



Welcome to the October 8, 2024,  
Prosper Town Council Meeting



# Call to Order/Roll Call



# Invocation, Pledge of Allegiance, and Pledge to the Texas Flag



## Pledge to the Texas Flag

Honor the Texas flag; I pledge allegiance to thee,  
Texas, one state under God, one and indivisible.



# Announcements

# Consent Agenda

## Agenda Item 1.

Consider and act upon the minutes from the September 24, 2024, Town Council Regular meeting. (MLS)

## Agenda Item 2.

Consider and act upon authorizing the Town Manager to execute an agreement with Medical City of Plano for Medical Control and Continuing Education Services for \$86,625. (SB)

## Agenda Item 3.

Consider and act upon approving the purchase of pharmaceuticals and emergency medical supplies from Bound Tree Medical, LLC, at the unit prices bid through a City of Richardson contract in an amount not to exceed \$125,000. (SB)

## Agenda Item 4.

Consider and act upon approving funding for expenses of scheduled and unscheduled maintenance and repairs by Siddons-Martin Emergency Group, LLC for the Fire Department apparatus including fire engines and aerial trucks in an amount not to exceed \$150,000. (SB)

## Agenda Item 5.

Consider and act upon approving the purchase of uniforms and equipment from Galls, LLC through the North Texas Share First Responder Uniforms Contract #2021-073 in an amount not to exceed \$90,000. (SB)

## Agenda Item 6.

Consider and act upon approving the purchase of one (1) new Caterpillar Inc. model: 303.5 compact construction mini-excavator (mini-ex) for the Stormwater Division of Public Works for \$73,644. (CJ)

## Agenda Item 7.

Consider and act upon authorizing the Town Manager to execute documents for the emergency repair of the signalized intersection at Frontier Parkway and Dallas North Tollway for \$63,200. (CJ)

## Agenda Item 8.

Consider and act upon an ordinance establishing a no-parking zone on Chaucer Drive from First Street to Clearwater Drive and Winsor Drive from First Street to Clearwater Drive. (HW)

# Location Map



Proposed No Parking Zone on  
Chaucer Drive and Winsor Drive  
south of First Street:  
7AM – 9AM  
2PM – 4PM  
School Days

## Agenda Item 9.

Consider and act upon authorizing the Town Manager to execute a Construction Agreement awarding CSP No. 2024-32-B to WG Engineering & Construction, LLC, related to the Traffic Signal at Gee Road and Acacia Parkway project, for \$454,478. (PA)

**Bids Received:**

Three (3) – September 17, 2024

**CSP Percentages:**

- Cost Proposal = 65%
- Project Timeline = 25%
- Qualifications/Exp = 10%

**Engineers Estimate**

\$518,341

**Budget Amount**

\$460,000

**Range of Proposals (Cost):**

\$438,946 - \$471,680

**Range of Proposals (Time)**

50 days - 175 days

**Recommendation:**

WG Engineering & Construction  
\$454,478 - 50 days



**LOCATION MAP**

Traffic Signal at Gee Road and Acacia Parkway





## TOWN OF PROSPER

### PROPOSAL TABULATION SUMMARY

Solicitation Number	CSP No. 2024-32-B
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Solicitation Title	Traffic Signal at Gee Road and Acacia Parkway
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Close Date	09/17/2024 @ 2:00PM
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Responding Supplier	City	State	Response Submitted	Response Total
Roadway Solutions Inc	Carrollton	TX	9/16/2024 12:44:29 PM (CT)	\$438,946.00
WG Engineering & Construction, LLC	ALLEN	TX	9/17/2024 01:26:02 PM (CT)	\$465,584.50
Road Solutions LLC	Lucas	TX	9/17/2024 12:00:28 PM (CT)	\$471,679.52

\*\*All bids/proposals submitted for the designated project are reflected on this tabulation sheet. However, the listing of the bid/proposal on this tabulation sheet shall not be construed as a comment on the responsiveness of such bid/proposal or as any indication that the agency accepts such bid/proposal as being responsive. The agency will make a determination as to the responsiveness of the vendor responses submitted based upon compliance with all applicable laws, purchasing guidelines and project documents, including but not limited to the project specifications and contract documents. The agency will notify the successful vendor upon award of the contract and, as according to the law, all bid/proposal responses received will be available for inspection at that time.

Certified by:	Jay Carter, NIGP-CPP, CPPB, C.P.M.	Certified on:	September 17, 2024
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Certified by:	Jay Carter, NIGP-CPP, CPPB, C.P.M.	Certified on:	September 17, 2024
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Purchasing Manager Town of Prosper, Texas



CSP NO. 2024-32-B

Traffic Signal at Gee Rd and Acacia Pkwy

EVALUATION MATRIX		Roadway Solutions Group		WG Engineering & Construction		Road Solutions LLC	
EVALUATION CRITERIA	WEIGHTING	POINTS	WEIGHTED SCORE	POINTS	WEIGHTED SCORE	POINTS	WEIGHTED SCORE
Cost Proposal	65%	10.00	6.50	9.43	6.13	9.31	6.05
Proposed Project Timeline	25%	2.86	0.71	10.00	2.50	8.33	2.08
Qualifications and Experience	10%	2.67	0.27	3.33	0.33	2.33	0.23
<b>TOTAL</b>	<b>100%</b>		<b>7.48</b>		<b>8.96</b>		<b>8.37</b>



### TIMELINE POINTS

Lowest	Proposed	Possible Points	Total Points	Vendor
50	175	10	2.86	Roadway Solutions
50	50	10	10.00	WG Engineering & Construction
50	60	10	8.33	Road Solutions LLC

## Agenda Item 10.

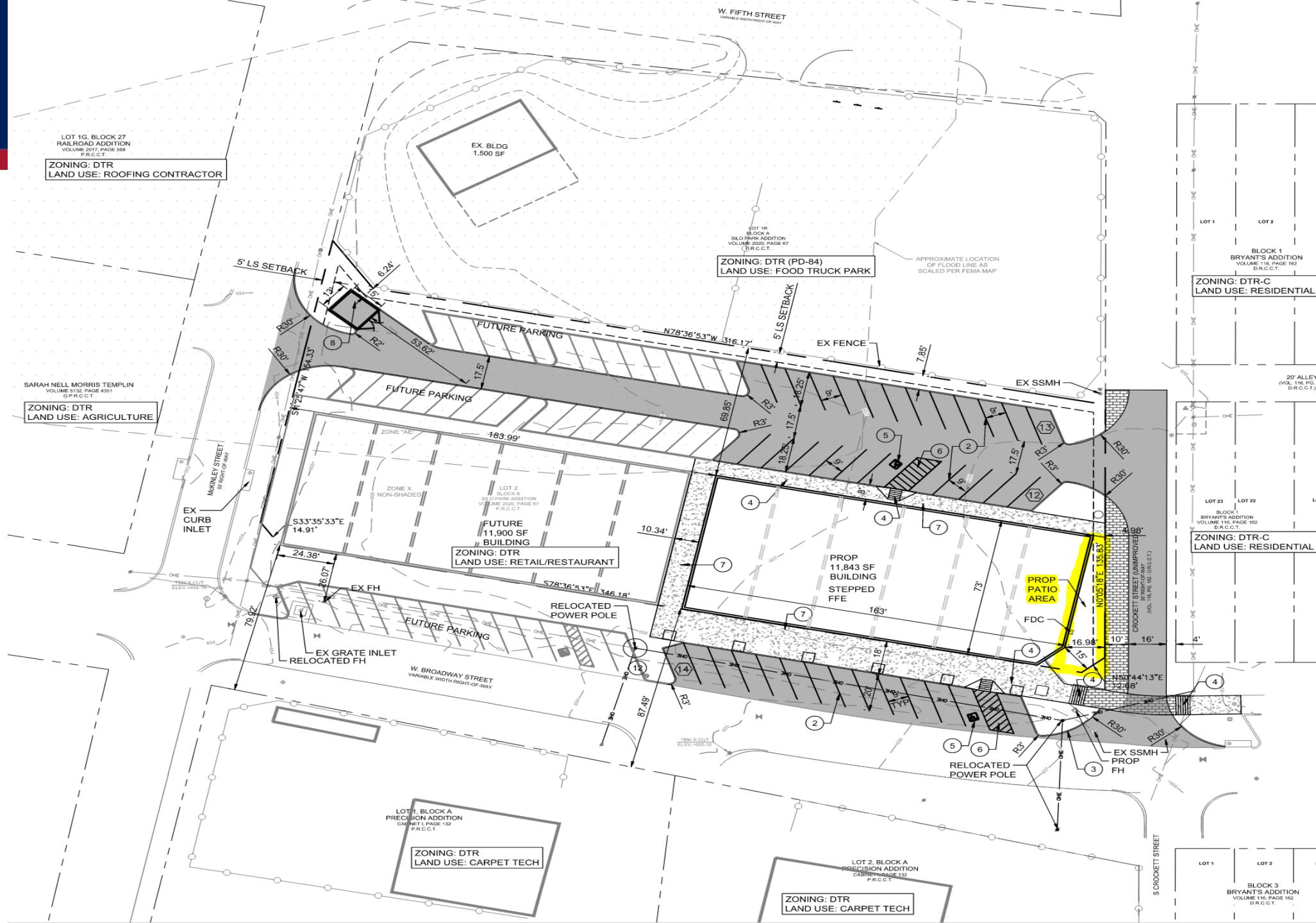
Consider and act upon a Resolution authorizing the Town Manager to execute a Local On-System Improvement Project Agreement between the Texas Department of Transportation (TxDOT), and the Town of Prosper, Texas, related to the design and construction of the FM 1385 at Magnolia traffic signal, in the amount of \$440,004. (HW)

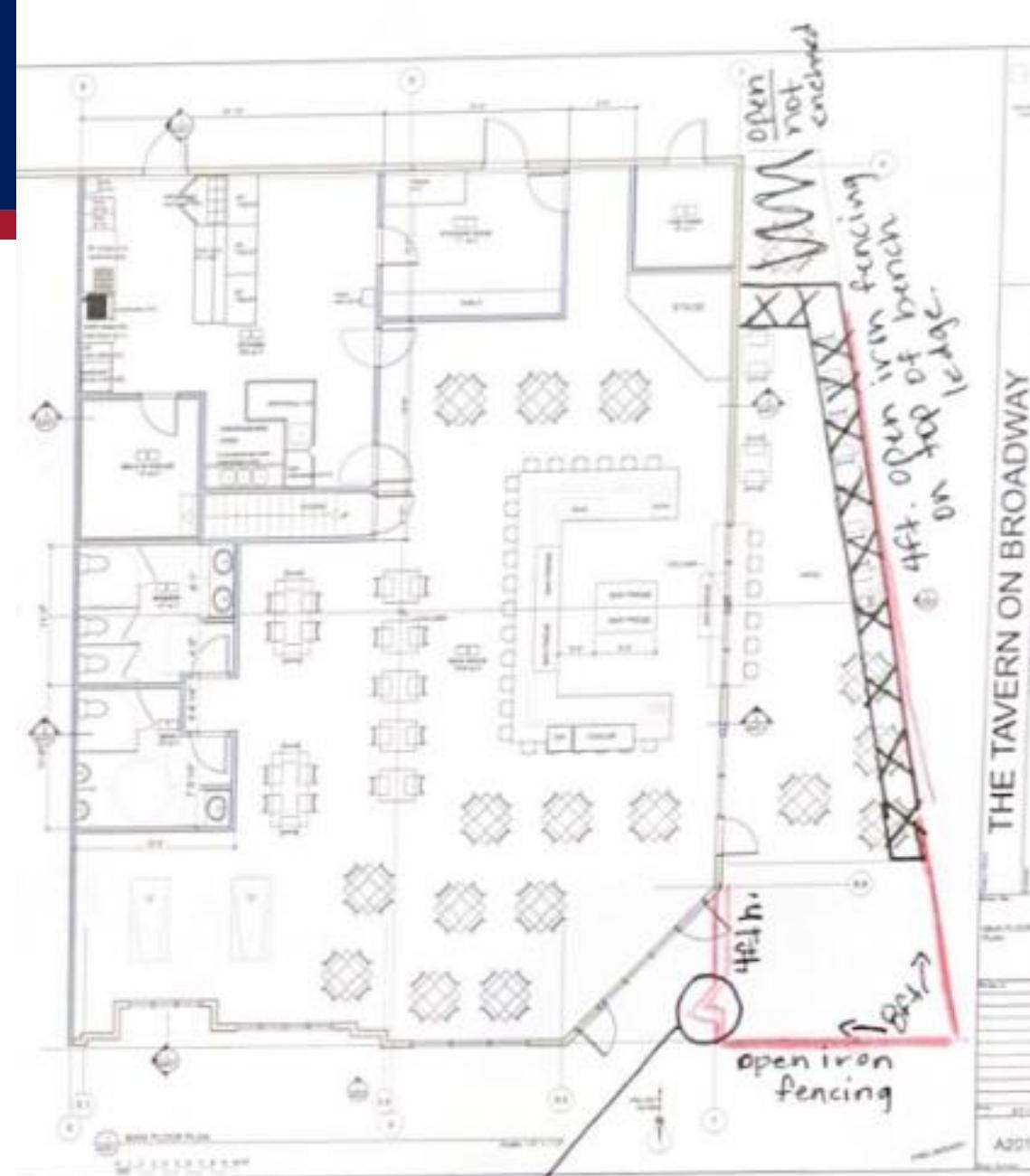
## Agenda Item 11.

Consider and act upon authorizing the Town Manager to execute a License, Maintenance & Hold Harmless Agreement between The Tavern on Broadway, LLC, and the Town of Prosper relative to Silo Park Addition, Block A, Lot 3. (DH)



# THE TOWN OF PROSPER





4ft. <sup>h</sup> push open, self latching  
36 in. w. Exit gate.



# Citizen Comments



## Regular Agenda

Pursuant to Section 551.007 of the Texas Government Code, individuals wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened.

## Agenda Item 12.

Consider and act upon authorizing the Town Manager to execute Amendment #1 to a Letter Agreement between the Town of Prosper and Olsson Studio related to preparation of Construction Documents for the Downtown Monumentation Project for an amount not to exceed \$92,700. (RB)

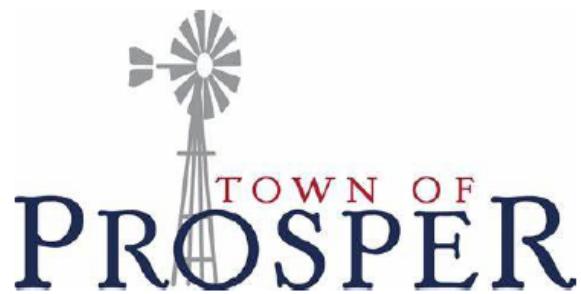
## Downtown Monumentation Project

- June 2024 – Letter Agreement approved for conceptual design
- June 24-26 – Design Charrette with DTAC, Council, Downtown Stakeholders
- August 19 – Monumentation Plan approved by DTAC, recommendation to proceed with Construction Documents, recommendation for phasing plan
- September 16 – DTAC reaffirmed recommendation to proceed with Construction Documents
- Amendment #1 includes: survey and Construction Documents for all monuments in Master Plan

# DOWNTOWN MONUMENTATION MASTER PLAN

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**TOWN COUNCIL - OCTOBER 8, 2024**



# ACKNOWLEDGEMENTS

## DOWNTOWN ADVISORY COMMITTEE

*Marcus Ray, Mayor Pro-Term*

*Cameron Reeves, Councilmember*

*Chris Kern, Councilmember*

*Chris Wardlaw, Chair*

*Melissa Randle, Vice Chair*

*Mike Pettis*

*Grant Mendeljian*

*Mike Lopez*

*Trovette Tottress*

*Don Perry*

*Gavin Hernandez*

## DOWNTOWN STAKEHOLDERS

*Iris Meneley*

*Teague Griffin*

## TOWN COUNCIL

*David Bristol, Mayor*

*Marcus Ray, Mayor Pro-Term*

*Amy Bartley, Deputy Mayor Pro-Term*

*Craig Andres*

*Chris Kern*

*Jeff Hodges*

*Cameron Reeves*

## TOWN STAFF & DEPARTMENTS

*Mario Canizares, Town Manager*

*Chuck Ewings, Assistant Town Manager*

*Robyn Battle, Executive Director*

*Dan Baker, Parks and Recreation Director*

*David Hoover, Development Services Director*

*Leigh Johnson, IT Director*

## CONSULTING TEAM

**olsson studio**



DOWNTOWN MONUMENTATION CHARRETTE, DAY 1

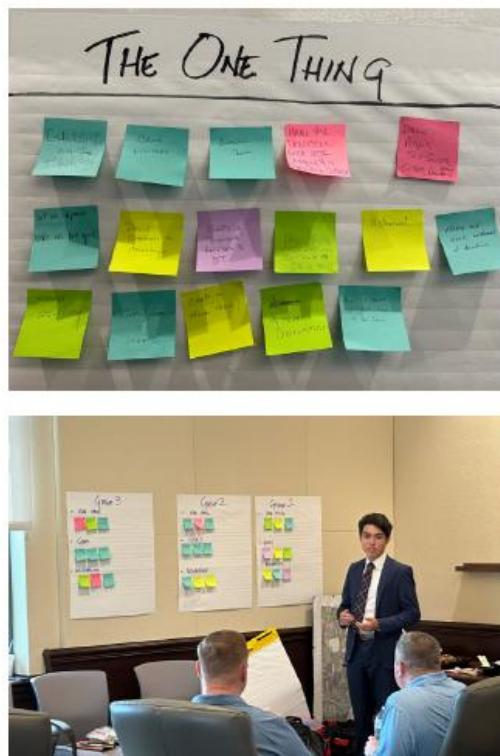
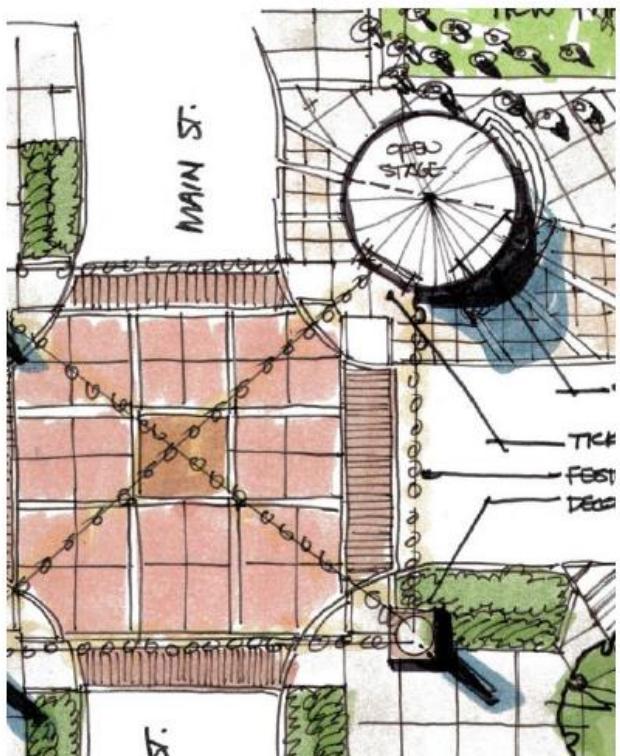
## Downtown Monumentation Project

In the spring of 2024, the Town of Prosper issued a Statement of Qualifications for the Downtown Archway Structures Project. The project identified the desire for gateways and monumentation to be located downtown along Broadway Street at the intersections of Coleman Street, Main Street, Crockett Street, and McKinley Street.

Olsson Studio was selected to engage with the Downtown Advisory Committee, (DTAC) to help explore what the 'brand' of downtown Prosper currently is, and what it wants to be. The extents of the district were identified, as well as the importance and hierarchy of those locations, today and in the future. Those locations were identified as Primary, secondary, and tertiary based upon that hierarchy. Locations were prioritized into Phase one and future phases depending upon existing conditions and upcoming planned road expansion projects.

The project began with a discovery process during a 3-day in-person charrette. This process not only helped the design team, but was also a valuable tool for the Town and DTAC to identify that 'one thing' downtown needs, its project goals, and what the project needs to accomplish. Ultimately, the goal was to develop a consensus built design for the gateway and monuments. Building off of the feedback, multiple concept designs were developed and presented proposing monuments for the primary, secondary, iconic, and tertiary locations. These concepts varied in size, shape, and materials.

Additional feedback was shared by the stakeholders and incorporated into revised concepts. The following downtown monument master plan images represent a continued collaboration between the DTAC, Town, and design team to build upon the exciting theme for the Town of Prosper.



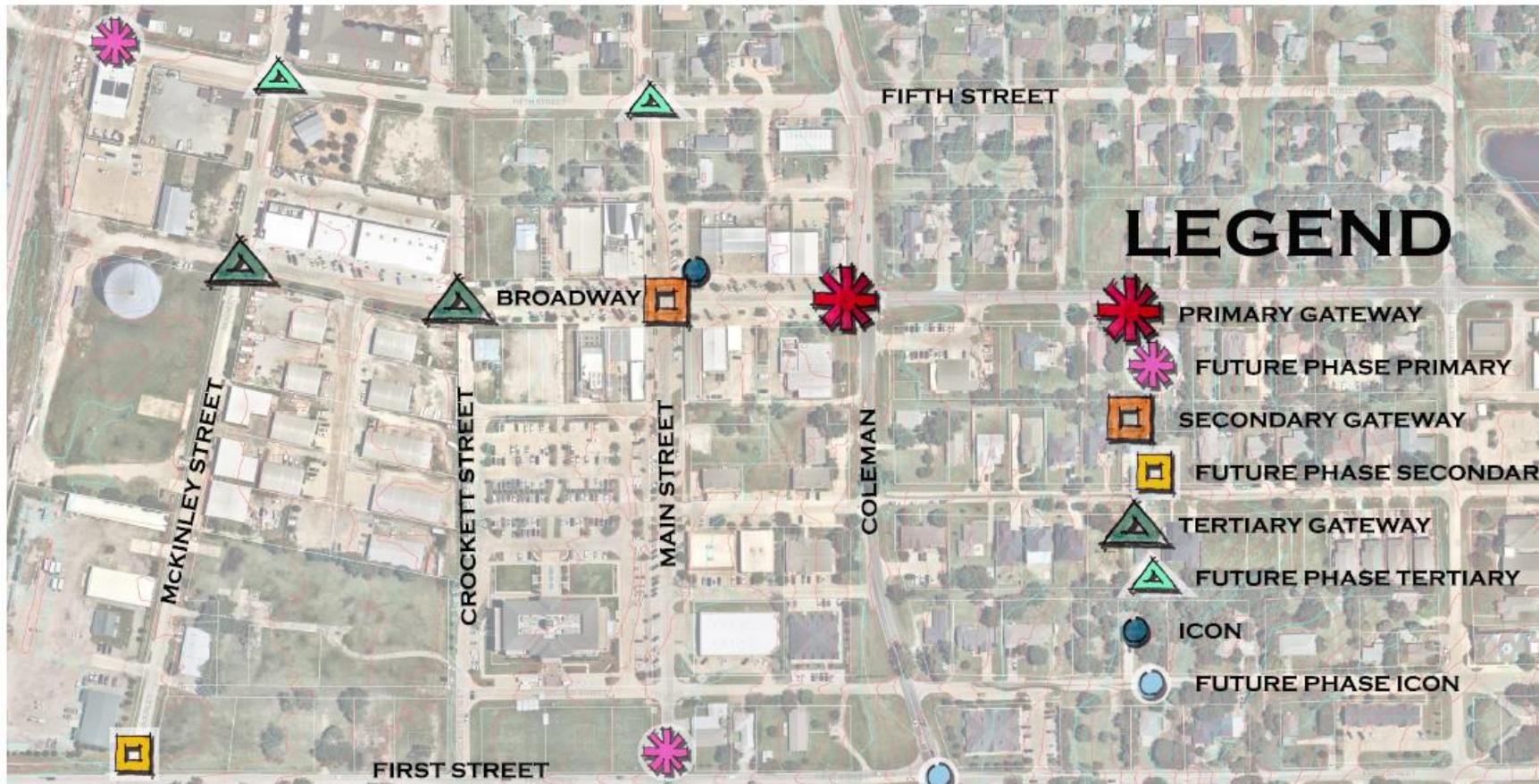
## DOWNTOWN MONUMENTATION MASTER PLAN

## Monument Locations

The monument locations have evolved through the concept design process. Taking into account for future development patterns as well as planned road expansion projects for both First Street and Coleman Street.

The first phase for the monument installations would include a primary monument at Broadway & Coleman, secondary monument at Broadway & Main, and tertiary monuments at Broadway & Crockett, Broadway & McKinley.

After road construction is complete, a future primary location is at First & Main, and a secondary monument at First and McKinley. A future icon should be developed at the round-a-bout intersection of First & Coleman. And lastly, as downtown expands to the north, future tertiary monuments should be added along fifth to identify the extents of the north side of downtown.





PRIMARY GATEWAY - LOOKING WEST AT BROADWAY & COLEMAN





SECONDARY GATEWAY AND ICON - LOOKING NORTH AT BROADWAY & MAIN



DOWNTOWN PROSPER, TEXAS



PRIMARY GATEWAY - LOOKING WEST AT BROADWAY & COLEMAN



SECONDARY GATEWAY AND ICON -  
LOOKING EAST AT BROADWAY & MAIN



SECONDARY GATEWAY - LOOKING WEST AT BROADWAY & MAIN



WAY AND ICON - BIRDS-EYE VIEW LOOKING NE AT BROADWAY & MAIN



TERTIARY GATEWAYS

TERTIARY WAYFINDING AND  
DIRECTIONAL MONUMENT

DOWNTOWN EDGE/  
TERTIARY MARKER/  
NEIGHBORHOOD MARKER

TERTIARY DOWNTOWN MARKER  
WITH PENDANT LIGHTS

# Downtown Monumentation Master Plan - Opinion of Probable Cost



## PRIMARY GATEWAY (1 LOCATION)

1.0 General Items	\$57,500
2.0 Demolition Items	\$3,900
3.0 Streetscape Items	\$300,000
4.0 Landscape Items	\$8,700
<b>Subtotal</b>	<b>\$370,100</b>
10% Contingency	\$37,010
<b>Total</b>	<b>\$407,110</b>



## SECONDARY GATEWAY (3 CORNERS)

1.0 General Items	\$57,500
2.0 Demolition Items	\$2,000
3.0 Streetscape Items	\$318,000
4.0 Landscape Items	\$21,000
<b>Subtotal</b>	<b>\$398,500</b>
10% Contingency	\$39,850
<b>Total</b>	<b>\$438,350</b>

\* Does not include design fees.

**ICON (1 CORNER)**

1.0 General Items	\$57,500
2.0 Demolition Items	\$6,700
3.0 Streetscape Items	\$575,000
4.0 Landscape Items	\$0
<b>Subtotal</b>	<b>\$639,200</b>
10% Contingency	\$63,920
<b>Total</b>	<b>\$703,120</b>

**TERTIARY GATEWAY (4 COLUMNS)**

1.0 General Items	\$27,500
2.0 Demolition Items	\$2,000
3.0 Streetscape Items	\$76,400
4.0 Landscape Items	\$0
<b>Subtotal</b>	<b>\$105,900</b>
10% Contingency	\$10,590
<b>Total</b>	<b>\$116,490</b>

**Complete Total = \$1,665,070***\* Does not include design fees.*

olsson studio

## **DTAC Proposed Phasing Plan:**

1. The Icon (Silo) monument and the Secondary Gateway monuments at Broadway and Main Street should be constructed first
2. Tertiary monuments with lanterns to be installed on the north side of Broadway near Crockett and McKinley at the same time as the Silo and Secondary Gateway monuments
3. Construction of the Primary Gateway monument at Broadway and Coleman in conjunction with the Coleman Street widening project
4. An additional Primary Gateway Monument at First Street and Main Street in conjunction with the widening of First Street
5. A monument within the future roundabout at First Street and Coleman at a later date as a stand-alone project, similar in style to the Downtown Monumentation.

## **Deliverables for Amendment #1:**

- Construction Documents for the entire family of monuments in the Downtown Monumentation Plan
- Estimated date of completion for the Construction Documents is February 15, 2025.
- Fee Not to Exceed \$92,700

## Agenda Item 13.

Consider and act upon approving Change Order No. 1 for CSP No. 2023-34-B, (Lakewood Park Construction) to Ratliff Hardscape related to the construction of an additional 52 space parking lot including sub-base materials, striping, signage, and an evergreen screen, Zap Stand pad and electrical service, and four-foot fence extension with wind screen around four pickleball courts for \$411,819. (DB)

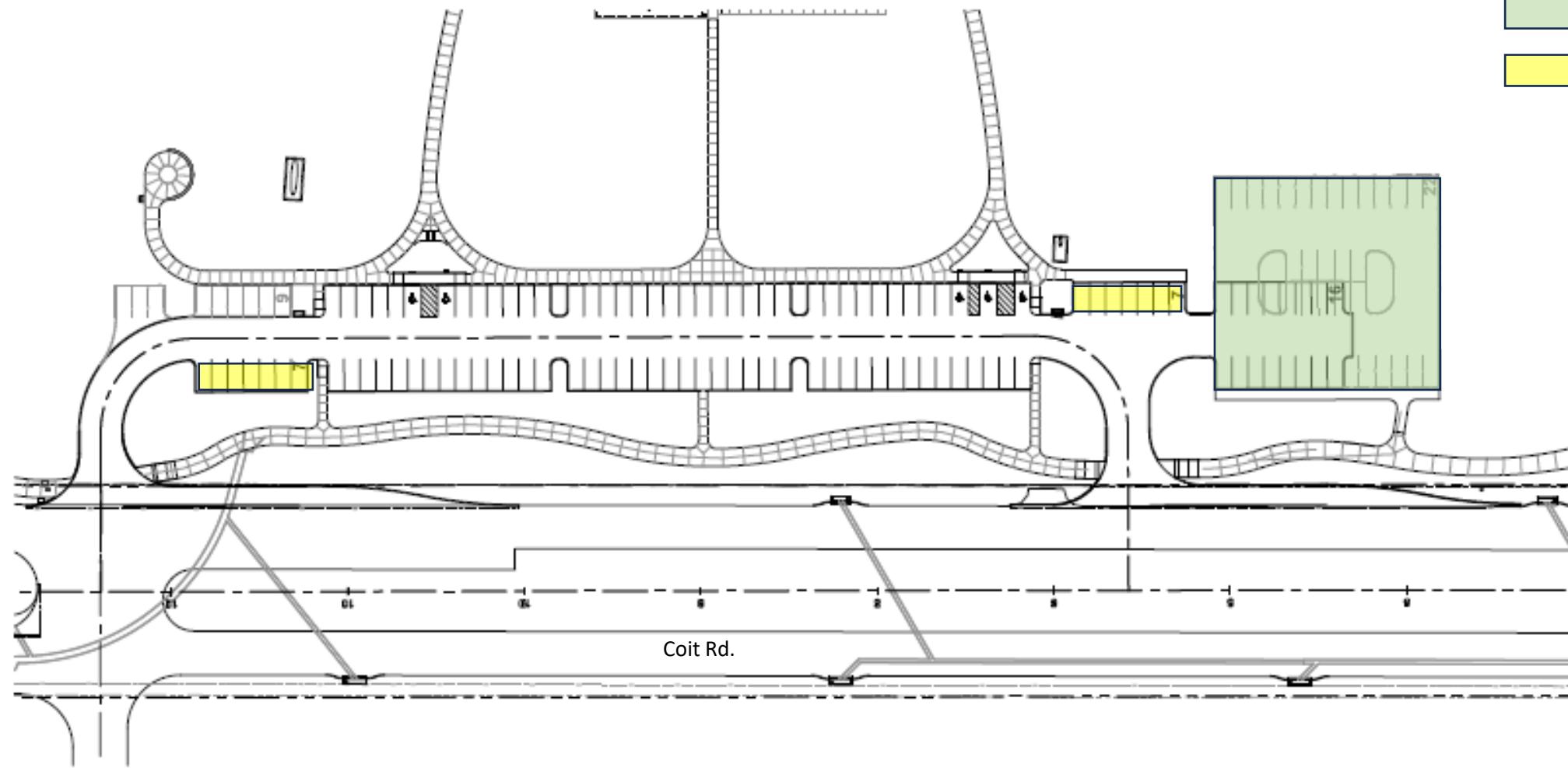
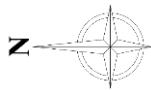
## Change Order Components

Parking Lot	\$ 317,632
Living Screen + Irrigation	\$ 12,587
Pickleball Court 8 ft. Fence	\$ 35,100
Zap Stand Pad and Electrical Service	\$ 1,500
Additional Sodding	<u>\$ 45,000</u>
Total	\$ 411,819

If approved, the project construction contract amount will increase from \$4,866,455.95 to \$5,278,274.95

## Parking Lot Expansion

- Park initially designed with 76 parking spaces
- After design approval, staff were notified that the three full-sized soccer fields would be divided into multiple soccer fields requiring additional parking.
- Staff are concerned that park users will park in undesignated locations and/or the adjacent neighborhood(s).
- Staff were able to add spaces to the existing parking lot, but still recommend expanding to the south to meet the anticipated demand (total of 52 additional spaces).
- Presented to the CIP Subcommittee on August 28 (recommended approval)
- Presented to the Parks and Recreation Board on October 7 (recommended approval)





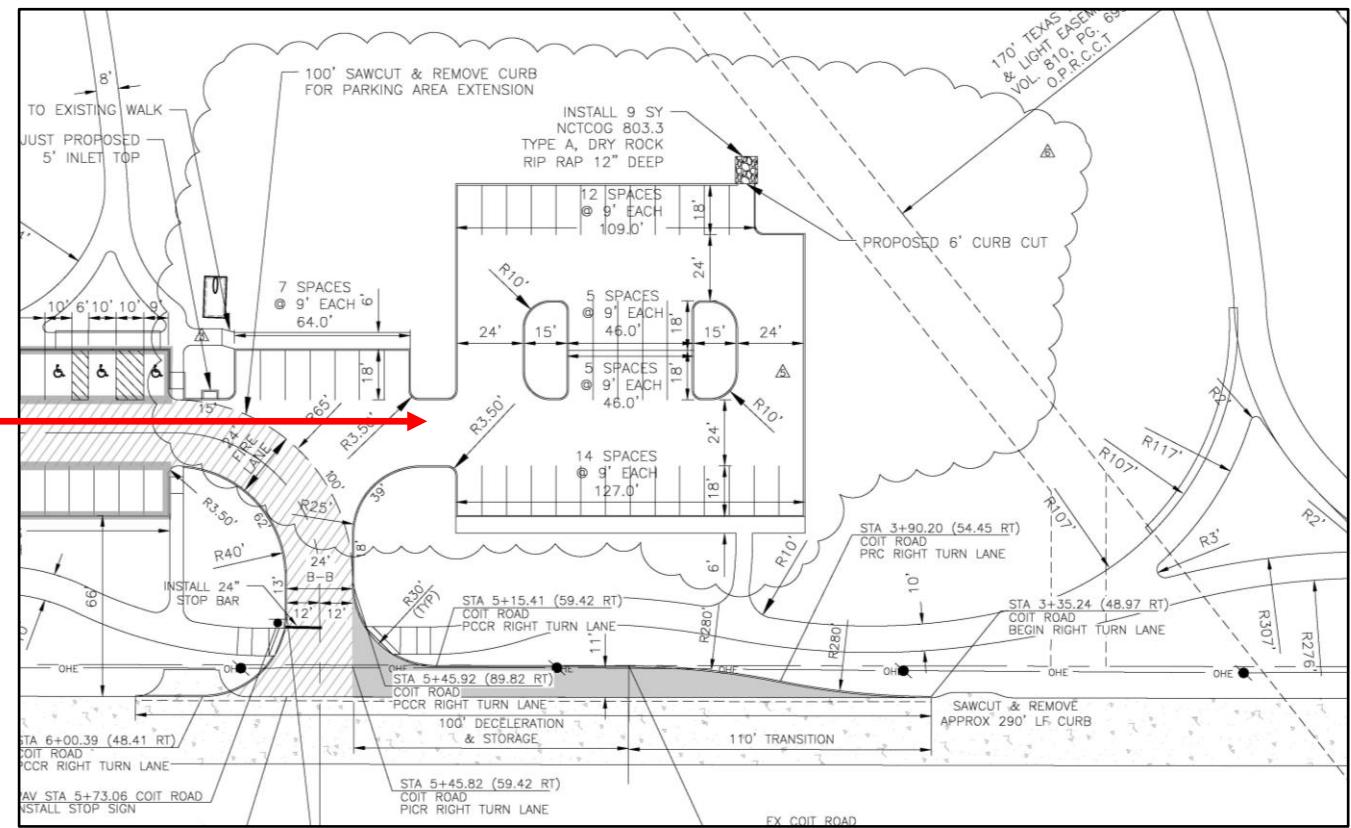
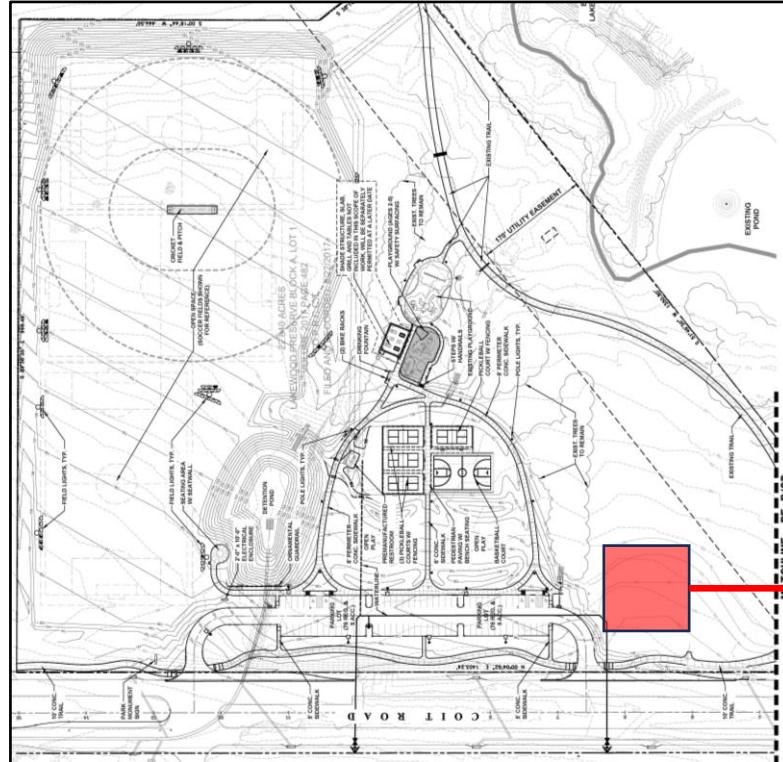
TOWN OF  
PROSPER



## Neighborhood Concern

- September 16 - Town Council and select Town Staff receive an email with an attached letter stating resident concern regarding the parking lot expansion.
- October 3 - PARD Staff meet with three residents onsite to discuss what is being proposed regarding the parking lot and necessity of the parking lot to mitigate the potential use of undesignated parking areas and potential efforts that could be incorporated to minimize the visual impact to the neighborhood.







TOWN OF  
PROSPER



Resident preference is that the parking lot not be constructed, however if Town decides to approve the parking lot expansion, they request the following:

- The installation of a living screen consisting of larger Nellie R Stevens hollies (6 to 8 ft tall at planting)
- Installation of holly trees along the exterior of the residents' fences that open to the park.
- Allowing the grass south of the parking lot to be managed at a taller height, plant wildflowers in the same area, and allow the area to be mowed in a manner consistent with a natural area.
- Allow a variance in the ordinance that prohibits wooden fences to allow the impacted residents to construct privacy fences to screen their backyards from park users.

## Parks and Recreation Board Recommendation:

- Move forward with the parking lot expansion.
- Install a living screen consisting of larger Nellie R Stevens hollies (6 to 8 ft tall at planting)
- Allow the grass south of the parking lot to be managed at a taller height, plant wildflowers in the same area, and allow the area to be mowed in a manner consistent with a natural area.
- Construct berms between trail and parking lot

# Agenda Item 14.

Discussion regarding the timing of a 2025 November Bond Election process. (RBS)

# Town Council Strategic Visioning Priorities



**1**

## ACCELERATION OF INFRASTRUCTURE

- Work with the Capital improvement Subcommittee to identify gaps in the Town's infrastructure and ensure that it meets the demands of a growing community
- Utilize all available financial methods (Bonds, Certificates of Obligation, Capital Dedicated Fund, Grants, etc.) to fund projects.
- Work with the Capital Improvement Subcommittee to plan for a future bond program and/or pay-as-you-go program.



**2**

## DEVELOPMENT OF DOWNTOWN PROSPER AS A DESTINATION

- Collaborate with the Downtown Business Alliance, Community Engagement Committee, Downtown Committee, and Prosper EDC to implement the Downtown Master Plan.
- Pursue a mix of public and private developments as catalysts for office, retail, restaurants, entertainment, housing, and outdoor events.



**3**

## ENSURE THE TOWN'S COMMERCIAL CORRIDORS ARE READY FOR DEVELOPMENT

- Ensure US 380 and Dallas North Tollway are primed and ready for development.
- Develop long-term strategies for land use, landscaping, lighting, and traffic.
- Leverage partnerships with TxDOT, NTTA and private development.



**4**

## CONTINUE TO PROVIDE EXCELLENT MUNICIPAL SERVICES

- Strive to be a high-performing organization focused on continuous improvement, best practices, and benchmarking.
- Develop a culture of excellence and provide the financial resources necessary to support these goals.
- Provide a welcoming and respectful environment for residents, visitors, and Town employees.



**5**

## WORK TOWARDS A GROWING AND DIVERSIFIED TAX BASE

- Collaborate with Prosper EDC and be adaptable to changing market conditions.
- Place an emphasis on corporate, medical, and life-sciences sectors.
- Utilize metrics to create resiliency strategies against market changes.

# The Challenge of Rapid Growth

This is an extremely expensive stage in the Town's life that creates multiple challenges:

- Putting improvements in place fast enough to support current population and promote future growth without overburdening taxpayer.
  - Too fast- high taxes/Too slow- traffic gridlock and missed development opportunities
  - Includes items DNT braided ramps, u-turn lanes and Dallas Parkway repairs/expansion
- Ensuring long-term financial viability of Town long after it stops growing and must maintain hundreds of millions of infrastructure going forward.
- Plan for the operating budget impacts of proposed projects so that we can continue to provide excellent municipal services while staying within SB 2 limits on the M & O portion of the tax rate.

# Timing of the Bond Election Process

November 4, 2025	Election Day
October 20-October 31, 2025	Early Voting
August 13, 2025	Bond Committee Disbanded, Any citizen who wishes to form “Vote Yes” Committee is free to do so but Town must remain neutral and provided provide informational literature only.
August 12, 2025	Last Council Meeting for Calling Election
July 22, 2025	Planned Council Meeting for Calling Election
July 8, 2022	Committee Recommendation to Council
April-June 2025	Bond Committee receives project presentations and prioritizes projects into ballot questions

# Timing of the Bond Election Process

April 2025	Committee receives a financial overview, Town's financial policies, debt levels, and "No Tax Rate Increase" size
Early April 2025	Preliminary rolls received from CADs and final "No Tax Rate Increase" size is calculated.
March 2025	Executive Team prioritizes and refines cost estimates for staff identified projects prior to presentations to committee.
December-March 2025	Staff identifies potential projects, creates capital and operating cost estimates and project descriptions.
October/November 2024	Kickoff Meeting with whole Committee to explain timing, process and to familiarize them with status of 2020 Bond Program.



## Agenda Item 15.

Discuss and consider Town Council Subcommittee reports. (DFB)



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

## Executive Session

Section 551.087 – To discuss and consider economic development incentives and all matters incident and related thereto.

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

Section 551.074 – To discuss and consider personnel matters and all matters incident and related thereto.

Section 551.071 – To consult with the Town Attorney regarding legal issues associated with code enforcement activities and substandard structures, and all matters incident and related thereto.

Section 551.071 - To consult with the Town Attorney regarding BFS Real Estate LLC, et al., v. Town of Prosper, et al., pending in the 471st Judicial District Court of Collin County, Texas; discuss and consider legal issues regarding traffic ordinances; and all matters incident and related to the foregoing.



The Town Council will reconvene after Executive Session.



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



# Adjourn.