

# 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 APRIL 16, 2024 - 6:00 p.m.

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

Absent: Council Member Lisa G. Norman

Staff Present: Caitlan Biggs, Director of Administrative Services/Town Secretary; Jennette Espinosa, Executive 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 6:01 p.m.*

#### A. Present and Discuss an **Update on the Town's Capital Improvement Program.**

*Town Manager Matt Mueller gave an overview of the item in the attached presentation.*

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

#### A. Invocation.

*Mayor Pro Tem Jamell Johnson 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#### C. Items to be Withdrawn from Consent Agenda.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.

***None.***

- 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 gave a recap of recent events hosted by the Town.***

- 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 Declaring May 2024 as Mental Health Month and May 10, 2024 as Children's Mental Health Awareness Day.**

***The Mayor presented the proclamation.***

- B. Present a **Proclamation Declaring April 22, 2024 as Earth Day.**

***The Mayor presented the proclamation.***

- C. Present a **Proclamation Recognizing April 24, 2024 as Armenian Genocide Remembrance Day.**

***The Mayor and Council Member Andrew Evans presented the proclamation.***

- D. Recognize **Keep Little Elm Beautiful** for Winning the 2024 Governor's Community Achievement Award.

***The Mayor presented certificates of recognition.***

**4. Public Comments**

*Persons may address the Town Council on any issue for up to three (3) minutes. 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.*

**None.**

**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 Council Member Tony Singh, seconded by Council Member Andrew Evans **to approve the consent agenda.**

**Vote:** 6 - 0 - Unanimously

- A. Consider Action to Approve the **Minutes from the April 2, 2024, Regular Town Council Meeting.**
- B. Consider Action to Approve **Resolution No. 0416202401 Adopting a Special Events Policy for the Town of Little Elm.**
- C. Consider Action to Approve the **Town's Updated 5-Year Water Conservation and Water Resource and Emergency Management Plan.**
- D. Consider Action to Award **RFP 2024-10 for Long-Range Planning and Unified Development Code to Halff Associates in the amount of \$180,000 and Clarion Associates in the amount of \$315,000, for an estimated combined total of \$495,000, and authorization for the Town Manager to execute the agreements.**
- E. Consider Action to Award **Bid 2024-16 for Submersible Sewage Pump and Installation to Xylem Water Solutions, USA Inc. in the amount of \$63,500.**
- F. Consider Action to Approve a **Professional Services Agreement with Signature Automation to Perform Construction Inspection Services and Supervisory Control And Data Acquisition (SCADA) Programming and Interfacing for the new SCADA Control System in the Amount of \$322,186.25.**
- G. Consider Action to Award **Bid 2024-15 for Walker Median Bed Improvements to Haven Landscaping and Irrigation, in the estimated amount of \$50,015.**
- H. Consider Action to Approve an **Escrow Agreement between the Town of Little Elm and Cottonwood Creek Marina, Inc. regarding improvements to Cottonwood Park.**
- I. Consider Action to Approve the **Final Acceptance of The Lawn at The Lakefront Project.**
- J. Consider Action to Approve the **Final Acceptance of the Cottonwood and Lakeside Turf Project.**

**6. Regular Items.**

**A. Consider Action to Approve Appointments to the Eldorado Corridor and US 380 Corridor Advisory Committees.**

Motion by Council Member Andrew Evans, seconded by Council Member Tony Singh to approve **appointments to the Eldorado Corridor and US 380 Corridor Advisory Committees and appoint Council Member Michel Hambrick and District 3 Council Member to Eldorado Corridor Advisory Group and Council Member Andrew Evans and Mayor Pro Tem Jamell Johnson to the US 380 Corridor Advisory Group.**

**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.

***No Executive Session.***

**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.

**9. Adjourn.**

***Meeting was adjourned at 6:58 p.m.***

Respectfully,

**Caitlan Biggs**  
Town Secretary

Passed and Approved this 14th day of May 2024.