

Overton Economic Development Corporation
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August 2, 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 AUGUST 2, 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
	Charles Long – Absent
	Todd Meadows
	Christopher Laws
	Jeannie Barber

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

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

AGENDA ITEM # II – The Board reviewed the Minutes from June 7, 2016. The OEDC did not meet in July; therefore, there were no Minutes for that month to approve.

Todd Meadows made a motion to accept. Chris Laws seconded. Motion carried 4-0. Board Member Charles Long was absent.

AGENDA ITEM # III – City Manager Charles Cunningham presented the financial statements to the Board for the month of June and July 2016 since the Board did not meet in July.

City Manager Cunningham discussed some changes on the budget since the economy has affected sales tax revenue. The CD at Citizens National Bank is up for renewal.

Chris Laws made a motion to accept the financial statements, as well to keep the CD at Citizens National Bank continuing to earn interest. Jim Hamblen seconded. Motion carried 4-0. Board Member Charles Long was absent.

AGENDA ITEM # IV – Old Business:

1. Review, discuss, and take action on progress report on Dam Renovation Project and consider plan going forward for clearing vegetation and earthwork.

City Manager Cunningham provided an itemized list of improvement actions and a proposed schedule for completion along with schematics. The drawings showed a dock, swim area, beach area, fishing area, and boat ram.

President Cox said that on August 4th, he and John Posey had planned to start volunteering work on the City Lake with their personal equipment regarding this project. However, Mr. Posey started before the scheduled time. President Cox said, however, Mr. Posey has made some definite progress despite some other issues. In addition, Mr. Posey had expressed the desire to be compensated for fuel, hauling, and repairs. City Manager Cunningham said he could provide Mr. Posey a document to state in-kind services were performed for expenses incurred. Mr. Cunningham asked for this to be added on the next Agenda. President Cox also discussed the opportunity to get some large mats that would be very functional with the work, and then could be used as a retaining wall.

Regarding payment for materials for this project, Chris Laws made a motion to allow Charles Cunningham to have lateral authority for invoices up to \$10,000.00. Jim Hamblen seconded it. Motion carried 4-0. Board Member Charles Long was absent.

Todd Meadows made an amendment to the motion to exclude any John Posey costs. Chris Laws seconded. Motion carried 4-0. Board Member Charles Long was absent.

2. Discuss and take action on authorizing payment of services, materials, and supplies 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 presented a summary of costs for materials and equipment used by the City in siphoning the lake. This process has been highly successful and resulted in the lake being drained down approximately five (5) feet to date. This will be extended to draw it to a point where at least 50% of the bottom is exposed. There were three (3) invoices for payment: one to Romco Equipment (Invoice #10552663) for \$850.00, and two to Underground Utility Supply (Invoice #108519) for \$959.94 and (Invoice #108544) for \$285.52

Todd Meadows made a motion to make these payments, seconded by Jim Hamblen. Motion carried 4-0. Board Member Charles Long was absent.

3. Discuss and take action 2nd and 3rd progress payment in the amount of \$26,880.00 to Schaumburg & Polk for engineering services related to Road and Utility Improvement Project No. 926202 (50% complete).

City Manager Cunningham said SPI (Schaumburg & Polk) has completed the design work. Plans and specifications for the four projects and advertisements for bids have been issued and due August 2, 2016. He presented two invoices for payment: one for \$\$9,600.00 (Invoice #2) and another for \$17,280.00 (Invoice #3) which makes the total be \$26,880.00.

Jim Hamblen made a motion to make these payments, seconded by Chris Laws. Motion carried 4-0. Board Member Charles Long was absent.

4. Discuss and take action on payment of an invoice for sludge hauling to land fill as part of cleaning out Chlorine Contact pond at Wastewater Treatment Plant.

The final part of the improvement to the Wastewater Treatment Plant was to clean out the drying beds in order for sludge to be processed and made readied for disposal. The City Manager said, because there were problems getting the beds ready, the City paid for rental equipment to refurbish them for disposal. He presented invoice documentation to back up these actions. The authorized amount for the project was set at \$4,500.00 and to date a total of \$2,450.00 has been paid leaving a remainder of \$1,745.61.

Todd Meadows made a motion to authorize payment of ~~\$2,450.00~~, seconded by Jim Hamblen. Motion carried 4-0. Board Member Charles Long was absent.

1,745.61 correct as is for 8-16-16

AGENDA ITEM # V – New Business:

1. Review, discuss, and take action on proposed amendment (Amendment #1) to FY 2015-16 Adopted Operating Budget.

City Manager Cunningham said because of numerous changes, it is necessary to have a formal amendment to the budget. He presented a detailed report which provided columns for the Original Budget, the amount spent year-to-date, the amount proposed to be adjusted (plus or minus) for each line item, and the new amended amount for each line items. The adoption of this amendment will authorize appropriations of new maximum amounts allowed for each line item.

Todd Meadows made a motion to accept the amendment(s) to the Original Budget, seconded by Jim Hamblen. Motion carried 4-0. Board Member Charles Long was absent.

2. Review, discuss, and take action on proposal to contract with surveyor to survey two (2) parcels containing Lake Overton in Smith County and mark boundaries.

President Cox said we need a survey of the complete western border. Mr. Cunningham replied he had attached two bids in the packet, one from Lacy Surveying Inc., and one from Roy L. Lemley, RPLS, plus he brought an additional bid from Terry Hedrick. The Board reviewed those documents.

Jim Hamblen made a motion to accept the bid from Terry Hedrick for surveying services for no more than \$2,000.00, seconded by Chris Laws. Motion carried 4-0. Board Member Charles Long was absent.

3. Review, Discuss, and take action on proposal to fund two “Lake and Dam Renovation Project” signs to be placed at Lake Site, to announce to the public and inform taxpayers of the work going on at the lake.

City Manager Cunningham explained there have been many questions from the public regarding the activity at the Lake, and therefore, he felt it would be appropriate to erect two (2) signs to describe the project and who is funding it so citizens could be informed. He recommended the

Board authorize the City staff to have the two 4' x 4' signs, which would cost approximately \$375.00, made and erected.

Jim Hamblen made a motion authorize these signs, seconded by Todd Meadows. Motion carried 4-0. Board Member Charles Long was absent.

4. Review, discuss, and take action on recommendation to hold a Special Called OEDC meeting on August 11, 2016, to consider recommendations from staff and consulting engineer on awarding bids on four street and utility projects scheduled for bid opening on August 8, 2016.

Mr. Cunningham stated that open bids for the street projects are scheduled for August 8th. In order for the OEDC to award the bid and get the decision ratified by the City Council at its meeting on the 18th, it's necessary to hold a special meeting beforehand. In the conversation, City Manager Cunningham said the 17th instead of the 11th which President Cox stated he could not attend because of a prior commitment, but said he could make it on the 16th.

Jim Hamblen made a motion to have the Special Called Meeting on Tuesday, August 16th at 5:30 PM, seconded by Chris Laws. Motion carried 4-0. Board Member Charles Long was absent.

5. Discuss and take action on payments in the total amount of \$1,332.18 to KSA Engineering for consultation on North Lake Dam Improvement Project.

Although the Board had previous authorized payment up to \$10,000 for consulting work, the City Manger expressed his desire to make these payments the final action with KSA Engineering regarding services for the lake project. He felt they didn't stay within the scope of what was expected when Board and staff met previously. There are three remaining invoices which need to be paid: Invoice # 65266 for \$229.68, Invoice #60840 for \$480.00, and Invoice #63471 for \$622.50 for a total of \$1,332.18. Mr. Cunningham said he didn't even know these were due until the KSA secretary contacted him wanting payment.


Chris Laws made a motion to pay the remaining invoices to KSA Engineering, and for City Manager Cunningham to let them know these will be final and their services are no longer needed. Jim Hamblen seconded. Motion carried 4-0. Board Member Charles Long was absent.

AGENDA ITEM # VI Adjournment


Todd Meadows made a motion to adjourn. Jim Hamblen seconded. Motion carried. 4-0. Board Member Charles Long was absent.

The meeting adjourned at 7:10 P.M.

The Minutes were approved as submitted and/or corrected this 16th day of August 2016.

ATTEST:


PRESIDENT



SECRETARY