



Fairview Town Council Meeting Access Instructions

In an effort to ensure the continuation of public attendance and participation for Town Council meetings the Town has begun to utilize RingCentral for web-based meetings. The below instructions will walk you through the process of registering and logging into the meeting.

****SPECIAL NOTE****

To speak during the designated public input portions of the meeting you **MUST** login to the meeting via the RingCentral app.

Phone dial-in participants are joined in listen only mode and **CANNOT** speak during the meeting. You may submit comments to be read during the public portions of the agenda by email prior to the meeting and following the dial-in instructions below if you choose this option and wish to address the Council.

After logging in, once the meeting begins you will be automatically joined in. Executive Session may run over and the meeting may not begin promptly at 7:30 p.m.

To access the meeting via pc/laptop (non-smart device):

1. Click the url to join the meeting. <https://webinar.ringcentral.com/j/1489959296>

If you already have the Ring Central app loaded onto your computer:

- a. A pop up will appear prompting you enter your email address & name and click Join Webinar.
 - b. If you do not have the Ring Central app loaded onto your computer:
The app will automatically download, if not click the *Download Here* link
Once completed, click the launcher
Once completed, a popup will appear prompting you to enter your email address and name and click Join Webinar.
2. When the meeting begins, video will appear and you will be joined in.

To access the meeting via smart device (ex. Android, iPhone or tablet):

1. Click the url to join the meeting. <https://webinar.ringcentral.com/j/1489959296>
2. You will be routed to the Join Meeting page.
 - a. If you have the app installed, click Join Meeting
 - b. If you do not have the app installed, click Download App and install. After downloading the app, go back to step 1.
3. You will be prompted to enter your name and email address
4. When the meeting begins video will appear and you will be joined in.

To speak during the meeting:

1. Click the Raise Hand Icon.
2. Once recognized to speak, a message prompting you to unmute your device will appear.
3. Click unmute and begin speaking.

To join the meeting via dial-in number (Remember, this option will only allow you to listen to the meeting, not to speak during the meeting):

1. Dial (346) 980-4201
 - a. Enter Meeting ID 1489959296# (You do not need enter a participant id.)
2. You will be joined in automatically once the meeting has begun, in listen only mode.

To submit comments to be read during Citizens Input or Public Hearings:

1. Please submit your comments to townsecretary@fairviewtexas.org no later than 5:30 p.m. on the day of the meeting. Comments will be read during the allotted time.



**NOTICE OF A
MEETING OF THE
FAIRVIEW TOWN COUNCIL
EXECUTIVE SESSION
TOWN HALL COUNCIL CHAMBERS
372 TOWN PLACE, FAIRVIEW, TEXAS
WEDNESDAY, NOVEMBER 4, 2020
6:00 P.M.
AGENDA**

1. Call to order in Open Session
2. Town Council recesses into Executive Session
3. The Town Council will meet in Closed Session regarding the following items and/or any item posted on the agenda notice for this meeting as necessary under the following exceptions to the Open Meetings Act under Texas Government Code:

Section 551.071 – to consult with legal counsel regarding pending or contemplated litigation and/or on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code including town contracts for services; town infrastructure and drainage matters; and business regulations.

Section 551.072 - discuss or deliberate the purchase, exchange, sale, lease, or value of real property; acquisition of right-of-way, easements, or land.

The council further reserves the right to enter into executive session at any time throughout any duly noticed meeting under any applicable exception to the Open Meetings Act.

4. The Council reserves the right to discuss or take action on Executive Session items on this meeting notice or any item on the Town Council's November 4, 2020 Regular Session meeting agenda/notice, which was posted at the same date, time and place of this Executive Session meeting agenda/notice, said Regular Session meeting being scheduled to begin at 7:30 p.m. on November 4, 2020 at Fairview Town Hall.
5. Adjourn

1. The Council may vote and/or act upon each of the items listed in this agenda.
2. The Council reserves the right to retire into executive session concerning any of the items listed on this agenda, where it is considered necessary and legally justified under the Open Meetings Act.

I, Tenitrus Bethel, Town Secretary, hereby certify that notice of the above-named meeting was posted on the bulletin board of the Town Hall of the Town of Fairview, Texas, a place readily accessible to the public at all times, on the 30th day of October, 2020 at or before 5:00 p.m. and will remain continuously posted for at least 72 hours immediately preceding said meeting.

Tenitrus Bethel, Town Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS:

The Town of Fairview Council Chambers is wheelchair accessible. Access to the building and special parking is available at the primary southwest and northwest entrance into the Town Hall parking lot. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, or readers, are requested to contact the Town Secretary's office at 972-562-0522, Ext 4234 or by fax at 972-886-4203.

1. The Council may vote and/or act upon each of the items listed in this agenda.
2. The Council reserves the right to retire into executive session concerning any of the items listed on this agenda, where it is considered necessary and legally justified under the Open Meetings Act.



**NOTICE OF A REGULAR COUNCIL MEETING
VIA TELEPHONE/VIDEO CONFERENCE
FAIRVIEW TOWN COUNCIL
WEDNESDAY, NOVEMBER 4, 2020
7:30 P.M
AGENDA**

NOTICE IS HEREBY GIVEN in accordance with order of the Office of the Governor issued June 11, 2020, the Town of Fairview will conduct its Regular Meeting scheduled at 7:30 p.m. on Wednesday, November 4, 2020, located at Fairview Town Hall, 372 Town Place, Fairview, TX 75069 by telephone or video conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). There will be limited public access to the location described above.

This Notice and Meeting Agenda, will be posted online at fairviewtexas.org.

The telephonic/video meeting is hosted through RingCentral. To access the meeting via telephone/video conference click the below link:

<https://webinar.ringcentral.com/j/1489959296>

The public will be permitted to offer public comments as provided by the agenda and as permitted by the presiding officer during the meeting

1. Call to Order
2. Pledge of Allegiance.
3. Texas Pledge
4. Citizen’s Comment

At this time, any person may address the Council regarding an item on this meeting agenda that is not scheduled for public hearing. Also, at this time, any person may address the Council regarding an item that is not on this meeting agenda. Each person will have up to five minutes. No discussion or action may be taken at this meeting on items not listed on this agenda, other than to make statements of specific factual information in response to a citizen’s inquiry or to recite existing policy in response to the inquiry.

5. Consent Agenda
 - a. Approve the minutes of the October 6, 2020 Regular Council meeting
 - b. Approve the minutes of the October 13, 2020 Special Council meeting.

All items listed under the Consent Agenda are considered routine and will be 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 considered separately.

6. Reports from Staff, including any updates on project tracking reports and department activities
 - a. Monthly Financial Report – Period ending September 30, 2020
 - b. Quarterly Financial Report – Period ending September 30, 2020
 - c. Monthly Police Report – Period Ending October 31, 2020
 - d. Monthly Fire Report – Period Ending September 30, 2020
 - e. Town construction projects
7. Council Action/Discussion Items
 - a. Consider, discuss and take any necessary action on the approval of a request of an Amended Plat for proposed Lot 9A, Block A of the Kingdom Estates Addition. The 4.09-acre site is located at 651 Redwood Creek Drive, is zoned for the (RE-2) Two-acre Ranch Estate District and combines Lots 9 and 10, Block A into a single lot for the development of a home. Applicant: David Beckett, Custom Homes of Texas representing owner Brandon Hill. AP2020-03.
 - b. Hear report from Huitt-Zollars and hold council discussion regarding the Town drainage system including Town policies, procedures, processes, activities and related matters and take any necessary action.
 - c. Discuss COVID-19 activities and actions and take any necessary action.
 - d. Discuss and take any necessary action disaster declaration actions.
 - e. Discuss possible actions related to remote access to meetings and minute recordings and take any necessary action.
 - f. Discuss tracking of staff actions and take any necessary action.
 - g. Discuss Bridlegate open space and take any necessary action.
 - h. Discuss future trails and take any necessary action.
 - i. Recognize outgoing council members.
8. Receive reports from staff or the Town Council about items of community interest.

Items of community interest include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen (but not including a change in status of a person's public office or public employment); a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

CLOSED SESSION (EXCEPTIONS) Under Tex. Gov't Code Chapter 551, the Town Council may enter closed session to discuss any items listed or referenced on a posted agenda notice for this meeting as necessary under the following exceptions to the Open Meetings Act under Texas Government Code:

Section 551.071 – to consult with legal counsel regarding pending or contemplated litigation and/or on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code including town contracts for services; town infrastructure and drainage matters; and business regulations.

Section 551.072 - discuss or deliberate the purchase, exchange, sale, lease, or value of real property; acquisition of right-of-way, easements, or land.

The council further reserves the right to enter into executive session at any time throughout any duly noticed meeting under any applicable exception to the Open Meetings Act.

9. Adjourn

I, Tenitrus Bethel, Town Secretary, hereby certify that notice of the above-named meeting was posted on the bulletin board of the Town Hall of the Town of Fairview, Texas, a place readily accessible to the public at all times, on the 30th day of October, 2020 at or before 5:00 p.m. and will remain continuously posted for at least 72 hours immediately preceding said meeting.

Tenitrus Bethel, Town Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS:

The Town of Fairview Council Chambers is wheelchair accessible. Access to the building and special parking is available at the primary southwest and northwest entrance into the Town Hall parking lot. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, or readers, are requested to contact the Town Secretary's office at 972-562-0522, Ext 4234 or by fax at 972-886-4203.



Memorandum

November 4, 2020

TO: Town Council
Julie Couch, Town Manager

FROM: Israel Roberts, AICP
Planning Manager

SUBJECT: AMENDING PLAT FOR KINGDOM ESTATES

BACKGROUND: This is a request for approval of an Amending Plat for proposed Lot 9A, Block A of the Kingdom Estates Addition. The 4.09-acre site is located at 651 Redwood Creek Drive, is zoned for the (RE-2) Two-acre Ranch Estate District and combines existing Lots 9 and 10, Block A into a single lot for the future development of a home. Applicant: David Beckett, Custom Homes of Texas representing owner Brandon Hill. AP2020-03

STATUS OF ISSUE: The purpose of this Amending Plat is to combine existing Lots 9 and 10, Block A of the Kingdom Estates Addition into one lot of record. The resulting 4.09-acre lot will be used to construct one (1) single-family home on the combined larger lot.

The Subdivision Ordinance grants the Town Council authority to approve an Amending Plat, without the need for a Planning and Zoning Commission recommendation, in order to combine lots or relocate lot lines where the proposed plat meets the design standards.

The (RE-2) Two-acre Ranch Estate District requires that residential lots be a minimum of two-acres in area and that each lot have a minimum lot width, measured at the front building line, of 200 feet, however, lots with frontage on a cul-de-sac are permitted a reduced lot width of 90 feet. In this case, the proposed lot meets those criteria.

In the State of Texas, the plat application process is a ministerial process, meaning that if the plat application conforms to the zoning for the subject property, as well as the subdivision and development regulations, the municipal government must approve the plat.



Memorandum
October 29, 2020

TO: Mayor and Town Council

FROM: Julie Couch, Town Manager

SUBJECT: **Drainage presentation and discussion**

Hamilton Dallagasperina with Huitt-Zollars will be in attendance to present the follow up information on the regional drainage that was discussed at the last meeting.



Memorandum

October 29, 2020

TO: Mayor and Town Council

FROM: Julie Couch, Town Manager

SUBJECT: **Update on COVID related items**

Below is a review of current status of Town programs and COVID related actions at the federal and state level that will impact the Town:

Current Activities

Operations are maintained as they have been for the past weeks. We will update the council on any new activities, if any, at the meeting. We have been fortunate that to date none of our employees have been diagnosed with COVID.

It is important that the Mayor be in a position to rapidly respond during an emergency or disaster situation. If he does not have that authority emergency meetings of the council would be needed to take action. Some of his actions are as follows:

- Determining when parks, trails and other facilities are open or closed to the public
- He executed the agreement on the solicitor's complaint regarding current ordinances
- He executed the agreement with the county to accept the CARES funding

CARES Funding updates –

The ambulance has been ordered and we anticipate delivery in late October.

U.S. Economic Development Administration (EDA) grant opportunity -

The grant application has been revised and resubmitted. We hope to hear a decision in the next couple of months as to whether or not the project is funded.

Operations –

All public buildings remain closed to the public. Adjustments have been made to business operations so that they are generally conducted by phone or email. Appointments can be made for individuals that need to have that available and we work with individuals on a case by case basis. The only adjustment to the closed status is in relation to municipal court which has been opened with social distancing measures in place.

Public meetings –

At this point public meetings are still being scheduled with attendance limited to Council, staff and support personnel, with limited access to the meeting room. All public attendance is remote through the Town link identified on the agenda.

Town Operations –

The staff has also implemented appropriate policies to continue services to residents and businesses while keeping employees safe. While the town has closed public access to Town buildings, departments are maintaining services via the phone, email and other remote services.



Memorandum
October 29, 2020

TO: Mayor and Town Council

FROM: Julie Couch, Town Manager

SUBJECT: **Status of disaster declaration**

At the last meeting the council indicated you wanted to have this item on each agenda. There is nothing new to report. The State is still under a disaster declaration.



Memorandum

October 2, 2020

TO: Mayor & Council

FROM: Julie Couch, Town Manager

SUBJECT: **Actions related to remote access of meetings and minute recordings**

BACKGROUND: Council members Feldman and Brugge have requested that this item be on the agenda.

They would like to discuss the need for remote registration for meetings, improved access to minute recordings by agenda item, and improved ability for remote attendees to see those in attendance at meetings.

BUDGET: N/A

RECOMMENDATION: N/A



Memorandum

October 2, 2020

TO: Mayor & Council

FROM: Julie Couch, Town Manager

SUBJECT: **Staff actions**

BACKGROUND: Council members Feldman and Brugge have requested that this item be on the agenda.

They would like to discuss a process to keep track of staff action items to be reviewed at all council meetings with due dates and next steps.

BUDGET: N/A

RECOMMENDATION: N/A



Memorandum

October 2, 2020

TO: Mayor & Council

FROM: Julie Couch, Town Manager

SUBJECT: **Bridlegate Open Space**

BACKGROUND: Council members Feldman and Brugge have requested that this item be on the agenda.

They would like to discuss the town taking over the maintenance of the public/open space property in the Bridlegate subdivision.

BUDGET: N/A

RECOMMENDATION: N/A



Memorandum

October 2, 2020

TO: Mayor & Council

FROM: Julie Couch, Town Manager

SUBJECT: **Future Trails**

BACKGROUND: Council members Feldman and Brugge have requested that this item be on the agenda.

They would like to discuss the construction of the future trail planned along Orr Road and Fitzhugh Mill Road. They would like to discuss using the \$200,000 set aside for landscaping in Stacy Road for construction of the trail.

BUDGET: N/A

RECOMMENDATION: N/A



Memorandum

October 2, 2020

TO: Mayor & Council

FROM: Julie Couch, Town Manager

SUBJECT: **Recognizing outgoing councilmembers**

BACKGROUND: Council members Feldman and Brugge have requested that this item be on the agenda.

They would like to recognize Tony Mattei and any other Council Members who have completed their service to the Town of Fairview.

BUDGET: N/A

RECOMMENDATION: N/A