MINUTES
BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas, met in a Regular Meeting on Monday, November 20, 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori Kemp</td>
<td>Mayor</td>
</tr>
<tr>
<td>Cory Brinkley</td>
<td>Commissioner, Place 1</td>
</tr>
<tr>
<td>Randy Brewster</td>
<td>Commissioner, Place 2</td>
</tr>
<tr>
<td>Susan Mitchell</td>
<td>Commissioner, Place 3</td>
</tr>
<tr>
<td>Michael Richter</td>
<td>Mayor Pro-Tem, Commissioner, Place 4</td>
</tr>
<tr>
<td>Marguerite Love</td>
<td>Commissioner, Place 5</td>
</tr>
<tr>
<td>Bill Lindenborn</td>
<td>Commissioner, Place 6</td>
</tr>
</tbody>
</table>

Others present were Raika Rowe, City Attorney; Travis Haggard, Executive Director, Burkburnett Development Corporation (BDC); Shae Krc, Hotel Occupancy Tax (HOT) Board Liaison; 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 7:00 p.m.

ITEM 2. INVOCATION
Commissioner Brinkley gave the invocation.

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

ITEM 4. CONSENT AGENDA
- Approval of Minutes from the October 16, 2023 Workshop Meeting
- Approval of Minutes from the October 16, 2023 Regular Meeting
- Approval of Minutes from the November 13, 2023 Special-Called Workshop Meeting

Commissioner Love made a motion, seconded by Commissioner Mitchell, to approve the Consent Agenda as presented. Motion carried, with Commissioner Lindenborn abstaining.

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

ITEM 6. PUBLIC HEARING: Mayor Kemp closed the Regular Meeting at 7:02 p.m. and opened the Public Hearing to discuss the Second Amended Project Plan and Reinvestment Zone Financing Plan for Tax Increment Reinvestment Zone Number One, City of Burkburnett (the Zone), for the provision of increased public infrastructure costs and expanding the boundary of the Zone.

After a staff presentation by Travis Haggard, TIF Board Liaison, there were no public comments.
Mayor Kemp closed the Public Hearing and re-opened the Regular Meeting at 7:03 p.m. to discuss and take any action on Ordinance Number 1048 and Ordinance Number 1049.

ITEM 7. Discuss and take any action necessary on Ordinance Number 1048.
AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT ENLARGING THE BOUNDARIES OF REINVESTMENT ZONE NUMBER ONE, CITY OF BURKBURNETT, TEXAS; CONTAINING FINDINGS AND OTHER PROVISIONS RELATED TO THE SUBJECT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

Commissioner Lindenborn made a motion, seconded by Mayor Kemp, to approve Ordinance Number 1048. Motion carried unanimously.

ITEM 8. Discuss and take any action necessary on Ordinance Number 1049.
AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT APPROVING THE SECOND AMENDED PROJECT PLAN AND REINVESTMENT ZONE FINANCING PLAN; AUTHORIZING THE CITY CLERK TO DISTRIBUTE SUCH PLAN; CONTAINING FINDS AND PROVISIONS RELATED TO THE FOREGOING SUBJECT; AND PROVIDING FOR SEVERABILITY.

Mayor Kemp made a motion, seconded by Commissioner Lindenborn, to approve Ordinance Number 1049. Motion carried unanimously.

ITEM 9: Discuss and take any action necessary on Resolution Number 751.
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, AUTHORIZING AN ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE BURKBURNETT DEVELOPMENT CORPORATION AND RIVER GOLF, LTD. PROVIDING FUNDING TO A PROJECT RELATED TO RECREATIONAL OR COMMUNITY FACILITIES.

After a staff presentation by Travis Haggard, Executive Director of the BDC, Mayor Pro-Tem Richter made a motion, seconded by Commissioner Love, to pass Resolution Number 751. Motion carried unanimously.

ITEM 10: Discuss and take any action necessary on Resolution Number 752.
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, AUTHORIZING THE CITY MANAGER TO REVISE THE CITY OF BURKBURNETT PERSONNEL POLICY HANDBOOK.

Commissioner Mitchell made a motion, seconded by Commissioner Brinkley, to approve Resolution Number 752, authorizing the City Manager to revise the City of Burk Burnett Personnel Policy Handbook. Motion carried unanimously.

ITEM 11: Discuss and take any action necessary on Resolution Number 753.
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF BURKBURNETT, TEXAS, AUTHORIZING VOTES TO BE CAST FOR INDIVIDUALS NOMINATED FOR THE WICHITA APPRAISAL DISTRICT BOARD OF DIRECTORS.
Mayor Kemp made a motion, seconded by Mayor Pro-Tem Richter, to cast 110 votes for Jeff Kindt and approve Resolution Number 753. Motion carried unanimously.

ITEM 12. Discuss and take any action necessary regarding the Development Agreement with the City of Burkburnett, Texas; Vaquero DG Burkburnett Partners, LP; and Tax Increment Financing District, Reinvestment Zone, City of Burkburnett, Texas.

After a staff presentation by Travis Haggard, TIF Board Liaison, Mayor Kemp made a motion, seconded by Commissioner Lindenborn, to approve the Development Agreement with the City of Burkburnett; Vaquero DG Burkburnett Partners, LP; and Tax Increment Financing District, Reinvestment Zone. Motion carried unanimously.

ITEM 13. Discuss and take any action necessary regarding the Request for Site Plan Approval: 1002 Daniels Road, Burkburnett, Texas.

After a staff presentation by Melinda Dyer, Director of Community Planning, Mayor Kemp made a motion, seconded by Commissioner Love, to approve the site plan, contingent upon the ZBA variance approval. Motion carried unanimously.

ITEM 14. Discuss and take any action necessary on the following Hotel Occupancy Tax Applications:
   A. Red River Valley Wildfire, Inc.
   After a staff presentation by Shae Krc, HOT Board Liaison, Commissioner Brinkley made a motion, seconded by Commissioner Lindenborn, to approve the HOT fund request at 50% to the Red River Valley Wildfire ($15,000). Motion carried unanimously.
   B. Burkburnett Chamber of Commerce Boomtown Blowout
   After a staff presentation by Shae Krc, HOT Board Liaison, Mayor Kemp made a motion, seconded by Commissioner Brinkley, to approve the Hotel Occupancy Tax Application for the Burkburnett Chamber of Commerce for the Boomtown Blowout for 50%. Motion carried unanimously.
   C. Burkburnett High School Union Square Basketball Tournament
   After a staff presentation by Shae Krc, HOT Board Liaison, Commissioner Brinkley made a motion, seconded by Commissioner Love, to approve the HOT fund request by the Burkburnett High School Union Square Basketball Tournament for 50% of the amount requested. Motion carried unanimously.

ITEM 15. Discuss and take any action necessary to pause accepting Hotel Occupancy Tax Applications for the calendar year 2024.

After a staff presentation by Shae Krc, HOT Board Liaison, Commissioner Lindenborn made a motion, seconded by Mayor Pro-Tem Richter, to pause Hotel Occupancy Tax Applications for the calendar year 2024. Motion carried unanimously.

ITEM 16. CITY MANAGER'S REPORT

In the absence of Fred Tillman, City Manager, the City Clerk read the City Manager’s Report to the Mayor and Commissioners.
ITEM 17. COMMISSIONERS’ COMMENTS
The Mayor and Commissioners wished everyone a Happy Thanksgiving.

ITEM 18. ADJOURNMENT
Commissioner Love made a motion, seconded by Commissioner Mitchell, to adjourn. The meeting adjourned at 7:31 p.m.

____________________________
Lori Kemp, Mayor

ATTEST:

_________________________
Margie Poole, City Clerk