

**City of Newark
City Council Minutes
July 10, 2014**

I. Call to Order.

Mayor Gary Van Wagner called the meeting to order at 6:00 p.m. on Thursday, July 10, 2014 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 Mark Wondolowski, Councilmember Dan Sessler, Councilmember Cary Mellema, Water Operator Jeret Holmes, and City Administrator Diane Rasor.

II. Invocation and Pledge of Allegiances to the Flag

Mayor Van Wagner delivered the invocation and led the pledge to the flag.

III. Budget Workshop:

Points of Discussion:

City Engineer Gary Burton has given an estimate of sixty thousand dollars (\$60,000) to repair the drainage on Country Living.

The preliminary property values are \$37,500. The proposed budget reflects keeping the tax rate the same as the current year.

The staff needs to check on what percentage of the City is on the sewer system as compared to septic tanks.

Upper Trinity Ground Conservation District (UTGCD) – Mayor Van Wagner said the City has agreed to pay the fee because it is currently under review as to whether the fee is legal. The City is charged .22 per 1000 gallons of water which is passed on to the customer. However, a lot of water is lost on leaks and flushing the water lines and the City is responsible for paying for this water.

Tap Fees – are for the City setting up service for a new residence. The fee is \$1,500 for a water tap and \$1,500 for a sewer tap. Since the City has not had any development in the last four years, the budget for this item is zero (0).

General Fund Expenditures:

Computer expense: Administration will need to purchase a new server because there will no longer be support for Windows 2003. It was suggested to either back up to the "Cloud" or keep a flash drive in the computer. The "Cloud" would be an off-site server and it is not expensive.

Professional Dues: Texas Municipal League (TML), North Texas Council of Governments (NTCOG), TMCA (Texas Municipal Clerks Association) NTCA – North Texas Council of Governments.

Office Supplies this year included checks and deposit slips accounts for the new bank accounts.

Engineering is normally taken out of the Capital Improvement Projects Budget.

Legal Fees – ordinances, research and attending the meetings are the major expenses.

Look up average charge per kilowatt. One problem is we are cooling the majority of the building when we only need to offices cooled the majority of the time.

This year we will be looking for an alternate phone system for the wells and lift stations.

The property and liability insurance will be divided between departments this year to better reflect actual fund and department expenditures. This insurance covers workman's compensation, liability, and equipment.

Code Enforcement Expense has been reduced to \$15,000 since the City has begun the Resident Deputy Program.

Animal Control Expense – requesting an additional \$2,500 for the feral cat program, which is out of Denton (Texas Coalition for Animal Protection – TCAP). Mayor Van Wagner suggested trying this program for a couple of years. Councilmember Mellema recommends looking for another solution. We will begin passing the Wise County Animal Control's fees to the owners of the animals that are picked and taken to the shelter. Wise County will not release the animals until they have a receipt from the City for payment of the call.

The Fire Department is volunteer and does not have any association with the City besides receiving their property and liability insurance through the City. Chief Edgemon has requested to have a contract with the City this year and possibly have their stipend raised.

The Library Director has missed a lot of time due to medical issues so the Library Board met in order to make recommendations for the Library's budget this year. Mayor Pro Tem Linda Anderson presented the Library's budget. A cost of living wage of 1.5% is recommended for both the Library Director and Library Assistants. A new line item was added at for the library, entitled "Events", which include a movie night, teen events, the summer reading program, and Saturday morning coffee. The bottom line for the Library will be a cost to the City of \$12,139. Councilmember Wondowloski suggested we either use the Library or the City Hall to make copies, not both and take advantage of sourcing out products to save money. The name of Line Item 541 will be changed from building expense to maintenance expense. Councilmember

Wondolowski requested the City have a contract with Wise County Pest Control for pest control services for all City buildings.

Councilmember Mellema suggested we budget for an alarm system for City Hall.

It was emphasized how important it is to put Round-Up on the streets to keep the grass from growing through and damaging the streets. It also needs to be used in the parks at least twice a year. The street repair budget of \$47,000 this year was for Rogers Road. The \$50,000 for the streets next year is to pave the gravel roads on Pettit and Berke. Mayor Pro Tem Anderson suggested doing only Berke Street next year.

The "contract mowing expense" was allotted to the water and wastewater wages this year, however next year it will be taken out of the public works department budget. The staff will check on the cost of contracting out to a mowing service and talk with Public Works about the amount of time spent on mowing.

Public Works wages will be for one employee for 40 hours a week at \$10.00 per hour; however it may benefit the City to hire two part time workers. The flexibility of part time employees would also allow for coverage of vacations.

Water & Sewer Expenses:

The staff will check to see if "Lease to Own" for vehicles would be a good option for the City's public works' trucks and rotate vehicles out on a scheduled basis.

The Water Department plans on repairing about ten (10) fire hydrants this year. The staff will check on the annual permit fees since the water tower inspections are only every three (3) years. The fee for these inspections is \$700.00 and the towers were inspected this year. Also the staff needs documentation that the new water meters installed are calibrated and the documentation is to be kept in the street files.

Water and wastewater training next year may be as much as \$5,000 if Jeret Holmes is fast tracked in order to obtain his Class "C" Water licensed.

Mayor Pro Tem Anderson and Councilmember Wondolowski suggested having a schedule or threshold to budget for changing out meter expenditures. The staff will check to see if there is a way to have this done with the utility billing software.

Capital Improvement Projects: Shoring up bank at bridge on FM 718, repair to bridge on Central - \$8,000 drainage on Country Living - \$30,000 - \$60,000, office in maintenance - \$15,000 will include shower, toilet, heat, and air, conference room at City Hall - \$4,000-\$4,700 for a total estimate of \$117,000.

IV. Executive Session – The City may enter into executive session during the meeting to seek legal advice from its attorney on any posted agenda item, or to discuss any item that is authorized by the Texas Open Meetings Act to be discussed in closed session, including: Section 551.074, Government Code, to deliberate regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

- Hiring of one or more Wise County Deputy Sheriff’s to serve as the City of Newark’s Resident Deputy.

The Council entered into executive session at 9:19 p.m. and returned to open session at 9:35 p.m.

1. Consideration and possible action on hiring one or more Wise County Resident Deputies to serve as the City of Newark’s Resident Deputies.

Councilmember Mellema moved to hire the four (4) resident deputies that were interviewed by Mayor Van Wagner and himself to serve as resident deputies; Councilmember Sessler seconded the DS seconds.

2. Adjourn.

The meeting was adjourned at 10:00 p.m.

APPROVED:

Gary Van Wagner, Mayor

Date

ATTEST:

Diane Rasor, City Administrator