

## AGENDA

Notice is hereby given of a meeting of the Board of Commissioners of Burkburnett to be held on **Monday, April 21, 2014 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-Duane Perkinson, Pastor of Central Baptist Church

**Item 3.** Pledge of Allegiance.

**Item 4. CONSENT AGENDA:**

A. Approval of Minutes from March 17, 2014 and March 27, 2014 Special Called Meeting

**Item 5.** Discuss and take any action necessary on the appointment of Ms. Dana Ross to serve on the Wichita-Wilbarger 9-1-1 District Board of Managers (representing the surrounding municipalities).

**Item 6.** Resolution Number 559. A resolution authorizing the Burkburnett Development Corporation to fund up to \$55,000 for the purchase and installation of an electric message center for the Burkburnett Community Center, 1<sup>st</sup> Reading.

**Item 7.** Resolution Number 560. A resolution adopting an internal grievance procedure for complaints having to do with the Texas Community Development Block Grant (TxCDBG).

**Item 8.** Discuss and take any action necessary on appointment to the Parks and Recreation Board.

**Item 9.** Discuss and take any action necessary on re-appointments to the Cemetery Board.

**Item 10.** Review of monthly reports.

- A. Administration
- B. Public Works
- C. Public Safety

## D. Economic Development

### **Item 11.** 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 12.** City Manager's report.

- A. Taste of Town
- B. Early Voting
- C. Relay for Life
- D. Wichita Falls Water Conservation Plan Update

### **Item 13.** 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 14.** 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 11:00 a.m. on April 18, 2014 in compliance with the Open Meeting Act Chapter 551.



Janelle Dolan, City Clerk

Posted 4/18/2014 @ 11:00 am

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 regular meeting on Monday, March 17, 2014 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

Mike Guevara, City Attorney, Guevara, Decker & Arrott, PC.

Others present: Chester Nolen, Interim City Manager; Mike Whaley, Assistant City Manager; Trish Holley, Director of Administration; Janelle Dolan, City Clerk; Ed Stahr, Police Chief; and Deana Sheriff, Economic Development Director.

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

Item 2. Invocation was given by Commissioner Hardy

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

Item 4. Consent Agenda.

- A. Approval of Minutes from February 4<sup>th</sup> Workshop, February 4<sup>th</sup> Special Called Meeting, February 17, 2014 and February 24, 2014 Special Called Meeting

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

Item 5. Charles Salter, MWH Group, presented the final FY2013 Audit.

Motion was made by Commissioner Tugman, seconded by Commissioner Lindenborn to accept FY2013 audit as presented. Motion carried unanimously.

Item 6. Chester Nolen, Interim City Manager, addressed the Mayor and Board of Commissioners and stated the Board appointed a Charter Review Committee in 2013 to review and identify possible changes to the City Charter. Mike Guevara, City Attorney, received input from the Board in regard to the following items:

- Art. III Sec. 10 Eminent Domain
- Art. IV Sec. 8 Gender
- Art. IV Sec. 23 Wording of Ordinances
- Art. IV a Sec. 5 Recall Certification
- Art. VIII Sec. 1 Franchise Agreements

Mr. Guevara will compile ballot language for these measures along with other recommendations made by the Charter Review Committee and will present it to the Board at a future meeting.

Item 7. Mike Whaley, Assistant City Manager, addressed the Mayor and Commissioners and reported on March 10<sup>th</sup> a Cemetery Board meeting was held. One of the agenda items was to review Ordinance Number 817 which created the board and defined its duties and powers. Section 5 of the ordinance states the Cemetery Board shall not solicit funds on behalf of the City unless expressly authorized to do so by the Board of Commissioners. Historically, it could not be determined if this express authorization had been given.

The following addressed the Mayor and Commissioners:

Ron Clarke, Chair of the Cemetery Board, 201 S. Preston

Motion was made by Commissioner Love to authorize the Cemetery Board to solicit funds for Burkburnett Memorial Cemetery. Motion died for lack of second.

After further discussion, motion made by Commissioner Tugman, seconded by Commissioner Andrajack to authorize the Cemetery Board to solicit funds for specific items approved by the City Manager. Motion carried unanimously.

Item 8. Ordinance Number 852 was presented. Caption of same being:

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS APPROVING THE USE OF CREDIT CARD PAYMENTS MADE BY CARDHOLDERS; SETTING SERVICE FEES; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS

ORDINANCE IS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

Trish Holley, Director of Administration, addressed the Mayor and Commissioners and stated the automated kiosk payment center will soon be installed and the current credit card vendor will not interface with the automated kiosk payment center. Ms. Holley stated this ordinance allows the City to contract with AdComp Systems, Inc., which allows the collection of payments for utility bills, fines, court costs, and other charges by credit card through the City's website, telephone system and the new payment kiosk. Ms. Holley stated the cardholder will be charged a service fee, no fees will be assessed to the City for the use of the credit card payments.

Motion was made by Commissioner Tugman, seconded by Commissioner Hardy to approve Ordinance Number 852 as presented. Motion carried unanimously.

Item 9. Motion was made by Commissioner Brewster, seconded by Commissioner Andrajack to approve the permit application for the American Cancer Society for the Relay for Life. Motion carried unanimously.

Item 10. Ordinance Number 853 was presented. Caption of same being:

AN ORDINANCE SUPERSEDING ORDINANCE NUMBER 847 OF THE CITY OF BURKBURNETT, TEXAS PRESENTLY CODIFIED AS CHAPTER 53, WATER 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 AND DECLARING AN EMERGENCY.

Mr. Whaley addressed the Mayor and Commissioners and stated Ordinance Number 853 is an extension of Ordinance Number 847 which passed in November and increased the second tier of the City's water rate structure, the next 8,000 gallons (after the first 2,000 gallons) from \$4.15 to \$6.15 per 1,000 gallons and it would remain in effect for 90 days. Mr. Whaley stated Ordinance Number 853 would extend the rate structure through May.

Motion was made by Commissioner Tugman, seconded by Commissioner Hardy to approve Ordinance Number 853 as presented. Motion carried unanimously.

Item 11. Mr. Whaley addressed the Mayor and Commissioners and stated at a previous city council meeting, the option of converting the water vending machine to an automated system, was discussed. A quote was received from Flowpoint Environmental Systems for a total of \$43,632.38. Mr. Whaley stated there would be some additional cost associated with the project for electrical service, driveway, and materials approximately \$5,000 to \$7,000. Total financial

impact would be approximately \$50,000. The City currently has a water money market balance of \$123,039.27 and it would be the staff's opinion, if the Board of Commissioners chooses to move ahead with this project, to fund the project utilizing a portion of the water money market.

Motion was made by Commissioner Lindenborn, seconded by Commissioner Tugman to approve the bid from Flowpoint for installation of a bulk water station.

Ayes: Mayor Law; Commissioners Lindenborn, Andrajack, Hardy, Love and Tugman

Nay: Commissioner Brewster

Motion carried.

Item 12. Mr. Whaley addressed the Mayor and Commissioners and stated the Texas Community Development Block Grant (TxCDBG) program requires the City to request and score proposals for engineering services for TxCDBG. That process has been satisfied and the City of Burkburnett has selected Corlett, Probst, & Boyd, P.L.L.C. for engineering services. Mr. Whaley stated the City has worked numerous projects with Corlett, Probst, & Boyd, P.L.L.C. including previous TxCDBG projects that were awarded to the City and all were successful.

Motion was made by Commissioner Tugman, seconded by Commissioner Hardy to approve the selection of Corlett, Probst & Boyd, P.L.L.C. for engineering services for the TxCDBG. Motion carried unanimously.

Item 13. Mayor Law closed the meeting at 8:18 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:

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

- 1) Assistant City Manager Evaluation Report

Item 14. Mayor Law reconvened the regular meeting at 10:47 p.m.

Motion was made by Commissioner Andrajack, seconded by Commissioner Hardy to enter into a city manager agreement with Michael Whaley effective April 1, 2014. Motion carried unanimously.

Item 15. Review of monthly reports.

- A. Administration- Mr. Whaley informed the Board that the bond payments from the water fund and the debt service fund were made in February and the next payment is due in August.

- B. Public Works- Mr. Whaley reported the subcontractor has removed the old swimming pool shell and we will be seeing movement going on there. Rick Sims is working on the design for the entry signs. He will provide a 3-D rendering at the April 21<sup>st</sup> meeting. Mr. Whaley reported they have finished testing on the last water well and he expects them to meet the scheduled time frames for completion.
- C. Public Safety- None.
- D. Economic Development-Deana Sheriff, Economic Development Director, reported Tractor Supply Company is open. She has five strong business prospects. Ms. Sheriff also reported the Burkburnett.biz website is up and running. Ms. Sheriff reported a new chiropractor will be opening on April 1<sup>st</sup>. At the last BDC meeting the Board approved the purchase of a LED sign for the community center.

Item 16. Public comments.

Item 17. City Manager's report.

Mr. Whaley reviewed the Top 100 Water User List.

Item 18. Commission comments.

Item 19. 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 March 27, 2014 at 6:30 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 Meeting Act. The following Commissioners were present:

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

Commissioner Brewster was not present.

Others present: Chester Nolen, Interim City Manager; Mike Whaley, Assistant City Manager; Trish Holley, Director of Administration; Janelle Dolan, City Clerk; Ed Stahr, Police Chief; and Deana Sheriff, Economic Development Director.

Item 1. Mayor Law called the meeting to order.

Item 2. Invocation was given by Commissioner Love.

Item 3. The pledge was led by Commissioner Lindenborn.

Item 4. Mike Whaley, Assistant City Manager, addressed the Mayor and Commissioners and stated bids were opened on March 20<sup>th</sup> for improvements to the Water Treatment Plant. The low bidder was Associated Construction Partners, LTD for the amount of \$799,848.

Motion made by Commissioner Andrajack, seconded by Commissioner Hardy to approve the well field electrical and water treatment plant improvements and award the bid to Associated Construction Partners, LTD for the amount of \$799,848. Motion carried unanimously.

Item 5. Mr. Whaley addressed the Mayor and Commissioners and stated the City contracted with Conventions, Sports & Leisure International (CSL) in order to perform a Baseball Feasibility study, CSL was asked to study the original idea of a 16 field complex, 8 softball and 8 baseball fields. CSL has presented in the

study, a recommendation (after industry review) that we choose to move ahead with plans for constructing the complex, the City eliminate the softball fields due to lack of interest and scale the baseball complex down to a 4 ball field complex. Mr. Whaley introduced Aaron Lewis with CSL who reviewed the study results with the Mayor and Commissioners. Mr. Lewis stated CSL prepared a market and demand building program utilizing the following: industry trends; comparable analysis with in a 200 mile radius; local market conditions; comparable complex case studies and potential user interviews. Mr. Lewis recommended starting with a 4 baseball field complex with adjustable 80 to 90 foot base paths and adjustable pitching mounds. Mr. Lewis also compared public vs. private management options. No action taken.

Item 6. Mayor Law closed the meeting at 6:54 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 551.071-CONSULTATION WITH ATTORNEY;  
CLOSED MEETING. A governmental body may not conduct a private consultation with its attorney except:

(2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

Item 7. Mayor Law reconvened the regular meeting at 7:39 p.m. No action taken.

Item 8. City Manager Comments.

Item 9. Council comments.

Item 10. 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



## City Commission Agenda Memo

**From:** Mike Whaley, City Manager

**Date:** April 21, 2014

**Item:** Discuss and take any action necessary on the appointment of Ms. Dana Ross to serve on the Wichita-Wilbarger 9-1-1 District Board of Managers (representing the surrounding municipalities).

### Background

Currently, Dan Fears serves on the Wichita-Wilbarger 9-1-1 District Board of Managers and represents municipalities. Mr. Fears has indicated he does not wish to be reappointed when his term expires on May 15, 2014. Dana Ross, owner of Farmers Insurance Agency in Iowa Park, has expressed her willingness to fill the board position being vacated by Mr. Fears.

### Fiscal Impact

N/A

### Options

- Recommend that Dana Ross be appointed to the Wichita-Wilbarger 9-1-1 District Board of Managers
- Provide an alternate recommendation
- Take no Action

### Staff Recommendation

Staff recommends the Board of Commissioners appoint Dana Ross to the Wichita-Wilbarger 9-1-1 District Board of Managers.

### Attachments

- Letter from Wichita-Wilbarger 9-1-1 District
- Dana Ross Professional Summary



## Wichita-Wilbarger 9-1-1 District

906 Travis Street  
P.O. Box 1829  
Wichita Falls, Texas 76307  
Phone - 940-723-8225 Fax - 940-723-5355

March 11, 2014

Chester Nolan, Interim City Manager  
City of Burkburnett  
501 Sheppard Rd  
Burkburnett, Texas 76354

Dear Mr. Nolan,

Dan Fears, one of the municipal appointees to this district's board, does not wish to be reappointed when his term expires May 15, 2014. He has been an active member and has represented the various cities in our district with distinction.

Dana Ross, owner of the Farmers Insurance Agency in Iowa Park, has expressed her interest and willingness to fill the board position being vacated by Mr. Fears. I have attached a copy of her personal biography.

I want to take a moment to explain the Board of Managers structure. The legislature which governs this 9-1-1 Board is the "Health and Safety Code, Title 9, ch. 772, subchapter d," for counties with a population over 20,000, and the legislated board makeup is as follows:

1. Two members appointed by the commissioners' court from the original county in the district. (Wichita)
2. Two members appointed jointly by all the participating municipalities in the district. (One of these positions is the subject of this letter.) These appointees represent all of the cities in the district collectively.
3. One member appointed jointly by the volunteer fire departments. This member represents all volunteer fire departments in the district.
4. One member appointed by counties, which joined the district subsequent to its inception. (Wilbarger)
5. One non-voting member appointed by the principal service supplier.

Historically, the Board of Managers has represented a cross section of Wichita and Wilbarger counties. Our present board structure is as follows:

<u>Member</u>	<u>Represents</u>
Greg Lynn, Chairman	Volunteer Fire Depts.
Bill Presson, Vice Chairman	Wichita County
Glenn Barham	Municipalities
Dan Fears	Municipalities
Kent Smead	Wilbarger County
Pat Norriss	Wichita County
Vacant	AT&T

I request that you place the appointment of a "cities" representative to our board of managers on a future council agenda prior to May 15, 2014. Please let me know of your decision by way of a certified copy of your minutes.

Respectfully,



Gary L. Young, M.A.  
Executive Director

GLY/bc

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# DANA ROSS

**315 N. WALL  
IOWA PARK, TX. 76367  
940~592~3200  
dross4@farmersagent.com**

## **Professional Summary:**

**Experienced in administrative duties derived from numerous years of working in people based, high quality customer service businesses. My main experience has been obtained by owning and running my own insurance agency for the last ten years. Handling a busy schedule, maintaining a profitable budget, managing employees and organizing a systematic workflow have been given priority and have resulted in the success of my business. Personally, I am a people person always looking for ways to be encouraging and helpful to others around me.**

## **Education:**

- **Midwestern State University, Degree of Business Administration 1982~1986**
- **Iowa Park High School 1978~1982**

## **Career Experiences:**

- **Farmers Insurance Agency, Iowa Park, Tx. Owner/Agent 2004~2014**
- **Cryovac Federal Credit Union, Iowa Park, Tx. CSR/Loan Officer 1997~2004**
- **The Burkburnett Bank, Burkburnett, Tx. Asst. to Cashier/Loan Operations/New Accounts/Cd's/IRA Representative 1987~1997**
- **Parker Square Bank, Wichita Falls, Tx. Commercial Teller 1983~1987**
- **State National Bank, Iowa Park, Tx. Teller 1982-1983**

## **Community Involvement:**

- **Iowa Park Chamber of Commerce, Iowa Park, Tx. Director 2005~2014  
President, Vice President, Second Vice President 2012~2014**
- **Noon Day Lions Club, Iowa Park, Tx. Current Vice President, Past President 2008,  
Member 2005~2014**
- **IDC Board, Iowa Park, Tx. Director 2008~2014**
- **Iowa Park Athletic Booster Club, Iowa Park, Tx. Member 2005-2011, Officer 2007~2011**
- **Big Brothers~Big Sisters, Wichita Falls, Tx. Currently applying to be a Big Sister**



## City Commission Agenda Memo

**From:** Deana Sheriff, Executive Director, Burkburnett Development Corporation

**Date:** April 21, 2014

**Item:** Resolution Number 559. A resolution ordering payment of up to \$55,000 for the purchase of a new electronic Community Center sign.

### Background

Replacement of existing signage on Community Center with electronic LED sign. Purpose is to enable communication of community events, emergency notices, and notices of public meetings. The electronic sign shall be placed on the existing derrick. The derrick shall remain in place as part of the character and history of Burkburnett.

### Fiscal Impact

Up to \$55,000 of 4B funds from Burkburnett Development Corporation shall be expended for the purchase and installation of the sign. The funds shall come from BDC reserve funds.

### Options

- Approve Resolution Number 559
- Not approve Resolution Number 559

### Staff Recommendation

Approve Resolution Number 559

### Attachments

Resolution Number 559

Community Center Sign Bid

**RESOLUTION NUMBER 559**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS AUTHORIZING AN AGREEMENT BETWEEN THE BURKBURNETT DEVELOPMENT CORPORATION AND IMAGE ADVERTISING FOR THE PURCHASE AND INSTALLATION OF AN ELECTRONIC MESSAGE CENTER LOCATED AT THE BURKBURNETT COMMUNITY CENTER AND AGREEING TO FUND UP TO FIFTY-FIVE THOUSAND DOLLARS.**

**WHEREAS**, the Burkburnett Development Corporation (the "BDC") is a Type B economic development corporation created by the City of Burkburnett, Texas (the "City"), which has a population of less than 20,000; and

**WHEREAS**, the BDC has proposed entering into an agreement with Image Advertising to fund up to fifty-five thousand dollars for the purchase and installation of a double-sided, 16 mm color, electronic message center on the existing derrick structure at the Burkburnett Community Center; and

**WHEREAS**, this resolution has been given two readings before the Board of Commissioners: one on April 21, 2014 and another on the date this resolution was approved; and

**WHEREAS**, this resolution was approved in a meeting which was open to the public and preceded by proper notice as required by Chapter 551 of the Texas Government Code;

**NOW, THEREFORE, BE IT RESOLVED** that the BDC is hereby authorized to enter into the *agreement* with Image Advertising, whereas the Burkburnett Development Corporation would agree to fund up to fifty-five thousand dollars for the purchase and installation of a double-sided, 16 mm color, electronic message center on the existing derrick structure at the Burkburnett Community Center;

**FURTHER RESOLVED** that the officers of the City are hereby authorized and directed to take such action as may be reasonably necessary to carry this resolution into effect.

First reading on April 21, 2014

**APPROVED** on this \_\_\_\_\_, 2014, Second and Final Reading.

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Carl Law, Mayor

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Janelle Dolan, City Clerk

# Proposal

Page No.

of

Pages

**IMAGE ADVERTISING**  
**NEON AND ELECTRIC SIGNS-SALES AND SERVICE**  
 P.O BOX 2225  
 WICHITA FALLS, TEXAS 76307  
 (940) 766-4307 Fax (940) 766-0014

PROPOSAL SUBMITTED TO <i>Buick Community Center</i>		PHONE	DATE <i>Jan 27, 2014</i>
STREET		JOB NAME <i>Electronic Message Center</i>	
CITY, STATE and ZIP CODE		JOB LOCATION <i>Savage@Kramer</i>	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

*Furnish & install a double-face, Twin-Pak, 16mm color Electronic Message Center on the existing service structure. Customer is responsible for providing primary electrical service to the sign. See attached specs.*

*16mm color 4'5" x 7'3" \$44,007 installed*

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

Payment to be made as follows:

*A 50% deposit is due at the time an order is placed, with the balance due upon completion*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

*Tommy [Signature]*

Note: This proposal may be withdrawn by us if not accepted within *90* days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Time-O-Matic, Inc.  
 1015 Maple Street, Danville, IL 61832  
 Ph: (217) 442-0611 Fx (217) 442-1020



Quote Number: 1400964 rev 4.00 - Quote Date: 01/27/2014

Sign Company 46500	Shipping Destination	Job Site	REVISION
Tommy Richardson, President Image Advertising P.O. Box 2225 Wichita Falls, TX 76307 Phone: 940-766-4307	IMAGE ADVERTISING 812 WACO STREET WICHITA FALLS TX 76301	Name: Burkburnett Community Ctr. Address: City: State: Zip:	Original End User

Sign ID 688084 - (W16j-S) 16mm Slim Front Ventilation Highbrightness Color LED Message Center

Sign Specifications	Standard Features
Pitch/Char: WatchFire 16mm / 4.00in Cabinet Style: Double Face Twinpak (Slim) Cabinet Depth: 6.00 inches Apx. Weight: 727 Lbs. Overall Size: 4ft 5in H x 7ft 3in L x 5in D LED Color: Color Viewing Area: 4ft H x 7ft L Matrix Size: 72 x 126 8 lines / 25 Characters at a 4" type.	Color: LED RGB Color Capability: 144 Quadrillion Viewing Angles: 140 Horiz/70 Vert Video: plays prerecorded clips up to 30FPS Imports Windows Video (AVI) Animated Text & graphics Includes: Ignite Graphics Software Brightness: Daytime 10000 NITs Maximum Nighttime 750 NITs Maximum Energy-Conscious LED: Use optional Sign Brightness Adjustment to run sign at less than 10000 NITs.
Character Style	

Options	
Communications	RWF High Speed Long Range V
Group Link	Not Ordered
Temperature Sensor	w/16 ft Cable
Software Training	Web Based Software Training
Personal Computer	Standard Ignite Software Only
Fiber Optic Cable	Not Ordered / Not Required
Technician On-Site	Not Ordered
Cabinet Separation	Standard Up To 15 Feet
Power Requirements	Standard As Quoted
Sign Mounting Kit	Not Ordered / Not Required
Spare parts kit	Not Ordered
Special Options	Not Ordered
Custom Artwork	Not Ordered

**Electrical Service & Energy Consumption**

120.00 VOLT 9.00 amps per face / 18.00 amps total Single Phase Service Refer to the installation manual for details on wiring. Based on 18.00 hours of operation a day, plus or minus 10% depending on how the sign is programmed.

11.2 KWHrs a day x \$0.07 = 0.78/Day

**Leadtime: 4-6 weeks (after this document is signed & returned and receipt of down payment). Standard 5 Year Watchfire warranty applies.**

System Price For One DF 16mm Slim Front Ventilation Highbrightness Color LED Message Center



## City Commission Agenda Memo

**From:** Gordon Smith, Director of Public Works

**Date:** April 21, 2014

**Item:** Resolution Number 560. A Resolution of the Board of Commissioners of the City of Burkburnett, Texas providing for Texas Community Development Grant Grievance/Complaint Procedures.

### Background:

The City was awarded a Community Development Block Grant (CDBG) from the Texas Department of Agriculture (TDA) for the amount of \$275,000.00. These funds are designated to replace undersized water mains and increase fire protection for the Troy Mills Addition between Oklahoma Cut Off and the Service Rd.

Resolution 560 is a new CDBG requirement by TDA and it is an agreement between the City and TDA to where the City will manage any citizen's grievance/complaint regarding the City's participation in a CDBG application and/or grant activity.

### Fiscal Impact:

No additional funding required with this resolution.

### Options:

- Approve Resolution Number 560
- Not approve Resolution Number 560 (Lose CDBG Grant)

### Staff Recommendation:

Approval of Resolution Number 560 to keep 2014 CDBG Water Main Improvement Project on schedule.

### Attachments:

Resolution Number 560

**RESOLUTION NUMBER 560**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS PROVIDING FOR TEXAS COMMUNITY DEVELOPMENT GRANT GRIEVANCE/COMPLAINT PROCEDURES.**

**WHEREAS**, the City of Burkburnett desires to use the following system for reviewing grievance or complaints associated with the Texas Community Development Block Grant (TxCDBG); and

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

**Section 1.** A citizen, who has a grievance/complaint regarding the City's participation in a TxCDBG application and/or grant activity, may submit his/her views in writing to the Mayor at Burkburnett City Hall during regular business hours.

**City of Burkburnett  
501 Sheppard Rd.  
Burkburnett, TX 76354  
940-569-2263  
Monday-Friday 8:00am – 5:00 pm**

**Section 2.** The City will respond in writing to the grievance/complaint within fifteen (15) working days of the date in which the grievance/complaint was received.

**Section 3.** If the City is unable to resolve the issues stated in the grievance/complaint to the satisfaction of both parties, the City will refer the grievance/complaint to the following agency:

**TEXAS DEPARTMENT OF AGRICULTURE  
OFFICE OF RURAL AFFAIRS  
PROGRAM COMPLIANCE DIVISION  
P.O. BOX 12847  
AUSTIN, TEXAS 78711  
512-463-7476 OR 800-835-5832  
888-216-9867 FAX**

As officers and representative of the City of Burkburnett, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

**PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT** on this 21<sup>th</sup> day of April, 2014.

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Carl Law, Mayor

**ATTEST:**

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Janelle Dolan, City Clerk



## City Commission Agenda Memo

**From:** Gordon Smith, Director of Public Works  
**Date:** April 17, 2014  
**Item:** Appointment for Parks and Recreation Board

### Background

On April 9, 2014 the Parks and Recreation Board met and one item was to review the application of Mr. Brian Love for a recommendation to City Commissioners for an appointment to the Parks and Recreation Board. The Parks and Recreation Board voted unanimously to recommend Mr. Brian Love to the City Commission for appointment to the Parks and Recreation Board.

The vacant position was created upon the resignation of Mr. Don Hardy. The Board expressed thankfulness for Mr. Hardy service to the Parks and Recreation Board.

### Fiscal Impact

N/A

### Options

- Approve Appointment
- Not approve Appointment

### Staff Recommendation

Approve Appointment of Mr. Brian Love to the Parks and Recreation Board

### Attachments

Mr. Brian Love's application

**CITY OF BURKBURNETT  
VOLUNTEER APPLICATION  
FOR BOARDS, COMMISSIONS OR COMMITTEES**

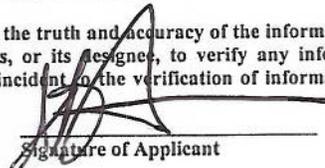
DATE:

(Applications retained for 12 months)

Full Name: <sup>First</sup> Jason <sup>Middle</sup> Brian <sup>Last</sup> Love		Maiden (if applicable):	
Address: 505 Magnolia		E-mail Address: TexasRedz2000@gmail	
Date of Birth: 16 Aug 1970	Social Security # (not mandatory):	Home Phone: 940 642 6083	
Spouse's Name: Marguerite Love		Work Phone:	
# of Children: 3	Years Residing in Burkburnett: 9	Other Cities Lived In: W.F.	
High School Name: W.F.H.S.		Location: W.F.	
College Information:			
Name of College(s)		Location	Degree
Date Degree Received			
1.			
2.			
3.			
Occupation: Admin		Employer: Dept of Air Force	
Employer's Address: (City, State, Zip) Sheppard AFB			
Professional Associations/Organizations:			
Previous & Current Community Service: (Memberships, Offices held, etc.) Rowstabouts, DAV Gdf. Co-chair, EIKs lodge			
Hobbies/Interests: Sports, Hunting, fishing			
Clubs & Organizations:			
Selection of Boards (Indicate first, second, third and fourth choices for board memberships by placing a number in space adjacent to the board's name)			
<input type="checkbox"/> Cemetery Board	<input type="checkbox"/> Planning & Zoning	<input type="checkbox"/> Zoning Board of Adjustment	
<input checked="" type="checkbox"/> Parks/Recreation	<input type="checkbox"/> Friends of Library	<input type="checkbox"/> Golf Committee	
<input type="checkbox"/> HOT Committee	<input type="checkbox"/> Appraisal Review	<input type="checkbox"/> Library Board of Directors	
<input type="checkbox"/> Burkburnett Develop. Corp.		<input type="checkbox"/> Ad Hoc Charter Committee	
Are you registered to vote in Wichita County? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please explain why you want to serve on the boards listed above and/or your qualifications:			

By executing this document, the applicant does hereby certify and affirm the truth and accuracy of the information contained herein. The applicant further authorizes the Board of Commissioners, or its designee, to verify any information. The applicant agrees to release and hold harmless the City from all claims incident to the verification of information contained herein.

Please return this application to: Trish Holley, City Clerk  
City of Burkburnett  
501 Sheppard Road  
Burkburnett, TX 76354  
(940)569-2263  
(940)569-4192 fax  
tholley@burkburnett.org

  
Signature of Applicant



## City Commission Agenda Memo

**From:** Gordon Smith, Director of Public Works

**Date:** April 21, 2014

**Item:** Discuss and take any action necessary on re-appointments to the Cemetery Board.

### Background

The terms of four Cemetery Board members expired in December 2013. The members with expired terms are: Denise Kirkpatrick, Ron Clarke, Nova Dickson and Shannon Waitman. The Cemetery Board met on April 14, 2014 and Denise Kirkpatrick, Ron Clarke and Nova Dickson indicated they are willing to serve again on the Cemetery Board. Shannon Waitman turned in her resignation from the Board at the meeting.

### Fiscal Impact

N/A

### Options

- Approve re-appointments
- Not approve are-appointments

### Staff Recommendation

Approve the re-appointments of Denise Kirkpatrick, Ron Clarke, and Nova Dickson to serve on the Cemetery Board.

### Attachments

N/A