

**CITY COUNCIL MEETING**

**JUNE 1, 2020**

**6:00 P.M - Workshop**

**7:00 P.M. - Meeting**

**New Fairview City Hall**

**999 Illinois Ln.**

**New Fairview TX 76078**

**MINUTES**

**STATE OF TEXAS**

**COUNTY OF WISE**

**CITY OF NEW FAIRVIEW**

**THE CITY COUNCIL CONVENED INTO A CITY COUNCIL MEETING , THE SAME BEING OPEN TO THE PUBLIC, THE 1<sup>st</sup> DAY OF JUNE 2020 IN THE NEW FAIRVIEW CITY HALL AND NOTICE OF SAID MEETING GIVING THE TIME, PLACE AND SUBJECT THEREFORE HAVING BEEN POSTED AS PRESCRIBED BY ARTICLE 5 OF THE TEXAS GOVERNMENTAL CODE, WITH THE FOLLOWING MEMBERS PRESENT:**

**CITY COUNCIL**

**Mayor Joe Max Wilson**

**Mayor Pro Tem Scott Johnson**

**Councilwoman Rebecca McPherson**

**Councilman Charlie Stumm**

**PRESENT**

**Interim City Manager Alan Guard**

**City Secretary Monica Rodriguez**

**City Clerk Brooke Boller**

**City Attorney Bradley Anderle**

**ITEM NUMBER 1. WORKSHOP:**

**A. Review Agenda**

**ITEM NUMBER 2. CALL TO ORDER:**

Mayor Wilson called the meeting to order at 7:10 PM

**ITEM NUMBER 3. ROLL CALL:**

Roll call with the above-mentioned names present

**ITEM NUMBER 4. PLEDGE TO FLAGS**

**1. United States of America**

**2. Texas Flag**

**Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible**

#### **ITEM NUMBER 5. CONSENT AGENDA:**

All matters listed as Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

##### **A. Approve minutes for May 4, 2020**

##### **B. Approve to extend the application for Pioneer Ranch preliminary plat till the next monthly meeting in July.**

##### **C. Approve to extend the application for Pioneer Ranch final plat till the next monthly meeting in July.**

Mayor Pro Tem Johnson suggested to the council not to approve another extension for the Pioneer Ranch preliminary plat because they do it at each meeting.

Interim City Manager Guard recommends approving the pioneer plats and he will talk to both sides and bring it back at the next meeting with answers.

**Councilwoman McPherson made a motion to approve all consent items. Motion seconded by Councilman Stumm. Motion passed unanimously. - PASSED**

#### **ITEM NUMBER 6. OPEN FORUM**

The City Council invites persons with comments or observations related to city issues, projects, or policies to briefly address the City Council. Anyone wishing to speak should sign-in with the City Secretary before the beginning of the City Council Meeting. In order to expedite the flow of business and to provide all citizens the opportunity to speak, there is a three-minute limitation on any person addressing the City Council. State law prohibits the City Council from discussing or taking action on any item not listed on the posted agenda.

**No items were presented for Open Forum**

#### **ITEM NUMBER 7. NEW BUSINESS:**

##### **A. Discuss, consider and act on Development Agreement with Dove Hollow Development, LLC concerning the development of approximately 140.246 acres of land for the Dove Hollow development. - APPROVED**

Dove Hollow Development mirrored the Constellations Lakes and Avery Ranch except there is no PID anticipated. This will be a 1

Acre development which fits in New Fairview Guidelines. It is in the Fort Worth ETJ and as of now it can not be donated to New Fairview. Allen states documents are in the works for possible donation.

Ben McCaslin states they want to build Anteras and Royal Crest in the \$350-\$550 range like in Falcon Ridge on 1 acre lots. They will put 96 homes on 140 acres with an HOA to keep up with the maintenance. Agricultural is not allowed once it is final platted. They can do agricultural on the property until it is platted. Then it will be residential only and remove agriculture. 1<sup>st</sup> Phase is 28 lots on the county line and the 2<sup>nd</sup> phase will come later with 66 lots.

Exhibit E sets up gas well set back has been amended to include the language as in Constellation lakes. Any existing structures must be 200 feet away from existing well head.

These plans outline the drainage and states they cannot alter this plan. Local Government code states that the property will be annexed but the city has the authority to control the property and it can stay in the ETJ but this agreement states the property will come in the city. This agreement sets the rules of this property even after it is annexed will determine how it is developed.

Aqua will be water and each home will have septic systems and it is laid out to plan out the flood plain.

**Councilman Stumm made a motion to approve the Development Agreement with Dove Hollow Development, LLC concerning the development of approximately 140.246 acres of land for the Dove Hollow development with the newest amendments approved. Motion seconded by Mayor Pro Tem Johnson. Motion passed unanimously. ALL IN FAVOR – APPROVED.**

**B. Discuss presentation of monthly financial report through April 30, 2020**

Interim City Administrator Alan Guard presented the Monthly Financial Report through April 30, 2020. Year to date revenues total \$806,455 with the majority of that coming from property taxes. He states the sales tax is still hanging in there, but they will have to watch it to see how much the pandemic has affected because this amount of \$92,000 was money received in February prior to the pandemic. Alan believes the revenue is in very good shape.

Nothing stands out as out of line and in the bank, we have about \$440,000.

Alan will publish financial information each month and there is no need to approve this is just a presentation.

**C. Discuss, consider and act on approving a Resolution adopting an Employee Policy and Procedure Manual - APPROVED**

This was discussed during the workshop. The last edition of policy was written in 2005. This new policy has been updated to include discipline, hiring, grievance, performance evaluations and standard things that should be in every policy book. This handbook has been reviewed and edited by Cara White from the City Attorney's office.

**Councilwoman McPherson makes a motion to accept and approve a resolution adopting an Employee Policy and Procedure Manual. Motion seconded by Councilman Stumm. Motion passed unanimously. All in favor- Passed.**

**CITY OF NEW FAIRVIEW  
RESOLUTION NO. 2020-15-105**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEW FAIRVIEW, TEXAS  
APPROVING THE 2020 PERSONNEL POLICY AND PROCEDURE MANUAL FOR THE  
ADMINISTRATION OF EMPLOYEES OF THE CITY AND FINDING AND DETERMINING  
THE MEETING AT WHICH THIS RESOLUTION IS ADOPTED TO BE OPEN TO THE  
PUBLIC AS REQUIRED BY LAW.**

**Introduced, read and passed by the affirmation vote of the City Council of the City of New Fairview on this 1<sup>st</sup> day of June 2020**

**D. Discuss, consider and act on approving a Resolution adopting a Pay Plan - APPROVED**

Interim City Administrator Alan Guard states one of the things discussed in the procedure manual was the pay range and increases. He located several cities of similar size and found the median pay for all employees and put New Fairview in the middle or a bit below the middle with cities with populations between 600 to 5,000. A 4% step was created for raises that are reviewed annually. He has included positions that New Fairview does not currently have in order to compete when they do hire those positions.

Some departments base raises for evaluations though some places add money for different skill sets, but it should be added as part of the budget process. If you cannot afford the 4% you can do cost of living increase of about 2%.

If someone has additional certifications, they will meet requirements for more pay.

A new hire would be on probation for 6 months and then it would be outlined the step pay. The city administrator is the Human Resources Department.

**Councilman Stumm made a motion to approve a resolution adopting a pay plan. Motion seconded by Councilwoman McPherson. Motion passed unanimously. All approve- PASSED.**

**CITY OF NEW FAIRVIEW  
RESOLUTION NO. 2020-16-106**

**A RESOLUTION OF THE CITY OF NEW FAIRVIEW, TX ADOPTING A PAY PLAN**

**PRESENTED AND PASSED** on this 1<sup>st</sup> day of June, at a meeting of the New Fairview City Council.

**E. Discuss, consider and act on approving a Resolution adopting a Council Procedures and Decorum Policy- APPROVED**

This was discussed and all issues have been added into this policy which serve as general guidelines and all has been checked by City Attorney's Office.

**Mayor Pro Tem Johnson made a motion to approve a resolution adopting a council procedure and decorum policy. Motion seconded by Councilman Stumm. Motion passed unanimously. All in Favor – PASSED.**

**CITY OF NEW FAIRVIEW  
RESOLUTION NO. 2020-17-107**

**A RESOLUTION OF THE CITY OF NEW FAIRVIEW, TX ADOPTING CITY A COUNCIL PROEDURES AND DECORUM POLICY.**

**PRESENTED AND PASSED** on this 1<sup>st</sup> day of June, at a meeting of the New Fairview City Council.

**F. Discuss, consider and act on approving a Resolution adopting an Investment Policy. - APPROVED**

Interim City Administrator Alan Guard states all cities in Texas have policies on investment and these require the investments safety which is first on the objectives. It included investment objectives and states you are required to get quarterly return reports. Internal controls, objectives and the type of investments that are allowed are all included. Whoever is hired as the city administrator must be up to date on their PFI training. Monica should also take investment training with the city administrator so that they have two individuals who understand the process.

**Councilwoman McPherson makes a motion to approve a resolution adopting an Investment Policy. Motion seconded by Councilman Stumm. Motion passed unanimously. All agree- Passed**

**CITY OF NEW FAIRVIEW  
RESOLUTION NO. 2020-18-108**

**A RESOLUTION OF THE CITY OF NEW FAIRVIEW, TX ADOPTING AN INVESTMENT POLICY**

**PRESENTED AND PASSED** on this 1<sup>st</sup> day of June, at a meeting of the New Fairview City Council.

**G. Discuss future agenda items**  
Planning and Zoning Commission

**ITEM NUMBER 8. EXECUTIVE SESSION**

**Advice from City Attorney:** Pursuant to Sec. 551.071 of the Texas Government Code, the Board of Aldermen reserves the right to convene in Executive Sessions(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law.

**A. Personnel Matters**

Pursuant to Sec. 551.074, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

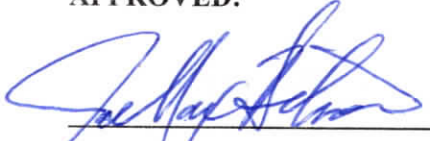
- Evaluation of City Secretary

**Council went into Executive session at 8:10 PM and out of session at 9:00 PM**

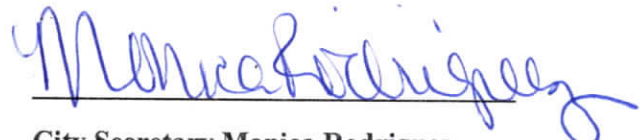
**ITEM NUMBER 9. ADJOURN**

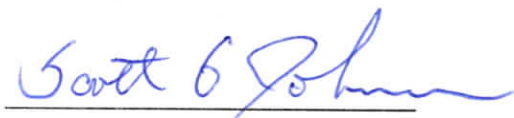
**Mayor Wilson adjourned the meeting at 9:00 PM**


**APPROVED:**

  
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Mayor Joe Max Wilson


**ATTEST:**

  
\_\_\_\_\_  
City Secretary Monica Rodriguez

  
\_\_\_\_\_  
Mayor Pro Tem Scott Johnson

  
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Councilman Rick White

  
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Councilwoman Rebecca McPherson

  
\_\_\_\_\_  
Councilman Charlie Stumm

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Councilman William Payne