEES, BENEFICIARIES, SETTLORS, OFFICERS, EMPLOYEES, AGENTS, REPRESENTATIVES, SUCCESSORS AND ASSIGNS HARMLESS AGAINST ALL CLAIMS, LOSSES, JUDGMENTS, COSTS AND EXPENSES FOR PERSONAL INJURY (INCLUDING DEATH), PROPERTY DAMAGE OR OTHER HARM BY WHICH RECOVERY OF DAMAGES IS SOUGHT, BY ANY PERSON OR PERSONS, WHICH MAY ARISE OUT OF OR IN CONNECTION WITH THE INTENTIONAL, RECKLESS, AND/OR NEGLIGENT ACT OR OMISSION OF THE TOWN (OR ANY AUTHORIZED PERSON) IN CONNECTION WITH THE PERMITTED ACTIVITIES OR IMPROVEMENTS. NOTHING IN THIS PROVISION REQUIRES, NOR SHALL BE INTERPRETED TO REQUIRE, THE TOWN INCUR DEBT, ASSESS OR COLLECT FUNDS, OR CREATE A SINKING FUND.**

The Parties to this Easement Agreement acknowledge and agree that (A) each Party hereto is not an agent of the other entity; (B) each Party is responsible in accordance with the laws of the State of Texas for its own acts and omissions, and for the acts and omissions of Authorized Persons and other officials, officers, employees, and/or agents committed in the scope and course of their duties and responsibilities; (C) nothing in this Easement Agreement does or shall be construed to create a partnership, joint venture, joint enterprise, or agency relationship between the Parties

hereto; (D) the terms and conditions contained herein shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and/or assigns; (E) this Easement Agreement and the Exhibits attached hereto (which are incorporated by reference herein), together with the other documents executed contemporaneously herewith, contain the entire understanding between the Parties hereto and supersede all prior agreements and understandings relating to the subject matter hereof; (F) this Easement Agreement may only be amended or waived if the amendment or waiver is agreed to in writing, signed by both Parties and recorded in the official real property records of Dallas County, Texas; and (G) upon full-execution of this Easement Agreement, the Town's Secretary is hereby directed to file this Easement Agreement and any attachments thereto in the official real property records of Dallas County, Texas and CLT agrees to pay fee for said filing of this Easement Agreement in such deed records of Dallas County, Texas.

The Parties to this Easement Agreement further understand and agree that this Easement Agreement shall terminate and become null and void for all purposes only upon the Town's abandonment by ordinance of the Easement Area.

Prior to the Town's formal abandonment of the Easement area, any and all portions of the Improvements encroaching in, over and/or upon the former Walk Reserve Property shall be capped and filled or otherwise made safe by the Town in accordance with standard engineering practice.

Each of the Parties hereto hereby represent and warrant that, as of the date below, it has the authority to execute this Easement Agreement and to bind itself to the terms, provisions and conditions hereof. The easements and covenants contained in this Easement Agreement shall be perpetual and continue in full force and effect to the extent permitted by law unless terminated pursuant to the express terms of this Easement Agreement. Notwithstanding anything to the contrary in this Easement Agreement, the easements and covenants contained herein shall burden only on the former Walk Reserve Property.

[signature page follows]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Agreement Date.

Executed this ____ day of _____, 2025 in Dallas, County Texas:

HOWARD L. ARMISTEAD III, Trustee, or his successors in trust,
of the CENTRAL LIVING TRUST, dated July 23, 2013, as last
amended

Howard L. Armistead III,
Trustee

THE STATE OF TEXAS §

§

COUNTY OF DALLAS §

BEFORE ME, the undersigned authority, on this day personally appeared Howard L. Armistead III, known to me to be the Trustee of the CENTRAL LIVING TRUST, dated July 23, 2013, as last amended, being the person whose name is subscribed to the foregoing document and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of _____, 2025.

Notary Public in and for the
County of Dallas, State of Texas

My Commission expires:

Executed this ____ day of _____, 2025 in Dallas, County Texas

TOWN OF HIGHLAND PARK

By: _____
Tobin E. Maples
Town Administrator

THE STATE OF TEXAS §
 §
COUNTY OF DALLAS §

BEFORE ME, the undersigned authority, on this day personally appeared Tobin E. Maples, known to me to be the Town Administrator of the Town of Highland Park, being the person whose name is subscribed to the foregoing document and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of _____, 2025.

Notary Public in and for the
County of Dallas, State of Texas

My Commission expires:

AFTER RECORDING RETURN TO:

Susan Thomas
Town Attorney
Messer Fort PLLC
6371 Preston Road, Suite 200
Frisco, Texas 75034



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

**Take action on the minutes of the Special Town Council Meeting
held on November 3, 2025.**

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

Minutes of the Special Town Council Meeting held on November 3, 2025.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

11.3.2025 Special Meeting Minutes

MINUTES OF A SPECIAL MEETING OF THE TOWN COUNCIL OF THE TOWN OF
HIGHLAND PARK, TEXAS, HELD AT 5 WILLOW WOOD CIRCLE (PUMP HOUSE),
HIGHLAND PARK, TX 75205, AT 8:30 A.M. ON MONDAY, NOVEMBER 3, 2025.

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

I. Mayor Will C. Beecherl called the meeting to order at 8:30 a.m.

II. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. Michael Ilagan, 4680 Southern Avenue, contributed briefly to the discussion Patrick Ibarra facilitated with the Town Council.

III. MAIN AGENDA

Review and discuss the development of the Town of Highland Park's Strategic Plan. Patrick Ibarra, CEO of the Mejorando Group, facilitated an open discussion of the Town's survey results, benefits of good government, trends, vision, mission, strategic priority areas, potential goals, and objectives from the Town Council's perspective. Mr. Ibarra explained that this meeting is to ensure alignment, communication, and collaboration on Town Council matters, major initiatives, and organizational priorities to benefit the ongoing strategic plan process. No action was taken during this meeting.

Mayor Beecherl adjourned the special meeting at 1:25 p.m.

Approved on this the 2nd day of December 2025.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

**Take action on the minutes of the Town Council meeting held on
November 4, 2025.**

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

Minutes of the Town Council meeting held on November 4, 2025.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

2025-11-4 TC Minutes 1

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, NOVEMBER 4, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Alan Friedman, Marc Myers, Lydia Novakov, and Leland White attended the meeting.

I. Mayor Will C. Beecherl called the meeting to order at 8:00 a.m.

II. Mayor Pro Tem Don Snell gave the Invocation.

III. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion.

Nadine Lee, 1401 Pacific Avenue, spoke in opposition to the Ordinance ordering an election to dissolve the Dallas Area Rapid Transit System ("DART"). Ms. Lee stated that the Silver Line connects several cities that work together regionally. Over the past four years, crime on DART has dropped to double digits. Ms. Lee acknowledged the financial pressures facing cities; however, with continued population growth and the upcoming World Cup, she emphasized the importance of sustaining development efforts.

Randall Bryant, 1401 Pacific Avenue, spoke in opposition to the Ordinance ordering an election to dissolve the Dallas Area Rapid Transit System ("DART"). Mr. Bryant stated that he is the newly elected Chair of the DART Board of Directors and he thanked Mayor Beecherl for maintaining open communication. Mr. Bryant explained that if the votes to dissolve DART are passed, services will end. He requested 30 more days to find a compromise.

Tammy Greenberg Duble, 1529 Hickory Street, spoke in opposition to the Ordinance ordering an election to dissolve the Dallas Area Rapid Transit System ("DART"). Mrs. Duble said she uses DART services and has observed several people at the bus stop located in the Town of Highland Park.

Jon Altschuler, 4565 Rheims Place, spoke in opposition to the Ordinance ordering an election to dissolve the Dallas Area Rapid Transit System ("DART"). Mr. Altschuler stated that world-class cities deserve world-class transit, that the Town of Highland Park should expand mobility and investments, and that supporting DART is the right thing to do for the region. He encouraged the Town Council Members to support DART.

Juliet Jimenez, 2727 Inwood Road, spoke in opposition to the Ordinance ordering an election to dissolve the Dallas Area Rapid Transit System ("DART"). She stated that she is an employee of

the Dallas Country Club and a current Southern Methodist University student, and Ms. Jimenez explained that she uses DART for her commute to work and school.

Michael Ilagan, 4680 Southern Avenue, spoke in opposition to the Ordinance ordering an election to dissolve the Dallas Area Rapid Transit System (“DART”). He stated that he relies on DART to avoid traffic congestion and to provide a more economical transportation option. He also noted that DART’s services have improved, particularly with the introduction of the GoLink app.

Walt Humann, 3121 Lovers Lane, spoke in opposition to the Ordinance ordering an election to dissolve the Dallas Area Rapid Transit System (“DART”). Mr. Humann spoke about his history of working with the region and DART 40 years ago. He urged the Town Council not to withdraw from DART.

Jack H., 6013 University Drive, spoke in opposition to the Ordinance ordering an election to dissolve the Dallas Area Rapid Transit System (“DART”). He spoke about the importance of public transit in large cities.

IV. RECOGNITION

Tobin Maples, A.I.C.P., Town Administrator, explained that the Town Challenge Coin, featuring the Spanish Colonial Revival tower, symbolizes the beauty of Highland Park (“HP”) and reflects our commitment to exceptional service grounded in honesty, trust, respect, and integrity. This coin is presented to all employees upon employment. The Town Challenge Coin is more than a commemorative piece; it represents our organization’s rich traditions and the exceptional service provided by the HP team. It serves as a token of professional respect and appreciation for outstanding contributions to the Town. The Town Administrator Coin showcases the Old Pecan Tree, a symbol of endurance and stability, representing the Town’s core values that have guided us for more than a century. This coin honors exemplary servant leadership, innovation, mentorship, and exceptional service, as well as a commitment to preserving the unique quality of life that makes HP truly exceptional. Recipients of the Town Administrator Coin are recognized for their outstanding dedication and embodiment of these values, while also shining a light on the Town and the HP Team. It is Mr. Maples’s honor to acknowledge the following individuals who have been awarded the Town Administrator Coin: Martin Almanza, Public Works Maintenance Worker III; Gerald Burroughs, Public Works Maintenance Worker III; Omar Contreras, Parks Maintenance Worker II; Blake Handley, Public Works Maintenance Worker II; John Hartig, Public Works Operations Supervisor; Frank Melindez, Parks Maintenance Worker II; Ron Richardson, Public Works Maintenance Worker III; Javier Salas, Public Works Maintenance Worker III; Carlos Velazquez, Parks Maintenance Worker III; and Colton Wempe, Public Works Maintenance Worker III. Mr. Maples added that the Town was transitioning from the old water tank to the new water tank. During this period, staff from the Public Works and Parks Department successfully addressed and resolved over 20 water main breaks throughout the Town of Highland Park in two days. Mr. Maples also awarded the Town Administrator Coin to the following recipients: Jeff Armstrong, A.I.C.P. Director of Community Development; Pat Dunlap, Building Inspector; Jackie Miller, Senior Building Inspector; Stephanie Nguyen, Plans Examiner; Cherish Nieto, Chief Building Official; and Serena Palomino, Building Permit Technician. Mr. Maples explained that the Community Development Department has undergone extensive reorganization

and revamping, and now consists entirely of licensed staff, making it the most professional team the Town has ever had. Mr. Maples has also tasked the department with rewriting the zoning ordinance and continues to navigate several challenges in that effort. Lastly, Lieutenant Lance Koppa, Public Information Officer, was awarded the Town Administrator Coin for his work in strengthening connections with Town residents, particularly during a tragic event this past summer. The Town Council recognized and applauded the recipients.

V. CONSENT AGENDA

On a motion made by Council Member Lydia Novakov, seconded by Mayor Pro Tem 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 all items under the Consent Agenda are considered routine or discussed at a previous meeting. There will be no separate discussion of items unless a request by a Council Member is made prior to the Town Council voting on the motion.

- A. Take action on the minutes of the Town Council meeting held on October 21, 2025.*
- B. Take action on the minutes of the Town Council study session held on October 21, 2025.*

VI. MAIN AGENDA

A. Review, discuss, and take action to extend the construction time period for a new single-family residence at 4501 Highland Avenue from November 6, 2025, to November 6, 2026. An extension of 12 months. Jeff Armstrong, A.I.C.P., Director of Community Development, reported that Goff Custom Homes L.P. is requesting a 12-month extension of its building permit, originally issued on November 7, 2023. The extension is needed due to the addition of a basement and the home's 11,906-square-foot size, bringing the total construction period to three years. The applicant had indicated before permit issuance that the project would take up to three years but was advised at the time not to request additional. Had the request been made earlier, no extension fee would have applied; however, under the current fee schedule, the extension would cost \$187,500. Staff recommends applying the previous fee schedule, which charges 50 percent of the original permit fee. The applicant's parking plan provides one space on Highland Avenue and eight spaces on Laurel Street. One construction-related parking violation has been resolved, and no other complaints have been received. A Construction Management Plan has been prepared, and staff recommends requiring its implementation as a condition of the extension, consistent with recent large-scale residential projects. On a motion made by Council Member Marc Myers, seconded by Council Member Lydia Novakov, the Town Council voted unanimously to approve the construction time for a single-family residence at 4501 Highland Avenue from November 6, 2025, to November 6, 2026.

B. Review, discuss, and take action on an Ordinance Releasing and Abandoning a Portion of Public Right-of-Way Between 4224 and 4216 Armstrong Parkway. No discussion was held; this item was deferred to a future meeting.

C. Review, discuss and take action on an Ordinance ordering an election to be held in and throughout the Town of Highland Park, Texas, on May 2, 2026 to dissolve the Dallas Area Rapid Transit System in the Town of Highland Park subject to the continued collection of sales taxes for the period required by law; providing for location of polling places to be designated at a later date; providing for early voting; and providing an effective date. Tobin Maples, A.I.C.P., Town Administrator, stated that the proposed Ordinance would order a Special Election on May 2, 2026, allowing Highland Park voters to determine whether the Town should continue its membership in the Dallas Area Rapid Transit ("DART") system. The Town of Highland Park joined DART in 1983, dedicating one percent of its local sales tax to the regional transit agency, half of what the Town is allowed to retain locally. Under the Texas Transportation Code, a member city may call an election to withdraw from DART only once every six years. In response to a question from Council Member White, Mr. Maples explained that there is a period during which the Town may cancel the election if it chooses to do so. On a motion made by Council Member Marc Myers, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve the Ordinance ordering a Special Election on May 2, 2026, authorizing execution of the Election Services Contract with Dallas County, establishing polling procedures consistent with the Texas Election Code, and directing publication of required notices.

VII. ADJOURNMENT

Mayor Beecherl adjourned the Town Council meeting at 8:42 a.m.

APPROVED on the 2nd day of December 2025.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

**Take action on the minutes of the Town Council study session held
on November 4, 2025.**

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

Minutes of the Town Council study session held on November 4, 2025.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

2025-11-04 TCSS Minutes

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 8:50 A.M. ON TUESDAY, NOVEMBER 4, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Alan Friedman, Marc Myers, Lydia Novakov, and Leland White attended the meeting.

I. Mayor Will C. Beecherl called the meeting to order at 8:40 a.m.

II. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There was no comment.

III. FUTURE AGENDA DISCUSSION

A. 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. Mayor Beecherl asked if any Town Council Member would like to request that an item be placed on a future Town Council study session agenda for discussion or consideration. Council Member Leland White requested a discussion of the Dallas Area Rapid Transit System.

B. Review and discuss the 2026 Town Council meeting schedule. Joanna Mekeal, T.R.M.C., Town Secretary, explained that this is an opportunity to review and discuss the 2026 meeting schedule. Section 2.09 of the Town Charter requires at least one regular Town Council meeting each month. In addition, the Town Charter provides that the Town Council may schedule other meetings as desired. Currently, the Town Council schedules its regular Town Council meeting at 8:00 a.m. on the first and third Tuesday of each month in the Town Council Chambers. Once the Town Council meeting adjourns, the study session immediately follows in the Executive Conference Room for discussion, review of future agenda items, and staff reports. Due to the holidays, the Town Council historically schedules only the first Tuesday meeting in November and December. Highland Park Independent School District has spring break scheduled for March 16th through the 20th, 2026. This is the third week of the month, and historically, the Town Council has not scheduled a meeting during spring break. Council Member Novakov inquired whether other Independent School Districts ("ISD") in the Dallas area have the same spring break schedule. Mrs. Mekeal confirmed that she will research other ISDs and that this item will be returned for approval at the December 2, 2025, Town Council Meeting.

IV. REPORTS

A. Review and discuss updates to the International Code Council family of codes and the National Electric Code, including local amendments. Jeff Armstrong, A.I.C.P., Director of Community Development, explained that every three years, the International Code Council

("ICC") and the National Electric Code ("NEC") update their various building codes. Cherish Nieto, Chief Building Official, explained the various building codes updates, including the International Building Code, International Residential Code, International Plumbing Code, and International Mechanical Code. The updates include new practices, materials, and enhancements to health and safety. In addition, updated codes help maintain the Town's Insurance Services Office ("ISO") rating. The new codes to be adopted are the 2024 ICC and the 2023 NEC, along with local amendments. With each new code update, Highland Park adopts local amendments to the NEC and ICC codes. The North Central Texas Council of Governments ("COG") releases model amendments that local area governments can adopt. Historically, the Town has adopted many of the recommended COG amendments and adopted several amendments unique to Highland Park. Mrs. Nieto presented the proposed changes to the local amendments for the 2024 ICC and 2023 NEC codes, with particular attention to the local amendments. Town staff scheduled the new codes, with amendments, for approval on the December 2, 2025, Town Council agenda, with the new codes to be effective January 1, 2026. A meeting with the Builders Committee was held to gather input, and an additional meeting with other builders and contractors will be held in early November to share information and receive feedback on the proposed updates.

B. Review and discuss revisions to the Highland Park Library's Material Selection Policy. Kortney Nelson, M.L.S., Town Librarian, explained that the Highland Park Library's ("Library") Material Selection Policy is a foundational document that guides the development and maintenance of numerous collections in multiple formats. As the community and information environments continue to evolve, the Library's policies require revision and reassessment. The Town Council last reviewed and revised the policy in August 2002. The proposed revisions are intended to: incorporate the Library's Mission and Guiding Principles, established as part of the Library's strategic planning process; adapt to new material formats and modes of content delivery, such as digital and streaming media; clarify and update the specific criteria for material selection and the process for reconsideration of materials; and restructure the handling of gifts and donations of materials. The main goals of the policy remain to create collections that serve the community's information needs, ensure the most responsible and effective use of public funds, support intellectual freedom, and uphold the right of all individuals to access information from a wide range of viewpoints and sources. This item is scheduled for approval at the December 2, 2025, Town Council Meeting.

V. CLOSED SESSION

A. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.072 – REAL ESTATE – the Town Council will convene into closed session to deliberate the purchase, exchange, lease, or value of real property.

Mayor Beecherl recessed the study session at 9:25 a.m. and convened a closed session at 9:25 a.m., pursuant to: (A) In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.072 – REAL ESTATE – the Town Council will convene into closed session to deliberate the purchase, exchange, lease, or value of real property.

Mayor Beecherl ended the closed session at 9:29 a.m. and reconvened the study session in open session at 9:29 a.m. No final action, decision, or vote was taken during the closed session.

VI. OPEN SESSION

A. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item A. above shall be made, if any. No motion was made.

VII. ADJOURNMENT – Mayor Beecherl adjourned the Study Session at 9:30 a.m.

APPROVED on the 2nd day of December 2025.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

Review, discuss, and take action to extend the construction time period for a new single-family residence at 3821 Gillon Ave from November 30, 2025, to February 1, 2026. An extension of two months.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The applicant, James Cox of Hawkins-Welwood Homes, is requesting a two-month permit extension to complete construction of a new house at 3821 Gillon Avenue. The building permit was issued on May 17, 2023. On May 6, 2025, the Town Council approved an extension to November 30, 2025. The applicant is requesting an additional two-month extension to February 1, 2026.

The interior of the home is expected to be completed by mid-December. However, exterior work is not expected to be complete until the end of January.

To help manage potential construction-related impacts, staff has developed a Construction Management Plan limiting the project to four parking placards. Staff is recommending that implementation of this plan be included as a condition of the extension, consistent with the approach taken in recent, similar requests for large-scale residential projects.

There is no record of citizen complaints related to this project.

RECOMMENDATION

Staff recommends approval of an extension to allow an additional 2 months to complete the project, extending the permit to February 1, 2026.

FINANCIAL IMPACT

The fee for extending the construction timeframe in place at the time this permit was issued was 50% of the original permit fee. Based on that methodology, the extension fee would be \$10,968.10.

ATTACHMENTS

3821 Gillon Extension, Construction_Parking_Management_Plan_3821 Gillon



Hawkins - Welwood

H O M E S

November 12, 2025

Jeff Armstrong
Director of Community Development
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: 3821 Gillon Avenue – Permit No. 23-0523

Dear Jeff,

I hope this letter finds you well, I am writing to formally request an extension for building permit No. 23-0523 for the project located at 3821 Gillon Avenue.

While we anticipate finishing the interior construction and finish out by mid-December, however, the landscape and exterior work will not be completed until middle of January.

We are committed to ensuring the project is completed in accordance with all applicable codes and regulations and we anticipate completion of the project by February 1, 2026. We kindly ask for your consideration in granting this extension to allow us to complete the project without interruption.

I am available to discuss any of these items with you. Please let me know if you have any questions.

Sincerely,



James Cox
Director of Production
817-691-8036

3821 Gillon Avenue
Construction Schedule
As of 11/21/2024
Updated 3/31/2025
Updated 11/12/25

September 2024	Frame complete
	Windows installed (90%)
	Electrical rough
	Plumbing top out
	HVAC rough
October 2024	Continue Seconds
	Start Masonry
	Install Fireplaces
November 2024	Masonry
	Finish Electric Rough
	Finish HVAC Rough
	Finish AV/security Prewire
	Finish fire sprinkler Rough
December 2024	Masonry
	Pass Frame Inspection
	Drywall, TBT
	Insulate
	Trim
	Install Fireplaces
January 2025	Masonry
	Trim (Base for flush base)
February 2025	Trim (Base for flush base)
	Wood Floors
	Complete Wood Floors
	Masonry

March 2025	Complete Sheetrock Tape, bed and Texture Trim (Finish Base and Interior Doors) <i>Masonry</i>
April 2025	Stairs Install Mantles Start Tile Install Garage Door Finish Roof Finish Masonry
May 2025	Install Cabinets Finish Trim Details Finish Tile
June 2025	Start Pool Start Paint Install Elevator Start Exterior Pavers Start Irrigation/Drainage
July 2025	Install Elevator Plumbing, AV, Electrical Trim, HVAC Trim
August 2025	Plumbing, AV, Electrical Trim, HVAC Trim Completed east wall Started site walls
September/ October 2025	Paint Garage Floor Sand and Seal Floors Install Dining Room Decorative Screen Install Balcony Tile
November/ December 2025	Complete Countertop install Complete Slab Material at showers Install interior hardware Exterior Flatwork Complete Exterior Walls Landscape Finish Pool Irrigation/Drainage Complete exterior pavers Mirrors and shower doors

Appliances
Carpet
Paint touchup
Wallpaper
Install gas logs
Install interior shades/drapes
Install exterior shades
Install water filters
Install drive gate
Install walk gates
Install built-in benches at courtyard

January 2026 Complete landscaping
Complete landscape lighting
Final walk through

February 1, 2026 Project Complete/Move-in

Construction Management Plan

Project Address: 3821 Gillon Dr., Highland Park, TX 75205

Permit #: NEW-23-1025

Effective Dates: December 2, 2025, through February 1, 2026

I. Purpose

This Construction Parking Management Plan (CPMP) outlines the parking and access requirements for the construction project at 3821 Gillon Ave. Due to the site's urban location and limited availability of on-street parking, the Town is implementing the following conditions to minimize impacts on neighbors, ensure emergency vehicle access, and maintain public safety.

II. On-Street Parking Conditions

1. Placard Limit

A maximum of four (4) on-street parking placards will be issued by the Town for contractor use. These placards:

- Are valid for the duration of the building permit.
- Must be clearly displayed on all construction vehicles using on-street parking.
- Are non-transferable and may be revoked for violations.

2. Parking Location

Construction vehicles using a placard must park:

- Adjacent to and on the same side of the street as the construction site.
- In a manner that does not block driveways, fire hydrants, or travel lanes.

3. Alley Obstruction

Contractors and subcontractors are prohibited from blocking alley at all times without first obtaining permission from the Town Administrator or designee.

- Approval of alley obstruction will be limited to work associated with ingress/egress (driveways & flatwork) and utility taps and connections.

III. Supplemental Conditions

4. Off-Street Parking Plan

The contractor must submit an off-street parking plan identifying:

- Locations for additional offsite contractor or subcontractor parking.
- Staging areas for deliveries.
- Any use of nearby lots or shuttle services.

5. Shuttle/Carpool Program

Contractors are encouraged to carpool or use a shuttle system between off-site parking locations and the job site to reduce on-street congestion.

6. Loading & Staging Area Restrictions

- No construction vehicles may idle or stage in the public right-of-way.
- A designated loading area must be identified and approved as part of the construction management plan.
- Deliveries must be scheduled during non-peak hours when feasible.

7. First Responder Access

A minimum 10-foot clear travel lane must be maintained at all times for emergency access. The site superintendent will ensure daily compliance.

8. Working Hours Enforcement

Contractor vehicles may arrive no earlier than 7 am Monday through Saturday and must depart no later than 7 pm, per approved construction hours. Early arrival or late departure parking is prohibited.

9. Neighbor Communication & Complaint Response

- The contractor must notify all adjacent properties of:
 - Project timeline
 - Parking restrictions
 - A 24-hour complaint contact number
- The site superintendent must respond to parking or access concerns within 24 hours.

10. Town Inspections & Enforcement

- The Town reserves the right to conduct unannounced compliance checks.
- Violations may result in fines, suspension of placards, or revocation of the building permit.

IV. Acknowledgment

I acknowledge and agree to comply with all terms of this Construction Parking Management Plan and understand that violations may result in enforcement action by the Town.

Contractor/Superintendent Name: _____

Signature: _____

Date: _____

Attachments:

- Off-Street Parking Plan (to be submitted by contractor)



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

Review, discuss, and take action on acceptance of donations from the Highland Park Quality of Life Foundation to the Department of Public Safety and the Highland Park Library.

PRESENTED BY: Chuck McGinnis, Director of the Department of Public Safety/Chief
Kortney Nelson, Town Librarian

BACKGROUND:

On Monday, November 10, 2025, the Highland Park Quality of Life Foundation ("HPQLF") held its Annual Meeting at which the HPQLF reviewed and discussed funding requests from various Town departments. The HPQLF Board Members approved funding, either through monies or items donated, to benefit the Highland Park Department of Public Safety ("HP DPS") and the Highland Park Library ("Library").

HP DPS presented two projects to the Board Members: (1) Assistance in funding the purchase of Cowboy hats, as part of uniforms, for DPS sworn officers and (2) Assistance in starting a DPS rifle program for sworn officers, which includes procuring rifles and ammunition, as well as reimbursement for staff training time. The Board Members approved a total not to exceed \$370,000.00 in order to accommodate expenses and purchases for both projects.

The Library presented the following online resources for renewal funding: (1) America's News & HeritageHub, (2) CapiraMobile App, (3) Consumer Reports, (4) CONTENTdm, (5) Data Axle Reference Solutions, (6) JSTOR, (7) Kanopy, (8) Mango Languages, (9) Merge EDU Platform, (10) Princh Mobile Print Service, (11) *The New York Times* Digital Access, (12) OverDrive Digital Magazines, (14) PressReader, (15) WSJ.com, and (16) LibraryAware graphic design software.

In addition, the Library requested funding for two immersive events, which the HPQLF has previously supported in past fiscal years. New items discussed for possible funding included 3D printing technology, furnishings for archival displays, and the expansion of Library culinary programming through the acquisition of a mobile kitchen cart. The Board Members approved a total not to exceed \$85,000.00 in order to accommodate expenses and purchases for Library resource renewals and projects.

In accordance with Town policy, a donation in excess of \$50,000.00 must be approved by the Town Council before acceptance of either funds or items.

RECOMMENDATION

Staff recommends accepting the donations from the Highland Park Quality of Life Foundation.

FINANCIAL IMPACT

Maintenance and service costs associated with the items, either purchased or received from the donations, will be incorporated into the operating budgets of the various departments.

ATTACHMENTS

None



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

**Review, discuss, and take action on an ordinance to amend the
Fiscal Year 2025-26 Budget, with amendments, in the amount not to
exceed \$14,945.**

PRESENTED BY: Taylor Lough, Assistant Town Administrator

BACKGROUND:

On September 2, 2025, the Town Council adopted the Fiscal Year 2025–26 Budget (“FY26 Budget”) through Ordinance No. 2148. Since adoption, staff have identified duplicative charges that were inadvertently added to each case in connection with the court technology and court security portion of the Local Consolidated Fee. An additional \$3 was charged per case for Court Security, and an additional \$4 was charged per case for the Court Technology fee. In coordination with Judge Hammack and the Town's legal team, staff proposes to issue refunds for the overcharges paid between December 2, 2024, and September 16, 2025, when the issue was resolved.

To enable staff to refund the duplicative charges, an increase in appropriations within the Court Technology Fund in the amount of \$8,540 and an increase in appropriations within the Court Security Fund in the amount of \$6,405 will be necessary, using available fund balances in each respective fund.

RECOMMENDATION

Staff recommends approval of the attached ordinance amending the FY26 budget.

FINANCIAL IMPACT

Upon approval of the above recommendation and adoption of the attached appropriation ordinance, funds will be available within the Court Technology Fund and Court Security Fund for the purpose of refunding the duplicative charges.

ATTACHMENTS

Ord. No. 2158 Amending FY26 Adopted Budget

ORDINANCE NO. 2158

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS, AMENDING THE TOWN’S ADOPTED BUDGET FOR FISCAL YEAR 2025-26.

WHEREAS, the Town Council of the Town of Highland Park, Texas (the “Town”) adopted the Fiscal Year 2025-26 Budget (“FY26 Budget”) on September 2, 2025, by Ordinance No. 2148; and

WHEREAS, Texas Local Government Code Section 102.010 provides the Town may make changes to the budget for municipal purposes; and

WHEREAS, amendments are needed to the FY26 Budget within the Court Technology Fund and Court Security Fund to increase existing appropriations; and

WHEREAS, the increase in appropriations within the Court Technology Fund and Court Security Fund is to refund defendants for overpayment of fees; and

WHEREAS, changes in appropriated funds require the approval of the Town Council, in accordance with Chapter 9, Financial Administration, Section 9.07, Appropriations, of the Charter of the Town of Highland Park, Texas.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Highland Park, Texas, that the FY26 Budget is hereby amended as follows:

Court Technology Fund:

Change in Appropriations - Administrative Department

Increase in Appropriations Related to Overpayment Refund	\$ 8,540
--	----------

Total Change in Appropriations - Administrative Department	\$ 8,540
--	----------

Net Change to the Court Technology Fund:	\$ (8,540)
---	-------------------

Court Security Fund:

Change in Appropriations - Administrative Department

Increase in Appropriations Related to Overpayment Refund	\$ 6,405
--	----------

Total Change in Appropriations - Administrative Department	\$ 6,405
--	----------

Net Change to the Court Security Fund:	\$ (6,405)
---	-------------------

Total Combined Increase in Appropriations:	\$ 14,945
---	------------------

PASSED AND APPROVED this 2nd day of December, 2025.

APPROVED AS TO FORM:

Susan Thomas
Town Attorney

ATTEST:

Joanna Mekeal
Town Secretary

APPROVED:

Will C. Beecherl
Mayor



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

**Review, discuss, and take action authorizing the Town
Administrator to execute a service agreement with ENVIROdredge,
LLC for the Exall Lake Dredging project.**

PRESENTED BY: Lori Chapin, Director of Engineering

BACKGROUND:

Exall Lake, which is part of Turtle Creek, is located upstream of Exall Dam and the Pedestrian Bridge adjacent to Lakeside Drive. Silt is carried by high-velocity water within the main channel of Turtle Creek during storm events and is deposited throughout the lake as the velocity decreases upstream of the dam. Dredging helps to reset the lifecycle of a lake and has many benefits, including:

- Reducing/eliminating the growth of wetland plants that can impact stormwater conveyance
- Avoiding the accumulation of silt along the banks, which reduces conveyance and storage volumes
- Reducing algae growth, odors, discoloration, and scum
- Maintaining water quality and health of the ecosystem
- Reducing the potential for creating a breeding ground for mosquitoes

Portions of the lake were dredged in 2016, selectively removing approximately 3,000 cubic yards of material from three locations. Additionally, in July 2024, the Town Council approved emergency dredging to remove 1,100 cubic yards of material from the Teddy Bear Cove.

As previously discussed with the Town Council, Town staff have been investigating ways to remove silt from Exall Lake. This has been challenging as the methods for removal usually require large equipment, dewatering, drying areas, and/or wet haul. The Town has been working with ENVIROdredge, LLC, which provides a cost-effective removal method that includes placing large bags (i.e., 100 feet by 30 feet by 5 feet high) that remain in place for dewatering and drying. This removal method is less invasive as it utilizes barge-like devices and pumps that extract the material into a hose and carries it to a large bag for dewatering. After the material dries, it is removed and disposed of at an approved facility.

ENVIROdredge, LLC, performed a sediment analysis in August 2023. In situ volumes were evaluated using a manual probe to measure the water depth and magnitude of unconsolidated sediment depth at each data point down to the hard bottom. Random measurements were taken throughout various locations of the lake, and a volume was estimated. That analysis yielded 36,400 cubic yards. The volume of sediment may have changed since measurements were taken in 2023. A new measurement was performed on November 21, 2025, and the results will be shared with the Town Council at the meeting, as the information was not available prior to posting the agenda.

Town staff have been working with the property owner at 4101 Beverly Drive (SEC Beverly Drive and Preston Road) and have received permission to use their property for the Exall Lake Dredging project, which includes placing the large bags, storing, dewatering, and drying the material. The Town Attorney has prepared

the attached Access and Use License Agreement outlining certain requirements for timing, placement, and removal that will be executed by the property owner and the Town. The following depicts the approximate area at 4101 Beverly Drive that will be used for the project:



It is estimated that a total of 36,400 cubic yards of material will be removed. The intent is to remove silt from the hard bottom of the lake. The total cost to dredge the material is approximately \$2,200,520.

The following provides the estimated schedule for the project:

Begin Dredging	January 5, 2026
Complete Dredging	March 2026
Drying time	March-June 2026
Haul out	July 2026
Complete	August 1, 2026

Over the next several months, Town staff will work with ENVIROdredge, LLC to develop a lake maintenance

plan that includes short- and long-term maintenance of the lake. There may be an opportunity to install aeration devices or employ other methods to maintain the lake's health and reduce the buildup of silt/organic material over time. The lake maintenance plan will help to define maintenance items that should be included in future operating budgets, as this has not previously been included.

ENVIROdredge, LLC is a member of the Interlocal Purchasing System ("TIPS") buyboard program. TIPS is a national purchasing cooperative that provides its members with access to competitively procured purchasing contracts. For governmental agencies such as city governments, membership in a purchasing cooperative offers the following benefits:

- Access to competitively procured contracts with quality vendors
- Savings of time and financial resources necessary to fulfill bid requirements
- Assistance with purchasing process by qualified TIPS staff
- Access to pricing based on a “national” high-profile contract

The process for awarding a TIPS contract is similar to the Town’s bidding process, which includes posting and issuing an RFP/RFQ for specific services, advertising, opening and scoring proposals, and selecting the vendor.

RECOMMENDATION

Staff recommend approval to:

1. Authorize the Town Administrator to execute a service agreement with ENVIROdredge, LLC in the amount of \$2,200,520 authorizing a contingency of \$300,000; and
2. Authorize the Town Administrator to execute the Access and Use License Agreement with 4101 Beverly Drive for use of the property for the Exall Lake Dredging project.

The contingency will be used during the construction phase to address discrepancies between the August 2023 and the November 2025 surveys, as well as any required field changes. Use of contingency funds will be documented with change order requests negotiated between staff and the contractor as construction progresses.

FINANCIAL IMPACT

The total estimated cost of the Exall Lake Dredging project is \$2,500,520, inclusive of contingency. The approved FY 2025-2026 Capital Improvement Plan includes \$2,000,000 for dredging.

Staff recommend approval of the total contract amount, inclusive of contingency, and will bring a budget amendment forward for Town Council approval at a future date, if needed, pending the outcome/projection of other capital project expenditures.

ATTACHMENTS

Agreement with 4101 Beverly Drive - Exall Lake Dredging Project - 11-21-25 - V3, Contract for
Dredging Services - Exall Lake - V1 -DRAFT

REVOCABLE ACCESS AND USE LICENSE AGREEMENT

This Revocable Access and Use License Agreement (the “Agreement”) is entered into this _____ day of December 2025 by and between the Town of Highland Park, Texas, a Texas home rule municipality (the “Town”) and The 4101 Trust (the “Owner”). The Town and the Owner are each individually a “Party” and together, the “Parties”.

RECITALS

WHEREAS, the Town is a home rule municipality possessing the full power of local self-government pursuant to Article 11, Section 5 of the Texas Constitution, Section 51.072, Tex. Loc. Gov. Code, and its Home Rule Charter; and

WHEREAS, the Owner owns certain land along Exall Lake (the “Lake”) located at 4101 Beverly Drive, Highland Park, TX 75205 (“the Property”); and

WHEREAS, the Town has engaged ENVIROdredge, LLC (the “Contractor”) for sediment removal services for Exall Lake (the “Exall Lake Dredging Project”), which services require the placement of on-site sediment dewatering bags, as described in **Exhibit A**, attached hereto and incorporated herein; and

WHEREAS, Owner agrees to provide the Town and its Contractor access and use of the Property along the Lake as depicted in **Exhibit B**, attached hereto and incorporated herein, (the “Site”) for temporary placement, storage and drying of sediment dewatering bags; and

WHEREAS, this Agreement allows the Town and its Contractor the right to access and use the Premises for the Exall Lake Dredging Project, including the placement, storage, drying and removal of the sediment dewatering bags.

NOW, THEREFORE, the mutual covenants and obligations set forth herein, and other good and valuable consideration, the sufficiency and receipt of which are hereby expressly acknowledged and confirmed, the Parties do hereby agree as follows:

AGREEMENT

1. Incorporation of Recitals. The above and foregoing recitals are true and correct and are incorporated herein and made a part hereof for all purposes.

2. Grant of License. The Owner does hereby grant to the Town a revocable, non-exclusive license to access and use the Premises, as generally shown in Exhibit A, for a period not to exceed 212 days from the Effective Date. The Parties agree that upon completion of the Dredging Project, including all required sediment dewatering, the Town shall, all at the Town's sole cost and expense, (i) remove all removable materials, waste, trash or debris related to the Project; (ii) vacate the Premises; and (iii) restore the Premises to substantially the same condition (as determined by the

Revocable Access and Use License Agreement dated as of December ___, 2025 by and between the Town of Highland Park, Texas and The 4101 Trust

Owner in its reasonable discretion prior to Town's access and use of the Premises. The Town hereby agrees to (1) prior to commencement of the Dredging Project, provide to the Owner a survey and other documents describing the scope, phases and time frame for the Dredging Project and (2) provide to the Owner periodic updates in regards to the Dredging Project, in the case of (1) and (2), all in form and substance reasonably satisfactory to the Owner.

3. Term/Consideration. Town's rights under this Agreement, including but not limited to the right to access and use the Premises as described herein, shall begin on January 5, 2026 (the "Effective Date"). This Agreement and the revocable license granted herein shall have a term of 212 days from the Effective Date, subject to termination as set forth in Section 8 hereof. The term of this Agreement may be extended with the prior written consent of the Town and the Owner.

4. Disposition of the Premises. This Agreement does not constitute a sale, lease, assignment, or disposal of the Premises by the Owner by any means whatsoever but is merely intended to grant the Town the right to access and use the Premises in accordance with the terms specifically stated herein for the term specified herein.

5. Environmental Protection. Town will take reasonable measures to ensure that no hazardous waste will be discharged onto the Premises. Town hereby represents, warrants, covenants and agrees to require its Contractor to fully comply with all state and federal laws and regulations governing or in any way relating to the generation, handling, manufacturing, treatment, storage, transportation, spillage, leakage, dumping, discharge, or disposal of any waste defined as "hazardous waste" in state and federal waste regulations.

6. Insurance. Town certifies that currently has and will maintain during the term of this Agreement general liability insurance with limits of liability not less than \$1,000,000.

7. **INDEMNIFICATION**.

A. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES, NOR FOR ANY INJURY TO PERSONS (INCLUDING DEATH) OR PROPERTY, INCLUDING ANY ENVIRONMENTAL CLAIM, OCCASIONED BY REASON OF THE ACTS OR OMISSIONS OF THE TOWN IN THE PERFORMANCE OF THIS AGREEMENT.

(i) ENVIRONMENTAL CLAIMS INCLUDE, BUT ARE NOT LIMITED TO LOSSES, DAMAGES OR CLAIMS ARISING OR ALLEGED TO ARISE BY (1) THE RELEASE OR SUSPECTED RELEASE OF ANY HAZARDOUS WASTE OR (2) ANY CONTAMINATION OR SUSPECTED CONTAMINATION OF THE PREMISES.

B. THE PROVISIONS OF THIS SECTION 7 SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

Revocable Access and Use License Agreement dated as of December ___, 2025 by and between the Town of Highland Park, Texas and The 4101 Trust

8. Termination. This Agreement may be terminated at any time by Owner or the Town upon 45 days' written notice to the other Party. On or before the termination date, Town shall, all at the Town's sole cost and expense, (i) remove all removable materials and (ii) vacate the Premises. Town shall, at the Town's sole cost and expense, restore such Premises to substantially the same condition (as determined by the Owner in its reasonable discretion) prior to Town's access and use of the Premises.

9. Miscellaneous.

A. Assignment. The rights, duties and responsibilities hereunder shall not be assigned, conveyed or otherwise transferred by a Party without the prior written consent of the other Party.

B. [Reserved].

C. Notices. Any notice provided for herein shall be given by written instrument, personally delivered or sent by certified mail, return receipt requested, and addressed to:

To the Town: Town of Highland Park
 ATTN: Town Administrator
 4700 Drexel Drive
 Highland Park, TX 75205

With a copy to: Susan Thomas, Town Attorney
 Messer Fort, PLLC
 6371 Preston Road, Suite 200
 Frisco, Texas 75034

To the Owner : The 4101 Trust
 James W. Lewis, Jr., Trustee
 6000 Legacy Drive
 Plano, Texas 75024

D. Governing Law; Venue. This Agreement shall be construed under, and in accordance with, the laws of the State of Texas, and all obligations of the Parties created by this Agreement are performable in Dallas County. Venue for any action under this Agreement shall be in Dallas County.

E. Legal Construction. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of the Agreement, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been included in this Agreement.

Revocable Access and Use License Agreement dated as of December ___, 2025 by and between the Town of Highland Park, Texas and The 4101 Trust

F. Entire Agreement. This Agreement represents the entire and integrated agreement between the Town and Owner relative to the Premises and Improvements and the Agreement as described herein and supersedes all prior negotiations, representations and/or agreements, either written or oral.

G. Exhibits. The exhibits attached to this Agreement are incorporated herein by reference, including:

Exhibit A – Project Description and Scope; and
Exhibit B – Premises Depiction.

H. Amendment. This Agreement may not be altered, waived, amended or extended except by an instrument in writing signed by the Parties.

I. Authority to execute. The undersigned officers and/or agents of the Parties hereto are properly authorized officials and have the necessary authority to execute this Agreement on behalf of the Parties hereto, and each Party hereby certifies to the other that any necessary resolutions or other act extending such authority have been duly passed and are now in full force and effect.

J. Recitals. The recitals to this Agreement are incorporated herein by reference.

K. [Reserved].

L. Immunity. The Parties agree that the Town has not waived its sovereign immunity by entering into and performing its obligations under this Agreement.

(signatures on next page)

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed in duplicate originals and effective as of the date indicated in Section 3.

OWNER:

The 4101 Trust

By: _____
James W. Lewis, Jr., Trustee

TOWN OF HIGHLAND PARK, TEXAS

By: _____
Tobin E. Maples, Town Administrator

ATTEST:

By: _____
Joanna Mekeal, Town secretary

EXHIBIT 'A'
Project Description and Scope

DRAFT

Revocable Access and Use License Agreement dated as of December ___, 2025 by and between the
Town of Highland Park, Texas and The 4101 Trust

Page 6 of 7



PO Box 35
New Summerfield, TX 75780
903-530-6100
www.envirodredge.com

I. COVER LETTER

Exall Lake

November 20, 2025

Town of Highland Park

RE: Hydraulic Dredging Services-Exall Lake

Thank you for accepting our proposal for the Exall Lake Sediment Removal Project. Please accept our enclosed proposal for your consideration.

We understand that every dredging project is unique with its own set of challenges, so we strive to deliver an individual and affordable proposal every time and then follow through with outstanding service that is on time and within budget. We are confident in the cost estimates that we provide and to date have never requested a change order on any project.

Please let us know if you have any questions or follow-up that we might help with.

Thank you kindly for your consideration.

Tammy Perry

A handwritten signature in black ink, appearing to read "TP", is positioned below the printed name "Tammy Perry".

tammy@envirodredge.com

903-530-6100

II. BRIEF EXECUTIVE OVERVIEW

We don't sell a long list of services. We sell SOLUTIONS! Every project is a problem the customer needs fixed and has its unique set of challenges, some often needing a solution that is outside the box. At Envirodredge we like to understand our clients' hydraulic dredging goals and design solutions that meet these goals. Envirodredge's primary service is hydraulic dredging. The other services we offer, such as aquatic vegetation removal and sediment mapping, are offered to support our goals for hydraulic dredging, making it more effective and efficient. Unlike other companies who typically bid hydraulic dredging projects, we do not build roads, replace culverts, or do any other type of construction activity. We simply specialize in hydraulic dredging. That is what we know, and that is what we're good at.

Envirodredge is a family owned, East Texas based LLC located just an hour and a half east of Dallas, and we have had the privilege to help restore waterways from coast to coast. Everything we do from planning to completion of a project is about the customer. We go to work every day with two things in mind: trying to exceed customer expectations and leaving our water resources better than we found them. With project managers who have the education and experience to prioritize customer needs and crew members who work hard to get it done safely and efficiently, we complete projects on time and within budget.

To monitor the work progress, daily dredge logs will be recorded from information gathered in the field. These reports will be available at all times and submitted weekly. Customer personnel are able to request reports at any time and are free to visit the jobsite with or without notice. As project completion draws near, customer will be given an updated timeline for completion and will be requested to meet on site to approve completion of the project before any demobilization begins.

There will be no subcontractors on the dredging phase of the project. All work will be performed by employees of Envirodredge.

III. ESTIMATE



PO Box 35
New Summerfield, TX 75780
903-530-6100
www.envirodredge.com



ESTIMATE

ENVIRODREDGE
PO Box 35
New Summerfield, Texas 75780
United States

Mobile: 903-541-6766
www.envirodredge.com

BILL TO
Town of Highland Park
Finance Department
4700 Drexel Drive
Dallas, Texas 75205
United States

214-559-9384
lchapin@hptx.org

Estimate Number: Exall Lake 36,400 cy
in 1 Phase

Estimate Date: November 17, 2025

Valid Until: May 20, 2026

Grand Total (USD): \$2,200,520.00

Product/Service	Quantity	Price	Amount
Sediment Removal A portable sediment removal system will be used to pump silt and sediment materials through a temporary/portable pipeline into a sediment containment tubes at an onsite location. EXALL LAKE 6.2 acres ESTIMATED SEDIMENT VOLUME: 36,400 cubic yards (in situ) Notes: -sediment volume based on survey from August 2023. A new survey will be completed prior to start date to verify current sediment volume. -areas of rock and impermeable surfaces may affect the estimated total volume of removable sediment. -shrinkage in geo textile dewatering bags does not correlate to in situ cubic yards. -cubic yards removed does not guarantee or imply specific water depth.	36400	\$24.00	\$873,600.00
Geo Textile Dewatering Geo Textile (Geo Tubes) will be used to dewater sediment. Includes: *geo textile dewatering tube *Polymer injection *Return water management	36400	\$12.50	\$455,000.00



PO Box 35
New Summerfield, TX 75780
903-530-6100
www.envirodredge.com



ESTIMATE

ENVIRODREDGE
PO Box 35
New Summerfield, Texas 75780
United States

Mobile: 903-541-6766
www.envirodredge.com

Product/Service	Quantity	Price	Amount
Material Transport and Disposal Haul off and disposal of dewatering bag and contents dewatering bag. Includes: * Material loading * Material transport (disposal area must be within 10 miles of worksite) * Haul off and disposal of dewatering bag material.	1	\$871,920.00	\$871,920.00
NOTE: pricing for material transport and disposal may be verified after each 6 month period.			

Grand Total (USD): \$2,200,520.00

Notes / Terms

This estimate is for the work scope and materials as defined above. Any other site activity, additions or inclusions will be at an additional cost to the customer. Thank you. We appreciate your business.

SALES TAX NOT INCLUDED

NOTES:

- * Haul off/disposal of dewatered materials will be invoiced separately from dredging phase.
- * Excludes restoration of dewatering area. Rough grade only.
- * Excludes disposal fees or tipping fees in excess of \$200 per load.
- * Excludes damage to "Unknown" underwater structures
- * Excludes Permitting
- * Dredge logs will be kept to verify quantity removed, and a post-dredge survey will be completed.
- * Invoicing will be based on cubic yards removed with a minimum of 25,000 over the course of work. If more than 36,400 cy are removed, the charge will be \$24 per cy dredged + \$5 per cy for dewatering.
- * Excludes restoration of streets, sidewalks, lawns, public lawns, or irrigation lines. Except for the dewatering bag(s), we will work from the water and maintain a clean and safe work environment and will use every precaution to be non-invasive with little to no impact on the surrounding environment.
- * Envirodredge is not responsible for unmarked, underground utilities or irrigation. Customer is responsible to have marked any utility lines or irrigation lines surrounding the work area. Metal plates to secure dredge lines may be driven into the ground surrounding the shoreline, if a cable driven dredge is used. Customer understands that if lines are not marked properly, they could be damaged during work.



PO Box 35
New Summerfield, TX 75780
903-530-6100
www.envirodredge.com



ESTIMATE

ENVIRODREDGE
PO Box 35
New Summerfield, Texas 75780
United States

Mobile: 903-541-6766
www.envirodredge.com

* Customer understands that the haul off and disposal phase will be scheduled when contents of the dewatering bag are dried sufficiently for loading and transport. This can be dependent on type of material, bag size, and weather. The polymer used is expected to take approximately 3 months of dry time after sediment removal is completed. An Envirodredge team member will pull samples from the bag beginning no greater than 60 days after sediment removal to test for readiness of material for transport.

PAYMENT TERMS:

- * Dredging will be invoiced separately from the disposal. Each will be invoiced when the work is scheduled.
- * Deposit for mobilization and materials
- * Balance of Sediment Removal Phase will be due on completion of that phase.
- * Invoicing for line item Sediment Removal will be based on actual volume removed and at the same \$24 rate per cubic yard.
- * Invoicing for line item Dewatering will be a fixed cost up to 36,400 cubic yards. Any quantity above 36,400 cubic yards will be invoiced for dewatering at \$5 per cubic yard for the additional expense of polymer and water management only. Dredging more than 36,400 cy is only an option if the bags will contain additional material without stress.

Project Delays:

Once on location, if the project is delayed or shut down for any reason that is no fault of Envirodredge, customer agrees to pay Envirodredge \$3,500.00 per day for each day Envirodredge is unable to perform contract services up to and limited to five days. Customer and Envirodredge will have this five day period to reach a resolution. This resolution includes the Customer's right to resume work, delay work to a future date, or cancel the contract for any portion not yet performed. In the event of cancellation, Customer agrees to pay any outstanding balances for materials and work already completed. If work is to be resumed at a later date, Envirodredge will give an estimate for re-mobilization costs and any geotextiles or other materials that may need to be re-purchased. Envirodredge agrees to notify Customer of any shutdown if work cannot be resumed within 24 hours. The daily rate will not be charged on the first day of shutdown but will begin after the initial 24 hour period has expired. A shut down would be considered a stop work order from a regulatory agency, utility provider, or legal dispute.

Completion of Services:

Envirodredge shall notify Customer when the services are completed in accordance with the terms and conditions as described in the "Estimate." Customer will be asked to sign a document to state he or she has verified satisfactory completion of each phase.

Warranty and Disclaimer:

Envirodredge warrants that it will provide the services described in the Estimate in a workmanlike manner, comply with all relevant laws applicable to the provision of the Service Agreement and will comply with conditions of permits. Customer acknowledges that because vegetation growth and sedimentation is a natural and ongoing occurrence, Envirodredge makes no representations or warranties with respect to the regrowth of aquatic plants or future sediment accumulation after the date services are completed.

Thank you for your business.

IV. STATEMENT OF WORK

Scope: 36,400 in situ cubic yards of accumulated sediment

Price: Not to exceed \$2,200,520.00 (see additional details on estimate above for removal of sediment volume that exceeds 36,400 cy)

Objectives:

The goal of the project is to hydraulically remove an estimated 36,400 in situ cubic yards of sediment from Exall Lake to address water quality and restore lake volume. Sediment will be transferred through a temporary pipeline into geotextile dewatering bags located at 4101 Beverly Dr. Decant water will return to Exall Lake to maintain water levels appropriate for hydraulic dredging systems.

Materials will remain in the dewatering bags until such time that they are dewatered sufficiently for hauling and disposal.

The goal is to restore the lake with little to no impact to the surrounding environment and aquatic habitat.

Schedule:

From the time of official Notice to Proceed, the anticipated schedule is up to 85 work days for the dredging stage to be completed.

Once dredging is completed, the material will need additional time to dry inside the bags before being removed from the site. Total project timeline from commencement of dredging to completion of spreading material is 7 months or less.

Subcontractors:

There will be no subcontractors used on the dredging portion. There will be a trucking company subcontracted for hauling the dry material as we remove it.

Staff, Resources, and Information Requirements

A liaison or project manager will be needed so that we have a responsible party with whom we can coordinate and send progress reports, progress invoices, any concerns or scheduling updates to the project, and with whom we can schedule the project completion sign off/approval.

Envirodredge Personnel

Envirodredge personnel are OSHA 30 certified with an average 4 years of experience with Envirodredge. Dredge operators will have a minimum of 2+ years of experience in dredging and dewatering. The project will require a minimum of 5 full time crewmen including dredge operators, dewatering technicians, and field technicians. The Site Supervisor will be accountable to the Operations Manager who may or may not be onsite at all times.

Key Personnel:

- a. **Matt Bolton, Operations Manager.** *Matthew Bolton was born and raised in the Tyler, TX area. Upon graduating from Jacksonville High School, he attended the University of Southern Mississippi and obtained a bachelor's degree in industrial engineering. Since 2014, Matt has successfully worn many hats for Envirodredge including equipment and dredge operator, dewatering technician, erosion control installer, and project supervisor. Matthew was Envirodredge's first employee is still the dredge operator and/or supervisor on many projects and has been a key part of Envirodredge's growth.*
- b. **Dalton Perry, Project Manager and Business Development.** *Dalton was born and raised in New Summerfield, TX. A skilled mechanic and equipment operator, Dalton joined the Envirodredge team full-time in 2021. Prior to that, Dalton worked for Envirodredge part-time doing maintenance, vegetation removal, erosion control and operating various dredges as needed. Because he is one of only three employees who can operate **all** dredges in the fleet, he still serves as dredge operator on many projects.*

- c. **Colby George, Project Manager and Dredge Operator.** *Colby was born in Jacksonville, TX, and upon graduating from Troup High School, he moved to Big Spring, Texas, where he served as a roughneck and later an operations manager in the oil and gas industry for 7 years. He moved back to East Texas in 2021 and began his career with Envirodredge as a dredge operator and project manager.*
- d. **Hunter Heard, Dredge Operator.** *Hunter was born in San Angelo, Texas, and moved to Jacksonville, TX, in 2019 when he began his career with Envirodredge. Hunter's hard work and dedication make him an invaluable asset and Envirodredge leader. A gifted equipment operator, Hunter operates and maintains all the equipment in our fleet.*

V. DISCLOSURE STATEMENTS

a. Outstanding Legal Issues

Envirodredge does not have any outstanding legal issues or uncompleted projects. We have had no suits filed by us nor against us for any reason. Further, we have no pending issues or reason to believe there will be any pending legal issues.

We have been in business for over 10 years and have made customer satisfaction a priority. As a matter of choice, our company has turned down scopes of work that are beyond our capabilities. Our goal is to leave no project unfinished and leave no customer unhappy.

b. Conflict of Interest Statement

Envirodredge, its owners, managers, and employees do not have any conflict of interest, personal or professional relationships, financial interests, or other situations that could potentially influence any officer or employee of Town of Highland Park to act impartially in the decision to award this bid or any other. Further, no one in the management or employ of Envirodredge has directly or indirectly offered any gift or financial interest to anyone at the Town of Highland Park.

Project Tasks:

1. *Work Safely and Efficiently*
 - a. pre-dredge meeting with crew to go over project logistics and safety concerns
 - b. attend tail-gate safety meetings at beginning of each week or daily, as needed.
2. *Work Plan*
 - a. Dredging
 - i. Do a pre-dredge survey to measure and record sediment depths throughout the dredge area.
 - ii. Launch dredge using all-terrain crane from ingress/egress area.
 - iii. Assemble temporary pipeline.
 - iv. Probe to measure and record sediment depth in the immediate/daily dredge area.
 - v. Identify areas of debris or other obstructions.
 - vi. After each run, push cutterhead to bottom to be sure all soft sediments have been removed prior to advancing the footprint of the dredge area.
 - vii. dredge will continue making each pass until it has covered the entire dredge area.
 - viii. On **daily dredge logs**, record average sediment depths of the dredge area and size of area covered. Include a map of the area dredged.
 - ix. Provide weekly progress reports to customer representatives.
 - b. Dewatering
 - i. Use laser to ensure the dewatering area is leveled appropriately
 - ii. Construct temporary containment berms around the dewatering area using 6 mil plastic to control and direct decant water. Square bales will be used to further guard against erosion near the dewatering area.
 - iii. Place containment tubes in the dewatering containment area.
 - iv. Connect temporary pipeline to geotextile dewatering tubes.
 - v. set up a polymer/flocculant station along the pipeline.
 - vi. dredge slurry of water and sediment will be discharged to the dewatering tubes via the temporary pipeline
 - vii. polymer will be injected to the slurry prior to entering the tubes
 - viii. geotextile dewatering tubes will filter the slurry, keeping sediments contained and allowing clear water to pass through
 - ix. monitor the polymer injection to get proper dosage throughout the dredge process, ensuring the filtered water is below 300ppm TSS and to speed material drying time.
 - x. Monitor turbidity of decant water and record results on **daily turbidity log**
 - c. *Project Completion*
 - i. Confirmation of Sediment Removal
 - ii. During each pass of the dredge, probe from the barge to confirm there is no sediment left behind where the dredge has passed.

- iii. use small boat to probe locations throughout the area to be sure there are no pockets of sediment found
- iv. Do a final survey to record and measure the sediment and water depths at completion.
- v. Meet with customer representatives on site to confirm project completion and satisfaction prior to demobilization.
- d. Equipment Removal
 - i. lift the cutterhead and leave pump running to discharge water only and clear the pipeline (2-5 minutes) prior to disconnecting pipes
 - ii. disconnect floating pipe from dredge and pull from water, stacking them on shore
 - iii. disconnect pipes on shore and stack (disconnect polymer pump)
 - iv. remove dredge from water and place on trailer
 - v. secure the dredge to trailer and pipe to trailer
- e. Dewatering Area
 - i. disconnect water hoses and roll them up
 - ii. load hoses, pumps, polymer box
 - iii. secure/tie the entry ports on the dewatering tubes
 - iv. remove and dispose of all plastics and other construction debris
 - v. move hay bales to positions along side the dewatering tubes so that they may further filter protect against erosion from any residual water leaching from the tubes
 - vi. double check to be sure everything has been loaded and the job site is left clean
- f. Project Evaluation
 - i. Customer will be updated regularly throughout the project and reserves the right to inspect work at any time.
 - ii. Customer will be given 48 hours notice of expected project completion date (dredging).
 - iii. On day of completion, customer will be asked to inspect and approve the sediment removal phase of the project.
 - iv. During periodic or final inspections, the customer may describe or point out any concerns about the removal of material so that it may be addressed and/or corrected prior to demobilizing the dredge.
 - v. Customer will be asked to sign a document to acknowledge satisfactory completion.

3. *Erosion Control Plan:*

- a. The dredge will be launch with an all-terrain crane using ground mats to protect against ground disturbance.
- b. Prior to dredging, the dewatering area will be constructed using land based equipment. Ground disturbance will be limited to the location of the dewatering bags.
- c. During dredging, the dredge will work from the water so there is no heavy equipment on site or near the shoreline.
- d. The dewatering area may be graded for leveling but will then be enclosed with a containment berm.
- e. Geotextile containment tube will trap and fully enclose the sediment.
- f. 6 mil poly sheeting will be placed under the dewatering/sediment containment tube.
- g. Square hay bales will surround the perimeter of the containment tube to further protect from sediments re-entering the creek or pond.
- h. Decant water returning to the lake will be pumped (or via gravity flow) from the containment pool surrounding the dewatering bags. If the water is to gravity flow to the lake, a funnel will be constructed using 6 mil plastic and hay bales to divert the water and to keep from picking up sediment along the way.
- i. Dewatering tube will be fully contained.
- j. The disturbance will be the area beneath the dewatering tube where grass will die. Once the material is dried and spread, the area can be revegetated.

4. *Construction Egress/Ingress*

- a. No vehicle traffic allowed off the street. Trucks and trailers will remain in the driveway area.
- b. The measures listed in “a” above will be employed to prevent dirt, mud, and debris from being tracked off-site.
- c. Any debris, dirt, or mud tracked off-site will be cleaned up immediately by Envirodredge.
- d. There will be no creation of a construction entrance, as this will cause unnecessary ground disturbance since the equipment will remain in the water except during launch and recovery.

5. Spill Prevention & Response Plan
 - a. Inspections
 - i. Daily visual inspections are conducted to check for the indication of spills or leaks associated with containers, equipment, and dewatering/containment areas.
 - ii. Secondary containment/drip pans shall be used for all chemical and petroleum containers.
 - b. Storage:
 - i. All containers must be in good condition and compatible with the materials they store.
 - ii. Keep all storage areas clean and in good condition.
 - iii. All containers must be stored in trailers, under cover, or placed on secondary containment drip pans.
 - c. Spill Kits:
 - i. Spill kits shall be maintained and located in areas where spills are likely to occur. (on the trailer, on the dredge, near secondary containment/storage)
 - ii. Spill socks will surround the fueling port during refueling to prevent leaks or splash.
 - iii. Spill kits must be specific to the materials, quantities, and locations involved. For example: spill kits are sized to manage an anticipated release, and spill kits are marine grade so that they absorb everything but water

RISK OF SPILL	LOCATION	CONTROL MEASURES
1. Gas/petroleum Hydraulic fluids	- At cans - During fueling - During maintenance	- Stored in approved containers - Lids are secured - Containers are stored inside trailers or placed on drip pans - Spill sock is used around the fill port to absorb any spills or leaks - Spill sock is used any time there is a need to repair hydraulics
2. Polymer	At discharge/bag	Containers are stored inside trailers or placed on drip pans
3. Polymer pump Polymer lines		Pump is placed on drip pan
4. Portable toilets		- Units are placed away from drains, inlets, waterway, or any areas that would drain toward the waterway - Maintenance is performed by sanitary company personnel
5. Discharge pipe		- Secure clamps/joints when installing the pipeline - Replace damaged or worn clamps and pipes
6. Dewatering bags Containment area		- Set up secondary containment area - Dewatering area will be surrounded by erosion control materials such as hay bales and/or silt fence - Line the dewatering area with 6mm poly

6. Spill Containment & Response Plan: Control, Contain, Clean

- a. Notify supervisors using the chain of command.
- b. Use appropriate PPE to protect yourself from the spill. (gloves, boots, goggles, etc)
- c. **Control/Stop** the source of the spill (if it is safe to do so). This spill response step aims to reduce potential environmental and human health risks. The stopping methods often depend on the type and severity of the spill. For example, if a leaking discharge hose causes a spill, shut off the dredge and place secondary containment under the leak area while hose is replaced. If a punctured container is the cause, the best solutions are to fix the container or transfer contents to another container. (in this instance, you should have a secondary containment or drip pan in place)
- d. **Contain** any spilled material. Containing the spill limits the extent of the damage, and methods vary depending on the situation. For example, some spills may require physical barriers, such as booms, hay bales, sandbags. Others may need specialized spill containment products and items like spill kits. Protect drains by the use of adsorbent, booms, or drain covers (if it is safe to do so).
- e. **Clean** the spill up in a timely manner to prevent accidental injury or further damage. There are many cleaning methods, including mechanical cleaning (vacuuming, pressure washing, sweeping) and absorbent materials (pads or booms). After removing the spilled item, the area must be cleaned with water or specialized cleaning agents. Oil and other hydrocarbon spills may be treated with emulsifying agents to break them down for easier cleanup.

7. Equipment

a. Dredge Equipment

i. Dino 6

1. Engine: Kubota V3800 CR TIE4
2. Emissions: US EPA Tier 4 Final
3. Power: adjustable to 2400 rpm

ii. Geotextile Tube Dewatering

1. Engineered woven polypropylene fabric features pressure relief bands in addition to pressure release of the porous fabric and fill ports.
2. Custom sized and fabricated for the project scope.

Commitment to Quality Control

Envirodredge recognizes that dredging is an expensive and often heavily regulated service, and we intend to exceed expectations. We also understand that our quality of work and our employees determine our reputation. Reputation is what sets Envirodredge apart and is how a small business not only survives, but thrives. Most of our business derives from word of mouth, and most project managers require and follow up on referrals of past job performance. The best compliment we can get is a great referral or to be recommended to a new customer.

Envirodredge subscribes to these principles:

1. Quality control is good business. It promotes pride in the work we do and better working conditions for everyone. Customers notice and highly regard quality results, clean job sites, and great service.
2. Employees are responsible for implementing good quality control practices and company rules. Management will establish lines of communication and consult with employees. This includes soliciting and receiving comments, information, suggestions and assistance from employees.
3. Management and supervisors will set an exemplary example with good attitudes and strong commitment to quality workmanship, quality results, and excellent customer service. Towards this end, management will monitor dredging and jobsite performance, working environment, and conditions to ensure that program objectives are achieved.
4. Quality control applies to all employees. **Everyone's** goal must be to constantly improve our results and our service to clients.

Employee Responsibilities for Quality Control

1. Keep a clean and organized job site so that tools and materials are readily available and in good working manner. Every item on the jobsite must have purpose.
2. Follow procedures for monitoring and reporting sediment removal progress.
3. Execute great customer service! If the customer asks for something, we try to oblige.

Quality Control Checklists

Quality Control/Pre-Dredge Checklist

1. Confirm Project Work Scope
2. Has the work scope changed in any way since it was bid and has the change been approved by the customer?
3. Have we probed and/or waded the project area to **verify and record** the amount, location, and type of sediment?
4. Have we identified areas that are most visibly noticeable or above the water line?
5. Are there any areas of rock or other obstructions?
6. Have we marked any underwater lines or obstructions that should be avoided?
7. Have all fountains and aeration lines been removed?
8. Have we confirmed with the customer their goals for the project? And if they are working in phases or with limited dewatering space, have we confirmed the areas that are most important to them to begin?
9. Has the customer marked any utilities or underground structures around the shoreline or dewatering area that we should avoid?
10. Will ground protection mats be needed?
11. Has the egress/ingress location been identified and free of overhead lines or other hazards?

12. **Prior to rolling out bag...**Has dewatering pad been checked with a laser or other method to confirm slope?

Quality Control/Dredging Checklist

1. Before each “pass,” dredge operator will manually probe the area to dredged and record the water/sediment depths.
2. Proceed with dredging.
3. After each “pass,” dredge operator will manually probe the area dredged to insure that the sediment has been removed. Record new water/sediment depths. Record size of area covered and dredge depth accomplished on daily dredge log.
4. Note on the dredge log any additional information or details from the day’s work.
5. Submit daily dredge logs with coverage map and photos.

Quality Control/Dewatering Checklist

1. If using geotextile tubes, use stakes to stretch a string from one end to the other at maximum allowable bag height. This string can be monitored for bag height not to exceed manufacturer's recommendations and any potential movement from the bag.
2. Ensure that all erosion control features are in place and performing as they should. If there are any potential breaches, reinforce them.
3. At all times monitor any movement (even slight) or stress of the dewatering bag. If there is any movement, report immediately to supervisor. Recognizing movement and stress:
 - a. Seams begin to curve slightly
 - b. Bottom seam should be laying on the ground straight. If it is arching upward or toward one side, the bag is moving.
 - c. One end (or the entire bag) begins to slide away from original positioning

- d. Bag seems to be closer to the berm than originally positioned
 - e. Instead of steady downward flow of water from the bag, a stressed bag will begin to release water in small arcs (“peeing” at the seams).
 - f. Small holes can form at the seams when stressed.
 - g. Ports on top of bag will inflate.
- 4. Visually monitor turbidity coming from the bag, so that adjustments can be made to create a cleaner effluent. Where required, you will monitor and record findings on a turbidity log.
 - 5. Visually monitor the water level of effluent water inside the berm so that the volume of water does not breach the berms. When able, use gravity flow to return decant water to the source. This will allow water to continually escape through an opening in the berm or from the side of the bag that does not have a berm. If berm is on all four sides, water will be pumped back to source.
 - 6. At end of day, be sure that dredge is shut down with enough time left to see the flow rate at the bag decrease. If flow rate is too great, the berm will burst if not being attended and pumped.

Quality Control/Post-Dredge Checklist

- 1. Confirm Project Work Scope has been met.
- 2. Has the work scope changed in any way, and has the change been approved by the customer?
- 3. Have we completed the work scope?
- 4. Have we probed and/or waded the project area to verify all sediment has been removed?
- 5. Shoreline and area around project site are clean of any leaves, sticks, debris?
- 6. Are there any visible pockets of sediment, vegetation, etc that the customer will notice?

7. Are all trash and tools picked up?
8. Are sidewalks and streets clean and free of mud or debris?
9. Are there any ruts or tracks that need to be smoothed in and/or seeded?
10. Are the hay bales stacked neatly around the bag, if needed?
11. Is all excess plastic, polymer drums, pallets, etc picked up and disposed?
12. Who will be doing the final walk around? Has customer been notified of job completion?
 - *Do not pull equipment from water until you have a job completion form signed by customer.*
 - *Does it look like you would want it to look, if you were the customer?*

VI. MANAGEMENT

- a. The challenges inherent to dredging include inclement weather, underwater debris, and effective dewatering. Although we cannot manage the weather, Envirodredge does work in all weather conditions except lightning and thunderstorms. Heat, cold, and drizzle will not interfere with the work schedule. In order to mitigate the challenges associated with underwater debris, the Envirodredge field technicians will probe and mark any underwater obstacles that could potentially cause downtime or equipment failure. Daily maintenance will be conducted to clean the cutterhead and pipeline of entanglement, clogging, and debris. To address the challenges of dewatering, we will monitor and adjust as needed to be sure the decant water remains less than 300 ppm before returning to the lake.
- b. The project will be managed onsite by a full-time site supervisor and an operations manager who will be onsite weekly and will be the first line of contact. The resumes of site supervisors and operations manager are included in the Statement of Work above.
- c. The quality control plan is outlined in the Statement of Work above. The project manager is held accountable for quality control which can be verified through the daily workplace forms. However, the most valuable form of quality control is feedback from the customer. We encourage the customer representative to visit the jobsite often and provide feedback or ask questions when needed.

VII. REFERENCE LIST / EXPERIENCE OF PROJECTS SIMILAR IN SIZE

**All projects completed to date have had no change orders or increases in price than what was agreed in the contract. Further, all projects in 2024 have started on the agreed upon start date, except for the Township of the Woodlands which was moved forward because of vacancy in our schedule.*

1. September-October 2025—Grandfather Golf Club, NC
 - a. Removed over 5,000 cy of sand from an environmentally sensitive lake feeding into a state designated trout stream
 - b. Collin Brown 561-889-7385
collin.brown@solitudelake.com
2. June-August 2025—DFW Airport
 - a. Removed 40,000 cubic yards of sediment from Trigg Lake
 - b. Asciatu Whiteside (972) 973 5582
awhiteside@dfwairport.com
3. March-May 2025—Mueller City Park, Austin, TX
 - a. 12,000 cubic yards of sediment from Mueller City Park
 - b. Justin Hyatt 512-650-5637
ghyattconstruction@gmail.com
4. February 2025—Burton Hills HOA for Solitude Lake Management
 - a. Jay Bagley 615-415-5717 jbagley@solitudelake.com
5. January 2025—Pence Ranch for Texas A&M Foundation
 - a. Kay Pence 281-787-2544 bkkpence@gmail.com
 - b. Tim Walton (979) 321-6409
twalton@txamfoundation.com
6. November-December 2024—Township of The Woodlands at Alden Bridge Park
 - a. Removed accumulated silt and sand from the stormwater pond at Alden Bridge Park
 - b. Jared Davis jdavis@thewoodlandstownship-tx.org 832-948-0432

7. October-November 2024—Chaney Creek Restoration, ID
 - a. Removed accumulated sediment from Chaney Creek to restore habitat and streambed that is a tributary to the Silver Creek Preserve.
 - b. Jeanne McFall, jeanne@rivhab.net 208-401-6129
8. October 2024—Twin Lakes Improvement Phase II Canal, ID
 - a. Removed 4200 cubic yards of sediment to restore a canal so that boaters and homeowners could gain access to the lake.
 - b. Mike Sullivan griz99005@yahoo.com 509-951-6859
9. September 2024—74 Ranch
 - a. Removed 12,900 cubic yards of sediment from lake to restore water holding capacity for irrigation
 - b. 12200 Farm 791, Campbellton, TX 78008
 - c. Cody Zabransky cody@74ranch.com 713-825-8927
10. September 2024—Gulf Coast Authority
 - a. 7,000 cubic yards of sludge from wastewater treatment pond
 - b. 3500 Loop 197 S, Texas City, TX 77554
 - c. Robert Gailey rgailey@gctx.com 346-427-8345
11. August 2024—City of Elmrige
 - a. Removed sediment and organic material from an area of approximately 6,000 square feet in a storm water system to improve drainage and holding capacity.
 - b. 1060 Lighthouse Lane, Aubrey, TX 76227
 - c. Rob Adams rob.adams@elmridgetx.org 214-662-7943
12. July 2024—Virginia Tech University
 - a. Removed 30,000 cubic yards of material from the Duck Pond/Research Pond at Virginia Tech University.
 - b. Brent Harrison, GC brentharrison5@gmail.com 540-357-0204
 - c. This project is similar in quantity of materials dredged.

4. MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the absolute goal of Envirodredge to seek out and utilize the services of Minority Owned and Women Owned Business Enterprises if and when it becomes necessary to subcontract any part of the work scope that cannot be efficiently completed by Envirodredge employees.

Although not certified as a Woman Owned Business in the DFW Airport geographical area, Envirodredge is majority owned and operated by a woman. Minority Owned and especially Women Owned Businesses in the civil construction and heavy construction industries are fewer, smaller, and at a distinct disadvantage when competing with larger companies. M/WBE in the dredging industry exists even less, and we welcome every opportunity to partner with these enterprises when opportunity arises, regardless of any required participation goal set by the contracting agency.

EXAMPLE OF GOOD FAITH EFFORTS

Envirodredge does actively seek M/WBE in bidding projects that require skills or services that we do not offer. For example, for a recent RFP for the City of Brownsville, hydraulic dredging was only one part of the total work scope. As a result, we were able to seek out and work with one Woman Owned Business Enterprise and one Minority Business Enterprise, asking each of them to respond to the proposal using Envirodredge as a subcontractor for the hydraulic dredging portion.

EMPLOYEE AFFIRMATIVE ACTION POLICY

It is Envirodredge policy to assure that employees are treated equally, without regard to their race, religion, sex, color, national origin, age or disability. This policy holds true for promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and benefits; and selection for training, including apprenticeship, per-apprenticeship and/or on-the-job training.

Exhibit 'B'
Premises Depiction

DRAFT



AGREEMENT FOR EXALL LAKE DREDGING SERVICES

This Agreement for Exall Lake Dredging services (this "Agreement") is made and entered into by and between the Town of Highland Park, Texas, a home-rule municipality (the "Town") and ENVIROdredge, LLC, authorized to do business in Texas ("Contractor"), located at 1298 CR 4605, Troup, Texas 75789 (collectively, the "Parties").

1. Scope of Services. Contractor shall undertake and complete the services specifically described in the Statement of Work of the Proposal, attached hereto as **Exhibit 1** and incorporated herein by reference for all purposes (the "Proposal").
2. Commencement and Completion of Services. Contractor shall begin the Exall Lake Dredging services on a mutually agreed to date between the Contractor and the Town. Contractor shall complete the Exall Lake Dredging services in accordance with the Proposal.
3. Term. This Agreement shall be for a term (the "Initial Term") beginning on the Effective Date (as defined in the Proposal) and ending on the date that all of the following has occurred, unless otherwise terminated in accordance with the terms of this Agreement: a) the Services Completion Date (as may be extended) has passed; b) the services have been completed in general accordance with the Project Schedule included in the Proposal and the final deliverables accepted by the Town; c) the Compensation (as defined herein) has been fully paid.
4. Compensation. In consideration of the Services performed by Contractor, the Town agrees to pay Contractor in the amounts and manner indicated in the Proposal, provided that the total amount for services under this Agreement shall not exceed **\$2,500,000**, except as the Services may be modified as provided herein.
5. **WARRANTY AND DEGREE OF CARE. THAT ALL SERVICES PROVIDED BY CONTRACTOR SHALL BE PERFORMED IN ACCORDANCE WITH THE SPECIFICATIONS OF THIS AGREEMENT AND IN ACCORDANCE WITH THE DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY COMPETENT CONTRACTORS IN TEXAS APPLICABLE TO THE TYPE OF SERVICES CONTEMPLATED HEREUNDER.**
6. Confidentiality and Ownership of Documents. Contractor shall keep confidential information and documents provided by the Town confidential and shall not release them without the consent of the Town. Upon completion of Services and payment of the Compensation owed, all documents created for the Town pursuant to this Agreement shall be the property of the Town and shall be provided to the Town by Contractor.
7. Insurance. Contractor shall procure, at its own expense, insurance in an amount and form as provided in **Exhibit 2**, attached hereto and incorporated herein for all purposes.
8. **INDEMNIFICATION. CONTRACTOR SHALL INDEMNIFY, DEFEND, SAVE AND HOLD HARMLESS THE TOWN AND ITS OFFICIALS, OFFICERS, EMPLOYEES, REPRESENTATIVES AND AGENTS (COLLECTIVELY FOR THE PURPOSES OF THIS**

SECTION 8, THE “TOWN”) FROM AND AGAINST ALL CAUSES OF ACTION, FINES, JUDGMENTS, LOSSES, CLAIMS, DAMAGES, LIABILITIES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES AND EXPENSES, JOINT OR SEVERAL, WHETHER THEY BE FOR PERSONAL INJURY OR PROPERTY DAMAGE OR ANY OTHER TYPE OF CLAIM, WHICH MAY BE ASSERTED AGAINST ANY OF THEM ARISING OUT OF OR RELATED TO (I) ACTIONS INVOLVING THE ERROR, OMISSION, OR INTENTIONAL MISCONDUCT BY CONTRACTOR OR ITS AGENTS IN THE CARRYING OUT OF THE SERVICES DURING THE TERM OF THIS AGREEMENT (II) THE NEGLIGENCE OR WILLFUL OR WANTON MISCONDUCT OF CONTRACTOR OR ITS AGENTS; (III) ANY VIOLATION OF ANY REQUIREMENT APPLICABLE TO CONTRACTOR OR ITS AGENTS UNDER ANY FEDERAL, STATE, OR LOCAL LAW OR REGULATION, (IV) THE FAILURE OF CONTRACTOR TO PERFORM SPECIFIED DUTIES UNDER THIS AGREEMENT, OR (V) THE BREACH OF THIS AGREEMENT BY CONTRACTOR, EXCEPT IN EACH CASE TO THE EXTENT DIRECTLY ATTRIBUTABLE TO THE WILLFUL MISCONDUCT, OR SOLE NEGLIGENCE OF, OR BREACH BY THE TOWN AS DETERMINED IN A FINAL JUDGEMENT BY A COURT OF COMPETENT JURISDICTION . OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY CONTRACTOR UNDER THIS AGREEMENT. THIS SECTION 8 SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

THE PARTIES AGREE AND STIPULATE THAT THIS INDEMNIFICATION COMPLIES WITH THE CONSPICUOUSNESS REQUIREMENT AND THE EXPRESS NEGLIGENCE TEST AND IS VALID AND ENFORCEABLE AGAINST THE CONTRACTOR AND TOWN.

9. Termination. Either Party may terminate this Agreement by providing thirty (30) days written notice to the other Party. Compensation for the Services shall be made only for those Services provided prior to the effective date of termination.
10. Independent Contractor. In performing this Contract, Contractor is acting as an independent contractor with respect to the Town, and neither the Contractor nor any Contractor staff shall be considered employees of the Town. In no event shall this Contract be construed as establishing a partnership or joint venture or similar relationship between the Parties hereto, and nothing herein shall authorize either party to act as an agent for the other, except to the extent herein provided. Each party shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes and benefits with respect to each party's personnel. Neither Contractor nor any Contractor staff shall be subject to any Town policies solely applicable to Town employees. Contractor agrees that any employment related claims, including but not limited to unemployment benefits, discrimination, harassment, hostile work environment and job-related injuries, made by Contractor's employees or subcontractors of the Contractor, shall be the sole responsibility of Contractor and Town shall have no liability or responsibility, therefore.
11. No Third-Party Benefit. Nothing herein expressed or implied is intended, or shall be construed, to confer upon or give to any person or entity, other than the Parties, any right or remedy under or by reason of this Agreement.

12. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Texas as to all matters, including but not limited to matters of validity, construction, effect and performance, without regard to conflict of law principles. All actions regarding this Agreement shall be in a court of competent subject matter jurisdiction in Dallas County, Texas.
13. Severability. If any clause or provision of this Agreement is held invalid, illegal, or unenforceable under present or future federal, state or local laws, including but not limited to the Town Code of Ordinances, it is the intention of the Parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal, or unenforceable clause or provision was never contained herein.
14. Notices. All notices, consents, demands, requests and other communications which may or are required to be given hereunder shall be in writing and shall be deemed duly given if personally delivered or sent by United States mail, registered or certified, return receipt requested, postage prepaid, to the addresses set forth hereunder or to such other address as the other party hereto may designate in written notice transmitted in accordance with this provision:
- If to Town:
Town of Highland Park, Texas
Attn: Town Administrator
4700 Drexel Drive
Highland Park, TX 75205
- If to Contractor:
CONTRACTOR ADDRESS
15. Entire Agreement. This Agreement and its exhibits contain the entire agreement between the Parties with respect to the subject matter hereof and supersede any and all other discussions, agreements and understandings, either oral or written, between the Parties with respect to the subject matter hereof.
16. Amendment. No amendment to this Agreement shall be effective unless in writing signed by both Parties.
17. Compliance with Laws. Contractor shall comply with all applicable federal, state, and local laws applicable to the Services performed under this Agreement.
18. Counterparts. This Agreement may be executed with one or more separate counterparts, each of which, when so executed, shall, together, constitute and be one in the same instrument.
19. Assignment. Neither Party shall transfer, sublet, or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other Party.

20. Verification Pursuant to Chapters 2252 and 2270 of the Texas Government Code. The Contractor represents that neither it nor any of its parent company, wholly- or majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2270.0201, Texas Government Code. The foregoing representation is made pursuant to Section 2252.152, Texas Government Code, and excludes the Contractor and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization. The Contractor understands “affiliate” to mean any entity that controls, is controlled by, or is under common control with the Contractor and exists to make a profit. Notwithstanding anything contained herein, the representations and covenants contained in this Section, “Verification Pursuant to Chapters 2252 and 2270 of the Texas Government Code,” shall survive termination of the Agreement until the statute of limitations has run.
21. Anti-Boycott Verification. The Contractor hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not boycott Israel and will not boycott Israel during the term of this Agreement. The foregoing verification is made pursuant to Section 2271.002, Texas Government Code. As used in the foregoing verification, “boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. The Contractor understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Contractor and exists to make a profit. Notwithstanding anything contained herein, the representations and covenants contained in this Section, “Anti-Boycott Verification,” shall survive termination of this Agreement until the statute of limitations has run.
22. Verifications Pursuant to Chapter 2276, Texas Government Code. The Contractor hereby verifies that it and its parent companies, wholly- or majority- owned subsidiaries, and other affiliates, if any, do not boycott energy companies and will not boycott energy companies during the term of this Agreement. The foregoing verification is made pursuant to Section 2276.002, Texas Government Code, as amended. As used in the foregoing verification, “boycott energy companies” shall have the meaning assigned to the term “boycott energy company” in Section 809.001, Texas Government Code. The Contractor understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Contractor and exists to make a profit. Notwithstanding anything contained herein, the representations and covenants contained in this Section, “Verifications Pursuant to Chapter 2276, Texas Government Code,” shall survive termination of the Agreement until the statute of limitations has run
23. Verification Pursuant to Chapter 2274, Texas Government Code. The Contractor hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any:
- (1) do not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and

(2) will not discriminate during the term of this Agreement against a firearm entity or firearm trade association during the term of this Agreement.

The foregoing verification is made pursuant to Section 2274.002, Texas Government Code, as amended. As used in the foregoing verification, “discriminate against a firearm entity or firearm trade association” shall have the meaning assigned to such term in Section 2274.001(3), Texas Government Code, “firearm entity” shall have the meaning assigned to such term in Section 2274.001(6), Texas Government Code, and “firearm trade association” shall have the meaning assigned to such term in Section 2274.001(7), Texas Government Code. The Contractor understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Contractor and exists to make a profit. Notwithstanding anything contained herein, the representations and covenants contained in this Section, Verification Pursuant to Chapter 2274, Texas Government Code, shall survive termination of the Agreement until the statute of limitations has run.

24. Form 1295. Submitted herewith is a completed Form 1295 generated by the Texas Ethics Commission's (the "TEC") electronic filing application in accordance with the provisions of Section 2252.908 of the Texas Government Code and the rules promulgated by the TEC (the "Form 1295"). The City hereby confirms receipt of the Form 1295 from the Contractor, and the City agrees to acknowledge such form with the TEC through its electronic filing application not later than the 30th day after the receipt of such form. The Parties understand and agree that, with the exception of information identifying the City and the contract identification number, neither the City nor its consultants are responsible for the information contained in the Form 1295; that the information contained in the Form 1295 has been provided solely by the Contractor; and, neither the City nor its consultants have verified such information.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed in duplicate originals and effective as of the ____ day of _____, 2025 (the "Effective Date").

CONTRACTOR:

TOWN:

NAME

TOWN OF HIGHLAND PARK

By: _____
Name: _____
Title: _____

By: _____
Tobin Maples
Town Administrator

EXHIBIT 1
PROPOSAL/SCOPE



PO Box 35
New Summerfield, TX 75780
903-530-6100
www.envirodredge.com

I. COVER LETTER

Exall Lake

November 20, 2025

Town of Highland Park

RE: Hydraulic Dredging Services-Exall Lake

Thank you for accepting our proposal for the Exall Lake Sediment Removal Project. Please accept our enclosed proposal for your consideration.

We understand that every dredging project is unique with its own set of challenges, so we strive to deliver an individual and affordable proposal every time and then follow through with outstanding service that is on time and within budget. We are confident in the cost estimates that we provide and to date have never requested a change order on any project.

Please let us know if you have any questions or follow-up that we might help with.

Thank you kindly for your consideration.

Tammy Perry

A handwritten signature in black ink, appearing to read "TP", is placed below the name "Tammy Perry".

tammy@envirodredge.com

903-530-6100

II. BRIEF EXECUTIVE OVERVIEW

We don't sell a long list of services. We sell SOLUTIONS! Every project is a problem the customer needs fixed and has its unique set of challenges, some often needing a solution that is outside the box. At Envirodredge we like to understand our clients' hydraulic dredging goals and design solutions that meet these goals. Envirodredge's primary service is hydraulic dredging. The other services we offer, such as aquatic vegetation removal and sediment mapping, are offered to support our goals for hydraulic dredging, making it more effective and efficient. Unlike other companies who typically bid hydraulic dredging projects, we do not build roads, replace culverts, or do any other type of construction activity. We simply specialize in hydraulic dredging. That is what we know, and that is what we're good at.

Envirodredge is a family owned, East Texas based LLC located just an hour and a half east of Dallas, and we have had the privilege to help restore waterways from coast to coast. Everything we do from planning to completion of a project is about the customer. We go to work every day with two things in mind: trying to exceed customer expectations and leaving our water resources better than we found them. With project managers who have the education and experience to prioritize customer needs and crew members who work hard to get it done safely and efficiently, we complete projects on time and within budget.

To monitor the work progress, daily dredge logs will be recorded from information gathered in the field. These reports will be available at all times and submitted weekly. Customer personnel are able to request reports at any time and are free to visit the jobsite with or without notice. As project completion draws near, customer will be given an updated timeline for completion and will be requested to meet on site to approve completion of the project before any demobilization begins.

There will be no subcontractors on the dredging phase of the project. All work will be performed by employees of Envirodredge.

III. ESTIMATE



PO Box 35
New Summerfield, TX 75780
903-530-6100
www.envirodredge.com



ESTIMATE

ENVIRODREDGE
PO Box 35
New Summerfield, Texas 75780
United States

Mobile: 903-541-6766
www.envirodredge.com

BILL TO
Town of Highland Park
Finance Department
4700 Drexel Drive
Dallas, Texas 75205
United States

214-559-9384
lchapin@hptx.org

Estimate Number: Exall Lake 36,400 cy
in 1 Phase

Estimate Date: November 17, 2025

Valid Until: May 20, 2026

Grand Total (USD): \$2,200,520.00

Product/Service	Quantity	Price	Amount
Sediment Removal A portable sediment removal system will be used to pump silt and sediment materials through a temporary/portable pipeline into a sediment containment tubes at an onsite location. EXALL LAKE 6.2 acres ESTIMATED SEDIMENT VOLUME: 36,400 cubic yards (in situ) Notes: -sediment volume based on survey from August 2023. A new survey will be completed prior to start date to verify current sediment volume. -areas of rock and impermeable surfaces may affect the estimated total volume of removable sediment. -shrinkage in geo textile dewatering bags does not correlate to in situ cubic yards. -cubic yards removed does not guarantee or imply specific water depth.	36400	\$24.00	\$873,600.00
Geo Textile Dewatering Geo Textile (Geo Tubes) will be used to dewater sediment. Includes: *geo textile dewatering tube *Polymer injection *Return water management	36400	\$12.50	\$455,000.00



PO Box 35
 New Summerfield, TX 75780
 903-530-6100
 www.envirodredge.com



ESTIMATE

ENVIRODREDGE
 PO Box 35
 New Summerfield, Texas 75780
 United States

Mobile: 903-541-6766
 www.envirodredge.com

Product/Service	Quantity	Price	Amount
Material Transport and Disposal Haul off and disposal of dewatering bag and contents dewatering bag. Includes: * Material loading * Material transport (disposal area must be within 10 miles of worksite) * Haul off and disposal of dewatering bag material.	1	\$871,920.00	\$871,920.00
NOTE: pricing for material transport and disposal may be verified after each 6 month period.			

Grand Total (USD): \$2,200,520.00

Notes / Terms

This estimate is for the work scope and materials as defined above. Any other site activity, additions or inclusions will be at an additional cost to the customer. Thank you. We appreciate your business.

SALES TAX NOT INCLUDED

NOTES:

- * Haul off/disposal of dewatered materials will be invoiced separately from dredging phase.
- * Excludes restoration of dewatering area. Rough grade only.
- * Excludes disposal fees or tipping fees in excess of \$200 per load.
- * Excludes damage to "Unknown" underwater structures
- * Excludes Permitting
- * Dredge logs will be kept to verify quantity removed, and a post-dredge survey will be completed.
- * Invoicing will be based on cubic yards removed with a minimum of 25,000 over the course of work. If more than 36,400 cy are removed, the charge will be \$24 per cy dredged + \$5 per cy for dewatering.
- * Excludes restoration of streets, sidewalks, lawns, public lawns, or irrigation lines. Except for the dewatering bag(s), we will work from the water and maintain a clean and safe work environment and will use every precaution to be non-invasive with little to no impact on the surrounding environment.
- * Envirodredge is not responsible for unmarked, underground utilities or irrigation. Customer is responsible to have marked any utility lines or irrigation lines surrounding the work area. Metal plates to secure dredge lines may be driven into the ground surrounding the shoreline, if a cable driven dredge is used. Customer understands that if lines are not marked properly, they could be damaged during work.



PO Box 35
New Summerfield, TX 75780
903-530-6100
www.envirodredge.com



ESTIMATE

ENVIRODREDGE
PO Box 35
New Summerfield, Texas 75780
United States

Mobile: 903-541-6766
www.envirodredge.com

* Customer understands that the haul off and disposal phase will be scheduled when contents of the dewatering bag are dried sufficiently for loading and transport. This can be dependent on type of material, bag size, and weather. The polymer used is expected to take approximately 3 months of dry time after sediment removal is completed. An Envirodredge team member will pull samples from the bag beginning no greater than 60 days after sediment removal to test for readiness of material for transport.

PAYMENT TERMS:

- * Dredging will be invoiced separately from the disposal. Each will be invoiced when the work is scheduled.
- * Deposit for mobilization and materials
- * Balance of Sediment Removal Phase will be due on completion of that phase.
- * Invoicing for line item Sediment Removal will be based on actual volume removed and at the same \$24 rate per cubic yard.
- * Invoicing for line item Dewatering will be a fixed cost up to 36,400 cubic yards. Any quantity above 36,400 cubic yards will be invoiced for dewatering at \$5 per cubic yard for the additional expense of polymer and water management only. Dredging more than 36,400 cy is only an option if the bags will contain additional material without stress.

Project Delays:

Once on location, if the project is delayed or shut down for any reason that is no fault of Envirodredge, customer agrees to pay Envirodredge \$3,500.00 per day for each day Envirodredge is unable to perform contract services up to and limited to five days. Customer and Envirodredge will have this five day period to reach a resolution. This resolution includes the Customer's right to resume work, delay work to a future date, or cancel the contract for any portion not yet performed. In the event of cancellation, Customer agrees to pay any outstanding balances for materials and work already completed. If work is to be resumed at a later date, Envirodredge will give an estimate for re-mobilization costs and any geotextiles or other materials that may need to be re-purchased. Envirodredge agrees to notify Customer of any shutdown if work cannot be resumed within 24 hours. The daily rate will not be charged on the first day of shutdown but will begin after the initial 24 hour period has expired. A shut down would be considered a stop work order from a regulatory agency, utility provider, or legal dispute.

Completion of Services:

Envirodredge shall notify Customer when the services are completed in accordance with the terms and conditions as described in the "Estimate." Customer will be asked to sign a document to state he or she has verified satisfactory completion of each phase.

Warranty and Disclaimer:

Envirodredge warrants that it will provide the services described in the Estimate in a workmanlike manner, comply with all relevant laws applicable to the provision of the Service Agreement and will comply with conditions of permits. Customer acknowledges that because vegetation growth and sedimentation is a natural and ongoing occurrence, Envirodredge makes no representations or warranties with respect to the regrowth of aquatic plants or future sediment accumulation after the date services are completed.

Thank you for your business.

IV. STATEMENT OF WORK

Scope: 36,400 in situ cubic yards of accumulated sediment

Price: Not to exceed \$2,200,520.00 (see additional details on estimate above for removal of sediment volume that exceeds 36,400 cy)

Objectives:

The goal of the project is to hydraulically remove an estimated 36,400 in situ cubic yards of sediment from Exall Lake to address water quality and restore lake volume. Sediment will be transferred through a temporary pipeline into geotextile dewatering bags located at 4101 Beverly Dr. Decant water will return to Exall Lake to maintain water levels appropriate for hydraulic dredging systems.

Materials will remain in the dewatering bags until such time that they are dewatered sufficiently for hauling and disposal.

The goal is to restore the lake with little to no impact to the surrounding environment and aquatic habitat.

Schedule:

From the time of official Notice to Proceed, the anticipated schedule is up to 85 work days for the dredging stage to be completed.

Once dredging is completed, the material will need additional time to dry inside the bags before being removed from the site. Total project timeline from commencement of dredging to completion of spreading material is 7 months or less.

Subcontractors:

There will be no subcontractors used on the dredging portion. There will be a trucking company subcontracted for hauling the dry material as we remove it.

Staff, Resources, and Information Requirements

A liaison or project manager will be needed so that we have a responsible party with whom we can coordinate and send progress reports, progress invoices, any concerns or scheduling updates to the project, and with whom we can schedule the project completion sign off/approval.

Envirodredge Personnel

Envirodredge personnel are OSHA 30 certified with an average 4 years of experience with Envirodredge. Dredge operators will have a minimum of 2+ years of experience in dredging and dewatering. The project will require a minimum of 5 full time crewmen including dredge operators, dewatering technicians, and field technicians. The Site Supervisor will be accountable to the Operations Manager who may or may not be onsite at all times.

Key Personnel:

- a. **Matt Bolton, Operations Manager.** *Matthew Bolton was born and raised in the Tyler, TX area. Upon graduating from Jacksonville High School, he attended the University of Southern Mississippi and obtained a bachelor's degree in industrial engineering. Since 2014, Matt has successfully worn many hats for Envirodredge including equipment and dredge operator, dewatering technician, erosion control installer, and project supervisor. Matthew was Envirodredge's first employee is still the dredge operator and/or supervisor on many projects and has been a key part of Envirodredge's growth.*
- b. **Dalton Perry, Project Manager and Business Development.** *Dalton was born and raised in New Summerfield, TX. A skilled mechanic and equipment operator, Dalton joined the Envirodredge team full-time in 2021. Prior to that, Dalton worked for Envirodredge part-time doing maintenance, vegetation removal, erosion control and operating various dredges as needed. Because he is one of only three employees who can operate **all** dredges in the fleet, he still serves as dredge operator on many projects.*

- c. **Colby George, Project Manager and Dredge Operator.** *Colby was born in Jacksonville, TX, and upon graduating from Troup High School, he moved to Big Spring, Texas, where he served as a roughneck and later an operations manager in the oil and gas industry for 7 years. He moved back to East Texas in 2021 and began his career with Envirodredge as a dredge operator and project manager.*
- d. **Hunter Heard, Dredge Operator.** *Hunter was born in San Angelo, Texas, and moved to Jacksonville, TX, in 2019 when he began his career with Envirodredge. Hunter's hard work and dedication make him an invaluable asset and Envirodredge leader. A gifted equipment operator, Hunter operates and maintains all the equipment in our fleet.*

V. DISCLOSURE STATEMENTS

a. Outstanding Legal Issues

Envirodredge does not have any outstanding legal issues or uncompleted projects. We have had no suits filed by us nor against us for any reason. Further, we have no pending issues or reason to believe there will be any pending legal issues.

We have been in business for over 10 years and have made customer satisfaction a priority. As a matter of choice, our company has turned down scopes of work that are beyond our capabilities. Our goal is to leave no project unfinished and leave no customer unhappy.

b. Conflict of Interest Statement

Envirodredge, its owners, managers, and employees do not have any conflict of interest, personal or professional relationships, financial interests, or other situations that could potentially influence any officer or employee of Town of Highland Park to act impartially in the decision to award this bid or any other. Further, no one in the management or employ of Envirodredge has directly or indirectly offered any gift or financial interest to anyone at the Town of Highland Park.

Project Tasks:

1. *Work Safely and Efficiently*
 - a. pre-dredge meeting with crew to go over project logistics and safety concerns
 - b. attend tail-gate safety meetings at beginning of each week or daily, as needed.
2. *Work Plan*
 - a. Dredging
 - i. Do a pre-dredge survey to measure and record sediment depths throughout the dredge area.
 - ii. Launch dredge using all-terrain crane from ingress/egress area.
 - iii. Assemble temporary pipeline.
 - iv. Probe to measure and record sediment depth in the immediate/daily dredge area.
 - v. Identify areas of debris or other obstructions.
 - vi. After each run, push cutterhead to bottom to be sure all soft sediments have been removed prior to advancing the footprint of the dredge area.
 - vii. dredge will continue making each pass until it has covered the entire dredge area.
 - viii. On **daily dredge logs**, record average sediment depths of the dredge area and size of area covered. Include a map of the area dredged.
 - ix. Provide weekly progress reports to customer representatives.
 - b. Dewatering
 - i. Use laser to ensure the dewatering area is leveled appropriately
 - ii. Construct temporary containment berms around the dewatering area using 6 mil plastic to control and direct decant water. Square bales will be used to further guard against erosion near the dewatering area.
 - iii. Place containment tubes in the dewatering containment area.
 - iv. Connect temporary pipeline to geotextile dewatering tubes.
 - v. set up a polymer/flocculant station along the pipeline.
 - vi. dredge slurry of water and sediment will be discharged to the dewatering tubes via the temporary pipeline
 - vii. polymer will be injected to the slurry prior to entering the tubes
 - viii. geotextile dewatering tubes will filter the slurry, keeping sediments contained and allowing clear water to pass through
 - ix. monitor the polymer injection to get proper dosage throughout the dredge process, ensuring the filtered water is below 300ppm TSS and to speed material drying time.
 - x. Monitor turbidity of decant water and record results on **daily turbidity log**
 - c. *Project Completion*
 - i. Confirmation of Sediment Removal
 - ii. During each pass of the dredge, probe from the barge to confirm there is no sediment left behind where the dredge has passed.



- iii. use small boat to probe locations throughout the area to be sure there are no pockets of sediment found
- iv. Do a final survey to record and measure the sediment and water depths at completion.
- v. Meet with customer representatives on site to confirm project completion and satisfaction prior to demobilization.
- d. Equipment Removal
 - i. lift the cutterhead and leave pump running to discharge water only and clear the pipeline (2-5 minutes) prior to disconnecting pipes
 - ii. disconnect floating pipe from dredge and pull from water, stacking them on shore
 - iii. disconnect pipes on shore and stack (disconnect polymer pump)
 - iv. remove dredge from water and place on trailer
 - v. secure the dredge to trailer and pipe to trailer
- e. Dewatering Area
 - i. disconnect water hoses and roll them up
 - ii. load hoses, pumps, polymer box
 - iii. secure/tie the entry ports on the dewatering tubes
 - iv. remove and dispose of all plastics and other construction debris
 - v. move hay bales to positions along side the dewatering tubes so that they may further filter protect against erosion from any residual water leaching from the tubes
 - vi. double check to be sure everything has been loaded and the job site is left clean
- f. Project Evaluation
 - i. Customer will be updated regularly throughout the project and reserves the right to inspect work at any time.
 - ii. Customer will be given 48 hours notice of expected project completion date (dredging).
 - iii. On day of completion, customer will be asked to inspect and approve the sediment removal phase of the project.
 - iv. During periodic or final inspections, the customer may describe or point out any concerns about the removal of material so that it may be addressed and/or corrected prior to demobilizing the dredge.
 - v. Customer will be asked to sign a document to acknowledge satisfactory completion.

3. *Erosion Control Plan:*

- a. The dredge will be launch with an all-terrain crane using ground mats to protect against ground disturbance.
- b. Prior to dredging, the dewatering area will be constructed using land based equipment. Ground disturbance will be limited to the location of the dewatering bags.
- c. During dredging, the dredge will work from the water so there is no heavy equipment on site or near the shoreline.
- d. The dewatering area may be graded for leveling but will then be enclosed with a containment berm.
- e. Geotextile containment tube will trap and fully enclose the sediment.
- f. 6 mil poly sheeting will be placed under the dewatering/sediment containment tube.
- g. Square hay bales will surround the perimeter of the containment tube to further protect from sediments re-entering the creek or pond.
- h. Decant water returning to the lake will be pumped (or via gravity flow) from the containment pool surrounding the dewatering bags. If the water is to gravity flow to the lake, a funnel will be constructed using 6 mil plastic and hay bales to divert the water and to keep from picking up sediment along the way.
- i. Dewatering tube will be fully contained.
- j. The disturbance will be the area beneath the dewatering tube where grass will die. Once the material is dried and spread, the area can be revegetated.

4. *Construction Egress/Ingress*

- a. No vehicle traffic allowed off the street. Trucks and trailers will remain in the driveway area.
- b. The measures listed in "a" above will be employed to prevent dirt, mud, and debris from being tracked off-site.
- c. Any debris, dirt, or mud tracked off-site will be cleaned up immediately by Envirodredge.
- d. There will be no creation of a construction entrance, as this will cause unnecessary ground disturbance since the equipment will remain in the water except during launch and recovery.

5. Spill Prevention & Response Plan
 - a. Inspections
 - i. Daily visual inspections are conducted to check for the indication of spills or leaks associated with containers, equipment, and dewatering/containment areas.
 - ii. Secondary containment/drip pans shall be used for all chemical and petroleum containers.
 - b. Storage:
 - i. All containers must be in good condition and compatible with the materials they store.
 - ii. Keep all storage areas clean and in good condition.
 - iii. All containers must be stored in trailers, under cover, or placed on secondary containment drip pans.
 - c. Spill Kits:
 - i. Spill kits shall be maintained and located in areas where spills are likely to occur. (on the trailer, on the dredge, near secondary containment/storage)
 - ii. Spill socks will surround the fueling port during refueling to prevent leaks or splash.
 - iii. Spill kits must be specific to the materials, quantities, and locations involved. For example: spill kits are sized to manage an anticipated release, and spill kits are marine grade so that they absorb everything but water

RISK OF SPILL	LOCATION	CONTROL MEASURES
1. Gas/petroleum Hydraulic fluids	- At cans - During fueling - During maintenance	- Stored in approved containers - Lids are secured - Containers are stored inside trailers or placed on drip pans - Spill sock is used around the fill port to absorb any spills or leaks - Spill sock is used any time there is a need to repair hydraulics
2. Polymer	At discharge/bag	Containers are stored inside trailers or placed on drip pans
3. Polymer pump Polymer lines		Pump is placed on drip pan
4. Portable toilets		- Units are placed away from drains, inlets, waterway, or any areas that would drain toward the waterway - Maintenance is performed by sanitary company personnel
5. Discharge pipe		- Secure clamps/joints when installing the pipeline - Replace damaged or worn clamps and pipes
6. Dewatering bags Containment area		- Set up secondary containment area - Dewatering area will be surrounded by erosion control materials such as hay bales and/or silt fence - Line the dewatering area with 6mm poly

6. Spill Containment & Response Plan: Control, Contain, Clean

- a. Notify supervisors using the chain of command.
- b. Use appropriate PPE to protect yourself from the spill. (gloves, boots, goggles, etc)
- c. **Control/Stop** the source of the spill (if it is safe to do so). This spill response step aims to reduce potential environmental and human health risks. The stopping methods often depend on the type and severity of the spill. For example, if a leaking discharge hose causes a spill, shut off the dredge and place secondary containment under the leak area while hose is replaced. If a punctured container is the cause, the best solutions are to fix the container or transfer contents to another container. (in this instance, you should have a secondary containment or drip pan in place)
- d. **Contain** any spilled material. Containing the spill limits the extent of the damage, and methods vary depending on the situation. For example, some spills may require physical barriers, such as booms, hay bales, sandbags. Others may need specialized spill containment products and items like spill kits. Protect drains by the use of adsorbent, booms, or drain covers (if it is safe to do so).
- e. **Clean** the spill up in a timely manner to prevent accidental injury or further damage. There are many cleaning methods, including mechanical cleaning (vacuuming, pressure washing, sweeping) and absorbent materials (pads or booms). After removing the spilled item, the area must be cleaned with water or specialized cleaning agents. Oil and other hydrocarbon spills may be treated with emulsifying agents to break them down for easier cleanup.

7. Equipment

a. Dredge Equipment

i. Dino 6

1. Engine: Kubota V3800 CR TIE4
2. Emissions: US EPA Tier 4 Final
3. Power: adjustable to 2400 rpm

ii. Geotextile Tube Dewatering

1. Engineered woven polypropylene fabric features pressure relief bands in addition to pressure release of the porous fabric and fill ports.
2. Custom sized and fabricated for the project scope.

Commitment to Quality Control

Envirodredge recognizes that dredging is an expensive and often heavily regulated service, and we intend to exceed expectations. We also understand that our quality of work and our employees determine our reputation. Reputation is what sets Envirodredge apart and is how a small business not only survives, but thrives. Most of our business derives from word of mouth, and most project managers require and follow up on referrals of past job performance. The best compliment we can get is a great referral or to be recommended to a new customer.

Envirodredge subscribes to these principles:

1. Quality control is good business. It promotes pride in the work we do and better working conditions for everyone. Customers notice and highly regard quality results, clean job sites, and great service.
2. Employees are responsible for implementing good quality control practices and company rules. Management will establish lines of communication and consult with employees. This includes soliciting and receiving comments, information, suggestions and assistance from employees.
3. Management and supervisors will set an exemplary example with good attitudes and strong commitment to quality workmanship, quality results, and excellent customer service. Towards this end, management will monitor dredging and jobsite performance, working environment, and conditions to ensure that program objectives are achieved.
4. Quality control applies to all employees. **Everyone's** goal must be to constantly improve our results and our service to clients.

Employee Responsibilities for Quality Control

1. Keep a clean and organized job site so that tools and materials are readily available and in good working manner. Every item on the jobsite must have purpose.
2. Follow procedures for monitoring and reporting sediment removal progress.
3. Execute great customer service! If the customer asks for something, we try to oblige.

Quality Control Checklists

Quality Control/Pre-Dredge Checklist

1. Confirm Project Work Scope
2. Has the work scope changed in any way since it was bid and has the change been approved by the customer?
3. Have we probed and/or waded the project area to **verify and record** the amount, location, and type of sediment?
4. Have we identified areas that are most visibly noticeable or above the water line?
5. Are there any areas of rock or other obstructions?
6. Have we marked any underwater lines or obstructions that should be avoided?
7. Have all fountains and aeration lines been removed?
8. Have we confirmed with the customer their goals for the project? And if they are working in phases or with limited dewatering space, have we confirmed the areas that are most important to them to begin?
9. Has the customer marked any utilities or underground structures around the shoreline or dewatering area that we should avoid?
10. Will ground protection mats be needed?
11. Has the egress/ingress location been identified and free of overhead lines or other hazards?

12. **Prior to rolling out bag...**Has dewatering pad been checked with a laser or other method to confirm slope?

Quality Control/Dredging Checklist

1. Before each “pass,” dredge operator will manually probe the area to dredged and record the water/sediment depths.
2. Proceed with dredging.
3. After each “pass,” dredge operator will manually probe the area dredged to insure that the sediment has been removed. Record new water/sediment depths. Record size of area covered and dredge depth accomplished on daily dredge log.
4. Note on the dredge log any additional information or details from the day’s work.
5. Submit daily dredge logs with coverage map and photos.

Quality Control/Dewatering Checklist

1. If using geotextile tubes, use stakes to stretch a string from one end to the other at maximum allowable bag height. This string can be monitored for bag height not to exceed manufacturer's recommendations and any potential movement from the bag.
2. Ensure that all erosion control features are in place and performing as they should. If there are any potential breaches, reinforce them.
3. At all times monitor any movement (even slight) or stress of the dewatering bag. If there is any movement, report immediately to supervisor. Recognizing movement and stress:
 - a. Seams begin to curve slightly
 - b. Bottom seam should be laying on the ground straight. If it is arching upward or toward one side, the bag is moving.
 - c. One end (or the entire bag) begins to slide away from original positioning

- d. Bag seems to be closer to the berm than originally positioned
 - e. Instead of steady downward flow of water from the bag, a stressed bag will begin to release water in small arcs (“peeing” at the seams).
 - f. Small holes can form at the seams when stressed.
 - g. Ports on top of bag will inflate.
- 4. Visually monitor turbidity coming from the bag, so that adjustments can be made to create a cleaner effluent. Where required, you will monitor and record findings on a turbidity log.
 - 5. Visually monitor the water level of effluent water inside the berm so that the volume of water does not breach the berms. When able, use gravity flow to return decant water to the source. This will allow water to continually escape through an opening in the berm or from the side of the bag that does not have a berm. If berm is on all four sides, water will be pumped back to source.
 - 6. At end of day, be sure that dredge is shut down with enough time left to see the flow rate at the bag decrease. If flow rate is too great, the berm will burst if not being attended and pumped.

Quality Control/Post-Dredge Checklist

- 1. Confirm Project Work Scope has been met.
- 2. Has the work scope changed in any way, and has the change been approved by the customer?
- 3. Have we completed the work scope?
- 4. Have we probed and/or waded the project area to verify all sediment has been removed?
- 5. Shoreline and area around project site are clean of any leaves, sticks, debris?
- 6. Are there any visible pockets of sediment, vegetation, etc that the customer will notice?

7. Are all trash and tools picked up?
8. Are sidewalks and streets clean and free of mud or debris?
9. Are there any ruts or tracks that need to be smoothed in and/or seeded?
10. Are the hay bales stacked neatly around the bag, if needed?
11. Is all excess plastic, polymer drums, pallets, etc picked up and disposed?
12. Who will be doing the final walk around? Has customer been notified of job completion?
 - *Do not pull equipment from water until you have a job completion form signed by customer.*
 - *Does it look like you would want it to look, if you were the customer?*

VI. MANAGEMENT

- a. The challenges inherent to dredging include inclement weather, underwater debris, and effective dewatering. Although we cannot manage the weather, Envirodredge does work in all weather conditions except lightning and thunderstorms. Heat, cold, and drizzle will not interfere with the work schedule. In order to mitigate the challenges associated with underwater debris, the Envirodredge field technicians will probe and mark any underwater obstacles that could potentially cause downtime or equipment failure. Daily maintenance will be conducted to clean the cutterhead and pipeline of entanglement, clogging, and debris. To address the challenges of dewatering, we will monitor and adjust as needed to be sure the decant water remains less than 300 ppm before returning to the lake.
- b. The project will be managed onsite by a full-time site supervisor and an operations manager who will be onsite weekly and will be the first line of contact. The resumes of site supervisors and operations manager are included in the Statement of Work above.
- c. The quality control plan is outlined in the Statement of Work above. The project manager is held accountable for quality control which can be verified through the daily workplace forms. However, the most valuable form of quality control is feedback from the customer. We encourage the customer representative to visit the jobsite often and provide feedback or ask questions when needed.

VII. REFERENCE LIST / EXPERIENCE OF PROJECTS SIMILAR IN SIZE

**All projects completed to date have had no change orders or increases in price than what was agreed in the contract. Further, all projects in 2024 have started on the agreed upon start date, except for the Township of the Woodlands which was moved forward because of vacancy in our schedule.*

1. September-October 2025—Grandfather Golf Club, NC
 - a. Removed over 5,000 cy of sand from an environmentally sensitive lake feeding into a state designated trout stream
 - b. Collin Brown 561-889-7385
collin.brown@solitudelake.com
2. June-August 2025—DFW Airport
 - a. Removed 40,000 cubic yards of sediment from Trigg Lake
 - b. Asciatu Whiteside (972) 973 5582
awhiteside@dfwairport.com
3. March-May 2025—Mueller City Park, Austin, TX
 - a. 12,000 cubic yards of sediment from Mueller City Park
 - b. Justin Hyatt 512-650-5637
ghyattconstruction@gmail.com
4. February 2025—Burton Hills HOA for Solitude Lake Management
 - a. Jay Bagley 615-415-5717 jbagley@solitudelake.com
5. January 2025—Pence Ranch for Texas A&M Foundation
 - a. Kay Pence 281-787-2544 bkkpence@gmail.com
 - b. Tim Walton (979) 321-6409
twalton@txamfoundation.com
6. November-December 2024—Township of The Woodlands at Alden Bridge Park
 - a. Removed accumulated silt and sand from the stormwater pond at Alden Bridge Park
 - b. Jared Davis jdavis@thewoodlandstownship-tx.org 832-948-0432

7. October-November 2024—Chaney Creek Restoration, ID
 - a. Removed accumulated sediment from Chaney Creek to restore habitat and streambed that is a tributary to the Silver Creek Preserve.
 - b. Jeanne McFall, jeanne@rivhab.net 208-401-6129
8. October 2024—Twin Lakes Improvement Phase II Canal, ID
 - a. Removed 4200 cubic yards of sediment to restore a canal so that boaters and homeowners could gain access to the lake.
 - b. Mike Sullivan griz99005@yahoo.com 509-951-6859
9. September 2024—74 Ranch
 - a. Removed 12,900 cubic yards of sediment from lake to restore water holding capacity for irrigation
 - b. 12200 Farm 791, Campbellton, TX 78008
 - c. Cody Zabransky cody@74ranch.com 713-825-8927
10. September 2024—Gulf Coast Authority
 - a. 7,000 cubic yards of sludge from wastewater treatment pond
 - b. 3500 Loop 197 S, Texas City, TX 77554
 - c. Robert Gailey rgailey@gctx.com 346-427-8345
11. August 2024—City of Elmrige
 - a. Removed sediment and organic material from an area of approximately 6,000 square feet in a storm water system to improve drainage and holding capacity.
 - b. 1060 Lighthouse Lane, Aubrey, TX 76227
 - c. Rob Adams rob.adams@elmridgetx.org 214-662-7943
12. July 2024—Virginia Tech University
 - a. Removed 30,000 cubic yards of material from the Duck Pond/Research Pond at Virginia Tech University.
 - b. Brent Harrison, GC brentharrison5@gmail.com 540-357-0204
 - c. This project is similar in quantity of materials dredged.

4. MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the absolute goal of Envirodredge to seek out and utilize the services of Minority Owned and Women Owned Business Enterprises if and when it becomes necessary to subcontract any part of the work scope that cannot be efficiently completed by Envirodredge employees.

Although not certified as a Woman Owned Business in the DFW Airport geographical area, Envirodredge is majority owned and operated by a woman. Minority Owned and especially Women Owned Businesses in the civil construction and heavy construction industries are fewer, smaller, and at a distinct disadvantage when competing with larger companies. M/WBE in the dredging industry exists even less, and we welcome every opportunity to partner with these enterprises when opportunity arises, regardless of any required participation goal set by the contracting agency.

EXAMPLE OF GOOD FAITH EFFORTS

Envirodredge does actively seek M/WBE in bidding projects that require skills or services that we do not offer. For example, for a recent RFP for the City of Brownsville, hydraulic dredging was only one part of the total work scope. As a result, we were able to seek out and work with one Woman Owned Business Enterprise and one Minority Business Enterprise, asking each of them to respond to the proposal using Envirodredge as a subcontractor for the hydraulic dredging portion.

EMPLOYEE AFFIRMATIVE ACTION POLICY

It is Envirodredge policy to assure that employees are treated equally, without regard to their race, religion, sex, color, national origin, age or disability. This policy holds true for promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and benefits; and selection for training, including apprenticeship, per-apprenticeship and/or on-the-job training.

EXHIBIT 2

INSURANCE REQUIREMENTS

Contractor shall provide and maintain, until the work covered in the contract is completed and accepted by the Town, the minimum insurance coverages as follows:

1. Commercial General Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations (\$1,000,000 products/completed operations aggregate), and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Liability must be maintained covering the Contractors obligations contained in the contract.
2. Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$1,000,000 each-occurrence each accident/\$1,000,000 by disease each-occurrence/\$1,000,000 by disease aggregate.
3. Commercial Automobile Liability insurance at minimum combined single limits of 1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.
4. Errors & Omissions:
 - a. Professional Liability with minimum limits of \$1,000,000 or higher, depending on the type, size, and scope of services.
 - b. This coverage must be maintained for at least two (2) years after the project is completed. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of the contract (or earlier) must be maintained during the full term the contract.

PLEASE NOTE: The required limits may be satisfied by any combination of primary, excess, or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The Contractor may maintain reasonable and customary deductibles, subject to approval by the Town.

Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The Town accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form.

With reference to the foregoing insurance requirements, Contractor shall specifically endorse applicable insurance policies as follows:

1. The Town shall be named as an additional insured with respect to General Liability and Automobile Liability.
2. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the Town shall be contained in all liability policies and the Workers Compensation policy.
4. All insurance policies shall be endorsed to require the insurer to immediately notify the Town of any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that the Town will receive at least thirty (30) days notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name the Town as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.

7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Contractor may maintain reasonable and customary deductibles, subject to approval by the Town.
9. Insurance must be purchased from insurers that are financially acceptable to the Town.

All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
2. Shall specifically set forth the notice-of-cancellation or termination provisions to the Town.

Upon request, Contractor shall furnish the Town with certified copies of all insurance policies.

All contractors and subcontractors must meet minimum OSHA safety requirements as applicable to their operations.



**Town of Highland Park
Town Council
Tuesday, December 2, 2025**

Item Coversheet

Review, discuss, and take action on a resolution casting the Town's vote for the Board of Directors of the Dallas Central Appraisal District.

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

The Town of Highland Park is an eligible taxing entity of Dallas County. The governing body of each taxing unit is entitled to vote to elect members to the Dallas Central Appraisal District ("DCAD") Board of Directors. Votes must be cast in an open meeting by resolution, and the resolution ballot must be submitted to the Dallas Central Appraisal District ("DCAD") Chief Appraiser before December 15, 2025. Attached to this item, DCAD has provided the number of votes for each county, city, school district, and college district that is entitled to vote. The Town of Highland Park has four votes allocated. There are 13 nominees on the official ballot. Their bios are attached to this agenda item.

The Chief Appraiser will count the votes, declare the two candidates who received the largest cumulative votes as elected, and submit the results before December 31, 2025, to each taxing unit and to the candidates. The two appointed members take office and begin serving a 4-year term, 2026-2029.

Each nominee who provided an email address was sent an email requesting information: why you want to serve on the DCAD Board of Directors, what opportunities you anticipate, any initiatives you would like to implement, and the challenges you expect. Two responses were received from Pauline Medrano and Clyde C. Hairston, and they are attached to the packet.

RECOMMENDATION

This item is provided to the Town Council for review and discussion of the nominees, and for possible action if the Town Council wishes to take it.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

Dallas CAD Board Election Appointment 2025, Pauline Medrano, Dallas County Treasurer , Mayor of Lancaster, Clyde C. Hairston, Res. No. 016-25 DCAD



**Dallas Central
Appraisal District**

Date: October 28, 2025

To: Will C. Beecherl, Mayor, Town of Highland Park | wbeecherl@hptx.org
Sent Via Email

From: Shane Docherty, Executive Director/Chief Appraiser

Re: Election Ballot for Dallas Central Appraisal District Board of Directors CORRECTED
Number of Votes Allocated To: Highland Park is 4

I have received all timely submitted nominating resolutions to elect members to the Dallas Central Appraisal District Board of Directors. I have prepared the attached sample Resolution and Ballot listing the candidate alphabetically according to the first letter of each candidate's surname, as required by Texas Property Tax Code Section 6.03(j). There are 13 nominees on the official ballot.

The governing body of each taxing unit entitled to vote must cast its votes in an open meeting by resolution and submit the resolution ballot to the Dallas CAD Chief Appraiser **BEFORE** December 15, 2025 (except taxing units with 100 or more votes). In addition to your taxing unit's votes being provided in the Subject line of this memo, an attachment has been provided showing the number of votes for each county, city, school district and college district that is entitled to vote.

The governing body of each taxing unit entitled to cast at least five percent of the total votes (taxing units with 100 votes or greater) must determine its vote by resolution adopted at the FIRST or SECOND open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the THIRD day following the date the resolution is adopted.

Please submit the resolution ballot both by email (DcadElections@dcad.org) as well as hardcopy via mail, courier or hand delivery. Taxing units may cast its votes for one candidate or distribute their votes among any number of the candidates listed on the attached official ballot (Page 4).

The Chief Appraiser will count the votes and declare the two candidates who received the largest cumulative votes as elected and submit the results before December 31, 2025, to each of the taxing units and to the candidates.

In addition to the sample resolution, ballot and taxing unit voting entitlement list, are the biographies/resumes provided by the candidates and taxing units.

The remaining steps in the appointment process and calendar as prescribed by Texas Property Tax Code Section 6.03 is summarized below:

- Before December 15: In accordance with Texas Property Tax Code Section 6.03 (k) each taxing unit that is entitled to vote shall determine its vote by resolution and submit the same to the Chief Appraiser.
- Before December 31: In accordance with Texas Property Tax Code Section 6.03 (k) the Chief Appraiser will count the votes, declare the two candidates who received the largest cumulative vote totals elected, and submit the results to each taxing unit in the District and to the candidates.
- On January 1 the two appointed members take office and begin serving a 4-year term, 2026-2029.

If you have any questions about this process, please contact Deputy Chief Appraiser, Cheryl Jordan, via email at DcadElections@dcad.org or her direct line, 214-819-2312, or the District's main number, 214-631-0520.

Enclosures/Attachments: Sample Resolution; Ballot; Voting Entitlement List; Candidate Biographies/Resumes

RESOLUTION NO. 2025- _____

A RESOLUTION OF {insert governing body e.g., city council, school board, commissioners court} OF THE {insert name of jurisdiction}, CASTING ITS VOTE FOR A MEMBER OF THE BOARD OF DIRECTORS OF THE DALLAS CENTRAL APPRAISAL DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Chief Appraiser has provided the participating taxing units eligible to vote the nominees for the Appraisal District Board of Directors in accordance with the Texas Property Tax Code;

NOW, THEREFORE, BE IT RESOLVED BY THE {insert governing body e.g., city council, school board, commissioners court}:

Section 1. That the {insert governing body e.g., city council, school board, commissioners court} of {insert name of the jurisdiction} does hereby cast its votes in accordance with the attached ballot, for a member of the Board of Directors of the Dallas Central Appraisal District.

Section 2. That this Resolution shall become effective immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the {insert the name of the governing body} of the {insert the name of the jurisdiction}, on this the ____ day of December 2025.

PASSED, APPROVED AND ADOPTED this ____ day of _____ 2025.

Insert NAME OF JURISDICTION

MAYOR/PRESIDENT/COUNTY JUDGE

ATTEST:

Dallas Central Appraisal District Official Ballot
Election of Members to the Board of Directors

Below are the candidates for appointment to the two (2) positions on the Board, listed alphabetically. Please indicate your taxing unit's vote(s) by entering the number of votes to the right of the candidate(s) of choice.

Nominee Name	Votes
Kevin Carbo, Sr.	
Johnnae' Cortez	
John Cote	
Clyde Hairston	
Marion Hamilton	
Carter Holton	
Pauline Medrano	
Elishima Myles	
Larry Offutt	
William David Palmer	
Cassandra Phillips	
America Rodriguez	
Yemi Salau	

Submit this official ballot before December 15, 2025, to Chief Appraiser, Shane Docherty, via email DcadElections@dcad.org and mail a hardcopy to Shane Docherty, Executive Director/Chief Appraiser, 2949 N. Stemmons Fwy., Dallas, Texas 75247.

Please attach this ballot to the resolution passed by your taxing unit authorizing the taxing unit vote.

Dallas Central Appraisal District 2025 Calculation of Taxing Unit Votes for Board of Directors Per Texas Property Tax Code Section 6.03(d)									
SUPPLEMENTAL #09-2024 EVR DATED 09/4/2024 FOR TAX YEAR 2024 FOR ALL ENTITIES									
ENTITY	2024 Taxable Value As of 09-2024 Supplemental	2024 Tax Rate	2024 Estimated Taxes Imposed	Taxing Unit Percentage of Total Taxes Imposed	1,000 Multiplier	Round	Multiply by Number of Directors (2)	2025 Taxing Unit Voting Entitlement	Taxing Unit Percentage of Total Votes (Yellow Highlight ≥ 5%) TPTC 6.03(k-1)
COUNTYWIDE ENTITIES									
Dallas County	\$416,443,435,417	0.215500	\$897,435,603	10.86226%	108.62262	109	218	218	10.88911%
Dallas College	426,915,850,533	0.105595	\$450,801,792	5.45635%	54.56355	55	110	110	5.49451%
GRAND TOTAL OF COUNTYWIDE	\$843,359,285,950		\$1,348,237,396	16.31862%	163.18616	163	328	328	
CITIES									
Addison	\$6,473,963,723	0.609822	\$39,479,655	0.47785%	4.77849	5	10	10	0.49950%
Balch Springs	2,058,989,412	0.794629	\$16,361,327	0.19803%	1.98032	2	4	4	0.19980%
Carrollton	10,309,498,743	0.538750	\$55,542,424	0.67227%	6.72267	7	14	14	0.69930%
Cedar Hill	6,537,656,328	0.636455	\$41,609,241	0.50362%	5.03624	5	10	10	0.49950%
Cockrell Hill	233,643,105	0.695086	\$1,624,021	0.01966%	0.19657	0	0	0	0.00000%
Combine	27,826,346	0.350000	\$97,392	0.00118%	0.01179	0	0	0	0.00000%
Coppell	11,461,852,683	0.458632	\$52,567,724	0.63626%	6.36262	6	12	12	0.59940%
Dallas	204,668,252,776	0.704700	\$1,442,297,177	17.45708%	174.57085	175	350	350	17.48252%
DeSoto	7,870,705,758	0.684934	\$53,909,140	0.65250%	6.52498	7	14	14	0.69930%
Duncanville	3,942,984,246	0.614834	\$24,242,808	0.29343%	2.93427	3	6	6	0.29970%
Farmers Branch	9,979,772,798	0.543500	\$54,240,065	0.65650%	6.56504	7	14	14	0.69930%
Ferris	31,223,641	0.534800	\$166,984	0.00202%	0.02021	0	0	0	0.00000%
Garland	26,599,868,293	0.689746	\$183,471,528	2.22068%	22.20678	22	44	44	2.19780%
Glenn Heights	986,790,869	0.565015	\$5,575,516	0.06748%	0.67484	1	2	2	0.09990%
Grand Prairie	14,268,823,626	0.660000	\$94,174,236	1.13985%	11.39854	11	22	22	1.09890%
Grapevine	503,956,111	0.241165	\$1,215,366	0.01471%	0.14710	0	0	0	0.00000%
Highland Park	9,400,619,935	0.208550	\$19,604,993	0.23729%	2.37292	2	4	4	0.19980%
Hutchins	1,556,141,852	0.630082	\$9,804,970	0.11868%	1.18676	1	2	2	0.09990%
Irving	42,014,585,664	0.589100	\$247,507,924	2.99575%	29.95753	30	60	60	2.99700%
Lancaster	6,631,932,334	0.604606	\$40,097,061	0.48532%	4.85321	5	10	10	0.49950%
Lewisville	135,776,953	0.422435	\$573,569	0.00694%	0.06942	0	0	0	0.00000%
Mesquite	15,186,970,290	0.690000	\$104,790,095	1.26834%	12.68344	13	26	26	1.29870%
Ovalla	49,955,648	0.626213	\$312,829	0.00379%	0.03786	0	0	0	0.00000%
Richardson	15,112,495,539	0.542180	\$81,936,928	0.99174%	9.91737	10	20	20	0.99900%
Rowlett	7,985,870,053	0.769691	\$61,466,523	0.74397%	7.43970	7	14	14	0.69930%
Sachse	2,933,206,549	0.650416	\$19,078,045	0.23091%	2.30914	2	4	4	0.19980%
Seagoville	1,454,324,423	0.710932	\$10,339,258	0.12514%	1.25143	1	2	2	0.09990%
Sunnyvale	2,119,907,156	0.453000	\$9,603,179	0.11623%	1.16234	1	2	2	0.09990%
University Park	11,695,176,346	0.229964	\$26,894,695	0.32552%	3.25524	3	6	6	0.29970%
Wilmer	2,373,302,778	0.432143	\$10,256,062	0.12414%	1.24136	1	2	2	0.09990%
Wylie	264,974,797	0.534301	\$1,415,763	0.01714%	0.17136	0	0	0	0.00000%
GRAND TOTAL OF CITIES	\$424,871,048,775		\$2,710,256,498	32.80404%	328.04042	328	654	654	
SCHOOL DISTRICTS									
Carrollton-FB ISD	\$27,289,093,397	0.983600	\$268,415,523	3.24881%	32.48812	32	64	64	3.19680%
Cedar Hill ISD	6,069,916,206	1.127900	\$68,462,585	0.82865%	8.28648	8	16	16	0.79920%
Coppell ISD	18,652,862,790	1.002600	\$187,013,602	2.26355%	22.63550	23	46	46	2.29770%
Dallas ISD	195,327,449,741	0.997235	\$1,947,873,693	23.57641%	235.76415	236	472	472	23.57642%
DeSoto ISD	5,291,507,331	1.065200	\$56,365,136	0.68222%	6.82225	7	14	14	0.69930%
Duncanville ISD	7,197,014,578	1.105700	\$79,577,390	0.96318%	9.63178	10	20	20	0.99900%
Ferris ISD	64,238,971	1.140800	\$732,838	0.00887%	0.08870	0	0	0	0.00000%
Garland ISD	33,132,872,622	1.050900	\$348,193,358	4.21442%	42.14416	42	84	84	4.19580%
Grand Prairie ISD	13,875,271,518	1.057700	\$146,758,747	1.77632%	17.76319	18	36	36	1.79820%
Grapevine-Colleyville ISD	511,644,897	0.923300	\$4,724,017	0.05718%	0.57178	1	2	2	0.09990%
Highland Park ISD	23,378,147,635	0.866900	\$202,665,162	2.45299%	24.52992	25	50	50	2.49750%
Irving ISD	22,750,859,055	1.015900	\$231,125,977	2.79747%	27.97472	28	56	56	2.79720%
Lancaster ISD	6,109,744,509	1.224400	\$74,807,712	0.90545%	9.05448	9	18	18	0.89910%
Mesquite ISD	15,036,507,363	1.096900	\$164,935,449	1.99632%	19.96324	20	40	40	1.99800%
Richardson ISD	35,774,202,646	1.105200	\$395,376,488	4.78551%	47.85505	48	96	96	4.79520%
Sunnyvale ISD	2,227,430,907	1.186900	\$26,437,377	0.31999%	3.19989	3	6	6	0.29970%
GRAND TOTAL OF ISD'S	\$412,688,764,166		\$4,203,465,055	50.87734%	508.77341	509	1,020	1,020	
GRAND TOTAL			\$8,261,958,949	100.00000%	1,000.00000	1,000	2,002	2,002	100.00%
Per TPTC 6.03 (k-1) TU with 5% or greater:									
6.03(k-1) This subsection applies only to an appraisal district established in a county with a population of 120,000 or more. The governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted.									

Kevin Carbo

Biography of a Servant Leader

My name is Kevin Carbo. I was born in New York, lived in Puerto Rico and moved to Texas in 1984. I have lived in Texas most of my life and this is home.

I earned a bachelor's degree in finance from Dallas Baptist University and an MBA from the University of Dallas. I was employed at Dallas Love Field as a Manager II and have worked in the banking and insurance industries. My wife, Jossie, and I have two children that were educated through the Mesquite ISD system, and we enjoy our six grandchildren. I currently work for the City of Mesquite.

My involvement with leadership in MISD began in the 1990s as a PTA parent where I ultimately served as first vice-president of the Mesquite Council of PTA's. I have been blessed to participate and lead several programs. For example:

- Current: School Board Trustee for Mesquite ISD since 1996 (29 years)
- 1998 graduate of Leadership TASB – Attained the designation of Master Trustee
- Current: Director of the Texas Association of School Boards BOD (7 years)
- Current: Vice-Chair of the Dallas Central Appraisal District BOD
- Current: Board member of the Mesquite Heart Association (4 years)
- Past-President of NTAASB (2 Years).
- Served on the Risk Management Fund Board for 12 years, including the last five years I served as Chairman of the BOD.
- Served as Chair of the National Hispanic Council (a Council of NSBA, 3 years)
- Sat as a Director on the National School Board Association (NSBA) BOD
- President of a Local Bowling league (13 years)
- Served as Chairman of Circle Ten Tomahawk District for three (3) years
- Coached youth baseball and soccer leagues
- Served my Church as a youth leader
- Keynote speaker at Jr. ROTC banquets and other school functions.
- Keynote speaker for Concilio which is an association that helps school kids, and their parent better understand the rigors of school life and wait awaits after graduation.

I am active in the community by attending and presenting information in forums, town hall meetings and local club meetings.

My passion has always been to help others do better. I love the job I am doing for Texas Public Education, and I firmly believe that the work we do is of the utmost importance to the future of our State and Country.

Thank you for the privilege of your time.

Respectfully,

Kevin Carbó

Johnnaé Cortez, MSSW

Lancaster Independent School District

School Board Trustee – District 3

Johnnaecortez@LancasterISD.org

469-552-5593



Johnnaé Cortez was born in Omaha, Nebraska where she learned at an early age she wanted to help people. At the age of six her family moved to the Great State of Texas where she has made her home. Johnnaé graduated with honors from The High School for Health Professions and later graduated with a double major in Psychology and Social Work from East Texas State University in Commerce, Texas. In December of 2008, Cortez received her Master of Science in Social Work Degree from the University of Texas at Arlington 3 days before giving birth to her now sixteen-year-old son and Lancaster ISD Early College Student.

Johnnaé retired in August of 2025 after 27 years of service with the **Texas Department of Family & Protective Services**. Johnnaé has been a social worker for over 30 years serving our most vulnerable citizens of Texas. Throughout her career with Child Protective Services, she has had the opportunity to use crisis intervention skills and community networking to build better community foundations of support. Johnnaé has worked in the field of investigations as a forensic interviewer, an in-home family service assessor, grant writer, and mediator. She is a Subject Matter Expert in the field of child abuse and neglect, family violence, and crisis intervention. Cortez has received many accolades and awards in the areas of child maltreatment and community social service work, impacting the misfortunate and weak. Johnnae is no stranger to crisis. In 2008, she worked as an investigator in the largest child welfare case in Texas history, Hurricane Katrina, Hurricane Harvey, and most recently the COVID-19 pandemic. Johnnae sees matters from “a different lens” and turns a crisis into opportunities to network with other front-line providers and identify resources for impacted children, families, and other vulnerable populations.

Johnnae is a long-standing member of St. Paul Baptist Church. She is a 32-year member of Delta Sigma Theta Sorority Incorporated. Johnnaé is a pillar in the Lancaster Community without pause. She is a Charter Member of the Lancaster New Centennial Lions Club and the past President of the Lancaster Middle School PTA where she chartered. She serves on the Lancaster ISD Capital Outlay Committee and in 2018 was appointed to the Lancaster ISD School Health Advisory Council after her advocacy in 2017 for Lancaster ISD students receiving a much-needed medical device. She has spent countless hours volunteering within Lancaster ISD and advocating for all students and families. On May 3, 2025, Johnnae Cortez was elected as the Lancaster ISD School Board Trustee for District 3. Johnnaé takes personal interest in preserving and improving the overall quality of Lancaster ISD and will ensure families and the community have a voice (as partners) in ensuring all students receive a quality education.



CLYDE C. HAIRSTON

Mayor, City of Lancaster

EDUCATION

DOCTORATE OF RELIGIOUS PHILOSOPHY (PH.D)

TABERNACLE BIBLE COLLEGE
-TAMPA FL

MASTERS OF DIVINITY

TABERNACLE BIBLE COLLEGE
-TAMPA FL

BACHELORS OF ARTS IN BIBLICAL STUDIES AND THEOLOGY

MINNESOTA GRADUATE
SCHOOL OF THEOLOGY
-BROOKLYN CENTER, MN

CERTIFICATE OF DIPLOMA IN BIBLICAL STUDIES AND THEOLOGY

DAYSPRINGS BIBLE COLLEGE
INSTITUTE AND SEMINARY
-TAMPA FL

CONTACT

Email: chairston@lancaster-tx.com
Phone: (469) 970-4432
Mailing Address: P.O. Box 940,
Lancaster, TX 75146

CAREER HIGHLIGHTS



Mayor Clyde C. Hairston has been a dedicated public servant and influential community leader in Lancaster, Texas, for over 33 years. His commitment to fostering unity and progress began with his appointment to the Human Relations Commission, a citizens' forum established to promote racial harmony within the city.

In a historic move, Mayor Hairston was appointed as Lancaster's first official Chaplain by city council resolution. He subsequently served as the District 5 City Councilmember for 11 years. During his tenure, he was elected by his peers to serve three consecutive terms as Deputy Mayor Pro Tempore. In May 2018, he was elected Mayor and is currently serving his second term, which extends through May 2027.

Mayor Hairston is a Certified Municipal Official (CMO) through the Texas Municipal League Institute (TMLI), having completed comprehensive training in Open Government, the Open Meetings Act, and the Public Information Act. In February 2021, he received additional TMLI certifications, including the Certificate of Recognition and the Certificate of Outstanding Accomplishment.

His extensive civic involvement includes service on the Lancaster Outreach Center Board of Directors and as Senior Chaplain for Dallas County Constable Precinct One from 2007 to 2010. He also led the Lancaster Interdenominational Ministerial Alliance (LIMA) as President for four years and currently serves as its Treasurer. Mayor Hairston is an active board member of the North Central Texas Housing and Finance Corporation (NCTHFC) and a member of the Metroplex Mayors Association.

Throughout his public service career, Mayor Hairston has contributed to numerous city boards and commissions, including the Library Board, Parks and Recreation (4B) Board, Airport Board, Museum Board, and Civic Service Commission. He was instrumental in the development of Meadowcreek Community Park, providing a vital recreational space for families and youth. From 2010 to 2018, he partnered with the Lancaster Independent School District (LISD) to support educational initiatives.

Mayor Hairston actively engages with the community through events such as the My Brother's Keeper Summit, aimed at empowering young men, and the Back to School Red Carpet Day, where he welcomes students at the start of the academic year. He firmly believes in the power of collective effort, often stating, "It's not about me, it's about we."

"It's not about me, it's about we" -**Mayor Clyde C. Hairston**



CLYDE C. HAIRSTON

Mayor, City of Lancaster

EDUCATION

**DOCTORATE OF RELIGIOUS
PHILOSOPHY (PH.D)**
TABERNACLE BIBLE COLLEGE
-TAMPA, FL

MASTERS OF DIVINITY
TABERNACLE BIBLE COLLEGE
-TAMPA, FL

**BACHELORS OF ARTS IN
BIBLICAL STUDIES AND
THEOLOGY**
MINNESOTA GRADUATE
SCHOOL OF THEOLOGY
-BROOKLYN CENTER, MN

**CERTIFICATE OF DIPLOMA IN
BIBLICAL STUDIES AND
THEOLOGY**
DAYSPRINGS BIBLE COLLEGE
INSTITUTE AND SEMINARY
-TAMPA, FL

CONTACT

Email: chairston@lancaster-tx.com
Phone: (469) 970-4432
Mailing Address: P.O. Box 940,
Lancaster, TX 75146

PROFESSIONAL SUMMARY

Mayor of Lancaster, Texas, with 33+ years in local government and community engagement. Certified Municipal Official known for transparent, equitable, and strategic leadership.

WORK EXPERIENCE

■ JANUARY 1989-PRESENT

SENIOR PASTOR

MIRACLE TEMPLE FELLOWSHIP CHURCH

- Provide spiritual leadership and administrative oversight to Miracle Temple Fellowship Church, guiding its mission as the body of Christ. Lead in preaching, teaching, sacraments, worship, stewardship, and outreach.

■ SEPTEMBER 2009- JUNE 2017

PARTNER IN EDUCATION

LANCASTER INDEPENDENT SCHOOL DISTRICT

- Provided assistance to teachers and administrators throughout the district.

■ FEBRUARY 1989-JANUARY 1989

MEDIA DELIVERY DRIVER

DALLAS COUNTY SCHOOLS, MEDIA DEPARTMENT

- Delivered media materials to area school districts in Dallas County.

■ JANUARY 1988-JANUARY 1989

HOUSE SUPERVISOR-COMMUNITY CORRECTIONS PROGRAM

VOLUNTEERS OF AMERICA

- Monitored and managed daily operations of the residential program, ensuring compliance with VOA policies and procedures in the absence of senior staff.

■ JANUARY 1983-FEBRUARY 1985

VOLUNTEERS OF AMERICA

WEEKEND COORDINATOR

- Supervised 12 males with mental challenges, managed daily operations, monitored visits, and oversaw the facility.

COMMUNITY INVOLVEMENT

2024: Lancaster City Council Mayor, Third Term
2021: Lancaster City Council Mayor, Second Term
2018: Lancaster City Council Mayor, First Term
2006: Lancaster City Council Deputy Mayor Pro Tem, District 5
2003: Lancaster City Councilmember, District 5





Marion Hamilton, M.H.A./M.B.A., Manager of the Patient Liaison Services Office at UT Southwestern Medical Center Dallas. Ms. Hamilton is a native of Dallas, TX graduate of Business Management Center H.S. She earned her undergraduate degree from East Texas State/Texas A&M-Commerce and graduate degrees; Masters in Healthcare Administration and Masters in Business Administration from the University of Texas Dallas. Hamilton is a life learner and has a passion for children's education. She has been employed at UT Southwestern since 2005, spending the majority of her time in Clinical Affairs/President's Office and Ambulatory Administration. Throughout her tenure she has strived to excel in her career by participating in various programs/organizations such as Aspiring Leaders, AAE-BRG, and completed a dual Master's program offered by UTSW through UT Dallas. She was elected by colleagues to serve on the UTSW Employee Advisory Council (EAC) from 2018-2020 and continues to volunteer as an alumnus in various events held at the University.

Ms. Hamilton is charged with creating processes, policy implementation, oversight and developing/maintaining an annual budget for the Patient Liaison Services Office, which serves to facilitate patient access to health care specialists. Daily, she oversees/manages the work of departmental employees ensuring that patient's needs are being met. She accurately monitors fiscal and administrative tasks to ensure efficient and effective daily operations.

Currently, Ms. Hamilton serves as the Lancaster Independent School District Board President. She was elected May 2009 and has held all officer positions (President, Vice President, 2nd Vice President, Secretary) multiple times. Ms. Hamilton enjoys sharing her time and knowledge with the students, staff and the community that she resides in to ensure all needs are met academically and financially. Oversight, leadership and operations are her greatest strengths due to her professional career experiences.

Ms. Hamilton is a proud mother of two wonderful adult children Kerinthia Hamilton, MBA graduate of Lamar University and Jeremiah Solomon, BS graduate of Prairie View A&M University. Marion enjoys cooking, reading, traveling, and spending time with family and friends.

Meet the Treasurer

Records Building

(<https://www.google.com/maps/place/500+Elm+St,+Dallas,+TX+75202/@32.7794862,-96.8098036,17z/data=!3m1!4b1!4m5!3m4!1s0x864e99167723a7e5:0x8c910ae1424388d3!8m2!8m1!4s500+Elm+St,+Dallas,+TX+75202>) - 500 Elm Street, Suite 4400, Dallas, TX 75202
(214) 653-7321 • Fax: (214) 653-7705 • 8:00 A.M. - 4:30 P.M., Monday - Friday

Se Habla Español



Pauline Medrano was re-elected Dallas County Treasurer in November 2018, and sworn into office on January 1, 2019. Ms. Medrano has been the Dallas County Treasurer since January 1, 2015. Ms. Medrano brings over 10 years of administrative experience in State and Federal government and 10 years in corporate management.

Pauline Medrano was elected to the Dallas City Council in June of 2005, and re-elected in 2007, 2009, 2011. Ms. Medrano served as Deputy Mayor Pro Tem from 2009-2011 and as Mayor Pro Tem from 2011-2013.

While on the city council Ms. Medrano served as Chair of the Public Safety Committee, Vice Chair Dallas Conventions & Visitors Bureau, Vice Chair of the Quality of Life Committee, Transportation Committee, Housing Committee, Dallas Downtown Inc. and Chaired several Ad HOC committees.

Pauline Medrano was appointed as Vice Chair of the US Census 2010 Advisory Committee by former US Secretary of Commerce, Gary Locke and currently serves as Vice Chair of the City of Dallas Complete Count Committee appointed by the Mayor.

Ms. Medrano is the past President of the National Association of Latino Elected and Appointed Officials (NALEO).

Pauline Medrano is a Dallas County native, raised in the Oak Lawn area of Dallas, and a graduate of Skyline High School. Ms. Medrano earned a Bachelor of Arts degree in Political Science from the University of Texas at Arlington. She is a member of the Oak Cliff Lions Club and the Esperanza "Hope" Medrano elementary school Board of Friends. In addition, Ms. Medrano serves on the Board of Directors for Annie's Place. She also serves on the National Association of County Officials (NACo) Deferred Compensation and Retirement advisory Committee.

Active in the community, Ms. Medrano has had a life of service and continues down that path as County Treasurer.

As County Treasurer, Pauline Medrano Chairs the County Financial Review Committee, serves on the County Bail Bond Board, and on the Employee Benefits Committee. She is a member of the County Investment Academy with the Texas Association of Counties, and the County Treasurers Association of Texas. She was elected and sworn in as the 1st Vice President of the County Treasurers Association of Texas on September 20, 2023.

The County Treasurer's Office serves as the chief custodian of county finances; responsible for receiving and accounting for all county funds in the county depository bank and paying, applying or disbursing all county funds in such a manner as directed by Commissioners Court and in conformance with law.

Ms. Medrano is committed to the highest level of customer service, transparency, efficiency and accountability to our county government.

Elishima Myles' Bio

Elishima Myles, MBA, CCT, aPHR | Balch Springs, Texas

Workforce Development Leader | Strategic Program Director | Community Advocate

Elishima Myles is a results-driven and strategically focused professional with over two decades of leadership experience spanning from higher education, government, corporate finance, and workforce development. She currently serves as Workforce Development and Apprenticeship Project Coordinator Relationship Management at Dallas College, where she manages grant-funded initiatives, fosters employer partnerships, and aligns workforce programs with regional economic needs.

Her prior roles include Program Director for Workforce Development and Continuing Education at Dallas College, Talent and Development Specialist at TBK Bank, and Assistant Vice President at J.P. Morgan Chase. Across each role, she has demonstrated a consistent ability to drive operational efficiency, manage multimillion-dollar accounts, and enhance community engagement through innovative workforce solutions.

Elishima holds a Master of Business Administration from Texas A&M University-Commerce and a Bachelor of Science in Business Administration from the University of Southwestern Louisiana. She is also a commissioned Texas Notary Public and certified as an Associate Professional in Human Resources (aPHR), and Contract Training.

In addition to her professional work, Elishima is an active civic leader. She serves as a City Councilmember for the city of Balch Springs, TX, and holds board positions with the Inland Port of Dallas County Local Government Corporation, Leadership Southwest, and Building Better Bridges. Her commitment to community development, economic empowerment, and lifelong learning underscores her dedication to creating lasting impact across sectors.

Larry Offutt

6038 Bryan Parkway

Dallas, Texas 75206

My extensive experience in real estate, business ownership, leadership positions in multinational publicly-traded companies makes me highly qualified to serve on the Dallas Central Appraisal District Board.

1. Real Estate Expertise

- As an owner of both single-family and multifamily housing, I have practical, firsthand knowledge of property values, market trends, and the complexities of real estate transactions. This insight is invaluable when it comes to understanding how properties should be fairly appraised and taxed.

2. Understanding of Property Management

- Managing both single and multifamily properties requires knowledge of maintenance, investment strategies, tenant relations, and compliance with city, county and state property regulations. This background can help me to advocate for fair property tax assessments that reflect the realities of ownership and management.

3. Business Acumen

- Owning and operating both independent and publicly owned businesses gives me critical experience in financial management, budgeting, and strategic decision-making. These skills are directly transferable to overseeing the operations of the appraisal district, including approving budgets and ensuring fiscal responsibility.

4. Familiarity with Public and Private Sectors

- My experience in both independent and publicly owned businesses provides me with a unique perspective on public service, accountability, and transparency, which are essential qualities for someone serving on a public board.

5. Stakeholder Perspective

- As a property owner and business operator, I represent a broad spectrum of the community impacted by property appraisals. I understand the implications of property taxes on individual homeowners and business owners alike, which allows

me to advocate for fair, balanced policies that benefit both groups and the realities of governmental entities.

6. Commitment to Public Service

- Serving on the DCAD Board involves ensuring fairness in the appraisal process, which affects tens of thousands of property owners. My business and real estate experience demonstrate a capacity for leadership, making me an ideal candidate to contribute to the community through the board.

My combined experience in real estate, business ownership and governmental affairs positions me to bring valuable insights and a balanced perspective to the DCAD Board and the citizens it serves.

Community and Volunteer

Dallas City Commissioner appointed by Dallas City Council- Landmark Commission Oct 2021 - Present

Founding Member - Remember Black Dallas -Jan 2019 - Present · Civil Rights and Social Action

City of Dallas Emergency Management (FEMA) Dec 2016 - Present

Founder & Member - Historic Preservation League (now Preservation Dallas)

Member- Supporter – Dallas NAACP

Founder & Member - Swiss Ave Historic District

Founding and Current Member – Friends of Aldredge House Museum

Dallas County Park Board

Member - Supporter - The Southern Poverty Law Center

Member-Supporter – National Council of Jewish Women Dallas

WM. DAVID PALMER

(214) 557-8406 david.palmer1@verizon.net

Chief Executive, General Counsel, Manufacturing and Distribution

EXECUTIVE PROFILE

Visionary executive and strategic leader with a distinguished record of driving business growth, operational excellence, and regulatory compliance. Proven ability to build and scale companies. Lead high-performing teams and optimize manufacturing and logistics operations. Expertise spans manufacturing and distribution operations, financial management, cost accounting, legal and regulatory frameworks, and executive decision-making. Recognized for fostering a culture of integrity, innovation, and continuous improvement.

PROFESSIONAL EXPERIENCE

Systems and Operations Consultant

KEARNEY TRAILERS, LLC – Emory, TX

05/25 – Current

- Provide consulting in updating and refining ERP information systems and accounting practices for manufacturing utility trailers
- Provide organizational behavior consulting
- Improve data for management decision-making

President | Shareholder | Director

PREMARK HEALTH SCIENCE, INC. – Irving, TX

03/07 – 02/25

Business Leadership & Growth

- Founded and led contract manufacturing firm specializing in food, dietary supplement, and personal care cosmetic products.
- Expanded operations from 13,000 sq. ft. facility with 6 employees to a 74,815 square-foot state-of-the-art manufacturing plant with 54 employees.
- Diversified services from a flexible packaging tolling operation to full turn-key production and packaging of powders, capsules and liquids in both flexible and rigid packaging.
- Spearheaded technology upgrades from QuickBooks to QuickBooks Enterprise Manufacturing to NetSuite ERP for enhanced operational efficiency.
- Established and maintained a culture of compassion, quality, safety, and integrity, prioritizing employee development and business growth.
- Recognized in both the **Dallas 100** and **Aggie 100** in 2012.

Regulatory Compliance Excellence

- Maintained FDA registration as a Food, Cosmetic, and OTC Drug Manufacturer; and registrations with the Texas Department of State Health Services (TDSHS) as a Food, Drug, and Consumable Hemp Products Manufacturer.
- Implemented the newly adopted cGMP's (21 CFR 121) under the Dietary Supplement and Health Education Act (DSHEA) for Dietary Supplements beginning in 2009, and under the Food Safety Modernization Act (FSMA) for Food (21 CFR 117) in 2015.
- Led the company with commitment and dedicated hard work, to earn **NSF** certification for dietary supplement production and **SQF Quality/Level 3** certification for food manufacturing, both industry gold standards.

- Certified USDA Organic, Gluten Free (GFCO), Kosher and Halal. EU Dairy Certified and registered with Health Canada. All these registrations, certifications and company abilities can be viewed on the company's website www.premarkhs.com.

Consultant

STRATEGIC SOLUTIONS – Irving, TX

01/06 – 02/07

- Provided expert consulting in manufacturing and legal/regulatory compliance for companies in the nutritional and personal care industries.

President | Chief Operating Officer | Director

PROGRESSIVE LABORATORIES, INC. – Irving, TX

10/94 – 08/05

- Led operations, legal and regulatory affairs for a privately-owned, branded Practitioner line of dietary supplements, and began contract manufacturing of dietary supplements.
- Developed and implemented employee-focused training programs fostering a positive, high-performance culture contributing to consistent growth, averaging 14% annual revenue growth.
- Successfully navigated the new and complex regulatory landscape following Congressional passage of DSHEA in 1994, positioning the company for long-term compliance and success.

Legal & Accounting Career

- **Sole Practitioner, LAW OFFICE OF WM. DAVID PALMER** – Dallas, TX 04/90 – 10/94
- **Associate Attorney, RAY E. GREEN & ASSOCIATES, P.C.** – Dallas, TX 01/88 – 04/90
- **Associate Attorney/Law Clerk, NIELSEN & COMPANY, P.C.** – Dallas, TX 08/86 – 01/88
- **Senior Tax Accountant / Senior Auditor / Accounting Clerk, KRAFT FOODS COMPANY, INC.**
Garland TX and Chicago, IL 09/76 – 07/86

EDUCATION

Southern Methodist University, Dallas, TX

Master of Business Administration (Executive MBA Program)

May 2004

- Beta Gamma Sigma National Honorary Business Fraternity

DePaul University College of Law, Chicago, IL

Juris Doctor

January 1987

Southern Methodist University, Dallas, TX

Bachelor of Business Administration, Cum Laude

May 1982

- Major: Accounting
- Beta Alpha Psi National Honorary Accounting Fraternity
- Minor: Political Science

PROFESSIONAL MEMBERSHIPS

- Member, State Bar of Texas (15435950) 1987 - Present

COMMUNITY SERVICE & LEADERSHIP

- **Director**, Greater Irving – Las Colinas Chamber of Commerce 2001-2007
- **Director**, Irving Sister Cities 2012-2024
- **Commissioner**, City of Irving, Planning and Zoning Commission 2005-2012
- **Board Member**, City of Irving Tax Increment Investment Zone (TIF) No. 1 2012-2015
- **Councilman**, City of Irving, Place 8 At-Large 2015-2021

- Chaired the Planning and Development Committee, co-chaired the Boards and Commissions Appointments Committee
- Served on the Audit and Finance Committee, and the Transportation and Natural Resources Committee
- Acted as Council liaison to the National League of Cities and to the Irving Youth Council

PERSONAL:

Born May 25, 1958, at Methodist Hospital, Dallas TX. Married to Allyson since January 1983 and active in Boy Scouts with our three sons who are all Eagle Scouts. Friends of Scouting Chairman, Western Star District, 2005, 2006 and 2007.

Resume of:



Cassandra Phillips | REALTOR® | Leader | Advocate for Community and Education

With over two decades of experience in real estate and community leadership, **Cassandra Phillips** has built a career grounded in service, integrity, and a genuine passion for helping others. Licensed as a REALTOR® since 2001, she has held numerous influential roles within both the industry and her community—each reflecting her dedication to excellence and advocacy. Cassandra founded **Phillips Price Realty, Inc. (2005)** a firm built on integrity, service, and results — now proudly celebrating 20 years of helping clients achieve their real estate dreams. Her influence extends well beyond real estate.

Her leadership journey includes serving as a **Director for the Duncanville Chamber of Commerce (2006)**, Named **REALTOR® of the Year - SW Dallas Chapter of Women's Council of REALTORS (2006)**, **President of Bilhartz Elementary PTA (2008)**, and she twice served as **President of the Women's Council of Realtors®, Southwest Dallas Chapter (2008 & 2011)** and is a proud **Graduate of the Texas Realtors® Leadership Academy (Class of 2010)** she continues to elevate industry standards through service and example.

Her commitment to fair and equitable representation extends beyond real estate. As a past member of the **Board of Directors for the Dallas Central Appraisal District**, she played a key role in ensuring transparency and accuracy in property valuations. Elected to the **Duncanville ISD School Board in 2017- present**, Cassandra served as **Board President in 2020**, she remains deeply involved in shaping the educational future of her community.

Fun Facts:

She's an early riser and devoted **morning person**, a loyal **Apple user**, and a proud **mother of four** and **grandmother of three**, including the proud mom of a former professional football player. She doesn't drink soda, but she's full of energy—fueled by faith and a love for life. When she's not serving clients or her community, you'll find her **hiking, cycling, roller skating, walking, traveling or spending time with family**. Above all, she loves God and her family and believes in living a life of service, purpose, and gratitude.

America Rodriguez

101 Crockett Drive
Hutchins, TX 75141

214-301-1260
americarodriguez954@gmail.com

EDUCATION

Texas A&M University, College Station, Texas December 2022
Bachelor of Science in Agriculture Economics with a concentration in Finance and Real Estate
Cum Laude Honors

Envestnet Institute on Campus program Coursework completed in Spring 2021

- Broad-based training in asset and wealth management with an emphasis on managed solutions
- Learned the essential language of investment management and its ever-changing products and technologies

EXPERIENCE

City of Hutchins Council Member May 2025 – Present
Elected Official

- Create local laws to improve residents' quality of life and economic development in the city.
- Communicate with residents and city employees on city necessities and community projects.
- Approve budgets and oversee that city departments and services are effective and efficient.

BR Master Construction Dallas, TX November 2022 – Present
Operations Manager

- Oversee administrative and labor operations, day-to-day and quarterly necessities.
- Coordinate systems to effectively improve business processes.
- Manage training and compliance programs.

BR Master Construction Dallas, TX December 2018 – November 2022
Executive Assistant

- Coordinate schedules and communication between associates.
- Collect and develop reports for end of week and fiscal quarters, plus end-of-year earnings.
- Compute and coordinate weekly payroll and payroll projects.

ACTIVITIES

Keep Hutchins Beautiful Board August 2023 - Present
VP- Chair

- Create initiatives that beautify our city through hands-on projects and community outreach.
- Coordinate communication and processes to effectively complete programming.
- Work with national and local organizations to achieve beautification efforts.

Alpha Zeta Fall 2020 – Spring 2022
VP- Development / Censor

- Contact potential guest speakers and coordinate community outreach in the ag community.
- Coordinate with local committees and report at the national level.

SKILLS

- Can read, write, and speak proficient Spanish
- Advanced knowledge of QuickBooks and Canva
- Familiar with Microsoft Word and Microsoft Excel

Yemi Salau brings 15 years of rich experience in SAP and Project Management. Throughout this career, he has held key roles at renowned organizations, including IBM, Accenture, Verizon, CSC, Deluxe, General Dynamics, and PepsiCo. He has led significant projects for major clients, contributing to federal initiatives like the Logistics Modernization Program (LMP) and the US Navy Supply Command (NAVSUP), as well as being involved in Verizon's 5G rollout.

In 2023, Yemi was elected as a Council member for place 7 in Balch Springs. He earned his Bachelor of Science degree in Electrical Engineering from Farmingdale State University.

Beyond his professional pursuits, Yemi is actively engaged in community volunteering and enjoys traveling with his family. He is also a passionate reader, making time for literature whenever he can.

Joanna Mekeal

From: Pauline Medrano <Pauline.Medrano@dallascounty.org>
Sent: Monday, November 24, 2025 8:43 AM
To: Joanna Mekeal
Subject: RE: [External Sender]DCAD 2025 Nominee Questionnaire HP

Importance: High

Good morning, Ms. Mekeal,

I am seeking reappointment to the Dallas County Appraisal District Board to continue providing steady, accountable leadership during a period of growth and increasing complexity.

As chair of the Budget and Audit Committee, I have strengthened our Financial Committee, financial oversight and successfully led the board to invest in a local government investment pool, improving transparency, safeguarding funds, and maximizing returns.

I remain committed to disciplined governance, sound judgement, and ensuring the district operates efficiently and, in the public's best interest.

Should you have further questions, please let me know. Here's wishing an amazing Thanksgiving holiday.

Regards,

Pauline Medrano



Dallas County Treasurer | CTAT President

Pauline.Medrano@dallascounty.org

(214) 653-7321

From: Joanna Mekeal <jmekeal@hptx.org>
Sent: Thursday, November 20, 2025 4:43 PM
Subject: [External Sender]DCAD 2025 Nominee Questionnaire HP

Hello, DCAD 2025 Nominees:

My name is Joanna Mekeal, and I am the Town Secretary at the Town of Highland Park. It's nice to meet you all virtually!

Highland Park's Mayor and Town Council Members would like more information. Please read the questions below and email me your responses by **Monday, November 24th at 8:00 a.m.**

1. Why do you want to serve on the DCAD Board of Directors?
2. What opportunities do you anticipate?
3. Do you have any initiatives you would like to implement?
4. What challenges are you expecting?

Best,
Joanna Mekeal

Joanna Mekeal, TRMC | Town Secretary | Town of Highland Park

4700 Drexel Drive

Highland Park, Texas 75205

jmekeal@hptx.org

Office: 214.559.9457



*****OPEN RECORDS NOTICE: This email and responses may be subject to the Texas Open Records Act and may be disclosed to the public upon request. Please respond accordingly.*****

PUBLIC OFFICIALS – a “Reply to All” of this e-mail may lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

This message came from outside of Dallas County Government. Please be thoughtful before you click a link or provide your login information!

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast, a leader in email security and cyber resilience. Mimecast integrates email defenses with brand protection, security awareness training, web security, compliance and other essential capabilities. Mimecast helps protect large and small organizations from malicious activity, human error and technology failure; and to lead the movement toward building a more resilient world. To find out more, visit our website.



Town of Highland Park
4700 Drexel Drive
Highland Park, Texas 75205

Attention: Joanna Mekeal, TRMC

Dear Mayor Beecherl and Town Council Members,

I appreciate the opportunity to share my interest in serving on the Dallas Central Appraisal District Board of Directors. In response to your questions, I offer the following:

Why do you want to serve on the DCAD Board of Directors?

I am seeking this position because I believe a fair, transparent and consistent appraisal system is essential to the well-being of every community in our region. After more than thirty-six years of public service, I have seen firsthand how appraisal decisions affect families, economic development and long-term community stability. I am running for this role to help strengthen public trust and ensure that the system continues to operate with integrity and accountability.

What opportunities do you anticipate?

I see meaningful opportunities to improve communication and collaboration between the appraisal district, local governments and the public. As our region continues to grow, there is room to modernize processes, enhance predictability in valuations and provide clearer information that empowers residents to better understand how decisions are made. These opportunities can help create a more stable and equitable environment for taxpayers across the region.

Do you have any initiatives you would like to implement?

If elected, I intend to support initiatives that expand public education around the appraisal process. Many residents find the system difficult to navigate and I believe we can do more to offer clear explanations and accessible resources. I would also advocate for improved transparency and consistent data tools that help residents and cities better anticipate and understand valuation trends. Any initiative I support will be grounded in fairness, clarity and service to the public.

What challenges am you expecting?

I recognize that this role brings significant challenges. Market fluctuations, rapid regional growth and residents' concerns about affordability all require thoughtful leadership and steady judgment. These issues often create complex conversations, but I have spent my career



navigating difficult decisions with honesty, respect and a focus on community impact. I am prepared to approach these challenges with the same level of dedication and integrity.

Thank you for your time and consideration. It would be an honor to serve on the DCAD Board of Directors and continue contributing to a system that reflects fairness, transparency and a deep commitment to the public good.

Sincerely,

Mayor Clyde C. Hairston
City of Lancaster

RESOLUTION NO. 016-25

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, CASTING ITS VOTE FOR A MEMBER OF THE BOARD OF DIRECTORS OF THE DALLAS CENTRAL APPRAISAL DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Chief Appraiser has provided the participating taxing units eligible to vote for the nominees for the Appraisal District Board of Directors in accordance with the Texas Property Tax Code;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL:

Section 1. That the Town Council of the Town of Highland Park, Texas, does hereby cast its votes in accordance with the attached ballot, for a member of the Board of Directors of the Dallas Central Appraisal District.

Section 2. That this Resolution shall become effective immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the Town Council of the Town of Highland Park, Texas, on the 2nd day of December 2025.

PASSED, APPROVED, AND ADOPTED this 2nd day of December 2025.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary

Dallas Central Appraisal District Official Ballot

Election of Members to the Board of Directors

Below are the candidates for appointments to the two (2) voting positions on the Board, listed alphabetically. Please indicate your taxing unit's vote(s) by entering the number of votes to the right of the candidate(s) of choice.

<u>Nominees</u>	<u>Votes</u>
Kevin Carbo, Sr.	
Johnnae' Cortez	
John Cote	
Clyde Hairston	
Marion Hamilton	
Carter Holton	
Pauline Medrano	
Elishima Myles	
Larry Offutt	
William David Palmer	
Cassandra Phillips	
America Rodriguez	
Yemi Salau	