

**MINUTES**  
**Town of Little Elm**  
**214-975-0404**  
<http://www.littleelmtx.us>

**PUBLIC HEARING AND WORK SHOP**  
**Tuesday January 10, 2012**

**Present:** Charles Platt Mayor, Curtis Cornelious Mayor Pro-tem, Council members Richard Stevens, Stephanie Shoemaker, and Brandon Gerard. Absent: Council member Bill Roebken.

**Staff:** Doug Peach, Kathy Phillips, Dee Dee Hale, Alan Dickerson, Dianne Lawson, Jason Laumer, Dusty McAfee, Kevin Mattingly, Jennette Killingsworth, and Joe Florentino.

1. Roll Call/Call to Order **at 6:30 p.m.**
2. **Public Hearing** to allow for final public comment regarding the completion of the 2008 Texas Capital Fund Program-Infrastructure Improvements, Contract 728092, benefitting Retractable Technologies, Inc. The general public is invited to attend and participate.
  - a. Staff Report. Shelley Green with Municipal Development Services informed Council that the Public Hearing was required in order to close out the Texas Capital Fund Program-Infrastructure Improvements, Contract 728092, which benefitted Retractable Technologies, Inc., total amount of grant project \$760,000.
  - b. Opened Public Hearing **at 6:31 p.m.**
  - c. Receive Public Comments. None
  - d. Closed Public Hearing **at 6:32 p.m.**
3. **Work Shop:**
  - a. **Discussion**-Little Elm Park Street Names: Director of Development Services Jason Laumer informed Council due to recent road expansion and improvements inside Little Elm Park Town Staff is looking for Council direction for street names. Little Elm Park Road is very close to Little Elm Parkway near Kroger and may cause some confusion. Staff has discussed naming the main entrance the same as Lobo Lane since the new drive will line up with Lobo Lane and naming the road down to Lighthouse Grill and the Swim Beach to Lighthouse Beach Drive. Staff has some ideas for the new connector road to Main Street to present. Staff will bring back Ordinance to council at future meeting with proposed street names for consideration.
  - b. **Discussion** on expanding Development Officer job description requirements. Director of Development Services Jason Laumer informed council that the development officer position and job responsibilities were presented and approved by the Town council during the 2012 FY budget process. Over the last year Development Services has been reviewing our Health Inspection process and procedures. We are looked at several options, what process and fees others cities have, and the costs for in-house


vs. consultants. During the recent interview process for the development officer position, which will be performing rental inspections, commercial site inspections, and various zoning related codes, staff came across an applicant that can perform these duties and perform Health Inspections. Staff would like to improve the health inspection process and believe the cheapest most effective way would be to expand the job duties of the development officer position which would cause a change in the pay plan approved by Council for the position to grade P, step 2. Overall it would be a savings to the budget and not require a budget amendment. The pay plan adjustment would be approximately \$8,000 while the annual cost for the Health Contract is \$20,000 per chart provided. The Town would still contract out occasionally for septic inspections which have been less than \$1,000 a year for the last three years. Staff is asking for Council direction. Council consensus was to proceed.

- c. **Presentation and Discussion** on Utility Billing Processes and Procedures: Director of Finance Alan Dickerson stated that often Council members and others receive feedback or inquiries the Town's Utility Billing practices. This presentation is for the purpose of clarifying staff's current practices in regard to billing, collection, notices and payment options. Alan presented power point presentation from meter readings to collections.
- d. **Discussion**-financing of the budgeted ambulance and recently purchased patrol boat as an all-inclusive financing proposal option: Director of Finance Alan Dickerson informed Council that the purpose of this item is to discuss financing option for the budgeted ambulance and recently authorized acquisition of the Patrol Boat. The original intent was to pay cash for the Patrol Boat but since we were doing a financing arrangement for the Ambulance Box and Chassis, he thought that we could go ahead and include the Patrol Boat in a bundled financing package. Both assets have useful lives that extend beyond the financing term. Capital Cost total \$328,242, budgeted for Capital Outlay is \$300,500. The financing proposal is for a term of three (3) years for an interest cost of \$17,900. He is seeking Council direction in order to bring back for action on the January 17<sup>th</sup> agenda a financing proposal for both assets as stated in discussion. Council consensus was to proceed with financing proposed and bring to 17th meeting for council consideration.
- e. **Discussion** regarding rescheduling/cancelling of the February 21<sup>st</sup> Regular Council Meeting: Interim Town Manager Doug Peach reminded the Council of the Annual Friends of the Library Trivia night being held on February 21<sup>st</sup>. Several Council members and Staff members participate in this annual event asking for council direction regarding rescheduling or cancelling the February 21<sup>st</sup> meeting. Council consensus was to cancel at this time, if something comes up between now and the 21<sup>st</sup> the meeting would be rescheduled.
- f. **Discussion** regarding holding Council Workshop in lieu of Pre-Session prior to Regular Meeting: Interim Town Manager Doug Peach stated he would like to propose the Town Council begin conducting Council Work Session in advance of the Regular Council Meeting. This would eliminate the need for the Council Work Session on the

second week on each month. The Work Session would take the place of the current Pre-Session when Department Head typically give verbal reports. The Work Session would continue to serve the same purpose. Staff would present detail information on large ordinances or other large subject matters to be considered by Council at a future Regular Meeting. He was asking for Council direction. Council consensus was to start the Work Session/ Regular Meeting at 6:00 p.m., to keep departmental reports on the agenda in case needed and proceed with workshop items then move on to Regular Meeting. Doug stated we would start with the 17<sup>th</sup> meeting; may need to fine-tune as we go.

4. Adjourned **at 7:20 p.m.**

Respectfully:

  
Town Secretary

Passed and approved this \_\_\_\_ day of \_\_\_\_\_ 2012.