

**City Council Minutes**  
**Thursday, January 15, 2015**

**I. Call to Order, Roll Call, and Announce a Quorum is Present**

Mayor Gary Van Wagner called the meeting to order at 7:01 p.m. on Thursday, January 15, 2015 in the Newark Municipal Building located at 209 Hudson Street, Newark, Texas. Those present were Mayor Gary Van Wagner, Mayor Pro Tem Linda Anderson, Councilmember Cary Mellema, Councilmember Mark Wondolowski, Councilmember Dan Sessler, City Administrator Diane Rasor, Public Works Director William Allen, Wise County Sheriff's Deputy James O'Bannon, Jan Van Wagner and Kortnie Allen.

**II. Invocation and Pledge of Allegiance to the Flag** - Mayor VanWagner delivered the invocation and led the pledge of allegiance to the flag.

**III. Citizen Comments** - None

**IV. Consent Agenda – Consider and act on the following items: A. December 18, 2014 Minutes, B. Accounts Payables from December 13, 2014 – January 9, 2015, C. Budget vs. Actual and Financial Statements, D. City Administrator Staff Report**

Councilmember Mellema moved to approve Items A, B, C, and D as a whole; Councilmember Sessler seconded the motion. All approved. Motion passed.

**V. Regular Meeting**

**1. Discussion on Northwest Independent School District's "Big Event" on April 18, 2015.**

Mr. Hays was unable to attend the meeting and requested to be rescheduled for the February 19, 2015 city council meeting.

**2. Consider and act on the update from the property manager on the progress of repairing manufactured homes on Sandy Bass Lane.**

Ms. Sandy Ray, manager of Newark Estates, stated that her company is finishing up with 454 Sandy Bass Lane. She is still trying to evict the residents at 401 Sandy Bass Lane but she has been unable to get the Constable to return her calls. Deputy O'Bannon suggested that Ms. Ray contact Precinct #3 Judge Mandy Hays.

**3. Consider and act on appointing Kevin Curley independently as the City of Newark's City Attorney.**

Councilmember Mellema moved to appoint as an independent representative, Kevin Curley as the City Attorney; Mayor Anderson seconded the motion. All approved. Motion passed.

**4. Consider and act on the General Engineering Services Agreement between the City of Newark and Bury-DFW, Inc.**

Councilmember Sessler moved to appoint Bury Engineering and approve the agreement between the City of Newark and Bury-DFW, Inc.; Councilmember Wondolowski seconded the motion. All approved. Motion passed.

**5. Discussion and possible action on the project(s) for the 2015 – 2016 Texas Community Development Block Grant (TCDBG) application.**

Mayor VanWagner, William Allen and Diane Rasor met with Mary Kay Thomas and Mark Lorance to discuss the project(s) planned to be submitted for the TxCDBG 2015-2016 grant. The projects discussed were the repair of the drainage and roads on Berke and Pettit Streets.

Mayor VanWagner asked if the Council had other projects they would like to suggest. Councilmember Wondolowski wants repairs to Post Oak Drive and Oak Hills Drive. He says there needs to be some repair to the underlayment and to the surface. Mayor Pro Tem Anderson asked for Killough Street to be considered.

**6. Consider and act on Ordinance No. A-425 calling for a General Election to be held on May 9, 2015; authorizing the Mayor to execute an agreement for a Joint Election with Northwest Independent School District; and establishing other procedures for conducting the election.**

Councilmember Sessler moved to approve Ordinance No. A-425; Councilmember Mellema seconded the motion. All approved. Motion passed.

**7. Consider and act on the Library Board's recommendation concerning personnel.**

City Administrator Diane Rasor suggested continuing "as is" at the Library by having two part-time employees cover the hours. Mayor Pro Tem Anderson disagreed stating the Library Board would rather have a Librarian who will be accountable for the actions of the Library. The Library Board has recommended hiring Sarah Williams to work 12:00 noon to 5:00 p.m. and Lindsey Thomas for Saturdays from 9 a.m. to 12:00 p.m. Councilmember Mellema is fine with the status quo as long as it does not affect the employees at City Hall or the citizens.

Before a decision is made by the Council, both employees need to be asked if this schedule will work for them.

**VI. Budget Workshop – Review the City of Newark's first quarter revenues and expenditures and discuss any changes needed in the budget.**

8. Consider and act on changes to the 2014-2015 fiscal year budget. - Councilmember Sessler moved to accept the changes to the budget; Mayor Pro Tem Anderson seconded the motion. All approved. Motion passed. (Changes attached to minutes)

9. Adjourn – The meeting adjourned at 9:00 p.m.

Approved:

Attest:

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Gary VanWagner, Mayor

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Date

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Diane Rasor

## Budget Item Change Request – January 15, 2015

- Item #251**     **City Electricity** – The electricity for streetlights has been paid out of the administration budget. We are changing this to be paid out of Public Works in order to more accurately measure administration’s spending. The streetlights cost the City approximately \$14,300 a year, which is now reflected in the Public Works budget, **Item #748 – Streetlights**.
- Item #261**     **Insurance – Property and Liability Insurance** – To more accurately reflect each department’s expenditures we will allocate the department’s cost to that department. This change will decrease Item #261 to \$7,000 and increase **Item #972 in Water and Wastewater – Insurance – Property and Liability** to \$16,000
- Item #271**     **Wages – City Administrator** – Increase by \$7,696.00 to cover this year’s raise in salary and decrease **Water & Wastewater Item #903 – Equipment Purchases** by \$8,000, (deleting cost of new vehicle) as previously discussed by the City Council, which will leave \$20,000 in Equipment Purchases to use toward the SCADA System.
- Item #272**     **Wages – Administrative Assistant** – Increased budget by \$3,375 to add the hours the Municipal Court Clerk budget will be decreased by due to working more hours at the Library. Line item #272 will be increased to \$19,850.
- Item #303**     **Police Department Equipment** – Decrease by \$3,000 because the Radar Gun was paid for out of last year’s budget and there are not any other big ticket items scheduled to be purchased this year. Increase **Police Department Item #304 – Computer & Court Software** by \$1,500 to account for the monthly court software support of \$160 not originally budgeted. This will make #303 – \$2,000 and #304 - \$2,500.
- Item #312**     **State Comptroller Fees** – Decrease by \$13,000 due to overestimating the citation revenue for the first year of the Resident Deputy Program. The State Comptroller Fees are approximately 40% of the revenue for citations and therefore **Police Department Item #396 – Police Department Fine Revenue** will decrease to \$10,000. This will make #312 - \$4,000 and #396 - \$10,000.
- Item #372**     **Wages – Municipal Court** – Decrease by \$2,000 making the budget \$13,000 to reflect the Municipal Court Clerk’s decrease in hours in order to work in the Library 8 to 11 hours per week.
- Item #571**     **Wages – Director** – Decrease by \$12,800 since we no longer have a director and increase **Item #572 – Assistant** by \$8,625 to cover Sarah’s additional hours as a library aid. This will make Item #571 - \$4,300 and Item #572 - \$13,700.
- Item #793**     **Public Work’s Wages** – Decrease by \$5,400 since we did not hire another part-time employee for public works. The budget for this item is now \$5,000.

- Item #794**     **Public Works Payroll Taxes** – Eliminate budget of \$800 for this item since part-time employee was not hired. Wages paid for contract labor when a specific job is needed to be done. The budget item is now \$0.00.
- Item #930**     **Fuel** – Decrease by \$6,000 making the budget for fuel \$6,000. Since we contracted out the mowing and have one less employee our fuel cost has dropped significantly.
- Item #942**     **Vehicles Maintenance** – Decrease by \$500, making the budget \$2,000. We are having less vehicle maintenance because we now have fewer public works employees.
- Item #943**     **Equipment Maintenance** – Decrease by \$1,000, making budget \$2,000. Less equipment maintenance due to contracting mowing.
- Item #948**     **Lift Station** – Increase by \$5,000, making budget \$10,000. We have replaced three (3) motors this year with an average cost of \$1,500.
- Item #952**     **WW Telephones** – Increase by \$8,480.00, making budget \$11,000. Originally scheduled to switch from AT&T to Verizon Wireless for wells and lift stations, however changed direction and are going with a SCADA System. The SCADA System will take approximately five (5) months to build and install. We will have to continue to pay AT&T's high charges for these months.
- Item #972**     **Property and Liability Insurance** – Increase from \$0.00 to \$16,000, making the budget \$16,000. Re-allocating to the correct department.