

City Council Meeting Minutes
January 15, 2026
7:00 p.m.

1. Call to order and announce quorum is present.

Mayor Cardwell called the meeting to order at 7:00 p.m. and announced a quorum was present. Those present were Mayor Crystal Cardwell, Mayor Pro Tem Chris Raines, Councilmember Melanie Payne, Councilmember Jen Hill, Councilmember Richard Sidebottom, City Secretary Jenni Moore, Code Enforcement Officer Devon Kennedy, City Admin Staff Brittany Mayhue and City Admin Staff Michelle Peterson.

2. Pledge of allegiance and invocation.

Mayor Cardwell led the allegiance and the invocation.

3. Mayor Update.

Mayor Cardwell shared regarding the Mayor's Coalition and the progress of the West Fork Public Utility Agency. Mayor Cardwell also updated the council regarding the exercise equipment the MDD board has purchased and the plans for this. Lastly the Mayor stated that the May 2nd election would be for places 1, 2 & 3 and that application for a place on the ballot would need to be received by February 13th.

4. Public Comments

No public comments

CONSENT AGENDA

5. Consider and act on the following items:

A. Council Meeting Minutes for December 10, 2025

B. Accounts Payables for December 2025

C. Financial Statements for December 2025

D. Staff Reports- Municipal Court, Building Permits, Code Enforcement, and Public Works for December 2025

Mayor Pro Tem Raines motioned to approve Item 5, subsections A through E, as presented. Councilmember Sidebottom second the motion. All approved. Motion was passed.

REGULAR AGENDA (NON-CONSENT)

6. Discuss, consider and act on Ordinance No. A-579 calling for a joint general election with Wise County to be held on May 2, 2026, ordering the general election for Councilmember Places 1, 2 and 3, each for two-year terms ending in 2028.

Councilmember Hill motioned to approve Ordinance No. A-579 calling for a joint general election with Wise County to be held on May 2, 2026, ordering the general election for Councilmember Places 1, 2, and 3, each for two-year terms ending in 2028.

7. Discussion, consideration and action on mobile home permit for 434 Sandy Bass Ln.

Mobile Home Park Employee Jesus Ledezma was present on behalf of the mobile home park. Councilmember Hill motioned to approve the mobile home permit for 434 Sandy Bass Lane. Councilmember Sidebottom second the motion. All approved. Motion was passed.

8. Discussion, consideration and action on mobile home permit for 435 Sandy Bass Ln.

Mobile Home Park Employee Jesus Ledezma was present on behalf of the mobile home park. Councilmember Hill motioned to approve mobile home permit for 435 Sandy Bass Lane. Mayor Pro Tem Raines second the motion. All approved. Motion was passed.

9. Executive Session- Texas Government Code § 551.074- A government body may conduct a closed meeting to deliberate:

(a) the appointment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee(s).

Mayor Cardwell closed into executive session at 7:08pm.

Mayor Cardwell reconvened from executive session at 7:30pm. Mayor Pro Tem Raines motioned to approve the action discussed in executive session regarding the City Administrator, as presented and authorized by Council. Councilmember Hill second the motion. All approved. Motion was passed.

10. Discuss, consider and act on Ordinance No. A-580, an ordinance of the City of Newark, Texas, creating the position of City Administrator.

Councilmember Hill motioned to approved Ordinance No. A-580, an ordinance of the City of Newark, Texas, creating the position of City Administrator. Mayor Pro Tem Raines second the motion. All approved. Motion was passed.

11. Consider and act on Resolution No. 381, a resolution appointing a City Administrator for the City of Newark, Texas, and administering the Oath of Office.

Mayor Pro Tem Raines motioned to approve Resolution No. 381, a resolution appointing Jenni Moore to serve as City Administrator for the City of Newark, Texas, and administering the Oath of Office. Councilmember Hill second the motion. All approved. Motion was passed.

12. Consider and act on Resolution No. 382, a resolution appointing a City Secretary for the City of Newark, Texas, and administering the Oath of Office.

Councilmember Hill motioned to approve Resolution No. 382, a resolution appointing Michelle Peterson as city secretary for the City of Newark, Texas, and administering the Oath of Office. Mayor Pro Tem Raines second the motion. All approved. Motion was passed.

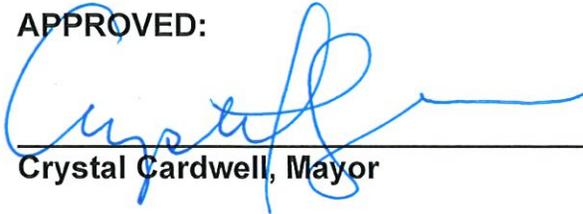
13. Discuss and consider action on approving an amendment to the 2013–2035 Comprehensive Plan for the City of Newark, Texas.

Mayor Pro Tem Raines motioned to approve Resolution No. 383 amending the Comprehensive Plan for the City of Newark, Texas. Councilmember Payne second the motion. All approved. Motion was passed.

14. Meeting adjourn.

Mayor Cardwell adjourned the meeting at 7:36 p.m.

APPROVED:



Crystal Cardwell, Mayor

2-19-26

Date



Michelle Peterson, City Secretary

