

MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas, met in a Special-Called Meeting Retreat on Tuesday, July 13, 2021, at 8:00 a.m. at the Fire Administration Building, 108 Williams, 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
Cory Brinkley	Commissioner, Place 1
Randy Brewster	Commissioner, Place 2
Mike Tugman	Commissioner, Place 3
John Beard	Commissioner, Place 4
Marguerite Love	Mayor Pro-Tem, Commissioner, Place 5
Bill Lindenborn	Commissioner, Place 6

Others present were: Lawrence Cutrone, City Manager; Trish Holley, Director of Admission; Mike Whaley, Director of Public Works; Brent Battista, Director of Parks and Recreation; Sarah Culp, Planning Director; Richard Gordon, Executive Director, Burkburnett Development Corporation; F.C. Tillman, Chief of Police; Harold Watkins, Fire Chief; and Margie Poole, City Clerk.

ITEM 1. CALL MEETING TO ORDER: MAYOR CARL LAW

Mayor Law called the meeting to order at 8:00 a.m.

ITEM 2. INVOCATION

Commissioner Brinkley gave the invocation.

ITEM 3. PLEDGE OF ALLEGIANCE

Commissioner Lindenborn led the Pledge of Allegiance.

ITEM 4. WELCOME AND OPENING COMMENTS

Mayor Law thanked everyone for attending the meeting and reminded all that we will follow the rules of the Open Meetings Act. City Manager Lawrence Cutrone also thanked all for attending.

ITEM 5. PERSONAL/AUDIENCE COMMENTS

There were no comments.

ITEM 6. FOR DISCUSSION ONLY

A. Establishing the City Vision Statement, Mission Statement, and Core Values

Lawrence Cutrone, City Manager, reviewed the **Vision Statement** and asked for feedback or any changes.

The City of Burkburnett is committed to providing excellent service and creating a safe community in which the lives of our citizens are enriched.

After discussion, the consensus was to keep the original Vision Statement.

Lawrence Cutrone, City Manager, reviewed the **Mission Statement** and asked for feedback or any changes.

To create a strong, thriving community where our citizens are provided with excellent services, a safe, healthy environment, and an exceptional quality of life.

After discussion, the consensus was to add the word “Commitment” to the first sentence:

Commitment to the creation of a strong, thriving community where our citizens are provided with excellent services, a safe, healthy environment, and an exceptional quality of life.

Lawrence Cutrone, City Manager, reviewed the **Core Values** and asked for feedback or any changes.

*People Matter (Relationship)
Depend on Each Other (Teamwork)
Be Accountable (Stewardship)
Pursue Excellence (Work Ethic)
Celebrate Success (Morale)*

After discussion, the consensus was to keep the original Core Values.

B. Establishing Strategic Goals and Objectives

Lawrence Cutrone, City Manager, presented Goals to consider and then asked for feedback or any other goals. After discussion and the Commissioners feedback, the following were the top goals along with objectives to accomplish these goals:

1. Community Safety First

- Replace FD Facilities
- Replace FD Apparatus
- Increase staffing

2. Citizen Private Property Pride

- Spring and Fall Clean-Up Day (free dump days)
- Additional Code Enforcement personnel
- Public education

3. Management Recruitment and Retention

- Cross-training and career ladder opportunities
- Internal succession planning and training
- Internship program
- Public Information Officer/Social Media/Event Planner position

4. Quality of Life and Amenities

- BFAC winter protection upgrade
- Boost programs offered at Amphitheater
- Implement hiking and biking trails
- Implement sidewalk program
- Additional lighting in parks
- Creation of Henderson Development Park

5. Infrastructure Improvements

- Expand Mill and Overlay program
- Street bond propositions
- Expansion of water treatment process at the plant
- Expansion of water and wastewater mains along I44

6. Downtown Revitalization

- BDC Building and Land Renovation Program
- Downtown Code Enforcement
- Art Walk event
- Murals

C. Review of Departments, Facilities, Programs, and Plans

Lawrence Cutrone, City Manager, reviewed the City of Burk Burnett Organizational Chart and the City Facilities Assessment report from June 2014. Mike Whaley, Director of Public Works; Brent Battista, Director of Parks and Recreation; Richard Gordon, Executive Director of the Burk Burnett Development Corporation; Sarah Culp, Planning Director; Lawrence Cutrone, City Manager; Fire Chief Watkins; and F.C. Tillman, Police Chief, then presented to the Mayor and Commissioners their respective current needs. Discussion ensued regarding these needs, including the following:

- Create monthly HR newsletter (anniversary, employee month, see other city's letters)
- Proposed pay rate increase system
(present both the \$29K and it doubled at the budget workshop)
- Create one BOC/Staff mingle event.
- Live person answering the phone lines at CH from 8-5; then it can go automated
- Present costs for painting bucket and other items recommended at BFAC at budget with choice of payment (bond/donor)
- More usage of the Amphitheater. Live events like plays and 'battle of the bands'
- Present costs for the louver system for the BFAC at the budget workshop
- Community center renovation
- Generator for WTP with generator maintenance schedule estimate for biannual service of ALL city generators
- Get with Mike G and then proceed/update on the lien process for Best Western on delinquent HOT payments to the city
- Find a "new place" suitable for an expansion or new Fire station. Bring cost estimates for consideration.
- ARPA funding procurement and attainment
- Ambulance venture recommendations; any and all other feasible recommendations

ITEM 7. CLOSING COMMENTS

There were no comments.

ITEM 8. ADJOURNMENT

There being no further business, the meeting adjourned at 5:00 p.m.

Carl Law, Mayor

ATTEST:

Margie Poole, City Clerk