

MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas, met in a Regular Meeting on Monday, May 18, 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; and Margie Poole, City Clerk.

Present in the City Hall Lobby were: Brent Battista, Director of Parks and Recreation; Richard Gordon, Executive Director, BDC; Trish Holley, Director of Administration, Chief Ryalls, Fire Chief; and Fred Tillman, Chief of Police.

ITEM 1. CALL MEETING TO ORDER: MAYOR CARL LAW

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

ITEM 2. INVOCATION

Chris Grant, Pastor of the Abundant Life Church, gave the invocation.

ITEM 3. PLEDGE OF ALLEGIANCE

Commissioner Lindenborn led the Pledge of Allegiance.

ITEM 4. CONSENT AGENDA

A. Approval of Minutes from the April 20, 2020 Meeting.

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

ITEM 5. Discuss and take any action on Resolution Number 675.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS AUTHORIZING A SALARY ADJUSTMENT TO THE CITY MANAGER.

Commissioner Brewster made a motion, seconded by Commissioner Lindenborn, to approve Resolution Number 675. Motion carried unanimously.

ITEM 6. Discuss and take any action on Resolution Number 676.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, REGARDING CIVIL RIGHTS.

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, stating that this is per the Community Development Block Grant that has been awarded to the City for \$275,000 to upgrade water distribution systems that will help the City fight fires and the repairing of some roads. Improvements will be completed along 1080 feet of Campbell Street, Kelly Street, 4th Street, and 3rd Street. Per receiving this grant, the City must accept all federal requirements as it pertains to Civil Rights. These requirements and policies are standard and typical for the CDBG grant.

Commissioner Duff made a motion, seconded by Commissioner Andrajack, to adopt Resolution Number 676. Motion carried unanimously.

ITEM 7. Discuss and take any action on the re-appointment of Ms. Dana Ross of Iowa Park as the "cities" representative to the Wichita-Wilbarger 9-1-1 District Board of Managers for another two-year term.

Commissioner Brewster made a motion, seconded by Mayor Pro-Tem Love, to re-appoint Ms. Dana Ross of Iowa Park as the "cities" representative to the Wichita-Wilbarger 9-1-1 District Board of Managers for another two-year term. Motion carried unanimously.

ITEM 8. Discuss and take any action on the revenue update.

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, stating that he wanted to update the Board on a few revenue items. Mr. Richard Gordon, Executive Director of the BDC, provided the Board with an update on the Sales Tax revenue and unemployment numbers. Mr. Gordon also mentioned that the City would also see a decrease in HOT revenue as well. The Mayor requested an update on the June sales tax as soon as the report becomes available.

Mr. Cutrone then updated the Board regarding the outstanding TIF payment from the County. The County wants to deduct for Roads and Bridges, but the TIF contract states that they will pay 100%. Mr. Cutrone is working on this and will bring this item back on the agenda next month if needed.

Mr. Cutrone then updated the Board regarding the COVID-19 reimbursement procedure from the Texas Division of Emergency Management. For smaller counties, like Wichita, the cities are approved for \$55 per capita - Burkburnett would be \$617,000, but they will only release 20% upfront (\$123,453). These funds may only be used for qualifying purchases, with supporting documentation submitted. Any funds not used must be returned. The Mayor has executed the paperwork for submission.

The Board of Commissioners took no action.

ITEM 9. Discuss and take any action on the opening of Boomtown Family Aquatic Park.

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, stating that according to Governor Abbott's executive order issued May 5th regarding the opening of certain businesses and activities, the executive order mandates that people shall still avoid water parks and splash pads. However, outdoor swimming pools may operate up to 25 percent of normal operating limits, as determined by the pool operator. The Mayor reached out to the Attorney General's office to clarify if the City could open the Water Park. The AG's office responded with approval to open if the City closed the water slides and children's play area. At 25% and with a total occupant load

of 900, minus 21 workers, that would allow 204 people through the gate. Assuming 2/3 of these 204 people leave, the City could potentially sell a maximum of 339 tickets per day - using \$5.66 as the average price results in \$1918. Assuming the park will be open for 90 days, the estimated ticket sales would be \$172,000. The average attendance for 2019 was 418 people. Using the same calculations results in ticket sales of \$212,000, resulting in a difference of \$40,000 (for the 25%). The discussion then ensued regarding these assumptions, staff numbers, pumpage, increased private parties, and annual expenses to estimate the revenue/loss of opening the BFAC.

Commissioner Andrajack made a motion, seconded by Commissioner Duff, to open the pool on May 23rd with the traditional hours of 12:00-6:00 p.m., one party at night, no change in the daily rate, slides closed, children's play area closed, and classes per the guidance of the state organization. Motion carried unanimously.

ITEM 10. Discuss and take any action on utility billing since COVID-19 inception.

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, stating that since the onset of the COVID-19 outbreak in March, he had instructed the Utility Billing staff to work with customers on a one-by-one basis for creating payment plans for citizens that claim to have been affected by the epidemic and cannot make the monthly utility payment.

The City of Burkburnett will mail May bills at the end of June. Staff will begin assessing late fees for the May billing. Utility cutoffs will resume as usual for all non-payments or customers who have not arranged for payment.

The Board of Commissioners took no action.

ITEM 11. 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 – Consultation with attorney.
 - a. Discuss and take any action regarding operation and structure of the Burkburnett Volunteer Fire Department.

Mayor Law closed the meeting, muted the telephone conference bridge, and adjourned to Executive Session in the Council Chambers at 8:30 p.m.

ITEM 12. RECONVENE

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

Mayor Law reconvened the meeting and unmuted the telephone conference bridge at 10:35 p.m. No action taken.

ITEM 13. CITY MANAGER'S REPORT

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, reporting that he plans to get a haircut this week while visiting his grandparents in Louisiana, as his dad is a barber in Baton Rouge.

ITEM 14. COMMISSIONERS' COMMENTS

Aside, from Commissioner Lindenborn confirming that the Special-Called BOC Meeting was May 26th at 5:30 p.m., there were no Commissioner comments.

ITEM 15. ADJOURNMENT

With no further business, the meeting adjourned at 10:37 p.m.

Carl Law, Mayor

ATTEST:

Margie Poole, City Clerk