MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas met in a special called meeting on Monday, February 13, 2012 at 7:00 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meetings Act. The following Commissioners were present:

Carl Law	Mayor
Charlene Lewis	Mayor Pro-Tem
Bill Lindenborn	Commissioner
Josh Andrajack	Commissioner
Raymond Holland	Commissioner
Randy Brewster	Commissioner

Commissioner Thornton was not present.

Others present: Tim James, City Manager; Janelle Dolan, City Clerk; and Rodney Roberts, Director of Parks and Recreation.

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

Item 2. Invocation was given by Commissioner Brewster.

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

Item 4. Motion was made by Commissioner Andrajack, seconded by Commissioner Holland to approve the City of Burkburnett's Community Revitalization and Redevelopment Plan as written. Motion carried unanimously.

Item 5. Commissioner Brewster addressed the Board, he reported that TXDOT is going to close the rest areas on I-44. Commissioner Brewster has contacted TXDOT about acquiring the oil derrick picnic tables. Commissioner Brewster was told that the oil derrick picnic tables can only be given to a municipality. At this time TXDOT is testing the awnings for asbestos. Once asbestos testing is completed, the City's only expense would be relocating them. TXDOT needs a letter from the Mayor requesting the oil derrick picnic tables be donated to the City of Burkburnett.

Commissioner Brewster, seconded by Commissioner Lindenborn authorizing the City to send a letter to TXDOT requesting the picnic tables and oil derricks for the City of Burkburnett's use. Motion carried unanimously.

Item 6. Tim James, City Manager, addressed the Mayor and Commissioners. He introduced Mr. Rick Sims, architect with Bundy, Young, Sims, Potter, Inc. Mr. Sims is here to discuss the Cemetery Pavilion and Phase III of the Cemetery. Mr. James stated the Board of Commissioners has approved the contract with Mr. Sims to do the preliminary layout of Phase III. Mr. James stated after discussing the project with Mr. Sims it was determined that direction was needed from the Board of Commissioners so Mr. Sims can move forward on those plans. After much discussion and input from the Board of Commissioners and the Cemetery Board, regarding access to the pavilion, acquiring additional property, and the pavilion itself, no action was taken. Mr. Sims will be meeting with the Cemetery Board after the Board of Commissioners meeting is adjourned.

Item 7. Commission comments.

Item 8. Motion was made by Commissioner Thornton, seconded by Commissioner Holland to adjourn. Motion carried unanimously.

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Carl Law, Mayor

ATTEST:

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Janelle Dolan, City Clerk

MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas met in a special called meeting on Tuesday, February 14, 2012 at 8:00 a.m. at 104 W. Third, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meeting Act. The following Commissioners were present:

Carl Law	Mayor
Bill Lindenborn	Commissioner
Randy Brewster	Commissioner

Commissioners Thornton, Holland, Lewis, and Andrajack were not present.

There was no quorum and no action taken on any of the following Burkburnett Development Corporation agenda items listed below.

Item 1. Meeting called to order.

Item 2. Roll call.

Item 3. Discuss minutes January 10, 2012 regular meeting minutes.

Item 4. Discuss January 2012 financials.

Item 5. Texas Department of Agriculture Programs-Nancy Cordero .

Item 6. Director's Report
- -Tour of recycling facility
- -Retail Coach
- -New Businesses
- -Business Relocations
- -Whaley Products

Item 7. Discuss Strategic planning update.

Item 8. Discuss NTS "Burkburnett" Channel.

Item 9. Discuss possible expansion of the tree farm.

Item10. Discuss land options for future development.

Item 11. Personal Audience Comments to Board Members/Comments on Agenda Items.

Item 12. Board Member Comments

Item 13. Adjournment

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Carl Law, Mayor

ATTEST:

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Janelle Dolan, City Clerk

MINUTES
BOARD OF COMMISSIONERS
WORKSHOP SESSION

The Board of Commissioners of the City of Burkburnett, Texas met in a Budget Workshop/Meeting on Monday, February 20, 2012 at 4:00 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 Meeting Act. The following Commissioners were present:

Carl Law	Mayor
Charlene Lewis	Mayor Pro-Tem
Josh Andrajack	Commissioner
Chase Thornton	Commissioner
Raymond Holland	Commissioner
Randy Brewster	Commissioner
Bill Lindenborn	Commissioner

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

Item 1. Mayor Law called the meeting to order.

Item 2. Tim James, City Manager addressed the Mayor and Commissioners. He discussed the FY 2013 Long-Range Plan.

The FY 2012 Budget Status (as of 1-31-12) was reviewed.

- Revenues (General Fund)
  - Budget - $4,754.656
  - Current - $2,463,812 (51.8%)
- Expenditures (General Fund)
  - Budget - $4,757.949
  - Current - $1,638.189 (34.3%)
- Revenues (Water Fund)
  - Budget - $2,316,000
  - Current - $633,003 (27.3%)
- Expenditures (Water Fund)
  - Budget - $2,313.149

    - Current - $782,561 (33.8%)
- Revenues (Sewer Fund)
    - Budget - $954,700
    - Current -$310,782(32.5%)
- Expenditures (Sewer Fund)
    - Budget -$947,177
    - Current - $386,027 (40%)

The following was discussed at length: capital projects, street bond projects, equipment purchases, and wish list items.

The following Long-Range Planning Categories were discussed in depth:

- Planning/Development
- Transportation
- Utilities
- Facilities
- Parks/Recreation
- Economic Development
- Public Safety
- Tourism/Unique Community Assets
- Personnel
- Budget

Mr. James concluded with Long-Range Planning helps guide current decisions. Projects and priorities will be discussed at the next budget workshop in conjunction with preliminary budget line items.

No action was taken.

Item 3. Council comments.

Item 4. There being no further business the meeting was adjourned.

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Carl Law, Mayor

ATTEST:

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Janelle Dolan, City Clerk

MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas met in a regular meeting on Monday, February 20, 2012 at 7:00 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meetings Act. The following Commissioners were present:

Carl Law	Mayor
Charlene Lewis	Mayor Pro-Tem
Bill Lindenborn	Commissioner
Chase Thornton	Commissioner
Josh Andrajack	Commissioner
Raymond Holland	Commissioner
Randy Brewster	Commissioner

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

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

Item 2. Invocation was given by Roy Christopher, Pastor of Central Church of Christ.

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

Item 4. Consent Agenda.

A. Approval of minutes: January 10, 2012 and January 16, 2012

Motion was made by Commissioner Thornton, seconded by Commissioner Holland to approve Consent Agenda 4. Motion carried unanimously.

Mayor Law moved Item 10 up.

Item 10. Resolution Number 521 was presented in its entirety. A resolution suspending the March 6, 2012, effective date of Atmos Energy Corp., Mid-Tex Division ("Atmos Mid-Tex") requested rate change to permit the city time to study the request and to establish reasonable rates.

Tim James, City Manager, addressed the Mayor and Commissioners. This resolution has been recommended by the Atmos Cities Steering Committee ("ACSC") for all member cities to allow the steering committee time to review the proposed rate increase that would be effective March 6, 2012.

Motion was made by Commissioner Andrajack, seconded by Commissioner Thornton to approve Resolution Number 520 as presented. Motion carried unanimously.

Item 5. Mayor Law closed the regular meeting at approximately 7:05 p.m. and opened the "Public Hearing" for the following Planning & Zoning Commission Case:

> Case #2012-1, re-zone application for 1100 Block of Lisa Lane, block rezoned as a carport overlay district.

Mike Whaley, Director of Public Works and Community Planning, addressed the Mayor and Commissioners, this is the first carport overlay application received since the Board of Commissioners amended the zoning ordinance. The application was submitted by Allyn Mathieson located at 1122 Lisa Lane. The petition was reviewed and ownership of the signatures was verified by City Staff. Out of the 22 signatures required, 19 were obtained. All publications and mail out requirements were fulfilled. This case was heard before the Planning and Zoning Board and was unanimously approved.

Item 6. Mayor Law closed the "Public Hearing" at approximately 7:08 p.m. and reopened the regular meeting to take action on the Planning & Zoning Commission Cases:

> Case #2012-1, re-zone application for 1100 Block of Lisa Lane, block rezoned as a carport overlay district.

Motion was made by Commissioner Lindenborn, seconded by Commissioner Brewster to accept the Planning and Zoning Board's recommendation to approve the application for the carport overlay district.

Ayes: Mayor Law, Commissioners: Lindenborn, Brewster, Andrajack, Thornton, and Holland.
Nays: Commissioner Lewis.
Motion carried.

Item 7. Resolution Number 520 was presented in its entirety. A resolution ordering a general election to be held on May 12, 2012 to elect four (4) City Commissioners.

Motion was made by Commissioner Andrajack, seconded by Commissioner Thornton to approve Resolution Number 520 as presented. Motion carried unanimously.

Item 8. Mr. James addressed the Mayor and Commissioners. He reported in Code Enforcement we come in contact with people who have code violations and they have neither the physical or financial ability to abate the violation. The Burkburnett Assistance Program will allow the City to provide a link between people in need with people who are willing to help. The City would maintain a list of groups or organizations that are willing to help citizens with the code violations. Ultimately it comes back to the property owner to abate any code violations.

Motion was made by Commissioner Lindenborn, seconded by Commissioner Andrajack to authorize the City to go forward with this program. Motion carried unanimously.

Item 9. Mr. James addressed the Mayor and Commissioners. The American Cancer Society Relay for Life is an annual event. The American Cancer Society has requested Friendship Park to remain open beyond normal operating hours and to allow the DJ to play all night. If complaints are received by property owners regarding the DJ he would need to stop playing at that time.

Motion was made by Commissioner Brewster, seconded by Commissioner Thornton to accept the application for permit submitted by the American Cancer Society. Motion carried unanimously.

Item 11. Chief of Police, Mike Tracey, addressed the Mayor and Commissioners. Chief Tracey presented the annual Racial Profiling Statistics for 2011 which is required by law. No action taken.

Item 12. Commissioner Andrajack requested that the Council packets be put on the website. He stated he is requesting this for two reasons: 1) to give the citizens of Burkburnett access to what is going to be discussed at the Board of Commissioners meeting and 2) to provide quicker access for the Commissioners.

Motion was made by Commissioner Andrajack, seconded by Commissioner Lindenborn to place the council packets on the website as soon as they are available, subject to any materials that would not by nature be allowed to be in the packet or cumbersome or large to present as part of the packet. Motion carried unanimously.

Item 13. Review of monthly reports.

A. Administration-Trish Holley, Director of Administration, reported sales tax received in February was $145, 661. This is an increase of 2.37%

from last year. Ms. Holley also reported this is sales tax that is for December sales.

B. Public Works

C. Public Safety- Chief Tracey reported he has applied for a grant for new K-9 Dog, equipment, and vehicle. The approximate value of the grant is $45,000.

Item 15. Public Comments

Item 16. City Manager's report.

A. Wichita County Appraisal District-Mr. James reported he received notification from the Wichita County Appraisal District that they received right at 100% accuracy. This means that their estimated values are very close to the sale value.

B. Altus award-Last week at the SMAC meeting the Altus Trophy was received. This trophy was presented in recognition that Sheppard Air Force Base has the best support committee for any base.

Item 17. Commission comments.

Item 18. Motion was made by Commissioner Brewster, seconded by Commissioner Thornton to adjourn. Motion carried unanimously.

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Carl Law, Mayor

ATTEST:

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Janelle Dolan, City Clerk