

**MINUTES**  
**Overton Economic Development Corporation**  
1200 S. Commerce  
Overton, Texas 75684  
903-834-3171  
**Minutes of Meeting held Tuesday, March 7, 2017**

**STATE OF TEXAS                    }**

**COUNTIES OF  
RUSK AND SMITH                    }**

**CITY OF OVERTON                    }**

Minutes from the Regular Called Meeting of the Overton Economic Development Corporation held on **Tuesday, March 7, 2017 at 5:30 PM** in City Hall at 1200 S. Commerce St. Overton, Texas:

The following were present:

Philip Cox, President  
Jim Hamblen, VP/Treasurer/Secretary  
Todd Meadows  
Christopher Laws  
Stephen DuBose (arrived at 5:55pm)

Other in attendance were City Manager Charles Cunningham, Mayor C. R. Evans, Jr. and Wendy Bates

**AGENDA ITEM 1 - CALL TO ORDER** - President Cox called the meeting to order at 5:30pm.

**AGENDA ITEM 2 - ELECTION OF OFFICERS** – Board discussed positions and inquired if any changes will be made.

**Jim Hamblen made a motion to nominate Philip Cox for President. It was seconded by Chris Laws. The motion passed 4-0.**

**Philip Cox made a motion to nominate Jim Hamblen for VP/Treasurer/Secretary. It was seconded by Chris Laws. The motion passed 4-0.**

**AGENDA ITEM 3 - CONSENT AGENDA**

The minutes from the January 10, 2017 were reviewed.

**Todd Meadows made a motion to approve the minutes as written. Jim Hamblen seconded the motion. The motion passed 4-0.**

**AGENDA ITEM 4 - FINANCIAL REPORT** - Charles Cunningham presented the monthly financial report for the month of January 2017. Mr. Cunningham provided an update that the contract with East Texas Copier was terminated. The CD at Citizens National Bank ended up being renewed thru July 2017. Board directed Mr. Cunningham to ensure we are receiving the best rate when this renewal lapses. Mr. Cunningham stated that he felt current surety coverage is sufficient.

**No formal action was required for this item.**

**AGENDA ITEM 5 - OLD BUSINESS**

1. Review, consider and take action on payment of Pay Request No. 5 from CE Marler for work completed through 1-31-2017, in the net amount of \$17,856.34.

Mr. Cunningham presented Pay Request No. 5 in the amount of \$17,856.34 which was primarily for work done to date on the Downtown Alleyways. Mr. Cunningham discussed the billing errors that were noted at Pay Request No. 4 and No. 5 and stated that the issues had been resolved. Mr. Cunningham discussed the unexpected increase in number of connections that were discovered. When asked if more unexpected increases were likely to occur, Mr. Cunningham stated that it would be unlikely for more unexpected costs to occur.

**Chris Laws made a motion to approve payment as presented in the amount of \$17,856.34. The motion was seconded by Jim Hamblen. The motion passed 4-0.**

2. Review, consider and take action on suspension of Utility Replacement and Paving Project in Downtown Alleyways or a Change Order to increase funding for Project.

Mr. Cunningham elaborated on the increased connections that were discovered and that with the additional costs, the total project exceeds the original budget. The Board directed Mr. Cunningham to work with the OMDD to see if they would provide the supplemental funding to finish the project and to report back to the board.

**No formal action was required for this item.**

3. Review, consider and take action on payment to ROMCO Equipment Company for rental of equipment for Dam Improvement Project; and receive report on progress and planned work on the project.

Mr. Cunningham explained the purpose of the rental and the work that was able to be accomplished because of it.

**Todd Meadows made a motion to approve payment as presented in the amount of \$3,550.00. Chris Laws seconded the motion. The motion passed 5-0.**

**AGENDA ITEM 6 - NEW BUSINESS**

1. Discuss and take possible action on approving an Administrative Services Agreement between Ms. Wendy Bates and OEDC, that defines the terms and conditions under which Ms. Bates may provide administrative support services to the Board.

Mr. Cunningham explained that Erika Wright has resigned and that Wendy Bates is qualified to perform the duties.

**Stephen DuBose made a motion to approve the agreement as presented. Todd Meadows seconded the motion. Motion passed 5-0.**

**AGENDA ITEM 7 - ADJOURNMENT**

**Todd Meadows made a motion to adjourn. The motion was seconded by Jim Hamblen. Motion passed 5-0.**

The meeting was adjourned at 6:05pm.

The Minutes were approved as submitted and/or corrected this 4<sup>th</sup> day of April 2017.

BY:



Philip Cox, President of the Board

ATTEST:



Wendy Bates, Executive Secretary