

Overton Economic Development Corporation
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October 4, 2016

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 OCTOBER 4, 2016, 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/Secretary
	Stephen DuBose
	Todd Meadows
	Christopher Laws
	Jeannie Barber

Others in attendance were Mayor C.R. Evans and Charles Cunningham.

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

AGENDA ITEM # II – Overton Mayor, C.R. Evans administered the Statement of Elected/Appointed Officers and the Oath of Office to Stephen DuBose.

Mr. DuBose read the Statement of Office and Oath of Office then signed each in the presence of the Board.

NOTE: Stephen DuBose replaced Charles Long on the Board.

AGENDA ITEM # III – The Board reviewed the Minutes from the Special Called Meeting on August 16, 2016. *There was no September 2016 meeting.*

Chris Laws noted a correction to the spelling of his name.

Todd Meadows made a motion to accept the Minutes with that correction. Jim Hamblen seconded. Motion carried 5-0.

AGENDA ITEM # IV – City Manager Charles Cunningham presented the financial statements to the Board for the months of August and September 2016 along with a Monthly Financial Report FY 2015-16. He presented a Summary of Income and Expenses, along with a Monthly Budget Report. There was great detail regarding the progress of projects, how the budget is affected, and how that will continue in the future.

AGENDA ITEM # V – Old Business:

1. Review, discuss, and take action on authorizing services, materials, and supplies provided by John Posey to drain Overton Lake and clear the surface of the dam as part of the Lake Renovation Project approved by voters on May 9, 2015.

City Manager Cunningham said Mr. Posey's contribution of time, energy, and resources for this project probably would be valued over \$100,000.00 if measured against the estimated cost of contracting the services out. Therefore, Mr. Posey's invoice for \$2,758.76 is minimal and asked the Board to approve the payment.

Jim Hamblen made a motion to pay the invoice and Chris Laws seconded. Motion carried 5-0.

2. Hear and discuss report on status of projects on improvements to the dam, project schedule for improvements to streets, utilities, and alleyways in the downtown area and update on status of Community Center Parking Lot Project.

City Manager Cunningham presented three propositions to the Board and also stated all the work should be done by the middle of November:

#1 – Utility and street improvements in selected alleyways in the downtown area

- *Contract for this work with RJ Marler has been negotiated and signed.*
- *The Notice to Proceed was issued for September 26, 2016*
- *The Work in the alleyways will be the third phase of the project to be started after rebuilding the Commerce St., and Overton St. intersection.*
- *Work is expected to be completed by mid November.*

#2 – Utility and drainage improvements on Holland Street and reconstruction of the intersection at Commerce and Overton Streets

- *Holland Street utility improvements are currently underway.*
- *A change order to add a two-inch line up to the water meter and install a much-needed fire hydrant by the school building is proposed. The cost is \$4,000 which is in the range of allowance for this work.*
- *We have requested that the Contractor provided a proposal for a second change order that would rectify a flaw in the original construction that took the sewer line across highway 135 and then brought it back re-crossing the highway to hook into the existing 10" line on the south side of the highway.*

#3 – Improvements to the Lake Overton Dam

- *As should be evident, a considerable amount of progress has been made on improvements to the dam at very little expense. We have gone way beyond what TCEQ had expected, thanks to efforts by interested Council members as well as others. This should allow us to make additional improvement with the funds already allocated.*
- *The City's Engineers (SPI) have been asked to prepare a Project Engineering Services Agreement to cover the engineering work that will be needed on the project. This should be ready for submittal by the next regular meeting.*
- *The next phase of work will be to complete the crossing at the lower part of the service spillway drainage channel so that equipment can be moved to the west side of the channel without getting on Honzell Rd.*
- *The survey of the boundary line between the Honzell property and the City's property has been completed. I am trying to get a meeting to discuss the results and obtain the associated maps before the meeting on the 4th.*
- *Once the crossing is complete, we will cut a road parallel to Honzell Rd. on City property that will allow realignment of the power line along the road keeping it off the private property. When this is done, ONCOR will be able to move the power line off the dam and we'll be able to work on the spillway to continue draining the lake to its final designed depth for purposes of completing repairs.*
- *A request will also be made to contract for the rental of a dozer to clean part of the 57 acres the City owns at the wastewater treatment plant so that the reeds and other debris on the areas surrounding the lake may be disposed of in an appropriate manner.*
- *A summary and breakdown of year-to-date costs on this project has been prepared and reported on in the following agenda item.*

OMDD Funded Project – Repaving the Community Building Parking Lot

- *This project was bid with the OEDC funded projects, but is funded by the OMDD. The bid amount came in considerably higher than the commitment for the OMDD Board was swilling to make. The commitment was for \$60,000, but the bid was \$87,555.00. A petition has been made to the County to make up the difference of \$27,555.00 or the specifications of the project will be revisited and the level of service lowered to match available funds without County support.*

Mr. Cunningham further explained that on this particular item, the County was willing to work with the City to advance the project at the full potential.

3. Review, discuss, and take action authorize payment of invoices related to services performed on making improvements to the Overton Lake dam.

With a summary of expenses and encumbrances as of to-date on the lake improvement projects, Mr. Cunningham explained that so far only 5.6% of the allocated funds have been spent or encumbered on this project and that invoices for each item are available for inspection.

The Board has directly approved many items for payment. However, he requested the following action by the Board: If the Board is disposed to accept and agree to the use of funds as defined in the following report, a motion to APPROVE AND AUTHORIZE DISBURSEMENT FOR ITEMS

LISTED ON THE "EXPENSES AND ENCUMBRANCES TO-DATE ON LAKE IMPROVEMENTS PROJECTS" REPORT SUBMITTED AS OF 10-1-2016.

Mr. Cunningham also said, SPI engineers have approved the work C.E. Marler & Associates, so as soon as Philip Cox can sign off on it, the first payment of \$89,163.86 is recommended.

Todd Meadows made a motion to accept the requested Board Action by City Manager Cunningham. Chris Laws seconded. Motion carried 5-0.

4. Review, discuss, and take action proposed renewal of Administrative Services Agreement with City of Overton.

The City Manager presented a copy of the Agreement Between the Overton Economic Development Corporation and City of Overton, Texas asking to be renewed with a term beginning on October 1st and running until September 30, 2017. (A typo was noted to change 2016 to 2017.)

The following paragraph under 1. THE CITY WILL: D was lined through:

"Provide a monthly report within 30 days of the ending of each month showing the activity of the OEDC hereunder and specifically listing the expenditure of the funds provided hereunder, showing the vendor's name; the item or service purchased; a short explanation; and the dollar amount.

Mr. Cunningham reasoned that the change to the original document was to more clearly define the reporting requirements of the staff to the Board to the following wording:

For each regularly scheduled meeting of the OEDC Board (first Tuesday of each month unless rescheduled by the Board Chairman), City staff will provide a monthly financial report containing (1.) a summary listing of revenue and expenses for the preceding reporting period, (ii.) a monthly budget report that shows current revenue and expenses for the previous month, year-to-date totals and amended amounts to the budget if approved by the Board, and (iii.) copies of the Board's bank statement and investments in CD's or other investment instruments as may be authorized.

Todd Meadows made a motion to accept this renewal with amendments stated and Chris Laws seconded. Motion carried 5-0.

AGENDA ITEM # VI – New Business:

1. Review, discuss, and take action to adopt the Fiscal Year 2016-17 Annual Operating and Capital Improvement Budget for the OEDC.

City Manager Cunningham explained the new proposed budget saying it was prepared based on the projects already underway with the remaining balances that will be expended this year. Other projects can be added or adjustments can be made to the current ones, but this represented a starting point for the 2016-17 Fiscal Year.

Chris Laws made a motion to accept the Annual Operating and Capital Improvement Budget presented. Jim Hamblen seconded. Motion carried 5-0.

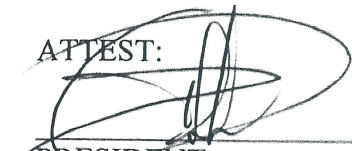
AGENDA ITEM # VII Adjournment

Todd Meadows made a motion to adjourn. Chris Laws seconded. Motion carried 5-0.

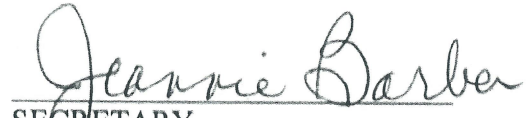
The meeting adjourned at 6:20 P.M.

The Minutes were approved as submitted and/or corrected this 10th day of November 2016.

ATTEST:



PRESIDENT



SECRETARY