

Overton Economic Development Corporation

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903-834-3542

August 18, 2015

Minutes

STATE OF TEXAS

COUNTIES OF RUSK & SMITH

CITY OF OVERTON

MINUTES FROM THE CALLED MEETING OF THE OVERTON ECONOMIC DEVELOPMENT CORPORATION HELD ON AUGUST 18, 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  
Matthew Prosser  
Jeannie Barber

Others in attendance were Overton Mayor, C.R. Evans, City Manager, Charles Cunningham, and City Secretary Rachel Gafford.

**AGENDA ITEM # I** – President Cox called the meeting to order at 5:33 PM.

**AGENDA ITEM # II** – The Board reviewed the Minutes from June 2, 2015. Todd Meadows made a motion to approve and Jim Hamblen seconded. Motion carried 5-0. All officers and board members were present.

**AGENDA ITEM # III** – Financial Statements for July 2015 were distributed by City Manager, Charles Cunningham and reviewed. It was noted there are two CD's at Citizens National Bank; one matures November 16, 2015 and the other on January 8, 2016.

**AGENDA ITEM # IV – Old Business: –**

1. President Cox stated all the scheduled repairs and/or improvements to the OEDC/Overton-New London Chamber of Commerce building are completed. However,

Chamber President Jan Johnson had also commented about gutters. Since there has not been any rain for an extended period of time, there is no certainty it is necessary. Everyone was in agreement, if there is future evidence gutters need to be installed, the OEDC will address the issue at that time.

**AGENDA ITEM # V – New Business: –**

1. City Manager, Charles Cunningham Review presented a Task Order submitted by KSA for Proposition #3 - North Overton Lake dam improvements to stabilize the slide area and reinforce the embankment on the west end of the dam to prevent further erosion and possible breaching. Total costs of the projects in Proposition # 3 are not to exceed \$229,000.00. He explained a geo-tech report/study must be done by KSC prior to proceeding with the plan. Charles Long made a motion to agree with the scope and cost estimate subject to what the report results indicate, as well as changing the signature page to reflect OEDC President, Philip Cox's name for his approval, too. Todd Meadows seconded. Motion carried 5-0. All officers and board members were present.

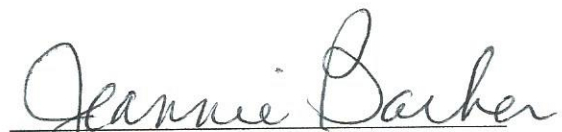
2. Charles Cunningham discussed the proposed action on an Agreement for Professional Services between Schaumburg & Polk, Inc. (Engineer) for Proposition #5 - Wastewater Treatment Plant Improvements which would upgrade the Clarifier and Weirs, and upgrade Chlorine Contact Chamber at the Wastewater Treatment Plant. Total costs of the projects in Proposition #5 are not to exceed \$125,000.00. He also believes it should be added to the bid that the company include a follow up and provide a guaranty for the work performed. Jim Hamblen made a motion to accept this and also include OEDC President, Philip Cox's name on the signature page for approval. Charles Long seconded it. Motion carried 5-0. All officers and board members were present.

3. The City Manager discussed reissuing RFQ's for engineering services for street, water, and sewer improvements with the objective of having a three (3) party contract with one (1) engineering firm to provide services for all City and OEDC funded street, water, sewer projects over the next three (3) years. He stated a preference for the work to be done in the summer months in order to achieve a better end product. Also, a committee needs to be formed with (2) two members from OEDC and (2) two members the City Council to review the engineering. He offered to present an RFQ at a later time in hopes by the first of the year this committee could establish a preference in hiring the best engineer to obtain the goal set forth.

**AGENDA ITEM # VI –** Charles Long made a motion to adjourn and James Hamblen seconded. Motion carried 5-0. All officers and board members were present.

The Minutes were approved as submitted and/or corrected this 1st day of September 2015.

ATTEST:  
  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
SECRETARY