

# DRAFT

Minutes  
Town of Little Elm  
100 W Eldorado Parkway  
Little Elm, Texas 75068  
214-975-0404  
<http://www.littleelm.org>

## REGULAR TOWN COUNCIL MEETING TUESDAY FEBRUARY 6, 2024 - 6:00 p.m.

Present: Mayor Curtis J. Cornelious; Council Member Neil Blais; Mayor Pro Tem Jamell T. Johnson; Council Member Lisa G. Norman; Council Member Andrew Evans; Council Member Michel Hambrick

Absent: Council Member Tony Singh

Staff Caitlan Biggs, Director of Administrative Services/Town Secretary; Jennette Espinosa, Executive  
Present: Director; Joe Florentino, Assistant Town Manager; Matt Mueller, Town Manager; Chad Hyde, Director of Community Services; Doug Peach, Deputy Town Manager; Fred Gibbs, Director of Development Services; Jason Shroyer, Director of Public Works; Kate Graham, Assistant to the Town Manager; Kelly Wilson, Chief Financial Officer; Paul Rust, Fire Chief; Robert Brown, Town Attorney; Rodney Harrison, Police Chief; Shea Rodgers, Chief Information Officer

### 1. Call to Order Council Workshop at 6:00 p.m.

*Meeting was called to order at 6:00 p.m.*

#### A. Present and Discuss the Liaison Meeting with the Little Elm Independent School District.

*Council Member Michel Hambrick recapped her meeting with Little Elm ISD, where they requested the Town's partnership on building a natatorium and performing arts center. Council expressed interest in exploring the potential for a performing arts center.*

#### B. Present and Discuss the 2024 Strategic Plan.

*Director of Administrative Services Caitlan Biggs gave an overview of the strategic planning process. Town Council had no questions or comments. The 2024 Strategic Plan will be on the agenda for the February 20, 2024 meeting.*

#### C. Present and Discuss an Update on the Parks, Recreation, & Open Space Master Plan.

*Community Services Director Chad Hyde introduced Elizabeth with Dunaway who gave an overview the item in the attached presentation.*

- D. Present and Discuss an **Update on the Water and Sewer Rate Plan.**

*Chief Financial Officer Kelly Wilson introduced Becky Schafer with NewGen Solutions to give an overview of the item in the attached presentation.*

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

- A. Invocation.

*Council Member Neil Blais gave the invocation.*

- B. Pledge to Flags.

- C. Items to be Withdrawn from Consent Agenda.

*None.*

- D. Emergency Items if Posted.

*None.*

- E. Request by the Town Council for Items to be Placed on a Future Agenda for Discussion and Recognition of Excused Absences.

*Mayor Cornelious requested an excused absence for Council Member Tony Singh.*

- F. **Presentation of Monthly Updates.**

*Presentation of monthly updates from department heads: concerning law enforcement activities, municipal court, customer service, emergency medical services, fire department response, fire prevention activities, emergency management, ongoing economic development projects, building permits, code enforcement activities, library activities, human resources updates, information technology report, revenue and expenditure report, street construction status, sanitation services, highway construction status, utility operations, parks and recreation activities, as well as facility and fleet updates.*

*Town Manager Matt Mueller stated that this is the last week for Harry Potter: Forbidden Forest Experience in Little Elm Park.*

- G. Town Council to Highlight Items on the Agenda Needing Further Discussion or Comments Prior to the Regular Session.

*None.*

3. **Presentations.**

- A. Present a **Proclamation Recognizing HHS and the Annual Health for Humanity Yogathon.**

***Mayor Cornelious presented the proclamation.***

**4. Public Comments**

*Persons may address the Town Council on any issue. This is the appropriate time for citizens to address the Council on any concern whether on this agenda or not. In accordance with the State of Texas Open Meeting Act, the council may not comment or deliberate such statements during this period, except as authorized by Section 551.007, Texas Government Code.*

***Jonathan Mills, ADDRESS, discussed concerns related to the Doe Branch Estates area between public vs private roads.***

***Lisa Gallegos, ADDRESS, discussed personnel matters related to Code Enforcement.***

**5. Consent Agenda**

*All matters listed under the Consent Agenda are considered to be routine by the Town Council and require little or no deliberation. There will not be a separate discussion of these items and the agenda will be enacted by one vote. If the Council expresses a desire to discuss a matter listed, that item will be removed from the consent agenda and considered separately.*

Motion by Mayor Pro Tem Jamell T. Johnson, seconded by Council Member Lisa G. Norman **to approve the Consent Agenda.**

**Vote:** 6 - 0 - Unanimously

- A. Consider Action to Approve the **Minutes from the January 16, 2024, Regular Town Council Meeting.**
- B. Consider Action to Approve the **Joint Election Agreement and Contract for Election Services with the Denton County Elections Administrator.**
- C. Consider Action to Approve **Ordinance No. 1749 Ordering a General Election to be held on May 4, 2024.**
- D. Consider Action to Approve a **Professional Services Agreement with Freese and Nichols, Inc., for Design Study and Preliminary Design Services Related to the Westside Ground Storage Facility and Pump Station Project in the amount of \$461,000 and Authorize the Town Manager to Execute the Contract.**
- E. Consider Action to Approve **Resolution No. 0206202402 of All Matters incident and related to Declaring Expectation to Reimburse Expenditures related to Improvements and Extensions to the Town's Waterworks and Sewer System with Proceeds of Future Debt, including the Adoption of a Resolution Pertaining Thereto.**
- F. Consider Action to Approve **Resolution No 0206202401 of the Town of Little Elm, Texas, Determining the Costs of certain Additional Authorized Improvements to be Financed within the Spiritas East Public Improvement District; will approve a Preliminary Service Plan and Assessment Plan, including a Proposed Improvement Assessment Roll - Additional Authorized Improvements; Directing the filing of the Proposed Assessment Roll with the Town Secretary; and Providing for Noticing and Calling a Public Hearing on February 20, 2024, to**

**Consider an Ordinance Levying Assessments on Property located within the Spiritas Each Public Improvement District; Directing the Filing of the Proposed Assessment Roll with the Town Secretary to make available for Public Inspection; Directing Town Staff to publish and mail Notice, of said Public Hearing; and Resolving Other Matters Incident and Related Thereto.**

**6. Regular Items.**

**A. Present, Discuss, and Consider Action on a **Development Agreement between the Town of Little Elm and Twin Lakes Vet LLC.****

Motion by Council Member Andrew Evans, seconded by Council Member Neil Blais ***to approve the development agreement.***

**Vote:** 6 - 0 - Unanimously

**7. Convene in Executive Session pursuant to Texas Government Code:**

- Section 551.071 for private consultation with the Town Attorney to discuss the COVID-19 pandemic and municipal authority to respond to the COVID-19 outbreak and to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the Town Attorney has a duty under the Texas Rules of Discipline and Professional conduct regarding confidential communication with the Town Council.
- Section 551.072 to discuss certain matters regarding real property.
- Section 551.074 of the Texas Government Code to discuss and deliberate personal matters to evaluate performance duties, of a public officer or employee(s).
- Section 551.076 to discuss security matters.
- Section 551.087 to discuss Economic Development.

***Council convened into Executive Session at 7:15 p.m.***

**8. Reconvene into Open Session**

Discussion and consideration to take any action necessary as the result of the Executive Session:

- COVID-19 Pandemic and the Town's response thereto, including the consideration of an emergency declaration ordinance.
- Section 551.071 for private consultation with the Town Attorney to discuss the COVID-19 pandemic and municipal authority to respond to the COVID-19 outbreak and to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the Town Attorney has a duty under the Texas Rules of Discipline and Professional conduct regarding confidential communication with the Town Council.
- Section 551.072 to discuss certain matters regarding real property.
- Section 551.074 of the Texas Government Code to discuss and deliberate personal matters to evaluate performance duties, of a public officer or employee(s).
- Section 551.076 to discuss security matters.
- Section 551.087 to discuss Economic Development.

***Council reconvened into Open Session at 8:05 p.m. No action was taken.***

**9. Adjourn.**

***Meeting was adjourned at 8:05 p.m.***

Respectfully,

**Caitlan Biggs**  
Town Secretary

Passed and Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.