



Prosper is a place where everyone matters.

MINUTES

Prosper Town Council Meeting
Council Chambers
Prosper Town Hall
250 W. First Street, Prosper, Texas
Tuesday, October 12, 2021
5:45 PM

Call to Order/ Roll Call.

The meeting was called to order at 5:46 p.m.

Council Members Present:

Mayor Ray Smith
Deputy Mayor Pro-Tem Craig Andres
Councilmember Marcus E. Ray
Councilmember Jeff Hodges
Councilmember Charles Cotten
Councilmember Amy Bartley

Council Members Absent:

Mayor Pro-Tem Meigs Miller

Staff Members Present:

Harlan Jefferson, Town Manager
Terry Welch, Town Attorney
Robyn Battle, Executive Director of Community Services
Michelle Lewis Sirianni, Town Secretary
Todd Rice, Communications Manager
Rebecca Zook, Executive Director of Development and Infrastructure Services
Hulon Webb, Engineering Services Director
Khara Dodds, Development Services Director
Alex Glushko, Planning Manager
Leigh Johnson, IT Director
Betty Pamplin, Finance Director
Paul Naughton, Senior Park Planner
Stuart Blasingame, Fire Chief
Doug Kowalski, Police Chief

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

Mike Martin, Public Safety Chaplin, led the invocation. The Pledge of Allegiance and the Pledge to the Texas Flag were recited.

Announcements of recent and upcoming events.

The Council would like to thank everyone who has shown support for the Raymond family following the loss of our Parks & Recreation Director, Dudley Raymond. Dudley was a good friend, a dedicated professional, and an exceptional person who devoted his life to serving his family and his community. We ask that you continue to lift up Dudley's family with your prayers and support. Residents are invited to "Light Our Town Red" in support of Fire Prevention Month.

The Town of Prosper and local community groups are showing support for our Fire Department through the month of October. Residents are encouraged to add red light bulbs to your front porch light and/or landscape lighting to show your support.

The Development Services Department will host virtual public meetings regarding proposed design guidelines for the Dallas North Tollway Corridor on October 28 and November 8. More information will be available on the Town website and Facebook page in the coming weeks.

Early Voting for the November 2 Constitutional Amendment Election begins on October 18 and runs through October 29. Prosper Voters who live in Collin County may vote at Town Hall for early voting and election day. Denton County voters may vote at Prosper Fire Station 2 during early voting and on election day. Please check the Town's Facebook page, or the Collin County or Denton County Elections websites for more information.

The Prosper Arbor Day Celebration will take place on Saturday, November 6, from 9-10 a.m. at Prosper Town Hall. Participants are asked to gather on the north side of the parking lot. The celebration will include tree plantings with assistance from Prosper Girl Scout Troop 8415, Girls Scout Troop 1325, and Boy Scout Troop 365. Parks and Recreation staff will provide instruction and guidance on proper tree planting techniques to the group. The annual event celebrates Prosper's dedication to community forestry and recognizes important role of trees in enhancing the quality of life in Prosper.

The Town Council recognized the mayor's years of dedication and service on his birthday. Town Council and staff sang happy birthday to Mayor Smith.

Presentations.

1. Recognize outgoing Board and Commission members. (MLS)

Mayor Smith read and presented a Proclamation to Chris Long, Planning and Zoning Commission and Rebekah Land, Parks and Recreation Board.

2. Presentation of a Proclamation to members of the Prosper IT Department recognizing October 2021, as national Cybersecurity Month. (MLS)

Mayor Smith read and presented a Proclamation to Leigh Johnson, IT Director.

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.

3. Consider and act upon the minutes from the September 28, 2021, Town Council meeting. (MLS)

4. Consider and act upon approving Amendment No. 1 to the Cityworks License and Maintenance Agreement between Azteca Systems, LLC., a sole source provider, and the Town of Prosper, Texas; and authorizing the Town Manager to execute documents for the same. (LJ)

5. Consider and act upon approving Change Order No. 2 for Bid No. 2021-30-B to Tiseo Paving Co., related to construction services for the Fishtrap Road

Segment 4 Construction and Segment 1-4 Landscaping Architecture project; and authorizing the Town Manager to execute Change Order Number 02 for same. (HW)

- 6. Consider and act upon authorizing the Town Manager to execute a Professional Services Agreement between Sciens, LLC and the Town of Prosper, Texas, related to Phase III ERP System Selection Consultant for Finance, Utility Billing, Municipal Court, and Human Resources. (BP)**
- 7. Consider and act upon authorizing the Town Manager to execute an Interlocal Agreement between Collin County and the Town of Prosper, Texas accepting a grant award from the 2018 Collin County Parks and Open Spaces Project Assistance Fund for the Pecan Grove Park Trail project. (PN)**
- 8. Receive the August Financial Report. (BP)**
- 9. Consider and act upon authorizing the Town Manager to execute a Professional Services Agreement between Lee Engineering, LLC, and the Town of Prosper, Texas, related to providing on-call traffic engineering services. (HW)**
- 10. Consider and act upon an Ordinance No. 2021-58 for a Specific Use Permit (SUP) for a Nursery, Major (Calloway's), in Gates of Prosper, on 3.2± acres, located on the north side of Richland Boulevard, west of Preston Road. The property is zoned Planned Development-67 (PD-67). (S21-0001) (AG)**
- 11. Consider and act upon authorizing the Town Manager to execute a Development Agreement between 289 (Preston) & 380, L.P., and the Town of Prosper, Texas, related to the Calloway's Nursery in the Gates of Prosper development. (AG)**
- 12. Consider and act upon an Ordinance No. 2021-59 amending the Future Land Use Plan from Old Town Single Family to Old Town Office, generally located on the southeast corner of Coleman Street and Seventh Street. (CA21-0002). (AG)**
- 13. Consider and act upon an Ordinance No. 2021-60 rezoning 0.7± acres from Single Family-15 (SF-15) to Planned Development-Downtown Office (PD-DTO), to allow for the conversion of the existing structure into an office, located on the southeast corner of Coleman Street and Seventh Street. (Z21-0005). (AG)**
- 14. Consider and act upon authorizing the Town Manager to execute a Development Agreement between Jeff and Cara Sorensen, and the Town of Prosper, Texas, related to 104 E. Seventh Street. (AG)**
- 15. Consider and act upon whether to direct staff to submit a written notice of appeal on behalf of the Town Council to the Development Services Department, pursuant to Chapter 4, Section 1.5(C)(7) and 1.6(B)(7) of the Town's Zoning Ordinance, regarding action taken by the Planning & Zoning Commission on any Site Plan or Preliminary Site Plan, including Salad and Go and Whispering Farms Equestrian Center. (AG)**

Deputy Mayor Pro-Tem Andres made a motion to approve consent agenda items 3 thru 15. Councilmember Cotten seconded that motion and the motion was unanimously approved.

CITIZEN COMMENTS:

No comments were made.

Items for Individual Consideration:

- 16. Consider and act upon a Resolution No. 2021-61 expressing official intent to reimburse costs of projects approved by town voters in the November 3, 2020, Bond Election. (BP)**

Ms. Pamplin stated the proposed reimbursement resolution allows the Town to pay for projects from the 2022 General Obligation Bond issuance, which includes costs associated with street design and construction projects, parks and recreational facilities, and the design of Fire Station #4. The total amount to be issued has been set to not exceed \$34 million.

Councilmember Hodges made a motion to approve a resolution expressing official intent to reimburse costs of projects approved by town voters in the November 3, 2020, Bond Election. Deputy Mayor Pro-Tem Andres seconded that motion and the motion was unanimously approved.

- 17. Consider and act upon a Resolution No. 2021-62 expressing official intent to reimburse costs of fiscal year 2021-2022 Capital Improvement Program (CIP) projects. (BP)**

Ms. Pamplin stated the proposed reimbursement resolution allows the town to pay for projects 2022 Certificates of Obligation issuance, which includes costs associated with the construction of street improvements, water/wastewater improvements, and drainage improvements. The total amount to be issued has been set to not exceed \$16 million.

Councilmember Ray made a motion to approve a resolution expressing official intent to reimburse costs of fiscal year 2021-2022 Capital Improvement Program (CIP) projects. Councilmember Bartley seconded that motion and the motion was unanimously approved.

- 18. Consider and act upon an Ordinance No. 2021-57 amending Ordinance No. 2021-55 (FY 2021-2022 Annual Budget and Capital Improvement Program) to provide funding increased expenditures in the General Fund, Park Improvement Fund, Water Impact Fee Fund, and Wastewater Impact Fee Fund. (BP)**

Ms. Pamplin stated the proposed budget amendment ordinance amends the fund balances for the purchase of the Quint fire engine and ambulance from the General Fund, the grant revenue for the Pecan Grove Park project from the Park Improvement Fund, and the design of water lines and a wastewater line along the Dallas North Tollway (DNT) from the Water Impact Fee and Wastewater Impact Fee Fund. Staff recommends approval.

Councilmember Hodges made a motion to approve an ordinance amending Ordinance No. 2021-55 (FY 2021-2022 Annual Budget and Capital Improvement Program) to provide funding increased expenditures in the General Fund, Park Improvement Fund,

Water Impact Fee Fund, and Wastewater Impact Fee Fund. Councilmember Ray seconded that motion and the motion was unanimously approved.

19. **Consider and act upon approving the purchase of one Quint fire engine from Siddons Martin Emergency Group, LLC, through the Texas Local Government Purchasing Cooperative; and authorizing the Town Manager to execute documents for the same. (SB)**

Chief Blasingame stated this purchase is an approved addition to the fleet and will be for Fire Station #3. Due to the 12 to 15 months build time of the apparatus, staff is requesting approval to ensure the engine is completed by the opening of Fire Station #3.

Councilmember Ray made a motion to approve the purchase of one Quint fire engine from Siddons Martin Emergency Group, LLC, through the Texas Local Government Purchasing Cooperative; and authorizing the Town Manager to execute documents for the same. Councilmember Hodges seconded that motion and the motion was unanimously approved.

20. **Consider and act upon approving the purchase of one ambulance from Southern Emergency & Rescue Vehicle Sales, LLC, through the Texas Local Government Purchasing Cooperative; and authorizing the Town Manager to execute related documents for the same. (SB)**

Chief Blasingame stated this purchase is an approved addition to the fleet and will be for Fire Station #3. Due to the 12 to 15 months build time, staff is requesting approval to ensure the ambulance is completed by the opening of Fire Station #3.

Deputy Mayor Pro-Tem Andres made a motion to approve the purchase of one ambulance from Southern Emergency & Rescue Vehicle Sales, LLC, through the Texas Local Government Purchasing Cooperative; and authorizing the Town Manager to execute related documents for the same. Councilmember Cotton seconded that motion and the motion was unanimously approved.

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

21. **Receive an update on COVID-19 operational changes.**

Ms. Battle reviewed current operational changes for Town employees, programs, events, and activities, which have been based on current CDC guidance along with comparative cities, ISD's, and hospitalization rates. Staff is recommending continuing to limit in-person meetings, continue teleworking at Directors' discretion, and to evaluate returning to in-person trainings and employee events. Staff is seeking feedback and direction from the Town Council on the Christmas Festival, HOA Presidents meetings, the Board and Commission reception, citizen academies, the State of the Community, and Town Hall balcony receptions. Ms. Battle stated they are currently planning to move forward with in-person and virtual options where viable but will adjust as necessary if conditions should change.

The Town Council discussed and agreed to move forward with returning to in-person and continuing virtual options where feasible to give residents the choice to be in-person or attend virtually.

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 6:25 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 6:57 p.m.

Councilmember Cotten made a motion to reappoint Chris Kern to the Planning and Zoning Commission. Deputy Mayor Pro-Tem Andres seconded that motion and the motion was unanimously approved.

Adjourn.

The meeting was adjourned at 6:58 p.m.

These minutes approved on the 26th day of October 2021.



APPROVED:



Ray Smith, Mayor

ATTEST:


Michelle Lewis Sirianni, Town Secretary