



**Town of Highland Park, Texas**  
**TOWN COUNCIL MEETING**  
**AGENDA**

8:00 AM  
May 5, 2026

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

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**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. 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 authorizing the Town Administrator to execute a contract with Holcomb Tree Service for professional tree pruning services.
- B. Take action authorizing the Town Administrator to execute contracts for the FY 2026 Street Resurfacing project.
- C. Take action authorizing the Town Administrator to execute a construction contract with Capko Concrete Structures, LLC for the Hackberry Creek Corridor Phase 1A and 1B project.
- D. Take action on the minutes of the Town Council meeting held on April 21, 2026.
- E. Take action on the minutes of the Town Council study session held on April 21, 2026.

**V. ADJOURNMENT**

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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  
Town Council  
Tuesday, May 5, 2026**

**Item Coversheet**

**Take action authorizing the Town Administrator to execute a contract with Holcomb Tree Service for professional tree pruning services.**

**PRESENTED BY:** Lori Chapin, Director of Engineering

**BACKGROUND:**

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The purpose of this item is to award a four-year contract for tree pruning at specified locations within the park system.

Prior to FY 2019, the Town's primary tree pruning contract rotated specific park locations each year to proactively address park tree pruning needs. This item is to revitalize this activity to preserve the Town's tree canopy.

Proactively pruning trees in the Town's parks is essential for public safety, tree health, structural integrity, and aesthetics. Key reasons for pruning include:

- **Public Safety:** Removing dead or damaged branches minimizes the risk of falling limbs and maintains safe clearance over pathways and sidewalks.
- **Disease Management:** Texas trees, particularly oaks, are prone to diseases. Pruning in the winter prevents the attraction of disease-carrying insects.
- **Structural Integrity and Health:** Regular pruning strengthens trees to survive extreme weather, increases wind resistance, and allows for better air circulation and sunlight exposure through the canopy.
- **Aesthetics and Maintenance:** Pruning keeps parks looking clean and well-maintained, improving the overall beauty of the canopy.

The project was advertised on March 23 and March 30, 2026, and three bids were received. The bid package requested turnkey pricing for tree pruning services at specific park locations over a four-year period. Alleys and easements are also included and will be pruned annually to provide clear travel. Please see the attached maps for the year and location.

This contract was based on the submittal of competitively sealed proposals. In addition, selection was based on the lowest-qualified responsible bidder who offered the best value according to the weighted selection criteria established in the bid documents. The result of the selection may not necessarily be the lowest bidder, but rather the lowest-qualified bidder to execute the work based on experience and qualifications. Holcomb Tree Service submitted the lowest qualified bid based on the selection criteria. Holcomb Tree Service has worked under contract for the Town in the

past and has maintained a reliable and positive working relationship.

The rates and quantities set forth in the bidding documents represent approximately the work to be performed and are for the purpose of comparing the bids on a uniform basis. The contract amount may vary annually and will not exceed \$100,000, based on actual quantities and work performed.

The contract is valid beginning on the bid award date and ending September 30, 2029.

## **RECOMMENDATION**

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Staff recommends authorizing the Town Administrator to execute a service contract with Holcomb Tree Service for scheduled tree pruning services for an amount not to exceed \$100,000 annually, for a total maximum contract price of \$400,000 (total of four years). Funding is subject to the contract terms, subsequent appropriated funds, and contractor performance.

The Engineer's recommendation for award and bid tabulation are attached for reference.

## **FINANCIAL IMPACT**

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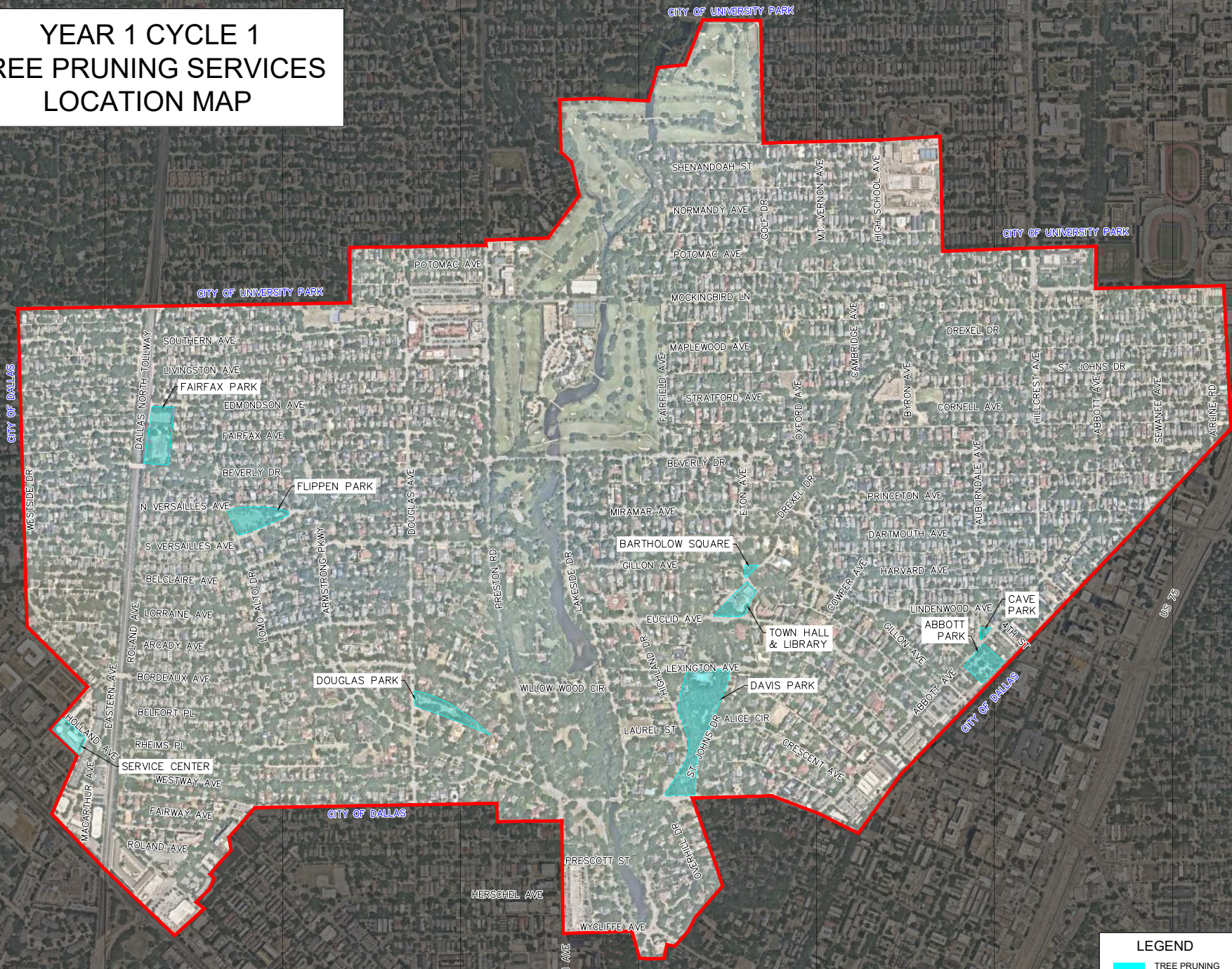
Funding is derived from the Parks Operating Budget, which includes \$63,000 and the Sanitation Operating Budget, which includes \$30,000 for FY 2026.

## **ATTACHMENTS**

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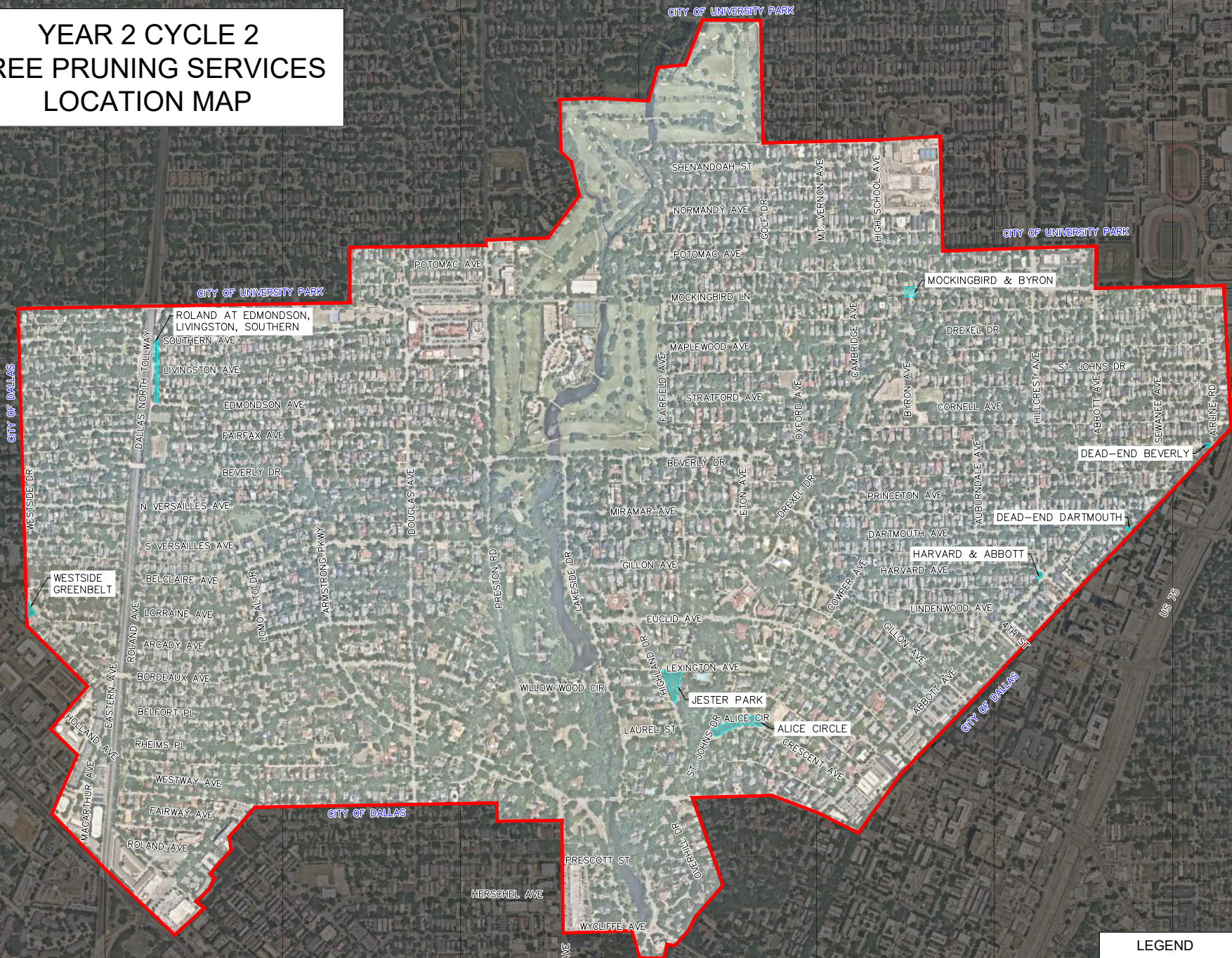
Scheduled Tree Pruning Bid - Location Maps, Recommendation Letter, Bid Tabulation


# YEAR 1 CYCLE 1 TREE PRUNING SERVICES LOCATION MAP



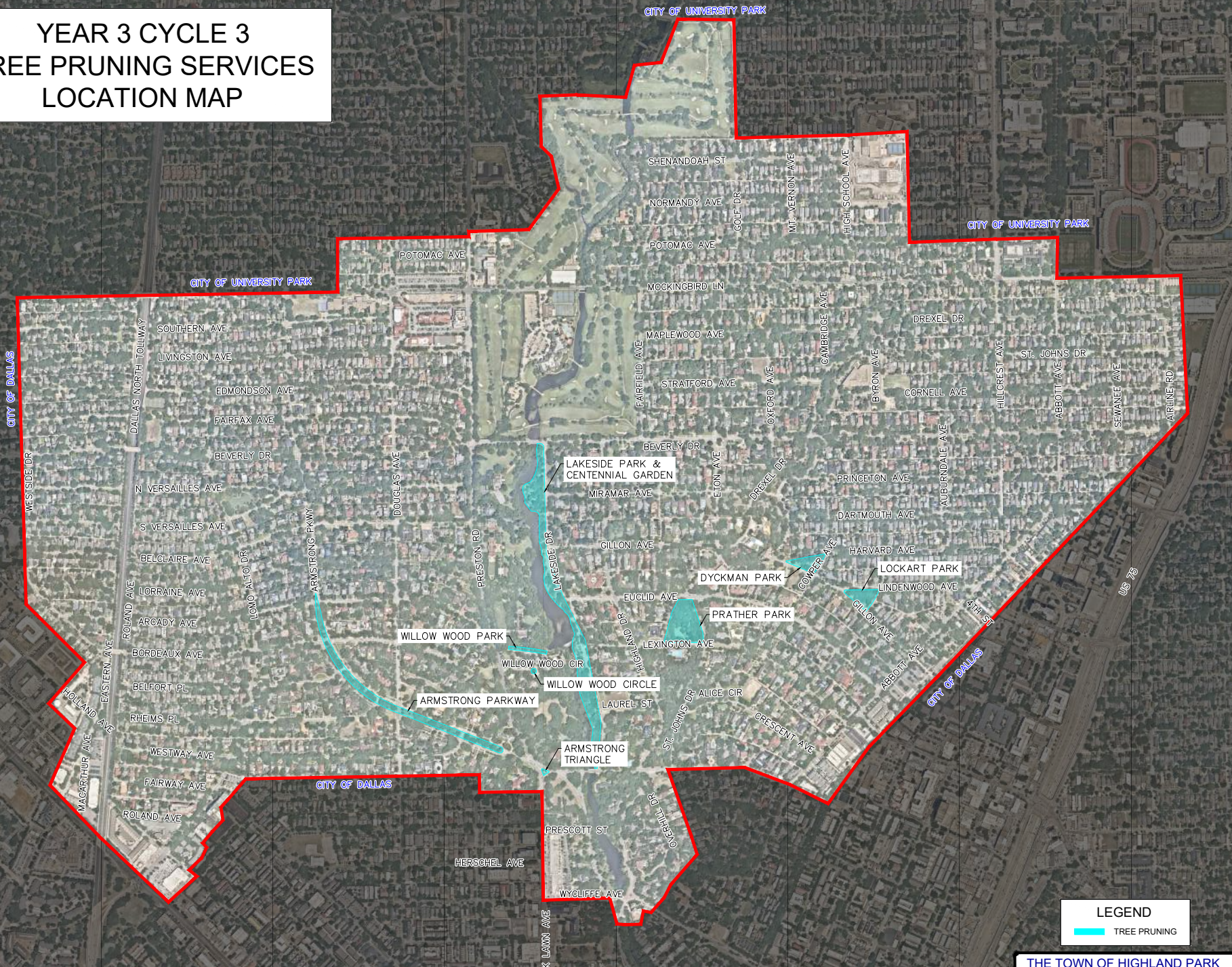
**LEGEND**  
 TREE PRUNING

# YEAR 2 CYCLE 2 TREE PRUNING SERVICES LOCATION MAP



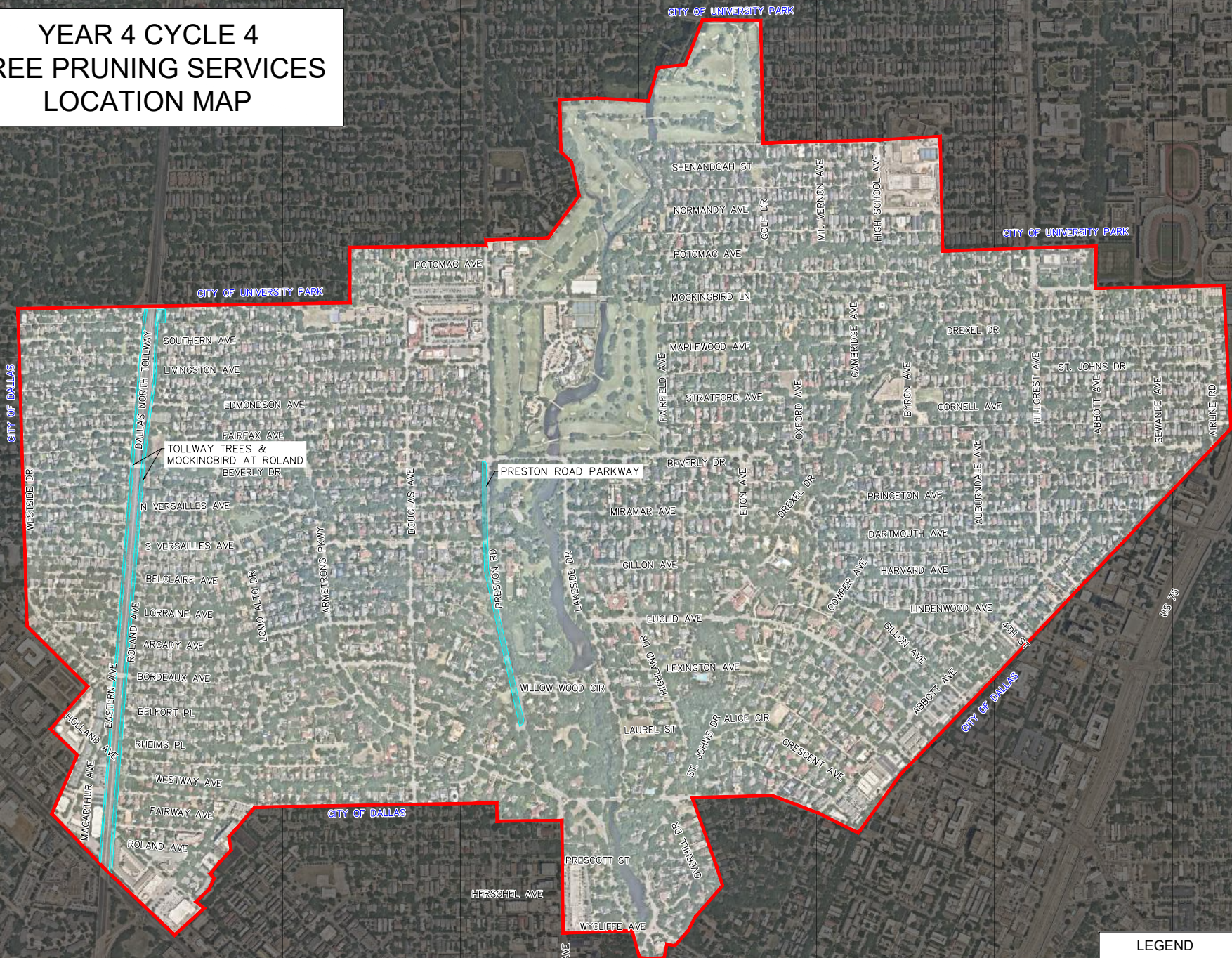
**LEGEND**  
 TREE PRUNING

# YEAR 3 CYCLE 3 TREE PRUNING SERVICES LOCATION MAP



**LEGEND**  
 TREE PRUNING

# YEAR 4 CYCLE 4 TREE PRUNING SERVICES LOCATION MAP



TOLLWAY TREES & MOCKINGBIRD AT ROLAND  
BEVERLY DR

PRESTON ROAD PARKWAY

**LEGEND**  
 TREE PRUNING





April 15, 2026

Ms. Lori Chapin, P.E.  
Director of Engineering  
Town of Highland Park  
4700 Drexel Drive, Highland Park, TX 75205

**RE: Scheduled Tree Pruning Bid (Bid No. 26-01-008-01)**

Ms. Chapin,

On April 14, 2026, the Town of Highland Park received bids for the Scheduled Tree Pruning Bid project. The following bids were received:

<b><u>Bidder</u></b>	<b><u>Base Bid</u></b>
Holcomb Tree Service	\$255,758.00
Simply Horticulture, LLC	\$324,490.00
Arbor Masters	\$336,000.00

Kimley-Horn and Associates, Inc. (Kimley-Horn) has reviewed the bidder’s qualifications and contacted the references provided by each bidder. Kimley-Horn has no objections to awarding the contract to Holcomb Tree Service.

Enclosed is a copy of the Bid Tabulation for your reference. Should you have any questions or comments, please do not hesitate to contact us.

Sincerely,

Kimley-Horn and Associates, Inc.

Christiana Noskin, P.E.

Owner: **Town of Highland Park (Bid No. 26-01-008-01)**  
 Project: **Scheduled Tree Pruning Bid**  
 Date: **April 14, 2026**

				<b>BIDDER 1</b>		<b>BIDDER 2</b>		<b>BIDDER 3</b>		<b>AVERAGE</b>	
				Holcomb Tree Service 10625 Ferguson Road Dallas, TX 75228		Simply Horticulture, LLC 640 Debbie Court Prosper, TX 75078		Arbor Masters 8250 Cole Parkway Lenexa, KS 66227			
Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost
<b>BASE BID - YEAR 1/CYCLE 1</b>											
1.1.a.	Davis Park	1	LS	\$24,700.00	\$24,700.00	\$48,750.00	\$48,750.00	\$16,000.00	\$16,000.00	\$29,816.67	\$29,816.67
1.1.b.	Town Hall & Library	1	LS	\$5,812.00	\$5,812.00	\$6,375.00	\$6,375.00	\$13,000.00	\$13,000.00	\$8,395.67	\$8,395.67
1.1.c.	Bartholow Square	1	LS	\$1,750.00	\$1,750.00	\$1,575.00	\$1,575.00	\$3,500.00	\$3,500.00	\$2,275.00	\$2,275.00
1.1.d.	Douglas Park	1	LS	\$2,625.00	\$2,625.00	\$8,625.00	\$8,625.00	\$10,000.00	\$10,000.00	\$7,083.33	\$7,083.33
1.1.e.	Flippen Park	1	LS	\$10,000.00	\$10,000.00	\$9,375.00	\$9,375.00	\$15,000.00	\$15,000.00	\$11,458.33	\$11,458.33
1.1.f.	Abbott Park	1	LS	\$8,250.00	\$8,250.00	\$9,750.00	\$9,750.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00
1.1.g.	Cave Park	1	LS	\$750.00	\$750.00	\$450.00	\$450.00	\$7,000.00	\$7,000.00	\$2,733.33	\$2,733.33
1.1.h.	Fairfax Park	1	LS	\$6,000.00	\$6,000.00	\$9,750.00	\$9,750.00	\$9,000.00	\$9,000.00	\$8,250.00	\$8,250.00
1.1.i.	Service Center	1	LS	\$750.00	\$750.00	\$1,950.00	\$1,950.00	\$7,000.00	\$7,000.00	\$3,233.33	\$3,233.33
<b>AMOUNT BID - BASE BID - YEAR 1/CYCLE 1</b>					<b>\$60,637.00</b>		<b>\$96,600.00</b>		<b>\$89,500.00</b>		<b>\$82,245.67</b>
<b>BASE BID - YEAR 2/CYCLE 2</b>											
1.2.a.	Harvard & Abbott	1	LS	\$1,750.00	\$1,750.00	\$1,200.00	\$1,200.00	\$2,500.00	\$2,500.00	\$1,816.67	\$1,816.67
1.2.b.	Dead-end Beverly	1	LS	\$1,125.00	\$1,125.00	\$1,950.00	\$1,950.00	\$1,750.00	\$1,750.00	\$1,608.33	\$1,608.33
1.2.c.	Dead-end Dartmouth	1	LS	\$750.00	\$750.00	\$1,950.00	\$1,950.00	\$1,750.00	\$1,750.00	\$1,483.33	\$1,483.33
1.2.d.	Alice Circle	1	LS	\$13,312.00	\$13,312.00	\$18,450.00	\$18,450.00	\$12,000.00	\$12,000.00	\$14,587.33	\$14,587.33
1.2.e.	Jester Park	1	LS	\$2,000.00	\$2,000.00	\$7,500.00	\$7,500.00	\$12,000.00	\$12,000.00	\$7,166.67	\$7,166.67
1.2.f.	Mockingbird & Byron	1	LS	\$1,750.00	\$1,750.00	\$1,600.00	\$1,600.00	\$1,500.00	\$1,500.00	\$1,616.67	\$1,616.67
1.2.g.	Westside Greenbelt	1	LS	\$12,185.00	\$12,185.00	\$2,000.00	\$2,000.00	\$7,000.00	\$7,000.00	\$7,061.67	\$7,061.67
1.2.h.	Roland at Edmondson, Livingston, Southern	1	LS	\$5,250.00	\$5,250.00	\$6,500.00	\$6,500.00	\$10,000.00	\$10,000.00	\$7,250.00	\$7,250.00
<b>AMOUNT BID - BASE BID - YEAR 2/CYCLE 2</b>					<b>\$38,122.00</b>		<b>\$41,150.00</b>		<b>\$48,500.00</b>		<b>\$42,590.67</b>
<b>BASE BID - YEAR 3/CYCLE 3</b>											
1.3.a.	Willow Wood Park	1	LS	\$4,500.00	\$4,500.00	\$5,400.00	\$5,400.00	\$2,000.00	\$2,000.00	\$3,966.67	\$3,966.67
1.3.b.	Willow Wood Circle	1	LS	\$250.00	\$250.00	\$600.00	\$600.00	\$1,000.00	\$1,000.00	\$616.67	\$616.67
1.3.c.	Lakeside Park & Centennial Garden	1	LS	\$21,125.00	\$21,125.00	\$32,850.00	\$32,850.00	\$23,000.00	\$23,000.00	\$25,658.33	\$25,658.33
1.3.d.	Armstrong Parkway	1	LS	\$19,250.00	\$19,250.00	\$19,800.00	\$19,800.00	\$15,000.00	\$15,000.00	\$18,016.67	\$18,016.67
1.3.e.	Armstrong Triangle	1	LS	\$500.00	\$500.00	\$1,440.00	\$1,440.00	\$6,000.00	\$6,000.00	\$2,646.67	\$2,646.67
1.3.f.	Prather Park	1	LS	\$18,437.00	\$18,437.00	\$29,700.00	\$29,700.00	\$18,000.00	\$18,000.00	\$22,045.67	\$22,045.67
1.3.g.	Lockart Park	1	LS	\$4,500.00	\$4,500.00	\$4,950.00	\$4,950.00	\$9,000.00	\$9,000.00	\$6,150.00	\$6,150.00
1.3.h.	Dyckman Park	1	LS	\$4,000.00	\$4,000.00	\$4,050.00	\$4,050.00	\$9,000.00	\$9,000.00	\$5,683.33	\$5,683.33
<b>AMOUNT BID - BASE BID - YEAR 3/CYCLE 3</b>					<b>\$72,562.00</b>		<b>\$98,790.00</b>		<b>\$83,000.00</b>		<b>\$84,784.00</b>
<b>BASE BID - YEAR 4/CYCLE 4</b>											
1.4.a.	Tollway Trees & Mockingbird at Roland	1	LS	\$45,187.00	\$45,187.00	\$42,000.00	\$42,000.00	\$5,000.00	\$5,000.00	\$30,729.00	\$30,729.00
1.4.b.	Preston Road Parkway	1	LS	\$14,250.00	\$14,250.00	\$27,500.00	\$27,500.00	\$35,000.00	\$35,000.00	\$25,583.33	\$25,583.33
<b>AMOUNT BID - BASE BID - YEAR 4/CYCLE 4</b>					<b>\$59,437.00</b>		<b>\$69,500.00</b>		<b>\$40,000.00</b>		<b>\$56,312.33</b>
<b>ANCILLARY OPTIONS - PERFORMED ANNUALLY</b>											
2.1	Alley Right-of-Way Clearance	1	LS	\$12,500.00	\$12,500.00	\$11,250.00	\$11,250.00	\$40,000.00	\$40,000.00	\$21,250.00	\$21,250.00
2.2	Easement Right-of-Way Clearance	1	LS	\$12,500.00	\$12,500.00	\$7,200.00	\$7,200.00	\$35,000.00	\$35,000.00	\$18,233.33	\$18,233.33
<b>AMOUNT BID - BASE BID - ANCILLARY OPTIONS - PERFORMED ANNUALLY</b>					<b>\$25,000.00</b>		<b>\$18,450.00</b>		<b>\$75,000.00</b>		<b>\$39,483.33</b>
<b>TOTAL AMOUNT BID</b>					<b>\$255,758.00</b>		<b>\$324,490.00</b>		<b>\$336,000.00</b>		<b>\$305,416.00</b>



Town of Highland Park  
Town Council  
Tuesday, May 5, 2026

Item Coversheet

Take action authorizing the Town Administrator to execute contracts for the FY 2026 Street Resurfacing project.

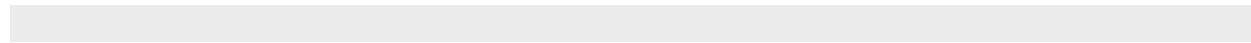
PRESENTED BY: Lori Chapin, Director of Engineering

BACKGROUND:

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The Town’s street maintenance program includes preservation seal, resurfacing, rehabilitation and reconstruction. As part of the annual resurfacing program, streets are selected, reviewed, and prioritized by staff, based on specific pavement evaluation criteria and its rating per the Pavement Asset Management Plan ("PAMP"). Pavement Condition Index ("PCI") values provide an indication of the types of problems present on the road surface and offer guidance on the type of work needed to fix the problem. A PCI value of ‘100’ denotes a road in excellent condition while ‘0’ represents a completely failed road.

The following represent the streets identified for the FY 2026 resurfacing project. Resurfacing includes milling (removing) the existing asphalt surface and placing (overlay) new asphalt (see attached location map):



<u>Block (s)</u>	<u>Limits</u>	<u>PCI Score by Block</u>
3900-4000	Lexington Avenue (Lakeside Drive to Drexel Drive)	47, 57
4600	N. Versailles Avenue (Westside Drive to Eastern Avenue)	54
4600	S. Versailles Avenue (Westside Drive to Eastern Avenue)	62
4600	Fairfax Avenue (Westside Drive to Eastern Avenue)	62
4600	Southern Avenue (Westside Drive to Eastern Avenue)	62

	Avenue)	
4600	Belclaire Avenue (Westside Drive to Eastern Avenue)	62
4600	Arcady Avenue (Westside Drive to Eastern Avenue)	61
4300	Fairfax Avenue (Armstrong Parkway to Douglas Avenue)	61
3600	Lindenwood Avenue (Gillon Avenue to Byron Avenue)	63

While some of the PCI scores are outside the range for resurfacing, which range between 61–80, staff is comfortable with this type of treatment as the subsurface condition of the roadway is stable and can support the new asphalt. These roadways will require full reconstruction in the future.

Staff has cross-referenced the FY2026 street resurfacing locations with the current list of residential development projects. In those streets where a residential project is underway, staff will reach out to the homeowner and contractor to coordinate construction activities for both projects to lessen the impact in the area.

The Town has a Cooperative Purchasing Agreement with Tarrant County for street construction. Under this agreement, staff procured a proposal from Dustrol, Inc. (see attached) to mill the existing asphalt surface of the selected streets. In addition, the Town has a Master Interlocal/Cooperative Purchasing Agreement with Dallas County. This agreement allows staff to contract with TexasBit (see attached) to overlay the selected streets with asphalt. Both Dustrol, Inc. and TexasBit have previously performed similar work in the Town, and staff are comfortable with their experience and level of performance.

## **RECOMMENDATION**

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Staff recommend approval authorizing the Town Administrator to execute contracts with Dustrol, Inc. in the amount of \$86,451.48 for milling asphalt surfaces, and with TexasBit in the amount of \$327,864.09 for the asphalt overlay for a total resurfacing amount of \$414,315.57.

**FINANCIAL IMPACT**

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The pricing received from Dustrol, Inc. and TexasBit is based on large quantities bid with Tarrant and Dallas counties. The purchasing agreements allow the Town to utilize the discounted pricing. Staff have confirmed that the price we receive through these agreements continues to be less than what has been provided through individual project bidding.

Funding will be derived from the Capital Fund within the Capital Improvement Plan.

**ATTACHMENTS**

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Dustrol\_Proposal\_2026, TexasBit\_Proposal\_2026, Resurfacing\_Map\_2026

2801 Hwy 114  
Fort Worth, TX 76177

P.O. Box 1728  
Roanoke, Texas 76262



26-04-HIGHLANDPARK

(817) 430-3958 Metro  
(817) 491-2354 Main Fax

**PROPOSAL**

To:

**Bid**

**Date:** April 1, 2026

**City Streets 2026**

**Highland Park, Texas**

**Re: County:** DALLAS

**Tarrant County Interlocal Bid F2024052**

**Quantities and Prices:**

<u>Item #</u>	<u>Description</u>	<u>Approx Quantity</u>		<u>Extension</u>
1:	MILL ASPH PAVEMENT (2")	20882.00 SY @	\$4.14 per SY =	<u>\$86,451.48</u>
<b>TOTAL:</b>				<b>\$86,451.48</b>

**BELOW INCLUDES SERVICES PROVIDED:**

<b>Milling</b>	<b>Trucking &amp; Disposal</b>	<b>Sweeping &amp; Cleaning</b>
<b>Water Transport</b>	<b>Detail &amp; Handwork</b>	
<b>(Excludes Water)</b>		

The quoted price includes up to 1 move-in(s); each additional move-in cost will be \$2,500.00

**IMPORTANT NOTES:**

- Milled material becomes the property of Dustrol, Inc.
- Dustrol, Inc. has registered and is in participation with the Homeland Security's E-Verify system.
- This quote to become the prevailing part of the subcontract.
- All milling areas must be accessible to and capable of being milled by a 7' milling drum.
- All base repair areas must be a minimum of 7' wide.
- The quoted milling price does not include saw cutting.
- The general contractor agrees to provide a project water source and the water for the milling operation.
- Dustrol, Inc. assumes no liability for the gradation of the milled material.
- Please notify Dustrol, Inc. with a letter of intent within 30 days of bid date if our quoted price is used.  
If Dustrol, Inc. is not notified within 30 days, Dustrol, Inc. is not obligated to honor the above prices.
- Upon completion of the designated section of the work, Dustrol, Inc. shall be relieved of all liability for the work, and protection of the work shall be assumed by others. Insurance and indemnification provided by Dustrol, Inc. shall be limited to this condition.

If you have any questions or require additional information, please contact, Tyler Seymour or Jr Benitez.

Sincerely,

**Armando Benitez**  
North Texas Area Manager

**Company:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Texas Materials Group, Inc.  
 420 Decker Drive, Suite 200  
 Irving, TX 75062  
 Phone: (214) 741-3531

**A CRH COMPANY**

**PROPOSAL AND CONTRACT**  
*(Dallas and Ellis County Interlocal Agreements)*

**To: Highland Park 2026**

**Effective Date: April 1, 2026**

Texas Materials Group, Inc., offers to furnish all material, labor and equipment required for the performance of the following described work subject to the terms and conditions of the Dallas County Interlocal IFB-2022-046-6961 and Ellis County RFB NO 2024-010.

Description of Work and Price: Place hot mix asphalt pavement at approximately 230 lbs/SY equivalent 2 inch of Ty D mix.

<u>Location</u>	<u>Limits</u>	<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Approx. Total</u>
Highland Park - Various	See Attached Sheet	Mobilization	1	\$3,000.00	\$3,000.00
	See Attached Sheet	TY-D Asphalt 2"	2,402	\$133.38	\$320,364.09
	See Attached Sheet	Traffic Control	3	\$1,500.00	\$4,500.00
					<b>\$327,864.09</b>

\*"See Attached Sheet"

**Note: As indicated in the scope of work, it includes three days of traffic control**

Unless the words "Lump Sum" appear next to an item of work, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the state unit prices for actual quantities of work performed by TexasBit.

This estimate expires thirty (30) days from the above date.

**TEXAS MATERIALS, INC.**

ACCEPTED: *Highland Park 2026*

**William "Luke" Warner**

Account Manager  
 214-926-9072

[William.Warner@Texasmaterials.com](mailto:William.Warner@Texasmaterials.com)

Date: \_\_\_\_\_

Date  
 4/1/2026

TEXAS MATERIAL ESTIMATE ONLY

Highland Park 2026

FOB Price Varies  
 Haul charge rate \$ 1.06  
 Zone 12  
 Plant Luna

Total Estimated Tons: 2402

Revised  
 April 1, 2026

						2421		2402									
Location/Street	Limits	Length	Width	Days Traffic Control	S/Y	Depth's/y	Tons	Ty-Mix	Mileage From Plant	FOB Price	Mileage Charge	Total Charge Per Ton (HMAC) (Dallas County Interlocal Pricing)	Total Charge Per SY Stabilization (Collin County Interlocal Pricing)	Total HMAC Cost	Total Traffic Control	Total Mobilization	
				3											\$ 4,500.00	\$ 3,000.00	
Lexington Avenue	Lexington Avenue	778	28		2421	230	278	TY-D	12	\$124.90	\$ 8.48	\$133.38	\$ 9.88	\$ 37,134.99	\$ -		
N. Versailles Avenue	N. Versailles Avenue	1010	24		2694	230	310	TY-D	12	\$124.90	\$ 8.48	\$133.38	\$ 9.88	\$ 41,322.46			
S. Versailles Avenue	S. Versailles Avenue	980	22		2396	230	276	TY-D	12	\$124.90	\$ 8.48	\$133.38	\$ 9.88	\$ 36,751.53			
Fairfax Avenue	Fairfax Avenue	1094	23		2796	230	322	TY-D	12	\$124.90	\$ 8.48	\$133.38	\$ 9.88	\$ 42,887.01			
Southern Avenue	Southern Avenue	1188	23		3036	230	349	TY-D	12	\$124.90	\$ 8.48	\$133.38	\$ 9.88	\$ 46,568.29			
Belclaire Avenue	Belclaire Avenue	941	22		2301	230	265	TY-D	12	\$124.90	\$ 8.48	\$133.38	\$ 9.88	\$ 35,294.35			
Arcady Avenue	Arcady Avenue	502	23		1283	230	148	TY-D	12	\$124.90	\$ 8.48	\$133.38	\$ 9.88	\$ 19,679.55			
Fairfax Avenue	Fairfax Avenue	1021	22		2496	230	287	TY-D	12	\$124.90	\$ 8.48	\$133.38	\$ 9.88	\$ 38,285.40			
Lindenwood Avenue	Lindenwood Avenue	470	28		1463	230	168	TY-D	12	\$124.90	\$ 8.48	\$133.38	\$ 9.88	\$ 22,440.52			

# Fiscal Year 2026 Street Resurfacing Project





**Town of Highland Park  
Town Council  
Tuesday, May 5, 2026**

**Item Coversheet**

**Take action authorizing the Town Administrator to execute a construction contract with Capko Concrete Structures, LLC for the Hackberry Creek Corridor Phase 1A and 1B project.**

**PRESENTED BY:** Lori Chapin, Director of Engineering

**BACKGROUND:**

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This item is provided as an opportunity for the Town Council to consider approval of the construction contract for the Hackberry Creek Corridor Phase 1A and 1B project.

In 2022, Kimley Horn was hired to perform condition assessments and design improvements associated with the Hackberry Creek Corridor Improvements project. The overall project encompassed the area between Byron Avenue and Armstrong Avenue and included the following key improvements - repairs to pedestrian bridges, erosion mitigation, repairs to retaining walls, drainage outfall improvements, and landscape restoration. In order to more efficiently deliver the improvements, the project was divided into two phases – Phase I included Hackberry Creek from Byron Avenue to Miramar Avenue and Phase II included Hackberry Creek from Euclid Avenue to Armstrong Avenue.

Phase I of the Hackberry Creek Corridor project was further divided into Phase 1A – Byron Avenue to Beverly Drive (Hackberry Creek North) and Phase 1B – Beverly Drive to Miramar Avenue (Hackberry Creek South). The Phase 1A and 1B work includes the removal and replacement of eight (8) cladded retaining walls along the corridor due to degradation of the existing walls and to mitigate erosion. The work also includes the necessary erosion control, traffic handling and tree protection during the construction of the new walls. Previous construction projects within this phase have included roadway and culvert improvements for Beverly Drive and Miramar Avenue, as well as improvements to Tennis Court #1 within Prather Park. The overall goal is to preserve the natural beauty and restore the corridor to preserve the Town's infrastructure.

This project was advertised on February 3rd and 10th, with eleven (11) bids being received on March 26, 2026. The bidding process for this construction project was based on competitively sealed/bid proposals. This procurement method bases selection on the lowest and most qualified responsible bidder who offers the best value based on the weighted selection criteria as established in the bid documents. The result of the selection may not necessarily be based on the lowest bidder, but rather the lowest qualified bidder based on a combination of cost, qualifications, experience, reputation and references.

Based on the selection criteria, Capko Concrete Structures, LLC submitted the lowest qualified bid in the amount of \$3,479,022. While Capko was not the lowest bid submitted, they excelled in several of the qualifications based on criteria including their previous work with the Town, their experience constructing the specific type of retaining walls to be used on this project, and their reputation with other municipal clients in this industry. Specifically referencing their previous work for the Town, Capko Concrete Structures, LLC recently completed the Beverly Drive and Miramar Avenue Improvements with excellent results. Additionally, a review of their bid concluded they had an accurate understanding of the project elements, which is key to avoiding change orders and delivering a successful project.

Construction is anticipated to begin following contract award and is estimated to be complete by Spring 2027.

**RECOMMENDATION**

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Staff recommends approval authorizing the Town Administrator to execute the construction contract with Capko Concrete Structures, LLC, for the Hackberry Creek Corridor Phase 1A and 1B project for \$3,479,022 and authorizing a construction contingency of \$300,000.

The contingency will be used during the construction phase to address field changes. Use of the contingency funds will be documented with change order requests negotiated between staff and the contractor as construction progresses.

The Engineer’s bid tabulation and recommendation for award are attached for reference.

**FINANCIAL IMPACT**

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The total contract amount, inclusive of contingency, is \$3,797,022, which is \$802,978 below the budgeted amount.

A total of \$4,600,000 was approved in the Fiscal Year 2026–34 Capital Improvement Plan within the Stormwater Drainage Fund for this project over a two-year period. The first phase of funding in the amount of \$2,500,000, was appropriated in Fiscal Year 2025–26, and the second phase of funding, in the amount of \$2,100,000, is planned for appropriation in Fiscal Year 2026–27.

**ATTACHMENTS**

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Hackberry Creek Phase 1A and 1B Project Area Map, Hackberry Creek Phase 1A and 1B Bid Tabulation, Hackberry Creek Phase 1A and 1B Recommendation Letter

# Hackberry Creek Corridor - Phase 1A and 1B Project



Owner: Town of Highland Park (Bid No. 2020-23-001-0506-01)

JOB NO.: 0646793

Project: Hackberry Creek Corridor - Phase 1A and 1B

Date: March 26, 2020

Item No.	Item Description	Quantity	Units	BIDDER 1		BIDDER 2		BIDDER 3		BIDDER 4		BIDDER 5		BIDDER 6		BIDDER 7		BIDDER 8		BIDDER 9		BIDDER 10		BIDDER 11		AVERAGE		ENGINEER'S ESTIMATE					
				Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost		
P01	MISCELLANEOUS	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00			
P02	GENERAL SITE PREPARATION	1	LS	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00		
P03	BARBICHADES, SIGNS AND TRAFFIC HANDLING	1	LS	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39	\$23,353.39		
P04	REMOVAL (EXISTING PIPES)	5	LF	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$1,611.05	\$322.21	\$322.21	\$1,611.05	
P05	REMOVAL (CONCRETE HEADWALL AND FLUME)	1	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
P06	REMOVAL (RETAINING WALLS)	1,298	LF	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38	\$293.34	\$380,753.38
P07	TOPSOIL (4")	1,584	CY	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20	\$5.55	\$8,789.20
P08	BLOCK BOD	1,584	CY	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64	\$17.86	\$28,088.64
P09	SEGMENT CONTROL FENCE	4,400	LF	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00	\$4.79	\$21,072.00
P10	ROCK CHECK DAM	335	CY	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60	\$35.76	\$11,979.60
P11	24" REINFORCED CONCRETE PIPE (CL III)	94	LF	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42	\$330.13	\$31,032.42
P12	RETAINING WALL (SPREAD FOOTING)	3,800	LF	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00	\$6.82	\$25,816.00
P13	RETAINING WALL (DRILLED SHAFT)	1,000	LF	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00	\$1.23	\$1,230.00
P14	CL-C CONCRETE (RETAINING WALL) (GRADE BEAM)	205	CY	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10	\$161.63	\$33,134.10
P15	DRILLED SHAFT (24 IN) (RETAINING WALL)	1,522	LF	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90	\$74.77	\$112,785.90
P16	STONE VENEER (RETAINING WALL)	12,913	SF	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26	\$14.02	\$181,036.26
P17	CREEK REESTABLISHMENT/WALL END TREATMENT	40	EA	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00	\$3,000.00	\$120,000.00
P18	TREE PROTECTION (INSTALL/MAINTAIN/REMOVE)	52	EA	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04	\$669.77	\$34,826.04
SUBTOTAL AMOUNT BID					\$1,189,176.21		\$2,977,967.00		\$2,785,243.00		\$3,093,000.00		\$3,099,740.07		\$3,479,022.00		\$3,530,000.00		\$3,544,786.00		\$3,834,747.00		\$3,864,103.03		\$4,099,456.00		\$3,190,658.28		\$3,707,620.00		\$4,070,000.00		
CONTINGENCY (4% - 10%)																																	
TOTAL AMOUNT BID					\$1,189,176.21		\$2,977,967.00		\$2,785,243.00		\$3,093,000.00		\$3,099,740.07		\$3,479,022.00		\$3,530,000.00		\$3,544,786.00		\$3,834,747.00		\$3,864,103.03		\$4,099,456.00		\$3,190,658.28		\$3,707,620.00		\$4,070,000.00		



April 28, 2026

Ms. Lori Chapin, P.E.  
Director of Engineering  
Town of Highland Park  
4700 Drexel Drive, Highland Park, TX 75205

**RE: Hackberry Creek Corridor – Phase 1A and 1B**

Ms. Chapin,

On March 26, 2026, the Town of Highland Park received bids for the Hackberry Creek Corridor – Phase 1A and 1B project. The following bids were received:

<b><u>Bidder</u></b>	<b><u>Base Bid</u></b>
CGC General Contractors, Inc.	\$1,189,176.21
Garret Shields Infrastructure, LLC	\$2,577,967.00
Knight Engineering & Construction	\$2,785,243.00
A&C Construction, Inc.	\$3,093,000.00
ALCC, LLC dba Perfect Finish Landscaping	\$3,099,740.07
Capko Concrete Structures, LLC	\$3,479,022.00
Cole Construction Inc.	\$3,530,000.00
Green Scalping	\$3,544,786.80
IBCTX, LLC	\$3,834,747.00
McMahon Contracting LP	\$3,864,103.03
Ratliff Hardscape	\$4,099,456.00

Kimley-Horn and Associates, Inc. (Kimley-Horn) has reviewed the bidder’s qualifications. Kimley-Horn has also completed a scoring exercise in accordance with the Evaluation Criteria provided in the project manual. The Town of Highland Park has reviewed our notes from proposal reviews and reference checks to confirm assigned points for each category. The following final scores were tabulated:

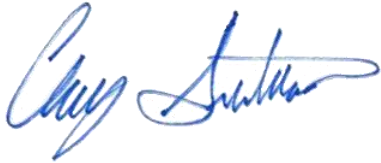
<b><u>Bidder</u></b>	<b><u>Evaluation Score</u></b>
Capko Concrete Structures, LLC	86.05
Cole Construction Inc.	84.52
Knight Engineering & Construction	84.28
Garret Shields Infrastructure, LLC	78.00
ALCC, LLC dba Perfect Finish Landscaping	76.58
Green Scalping	74.36
McMahon Contracting LP	71.36
A&C Construction, Inc.	70.67
IBCTX, LLC	65.61
Ratliff Hardscape	62.44
CGC General Contractors, Inc.	Disqualified Bidder

Kimley-Horn has verified that the bonding company for Capko Concrete Structures, LLC is licensed in the State of Texas. Based on the information provided, Kimley-Horn has no objections to awarding the contract to Capko Concrete Structures, LLC.

Should you have any questions or comments, please do not hesitate to contact us.

Sincerely,

Kimley-Horn and Associates, Inc.

A handwritten signature in blue ink, appearing to read "Clay Sutherland". The signature is fluid and cursive, with the first name "Clay" written in a larger, more prominent script than the last name "Sutherland".

B. Clay Sutherland, P.E.



**Town of Highland Park  
Town Council  
Tuesday, May 5, 2026**

**Item Coversheet**

**Take action on the minutes of the Town Council meeting held on  
April 21, 2026.**

**PRESENTED BY:** Joanna Mekeal, Town Secretary

**BACKGROUND:**

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Attached are the minutes of the Town Council meeting held on April 21, 2026.

**RECOMMENDATION**

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Staff recommends approval.

**FINANCIAL IMPACT**

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This item has no financial impact.

**ATTACHMENTS**

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2026-04-21 TC Minutes

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, APRIL 21, 2026.

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. Council Member Marc Myers 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. No comment was made.

IV. CONSENT AGENDA

On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Marc Myers, 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 April 7, 2026.*

*B. Take action on the minutes of the Town Council study session held on April 7, 2026.*

V. MAIN AGENDA

*A. Review, discuss, and take action on an ordinance amending the Fiscal Year 2025-26 Adopted Budget.* John Samford, CPA, Director of Finance, reported that on September 2, 2025, the Town Council adopted the Fiscal Year 2025–26 Budget (“FY26 Budget”) through Ordinance No. 2148. Staff recommends approval of an ordinance amending the FY26 Budget to: (1) increase General Fund Non-Departmental appropriations by \$1,550,000 to fund a microtransit program contract; and (2) increase General Fund Finance Department appropriations by \$89,910 to support reclassifying the Accounting Supervisor position to Controller and adding a full-time Accountant position. These amendments are part of a phased effort to modernize financial operations by improving efficiency, strengthening redundancy in critical functions, aligning with best practices, and ensuring the department can meet current and future service demands. The anticipated retirement of the Accounting Supervisor provides a timely opportunity to implement this transition. The proposed reorganization will enhance the department’s ability to manage increasingly complex financial activities, strengthen internal controls, and better support operational departments. On a motion made by Council Member Marc Myers, seconded by

Council Member Lydia Novakov, the Town Council voted unanimously to approve an ordinance amending the Fiscal Year 2025-26 Adopted Budget.

*B. Review, discuss, and take action on a service order to purchase alternative transit services addressing on-street parking-related challenges and mobility solutions.* Tobin Maples, AICP, Town Administrator, stated that the Town continues to experience on-street parking and circulation challenges due to regional traffic and daytime construction activity, which affect traffic flow, emergency access, and pedestrian safety. Staff has evaluated mobility solutions to reduce the impacts of non-resident vehicles, enhance safety, and maintain neighborhood functionality. During the February 17 and April 7 Study Sessions, the Town Council reviewed potential strategies, including a partnership with Via Transportation, Inc. (“Via”) to implement a microtransit program. This item focuses on the general on-demand and paratransit components; the Workforce Circulator, also known as Builder Shuttle, will be presented separately once further developed. The proposed program is designed as a contingency to ensure continuity of service for current Dallas Area Rapid Transit (“DART”) users, providing comparable paratransit options and connections to regional transit services. Through the Town’s participation in the 791 Purchasing Cooperative, staff may procure these services via an existing competitively awarded contract, meeting procurement requirements and enabling efficient implementation. Staff has developed a draft service order with an initial six-month term and extension options, allowing the Town to evaluate performance and refine the program as needed. Certain services may occur prior to issuance of a notice to proceed, with costs incurred in accordance with contract terms. Subject to Town Council direction, staff will finalize the agreement and implement the program. This action is administrative in nature and does not reflect or imply any position regarding participation in DART, nor does it presume the outcome of any future election or policy decision. Any notice to proceed will be issued only as authorized through applicable processes, and approval does not constitute a decision on transit system participation. In response to questions from Council Members Friedman and White, Mr. Maples indicated that customer fees are a policy matter that can be further considered prior to program launch. Addressing additional Town Council inquiries, Thomas De Ridder, Partnerships Principal with Via, stated that customers may schedule rides in advance, including recurring trips, through the mobile application. The service is designed as curb-to-curb within Town limits, with an additional one-mile service buffer beyond Town boundaries. Drivers receive appropriate training and undergo comprehensive background checks prior to operating vehicles. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Marc Myers, the Town Council voted unanimously to approve an initial six-month term of service order to purchase alternative transit services that address on-street parking-related challenges and provide mobility solutions.

## VI. ADJOURNMENT

Mayor Beecherl adjourned the Town Council meeting at 8:33 a.m.

APPROVED on the 5<sup>th</sup> day of May 2026.

APPROVED:

Will C. Beecherl  
Mayor

ATTEST:

Joanna Mekeal  
Town Secretary



**Town of Highland Park  
Town Council  
Tuesday, May 5, 2026**

**Item Coversheet**

**Take action on the minutes of the Town Council study session held on April 21, 2026.**

**PRESENTED BY:** Joanna Mekeal, Town Secretary

**BACKGROUND:**

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Attached are minutes of the Town Council study session held on April 21, 2026.

**RECOMMENDATION**

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Staff recommends approval.

**FINANCIAL IMPACT**

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This item has no financial impact.

**ATTACHMENTS**

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2026-04-21 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 8:39 A.M. ON TUESDAY, APRIL 21, 2026.

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 8:39 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 DISCUSSIONS

*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. There was no request made.

*B. Review and discuss proposed changes related to the Town's food sanitation regulations, including requirements for grease interceptors, fees, sinks, and update references to the pertinent State food safety rules, as well as waste hauler fees, including those that empty grease interceptors.* Jeff Armstrong, AICP, presented proposed amendments to the Town's food sanitation regulations, with a focus on requirements for grease interceptors, applicable fees, sink standards, and updates to align with current State food safety regulations. The discussion also included potential revisions to waste hauler fees, including those associated with servicing grease interceptors. Mr. Armstrong outlined several updates for consideration. These include adjusting health permit fees for food establishments to comply with recent State legislation imposing fee limitations; establishing comprehensive requirements and standards for grease interceptors in all food establishments that prepare food onsite; updating sink requirements; and revising ordinance language to accurately reflect the Texas Food Establishment Rules. Additional proposed modifications involve updates to regulations governing waste hauler fees, including those related to construction debris removal, portable toilet servicing, and grease interceptor maintenance. Following direction from the Town Council, staff will prepare a formal ordinance for consideration at a future Council meeting. Mayor Beecherl suggested incorporating the waste hauler fee into the permit structure. Mr. Armstrong confirmed that staff will evaluate this option. In response to a question from Council Member Novakov, Mr. Armstrong clarified that the Dallas Health Department does not inspect grease traps; however, businesses are required to maintain records documenting their disposal.

IV. CLOSED SESSION

*A. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.074, - PERSONNEL MATTERS - the Town Council will convene into closed session to deliberate on the appointment, employment, and duties of the Town Attorney.*

Mayor Beecherl recessed the study session at 9:13 a.m. and convened a closed session at 9:13 a.m., pursuant to: (A) In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.074, - PERSONNEL MATTERS - the Town Council will convene into closed session to deliberate on the appointment, employment, and duties of the Town Attorney.

Mayor Beecherl ended the closed session at 9:33 a.m. and reconvened the study session in open session at 9:33 a.m. No final action, decision, or vote was taken during the closed session.

V. 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. On a motion made by Council Member Marc Myers, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve the resolution, subject to Town Administrator approval of minor changes to Exhibit A as discussed in closed session.*

VI. ADJOURNMENT – Mayor Beecherl adjourned the Study Session at 9:58 a.m.

APPROVED on the 5<sup>th</sup> day of May 2026.

APPROVED:

Will C. Beecherl  
Mayor

ATTEST:

Joanna Mekeal  
Town Secretary