



**MINUTES
WATAUGA CITY COUNCIL
SPECIAL WORKSHOP MEETING
CITY HALL COUNCIL CHAMBER,
7105 WHITLEY ROAD,
MONDAY NOVEMBER 10, 2025
5:30 PM**

CALL TO ORDER

Mayor Arthur Miner called the meeting to order at 5:30 p.m.

ROLL CALL

The meeting was convened with the following members present:

Arthur L. Miner
Cris Blackburn
Pat Shelbourne
Lovie Downey
Andrew Neal
Mark Taylor
Jan Hill

Mayor
Mayor Pro Tem/Council Member Place 2
Council Member Place 1
Council Member Place 3
Council Member Place 4
Council Member Place 6
Council Member Place 7

and

Sandra Gibson
Linda Proskey
David Berman
Jim Lewis
Randy Barkley
Jennifer Calvert
Timothy Hamilton
Lana Ewell
Paul Hackleman

City Manager
City Secretary
City Attorney
Chief of Police

Finance Director
Parks and Recreation Director
Director of Library Services
Director of Public Works

ANNOUNCEMENTS

Mayor Pro Tem Blackburn read a statement in remembrance of Kip Woodruff former board and commission member.

Councilmember Neal, Councilmember Minucci, Councilmember Taylor, Councilmember Hill, Mayor Miner and Councilmember Shelbourne all echoed the condolences for former board member Kip Woodruff.

Public Comments/Public Testimony

Sayada Syed (6705 Sapphire Circle, North Colleyville, TX 76034) thanks the council for nominating for the Tarrant Appraisal District Board of Directors. She also spoke about changes at TAD she would make, the current Chief Appraiser's performance and about new legislation.

PRESENTATIONS

1. Presentation on Chapter 12 Fee Schedule Proposed Changes

Finance Director Jennifer Calvert presented proposed updates to the Chapter 12 Fee Schedule. Key changes include adjustments to convenience fees, elimination of alcoholic beverage permit fees, updates to fire department and inspection fees, and the introduction of new boarding home fees.

Convenience fees would shift from a flat \$2.25 to a percentage-based rate of up to 5% to recover credit card processing costs. The charge will reflect what the credit card processing companies charge the city, up to a maximum of 5%. The city is only recouping a portion of its processing costs. Cash, check, and auto-debit payments will remain free, while in-person credit card payments will now incur a fee. The city is considering Tyler Payments as its main processor and is exploring options such as Apple Pay and Google Pay.

Due to SB 1008, the city can no longer charge the \$30 alcoholic beverage permit fee, though permits will still be required. Fire Department fees (Section 1214) will move to a flat rate of \$500 per vehicle, with additional hourly charges to cover personnel. Structure fire fees have also been updated. Fire Marshal fees (Section 1215) will increase Certificates of Occupancy to \$75, add after-hours inspection rates, and establish annual permits and late fees for certain operations.

New boarding home fees are being introduced for registration, inspection, and reinstatement, aligning with state legislation. Boarding homes remain prohibited in single-family zones but will be regulated where allowed.

2. Presentation on Automatic Meter Infrastructure (AMI) project

Jennifer Calvert, Finance Director, presented the Automatic Meter Infrastructure (AMI) Project, noting that a rate increase effective January 1, 2025, will fund the project with a \$3.5 million budget. Staff recommend retrofitting existing Badger meters with cellular endpoints,

estimated at \$1.9 million, rather than performing a full replacement. Retrofitting is considered an upgrade, not a replacement, and material costs for new registers and encoders are \$1.9 million. Installation is projected at \$300,000, with a timeline of approximately five months. Four RFP bids were received, with the lowest at \$308,000. A communication plan, including bill inserts, social media posts, and website updates, will inform the public, with work anticipated to begin around January 1.

The AMI system reduces manual labor, improves billing accuracy, reduces water loss, supports real-time analytics, and provides leak notifications. Alan Breese from Badger Meter demonstrated the customer portal and the EyeOnWater app, which allow residents to track daily and hourly water use, receive alerts, export data, and view weather impacts. The new system provides 15-minute read intervals, empowering customers to monitor usage, identify leaks, and compare consumption over time.

Meter replacement involves swapping registers without shutting off water. Current meters remain accurate, with warranties covering 2.5 million gallons. Cellular LTE-M endpoints eliminate the need for city-maintained infrastructure, and all data is encrypted and compliant with security standards. Analytics, AI leak detection, and updated meter boxes enhance system reliability, and outreach will assist residents in accessing the EyeOnWater app.

The project is expected to modernize the water system, improve efficiency, and save money.

Mayor Miner stated that the City Council regular meeting will begin at 6:50 p.m.

ADJOURNMENT

Mayor Miner adjourned the meeting at 6:36 p.m.

Approved: this 8 day of Dec, 2025

Signed: this 8 day of Dec, 2025

APPROVED:

/s/ Arthur L. Miner
Arthur L. Miner, Mayor

ATTEST:

/s/ Linda Proskey
Linda Proskey, City Secretary



