

Overton Economic Development Corporation  
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June 7, 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 JUNE 7, 2016, AT 5:30 PM IN THE CHAMBER OFFICE, 121 E. HENDERSON STREET, OVERTON, TEXAS.

The following were present:

President	Philip Cox, President – Absent
	Jim Hamblen, Vice President/Treasurer/Secretary
	Charles Long
	Todd Meadows
	Christopher Laws
	Jeannie Barber

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

**AGENDA ITEM # I** – Vice President Hamblen called the meeting to order at 5:35 PM.

**AGENDA ITEM # II** – The Board reviewed the Minutes from May 3, 2016.

**Charles Long made a motion to accept with an edit of changing “is” to “are” in Agenda Item #IV, 3 page 6, sentence, *Once the final data is gathered, the OEDC, OMDD, and City Council will have to approve it.*” Chris Laws seconded. Motion carried 4-0. President Philip Cox was absent.**

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

*There were three corrections made on the Activity Summary – May. Check 1045 should have been 5/3/2016 (for \$675.00 to the Overton-New London Chamber of Commerce, monthly employee deposit). Check#1046 s/h/b 1047 (which was for \$1,000.00 to the City for administrative services). Check#1046 for \$42,480.00 was not paid to the Overton-New London Chamber of Commerce, but to Duplichain Contractors. Mr. Cunningham apologized and said*

*these were copy/paste errors. He also explained that next month his report would show updated adjustments to the budget.*

**AGENDA ITEM # IV – Old Business:**

1. Discuss and take action on authorizing Project Engineering Services with KSA Engineers to provide direction and supervision of a project to drain the Overton Lake to a level that would facilitate, a determination of the estimated cost and scope of work needed to repair the slide area, clean the surface of the dam, repair and replace the service spillway and re-shape the drainage channel from the spillway to Hwy. 850. Cost of engineering fee services not to exceed \$10,000.00.

*City Manager Cunningham said he revised a larger agreement from KSA Engineers to the format of these items and stipulations. He also stated that the recent excessive rain totals had affected the projects to some degree. KSA is providing the information and instructions, but the City will perform the work in order for the cost to remain within the boundaries of the \$10,000.00. Mr. Cunningham said it probably won't even cost that much.*

**Todd Meadows made a motion to accept this agreement, seconded by Chris Laws. Motion carried 4-0. President Philip Cox was absent.**

2. Discuss and take action on authorizing the City of Overton to purchase pipes, joints, and flexible hoses needed to drain the Lake by siphoning the water from it. Cost of material not to exceed \$2,500.00

*City Manager Cunningham explained the \$2,500.00 is just a guess on the cost.*

**Chris Laws made a motion to accept, seconded by Charles Long. Motion carried 4-0. President Philip Cox was absent.**

3. Discuss and take action on final payment of an invoice from Duplichain Contractors, LLC in the amount of \$4,720.00 for completion of work on replacement of the Weir for Clarifier #1.

*City Manager Cunningham said this is the final payment from Duplichain Contractors, and that the City is very satisfied with their work.*

**Charles Long made a motion to make this payment, seconded by Todd Meadows. Motion carried 4-0. President Philip Cox was absent.**

4. Discuss and take action on execution of the Certificate of Construction Completion for the WWTP Upgrades performed by Duplichain Contractors, LLC and authorize the Board chairman to execute said certificate.

*City Manager Cunningham stated the certificate needed to be signed and a copy sent to Duplichain Contractors. Vice President Jim Hamblen agreed to sign it. Jeannie Barber will take care of mailing it.*

**Charles Long made a motion to authorize signing this agreement for remittance, seconded by Chris Laws. Motion carried 4-0. President Philip Cox was absent.**

5. 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 said this is the final payment (second half) owed to Candy Sanitation, and he was pleased with their work.*

**Charles Long made a motion to make this payment, seconded by Chris Laws. Motion carried 4-0. President Philip Cox was absent.**

6. Discuss and take action on 1" progress payment in the amount of \$5,120.00 to Schaumburg and Polk Engineering Services related to Road and Utility Improvement Project No. 926202. (8% complete)

*The City Manger explained this particular project included the road and utility construction for downtown alleyways, the intersection of Commerce and Overton Streets, as well as the drainage work on Holland Street.*

**Chris Laws made a motion to authorize payment for these services, seconded by Charles Long. Motion carried 4-0. President Philip Cox was absent.**

There was no New Business

*Chris Laws asked City Manager Charles Cunningham if the OEDC's presentation would be added to the next City Council meeting since it was left off the Agenda. He said he and President Cox planned to be at June's assembly. Mr. Cunningham said, yes it would.*

**AGENDA ITEM # V – Adjournment**

**Todd Meadows made a motion to adjourn. Chris Laws seconded. Motion carried. 4-0. President Philip Cox was absent.**

The meeting adjourned at 6:00 P.M.

The Minutes were approved as submitted and/or corrected this 2 day of August 2016.

ATTEST:

  
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PRESIDENT

  
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SECRETARY