TOWN COUNCIL
MEETING MINUTES
MAY 4, 2021

The Town Council met in regular session on Tuesday, May 4, 2021 at 6:00 p.m. at 372 Town Place, Fairview, Texas. Those present were Mayor Henry Lessner; Mayor Pro Tem Ricardo Doi and Councilmembers Charlie Henkle, Gregg Custer, Larry Little, Ken Logsdon and John Hubbard. Staff present included Town Manager, Julie Couch; Planning Manager, Israel Roberts; Town Engineer, James Chancellor and Town Secretary, Tenitrus Bethel. Staff present via teleconference included: Interim EDC Manager, Dave Quinn; Police Chief, Granver Tolliver; Fire Chief, Jeff Bell; Assistant to the Town Manager, Adam Wilbourn; and Town Attorney, Clark McCoy.

Mayor Lessner called the meeting to order at 6:00 p.m. and declared a quorum was present.

At 6:01 p.m., the Council then adjourned into executive session regarding a consult with legal counsel.

Mayor Lessner called the regular session to order at 7:30 p.m. and invited everyone to stand for the Pledge of Allegiance and the Texas State pledge.

PROCLAMATIONS
Mayor Lessner presented a proclamation in recognition of 52nd Annual Municipal Clerks Week.

CITIZENS INPUT:
Cynthia Brugge, 960 Patrician, expressed her congratulations to the newly elected councilmembers.
Tom Lester, 449 Sloan Creek, expressed his thoughts related to internet service.

PRESENTATIONS & REPORTS
Steven Ventura introduced Claire Wooten, with Weaver and Tidwell, presented the results of the annual independent audit for fiscal year ending September 30, 2020.

CONSENT AGENDA: All items listed under the Consent Agenda are considered routine and are acted on by one motion, with no separate discussion of these items. If discussion is desired, an item may be removed from the consent agenda and be considered separately. A) Approve the minutes of the April 6, 2021 Regular Council meeting; B) Approve a resolution approving the Town's written investment policy; C) Approve resolution denying Oncor Electric Delivery Company's application to amend its distribution cost recovery factor.

Councilmember Logsdon made a motion to the approve consent agenda. Councilmember Henkle seconded the motion, and the motion was approved unanimously.

REPORTS FROM STAFF:
Mr. Chancellor reviewed current Town construction projects.

PUBLIC HEARING -REZONE 28 ACRE TRACT: Mayor Lessner introduced agenda item 8(a), conduct a public hearing and consider approval of an Ordinance granting a request to rezone a 28+/- acre tract of land to a new (PC) Planned Center District for a potential single-family subdivision. The site is located on the north side of Stacy Road, west of Kentucky Lane. Owner/Applicant: Justin Jinright, JDRP Fairview Derby Development.

The Council and staff had a discussion related to postponing the public hearing due to technical issues with the audio-visual equipment.

Mayor Lessner opened the public hearing.

Mayor Pro Tem Doi made a motion to continue the public hearing to a date and time certain of June 1, 2021 at 7:30 p.m. Councilmember Logsdon seconded the motion, and the motion was approved unanimously.

Due to technical difficulties the virtual portion of the meeting was terminated.

DISCUSSION –TWIN OAKS PRELIMINARY REPLAT: Mayor Lessner introduced agenda item 9(a), discuss and consider a request for approval of a Preliminary Plat of the Twin Oaks Addition. The 16.9-acre tract is located at 800 Country Club Road, on the south side of Country Club Road, east of Stoddard Road. Applicant: Tim Jackson, Tim Jackson Custom Homes representing owners Bruce and Shannon Kelly.

Mr. Roberts gave a staff report on this request and stated the preliminary play reflects 10 single family lots; 9 new lots and 1 existing home site. He indicated the addition is required to meet all RE-1 design standards with the exception of the lot area being 1.2-acres; and all lots meet the requirements. He stated the fee in lieu of park land dedication would be $29,923, which is calculated based on the 10 lots. He further reviewed details of the request. He stated the PZ recommended approval.

Bruce Kelly, applicant, was present in person.
Tim Jackson, applicant representative, was present in person.

The Council and staff had a discussion related to this request.

Mayor Pro Tem Doi made a motion to approve the preliminary plat of the Twin Oaks Addition. Councilmember Henkle seconded the motion and the motion was approved unanimously.

DISCUSSION – TRAIL NAMING: Mayor Lessner introduced agenda item 9(b), consider, discuss and take necessary action on the naming of the Fairview Parkway to Sorrell Apartments connector trail.

Mr. Roberts stated the Park Board has been working over the past few years to on an amendment to the town parks and trails plan; the board would like to establish a name for the Fairview Parkway to Sorrell Apartments connector trail prior to formal amendment discussions take place. He indicated at the last Park Board meeting the board recommended naming the trail the Bush Springs Trail and he reviewed the historical documentations related to the site provided by the Collin County Historical Commission. He stated the trail signage would be placed at the trailhead at Fairview Parkway; the board has also recommended installing an informational kiosk to display historical facts about the area as well.

The Council and staff had an extended discussion related to this topic.
Mayor Pro Tem Doi made a motion to approve the Park Board recommendation to rename the Fairview Parkway to Sorrell Apartments connector trail as Bush Springs Trail. Councilmember Custer seconded the motion, and the motion was approved unanimously.

DISCUSSION – TOWN DRAINAGE: Mayor Lessner introduced agenda item 9(c), discuss Town drainage system policies and regulations and take any necessary action.

Ms. Couch reviewed the steps, process and outcomes from previous drainage discussions. She stated the remaining drainage policy to consider is nuisance water; and at the last meeting Council directed staff to draft a policy for review.

Mr. Chancellor reviewed previous discussions related to prioritization and discussed issues with a prioritization approach. He reviewed the draft resolution and stated if Council were to move forward the recommendation is to annually budget $10,000 with the following requirements: the request must be property owner initiated, property owner contributes 50% of the total cost upfront and a maximum of $4,000 per project would be contributed from the Town.

The Council and staff had an extended discussion related to this topic.

Council directed staff to draft a formalized document that details the responsibility of the participating parties to be discussed at the next meeting.

DISCUSSION – MID YEAR COMPENSATION REVIEW: Mayor Lessner introduced agenda item 9(d), discuss mid-year staff compensation review and take any necessary action.

Ms. Couch stated as the fiscal year's budget was being prepared salary adjustments were not included due to the uncertainty of revenue; and in April a midyear review of revenues would be discussed. She indicated the review process involved reviewing current and projected revenues to ensure the recommended adjustments would be sustainable going forward. She discussed and reviewed the current preliminary tax estimates and market comparisons. She stated her recommendation is a 2% market adjustment to be effective the first payroll in April.

The Council and staff had an extended discussion related to this topic.

Councilmember Logsdon made a motion to approve a 2% increase to Town staff effective as of the first payroll of April 2021. Councilmember Hubbard seconded the motion, and the motion was approved unanimously.

DISCUSSION – COVID UPDATE: Mayor Lessner introduced agenda item 9(e), discuss COVID-19 activities and actions and take any necessary action.

Ms. Couch reviewed the action plan implemented March 2020 with the recommendations of sunsetting the closure of Town Hall effective June 1, 2021 and the waiver of late fees related to utility billing. She stated due to the shared ventilation system in fire station 2 she recommends not reopening the community room for public use at this time.

The Council and staff had an extended discussion related to reopening Town Hall, the use of face coverings and late fee delinquency.

Mayor Pro Tem Doi made a motion to approve the Town Manager's recommendations as follows: reopen Town Hall effective June 1, sunsetting utility billing late fee waiver, and continuation of Fire Station 2 community room closure. Councilmember Hubbard seconded the motion and the motion was unanimously approved.

REPORTS FROM STAFF:
The Council recognized outgoing Councilmember Henkle and thanked him for his service.

Mayor Lessner adjourned the meeting at 8:44 p.m.

Henry Lessner

Henry Lessner, Mayor

Tenitrus Bethel

Tenitrus Bethel, Town Secretary