

**NOTICE
CITY OF JEFFERSON, TEXAS
SPECIAL CITY COUNCIL MEETING
TRANSPORTATION CENTER
305 E. AUSTIN STREET
TUESDAY, MARCH 1, 2022 @ 6:30 P.M.**

Notice is hereby given that a special meeting of the Jefferson City Council will be held on Tuesday, March 1, 2022 at 6:30 PM at the Transportation Center at 305 E. Austin Street, Jefferson, Texas, at which time the subjects to be considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on the meeting notice. Unless removed from the consent agenda, items identified with the consent agenda will be acted on at one time.

AGENDA

- 1. CALL TO ORDER – MAYOR**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. WELCOME GUESTS AND VISITORS**

Public Comments – Limited to citizens and business owners of the City of Jefferson, must sign up in advance on the list and must limit to 3 minutes conversation. Jefferson City Council may ask questions but shall not discuss items that are not on the agenda. On a subject that is not on the agenda a person may add an item to a future City Council Agenda by contacting City Hall a minimum of 5 days prior to a regular City Council Meeting

- 5. CONSENT AGENDA** (City Council reserves the right to remove items from the Consent Agenda and consider and/or approve individually)
 - a. Consider and/or approve renewing George Otstott as the City of Jefferson Representative to the NETMWD Board of Directors (North East Texas Municipal Water District). The current term expires 5/31/2022. The renewal is a new 2 year term
 - b. Consider and/or approve Amendment No. 3 with MuniServices, LLC for sales tax compliance services and local occupancy tax audit and administration.
 - c. Consider and/or approve Ben Bode building permit. (207 Friou)

6. ACTION ITEMS

- a. Discuss, consider and/or approve Shirley Latham’s request for the temporary placement of a 22 ft. Rockwood trailer onto the vacant lot next to 111 S. Friou St. to live in while they are working on their home.
- b. Discuss, consider, and/or approve amending 08-15 Utility Rate Ordinance Section IV changing the deposit requirements to be \$150.00 for all utility deposits.

7. DISCUSSION ITEMS

- a. Discuss and consider changes to the City of Jefferson ordinances concerning Chapter 18, Buildings and regulations
- b. Discuss and consider changes to the City of Jefferson employee handbook

8. ADJOURNMENT

Certificate of Posting

I, Melissa Boyd, City Secretary for the City of Jefferson, Texas do hereby certify that this Notice of Meeting was posted at City Hall, 102 N. Polk Street, a place readily accessible to the general public at all times, on this 25th day of February, 2022, at 1:30 p.m. and remained to posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Melissa Boyd, City Secretary

NORTHEAST TEXAS MUNICIPAL WATER DISTRICT



February 2, 2022

Board of Directors

Robyn Shelton
President
Hughes Springs

George Otstott
Vice President
Jefferson

Jack Salmon, Jr.
Secretary/Treasurer
Avinger

Patrick Smith
Pittsburg

Stan Wyatt
Dalingerfield

Saundra Wexler
Lone Star

Joseph W. Wehr, III
Ore City

Mayor and City Council
City of Jefferson
103 N Polk
Jefferson, Texas 75657

Dear Honorable Mayor and City Council:

The Northeast Texas Municipal Water District is administered by a Board of Directors as set forth in Vernon's Civil Statutes 8280-147.

Administration

Walt Sears, Jr.
General Manager

Dominik Sobieraj
Operations Manager

The term of office for the Director from Jefferson will expire on May 31, 2022.

For your assistance, following are excerpts from the Statute that relates to the appointment of Directors:

“Sect. 3(a) – All power of the District shall be exercised by a Board of Directors. Such directors shall be appointed by a majority vote of the governing body of each of the cities contained in the District. No person shall be appointed a director unless he resides in and owns taxable property in the city from which he is appointed. No member of a governing body of a city and no employee of a city shall be appointed as a director. Such directors shall subscribe the constitutional oath of office, and each shall give bond for the faithful performance of his duties in the amount of Five Thousand Dollars (\$5,000.00), the cost of which shall be paid by the District.”

Please advise us in writing at your earliest convenience as to the person selected by you to be a Director for the next two years.

Thank you for your attention to this matter. We look forward to receiving a written response from you soon.

Sincerely,

Walt Sears, Jr.
General Manager

NETMWD EXECUTIVE OFFICE

4180 FM 250 South
P.O. Box 955, Hughes Springs, Texas 75656
Office: (903) 639-7538 Fax: (903) 639-2208
E-mail: netmwd@aol.com Website: www.netmwd.com

Consultant Services Agreement

Amendment No. 3

MuniServices, LLC

City of Jefferson

This third amendment (“Amendment No. 3”), to the Consultant Services Agreement, dated April 20, 2017 (“Agreement”) is made by and between **MuniServices, LLC**, 5860 Trinity Parkway, Suite 120, Centreville, VA 20120 (“Consultant”) and **City of Jefferson, 102 N. Polk Street Jefferson, TX 75657** (“City”), collectively the Parties.

RECITALS

- On or about April 20, 2017, the City and Consultant entered into an agreement for Sales Tax Compliance Review Services and Local Occupancy Tax Audit and Administration.
- The initial term of the agreement was for a one-year period with two subsequent one-year automatic terms.
- The City exercised its first right to extend the terms of the Agreement by way of Amendment 1 through April 19, 2021.
- The City exercised its second right to extend the terms of the Agreement by way of Amendment 2 through April 19, 2022.
- By way of this, Amendment No. 3, the City desires to exercise its third right to extend the terms of the agreement for an additional one-year period through April 19, 2023.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained here, the Parties agree as follows:

AGREEMENT

1. This Amendment No. 3 is effective on April 20, 2022 (Amendment Effective Date)
2. Amend Section C.1. Term of this Agreement:
Add the Following to the end of the paragraph:

City hereby exercises its third options to extend the term of the Agreement for an additional one-year period through April 19, 2023.

3. All other terms and conditions of the Agreement, except as modified by this Amendment No. 3, shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned authorized representatives of Consultant and City have executed this Amendment No. 3.

MuniServices, LLC

By: _____

Name: _____

Title: _____

Date: _____

City of Jefferson
a municipal corporation

By: _____

Name: _____

Title: _____

Date: _____



102 North Polk Street ◦ Jefferson, Texas 75657 ◦ 903-665-3922 ◦ FAX 903-665-1002

NOTICE

The building Permit rate for any new construction or remodel with a value of \$5,000.00 or greater, whether interior or exterior, shall be $\frac{1}{2}$ or 1% of the construction cost, i.e. 0.005* construction cost. For example, the fee for a \$50,000.00 project is \$250.00. The minimum fee is \$50.00.

The building permit application will also now include information for sprinkler/irrigation systems.

The fee for demolition of any structure great than 500 square feet is \$100.00.

The fee for moving and or relocation of any structure to a different location is \$100.00. Relocation of a structure to a different location on the same or adjoining property would be exempt from any fee. In either case, the person moving the structure would also be required to reimburse the City for any expenses incurred by the City in conjunction with the move.

On the last page of the Building Permit Guideline Package, you will find a Customer Inspection Guide. This is a guideline only and not to be filled out by the plumber, if applicable. Rather, it must be returned to City Hall along with the rest of the application.

Upon the completion of plumbing of any structure that will require city water and/or sewer services, by law the Customer Service Inspector must perform a City Service Inspection on said plumbing.

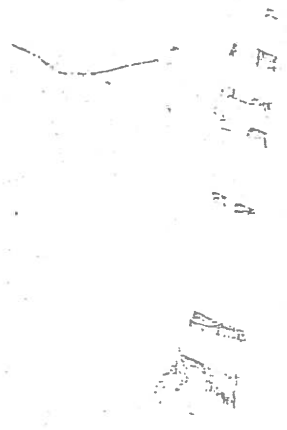
Failure to comply with the Customer Service Guideline may result in termination of existing service or denial of future city services.

X

Suggested new wording for Building Permit Ordinance Section 18-86

Buildings built on site or moved into an established or designated Residential area must have a minimum of 25 ft. setback requirement from any street property line or be located on the established building line of other housing on the street. This established building line exception only applies to building frontage - no side building line exception will be allowed. The minimum side setback requirement is 5 ft. from an adjoining property line or alleyway. The minimum back setback requirement is 10 ft. from an adjoining property line or alleyway. A building site plot plan must be submitted as part of a Building Permit application- both Residential and Commercial. No building construction will be allowed until approval of the Building Permit.

(and. 1/15/2013)



CD18.4.1

Total estimated cost —

Permit fee —

Permit fee paid —

Rate is .005 multiplied by total cost, minimum fee is \$50.00

Texas Department of Licensing and Regulation Project Number —

Applicable of all non-residential projects in excess of \$50,000.00

Will a structure be demolished —

Permit fee paid —

(Rate is \$100.00 for any structure larger than 500 square feet)

Will a structure be moved —

Permit fee paid —

(Rate is \$100.00 for structure removal to another property, no fee if relocated on same property; City to be reimbursed for any expenses)

Describe the following, if applicable

Add Front Covered porch & Covered Back Por

Type of air conditioning system —

Type of framing material — Wood

Type of roof covering Asphalt shingles

Type of outer walls —

Type of inner walls —

Type of insulation —

Type of foundation —

Type of windows & doors —

Size of electrical service —

Number of restrooms —

Number of stories —

Number of rooms —

Please attach detailed plans showing the following (check all that apply)

Diagram of proposed construction ✓

Front elevation —

Floor Plan _____ Location of street/alley _____
Plumbing service lines _____ Plumbing drains _____

Sprinkler and irrigation system information

Describe the proposed location of water meter _____
Identify the size of the water main servicing the system _____
Identify the size of the pipe servicing the system _____
Contractor installing system name, address, and phone number _____

There is also a separate water tap fee and water account for sprinkler systems.

Tap fee paid _____ Water account _____

Reviewed and approved by city personnel _____

No installation of any sprinkler or irrigation system will begin until reviewed and approved.

It shall be the obligation of all persons seeking building application approval to familiarize themselves with all of the City of Jefferson's building and development codes. Specifically, applicants should be aware of the following:

1. All dumpsters and similar receptacles for hauling trash and related construction debris shall not be placed on public property without the applicant first having received written consent from the City Administrator or City Building Official.
2. All construction must begin within 90 days of building permit application approval, and be completed within 270 days of approval. Only the City Council may grant any extension or amendment to this requirement.
3. New businesses utilizing commercial sized kitchens are required to install grease traps in accordance with City Code.

I, the undersigned, to the best of my knowledge do hereby declare the items on this application to be correct. I authorize the City of Jefferson to inspect the construction outlined herein throughout its various stages of completion, which may include plumbing rough-in, inspection prior to concrete pour, framing completion, inspection prior to interior wall closing, and final inspection.

Texas Commission on Environmental Quality
Customer Service Inspection Certificate

| | |
|----------------------|--------------------------|
| Name of PWS: | <input type="checkbox"/> |
| PWSID #: | <input type="checkbox"/> |
| Location of Service: | <input type="checkbox"/> |

Reason for inspection: New construction
 Existing service where contaminant hazards are suspected
 Major renovation or expansion of distribution facilities

I [_____] upon inspection of the private water distribution facilities connected to the aforementioned public water supply do hereby certify that, to the best of my knowledge:

| Compliance | Non-Compliance | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | (1) No direct connection between the public drinking water supply and a potential source of contamination exists. Potential sources of contamination are isolated from the public water system by an air gap or an appropriate backflow prevention assembly in accordance with Commission regulations. |
| <input type="checkbox"/> | <input type="checkbox"/> | (2) No cross-connection between the public drinking water supply and a private water system exists. Where an actual air gap is not maintained between the public water supply and a private water supply, an approved reduced pressure principle backflow prevention assembly is properly installed and a service agreement exists for annual inspection and testing by a certified backflow prevention assembly tester. |
| <input type="checkbox"/> | <input type="checkbox"/> | (3) No connection exists which would allow the return of water used for condensing, cooling or industrial processes back to the public water supply. |
| <input type="checkbox"/> | <input type="checkbox"/> | (4) No pipe or pipe fitting which contains more than 8.0% lead exists in private water distribution facilities installed on or after July 1, 1988 and prior to January 4, 2014. |
| <input type="checkbox"/> | <input type="checkbox"/> | (5) Plumbing installed after January 4, 2014 bears the expected labeling indicating $\leq 0.25\%$ lead content. If not properly labeled, please provide written comment. |
| <input type="checkbox"/> | <input type="checkbox"/> | (6) No solder or flux which contains more than 0.2% lead exists in private water distribution facilities installed on or after July 1, 1988. |

I further certify that the following materials were used in the installation of the private water distribution facilities:

Service lines; Lead Copper PVC Other
 Solder; Lead Lead Free SolventWeld Other

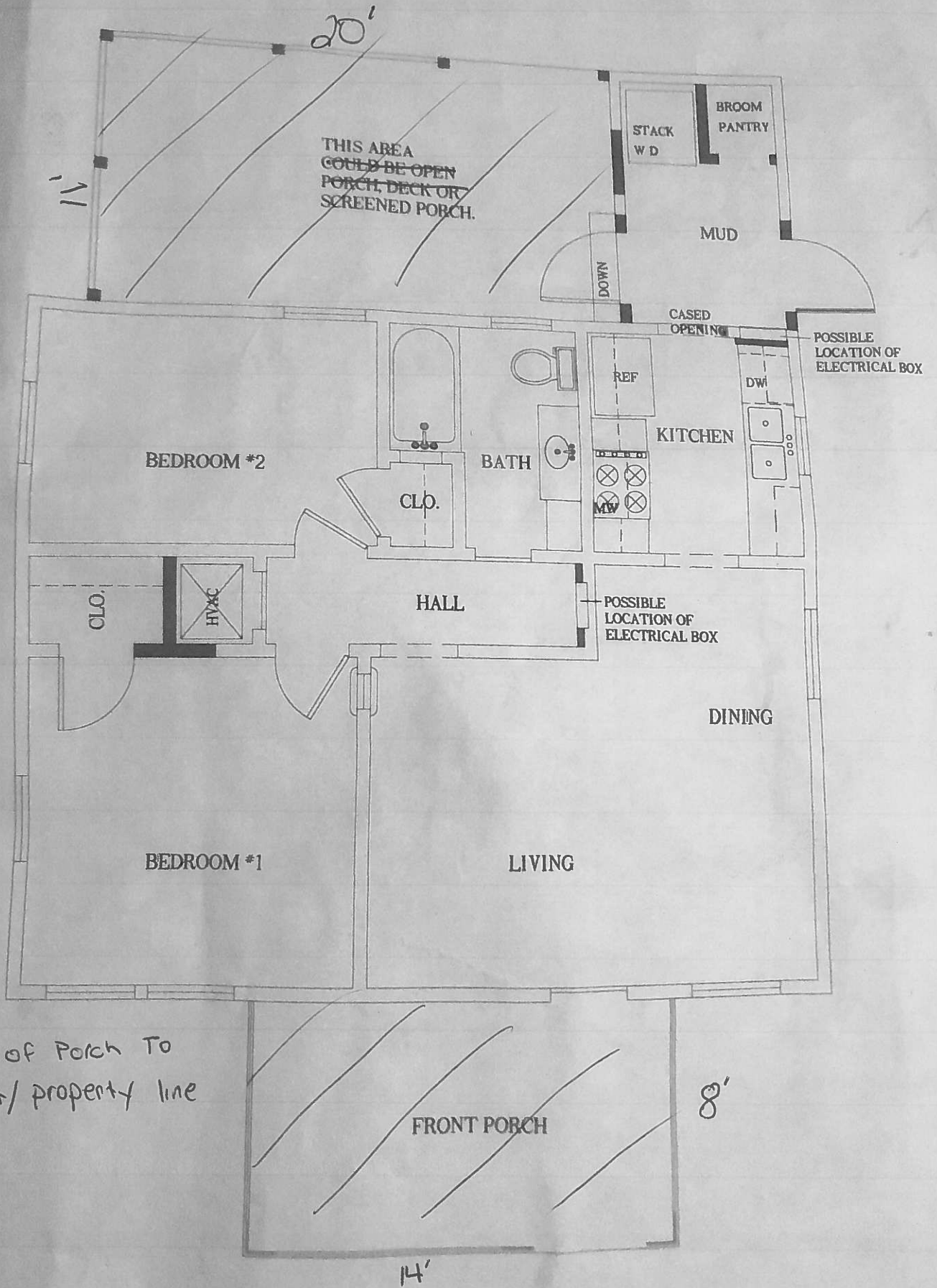
I recognize that this document shall become a permanent record of the aforementioned Public Water System and that I am legally responsible for the validity of the information I have provided.

| |
|--------------------------|
| Remarks: |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

| | | | |
|-------------------------|--------------------------|-----------------------|--------------------------|
| Signature of Inspector: | <input type="checkbox"/> | Registration Number: | <input type="checkbox"/> |
| Title: | <input type="checkbox"/> | Type of Registration: | <input type="checkbox"/> |
| Date: | <input type="checkbox"/> | | |

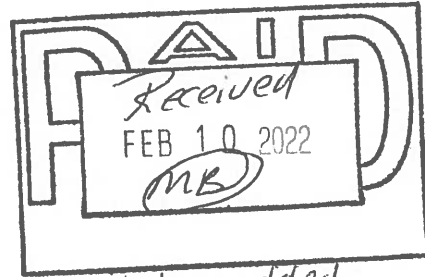
207 Friou

Add: Covered Front Porch & Covered Back Porch



1113 Melrose Drive
Richardson, TX 75080
February 5, 2022

Melissa Boyd
City Secretary
102 N. Polk
Jefferson, TX 75657



*Will be added
to March 1st Agenda*

Dear Ms. Boyd:

My husband and I will be moving to Jefferson sometime during the month of March. We own the home at 111 S. Friou St. as well as the vacant lot next to that home. We will be doing quite a bit of renovation to the home before we are able to live there. Our plan is to move a 22 ft. Rockwood trailer onto the vacant lot and live in it while working on our home. It is my understanding that we need to have permission from the City Council to put the trailer on that lot. We expect to need to live in the trailer no more than 4 months.

Mr. Eric Kurkendall suggested that I write you so that we might be on the agenda for the next City Council meeting. He also suggested that one of us be there in person for the meeting. We would be glad to do that if that is what you think would be best.

Please let us know if there is something else we need to do in order to make this request of the council.

Sincerely,

Shirley G. Latham

Ordinance # 2022 –

AN ORDINANCE AMENDING THE CITY OF JEFFERSON MUNICIPAL CODE ORDINANCE # 08-15 IV SETTING NEW DEPOSIT RATES FOR UTILITY CUSTOMERS; PROVIDING A REPEALER; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING AN EMERGENCY CLAUSE.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JEFFERSON, TEXAS:

- Section I. a. The minimum meter/utility deposit for services by the City of Jefferson, Texas, for any residence or business shall be \$150.00 (One hundred fifty dollars).
- b. The City of Jefferson may raise the deposit rates for customers who have poor credit with the City of Jefferson not to exceed \$500.00.

Section II. Repealer. All ordinances or parts thereof which are inconsistent with this ordinance are hereby repealed.

Section III. Savings Clause. Nothing in this ordinance hereby adopted shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired or liability incurred nor cause or causes of action accrued or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired or affected by this ordinance.

Section IV. Codification. This ordinance shall be codified as herein provided.

Section V. Severability. If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this ordinance. It is hereby declared to be the intention of the City Council of the City of Jefferson, Texas, that this section of the Jefferson Municipal Code would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

Section VI. Emergency. Whereas, it being immediately necessary for the preservation of the peace, health, safety and public good of the City of Jefferson and the inhabitants thereof that the provisions of this ordinance be put into full force and effect in order to provide for this mechanism for providing an increase in depository funds to be held by the City for the purpose of defraying the costs of delinquent or unpaid utility accounts.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF JEFFERSON, TEXAS, THIS 1ST DAY OF MARCH, 2022.

Honorable Rob Baker, Mayor

(Seal)
ATTEST:

Melissa Boyd, City Secretary