

MINUTES
Town of Little Elm
214-975-0404
<http://www.littleelm.org>

WORKSHOP
AND
REGULAR TOWN COUNCIL MEETING
Tuesday February 7, 2012

Present: Charles Platt Mayor, Curtis Cornelious Mayor Pro-tem, Council members Richard Stevens, Stephanie Shoemaker, Brandon Gerard, and Bill Roebken. Staff: Doug Peach, Robert Brown, Kathy Phillips, Alan Dickerson, Dianne Lawson, Scott Westenhoefer, Jason Laumer, Lynn Tompkins, Dee Dee Hale, Tony Chrisman, Joe Florentino, Brian Roach, and Waylan Rhodes.

1. Call to Order Council Work Shop at 6:00 p.m.

- a. Items to be withdrawn from Consent Agenda. **NONE**
- b. Emergency Items if posted. **NONE**
- c. Request by the Town Council for items to be placed on the next regular council agenda for discussion, and recognition of excused absences. Upon motion by Council member Gerard and second by Council member Shoemaker the members **voted 6-0** to excuse absences of Mayor Platt from the January 17, 2012 Workshop and Regular Meeting and Council member Roebken from the January 10, 2012 Workshop.
- d. Design Presentation by Hidell & Associates for Preliminary Layout of Library Expansion and Remodel at Town Hall; Staff to discuss current budget of project. **Jason Laumer** Director of Development Services informed Council that the architect, Hidell & Associates, had been working on ideas and concepts for the remodel of the first floor of Town Hall as part of the Library and Remodel Capital Improvement Project. Hidell & Associates are here to present the preliminary layout of the first floor of Town Hall, construction phasing, and to answer any questions Council may have. Staff would also like to discuss the remodel of the upstairs of Town Hall to accommodate the Utility Billing Office in order to provide additional space for the library downstairs and a more functional layout for the long term future of Town Hall. Expansion includes renovation to the existing library as well as expanding to use additional space within Town Hall, once the Police Department has moved to their new facility. The \$835,000 for the library expansion and renovation would double the current library space and enable more room for a larger book and audiovisual collection, more space for all age programming, separate areas for adults and youth, increased computer availability, additional meeting rooms, and quiet study areas. There are separate funds in the Utility and General Funds for the relocation of the Utility Billing Office and upstairs remodel of Town Hall. The next step is to finish Design Development in January 2012 and to continue on design into the construction phase. Final design is on track to be completed and ready to bid

by April 2012. Once the police department moves out of Town Hall staff will start Phase I to fill the open spaces upstairs, move Building Permits into the old police window for a short duration, remodel the upstairs with the Utility Billing Office and then move them upstairs to allow for the complete demo of the west side of Town Hall for the library expansion. Then move the library into the new space for a completed demo of the east side of Town Hall. Mr. Hidell gave power point presentation. Development Services Director to bring back options to Council at the March 6th meeting regarding funding of the project.

- e. Receive presentations: proposals from Executive Search Firms to recruit a person for the position of Town Manager. **Doug Peach** Interim Town Manager stated that as directed at a previous meeting he had solicited and received proposals from three firms to perform an executive search for the Town Manager position. The proposals received are from Affion Public, The Waters Consulting Group, Inc., and Strategic Government Resources. Representatives of the firms are present tonight to provide a brief presentation and address question from Council. Representatives from all three firms gave a brief presentation to council.
- f. Presentation of monthly updates from department heads: Development Services Director Jason Laumer informed council of (2) free grants that were being submitted. Also staff is looking into FEMA grant regarding a Hazard Mitigation Plan. That Staff was also discussing signal work with Kroger on FM 423 by Goody Goody.

2. **Presentations and Announcements:**

- a. Mayor Platt presented certificate of testimony from Senator Jane Nelson to Jasmin Purdy, Chris Platt and Charles Platt Jr. regarding their successful completion of the 2011 Teen Court Program. He also thanked and recognized Hugene Purdy for in involvement in the Teen Court Program.

3. **Roll Call/Call to Order Regular Town Council Meeting Immediately Following Council Workshop.**

4. Opening Prayer: Richard Stevens-Living Word Baptist Church.

5. Pledge to the Flags:

- a. United States Flag
- b. Texas Flag

6. Public Comments: **NONE**

7. Upon motion by Council member Roebken and second by Council member Shoemaker the members **voted 6-0** to approve the Consent Agenda as presented:

- a. **Minutes** of the January 17, 2012 Workshop and Regular Meeting.
- b. **Final Plat** Dominion at Lakeview-Sunset Pointe Phase 23 from Dowdey, Anderson, and Associates, Inc., generally located northeast of Lakemont Drive along Foundation Gate Drive.
- c. **Quarterly Investment Report** for the period ending December 31, 2011.
- d. **Quarterly Budget and Financial Report** for period ending December 31, 2011.
- e. **Appointment** of Melissa Myers as member to the Parks and Recreation Board to fill an unexpired term ending 05-01-2013.
- f. **Authorize** the Interim Town Manager to enter into a lease agreement with HP Financial Services Company for the lease of information technology equipment for three years in an amount not to exceed Forty-Four Thousand Two-hundred and thirty-six dollars (\$44,236) annually.
- g. **Approve** Resolution No. 02071201 a Resolution of the Town of Little Elm suspending the March 6, 2012, effective date of Atmos Energy Corp., Mid-Tex Division ("Atmos Mid-Tex") requested rate change to permit the Town time to study the request and to establish reasonable rates; approving cooperation with Atmos Cities Steering Committee ("ACSC") and other cities in the Atmos Mid-Tex Service Area and to hire legal and consulting services and to negotiate with the company and direct any necessary litigation and appeals; requiring reimbursement of cities' rate case expenses; finding that the meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the Company and ACSC'S Legal Counsel.
- h. **Approve** request from Denton County Election Administration to use the Town Hall as an early voting location for the May 12, 2012 City and School Election.

8. **Reports and requests for Town Council consideration and appropriate action:**

- a. Upon motion by Council member Stevens and second by Council member Gerard the members **voted 6-0** to select the Executive Search Firm-Strategic Government Resources (SGR) to recruit for the position of the Town Manager and to authorize Interim Town Manager to execute a contract for the same.
- b. Upon motion by Council member Cornelious and second by Council member Stevens the members **voted 6-0** to adopt Ordinance No. 1095 an Ordinance of the Town Council of the Town of Little Elm, Texas, ordering a General and Special Election to be held on Saturday May 12, 2012, for the following purposes: elect a Mayor for a three (3) year term; elect one (1) Council member from Place 3 for a three (3) year term; elect one (1) Council member from Place 5 for a three (3) year term, and elect one (1) Council member from Place 4 for the remainder of an expired three (3) year term; providing for the appointment of election officers; providing for the designation of the places and manner of holding said election; providing for the designation of early voting polling places; providing for the designation of the early voting clerk;

providing for the posting and publication of notice; providing a severability and conflicts clause; and providing for an immediate effective date.

- c. Upon motion by Council member Roebken and second by Council member Gerard the members **voted 6-0** to approve Joint Election Agreement and Contract for Election Services between the Town and Denton County Elections Administrator.
- d. Upon motion by Council member Gerard and second by Council member Stevens the members **voted 6-0** to approve the Payment Condition and Asset Study between the Town of Little Elm and Data Transfer Solutions, Inc. for the amount of \$50,051.00 and authorize the Town Manager to execute a contract for the same.
- e. Upon motion by Council member Roebken and second by Council member Stevens the members **voted 6-0** to approve Interlocal Agreement and License between the Town of Little Elm and Frisco Independent School District to provide funding for certain grading, drainage, and landscape improvements within the Town and authorize Mayor to sign the Robertson Elementary Offsite Playground Interlocal Agreement and License for the same.
- f. Upon motion by Council member Cornelious and second by Council member Shoemaker the members **voted 6-0** to approve Change Order #2 to the Guaranteed Maximum Price Amendment #2 to the Construction Manager at Risk Agreement for the Recreation Center and Senior Center between the Town of Little Elm and Adolfson & Peterson and authorize the Town Manager to execute for the same.
- g. Upon motion by Council member Stevens and second by Council member Gerard the members **voted 6-0** to approve Supplemental Task Order for the Cottonwood Creek Drainage Study between the Town of Little Elm and Freese and Nichols, Inc. for the amount of \$14,070.73 and authorize the Town Manager to execute a contract for the same.

9. **FYI:** (All matters are provided to the Town Council for informational purposes only)

- a. Thank You from Tompkins Family.

10. Adjourned Work Shop and Regular Meeting **at 7:51 p.m.**

Respectfully,


Town Secretary

Passed and Approved this ____ day of _____ 2012.