

MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas, met in a Regular Meeting on Monday, June 15, 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: Tommy Galbraith, VP of Sales, Integrated Computer Systems (ICS); Joe Grajewski, Partner, Birkhoff, Hendricks & Carter, L.L.P.; Richard Gordon, Executive Director, BDC; Trish Holley, Director of Administration; Detective Jeff Krc, Burkburnett Police Department; Lt. Shane Culp, Burkburnett Police Department; 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

Commissioner Kwas gave the invocation.

ITEM 3. PLEDGE OF ALLEGIANCE

Commissioner Andrajack led the Pledge of Allegiance.

ITEM 4. CONSENT AGENDA

- A. Approval of Minutes from the May 18, 2020 Meeting.
- B. Approval of Minutes from the May 26, 2020 Special-Called Meeting.

Commissioner Brewster made a motion, seconded by Commissioner Lindenborn, to approve the Consent Agenda. Motion carried, with Commissioner Andrajack abstaining.

ITEM 5. Discuss and take any action on Resolution Number 677.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT AWARDING GRANT FUNDS FOR SOFTWARE COMPLIANT WITH A NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) FROM THE DEPARTMENT OF HOMELAND SECURITY'S RADIO INFRASTRUCTURE (INCIDENT-BASED REPORTING AND INTEROPERABLE COMMUNICATIONS SYSTEMS) GRANT.

F.C. Tillman, Chief of Police, addressed the Mayor and Commissioners, stating that in 2010 the federal government started the process of mandating that crime statistics from public safety entities be processed through NIBRS. Detective Jeff Krc, Burkburnett Police Department, then addressed the Mayor and Commissioners, stating that the NIBRS compliance deadline was extended from January 2017 to January 1, 2021. Currently, the Burkburnett Police Department using Cardinal Badge System. To meet the mandate, the Police Department developed a panel to evaluate different software companies, and after an extensive review, the final candidate was chosen to be Integrated Computer Systems (ICS). To help with the initial costs, the department applied for a Homeland Security grant and was awarded \$130,852.

Commissioner Andrajack made a motion, seconded by Commissioner Duff, to approve Resolution Number 677. Motion carried unanimously.

ITEM 6. Discuss and take any action on the City of Burkburnett Police Department entering a contract with Integrated Computer Systems (ICS).

Lt. Shane Culp, Burkburnett Police Department, addressed the Mayor and Commissioners, stating that ICS was chosen as they had the best systems. Mr. Tommy Galbraith, VP of Sales with ICS, provided the Mayor and Commissioners with an overview of ICS and the software system.

In response to Commissioner Andrajack's questions, Lt. Culp confirmed the ongoing annual costs for this system is \$23,728.30. Chief Tillman also confirmed that adjustments had been made in the budget to allow for this new departmental item. In response to Mayor Law's question, Mr. Lawrence Cutrone, City Manager, confirmed the staff's recommendation for this purchase.

Commissioner Brewster made a motion, seconded by Commissioner Lindenborn, to approve the contract with Integrated Computer Systems. Motion carried unanimously.

ITEM 7. Discuss and take any action on Ordinance Number 973.

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS AMENDING THE FISCAL YEAR 2020 GENERAL FUND BUDGET FOR THE NATIONAL INCIDENT-BASED REPORTING COMMUNICATION SYSTEM HARDWARE; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

Lt. Shane Culp, Burkburnett Police Department, addressed the Mayor and Commissioners, stating that the Police Department will need a server and SQL license to implement ICS, for a total of \$20,659. Chief Tillman also confirmed that the Police Department would be seeking reimbursement of these funds from the CARES Act.

Commissioner Duff made a motion, seconded by Mayor Pro-Tem Love, to adopt Ordinance Number 973. Motion carried unanimously.

ITEM 8. Discuss and take any action regarding the contract for engineering services with Birkhoff, Hendricks & Carter, L.L.P.

Ms. Sarah Culp, Executive Assistant, Community Planning, addressed the Mayor and Commissioners, stating that the City desires to engage the services of the Birkhoff, Hendricks & Carter to complete various general engineering reviews, including plat reviews, subdivision plan review, infrastructure planning, and review of developer's agreements in conjunction with the

subdivision regulations. In response to Commissioner Andrajack's question regarding local firms, Mr. Lawrence Cutrone, City Manager, stated that the City felt it prudent to seek a firm outside the local area. Mr. Joe Grajewski, Partner with Birkhoff, Hendricks & Carter, then provided the Mayor and Commissioners with an overview of their experience with city governments. The discussion then ensued regarding the need for a third-party review and assessment of fees for plats and developments.

Commissioner Lindenborn made a motion, seconded by Mayor Pro-Tem Love, to approve the contract for engineering services with Birkhoff, Hendricks & Carter. Motion carried unanimously.

ITEM 9. Discuss and take any action regarding Ordinance Number 974.

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 155: SUBDIVISION REGULATIONS BY AMENDING SECTION 155.25 FILING AND FILING FEES; ESTABLISHING FEES FOR SUBDIVISION PLAT REVIEW; PROVIDING AN OPEN MEETINGS CLAUSE; AND PROVIDING FOR RELATED MATTERS.

After a presentation by the staff, no action was taken.

ITEM 10. Discuss and take any action on Ordinance 975.

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 75: GOLF CARTS FOR CHRISTMAS PARCEL DELIVERY; REGULATING THE OPERATION OF OFF-HIGHWAY VEHICLES WITHIN THE CITY LIMITS OF BURKBURNETT; REPEALING OF ALL PORTIONS OF THE CODE OF ORDINANCES IN CONFLICT; PROVIDING A PENALTY; PROVIDING FOR PUBLICATION; PROVIDING AN OPEN MEETINGS CLAUSE; AND PROVIDING FOR RELATED MATTERS.

In response to the request by Mayor Law, the City Clerk read the comments emailed from Mr. John Priddis to the Mayor and Commissioners. Chief Tillman addressed these comments and stated that the objective of this Ordinance was to mirror State Law as much as possible, with the addition of insurance. Without the adoption of this Ordinance, it would not be legal to operate these vehicles on the roadway.

Commissioner Brewster made a motion, seconded by Commissioner Andrajack, to adopt the current copy of Ordinance Number 975 (with insurance). Motion carried unanimously.

ITEM 11. Discuss and take any action on the selection of the contractor for the Waste-Water Treatment Plant Outfall Line Replacement Project.

Mr. Mike Whaley, Director of Public Works, addressed the Mayor and Commissioners, stating that three (3) bids for the proposed Waste-Water Treatment Plant Outfall Line Reconstruction Project were opened on Thursday, June 4th at 2 p.m. The City recommends awarding the low bid to Bowles Construction Company at \$493,310.

Commissioner Andrajack made a motion, seconded by Commissioner Duff, to approve the awarding of the Waste-Water Treatment Plant Outfall Line Replacement Project to Bowles Construction Company for \$493,310. Motion carried unanimously.

ITEM 12. Discuss and take any action on Resolution 678.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO ENTER INTO A NON-REVOLVING LINE OF CREDIT TO PROVIDE CAPITAL IMPROVEMENTS FOR A WASTE-WATER TREATMENT PLANT OUTFALL LINE REQUIRED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ); FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION IF PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

Mr. Lawrence Cutrone, City Manager, addressed the Mayor and Commissioners, stating that the Board of Commissioners approved in the FY2019 budget the reconstruction project for the Waste-Water Treatment Plant Outfall Line. FY2020, \$103,300 was budgeted as down payment, and a line of credit for the remaining portion was approved. The total bid was \$493,310 minus the budgeted amount of \$103,300 leaves a balance of \$390,010; if any change orders are submitted, we would need the Board of Commissioners approval. The City reached out to First Bank to open and secure a new non-revolving line of credit for the Outfall line reconstruction, which will be backed by a CD. The current CD rate is 1%, and the interest rate on the line of credit will be 2%. Payments on the LOC would be conducted at annual maturity. Payments would consist of funding the outstanding interest plus any principal amount selected. The City proposes a Line of Credit up to \$470,000, with annual payments of \$100,000 until final payoff.

Commissioner Andrajack made a motion, seconded by Commissioner Duff, to adopt Resolution Number 678. Motion carried unanimously.

ITEM 13. CITY MANAGER'S REPORT

- A. June 19th peaceable assembly
- B. Wichita Amateur Radio Society will be renting the Royalty Pavilion on June 27th from 5:00 a.m. to 11:30 p.m.
- C. City Hall will be closed on Friday, July 3, 2020 (*observed*) for the July 4th holiday.

ITEM 14. COMMISSIONERS' COMMENTS

Mayor Law stated that General Bell announced that SAFB would host fireworks on July 4th at the highest elevation on the base. Mayor Law also mentioned that Roger Stauffer had a heart attack and passed away while placing Rotary Flags on Sunday morning. His funeral is Friday at 10:00 a.m. at First Baptist Church.

ITEM 15. ADJOURNMENT

Commissioner Duff made a motion, seconded by Commissioner Lindenborn, to adjourn. The meeting adjourned at 8:50 p.m.

Carl Law, Mayor

ATTEST:

Margie Poole, City Clerk