

MEETING MINUTES

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WHITEWRIGHT COMMUNITY DEVELOPMENT CORPORATION WAS HELD AT THE WCDC/CHAMBER OFFICE – 113 W. GRAND, ON MONDAY, SEPTEMBER 12, 2022 COMMENCING AT 7:00 P.M.

1. Attendance/Notice of Meeting:

- 1.1. Board Members: Karri Donoho, Chris Donoho, Kelly Selman, Ginger Miller, John Simon, and Olivia Hutchison
- 1.2. Absent Board Members: None
- 1.3. Guests: Curtis Smith, Don Williams, Suzanne Reynolds, Avery Dodson, Eric Prindle, and John Mabary.
- 1.4. Notice of Meeting: To be accepted and received as posted and distributed.
- 1.5. Called to Order: At 7:03 PM Karri Donoho, President called this meeting to order.

2. Visitor's/Citizens Forum:

At this time, any person with business not scheduled on this Agenda may speak to the Board. No formal action can be taken on these items at this meeting. None

3. Action Items:

- 3.1. Approve Minutes from August 8, 2022 Regular Meeting and Workshop. Motion to Approve: John Simon. Seconded: Kelly Selman. Motion carried 5-0.
- 3.2. Approve Minutes from August 22, 2022 Called Meeting and Workshop. Motion to Approve: Ginger Miller. Seconded: Chris Donoho. Motion carried 5-0.
- 3.3. Approve August, 2022 Financial Report. Motion to Approve: Kelly Selman. Seconded: John Simon. Motion carried 5-0.

4. Action Items - BUSINESS OF MEETING:

- 4.1. Discuss Edward Jones presentation by John Mabary. John Mabary with Edward Jones gave a brief presentation that included general information regarding CDs, Money Market accounts, CD terms and the benefits of staggering CD maturity dates. A workshop will be added the agenda to be included in the October 10, 2022 meeting.
- 4.2. Review and award Sealed Bid 2022-2 Park and Beautification Area Mowing. Prior to bid deadline, each bidder was individually notified that the CDC Board would be supplying the mulch and to bid on Section B for spreading mulch only. Total of four bids received, all bidders were notified that they could attend the meeting and all were present with the exception of Blissfully Yours (Aubrey Kollatschny), Bidder #1. First round of votes was tallied at (2) votes (John Simon & Kelly Selman) for Bid #1; (0) votes for Bid #2; (2) (Olivia Hutchison & Chris Donoho) votes for Bid #2 and (1) vote (Ginger Miller) for Bid #4. Bid #2 and Bid #4 were eliminated after first round of votes. With a tie vote of (2) votes each for Bidder #1 and Bidder #2, John Simon noted that in not accepting the lowest bid (Bid #1) we are spending taxpayer's dollars that could be used towards something else. An option was put on the table to contact Bidder #1 for answers to anyone's question however no call was made. President, Karri Donoho then broke the tie based on experience with Bidder #3 and experience in past bids and not having any experience or knowledge of Bidder #1 and their understanding of mowing involvement and made the decision to award the contract to Bidder #3, Curtis Smith Lawn Service. However, the board made a decision to make a clean second round of votes between Bidder #1 and Bidder #3. The second round of votes tallied at (2) votes (Kelly Selman & John Simon) for Bid #1 and (3) votes (Olivia Hutchison, Chris Donoho & Ginger Miller) for Bid #3. Bid #3, Curtis Smith Lawn Service was awarded the Park Mowing contract by vote.

Bid #1. Blissfully Yours (Aubrey Kollatschny) – Rec'd 9/12/2022 2:15 PM – Total Bid \$13,800. (Mowing and Lawn Trimming \$10,800, Plant Bed Maintenance \$2,000, and Shrub and Tree Pruning \$1,000). This bidder was not present to take questions regarding bid submitted or company experience.

Bid #2. Arterberry Lawn Service – Rec'd 9/12/2022 5:28 PM – Total Bid \$46,500. (Mowing and Lawn Trimming \$27,000, Plant Bed Maintenance \$6,000, and Shrub and Tree Pruning \$13,500). Bid submitted on bid form with no remaining concerns from board members.

Bid #3. Curtis Smith Lawn Service – Rec'd 9/12/2022 6:35 PM – Total Bid \$29,000. (Mowing and Lawn Trimming \$24,000, Plant Bed Maintenance \$3,000, and Shrub and Tree Pruning \$2,000). Bid submitted on bid form with no remaining concerns from board members.

Bid #4. ASDodson Enterprises LLC – Rec'd 9/12/2022 6:40 PM – Total Bid 19,800. (Mowing and Lawn Trimming, Plant Bed Maintenance, and Shrub and Tree Pruning are all included in bid amount). This bid was submitted on company letterhead and not submitted in bid format. Dodson was allowed to breakdown his numbers according to bid form so submitted bid could be compared to others. Bid form was still not comparable to others with no exact dollar

amount noted for Plant Bed Maintenance and Shrub & Tree Pruning. Bid packet did not state bids had to be submitted using bid form.

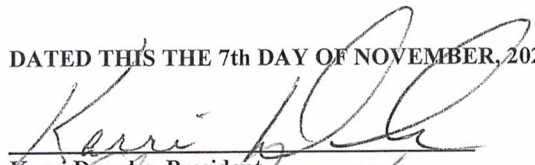
- 4.3. Review and award Sealed Bid 2022-3 Highway Mowing. Two bids were received. Bids were reviewed and a vote was taken to awarded contract to Don Williams, Vote 5-0. Motioned to accept vote and award Highway Mowing contract to Don Williams: John Simon. Seconded: Kelly Selman. Motion carried 5-0.

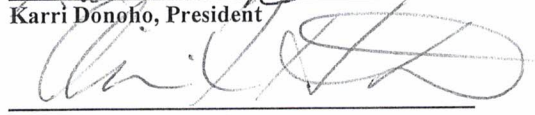
Bid #1. Don Williams – Rec'd 09/01/2022 1:00 PM – Total Bid \$1,700. Don Williams is our current contractor for the highway mowing and has been mowing for the city for 10 years.

Bid #2. Curtis Smith Lawn Care – Rec'd 09/12/2022 6:35 PM – Total Bid \$14,600.

- 4.4. Discuss and approve providing the city with financial assistance in the purchase of new accounting system software. City Council will be contacted regarding other needs or expenses they have that the community would benefit from and help to offset the cost of the accounting system software. Suggested to table this until a discussion can take place. Motion to Table: Kelly Selman. Seconded: John Simon. Motion carried 5-0.
- 4.5. Discuss and approve providing the Whitewright Police Department with expenses. After review of items on list the Police and Fire Department provided it was estimated they would need around 20k. We will review and also find out how much funds have been allocated towards these items by the departments. Motion to Table: Kelly Selman. Seconded: John Simon. Motion carried 5-0.
- 4.6. Discuss and approve Board Member resignation. Motion to approve Shirley Ballard's Resignation: John Simon. Seconded: Chris Donoho. Motion carried 5-0.
- 4.7. Discuss and approve new Board Member to fill vacancy. We have three individuals that have expressed an interest, Brandon Latimer, Gwyn Jordan and Eric Prindle. Eric Prindle was nominated to fill board vacancy. Motion to Approve: John Simon. Seconded: Kelly Selman. Motion carried 5-0.
- 4.8. Discuss updates of Sealed Bid 2022-4 Pond Renovation. Invitation to Bid is in the Whitewright Sun for two weeks. Invitation will be posted at City Hall and will run the last two weeks in the Fannin County Leader. At this time no bid packets have been requested.
- 4.9. Discuss ideas for B-Board Projects. Additional lighting is needed at parks for the public and security reasons. We have a need for sidewalks around the school. Add flags and banner to the streets downtown, we now have Whitewright flags that need to go up.
5. **Informational Reports:** (These reports are for information only. No discussion is appropriate unless there is a specific item listed below or there is a request that the item be placed on a subsequent agenda as a discussion and action item. Sec. 551.0415 of Open Meetings Act):
- 5.1. Board Members Concerns: Chris Donoho would like to thank the city for the cleanup of the two lots that were cleaned up on Bond Street as you go east out of town. A joint meeting will be scheduled with City Council for September 27, 2022.
6. **Adjourn:** Meeting was adjourned by Karri Donoho, President at 9:00 PM. Motion to Adjourn: Kelly Selman. Seconded: John Simon. Motion carried 5-0.

DATED THIS THE 7th DAY OF NOVEMBER, 2022.


Karri Donoho, President


Olivia F. Hutchison, Secretary