

Overton Economic Development Corporation

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November 10, 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 NOVEMBER 10, 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, VP/Treasurer/Secretary – Absent

Stephen DuBose

Todd Meadows – Absent

Christopher Laws

Jeannie Barber

Others in attendance were Charles Cunningham and Schaumburg & Polk engineer Jeff Simmons.

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

**NOTE: President Cox advised the Board that he'd received a letter from OEDC Executive Secretary, Jeannie Barber stating, effective January 1, 2017, she would be resigning.**

**AGENDA ITEM # II** – The Board reviewed the Minutes from October 4, 2016.

**Stephen Dubose made a motion to accept the Minutes as written. Chris Laws seconded. Officer Jim Hamblen and Board Member Todd Meadows were absent. Motion carried 3-0.**

**AGENDA ITEM # III** – City Manager Charles Cunningham presented the financial statements to the Board for the month of October 2016.

**AGENDA ITEM # IV – Old Business:**

1. Board review and discuss format and content of OEDC Funded Capital Improvement projects to be used in reporting progress on said projects through to completion.

*City Manager Cunningham presented documents laying out the funded projects for the OEDC and OMDD (on page 31-33) saying it is necessary to keep the Board or Council apprised of the progress of each project in order to make informed decisions along the way. These are set up to control expenditures related to Propositions 1, 2, and 5, but still need to be arranged for Propositions 3 and 4 which are the most complicated and relate to improvements to the dam.*

**Stephen DuBose made a motion to accept this plan to go forward. Chris Laws seconded. Motion carried 3-0. Officer Jim Hamblen and Board member Todd Meadows were absent.**

2. Review, discuss, and take action on Change Orders for the following project components:

a. Holland Street Improvements – additional water line and hydrant. CO #1 (Copy of CO in packet under IV.1.a)...\$4,150.00. Proposition #2.

*Mr. Cunningham stated that it is normal and almost expected to have changes after a project begins. Thus is true with the following. He asked that an additional 2" water line of 60' and hydrant at the school be added for the Holland Street Improvements (\$4,150.00).*

**Stephen DuBose made a motion to accept. Chris Laws seconded. Motion carried 3-0. Officer Jim Hamblen and Board member Todd Meadows were absent.**

b. Addition of Re-construction and re-pavement of Community Center Parking Lot - CO #2, to be paid for jointly by OMDD and Rusk County (Copy of CO in packet under IV.1.b)...\$97,555.85.

*Mr. Cunningham said it would be easier for the contractor if he could do the entire project regarding the parking lot. If the OEDC would pay the completed amount then OMDD would reimburse them.*

*President Philip Cox stated he understood the idea, however, that was not the criteria of the propositions voted on by the general consensus. He advised the City Manager to discuss this with City Attorney, Blake Thompson for more direction. The item was tabled and no action taken by the Board at this time.*

c. Proposed CO #3 – to delete some work from Holland Street Improvements and add some back to the same project. Results in net decrease of \$22,904.25 from project. Proposition #2.

*Mr. Cunningham said the original design of the improvements to be made to Holland Street Utilities did not include resurfacing the road, but a final inspection did. Once the work began, the engineer and project manager felt the contractor's recommended costs were a bit high and have provided a counter offer. The City Manager said that City forces could be used to reduce some costs as well.*

**Stephen DuBose made a motion for a delayed action. Chris Laws seconded. Motion carried 3-0. Officer Jim Hamblen and Board member Todd Meadows were absent.**

- d. Proposed CO #4 – to add additional lines and fire hydrant to new line installed in the Commerce Street/Overton Street Intersection. Results in net increase of approximately \$19,000.00 to project. Proposition #2.

*The Board listened to Mr. Cunningham explain about things discovered when the excavation for water and sewer replacements were done at the intersection of Commerce Street and Overton Street. The known costs for repairs is \$19,000.00, but not yet agreed upon by the contractor.*

**Stephen DuBose made a motion for to amend the amount, but not exceed, \$26,530.00. Chris Laws seconded. Motion carried 3-0. Officer Jim Hamblen and Board member Todd Meadows were absent.**

3. Review, discuss, and take action on Pay Requests from Engineers and Contractors as listed in the following:

- a. Pay Request #6 from SPI on the WWTP Improvements in the amount of \$1,275.00. (Copy of pay request in packet) Proposition #5.

*Mr. Cunningham stated several pay requests have been received from the Contractor on utility drainage and street projects, submitted draws, and vendor invoices that needed to be approved. This is the final Pay Request from SPI for \$1,275.00.*

**Stephen DuBose made a motion for this pay request to SPI for \$1,275.00. Chris Laws seconded. Motion carried 3-0. Officer Jim Hamblen and Board member Todd Meadows were absent.**

- b. Pay Request #4 & 5 SPI for Engineering Services for Holland Street and Intersection projects in the amount of \$11,520.00. (Copy of pay request in packet) Proposition #1 & 2.

*Mr. Cunningham explained that these payments are part of the PESA #1 Contract between the City of Overton and SPI. All design work is completed and supervision of the construction has begun on Proposition #1&2 projects.*

**Stephen DuBose made a motion for this pay request to SPI for \$11,520.00 Chris Laws seconded. Motion carried 3-0. Officer Jim Hamblen and Board member Todd Meadows were absent.**

**NOTE: Check #1088 in the amount of \$12,795.00 was written and remitted to Jeff Simmons at the end of the meeting for the previously stated Pay Requests.**

- c. Pay Request #1 from CE Marler for Road and Utility Projects for initial mobilization and work on all projects in the amount of \$89,163.86. (Copy of pay request in packet) Proposition #1 & 2.

*Jeannie Barber said this has already been paid (Check #1083 dated 10-20-16). Mr. Cunningham acknowledged and agreed.*

- d. Pay Request #1 from CE Marler for Road and Utility Projects - work on all projects included in CO#1 and CO#2 in the amount of \$73,541.21. (Copy of pay request in packet) Proposition #1 & 2 plus parking lot for Community Center.

*Mr. Cunningham said this is payment for most of the outstanding items for the Holland Street Project, replacement of utility work on the Intersection project, and for mobilization for the Parking Lot Project. The OMDD, along with funds from Rusk County, would reimburse the OEDC if they would approve the initial funding.*

*The Board agreed to pay what was proposed for OEDC funding only which would be \$65,561.21.*

**Stephen DuBose made a motion to amend the amount to \$65,561.21 and approve payment. Chris Laws seconded. Motion carried 3-0. Officer Jim Hamblen and Board member Todd Meadows were absent.**

- e. Invoice from ROMCO in the amount of \$2,276.67 for work done on west side of dam spillway drainage.

*Mr. Cunningham said a track hoe was rented to clear and level the ground on the west side of the drainage ditch from the spillway.*

**Stephen DuBose made a motion to pay the ROMCO invoice of \$2,276.67. Chris Laws seconded. Motion carried 3-0. Officer Jim Hamblen and Board member Todd Meadows were absent.**

- f. Reimbursement of Publishing Notice for Invitation to Bid Paving Utility Work 7-22 to 7-29-16 paid by City.

*The City Manager presented an invoice from Henderson Daily News for \$211.80 which was paid by the City to advertise an invitation to bid out paving work.*

**Stephen DuBose made a motion to reimburse the City for \$211.80. Chris Laws seconded. Motion carried 3-0. Officer Jim Hamblen and Board member Todd Meadows were absent.**

**AGENDA ITEM # V – New Business:**


There was none.

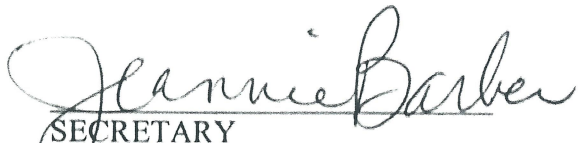
**AGENDA ITEM # VI – Adjournment**

**Chris Laws made a motion to adjourn. Stephen DuBose seconded. Motion carried 3-0. Officer Jim Hamblen and Board member Todd Meadows were absent.**

The meeting adjourned at 6:40 P.M.

The Minutes were approved as submitted and/or corrected this 6<sup>th</sup> day of December 2016.

ATTEST:  
  
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PRESIDENT

  
\_\_\_\_\_  
SECRETARY