

**CITY OF FAIRFIELD  
CITY COUNCIL MEETING  
JULY 27, 2021**

THE CITY COUNCIL OF THE CITY OF FAIRFIELD, TEXAS WILL CONVENE INTO A REGULAR SCHEDULED MEETING AT 6:00PM ON TUESDAY, JULY 27, 2021 IN THE FAIRFIELD ISD CARREER AND TECHNOLOGY EDUCATION COMPLEX, AT 960 E. COMMERCE ST, FAIRFIELD, TEXAS, 75840 IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT, CHAPTER 551 TEXAS GOVERNMENT CODE. MEMBERS OF THE PUBLIC MAY PARTICIPATE BY JOINING AT (844) 854-2222 AND ENTER CODE 693979.

NOTICE: AT ANY TIME DURING THE CITY COUNCIL MEETING, THE CITY COUNCIL MAY ADJOURN INTO EXECUTIVE SESSION FOR ANY REASON LISTED ON THIS AGENDA PURSUANT TO ANY APPLICABLE SECTION OF THE TEXAS GOVERNMENT CODE, CONSULTATION WITH ATTORNEY – SECTION 551.071, REAL PROPERTY DELIBERATION – SECTION 551.072, DELIBERATION ON GIFTS – SECTION 551.073, PERSONNEL MATTERS – SECTION 551.074, DISCUSSION OF SECURITY MEASURES – SECTION 551.076 AND ECONOMIC DEVELOPMENT – SECTION 551.087.

H.B. NO.2840 – Section 551.001(3) (b) and (c). A governmental body shall allow each member of the public who desires to address the body regarding an item on an agenda for an open meeting of the body to address the body regarding the item at the meeting before or during the body's consideration of the item. A governmental body may adopt reasonable rules regarding the public's right to address the body under this section, including rules that limit the total amount of time that a member of the public may address the body on a given it. **CITIZENS WISHING TO SPEAK DURING CITIZEN COMMENTS OR ON A PARTICULAR AGENDA ITEM NEED TO NOTIFY THE CITY SECRETARY AT: (903) 389-2633 BY 9:00 A.M. MONDAY, JULY 26, 2021.**

1. CALL TO ORDER; PRAYER AND PLEDGE
2. VISITORS AND CITIZENS FORUM: AT THIS TIME, ANY PERSON WITH BEFORE THE COUNCIL NOT SCHEDULED ON THE AGENDA MAY SPEAK TO THE COUNCIL. NO FORMAL ACTION CAN BE TAKEN ON THESE ITEMS AT THIS TIME.
3. DISCUSSION AND POSSIBLE ACTION ON AUTHORIZING THE CITY ADMINISTRATOR TO ISSUE REQUEST FOR PROPOSALS FOR APPLICATION AND PLAN WRITING SERVICES TO THE 2021 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PLANNING AND CAPACITY BUILDING FUND. **CANCELED**
4. DISCUSSION AND POSSIBLE ACTION ON AUTHORIZING THE CITY ADMINISTRATOR TO ISSUE REQUEST FOR PROPOSALS FOR APPLICATION AND PLAN WRITING SERVICES TO THE 2021 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PLANNING AND CAPACITY BUILDING FUND.
5. ADJOURN

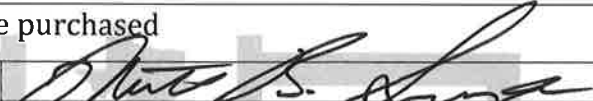
I CERTIFY THAT THE ABOVE NOTICE OF MEETING WAS POSTED BY JULY 24 2021 At 6:00 P.M. ON THE WINDOW AT THE ADMINISTRATION AND UTILITY BILLING OFFICES LOCATED AT 425 W. COMMERCE ST, FAIRFIELD TEXAS, AND WILL REMAIN POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING SCHEDULED TIME OF THE MEETING, I FURTHER CERTIFY THAT THE FOLLOWING NEWS MEDIA AND WEBSITE HOSTING WAS PROPERLY NOTIFIED OF THIS MEETING AS STATED ABOVE: FAIRFIELD RECORDER AND FREESTONE COUNTY TIMES, FAIRFIELD, TX.

  
MISTY RICHARDSON, CITY SECRETARY

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS SHOULD BE MADE FORTY-EIGHT (48) HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (903)389-2633 FOR FURTHER INFORMATION



**City Council  
City of Fairfield, Texas  
Agenda Action Form**

<b>AGENDA DATE:</b>	July 27, 2021	<b>AGENDA ITEM</b>	Addition of Stop Signs
<b>AGENDA SUBJECT:</b>	Discussion and possible action on Ordinance 2021-07-27 STOP SIGNS, adding four additional stop signs		
<b>PREPARED BY:</b>	Nate Smith/David Utsey	<b>Date Submitted:</b>	July 23, 2021
<b>EXHIBITS:</b>	Ordinance 2021-07-27 Stop Signs		
<b>BUDGETARY IMPACT</b>			
Additional stop signs would have to be purchased			
<b>CITYADMINISTRATOR APPROVAL:</b> 			

<b>SUMMARY:</b>
Police Chief David Utsey believes the following four intersections need additional stop signs for safety: <ol style="list-style-type: none"><li>1. West Main and South Mount</li><li>2. East Main and South Keechi</li><li>3. West Reunion and South Bateman</li><li>4. East Reunion and South Keechi</li></ol>
The ordinance is to institute the creation of these stop signs. For awareness, staff is proposing the following measures: <ol style="list-style-type: none"><li>1. Signage at four intersections one month before stop sign installation warning drivers that stop signs will be installed September 1.</li><li>2. For the month of September, increased patrols and warnings will be issued to drivers at these intersections.</li><li>3. Starting October 1, officers will be allowed full discretion to issue citations.</li></ol>

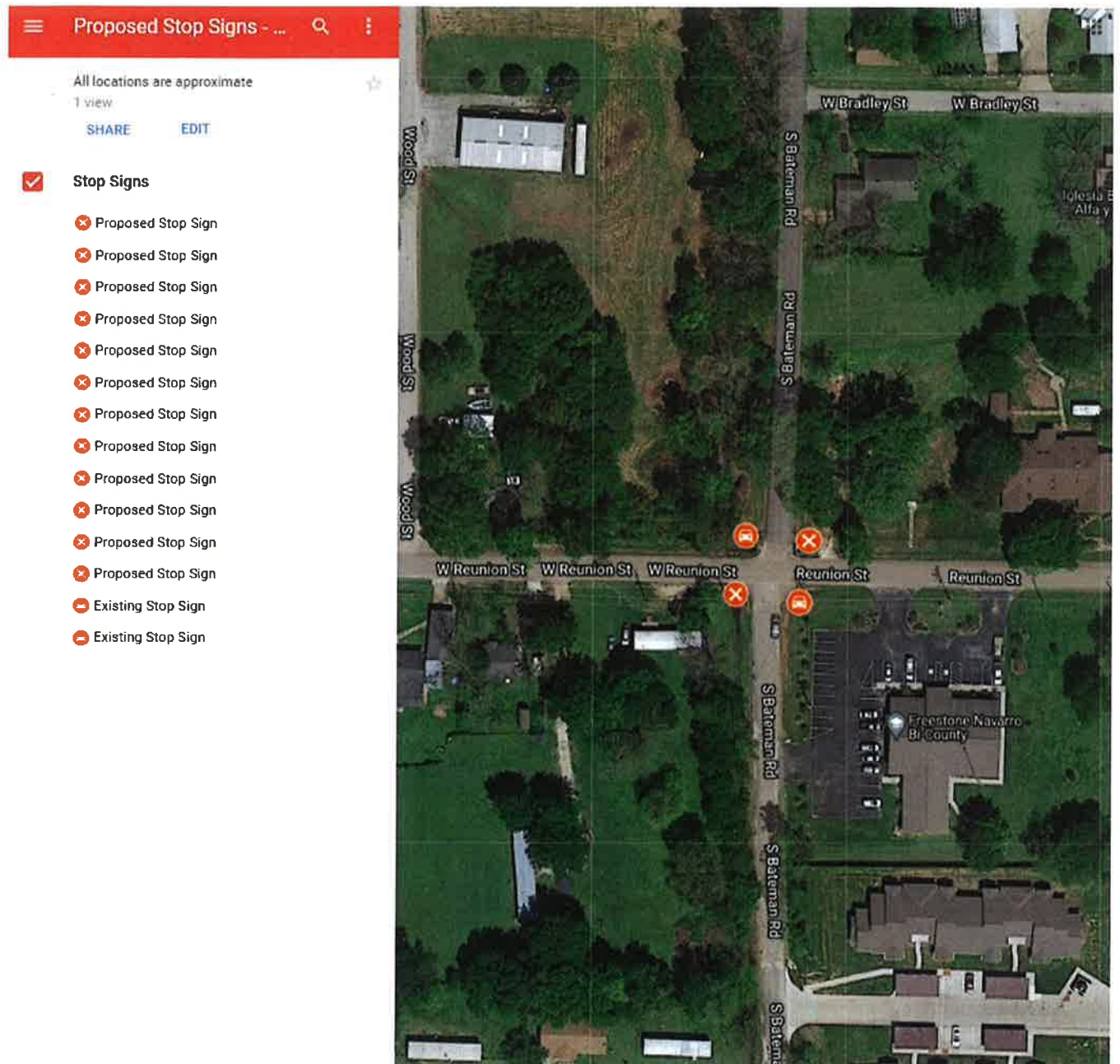
<b>RECOMMENDED ACTION:</b>
Recommend approval

## Stop Sign Location at Main, Mount and Keechi streets

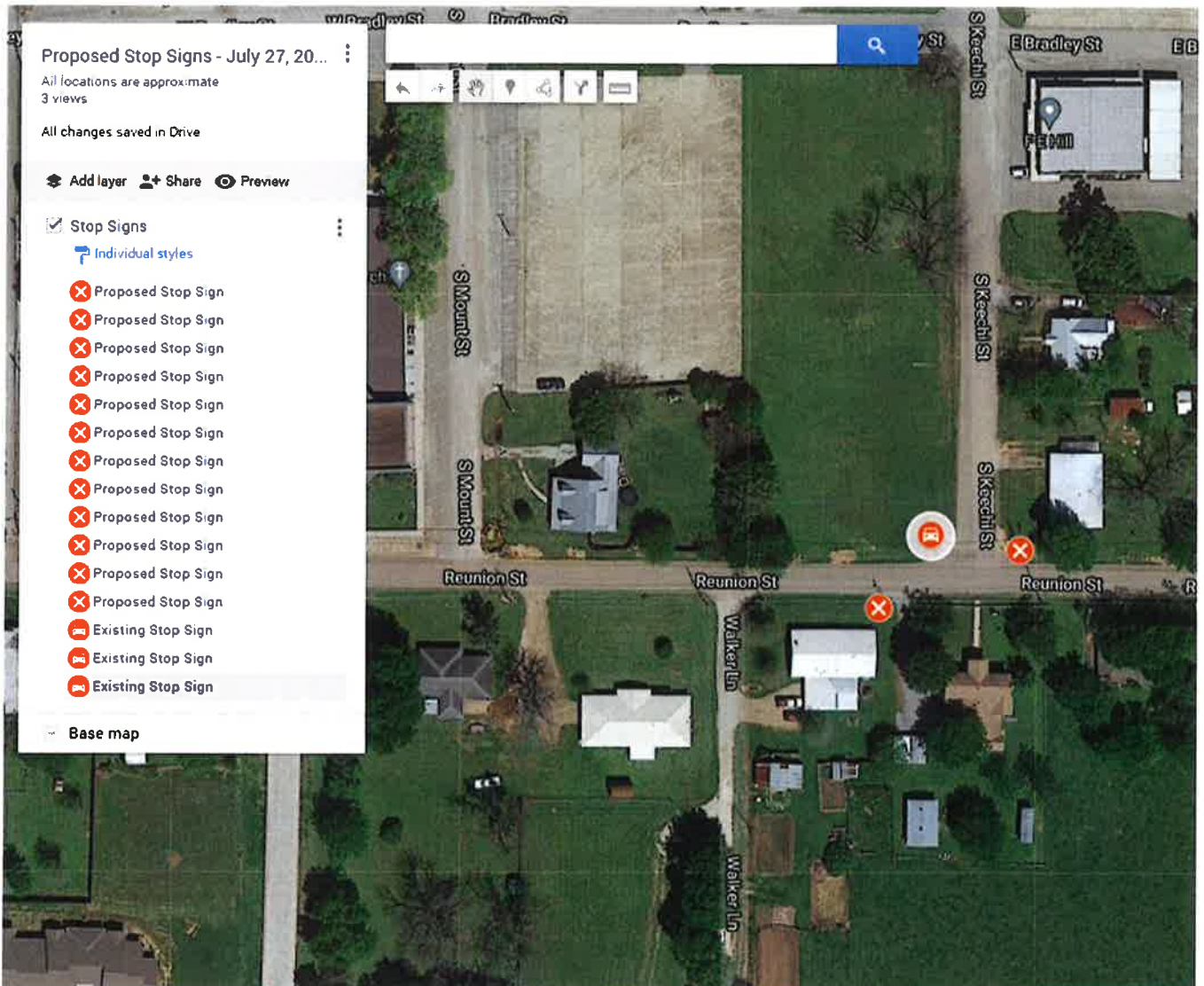




## Stop Sign Location at Bateman and Reunion streets



## Stop Sign Location at Keechi and Reunion streets



## **ORDINANCE NO. 2021-07-23 STOP SIGNS**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF FAIRFIELD, TEXAS, AMENDING CHAPTER 12, TRAFFIC AND VEHICLES, ARTICLE 12.02, TRAFFIC-CONTROL DEVICES, ADDING A NEW SECTION 12.02.012, STOP SIGNS, TO DESIGNATE INTERSECTIONS FOR THE LOCATION OF STOP SIGNS; DESIGNATING CERTAIN FOUR-WAY STOP INTERSECTIONS; DESIGNATING CERTAIN TWO-WAY STOP INTERSECTIONS; PROVIDING FOR A PENALTY; PROVIDING A SEVERABILITY CLAUSE; COMPLYING WITH OPEN MEETING; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the regulation of traffic, motor vehicles and conveyances upon all public streets, roadway and right-of-ways within the City limits of the City of Fairfield ("City") is essential and necessary to protect the traveling public and to preserve and protect the public safety of the City; and

**WHEREAS**, Sections 311.001 and 542.202(a) (10) of the Texas Transportation Code provide that a municipality has exclusive control over and under the public highways, streets, and alleys of the municipality and the authority to designate traffic control devices; and

**WHEREAS**, the City Council determines that it is in the best interest of the City for the City Council to adopt this ordinance authorizing the designation of street intersections as stop intersections when warranted for the safety and welfare of the traveling public; and

**WHEREAS**, the City Council has determined that certain intersections meet warrants for the installation of stop signs at intersections not previously so designated; and

**WHEREAS**, the City Council of the City finds that the safety and welfare of the citizens of the City requires that the intersections of West Main and South Mount Streets; East Main and South Keechi Streets; and West Reunion and South Bateman Streets be designated as four-way stop intersections; and the intersection of East Reunion and South Keechi Streets be designated as a two-way stop intersection.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF FAIRFIELD, TEXAS, THAT:**

**SECTION 1.** Findings. The recitals are hereby found to be true and correct and are hereby incorporated as part of this Ordinance.

**SECTION 2.** Chapter 12, Traffic and Vehicles, Article 12.02, Traffic-Control Devices, is hereby amended to add a new Section 12.02.012, Stop Signs, to read as follows:



**Sec. 12.02.012      Stop Signs**

(a) Authority to Designate Stop Intersections. The City Council may designate any intersection of streets as a stop intersection and designate the streets upon which vehicles shall stop before entering such intersection. Every intersection designated as a stop intersection by the City Council shall be marked as a stop intersection in compliance with Sec. 12.02.001.

(b) Four-Way Stop Signs. The City Council designates the following street intersections as four-way stop intersections:

(1) the intersection of West Main Street and South Mount Street; and

(2) the intersection of East Main Street and South Keechi Street; and

(3) the intersection of West Reunion Street and South Bateman Street.

(c) Three-Way Stop Signs. The City Council designates the following street intersections as two-way stop intersections:

(1) the eastbound and westbound lanes of East Reunion Street at its intersection with South Keechi Street.

Added text is underscored.

**SECTION 3.** The **City Administrator** shall cause appropriate traffic signage and markings in compliance with the Uniform Manual on Traffic Control Devices adopted by the City, creating a four-way stop intersection, and requiring each driver of a vehicle to stop at such signs before entering the intersection.

**SECTION 4.** It shall be unlawful for any person to willfully deface, injure, move, remove, obstruct or interfere with any stop sign under the provisions of this ordinance.

**SECTION 5.** This ordinance is passed pursuant to the authority granted the City by the Texas Transportation Code and any person violating the provisions hereof shall be fined in accordance with state law plus court costs.

**SECTION 6. Severability.** If any section, subsection, sentence, clause, phrase, or word of this ordinance is declared unconstitutional or invalid for any purpose, the remainder of this ordinance shall not be affected thereby and to this end the provisions of this ordinance are declared to be severable.

**SECTION 7. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that



public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

**SECTION 8. Effective Date.** This ordinance shall be effective from and after publication.

**PASSED AND APPROVED** this the 22nd day of July 2021, by a vote of \_\_\_\_ (ayes) to \_\_\_\_ (nays) to \_\_\_\_ (abstentions) of the City Council of Fairfield, Texas.


\_\_\_\_\_  
Kenneth D. Hughes, Mayor

ATTEST:

\_\_\_\_\_  
Misty Richardson  
City Secretary



**City Council  
City of Fairfield, Texas  
Agenda Action Form**

<b>AGENDA DATE:</b>	July 27, 2021	<b>AGENDA ITEM</b>	Planning Grant Authorization
<b>AGENDA SUBJECT:</b>	DISCUSSION AND POSSIBLE ACTION ON AUTHORIZING THE CITY ADMINISTRATOR TO ISSUE REQUEST FOR PROPOSALS FOR APPLICATION AND PLAN WRITING SERVICES TO THE 2021 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PLANNING AND CAPACITY BUILDING FUND.		
<b>PREPARED BY:</b>	Nate Smith	<b>Date Submitted:</b>	July 23, 2021
<b>EXHIBITS:</b>	Brochure; explanation of planning studies		
<b>BUDGETARY IMPACT</b>			
Matching funds would need to be appropriated in the 2021-22 Fiscal Year Budget			
<b>CITY ADMINISTRATOR APPROVAL:</b>			

**SUMMARY:**

The city's Comprehensive Plan, adopted in 2002, is reaching the end of its shelf life in 2022. The city is eligible for another Texas Community Development Block Grant for a new 10-year Comprehensive Plan. This grant is from a different fund, Planning and Capacity Building Fund, than the Water Tower project, the Community Development Fund. The application for the planning grant would not affect the water tower grant application, which is due to be awarded in the late summer or early fall, according to GrantWorks.

The city is eligible for a grant up to \$45,000 for this plan. The matching fund requirement for the grant would be 15 percent. GrantWorks, the firm who brought this grant opportunity to our attention, can do the studies that we require for \$62,195. With the matching funds of \$9,329 and the overage, the city would have to appropriate up to \$26,524 in its next budget should we receive the grant. Based on our recent survey work and the fact we have not received a grant in quite some time, we should rank high on the application scale.

The city's Comprehensive Plan can include the following studies:

1. Base Planning Activities (population, land use, housing)
2. Street Conditions
3. Water System
4. Wastewater System
5. Storm Drainage System
6. Capital Improvements Program
7. Thoroughfares (Stop signs, lights, etc.)
8. Central Business District (Downtown, the Square)
9. Parks and Recreation
10. Zoning Ordinance
11. Subdivision Ordinance (We have a subdivision ordinance on the books already)

**RECOMMENDED ACTION:**

Recommend approval





## SUMMARY OF COMPREHENSIVE PLANNING

The core of the GrantWorks Planning Department's work is the creation of Comprehensive Plans. We have written over 200 of these documents and so have extensive experience with them. A typical comprehensive plan will generally cover the "Base" studies which include the Population, Housing, and Land Use Studies, the infrastructure studies which include the Water, Sewer, Streets, and Drainage Studies, and also can include Thoroughfare, Central Business District, and Parks and Open Space Studies. Almost all plans also include a Capital Improvements Program.

The **Population Study** studies past population trends of the City, County, and other cities in the region in order to project population through the end of the planning period. Different projection methods are used including a linear regression analysis of Census data, a geometric extrapolation of recent Census data, an extrapolation of Texas State Data Center growth scenarios, and Texas Water Development Board Municipal Water User Group projections. We use the population projection throughout the rest of the comprehensive plan in order to determine whether current systems have the capacity to serve any future increase in population.

The **Housing Studies** begin with a detailed inventory of the housing in the City, which is accomplished through a parcel by parcel survey of the City. An outside visual inspection of every residential structure in the City and its ETJ is input into GIS mapping software during field work and each structure is mapped as either stick-frame or manufactured housing which is occupied or vacant in standard, deteriorated, or dilapidated condition. Multifamily structures are also recorded during this process. Community input is used to determine housing needs such as whether the City feels it needs more affordable rental housing. A population projection, combined with the data just described above, is then used to determine whether there will be a housing deficit or a housing surplus in the future. An estimate is made of how many new housing units the City will need to build, replace, or repair within the planning period.

The **Land Use Study** begins with a detailed inventory of existing land use. The existing land use inventory is accomplished through a detailed parcel-by-parcel inspection in the field. When available, land use is then verified through parcel data that is provided by County Appraisal Districts. Future Land Use is mapped by studying City Ordinances which affect land use such as Zoning Ordinances and Flood Damage Prevention Ordinances. Environmental constraints such as soil buildability and floodplains are also used to determine areas of cities that are more likely or less likely to grow. A Developable Lands Map is also produced which shows the areas where the City has the most potential to grow. We also host planning workshops in order to obtain the public's vision for how land use should or should not change in the City's future. Using mainly these techniques we map Land Use and Future Land Use for our clients.

The **Water and Sewer Studies** are written by a Professional Engineer with a Texas professional license. Compliance Investigations from the Texas Commission on Environmental Quality (TCEQ) are obtained and past TxCDBG project history details from the Texas Department of Agriculture (TDA) are obtained. Line and component data are generally collected from the City Engineers or from the City itself. The data is analyzed and determinations are made as to whether the systems meet standards and criteria from TCEQ and other organizations, problems with the systems are prioritized, and suggested system improvements are proposed. Capacity to accommodate future population growth is also studied. Input from the City is collected in the form of water and sewer questionnaires which are given to the City's Public Works Director to complete.

The **Drainage Studies** are also written by a Professional Engineer and begin with a very detailed inventory of culverts, drainage channels, bridges, underground drainage pipes, and drainage inlets in the City and its ETJ. This is done through physical inspection in the field where culvert materials, sizes, and conditions are collected and mapped using GIS. During a public workshop, residents and councilmembers delineate problem drainage areas in the City and these are also mapped. These problems are prioritized and a Professional Engineer then proposes solutions to mitigate these problem drainage areas.

The **Streets Study** begins with a detailed inventory of the conditions, width, and material of all City, County, and TxDOT roads in the City limits and in the City's ETJ. These are mapped in the field using GIS. Input from the City is collected via a questionnaire generally completed by the City's Public Works Director. Problems with the City's street network are prioritized and then all City-maintained streets in fair and poor condition are scheduled for seal-coating, overlaying, or reconstructing based on the streets' conditions. These improvements are always phased with water and/or sewer improvement phases in order to avoid the problem of rehabilitating a road only to have it torn up soon for water and/or sewer improvements.

The **Thoroughfares Study** begins with a detailed inventory of all traffic signals and signs that regulate traffic flow within the City and its ETJ. During a public workshop, input on dangerous intersections and traffic congestion is collected. An analysis of major thoroughfares is made to determine if traffic circulation needs to be improved or if improvements are needed in the City's bicycle and pedestrian infrastructure. Missing or faded signs are scheduled for replacement and recommendations for new signs, traffic signals, crosswalks, and other improvements are made.

The **Central Business District Study** begins with the City's determination of the boundaries of their Central Business District. Generally, these will be a historic shopping area in the center of a city. Most of these old downtowns in Texas were originally built for pedestrian access but have fallen into disuse over the years due to competing commercial developments along highways or in other parts of the cities. Many Texas cities attempt to revitalize these areas, and the Central Business District Study suggests ways to do this. First of all, an inventory of all buildings, amenities (benches, trash cans, planters, landscaping, ADA ramps, etc.), parking

spaces, traffic signs and lights, sidewalks, street lighting, and other information is mapped in GIS. Based on public and city input, improvements are suggested for the Central Business District. These are generally related to amenities in the Central Business District, although parking, sidewalks, lighting, and other improvements are also suggested.

The **Parks and Open Space Study** begins with an inventory of all the existing parks in a town, what equipment they contain, and whether any of that equipment is damaged. Damaged equipment is scheduled for repair or replacement. These studies analyze the City's recreational needs in two ways: the standards-based assessment and the needs-based assessment. For the standards-based assessment, we compare the existing inventory of recreational facilities to national standards from the National Recreation and Park Association and the State of Colorado's standards for small communities, noting any areas where the City is deficient in its inventory. For the needs-based assessment, we distribute a parks and recreation questionnaire in which we ask what needs and desires the City's residents have for recreational facilities. These are distributed to the ISD, the City, and other community groups and churches if possible. Improvement suggestions are then made and scheduled in phases, in order to meet both standards and the specific desires of the population.

The **Capital Improvements Program** collects all the capital improvement projects from the different studies in the plan and determines the City's financial capacity to implement them. Recommendations regarding the City's capacity to issue debt are detailed, and the first five years of such projects are scheduled.