

Overton Economic Development Corporation  
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Overton, TX 75684  
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December 1, 2015

**MINUTES**

STATE OF TEXAS

COUNTIES OF RUSK & SMITH

CITY OF OVERTON

MINUTES FROM THE SPECIAL CALLED MEETING OF THE OVERTON ECONOMIC DEVELOPMENT CORPORATION HELD ON DECEMBER 1, 2015, AT 5:30 PM IN THE CHAMBER OFFICE, 121 E. HENDERSON STREET, OVERTON, TEXAS.

The following were present:

President

Philip Cox, President  
Jim Hamblen, Vice President/Treasurer  
Charles Long  
Todd Meadows  
Jeannie Barber

Others in attendance were Charles Cunningham, City Manager, and Robert Haberle, and Jeremy Buechter representing Schaumburg & Polk, Inc.

**AGENDA ITEM # I** – President Cox called the meeting to order at 5:30 PM.

**AGENDA ITEM # II** – Executive Secretary, Jeannie Barber administered the Statement of Elected/Appointed Officers and the Oath of Office to Todd Meadows.

**Mr. Meadows read both documents and processed the Statement of Officer. He stated he would sign the Oath of Office in front of Texas Bank & Trust notary and return the documents to Jeannie.**

**AGENDA ITEM # III** – The Board reviewed the Minutes from November 3, 2015 and November 19, 2015.

**Charles Long made a motion make two corrections on the Minutes for November 3, 2015 then to approve as corrected, as well as to approve the November 19, 2015 Minutes. Jim Hamblen seconded. Motion carried 4-0.**

**AGENDA ITEM # IV** – City Manager Cunningham presented the financial statements to the Board for the month of November 2015.

**AGENDA ITEM # V – Old Business:**

1. Hear and/or consider action to award partial bid to Duplichain Contractors in the amount of \$47,200.00 for execution of the following bid items:

- Base Bid Item 1 – Contractor Mobilization
- Alternate Bid Item 14 – Remove and replace clarifier weir and baffle with new stainless steel weir and baffle
- Alternate Bid Item 15 – Reconstruct clarifier outfall piping

*City Manager Charles Cunningham addressed the Board to say that bids received from the two bidders on improvements for the WWTP had come in far above the amount allocated for those two projects and that it would be necessary to either reject all bids or approve three items of the bid amounts to do one of the two projects. It was explained that there were two options for replacing the weirs on the clarifier, one of which was to replace the existing one with fiberglass materials of which the original weir was made or second, to use stainless steel. It was explained that the stainless steel option, while more expensive than fiberglass, would save money in the long run by being less expensive to maintain and more effective in preventing leakage of suspended solids in the final stages of treatment. This would also result in lower maintenance costs for the Chlorine Contact Chamber. It also has a huge advantage in the expected useful life of the weir.*

*Duplichain* **Based on the information provided, Charles Long made a motion to approve awarding the bid to Duplichain Contractors in the amount of \$47,200.00 for execution of the work defined in the following bid items:**

- **Base Bid Item 1 – Contractor Mobilization**
- **Alternate Bid Item 14 – Remove and replace clarifier weir and baffle with new stainless steel weir and baffle**
- **Alternate Bid Item 15 – Reconstruct clarifier outfall piping**
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**The motion was seconded by Todd Meadows. Motion carried 4-0.**

2. Hear and/or consider actions to utilize Proposition #5 Project Fund, to have the City remove existing sludge in the chlorine contact basin which was part of bid items #5 and #7, in preparation for inspection of the plant during the permit renewal process and in anticipation of the construction to extend the contact chamber being re-bid and executed in the spring of 2016.

*Mr. Cunningham explained the advantages of removing existing sludge from the Chlorine Contact Chamber by City forces, in advance of this portion of the contract being re-bid. A cost estimate was not available for the Board to take action at this time.*

**President Philip Cox instructed that this be tabled and put on the Agenda for the January 5, 2016 Regular Called Meeting.**

3. Hear and/or consider action to approve an invoice from Schaumburg Polk for \$11,985.00.

*Jeremy Buechter, representing Schaumburg & Polk, Inc., gave an explanation regarding the process and procedures their company has completed to-date. The next payment due them is \$11,985.00. A copy of the invoice was reviewed. Mr. Cunningham explained that the bulk of the Engineering work had been completed with the design and construction plans for the chlorine contact pond being finished. The only remaining items are to prepare the contract documents for the approved work, supervise the repairs being made, and re-bid the work on the contact pond in the spring. All of this will be done under the remaining fund balance available.*

**Charles Long made a motion that invoice #0000004 from Schaumburg & Polk be approved for payment in the amount of \$11,985.00. Todd Meadows seconded. Motion carried 4-0.**

**AGENDA ITEM # VI – Adjournment**

**Todd Meadows made a motion to adjourn. Charles Long seconded. Motion carried 4-0.**

The meeting adjourned at 5:57 P.M.

The Minutes were approved as submitted and/or corrected this 5<sup>th</sup> day of January 2018.

ATTEST:

  
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PRESIDENT

  
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SECRETARY