

DRAFT

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

SPECIAL TOWN COUNCIL MEETING TUESDAY MAY 14, 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 Present: Caitlan Biggs, Director of Administrative Services/Town Secretary; Jennette Espinosa, Executive Director; Matt Mueller, Town Manager; Chad Hyde, Director of Community Services; Doug Peach, Deputy Town Manager; Fred Gibbs, Director of Development Services; 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 **Proposed Updates to the Little Elm Governance Policy.**

Town Council gave direction to make the following additional updates:

- *Change the timing of liaison appointments to the second meeting after the canvassing of the general election results*
- *Add language: If the Mayor, Mayor Pro Tem, and Deputy Mayor Pro Tem are all unavailable, the most senior Council Member will perform the duties of the Mayor. If there is a tie in seniority, names will be drawn to decide.*
- *Solidify language regarding the prohibited use of travel and training funds related to political parties*

B. Present and Discuss **Summer Calendar Dates.**

Town Council gave direction for the following dates:

- *Pre-budget Retreat - May 28*
- *Council Headshots - June 18*
- *Keep the July 2 meeting as is*
- *Budget Retreat - August 13 and 14*

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C. Items to be Withdrawn from Consent Agenda.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.

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.

None.

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

None.

3. Presentations.

The Mayor presented a challenge coin to Police Chief Rodney Harrison in recognition of Police Week.

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 Mayor Pro Tem Jamell T. Johnson, 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 16, 2024, Regular Town Council Meeting.**
- B. Consider Action to Approve the **Quarterly Investment Report for the Period ending March 31, 2024.**
- C. Consider Action to Approve **Ordinance No. 1755 Amending the FY 2023-2024 Annual Budget in accordance with Existing Statutory Requirements; Appropriating the Various Amounts Herein; Repealing all prior Ordinances and Actions in Conflict Herewith; and Providing for an Effective Date.**
- D. Consider Action to Approve the **Unaudited Quarterly Budget to Actual Report for the Quarter Ending March 31, 2024.**
- E. Consider Action to Approve **Ordinance No. 1756 Amending Chapter 2, Article IV-Finance of the Code of Ordinances.**
- F. Consider Action to Approve an **Interlocal Agreement between the Town of Little Elm and Denton County to Establish a Fire/Arson Task Force.**
- G. Consider Action to Approve an **Agreement for Fireworks to be sold on the Limited Purpose Annexation (LPA) Property for the purpose of Collecting Sales Tax during the Season of June 18, 2024 - July 4, 2024.**
- H. Consider Action to Approve **Resolution No. 0514202402 Confirming that Properties Annexed by the Town for Limited Purposes are Not Zoned and are Not Subject to the Town's Zoning Regulations.**
- I. Consider Action to Approve a **Professional Services Agreement with Geotex Engineering for Construction Materials Testing for the Public Safety Annex Project.**

- J. Consider Action to Approve **Resolution No. 0514202404** and a **Local On-System Improvement Project Agreement with the Texas Department of Transportation** regarding the **Main Street Traffic Signal Project**.
- K. Consider Action to Approve the **Second Amended Administrative Services Agreement between the Town of Little Elm and Little Elm Economic Development Corporation (EDC)**.
- L. Consider Action to Approve the **Termination of Ground Lease Purchase Agreement between Little Elm Hospitality, LLC and Little Elm EDC**.
- M. Consider Action to Approve the **Participation Agreement between TwoBricks Partners, LLC and Little Elm EDC for Retail Pad Sites located at 303 E Eldorado Parkway and 305 E Eldorado Parkway**.
6. **Regular Items.**
- A. Present, Discuss and Consider Action on **Resolution No. 0514202401 Canvassing the Returns and Declaring the Results of a General Election held on Saturday, May 4, 2024, for the Following Purposes: Elect a Mayor for a Three (3) Year Term; Elect One (1) Town Council Member from Place 3 for a Three (3) Year Term; Making Other Declarations and Finding Other Matters in Connection with the Said Elections as Set Forth Herein; Finding that All Matters Set Forth Herein are True and Correct; and Providing for an Immediate Effective Date.**
- Motion by Council Member Andrew Evans, seconded by Council Member Lisa G. Norman **to approve Resolution No. 0514202401.**
- Vote: 6 - 0 - Unanimously**
- B. Present the **Certificate of Election and Administer the Statement of Officer and Oath of Office for Curtis J. Cornelious, Mayor.**
- Town Secretary Caitlan Biggs presented the certificate and administered the statement of officer and oath of office.***
- C. Present the **Certificate of Election and Administer the Statement of Officer and Oath of Office for Ken Eaken, Council Member Place 3.**
- The Mayor presented the certificate and Town Secretary Caitlan Biggs administered the statement of officer and oath of office.***
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.

There was 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 6:56 p.m.

Respectfully,

Caitlan Biggs
Town Secretary

Passed and Approved this 21 day of May 2024.