

## ***MINUTES***

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

The Board of Commissioners of the City of Burkburnett, Texas, met in a Regular Meeting on Monday, February 17, 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; Mike Whaley, Director of Public Works; 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; Rodney Ryalls, Fire Chief; Trish Holley, Director of Administration; Sarah Culp, Executive Assistant; Margie Poole, City Clerk; and Victoria Barboza and Mike Guevara with Shahan Guevara Decker Arrott, Attorneys at Law.

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

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

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

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

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

Commissioner Kwas led the Pledge of Allegiance.

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

A. Approval of Minutes from January 20, 2020 Meeting.

Mayor Pro-Tem Love made a motion, seconded by Commissioner Lindenborn, to approve the Minutes from the January 20, 2020 Meeting. Motion carried unanimously.

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

There were no personal/audience comments.

#### **ITEM 6. Presentation of the draft downtown master plan by the consultant, Verdunity.**

Mr. Kevin Shepherd of Verdunity addressed the Mayor and Commissioners, providing an overview of the first draft of the downtown master plan. Mr. Shepherd mentioned that the plan was divided into sections: (1) History; (2) Community Engagement; (3) Baseline & Proposals; (4) Character Districts; (5) Implementation Strategy; and (6) Appendix. Mr. Shepherd presented the

proposed corridors of focus inclusive of the pedestrian-only plaza and bike lanes. Mr. Shepherd then covered five Downtown Character Districts, with the center being the Heart of Downtown, where most of the businesses are attracted to initially. The Rail District includes the Chamber, the old depot, and some historic buildings. On the north side is the Civic/Church Center with the library and Senior Center. The East Gateway provides an opportunity to level up the residential area. The Arts & Industry District provides opportunities for larger restaurants, art studios, and, with collaboration with the school district, maker spaces for trade and apprenticeship programs. Mr. Shepherd ended his overview by briefly discussing the implementation strategies.

**ITEM 7.** Discuss and take any action on Resolution Number 667 and the Depository/Authorization Signatories Designation Form.

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TxCDBG) CONTRACT NUMBER 7219051.

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, stating that the Texas Department of Agriculture requires that the City of Burkburnett appoint the persons necessary to execute contractual documents for the Community Development Block Grant. The Mayor and City Manager are listed as authorized signatories for contractual and environmental review documents. In addition to the Mayor and City Manager, the Director of Administration and the City Clerk are designated as authorized signatories for payment requests.

Commissioner Andrajack made a motion, seconded by Mayor Pro-Tem Love, to adopt Resolution Number 667. Motion carried unanimously.

**ITEM 8.** Discuss and take any action on Resolution Number 668.

A RESOLUTION AUTHORIZING CONTINUED PARTICIPATION WITH THE ATMOS CITIES STEERING COMMITTEE; AND AUTHORIZING THE PAYMENT OF FIVE CENTS PER CAPITA TO THE ATMOS CITIES STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ATMOS ENERGY CORPORATION.

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, stating that this is an invoice for our membership with the ATMOS Cities Steering Committee. The City of Burkburnett and 178 other cities are members of this group, and they negotiate and lobby to keep rates down for us with ATMOS because they are the sole provider of gas. This resolution is looking for approval to pay the annual invoice of \$562.50, the \$0.05 per capita.

Commissioner Lindenborn made a motion, seconded by Commissioner Duff, to approve Resolution Number 668. Motion carried unanimously.

**ITEM 9.** Discuss and take any action necessary on Resolution 669.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS AUTHORIZING THE BURKBURNETT DEVELOPMENT CORPORATION TO FUND UP TO SEVEN THOUSAND DOLLARS (\$7,000.00) FOR THE RENOVATIONS OF RESTROOM FACILITIES AT THE RIVER CREEK GOLF COURSE.

Mr. Richard Gordon, Executive Director of the BDC, addressed the Mayor and Commissioners, stating that the restroom facilities at the River Creek Golf Course Clubhouse require some minor remodeling. The cost to replace the partitions, install new tile work along with fixtures, and painting is about \$7000. The Golf Committee has made this request of the BDC. The BDC Board recommended approval to the Board of Commissioners to authorize this.

Mayor Pro-Tem Love made a motion, seconded by Commissioner Kwas, to approve Resolution Number 669 for the Incentive Agreement to renovate the restrooms at River Creek Golf Course Clubhouse in the amount of \$7000. Motion carried unanimously.

**ITEM 10.** Mayor Law closed the Regular Meeting and opened the Public Hearing at 7:30 p.m. for the Rezone Case 2020-49: An application to rezone 203 N Ave D from Commercial to Multi-Family Residential. Legal Description: N 50' LOT 10 & N 100' LOT 11-12 BLK 24 ORIGINAL TOWN, BB.

There were no public comments.

**ITEM 11.** Mayor Law closed the Public Hearing and reopened the Regular Meeting at 7:31 p.m. to discuss and take any action necessary for the Rezone Case 2020-49: An application to rezone 203 N Ave D from Commercial to Multi-Family Residential. Legal Description: N 50' LOT 10 & N 100' LOT 11-12 BLK 24 ORIGINAL TOWN, BB.

Commissioner Andrajack questioned city staff how this proposal ties into the initial plans for our downtown master plan. Mr. Richard Gordon replied that the downtown district does not include this rezone area. Should this downtown district expand, this proposal will tie into the plan.

Commissioner Andrajack made a motion, seconded by Commissioner Duff, to approve Rezone Case 2020-49. Motion carried unanimously.

#### **ITEM 12. 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 551.071 – Consult with Attorney
  - a. Discussion regarding operations, budget, and personnel of the Burkburnett Volunteer Fire Department.

Mayor Law closed the meeting at 7:35 p.m. and adjourned to Executive Session in the Conference Room.

#### **ITEM 13. RECONVENE**

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

Mayor Law reconvened the regular meeting at 9:04 p.m. No action was taken as a result of the Executive Session.

**ITEM 14. CITY MANAGER’S REPORT**

- A. Drawing for Place on Ballot: February 20, 2020 at 9:00 a.m. at City Hall-Council Chambers.
- B. Polar Plunge's response from the public was great, generating more than \$8K for Special Olympics Texas.

**ITEM 15. COMMISSIONERS’ COMMENTS**

Commissioner Andrajack presented a letter Mayor Law received from the Texas Municipal Clerks Certification Program at the University of North Texas, stating that Trish Holley completed her require professional education for recertification as a Texas Registered Municipal Clerk. The Mayor and Commissioners congratulated Trish on her third re-certification.

**ITEM 16. ADJOURNMENT**

Commissioner Duff made a motion, seconded by Commissioner Brewster, to adjourn. The meeting adjourned at 9:05 p.m.

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Carl Law, Mayor

**ATTEST:**

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Margie Poole, City Clerk