



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

8:00 AM  
June 16, 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. RECOGNITION**

- A. Recognition of the Office of the Municipal Clerk in the Town of Highland Park receiving an Achievement of Excellence Award conferred by the Texas Municipal Clerks Association.

**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 resolution to ratify the execution of the Communications System Agreement between the Town of Highland Park, the City of University Park, and Southern Methodist University.
- B. Take action on the minutes of the Town Council meeting held on June 2, 2026.
- C. Take action on the minutes of the Town Council study session held on June 2, 2026.

**VI. MAIN AGENDA**

- A. Review, discuss, and take action on acceptance of a donation from the Friends of the Highland Park Library to the Highland Park Library.
- B. Review, discuss, and take action to extend the construction period for a new single-family home from 24 to 36 months on the property located at 4308 Westway Avenue.

- C. Review, discuss, and take action on a resolution confirming the appointment of the alternate representative to the North Central Texas Council of Governments Regional Transportation Council.

## **VII. 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, June 16, 2026**

**Item Coversheet**

**Recognition of the Office of the Municipal Clerk in the Town of Highland Park receiving an Achievement of Excellence Award conferred by the Texas Municipal Clerks Association.**

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

**BACKGROUND:**

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TMCA's Municipal Clerk's Office Achievement of Excellence Award was designed to recognize excellence in the effective and efficient management of resources in a municipal clerk's office. The first recipients were awarded in 2020. The Achievement of Excellence Award covers a period of two years.

The Achievement of Excellence Award program recognizes municipal clerk offices that demonstrate a commitment to the effective and efficient administration of resources in support of sound local governance. This award honors clerk offices across the state that maintain compliance with applicable federal, state, and local laws and regulations, reflecting the high standards required to successfully fulfill the duties and responsibilities of the municipal clerk's office.

The office of the Municipal Clerk in the Town of Highland Park is one of 42 to receive the Texas Municipal Clerk's Office Achievement of Excellence Award.

Presenting the award is Shelley George, T.R.M.C., M.M.C., City Secretary of Allen and past President of the Texas Municipal Clerks Association (2020).

**RECOMMENDATION**

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None.

**FINANCIAL IMPACT**

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None.

**ATTACHMENTS**

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2026 Achievement of Excellence Award



May 13, 2026

Will C. Beecherl, Mayor  
Town Council Members  
Tobin Maples, Town Administrator  
Town of Highland Park

Dear Mayor Will C. Beecherl, Town Council Members, and Tobin Maples,

This letter is to inform you that the Office of the Municipal Clerk in the Town of Highland Park is one of 42 to receive the Texas Municipal Clerk's Office Achievement of Excellence Award.

The program recognizes the statutory requirements and demands for the effective management of resources for proper governance by the municipal clerk's office. The award itself recognizes municipal clerk offices throughout the state for compliance with federal, state and local statutes that govern standards necessary to fulfill the duties and responsibilities of the office. A municipal clerk's office must have met and demonstrated nine of 12 standards to be eligible to receive the award. The 12 standards considered by the committee includes:

- Records Management
- Professional Development / Certifications
- Government Transparency
- Elections
- Awards/Recognitions
- Public Information Act
- Open Meetings Act
- Boards/Commissions
- Municipal Clerk Office Policies/Procedures
- Other Areas of Responsibility
- Innovation/Stream Line Projects
- Departmental Training

The recipients of this distinguished award will be recognized in the June issue of the TMCA, Inc., newsletter and be officially acknowledged in October at the awards banquet during our annual Advanced Institute. In addition, the Municipal Clerk's Office will receive a framed award certificate, so watch for it in the mail approximately 8 – 10 weeks!

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Kirkland".

Jennifer Kirkland, TRMC  
Chair, Achievement of Excellence Award Committee  
Texas Municipal Clerks Association, Inc.



C: Achievement of Excellence Award Committee  
Gretchen Mercer, TRMC – TMCA, Inc., President  
Sharon McFadden, TRMC – Committee Board Liaison



May 13, 2026

Joanna Mekeal  
Town of Highland Park

*via email: jmekeal@hptx.org*

Dear Joanna Mekeal

Congratulations on behalf of the Texas Municipal Clerks Association, Inc., and the Achievement of Excellence Award Committee. The Office of the Municipal Clerk in the Town of Highland Park has met the requirements to receive the Achievement of Excellence Award!

The Achievement of Excellence Award program recognizes the statutory requirements and demands for the effective and efficient management of resources for proper governance by the municipal clerk's office. The award recognizes municipal clerk offices throughout the state for compliance with federal, state and local statutes that govern standards necessary to fulfill the duties and responsibilities of the office. A municipal clerk's office must have met nine of 12 standards to be eligible for the Excellence Award.

Your office clearly succeeded in demonstrating the standards that qualified you to receive this award and we are proud of you and your office's accomplishments. This award highlights contributions that you and your town make in your local government.

The recipients of this distinguished award will be recognized in the June issue of the TMCA, Inc., newsletter and officially acknowledged in October at the awards banquet held during our annual Advanced Institute. In addition, the municipal clerk's office will receive a framed award certificate, so watch for it in the mail in approximately 8 – 10 weeks! If you would like your award presented in person or at a Town Council meeting, please contact a TMCA staff member at [municlerks@unt.edu](mailto:municlerks@unt.edu).

A copy of the notification mailed to your Designated Official(s) is enclosed. Congratulations again and keep up the GREAT work!

Sincerely,

Jennifer Kirkland, TRMC  
Chair, Achievement of Excellence Award Committee  
Texas Municipal Clerks Association, Inc.

C: Achievement of Excellence Award Committee  
Gretchen Mercer, TRMC – TMCA, Inc., President  
Sharon McFadden, TRMC – Committee Board Liaison





**Town of Highland Park  
Town Council  
Tuesday, June 16, 2026**

**Item Coversheet**

**Take action on the resolution to ratify the execution of the Communications System Agreement between the Town of Highland Park, the City of University Park, and Southern Methodist University.**

**PRESENTED BY:** Chuck McGinnis, Director of the Department of Public Safety/Chief

**BACKGROUND:**

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In 2019, the Town of Highland Park ("Town") and the City of University Park ("City") entered into an Interlocal Agreement ("ILA") with the Garland, Mesquite, Rowlett, and Sachse ("GMRS") Radio System to participate in a regional public safety communications network and achieve compliance with the State of Texas' Project 25 ("P25") interoperability standards. Following the installation and implementation of the necessary infrastructure and equipment, the Town and City successfully transitioned to the GMRS system in 2021. At that time, the Southern Methodist University ("SMU") Police Department elected not to migrate to the P25-compliant radio system.

SMU has since implemented a P25-compliant communications system; however, it did not join the GMRS ILA. To preserve interoperability and enhance public safety communications among the Town, the City, and SMU, a Communications System Agreement was developed to provide SMU with limited access to designated public safety radio channels. On June 8, 2026, Town Administrator Tobin Maples executed the Agreement to support ongoing public safety coordination and operational readiness, including the need for timely and effective inter-agency communications in anticipation of increased regional public safety demands associated with FIFA World Cup activities.

The proposed resolution ratifies and affirms the Communications System Agreement and authorizes its continued implementation in accordance with its terms and applicable system requirements.

**RECOMMENDATION**

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Staff recommends acceptance and action on the resolution.

**FINANCIAL IMPACT**

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This item has no financial impact.

## **ATTACHMENTS**

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Res. No. 013-2026 HP-UP-SMU Radio Agreement, Executed Communications System Agreement HP UP SMU

RESOLUTION NO. 013-26

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, ACKNOWLEDGING, RATIFYING, AND AFFIRMING THAT CERTAIN COMMUNICATIONS SYSTEM AGREEMENT AMONG THE TOWN OF HIGHLAND PARK, THE CITY OF UNIVERSITY PARK, AND SOUTHERN METHODIST UNIVERSITY FOR PUBLIC SAFETY COMMUNICATIONS AND INTEROPERABILITY, AND AUTHORIZING CONTINUED IMPLEMENTATION THEREOF

WHEREAS, the Town of Highland Park, Texas (the “Town”), and the City of University Park, Texas (the “City”) (collectively, the “Municipalities”), are Texas home rule municipalities authorized to participate in regional public safety communications system and related interoperability frameworks; and

WHEREAS, the Municipalities jointly participate in a digital radio communications system and associated infrastructure (the “Radio System”) pursuant to an Interlocal Radio System Usage Agreement (the “ILA”), for public safety and governmental communications purposes; and

WHEREAS, the Municipalities and the University have entered into a Communications System Agreement (the “Agreement”) to provide the University with limited access to designated public safety radio channels solely for interoperability and coordination of public safety communications with the Municipalities; and

WHEREAS, the Agreement does not confer upon the University any ownership interest in, governance authority over, or membership rights in the Radio System or the ILA; and

WHEREAS, use of the Radio System under the Agreement is subject to compliance with applicable federal, state, and local law, Federal Communications Commission (FCC) regulations, and all applicable policies governing system use; and

WHEREAS, execution of the Agreement was undertaken in furtherance of public safety coordination needs and operational readiness, including the need to ensure timely interoperability capabilities in anticipation of increased regional public safety demands associated with FIFA World Cup-related activities; and

WHEREAS, the Town Council has been informed of the execution and implementation of the Agreement and finds that participation by the University in limited interoperability communications supports coordinated emergency response and public safety objectives; and

WHEREAS, the Town Council desires to acknowledge, ratify, and affirm the Agreement and supports its continued implementation consistent with its terms and governing system requirements.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Highland Park, Texas:

SECTION 1. The findings recited above are incorporated as if fully set forth in the body of this Resolution.

SECTION 2. The Town Council hereby acknowledges, ratifies, and affirms the Communications System Agreement by and among the Town of Highland Park, the City of University Park, and Southern Methodist University, and supports its continued implementation for public safety interoperability and emergency communications purposes.

SECTION 3. The Town Council finds that the Agreement serves a valid public purpose, including enhancement of public safety communications, emergency response coordination, and protection of public health and safety during periods of increased regional activity associated with FIFA World Cup-related events and other large-scale public safety events or regional activities.

SECTION 4. Town staff are authorized to continue coordination with the City and the University as necessary to implement the Agreement and ensure effective interoperability and compliance with applicable public safety communications protocols, FCC requirements, and technical requirements.

SECTION 5. Nothing in this Resolution shall be construed to modify, expand, or limit the terms of the Agreement, nor to create any additional rights or obligations beyond those set forth therein.

SECTION 6. If any provision of this Resolution is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

SECTION 7. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED on the 16<sup>th</sup> day of June, 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas  
Town Attorney

Will C. Beecherl  
Mayor

ATTEST:

Joanna Mekeal  
Town Secretary

## COMMUNICATIONS SYSTEM AGREEMENT

This AGREEMENT (this “Agreement”) is made and entered into in the County of Dallas, State of Texas, by and between the City of University Park and the Town of Highland Park, duly incorporated and existing under the constitution and laws of the State of Texas, (each a “Municipality” and collectively “the Municipalities”), and Southern Methodist University (“User” or “SMU”), a Texas nonprofit corporation. The Municipalities and the User may be referred to herein collectively as the “Parties” and individually as a “Party.”

**WHEREAS**, the Municipalities are Texas home rule municipalities authorized to enter into this Agreement; and

**WHEREAS**, User is a private institution of higher education as defined in Texas Education Code Section 61.003 and is authorized to enter this Agreement; and

**WHEREAS**, pursuant to an Interlocal Radio System Usage Agreement (the “ILA”), the Municipalities have jointly procured, funded, and implemented a Project 25 (P25) compliant trunked digital radio communications system and associated infrastructure (the “Radio System”) for public safety and governmental communications purposes; and

**WHEREAS**, the Radio System includes jointly owned and interdependent fixed infrastructure necessary for system operation, including tower site equipment and a shared microwave backbone, which components function as an integrated communications network utilized by each Municipality; and

**WHEREAS**, each Municipality separately owns and is responsible for its respective dispatch console systems, subscriber radios, and other end-user radio equipment used to access and operate on the Radio System; and

**WHEREAS**, each Municipality holds the applicable Federal Communications Commission (FCC) licenses for its authorized radio operations and utilizes the Radio System in accordance with such licenses and the governing provisions of the ILA; and

**WHEREAS**, the Radio System operates in coordination with a regional interoperability governance and administration framework (the “System Core”), which is responsible for administration of interoperability channel access, channel plans, and related technical and operational requirements; and

**WHEREAS**, access to interoperability channels within the Radio System is limited to the Municipalities and other users authorized by the applicable Municipality, and any entity that is not a party to the ILA and does not otherwise participate in the governance or operation of the System Core may be granted such access only upon execution of a separate letter of agreement (the “System LOA”) with the System Core administrator, which establishes eligibility, technical authorization requirements, and permitted interoperability use parameters; and

**WHEREAS**, this Agreement provides for limited interoperability access by User to designated public safety radio channels of each Municipality solely for coordination of public safety incidents, emergencies, and planned special events affecting User and one or both Municipalities, and does not confer upon User any ownership interest in, governance authority over, or membership rights with respect to the Radio System, the System Core, or the ILA; and

**WHEREAS**, use of interoperability resources under this Agreement is subject to compliance with applicable federal, state, and local law, FCC regulations, and the policies of each Municipality governing use of its radio channels; and

**WHEREAS** execution and continued effectiveness of the System LOA is a condition precedent to User's authorization to access or utilize any interoperability channels or resources made available under this Agreement; and

**WHEREAS**, pursuant to the foregoing, User and the Municipalities desire to enter into this Agreement to set forth the terms of their cooperation, rights, and obligations in the Radio System whereby User may be licensed by the Municipalities to enable User's radio equipment to operate on the System.

**NOW, THEREFORE, IN CONSIDERATION** of the mutual terms, conditions, promises, and covenants hereinafter set forth, the Parties agree to perform the following acts and to be bound by the following statements to establish, operate, and maintain the system:

1. Recitals Incorporated. The Parties acknowledge and agree that the recitals set forth above are true and correct and are hereby incorporated into and made a part of this Agreement for all purposes as if fully set forth herein. The recitals constitute material terms of this Agreement and shall be considered in the interpretation and construction of this Agreement and the rights and obligations of the Parties hereunder.

2. Grant of License. Municipalities hereby grant User specific permission to operate User's owned or leased field radio equipment or equipment attached and/or interfaced to the Radio System infrastructure in accordance with the specific details and requirements for use as set forth in "Exhibit A, Terms of Use," which is attached hereto, incorporated herein, and made a part of this Agreement for all purposes. Failure to comply with these specifications and requirements may result in suspension of permissions **following written notice to User and a reasonable opportunity to cure**, except in cases of immediate threat to system integrity or public safety.

3. Term. The Agreement shall become effective upon the signing of the Agreement by all Parties (the "Effective Date") and shall continue in full force and effect unless terminated in accordance with the provisions set forth herein and in Exhibit A.

4. Responsibilities of the Parties. User agrees to be responsible for its own acts of negligence, and Municipalities agree to be responsible for their own acts of negligence which may arise in connection with this Agreement. In the event of joint and concurrent negligence, User and Municipalities agree that responsibility shall be apportioned comparatively. This obligation shall be construed for the benefit of the Parties hereto, and not for the benefit of any third parties, nor to

create liability for the benefit of any third parties, nor to deprive the Parties hereto of any defenses or immunities each may have under the laws and court decisions of the State of Texas.

5. Independent Contractor. It is expressly understood and agreed that User shall operate as an independent contractor as to all rights and privileges granted herein, and not as an agent, representative or employee of Municipalities. Subject to and in accordance with the conditions and provisions of this Agreement, User shall have the exclusive right to control the details of its operations and activities and be solely responsible for the acts and omissions of its employees, directors, officers, agents, authorized representatives, subcontractors, and consultants. User acknowledges that the doctrine of *respondeat superior* shall not apply as between Municipalities, their employees, directors, officers, agents, and authorized representatives, and User and its employees, directors, officers, agents, authorized representatives, subcontractors, and consultants. User further agrees that nothing herein shall be construed as the creation of a partnership, joint enterprise, joint venture, or other legal association among any of the Parties.

6. Non-Appropriation of Funds. Municipalities and User will use their best efforts to appropriate sufficient funds to support obligations under this Agreement. However, in the event that sufficient funds are not appropriated by a Party's governing body or board, and as a result, that Party is unable to fulfill its obligations under this Agreement, that Party (i) shall promptly notify the other Parties in writing and (ii) may terminate this Agreement, effective as of the last day for which sufficient funds have been appropriated.

7. Right to Audit. User agrees that Municipalities shall, at no additional cost to Municipalities, during and until the expiration of three (3) years after termination of this Agreement, have access to and the right to examine at reasonable times any directly pertinent books, documents, papers, records, and communications of the User involving transactions relating to this Agreement. The User agrees that Municipalities shall have access during normal working hours to User facilities as determined by SMU and shall be provided with an adequate and appropriate workspace in order to conduct audits in compliance with the provisions of this section. Municipalities agree that access shall be limited to only those records directly related to this Agreement and subject to applicable federal and state laws and regulations as well as applicable SMU policies and procedures. Municipalities shall give User reasonable advance notice of intended audits.

8. Assignment. None of the Parties shall have the right to assign or subcontract any of its duties, obligations, or rights under this Agreement without the prior written consent of the other Parties which such right shall not be unreasonably withheld, conditioned, or delayed. Any assignment in violation of this provision shall be void.

9. No Waiver. The failure of any Party to insist upon the performance of any provision or condition of this Agreement or to exercise any right granted herein shall not constitute a waiver of that Party's right to insist upon appropriate performance or to assert any such right on any future occasion.

10. Governmental Powers/Immunities. It is understood and agreed that by execution of this Agreement, Municipalities do not waive or surrender any of their governmental powers or immunities.

11. Amendments. No amendment to this Agreement shall be binding upon any Party hereto unless such amendment is set forth in writing, dated subsequent to the date of this Agreement, and signed by all Parties.

12. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired.

13. Confidential Information. To the extent permitted by law, each Party agrees to protect the confidential information of the other Parties. Each Party shall treat all information provided to it by any other Party as confidential and shall not disclose any such information to a third party without the prior written consent of the Party which owns the confidential information that is subject to disclosure, unless such disclosure is required by law, rule, regulation, or court order, in which case the Party from which the confidential information is requested shall notify the Party which owns the confidential information in writing of such requirement in sufficient time to allow the other Party to seek injunctive or other appropriate relief to prevent such disclosure. Each Party shall store and maintain the information of each other Party in a secure manner and shall not allow unauthorized users to access, modify, delete, or otherwise corrupt any of a Party's information in any way. Each Party shall notify the other Party or Parties immediately if the security or integrity of any information of another Party has been compromised or is believed to have been compromised.

14. Force Majeure. The Parties shall exercise their best efforts to meet their respective duties and obligations hereunder, but shall not be held liable for any delay in or omission of performance due to force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any state or federal law or regulation, acts of God, fires, strikes, lockouts, national disasters, wars, riots, material or labor restrictions, transportation problems, existing contractual obligations directly related to the subject matter of this Agreement, or declaration of a state of disaster or emergency by the federal, state, county, or City / Town government in accordance with applicable law.

15. Notices. Notices required pursuant to the provisions of this Agreement shall be conclusively determined to have been delivered when (1) hand-delivered to the other Party, its agents, employees, servants or representatives, (2) delivered electronically via email to the addresses listed for each Party in this section or (3) received by a Party by United States Mail, registered, return receipt requested, addressed as follows:

<p>If to SMU:: Email: <a href="mailto:POLICE@smu.edu">POLICE@smu.edu</a></p> <p>With a copy to: <a href="mailto:ola@smu.edu">ola@smu.edu</a></p>	<p>James Walters Chief SMU Police Department 6300 N. Central Expressway, 2<sup>nd</sup> Fl Dallas, TX 75206</p> <p>Paul J. Ward Vice President for Legal Affairs and General Counsel</p>
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<p>If to Town of Highland Park: Email: <a href="mailto:tmaples@hptx.org">tmaples@hptx.org</a></p> <p>With a copy to: Email: <a href="mailto:susan@txmunicipallaw.com">susan@txmunicipallaw.com</a></p> <p>If to City of University Park: Email: <a href="mailto:bmathes@uptexas.org">bmathes@uptexas.org</a>; <a href="mailto:rcorder@uptexas.org">rcorder@uptexas.org</a> <a href="mailto:rhowell@uptexas.org">rhowell@uptexas.org</a></p>	<p>Southern Methodist University P.O. Box 750132 Dallas, TX 75205-0132</p> <p>Tobin Maples Town Administrator 4700 Drexel Drive Highland Park, TX 75205</p> <p>Susan Thomas Highland Park Town Attorney 6371 Preston Rd., Ste. 200 Frisco, TX 75034</p> <p>Robbie Corder City Manager 3800 University Blvd. University Park, TX 75205</p>
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16. Governing Law / Venue. This Agreement shall be construed in accordance with the laws of the State of Texas. Venue for any action brought on the basis of this Agreement shall lie exclusively in state courts located in Dallas County, Texas, or the United States District Court for the Northern District of Texas – DALLAS Division. In any such action, each Party shall pay its own attorneys’ fees, court costs, and other expenses incurred as a result of the action.

17. Entirety of Agreement. This written instrument, including all Exhibits attached hereto, contains the entire understanding and agreement between Municipalities and User as to the matters contained herein. Any prior or contemporaneous oral or written agreement is hereby declared null and void to the extent in conflict with this Agreement. Any previously executed communications system(s) agreement between the Parties shall be terminated simultaneously with the final execution of this Agreement by the Parties.

18. Counterparts. This Agreement may be executed in one or more counterparts, and each counterpart shall, for all purposes, be deemed an original, but all such counterparts shall together constitute one and the same instrument.

19. Non-Binding Resolution Process. In the event of any dispute, concern, or operational issue arising under this Agreement, including but not limited to matters involving system performance, maintenance responsibilities, service provider coordination, cost allocation, or interpretation of Agreement terms, the Parties agree to engage in a good faith collaborative resolution process. The Parties agree to engage in open, constructive dialogue to clarify issues,

share relevant information, and explore practical solutions. This process may include review of technical data, service logs, vendor performance, or operational impacts.

a. Pending the resolution of any dispute, concern, or operational issue arising under this Agreement, the Parties shall continue to perform their respective obligations under this Agreement to the extent reasonably practicable, with the objective of maintaining uninterrupted public safety communications services.

b. Nothing in this Section 19 limits any rights or remedies otherwise available to the Parties under this Agreement, at law, or in equity, provided that the Parties have first engaged in the good faith collaborative resolution process described herein.

*[Remainder of page intentionally blank. Signatures on next page.]*

THE CITY OF UNIVERSITY PARK has executed this Agreement, signing by and through its City Manager, duly authorized pursuant to City Council approval on June 2, 2026.

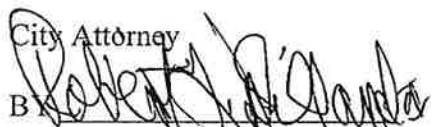
THE TOWN OF HIGHLAND PARK has executed this Agreement by and through its Town Administrator, duly authorized to execute this Agreement pursuant to existing administrative authority and applicable law.

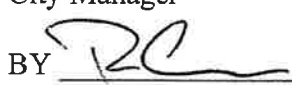
USER has executed this Agreement, through its duly authorized officials pursuant to Board Action Number \_\_\_\_\_, approved on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Effective as of the date of the last signature below (the "Effective Date").

CITY OF UNIVERSITY PARK


CITY OF UNIVERSITY PARK

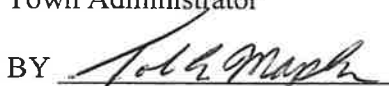
City Attorney  
BY   
Rob Dillard, City Attorney

City Manager  
BY   
Robbie Corder, City Manager  
DATE: 6/3/26

TOWN OF HIGHLAND PARK

TOWN OF HIGHLAND PARK

Town Attorney  
BY   
Susan Thomas Town Attorney

Town Administrator  
BY   
Tobin Maples, Town Administrator  
DATE: 6-8-26

SOUTHERN METHODIST UNIVERSITY

BY \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

DATE: \_\_\_\_\_

## EXHIBIT A

### TERMS OF USE

The following definitions shall have the meanings set forth below and apply to this Agreement and the Terms of Use set forth herein:

#### DEFINITIONS

“Console System” shall mean all hardware and software associated with any dispatch console or set of consoles operated by the User that are connected to the Municipalities’ Master Switch. In this case SMU will NOT be connecting any equipment directly to the Municipalities fixed infrastructure.

“The GMRS Interoperable Communications Plan” (the “Plan” or “GMRS”) means the plan developed and established to facilitate, enhance, and simplify radio communications among all agencies utilizing the System Core.

“Master Switch” shall mean the primary processing and network infrastructure owned and operated by GMRS to which all Console Systems and Site Repeater Systems must connect in order to operate on the System Core. The Master Switch is currently located at Garland’s Forest Lane facility.

“Over the Air Rekeying” (“OTAR”) shall mean the management and support of Subscriber Radio encryption keys via over-the-air, radio channel transmission.

“Private Call” shall mean a feature that reserves channel resources specifically for conversations between two Subscriber Radios.

“Site Repeater System” shall mean the base stations, shelter, tower, and all site-specific hardware and software infrastructure associated with the provision of a radio site.

“Subscriber Radio” shall mean a radio that has a unique identification number and is programmed to operate on the Radio System. The term shall include, but not be limited to, control stations (desktop radios), mobile radios, and portable radios.

“Talk Group” shall mean a specific group of Subscriber Radios allowed to communicate privately within that group over shared infrastructure resources.

#### TERMS OF USE

1. The installation and maintenance of the Radio System infrastructure equipment is the responsibility of Municipalities unless otherwise stated in this Agreement.

2. Each Municipality will use licensed radio frequencies specifically licensed to the respective Municipality who shall be the holder of the FCC (Federal Communications

Commission) license(s) that the Radio System uses for its operation. This Agreement shall not be construed or interpreted to grant, convey, or otherwise provide User with any rights whatsoever to the Municipalities' FCC licenses or to the Radio Frequency spectrum used by the Radio System.

3. Municipalities make no guarantee, either express or implied, as to radio signal strength or a specific level of radio coverage in a particular location. User is responsible for conducting appropriate and applicable in-building and geographical coverage testing to determine the expected radio coverage level for User's equipment.

4. User will be responsible for the acquisition, programming, and maintenance of all equipment that User will be utilizing in connection with the Radio System infrastructure, including, but not limited to, Subscriber Radios, consoles, and special equipment. FURTHER, the User will be responsible for procuring, installing, and integrating an interoperability control station at the University Park Primary Dispatch Center, located at 3800 University Drive ("Control Station"). The Control Station radio will be capable of communicating directly over the User's radio system allowing for any patching requirements that may be needed, allowing any of the Municipalities P25 radios and their dispatch consoles to operate over User's DMR radio system. User will be responsible for the complete implementation and maintenance of this interoperability radio, the radio's antenna system, and any equipment that might be necessary to complete the connection to the Municipalities dispatch console system. SMU will coordinate with the Municipalities designated maintenance and service provider(s) authorized to integrate any radio equipment to the Municipalities system. User's designated maintenance and service provider will coordinate programming and installation of base/resource technology with the Municipalities designated service provider.

5. In order to ensure hardware and software compatibility with the Radio System infrastructure, all Subscriber Radios and consoles intended for use by User on the Radio System shall be compliant with Project 25 Phase II standards established by the Telecommunications Industry Association. The use of unauthorized radios on the Radio System may result in suspended operation of the radios and/or termination of the Agreement.

6. User agrees to utilize antennas approved by the radio manufacturer for use with the specific models of User's radios. The use of short, broad spectrum, or "stubby," antennas is not recommended. User shall be solely liable for coverage gaps in the event User utilizes short broad spectrum or stubby antennas or other antennas not approved by the manufacturer for use with the specific models of User's radios.

7. No antenna gain greater than 3 DB will be allowed for mobiles and consolettes. User's designated vendors will collaborate to ensure appropriate radio input signal level is provisioned.

8. User will use appropriate diligence in the maintenance and configuration of its Subscriber Radio equipment to ensure that no User radio or console causes a degradation to the Radio System operation. Municipalities shall have the right to remove from operation any field radio unit or equipment owned or leased by User that is operating on, attached and/or interfaced to Municipalities infrastructure, if, after reasonable notice to and consultation with User, Municipalities reasonably determines that such equipment is causing interference or harm to the Radio System in any way. Municipalities reserve the right to request that User-operated field radio

units or equipment operating on, attached and/or interfaced to the infrastructure, be tested for proper operation and/or repaired by an industry approved and authorized radio repair facility. The cost of such testing or repair will be the sole responsibility of User. Furthermore, Municipalities may deactivate equipment **when necessary to prevent immediate harm to system integrity or safety** and will notify User as soon as practicable of any such intended or actual deactivation.

9. In instances in which the Parties are engaged in providing mutual aid assistance, User's radios may be used for voice radio communications over the Radio System infrastructure in accordance with the terms and conditions of this Agreement for as long as this Agreement remains in effect. The Radio System may be used for mutual aid, coordinated operations, training, planned events, and routine interagency communications as agreed upon by the Parties.

10. Each Municipality will be responsible for managing its infrastructure loading and demand. Municipalities reserve the right, without notice to incumbent users, to enter into a similar agreement with other entities or to deny the addition of new Subscriber Radio equipment to any user of the Radio System. Each Municipality shall have sole discretion in determining whether to allow additional users or radios based on its determination of whether such addition to the Radio System can be made without adversely impacting the Radio System.

11. User agrees it will refrain from utilizing telephone interconnect on the Radio System unless approved in writing. Such use of the Radio System may include, but is not limited to, connecting to either the PSTN (Public Switched Telephone Network) or User's internal phone system(s) through a console patch into the Radio System or to any Subscriber Radio on the Radio System.

12. Due to the radio infrastructure resource allocations required by "Private Call," User agrees it will refrain from utilizing "Private Call" on the Radio System unless approved in writing.

13. User agrees it will refrain from utilizing data communications on the Radio System without Municipalities' explicit written permission.

14. The use of OTAR in association with Subscriber Radio encryption is prohibited without prior approval of Municipalities. Administration of encryption keys will be performed exclusively by Municipalities. User may utilize and administer other encryption methods as required. If a Subscriber Radio is lost, stolen, or otherwise compromised while assigned to a Party, and such event results in rekeying or encryption reauthorization of the Radio System, the costs of such rekeying or reauthorization shall be the responsibility of the Party to whom the Subscriber Radio was assigned at the time of the incident.

15. Each Municipality will provide User with an Advanced System Key (ASK) for use with the User's Subscriber Radios only. The ASK will expire annually, and User shall be responsible for requesting a renewal following expiration if one is required. User will be responsible for safeguarding the security of the ASK to prevent theft and/or loss. User agrees to notify Municipalities immediately upon the theft or loss of the ASK.

16. Municipalities, in conjunction with GMRS, have established and agree to maintain a coordinated Interoperable Communications Plan to apply to Municipalities and the users of its

Radio System. User agrees to participate in the Plan and include the Plan's interoperable Talk Groups in the programming of its Subscriber Radios and Console Systems.

17. Roaming to other systems or the use of User's Talk Groups on other trunked systems that are interconnected to the Radio System is prohibited without prior approval by Municipalities. Roaming to other trunked systems will be limited to the Radio System's interoperable Talk Groups, although this capability may be terminated by Municipalities if its use is determined to result in performance degradation to either the Radio System or the interconnected trunked system.

18. Any Party may terminate this Agreement for any reason, with or without cause, upon ninety (90) days written notice to the other Party(ies). Notwithstanding the foregoing, each Municipality, in its sole discretion, reserves the right to immediately deny access to the User if such action is required to prevent the spread of a security breach or threatened security breach or due to an emergency, operational issue, critical incident, or other public safety operational event in which such Municipality determines that such action is reasonably necessary to preserve system integrity, operational reliability, or priority public safety communications functions.. Municipalities will use best efforts to restore access to the User as soon as possible once the security breach, emergency, operational issue, critical incident, or event is resolved.

#### COMPLIANCE WITH LAWS

19. Each Party shall comply with all current and future Federal, State, and Local laws, Ordinances, and Mandates, including Federal Communications Commission rules and regulations regarding proper use of radio communications equipment. Each Party will also comply with the guidelines or procedures set out in this Agreement. Each Party is responsible for enforcing such compliance by its employees, trustees, directors, officers, agents, authorized representatives, subcontractors, vendors and consultants with respect to User Subscriber Radio equipment. User will be responsible for payment of any fines and penalties levied against Municipalities (as the license holder) as a result of proven improper or unlawful use of Subscriber Radio equipment owned or leased by User.

20. Modification, reconfiguration, or exchange of Subscriber Radio equipment may be required in order for Municipalities to comply with Federal, State, and Local Laws and/ or Mandates imposed on Municipalities as the license holder. Following reasonable notice from Municipalities, User shall be responsible for undertaking such modifications, reconfiguration, or exchange. In the event User fails to undertake any necessary action after being provided with reasonable and necessary notice, such failure may be considered "misuse" and Municipalities may deny access to User. User will attach to this Agreement a list of radios it utilizes pursuant to this Agreement in the form of the attached Schedule One; User will specify the make, model, trunked unit ID, and serial number of each radio it utilizes on Schedule One.

[End of Document]



**Town of Highland Park  
Town Council  
Tuesday, June 16, 2026**

**Item Coversheet**

**Take action on the minutes of the Town Council meeting held on  
June 2, 2026.**

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

**BACKGROUND:**

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Attached are the minutes of the Town Council meeting held on June 2, 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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2026-06-02 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, JUNE 2, 2026.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Alan Friedman, Margaret Keliher, and Mike Tibbals attended the meeting. Council Member Leland White was absent from the meeting.

- I. Mayor Will C. Beecherl called the meeting to order at 8:00 a.m.
- II. Council Member 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. No comment was made.

IV. CONSENT AGENDA

On a motion made by Council Member Alan Friedman, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve Items A. through C. on the Consent Agenda. Prior to the vote, Mayor Beecherl explained that 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 Special Town Council Meeting held on May 13, 2026.*
- B. *Take action on the minutes of the Town Council meeting held on May 19, 2026.*
- C. *Take action on the minutes of the Town Council study session held on May 19, 2026.*

V. REPORTS

A. *Review, discuss, and take action on the proposed Town Strategic Plan.* Leticia McNatt, Director of Policy Development and Strategic Initiatives, explained that the Town of Highland Park has developed a Strategic Plan to establish organizational priorities, guide decision-making, and support transparent reporting on progress toward Town-wide strategic initiatives. The planning process included a community survey, focus groups involving Town Council members, and facilitated discussions led by the Town's consultant to gather input on community priorities. Internal staff working groups subsequently developed and refined the Strategic Priority Areas, Goals, and Objectives that form the plan's framework. Staff presented the final draft to the Town Council during the March 17, 2026, Study Session. Following adoption of the Strategic Plan, departments will align their annual work plans with their priorities. In response to a question raised by Mayor Pro Tem Snell, Mrs. McNatt stated that the Town intends to implement a public-facing

dashboard to monitor progress toward strategic goals and provide the community with clear visibility into implementation efforts. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Alan Friedman, the Town Council voted unanimously to approve the proposed Town Strategic Plan.

*B. Review, discuss, and take action on a resolution confirming the Mayor's appointment of Mayor Pro Tem.* Joanna Mekeal, T.R.M.C., stated that Section 2.07 of the Town Charter authorizes the Mayor, with the approval of the Town Council, to appoint a member of the Town Council to serve as Mayor Pro Tempore for a two-year term. Mayor Beecherl appointed Don Snell to serve as Mayor Pro Tempore for a two-year term. On a motion made by Council Member Tibbals, seconded by Council Member Keliher, the Town Council voted unanimously to approve a resolution confirming the Mayor's appointment of Mayor Pro Tem Don Snell.

#### RESOLUTION NO. 009-26

#### A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, CONFIRMING THE APPOINTMENT OF THE MAYOR PRO TEMPORE.

*C. Review, discuss, and take action on a resolution confirming the Mayor's appointment of members to the Board of Adjustment and Planning Review Board.* Joanna Mekeal, T.R.M.C., presented that Section 11.02 of the Town Charter requires members of the Board of Adjustment to be appointed by the Mayor with the concurrence of the Town Council. Additionally, Section 3.11.007(a) of the Town's Code of Ordinances requires members of the Planning Review Board to be appointed by the Mayor with the advice and consent of the Town Council. Members of both boards serve staggered two-year terms. Mayor Beecherl has appointed the following individuals to serve terms beginning June 2, 2026: Alison Hunsicker, Chair; Jim Yoder, Member; Joan Clark, Member; Robert McCulloch, Member; Nancy Rogers, Member; Hiram Louis Morrison, Alternate Member; and Sam Dalton, Alternate Member. On a motion made by Council Member Keliher, seconded by Council Member Friedman, the Town Council voted unanimously to approve a resolution confirming the Mayor's appointment of members to the Board of Adjustment and Planning Review Board.

#### RESOLUTION NO. 010-26

#### A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, CONFIRMING THE APPOINTMENT OF MEMBERS TO THE BOARD OF ADJUSTMENT AND PLANNING REVIEW BOARD FOR TWO-YEAR TERMS EXPIRING JUNE 2028, AND APPOINTING A CHAIR.

*D. Review, discuss, and take action on a resolution confirming the Mayor's appointment of members to the Zoning Commission.* Joanna Mekeal, T.R.M.C., explained that Section 11.03 of the Town Charter requires members of the Zoning Commission to be appointed by the Mayor with the concurrence of the Town Council. Members of the Zoning Commission serve staggered two-year terms. Mayor Beecherl has appointed the following individuals to serve terms beginning June 2, 2026: Ralph Perry-Miller, Chair; Sheila Holmes, Member; Bob Kaminski, Member; Mark Marynick, Member; and Jordan Wallace, Member. On a motion made by Council Member Friedman, seconded by Council Member Tibbals, the Town Council voted unanimously to approve a resolution confirming the Mayor's appointment of members to the Zoning Commission.

RESOLUTION NO. 011-26

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, CONFIRMING THE APPOINTMENT OF MEMBERS TO THE TOWN'S ZONING COMMISSION.

*E. Review, discuss, and take action on a resolution confirming the Mayor's appointment of members to the Finance and Audit Advisory Committee.* Joanna Mekeal, T.R.M.C., said that this item is presented to approve the appointments of Andy Welch, Laura Downing, and Nancy Schmitt to the Finance and Audit Advisory Committee. Mayor Beecherl wishes to appoint these members to the Finance and Audit Advisory Committee for a two-year term ending in June 2028, with Andy Welch serving as the Committee Chair. Mayor Beecherl also named Town Council Members Alan Friedman and Leland White as Ex Officio members of the Committee. On a motion made by Council Member Keliher, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve a resolution confirming the Mayor's appointment of members to the Finance and Audit Advisory Committee.

RESOLUTION NO. 012-26

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, CONFIRMING THE APPOINTMENT OF MEMBERS TO THE TOWN'S FINANCE AND AUDIT ADVISORY COMMITTEE.

VI. ADJOURNMENT

Mayor Beecherl adjourned the Town Council meeting at 8:27 a.m.

APPROVED on the 16<sup>th</sup> day of June 2026.

APPROVED:

Will C. Beecherl  
Mayor

ATTEST:

Joanna Mekeal  
Town Secretary



**Town of Highland Park  
Town Council  
Tuesday, June 16, 2026**

**Item Coversheet**

**Take action on the minutes of the Town Council study session held on June 2, 2026.**

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

**BACKGROUND:**

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Attached are minutes of the Town Council study session held on June 2, 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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2026-06-02 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 8:31 A.M. ON TUESDAY, JUNE 2, 2026.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Alan Friedman, Mike Tibbals, and Margaret Keliher attended the meeting. Council Member Leland White was absent from the meeting.

I. Mayor Will C. Beecherl called the meeting to order at 8:31 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. REPORTS

*A. Review and discuss the Highland Park Department of Public Safety's Texas Law Enforcement Agency Racial Profiling Report for 2025, and a report on the Highland Park Municipal Court best practices and disposition of citations for 2025.* Chuck McGinnis, Director of Public Safety, explained that as part of the Town's commitment to transparency and accountability in law enforcement operations, the Town engaged Dr. Alex Del Carmen, Del Carmen Consulting, LLC, an independent consultant with expertise in racial sensitivity training and bias-based profiling, to review the Department's data collection practices in 2025 and prepare an independent report. Dr. Del Carmen conducted a comprehensive evaluation of HPDPS data, policies, and procedures related to bias-based contacts, and audited citations issued by the Department to promote accountability and fairness. In addition, he reviewed the operations of the Town's Municipal Court. Following an extensive review, Dr. Del Carmen presented his findings and reported no concerns regarding HPDPS compliance with state law or the operation and oversight of the Municipal Court. Mayor Beecherl thanked Dr. Del Carmen for the information provided.

*B. Review and discuss the development of the Fiscal Year 2026-27 Budget.* John Samford, C.P.A., Director of Finance, explained that the Town Charter requires staff to prepare a proposed budget for the upcoming fiscal year. He noted that development of the annual budget is a collaborative process that incorporates input from Town departments, administration, residents, stakeholders, and the Town Council. The budget process provides an opportunity for the Town Council to offer comments and guidance regarding the Fiscal Year 2026–27 Combined Operating and Capital Budget (FY27 Budget), including any items Council would like staff to evaluate, consider, or incorporate into the proposed budget. Mr. Samford further noted that the Town Council will have additional opportunities to provide direction as the FY27 Budget process progresses. He then presented an overview of property tax projections, including second preliminary property value estimates and tax rate assumptions, sales tax revenue forecasts, key

revenue and expenditure assumptions, departmental funding requests, major budget development milestones, and potential amendments to the Fiscal Year 2025–26 budget. The Town Council engaged in discussion and asked questions regarding the presentation. Mayor Beecherl subsequently thanked Mr. Samford for his presentation.

*C. Review and discuss the public safety implications related to the FIFA World Cup 2026.* Chuck McGinnis, Director of the Department of Public Safety (“HPDPS”), reported that he and Deputy Chief Jacob Mowrey have developed an emergency operations plan in preparation for the anticipated impacts associated with the 2026 Fédération Internationale de Football Association (“FIFA”) World Cup, which is scheduled to take place from mid-June through mid-July 2026. Based on historical data from comparable international events, Chief McGinnis advised that the tournament may result in increased criminal activity and heightened demands on public safety resources. He noted that several matches will be held in North America and that Southern Methodist University (“SMU”) has been designated as a training site for participating teams. Chief McGinnis further explained that the event is expected to significantly affect traffic patterns and parking availability throughout the Town. He provided an overview of the precautionary measures being implemented to mitigate potential impacts and ensure public safety. In response to a question from Council Member Keliher, Chief McGinnis confirmed that SMU is coordinating with HPDPS and has established a joint emergency operations center in partnership with HPDPS and the City of University Park.

*D. Review and discuss the Highland Park On-Demand Pilot Program.* Leticia McNatt, Director of Policy Development and Strategic Initiatives, stated that the Town launched the Highland Park On-Demand pilot program in partnership with Via on May 13, 2026, to provide locally managed, curb-to-curb transportation service within Highland Park and designated areas located within a one-mile buffer beyond Town limits, including connections to regional transit services. The six-month pilot program includes the Highland Park On-Demand shared microtransit service, the Highland Park Access paratransit service for eligible riders, community outreach and rider education initiatives, and ongoing operational and performance monitoring. Mrs. McNatt presented an update on program implementation, rider engagement data, community outreach efforts, service utilization, and preliminary observations regarding program performance. In response to a question from Mayor Pro Tem Snell, Mrs. McNatt confirmed that riders are asked to complete a survey at the end of the trip and that drivers do not accept tips. The next steps include continuing to monitor performance and outreach efforts, evaluating potential operational adjustments, and returning to the Town Council with future updates and final pilot evaluation. Mayor Beecherl thanked Mrs. McNatt for the information and data.

#### IV. REQUEST FOR FUTURE AGENDA ITEMS

*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 whether any Town Council Member wished to request that an item be placed on a future Town Council study session agenda for discussion or consideration. There was no request made.

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

APPROVED on the 16<sup>th</sup> day of June 2026.

APPROVED:

Will C. Beecherl  
Mayor

ATTEST:

Joanna Mekeal  
Town Secretary



**Town of Highland Park  
Town Council  
Tuesday, June 16, 2026**

**Item Coversheet**

**Review, discuss, and take action on acceptance of a donation from the Friends of the Highland Park Library to the Highland Park Library.**

**PRESENTED BY:** Kortney Nelson, Town Librarian

**BACKGROUND:**

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In March 2008, Eyecon Studios installed a hand-painted mural in the Children’s Room of the Highland Park Library (“Library”). The mural and its installation were funded through community donations made to the Highland Park Quality of Life Foundation.

In late August 2025, the Children’s Room sustained storm damage due to a roof leak. As a result, the mural had to be removed. The Children’s Room reopened to the public in mid-March 2026. While the room was restored to a functional level and many of its features were repaired, the mural was not replaced because the overall construction project was unplanned and not included in either the Library’s or the Town’s budget.

The Friends of the Highland Park Library (“FHPL”) have graciously and generously offered to fund the replacement of the mural. The FHPL requested quotes from multiple vendors for the project and, after review, selected Eyecon Studios, the vendor that created the original mural. The FHPL received a quote from Eyecon Studios for \$38,000.00 for the project, which includes:

- Initial Creative Fee
- Mural Production
- Installation

In accordance with Town policy, any donation in excess of \$25,000.00 must be approved by the Town Council before the funds or items can be accepted.

Acceptance of the donation by the Town Council would allow the FHPL to commence the project with Eyecon Studios and secure a place on the vendor’s schedule. At this time, the vendor’s schedule permits a project start date in 2027.

**RECOMMENDATION**

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Staff recommends accepting the donation from the Friends of the Highland Park Library.

**FINANCIAL IMPACT**

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This item has no financial impact.

**ATTACHMENTS**

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Town Donation Policy - Approved - 2020.01.21, FHPL Mural Retainer Quote

**TOWN OF HIGHLAND PARK  
TOWN DONATION POLICY**

**1. Purpose.**

The purposes of this policy are to: (a) provide guidance to ensure the effective review and acceptance of donations by the Town; and (b) to provide guidance to prospective donors and their professional advisors when planning for donations to the Town.

**2. Definitions.**

- A. **Donations.** Donations to the Town may be received from individuals, foundations, corporations, associations and governmental entities. Subject to the provisions of this policy the Town may accept donations in the form of cash (*unrestricted or with specified restrictions*), financial securities (*publicly traded or closely-held*), real estate (*including oil, gas or mineral interests*), tangible personal property (*including public art*), designated interests in a charitable trust (*charitable remainder or charitable lead*), retirement plan or life insurance. Donations may be accepted by the Town for current programs or initiatives, special projects, facilities or endowment.
- B. **Donation Agreement.** This Agreement may be drafted at the direction of the Town Council for any prospective donation; terms and conditions of the Agreement will be at the sole discretion of the Town Council and will be applicable to a specific proposal. Terms and conditions regarding donor recognition will be at the sole discretion of the Town Council.
- C. **Pledge Agreement.** This Agreement may be drafted at the direction of the Town Council for any pledge by donors of future support for the Town (*including by way of matching gift commitments*). Terms and conditions regarding donor recognition will be at the sole discretion of the Town Council.
- D. **Town of Highland Park, Harvey R. “Bum” Bright Library.** For purposes of this policy the facility shall be referenced as the “Highland Park Library.”
- E. **Donation Review Committee.** On an as-needed basis the Mayor may appoint an ad-hoc committee to serve as a Donation Review Committee. The Donation Review Committee would meet for the particular purpose of completing the review of a prospective donation.

**3. Donor Rights and Responsibilities.**

- A. **Fees.** The Town Council will not accept a donation unless the donor is responsible for:
  - 1) Appraisal Fees;
  - 2) Environmental audits and title binders (*in the case of real estate proposals*);

- 3) All other third-party fees and carrying costs associated with the transfer of a prospective donation to the Town.
- B. **Use of Legal Counsel.** The Town shall require prospective donors to seek the assistance of their own legal and financial advisors in matters relating to their donation and the resulting tax and estate planning consequences. The donor is responsible for reviewing the rules covering income tax deductions for charitable donations with their legal and financial advisors, outlined in United States Internal Revenue Service (*hereinafter referred to as the "IRS"*) Publication 526 (*Charitable Contributions*) as it currently exists or is hereinafter amended.
  - C. **Charitable Contribution Deductions.** The donor is responsible for submitting all necessary documentation to the IRS for charitable contribution tax deductions.
  - D. **Assignment of Monetary Value for Tax Purposes.** The donor is responsible for assigning a monetary value to donations for charitable tax deduction purposes and is responsible for achieving compliance with IRS Publication 561 (*Determining the Value of Donated Property*) as it currently exists or is hereinafter amended. At no time shall the Town assign a monetary value to the donation.
    - 1) **Written Acknowledgement of Donation.** For donations accepted by the Town, a written acknowledgement will be provided to the donor by January 31 of the following year. The written acknowledgement will include a description of the accepted donation, confirm that no consideration was provided to the donor, and confirm that the Town is a duly qualified, tax-exempt entity.
  - E. **Maintenance Escrows.** Donors may be required to include as a portion of their donation proposal to the Town an annual escrow of maintenance costs. The Town Administrator will determine the period of coverage for the escrow of maintenance costs, as well as the annual amount to be paid by the donor.
  - F. **Publication of Donation Information.** The name of the donor or any information regarding the details of a donation proposal will not be published without the express written approval of the donor and/or the donor's authorized representative.
  - G. **Confidentiality.** Donor confidentiality is subject to federal and state law.
4. **General Policy.**
    - A. **Transfer of Ownership, Usage and Rights Relating to the Prospective Donation.**

- 1) Transfer of Ownership and Town Disposition Rights. Upon acceptance of the prospective donation the donor shall irrevocably assign, convey and transfer title of the donation to the Town. The donation shall become the sole property of the Town. Donations may be held or sold as circumstances dictate at the time of the donation or sold at a future point in time at the sole discretion of the Town Council.
- 2) Changes to Future Circumstances and Alternative Use of Assets. If all or any portion of the purpose stated for a restricted donation cannot be practically applied, becomes impossible to achieve or wasteful because of unforeseen circumstances, or if the purpose cannot be achieved because of a future change in law, the assets and the net income from the donation (*including net income received from the sale of the donation*) will be distributed for other related purposes that are consistent with Town policies and ordinances. To the extent reasonably practicable, the distributions will stay true to the original intent of the donation in determining alternative use of the funds.
- 3) Town Usage of Donations. Donations accepted by the Town shall only be used for official Town business.
- 4) Partial Acceptance of Donations. If multiple items are included in a proposal, the Town may elect to accept prospective donations on an item-by-item basis.

**B. Administrative Review, Acceptance Authority and Reporting.**

- 1) Town Administrator Review. The Town Administrator shall be notified of all requests for prospective donations subject to this policy and will receive written proposals on behalf of the Town. The Town Administrator or his designee will complete an initial review of the written proposal. A copy of the Town Donation Policy Administrative Review Form is attached hereto as **Exhibit "A"**. The Town Administrator will discuss proposals for prospective donations with the Mayor prior to accepting a donation or initiating the additional review of a proposal.
- 2) Acceptance Authority. The Town Administrator shall have authority to accept donations on behalf of the Town that have an appraised value of \$25,000 or less. The Town Administrator will discuss prospective donations with the Mayor prior to acceptance and will inform the Town Council of all donations accepted with a value of more than \$250. The Town Administrator will coordinate the Town Council's consideration and approval of proposals that exceed an appraised value of \$25,000.

**C. Donation Review Committee Process for Prospective Donations.** The Donation Review Committee will assist the Town by reviewing an assigned prospective donation.

- 1) Review Process. The means and methods for completing the review process will be at the sole discretion of the Donation Review Committee.

- 2) Recommendation to Mayor. Upon completion the Donation Review Committee will provide the Mayor a written recommendation regarding the Town's acceptance of the donation. The Town Administrator will coordinate the consideration and approval of the donation by the Town Council.

D. **Donation Review Criteria.** The review criteria established herein are intended to be general guidelines and the Donation Review Committee will determine the applicability of the review criteria to specific proposals. The Donation Review Committee will include in their review, but is not limited to, the following considerations:

- 1) Intent and Purpose.

- a. Confirmation that the prospective donation is intended to achieve a public purpose;
- b. The proposal meets the donation criteria established herein;
- c. The proposal furthers the mission and objectives of the Town;
- d. The proposal is consistent with Federal and State Law;
- e. The proposal is consistent with Town Ordinance;
- f. The proposal does not have a political or commercial intent.

- 2) Administrative Requirements.

- a. The proposal includes a prospective donation that has an appraised value exceeding \$25,000 or the Town Administrator has requested that a Donation Review Committee review the proposal;
- b. The proposal has been submitted to the Town in writing;
- c. The proposal states the intent and purpose of the prospective donation and identifies the added value to the Town upon accepting the donation;
- d. The proposal identifies the donor and provides sufficient biographical information;
- e. The proposal includes sufficient biographical information regarding the creator (artist), including a curriculum vitae (CV) for the creator (artist) and additional supporting materials regarding their portfolio.

- 3) Quality Considerations.

- a. The proposal is appropriate for the Town;
  - b. The proposal does not (*currently or at some point in the future*) potentially diminish the reputation of the Town;
  - c. The proposal contributes to and enhances the Town's current facilities, inventories and/or collection;
  - d. The proposal reflects a high standard of quality, appropriate for placement in the Town's public spaces;
  - e. The prospective donation will be assessed to determine the marketability of real property, tangible personal property or the prospective donation of securities.
- 4) Fiscal Notes. Prospective donations will be assessed to determine the following:
- a. If the proposal requires support for a program that the Town Council may be unwilling to continue when the donation of funds is exhausted;
  - b. If acceptance of the proposal includes ancillary or ongoing costs for the Town;
  - c. If the proposal requires the employment of additional personnel;
  - d. If acceptance of the proposal includes carrying costs (*including but not limited to insurance, property taxes, mortgages, notes, continuation on the payment of premiums, etc.*), tax considerations and possible financial liability for the Town;
  - e. If a proposed property donation has extended liabilities, encumbrances, leases, deed restrictions, reservations, easements, encroachments or liens that would potentially limit use of the property;
  - f. If the Town is exposed to current or future environmental liability by assuming the ownership of a proposed property donation;
  - g. If the proposal includes restrictions on the donation that would prevent the Town from ultimately converting the donation to cash;
- 5) Public Safety and Liability Considerations.
- a. The prospective donation will be assessed for long-term durability against theft, vandalism and environmental considerations (*including but not limited to weather*

*considerations, lighting considerations, indoor and outdoor climate considerations, etc.);*

- b. The proposal includes a prospective donation that does not present public safety concerns for the Town or potential liabilities for the Town.
- 6) Proposed Location and Site Planning Considerations.
- a. The proposal includes a recommended site location that is on Town property;
  - b. The proposal includes a defined timeline for development and installation;
  - c. The proposal includes a site plan highlighting the proposed location and includes photographs for both the proposed location and the surrounding environment;
  - d. The proposal includes a prospective donation that is deemed appropriate for the proposed facility location and its surroundings, complementing the facility's architecture and history;
  - e. The proposal includes a visual representation of the prospective donation, including but not limited to drawings, specifications, photographs, renderings and models of the proposed work that indicate scale and material selection.
- 7) Maintenance Considerations.
- a. The proposal includes the submission of a maintenance plan, accepting the premise that no Town funds will be required for production, siting, installation or ongoing maintenance of the donation without the approval of the Town Council;
  - b. The proposal includes the provision of an annual escrow for maintenance costs.

**E. Additional Policy Considerations.**

- 1) In-Kind Donations. In-Kind Donations that are accompanied by an appraisal performed by a qualified independent appraiser shall be valued accordingly. In-Kind Donations of an undetermined value will be recorded at One-Dollar (\$1.00) and acknowledged as received with no value added.
  - a. Location and placement of In-Kind Donations shall be at the sole discretion of the Town.

- 2) Donations to the Highland Park Library. Donations intended for the Highland Park Library shall continue to be subject to the Highland Park Library Policy Statements as they currently exist or are hereinafter amended.
  
- 3) Policy Regarding Specific Types of Donation.
  - a. Unrestricted Cash Donations. The Town may directly accept unrestricted cash donations subject to the provisions of this policy and provided that the donation is intended to achieve a public purpose. Prior to accepting an unrestricted cash donation, the identity of the donor shall be vetted with respect to any reputational or policy issues. The costs for completing the vetting function shall be the responsibility of the Town. The Town Administrator or his designee will review the proposal and may discuss with the Mayor prior to administrative acceptance or initiating the review process by a Donation Review Committee.
  
  - b. Restricted Donations. The Town may directly accept restricted donations (*including restricted cash donations*) subject to the provisions of this policy and provided that the donation is intended to achieve a public purpose. The Town Administrator or his designee will review the proposed donor restrictions and may discuss the proposal with the Mayor prior to administrative acceptance or initiating the review process by a Donation Review Committee.
  
  - c. Real Estate and Oil, Gas and Mineral Interests. Subject to Town Council approval, donations of real property may include developed property, undeveloped property, donations of property subject to a prior life interest or donations of oil, gas and mineral interests.
    - i. Appraisal. Prior to the acceptance of real estate, the Town shall require a valid appraisal of the property performed by a qualified independent appraiser. The cost of the appraisal shall be an expense of the donor.
  
    - ii. Environmental Review. Prior to the acceptance of real estate donations, the Town may require an initial environmental review of the property to ensure that the property has no environmental problem. If the initial inspection reveals a potential environmental problem the Town may retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental review and the environmental audit (*if required by the Town*) shall be an expense of the donor.
  
    - iii. Title Binder. A title binder may be obtained by the Town prior to the acceptance of the real estate donation. The cost of this title binder shall be an expense of the donor.
  
    - iv. Transfer of Title. Transfer of title for the property to the Town shall be in a format specified by the Town Attorney.

- v. *Remainder Interests in Property.* Subject to approval by the Town Council, the donor or other occupants may continue to occupy real estate for the duration of the stated life. At the death of the life tenant(s), the Town may use the property or reduce it to cash. Expenses for maintenance, real estate taxes and any property indebtedness shall be paid by the donor or the primary beneficiary.
  - vi. *Oil, Gas and Mineral Interests.* The proposal should not have extended liabilities or encumbrances on the surrounding surface property (*including but not limited to liens, deed restrictions, easements or encroachments*) that potentially limit the use of the oil, gas and mineral interests or make receipt of the donation inappropriate.
- d. *Public Art.* The Town Administrator or his designee will receive written proposals for prospective donations of public art (*including sculptures for public display*) submitted by a sponsor or co-sponsors and will discuss with the Mayor prior to initiating the review process by a Donation Review Committee. Donations of public art may be held or sold as circumstances dictate at the time of the donation or sold at a future point in time at the sole discretion of the Town Council.
- e. *Memorial Tree Donations.* The Town Services Department (*as currently defined or hereinafter amended*) shall be responsible for the administration, planning and operations of the Memorial Tree Donation program.
- i. *Maintenance of the Current Inventory.* The Town Services Department shall be responsible for the maintenance of memorial tree donations.
  - ii. *Identification of Memorial Tree Locations.* Memorial tree donations will be permitted pending an approved location by the Town Services Department. The Town Services Department may also determine at any time that no appropriate locations are currently available.
  - iii. *Memorial Tree Donation program cost.* Fees include the memorial tree donation and all appurtenances thereto. The cost of a memorial tree donation is determined from time to time by the Town Administrator to defray materials, installation and labor.
  - iv. *Additional Considerations.*
    - a) The type of tree selected for installation shall be at the sole discretion of the Town Services Department.
    - b) Location and placement of memorial tree donations are at the sole discretion of the Town Services Department.

- c) The Town Services Department may work with prospective donors to solicit donations to be directed towards a maintenance escrow account for maintenance of the Town's current tree inventory.
- f. Marketable (Publicly-Traded) Securities. Subject to the provisions of this policy and Town Council approval, the Town may directly accept donations of publicly traded securities. Unrestricted marketable securities are to be valued at the average market value on the date the full interest in the transferred property is received.
- g. Private (Closely-Held) Securities. Subject to the provisions of this policy and Town Council approval, the Town may directly accept donations of closely-held securities (including debt and equity positions in non-publicly traded companies, interest in Limited Liability Partnerships (LLPs), Limited Liability Corporations (LLCs) or other ownership form). Donations of closely-held corporate stock will be valued based on a qualified independent appraisal at the time of transfer.
- h. Charitable Remainder Trusts. Subject to Town Council approval the Town may accept designations as remainder beneficiary of a charitable remainder trust. The Town shall not accept an appointment as trustee of a charitable remainder trust.
- i. Charitable Lead Trusts. Subject to Town Council approval the Town may accept the designation as a remainder beneficiary of a charitable lead trust. The Town shall not accept an appointment as trustee of a charitable lead trust.
- j. Retirement Plan Beneficiary Designations. Subject to Town Council approval the Town may accept designations as beneficiary of donor's retirement plans. Designations will not be recorded as a donation until the donation is irrevocable.
- k. Life Insurance. Subject to Town Council approval the Town may accept designation as beneficiary and owner of a life insurance policy. The life insurance policy will be recorded as a donation once the Town is named as both the beneficiary and irrevocable owner of a life insurance policy.
  - i. Premiums. If the donor contributes future premium payments, the Town will include the entire amount of the additional premium payment as a donation in the year that it is made. If the donor does not elect to continue to make donations to cover premium payments on the life insurance policy, the Town Council may direct:
    - a) To continue the payment of premiums;
    - b) Conversion of the policy to paid up insurance; or
    - c) Surrender the policy for its current cash value.

**EXHIBIT "A"**  
**TOWN DONATION POLICY ADMINISTRATIVE REVIEW FORM**



**TOWN OF HIGHLAND PARK**  
**TOWN DONATION POLICY**  
**ADMINISTRATIVE REVIEW FORM**

**1. Summary Information.**

Donation Summary:

Written Proposal Attached:  Yes  No

Donor Information Included:  Yes  No

Supplemental Information for Creator (*Artist*) Included:  Yes  No

**2. Fiscal Notes.**

Donation Valuation: \_\_\_\_\_

Method of Valuation: \_\_\_\_\_

Valuation Documentation Attached:  Yes  No

Summary of Donation Conditions / Restrictions / Stipulations:

**EXHIBIT "A"**  
**TOWN DONATION POLICY ADMINISTRATIVE REVIEW FORM**

Maintenance Costs Included in Proposal:  Yes  No

Proposal Estimate, Annual Maintenance Costs:

Property Due Diligence Completed:  Yes  No  Pending

Environmental Due Diligence Completed:  Yes  No  Pending

**3. Proposed Location and Site Planning.**

Recommended Site Location:  Yes  No

Recommended Site Location on Town Property:  Yes  No

Timeline Included for Development / Installation:  Yes  No  Pending

Site Plan Included with Supporting Materials:  Yes  No

Specifications / Plans / Drawings / Photographs:  Yes  No

**4. Proposal Review, Administrative Comments:**

# EYECON STUDIOS



**OFFICE**  
1341 Plowman Avenue  
Dallas, Texas 75203

**PHONE**  
214/941-0500

**EMAIL**  
eycon@earthlink.net

**WEB**  
www.eyeconmurals.com

4/29/2026

## RETAINER

The friends of Highland Park  
4700 Drexel Dr.  
Highland Park, TX. 75205

## Highland Park Library Mural

DESCRIPTION	PRODUCTION	TOTAL
<p><b>The Process</b></p> <p>Our Custom Murals are produced in a time honored tradition of hand applied (double coated) brush work. While the process is more labor intensive, the resulting finish is superior to a sprayed application in richness but more important in durability.</p> <p>Images are produced in liquitex / Aura 100% acrylic</p>		
<p><b>Initial Creative Fee</b></p> <p>Conceptual renderings for design review and approval (1 revision included in Creative Fee).</p>		\$ 1,500.00
<p><b>Mural Production (1) 80'x2' @ 160 sq.ft.</b></p> <p>Mural to be executed in water based non toxic acrylic pigment on muslin.</p>		\$ 35,300.00
<p><b>Installation</b></p> <p>Mural to be produced off site at Eyecon Studios and Installed on site using non toxic water soluble clay based adhesive.</p>		\$ 1,200.00

DESCRIPTION	PRODUCTION	TOTAL
<b>Time Frame</b>		
Our start date for the Highland Park Mural is the first of the year 2027. The working time frame TBD based on direction of new design .		
<b>TOTAL</b>		
		\$ 38,000.00
<b>Payment Terms</b>		
Retainer- 10%.	\$3,800.00	
Start up- 45% of balance	\$17,100.00	
Final- 45% remaining balance.	\$17,100.00	
<b>TOTAL due this Invoice</b>		
		\$ 3,800.00

THANK YOU



**Town of Highland Park  
Town Council  
Tuesday, June 16, 2026**

**Item Coversheet**

**Review, discuss, and take action to extend the construction period for a new single-family home from 24 to 36 months on the property located at 4308 Westway Avenue.**

**PRESENTED BY:** Jeff Armstrong, Director of Community Development

**BACKGROUND:**

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The applicant, Ronnie Anderson of RA Anderson Homes, LLC, is requesting a permit extension of 12 months to allow a total of 36 months for construction of a new house 4308 Westway Ave. The 36-month time will start with issuance of the building permit.

The applicant's explanation for the need for additional time includes the construction of a 13,000 square-foot home that includes a basement. Mr. Anderson is a local homebuilder and is building the proposed home to be his and his family's residence. As a homebuilder he "recognizes the challenges of building a home of this size with a basement in the standard 24-month timeframe."

In accordance with Section R105.5.1.4 of the Town's Building Code, all permits for major residential construction are generally limited to a duration of 24 months. However, the Code allows a property owner to request a longer period prior to permit issuance by submitting a formal written application and participating in a hearing before the Town Council. The applicant has exercised this right and submitted a letter detailing the request, which is attached for reference.

As provided in the Code, the Town Council must determine whether the applicant has presented compelling reasons and information establishing, with reasonable certainty, that:

Highly extraordinary circumstances exist in connection with the proposed construction; and the additional time requested, 12 months in this case, is reasonably necessary to complete the project, assuming construction is conducted in a manner consistent with the objectives outlined in Section R105.5.1.3.

These objectives include ensuring that construction:

Is completed as rapidly as reasonably possible;

Minimizes disruption to the neighborhood while respecting public access to streets, sidewalks, driveways, alleyways, and easements;

Maintains the safety, orderliness, and visual appeal of the neighborhood;

Reduces inconvenience and aggravation to residents and visitors to the greatest extent reasonably possible.

The applicant's parking plan indicates parking for three vehicles on Westway Ave. adjacent to the lot.

To help manage potential construction-related impacts, a Construction Management Plan has been developed. Staff is recommending that the implementation of this plan be included as a condition of the extension, consistent with the approach taken in similar requests for residential projects over the last year.

**RECOMMENDATION**

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Staff recommends approval of an extension to allow an additional 12 months to complete the project, a total of 36 months from that date of permit issuance.

**FINANCIAL IMPACT**

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The current ordinance allows requests for extension prior to issuance of a building permit with no fee. Therefore, there will be no financial impact.

**ATTACHMENTS**

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Highland Park Engineering and Development Departments Letter - 4308 Westway copy,  
Construction\_Parking\_Management\_Plan\_4308 Westway

RA Anderson Properties LLC  
4516 Lovers Lane  
Suite 442  
Dallas TX 75205

Ronnie Anderson  
[ronnieandersonhomes@gmail.com](mailto:ronnieandersonhomes@gmail.com)  
214-535-5148

Jeff Armstrong & Members of the City Council,

I hope this message finds you well. I am writing to formally request time on the agenda for the upcoming city council meeting regarding a matter that is very important to my family and me. We are seeking the council's approval for an extension of the permitted construction timeframe for our new home planned at 4308 Westway.

Having been both a resident and a business owner in this community for over 25 years, and building homes in Highland Park and University Park since 1998, I have come to truly appreciate the distinctive character and standards that define our neighborhood. The project in question is for our personal residence, and as such, it is especially important to us that it be completed thoughtfully and in line with city expectations.

The proposed home is a significant undertaking, spanning more than 13,000 square feet and including a basement. Currently, the permitted construction period is limited to 24 months. However, our experience—as well as research into similar projects in Highland Park, particularly those involving basements—shows that the complexity and scale of such homes make it extremely challenging to complete construction within this timeframe. Timelines for these larger projects routinely extend beyond 24 months.

We have already received approval from the Town's Building Department and held our pre-construction meeting last week. At this time, we have requested that the permits be held, as we are hoping to secure an official extension before beginning work. I understand the City is considering a revised policy that would allow projects of this size—those with basements and more than 10,000 square feet—to qualify for an extended construction period of approximately 42 months. Given the scope and detailed nature of our home, we believe this proposed timeline is both appropriate and necessary to meet all standards set by the City.

Therefore, we respectfully ask for your approval of at least 36 month construction window for our project prior to permit issuance. This will allow us to proceed in full compliance with City requirements and avoid any complications once construction is underway.

Thank you very much for your time, consideration, and for the ongoing dedication the City Council shows in responsibly guiding the growth of our community. I look forward to the opportunity to discuss this request in further detail and to working together for a successful project.

Sincerely,

Ronnie Anderson and Susanne Shalley

RA Anderson Properties LLC

# Construction Management Plan

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**Project Address:** 4308 Westway Avenue, Highland Park, TX 75205

**Permit #:** BP-25-546

**Effective Dates:** From date of permit issuance through issuance of a Certificate of Occupancy.

## I. Purpose

This Construction Parking Management Plan (CPMP) outlines the parking and access requirements for the construction project at 4308 Westway 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

Three (3) placards can be issued for this project:

#### 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

### 2. 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.

### 3. 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.

### 4. 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.

#### 5. 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.

#### 6. 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.

#### 7. 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.

#### 8. 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, June 16, 2026**

**Item Coversheet**

**Review, discuss, and take action on a resolution confirming the appointment of the alternate representative to the North Central Texas Council of Governments Regional Transportation Council.**

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

**BACKGROUND:**

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The purpose of this agenda item is to consider a resolution confirming the appointment of University Park City Council Member Darrell Lane as the alternate representative for the City of Dallas, City of University Park, and Town of Highland Park cluster on the North Central Texas Council of Governments ("NCTCOG") Regional Transportation Council ("RTC").

The RTC serves as the transportation policy body for the Dallas-Fort Worth Metropolitan Planning Organization and is responsible for regional transportation planning, project prioritization, and the allocation of federal, state, and regional transportation funding. The Council is composed primarily of local elected officials representing municipalities, counties, and regional transportation agencies throughout North Texas.

RTC membership is allocated based on population and employment data. Under the current membership structure, the City of Dallas, City of University Park, and Town of Highland Park are grouped together and collectively represented by six RTC seats, including one seat associated with Dallas Love Field Airport. The RTC bylaws require that representatives and alternates be elected officials and encourage participating entities to rotate appointments among eligible jurisdictions within a cluster.

Consistent with a longstanding cooperative practice between the Town of Highland Park and the City of University Park, the appointment of the shared alternate representative rotates between the two municipalities. The current rotation cycle provides University Park with the opportunity to nominate an alternate representative. Accordingly, University Park has nominated Council Member Darrell Lane to serve as the alternate RTC representative for the upcoming two-year term beginning July 2026. The alternate representative is authorized to participate and vote in RTC meetings when the primary representative is unavailable.

**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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Res. 014-26 - Confirming the Appointment of Representatives for the Regional Transportation Council

RESOLUTION NO. 014-26

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, JOINING IN THE APPOINTMENT OF AN ALTERNATE REPRESENTATIVE FOR THE CITY OF DALLAS, THE TOWN OF HIGHLAND PARK, AND THE CITY OF UNIVERSITY PARK TO THE REGIONAL TRANSPORTATION COUNCIL OF THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the Bylaws of the North Central Texas Council of Governments (“NCTCOG”), the City of Dallas, Town of Highland Park, and City of University Park, (collectively “the Cities”) have the right to jointly appoint a representative to the NCTCOG’s Regional Transportation Council (“RTC”); and

WHEREAS, the Town Council of the Town of Highland Park finds it to be in the best interests of the citizens of Highland Park to appoint City Council Member Darrell Lane as the Cities' alternate representative to the RTC.

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

SECTION 1. The Town of Highland Park, in conjunction with the City of Dallas and City of University Park, hereby joins in the appointment of University Park City Council Member Darrell Lane to serve as the alternate representative for the Cities to the Regional Transportation Council, with a term ending June 30, 2028.

SECTION 2. This resolution shall become effective immediately upon its passage.

PASSED AND APPROVED by the Town Council of the Town of Highland Park, Texas, on this 16th day of June 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas  
Town Attorney

Will C. Beecherl  
Mayor

ATTEST:

Joanna Mekeal  
Town Secretary