



*Prosper is a place where everyone matters.*

**MINUTES**  
**Special Meeting of the**  
**Prosper Town Council**  
Prosper Municipal Chambers  
108 W. Broadway, Prosper, Texas  
Wednesday, January 25, 2017

**1. Call to Order/Roll Call.**

The meeting was called to order at 8:18 a.m.

**Council Members Present:**

Mayor Ray Smith  
Mayor Pro-Tem Curry Vogelsang, Jr.  
Deputy Mayor Pro-Tem Jason Dixon  
Councilmember Michael Korbuly  
Councilmember Kenneth Dugger  
Councilmember Meigs Miller  
Councilmember Mike Davis

**Staff Members Present:**

Harlan Jefferson, Town Manager  
Robyn Battle, Town Secretary/Public Information Officer  
Carol Myers, Executive Assistant/Deputy Town Secretary  
Hulon Webb, Executive Director of Development and Community Services  
John Webb, Development Services Director  
Steve Glass, Deputy Director of Engineering Services  
Frank Jaromin, Public Works Director  
Dudley Raymond, Parks & Recreation Director  
Leslie Scott, Library Director  
Kelly Neal, Finance Director  
Leigh Johnson, Information Technology Director  
Doug Kowalski, Chief of Police  
Gary McHone, Assistant Police Chief  
Ronnie Tucker, Fire Chief  
Stuart Blasingame, Assistant Fire Chief

**2. The Town Council will hold a strategic planning work session to discuss successes and accomplishments since the last planning work session and to prioritize future strategic goals.**

Mayor Smith introduced Rob Franke, the facilitator for the work session. Mr. Franke reviewed the Town Vision Statement and Strategic Goals with the Town Council. The Council made no changes to the Vision Statement or Strategic Goals.

- **Review 2016 Accomplishments**

The Town Council reviewed a list of accomplishments from the 2016 list of Major Initiatives. They also discussed other accomplishments in the previous year that were not included on the list of objectives.

- 2017 Major Initiatives Identified by Staff

The Town Council reviewed a list of initiatives identified by staff to be added to the list of Major Initiatives. The Council provided feedback on the initiatives associated with each Strategic Goal.

- 2017 Priority Discussion Items

- Employee Survey Results (HJ)

Town Manager Harlan Jefferson reviewed the results of a recent employee survey.

- Pay and Performance Plan Update (HJ)

Town Manager Harlan Jefferson briefed the Council on the Town's Compensation Plan. Town staff was directed to update the list of comparison cities and towns to the following:

Allen	Little Elm
Colleyville	McKinney
Coppell	Plano
Frisco	Southlake
Keller	University Park

Town staff was also directed to pursue implementation of a step plan for the Fire Department and Police Department, and perform an updated market study of pay ranges in the Compensation Plan.

- Development Fees, Impact Fees, and Utility Rate Study (HW/KN)

Development Services Director John Webb presented information to the Council about the Town's current development fees. The Town Council directed staff to adjust commercial fees to be more closely in line with comparison cities, and to recover costs for commercial inspection services provided by Bureau Veritas. Mr. Webb also recommended an amendment to the current Zoning Ordinance to simplify the fee collection process.

Hulon Webb, Executive Director of Development and Community Services, presented information on the Town's current and proposed impact fees for water, wastewater, and roadways. The Town Council provided feedback on proposed impact fees which will be brought forward at a future Town Council meeting for approval.

Finance Director Kelly Neal updated the Town Council on the results of the recent Utility Rate Study. She provided an overview of the Town's current rate structure and projections based on the Town's future needs and forecasted rate increases by the North Texas Municipal Water District. Ms. Neal proposed two rate scenarios for residential and commercial monthly water rates, and the Town Council selected scenario 2.

- Tax Policy and Infrastructure Planning (HJ)

The Town Council discussed the Town's overall policy related to taxes, revenue, and infrastructure planning. Town staff was directed to create a multi-year budget that would enable the Town Council to continue to evaluate tax policy on an ongoing basis.

- Pride In The Sky Debriefing (HW)

Hulon Webb presented information on previous Town involvement with the Pride in the Sky event, which has included in-kind donations of staff time and equipment from multiple departments, in-kind donations for Town facilities, and a \$10,000 cash sponsorship for fireworks. The Town Council provided direction to continue the current level of Town participation at the event.

**3. 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:**

- 3a. Section 551.087 – To discuss and consider economic development incentives.**
- 3b. 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.**
- 3c. Section 551.074 – To discuss and review the Town Manager's performance evaluation.**

The Town Council recessed into Executive Session at 4:10 p.m.

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

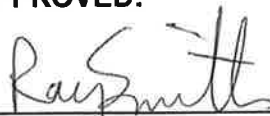
The Town Council reconvened the Regular Session at 5:30 p.m. No action was taken as a result of Executive Session.

**5. Adjourn.**

The meeting was adjourned at 5:30 p.m. on Wednesday, January 25, 2017.

These minutes approved on the 14<sup>th</sup> day of February, 2017.

**APPROVED:**

  
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**Ray Smith, Mayor**

ATTEST:

*Robyn Battle*

Robyn Battle, Town Secretary

