

Overton Economic Development Corporation
1200 S. Commerce
Overton, Texas 75684
903-834-3171
Minutes of Meeting held Tuesday, April 11, 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, April 11, 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
- Stephen DuBose

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 - CONSENT AGENDA

The minutes from the March 7, 2017 meeting were reviewed. Jim Hamblen asked for the spelling of his last name to be corrected.

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

AGENDA ITEM 3 - FINANCIAL REPORT - Charles Cunningham presented the monthly financial report for the month of March 2017. It was noticed that the report has an error and a corrected report will be brought to the next meeting.

No formal action was required for this item.

AGENDA ITEM 4 - OLD BUSINESS

1. Review, consider and take action on payment of Pay Request No. 6 from CE Marler for work completed through 3-1-2017.

Wendy Bates and Charles Cunningham discussed the status of the project and the remaining two pay applications. Pay Request No. 6 had not been finalized as of the date of the meeting so staff requested authorization of a not to exceed amount of \$98,068.39 for that request.

Stephen DuBose made a motion to approve payment of Pay Request No. 6 in an amount not to exceed \$98,068.39. The motion was seconded by Jim Hamblen. The motion passed 4-0.

2. Review, consider and take action on payment of Final Pay Request No. 7 from CE Marler for work completed and any retainage from the project.

This item was discussed with item 1 above. Since Pay Requests No. 6 & 7 had not been finalized as of the date of the meeting, the Board stated Pay Request No. 7 would need to be brought back at the next meeting.

No formal action was required for this item.

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

Charles Cunningham explained the purpose of the invoices and the work that was able to be accomplished. Charles Cunningham discussed his idea for a retaining wall at the lake and the Board asked that he bring back a proposal with estimated costs.

Stephen DuBose made a motion to approve payment as presented. Todd Meadows seconded the motion. The motion passed 4-0.

V. NEW BUSINESS (Consider and/or action)

1. Consider and take action on outline, contents and preparation of Annual Report of Activities to be submitted to the City Council on May 18th, 2017.

Charles Cunningham discussed the proposed outline he prepared. The Board agreed with his outline and discussed types of business to focus on.

Stephen DuBose made a motion to approve the proposed outline as presented. Todd Meadows seconded the motion. The motion passed 4-0.

2. Review, consider and take action on proposal to complete Wastewater Treatment Plant project related to expansion of Chlorine Contact Pond.

Charles Cunningham discussed the options for the expansion of the contact pond and the Board asked that he bring back a proposal with recommendation and estimated costs.

No formal action was required for this item.

AGENDA ITEM 7 - ADJOURNMENT

Stephen DuBose made a motion to adjourn. The motion was seconded by Jim Hamblen. Motion passed 4-0.

The meeting was adjourned at 6:29 pm.

The Minutes were approved as submitted and/or corrected this 2nd day of May 2017.

BY:



Philip Cox, President of the Board

ATTEST:

Wendy Bates
Wendy Bates, Executive Secretary