

MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas met in a regular meeting on Monday, December 19, 2011 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, Director of Public Works; 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 and welcomed the visitors.

Item 2. Invocation was given by Reverend John Munson, Vicar of St. John the Divine Anglican Church.

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

Item 4. Consent Agenda.

A. Approval of minutes: November 21, 2011

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

Item 5. Tim James, City Manager, addressed the Mayor and Commissioners. Mr. James stated he met with the newly adopted Cemetery Board and they have provided the following appointments for the Cemetery Board. One year appointments are Kathy Patterson, Paula Smith and Brenda Whaley. Two year appointments are Ron Clarke, Denise Kirkpatrick, Nova Dickson, and Shannon Waitman.

Motion was by Commissioner Andrajack, seconded by Commissioner Thornton to approve the seven appointments as provided. Motion carried unanimously.

Item 6. Resolution Number 518 was presented. A resolution authorizing the Mayor to sign a resolution supporting a joint land use study (JLUS) with Sheppard Air Force Base (SAFB) and surrounding communities. Tim James, addressed the Mayor and Commissioners. Sheppard Air Force Base (SAFB) has requested that the surrounding communities join with them in a joint land study (JLUS). This is a study of SAFB's operations and how it affects the surrounding communities. It will identify different programs the City of Burkburnett can adopt to make sure SAFB is sustainable over a long period of time. The study is funded by grants and in-kind contributions.

Motion was made by Commissioner Lindenborn, seconded by Commissioner Brewster to approve Resolution 518 as presented. Motion carried unanimously.

Item 7. Tim James, City Manager, addressed the Mayor and Commissioners. Mr. James stated the Burkburnett Development Corporation met on December 13, 2011 and approved a contract with The Retail Coach for professional services. Kelly Bolen, BDC director, reported that this expenditure was not listed as a line item in the BDC's original budget she is requesting the Board of Commissioners approve the expense.

Motion was made by Commissioner Andrajack, seconded by Commissioner Lewis to approve the \$11,000 expenditure by the BDC to contract with The Retail Coach for professional services. Motion carried unanimously.

Item 8. Tim James, City Manager, addressed the Mayor and Commissioners. Mr. James stated the Board of Commissioners previously authorized Espy Services to perform an audit of the City's telecommunication services to identify potential savings. Espy services has found that the City would save \$1649.04 annually by entering into a contract with the State of Texas Department of Information Resources (DIRS). There is also additional savings found by Espy Services of \$12,468.48 annually because the City qualifies for the TEX-AN pricing from AT & T for basic local service.

Motion was made by Commissioner Andrajack, seconded by Commissioner Lindenborn to authorize the Mayor to execute the agreement with State of Texas Department of Information Resources.

Ayes: Mayor Law, Commissioners: Lindenborn, Thornton, Holland, Andrajack and Brewster.

Nay: Commissioner Lewis

Motion carried.

Item 9. Motion made by Commissioner Holland, seconded by Commissioner Thornton to re-appoint David Strayhorn and Bin Ellet as Chairman and Vice-Chairman of the TIF Zone Board. Motion carried unanimously.

Item 10. Resolution Number 515 was presented. A resolution authorizing the consolidation of the City of Burkburnett's Local Registrar duties to the Office of the Wichita County Clerk.

Motion was made by Commissioner Andrajack, seconded by Commissioner Lindenborn to approve Resolution Number 515 as presented. Motion carried unanimously.

Item 11. Mike, Whaley, Director of Public Works, addressed the Mayor and Commissioners. Lee Harvey is requesting to combine two parcels into one single plat. Mr. Whaley reported City staff has reviewed the final plat and there is no conflict with the Zoning Ordinance or the Subdivision Ordinance. Subsequently, the Planning and Zoning Commission unanimously approved the request. Mr. Whaley stated it was the City Staff recommendation to approve the re-plat application.

Motion was made by Commissioner Holland, seconded by Commissioner Brewster to approve the plot change submitted by Lee Harvey, Jr. Motion carried unanimously.

Item 12. Mayor Law closed the regular meeting at 7:25 p.m. and opened the "Public Hearing" for the following Planning & Zoning Commission Case:

Case# 2011-92, rezone application, 1.25 Acre Tract of Land out of the WM. P.B. Dubose Survey, A-335

Item 13. Mayor Law closed the "Public Hearing" and reopened the regular meeting at 7:27 to take action on the following Planning & Zoning Commission Case:

Case# 2011-92, rezone application, 1.25 Acre Tract of Land out of the WM. P.B. Dubose Survey, A-335

Mike Whaley, Director of Public Works, addressed the Mayor and Commissioners. This is a rezone application submitted by Lee Harvey, Jr. The property was previously approved for a plat change. The property is currently zoned SF-6 residential. The property owner is requesting a zoning change to commercial. The proposed plan change would be an expansion of an existing commercial zone. Mr. Whaley reported the Planning and Zoning Commission unanimously approved the request. Mr. Whaley stated it was the City Staff recommendation to approve the rezone application.

Motion was made by Commissioner Brewster, seconded by Commissioner Lindenborn to approve the zoning change as presented. Motion carried unanimously.

Item 14. Mayor Law closed the meeting at 7:29 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 551.0729(b) Deliberation Regarding Real Property (1) Consider purchase of land for the purpose of drainage.

Item 15. Mayor Law reconvened the regular meeting at 7:40 p.m.

Motion was made by Commissioner Andrajack, seconded by Commissioner Thornton to authorize the mayor to sign an unimproved property contract with Burtex Land Company for the purchase of approximately 5 acres on Williams Drive for \$17,500. Motion carried unanimously.

Motion was made by Commissioner Andrajack, seconded by Commissioner Holland to authorize Risk Management Specialties to perform environmental soil testing/sampling on 5 acres on Williams Drive for \$5,300. Motion carried unanimously.

Item 16. Review of monthly reports.

- A. Administration-
- B. Public Works-Michael Whaley provided the holiday schedule for the Citizens Collection Station.
- C. Public Safety- Chief Tracey invited everyone to look at the new Police vehicle outside.

Item 17. Public Comments.

The following addressed the Commissioners.

Dr. Mark Ewell, 203 S. Holly St., CERT program
Jeri Helton, 104 Terrace, Cosmetic Tattooing
Olivia Campbell, 418 Magnolia, Cosmetic Tattooing
Stacy Brown, 714 Magnolia, Cosmetic Tattooing

Item 18. City Manager's report.

- A. City Hall Holiday Schedule-City Hall will be closed December 26th and January 2nd

Item 19. Commissioners comments.

Item 20. There being no further business the meeting was adjourned.

Carl Law, Mayor

ATTEST:

Janelle Dolan, City Clerk