

**MINUTES**  
**BOARD OF COMMISSIONERS**  
**WORKSHOP SESSION**

The Board of Commissioners of the City of Burkburnett, Texas met in a Budget Workshop/Meeting on Tuesday, July 3, 2012 at 9:00 a.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 Meeting 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; Trish Holley, Director of Administration, Michael Whaley, Public Works Director; Janelle Dolan, City Clerk; Mike Tracey, Chief of Police; Ed Stahr, Lieutenant Police Department; Rodney Roberts, Director of Parks/Recreation and Rodney Ryalls, Fire Chief.

Item 1. Mayor Law called the meeting to order.

Item 2. Invocation was given by Commissioner Hardy.

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

Item 4. Tim James, City Manager, addressed the Mayor and Commissioners. He began the discussion of the FY 2013 Budget by explaining the Budget Process and Government Operations.

Mr. James discussed the following:

**FY 2012 Budget Highlights**

- Property valuation increased \$5,127,079 over FY 2011
- Tax Rate (\$0.5785820/\$100) remained the same as FY 2011
- Utility Rates (Water, Sewer, and Garbage) were increased
- Goals
  - Increase Customer Service
  - Evaluate User Fees

- Develop Capital Improvement plan & costs
- Employee Retention and Recruitment Program
- Evaluate Programs to Improve Efficiency & Reduce Operating Costs
- Equipment Replacement Plan
  - Purchased new mower for street dept
  - Purchased 2 new police vehicles
  - Street Sweeper – funding source approved, sweeper on order, scheduled for July/August
- Wish List
  - Community Center Roof repairs – repairs completed
  - Personal Protective Equipment for Fire Dept (3 sets) – purchased
- Staff Merit Raises- equivalent of 3%

### **FY 2012 Budget Status**

#### General Government

- Revenues
  - Current - \$3,990,125 (83.9%)
  - Projected - \$4,800,000
- Expenditures
  - Current - \$3,355,226 (70.5%)
  - Projected - \$4,740,000
- Projected Surplus - \$60,000

### **FY 2013 Budget Projected Conditions**

#### Revenues

- Property Valuation
  - Projected valuation increase of \$3,162,472
  - Projected increase in ad valorem taxes of \$18,297 (based on same tax rate)
- Sales Tax
  - Currently 3.91% increase over FY2011 collections
  - Projected increase of \$48,000

### **FY 2012 Budget Planning Workshop**

#### Guidance from Budget Workshop conducted on February 20, 2012

- Evaluate Roadway Rehabilitation program – staff is currently evaluating program
- Water System
  - Water Wells - First Phase complete, proposal for second phase will come to Commission in July
  - Water Meters – system is being evaluated
- Facilities – Commission highlighted need to consider

- New Police Station
- Community Center
- Landscaping at City Hall

Other Items Noted for Consideration

- Pool/Splash Park – Commission expressed desire to consider options
- Parks Master Plan
- Parks east of I-44
- Drug Dog
- Continued development I-44 Corridor
- Welcome Signs
- Marquee Sign

## **Advisory Board Recommendations**

### Parks and Recreation Board Recommendations

#### Priorities

1. Increase Operation and Maintenance of existing Parks
2. Improve existing Community Center
3. Fund feasibility study for Ball Field Project
4. Fund pool/splash park project
5. Improve Skelton and Freeman Parks
6. Improve existing Ball Fields
7. Construct/improve bathrooms for parks

#### Parks and Recreation Board Goals

- Increase Maintenance on Parks
- Enhance Parks and Recreation Experience

#### Other Recommendations

- Consider Sponsorship Program
- Consider Voluntary Contribution Program

### Golf Committee Recommendations

1. Establish Maintenance Budget for infrastructure
2. Create Capital Improvement Plan
3. Evaluate Contract

### Cemetery Board Recommendations

#### Priorities

1. Pavilion Project
2. Staffing- increase staff levels
3. Computer – for record keeping
4. Water faucets – repair/improve system
5. Trees/Shrubs – remove /replace old ones
6. Benches – add benches

#### Level of Maintenance

- Maintain Cemetery every 2 weeks
- Remove/trim trees & shrubs
- Grade along fences
- Blow off – markers
- Increase fertilizer/weed control

#### **FY 2013 Budget Considerations**

##### Planning Workshop Goals

- Establish Desired Level of Service for City Operations
- Discuss City Operations
- Discuss Goals for FY 2013 Budget
- Prioritize Goals for FY 2013 Budget

##### General Government

###### Departments

- Streets
- Parks
- Cemetery
- Library
- Administration
- Police
- Fire
- EMS
- Municipal Court
- Community Planning

##### Utilities

###### Departments

- Water
- Wastewater
- Drainage
- Garbage

#### **FY 2013 Budget Process Schedule**

1. Budget Planning Workshop – today
2. Budget Workshop (beginning of August) – Discuss line item budgets, wish list, program costs, fee structures
3. Budget Workshop (end of August) – Review budget numbers based on direction of 2<sup>nd</sup> Workshop
4. Budget Adoption (September)

No action was taken.

*Minutes, July 3, 2012*

Item 5. Council comments.

Item 6. Motion was made by Commissioner Tugman, seconded by Commissioner Hardy to adjourn. Motion carried unanimously.

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Carl Law, Mayor

**ATTEST:**

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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, July 10, 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:

|                 |              |
|-----------------|--------------|
| Bill Lindenborn | Commissioner |
| Randy Brewster  | Commissioner |
| Don Hardy       | Commissioner |
| Marguerite Love | Commissioner |

Mayor Law; and 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.

- June 12, 2012

**Item 4.** Discuss June 2012 financials.

**Item 5.** Discuss strategic plan.

**Item 6.** Discuss "Burkburnett" channel.

**Item 7.** Discuss funding of tree program.

**Item 8.** Discuss Resolution 2012-07.

**Item 9.** Director's Report

- Marketing Campaign
- New business
  - Chiropractic Office
  - Boys & Girls Club Resale Shop
  - Antique and Collectible Shop
  - El Nortena
- Retail Coach

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

Item 11. Board Member Comments.

Item 12. Adjournment.

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Carl Law, Mayor

**ATTEST:**

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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, July 16, 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  |
| Randy Brewster  | Commissioner  |
| Don Hardy       | Commissioner  |
| Marguerite Love | Commissioner  |
| Michael Tugman  | Commissioner  |

Others present: Tim James, City Manager; Trish Holley, Director of Administration; Michael Whaley, Public Works Director; Janelle Dolan, City Clerk; Ed Stahr, Lieutenant Police Department; 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 Rev. Richard Kirkham, Pastor of St. Jude Catholic Church.

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

Item 4. Consent Agenda.

- A. Approval of Minutes from June 5 and June 12 Special Called Meetings, June 18, and June 19, 2012 Special Called Meeting.

Motion was made by Commissioner Love, seconded by Commissioner Lindenborn, to approve Consent Agenda 4. Motion carried unanimously.

Item 5. Tim James, City Manager, addressed the Mayor and Commissioners. Mr. James explained the Board of Commissioners authorized Bundy, Young, Sims & Potter, Inc., to provide architectural services for the Cemetery in November 2011, Phase III layout and the conceptual design have been approved by the Board of Commissioners. Mr. James stated the proposal tonight provides for the design

development through construction for the Cemetery Pavilion. Mr. James stated the proposal is based on an hourly rate not to exceed \$9,000. The funds for the design and construction of the Cemetery Pavilion will come from the Cemetery fund account and not from the City's operating budget.

Motion was made by Commissioner Tugman, seconded by Commissioner Andrajack to approve the contract with Bundy, Young, Sims, & Potter, Inc., with a starting budget of \$105,000, items to be approved by City Manager, Tim James. Motion carried unanimously.

Item 6. Dr. Jeremy Duff, Parks and Recreation Board, made a presentation to the Board of Commissioners on the Parks and Recreation Community Needs Assessment results. Dr. Duff stated overall the citizens are satisfied with our Parks. The areas that citizens saw a need for improvement were the Burkburnett Swimming Pool and the Community Center. No action was taken.

The following addressed the Commissioners:

Debbie Graham, 7445 Roller Rd., Burkburnett, TX

Item 7. Resolution Number 530 was presented in its entirety. A resolution authorizing an economic incentive agreement between the Burkburnett Development Corporation and Burk Market, 2<sup>nd</sup> and final reading.

Motion was made by Commissioner Andrajack, seconded by Commissioner Lindenborn to approve Resolution Number 530 presented. Motion carried unanimously.

Item 8. Mr. James addressed the Mayor and Commissioners. He reported in researching the process for forming an Ad Hoc Charter Review Committee, he had contacted several other cities. He has found that there is no formal process and each city has done it their own way. Mr. James reported that everyone he spoke with indicated the importance of selecting the members to this commission. Mr. James informed the Board of Commissioners that no cost estimates can be given as it depends on if part or the whole charter is reviewed, work that has to be completed by the City Attorney, election process, etc.

Motion was made by Commissioner Andrajack, seconded by Commissioner Brewster to move forward with formally setting application process for citizens who show an interest in serving on a Charter Review Commission to include advertising in the newspaper, city website, and water bills. Applications and submissions of names by the Board of Commissioners must be received by September 7, 2012. Motion carried unanimously.

Item 9. Mr. James addressed the Mayor and Commissioners and reported the First Phase of increasing our groundwater supply, which was a complete study, by

R. W. Harden and Associates, is complete. The Well and Hydrogeological Evaluation Report shows that there may be a potential for increasing our groundwater supply from the existing aquifer through reconstruction or rehabilitation of the shallow wells. To increase the groundwater supply, the report recommends reconstructing or rehabilitating the existing wells, improving the operation of the well field through optimization, and installing a test well to evaluate the quality and available quantity of the deep aquifer. Mr. James reported the Staff has no recommendation. In the 2010 Revenue Bonds, \$525,000 was set aside to drill new two wells. Ordinance Number 791 was reviewed at this time and it was determined that it does not limit the City to drilling two deep wells.

Motion was made by Commissioner Andrajack, seconded by Commissioner Tugman to request City Staff to obtain proposals for the optimization of water facilities and production of water to include such items, but not limited to the rehabilitation of existing well fields, drilling of new wells, SCADA system for the well field and a Geographical Information System (GIS) for the City. Motion carried unanimously.

Item 10. Review of monthly reports.

- A. Administration
- B. Public Works-Mike Whaley, Public Works Director, reported that Phases 1-3 of the Burkburnett Reconstruction are completed. Phase 4 and 5 are being prepped for next week. Mr. Whaley also reported the Sycamore/Berry project has been completed and this intersection is now much safer.
- C. Public Safety- Ed Stahr, Lieutenant with Police Department, reported the Police Department a received letter from National Weather Service and Burkburnett has been recognized as a Stormready Community.

Item 11. Public Comments.

The following addressed the Mayor and Commissioners:  
Raymond Holland, 216 Dogwood, Burkburnett, TX  
Mark Ewell, 203 S. Holly, Burkburnett, TX

Item 12. City Manager's report.

- Budget Status-Second Budget Meeting will be held first or second week in August. Mr. James asked that the Commissioners email him with the dates they are not available.
- Sales Tax-Mr. James reported our sales tax is down 3.92%. Overall we are up 3.16% from last year but the trend for the last three months is a decline.

Item 13. Commission comments.

Item 14. Motion was made by Commissioner Tugman, seconded by Commissioner Hardy to adjourn. Motion carried unanimously.

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Carl Law, Mayor

**ATTEST:**

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Janelle Dolan, City Clerk