

MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas met in a Special Called meeting on Tuesday, June 5, 2012 at 6:00 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meetings Act. The following Commissioners were present:

Carl Law	Mayor
Bill Lindenborn	Mayor Pro-Tem
Josh Andrajack	Commissioner
Randy Brewster	Commissioner
Don Hardy	Commissioner
Marguerite Love	Commissioner
Michael Tugman	Commissioner

Others present: Tim James, City Manager; and Janelle Dolan, City Clerk.

Item 1. Mayor Law called the meeting to order and welcomed the visitors.

Item 2. Invocation was given by Commissioner Tugman.

Item 3. The Pledge of Allegiance was led by Commissioner Lindenborn.

Mayor moved up Item 6.

Item 6. Resolution Number 531 was presented in its entirety. A resolution authorizing an amendment to the Burkburnett Development Corporation bylaws. Tim James, City Manager, addressed the Mayor and Commissioners, and explained the Board of Commissioners is authorized to amend the Bylaws of the Burkburnett Development Corporation under Article 10 of the Bylaws. Due to recent concerns resulting in conflicting legal opinions, it was proposed that the Bylaws be amended to include a provision which would require that the BDC use the City Attorney for legal consultation and representation.

The following addressed the Commissioners:

Jerry Johnson, 914 Mohawk, Burkburnett, TX
Charlene Lewis, 1422 Red Fox, Burkburnett, TX

Motion was made by Commissioner Andrajack, seconded by Commissioner Lindenborn to defer action on Resolution 531 until the regular scheduled meeting on June 18, 2012. Motion carried unanimously.

Item 4. The first of two readings of Resolution Number 529 authorizing an economic incentive agreement between the Burkburnett Development Corporation and Beltech Global/Gary Belvin was presented.

Item 5. The first of two readings of Resolution Number 530 authorizing an economic incentive agreement between the Burkburnett Development Corporation and Burk Market was presented.

Item 7. City Manager's report.

- A. Mr. James reported the BDC is recommending spending \$20,000 on new trees for the Industrial Park and Friendship Park. This purchase does not have to be approved by the Board of Commissioners and can be made out of their existing operating budget.

Item 8. Commission comments.

Item 9. Motion was made by Commissioner Tugman, seconded by Commissioner Lindenborn to adjourn. Motion carried unanimously.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk

MINUTES
BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas met in a special called meeting on Tuesday, June 12, 2012 at 8:00 a.m. at 104 W. Third, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meetings Act. The following Commissioners were present:

Carl Law	Mayor
Randy Brewster	Commissioner
Don Hardy	Commissioner
Bill Lindenborn	Commissioner
Marguerite Love	Commissioner

Commissioners Andrajack and Tugman were not present.

No action was taken by the Commissioners on any of the following Burkburnett Development Corporation agenda items listed below.

Item 1. Meeting called to order.

Item 2. Roll call.

Item 3. Approval of minutes

- May 8, 2012 regular meeting minutes
- May 30, 2012 special called meeting minutes

Item 4. Approval of the May 2012 financials.

Item 5. Discuss, consider, and take any action necessary in regards to Red River Market Place agreement.

Item 6. Discuss "Burkburnett" channel.

Item 7. Discuss the progression of the strategic plan.

Item 8. Director's Report

- Potential businesses for the industrial park
- New business prospects
- Retail Coach

Item 9. Discuss, consider, and take any action necessary in regards to Resolution Number 531.

Item 10. Personal Audience Comments to Board Members/Comments on Agenda Items.

Item 11. Board Member Comments

Item 12. Adjournment

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk

MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas met in a regular meeting on Monday, June 18, 2012 at 7:00 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meetings Act. The following Commissioners were present:

Carl Law	Mayor
Bill Lindenborn	Mayor Pro-Tem
Josh Andrajack	Commissioner
Don Hardy	Commissioner
Marguerite Love	Commissioner
Michael Tugman	Commissioner

Commissioner Brewster was not present.

Others present: Tim James, City Manager; Trish Holley, Director of Administration; Michael Whaley, Public Works Director; Mike Tracey, Chief of Police; and Rodney Roberts, Director of Parks and Recreation.

Item 1. Mayor Law called the meeting to order and welcomed the visitors.

Item 2. Invocation was given by Carl English, Associate Pastor, Providence Baptist Church.

Item 3. The Pledge of Allegiance was led by Commissioner Andrajack.

Item 4. Consent Agenda.

A. Approval of Minutes from May 8th, May 15th, May 21st, May 30th, 2012.

The Mayor removed the minutes from May 8th and May 30th as there was no quorum and no action taken.

Motion was made by Commissioner Love, seconded by Commissioner Lindenborn, to approve the minutes from May 15th and May 21st. Motion carried unanimously.

Item 5. Tim James, City Manager, addressed the Mayor and Commissioners. Mr. James reported that Muniservices, uses sales tax information collected by the Comptroller, and puts it into a format that can be used by the City to better understand and forecast how the sales tax revenue comes in. Mr. James stated

this information would be helpful during budget season, currently we only have historical information and no breakout information.

Brenda Anderson, 1020 Country Place Rd., Weatherford, TX, MuniServices, LLC., addressed the Commission and made a short presentation of the benefits of using MuniServices, LLC.

Motion made by Commissioner Andrajack to approve the City entering into an agreement with MuniServices, LLC, for the presented consultant services agreement. Motion died for lack of a second.

Item 6. Rick Sims, Bundy, Young, Sims, & Potter, Inc., presented drawings of the conceptual design of the Cemetery Pavilion. Mr. Sims provided an overview of the pavilion which included information on the following items: size of the pavilion, metal roof, memorials, etc. Mr. Sims provided a worksheet of costs:

<u>Budgeting Numbers/Estimated Costs</u>	
1) Pavilion-Metal Structure & Foundation	\$48,000
2) Masonry @ North Wall & Columns	\$15,000
3) Masonry Addition at North (storage/electrical rm.)	\$11,000
4) Lighting & Power/outlets	<u>\$6,000/\$8,000</u>
	\$80,000/\$82,000
<u>Future Considerations</u>	
5) Sidewalks @ Center Area	\$20,000
6) Podium & 2 Memorials	\$3,000
7) Concrete Drive & South Sidewalk	\$142,000
8) West Parking Lot	\$40,000

Motion was made by Commissioner Andrajack, seconded by Commissioner Hardy to engage Bundy, Young, Sims & Potter, Inc., to bring a formal proposal regarding completion of the cemetery pavilion to include items 1-6 on the sheet provided by Mr. Sims. Motion carried unanimously.

Item 7. Resolution Number 529 was presented. A resolution authorizing an economic incentive agreement between the Burkburnett Development Corporation and Beltech Global/Gary Belvin, 2nd and final reading.

Motion was made by Commissioner Andrajack, seconded by Commissioner Lindenborn to approve Resolution Number 529 as presented. Motion carried unanimously.

Item 8. Resolution Number 530 was presented in its entirety. A resolution authorizing an economic incentive agreement between the Burkburnett Development Corporation and Burk Market. No action taken.

Item 9. Resolution Number 531 was presented in its entirety. A resolution amending the Burkburnett Development Corporation By-laws.

The following addressed the Commissioners:

Kelly Bolen, 2154 JB Riley Rd, Burkburnett, TX

Keith Myers, 1200 Amherst, Burkburnett, TX

Motion made by Commissioner Lindenborn, seconded by Commissioner Andrajack to take to no action on Resolution 531 as presented. Motion carried unanimously.

Item 10. Tim James, addressed the Mayor and Commissioners explaining Commissioner Hardy had requested the Board of Commissioners discuss the issue of infill development. Mr. James stated infill development is the construction of new homes and businesses on existing platted lots within the city limits. Mr. James stated that all cities face vacant and/or undeveloped lots. Commissioner Hardy addressed the Mayor and Commissioners stating there are several lots not being used in the City and any incentive to develop them would bring tax dollars into the City. No action taken.

Item 11. Josh Andrajack addressed the Mayor and Commissioners and is requesting City Staff give the Board of Commissioners direction on forming an Ad Hoc Charter Review Committee. Mr. Andrajack would like information on the process of forming this type of committee, selection of the members, and the associated costs. No action was taken.

Item 12. Mr. James addressed the Mayor and Commissioners and discussed the Kramer and Heritage intersection. City staff has briefly studied the traffic in the area but school is not in session at this time and it is difficult to study the traffic patterns for peak conditions. Mr. James stated that City staff recommends installing pedestrian crossing signs and a cross walk for the time being due to the considerable pedestrian traffic and staff will continue to study this area for additional alternatives. No action taken.

Item 13. Mr. James addressed the Mayor and Commissioners. Mr. James stated the Board of Commissioners approved financing options with Chase Bank for the TYMCO Street Sweeper on April 16, 2012. Chase Bank requires a Resolution and Declaration of Official Intent be signed for the loan.

Motion was made by Commissioner Andrajack, seconded by Commissioner Lindenborn to approve the Resolution and Declaration of Official Intent between the City of Burkburnett and Chase Bank as presented. Motion carried unanimously.

The Mayor moved up Item 17.

Item 17. Public Comments.

The following addressed the Mayor and Commissioners:

Raymond Holland, 216 Dogwood, Burkburnett, TX

Ted Kwas, 304 Hayworth, Burkburnett, TX-

Item 14. Mayor Law closed the meeting at 8:27 p.m. and opened the Executive Session pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code; the Board of Commissioners may convene in Executive Session regarding the following matters:

A. SECTION 551.072-Deliberation Regarding Real Property

(1) Consider purchase of real estate for the purpose of city facilities.

B. SECTION 551.074(a)-Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

(1) Evaluation of City Manager, Tim James.

Item 15. Mayor Law reconvened the regular meeting at 10:06 p.m. No action was taken.

Item 16. Review of monthly reports.

A. Administration

B. Public Works-Mike Whaley, Public Works Director, gave an update on the North Preston Rd. project. He stated all utility work has been completed and the 80 % of the sidewalk. Phase I of the asphalt lift has been finished today and the Staff will be starting on Phase II and III by the end of the week.

C. Public Safety-Mike Tracey, Chief of Police, reported that he and Lt. Stahr attended an event, called Hometown Heroes, at Kiowa Casino and received a check for the Police and Fire Department for \$1744.00.

Rodney Roberts, Parks Director, reported there was a cemetery clean up on June 8th and 9th, Movie in the Park started last Saturday and a Fishing Derby is scheduled for June 23rd.

Item 18. City Manager's report.

- Water Restrictions- a copy of the Water Restriction Plan was furnished to the Mayor and Commissioners. We are in Stage 2 and the restrictions will begin on June 25, 2102. Citizens will be provided notice through the newspaper, website, utility bills and the CCR Report. Mr. James stated citizens will be given a two week grace period.
- Building Official Opening- is listed on the City and TML's website.

- Water Wells- The first report from Phase I has been received. The complete report will be presented to the Board of Commissioners in July.
- Budget Meetings- tentatively scheduled for June 28 or June 29.
- Calendar-upcoming scheduled events discussed.

Item 19. Commission comments.

Item 20. Motion was made by Commissioner Tugman, seconded by Commissioner Hardy to adjourn. Motion carried unanimously.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk

MINUTES
BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas met in a special called meeting on Tuesday, June 19, 2012 at 8:00 a.m. at 104 W. Third, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meeting Act. The following Commissioners were present:

Carl Law	Mayor
Don Hardy	Commissioner
Bill Lindenborn	Commissioner
Marguerite Love	Commissioner

Commissioners Andrajack, Brewster, and Tugman were not present.

No action was taken by the Commissioners on any of the following Burkburnett Development Corporation agenda items listed below.

Item 1. Meeting called to order.

Item 2. Roll call.

Item 3. Retail Coach Presentation.

Item 4. Adjournment.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk