

## City Council Meeting Minutes

June 18, 2025

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 Christopher Raines, Councilmember Melanie Payne, Councilmember Richard Sidebottom, City Secretary Jenni Moore, Public Works Director William Allen, 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 pledge and the invocation.

**3. Mayor Update.**

Mayor Cardwell stated there was a Water District meeting on June 19<sup>th</sup> and she would share an update at the next meeting.

**4. Public Comments.** No public comments

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

**A. Council Meeting Minutes for May 12, 2025 and May 15, 2025**

**B. Budget Meeting Minutes for May 28, 2025**

**C. Accounts Payables for May 2025**

**D. Financial Statements for May 2025**

**E. Staff Reports- Municipal Court, Building Permits, Code Enforcement, and Public Works for May 2025**

Councilmember Hill motioned to accept items A-E as a whole. Councilmember Sidebottom second the motion. All approved. Motion was passed.

### **REGULAR AGENDA (NON-CONSENT)**

**6. Public Hearing: Variance request from Brandon and Michelle Clarke, requesting a variance to deviate from the provisions of the City of Newark Code of Ordinances, Chapter 14, Section 27, by allowing reduction of setback requirements for an accessory structure at 101 Chisholm Court.**

Mayor Cardwell opened the public hearing at 7:04 pm. Resident Brandon Clarke spoke explaining why they were requesting the variance. No other public comments. Mayor Cardwell closed the public hearing at 7:07 pm.

**7. Consider and act on a Variance request from Brandon and Michelle Clarke, requesting a variance to deviate from the provisions of the City of Newark Code of Ordinances, Chapter 14, Section 27, by allowing reduction of setback requirements for an accessory structure at 101 Chisholm Court.**

Councilmember Payne motioned to approve the variance request from Brandon and Michelle Clarke requesting a variance to deviate from the provisions of the City of Newark Code of Ordinances, Chapter 14, Section 27, by allowing reduction of setback requirements for an accessory structure at 101 Chisholm Court.

Councilmember Sidebottom second the motion. All approved. Motion was passed.

8. **Discuss, consider and act on a request from Chris Cook and Leo Munoz to reduce the water and sewer tap fees for his properties located in the Newark city limits.**

Chris Cook of 529 Berke Street spoke regarding his concern with the increased cost of the water and sewer tap fees from the previous amounts he paid on homes he has built in the community. Public Works Director Allen shared with council and Mr. Cook the cost that is included in these fees and explained that the city has previously lost money on this and that these fees are being raised to cover the cost of the projects and labor. Mayor Pro Tem Raines motioned to discount to cost the services for water and sewer taps for 529 Berke Street. Councilmember Hill second the motion. All approved. Motion was passed.

9. **Consider and act on approving a Professional Service Agreement with EDP Best Practices, LLC for development of an incentives policy, not-to-exceed cost of \$4,500, funded from the MDD budget.**

Councilmember Sidebottom motioned to approve a Professional Service Agreement with EDP Best Practices, LLC for development of an incentives policy, not-to-exceed cost of \$4,500, funded from the MDD budget. Mayor Pro Tem Raines second the motion. All approved. Motion was passed.

10. **Consider and act the use of reserve funds for the Drainage Plan Development fees.**

Councilmember Payne motioned to approve the use of reserve funds for the Drainage Plan Development fees. Councilmember Hill second the motion. All approved. Motion was passed.

11. **Discussion and possible action regarding implementation of a 4-day office hours schedule for city operations.**

Mayor Pro Tem Raines motioned to approve implementation of a 4-day office hours schedule for city operations. Councilmember Sidebottom second the motion. All approved. Motion was passed.

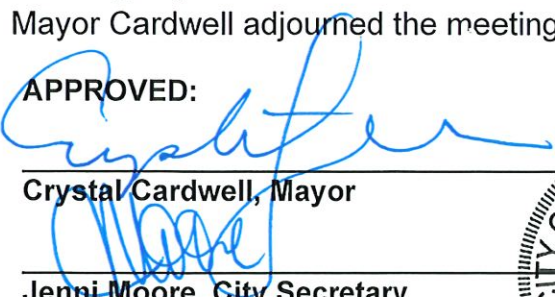
12. **Discuss, consider and act on a recommendation and vote to elect the Mayor Pro Tem for time period from May 2025 through May 2027.**

Councilmember Hill recommended Chris Raines for the Mayor Pro Tem position. Councilmember Hill motioned to vote to elect Chris Raines as the Mayor Pro Tem for time period from May 2025 through May 2027. Mayor Pro Tem Raines second the motion. There were 3 ayes and 1 nay. Motion was passed.

13. **Meeting adjourn.**

Mayor Cardwell adjourned the meeting at 7:25 P.M.

APPROVED:

  
Crystal Cardwell, Mayor

  
Jenni Moore, City Secretary



Date

7/24/25