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AGENDA

Notice is hereby given of a meeting of the Board of Commissioners of Burkburnett to be held on **Monday, April 20, 2015 at 7:00 p.m.** at City Hall-Council Chambers, 501 Sheppard Road, Burkburnett, Texas for the purpose of considering the following agenda items. The Board of Commissioners may discuss and take action on any item on this agenda. The Board of Commissioners reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

The public may speak on items listed on the posted agenda. All persons desiring to address a specific agenda item must submit an "Appearance before the City Commissioners" form prior to the reading of the item to the City Clerk, Janelle Dolan. The Mayor will allow comments before each agenda item for which they have requested to be heard. Comments will be limited to three (3) minutes with a maximum two (2) minute extension following approval by a majority of the members of the Board of Commissioners.

Item 1. Mayor: Call meeting to order.

Item 2. Invocation- Dr. Jeff Davison, Pastor, Calvary Baptist Church.

Item 3. Pledge of Allegiance.

Item 4. CONSENT AGENDA:

- A. Approval of Minutes from March 5, 2015 Special Called Meeting, March 16, 2015 Regular Meeting, and March 30, 2015 Special Called Meeting

Item 5. Mayor to close regular meeting and open "Public Hearing" for the following Planning & Zoning Commission Cases:

- A. Case #2015-20 re-zone application for 200 Block of Linden, block rezoned as a carport overlay district.
- B. Case #2015-21, Specific Use Permit for 1007 Sugarbush, to construct an accessory building in the rear for the purpose of providing caretaker service for a family member.

Item 6. Mayor to close Public Hearing and reopen the regular meeting and take any action necessary on Planning & Zoning Commission Cases:

- A. Case #2015-20 re-zone application for 200 Block of Linden, block rezoned as a carport overlay district.
- B. Case #2015-21, Specific Use Permit for 1007 Sugarbush, to construct an accessory building in the rear for the purpose of providing caretaker service for a family member.

Item 7. Discuss and take any action necessary on Park Master Plan consultant.

Item 8. Resolution Number 584. A resolution in support of the Pedestrian and Bicycle Facility Improvements Transportation Alternative Program Project.

Item 9. Resolution Number 583. A resolution endorsing formation of the Joint Land Use Study (JLUS) Policy Oversight and Implementation Committees and on-going support and commitment to execute the various implementation strategies developed in collaboration with the JLUS project partners.

Item 10. Discuss and take any action necessary on appointment to the Burkburnett Housing Authority Board of Directors.

Item 11. Ordinance Number 872. An ordinance amending the Fiscal Year 2015 Burkburnett Development Corporation Budget.

Item 12. Discuss and take any action necessary on appointment to Planning and Zoning Board.

Item 13. Ordinance Number 873. An ordinance to adjust the City of Burkburnett garbage rates.

Item 14. 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

a. Water Supply

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

a. City Manager Evaluation Report

Item 15. Reconvene to regular session and take action, if any, on matters discussed in Executive Session.

Item 16. Review of monthly reports.

A. Public Works

- Family Aquatic Center – Update

Item 17. Public Comments.

The Board of Commissioners invites citizens to speak on any topic.

Please fill out an “Appearance before City Commissioners” form in order to address the Commissioners and turn the form in prior to 7:00 p.m. to City Clerk, Janelle Dolan.

Public Comments are limited to five minutes. Time limits can be adjusted by the Mayor as to accommodate more or fewer speakers.

Unless the item is specifically noted on this agenda, the Board of Commissioners is required under the Texas Open Meetings Act to limit its response to one of the following:

Responding with a statement of specific factual information or reciting the City’s existing policy on that issue.

Item 18. City Manager's report.

- Taste of the Town – April 25
- Election – Early Voting begins April 27-May 5
- Relay for Life – May 15

Item 19. Commissioner's Comments.

Pursuant to Government Code Section 551.0415, City Commissioner Members may make a report about items of Community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- *Expressions of thanks, congratulations, or condolence;
- *Information regarding holiday schedules;
- *An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of the person's public office of public employment is not an honorary or salutary recognition for purposes of this subdivision;
- *A reminder about an upcoming event organized or sponsored by the governing body;
- *Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- *Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

Item 20 . Adjournment.

I, Janelle Dolan, City Clerk for the City of Burkburnett, Texas do hereby certify that I posted this agenda on the glass front door of the City Hall, facing the outside at 4:00 p.m. on April 17, 2015 in compliance with the Open Meeting Act Chapter 551.



Janelle Dolan, City Clerk

Posted 4/17/2015 @

@ 4:00 Pm

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 72 hours prior to this meeting. Please contact the City Clerk's office at (940) 569-2263 for further information.

MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas met in a special called meeting on March 5, 2015 at 12:00 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
Don Hardy	Commissioner
Frank Ducos	Commissioner
Marguerite Love	Commissioner
Mike Tugman	Commissioner

Commissioner Brewster was not present.

Others present: Mike Whaley, City Manager; Gordon Smith, Director of Public Works; Janelle Dolan, City Clerk; and Ed Stahr, Police Chief.

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

Item 2. Invocation was given by Commissioner Ducos.

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

Item 4. Gordon Smith, Director of Public Works, addressed the Mayor and Commissioners and stated at the February 16, 2015 Board of Commissioners meeting Mr. Robert Gossett was given two weeks to get a plan together, liability insurance and any other requirements necessary to proceed with the demolition of 216 E. Third Street. If Mr. Gossett met those requirements within those two weeks he could go forward with the demolition. Mr. Smith reported on March 4, 2015, City Staff received the Certificate of Liability Insurance and a general description of a demolition process. The general descriptive is not complete, it refers to an Attachment B and no Attachment B was supplied. The letter provided to Mr. Gossett after February 16, 2015 City Commissioners meeting clearly states that the following needs to be provided:

1. A documented plan for demolition of the remaining structure while maintaining structural integrity of the adjacent structures.
2. Proof of Financial Responsibility to complete the plan in a timely manner (schedule).
3. Insurance requirements to obtain a demo permit.

City Staff research finds the packet presented by Ms. Gossett is lacking adequate information on Item 1 and Item 2. The only timeline presented is the Insurance Certificate which is dated for 1 year.

The following addressed the Mayor and Commissioners:
Misty Gossett, 1211 Vaughn Rd, Burkburnett

Motion was made by Commissioner Lindenborn, seconded by Commissioner Ducos to approve the demolition of 216 E. Third Street, at the estimated value of \$8,200 to begin demolition as soon as possible.

Ayes: Commissioners Lindenborn and Ducos
Nays: Mayor Law; Commissioners Hardy and Tugman
Abstained: Commissioner Love
Motion failed.

Further discussion held.

Motion made by Commissioner Tugman, seconded by Commissioner Hardy to give City Staff the authority to negotiate with the Gossetts in a timeframe the City feels is adequate.

Ayes: Mayor Law; Commissioners Ducos, Hardy, and Tugman
Nay: Commissioner Lindenborn
Abstained: Commissioner Love
Motion carried.

Item 5. No City Manager comments.

Item 6. Commissioner comments.

- Commissioner Ducos thanked the Street Department for their hard work during the bad weather.
- Mayor Law announced the Library's book sale started today.

Item 7. 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 regular meeting on Monday, March 16, 2015 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
Randy Brewster	Commissioner
Frank Ducos	Commissioner
Don Hardy	Commissioner
Mike Tugman	Commissioner

Commissioner Love was not present.

Others present: Mike Whaley, City Manager; Trish Holley, Director of Administration; Gordon Smith, Director of Public Works; Janelle Dolan, City Clerk; and Ed Stahr, Police Chief.

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

Item 2. Invocation was given by Will Hollingsworth, Minister of Students, Central Baptist Church.

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

Item 4. Consent Agenda.

- A. Approval of Minutes from February 12, 2015 Special Called Meeting and February 16, 2015 Regular Meeting

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

Item 5. Mr. Whaley, City Manager, addressed the Mayor and Commissioners and stated that currently, Glenn Barham serves on the Wichita-Wilbarger 9-1-1 District Board of Managers and represents municipalities. There are seven members on the Board. Two of the members are appointed to represent municipalities. Mr. Barham's term expires on May 11, 2015 and he has indicated he is willing to serve on the Board again.

Motion was made by Commissioner Tugman, seconded by Commissioner Lindenborn to approve the appointment of Glenn Barham to the Wichita-Wilbarger 9-1-1 District Board of Managers. Motion carried unanimously.

Item 6. Resolution Number 578 was presented in its entirety. A resolution opposing Senate Bill 343 and any other legislation which would erode the authority of a home rule municipality. Mr. Whaley addressed the Mayor and Commissioners and stated the Texas Municipal League has been in communication with communities across the state of Texas regarding some of the legislative issues facing cities this legislative session. At the Texas City Managers Association meeting in Salado, Bennett Sandlin with TML addressed the group regarding these legislative issues. One of them being Senate Bill 343. The Texas Constitution, in Article XI, Section 5, authorizes cities over 5,000 population to adopt by election a home rule charter, which charter grants the citizens of that city the power of self-government. Senate Bill 343 would require City of Burkburnett voters and local elected officials to get the Texas state legislature's permission to enact any local ordinance making our charter null and void. Mr. Whaley stated Staff recommends approval of Resolution Number 578 Opposing Senate Bill 343 and sending a copy of said Resolution to our state senator. (Senator Craig Estes)

Motion was made by Commissioner Tugman, seconded by Commissioner Hardy to approve Resolution Number 578 as presented. Motion carried unanimously.

Item 7. Resolution Number 579 was presented in its entirety. A resolution in opposition to a revenue cap and legislative interference with local services. Mr. Whaley addressed the Mayor and Commissioners and stated as previously discussed, additional bills have been introduced that would have a negative impact on municipalities in Texas and their ability to provide service to their citizens. Currently, if a Texas City increases property tax collections by more than eight percent over the previous year, voters can petition for an election to roll back the increase. Bills have been introduced to replace that eight percent "rollback rate" with a hard cap of four percent and require mandatory elections on an increase over four percent. We are under the opinion that imposing a revenue cap on cities: (a) does not provide meaningful tax relief; (b) robs cities of the ability to meet local needs; and (c) diverts attention from the real cause of higher property taxes, which is the legislature's failure to address the problem of school funding. Texas cities collect just 16 percent of the property taxes levied in Texas, and most of the property taxes paid by Texans (55 percent) go to school districts. Mr. Whaley stated Staff recommends approval of Resolution Number 579 Opposing Revenue Cap and sending a copy of said Resolution to our state representative. (Representative James B. Frank).

Motion was made by Commissioner Tugman, seconded by Commissioner Brewster to approve Resolution Number 579 with the removal 3 (c) *diverts attention from the real cause of higher property taxes, which is the legislature's failure to address the problem of school funding.*

Ayes: Mayor Law; Commissioners Brewster, Hardy, Lindenborn, and Tugman

Nays: Commissioner Ducos
Motion carried.

Item 8. Mr. Smith addressed the Mayor and Commissioners and stated the City of Burkburnett Parks and Recreation Board consists of seven appointed members that serve 2 year terms. Four (4) members are nearing their term; Mr. Curtis Willis, Mr. Kelly Brunson, Mr. Cory Brinkley and Mr. Brian Love. Mr. Smith stated Mr. Curtis Willis has contacted Staff and reported he is not able to serve again due to his work obligations. Mr. Smith stated Staff does recommend approval of the re-appointments of Mr. Kelly Brunson, Mr. Cory Brinkley and Mr. Brian Love to the Parks and Recreation Board for an additional 2 year term limit.

Motion was made by Commissioner Brewster and seconded by Commissioner Hardy to approve the re-appointments of Mr. Kelly Brunson, Mr. Cory Brinkley and Mr. Brian Love to the Parks and Recreation Board and to search for a replacement for Curtis Willis. Motion carried unanimously.

Item 9. Mr. Whaley addressed the Mayor and Commissioners and stated because of the need to fill the BDC Executive Director position, he is presenting proposals from two executive search firms. One from Mike Barnes Group, Inc. @ \$13,000.00, the second from Johnson & Associates @ \$15,000.00. Both of these firms specialize in economic development. Mr. Whaley stated he has spoken with representatives from both firms and is confident that either would do us a good job and has also checked references and found good reviews for both. Mr. Whaley stated it is his recommendation to accept the proposal from Mike Barnes Group, Inc. as he feels they have a more direct approach that would serve us in quickly placing possible candidates before the City who could fill the office of BDC Executive Director.

Motion was made by Commissioner Brewster, seconded by Commissioner Lindenborn to approve the proposal from Mike Barnes Group, Inc. at \$13,000.00.

Ayes: Mayor Law; Commissioners Brewster, Ducos, Hardy, and Lindenborn
Nays: Commissioner Tugman
Motion carried.

Item 10. Gordon Smith, Director of Public Works addressed the Mayor and Commissioners and stated The Parks and Recreation Board met with City Commissioners in a workshop to discuss sponsorships and sign proposals for the Aquatic Center. The board took the consensus information from the workshop and met on March 4th to discuss sign types and locations. The following is the recommendation from the Parks and Recreation Board for the sponsorship fees:

Burkburnett Family Aquatic Center

Sponsors: 5 yrs. Slide 1 \$10,000 \$2,000 yearly

Slide 2	\$10,000	\$2,000 yearly
Zero Entry Pool	\$7,500	\$1,500 yearly
Lazy River	\$7,500	\$1,500 yearly
Pavilion 1	\$5,000	\$1,000 yearly
Pavilion 2	\$5,000	\$1,000 yearly

The sign proposal was also reviewed by the Board of Commissioners and some suggestions were made.

Motion was made by Commissioner Brewster, seconded by Commissioner Lindenborn to proceed with this sign package with the following changes: Wildcatter Wrecker name changed to Roustabout Wrecker and modification to the Cowboys Corral picture and approval of the sponsorship fees as presented. Motion carried unanimously.

Item 11. Mr. Whaley addressed the Mayor and Commissioners and reported the proposed Interlocal agreement is also a part of the TXDOT requirements for erecting our entry signs submitted through TXDOT's Gateway Monument Program. The Gateway Monument Interlocal Agreement establishes guidelines for financial responsibilities, design and placement guidelines, maintenance responsibilities, and monument removal if deemed necessary by TXDOT in the future.

Motion was made by Commissioner Lindenborn, seconded by Commissioner Hardy to approve the Interlocal agreement with TXDOT's Gateway Monument Program. Motion carried unanimously.

Item 12. Resolution Number 580 was presented in its entirety. A resolution recommending approval of the proposed design of the Gateway Monument and requesting installation within the operational highway right-of-way. Mr. Whaley addressed the Board and Commissioners and stated the proposed resolution is a part of the TXDOT requirements for erecting our entry signs submitted through TXDOT's Gateway Monument Program. The Gateway Monument proposal must be supported by the local entity that has jurisdiction in the area where the Gateway Monument will be incorporated. The local entity is required to adopt a resolution recommending approval of the proposed design of the gateway monument and requesting installation within the operational highway right-of-way.

Motion was made by Commissioner Brewster, seconded by Commissioner Ducos to approve Resolution Number 580 with the following change: change local entity to City of Burkburnett throughout resolution. Motion carried unanimously.

Item 13. Resolution Number 581 was presented in its entirety. A resolution establishing rules and regulations regarding the use of excessive force during nonviolent civil rights demonstrations. Mr. Whaley addressed the Mayor and Commissioners and stated this resolution is an additional requirement of the Community Development Block Grant Program sponsored by the Texas Department of Agriculture. It requires the City of

Burkburnett to have an “up-to-date” resolution concerning the use of excessive force during nonviolent civil rights demonstrations. Our previous resolution was passed and approved the 15th of December 1997. This resolution sets policy which prohibits the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations.

Motion was made by Commissioner Tugman, seconded by Commissioner Brewster to approve Resolution Number 581 with the fine amount subject to interpretation by the City Manager, Police Chief and City Attorney to include the appropriate amount. Motion carried unanimously.

Item 14. Review of monthly reports.

- A. Administration-Trish Holley, Director of Administration, reported the expenses are greater this month as the bond payments were made.
- B. Public Works-Gordon Smith, Public Works Director, reported progress on the Family Aquatic Center has been delayed to the weather, keys are to be turned over to the City on April 15, 2015.
- C. Public Safety/Fire Department-None reported.
- D. Economic Development- None reported.

Item 15. No Public Comments.

Item 16. City Manager’s report.

- Special Called Meeting/Workshop “Well Field Evaluation and Report/Grant Proposal” will be held on 3/30/15 at noon.
- Personnel Updates- Bob Carroll, Building Inspector will start 3/23/15; Megan January, Family Aquatic Manager, starts on 4/8/15; and Johnny Zellner, Police Officer, was promoted to Emergency Management Coordinator.
- Emergency Management/ SKYWARN 6 Weather Roadshow will held on Thursday at the Community Center at 7 pm.

Item 17. Commission comments.

Item 18. 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 March 30, 2015 at 12:00 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
Randy Brewster	Commissioner
Don Hardy	Commissioner
Frank Ducos	Commissioner
Marguerite Love	Commissioner
Mike Tugman	Commissioner

Others present: Mike Whaley, City Manager; Gordon Smith, Director of Public Works; Trish Holley, Director of Administration; and Janelle Dolan, City Clerk.

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

Item 2. Invocation was given by Mike Whaley, City Manager.

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

Item 4. Mike Whaley, City Manager, addressed the Mayor and Commissioners and reported City staff has been working with teams of engineers from Alan Plummer & Associates, Inc. and Leonard Rice Engineers, Inc. to review and calculate the current well project and the existing well field to improve production in each area. Mr. Whaley introduced Alan Davis, PE, PMP and Josh Wheeler, PE, PMP with Alan Plummer & Associates, Inc. and Josh Wheeler PE, PMP with Leonard Rice Engineers, Inc. A workshop was held and the following was discussed:

Well Field Evaluation

- a. Review of previous work
- b. Current groundwater system
- c. Bulldog (new) well field design and construction
- d. Bulldog (new) well field operations
- e. Review of other wells
- f. Recommendations
 - USBR Grant Application
- g. City's needs

- h. Feasibility Study
- i. Benefits
- j. Grant Resolution

Item 5. Resolution Number 582 was presented in its entirety. A resolution requesting funding in an amount not to exceed \$150,000 from the U.S. Department of the Interior, Bureau of Reclamation, Watersmart Title XVI Water reclamation and Reuse Program.

Mr. Whaley addressed the Mayor and the Board of Commissioners and an application was submitted to the U.S. Department of Interior Bureau of Reclamation for grant funding in the amount of \$139,043.60 for a reclaimed water feasibility study. If the grant is awarded the City will provide matching funds in support of the project through in-kind contribution of salaries and through other sources of capital funding to the City.

Motion was made by Commissioner Tugman, seconded by Commissioner Hardy to approve Resolution Number 582 as presented. Motion carried unanimously.

Item 6. No City Manager comments.

Item 7. Commissioner comments.

Item 8. Motion was made by Commissioner Lindenborn, seconded by Commissioner Hardy to adjourn. Motion carried unanimously.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk



City Commission Agenda Memo

From: Gordon Smith, Director of Public Works

Date: April 20, 2015

Item: Rezone Application: Carport Overlay District-200 Block of Linden

Background

On April 6, 2015 the Planning and Zoning Board met and staff presented an application that was submitted by Mr. Gil Beaver owner of property located at 208 Linden. This request is to allow for a carport overlay district on the 200 Block of Linden. All publishing and mail out requirements have been met. Also, the required amount of signatures (75%) has been satisfied and ownership has been verified by City Staff. 12 out of 12 (100%) total property owners on the block has signed the petition.

Public Notices as required by the Zoning Ordinance were sent to the proposed district and all properties 200 feet adjacent to the proposed district.

The Planning and Zoning Commission of the City of Burkburnett voted unanimously to recommend to City Commissioners for approval of a carport overlay district on the 200 Block of Linden as presented.

Zoning Ordinance

The request follows the guidelines as set forth by the Zoning Ordinance. The Specific Use Provision is the regulatory control that the building is not used for rental property in the future. In the future the building can be permitted as an accessory building.

Comprehensive Plan

N/A

Subdivision Ordinance

N/A

Options

- Approval the Specific Use Provision Application as presented.
- Not Approving the Specific Use Provision Application as presented.

Staff Recommendation

Approval

Attachments

Application

Petition

Area map highlighting block to be overlaid

CITY OF BURKBURNETT
REZONING APPLICATION

OFFICE USE:

CASE NO. 2015-20

FEE PAID 150.00

PROPERTY ADDRESS: 208 Linden

LEGAL DESCRIPTION: _____
LOT(S) BLOCK SECTION SUBDIVISION

AREA IN ACRES _____

PRESENT ZONING CLASSIFICATION _____ PROPOSED ZONING _____

PRESENT USE _____

PROPOSED USE Carport Overlay District

REASON FOR REQUEST Carport Overlay District

NAME OF APPLICANT Gil Beaver

ADDRESS 208 Linden

PHONE # 569-9172

I hereby certify that all information contained herein is true and correct, and that all required submissions (see reverse) have been submitted.

SIGNATURE OF APPLICANT *Gil Beaver* DATE 3/5/15

SIGNATURE OF PROPERTY OWNER _____ DATE _____

NOTE: SEE REVERSE SIDE FOR INSTRUCTIONS
Attach PUD application for a Planned Unit Development

PERMIT (To be completed by the Planning Department)

The rezoning request is hereby approved based on Ord. No. _____

The rezoning request is hereby disapproved by City Council on _____

Date _____
Director of Planning

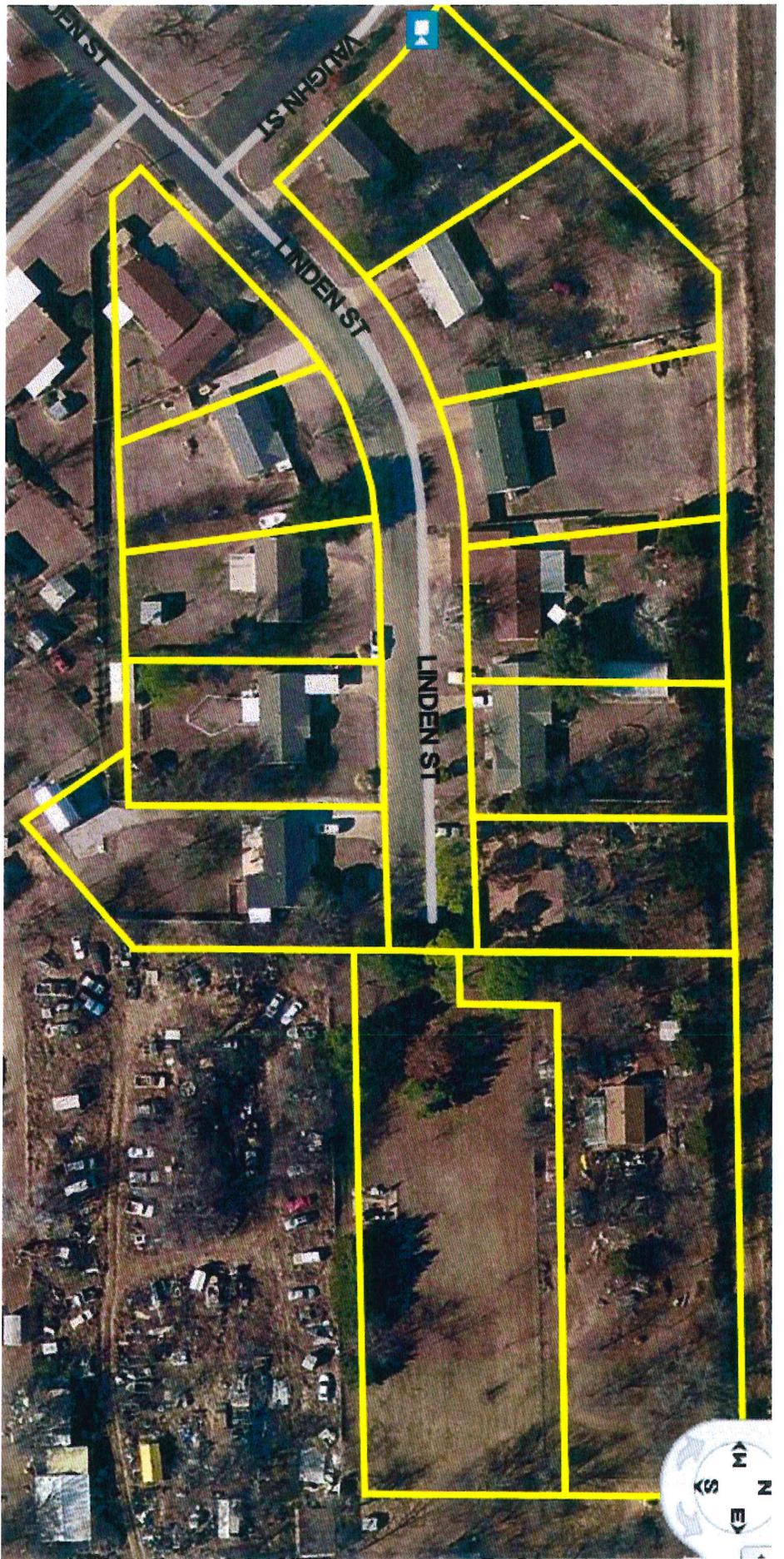
City of Burk Burnett



Carpport Overlay District (CP) Request Form

Note: All property owners should verify deed restrictions regarding carports prior to signing

Property Address	Property Legal Description	Property Owner	Contact Number	Signature
203 Linden	LOT 6 BLK 5 SUNSET TERRACE	Raymire Mitchell	940-013-1974	[Signature]
205 Linden	LOT 7 BLK 5 SUNSET TERRACE	Hector Gomez	940-867-6883	[Signature]
207 Linden	LOT 8 less E. 5' BLK 5 SUNSET TERRACE E 13' 150' E. TRI OF LOT 7	Jamie Mosher	940-867-6883	[Signature]
209 Linden	E 5' of BLK 8 ALL LOT 9 BLK 5 Sunset Terrace	Michael Schmitt	569-2983	[Signature]
211 Linden	Lot 10 BLK 5 SUNSET TERRACE	Dwain Scruggs	569-3967	[Signature]
200 Linden	Lot 1 BLK 6 Sunset Terrace	Clint + Jamie Blowers	689 Mt Everest Dr W/F 689-9348	[Signature]
202 Linden	Lot 2 BLK 6 Sunset Terrace	Judy Allen	569-9767	[Signature]
204 Linden	Lot 3 BLK 6 Sunset Terrace	Billie + Shannon Davidson		[Signature]
206 Linden	Lot 4 Block 6 SUNSET TERRACE	Richard + Charlotte EMMERT		[Signature]
201 Linden	Lot 5 Block 5 Sunset Terrace	FIELD - DA ACQUISITIONS	569-1306	[Signature]
0 Linden	.76 acres ABST. 335 DUBOSE	GILBERT BEAVER DONNA BEAVER		[Signature]
0 Linden	.76 acres ABST. 335 DUBOSE	Dwain Scruggs	569-9172	[Signature]
			569-3967	[Signature]





City Commission Agenda Memo

From: Gordon Smith, Director of Public Works

Date: April 20, 2015

Item: Discuss and take any action necessary on a Specific Use Provision Application and Site Plan to construct an accessory building for an accessory dwelling at 1007 Sugarbush, Burkburnett Texas.

Background

On April 6, 2015 the Planning and Zoning Board met and staff presented an application request submitted by Sharon Woodruff, Owner of 1007 Sugarbush for a Specific Use Provision (SUP) to construct an accessory building for an accessory dwelling at 1007 Sugarbush, Burkburnett Texas. The property is zoned Single Family -6 (SF6) and a Specific Use Provision is required for the accessory dwelling.

The Accessory Dwelling Building is 21 feet x 32 feet (672 sq.ft) of wood frame construction to match existing construction of the main home. Owner stated the accessory dwelling building would be added to the property for elderly mother.

The Planning and Zoning Commission of the City of Burkburnett voted unanimously to recommend to City Commissioners approval of the Specific Use Provision (SUP) to construct an accessory building for an accessory dwelling at 1007 Sugarbush.

Public Notices have been submitted as required by the Zoning Ordinance.

Zoning Ordinance

SF-6 zoning only allows for one main dwelling per lot and requires Specific Use application for elderly caretaker only no rental apartments allowed.

Options

- Approval the Specific Use Provision Application as presented.
- Not Approving the Specific Use Provision Application as presented.

Staff Recommendation

Staff recommends approval

Attachments

- 1) Specific Use Application.
- 2) Proposed Site plan 1007 Sugarbush

050,

CITY OF BURKBURNETT
SPECIFIC USE
APPLICATION

OFFICE USE:
CASE NO. 2015 21
FEE PAID # 50.00

Property Address 1007 Sugarbush Lane, Burkburnett, TX 76354

Legal Description 13 23 MIMOSA Hts-C2
Lot(s) Block Section Subdivision

Tax Account No. 120668

Proposed Use Small Home ^{Added} on current Property for Elderly Mother

Present Use Single Family Home Zoning Residential

Property Platted? Yes [] No

Applicant's Name Sharon Woodruff Daytime Phone # (714) 328-7897

Mailing Address 1007 Sugarbush Lane
Burkburnett, TX Zip 76354

I hereby certify that all information contained herein is true and correct; that I have been informed of the date and time that this request will be considered by the Planning and Zoning Commission; and that all required submissions (see reverse) have been provided.

Applicant's Signature Sharon Woodruff DATE 3/20/2015

Owner's Signature Sharon Woodruff DATE 3/20/2015

- Note:
- Application must be submitted with a site plan.
 - See reverse side for instructions for site plan submission requirements.

Permit (To be completed by the Planning Department.)

A conditional use permit is hereby:

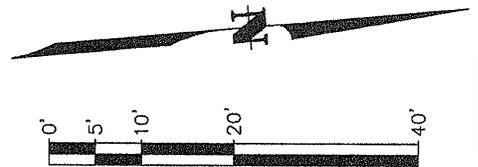
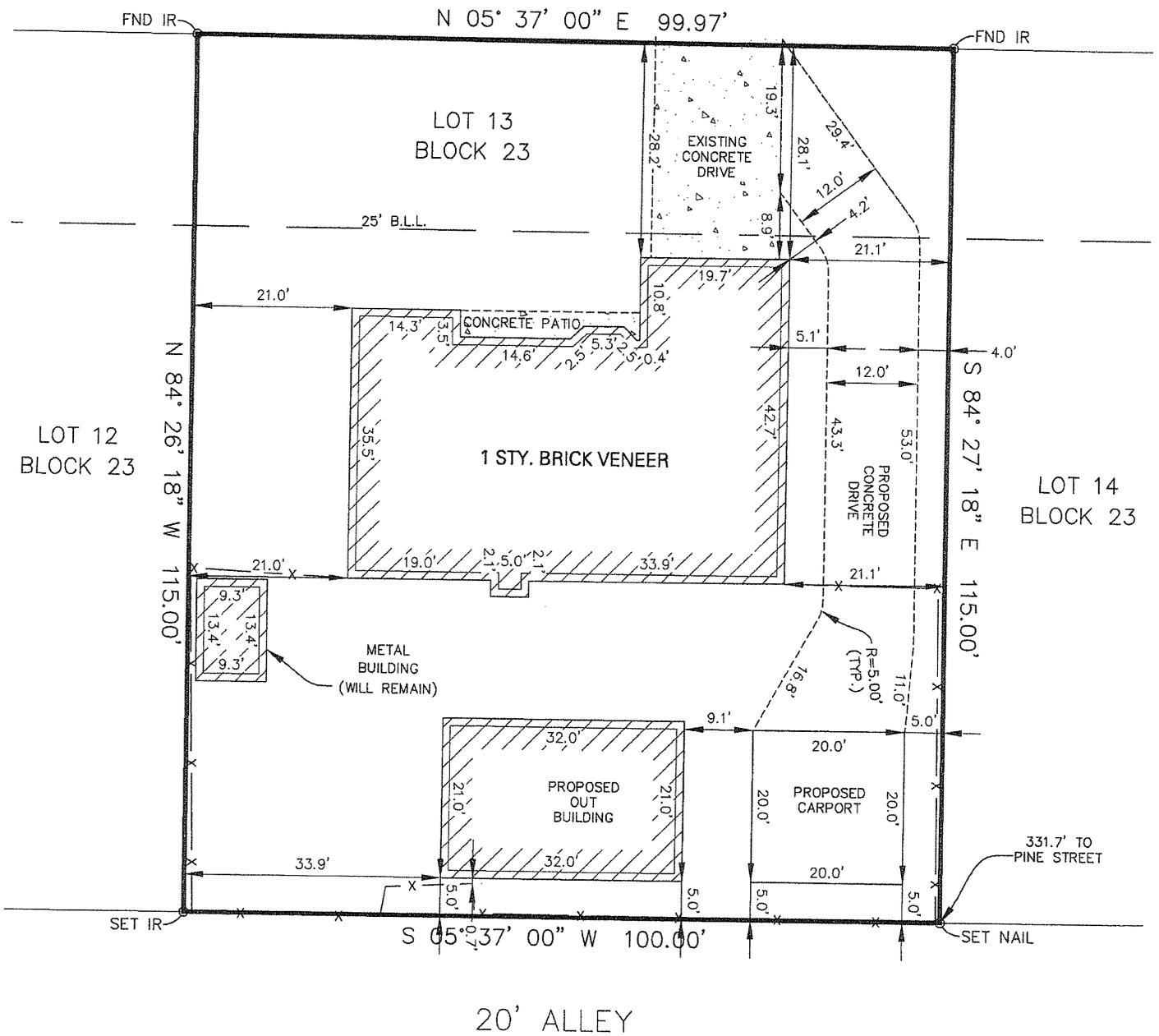
- [] Approved
- [] Disapproved
- [] Conditionally Approved (conditions attached) based on the Planning and Zoning Commission's action on _____

NOTE: A CONDITIONAL USE PERMIT IS VALID FOR 1 YEAR UNLESS A BUILDING PERMIT IS ISSUED AND CONSTRUCTION IS ON GOING.

City Planning Administrator

Date

SUGARBUSH LANE



SCALE: 1" = 20'

Scale: 1 in. = 20 ft.

THIS SITE PLAN WAS PREPARED MARCH 27, 2015 AND THE DIMENSIONS SHOWN ARE HEREBY CERTIFIED TO BE TRUE AND CORRECT.

Dennis Probst 3-27-15
 DENNIS PROBST
 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5352

SITE PLAN FOR PROPOSED OUT BUILDING, CARPORT
 AND CONCRETE DRIVEWAY, 1007 SUGARBUSH LANE,
 MIMOSA HEIGHTS, SECTION C-2, BURKBURNETT,
 WICHITA COUNTY, TEXAS

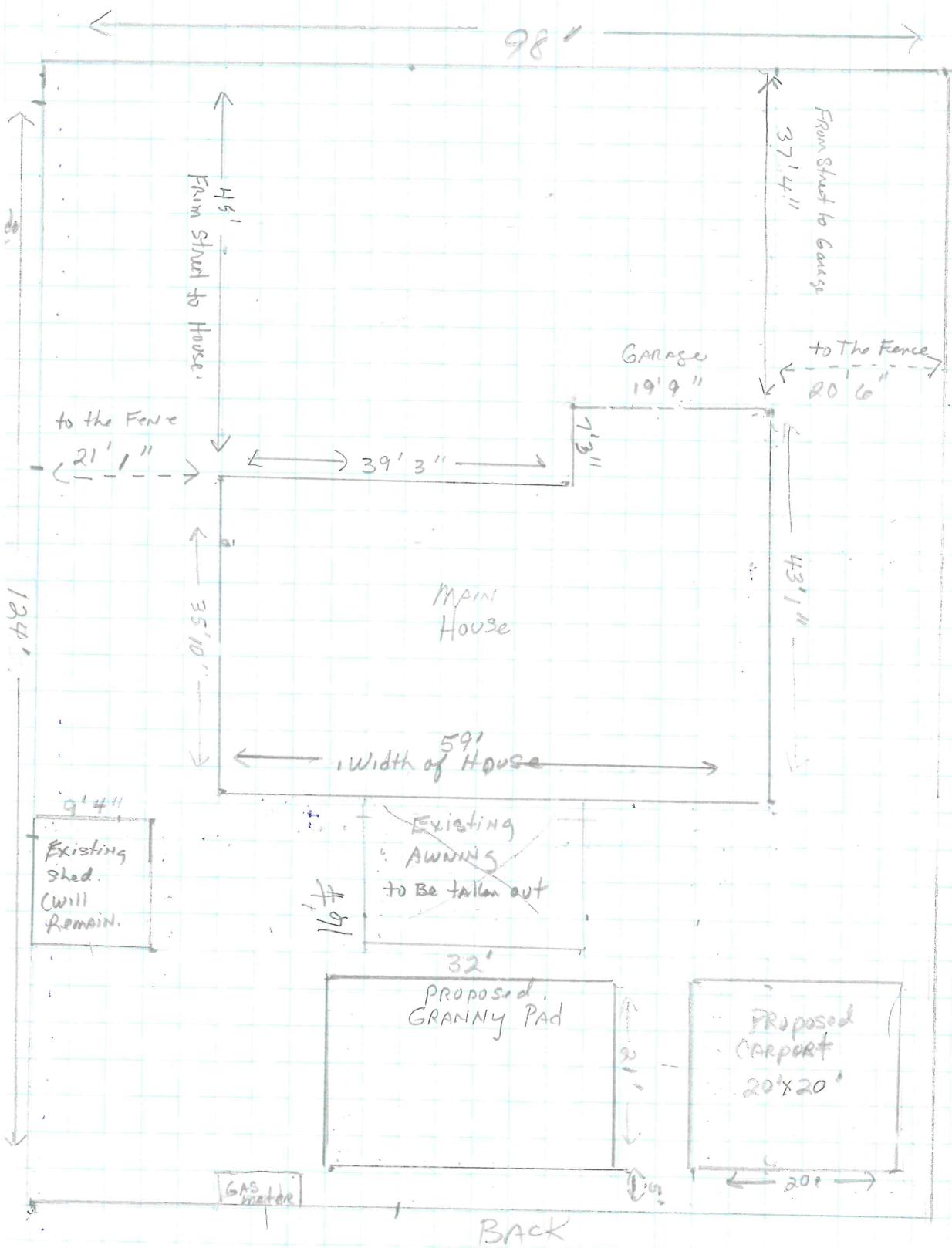
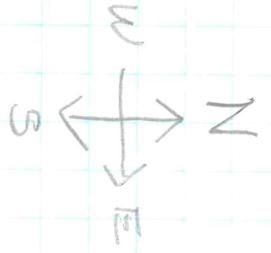
SURVEY FOR: SHARON WOODRUFF

CORLETT, PROBST & BOYD, P.L.L.C.
 Engineers & Surveyors 4605 Old Jacksboro Highway
 PH. (940)723-1455, FAX (940)397-0549 Wichita Falls, Texas, 76302

SHARON Woodruff FRONT

1007 Sugarbush Lane
Burkburnett, TX 76354

Cell (714) 328-7897



Sides



City Commission Agenda Memo

From: Mike Whaley
City Manager

Date: April 20th, 2015

Item: Item 7. Park Master Plan Consultant Agreement

Background

The Park & Recreation Board reviewed RFQs (request for qualification) and interviewed three consulting firms regarding the revision and update of the park master plan. After scoring and ranking the three consultants, it is the Park & Recreation Board's recommendation to select and enter into agreement with Half Associates, Inc. to facilitate the new Park Master Plan.

Fiscal Impact

Not to exceed \$40,000.00

Options

Approve agreement with Half Associates, Inc. to create new park master plan
Do not approve (without park master plan update we would not qualify for some future grant opportunities)

Staff Recommendation

Staff recommends entering into an agreement with Half & Associates to create new park master plan

Attachments

Agreement with Half & Associates

Exhibit 'A'

City of Burkburnett – Parks Master Plan Update Scope of Services to be provided

The scope of services for this planning effort includes updating of the City of Burkburnett's existing Parks, Recreation and Open Space Master Plan (Parks Master Plan). Tasks include public input processes, needs assessments, system recommendations and priorities, and the preparation of a document in electronic format. Original digital files will be provided to Burkburnett in PDF format for both draft and final versions of the plan to distribute to Parks Board members and elected officials. In this scope of work, City of Burkburnett staff members are referred to as City of Burkburnett or City staff, and the Halff planning team is referred to as Halff.

PLANNING PROCESS ASSUMPTIONS

The scope of services for this proposal has been prepared using the following assumptions as a basis for its preparation:

1. The project area will include the current city limits of the City of Burkburnett, as well as areas included in the City's extra territorial jurisdiction (ETJ).
2. The City of Burkburnett will provide base data and city-wide mapping in GIS shape file format.
3. The City of Burkburnett will provide electronic and printed copies, as available, of all recently prepared background information, studies and data that are appropriate for a comprehensive park and recreation planning effort such as this.
4. The City of Burkburnett will provide available inventory information on known existing facilities in city owned parks in Burkburnett, as well as information on other known non-city recreation facilities such as are provided by Wichita County, Burkburnett ISD, and and planned communities (if any).
5. Efforts and products to be provided by the City of Burkburnett are listed under each task. Other background information may be appropriate and may be requested during the course of the planning effort.
6. The City of Burkburnett will be responsible for engaging the media and advertising all notices and announcements for public meetings or events conducted as part of this process, including postings on the City website, press releases to area newspapers and mass media, and legal notifications and postings where necessary.
7. The City of Burkburnett Parks and Recreation Department staff will coordinate and schedule all meetings and presentations to the City Commission and Boards that may be required as part of this process.
8. Public engagement will primarily be conducted by means of a series of visioning meetings during two consecutive days; this focused approach is not only efficient, but generates a huge amount of energy and excitement.
9. Meetings beyond those shown in this scope of work will be considered additional services.

10. The public input process will include an online survey that will be linked to the City's home page.
11. Tasks prepared as part of this planning effort may occur concurrently where appropriate, or in some cases may deviate from the sequence shown in this scope of work.
12. Cost projections prepared as part of this effort are understood to be at a planning level, and are prepared prior to any detailed master planning for individual projects. These cost projections use professional judgment and are at an order-of-magnitude level. Such cost projections will vary as more detailed design occurs and as inflationary influences occur.
13. Draft and final report documents will be delivered in PDF format suitable for distribution electronically and posting to the City website.
14. The planning process and final document will meet the requirements of the Texas Parks and Wildlife Department (TPWD) for local park system master plans, so as to ensure that the City of Burkburnett may be considered for grant applications. The plan will not be considered final until TPWD approval is received by the City of Burkburnett.

Scope of Work

The planning effort scope of work is as follows:

PHASE I – PRE-PLANNING

Task 1 - Pre-Planning and Background Information

- a. **Assemble list of requested files and information** – submit list of required information to Burkburnett staff including demographic data, applicable previous or ongoing studies and GIS information. GIS information provided should include most recent aerial photography, all available GIS layers, and all recent development updates. City shall be responsible for obtaining and providing data from external sources such as Wichita County where necessary.
- b. **Obtain existing parks inventory** – request and obtain from Burkburnett staff an updated inventory of all facilities in existing parks. If necessary, Halff will provide an Excel spreadsheet to City staff for use in updating existing inventory. This inventory will serve as the basis for the assessment of existing facilities.
- c. **Develop base mapping** – use background base data provided by the City of Burkburnett to prepare base mapping for the master planning process.
- d. **History of past plan and achievements of that plan** – review with City of Burkburnett and incorporate an outline summary of park system achievements accomplished since previous master plan was prepared.

- e. **Socio-economic data** - assemble population and socio-economic data as provided by the Burkburnett Planning Department, and as is available from the US Census, and the State of Texas. Incorporate other economic data assembled by the Burkburnett Chamber of Commerce, EDC and other local sources as available. Use available 2015 population estimates or if necessary incorporate 2010 Census data.

Product by Halff – obtain demographic and socio-economic data as well as GIS files from the Burkburnett Planning Department and EDC, review and incorporate into the plan in written and table format.

Task Components by Burkburnett Staff – provide digital copy of applicable approved or ongoing plans and documents, provide most recent base files in digital format, provide most recent digital aerial photography of the city, provide most recent population and demographic data, provide inventory of existing park and recreation facilities.

Task 2 – Kickoff Meeting, Update System Goals and Objectives, Existing Park Review

- a. **Conduct Kickoff Meeting with Parks and Recreation Department staff** – review project schedule, objectives of the effort, public input process and major milestones. Discuss components of prior plan that were beneficial, as well as components that should be adjusted. At same meeting, meet with senior department staff and senior maintenance staff to discuss their concerns and ideas (**Meeting #1 – City Visit #1**).
- b. **Prior Goals** – review prior system goals with Staff, suggest updates of goals, and incorporate where approved by staff.
- c. **Conduct review of existing park and recreation facilities** – using the base inventory information provided by City staff, review all city-owned park and recreation facilities in the City. Note deficiencies or operational concerns that should be addressed as part of the Parks Master Plan Update. *(Note – this review of existing parks is not intended as a maintenance deficiency review, or to list minor operational items to be addressed. Rather it focuses on larger broad scale opportunities or areas of concern in each existing park. It is also not intended as an accessibility review).*
- d. **Athletic Leagues** – provide data sheets to be distributed to area athletic leagues by City staff. Review tables on athletic league participation (both City and Private) as returned to City staff. Incorporate into data base when complete.

Product by Halff – review any previous goals and objectives; update previous goals in draft form for the system and incorporate into the planning document. Prepare planning level assessment of opportunities and concerns in each existing park.

Task Components by Burkburnett Staff – organize initial meeting, review draft goals and objectives and comment as appropriate. Provide tables and text describing current participation and status of recreation, senior, and athletic programs. Transmit to Halff in digital format.

PHASE II – CITIZEN INPUT

Phase II.A: Two-Day Visioning Meetings (City Visit #2)

Based on Halff's proven method of public engagement with similar projects, Halff will visit the City of Burburnett during a two-day period to conduct a series of meetings and interviews with citizens and elected/appointed officials. Per City identified groups to interview and meet, Halff will prepare a detailed schedule for the two consecutive days, which will be concluded with a citywide public meeting.

Task 1 – First Meeting with Park and Recreation Board (Meeting #2)

Conduct Visioning Meeting with Park and Recreation Board – Halff will facilitate this visioning meeting to receive the Parks Board's input on their ideas and vision for the City of Burburnett's parks and recreation system. Halff will prepare a summary of the meeting results to be included in the Parks Master Plan.

Product by Halff – prepare presentation, facilitate visioning session with Parks Board members, and prepare meeting notes.

Task Components by Burburnett Staff – organize and schedule meeting, notify attendees, and attend.

Task 2 – Interviews with Key Stakeholders (Meetings #3 to #6)

- a. **Interview key groups and stakeholders** – review list of potential stakeholder groups prepared by City staff. Prepare list of questions for interviews and stakeholder meetings. Include up to four (4) separate individual or group interviews. Include as one of the four meetings a meeting with representatives of key athletic organizations (i.e. soccer, youth baseball, softball, etc.) in a joint setting to discuss league needs and desires. Prepare written summary of each interview for inclusion in report.

Product by Halff – prepare list of stakeholder questions, conduct interviews with key stakeholder and round table groups, document with notes.

Task Components by Burburnett Staff – prepare list of key entities or individuals for interviews, organize and schedule meetings over a two consecutive day timeframe, notify attendees multiple times and through various means of correspondence, attend if desired.

Task 3 – Open House/Public Meeting Event (Meeting #7)

- a. **Public Meeting** – facilitate and conduct an open house public meeting at a time appropriate for the community of Burburnett (e.g. from 5:30 pm to 8:30 pm). Halff will prepare displays, meeting presentation, and sign in sheets as appropriate. Light snacks and beverages will be provided by the city. Meeting advertising and stakeholder notification will be by the City of Burburnett. Halff will develop a summary of feedback comments received during the meeting and associated priorities generated by the citizen feedback.

Product by Halff – conduct meetings with displays and presentation. Prepare summary of citizen input in Parks Master Plan document.

Task Components by Burkburnett Staff – advertise meeting, engage with the media, coordinate location choice and setup.

Phase II.B: Citizen Survey

Task 4 – Citywide Opinion Survey

- a. **Online Citizen Survey** – prepare a draft online survey questionnaire, review with City staff and modify as appropriate. Provide link to survey to be placed on the City’s home page in a prominent location. Provide a draft “blast” email with a direct survey link that City staff can send to area organizations to be forwarded to their contacts (such as the Chamber of Commerce, Sports Leagues and Associations, the Burkburnett Independent School District, and others). Prepare summary analysis of survey results in report format. Conference call with area press to promote the survey. Burkburnett may provide incentives at city expense separate from this contract, to answer the survey, e.g. program passes, gift cards, or other items as determined to be feasible by City staff.

Product by Halff – prepare list of survey questions, prepare online survey, prepare email announcement with link to survey, tabulation of results.

Task Components by Burkburnett Staff – Review and approve draft online survey, distribute email link to survey to area organizations, advertise online survey, engage with the media, and review survey analysis.

PHASE III – NEEDS ASSESSMENT

Task 1 - Needs Assessment (Parks and Facilities)

- a. **Level of Service-Based Needs Approach** - develop current level of service calculations. Using those calculations as a starting point, develop updated target level of service goals, and compare to existing service. Project deficits or surpluses.
- b. **Demands-Based Needs Approach** - calculate level of service projections based on demand information (number of participants, citizen input, anticipated growth by attendance or by population).
- c. **Resource-Based Needs Approach** – prepare opportunities based on unique natural or man-made features in the City.
- d. **Needs Assessment Review** – submit draft assessment to City staff and review via telephone conference

Product by Halff – prepare needs assessment tables and calculations, and review with City staff.

Task Components by Burkburnett Staff – review analyses provided by Halff and comment as appropriate.

PHASE IV – PREPARE CITYWIDE PARKS PLAN RECOMMENDATIONS

Task 1 – Preliminary Park Master Plan Update

- a. **Master Plan Recommendations** - a preliminary Parks Master Plan document illustrating the components that are recommended will be prepared. This plan will be based on the public input findings and the conclusions of the needs assessment phase.
- b. **Develop Prioritization Criteria** – create draft criteria by which to rank potential actions. Criteria may include:
 - Specific need;
 - Cost effectiveness;
 - Acceptable maintenance burden; and
 - Relationship to remainder of system.
- c. **Create Improvement Categories** – recommendations will be presented in four major categories:
 - Program improvements and additions;
 - Existing park rehabilitation needs;
 - Future land acquisition needs;
 - New outdoor facility development; and
 - Indoor facility recommendations if appropriate.

Product by Halff – summary of master plan recommendations in plan, table and text format, criteria for ranking, preliminary ranking.

Task Components by Burkburnett Staff – review and comment as appropriate.

Task 2 – Overall Implementation Plan Recommendations

- a. **Policy Recommendations** – consider need for parkland dedication ordinance and evaluate the potential requirements of such ordinances if they were utilized in Burkburnett.
- b. **Funding Requirements/Plan** - project funding requirements to implement prioritized actions. Recommend potential sources of funding for each action.
- c. **Implementation Plan** - develop action plan that details recommended sequence to implement recommendations. Include suggested timeframe for each action.
- d. **Prepare draft document** - prepare draft planning document. An electronic draft will be submitted to City staff for review and comment.

Product by Halff – summary of Implementation Plan recommendations.

Task Components by Burkburnett Staff – review and comment as appropriate.

Task 3 – Parks Plan Review Sessions (City Visit #3)

(All meetings to occur during this one day visit)

- a. **Parks Department Staff review session (Meeting #8)** – present draft plan to parks department staff for their input and feedback during the morning on the same day as items “b” and “c” below.
- b. **City staff review session (Meeting #9)** – review draft plan and recommendations with relevant departments in an early afternoon workshop format during same day as items “a” above.
- c. **Parks Board review session (Meeting #10)** – review draft plan and recommendations with Parks Board during a later afternoon meeting on the same day as items “a” and “b” above.

Product by Halff – summary of master plan implementation recommendations, prepare presentation, facilitate meetings, and modify document as appropriate.

Task Components by Burkburnett Staff – schedule meetings, review and comment as appropriate.

PHASE V – FINAL REVIEW AND MASTER PLAN APPROVAL PROCESS

Task 1 – Final Review by Citizens, Parks Board and City Commission

- a. **Post electronic copy for citizen review** – transmit PDF master plan draft to City staff for posting on the City’s website for review and comment. City will transmit electronic email blast to its contacts notifying them that the draft is available for review.
- b. **City Commission and Parks Board Joint Worksession** – present draft master plan document and recommendations during a joint City Commission and Parks Board worksession for review and discussion (**Meeting #11 – City Visit #4**). Modify report according to the outcome of the joint review worksession. This meeting may be advertised as a public meeting, and will provide an opportunity for public comment.

Task 2 – Approval by City Commission and TPWD

- a. **City Commission approval and adoption** – city staff to present final document to City Commission during a public hearing.
- b. **Submit final document** – provide final electronic versions of plan in PDF format. Provide five (5) electronic copies of the plan on CD.
- c. **Submit to TPWD for review and approval** – submit one copy of final approved plan to the Texas Parks and Wildlife Department (TPWD) for review and approval. Address any TPWD comments. Plan will remain on file with TPWD for future grant applications.

Products by Halff – prepare plan recommendations in map and report format, provide to City staff electronically for review and edit per comments, present to Parks Board and City Commission for review, transmit final report in digital format to City staff for City Commission approval, distribution and placement on the City’s web site.

Task Components by Burkburnett Staff – review draft documents as needed during a reasonable period, collate feedback and comments when received from multiple sources, present final plan during a City Commission public hearing.

Exclusions:

The following items are excluded from this scope of services, but can be added if deemed necessary.

- 1) Digitizing information for GIS purposes;
- 2) Public input surveys other than noted in this scope of work;
- 3) Meetings other than the meetings shown in this scope of work;
- 4) Concept design for specific park, trail or urban landscapes elements;
- 5) Detailed design for any feature noted in the master plan;
- 6) Americans with Disabilities (ADA) reviews or recommendations at any site in Burkburnett;
- 7) Collection of detailed park system inventory information (available department information will be utilized);
- 8) Advertising and/or scheduling for stakeholder or public meetings to be held as part of this process;
- 9) Development of specific text for a future Comprehensive Plan Update;
- 10) Attendance of a special city event to get citizen input (can be added as an additional task if opportunity and funding is available); and
- 11) Printed and bound copies of the final report.

Schedule:

Subject to the City's review process, the Parks Master Plan Update is projected to take approximately six (6) months from Notice to Proceed.

End of Scope of Services - Exhibit 'A'

Exhibit 'B'

Burkburnett –Parks Master Plan Update Basis of Compensation

Professional Fees

Halff Associates will perform the services outlined in Exhibit 'A' on a lump sum basis. The lump sum cost for the Master Plan Update is **\$40,000**. Fees for services will be billed on a monthly basis, based on the percentage of work completed.

Project Related Expenses

Expenses will be billed separately (apart from the professional fees shown above), and include mileage, printing, color renderings, delivery charges, and travel related expenses. Project related expenses, excluding travel related expenses, will be billed at 1.1 times the direct cost incurred to account for processing and record keeping. Travel related costs such as car rental, meals while travelling, and lodging will be billed at 1.0 times the direct cost.

Project related expenses are anticipated to be approximately \$4,000 and will not be exceeded without prior approval by the City of Burkburnett.

End of Basis of Compensation - Exhibit 'B'



City Commission Agenda Memo

From: Mike Whaley
City Manager

Date: April, 20th, 2015

Item: Item. 8. Resolution 584 TAP (Transportation Alternative Program)

Background

This is a resolution in support of the Transportation Alternative Program or TAP. With approval of this resolution, the City of Burkburnett would be able to submit an application for nomination to the Texas Department of Transportation for additional pedestrian and bicycle path improvements. The TAP Grant match is an 80/20 match with the City matching 20% of overall cost. The overall match will be determined by the value and amount of the projects submitted.

Fiscal Impact

To be determined after cost estimates are submitted

Options

- Approve Resolution 584
- Take no action (miss deadline for submitting application, May 4, 2015)

Staff Recommendation

Staff recommends approval of Resolution Number 584

Attachments

TAP Resolution
Project Concept

RESOLUTION NUMBER 584

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, IN SUPPORT OF THE PEDESTRIAN AND BICYCLE FACILITY IMPROVEMENTS TRANSPORTATION ALTERNATIVE PROGRAM PROJECT.

WHEREAS, the Texas Department of Transportation is administering the Transportation Alternatives Program for a variety of alternative transportation projects including on- and off-road pedestrian and bicycle facilities, infrastructure for non-driver access to public transportation, and projects that enhance mobility and Safe Routes to School; and,

WHEREAS, the Texas Department of Transportation approved approximately \$52 million of federal funds for the current Transportation Alternatives Program call for projects on January 16, 2015; and,

WHEREAS, the City of Burkburnett intends to submit a transportation alternative project nomination for the City of Burkburnett Pedestrian and Bicycle Facility Improvements project to the Texas Department of Transportation prior to the May 04, 2015 deadline; and,

WHEREAS, the Texas Department of Transportation requires the submittal of a resolution as part of the Transportation Alternatives Call for Project nomination submission.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, THAT:

- Section 1.** The City of Burkburnett supports the City of Burkburnett Pedestrian and Bicycle Facility Improvements as applied for in the 2015 Transportation Alternative Program Call for Projects nomination.
- Section 2.** The City of Burkburnett will serve as the public sponsor and lead project contact on this project. The City of Burkburnett agrees to designate a single point of contact for the project.
- Section 3.** The City of Burkburnett commits to fund or pass through funds from other sources for a minimum local cash or in-kind match of 20% of the total project cost.
- Section 4.** The City of Burkburnett confirms the City of Burkburnett, not the Regional Transportation Council, will be responsible for any cost overruns.
- Section 5.** The City of Burkburnett understands and acknowledges that all awarded funding is provided on a reimbursement basis

Section 6.

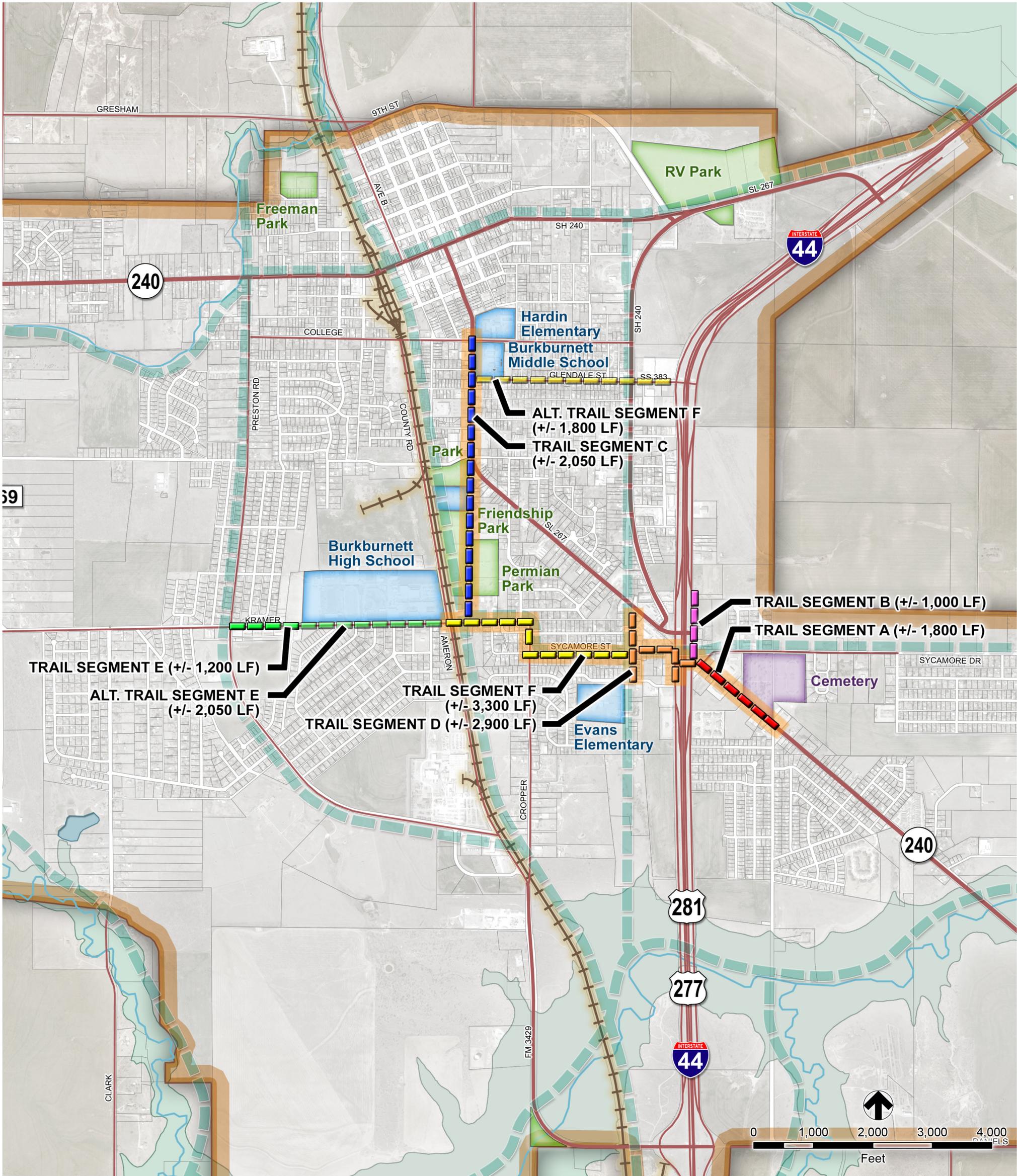
The City of Burburnett Parks and Recreation Board will conduct a public hearing on April 27, 2015 6:30 P.M.at 501 Sheppard Rd. (City Hall) to present the proposed project and obtain public input and local points of view.

PASSED AND APPROVED on this 20th day of April 2015.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk



April 14, 2015

TAP FUND IMPROVEMENTS PLAN

CITY OF BURKBURNETT, TEXAS



Notice of Public Meeting

The City of Burkburnett Parks and Recreation Board will host a Public Meeting in regard to the submission of a Project Nomination for the Texas Department of Transportation (TxDOT) Transportation Alternatives Program Funding.

The presentation will include proposed Sidewalk Improvements and Hike & Bike Trails.

- Sheppard Rd- from I-44 to Bishop Rd.
- I-44 Service Rd.- from Sheppard Rd. to 907 Red River Expressway
- Ave D. – From College to Tidal
- Kramer Rd.- From Soccer Field to Preston Rd.
- Kramer Rd.- From Davey Dr. to Sycamore St. (including a section of Cropper Rd.)
- Sycamore- From Cropper to I-44 Service Rd.
- South Berry- From Dana to Sheppard Rd.
- I-44 Service Rd .From Sycamore to Dana.

Proposed Alternate Segments:

- Glendale St.- From Ave. D to Berry Street
- Kramer Rd. –From County to Soccer Field

The meeting will be held:

Monday, April 27, 2015 at City Hall 501 Sheppard Rd. at 6:30 p.m.

The City encourages citizens to participate in the development of the application and to make their views known at the meeting. For Additional Information, please contact Gordon Smith CPM, Director of Public Works. 501 Sheppard Rd. Burkburnett, Texas 76354 (940)569-2263.



**Board of Commissioners Agenda
April 20th, 2015**

ITEM/SUBJECT: Resolution endorsing formation of the Joint Land Use Study Policy Oversight and Implementation Committees and on-going support and commitment to execute the various implementation strategies developed in collaboration with the JLUS project partners.

INITIATING DEPT: Community Development/Planning

COMMENTARY: This resolution would authorize Board of Commissioners to officially endorse the formation of both a policy and a staff level implementation committee in order to execute the strategies outlined in the Sheppard Air Force Base Joint Land Use Study report completed spring/summer 2014. The JLUS was a cooperative planning effort initiated in 2011 between Sheppard AFB, the surrounding communities, counties, and state and federal agencies. The purpose of the JLUS was to develop strategies and tools that would help ensure future land use development surrounding SAFB was compatible with the installations' missions, while recognizing and respecting private property rights. The City of Wichita Falls was the sponsoring entity/community for the JLUS and Office of Economic Adjustment (OEA) grant application to assist in funding the project. The City of Wichita Falls will continue in that role for the implementation phase.

The Policy Oversight and Implementation Committee structure is outlined in Attachment 'A'. The Policy Oversight Committee will be comprised of elected officials appointed from their municipalities and commanders from SAFB; it will be responsible for reviewing progress toward completion of the JLUS strategy recommendations. The Policy Committee will meet either semi-annually or annually. The Implementation Committee will consist of appointed staff liaisons from the regional municipalities, SAFB and key organizations and will meet quarterly. This committee will be responsible for tracking and assisting, as necessary and appropriate, the completion of the recommended JLUS strategies/actions by each entity in order to ensure long-term compatibility thus protecting the military installation's operations. The proposed committee structure was previously reviewed with the participating jurisdictions prior to the completion of the final JLUS reports in 2014 and each provided their input for representation.

ASSOCIATED INFORMATION: Attachment A; Resolution

Attachment 'A'

Appointed Members to the Joint Land Use Study (JLUS) Policy Oversight Committee and Implementation Committee

Committee Format:

NAME	ORGANIZATION	POSITION
<u>JLUS Policy Oversight Committee</u>		
Glenn Barham	CWF	Mayor, <i>Committee Chairperson</i>
Carl Law	Burkburnett	Mayor
Debra Carr	Cashion	Mayor <i>or</i> designee
Jim Smith	Frederick, OK	Council Member
Brig. Gen. Scott Kindsvater	SAFB	Commander, 82d TRW <i>or</i> designee
Col. Gregory Keeton	SAFB	Commander, 80th FTW <i>or</i> designee
Woodrow Gossom	Wichita Co.	Judge
<u>JLUS Implementation Committee</u>		
Jim Dockery	CWF	Assistant City Manager
Kinley Heggland	CWF	City Attorney
Karen Montgomery-Gagné	CWF	Planning Administrator, <i>Committee Chairperson</i>
Mike Whaley	Burkburnett	City Manager
To Be Named	Cashion	Appointee
Robert Johnston	Frederick, OK	City Manager
Pat Norriss	Wichita Co.	Retired Commissioner Precinct #2
Col. William Peterson	SAFB	Commander, 82d MSG <i>or</i> designee
Lt. Col. Terralus Lowe	SAFB	Commander, 80 th OSS <i>or</i> designee
Mark McBurnett	SAFB	Civil Engineer <i>or</i> designee
Tom Whaylen	SMAC	Executive Director

RESOLUTION NUMBER 583

RESOLUTION ENDORSING FORMATION OF THE JOINT LAND USE STUDY POLICY OVERSIGHT AND IMPLEMENTATION COMMITTEES AND ON-GOING SUPPORT AND COMMITMENT TO EXECUTE THE VARIOUS IMPLEMENTATION STRATEGIES DEVELOPED IN COLLABORATION WITH THE JLUS PROJECT PARTNERS.

WHEREAS, the City of Burkburnett (City) recognizes the continued operation of Sheppard Air Force Base (SAFB) is important to the regional economy and supports execution of the identified implementation strategies developed as part of the Joint Land Use Study (JLUS) with SAFB, which also includes the United States Air Force auxiliary airfield in Frederick, Oklahoma, in order to protect future operational capabilities; and

WHEREAS, the City of Burkburnett, Texas, recognizes the importance of continued participation in the implementation phase of the JLUS and coordination with JLUS project partners as it will benefit the health, safety and general welfare of the residents of Burkburnett and surrounding areas; and

WHEREAS, the City of Burkburnett endorses the formation of the JLUS Policy Oversight Committee which will be responsible for reviewing progress toward completion of JLUS strategy recommendations with the expectation of convening at least annually to address project partner accomplishments and findings from the JLUS Implementation Committee; and

WHEREAS, the City of Burkburnett endorses the formation of a JLUS Implementation Committee which provides staff-level direction and updates to the JLUS Policy Oversight Committee, and will be responsible for tracking and assisting, as necessary and appropriate, the completion of the recommended JLUS strategies/actions by each project partner while convening quarterly or as needed throughout the year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, THAT:

1. There is hereby created a JLUS Policy Oversight Committee and the JLUS Implementation Committee.

2. The JLUS Policy Oversight Committee shall consist of the following members or their designee:

Mayor of the City of Wichita Falls, Chairperson

Mayor of the City of Burkburnett,

Mayor of City of Cashion,

Councilor of Frederick, Oklahoma (Jim Smith),

SAFB 82dTRW Commander,

SAFB 80FTW Commander,

Wichita County Judge

3. The JLUS Implementation Committee shall also consist of the following members or their designee based on their position as a municipal, state, and/or federal employee:

Wichita Falls Assistant City Manager,
Wichita Falls City Attorney,
Wichita Falls Planning Administrator, Chairperson
Burkburnett City Manager,
Cashion City Appointee,
Frederick, Oklahoma City Manager,
Wichita County Retired Commissioner Precinct #2,
SAFB 82d TRW MSG Commander,
SAFB 80th OSS Commander,
SAFB Civil Engineer,
Sheppard Military Affairs Committee Executive Director

PASSED AND APPROVED this the 20th day of April, 2015.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk



City Commission Agenda Memo

From: Mike Whaley
City Manager

Date: April 20th, 2015

Item: Item 10. Housing Authority Board of Directors Appointment

Background

The City of Burkburnett Board of Commissioners appoints members to the Housing Authority Board. Currently, the Housing Authority Board of Directors consists of Steve Shelter, Fred Hayes, Marion Weese, and David Reed. There is a vacancy on the Board due to the resignation of Don Freeman. Mr. Doug Smith has expressed interest in filling that vacancy.

Fiscal Impact

N/A

Options

Appoint Doug Smith to the Housing Authority Board of Directors
Appoint another candidate

Staff Recommendation

Staff recommends appointing Doug Smith to the Housing Authority Board of Directors

Attachments

N/A



City Commission Agenda Memo

From: Mike Whaley
City Manager

Date: April 20th, 2015

Item: Item 11. Ordinance Number 872 Amending Fiscal 2015 Budget of the BDC

Background

The BDC is requesting a budget amendment to the FY15 BDC Budget to include increasing the Neighborhood Reinvestment Grant Program by an additional \$150,000.00. The original budget amount was \$75,000.00. The Board of Commissioners approved a previous amendment for the amount of \$96,420.00 (carry over from FY14) which increased the budget to \$171,420.00. If approved, the current request of \$150,000.00 would bring the total budget to \$321,420.00.

Fiscal Impact

Expenses

Increase	50-400-4710	Façade Improvement	\$150,000
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Revenue

Increase	50-300-3536	Advance from Reserves	\$150,000
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Options

Approve amendment
Approve amendment with changes (the \$150,000 requested may be reduced or increased)
Deny amendment

Staff Recommendation

Staff is in favor of continuing the program, however, I would suggest we consider whether to fund the full \$150,000.00 or look at a reduced funding option.

Attachments

Ordinance Number 872

ORDINANCE NUMBER 872

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS AMENDING THE FISCAL YEAR 2015 BURKBURNETT DEVELOPMENT CORPORATION BUDGET TO REFLECT THE ADJUSTMENT OF EXPENDITURES FOR THE NEIGHBORHOOD REINVESTMENT GRANT PROGRAM; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

WHEREAS, throughout the course of the fiscal year 2015 events occur that require adjustments be made to the Neighborhood Reinvestment Grant program; and

WHEREAS, these adjustments allow the program to continue to function and thereby ensure adequate documentation of the program is provided to the citizens and taxpayers of Burkburnett; and

WHEREAS, to provide a accurate record of Burkburnett Development Corporation revenues versus expenses, the Neighborhood Reinvestment Budget be amended to record these adjustments; and

NOW, THEREFORE, BE IT ORDINANED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS THAT:

SECTION 1.

The following line items of the Burkburnett Development Corporation Fiscal Year 2015 Neighborhood Reinvestment Grant Program Budget be amended as follows:

	<u>Acct #</u>	<u>Account Name</u>	<u>Amount</u>
<u>Expenses</u>			
Increase	50-400-4710	Façade Improvement	\$150,000
 <u>Revenue</u>			
Increase	50-300-3536	Advance from Reserves	\$150,000

SECTION 2. In the event any one or more of the provisions of this Ordinance should be declared to be invalid, unenforceable or illegal; such invalidity, unenforceability or illegality shall not affect the validity, enforcement or legality of the remaining portions of this Ordinance.

SECTION 3. It is hereby officially found and determined that the meeting at which this Ordinance is passed is open to the public as required by law and notice of time, place and purpose of said meeting was given as required by law.

PASSED AND APPROVED on this 20th day of April 2015.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk



City Commission Agenda Memo

From: Gordon Smith, Director of Public Works
Date: April 20, 2015
Item: Re-Appointments for Planning and Zoning Board

Background

The City of Burkburnett Planning and Zoning Board consist of five (5) appointed members that serve a 2 year term. Two (2) members are nearing their term; Mr. Tim Cornelius, Chairman and Mr. John Erickson.

Both have been contacted by City Staff and agree to serve the additional term.

Fiscal Impact

N/A

Options

- Approve Appointment
- Not approve Appointment

Staff Recommendation

Approve Re-Appointments of Mr. Tim Cornelius and Mr. John Erickson to the Planning and Zoning Board for an additional 2 year term.

Attachments

N/A



City Commission Agenda Memo

From: Mike Whaley
City Manager

Date: April 20th, 2015

Item: Item 13. Ordinance Number 873 Commercial Recycle Rates

Background

The City's solid waste contractors, Progressive Waste Solutions have been working with the City of Burkburnett in taking steps to create a recycling program within the City. Up to this point, commercial property owners have been able to utilize commercial recycle bins at no cost to help initiate the program. Recently however, staff has been contacted by Progressive notifying us that they would now need to begin charging for those commercial recycle bins. This ordinance amendment would add an optional commercial recycle rate to the current fee structure.

Fiscal Impact

2 -Cubic Yd. \$ 52.07	
4-Cubic Yd. \$ 87.01	Recycle
6-Cubic Yd. \$129.44	6-Cubic Yd. \$103.00
8-Cubic Yd. \$171.90	8-Cubic Yd. \$137.00

Options

Staff Recommendation

Staff recommends approving Ordinance Number 873 to include commercial recycle rates to the fee structure.

Attachments

Ordinance Number 873

ORDINANCE NUMBER 873

AN ORDINANCE AMENDING ORDINANCE NUMBER 843 OF THE CITY OF BURKBURNETT, TEXAS PRESENTLY CODIFIED AS CHAPTER 50, GARBAGE AND REFUSE IN THE CODE OF ORDINANCES, SPECIFYING THE EFFECTIVE DATE; DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS:

SECTION 1. That Chapter 50 of the Code of Ordinances of the City of Burkburnett be amended by changing Section 50.10 to the following:

SECTION 50.10-COLLECTION CHARGES

(A) The monthly rates for residential garbage service set by the Board of Commissioners shall be as follows:

<u>Service</u>	<u>Rates</u>
Residential collection	\$19.93
Once a week pickup-polycart	
Once a week call in-bulk pickup	
Senior Citizens (65/over)	\$16.24
Once a week pickup-polycart	
Once a week call in-bulk pickup	
Extra polycart	\$ 7.88

(B) The monthly rates for commercial garbage service set by the Board of Commissioners shall be as follows:

CONTAINER SIZE	<u>1X</u>	<u>2X</u>	<u>3X</u>	<u>5X</u>
2 -Cubic Yd.	\$ 52.07	\$ 103.87	\$160.31	\$278.17
4-Cubic Yd.	\$ 87.01	\$175.82	\$271.59	\$485.95
6-Cubic Yd.	\$129.44	\$270.15	\$406.31	\$727.85
8-Cubic Yd.	\$171.90	\$349.49	\$541.03	\$969.75

(C) The monthly recycle rates for commercial garbage service set by the Board of Commissioners shall be as follows:

6-Cubic Yd. \$103.00
8-Cubic Yd. \$137.00

(D) The above schedule of rates shall be effective May 1, 2015.

SECTION 2. That this ordinance shall take effect immediately on all garbage bills rendered on or after May 1, 2015.

SECTION 3. In the event any one or more of the provisions of this Ordinance should be declared to be invalid, unenforceable or illegal; such invalidity, unenforceability or illegality shall not affect the validity, enforcement or legality of the remaining portions of this ordinance.

SECTION 4. It is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public as required by law and that notice of the time, place and purpose of said meeting was given. This ordinance shall become effective following its publication as required by City Charter, Article IV, Section 20.

PASSED AND APPROVED on this 20th day of April 2015.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk