

**MINUTES
BOARD OF COMMISSIONERS
WORKSHOP SESSION**

The Board of Commissioners of the City of Burkburnett, Texas met in a Budget Workshop/Meeting on Tuesday, August 6, 2013 at 2:00 p.m. in the Council Chambers of the City Hall, 501 Shepard 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

Commissioners Brewster and Tugman were not present.

Others present: Chester Nolen, Interim City Manager; Trish Holley, Director of Administration, Michael Whaley, Public Works Director; Janelle Dolan, City Clerk; Mike Tracey, Chief of Police and Ed Stahr, Lieutenant Police Department.

Item 1. Mayor Law called the meeting to order.

Item 2. Invocation was given by Commissioner Hardy.

Item 3. The Pledge of Allegiance was led by Mayor Law.

Item 4. Trish Holley, Director of Administration addressed the Mayor and Commissioners on the purchase of the utility payment Kiosk. Ms. Holley stated when this was presented to the Board earlier this year, staff did not know the cost of the machine didn't include software, installation or the additional cost to remove the drive thru window. After obtaining additional information, staff did not think it would be as beneficial as it had been presented to the Board.

The Company was contacted to see if the order could be cancelled; 75% was paid in advance and on the invoice, it states they have a 25% charge for a restocking fee. However, the company stated the kiosk had already been built and therefore could not be cancelled. They stated they would remove the court payment feature and that would reduce the cost of the kiosk by \$4,000 and offered to come from Lewisville to see if another location would work better and leave the drive-thru window alone.

Mr. Nolen, Interim City Manager stated the City Attorney would review the invoice and if the kiosk can be cancelled there is a possibility the City would lose approximately \$8,750.

Motion was made by Commissioner Andrajack seconded by Commissioner Lindenborn to cancel the order on the Kiosk and pay up to a 25% restocking fee on the cancellation of the order. Motion carried unanimously.

Item 5. Chester Nolen, Interim City Manager, addressed the Mayor and Commissioners and gave a re-cap of the proposed FY 2014 budget which included projected revenue of \$6,197,473 and projected expenses of \$6,199,391 which would leave a projected unappropriated balance of -\$1,918. Examples were provided using the effective tax rate, rollback rate, and same tax rate as the previous year as the proposed tax rate. Mr. Nolen also reviewed funded and unfunded projects.

Item 6. City Manager Comments.

- Mr. Nolen reported 15 applications have been received for the City Manager position which closes on 8/21.

Item 7. Council comments.

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

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk