

Overton Economic Development Corporation  
PO Box 6  
Overton, TX 75684  
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April 12, 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 APRIL 12, 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 – Absent

Charles Long – Absent

Todd Meadows

Christopher Laws

Jeannie Barber

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

**AGENDA ITEM # I** – President Cox called the meeting to order at 5:45 PM.

**AGENDA ITEM # II** – The Board reviewed the Minutes from March 1, 2016.

**Todd Meadows made a motion to accept, seconded by Chris Laws. Motion carried 3-0. Board Members Charles Long and Jim Hamblen were absent.**

**AGENDA ITEM # III** – City Manager Charles Cunningham presented the financial statements to the Board for the month of March 2016 which was in the agenda packet the City had delivered to each board member prior to the date of this meeting.

*Mr. Cunningham explained this financial statement did not show a deposit for sales tax because the check was not given to Jeannie. However, next month's financial statement will show two, one for March and one for April.*

*It was also noted, CD #1025832, located at Citizens National Bank, will mature on 05/24/16. Mr. Cunningham stated, it would be a good idea to roll those funds into the operating account to*

make them available if needed in the near future. The value of CD #1025832 is presently \$60,478.29.

**Todd Meadows made a motion to make the funds in CD#1025832 available, seconded by Chris Laws. Motion carried 3-0. Board Members Charles Long and Jim Hamblen were absent.**

**\*\*At this point, President Cox elected to recognize out of order:**

**AGENDA ITEM # V – New Business:**

4. Hear and consider introductory presentation by Jason Romano, representing High Hill Farm.

*Mr. Romano explained in great detail, High Hill Farm is the dream culmination of he and his wife, Sharon. He's an acclaimed high-end homebuilder, his wife a consummate party planner. Together, they've created an intimate vacation retreat inspired by their many travels which is the perfect venue for corporate events, retreats, getaways, and more. The winery resort is set on 75 acres, approximately two miles from the OEDC office at 12626 CR 217 (off US Hwy. 850 West, going toward Tyler). The facility has a 3,000 square foot inside venue, outdoor patio venue with pool, as well as their restaurant, The Côte.*

*Mr. Romano said there are a myriad of things to enjoy from overnight stays in their Hampton inspired bungalows, meals prepared by an on-site chef, to hiking and skeet shooting. He also announced they were contacted by Texas Monthly Magazine to do an article, as well as have High Hill Farm on the cover of the May edition.*

*The Romanos want to work with the City, Chamber of Commerce, OEDC, and other local organizations to advance the economy, tourism, and advertising of our community, which will be beneficial for all involved. Jason was invited by the City Manager, Charles Cunningham, and Mayor, C.R. Evans, to attend the next City Council meeting. Todd Meadows offered him contact information for the Overton Rotary, and Jeannie said she'd connect Jason with Tom Starnes, Rotary President.*

**AGENDA ITEM # IV – Old Business:**

1. Discuss, review, and take possible action on a draft Annual Report of OEDC Activities in the 12 months ending Dec. 31, 2016.

*The City Manager stated the date on the report should be corrected to Dec. 31, 2016. Mr. Cunningham passed out a revised copy which was patterned by the 1996 Annual Report. He pointed out the survey was particularly interesting back then. He mentioned there were three areas of focus:*

*A. Assistance to local businesses has been an ongoing focus for the Board since its inception and has met with varying degrees of success. In the future, more emphasis will be*

*place on advertising and promoting campaigns to make businesses aware of the financial assistance programs, such as grants and loans that are available.*

*B. Support for policies that will make Overton more competitive in the recruiting of businesses and industries (the economic environment) include renewed efforts to 1.) Identify and offer incentives to companies that may relocate to the City, and 2.) Work with the City Council on developing new property tax abatement policies, as well as other incentives for recruiting new business.*

*C. Support for improving the physical environment includes funding of Public Works Projects that 1.) Enhance the City's ability to absorb and accommodate additional demands on its infrastructure that may come with new construction, and 2.) Impact the quality of life in a positive way for potential new residents.*

*Mr. Cunningham agreed that these should be the focus of the current OEDC stating it would be beneficial to establish a committee and/or consultant to advance these ideas. With the Board in agreement, he will put together a presentation which he's done at prior jobs.*

*Mayor Evans was in agreement with the items mentioned, and said he'd like to see a program that targets more industries to this area. He felt Mr. Romano's suggestions and visual aspects could be beneficial to this plan.*

*Mr. Cunningham added, the eight items under the 'outline of basic task required for such an effort' are paramount. It would advantageous to have a team of approximately seven (7) people which the OEDC would be over. He offered to have this draft complete by the next OEDC meeting.*

2. Discuss and take action on progress payment invoice for \$42,480.00 from Duplichain Contractors Inc. for installation of a new Weir at the Number 1 Clarifier at the City of Overton's Wastewater Treatment Plant.

*The City Manager stated a couple adjustments on the trash box were made, as well as the seal around the weir had to be tightened down. There was mobilization work, a stainless steel weir and baffle system, and new outfall drain in the bottom of the clarifier. He also provided photos to explicate the differences. There was not an original invoice from Duplichain, but a letter of transmittal from Schaumburg & Polk, Inc. Mr. Cunningham said he'd contact them for the proper paperwork.*

**Todd Meadows made a motion to accept and approve paying the \$42,480.00 to Duplichain for these repairs, seconded by Chris Laws. Motion carried 3-0. Board Members Charles Long and Jim Hamblen were absent.**

3. Discuss and take action on approval of an Engineering Services Agreement between the City of Overton, the Overton Economic Development Corporation, the Overton Municipal Development District, and Schaumburg & Polk Inc. Authorize the OEDC Board Chairman to execute said Agreement on behalf of the OEDC.

*Mr. Cunningham explained he'd worked with Schaumburg & Polk, Inc. and the City Attorney, Blake Thompson, to make cohesive changes to reach an overarching agreement and presented the Board a finalized copy.*

**Chris Laws made a motion to accept the provided agreement, seconded by Todd Meadows. Motion carried 3-0. Board Members Charles Long and Jim Hamblen were absent.**

4. Discuss and take action on payment of an invoice from Schaumburg & Polk, Inc. for Engineering Services to-date in the amount of \$765.00 for the Wastewater Treatment Plant Improvements.

*City Manager, Cunningham exhibited photos regarding the services from Schaumburg & Polk, Inc. for removal of sludge from the chlorine contact pond at the Wastewater Treatment Plant.*

**Chris Laws made a motion to make the payment of \$765.00, seconded by Todd Meadows. Motion carried 3-0. Board Members Charles Long and Jim Hamblen were absent.**

5. Hear and consider report from the City Manager to update the Board on progress of the Dam Improvement Project.

*Mr. Cunningham provided a copy of an email between him and Warren Samuelson, Manager, Dam Safety for TCEQ, regarding a recent complaint they received from a concerned citizen about the safety of the dam. Charles said he felt sure he knew who it was expressing those concerns. Regardless, he explained that KSA Engineers have been contracted to draft a Task Order which contemplates draining the lake to a point to have less than six (6) feet depth of impounded water, letting it dry out, and then moving equipment in to do the following:*

- 1. Make necessary repairs to the slide area and stabilize it to the appropriate standards*
- 2. Remove all trees and brush on the dam embankment*
- 3. Grade and reshape the drainage channel below the service spillway*
- 4. Construct a new service spillway*
- 5. Remove all the reeds and vegetation along the edge of the lake*
- 6. Remove and replace the fishing dock*
- 7. Build an embankment on the west side of the lake to accommodate a new power pole that will be on the City property and obviate the need for an easement on Mr. Grandstaff's property*

*He further stated he needs to contact TCQ in regard to siphoning out the water which is what he feels would be the most effective action, as well as what the OEDC had discussed previously in the meetings. If he can't reach an agreement with them, he will talk to Schaumburg & Polk, Inc. about what TCQ's restrictions might be on siphoning.*

6. Discuss and take action on payment of an invoice from Candy Sanitation for sludge pumping services associated with clean out of chlorine contact pond at the wastewater treatment plant.

*Mr. Cunningham did not have a completed invoice to present to the Board.*

**Todd Meadows made a motion to table this Item (#IV 6) to a later date. Chris Laws seconded. Motion carried 3-0. Board Members Charles Long and Jim Hamblen were absent.**

**AGENDA ITEM # V – New Business:**

1. Review, discuss, consider, and take action on payment to East Texas Copy Systems for replacement of Cannon iR 3025 Drum on copier at a cost of approximately \$200.00.

*Jeannie Barber presented a proposal from East Texas Copy Systems for \$190.74 explaining that the donated copier (from SPEC Construction) needs a new drum.*

**Todd Meadows made a motion to pay the \$190.74 invoice. Chris Laws seconded. Motion carried 3-0. Board Members Charles Long and Jim Hamblen were absent.**

2. Review, discuss, consider, and take action on Full Service Maintenance Contract with East Texas Copy Systems for \$34.95 a month.

*Jeannie Barber noted that on the proposal was also a bid for the OEDC to enter into a Full Service Maintenance contract with East Texas Copy Systems for \$34.95 a month which includes all parts, labor, travel, drums, and toner, plus sales tax.*

*President Cox added he would like for this to be reapproved before the Board on a yearly basis. \*\**

**Todd Meadows made a motion to accept this. Chris Laws seconded. Motion carried 3-0. Board Members Charles Long and Jim Hamblen were absent.**

3. Discuss and take action on payment of invoice from Aquatics Services in the amount of \$9,000.00 for replacement of flow monitoring equipment located in the Chlorine Contact Pond.

*Mr. Cunningham provided an invoice from Aquatic Services for \$9,000.00 which was labor and materials to install, configure, and start-up of a Honeywell flow meter. He also provided photos for the Board of the measuring device, control box, and meter explaining this was essential to reach the expected project goal.*

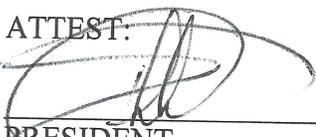
**Chris Laws made a motion to make the payment of \$9,000.00, seconded by Todd Meadows. Motion carried 3-0. Board Members Charles Long and Jim Hamblen were absent.**

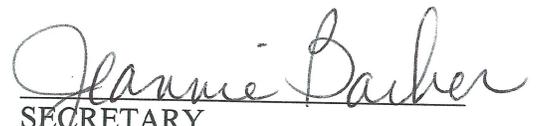
**AGENDA ITEM # VI – Adjournment**

**Todd Meadows made a motion to accept. Chris Laws seconded. Motion carried 3-0. Board Members Charles Long and Jim Hamblen were absent.**

The meeting adjourned at 6:23 P.M.

The Minutes were approved as submitted and/or corrected this 3rd day of May 2016.

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

  
\_\_\_\_\_  
SECRETARY