

**TOWN COUNCIL MEETING
MINUTES
February 5, 2008**

The Town Council met in regular session on Tuesday, February 5, 2008 at 6:30 P.M. at Town Hall, 500 S. State Highway 5, Fairview, Texas. Those present were Mayor Sim Israeloff, Mayor Pro Tem Carolyn Sommers, Council Members Jim Cunningham, Michael Pezzulli, Anton Mattli, and Mary Price; Town Manager John Godwin, Special Projects Coordinator Matt Donnell, Special Projects Intern Daley Lehmann, Town Engineer James Chancellor, Economic Development Director Ron Clary, Planning Director Alan Efrussy, Accounting Manager Terri Ramirez, and Town Secretary Michelle Lewis Sirianni. Councilman Ron Kasian was absent.

Mayor Israeloff called the meeting to order at 6:30 p.m. and declared a quorum was present.

PRESENTATION: Presentation by Collin County Commissioner Joe Jaynes.

Commissioner Joe Jaynes presented the Town of Fairview with two checks. The first check in the amount of \$45,496.50 granted to Monarch Park and the second check in the amount of \$75,000.00 granted to Pilkington Trail.

EXECUTIVE SESSION: At 6:33 pm the council recessed into executive session to discuss: McKinney versus Fairview, Economic Development, and Real Estate.

At 7:35 pm Mayor Israeloff reconvened into the regular session and requested everyone to stand for the Pledge of Allegiance.

PUBLIC HEARING: Conduct the first public hearing on the proposed annexations of the following properties: Abstract A0691 of the Pilant Survey, Block 2, Tract 30, 3.06 acres; Abstract A0317 of the Robert Fitzhugh Survey, Tract 11, 10 acres; Abstract A0317 of the Robert Fitzhugh Survey, Tract 10, 7.727 acres; and Abstract A0791 of the Samuel Sloan Survey, Block 2, Tract 97, 3.5 acres.

Mr. Donnell introduced this item stating that this is the first of two public hearings. Mr. Donnell stated that these properties comprise 24.287 acres out of 70± acres that are currently being reviewed for development by town staff. The developers of this subject property have submitted a request for Planned Center Zoning to accommodate their development, as well as a request to voluntarily annex their property.

Mayor Israeloff opened discussion to the public. No comments were made.

CONSENT AGENDA: All items listed under the Consent Agenda are considered to be routine by the Council and will be acted on by one motion. The following items were on the consent agenda: A) Approve minutes of the January 8, 2008 regular council meeting. B) Approve an ordinance calling the May 2008 general election. C) Approve an ordinance setting Atmos rates. D) Authorize the renaming of CR 323 in Fairview to Fitzhugh Mill Road. E) Approve an ordinance providing a variance procedure for undeveloped but platted lots that are part of a subdivision and are more than one-half acre but less than one acre in size. F) Approve an ordinance restricting the discharge of firearms in the town limits.

Mayor Israeloff requested to pull item B. Mayor Israeloff stated that council preferred to pass over this item until the referenced contract was able to be reviewed. Mayor Israeloff also noted that there are two large attachments that will be attached to item C.

Councilman Pezzulli made a motion to approve items A, C, D, E, and F. Seconded by Councilman Mattli, with all in favor.

FEAGIN ADDITION: Conduct a public hearing and take action regarding the zoning of the Feagin Addition Subdivision, consisting of 4.5± acres, and generally located south of Stone Creek Drive, west of and adjacent to Country Club Road (FM 1378), and north of Cottonwood Place, to the One-Acre Ranch Estate Zone (RE-1).

Mr. Donnell introduced this item stating that 4.5± acres out of the 6.9 total acres are annexed but unzoned. Mr. Donnell stated the recommended RE-1 zoning will aid in zoning consistency and in the Future Land Use Plan is classified as Residential Estate.

Mayor Israeloff opened discussion to the public. No comments were made.

Mayor Israeloff opened discussion to council members. No additional comments were made.

Councilwoman Price made a motion to approve the zoning of the Feagin Addition Subdivision, consisting of 4.5± acres, and generally located south of Stone Creek Drive, west of and adjacent to Country Club Road (FM 1378), and north of Cottonwood Place, to the One-Acre Ranch Estate Zone (RE-1). Councilman Pezzulli seconded that motion, with all in favor.

PRELIMINARY PLAT/FEAGIN ADDITION: Consider approving the preliminary plat for the Feagin Addition, consisting of 6.985 acres, and generally located south of Stone Creek Drive, west of and adjacent to Country Club Road (FM 1378), and north of Cottonwood Place.

Mr. Donnell introduced this item stating that this property conforms to the RE-1 guidelines, except for the new house being constructed on the northwest side that

encroaches into the side yard setbacks, which will make this a legal non-conforming setback.

Councilman Pezzulli asked what the purpose was on the property lines; was it to make the property more square? And what was the relation of this property with the water tower? Mr. Donnell responded that the property was initially permitted by the county before the annexation and the property is located south of the tower past Lucas Road.

Councilman Cunningham asked if the owner had any additional plans to build and why is town staff recommending RE-1? Mr. Donnell responded that the property owner has no plans to build anything additional and that there is a storage building on the property that the owner will be removing. Mr. Donnell stated that the property surrounding this subject property is RE-1 and by zoning RE-1 will aid in zoning consistency.

Mayor Israeloff asked what would happen if the owner decides to sub-divide later? Mr. Donnell responded that the owner would have to submit a re-plat and go through the approval process.

Councilman Cunningham made a motion to approve the preliminary plat for the Feagin Addition, consisting of 6.985 acres, and generally located south of Stone Creek Drive, west of and adjacent to Country Club Road (FM 1378), and north of Cottonwood Place. Mayor Pro Tem Sommers seconded that motion, with all in favor.

ZONE D WITHIN THE CPDD: Conduct a public hearing and take action regarding amending Zone D of the Commercial Planned Development District (CPDD) to allow Senior Housing through a Special Use Permit.

Mr. Efrussy introduced this item stating that staff recognizes that various land uses are modified and /or elaborated as the development community continues to be responsive to market conditions in light of municipal requirements. Mr. Efrussy stated that when the Commercial Planned Development District Ordinance was adopted, senior housing was not defined nor listed as a potential use in any zone within the CPDD, and retirement housing was allowed in certain zones only through a special use permit or as a permitted use in one zone. Mr. Efrussy stated that due to the several land use changes in the CPDD since its adoption, that staff supports the request to allow senior housing through a special use permit and is compatible with allowing retirement housing only through approval of a special use permit in that zone.

Mayor Israeloff opened discussion to the public. No comments were made.

Mayor Israeloff opened discussion to council members. Mayor Pro Tem Sommers asked if this was just being considered in Zone D. Mr. Efrussy responded 'yes' it is only Zone D. Councilwoman Price asked what the difference between retirement and senior housing was. Mr. Efrussy stated that senior housing requires a certain level of assisted living and it is for people who need some level of help, and retirement housing is for mobile folks with an age range of 55+ years and who are generally healthy individuals that are even possibly

still working. Mr. Efrussy stated that senior housing is defined per the CPDD Ordinance as follows:

- “Congregate-Care Housing. Congregate living allows elderly people in relatively good health to maintain their social and functional independence while having access to common support services such as meals and housekeeping that provides private living units but offer opportunities for social interaction with mutually supportive neighbors.
- Assisted-Living Facilities. This type of housing is designed and staffed to provide for residents who require some type of support for daily living, such as assistance for bathing, dressing, medication, meal preparation, or other functions.
- Continuing Care Retirement Communities (CCRCs). CCRCs usually are campus-like complexes of multifamily building housing several hundred to 2, 000 or more residents, although they may be smaller and may also incorporate single-family residences for independent living.” Chairman Wells added that this agenda item is recommending a Special Use Permit in Zone D only.

Councilman Cunningham asked if different building and/or fire codes are in place. Mr. Efrussy responded that recommendations have already been made in regards to the building and fire codes. Councilwoman Price asked if the town has discussed this with EMS and Fire. Mr. Efrussy responded ‘yes’ they have already discussed with EMS and Fire. Councilman Pezzulli stated that generally assisted and/or retirement care requires part to full time care and asked if any provisions are being considered to move into a geriatric continuum? Mr. Efrussy responded that there have not been any applications for something with that kind of extensive use. Councilman Mattli asked if the housing for this establishment would count towards the total number of residential units in the Commercial Planned Development District. Mr. Efrussy responded that there is no necessary minimum number and that it is a different classification. Mr. Godwin disagreed. Mr. Godwin stated the council would have the option to count the number against the targeted number of units and would like to see the number of units lowered if development was approved. Councilwoman Price asked why Zone D is being considered when Zone A has retirement housing as a permitted use and would like to see the number of units counted toward the maximum number. Councilman Pezzulli stated that until there is an applicant there isn’t any information to study and/or consider. Councilman Cunningham asked if Zone A could ever be re-zoned. Mr. Godwin responded ‘yes’ or council has the option to tell an applicant ‘no’ since it’s a Planned Development District.

Mayor Pro Tem would like to see town staff re-visit Zone A as well as the maximum number of residential units permitted within the Commercial Planned Development District.

Councilman Mattli made a motion to approve amending Zone D of the Commercial Planned Development District (CPDD) to allow Senior Housing through a Special Use Permit. Councilman Pezzulli seconded that motion, with all in favor.

SINGLE-FAMILY CUSTER DEVELOPMENT: Conduct a public hearing and consider an amendment to the Comprehensive Zoning Ordinance creating a Single-Family Residential Cluster Development Zoning District classification.

Mr. Efrussy introduced this item stating that cluster housing has been recognized as an excellent planning concept that has been used successfully in many communities. The cluster concept would be an important tool to enhance Fairview's rural and open-space environment, can reduce erosion, reduce construction and utility costs for developers, further protect the town's natural environment, and reduce pollution.

Mr. Donnell gave a small presentation to visually show the concept of the cluster development.

Mayor Israeloff opened discussion to the public. Sylvia Hastedt, 10 Man O War Lane, asked what the allowed uses are in the open space area(s). Mr. Efrussy responded that options for use of the open space are: 1) exclusive use by residents and/or the general public (through dedication to the Town of Fairview); 2) preservation of agricultural land (which may exist but is not necessarily zoned agricultural or is on an agricultural district overlay); and/or 3) protection of wildlife habitat. Mr. Efrussy stated that open space uses could be active or passive in nature, including wildlife sanctuaries, forest preserves, nature centers, trails, picnic areas, and similar uses. Councilman Pezzulli asked if the open space is left as raw land. Mr. Efrussy responded that it is not stated within the proposed ordinance.

Deborah Castleberry, 540 Ambrym asked if the developments would have zero lot lines, affect the tax base, and if the town has considered any fire dangers that may occur? Mr. Efrussy responded that in regards to the zero lot lines that this is a design consideration. Mr. Godwin commented that the residents would still be subject to property taxes and the fire concerns would be handled the same way as any other fire endangerment. Mr. Godwin noted that this type of development is not safer, but also not more dangerous either.

Leland Payne, 398 Parkvillage Ave, asked what the restrictions would be for horses, cattle and/or livestock on pasture land. Mr. Efrussy responded that it does not specify on allowing animals, but equestrian uses only had only been considered and has been left out of the proposed ordinance at this point.

Teg Israeloff, 1000 Foxdale, asked who would maintain the open space areas. Mr. Efrussy responded that per the proposed ordinance, ownership methods shall conform to one or more of the following:

- a. HOA
- b. Common agreements;
- c. Fee simple dedication to a public agency;
- d. Dedication of conservation easements to a public agency;
- e. Ownership retained by the original landowner;
- f. Fee simple dedication to a non-profit conservation organization;
- g. Dedication of conservation easements to a non-profit conservation organization;
- h. Often methods acceptable to the town council; upon approval of the town attorney;
- i. Conservation.

Mayor Israeloff opened discussion to council members. Mayor Pro Tem Sommers stated that her primary concern is the use of the open space. Mayor Pro Tem Sommers questions what is the purpose for preserving the space, who will own/maintain the open space and asked for clarification for essential municipal services listed under permitted uses. Mr. Godwin responded that essential municipal services are listed in case water lines or sewer lines need to be run or in case utilities need to bury lines. Mr. Godwin noted that it can be more specific or modified. Mayor Pro Tem Sommers asked if they envision HOA's being used to maintain space? Mr. Efrussy responded that HOA's are more traditional, but there are several other options.

Councilman Cunningham asked how you cluster the homes in regards to the sewer system and questioned whether or not this would bring more maintenance on the town. Mr. Chancellor responded that there is a way to combine the sewer and treat as a combination, which is a package treatment system, which is maintained by the HOA and follows Texas guidelines. Councilman Cunningham commented that it is hard for him to envision the cluster development and does not see the compatibility with other areas in town.

Councilman Pezzulli asked using an example, what is the feasibility that the cluster of houses could be placed along a property line to have more open space, how this affects the estimated cost or value of a home and if there is a minimum home size. Mr. Godwin responded 'yes' it was certainly a possibility to place the cluster along a property line. Mr. Godwin commented that the open space is to help the preservation of land and to have environmental sensitivity, but it is unlikely that it would affect the value homes.

Councilman Mattli stated that he is not concerned about the property value, but more concerned with lot size determination of 10,000 versus 20,000. Councilman Mattli asked if the 10,000 was too small and defeats the purpose of Fairview's envision. Mr. Mattli recommended that it should be raised to 20,000.

Councilwoman Price stated that her main concerns were how the cluster zoning would affect existing property owners and the open space areas. Councilwoman Price is in favor of the open space, but would like a more exact definition. Mayor Israeloff recommended for Planning and Zoning to re-address the council members concerns.

Councilman Cunningham made a motion to disapprove an amendment to the Comprehensive Zoning Ordinance creating a Single-Family Residential Cluster Development Zoning District classification. Councilwoman Price seconded that motion, but members were not in agreement.

Mayor Israeloff requested another motion to approve the amendment. Council members were not in agreement.

Mayor Israeloff called for a vote. Three members were for the amendment and three members were opposed causing a 3-3 tie, upon which the item did not pass.

AMEND FENCE/WALLS ORDINANCE: Conduct a public hearing and consider amendments to the Comprehensive Zoning Ordinance regulating screening fences and walls.

Mr. Godwin introduced this item stating the proposed ordinance would allow fences up to eight feet in height to screen pool and miscellaneous equipment, as well as stored materials, whether or not they are on the property line. Any fences less than eight feet long would not have to meet the requirement for 50% vegetative cover. Mr. Godwin noted that the ordinance would also eliminate an apparent conflict between Chapter 154 and the August 2002 CPDD ordinance.

Mayor Israeloff opened discussion to the public. Deborah Castleberry, 540 Ambrym Dr, stated that she lives in the Hawks Wood subdivision and that when she bought the house, she was unaware that the lot behind theirs was being used to raise certain kinds of animals. Mrs. Castleberry commented that she had asked for a variance to replace her fence with the HOA, but was denied since it was not an iron fence. Mrs. Castleberry asked that due to the circumstances surrounding her fence line with the adjacent property owner that a consideration could be made with the town.

Mayor Israeloff opened discussion to council members. Councilman Cunningham asked if provisions can be made on hazardous situations. Mr. Godwin responded that Mrs. Castleberry's neighbor is not in violation and the town can only ask that the fence be repaired if it is in disrepair or endangered. Mr. Godwin noted that Mrs. Castleberry can talk with the Board of Adjustments if she has not sought approval with the town to put up a different fence.

Councilwoman Price asked what the maximum height is on the fence. Mr. Godwin responded that the maximum height is 8 feet, which has already been set by the existing ordinance.

Mayor Pro Tem Sommers made a motion to approve an amendment to the Comprehensive Zoning Ordinance regulating screening fences and walls. Councilwoman Price seconded that motion, with all in favor.

CODE ENFORCEMENT AMENDMENTS: Consider an ordinance regulating property maintenance, including parking, mowing of high weeds and grass, and outside storage.

Mr. Godwin introduced this item stating that at the council retreat, changes relating to property maintenance, including: restricting junk vehicles on private property, restricting high grass that is not part of an intentional native grass area, prohibiting overnight on-street parking for more than one commercial vehicle per residence, and restrictions on outside storage were agreed upon. Mr. Godwin commented that the proposed ordinance will address these restrictions.

Mayor Israeloff opened discussion to council members. Councilman Cunningham asked what the method was for giving out notices and fines. Mr. Godwin responded that a certified letter is sent and the resident has ten days to comply or the town may then file a lien on the property.

Councilman Pezzulli made a motion to approve an ordinance regulating property maintenance, including parking, mowing of high weeds and grass, and outside storage. Councilman Cunningham seconded that motion, with all in favor.

CAPITAL IMPROVEMENTS PROGRAM: Consider an updated Capital Improvements Program, including a Collin County road bonds schedule.

Mr. Godwin introduced this item stating that council has recently discussed their desire to reconstruct eastern Stacy Road from FM 1378 to Thompson Springs, while also trying to proceed with a new town hall facility in 2008-2009. Due to anticipated growth in the tax base, both projects could proceed with no tax rate increase. Mr. Godwin commented that of the four Fairview road projects approved as part of the November 2007 Collin County bond election, the priority would be Stacy Road, followed by design and ROW acquisition on FM 1378, and then Frisco Road and Fairview Parkway. Mr. Godwin noted that the county has asked that the town submit this information to them by February 15 to help them schedule their upcoming bond sales.

Mayor Israeloff asked if there was a chance for the project(s) to be bumped. Mr. Godwin responded 'yes' there was a chance, but the early process will hopefully deter that from happening and the CIP program can be amended if necessary.

Mayor Pro Tem Sommers made a motion to approve the updated Capital Improvements Program, including a Collin County road bonds schedule. Councilman Pezzulli seconded that motion, with all in favor.

FINANCIAL POLICIES: Consider adoption of new comprehensive financial policies for the town.

Mr. Lehmann introduced this item stating that this proposal is to unify the town's current financial policies, as well as the addition of several new financial policies. Mr. Lehmann stated that the current Fairview financial policies have all been adopted separately from each other, and the town is also lacking policies that deal with governmental facets such as budgeting. Mr. Lehmann commented that the town's administration is hoping to unify the current financial policies as well as include additional policies.

Mr. Lehmann highlighted on the following policies:

- Budget Policy – General Obligation Bonds, General Fund, Utility Fund, Audit, Quarterly Reports
- Investment Policy – No change
- Purchasing Policy – Expenditures now over \$50,000 require official bid
- Purchase Card Policy – Transactions and Restrictions
- Code of Ethics – Protecting the town and insuring that money is spent in accordance with the terms and conditions of all the policies of the town.
- Bank Depository – The town issues a request for proposals/qualifications for bank depository services every five years.
- Utility Accounts – Deposits on accounts, charges for meter re-reads, and any changes to an account.
- Impact Fees – Fees collected for streets, water utilities, and waste water utilities based on development.

Councilwoman Price asked that in regards to purchase cards if the town has control of not paying the sales tax and if the 15 day turn around period to pay a utility bill provided adequate time to pay on time. Ms. Ramirez responded that the purchase cards do indicate the town is tax exempt and the user may notify the vender when the card is being used or present them with a tax exempt form. Mr. Godwin commented in regards to paying their utility bills on time that there are a large number of people that don't pay on time and there are recurring late payers and in doing good business, the town is trying to avoid this continuance. Mr. Godwin noted that penalties are and can be waived if the billing department is notified and within reason. Councilman Cunningham asked if the town has looked into using EFC funds transfer. Ms. Ramirez responded that 'yes' the town has inquired and at this point there are liability issues and the town feels that the option of automatic bank draft and using the website are better options.

Councilman Mattli expressed his concerns with three authorized investments (#'s 5, 6, 7) that the town may use. Councilman Mattli stated that he would like to see the town restrict investments to vehicles that are of high quality and easy to monitor. Mr. Godwin commented that the town can address the wording and modify or delete each authorized investment. Mr. Godwin noted that the town reviews and approves these each year.

Councilman Pezzulli asked if the town uses sweep accounts. Mr. Godwin responded 'no' and that the town keeps much of its money in the bank and uses depository agreements that provide better yields. Mr. Godwin noted that the town is not playing the market and is keeping the town's money in safe funds. Councilman Cunningham asked if the town makes daily bank deposits and have looked into scanning checks. Mr. Lehmann responded 'yes' the town makes daily deposits. Ms. Ramirez commented that the town has looked into scanning checks, but that is a very costly investment and the amount of checks coming in has been cut in half due to other payment options, so the town didn't feel the need to expend the cost on this procedure.

Councilman Pezzulli made a motion to approve the adoption of new comprehensive financial policies for the town. Councilman Mattli seconded that motion, with all in favor.

ADVISORY BOARDS/COMMISSIONS: Consider appointments to various citizens' boards and commissions, including the Planning and Zoning Commission, the Parks & Recreation Advisory Board, and the Environmental Management Committee.

- **Planning and Zoning Commission:**

Mayor Pro Tem Sommers made a motion to appoint Sylvia Hastedt to the Planning & Zoning Commission. Councilman Cunningham seconded that motion, with all in favor.

- **Environmental Committee:**

Councilman Pezzulli made a motion to appoint Paul Westbrook and Gail Moffat to the Environmental Committee. Councilwoman Price seconded that motion, with all in favor.

- **Park & Recreation Board:**

Mayor Pro Tem Sommers made a motion to appoint Chuck Hastedt to the Parks & Recreation Board. Councilwoman Price seconded that motion, with all in favor.

LED STREET LIGHTING: Consider authorizing the town manager to negotiate and enter into a contract with Sunovia Energy Technologies to provide LED street lighting along Fairview Parkway.

Mr. Chancellor introduced this item stating that in connection with the Village at Fairview project and the design of Fairview Parkway, the town has a plan for the installation of 30 street lights and 52 sidewalk lights using metal halide luminaries. Mr. Chancellor stated that in addition to the installation cost of the proposed lights, the power

and maintenance costs for these lights will become a new and ongoing expense for the town. Mr. Chancellor stated that in researching street lighting, town staff found information about Light Emitting Diode (LED) technology and advances being made in various lighting applications. Mr. Chancellor noted that LED lighting offers long life and reduced power consumption among its advantages.

Mr. Clary added that as part of the town's research, town staff contacted several companies offering LED lighting. Mr. Clary stated as a result, a series of meetings was initiated with Sunovia Energy Technologies, Inc., which has led Sunovia to propose LED street light and sidewalk lighting for Fairview Parkway in lieu of the originally proposed metal halide luminaries. Mr. Clary noted that their proposal is a different lighting style that offers a unique design, but focuses on light where it's needed and the town is pleased with the results.

Mr. Fuger, president of Sunovia and Mr. Kaufman, consultant with Sunovia, made a small presentation regarding their proposal. The following items were highlighted in their presentation:

- Revised Lighting Layout – more uniform lighting patterns on the roadway and sidewalks.
- Increased Life Cycle of Fixtures – LED luminaries estimated at 50, 000 hour life versus 16, 000 hour metal halide lamps with accompanying reduced maintenance costs.
- Reduced Power Consumption – Estimated 60% cost savings compared to metal halide with accompanying 'green' benefits.
- Beneficial Proposal Pricing – Favorable pricing offered because of a 'showcase' demonstration opportunity for LED technology. Resulting 'payback' period to the town estimated at less than two years.
- Risk Mitigation to Town – Design compatible with and replaceable with standard fixtures.

Mr. Chancellor noted that as a part of their proposal, Sunovia is offering a twelve year warranty in writing and a one year unconditional return policy.

Mayor Pro Tem Sommers asked if this lighting follows the dark skies ordinance. Mr. Chancellor responded 'yes' the town is adhering to the ordinance.

Councilman Mattli asked if the technology was in place and what was the risk of using Sunovia since they were still a fairly new company. Councilman Mattli proposed the possibility of adding a performance bond to ensure the warranty. Mr. Godwin noted if this item is passed it allows him as the town manager to negotiate an acceptable contract which includes performance guarantees with Sunovia Energy Technologies, Inc. for providing LED lighting for Fairview Parkway.

Councilman Pezzulli made a motion to approve the town manager to negotiate and enter into a contract with Sunovia Energy Technologies to provide LED street lighting along Fairview Parkway. Councilman Mattli seconded that motion, with all in favor.

ANNUAL ACCOUNTING MANAGER REPORT: Receive annual report from the accounting manager.

Terri Ramirez gave a small presentation highlighting key people that include the accounting department, utility billing, and information technology that play a part in the accounting department. Key people included:

- Bill Baxter - IT, has provided several hardware updates and has set up a network of several servers for the town.
- Vicki Nelson – Utility Billing, has assisted with handling trash concerns as well as greets and takes care of customers.
- Karen Smith – Utility Billing, works on billing as well as administering service orders for residents and also handles the bank drafts for utility accounts.
- Michelle Lewis Sirianni – assists two days a week in utility billing to help answer phones, enter payments, and assist customers; also has implemented new procedures that have helped stream line efficiency.
- Sarah Childers – Accounting, handles payroll, accounts payable, daily deposits, and other accounting functions.

Ms. Ramirez summarized by commenting that she is working on improving and updating information technology as well as going 'green' by eliminating paper waste and using online resources to perform tasks.

DEVELOPMENT PROJECTS & ORDINANCES: Receive town manager's monthly report on development and ordinances.

Mr. Godwin highlighted the following developments in the town:

- Pleasantville: The retirement housing plan to P&Z for discussion in December, action in March; possibly to council in April. There has been little movement.
- Rickman: Draft layout plan presented to P&Z for review of proposed residential development. 36 lots
- Sloan Creek: House construction in phases 1 & 2 continues; phase 3 changes denied, though developer has submitted new design. The town is recommending 'no' again.
- Meandering @ Stacy: Recent contact regarding the NW corner; owner suggesting to rezone to general business; private developer requesting SUP for private school.
- 7-11: Developer looking at property north of 7-11 connecting on to Hwy 5.

PUBLIC HEARING: Conduct the second public hearing on the proposed annexations of the following properties: Abstract A0691 of the Pilant Survey, Block 2, Tract 30, 3.06 acres; Abstract A0317 of the Robert Fitzhugh Survey, Tract 11, 10 acres; Abstract A0317 of the Robert Fitzhugh Survey, Tract 10, 7.727 acres; and Abstract A0791 of the Samuel Sloan Survey, Block 2, Tract 97, 3.5 acres.

Mayor Israeloff opened discussion to the public. No comments were made.

CITIZENS INPUT: Mayor Israeloff stated that anyone wishing to speak at this time to state their name and address for the record and to remember that no formal discussion or action may be taken on these items at this meeting.

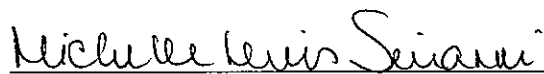
There were no comments made.

ACTION NECESSARY FROM EXECUTIVE SESSION: No action required or taken.

There being no other items for discussion, Mayor Israeloff adjourned the meeting at 11:02 p.m.


SIM ISRAELOFF, MAYOR

ATTEST:


Michelle Lewis Sirianni, Town Secretary

