

**TOWN COUNCIL
SPECIAL MEETING MINUTES
MARCH 22, 2022**

The Town Council met in special session on Tuesday, March 22, 2022, at 5:00 p.m. at 372 Town Place, Fairview, Texas. Those present were Mayor Henry Lessner and Councilmembers Rich Connelly, Gregg Custer, Larry Little, Ken Logsdon and John Hubbard. Mayor Pro Tem Ricardo Doi was absent. Staff present included Town Manager, Julie Couch; Town Engineer, James Chancellor; Police Chief, Granver Tolliver; Fire Chief, Jeff Bell; CFO, Steven Ventura; HR Director Judy Webster; Assistant to the Town Manager, Adam Wilbourn; and Town Secretary, Tenitrus Bethel.

Mayor Lessner called the meeting to order at 5:00 p.m. and declared a quorum was present.

CITIZENS INPUT:

Leland Payne, expressed his thoughts related to the widening of Highway 5.

HART ROAD: Mr. Chancellor introduced agenda item 5, planning, design, and construction considerations for Hart Road and related matters.

Mr. Chancellor provided a brief overview of the plan for Hart Road. He introduced Bruce Grantham with Grantham & Associates to give a presentation of the preliminary designs.

Bruce Grantham, consultant, gave a presentation and he reviewed the preliminary plans and the project overview.

Councilmember Logsdon arrived.

Mr. Grantham continued his presentation and reviewed right-of-way alignment, proposed roadway, trail installation, typical road sections and probable construction cost.

The Council, staff and Mr. Grantham had an extended discussion related to this item.

HIGHWAY 5 IMPROVEMENTS: Mr. Chancellor introduced agenda item 6, discuss and take any necessary action related to design considerations for future improvements on Hwy 5.

Mr. Chancellor stated he has met with TxDOT and expressed the towns' need for a pedestrian crossing on Hwy 5 as a connector between the Bush Springs Trail and Sloan Creek Parkway Trail; TxDOT stated they would not fund the crossing but would accommodate it within the design. He stated TxDOT submitted four design exhibits with pedestrian crossings at differing price points and asked for feedback. He gave a presentation and reviewed each of the scenarios. He stated staff is recommending exhibit 3 which includes the installation of a culvert at the north side of Sloan Creek with the pedestrian crossing under the highway.

The staff had an extended discussion related to this item.

The Council accepted the recommendation of exhibit 3.

PERSONNEL AND COMPENSATION STUDY: Ms. Couch introduced agenda item 7, discuss and consider approval of a proposal for an update to the Town's personnel classification and compensation system and take any necessary action.

Ms. Couch stated the need for an updated compensation study was discussed during the preparation of the budget. She stated in 2014 the Town adopted the first formal classification and compensation plan; which developed job descriptions for all positions and a pay plan within the grade structure which set minimum and top out salaries for each position. She stated a consultant was hired to complete a comprehensive survey of competitor cities and identified pay and benefit issues and staff developed an implementation plan. She discussed the current market and the need for a revised study.

Ms. Couch stated 9 requests for proposal were sent out, 4 responses were received, and staff interview 3 firms. She stated staff is recommending McGrath & Associates. She indicated cost of the study is \$29,259.00 and it would be funded with American Rescue Funds. She stated staff will work with the consultant to review and revise the list of comparator cities previously utilized. She stated once the study has completed the consultant will present the recommendations of the design for the plan and implementation recommendations.

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

Councilmember Custer made a motion to authorize the selection of McGrath & Associates subject to the execution of the agreement with a not to exceed amount of \$29,259.00 and authorize the Town Manager to execute the agreement. Councilmember Connelly seconded and the motion passed unanimously.

COVID PROFESSIONAL SERVICE PROVIDER: Mayor Lessner introduced agenda item 8, discuss and consider approval of a resolution authorizing professional service provider selection for Coronavirus Local Fiscal Recovery Fund programs through the American Rescue Plan Act of 2021.

Mr. Wilbourn gave a staff report related to this item and reviewed the need and purpose for the grant administrator. He stated the consultant would ensure guidelines are upheld and the Town remains compliant with federal regulations. He stated 11 proposals were solicited and 2 proposals were received; staff reviewed the proposals and interviewed the companies. He stated staff is recommending Langford at a cost of \$40,000.00, funded from the American Rescue funds.

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

Councilmember Logsdon made a motion to approve the resolution authorizing the selection of Langford as the professional services provider for Coronavirus Local Fiscal Recovery Fund programs through the American Rescue Plan Act of 2021. Councilmember Hubbard seconded and the motion passed unanimously.

Mayor Lessner adjourned the meeting at 6:28 p.m.

Tenitrus Bethel
Tenitrus Bethel, Town Secretary

Henry Lessner
Henry Lessner, Mayor

