

MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas met in a regular meeting on Monday, July 21, 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
Randy Brewster	Commissioner
Frank Ducos	Commissioner
Don Hardy	Commissioner
Marguerite Love	Commissioner
Michael Tugman	Commissioner

Others present: Mike Whaley, City Manager; Trish Holley, Director of Administration; Gordon Smith, Director of Public Works; Janelle Dolan, City Clerk; Ed Stahr, Police Chief; Deana Sheriff, Economic Development Director; and Rod Ryalls, Fire Chief.

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 June 9, 2014 Special Called Meeting and June 16, 2014

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

Item 5. Mike Whaley, City Manager, addressed the Mayor and Commissioners and stated the Mutual Aid in Fire Emergency Services agreement is a renewal of a long-standing agreement the City of Burkburnett has had with Sheppard Air Force Base to respond to the request by either party for mutual aid in fighting a fire. Rod Ryalls, Fire Chief, reported this is a format change only and has no impact on regular operations.

Motion was made by Commissioner Love, seconded by Commissioner Ducos to approve the Mutual Aid in Fire Emergency Services. Motion carried unanimously.

Item 6. Mr. Whaley addressed the Mayor and Commissioners and reported the LED Community Sign has been installed at the Community Center. The proposed policy will establish guidelines for the use and operation of the new sign. Mr. Whaley stated there will be an application that will need to be completed for use of the sign.

Motion was made by Commissioner Lindenborn, seconded by Commissioner Hardy to approve the Community Sign and Use Policy. Motion carried unanimously.

Item 7. Mr. Whaley addressed the Mayor and Commissioners and stated the purpose of the Employee Social Media and Networking Policy is to provide employees with clear guidelines when participating on personal social networking websites, web pages or other types of social media. It is not the City's intent to deter or prohibit employees from participating, accessing, or posting to these sites, but to make sure an employee's personal activities do not infringe upon the integrity of the City's operations, elected or appointed City officials, other employees or the citizens, and otherwise preserve and protect the professional interests of the City of Burkburnett.

Motion was made by Commissioner Brewster, seconded by Commissioner Love to approve the Employee Social Media and Networking Policy. Motion carried unanimously.

Item 8. Mr. Whaley addressed the Mayor and Commissioners and stated the purpose of the Social Media and Networking Policy for Appointed Officials is to provide appointed officials of the City of Burkburnett with clear guidelines when participating on personal social networking websites, web pages or other types of social media. It is not the City's intent to deter or prohibit employees from participating, accessing, or posting to these sites, but to make sure an employee's personal activities do not infringe upon the integrity of the City's operations, elected or appointed City officials, other employees or the citizens, and otherwise preserve and protect the professional interests of the City of Burkburnett. Mr. Whaley stated the policy will be presented at future meetings to the appointed officials for signature.

Motion was made by Commissioner Lindenborn, seconded by Commissioner Hardy to approve the Social Media and Networking Policy for Appointed Officials. Motion carried unanimously.

Item 9. Resolution Number 566 was presented it is entirety. A resolution ordering payment of up to \$150,000 for initial funding of Neighborhood Reinvestment Grant Program for business façade improvement. First reading, no action taken.

Item 10. Mr. Whaley addressed the Mayor and Commissioners and stated in the past the City has leased space on the elevated water towers to various groups as a source of

income, as well as to assist in the expansion of telecommunications networks and services for the community. Gordon Smith, Director of Public Works, then provided additional information, and stated Choice Wireless' agreement ended and Pinnacle Network Solutions approached the City about continuously using the water towers. Mr. Smith stated the monthly revenue is \$1525. Mr. Smith stated staff recommends approval of the agreement with Pinnacle Network Solutions.

Motion was made by Commissioner Ducos, seconded by Commissioner Lindenborn to approve the agreement with Pinnacle Network Solutions. Motion carried unanimously.

Item 11. Mr. Smith addressed the Mayor and Commissioners and stated the City was awarded the Community Development Block Grant (CDBG) from the Texas Department of Agriculture for the amount of \$275,000. Mr. Smith stated the funds are designated to replace undersized water mains and increase fire protection for the Troy Mills Addition between Oklahoma Cutoff and the Service Road.

Motion was made by Commissioner Tugman, seconded by Commissioner Lindenborn to approve the bid of \$316,750.00 from Bowles Construction. Motion carried unanimously.

Motion was made by Commissioner Tugman, seconded by Commissioner Lindenborn to approve the alternative bid of \$34,480.00 to replace the existing steel lines and let staff determine how to fund in next year's budget. Motion carried unanimously.

Item 12. Mr. Whaley addressed the Mayor and Commissioners and stated a vacancy occurred on the Zoning Board of Adjustments (ZBA) when Commissioner Ducos was elected to the Board of Commissioners. Also, Bob Parker and Glenn Whaley have resigned from their positions. Donna Beaver currently serves as an alternate on the ZBA and is willing to serve as a regular member on the Board. Mr. Whaley stated Roy Cheney has applied to serve on the ZBA as a regular member and Matt Horn has applied to serve as an alternate member. Mr. Whaley stated staff is recommending the Board of Commissioners appoint these applicants as stated.

Motion was made by Commissioner Tugman, seconded by Commissioner Hardy to approve the following appointments to the ZBA: Roy Cheney as a regular member; Matt Horn as an alternate member; and Donna Beaver as regular member. Motion carried unanimously.

Item 13. Mr. Smith addressed the Mayor and Commissioners and reported the Cemetery Board met on July 14, 2014 and one of the items was to review the volunteer application submitted by Ted Kwas and for a recommendation to the Board of Commissioners for an appointment to the Cemetery Board. The Cemetery Board voted unanimously to recommend that Ted Kwas serve on the Cemetery Board. The vacant position was created upon the resignation of Shannon Waitman.

Motion was made by Commissioner Tugman, seconded by Commissioner Lindenborn to approve the appointment of Ted Kwas to the Cemetery Board.

Ayes: Commissioners Lindenborn, Brewster, Ducos, Hardy, Love, and Tugman

Abstained: Mayor Law

Motion passed.

Item 14. Mr. Whaley addressed the Mayor and Commissioners and reported that Mike Guevara, City Attorney, Guevara, Decker & Arrott, PC., could not be present for the meeting today to discuss the charter amendments.

Motion was made by Commissioner Tugman, seconded by Commissioner Brewster to postpone action on this item until the city attorney could be here, at the earliest possible meeting, with the goal of putting this on the November ballot. Motion carried unanimously.

Item 15. Review of monthly reports.

- A. Administration-Trish Holley, Director of Administration, reported that sales tax received this month is less than it was last year. Ms. Holley also reported it is time to renew the depository agreement.
- B. Public Works- Mr. Smith reported the rain has not delayed the Family Aquatic Center and it is on schedule but there have been some delays on the water wells. Mr. Smith reported he anticipates the wells being on generator power by the end of the month. Mr. Smith also reported that reflectors will be installed on the crosswalks on Davey Drive.
- C. Public Safety- Ed Stahr, Police Chief, reported the police department has started issuing citations for speeding on Davey Drive since the lowering of the speed limit.
- D. Economic Development-Deana Sheriff, Economic Development Director, reported she has been working with 42 companies, both within in the city and some that are outside of the city and are interested in coming to Burkburnett. Ms. Sheriff reported that the Farmers Market is going well and was told they sold out this past Saturday. Ms. Sheriff reported she is still working with the Burkburnett Independent School District on offering business classes.

Item 16. There were no public comments.

Item 17. City Manager's report.

- Mr. Whaley reviewed dates of upcoming budget meetings:
 - 7/23/14 12:00 pm
 - 8/5/14 12:00 pm
 - 8/6/14 12:00 pm
 - 8/13/14 12:00 pm if necessary

Item 18. Commission comments.

Item 19. Motion was made by Commissioner Tugman, seconded by Commissioner Hardy to adjourn. Motion carried unanimously.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk