



Prosper is a place where everyone matters.

MINUTES
Meeting of the Prosper Town Council
Prosper Municipal Chambers
108 W. Broadway Street
Prosper, TX 75078
Tuesday, July 10, 2018

1. Call to Order/Roll Call.

The meeting was called to order 6:00 p.m.

Council Members Present:

Mayor Ray Smith
Mayor Pro-Tem Curry Vogelsang, Jr.
Deputy Mayor Pro-Tem Jason Dixon
Councilmember Mike Korbuly
Councilmember Craig Andres
Councilmember Meigs Miller

Council Members Absent:

Councilmember Jeff Hodges

Staff Members Present:

Harlan Jefferson, Town Manager
Terrence Welch, Town Attorney
Robyn Battle, Town Secretary/PIO
Hulon Webb, Executive Director of Development and Community Services
John Webb, Development Services Director
Pete Anaya, Deputy Director of Engineering Services
Alex Glushko, Planning Manager
Dudley Raymond, Parks and Recreation Director
Paul Naughton, Landscape Architect
Chuck Springer, Executive Director of Administrative Services
Kelly Neal, Finance Director
January Cook, Purchasing Agent

2. Invocation, Pledge of Allegiance and Pledge to the Texas Flag.

Kenny Thacker of Lighthouse Christian Fellowship Church led the invocation. The Pledge of Allegiance and the Pledge to the Texas Flag were recited.

3. Announcements of recent and upcoming events.

Councilmember Andres read the following announcements:

July is Parks and Recreation Month, and the Prosper Parks and Recreation Department encourages residents to enjoy the variety of parks, trails, and recreation programs that the Town has to offer. Several summer youth camps and adult fitness classes are now open for registration. Visit www.prosperparksandrec.org for more information.

July is also Smart Irrigation Month, and the Town of Prosper's Water Education Program offers several ways to save money and conserve water during the hot summer months. More information is available on the Town website.

Residents are invited to join the Town Council and Town Staff for two special events celebrating the Grand Opening of our new Town Hall and Library. A Ribbon Cutting ceremony will be held at 8:30 a.m. on July 27, and everyone is invited to attend an Open House on Thursday, August 2, from 4:00-7:00 p.m. Join us for tours of the new facility, refreshments, and giveaways, and stay to hear a State of the Town address by Mayor Ray Smith at 6:30 p.m.

4. CONSENT AGENDA:

(Items placed on the Consent Agenda are considered routine in nature and non-controversial. The Consent Agenda can be acted upon in one motion. Items may be removed from the Consent Agenda by the request of Council Members or staff.)

- 4a. Consider and act upon minutes from the following Town Council meetings. (RB)**
- **Special Meeting – June 25, 2018**
 - **Regular Meeting – June 26, 2018**
- 4b. Consider and act upon Ordinance No. 18-50 establishing Planned Development-86 (PD-86), for Brookhollow Centre, on 395.8± acres, generally located on the north side of US 380 and the west side of Custer Road. (Z18-0001) (AG)**
- 4c. Consider and act upon Ordinance No. 18-51 establishing Planned Development-87 (PD-87), for Lakewood, on 236.5± acres, located on the east side of Coit Road, 3,000± feet north of US 380. (Z18-0001) (AG)**
- 4d. Consider and act upon Ordinance No. 18-52 establishing Planned Development-88 (PD-88), for the Harlan Properties, Inc. tract, on 45.0± acres, located on the south side of First Street, 2,000± feet west of Custer Road. (Z18-0001) (AG)**
- 4e. Consider and act upon Ordinance No. 18-53 establishing Planned Development-89 (PD-89), for the Grace Academy of North Texas tract, on 22.7± acres, located on the southwest corner of First Street and Custer Road. (Z18-0001) (AG)**
- 4f. Consider and act upon Ordinance No. 18-54 establishing Planned Development-90 (PD-90), for Brookhollow North, on 647.7± acres, located north of US 380, east of Coit Road, west of Custer Road, and north and south of First Street. (Z18-0001) (AG)**
- 4g. Consider and act upon Ordinance No. 18-55 amending Planned Development-67 (PD-67), on 78.5± acres, located on the northwest corner of Preston Road and Richland Boulevard, generally to modify the development standards (Z18-0003). (AG)**

- 4h. Consider and act upon ratifying the Town Manager's signature on the Windsong Ranch Park Facilities Agreement dated November 30, 2015, and to authorize the Town Manager to approve all future amendments. (DR)
- 4i. Consider and act upon ratifying the Town Manager's signature on the Frontier Estates Park Facilities Agreement dated December 19, 2013, and to authorize the Town Manager to approve all future amendments. (DR)
- 4j. Consider and act upon ratifying the Town Manager's signature on the Lakes of Prosper North Park Facilities Agreement dated December 19, 2013, and to authorize the Town Manager to approve all future amendments. (DR)
- 4k. Consider and act upon ratifying the Town Manager's signature on the Lakewood f/k/a Meadowbrook Park Facilities Agreement dated June 9, 2016, and to authorize the Town Manager to approve all future amendments. (DR)
- 4l. Consider and act upon ratifying the Town Manager's signature on the Tanner's Mill Park Facilities Agreement dated December 9, 2014, and to authorize the Town Manager to approve all future amendments. (DR)
- 4m. Consider and act upon ratifying the Town Manager's signature on The Village at Prosper Trail, Phase II Park Facilities Agreement dated January 6, 2014, and to authorize the Town Manager to approve all future amendments. (DR)
- 4n. Consider and act upon Ordinance No. 18-56 granting to Oncor Electric Delivery Company LLC, its successors and assigns, an electric power franchise to use the present and future streets, alleys, highways, public utility easements, public ways and public property for the Town of Prosper, Texas, providing for compensation therefor, and providing for the repeal of all existing franchise ordinances to Oncor Electric Delivery Company LLC, its successors and assigns. (CS)

Deputy Mayor Pro-Tem Dixon made a motion and Councilmember Korbuly seconded the motion to approval all items on the Consent Agenda. The motion was approved by a vote of 6-0.

5. **CITIZEN COMMENTS:**

The public is invited to address the Council on any topic. However, the Council is unable to discuss or take action on any topic not listed on this agenda. Please complete a "Public Meeting Appearance Card" and present it to the Town Secretary prior to the meeting.

There were no Citizen Comments.

REGULAR AGENDA:

If you wish to address the Council during the regular agenda portion of the meeting, please fill out a "Public Meeting Appearance Card" and present it to the Town

Secretary prior to the meeting. Citizens wishing to address the Council for items listed as public hearings will be recognized by the Mayor. Those wishing to speak on a non-public hearing related item will be recognized on a case-by-case basis, at the discretion of the Mayor and Town Council.

PUBLIC HEARINGS:

6. **Conduct a Public Hearing, and consider and act upon an ordinance rezoning 2.7± acres, from Agricultural (A) to Single Family-Estate (SF-E), located on the northeast corner of Hays Road and Prestonview Drive. (Z18-0005). (AG)**

Alex Glushko, Planning Manager, presented this item before the Town Council. The purpose of the request is to obtain the appropriate zoning to allow the property owner to divide the existing residential lot into two lots. The current Agricultural zoning requires a minimum lot area of two acres. The requested zoning will allow the lot to be divided into two lots that will meet the SF-E minimum lot area of one acre.

Mayor Smith opened the Public Hearing.

Fred Hill, 9083 Prestonview Drive, spoke in opposition to the request. He lives across the street from the subject property and is opposed to additional development in the area.

Sathappun Subbiah, the applicant, addressed the Council, indicating that he intends to build an additional home on the property.

With no one else speaking, Mayor Smith closed the Public Hearing.

Mr. Glushko responded to questions from the Council on lot size, driveway location, and connections to Town water and wastewater facilities.

After discussion, Councilmember Andres made a motion and Councilmember Miller seconded the motion to approve Ordinance No. 18-57 rezoning 2.7± acres, from Agricultural to Single Family-Estate, located on the northeast corner of Hays Road and Prestonview Drive. The motion was approved by a vote of 5-1, with Councilmember Korbuly casting the opposing vote.

7. **Conduct a Public Hearing, and consider and act upon a request to amend the Old Town Inset Map of the Future Land Use Plan from Old Town Core – Single Family to Old Town Core – Retail, located on the east side of Coleman Street, between Fifth Street and north of Seventh Street. (CA18-0001). [Companion Cases Z18-0002 and MD18-0003] (AG)**

Mayor Smith opened Items 7, 8, and 9 concurrently.

8. **Conduct a Public Hearing, and consider and act upon a request to rezone 0.7± acre from Single Family-15 (SF-15) to Downtown Retail (DTR), located on the southeast corner of Seventh Street and Coleman Street. (Z18-0002). [Companion Cases CA18-0001 and MD18-0003] (AG)**

DEPARTMENT ITEMS:

9. **Consider and act upon a request for a Façade Exception for Cornerstone, located on the southeast corner of Seventh Street and Coleman Street. (MD18-0003). [Companion Cases CA18-0001 and Z18-0002] (AG)**

The applicant has requested Items 7, 8, and 9 to be tabled indefinitely.

Deputy Mayor Pro-Tem Dixon made a motion and Councilmember Korbuly seconded the motion to table Items 7, 8 and 9 indefinitely. The motion was approved by a vote of 6-0.

10. **Presentation on the Town's use of social media. (RB)**

Town Secretary/PIO presented this item before the Town Council. The Town of Prosper utilizes various social media platforms to share information with community members about Town issues, programs, and services. The Town currently utilizes a full-time Communication Specialist to help manage the Town's social media program, develop marketing materials, take photographs at events, and produce promotional videos on a variety of topics. Citizen engagement with social media has steadily increased since the Town began applying resources toward the program.

A monthly analytics report is generated to assist in analyzing content and engagement from the previous month. Town staff uses this information to understand what types of content generate the most interest from the public, whether the responses from the public are positive or negative, and whether the various social media accounts continue to attract new followers. A Communications Team, which was created in 2016, meets monthly to discuss and coordinate social media content, and played a significant role in developing a new Social Media Policy.

Ms. Battle discussed emerging trends in the use and management of social media by the Town. Town staff will continue to monitor these trends in an effort to provide information on social media that is accurate, relevant, and timely, and to create a high level of public confidence with Town residents. No further action was taken.

11. **Consider and act upon approving a Facility Manager Services Agreement between TDIndustries, Inc., and the Town of Prosper Texas, through the National Cooperative Purchasing Alliance (NCPA); and authorizing the Town Manager to execute the same. (CS)**

Chuck Springer, Executive Director of Administrative Services, presented this item before the Town Council. Town staff has explored options for outsourcing the facilities management function in order to accommodate the operational needs of Town Hall. The proposed agreement with TDIndustries, Inc., specifically addresses custodial services, pest control services, coffee and vending services, water feature maintenance, and flag maintenance. Town staff will work with TD on mechanical and systems maintenance that will be required for building operations.

After discussion, Mayor Pro-Tem Vogelsang made a motion and Councilmember Miller seconded the motion to approve a Facility Management Services Agreement between TDIndustries, Inc., and the Town of Prosper Texas, through the National Cooperative

Purchasing Alliance (NCPA); and authorize the Town Manager to execute the same. The motion was approved by a vote of 6-0.

12. Discussion regarding new Geographic Information System (GIS) mapping application. (AG)

Alex Glushko, Planning Manager, presented this item before the Town Council. Mr. Glushko provided a demonstration of the GIS interactive mapping application that is now available on the Town website. The application provides public access to information including aerial imagery, municipal boundaries, land records, transportation, points of interest, planning and zoning information, and environmental features. No further action was taken.

13. Discussion regarding a Sponsorship Policy for parks, and areas that the Parks and Recreation Department oversees. (DR)

Dudley Raymond, Parks and Recreation Director, presented this item before the Town Council. Town staff has developed a proposed Sponsorship Policy to provide guidance for the consideration of accepting donations and sponsorships for park property, indoor facilities, and other areas that fall within the oversight of the Parks and Recreation Department. Mr. Raymond reviewed the terms of the proposed policy. An ordinance will be brought forward for Council consideration at a future meeting.

14. Consider and act upon authorizing the Town Manager to execute a Professional Services Agreement between Halff Associates, Inc., and the Town of Prosper, Texas, related to the design of the First Street/DNT Intersection Improvements project. (PA)

Pete Anaya, Deputy Director of Engineering Services, presented this item before the Town Council. The proposed project will include design services for the expansion of the First Street intersection with the DNT to its ultimate lane configuration. That configuration consists of constructing four-lane divided approaches on either side of the DNT with dual left turn lanes at the intersection. These services include: survey work necessary for design, data collection, preparation of ROW and easement documents, and modification of the existing design plans of the Southbound Frontage Road project.

After discussion, Mayor Pro-Tem Vogelsang made a motion and Councilmember Andres seconded the motion to authorize the Town Manager to execute a Professional Services Agreement between Halff & Associates, Inc., and the Town of Prosper, Texas, related to the design of the First Street/DNT Intersection Improvements project. The motion was approved by a vote of 6-0.

15. Consider and act upon authorizing the Town Manager to execute a Professional Services Agreement between Lee Engineering, Inc., and the Town of Prosper, Texas, related to the Preston Road Signal Timing Study. (PA)

Pete Anaya, Deputy Director of Engineering Services, presented this item before the Town Council. The proposed project will include development and implementation of optimized signal timing plans along Preston Road. Lee Engineering, Inc., will also prepare a document identifying the Town of Prosper's standard equipment for traffic signal design and installation. This document will identify general signal design guidelines and signal

equipment specifications that will be implemented while preparing signal design plans for the Town of Prosper.

After discussion, Mayor Pro-Tem Vogelsang made a motion and Councilmember Korbuly seconded the motion to authorize the Town Manager to execute a Professional Services Agreement between Lee Engineering, Inc., and the Town of Prosper, Texas, related to the Preston Road (SH 289) Signal Timing Study. The motion was approved by a vote of 6-0.

16. EXECUTIVE SESSION:

Recess into Closed Session in compliance with Section 551.001 et seq. Texas Government Code, as authorized by the Texas Open Meetings Act, to deliberate regarding:

16a. Section 551.087 – To discuss and consider economic development incentives.

16b. Section 551.072 – To discuss and consider purchase, exchange, lease or value of real property for municipal purposes and all matters incident and related thereto.

The Town Council recessed into Executive Session at 7:21 p.m.

17. Reconvene in Regular Session and take any action necessary as a result of the Closed Session.

The Town Council members, with the exception of Councilmember Korbuly, reconvened the Regular Session at 10:36 p.m.

Councilmember Miller made a motion and Mayor Pro-Tem Vogelsang seconded the motion to authorize the Town Manager to execute an amendment to the Development and Financing Agreement between the Town and MSW Prosper 380, LP, relative to the timing and construction of private improvements, and all other matters incident and related thereto, as discussed in Executive Session. The motion was approved by a vote of 5-0.

18. Possibly direct Town staff to schedule topic(s) for discussion at a future meeting.

Councilmember Korbuly took his place at the Council bench.

• **SH 289 Gateway Monument Bid (DR)**

Dudley Raymond, Parks and Recreation Director, briefed the Council on the bids submitted for the Gateway Monument project, which were higher than expected. Town staff recommended rejecting all bids, re-bidding the project, and pursuing grant funds to help pay for the project. A recommendation will be presented to the Council at a future meeting within approximately six to eight months.

• **Amend Garage Sale Ordinance and Zoning Ordinance in Relation to New Sign Ordinance. (JW)**

Development Services Director John Webb notified the Council that portions of the garage sale ordinance and Zoning Ordinance will need to be amended as a result of

the adoption of the new Sign Ordinance. One or more proposed ordinance amendments will be brought forward for Council consideration at a future meeting.

19. Adjourn.

The meeting was adjourned at 10:48 p.m., on Tuesday, July 10, 2018.

These minutes approved on the 24th day of July 2018.



APPROVED:



Ray Smith, Mayor

ATTEST:



Robyn Battle, Town Secretary