The Board of Commissioners of the City of Burkburnett, Texas, met in a Regular Meeting on Monday, June 17, 2024 at 7:00 p.m. at the City Hall-Council Chambers, 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:

- Lori Kemp, Mayor
- Matt Patterson, Commissioner Place 2
- Susan Mitchell, Commissioner, Place 3
- Michael Richter, Mayor Pro-Tem, Commissioner, Place 4
- Marguerite Love, Commissioner, Place 5
- Bill Lindenborn, Commissioner, Place 6

Commissioner Brinkley was absent.

Others present were Fred Tillman, City Manager; Donald Miller, Chief of Police; Captain Shane Culp; Detective-Sergeant Robert Turned; Chris Ekrut, Director, NewGen Strategies & Solutions; Melinda Dyer, Director of Community Planning; Trish Holley, Director of Administration; Lindsey McNabb-Fox, Finance Director; Shae Krc, Deputy City Clerk; Nikki Tepfer, City Clerk; and Margie Poole, City Clerk.

**ITEM 1. CALL MEETING TO ORDER:**

Mayor Kemp called the meeting to order at 7:00 p.m.

**ITEM 2. INVOCATION**

Liz Talbert, Pastor of United Methodist Church, gave the invocation.

**ITEM 3. PLEDGE OF ALLEGIANCE**

Mary Cluley, Burkburnett Independent School District Teacher, and Burkburnett Independent School District Student 2 Student (S2S) Members led the Pledge of Allegiance.

**ITEM 4. CONSENT AGENDA**

Approval of Minutes from the May 13, 2024 Special-Called Meeting
Approval of Minutes from the May 20, 2024 Regular Meeting

Commissioner Love made a motion, seconded by Mayor Pro-Tem Richter, to approve the Consent Agenda. Motion passed unanimously.

**ITEM 5. PERSONAL/AUDIENCE COMMENTS**

No public comments were made.

**ITEM 6. Presentation of Water/Wastewater Study by Chris Ekrut, Director, NewGen Strategies & Solutions.**

After an introduction by Fred Tillmas, City Manager, Chris Ekrut, Director of NewGen Strategies & Solutions, gave a Water/Wastewater Study presentation to the Mayor and Commissioners.
ITEM 7. Crime Prevention Unit Sex Offender Presentation by Chief Donald Miller and Sergeant Robert Turner, Burk Burnett Police Department.

Sergeant Robert Turner gave the presentation to the Mayor and Commissioners.

ITEM 8. PUBLIC HEARING: Discuss the following Planning and Zoning cases:
A. Zoning change request for 616 South Oklahoma Cut Off, Burk Burnett, Texas, from SF6 (Single Family Residential) to R2 (Single Family, Manufactured/Industrialized).
B. Carport Overlay District request for a portion of the 1300 & 1400 Block of Danberry Street
C. Specific Use Permit request for 1116 Sycamore to allow for an accessory dwelling unit
D. Amend Zoning Ordinance Number 589 to allow for residential temporary occupancy in travel trailers and/or recreational vehicles.

No public comments concerning ITEM 8 - A, B, and C were made.

Mark Rodgers, Richard Miller, and Randy Clark addressed the Mayor and Commissioner with their public comments concerning ITEM 8 – D.

ITEM 9. Discuss and take any action necessary regarding the following Planning and Zoning cases:
A. Zoning change request for 616 South Oklahoma Cut Off, Burk Burnett, Texas, from SF6 (Single Family Residential) to R2 (Single Family, Manufactured/Industrialized).
Commissioner Lindenborn made a motion, seconded by Commissioner Patterson, to deny the change request for spot zoning. Motion carried unanimously.
B. Carport Overlay District request for a portion of the 1300 & 1400 Block of Danberry Street
Mayor Kemp made a motion, seconded by Commissioner Mitchell, to approve the request. Motion carried unanimously.
C. Specific Use Permit request for 1116 Sycamore to allow for an accessory dwelling unit
Mayor Kemp made a motion, seconded by Commissioner Lindenborn, to approve the request. Motion carried unanimously.
D. Ordinance Number 1061
AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, AMENDING THE ZONING ORDINANCE NUMBER 589 BY AMENDING, DELETING, AND ADDING REGULATIONS FOR RECREATIONAL VEHICLE TEMPORARY RESIDENTIAL OCCUPANCY; PROVIDING A REPEAL CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.
Mayor Kemp made a motion, seconded by Commissioner Lindenborn, to table the Item. Motion carried unanimously.

ITEM 10. Discuss and take any action necessary regarding Resolution Number 756.
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, ESTABLISHING THE REQUIREMENTS FOR BANK ACCOUNT SIGNATURE CARDS.
Mayor Kemp made a motion, seconded by Commissioner Patterson, to approve Resolution Number 756. Motion passed unanimously.
ITEM 11. Discuss and take any action necessary regarding Ordinance Number 1062. 
AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF 
BURKBURNETT, TEXAS, ADOPTING A WATER CONSERVATION PLAN; 
ESTABLISHING CRITERIA FOR THE RESPONSIBLE USE OF AVAILABLE 
WATER; AND PROVIDING SEVERABILITY AND AN EFFECTIVE DATE.

Commissioner Lindenborn made a motion, seconded by Commissioner Love, to approve Ordinance Number 1062. Motion passed unanimously.

ITEM 12. Discuss and take any action necessary to re-appoint Ms. Dana Ross as one of the "cities appointees" representative to the Wichita-Wilbarger 9-1-1 District Board of Managers for another two-year term.

Mayor Kemp made a motion, seconded by Commissioner Love, to re-appoint Ms. Dana Ross. Motion passed unanimously.

Mayor Kemp moved Agenda Item 14 before Agenda Item 13.

ITEM 13. Discuss and take any action necessary to elect the Mayor Pro-Tem for the ensuing year in compliance with Article 4, Section 7 of the City Charter.

Commissioner Lindenborn made a motion, seconded by Commissioner Patterson, to nominate Commissioner Michael Richter as Mayor Pro-Tem. Motion passed unanimously.

ITEM 14. 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 - Discuss the appointment, employment, evaluation, reassignment, duties, discipline, dismissal of, or to hear a complaint against the public officer or employee: Mayor Pro-Tem.

Mayor Kemp closed the Meeting at 8:11 p.m. and opened the Executive Session.

ITEM 15. RECONVENE
Reconvene to regular session and take action, if any, on matters discussed in Executive Session.

Mayor Kemp closed the Executive Session at 8:27 pm and re-opened the Meeting.

ITEM 16. CITY MANAGER’S REPORT
Fred Tillman, City Manager, presented the report to the Mayor and Commissioners.
ITEM 17. COMMISSIONERS’ COMMENTS

Commissioner Lindenborn acknowledged Margie Poole’s retirement and gave her a farewell message, noted what an honor it was to work with this Board, acknowledged his appreciation for the citizen input, and thanked the City staff for their work. Mayor Pro-Tem Richter gave reassurance to the citizens that even though an item is tabled, it doesn’t mean they can’t make a decision; it just means they are trying to be sure they have all the information to make the best-educated decision, and also gave his appreciation of all the questions being asked to help them in the decision-making process. Commissioner Mitchell acknowledged Margie Poole’s retirement, gave her a farewell message, and addressed the citizens about giving their input to help them make informed decisions. Mayor Kemp also acknowledged Margie Poole’s retirement and gave her a farewell message.

ITEM 18. ADJOURNMENT

Mayor Kemp made a motion, seconded by Commissioner Love, to adjourn. Motion carried unanimously, and the meeting adjourned at 8:38 p.m.

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Lori Kemp, Mayor

ATTEST:

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Nikki Tepfer, City Clerk