



Prosper is a place where everyone matters.

Minutes

Prosper Town Council Meeting
Council Chambers
Prosper Town Hall
250 W. First Street, Prosper, Texas
Tuesday, March 23, 2021

Call to Order/ Roll Call.

The meeting was called to order at 5:45 p.m.

Council Members Present:

Mayor Ray Smith
Mayor Pro-Tem Jason Dixon
Deputy Mayor Pro-Tem Craig Andres
Councilmember Marcus E. Ray
Councilmember Amy Bartley
Councilmember Jeff Hodges
Councilmember Meigs Miller

Staff Members Present:

Harlan Jefferson, Town Manager
Terry Welch, Town Attorney
Melissa Lee, Town Secretary
Robyn Battle, Executive Director of Community Services
Chuck Springer, Executive Director of Administrative Services
Betty Pamplin, Finance Director
January Cook, Purchasing Manager
Rebecca Zook, Executive Director of Development & Infrastructure Services
Khara Dodds, Development Services Director
Hulon Webb, Engineering Services Director
Dan Heischman, Assistant Director of Engineering Services - Development
Alex Glushko, Planning Manager
Frank Jaromin, Director of Public Works
Leigh Johnson, Director of Information Technology
Dudley Raymond, Director of Parks and Recreation
Doug Kowalski, Police Chief
Stuart Blasingame, Fire Chief

Invocation, Pledge of Allegiance and Pledge to the Texas Flag.

Pastor Jim Lugar, Life Journey Church, led the invocation. The Pledge of Allegiance and the Pledge to the Texas Flag were recited.

Announcements of recent and upcoming events.

Councilmember Bartley read the announcements.

The Prosper Spring Cleanup was held in downtown on Saturday, March 20. 453 cars visited the downtown site to drop off electronics, cardboard, metal and bulk trash items to be disposed or recycled. Cornerstone was on site to collect donated household items as well. The Cornerstone

staff thanked the Town staff and volunteers for their assistance in collecting and transporting donated household items.

Town staff has created an informational webpage for our residents who have questions about caring for their landscaping following the recent hard freeze in Texas. Visit the Winter Storm Information page on the Town website for more information.

Thanks to everyone who donated blood in the Prosper Community Library's blood drive on March 16 & 17. Carter Blood Care drew a total of 99 pints of blood, exceeding our goal by 19 pints. We appreciate everyone who donated blood to ensure that local blood supplies are kept at adequate levels.

The Texas Department of State Health Services has announced that all adults will be eligible to receive the COVID-19 vaccine starting on Monday, March 29. Please check the Town website and Facebook page for updates on vaccine availability and how to sign up.

Summer camp registration for Parks & Recreation programs opens on April 5. Visit www.prosperparksandrec.org for a list of activities.

The Mayor's Coffee for Active Adults is scheduled for April 14 at 9:00 a.m. via Zoom. Contact Jonathan Weeks in the Parks & Recreation Department to sign up.

The Mayor's Fitness Challenge continues through April 18. Residents are encouraged to walk or run at least 100 miles or bike at least 300 miles. Turn in your completed tracking sheets by April 23 to receive a free t-shirt and the opportunity to win a Fitbit.

Discussion Items.

1. Discuss and give staff direction on location of Honor Walls. (DR)

Dudley Raymond, Director of Parks and Recreation, provided the Town Council a historical overview of this item. At the April 14, 2020, Town Council meeting, Council discussed the desired location for the Honor Wall at Town Hall. A consensus was not reached as to the desired location, and Council placed the project on hold due to budget concerns related to COVID-19. Mr. Raymond then reviewed both options for the Town Council. Option One placed the Honor Walls slightly off the sidewalk adjacent to the parking lot on the north side of the building and Option Two placed the Honor Walls within the planter islands flanking the main walk on the north side of the building.

The Town Council preferred Option Two overall and discussed landscape, paving, and lighting options. Staff will present Option Two once again for Council review at an upcoming Town Council meeting prior to the competitive bid process on this project.

CONSENT AGENDA:

Items placed on the Consent Agenda are considered routine in nature and non-controversial. The Consent Agenda can be acted upon in one motion. Items may be removed from the Consent Agenda by the request of Council Members or staff.

2. Consider and act upon the minutes from the March 9, 2021, Town Council Meeting. (ML)

3. **Consider and act upon awarding CSP No. 2021-22-B to Ratliff Hardscape, Ltd, related to construction services for the Hays Park Project (1802-PK); and authorizing the Town Manager to execute a construction agreement for same. (DR)**
4. **Consider and act upon authorizing the Town Manager to execute a Professional Services Agreement between Garver, LLC, and the Town of Prosper, Texas, related to the sizing and timing of detention pond alternatives downstream of the BNSF Railroad. (HW)**

Mayor Pro-Tem Dixon made a motion and Deputy Mayor Pro-Tem Andres seconded the motion to approve all items on the Consent Agenda.

The motion passed by a vote of 7 – 0.

CITIZEN COMMENTS:

There were no citizen comments.

REGULAR AGENDA:

Items for Individual Consideration:

5. **Consider and act upon Resolution No. 2021-15 accepting the Independent Audit Report and Comprehensive Annual Financial Report for the Fiscal Year Ended September 30, 2020, as presented by a representative of Pattillo, Brown and Hill LLP., Certified Public Accountants. (BP)**

Betty Pamplin, Finance Director, introduced John Manning of Pattillo, Brown and Hill LLP., Certified Public Accountants. Mr. Manning provided an overview of the audit process and results. For the year ended September 30, 2020, the auditors had no deficiencies to report under Government Auditing Standards.

Mayor Pro-Tem Jason Dixon made a motion and Councilmember Hodges seconded the motion to approve Resolution No. 2021-15 accepting the Independent Audit Report and Comprehensive Annual Financial Report for the Fiscal Year Ended September 30, 2020, as presented by a representative of Pattillo, Brown and Hill LLP., Certified Public Accountants.

The motion passed by a vote of 7 – 0.

6. **Consider and act upon Ordinance No. 2021-16 amending Ordinance No. 2020-71 (FY 2020-2021 Budget). (BP)**

Betty Pamplin, Finance Director, provided an overview of Ordinance No. 2021-16 amending Ordinance No. 2020-71 (FY 2020-2021 Budget).

Administrative Services expenditures are increasing by \$62,591 for the Communications Manager position that was requested and not approved during the FY 2020-2021 budget process.

Development Services Building Permit revenue is projected to increase by \$1,424,982 from \$2,689,060 to \$4,114,042 due to extremely strong building activity in the current

fiscal year. Expenditures are increasing for third party plan review and inspection services by \$528,000 from \$274,000 to \$802,000 due to the permit application for PISD High School #3 and other commercial activity. Expenditures are increasing by \$86,994 to fund two additional personnel in the Building Inspections division. The General Fund revenues will increase by \$1,424,982 and expenditures will increase by \$677,585.

Councilmember Ray questioned the urgency regarding the Communications Manager position that was requested by Administrative Services. Robyn Battle, Executive Director of Community Services, responded that the urgency was to avoid any lapse in service that could occur with the increased demand for Communications programs, and with the current media contractor (Celso Martinez) scheduled to retire at the end of FY 2020-2021. Staff is recommending moving forward with hiring this full-time employee to facilitate the transition of duties in-house.

After discussion, Councilmember Miller made a motion and Deputy Mayor Pro-Tem Andres seconded the motion to approve Ordinance No. 2021-16 amending Ordinance No. 2020-71 (FY 2020-2021 Budget).

The motion passed by a vote of 7 – 0.

EXECUTIVE SESSION:

Recess into Closed Session in compliance with Section 551.001 et seq. Texas Government Code, as authorized by the Texas Open Meetings Act, to deliberate regarding:

Section 551.087 - To discuss and consider economic development incentives.

Section 551.072 - To discuss and consider purchase, exchange, lease or value of real property for municipal purposes and all matters incident and related thereto.

Section 551.074 - To discuss and consider personnel matters and all matters incident and related thereto.

Section 551.074 - To discuss appointments to the Board of Adjustment/Construction Board of Appeals, Parks & Recreation Board, Library Board, Prosper Economic Development Corporation Board, and Planning & Zoning Commission.

The Town Council recessed into Executive Session at 6:21 p.m.

Reconvene in Regular Session and take any action necessary as a result of the Closed Session.

The Town Council reconvened the Regular Session at 6:53 p.m.

Councilmember Miller made a motion and Mayor Pro-Tem Dixon seconded the motion to authorize the Mayor to execute a Termination of License Agreement on behalf of the Town of Prosper with the Prosper Historical Society.

The motion was approved by a vote of 7 – 0.

Councilmember Miller made a motion and Councilmember Hodges seconded the motion to appoint David Blom to the Prosper Economic Development Corporation Place 3.

The motion was approved by a vote of 7 – 0.

Possibly direct Town staff to schedule topic(s) for discussion at a future meeting.

7. Winter Storm Debrief (HJ)

Harlan Jefferson, Town Manager, provided the Town Council a debrief on the recent Winter Storm. Town staff conducted a debriefing session earlier this month to review the storm's impact on the community and the Town's response efforts. Identified were some of the successes and challenges faced during the emergency, and the lessons learned to prepare for similar situations in the future. Successes included the warming station, the water distribution site and Zoom meetings for FEMA assistance programs. Challenges included the closure of non-emergency offices, fuel shortages and frozen water lines. Lessons learned included the Public Works department stockpiling appropriate sanding materials, the Fire Department investing in additional portable heaters to thaw equipment and Communications looking at using the RAVE system for communicating emergency information via text. Additionally noted, the Emergency Management staff will clarify criteria and necessary materials for operating a warming station and improvements to the Public Works & Parks facilities will help with preparedness in the future.

8. Prosper Ladera Planned Development Rezoning Discussion. (RZ)

Rebecca Zook, Executive Director of Development & Infrastructure Services, discussed the Ladera Planned Development for active adult living age 55+ featuring exterior maintenance-free homes. A unique development type, the Ladera Planned Development presents zoning designation challenges such as single or multi-family residential. The applicant submitted a PD Amendment in December 2020, and a resubmittal February 26, 2021, for fire and building code updates. The applicant is proposing 4' sidewalks on one side of the road, roll curbs and drainage captured in inlets to one side of each home. Additional proposed standards include decreased front yard setbacks at 20' and 22' respectively and a 6' separation between homes.

The Town Council suggested utilizing floodplain space within the development to increase home setbacks and requested open fencing and berming on Custer. Also discussed were the lack of tree mitigation with this proposal and a dislike for the fence wall material proposed.

Adjourn.

The meeting was adjourned at 7:29 p.m. on Tuesday, March 23, 2021.

These minutes approved on the 13th day of April 2021.

APPROVED:

Ray Smith
Ray Smith, Mayor

ATTEST:

Melissa Lee
Melissa Lee, Town Secretary

