

CITY OF GLADEWATER  
CITY COUNCIL REGULAR SESSION  
MINUTES  
JANUARY 19, 2023  
6:00 P.M.

MEMBERS PRESENT: Mayor Scott E. Owens, Mayor Pro-tem Elijah Anderson, Michael Webber, Brandy Flanagan, Teddy Sorrells, Rocky Hawkins, Kevin Clark

STAFF PRESENT: Charlie Smith, Judy Van Houten, Al Harrison, Brandy Winn, Gordon Freeman, Meghan Davis, Michael Simmons, Nate Palmer, Maria Tidwell

GUESTS PRESENT: Christian Allen, Sue Heiberg, Rose Rachal, Lois Reed, Dustin Minton, Sharlene Burns, Jim Bardwell, Brittany Holland, Dillon Livingston, Laura Livingston, Jim Valentine, Joan Hardin, Sandra Ayers, Diane Fisher

I. CALL TO ORDER

Mayor Owens called the meeting to order at 6:00 p.m.

- a) Invocation – Mayor Pro-tem Anderson
- b) Pledge – Councilmember Webber

II. MAYOR’S COMMENTS

Mayor Owens thanked two Scouts for their recent Eagle Scout Projects: Jaxxon Cook – little libraries at Lake Park, Everett Park, and Bumblebee Park; Liam Reagh – cleaning and painting the basketball court at the Lake Park. He went on to state that we’ve had several projects done around town recently including the pocket park at Quitman and Main Street.

Mayor Owens thanked Brandy Winn for her continued work on the volunteer application and said it is hoped to be live on our website by January 24<sup>th</sup>. There will be another meeting of the Fire Department’s Bucket Brigade on January 28<sup>th</sup>.

Mayor Owens thanked Sandra Ayers for organizing the MLK Day event. Everyone enjoyed the event and the food.

Mayor Owens invited everyone to attend the Ribbon Cutting at City National Bank on Thursday, January 26<sup>th</sup> at 10am.

III. CITY MANAGER’S REPORT

City Manager Smith thanked Maria Tidwell for working on grants through ETCOG. We’ve already received one grant and she is working on more. She is also working on her masters for city management as well.

IV. CITIZENS COMMENTS

Lois Reed – invited everyone to attend the kick-off event for our 150<sup>th</sup> Anniversary Celebration on Saturday, January 21, 2023, at the annual Night at the Museum from 6-8pm.

Dustin Minton – said he owns and operates Texas Cajun Outdoors. He is interested in operating the lake store.

V. COUNSIDERATION of consent agenda:

- a) Minutes – December 15, 2022
- b) Investment report for quarter ending December 31, 2022
- c) Ordinance O-23-01 to order city officer election to be held on Saturday, May 6, 2023

CITY OF GLADEWATER  
REGULAR COUNCIL MEETING  
MINUTES  
JANUARY 19, 2023  
PAGE 2

- d) Joint Election Agreement between Kilgore Junior College District and the City of Gladewater
- e) Joint Election Agreement between Gladewater Independent School District and the City of Gladewater

Councilmember Webber made a motion to approve the consent agenda; seconded by Councilmember Clark. Motion carried 7-0.

- VI. PUBLIC HEARING regarding a Specific Use Permit request for Wine and Malt Beverage Retail Dealer's On-Premise Permit (BG) at LTS 21 THRU 26 BLK 123 WOOD HEIGHTS, more commonly known as 1005 W. Upshur Avenue

Mayor Owens stated that due to a conflict of interest he is turning the public hearing over to Mayor Pro-tem Anderson and will abstain from voting. Mayor Pro-tem Anderson opened the public hearing at 6:17 p.m.

Chief Building Officer Harrison explained that our city ordinance does not address the sell of beer and wine so a specific use permit is required. This property has had a specific use permit in the past, but there is a new owner. As it is non-transferable a new request is being made under the new restaurant owner's name.

With no further comments Mayor Pro-tem Anderson closed the public hearing at 6:19 p.m.

- VII. CONSIDERATION of a Specific Use Permit request for Wine and Malt Beverage Retail Dealer's On-Premise Permit (BG) at LTS 21 THRU 26 BLK 123 WOOD HEIGHTS, more commonly known as 1005 W. Upshur Avenue

Councilmember Flanagan made a motion to approve the specific use permit; seconded by Councilmember Clark. Motion carried 6-0-1 with Owens abstaining.

- VIII. CONSIDERATION of Ordinance O-23-02 providing for collection services fee on delinquent utility accounts

City Treasurer Davis explained that currently any fee charged by the collection agency is paid by the city. This will allow those fees to be passed on to the delinquent customer accounts moving forward.

Councilmember Flanagan made a motion to approve the ordinance; seconded by Councilmember Sorrells. Motion carried 7-0.

- IX. DISCUSSION/CONSIDERATION of Charter Review Committee members selection

Mayor Owens nominated Sedric Clark, J.D. Shipp, and Leon Word. Councilmember Webber nominated Sam Cloud.

Mayor Owens said he will serve as ex-officio and Ron Stutes, our City Attorney, will advise as necessary as well.

Councilmember Sorrells made a motion to approve the nominations; seconded by Mayor Pro-tem Anderson. Motion carried 7-0.

CITY OF GLADEWATER  
REGULAR COUNCIL MEETING  
MINUTES  
JANUARY 19, 2023  
PAGE 3

X. CONSIDERATION of new accounting software

City Treasurer Davis explained that the current software does not encompass all departments. We are paying more money for different departments. This is on the spreadsheet printout. It is also very outdated in that sense and is not user friendly. It will save us money in the long run. She introduced John Hardin, with Tyler Technologies, which is the parent company of Incode.

Mr. Hardin gave a brief history of Tyler Technologies and the Incode software. He said the software is cloud based and fully integrated. They have pieces to fit every aspect of municipal government. He further stated that they practice the evergreen philosophy. As improvements occur, they provide the updated software without additional charges.

Councilmember Sorrells asked if customer support is covered after installation and Mr. Hardin said yes, it is included in the total price.

Mayor Owens asked if a portion of the total cost could come from the court technology fund. Ms. Davis said only the court portion could come from that fund.

Councilmember Clark stated that our current software contract ends September 30, 2023 and asked if there is enough time to get the conversion completed. Ms. Davis indicated that it will take up to a year to implement.

Mayor Owens suggested delaying a vote on this item so that it can be addressed during the ARPA funds discussion/consideration.

Councilmember Sorrells asked if the one-time integration fee is billed as services are rendered. Mr. Hardin said yes.

*[This item is discussed and voted on under Item XI ARPA funds]*

XI. DISCUSSION/CONSIDERATION regarding ARPA funds

Mayor Owens stated that Gladewater received \$1,572,763 in ARPA funds and of that amount we currently have \$1,516,732 available. We still have issues at the water treatment plant but only one bid was received and according to our engineer it was much higher than anticipated. They are taking a look at changing some of the scope of work to be bid on and bringing some of that in-house instead. They will re-bid the project with a new scope.

*Councilmember Sorrells stepped out of the meeting at 6:49 p.m.*

Mayor Owens suggested the following items to be considered using ARPA funds at this time: new chipper (we received an ETCOG grant for a portion of the total cost), emergency services building roof repair, city hall roof replacement or repair, and new accounting software.

*Councilmember Sorrells returned to the meeting at 6:51 p.m.*

Mayor Owens said we received quotes from M L Stanley for \$18,339.20 + DPT Construction for \$3,600 totaling \$21,939.20 for repairs to be made to the emergency

CITY OF GLADEWATER  
REGULAR COUNCIL MEETING  
MINUTES  
JANUARY 19, 2023  
PAGE 4

services building roof. Chief Freeman said he has discussed the proposed repairs with M L Stanley and he is comfortable with going this route.

*Mayor Pro-tem Anderson stepped out of the meeting at 6:59 p.m.*

Mayor Owens said we received three quotes for either replacing or repairing the city hall roof. They are as follows:

1. Longview Roof – repair \$6,100; mid-level replacement \$99,700; total replacement \$153,000
2. Cleancut Roofing – repair \$12,895; mid-level replacement \$104,000; total replacement \$194,092
3. McKinley – repair \$10,445; total replacement \$104,865

*Mayor Pro-tem Anderson returned to the meeting at 7:03 p.m.*

Councilmember Flanagan said the question is whether to repair or replace the roof.

Councilmember Clark said that a new roof has a 20-year warranty.

Councilmember Sorrells asked how much the building is worth.

City Manager Smith said there are other issues with this building – we have electrical issues and the a/c unit is obsolete. He asked if it might be a better choice to look for a new location for city hall.

Councilmember Flanagan said that Councilmember Sorrells brought up a great point on the value of our current city hall. The council has not officially discussed moving city hall, but if that were to happen in the next few years it doesn't make sense to replace the roof. Her recommendation would be to repair the roof and discuss other locations more in depth.

Councilmember Hawkins said he concurs with Councilmembers Sorrells and Flanagan to put a band-aid on the roof and look for a new location for city hall.

*Councilmember Clark stepped out of the meeting at 7:14 p.m.*

Mayor Owens listed items that will be coming out of ARPA funds now and in the future: emergency services building roof, chipper, city hall roof, new public works building, water treatment plant improvements, and new accounting software.

*Councilmember Clark returned to the meeting at 7:16 p.m.*

Mayor Owens asked for a motion on: emergency services building roof repair, city hall roof repair, chipper, and accounting software.

Councilmember Clark asked about the 3-year contract and how much of an increase we would see at the end of the contract. Mr. Hardin said he is willing to work something out. Councilmember Clark suggested a 5-year contract and an increase cap of 2½%. Mayor Owens said that we can make the motion contingent on those two requirements.

CITY OF GLADEWATER  
REGULAR COUNCIL MEETING  
MINUTES  
JANUARY 19, 2023  
PAGE 5

Mayor Owens stated that the total of all items combined would be \$261,814.30 to come out of ARPA funds.

Councilmember Flanagan made a motion to use ARPA funds as follows: \$21,939.20 to M L Stanley & DPT for emergency services roof repair; \$10,445 to McKinley for city hall roof repair; \$20,662 towards a new chipper; and \$208,768 to Tyler Technologies for new accounting software contingent on a 5-year contract with a cap of not more than 2½% increase; motion seconded by Councilmember Sorrells. Motion carried 7-0.

XII. DISCUSSION/CONSIDERATION regarding Lake Store/House

Mayor Owens presented a Lake Gladewater Park master plan which was prepared several years ago as reference for this discussion.

Jim Valentine represented the Lake Board and stated they recommend adding an “expectation clause” to the contract to address and enforce days and hours of operation.

Dustin Minton said he is very interested in operating the bait shop and store at Lake Gladewater. He listed some suggestions for improvements.

Councilmember Flanagan said that what we have done in the past is not working. We need to re-package what we are offering.

Chief Simmons said that he and City Clerk Van Houten are working on updating the Dam Emergency Plan and throughout the document it references a Lake Warden. He could see the benefit of having someone out there to help monitor things.

Councilmember Hawkins said he spent ten years on the Lake Board and a bait shop/store is needed out there.

Councilmember Sorrells said he would like to have a discussion on what we are looking for.

Councilmember Clark said Council has not discussed bringing back a lake warden.

Mayor Owens said there has not been a lot of follow-thru in city management previously regarding enforcing the contract. City Manager Smith said that if Council will back him he will make sure it is ran as they want.

Councilmember Hawkins made a motion to advertise for proposals in the newspaper; seconded by Mayor Pro-tem Anderson. Motion carried 6-1 with Flanagan opposed.

*Mayor Owens called for a short recess at 7:47 p.m.*

*Mayor Owens reconvened the meeting at 7:51 p.m.*

XIII. DISCUSSION regarding TWDB funds

Mayor Owens said that we have 3.1 million in Texas Water Development Funds to help cover the cost of moving lines for Toll 49, paving, and getting sewer services

CITY OF GLADEWATER  
REGULAR COUNCIL MEETING  
MINUTES  
JANUARY 19, 2023  
PAGE 6

south of the Sabine River. He and City Manager Smith met with TxDOT regarding Toll 49. They do not have their information complete yet. We do not know how much it will cost to get sewer across the river.

As far as paving projects he suggests that we have SPI engineer plans for replacing the sewer and repaving Rodeo Street and Hurley & Canfield. Councilmember Flanagan asked why these two locations specifically. City Manager Smith said they are both trouble areas.

XIV. RATIFICATION of contract amendment between Gladewater Economic Development Corporation and JNL Machine

Michelle Palmer, GEDCO Executive Director, explained that the owners have moved their business outside of Gladewater. The GEDCO board met and feel this is the best course of action to take for repayment.

Councilmember Hawkins asked what would prevent them from defaulting on the repayment.

Mrs. Palmer said they owners are very willing to pay their debt and this is how her board chose to move forward.

Councilmember Flanagan made a motion to approve the contract amendment; seconded by Mayor Pro-tem Anderson. Motion carried 7-0.

XV. ADJOURN

Councilmember Sorrells made a motion to adjourn at 8:08 p.m.; seconded by Mayor Pro-tem Anderson. Motion carried 7-0.

---

SCOTT E. OWENS  
MAYOR

ATTEST:

---

JUDY VAN HOUTEN, TRMC  
CITY CLERK