



The City of Liberty
City Council
Regular Meeting
~ Agenda ~

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, April 10, 2018

6:00 PM

City Council Chambers

The City Council of Liberty, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

I. CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Mayor Carl Pickett	☐	☐	☐	
Mayor Pro Tem Diane Huddleston	☐	☐	☐	
Councilperson Dennis Beasley	☐	☐	☐	
Councilperson Louie Potetz	☐	☐	☐	
Councilperson Libby Simonson	☐	☐	☐	
Councilperson David Arnold	☐	☐	☐	
Councilperson Paul Glazener	☐	☐	☐	

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment is reserved for members of the public who would like to address the City Council regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Council may not deliberate or take any action during Citizen's comments for items not on the agenda. In some situations, City Staff may be able to respond to the public comment with a factual statement or clarification. The City Council may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

V. PRESENTATIONS / REPORTS

A. Information Item (ID # 4068)

Project Updates - City Mgr. G. Broz

B. Information Item (ID # 4069)

Financial Report - Feb. 2018 - Finance Dir. N. Herrington

C. Information Item (ID # 4070)

Recycling Report - Councilperson Huddleston

D. Information Item (ID # 4071)

Dept Spotlight-Water/Wastewater

E. Information Item (ID # 4072)

Planning and Zoning Commission - City Sec. D. Tidwell

F. Information Item (ID # 4073)

Liberty Community Development Corporation - City Sec. D. Tidwell

G. Information Item (ID # 4074)

Mayor, Council and Staff Comments

VI. CONSENT AGENDA

All consent items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.

A. Minutes Approval

1. Tuesday, March 13, 2018
2. Tuesday, March 20, 2018
3. Tuesday, March 27, 2018

VII. REGULAR AGENDA**A. Regular Session****1. Council Action (ID # 4075)**

Consider approval of a proposed policy for Board and Commission Member Appointment and Eligibility, and take any action deemed necessary.

- Board Appt Policy (PDF)
- Board Application (PDF)

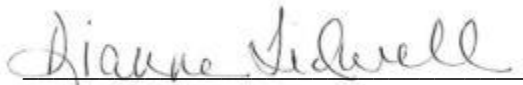
2. Ordinance (ID # 4076)

Consider an Ordinance amending the Code of Ordinances, Article 3.02, adopting the International Property Maintenance Code.

VIII. ADJOURNMENT**A. Motion To: Adjourn**

I certify that the attached Notice of Meeting was posted on the bulletin board and in the Message Centers located on the east and west sides of the City Hall Administration Building, located at 1829 Sam Houston on the 6th day of April, 2018 at 4:00 p.m. This notice will remain so posted continuously for at least 72 hours preceding the scheduled time

of said meeting in accordance with Chapter 551 of the Texas Government Code.



Dianne Tidwell, City Secretary

NOTICE

In compliance with the Americans with Disabilities Act, the City of Liberty will provide reasonable accommodation for persons attending and/or participating in this Council Meeting. To better serve you, requests must be made at least 24 hours prior to the meeting. Contact the City at (936) 336-3684 or by Fax at (936) 336-9846. The building is wheelchair accessible, with parking available, on the west side of the building.

I certify that the attached Notice and Agenda of items to be considered by the City Council was removed by me from the bulletin board at the City Hall on the _____ day of _____, 2018.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.A

Meeting: 04/10/18 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4068)

DOC ID: 4068



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.B

Meeting: 04/10/18 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4069)

DOC ID: 4069



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.C

Meeting: 04/10/18 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4070)

DOC ID: 4070



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.D

Meeting: 04/10/18 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4071)

DOC ID: 4071



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.E

Meeting: 04/10/18 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4072)

DOC ID: 4072

EXPLANATION:

On or after May 1 of each year, City Council shall appoint resident qualified voters of the City of Liberty to the Planning and Zoning Commission. Membership consists of 5 members, plus 2 alternates. All members serve three-year terms.

The purpose of the Planning and Zoning Commission is to hear and consider matters relating to planning or subdivision control as required under City ordinance or state law. 3 members shall constitute a quorum. This Commission meets as needed.

Those members whose terms expire are: Bill Takach and Kim Anderson.

Other Board members are: Shelli Ellerbe, Ryan Daniel, Larry Wagnon and Alternates Mike Page and Rick Jenner.

**The City of Liberty**

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 04/10/18 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4073)

DOC ID: 4073

EXPLANATION:

The LCDC is managed by a Board of Directors comprised of 7 members, each of whom shall be a resident of the City. All members serve 2-year terms. Four (4) members shall be persons who are not employees, officers of the City, or members of City Council.

The LCDC was created to promote economic development within the city in order to eliminate unemployment and to promote or develop new or expanded business enterprises, including drainage related and other public improvements. A quorum of the Board is 4 members. This Board normally meets on the third Tuesday of each month, however, may meet at other times during the month, as necessary.

Those members whose terms expire are: Dennis Beasley, Louie Potetz, Barbara Norwood, and Mike McCarty.

Remaining Board Members are: Leslie Herndon, Walden David, and Mark Campbell.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.G

Meeting: 04/10/18 06:00 PM

Department: Administration
Category: Comments

INFORMATION ITEM (ID # 4074)

DOC ID: 4074



The City of Liberty City Council

Regular Meeting

~ Minutes ~

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, March 13, 2018

6:00 PM

City Council Chambers

The City Council of Liberty, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

I. CALL TO ORDER

The meeting was called to order on March 13, 2018 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 6:02 PM by Mayor Carl Pickett.

Attendee Name	Title	Status	Arrived
Carl Pickett	Mayor	Present	
Diane Huddleston	Mayor Pro Tem	Present	
Dennis Beasley	Councilperson	Present	
Louie Potetz	Councilperson	Present	
Libby Simonson	Councilperson	Present	
David Arnold	Councilperson	Present	
Paul Glazener	Councilperson	Present	
Gary Broz	City Manager	Present	
Dianne Tidwell	City Secretary	Present	
Brandon Davis	City Attorney	Present	

II. INVOCATION

The Invocation was given by Pastor Bryant Perkins, Liberty Church of Christ.

III. PLEDGE OF ALLEGIANCE

The Pledge to the American and Texas flags was led by Police Chief Tom Claunch and Mr. Brian Buchner, respectively.

IV. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

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Mayor Pickett welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council. There were no comments.

Minutes Acceptance: Minutes of Mar 13, 2018 6:00 PM (Minutes Approval)

V. PRESENTATIONS / REPORTS

A. Information Item (ID # 4046)

Project Updates - City Mgr. G. Broz

COMMENTS - Current Meeting:

City Manager Gary Broz reported on numerous current projects to include: pocket park improvements, Express Feeder, Jubilee, Library bids, work on Main "A" and Main "B", and other City projects.

B. Information Item (ID # 4047)

Sam Rayburn Municipal Power Agency - Mayor Pickett

COMMENTS - Current Meeting:

Mayor Pickett reported that the new Mayor of Jasper, Texas has replaced the former Mayor, on the SRMPA Board of Directors, and a SRMPA Board Meeting will be held next week.

C. Information Item (ID # 4048)

Recycling Report - Councilperson Huddleston

COMMENTS - Current Meeting:

Councilperson Huddleston stated that the next Shred Event will be held on Saturday, May 12th at City Hall, 9 a.m. until Noon. This event will also include electronic recycling.

D. Information Item (ID # 4055)

Mayor, Council & Staff Comments

COMMENTS - Current Meeting:

Police Chief Tom Claunch reported on the April 28th BBQ and Car Show to be held as a fundraiser for the Shane Detwiler Foundation.

VI. CONSENT AGENDA

All consent items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dennis Beasley, Councilperson
SECONDER:	Libby Simonson, Councilperson
AYES:	Pickett, Huddleston, Beasley, Potetz, Simonson, Arnold, Glazener

A. Minutes Approval

1. Tuesday, February 13, 2018
2. Tuesday, February 27, 2018

VII. REGULAR AGENDA

A. Regular Session

1. Council Action 2018-18

Discuss and consider expenditure for slope failure on Main "A", and take any action deemed necessary.

COMMENTS - Current Meeting:

City Manager Gary Broz reported on slope failure issues at Main "A" / Travis Park. Mr. Broz reviewed the problems and options for repair, stating that WCID #5 has offered sheetpiling, removed from a previous repair, at no cost to the City. Patriot Construction has presented a quote of \$31,570.00 to make these repairs, using the existing sheetpiling. A motion was made to approve the quote from Patriot Construction, at a cost of \$31,570.00, to be funded from Cambridge Project unrestricted funds.

ATTACHMENTS:

- Main A Info (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Libby Simonson, Councilperson
SECONDER:	David Arnold, Councilperson
AYES:	Pickett, Huddleston, Beasley, Potetz, Simonson, Arnold, Glazener

2. Council Action 2018-19

Discuss and consider expenditure for slope failure on Main "B", and take any action deemed necessary.

COMMENTS - Current Meeting:

City Manager Gary Broz reported on slope failure issues at Main "B" / Bowie Street, stating that there is approximately 421 feet where repairs are needed. Mr. Broz reviewed these issues and a proposal from Freese Nichols Incorporated (FNI). FNI will provide engineering and design services to develop a levee damage repair construction plan and related technical specifications. After lengthy discussion, a motion was made to approve the proposal from Freese Nichols Incorporated in the amount of \$70,409.00, to be funded with Cambridge Project unrestricted funds.

ATTACHMENTS:

- Main B Info (PDF)
- Main B Info #2 (PDF)

RESULT: APPROVED [UNANIMOUS]
MOVER: David Arnold, Councilperson
SECONDER: Dennis Beasley, Councilperson
AYES: Pickett, Huddleston, Beasley, Potetz, Simonson, Arnold, Glazener

3. Council Action 2018-20

Discuss Firehouse Service Coordination Program, and take any action deemed necessary.

COMMENTS - Current Meeting:

Mr. Broz reported on a Firehouse Service Coordination Program, presented by Mrs. James Duke, in regard to awareness and support in keeping older adults and residents with disabilities safely in their homes. This program would work through, and with, the Liberty Fire Department, linking citizens with resources and services available to them, that they may not be aware of. After lengthy discussion of the program, funding sources and other related information, a motion was made to approve the Firehouse Service Coordination Program.

ATTACHMENTS:

- Firehouse Info (PDF)

RESULT: APPROVED [UNANIMOUS]
MOVER: Paul Glazener, Councilperson
SECONDER: Dennis Beasley, Councilperson
AYES: Pickett, Huddleston, Beasley, Potetz, Simonson, Arnold, Glazener

4. Council Action 2018-21

Consider approval of possible purchase of a gradall / excavator, and take any action deemed necessary.

COMMENTS - Current Meeting:

Mr. Broz reported on the need for a gradall/excavator, with the quote, from HGAC, being for a used Gradall XL3100 V 4X2 Truck Mounted unit, with 500 miles. After further discussion of new vs. used equipment, cost, and grapple apparatus, a motion was made to approve the purchase of the used gradall/excavator, in the amount of \$291,000, to be funded from Cambridge Project unrestricted funds.

RESULT: APPROVED [UNANIMOUS]
MOVER: Dennis Beasley, Councilperson
SECONDER: Diane Huddleston, Mayor Pro Tem
AYES: Pickett, Huddleston, Beasley, Potetz, Simonson, Arnold, Glazener

5. Council Action 2018-22

Discussion on a proposed policy for Board and Commission Member Appointment and Eligibility, and take any action deemed necessary.

COMMENTS - Current Meeting:

Mayor Pickett led brief discussion of a proposed policy and application process for appointment of board and commission members. This agenda item will be brought before Council at the April Council Meeting, for further discussion and possible action.

ATTACHMENTS:

- POLICY-Board and Commissions (DOCX)
- Board Application (DOCX)
- Board Member Election on Disclosure (DOCX)

RESULT: NO ACTION TAKEN

VIII. ADJOURNMENT

A. Motion To: Adjourn

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Carl Pickett, Mayor

ATTEST:

Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Mar 13, 2018 6:00 PM (Minutes Approval)



The City of Liberty City Council

Special Called Meeting

~ Minutes ~

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, March 20, 2018

12:00 PM

City Council Chambers

The City Council of Liberty, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

I. CALL TO ORDER

The meeting was called to order on March 20, 2018 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 12:01 PM by Mayor Pro Tem Diane Huddleston.

Attendee Name	Title	Status	Arrived
Carl Pickett	Mayor	Absent	
Diane Huddleston	Mayor Pro Tem	Present	
Dennis Beasley	Councilperson	Present	
Louie Potetz	Councilperson	Present	
Libby Simonson	Councilperson	Present	
David Arnold	Councilperson	Present	
Paul Glazener	Councilperson	Present	
Gary Broz	City Manager	Present	
Dianne Tidwell	City Secretary	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

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Mayor Pro Tem Huddleston welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council. There were no comments.

III. PRESENTATIONS / REPORTS

1. Information Item (ID # 4059)

Mayor, Council & Staff Comments

COMMENTS - Current Meeting:

Mayor Pro Tem Huddleston reported that the 33rd Annual Liberty Jubilee will be held on March 23rd and 24th, and the next Shred-It Event will be held on Saturday, May 12th from 9 a.m. til Noon.

Minutes Acceptance: Minutes of Mar 20, 2018 12:00 PM (Minutes Approval)

IV. REGULAR AGENDA

A. Regular Session

1. Public Hearing (ID # 4058)

PUBLIC HEARING ON THE PROPOSED ANNEXATION OF .27 SQUARE MILES BEGINNING AT THE SOUTHEAST CORNER OF 2017 ANNEXATION TRACT 7, SAME BEING A POINT IN EAST LINE OF THE UNITED STATES OF AMERICA TRACT RECORDED IN VOLUME 670 PAGE 327, DEED RECORDS, LIBERTY COUNTY, TEXAS, HAVING COORDINATES OF N:9975374.24, E:4074719.99.

COMMENTS - Current Meeting:

At 12:05 p.m., Mayor Pro Tem Huddleston opened the first, of two, Public Hearings on the proposed annexation. Art Pertile, Olson & Olson, LLP was present to report on previous annexations to date, current public hearing dates and notices, only one property involved in this Phase 8 annexation being the USA Department of Interior, and reviewed a map of the previous annexed properties and the one property relative to this public hearing.

At 12:14 p.m., Mayor Pro Tem Huddleston closed the public hearing.

ATTACHMENTS:

- Public Notice-Phase 8 (DOC)

V. ADJOURNMENT

Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Council, Mayor Pro Tem Huddleston adjourned the meeting at 12:14 p.m.

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Carl Pickett, Mayor

ATTEST:

Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Mar 20, 2018 12:00 PM (Minutes Approval)



The City of Liberty City Council

Special Called Meeting

~ Minutes ~

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, March 27, 2018

6:00 PM

City Council Chambers

The City Council of Liberty, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

I. CALL TO ORDER

The meeting was called to order on March 27, 2018 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 6:00 PM by Mayor Carl Pickett.

Attendee Name	Title	Status	Arrived
Carl Pickett	Mayor	Present	
Diane Huddleston	Mayor Pro Tem	Present	
Dennis Beasley	Councilperson	Present	
Louie Potetz	Councilperson	Present	
Libby Simonson	Councilperson	Present	
David Arnold	Councilperson	Present	
Paul Glazener	Councilperson	Present	
Gary Broz	City Manager	Present	
Dianne Tidwell	City Secretary	Present	
Brandon Davis	City Attorney	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment is reserved for members of the public who would like to address the City Council regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Council may not deliberate or take any action during Citizen's comments for items not on the agenda. In some situations, City Staff may be able to respond to the public comment with a factual statement or clarification. The City Council may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

Mayor Pickett welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council. There were no comments from the audience.

Mayor Pickett thanked the City Staff for their dedication and hard work on the 33rd Annual Liberty Jubilee. City Manager Gary Broz reported on a new sinkhole at the intersection of Travis and Edgewood Street.

III. REGULAR AGENDA

A. Regular Session

1. Public Hearing (ID # 4063)

PUBLIC HEARING ON THE PROPOSED ANNEXATION OF .27 SQUARE MILES BEGINNING AT THE SOUTHEAST CORNER OF 2017 ANNEXATION TRACT 7, SAME BEING A POINT IN EAST LINE OF THE UNITED STATES OF AMERICA TRACT RECORDED IN VOLUME 670 PAGE 327, DEED RECORDS, LIBERTY COUNTY, TEXAS, HAVING COORDINATES OF N:9975374.24, E:4074719.99.

COMMENTS - Current Meeting:

At 6:02 p.m., Mayor Pickett opened the second, of two, Public Hearings on the proposed Phase 8 Annexation. Art Pertile, Olson & Olson, LLP was present to report on recent annexations, the only property involved in this annexation being the USA Department of Interior, and reviewed a map of the previous annexed properties and the one property relative to this public hearing. After brief discussion, Mayor Pickett closed the Public Hearing at 6:10 p.m.

ATTACHMENTS:

- Public Notice-Phase 8 (DOC)

2. Council Action 2018-23

Discussion of Sam Rayburn Municipal Power Agency activities, and take any action deemed necessary.

COMMENTS - Current Meeting:

Mayor Pickett reported that the SRMPA Board of Directors held a meeting on March 20, 2018, and as a result of that meeting, an Executive Session was held regarding an ongoing matter with the Louisiana Public Service Commission (LPSC); this matter relating indirectly to the SRMPA Cambridge Project. Mayor Pickett stated that there was a March 23rd deadline, set by the LPSC, in which those parties involved were to offer comments to a consultant's report concerning this matter. Mayor Pickett stated that there is an effort, by the Vinton Public Power Authority, to undermine the Cambridge Project. However, the SRMPA Board's objective is to keep the Project intact. The Cambridge Project provides revenues to the participating cities of Liberty, Jasper and Livingston, from wholesale power contracts.

RESULT: NO ACTION TAKEN

3. Council Action 2018-24

Discussion of the Sam Rayburn Municipal Power Agency electric buydown, and take any action deemed necessary.

COMMENTS - Current Meeting:

City Manager Gary Broz reported that after the Annual SRMPA Audit, with adequate funds to cover its debt service, the Agency, as done in previous years, will refund excess revenues to the three participating cities of Liberty, Jasper and Livingston. In 2018, the City of Liberty received \$561,550. After discussion of this issue, a motion was made to place the \$561,550 into the City's electric revenue fund, therefore keeping the rates consistent for the City of Liberty electric service customers.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Louie Potetz, Councilperson
SECONDER:	Paul Glazener, Councilperson
AYES:	Pickett, Huddleston, Beasley, Potetz, Simonson, Arnold, Glazener

4. Council Action 2018-25

Discussion, and possible adoption, of the 2012 International Property Maintenance Code, and take any action deemed necessary.

COMMENTS - Current Meeting:

Public Works Director Tom Warner reported on the proposed adoption of the 2015 International Property Maintenance Code. Mr. Warner stated that this code provides guidelines and enforceable regulations that govern existing structures in disrepair. The Code addresses health and safety concerns, plumbing, mechanical, electrical and fire protection systems, light and ventilation and other topics. Following discussion of this item, City Manager Gary Broz stated that the 2015 IPMC will be brought before Council for possible adoption, in ordinance form, at the next meeting.

RESULT:	NO ACTION TAKEN
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5. Information Item (ID # 4067)

Discussion and recap of the 2018 Annual Liberty Jubilee.

COMMENTS - Current Meeting:

City Manager Gary Broz presented a recap of the recent 33rd Annual Liberty Jubilee. Mr. Broz reported on booth space numbers, to include food, arts & crafts, and public awareness. Also discussed were the street dance attendance, children's activities, fun run, and possibly changing the date of the event so as not to conflict with other activities in the area. Also discussed was a proposed committee to rebrand/relaunch the annual festival, to receive community feedback, and proposal of new ideas.

IV. ADJOURNMENT

Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Council, Mayor Pickett adjourned the meeting at 6:58 p.m.

Carl Pickett, Mayor

Minutes Acceptance: Minutes of Mar 27, 2018 6:00 PM (Minutes Approval)

ATTEST:

Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Mar 27, 2018 6:00 PM (Minutes Approval)



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.1

Meeting: 04/10/18 06:00 PM

Department: Administration
Category: Board Appointments

COUNCIL ACTION (ID # 4075)

DOC ID: 4075



CITY OF LIBERTY POLICY ON BOARD AND COMMISSION MEMBER APPOINTMENT AND ELIGIBILITY

I. OVERVIEW

The Liberty City Council is very interested in citizens serving as members of City boards and commissions. Citizens can provide an invaluable service to the City of Liberty through board membership and participation. Board and commission members volunteer many hours sharing their time and expertise, and learning more about the City through their membership. Boards and commissions are established to offer citizens an opportunity to participate in the City's governmental affairs and influence public policy in various areas. The City has several boards, commissions and committees that endeavor to reflect the varied interests of our City's citizenry.

Although many boards and commissions are advisory only, their influence and value can be significant. They make recommendations on a wide range of topics that eventually come before the City Council.

II. APPOINTMENT PROCESS

City Council members shall actively recruit candidates for service on City boards and commissions. The City Council shall endeavor to appoint Board and Commission membership reflective of the City of Liberty's diversity of residents.

The mayor shall designate a committee comprised of two (2) City Council members that will review applications and present the most qualified to the City Council. The City Council shall make appointments through an open procedure wherein each City Council Member's preferences are openly registered prior to the Mayor's acceptance of any motion for approval of an appointee(s). Council discussion regarding applicants during this process is limited to information contained on the applicant's application.

III. ELIGIBILITY AND MEMBERSHIP CRITERIA

(a) Written Application / Eligible Applicant. A signed, current application is required for appointment for service on any board or commission. The City Council shall consider any person an "Eligible Applicant" who has satisfied the foregoing and the residency requirement of (b) below prior to accepting an appointed position on a board or commission. Applications are valid for two (2) years from receipt by the City Secretary's Office.

- (b) **Residency.** All applicants and appointees must continuously reside within and be qualified voters of the City of Liberty, Texas, unless a specific board specifies allowing non-resident members. All applicants shall be responsible for establishing proof of residency to the City Secretary. Board and commission members shall notify the City Secretary of any change in residency status at least two (2) weeks prior to such change. For board and commission positions which may be filled by non-residents, such applicants shall be qualified voters, registered to vote in the County precinct in which they reside.
- (c) **Term.** The term of each appointee shall be the term as provided for by each board or commission.
- (d) **Term Limits.** The limit for consecutive service on a board or commission shall be the term as provided for by each board or commission.
- (e) **Attendance.** A board or commission member shall attend seventy-five percent (75%) of the board meetings, unless stated otherwise, to be considered for continuation of any current term and for reappointment to any subsequent term. Failure to attend 75% of the meetings shall result in the board member not being reappointed by the City Council unless the City Council finds good cause for such reappointment based on special circumstances presented by the board member.
- (f) **Multiple Service.** Board and commission members shall not serve concurrently on more than one board or commission.
- (g) **Removal.** The City Council may remove any board or commission member at any time, with or without cause, including but not limited to the failure to attend seventy-five percent (75%) of board meetings.
- (h) **Resignation Upon Filing for Elective Office.** Any appointed member of any board or commission who files for any City Council, Independent School Board (located within the city limits) or Liberty County elective office, shall resign from his or her appointive position concurrently with the filing for such elective office. If the board or commission member fails to resign, the appointive position shall be automatically vacated by the member as of the date of filing for elective office.

IV. CONFLICTS

Board and Commission members will submit a conflict of interest affidavit and abstain from any discussion or vote on any matter that comes before them in which they have a conflict of interest.

V. OFFICIAL NOTIFICATION

(a) A letter of appointment shall be sent to each member appointed to a board or commission.

(b) A letter of gratitude shall be sent to each retiring member.



CITY OF LIBERTY

APPLICATION FOR APPOINTMENT

CITY BOARDS – COMMISSIONS – COMMITTEES

The Liberty City Council is very interested in citizens serving as members of City boards and commissions. Although many boards and commissions are advisory only, their influence and value can be significant.

All appointments are made by the Liberty City Council, unless otherwise stated. An applicant must reapply if they would like to be considered for reappointment at the end of a term or for a different board/commission/committee. An individual may not serve concurrently on more than one board/commission/committee. Applications are valid for two years.

Date: _____

Name: _____

Phone: _____
(Home or Work)

Address: _____

Phone: _____
(Cell)

City/State/Zip: _____

Email: _____

Have you served on a City-appointed board/commission/committee before? If yes, for how long? _____

Occupation: _____

Community and/or Professional Activities: _____

Applications for the following will be kept on file for two years in the City Secretary's Office. Please mark those boards/commissions on which you are interested in serving.

Airport Advisory Board	_____
Charter Review Commission	_____
Community Development Advisory Board	_____
Liberty Community Development Corporation	_____
Liberty Municipal Library Board	_____
Planning and Zoning Commission	_____

I understand that I may be required to attend training on the Open Meetings Act and Public Information Act. I agree to adhere to attendance requirements and to contact the City Secretary's Office in the event there is a change in my contact information.

The information provided on this application may be available to the public upon request. My signature indicates that I have read, understand, and agree to all conditions in the City of Liberty Policy on Board and Commission Member Appointment and Eligibility.

Signature of Applicant

Date

Please return the application to:

City Secretary
City of Liberty
1829 Sam Houston
Liberty, Texas 77575

Date Received:_____	By:_____
Appointment To:_____	Appt. Date:_____



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.2

Meeting: 04/10/18 06:00 PM

Department: Administration
Category: Miscellaneous Issues

ORDINANCE (ID # 4076)

DOC ID: 4076 A

AN ORDINANCE OF THE CITY OF LIBERTY, TEXAS AMENDING THE CODE OF ORDINANCES, ARTICLE 3.02, ADOPTING THE INTERNATIONAL PROPERTY MAINTENANCE CODE; PROVIDING FOR AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT THIS ORDINANCE BE READ ON TWO SEPARATE DAYS.

WHEREAS, the City Council of the City of Liberty recognizes the importance of property being well maintained and manicured within the city limits; and

WHEREAS, the City Council of the City of Liberty, Texas, finds it to be in the public interest to adopt the International Property Maintenance Code to help regulate the maintenance of property within the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS:

Section 1: Article 3.02.401 in Division 9 of the Code of Ordinances of the City of Liberty is created to read as follows:

Division 9: International Property Maintenance Code

Article 3.02.401. Adopted

- (a) The following code is hereby adopted by the city, and all properties located in the city shall conform to the standards set out in the following code published by the International Code Council, Inc., with amendments as published: International Property Maintenance Code.
- (b) The adopted code, in its most recent edition, and new editions, as published, are hereby automatically accepted.
- (c) Any person violating this code may be found guilty of a class C misdemeanor, or any other punishment as outlined in the adopted International Property Maintenance Code.

Section 2: That the requirement contained in Section 3.10 of the Home Rule Charter of the City of Liberty, Texas that all ordinances be read on two days is hereby dispensed with.

Section 3: This Ordinance shall be in full force and effect from and after the date that it is published in the newspaper on two separate dates.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of

Liberty, this _____ day of _____, 2018.

Carl Pickett, Mayor

ATTEST:

Dianne Tidwell, City Secretary