

MINUTES
Overton Economic Development Corporation
1200 S. Commerce
Overton, Texas 75684
903-834-3171
Minutes of Meeting held Tuesday, January 10, 2017

STATE OF TEXAS }

**COUNTIES OF
RUSK AND SMITH** }

CITY OF OVERTON }

MINUTES FROM THE SPECIAL CALLED MEETING OF THE OVERTON ECONOMIC DEVELOPMENT CORPORATION HELD ON JANUARY 10, 2017, AT 5:30 PM IN CITY HALL, 1200 S.COMMERCE ST, OVERTON, TEXAS.

The following were present:

President

Philip Cox, President
Jim Hamblen, VP/Treasurer/Secretary
Stephen DuBose
Todd Meadows
Christopher Laws

Others in attendance were Charles Cunningham, Mayor C.R. Evans, Jr. and Erika Wright.

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

AGENDA ITEM # II – The Board reviewed the Minutes from December 6, 2016.

After review of the Minutes and there being no discussion, Jim Hamblen made a motion to approve the minutes as written. Todd Meadows seconded the motion. The motion carried by a vote of 5-0.

AGENDA ITEM # III – Charles Cunningham presented the monthly financial report for the month of December. Mr. Cunningham noted that a recurring expense to East Texas Copier Systems was not going to be needed any longer, inasmuch as the OEDC Board was going to meet at City Hall in the future. Mr. Cunningham was directed by the board to look into the terms for terminating the agreement and if possible, end the Agreement so that the OEDC would not be further obligated under terms of the Agreement. The remaining CD at Citizens National Bank was also due to end in January and it was decided to let it lapse rather than renew.

No formal action was required for this item.

AGENDA ITEM VI: OLD BUSINESS

1. Review, consider and take action on payment of Pay Request No. 4 from CE Marler for work completed through 12-29-2016, in the net amount of \$81,752.56.

City Manager Cunningham presented pay request No. 4 in the amount of \$81,752.56 which was primarily for work done to date on the Downtown Alleyways. Quantities of work and progress made had been verified by the Supervising Engineer and by City Staff. Mr. Cunningham recommended that the OEDC approve payment of this invoice. It was also noted that the Contractor had run into an inordinate amount of connections, a much greater number than planned.

Board Member Todd Meadows requested that he be notified when the construction moved in the alleyway behind the bank to assure that the cable and buried vacuum tube chute to the Drive -in window would not be disturbed.

There being no further comments, Mr. Hamblen made a motion to approve payment of the Pay Request in the amount of \$81,752.56. It was seconded by Chris Laws. The motion passed 5-0.

2. Review, consider and take action on payment of invoices for CNA Insurance and East Texas Copy Systems.

City Manager Cunningham presented two invoices for consideration, the first was an invoice from CNA regarding the annual payment for a surety bond (TX Dishonesty B Non-profit Organization). Mr. Cunningham noted that the amount of coverage may not be sufficient for the amount of funds controlled by the OEDC. The City Manager was directed to contact CNA and ensure that the current policy provided adequate coverage for the Officers of OEDC.

The second invoice was for East Texas copier systems.

Mr. Todd Meadows made a motion to authorize payment of the two invoices. It was seconded by Jim Hamblen. The motion passed 5-0.

AGENDA ITEM V: NEW BUSINESS

1. Discuss and take possible action on Resolution 2017-01-10A, a Resolution to approve an Administrative Services Agreement between Ms. Erika Wright and OEDC.

City Manager Cunningham presented a proposed Resolution whose adoption would engage Ms. Erika Wright as Executive Secretary for the OEDC to replace Ms. Jeannie Barber who had resigned that position effective the 31st of December, 2016.

After a brief discussion on the qualifications of Ms. Wright, the duties she would be expected to perform and the need for such services, Mr. Steve DuBose moved to adopt Resolution 2017-01-10A. This motion was seconded by Mr. Chris Laws. The motion passed 5-0.

2. Discuss and take possible action on approving and deleting signing authority on the OEDC Operating Account at Texas Bank and Trust.

Chairman Cox introduced this item with the comment that it would be prudent to add another member of the Board as a signee on the account and asked for volunteers to be added. Mr. Steve DuBose volunteered to be the third signer on the account. Jim Hamblen made a motion to add Mr. Steve DuBose to the Texas Bank and Trust OEDC bank account and to delete Ms. Jeannie Barber as an authorized signer on the account. The motion was seconded by Steve DuBose. The motion passed 5-0.

3. Discuss and take possible action to change the official mailing and meeting address and e-mail or phone numbers or other new contact information that are necessary.

Chairman Cox introduced this item on the agenda stating that due to the resignation of Ms. Barber, consideration should be given to finding another meeting place. City Manager Cunningham suggested that they could move back to City Hall where they used to meet, that it would be free of charge and could use the City's copier. Mr. DuBose also offered facilities at the school. After general discussion concerning a suitable location to hold meetings, Chairman Cox requested a motion on the matter. Mr. DuBose made a motion to hold future meetings at City Hall and authorize an official change of address from P.O. Box 6 to City Hall at 1200 S. Commerce St, Overton, Texas 75684 with a concomitant change in e-mail addresses and phone numbers to City Hall.

The motion was seconded by Chris Laws. The motion passed on a vote of 5-0.

4. Discuss and take possible action on Agreement between the ONL Chamber of Commerce and the Overton Economic Development Corporation.

Noting that the ONL would no longer be providing Administrative Services to the OEDC and the fact that the meeting site would be changed to City Hall, Chairman Cox requested input on terminating the practice of paying the Overton New London Chamber of Commerce(ONL-CC) an amount of \$675.00 monthly. The membership agreed that it was not necessary to continue to pay. Mr. Todd Meadows made a motion to cease paying the monthly rate of \$675.00 to the ONL-CC. Steven DuBose seconded the motion. The motion passed on a vote of 5-0.

AGENDA ITEM VI: ADJOURNMENT

Jim Hamblen made a motion to adjourn. Chris Laws seconded the motion. Motion carried 5-0.

The meeting adjourned at 6:01 p.m.

The Minutes were approved as submitted and/or corrected this 7th day of March 2017.

BY:



Philip Cox, Chairman of Board

ATTEST:



Charles L. Cunningham, City Manager