

**Regular Meeting Minutes**  
**July 20, 2023**  
**7:00 p.m.**

**1. Call to order and announce quorum is present.**

Mayor Cardwell called the meeting to order at 7:01pm, and announced a quorum was present. Those in attendance were: Mayor Crystal Cardwell, Mayor Pro Tem Chris Raines, Councilmember Nathaniel Butler, Councilmember Melanie Payne, City Admin Staff Michelle Peterson, Code Enforcement Officer Devon Kennedy, Director of Public Works William Allen, and City Secretary Jenni Moore.

**2. Pledge of allegiance and invocation.**

Mayor Cardwell led the pledge and invocation.

**3. Mayor Update.**

Mayor Cardwell shared about upcoming events including Crusin' Days that the city will be a sponsor for as the Heart for Park are taking over the planning of this event, as well as a professional development day at the library coming up the following week. Mayor Cardwell expressed appreciation for the volunteers who have done great work for the functioning of the library. Mayor Cardwell also stated that the library is a donation place for back-to-school supplies.

**4. Public Comments**

Willard Ray Chaffin Jr. of 402 Crow Drive. Mr. Chaffin expressed his concern over trash that is being dumped in his yard at the corner of Rogers Rd and down to the curb over to the trailer park. Mr. Chaffin also expressed concern over flooding of the ditch and it causing washing away of his property. Mayor Cardwell informed Mr. Chaffin that the city will check in on this situation and thanked him for bringing this matter to the city.

No other public comments.

**5. Consider and act on the following items:**

- A. Council Meeting Minutes for May 18, 2023.**
- B. Budget Meeting Minutes for May 24, 2023, June 28, 2023 and July 12, 2023.**
- C. Accounts Payables for May and June 2023**
- D. Financial Statements for May and June 2023**
- E. Staff Reports- Municipal Court, Building Permits, Code Enforcement, and Public Works for May and June 2023.**

Mayor Pro Tem Raines motioned to approve agenda item number 5 as a whole. Councilmember Butler second the motion. All approved. Motion was passed.

**6. Resolution approving a tax-exempt loan among the Newark Cultural Education Facilities Finance Corporation, New Braunfels Christian Academy and First Financial Bank. N.A. and related matters.**

No action was taken.

7. **Presentation from Neptune Meters regarding future development.**  
Public Works director introduced Rich Richards and explained why he thought it was important to hear this information. Neptune Meters representative Johnny Richards introduced his team and explained the meters and how they would benefit the city of Newark.
8. **Discuss, consider and act on a request from Newark Volunteer Fire Chief for the funds for the purchase of radios for the department vehicles.**  
Chief Jerry Taylor spoke regarding the need for the funds to purchase 9 radios at a cost of \$56,965.90. Chief Taylor stated that the NVFD is not partnering with Justin department and this would better allow communication with them. Mayor Cardwell informed Chief Taylor that there is \$20,000 in the Covid relief funds that could be allocated toward the radios. Mayor Pro Tem made a motion to pay \$20,000 from Covid Relief Fund to towards Warner Radio for radios for the fire department. Councilmember Payne second the motion. All approved. Motion was passed.
9. **Discuss, consider and act on funding for bathroom construction at Delora Doughty Park.**  
Mayor Cardwell discussed the need for a bathroom for the park and that she and Public Works Director William Allen have been in discussion regarding option for the bathroom. Public Works Director William Allen discussed the cost of rentals versus building and stated that he has had the forms for the concrete and concrete donated for the project and described how himself and public works employee Nathan Dahl could complete other aspects of the work. Director Allen stated that there would be two ADA compliant bathrooms made of cinderblock with metal roofs. Mayor Cardwell stated that the project would be completed for under \$10,000 and could also come out of the community relief fund and suggested approving \$11,000 to include paint and other materials as needed. Councilmember Melanie Payne made a motion to approve the building of the structure, the bathrooms at the park, not to exceed \$11,000. Councilmember Butler second the motion. All approved. Motion was passed.
10. **Discuss, consider and act on appointing the following individuals to the Municipal Development District Board of Directors: Nathaniel Butler, Thomas Cook, Curtis Cardwell, Kristine Marques, and Amanda Steinbach.**  
Council discussed what the MDD board entails and requires. Councilmember Melanie Payne made a motion to consider and appoint the following individuals to the Municipal Development District Board of Directors: Nathaniel Butler, Thomas Cook, Curtis Cardwell, Kristine Marques, and Amanda Steinbach. Mayor Pro Tem Raines second the motion. All approved. Motion was passed.
11. **Discuss consider and act on appointing Lena Butler to the Newark Cultural Education Finance Corporation and the Newark Higher Education Finance Corporation.**  
Mayor Cardwell stated that a member has resigned and needs to be replaced immediately in order to receive more conduit loans. Mayor Pro Tem motioned to act on appoint Lena Butler to the Newark Cultural Education Finance Corporation and the Newark Higher Education Finance Corporation. Councilmember Butler second the motion. All approved. Motion was passed.

12. **Discuss, consider and act on Ordinance A-545, an ordinance of the City of Newark, Texas, making findings of fact; the city budget for the fiscal year beginning October 1, 2021; and providing a savings clause, severance clause, and effective date.**

City Secretary Moore explained that this was the format used each year in the budget season. Councilmember Butler motioned to consider and act on Ordinance A-545, an ordinance of the City of Newark, Texas, making findings of fact; the city budget for the fiscal year beginning October 1, 2021; and providing a savings clause, severance clause, and effective date. Mayor Pro Tem Raines second the motion. All approved. Motion was passed.

13. **Discuss, consider and act on an Interlocal Participation Agreement with the Texas Local Government Purchasing Cooperative.**

City Secretary Moore explained that this was their buyboard, that would do bidding for us in any instance we need to make purchases, large and small. Code Enforcement Officer Kennedy explained further that this would save us time so that we will not need to go out and get bids on items. Code Enforcement Officer Kennedy stated that this would not cost us any money to utilize. Councilmember Melanie Payne motioned to act on the Interlocal Participation Agreement with the Texas Local Government Purchasing Cooperative. Councilmember Butler second the motion. All approved. Motion was passed.

14. **Discuss, consider and act on implementing a four-day work schedule for city employees.**

Mayor Cardwell stated that this had been discussed at the budget meeting. Mayor Cardwell stated that the workweek would still be Monday through Friday, but the work schedule would be four ten-hour days. Councilmember Melanie Payne motioned to implement a four-day work schedule for all city employees. All approved. Motion was passed.

15. **Executive Session- Texas Government Code § 551.074- A government body may conduct a closed meeting to deliberate to: (1) deliberate the appointment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.**

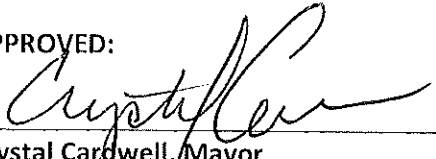
- a. **Director of Public Works William Allen**
- b. **Water/Wastewater Operator Nathan Dahl**
- c. **Water/Wastewater Operator Stage Spears**

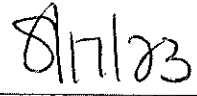
Mayor Cardwell adjourned into executive session at 7:59 pm. Mayor Cardwell reconvened the council meeting at 8:42 pm and stated that no action was taken in executive session.

16. **Adjourn.**

Mayor Cardwell adjourned the meeting at 8:42 pm.

APPROVED:

  
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Crystal Cardwell, Mayor

  
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Date

  
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Jenni Moore, City Secretary