

REGULAR MEETING

August 11, 2015

7:00 p.m.

A Public Hearing was held concerning the application for a change in zoning on an SF-2 Residential District to allow a mobile home on Price Block 7 Lots 10 & 11 located at 517 ½ N. Wright Ave as requested by Shelly and James Davis.

There being a quorum present, Mayor Saunders called the meeting to order at 7:10 p.m.

Council members present: Rick Neumayer, Brandon Blue, Greg Allen, Ann Fessenden, and Bruce Franklin.

Absent: None

Neumayer made a motion to approve the Consent Agenda to include the Minutes to the last meeting and budget review and payment of bills. Fessenden seconded the motion. Votes:

For – Neumayer, Blue, Allen, Fessenden, and Franklin

Against – None

Passed – 5-0

Public Comment:

- None

The following Ordinance was read for consideration:

ORDINANCE NO. 15-0811

**AN ORDINANCE OF THE CITY OF KERENS, TEXAS,
AMENDING CHAPTER 2 OF THE CITY CODE OF
ORDINANCES TO ADD SECTION 11 DOWNTOWN
DISTRICT DESIGN GUIDELINES**

BE IT ORDAINED by the City Council of the City of Kerens, Texas that Chapter 2 of the City Code of Ordinances is hereby amended by adding Section 9, which said section reads as follows:

PART 1: PURPOSE & INTENT

The purpose of the Downtown District is to encourage the creation of a pedestrian-oriented, mixed-use urban environment, providing shopping, employment, housing, and business and personal services. Downtown is intended to be the focal point of the community. This is achieved by promoting an efficient, compact land use pattern; encouraging pedestrian activity; reducing the reliance on private automobiles within the district; promoting a functional and attractive community through the use of urban design principles; and allowing developers flexibility in land use and site design.

The Downtown District is to be an area with a mixture of moderately intense uses that are developed over an identifiable core. Buildings are close to and oriented toward

the street. There is a connected street pattern, shared parking, and pedestrian amenities.

It is the intent of these guidelines to preserve the historic character and visual identity within the district.

- The historical buildings should be restored, renovated, and perpetuated whenever possible.
- Infill the remaining vacant properties and encourage adaptive re-use of existing buildings while perpetuating the historic character of the downtown core.
- Enrich the street as a place for pedestrian comfort, beauty, and convenience.
- Revitalize investment interest in the District, encouraging greater retail, service, and commercial activity on the street.

PART 2: DESIGN GUIDELINES

Each development/site plan application shall provide an exhibit as appropriate showing that all development in the Downtown district meets the standards outlined in the Downtown District Design Guidelines, as amended and adopted by City Council. Nothing in this paragraph shall require the retrofitting of an existing building.

The Downtown Design Guidelines are established as a part of the development standards adopted for the Downtown District. The primary objective is to establish a set of flexible but essential guidelines that reinforce the purpose and intent of the Downtown District.

Kerens' downtown is intended to embody the traditions of American small-town downtowns. Overall planning and building arrangement should create a compact pedestrian-scaled environment. Individual buildings should be designed and detailed to reinforce the pedestrian-oriented nature of downtown.

The key design principles establish essential goals for development in the Downtown District to ensure the preservation, sustainability, and visual quality of this unique environment

Buildings shall be located and designed so that they provide visual interest and create enjoyable, human-scaled spaces. The key design principles are:

- New buildings/ building facades shall utilize building elements and details to achieve compatibility with existing buildings in the Downtown district.
- Compatibility is not meant to be achieved through uniformity, but through the use of variations in building elements to achieve individual building identity.
- Building facades must include appropriate architectural details and ornament to create variety and interest.
- Buildings shall be built to, or close to, the sidewalk to define and enhance the pedestrian environment.
- Open space(s) shall be incorporated to provide usable public areas integral to the downtown environment.

PART 3: SITE DESIGN

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In order to create attractive, pedestrian friendly streets and provide street-level activity and interest,

Buildings shall:

- be built to or close to the sidewalk
- have entrances oriented to the sidewalk for ease of pedestrian access
- be located in such a manner as to minimize conflicts between pedestrians and automobiles.

Parking:

- On-street parking (parallel or angled) shall be permitted in the Downtown District.
- Off-street surface parking shall be predominantly located behind buildings and accessed by alleys or rear drives whenever possible.

Architectural Design Guidelines

- 100% of any street-facing façade shall be brick, excluding windows and doors.
- Every building fronting S. Colket Ave. is encouraged to provide one of the following:
 - A canopy projected from the building between the first and second floor, supported by tension rods anchored in the masonry structure above. This feature should be at least 6 feet wide and extend 6 feet from the building. Fabric awnings may also be used when applicable, the geometry shall fit the architectural opening.
 - An arcade that dedicates a portion of the first floor space to sidewalk use and that is greater than 5 feet deep.
- Storefronts are strongly encouraged to illuminate the interior of the storefront system to facilitate window shopping and for security purposes at night.

PART 4: APPEALS PROCESS

Decisions of the Planning & Zoning Department and the Building Codes Department may be appealed to the City Council.

PART 5: EFFECTIVE DATE

This ordinance shall become effective upon final passage

Franklin made motion to pass and approve the Ordinance as read. Allen seconded the motion. Votes:

For – Neumayer, Blue, Allen, Fessenden, and Franklin

Against – None

Passed – 5-0

After some discussion, Neumayer made a motion to approve the Specific Use Permit to allow a mobile home on Price Block 7 Lots 10 & 11 located at 517 ½ N. Wright Ave as requested by Shelly and James Davis. Fessenden seconded the motion. Votes:

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For – Neumayer, Fessenden, and Franklin
Against – Blue and Allen
Passed – 3-2

The following budgets were presented for considerations:

General Fund

acct #	account name	FYE 9/30/16 Proposed
4001	NOW Account Interest	100.00
4002	Returned Check Charges	25.00
4003	Misc Admin Revenue	10.00
4004	Section 8 Housing Admin	0.00
4005	Building Permits	2,500.00
4006	Clean Kerens	3,678.00
4009	Copies & Faxes	250.00
4010	Sale of Assets	0.00
4013	License, Registrations & Permits	700.00
40	ADMIN REVENUES	7,263.00
4401	Daily Receipts-Streets	17,500.00
	Reserve for Equipment	
4402	Steet Dept-Mow & Demltion	2,500.00
4403	Street Dept - Culverts	0.00
44	STREET DEPT REVENUES	20,000.00
4501	Sanitation Fees	71,400.00
45	SANITATION REVENUES	71,400.00
4601	Court Fines & Fees	160,000.00
4604	Court Technology Fund	4,500.00
4608	Court Security Fund	3,000.00
4610	Court Time Pay Fees	225.00
4612	Court MSB Fees	50.00
4613	Court Omni Fees	150.00
4602	Court Refunds & Adjustments	(250.00)
4603	Dog License & Fees	200.00
4605	Police Reports	10.00
4606	COPS Fast/Small Communities Grant	0.00
4607	Law Enf. Education Grant	950.00
4609	Police Misc. Revenue	10.00
46	TOTAL POLICE DEPT REVENUE	168,845.00

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4801	Current Property Taxes	260,000.00
4802	Prop.Tax Discount Allowed	(3,000.00)
4803	Delinquent Property Tax	10,000.00
4804	Pen & Int on Prop Tax	5,000.00
4806	Sales Tax From State	105,000.00
	4-B Sales Tax	22,500.00
4807	Street Maint. Sales Tax	22,500.00
4810	Alcoholic Beverage Tax	250.00
4808	Franchise Fees	60,000.00
4811	Hotel Occupancy Tax	300.00
4809	P.I.L.O.T. from PHA	2,500.00
48	TOTAL TAX REVENUES	485,050.00
4901	Rental Income	2,500.00
4	TOTAL REVENUES	755,058.00
5	TOTAL EXPENSES	755,058.00
	Excess/(Shortfall)	(0.00)
	Economic Development Corp	22,500.00
	Clean Kerens	3,678.00
5401-9	Rental Prop Electricity	600.00
5402-9	Rental Prop Gas	500.00
5404-9	Rental Prop R & M	550.00
5505-9	Rental Prop Supplies	25.00
5550-9	Rental Prop Misc Exp	25.00
	Total Rental Property Expenses	1,700.00
5011-0	Admin Salary & Wages	70,876.00
5010-0	Admin Overtime	0.00
5013-0	Admin Contract Labor	2,500.00
5014-0	Admin Health & Life Ins	12,780.00
5015-0	Admin Workers Comp	140.00
5016-0	Admin OASDI Expense (.062)	4,394.00
5017-0	Admin Medicare Expense (.0145)	1,028.00
5021-0	Admin Employee Retirement Plan	2,120.00
5102-0	Admin Casualty Loss	0.00
5103-0	Admin Real Prop Insurance	1,200.00
5106-0	Admin Vehicle Liability	32.00

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5110-0	Admin Gen Liability Ins	750.00
5112-0	Admin Errors & Omissions	1,000.00
5114-0	Admin Fidelity Bond	200.00
5201-0	Admin Equipment R & M	100.00
5203-0	Admin Equipment Lease	3,000.00
5401-0	Admin Electricity	4,000.00
5402-0	Admin Gas	700.00
5404-0	Admin Bldg R & M	2,500.00
5501-0	Admin Legal Fee	400.00
5502-0	Admin Newspaper Ads	50.00
5503-0	Admin Dues & Publications	1,500.00
5504-0	Admin Travel & Training	500.00
5505-0	Admin Office & Comp Sup	5,000.00
5550-0	Admin Misc Exp	1,500.00
5801-0	Admin Audit Fees	2,937.00
5802-0	Admin Bank Fees	100.00
5803-0	Admin Council Fees	250.00
5804-0	Admin Election Expense	2,500.00
5805-0	Admin Mail & Postage	2,000.00
5806-0	Admin Penalty & Interest	0.00
5807-0	Admin Telephone	3,750.00
5808-0	Admin Internet Services	0.00
5900	ADMIN CAPITAL EXP	6,529.00
	TOTAL ADMIN EXPENSES	134,336.00

5012-4	Street Dept Hourly Wages	13,750.00
5010-4	Street Dept Overtime	0.00
5013-4	Street Dept Cont. Labor	0.00
5014-4	Street Dept Life & Health	6,390.00
5015-4	Street Dept Workers Comp	1,000.00
5016-4	Street Dept OASDI Expense (.062)	853.00
5017-4	Street Dept Medicare Exp (.0145)	200.00
5018-4	Street Dept Uniform Exp	175.00
5021-4	Street Dept Employee Retirement Plan	0.00
5102-4	Street Dept Casualty Loss	0.00
5103-4	Street Mobile Equip Ins	800.00
5105-4	Street Dept Damage Ins	450.00
5106-4	Street Dept Veh Liability	475.00
2301	Street Dept Note Payable	10,000.00
5846-4	Street Dept Interest Exp	500.00
5201-4	Street Dept Equip R & M	7,500.00
5404-1	Park Dept R & M	250.00
5202-4	Street Dept Equip Gas&Oil	4,500.00
5203-4	Street Dept Equip Rental	0.00

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5203-1	Park Dept Electricity	2,000.00
5401-4	Street Dept Electricity	34,000.00
5404-4	Street Repair (Maint Tax)	22,500.00
5505-4	Street Dept Parts/Supplies	5,000.00
5550-4	Street Dept Misc Exp	25.00
5841-4	Street Dept Asphalt&Gravl	10,000.00
5940	STREET DEPT CAPITAL EXP	0.00
	Total Street Dept. Expenses	120,368.00

5013-5	Sanitation Dep Contract	68,000.00
	Total Sanitation Expenses	68,000.00

5011-6	PD Salary	184,633.00
5012-6	PD Hourly Wages	
5010-6	PD Overtime	5,000.00
5009-6	PD Special Wages	0.00
5014-6	PD Health & Life Ins	31,951.00
5015-6	PD Workers Comp	7,400.00
5016-6	PD OASDI Expense (.062)	11,757.00
5017-6	PD Medicare Exp (.0145)	2,750.00
5018-6	PD Uniform Expense	1,000.00
5019-6	PD Unemployment Expense	0.00
5021-6	PD Employee Retirement Plan	4,500.00
5102-6	PD Casualty Loss	0.00
5105-6	PD Veh Damage Ins	1,400.00
5106-6	PD Veh Liability	1,400.00
5118-6	Law Enforcement Liab Ins	2,500.00
5201-6	PD Equipment R & M	10,000.00
5202-6	PD Gas & Oil	35,000.00
5404-6	PD Bldg R & M	250.00
5501-6	PD Legal Fee	150.00
5502-6	PD Newspaper Ads	25.00
5503-6	PD Dues & Publications	735.00
5504-6	PD Travel & Training	8,000.00
5505-6	PD Supplies	9,500.00
5550-6	PD Misc Exp	25.00
5861-6	PD Animal Control	3,000.00
5860-6	PD Interest Expense	3,800.00
5863-6	PD Communications	10,000.00
5960	PD CAPITAL EXPENDITURES	32,500.00
	Total Police Dept. Expenses	367,276.00

5501-9	Court Legal Fee	2,000.00
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5013-6	Court Contract Costs	9,600.00
5503-9	Court Dues & Publications	150.00
5504-9	Court Travel & Training	600.00
5505-6	Court Office & Computer Supplies	400.00
5550-9	Court Security Expenses	3,000.00
5551-9	Court Technology Expense	4,000.00
5920-8	Court Collection Expense	200.00
5990	COURT CAPITAL EXPENDITURES	0.00
		19,950.00

5505-7	FD Parts/Supplies	2,000.00
5550-7	FD Misc Exp	
5871-7	FD Operations Fee	
5873-7	FD Life & Disability Ins	
	Total Fire Dept. Expenses	2,000.00

5501-8	Tax Dept Legal Fee	0.00
5502-8	Tax Dept Newspaper Ads	250.00
5550-8	Tax Dept Misc Exp	0.00
5881-8	Appraisal District Share	4,500.00
5882-8	Tax Dept Collection Fees	500.00
	Total Tax Dept. Expenses	5,250.00

City's Share of Grant Expenses **0.00**

	Library Subsidy	10,000.00
	Total Library Expenses	10,000.00

Revenue Fund

		Water Dept	Sewer Dept
		2016 proposed budget	2016 proposed budget
4010	Sale of Assets	0.00	0.00
4001	NOW Account Interest	14.00	7.00
4002	Returned Check Charges	135.00	72.00
4103	Late Charges	21,938.00	11,812.00
4104	Service Fees	1,950.00	1,050.00
4107	Transfer Fees	65.00	35.00
4004	Recover Bad Debt	0.00	0.00
4003	Misc Revenues	6.00	3.00
	ADMIN REVENUES	24,108.00	12,979.00

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4101	Sales	431,000.00	217,000.00
4105	Tapping Fees	0.00	0.00
4106	Repair Service	25.00	25.00
	W/S REVENUES	431,025.00	217,025.00
4	TOTAL REVENUES	455,133.00	230,004.00
	Excess/(Shortage)	(0.00)	(0.00)
5	TOTAL EXPENSES	455,133.00	230,004.00
	Salaries & Benefits	158,326.00	95,018.00
5012	Wages		
5011	Admin	14,937.00	8,043.00
	Public Works	62,193.00	31,227.00
	Shop	9,698.00	5,222.00
5010	Overtime		
	Admin	0.00	0.00
	Public Works	9,750.00	5,250.00
	Shop	1,389.00	748.00
5014	Health Insurance		
	Admin	4,153.00	2,237.00
	Public Works	12,459.00	6,711.00
	Shop	4,153.00	2,237.00
5015	Workers Comp		
	Admin	73.00	40.00
	Public Works	2,265.00	1,220.00
	Shop	650.00	350.00
5016	OASDI (.062)		
	Admin	926.00	499.00
	Public Works	4,369.00	2,353.00
	Shop	687.00	370.00
5017	Medicare (.0145)		
	Admin	216.00	117.00
	Public Works	1,022.00	550.00
	Shop	161.00	86.00
5021	Retirement Plan		
	Admin	446.00	240.00
	Public Works	1,816.00	978.00
	Shop	330.00	178.00
5018	Uniforms	633.00	362.00
5013	Contract Labor	26,000.00	26,000.00
5811	Purchased Water	180,000.00	-
	Loan Payments		

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	Principle		0.00
	Interest	0.00	2,000.00
	Electricity	10,000.00	20,000.00
	Shop Electricity	975.00	525.00
	Shop Gas	65.00	35.00
	Chemicals	2,000.00	10,000.00
	Testing & Permits		
	Lab Fees	875.00	5,500.00
	Inspection & Permits	2,600.00	1,400.00
	Sewer Easement Payment	-	75.00
	Penalty & Int	0.00	0.00
	Repair & Maintenance		
5404	System R & M	3,000.00	8,000.00
	Shop Building R & M	65.00	35.00
5505	Parts & Supplies	22,500.00	6,000.00
	Shop Parts & Supplies	2,600.00	1,400.00
5203	Equipment Rental	200.00	200.00
	Shop Equip R & M	325.00	175.00
5818	Contracted Expense	100.00	1,000.00
5821	Sludge Removal	-	2,200.00
	Transportation		
5105	Vehicle Damage	656.00	176.00
5106	Vehicle Liability	1,120.00	328.00
5201	Equipment R & M	4,875.00	2,625.00
5202	Gas & Oil	5,850.00	3,150.00
	Shop Gas & Oil	487.00	263.00
	Insurance		
5110	General Liability	302.00	163.00
5112	Errors & Omissions	560.00	301.00
5114	Fidelity Bond	130.00	70.00
5103	Real Property	1,548.00	1,327.00
	Shop Real Property	32.00	18.00
	Office		
5505	Supplies	1,500.00	775.00
5201	Equipm R & M	26.00	14.00
5802	Bank Fees	52.00	28.00
5803	Collection Fees	25.00	35.00
5805	Mail & Postage	2,080.00	1,120.00
5502	Newspaper Ads	65.00	35.00
5901	Admin Equipment	0.00	0.00
5550	Misc	1,835.00	1,617.00
5817	Communications	1,560.00	840.00
	Professional Services		
5801	Audit Fees	1,908.00	1,028.00
5501	Legal Fees	0.00	0.00

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5814	Engineering Fees	250.00	250.00
5504	Training	250.00	0.00
	Other		
5502	Newspaper Ads	25.00	25.00
5503	Dues & Publications	25.00	25.00
5550	Misc Expense	25.00	25.00
	Shop Misc Expense	16.00	9.00
5590	Grant Expense	15,000.00	25,000.00
5840	Special Projects	-	0.00
5900	Capital	20,000.00	2,800.00
	Reserves		
	O & M	6,300.00	29,394.00
	Grants	5,000.00	5,000.00

Blue made a motion to approve the budgets as presented. Fessenden seconded the motion. Votes:

For – Neumayer, Blue, Allen, Fessenden, and Franklin

Against – None

Passed – 5-0

The following Order was read for consideration:

**ORDER # 15-0811
ADOPTING THE TAX RATE FOR FISCAL YEAR 2015**

On this 11th day of August, 2015, came to be considered the Tax Rate for the year 2015, and it appearing to the council of the city of Kerens that said Tax Rate has been duly calculated in accordance with law by the Navarro County Tax Assessor and Collector, and all required public notices fully filed, and the said Tax Rate, having been duly considered by the council, on motion made, seconded and carried, it is ordered by the council that the said Tax Rate be, and it is hereby approved and adopted as follows:

The General fund rate shall be 0.68030 per one hundred dollars valuation;

The Debt Service rate shall be -0- per one hundred dollars valuation;

The total Tax Rate shall be 0.68030 per one hundred dollars valuation.

Exemption(s) shall be Disabled Veterans.

It is further ordered by the Council that discounts on taxes paid prior to January 1, 2016 will be available as follows:

Discount of 3% on taxes paid during the month of October 2015.

Discount of 2% on taxes paid during the month of November 2015.

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Discount of 1% on taxes paid during the month of December 2015.

Neumayer made a motion to approve the budgets as presented. Franklin seconded the motion. Votes:

For – Neumayer, Blue, Allen, Fessenden, and Franklin
Against – None
Passed – 5-0

Allen made a motion to accept Brannon's Preliminary Engineering Report for the 2014/2015 TDA Grant #7214259. Neumayer seconded the motion. Votes:

For – Neumayer, Blue, Allen, Fessenden, and Franklin
Against – None
Passed – 5-0

Neumayer made a motion to not approve the 2016 proposed budget for Navarro Central Appraisal District. Fessenden seconded the motion. Votes:

For – Neumayer, Blue, Allen, Fessenden, and Franklin
Against – None
Passed – 5-0

No action was taken on nominations for the NCAD Board of Directors.

Neumayer made a motion to give the old fire siren to the Emergency Services District to use in Powell. Fessenden seconded the motion. Allen made a motion to accept Brannon's Preliminary Engineering Report for the 2014/2015 TDA Grant #7214259. Neumayer seconded the motion. Votes:

For – Neumayer, Blue, Allen, Fessenden, and Franklin
Against – None
Passed – 5-0

Operations

- **Code Enforcement** – 4 occupancy inspections, 9 properties mowed, 4 vehicles abated, 2 lots cleared, 4 swimming pools brought into compliance, 2 burned homes being demoed, 2 sheds torn down, and 4 of 15 permanent trash containers removed.
- **Water Dept.** – 2 major water leaks over the weekend.
- **Sewer Dept.** – No major problems.
- **Street Dept.** – laydown box purchased from the City of Athens.
- **Police Dept.** – Chief Miers reported that they have 4 major felony cases working. He also stated that the new records management software was installed today.
- **Animal Control** – New cages and shelter have been ordered.
- **Court** – Next court set for August 20th.
- **Tax Dept.** – Russell Hudson's report shows 93.8% of current taxes collected as of July 31, 2015.

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- **Office** – No problems.
- **Grants** – No new information
- **Economic Development** – No new information.
- **Long Range Planning** – No new information.

Neumayer made a motion to adjourn the meeting. Fessenden seconded the motion.
Votes:

For – Neumayer, Blue, Allen, Fessenden and Franklin
Against – None
Passed – 5-0

With no further business to transact, Mayor Saunders adjourned the meeting at 8:20 p.m.

Jeffrey Saunders, Mayor

Attest:

Cindy Scott, City Secretary