

**City of Newark  
City Council Minutes  
Thursday, December 19, 2013**

**I. Call to Order**

Mayor Gary Van Wagner called the meeting to order at 7:00 p.m. on Thursday, December 19, 2013 in the Newark Municipal Building. Those present were: Mayor Gary Van Wagner, Mayor Pro Tem Bob Wells, Councilmember Doug Anderson, Councilmember Linda Anderson, Councilmember Taylor Burton, Councilmember Dan Sessler, Public Works' Director William Allen, City Engineer Gary Burton, and City Administrator Diane Rasor.

**II. Invocation** – Councilmember Doug Anderson delivered the invocation.

**III. Citizen Comments** - None

**IV. Consent Agenda: A. Approval of November 19 and 26 minutes, B. Approval of Accounts Payables, C. Approval of Budget and Financials, D. Approval of Staff Reports.**

Mayor Pro Tem Wells moved to approve consent agenda items A, B, C, and D with the caveat of the discussed corrections to the budget figures; Councilmember Linda Anderson seconded the motion.

**1. Discussion and possible action on the following items in reference to the discharge line grant:**

**A. Pipeline Agreement between Union Pacific Railroad and the City of Newark**

City Engineer Gary Burton stated he received email verification from Union Pacific Railroad allowing the City to lay a portion of the new discharge line in the railroad's right-of-way on the south side of the tracks. The City will not be required to enclose the pipe in steel casing. Check required insurance and then send the signed agreement and a check for the \$10,000 permit fee to Union Pacific in order to begin construction in the right-of-way.

Mr. Burton passed out a timeline for the wastewater improvements and explained we are \$40,000 under budget with the grant funds. Change Order #2 will include \$37,000 of further improvements and the \$10,000 permit fee is included in the \$37,000.

Construction for the new lift station will be bid out in January to be awarded at the February council meeting. The lift station must be completed prior to the grant deadline.

Mayor Pro Tem Wells moved to tentatively agree to Change Order #2 and give Mayor Van Wagner authorization to approve the Union Pacific Agreement contingent on the City

Attorney's review; Councilmember Doug Anderson seconded the motion. All approved. Motion passed.

**B. Construction of the lift station at the wastewater treatment plant. No action.**

**2. Consider and act on ratifying the award for paving Deborah and Country Living Drives.**

Mayor Pro Tem Wells moved to approve DFW's bid for paving Country Living for \$45,728 and Deborah Drive for \$19,552; Councilmember Sessler seconded the motion.

**3. Consider and act on approving a bid for the City of Newark's Maintenance Building located at 898 Rogers Road.**

Mayor Pro Tem Wells is getting estimates on replacing the maintenance building that was destroyed during the recent ice storm and is requesting that the Council give Mayor Van Wagner authorization to make the final decision on the building.

Councilmember Sessler moved to authorize Mayor Van Wagner to purchase the building to replace the maintenance building; Councilmember Burton seconded the motion.

**4. Consider and act on locations of water meters on Deborah Drive.**

No action on this item, however the water meters will be moved to the back of the lots.

**5. Discussion and possible action on amending permit fees.**

Councilmember Doug Anderson suggested reducing or waiving fees for building permits for 2014 in order to get people to improve their properties, especially on FM 718. This item postponed until the January 2014 meeting.

**6. Discussion and possible action on hiring a temporary employee to work on collecting the \$65,000 in unpaid citations and approximately \$80,000 in unpaid utility bills.**

The Council suggested increasing water deposits or trying another collection agency. They discussed the importance of continuing to collect water bills when they are due and not extending time limits. Staff is to purchase metal tags to install on meters where the water is turned off, which will state that it a crime to tamper with the meters. Sarah Williams will work as contract labor to research the municipal court records and submit failure to appear violator's to Omnibase Services.

**7. Consider and act on the Collection Services Agreement between the City of Newark and Pioneer Credit Recovery.**

The City Council recommended the City not renew the agreement but research other companies that might get better results.

**8. Consider and act on approving an Ordinance to participate in the Texas Municipal Retirement System.** This item is postponed until the January 2014 meeting.

**9. Consider and act on the Contract for Assessment and Collection Services between the City of Newark and Wise County Appraisal District.**

Councilmember Doug Anderson moved to approve the Contract for Assessment and Collection Services between the City of Newark and Wise County Appraisal District; Councilmember Linda seconded the motion. All approved. Motion passed. The Council entered executive session at 8:32 a.m.

**10. 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 Personnel Matters. (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.**

Hiring a Utility Billing Clerk/Administrative Assistant, Diane Rasor Annual Review, Jeret Three Month Review. The Council returned to open session at 9:15 p.m.

**11. Consider and act on executive session items.** - Mayor Pro Tem Wells moved to hire Patti Boyd for \$12.00 per hour; Councilmember Burton seconded the motion. All approved. Motion passed.

Councilmember Doug Anderson moved to approve Jeret Holmes as a permanent employee and increase his pay to \$11.00 per hour; Mayor Pro Tem Wells seconded the motion. All approved. Motion passed.

Councilmember Linda Anderson moved to raise Diane Rasor's pay to \$20.00 per hour retroactive from October 1, 2013; Councilmember Sessler seconded the motion. All approved. Motion passed.

**12. Adjourn.** The meeting adjourned at 9:16 p.m.

**APPROVED:**

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Gary Van Wagner, Mayor

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Date

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Diane Rasor, City Administrator