

**City of Newark**  
**City Council Minutes**  
**Thursday, January 19, 2012**

**I. Call to Order**

Mayor Newby called the meeting to order at 7:02 p.m. on Thursday, January 19, 2012 in the Newark Municipality Building located at 209 Hudson Street, Newark, Texas 76071. Those present were Mayor Matt Newby, Mayor Pro Tem Laura Pixler, Council Member Bob Wells, Council Member Chana Massey, Council Member Doug Anderson, Public Works Director Shawn Bartlett and City Administrator Diane Rasor.

**II. Invocation** - Council Member Anderson delivered the invocation.

**III. Citizen Comments** - None

**IV. Mayor's Report** - Mayor Newby stated he is working on the estimates for repairing the library roof. In the next two weeks he is going to rent a loader to begin removing the floor in the old gym.

**V. Consent Agenda** - (A) Approval of December 15, 2011 City Council Minutes (B) Approval of Accounts Payable (C) Approval of Financial Data for December 2011 - January 2012

Council Member Massey moved to accept the consent agenda; items A, B, C, and D; Mayor Pro Tem Pixler seconded the motion. All approved. Motion passed.

**VI. Regular Meeting**

**1. Presentation by Mary Ann Wells; Consider and act on the City of Newark's Annual Easter Egg Hunt.**

Mary Ann Wells requested the City sponsor the Annual Easter Egg Hunt in March. It was a huge success last year with the community.

Council Member Massey moved to sponsor the Annual Easter Egg Hunt on March 31, 2012 with Mary Ann Wells as the coordinator; Mayor Pro Tem Pixler seconded the motion. All approved. Motion passed.

**2. Presentation by City Auditor William Spore; Consider and act on approving the 2010-2011 City of Newark Audit.**

City Auditor William Spore stated the General Fund's expenses were \$8,300 less than budgeted. The City received a SECO Energy Grant for the Library of \$19,000 that was not included in the budget. The bottom line on the General Fund Revenues is \$38,000 to the good and if you take the police department out then the General Fund is \$68,000 to the good for the 2011-2011 fiscal year. The administration expenses were \$29,000 over budget due to the capital outlay of \$54,000 for the Library not being budgeted and were \$11,000 over budget in legal fees. \$93,000 was transferred out of the General Fund Bonds to the Water and Sewer Department for capital improvements. The General Fund ended up with revenues of \$28,000 over expenditures.

The public works employees' salaries were charged to the water and sewer fund which increased the fund's expenses and in the last couple of years there have been significant repairs and upgrades made to the water and sewer system. The operating income showed a deficit of \$70,000. If you add in the depreciation, the operating income is about \$1,000. The Water and Sewer Fund pays it's debt from the operating fund and there was not enough profit made to do so in 2011. The bottom line for the Water and Sewer Fund is a profit of \$56,000; however that is only after the transfer of \$93,000 from the General Fund Bonds to pay for capital improvements.

The Council will study the audit and approve it at the next meeting. City Administrator Diane Rasor stated a "meter deposit account", required by law, was created with a beginning balance of \$33,000. This amount represents the total amount of current meter deposits on file by the City. A reserve and a debt service account were also set up at Woodhaven Bank.

**3. Presentation by Library Director Megan Suffling of the Tocker Grant Application.**

Library Director Megan Suffling explained the Tocker Grant is to distribute funds for the support of small rural libraries in Texas. She presented a power point presentation showing how the Tocker Grant Foundation was established and the items that can be funded. It will not fund the computer server the library needs, however Ms. Suffling said there is money in the budget to purchase this item.

**4. Consider and act on the Library Director's request to have two (2) basketball hoops installed at either end of the concrete slab of the old maintenance building.**

Library Director Megan Suffling said a citizen suggested the basketball hoops and she thought it would give teenagers something to do while they were waiting for the library to open. Council Member Wells said there are sections that are rough and piping on the slab. Council Member Massey is concerned about the liability issue. No action was taken on this item.

**5. Consider and act on approving the funds to repair and refurbish the historic ground water storage tank on FM 718 in order to be used as a welcome sign for the City of Newark.**

The general consensus is to refurbish the historic water tank on FM 718 into a "Welcome to Newark" sign. Initially the tank will need to be capped and sealed and the encumbrances removed from around the tank. The first step for refurbishing is to sandblast and paint the tank with epoxy. Council Member Massey reported she has a bid for \$41.85 per square foot for a total of \$6,400. She will bring the Council a bid for just the sandblasting and Public Works Director Shawn Bartlett will begin preparing the tank for the refurbishing. Council Member Massey said there is a citizen who is willing to donate a large amount of the supplies.

Council Member Wells moved to approve the removal of all of the extraneous items around the water tank, remove the ladder and weld the hatches; Council Member Doug Anderson seconded the motion. All approved. Motion passed.

**6. Consider and act on changing the City of Newark's City Hall phone service provider in order to save money.**

Council Member Anderson said he has studied the current AT&T bills and they are very convoluted. He is having a couple of phone companies bid on the City Hall phone service and AT&T is coming to

the City on January 31<sup>st</sup> to review the system. He said he needs to talk to AT&T because the phone service at the well sites need to be changed. He is not ready to make a recommendation.

Josh Svenson with CBeyond Communications, one of the companies bidding on the service, said his company can cut City Hall's phone bill in half each month and the contract is usually for two years. This item is being postponed until the next meeting.

**7. Consider and act on approving funds to have a proposal prepared outlining the cost of repairing the roads and drainage in the City of Newark.**

City Engineer Gary Burton's estimate of over \$17,000 was too high for this project. This item is postponed until the next meeting.

**8. Consider and act on approving the funds for the purchase and installation of a new rotor for the wastewater treatment plant.**

Council Member Wells moved to authorize the City to purchase a rotor and electrical service required for \$16,000; Mayor Pro Tem Pixler seconded the motion. All approved. Motion passed.

**9. Consider and act on approving funds to install security devices in the Newark Library.**

Council Member Wells said the concern is that Megan is at the Library by herself at night. A surveillance system can be installed for \$50.00 and a monitoring fee of \$27.95 per month. This does not include the equipment, which will cost between \$300-500.

Council Member Anderson moved to install the security device as Council Member Wells outlined and the camera device; Council Member Massey seconded the motion.

**10. Consider and act on hiring a temporary, part-time library assistant.**

Ms. Suffling said the volunteers are not reliable and she feels uncomfortable being alone after dark. She also stated that since she has begun notarizing documents that there are a few people that she has not felt comfortable around. She has begun grant writing and it takes up a considerable amount of time. Mayor Pro Tem Pixler said the Library has approximately half of the money to fund a part-time employee for the remainder of this fiscal year, however she request that the City fund the other half, which will cost approximately \$1,300. The library assistant will be paid minimum wage.

Mayor Pro Tem Pixler moved to hire a temporary part-time library assistant; Council Member Wells seconded the motion. All approved. Motion passed.

**11. Consider and act on Franklin Legal Publishing's "General Comments and Recommendations for the Code of Ordinances for the City of Newark.**

This item is postponed until the next meeting.

**12. Consider and act on updating the City of Newark's sign ordinance.**

City Administrator Diane Razor passed out pictures of signs on FM 718 that were not in compliance and asked the Council if they wanted to send out "Notice of Violations" to bring this area into

compliance.

Council Member Massey requested the staff bring back a written strategy of the steps needed to begin basic code enforcement, beginning with abandoned and dilapidated buildings, junk lots and cars. She would also like to see our City ordinances online before this project begins. No action was taken on this item.

**13. Consider and act on continuing Stage 1 of the City's Drought Contingency Plan.**

Drought contingency plan stays in place at this time.

The Mayor closed the regular session at 9:35 p.m. and the Council entered into executive session at 9:44 p.m.

**V. Executive Session – Texas Government Code § 551.074. Personnel Matters; Closed Meeting.**  
(a) This chapter does not require a governmental body to conduct an open meeting; (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or (2) to hear a complaint or charge against an officer or employee (b) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing request a public hearing.

- Hiring an employee for the Public Works' Department
- Evaluation of the Public Works Director

The Council closed executive session at 10:18 p.m. and returned open session 10:18 p.m.

**14. Consider and act on executive session items(s)**

Council Member Wells moved to hire Jody Slimp as the Water Operator for Public Works at \$10.00 per hour with the condition that he receives his Class D Water License within one year of his employment date; Council Member Massey seconded the motion. All approved. Motion passed.

Council Member Massy moved to increase the rate of the Public Works Director hourly wage to \$17.00 per hour; Council Member Wells seconded the motion. All approved. Motion passed.

**15. Adjourn.**

The meeting adjourned at 10:19 p.m.

**APPROVED:**

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**Matt Newby, Mayor**

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**Date**

**ATTEST:**

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**Diane Rasor, City Administrator**