MINUTES
BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas, met in a Regular Meeting on Monday, December 18, 2023, at 7:00 p.m. at the Justice Center, 101 East College Street, Burkburnett, Texas. The meeting was open to the Public, with notice being given in compliance with the Open Meetings Act. The following Commissioners were present:

- Lori Kemp: Mayor
- Cory Brinkley: Commissioner, Place 1
- Randy Brewster: Commissioner, Place 2
- Susan Mitchell: Commissioner, Place 3
- Michael Richter: Mayor Pro-Tem, Commissioner, Place 4
- Marguerite Love: Commissioner, Place 5
- Bill Lindenborn: Commissioner, Place 6

Others present were Raika Rowe, City Attorney; Travis Haggard, Executive Director, Burkburnett Development Corporation (BDC); Fred Tillman, City Manager; Dan King, Fire Chief; Melinda Dyer, Director of Community Planning; Trish Holley, Director of Administration; Nikki Tepfer, Deputy City Clerk; and Margie Poole, City Clerk.

ITEM 1. CALL MEETING TO ORDER:
Mayor Kemp called the meeting to order at 7:01 p.m.

ITEM 2. INVOCATION
Mayor Pro-Tem Richter gave the invocation.

ITEM 3. PLEDGE OF ALLEGIANCE
Mayor Kemp led the Pledge of Allegiance.

ITEM 4. CONSENT AGENDA
Approval of Minutes from the November 20, 2023 Workshop Meeting
Approval of Minutes from the November 20, 2023 Regular Meeting

Commissioner Brewster made a motion, seconded by Commissioner Love, to approve the Consent Agenda. Motion carried unanimously.

ITEM 5. PERSONAL/AUDIENCE COMMENTS
There were no public comments.

ITEM 6. DISCUSS AND TAKE ANY ACTION NECESSARY FOR ORDINANCE NUMBER 1050.
AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING SECTION 99.15 OBSTRUCTIONS; ADVERTISEMENTS; PROVIDING A REPEAL CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Mayor Pro-Tem Richter made a motion, seconded by Mayor Kemp, to pass Ordinance Number 1050 contingent on the following change:
iv. A maximum of three (3) five (5) permits shall be issued in a calendar year.

Motion carried unanimously.

ITEM 7. Discuss and take any action necessary for Ordinance Number 1051.
AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, AMENDING CHAPTER 150, BUILDING REGULATIONS BY AMENDING SECTION 150.01 CODES ADOPTED BY REFERENCE MORE SPECIFICALLY, THE INTERNATIONAL FIRE CODE (IFC); PROVIDING FOR THE ADOPTION OF LOCAL AMENDMENTS IN THE CODE OF ORDINANCES; PROVIDING A PENALTY; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION AND PROVIDING AN EFFECTIVE DATE.

Commissioner Brewster made a motion, seconded by Commissioner Lindenborn, to approve as presented. Motion carried unanimously.

ITEM 8. Discuss and take any action necessary for Ordinance Number 1052.
AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING SECTION 150 BUILDING REGULATIONS ALLOWING FOR CONTRACTOR REGISTRATION; PROVIDING A REPEAL CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Commissioner Lindenborn made a motion, seconded by Commissioner Mitchell, to approve Ordinance Number 1052 as written. Motion carried unanimously.

ITEM 9. Discuss and take any action necessary on the Site Plan for a convenience store/strip center with a gas station at 277 Red River Expressway, Burkburnett, Texas.

Commissioner Brewster made a motion, seconded by Commissioner Brinkley, to approve. Motion carried unanimously.

ITEM 10: Discuss and take any action necessary regarding Case 2023-16: Request for a Specific Use Permit for 927 Bishop Road to allow for the subject property to be used as climate-controlled storage units.

Mayor Kemp made a motion, seconded by Mayor Pro-Tem Richter, to approve the Request for a Specific Use Permit for 927 Bishop Road. Motion carried, with Commissioner Brewster abstaining.

ITEM 11: Discuss and take any action necessary for the purchase of an ELASTEC Drug Terminator and a Drug Drop Box utilizing opioid crisis settlement funds.

Commissioner Brewster made a motion, seconded by Commissioner Lindenborn, to approve. Motion carried unanimously.
ITEM 12: Discuss and take any action necessary on the Planning and Zoning Commission applications: Frank Ducos and Jody Paul.

Commissioner Brewster made a motion, seconded by Commissioner Lindenborn, to approve the applications. Motion carried, with Mayor Pro-Tem Richter abstaining.

ITEM 13: Discuss and take any action necessary for the City Manager to negotiate and execute a contract for website software development with CivicPlus for up to $30,000.

Commissioner Lindenborn made a motion, seconded by Commissioner Love, to approve the City Manager to negotiate and execute a contract for website software development for up to $30,000. Motion carried unanimously.

ITEM 14. CITY MANAGER'S REPORT

A. January Board of Commissioners Meeting will be held on Tuesday, January 16, 2024, due to Martin Luther King Holiday.

B. February Board of Commissioners Meeting will be held on Tuesday, February 20, 2024, due to Presidents’ Day Holiday.

Fred Tillman, City Manager, presented the report to the Mayor and Commissioners and introduced the new Chief of Police for the City of Burkburnett, Chief Donald Miller.

ITEM 15. COMMISSIONERS' COMMENTS

The Mayor welcomed the new Chief of Police and expressed her gratitude to Melinda Dyer, Director of Community Planning, and Fred Tillman, City Manager, for their efforts in updating the code of ordinances to protect the integrity of the city. Mayor Kemp also thanked Fire Chief King for his assistance during the Christmas Lighted Parade and for his community engagement. Commissioner Lindenborn thanked the staff for the job they do day in and day out, especially during the transition to the Justice Center from City Hall. Commissioner Lindenborn welcomed Chief Miller and expressed his pleasure in working with the rest of the board to accomplish improvements to the city. Merry Christmas.

ITEM 18. ADJOURNMENT

Mayor Kemp made a motion, seconded by Commissioner Lindenborn, to adjourn. The meeting adjourned at 7:38 p.m.

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Lori Kemp, Mayor

ATTEST:

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Margie Poole, City Clerk