

## ***MINUTES***

### ***BOARD OF COMMISSIONERS***

The Board of Commissioners of the City of Burkburnett, Texas, met in a Regular Meeting on Monday, January 20, 2020, at 7:00 p.m. at 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:

Carl Law	Mayor
Marguerite Love	Mayor Pro-Tem
Josh Andrajack	Commissioner
Randy Brewster	Commissioner
Jeremy Duff	Commissioner
Ted Kwas	Commissioner
Bill Lindenborn	Commissioner

Others present were Lawrence Cutrone, City Manager; Brent Battista, Director of Parks and Recreation; Richard Gordon, Executive Director of Burkburnett Development Corporation (BDC) and Director of Planning; Fred Tillman, Chief of Police; Sarah Culp, Executive Assistant; Trish Holley, Director of Administration; and Margie Poole, City Clerk.

#### **ITEM 1. CALL MEETING TO ORDER: MAYOR CARL LAW**

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

#### **ITEM 2. INVOCATION**

Rev. Carl E. English, Sr., Pastor; Providence Baptist Church gave the invocation.

#### **ITEM 3. PLEDGE OF ALLEGIANCE**

Commissioner Andrajack led the Pledge of Allegiance.

#### **ITEM 4. CONSENT AGENDA**

A. Approval of Minutes from January 3, 2020, Special-Called Meeting.

Commissioner Bill Lindenborn made a motion, seconded by Commissioner Duff, to approve the Consent Agenda for January 3, 2020, Special-Called Meeting. Motion carried unanimously.

#### **ITEM 5. PERSONAL/AUDIENCE COMMENTS**

Mr. John Priddis gave public comment regarding Roller Road roadwork/improvements.

#### **ITEM 6. Overview of survey results and updates from the downtown master plan consultant Verdunity.**

Mr. Kevin Shepherd and Ms. AJ Fawver of Verdunity addressed the Mayor and Commissioners, providing an overview of the status of the downtown master plan. Ms. Fawver noted that the process is on track and progressing through the Data Gathering and Assessment Phase, which will be completed by the end of next month. Additionally, the Plan Formulation Phase has begun with the review of city codes and city-adopted plans. In mapping the downtown area, Ms. Fawver

explained that they are reviewing the condition of the streets, sidewalks, buildings, and underlying zoning. In conducting interviews with the citizens of Burkburnett, Ms. Fawver shared that people want to bring activities to the downtown area that appeal to a wide variety of generations while preserving the history of Burkburnett. Regarding the initial survey, 549 responses were received – about a 5% response rate, which is good, and a 100% completion rate – everyone who started the survey completed the survey. Ms. Fawver shared highlights from this initial survey and stated that due to the open-ended survey questions, a wide variety of ideas were submitted, which are currently being compiled and categorized for ease of distribution. Lastly, Ms. Fawver reviewed the Next Steps Phase, with the goal of providing the City an executable Action Plan.

**ITEM 7.** Discuss and take any action on the Purchasing Agreement with the City of Fort Worth Police Department for uniform ordering.

Lieutenant Donald Osborn, Burkburnett Police Department, stated that the City of Fort Worth offers a purchasing agreement to receive bulk pricing on uniforms – a savings on average of \$5 per uniform item.

Commissioner Brewster made a motion, seconded by Commissioner Lindenborn, to adopt the Purchasing Agreement with the City of Fort Worth Police Department for uniform ordering. Motion carried unanimously.

**ITEM 8.** Discuss and take any action necessary on Ordinance Number 965.

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, ORDERING A GENERAL ELECTION TO BE HELD ON MAY 2, 2020 TO ELECT COMMISSIONER FOR PLACE 3, COMMISSIONER FOR PLACE 4, COMMISSIONER FOR PLACE 5 AND COMMISSIONER FOR PLACE 6; DESIGNATING THE POLLING PLACE AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION.

Commissioner Brewster made a motion, seconded by Commissioner Duff, to adopt Ordinance 965. Motion carried unanimously.

**ITEM 9.** Discuss and take action necessary on the Hamre lease.

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, stating that local rancher Francis Hamre is interested in grazing sixteen cows on the City's old landfill site. Currently, this land is only being used by the City for depositing reject infill soil and sweeper debris piles. Historically, the land was used as a disposal site for sewer treatment plant sludge and an animal cemetery. The land is no longer used for these purposes. Additionally, the city staff has checked with the TCEQ, and they have no issue with the ranching of this land. Furthermore, Mr. Hamre agrees to remediate a large trash pile, repair all fencing, and conduct tree and shrubbery remediation, especially near fencing on the land. The area is overgrown, and the City does not have much of a presence on the land regularly. Mr. Hamre would keep the gates locked, the land grazed, and monitor the land regularly.

Commissioner Andrajack questioned Section E, Number 3 of the lease agreement, wanting a whole and complete Hold Harmless Agreement from Mr. Hamre. Mayor Pro-Tem Love wanted clarification that Mr. Hamre would be required to extend his liability coverage to this land. Mr. Hamre confirmed that it would be no problem to add this land to his farm liability insurance plan.

Commissioner Andrajack made a motion, seconded by Commissioner Duff, to approve the lease with the modification of Item E.3 to include a full Hold Harmless Agreement from Mr. Hamre in favor of the City. Motion carried unanimously.

**ITEM 10.** Discuss and take any action necessary on the City of Burkburnett/Burkburnett ISD shared representative to the Wichita Appraisal District Board of Directors.

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, stating that the City of Burkburnett and the Burkburnett ISD (BISD) share a representative to the Wichita Appraisal District Board of Directors. In the past, our representative has been Dr. Michael Avey. Dr. Avey submitted his resignation effective January 1, 2020. The BISD Board met on January 16, 2020, and approved Jeff Kindt to serve as the shared representative on the Wichita Appraisal District Board of Directors.

Commissioner Andrajack made a motion, seconded by Commissioner Duff, to approve Mr. Jeff Kindt as the City of Burkburnett/Burkburnett ISD shared representative to the Wichita Appraisal District Board of Directors. Motion carried unanimously.

**ITEM 11.** Discuss and take any action necessary on the reappointments to the Cemetery Board.

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, stating that the City of Burkburnett Cemetery Board consists of seven (7) appointed members that serve two-year terms. Cemetery Board Members Denise Kirkpatrick, Ron Clarke, and Eric Rutledge's terms have expired. The Cemetery Board positions have been posted on the City Website and Facebook page. Cemetery Board members Denise Kirkpatrick, Ron Clarke, and Eric Rutledge are up for term reappointment: Staff has contacted Mrs. Kirkpatrick, Mr. Clarke, and Mr. Rutledge, all are willing to serve another term.

Commissioner Andrajack would like the Board of Commissioners to consider giving this loyal group of people serving on the Cemetery Committee a longer term limit than two years.

Commissioner Lindenborn made a motion, seconded by Commissioner Kwas, to approve the reappointment of Denise Kirkpatrick, Ron Clarke, and Eric Rutledge for another term. Motion carried unanimously.

**ITEM 12.** Discuss and take any action necessary on the appointment of Ms. Kathy Koch to the Hotel Occupancy Tax Board.

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, stating that Ms. Kathy Koch is currently serving as an ex officio member on the Burkburnett Development Corporation Board. She has requested to also serve on the HOT Board. Ms. Koch has recently relocated back to Burkburnett and is eager to serve her community. The HOT Board voted unanimously to recommend her appointment by the Board of Commissioners.

Commissioner Lindenborn made a motion, seconded by Commissioner Brewster, to approve Kathy Koch to the Hotel Occupancy Tax Board. Motion carried unanimously.

**ITEM 13. CITY MANAGER’S REPORT**

- A. Polar Plunge: February 1, 2020 at 10:00 a.m. at the Boomtown Bay Family Aquatic Center
- B. The last day for filing an application for a place on the ballot is Friday, February 14, 2020 before 5:00 p.m.
- C. Recognition of two Burkburnett Police Department officers, Lieutenant Donald Osborn and Sergeant Royce Challis, for their recent certification and licensure achievements

Fred Tillman, Chief of Police, addressed the Mayor and Commissioners, stating that Lieutenant Donald Osborn and Sergeant Royce Challis have recently achieved the highest level of licensure that a peace officer can get – the Master Peace Officer License.

**ITEM 14. COMMISSIONERS’ COMMENTS**

Commissioner Lindenborn thanked the Burkburnett Chamber of Commerce for the invitation to attend the Chamber Banquet and to congratulate Tylor Chaplin, who was appointed the Chamber Citizen of the Year and for Hardy Homes and Construction for their selection as the Chamber Business of the Year. Commissioner Lindenborn also congratulated Lieutenant Donald Osborn and Sergeant Royce Challis, along with Chief Tillman’s leadership.

Mayor Pro-Tem Love thanked Mr. Priddis for his comments, the police department, and city staff for all they do.

Commissioner Duff thanked Trish Holley for her many years of service to the City.

Commissioner Andrajack stated that 100% of what has been said was on his list and shared his favorite quote from Dr. Martin Luther King, *“Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that.”*

Commissioner Kwas thanked all the public city employees and stated his appreciation for the police force. Keep up the good work!

**ITEM 15. ADJOURNMENT**

Commissioner Lindenborn made a motion, seconded by Commissioner Brewster, to adjourn. The meeting adjourned at 7:43 p.m.

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Carl Law, Mayor

**ATTEST:**

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Margie Poole, City Clerk