



The City of Liberty City Council

Regular Meeting

~ Agenda ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, January 12, 2021

6:00 PM

City Hall - Liberty Center

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 ProTem Diane Driggers	☐	☐	☐	
Council Member Dennis Beasley	☐	☐	☐	
Council Member Libby Simonson	☐	☐	☐	
Council Member David Arnold	☐	☐	☐	
Council Member Chipper Smith	☐	☐	☐	
Council Member Neal Thornton	☐	☐	☐	

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 # 4986)

City Manager's Report - City Manager Tom Warner - Topics include 2020 Pandemic & other Issues, COVID-19, Police Department, and Sales and Use Tax.

- City Manager's Report January 12 2021 (DOCX)

B. Information Item (ID # 4987)

Finance Report - Assistant City Manager / CFO - Naomi Herrington

C. Information Item (ID # 4988)

Department Reports

- Code Enforcement Monthly Report - December 2020 (DOCX)
- Fire Department December 1 to December 31, 2020 (XLS)
- Inspections - December 2020 - Monthly Report (PDF)
- Library Monthly Report (PDF)
- Police Department 12-2020 (XLS)
- Public Works Monthly Report - December 2020 (DOCX)
- Golf Course Monthly Report (December 2020) (PDF)

D. Information Item (ID # 4989)

Sam Rayburn Municipal Power Agency - Mayor Pickett

E. Information Item (ID # 4990)

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, December 08, 2020
2. Wednesday, December 16, 2020

VII. REGULAR AGENDA**A. Regular Session****1. Council Action (ID # 4995)**

Discussion regarding the wearing of face masks at City Facilities.

2. Resolution (ID # 4993)

Consider a resolution rejecting all bids for annual lawn maintenance services.

- Lawn maintenance bid tab (PDF)

3. Resolution (ID # 4991)

Consider a Resolution approving the selection of professional services provider to assist the City in submitting 2021-2022 Community Development Block Grant applications and authorizing the City Manager to begin contract negotiations.

4. Resolution (ID # 4994)

Consider approval of the designation of certain vehicles and equipment as surplus property.

- Auction list 2021 (PDF)

5. Resolution (ID # 4992)

Consider a resolution awarding a three-year contract to Comcast in the amount of \$17,821.80 to be the Library's E-Rate service provider.

B. Work Session**1. Work Session (ID # 4996)**

Discussion in regards to the 2021 Jubilee

C. Executive Session**Tx. Gov. Code §551.071 - Private Consultation with Attorney.**

- To seek advice regarding contemplated / pending litigation.

Tx. Gov. Code §551.087 - Deliberation Regarding Economic Development Negotiations.

- To deliberate commercial or financial information received from a business prospect.

D. Reconvene into Regular Session**1. Council Action (ID # 4997)**

Consider action as discussed in the Executive Session during consultation with Attorney.

2. Council Action (ID # 4998)

Consider and take action, if any, on Economic Development Negotiations, as discussed in the Executive Session.

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 8th day of January 2020 at 5:00 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.

April Gilliland
April Gilliland, 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 _____, 2020.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.A

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4986)

DOC ID: 4986

Subject: City Manager's Report

Background: This agenda item affords the City Manager the opportunity to update the Council and public on current and future City projects and activities.

Memo

To: Mayor & City Council
From: Tom Warner, City Manager
Date: January 12, 2021
Re: City Manager Report

1. The pandemic of 2020 and other issues the City of Liberty will face in the upcoming years will have significant impacts on the future direction of the City. Some of the issues we will be facing include infrastructure improvements, economic development, a master plan for future development, development standards, staffing levels, employee wages and benefits and providing improved customer service, to name just a few. To discuss these issues and develop a plan on the future direction of the City, it is proposed City Council and Staff meet to determine the goals of the City in the next ten years. The results of the meeting will identify the immediate (0-2 years), short term (2-5 years) and long term (5-10 years) goals. The meeting would include a facilitator and is anticipated to last approximately four to six hours. I will be inquiring about possible dates and times during the City Council Meeting on January 12th.
2. The recent rise in the number of COVID-19 patients has greatly impacted the hospitals in our area. Many of the hospitals are on a drive by status due to being at capacity. This has resulted in the Fire/EMS crews having to transport patient's greater distances. On January 7th the EMS had to transport, on two separate occasions, patients to Victoria as this was the closest hospital taking patients. These long transports are hard on our employees and putting more mileage on the vehicles than originally anticipated.
3. In August 2020, City Council approved the acquisition of fifteen (15) body cameras for the Police Department. The cameras have been given to the patrol officers and became operational in December. Prior to the body cameras, the officers could only record audio during interactions with citizens.
4. The November City Sales and Use Tax was reported by the Comptroller's Office on January 7, 2021. The City of Liberty's Sale and Use Tax was down by 8.73% from the prior year payment. The November 2020 payment was \$228,049.13 which was \$21,815.26 less than the \$249,863.39 received in November 2019. The reporting of the Sales and Use Tax by the Comptroller is usually two months behind the actual month being reported.

Attachment: City Manager's Report January 12 2021 (4986 : City Manager's Report)

5. The following is a status of the current Electric Projects:

<u>Project</u>	<u>Complete</u>	<u>Estimated Cost</u>	<u>Spent to Date</u>
a. Pine Place Subdivision	47%	\$ 63,137	\$ 29,706
b. Featherstone Subdivision	50%	\$126,186	\$ 62,866
c. Whittington Subdivision	68%	\$242,236	\$166,134
d. Live Front Transformer	101%	\$214,004	\$215,899
e. Beaumont #3 Lateral	76%	\$383,748	\$293,443
f. UG Primary	76%	\$190,000	\$144,892
g. OH Transformer Platform	56%	\$ 64,819	\$ 36,596
h. Regency Place	71%	\$270,040	\$192,178
i. Travis Park	97%	\$332,000	\$322,684
j. Street Lighting	69%	\$331,318	\$227,628
k. Beaumont #2 Laterals	82%	\$724,548	\$594,068
l. Beaumont #4 Laterals	79%	\$416,365	\$328,731
m. Beaumont #5 Laterals	75%	\$358,916	\$268,383
n. Liberty #1 Laterals	49%	\$ 59,280	\$ 28,747
o. Liberty #2 Laterals	24%	\$175,000	\$ 41,744
p. Liberty #3 Laterals	0%	\$126,266	\$
q. <u>Liberty #4 Laterals</u>	43%	\$230,000	\$ 98,883
Totals		\$4,307,863	\$3,052,582



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.B

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4987)

DOC ID: 4987

Subject: Finance Report

Background: This agenda item affords the Assistant City Manager/CFO the opportunity to report on the financial activities and position of the City, to include revenues, liabilities, assets, and other financial information.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.C

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4988)

DOC ID: 4988

Subject: Department Reports

Background: Attached are reports compiled by various City departments regarding facts about projects, situations and activities of the individual department. These reports are submitted on a monthly basis.

CODE ENFORCEMENT MONTHLY REPORT

DECEMBER 1 – DECEMBER 31

1.	20-46 1901 HOLLY ST	GRASS	CUT	CLOSED
2.	20-44 1313 COS ST	GRASS	MAIL 2 ND NOTICE	RE-12-23
3.	20-19 607 WASHINGTON	JMV	MAIL 2 ND NOTICE	RE-12-22
4.	20-17 1516 SAM HOUSTON	DILAP STR	MAIL 2 ND NOTICE	RE-12-22
5.	20-28 517 BOWIE	GRASS	MAIL 2 ND NOTICE	RE-12-14
6.	20-32 608 GARRETT	GRASS-JT	CLEANED	CLOSED
7.	20-47 TRAVIS-WEBSTER	GRASS	MAIL 2 ND NOTICE	RE-12-15
8.	20-30 511 GARRETT	JT	MAIL 2 ND NOTICE	RE-12-15
9.	20-29 1827 SAN JACINTO	JT-GRASS	MAIL 2 ND NOTICE	RE-12-29
10.	20-24 1021 WASHINGTON	JMV-JT	MAIL 2 ND NOTICE	RE-12-29
11.	20-42 228 CARTER	DILAP STR	MAIL 2 ND NOTICE	RE-12-29
12.	20-26 2311 CENTENNIAL	JT	PLACARD	RE-12-30
13.	20-14 2629 BEAUMONT	GRASS	READY FOR ABATEMENT	
14.	20-36 201 HWY 90	NO PERMIT	STOPPED	CLOSED
15.	20-20 1223 LAMAR	JT	PLACARD	RE-12-30
16.	20-49 601 TENNESSEE	JT	MAIL 2 ND NOTICE	RE-12-31
17.	20-48 119 LOUISIANA ST	JT	CLEANED	CLOSED
18.	20-45 1400 WASHINGTON	JT	MAIL 2 ND NOTICE	RE-1-4-21
19.	20-30 511 GARRETT	JT	PLACARD	RE-1-5-21
20.	20-47 TRAVIS-WEBSTER	GRASS	CUT	CLOSED
21.	20-50 419 MARYLAND	JT-JMV	NOV ON SITE	RE-1-18-21
22.	20-19 607 WASHINGTON	JMV	VEHICLE MOVED	CLOSED
23.	20-45 1400 WASHINGTON	JT	PLACARD	RE-1-15-21
24.	20-44 1313 COS ST	GRASS	CUT	CLOSED
25.	20-09 910 CONFEDERATE	JT	PROGRESS	RE-1-15-21
26.	20-42 228 CARTER	DILAP	PLACARD	RE-1-18-21
27.	20-29 1827 SAN JACINTO	JT-GRASS	PLACARD	RE-1-18-21
28.	20-49 601 TENNESSEE	JT	PLACARD	RE-1-18-21
29.	20-22 901 MLK	GRASS	READY TO ABATE	

All Departments Weekly Activity Report

Month Of: December 1 to December 31, 2020

Department: Fire Department Report Prepared By: Misty Dulaney

FULL: (All Authorized Filled) YES NO
 If No, Why Not? Sick Vacancy Vacation

Explain: _____

Accomplishments For Last Week:

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____

Goals For Upcoming Week:

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____

Repairs Completed: Potholes: _____ Water: _____ Sewer: _____

Number Of Runs: (Fire Only) In Town 38 Mutual Aid 3

Number Of Runs: (EMS Only) 911 Calls 120 Mutual Aid 7
 Transfers-Out of Town 67 Transfers-In Town 7 Dialysis 14

Other Information:

Total of payments that have been received at the Fire Department for EMS is: \$39,462.26

EMS Payments received at Fire Department: Year to Date (fiscal): \$124,704.47

Year to Date (calendar): \$576,601.69

Attachment: Fire Department December 1 to December 31, 2020 (4988 : Department Reports)

**CITY OF LIBERTY
INSPECTIONS & PERMITS
MONTHLY REPORT**

	<u>Apr-20</u>	<u>May-20</u>	<u>Jun-20</u>	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sep-20</u>	<u>Oct-20</u>	<u>Nov-20</u>	<u>Dec-20</u>
<u>PLAN REVIEW</u>									
# of Plans Reviewed	N/A	7	12	10	5	3	4	8	N/A
<u>BUILDING PERMITS</u>									
Commercial Building Permits - New	1	0	0	1	2	2	0	0	1
Commercial Building Permits - Renovation/Remodel	1	1	0	1	3	1	1	3	0
Commercial Building Permits - Addition/Expansion	0	0	0	0	0	0	0	0	0
Residential Building Permits - New (Single Family)	3	5	3	2	0	0	0	3	0
Residential Building Permits - New (Multi-Family)	0	0	0	0	0	0	0	0	0
All Other Permits Issued	32	24	64	50	40	89	92	79	40
<u>CERTIFICATE OF OCCUPANCY</u>									
Commercial C of O's Issued	N/A	0	0	1	1	2	4	0	1
Residential C of O's Issued					2	27	27	6	N/A
<u>FEE REVENUE</u>									
Permit Fee Revenue	\$ 6,615.00	\$ 8,083.70	\$ 3,516.14	\$ 8,789.01	\$ 10,520.77	\$ 10,157.76	\$ 6,119.73	\$ 7,646.88	\$ 7,114.71
Tap Fee Revenue		\$ 1,550.00	\$ 400.00	\$ 975.00	\$ 400.00	\$ 575.00	\$ 975.00	\$ 2,525.00	\$ 2,750.00

May 2020 Commercial Permits

* Liberty High School-tennis court light poles replaced

July 2020 Commercial Permits

* First Liberty National Bank-refigure drive thru lanes

*1606 Grand Ave. LISD-plumbing under bldg.

*CO "Interactive Center for Toddlers"

August 2020 Commercial Permits

*100 Country Club-AT&T-antenna & tower equipment changes

*11616 HWY 90 E-Shamrock buildout

*2121 HWY 146 Bypass-replaced Walmart walk-in coolers

*2914 N. Main-Dollar Tree

*4611 Sandune-T-Mobile cell tower equipment upgrade

* CO 1008 N Main "Smoke & Vape House"

September 2020 Commercial Permits

*124 Ohio "B"-Maggie's Notary & Income Tax

*1900 Sam Houston-First Liberty National Bank-interior remodel

*4402 N Main-American Cementing LLC

*2131 HWY 146 Bypass-Liberty Bypass LLC retail shell bldg

October 2020 Commercial Permits

*1300 S Milam-Tmobile anchor, install 6 antenna

*CO 422 Wallisville-Tall Pines Land & Cattle

*CO 2660 Beaumont-B & L Resale

November 2020 Commercial Permits

- *411 Milam-Immaculate Concepcion Church-fix gas leak
- *1501 HWY 90 E-electrical to bring up to code
- *650 FM 1011-replaced elec disconnects that feed small houses

December 2020 Commercial Permits

- *2914 N Main-Dollar Tree-utility tap
- *2127 HWY 146-Liberty Crossing Center-wording on sign changed
- *3560 HEWY 90-BJ FORD-hook up gas to generator

- *1609 Lakeland-Advantage Storage-Certificate of Occupancy
- *723 Main-Express Urgent Care-Wall sign
- *2000 HWY 90-7-Eleven- New Building permit
- *2265 FM 160 N-Airport-bring hanger up to code-remove exposed wire & upgrade service

Liberty Municipal Library December 2020 Report

December 2020 was rather quiet at the library. Because of the COVID-19 pandemic, Santa Claus could not make his annual visit. That did not deter the staff from decorating for the season, and the library was beautifully done with a range of holiday decorations. Even the east side windows were adorned with holiday cutouts for those passing by on the street to enjoy.

A snowman hunt was held to give little ones something holiday-ish to do while in the library. Children were given snowman bodies that they could decorate with the snowman parts—noses, eyes, scarfs and buttons—that were hidden in the library. The staff have offered several COVID-safe activities for the enjoyment of our young readers.

The library's first Tree Decorating Event had only one business participant this year, but their tree was outstanding. Liberty Health Care Center employees beautifully decorated a small tree and we appreciated their participation. Amber Ursprung's well-planned event was designed to limit potential COVID exposure of participants.

The Friends of the Library purchased a new laminator for the library this year, which was ordered but has not yet been received. The existing machine was over 20 years old and had become too unpredictable to use many years ago. We greatly appreciate this generous gift.

Emily House and Gail Williamson were very happy to each receive a new computer in December. At seven or eight years old, theirs had been the oldest staff computers still in use.

Kaylyn Erskins has been doing an inventory of accelerated readers in our young adult collection. She is identifying gaps that we need to fill.

Amber received a City of Liberty Five-Year Service Award this year. She has worked at the library a total of nine years, the first four as a part-time employee. She has been working on our E-Rate grant and turned over the contract side of the application to City Hall. The library receives an 80% discount on our Internet service through this Federal program.

Katie Edgell and Maggie Varela did six live Story Time and craft YouTube events during the month. Live attendance was 45, and the archived YouTube videos were viewed 420 times. The largest draw of the live events was the reading of a comical children's book entitled *Turkey Claus*.

There were three staff absences this month due to COVID exposure. We were very thankful to learn that all three tested negative. Former staff members Peggy Carr and Jill Daniel helped out during the absences and we thank them for their help.

Library Board President Paul Schmidt sadly told us he will have to step down from office soon. He and his wife are relocating to Katy, Texas. We will genuinely miss his always-amusing visits.

Dana Abshier was out for another emergency knee surgery the last week of December. One of the two pins inserted to hold the pieces of her kneecap together in the first surgery began backing out and was in danger of breaking through the skin. The second surgery was planned for the day after she saw her orthopedic doctor. She is recovering well.

Liberty Municipal Library Monthly Report July 2020 through December 2020

Circulation	July	August	September	October	November	December
Spanish Materials Circulation	8	9	14	46	48	19
Total Adult & YA Circulation All Formats	1,025	977	1,046	1,523	1,480	1,311
Total Juvenile Circulation All Formats	344	260	562	1,011	1,112	840
Total Circulation All Formats	1,369	1,237	1,608	2,534	2,592	2,151
Reference Services						
In-house Reference	37	56	86	150	81	126
Telephone Reference	278	345	270	238	90	161
Public Computer Assistance/Facebook Ref.	0	6	20	78	66	74
Collection Statistics						
Total Volumes in Collection	52,364	52,536	52,229	52,237	52,430	52,530
Total Titles in Collection	64,192	63,195	63,571	63,667	64,024	64,329
Cataloging						
Books Cataloged	97	190	156	126	250	161
DVD/ Blu-Rays Cataloged	0	11	20	14	19	2
Audiobooks & Music CDs Cataloged	0	5	16	0	0	1
Periodical Cataloged	53	51	66	54	54	45
Building Use/ Programs/Public Relations						
Meeting Room/Pavilion Use	0	0	0	0	0	0
Online Story Time/Craft Programs	0	0	0	5	5	6
Online Story Time/Craft Attendance	0	0	0	564	215	420
Misc. Children's Programs/Tours	0	0	0	0	0	0
Misc. Children's Programs/Tours Attendance	0	0	0	0	0	0
Adult/YA Programs Attendance	0	0	0	0	0	0
Live Story Time/Craft Programs	0	0	0	5	5	6
Live Story Time/Craft Attendance	0	0	0	42	22	45
Patron Count/ Volunteers						
Total Active Accounts In-City Patrons	3,196	3,137	3,137	3,126	3,108	3,093
Total Active Accounts Out-of-City Patrons	4,930	4,841	4,841	4,819	4,811	4,802
Total Volunteers	0	0	1	0	0	0
Total Volunteer Hours	0	0	1.5	0	0	0
Patron Visits Count	0	0	0	1,405	1,355	1,200
Public Use Technology						
Wireless Users Estimate	10	15	15	6	6	18
Public Computers Users This Month	0	0	0	151	199	143
Hours of Patron Computer Use	0	0	0	104	103	69
Website Users: Ploud, Online Catalog	3,200	1,576	1,743	400	638	288
Social Media Users: Facebook, Instagram	192	551	1,195	4,557	6,204	1,309

Liberty Municipal Library Volunteer Report for the Month of December 2020																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Name of volunteer																																
Arceneaux, Val																																0
Cash, Terry																																0
Davis, Beverly																																0
Harbour, Cathy																																0
Pickett, Sandy																																0
Rogers, Ann																																0
Sundgren, Gary																																0
Sundgren, Josh																																0
Sundgren, Stacy																																0
																																0
																																0
Total for month																																0

DECEMBER/ / 2020 / /

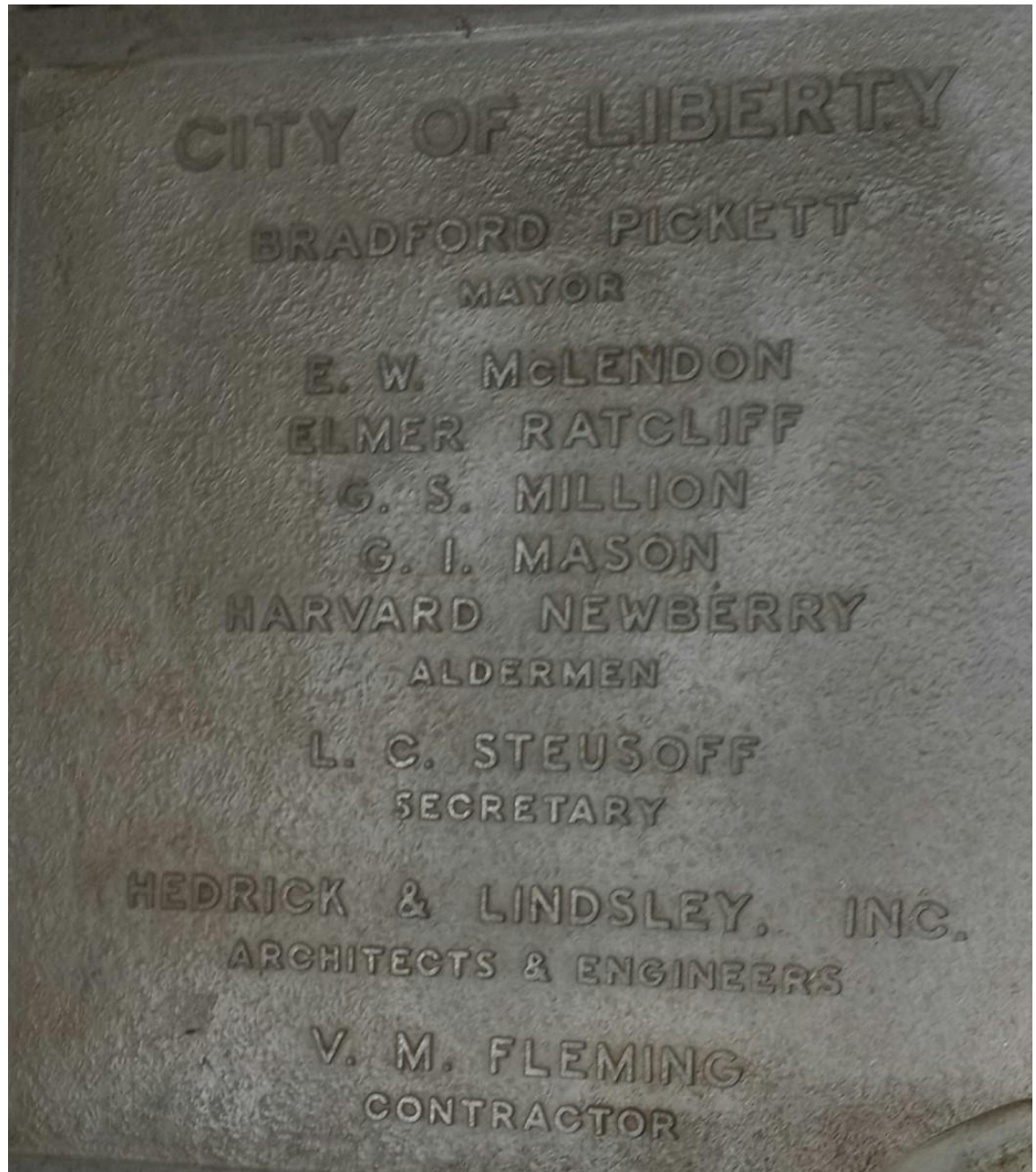
PUBLIC WORKS MONTHLY REPORT

STREETS DEPARTMENT -THE ROAD TO SUCCESS IS ALWAYS UNDER CONSTRUCTION

This Month's Notes

**JAMES
REDDING –
STREETS
DIRECTOR**

- Notes:
- Cleaned inlets around town
- Repaired storm drain on Cos
- Patched around town
- Repaired curb on Grand
- Picked up Sweeper in Houston from repair
- Replaced signs around town
- Swept streets
- Poured driveway on Lynnwood from Water Dept. repair
- Poured street cut on Lynnwood from Water Dept. repair
- Mowed around town
- Picked up mower blades in Beaumont
- Took sweeper to Houston for repair
- Removed dirt piles from park
- Cleaned bar screens on Main A
- Repaired curbs on Travis
- Checked flood pumps every Monday
- Washed trucks
- Picked up concrete in Raywood
- Started removing pile of trees from golf course



ELECTRIC HISTORIC MARKER

FIXING THESE STREETS

Streets:						
	Graded:					Miles
	Swept:				30	Hours
	Street cut repairs:					Each
	Curb & Gutter Repair:				202	Feet
Drainage:						
	Ditch Cleaning:					Feet
	Culvert Installation:					Feet
	Catch Basin/inlets cleaned:				765	Each
	Levee Inspection:				Yes	
	Flap gate Debris Removal:					
Spraying:						
	Herbicide:					Gallons
	Mosquito:					Miles
Signs:						
	Installed					Each
	Repaired/ Replaced				25	Each

PARKS DEPARTMENT

MEASURE TWICE, CUT ONCE!!!

Work completed

TOM TULLOCK – PARKS

Work Completed:

Fields:

Work Performed: Picked up trash and maintained as needed..

Restrooms:

Work Performed: Washed all restrooms twice a week and cleaned and swept as needed. Replaced toilet paper and other things as needed also. Disinfected restrooms every other day due to Corona Virus.

Concession Stands:

Work Performed: Picked up trash and debris around concession stands as needed every day.

Splash Pad:

Work Performed: Mowed and weedeated as needed. Texas Elite has power off to splash pad. Splash pad is closed for winter.

Jogging Trail:

Work Performed: Picked up limbs and trash as needed also, weedeated around trees and rocks as needed.

Playground Equipment:

Work Performed: Checked and made sure all playground equipment was in good working order. Picked up trash and other debris around them. Sprayed big playground

with weed killer, the weeds were starting to grow through the chips. Had water fountain replumbed and fixed, the bubbler head was ripped off and taken.

-

Pocket Parks:

Work Performed: Picked up trash and other debris every day. Changed trash barrels as needed in all pocket parks.

Trees:

Work Performed: Cut down trees that had been twisted off or rotted throughout park. Picked up limbs as needed, trimmed all trees along roadway in park.

Flags:

Work Performed: Checked flags every day for damage. Had 30'x60' flag repaired and rehung. Replaced ropes on city hall flags and highway monument flags.

Notes:

1. Filled holes throughout park.
2. Disinfected all playground equipment at the municipal park and all pocket parks.
3. Picked up limbs throughout park.
4. Raked and filled hog ruts almost every day in the municipal park.
5. Helped put up Christmas decorations at city hall.
6. Had all extra dirt removed from municipal park that the liberty youth league had sitting around the park not ever being used.



PARKS MAINTAINING THE MUNICIPAL PARK; ROBERT BIRD

AMERICA RUNS ON GOOD CLEAN WATER!

**MARK REED – WATER / WASTE
WATER DIRECTOR**



WATER DEPARTMENT REPAIRING A WATER LEAK AT COLUMBIA ST.

Attachment: Public Works Monthly Report - December 2020 (4988 : Department Reports)

MONTHLY WATER REPORT

MONTH – DECEMBER - 2020

REPAIRS COMPLETED

17	WATER REPAIRS
18	SEWER REPAIRS

LINE MAINTENANCE (VACCON)

40/590	HOURS OF OPERATION / TOTAL
2500	FEET OF SEWER LINE CLEARED / CLEANED
5	MANHOLES CLEANED

WORK COMPLETED

0	MANHOLE REPAIRS
18	SEWER STOPAGES
1	METER REPAIRS
1	RADIO REPLACEMENTS
3	WATER TAPS
0	SEWER TAPS
3	CUSTOMER PROBLEMS
68	LOCATE LINES
68	TEXAS 811 LINE LOCATES
0	METER BOXES REPLACED
2	METER LIDS REPLACED
1	CLEANOUTS REPLACED / INSTALLED
1	PULLED METERS
13	CUSTOMER REQUESTED TURN ON
8	CUSTOMER REQUESTED TURN OFF
3	CUT OFF SERVICE
40	RECHECKS

MISC:

HARDIN & AMES READINGS CHECKED DAILY

CLOSED 44 WORK ORDERS

MONTHLY OPERATIONS

2 DAILY	FREQUENCY THAT WATER WELLS ARE CHECKED
40	DISINFECTANT WATER SAMPLES THAT ARE TAKEN
10	SAMPLES FOR MONTHLY MONITORING-CHLORINE REPORT
X2/WKLY	FRQUENCY THAT LIFT-STATIONS ARE CHECKED
MONTHLY	END LINE FLUSHING

ELECTRICAL DEPARTMENT

WE POWER LINES THAT POWER LIVES!

CHARLES YPMA – ELECTRICAL SUPERVISOR



**BEAUMONT ELECTRICAL
SUBSTATION**

The Electrical Department received 89 request this month and closed out 86 of them with 3 carrying overs to January 2021. The requests range from power restoration, blown fuses, sagging power lines, loose guy wires to security and street lights out. The Electrical department performed all these tasks with the aid of Texas Elite Electrical Services, LLC and Davey Tree.

COMPLETED WORK REQUESTS

MISC. MAINTENANCE	42
NO POWER	17
POWER LINE ISSUE	7
POLE ISSUE	9
SECURITY LIGHT	5
STREET LIGHT	6
TREES AND VINES	0
TOTAL INCIDENTS RESOLVED	86

POWER OUTAGES

December 2020

Date	Location	Time Called Out	Time Power Restored	Response Time (min)	Outage Time (min)	Cause of Outage
3	6010 N. Travis	3:30 a.m.	10:30 a.m.	45	735	B.O. underground pedestal burnt up
5	Boomerang	5:41 a.m.	8:30 a.m.	34	135	Tripped breaker due to burnt up elbow
6	1903 Reese	8:30 a.m.	10:15 a.m.	32	73	Blown fuse from tree limbs
12	4619 McGuire	9:20 a.m.	11:15 a.m.	15	100	Blown fuse
13	958 Milam	3:47 p.m.	8:00 p.m.	13	240	Broken pole
13	1114 Washington	6:50 p.m.	9:00 p.m.	100	30	Blown line fuse
14	509 Independence	12:50 p.m.	1:15 p.m.	15	10	Blown fuse
14	2004 N. Main	1:15 p.m.	2:30 p.m.	45	30	Broken pole
18	300 Wallisville	5:52 p.m.	5:52 a.m.	28	692	Car took down power pole
23	525 Missouri	9:20 p.m.	12:00 a.m.	12	148	Blown transformer
24	525 Missouri	4:41 a.m.	6:45 a.m.	9	115	Wrong transformer installed
25	1900 Sam Houston	9:08 p.m.	9:30 p.m.	7	15	Blown transformer going to First Liberty Nat
25	407 Independence & 2770 US90	2:55 p.m.	4:20 p.m.	10	75	Burnt Jumper
31	500 & 600 Lakeside	1:36 p.m.	2:09 p.m.	10	23	Blown fuse at cutout
31	7005 Atastocita	3:30 p.m.	11:30 p.m.	45	450	Blown padmount transformer in remote locat
31	High School Agg Barn	8:16 p.m.	12:00 a.m.	74	30	Blown fuse on B phase cutout
Average				31	181	

31 Minutes 181 Minutes

Attachment: Public Works Monthly Report - December 2020 (4988 : Department Reports)

GOLF COURSE MONTHLY REPORT - DECEMBER 2020

Maintenance Activities

Picked up remaining concrete “bump stops” from parking lot
 Blowing and mulching leaves - ongoing
 Continue to cut stumps lower for stump grinding.
 Ground 89 stumps and hauled off debris from stump grinding (27 more to finish)
 Cut and remove dead trees from around course
 Trimming low hanging limbs on trees – ongoing
 Sprayed course with *Princep* and 3-Way for winter weeds
 Constantly picking up limbs from around the course
 Mowing greens Tuesday – Friday
 Changing cups on Tuesday and Friday

Marketing Activities

Grew golf course Facebook page to over 190 “likes.” You can find the golf course Facebook page here: <https://www.facebook.com/LibertyMunicipalGolfCourse/>

Implemented branded uniform shirts for all Pro Shop staff

Sales Report (December 1 – December 31)

Items	Quantity		
	October	November	December
Green Fees	582	655	657
Golf Cart Fees	548	625	646
Range Fees	123	122	96
Merchandise/Equipment	127	216	394



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.D

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4989)

DOC ID: 4989

Subject: SRMPA Report

Background: The Sam Rayburn Municipal Power Agency supplies the wholesale electrical energy needs of the member cities of Liberty, Jasper and Livingston. Mayor Pickett is the President of the Sam Rayburn Municipal Power Agency and desires to provide the Council and the public with updates on the Agency's projects and activities.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.E

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Announcements

INFORMATION ITEM (ID # 4990)

DOC ID: 4990

Subject: Mayor, Council & Staff Comments

Background: This agenda item affords the Mayor, Council and Members of Staff to comment on recognition of community members, city employees, upcoming events, etc.



The City of Liberty City Council

Regular Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, December 8, 2020

6:00 PM

City Hall - Liberty Center

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 December 8, 2020 at the City Hall - Liberty Center, 1829 Sam Houston Liberty, TX at 6:04 PM by Mayor Carl Pickett.

Attendee Name	Title	Status	Arrived
Carl Pickett	Mayor	Present	
Diane Driggers	Mayor ProTem	Present	
Dennis Beasley	Council Member	Present	
Libby Simonson	Council Member	Present	
David Arnold	Council Member	Present	
Chipper Smith	Council Member	Present	
Neal Thornton	Council Member	Present	
Naomi Herrington	Assistant City Manager / CFO	Present	
Chris Jarmon	Assistant City Manager	Present	
Brandon Davis	City Attorney	Present	
April Gilliland	City Secretary	Present	

II. INVOCATION

No Invocation was given.

III. PLEDGE OF ALLEGIANCE

The Pledge to the American Flag was led by Fire Chief Brian Hurst and the Pledge to the Texas Flag was led by Police Chief Gary Martin.

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.

Minutes Acceptance: Minutes of Dec 8, 2020 6:00 PM (Minutes Approval)

V. PRESENTATIONS / REPORTS

A. Information Item (ID # 4975)

City Manager Report - T. Warner, City Manager - Topics include Employee Appreciation/Christmas Dinner, Christmas Holiday Closings, Christmas Lighting Contest, Council Meetings, COVID-19 Vaccine, AWOS, Unified Development Ordinance, Stormwater Design/Criteria Manual, Golf Course, Airport and Electric.

COMMENTS - Current Meeting:

Assistant City Manager Naomi Herrington offered the following updates:

- Employee Appreciation/Christmas Dinner cancelled due to pandemic
- City Offices Holiday closures
- Christmas lighting contest for business in town
- COVID-19 vaccines
- AWOS update - FAA approval of location
- Unified Development Ordinance
- Stormwater Design/Criteria Manual
- Golf Course

ATTACHMENTS:

- City Manager's Report December 8 2020 (DOCX)

B. Information Item (ID # 4976)

Finance Report - Assistant City Manager / CFO - Naomi Herrington

COMMENTS - Current Meeting:

Assistant City Manager/CFO Naomi Herrington reported on the City's Financials, as of the end of October 2020. Ms. Herrington addressed the various funds, property and sales tax in regards to October being the first month of the Fiscal Year.

C. Information Item (ID # 4977)

Department Reports

COMMENTS - Current Meeting:

Monthly reports are submitted for Council's Review, no comments were given.

ATTACHMENTS:

- Code Enforcement Monthly Report - November 2020 (PDF)
- Golf Course Monthly Report (November 2020) (PDF)
- Library Monthly Report (PDF)
- November 2020 Building Permit Report (PDF)
- Police Monthly Report (XLS)
- Monthly Report-Public WorksNov20 (DOCX)
- Fire Department - November Report (XLS)

D. Information Item (ID # 4978)

Sam Rayburn Municipal Power Agency - Mayor Pickett

COMMENTS - Current Meeting:

Mayor Pickett stated that the next meeting would be held on Tuesday, December 15, 2020 in Livingston.

E. Information Item (ID # 4979)

Mayor, Council and Staff Comments

COMMENTS - Current Meeting:

Fire Chief Brian Hurst explained in detail the procedures and plan for the COVID-19 vaccines to Emergency workers, Healthcare providers and Nursing homes.

Assistant City Manager Naomi Herrington gave an update regarding the Bond Refunding process and that the City will actually receive an increase in savings.

Mayor Carl Pickett announced the retirement of the Party Line program on KSHN.com.

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, Council Member
SECONDER:	Diane Driggers, Mayor ProTem
AYES:	Pickett, Driggers, Beasley, Simonson, Arnold, Smith, Thornton

A. Minutes Approval

1. Tuesday, November 10, 2020

B. Resolution 2020-68

Consider a resolution authorizing the Mayor to execute an agreement between the City of Liberty and the Liberty County Precinct 1 and 2 for the maintenance of streets, roads, ditches and recreational areas.

ATTACHMENTS:

- Interlocal Liberty County Pct. 1 and 2 (DOCX)

VII. REGULAR AGENDA**A. Regular Session**

1. **Information Item (ID # 4972)**

Discussion regarding concerns with the No Manufactured Home Zone - Mr. Gerald Brooks

COMMENTS - Current Meeting:

Mayor Pickett opened the item regarding the no manufactured home ordinance and citizens concern for comments. Mr. Gerald Brooks mentioned that he had been trying to place a manufactured home on his property located on Westwood Avenue since early January 2020. When Mr. Brooks started the process to purchase a manufactured home, he called City Hall and was told that his subdivision was in the area that allowed manufactured homes and proceeded with his plan to purchase a manufactured home. During this time City Council had a meeting on January 14, 2020 with Citizens request regarding no manufactured home zones and what areas of the City allowed and did not allow manufactured homes. Based on the discussion of the January 14, 2020 meeting an Ordinance was brought to Council in a special called meeting on January 28, 2020 to amend the non-manufactured home zone to include all the city, with certain areas excluded to allow manufactured homes. The exclusion set in this ordinance did not include Westwood Avenue.

When Mr. Brooks came back to get his permit to move his manufactured home onto his property, he was informed that the ordinance had changed, and that Westwood Ave was in the no manufactured home zone. Mr. Brooks is asking that the ordinance adopted on January 28, 2020 be amended to allow Westwood Avenue in manufactured home exclusion.

Council agreed with Mr. Brooks and an amended Ordinance will be brought before them during a special called meeting to be held the following week.

ATTACHMENTS:

- Mr. Brooks request (PDF)
- Non-Manufactured Home Zone Map Jan 2020 (PDF)

2. Resolution 2020-69

Consider a resolution appointing a Delegate and Alternate to the Houston-Galveston Area Council 2021 General Assembly.

COMMENTS - Current Meeting:

A motion was made to approve the resolution appointing Mayor Carl Pickett as Representative and Council Member Diane Driggers as Official Alternate for the Houston-Galveston Area Council 2021 General Assembly.

ATTACHMENTS:

- HGAC 2021 General Assembly Designation Form (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Libby Simonson, Council Member
SECONDER:	Dennis Beasley, Council Member
AYES:	Pickett, Driggers, Beasley, Simonson, Arnold, Smith, Thornton

3. Ordinance 2020-38

CONSIDER ADOPTION OF AN ORDINANCE OF THE CITY OF LIBERTY, TEXAS AMENDING THE FISCAL YEAR 2020-2021 BUDGET TO INCREASE THE FIRE DEPARTMENT FIXED ASSETS BUDGET EXPENDITURES.

COMMENTS - Current Meeting:

Motion was made to adopt the ordinance amending the Fiscal year 2020-2021 Budget by One Hundred Ninety-Nine Thousand Three Hundred Fifty Dollars (\$199,350.00), which represents on ambulance remount and the installation of the Stryker Power Load Stretcher.

ATTACHMENTS:

- Medic 2 remount quote (PDF)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Diane Driggers, Mayor ProTem
SECONDER:	Dennis Beasley, Council Member
AYES:	Pickett, Driggers, Beasley, Simonson, Arnold, Smith, Thornton

4. Resolution 2020-70

Consider a Resolution authorizing the expenditure of \$95,630 in Cambridge Funds for Two (2) Stryker Stretchers.

COMMENTS - Current Meeting:

Motion was made to approve the resolution authorizing the use of Cambridge Funds in the amount of \$95,630 to purchase two (2) Stryker Power Load Stretchers for the City of Liberty Fire Department.

ATTACHMENTS:

- Power load stretcher quote (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Libby Simonson, Council Member
SECONDER:	Neal Thornton, Council Member
AYES:	Pickett, Driggers, Beasley, Simonson, Arnold, Smith, Thornton

5. Ordinance 2020-39

CONSIDER ADOPTION OF AN ORDINANCE REPEALING ARTICLE 3.13, DIVISION I, "RESIDENTIAL OCCUPANCY REQUIREMENTS," OF THE CITY OF LIBERTY CODE OF ORDINANCES; AND ESTABLISHING AN EFFECTIVE DATE.

COMMENTS - Current Meeting:

Motion was made to adopt the ordinance to repeal the requirements for Certificates of Occupancy, Certificates of Compliance and Life, Health and Safety Inspections and Fire Safety Inspections for certain residential structures within the City as set forth in Chapter 3, Article 3.13, Division I, "Residential Occupancy Requirements," of the Code of Ordinances of the City of Liberty, Texas with the condition of a committee to be set up as mentioned in the November 10, 2020 meeting.

ATTACHMENTS:

- EXHIBIT A - Residential CO Ordinance (DOCX)

Minutes Acceptance: Minutes of Dec 8, 2020 6:00 PM (Minutes Approval)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Libby Simonson, Council Member
SECONDER: Chipper Smith, Council Member
AYES: Pickett, Driggers, Beasley, Simonson, Arnold, Smith, Thornton

6. Ordinance 2020-40

CONSIDER ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS AMENDING THE MASTER FEE SCHEDULE REPEALING FEES FOR CERTIFICATES OF OCCUPANCY AND COMPLIANCE; AND PROVIDING FOR AN EFFECTIVE DATE.

COMMENTS - Current Meeting:

Motion was made to adopt an ordinance amending the master fee schedule by repealing fees for certificates of occupancy and compliance for certain residential structures in the City of Liberty.

ATTACHMENTS:

- Residential CO Fee Removal (PDF)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Libby Simonson, Council Member
SECONDER: Dennis Beasley, Council Member
AYES: Pickett, Driggers, Beasley, Simonson, Arnold, Smith, Thornton

7. Ordinance 2020-41

CONSIDER ADOPTION OF AN ORDINANCE BY THE CITY OF LIBERTY, TEXAS ("CITY") DENYING THE DISTRIBUTION COST RECOVERY FACTOR RATE INCREASE REQUEST OF ENTERGY TEXAS, INC. FILED ON OCTOBER 22, 2020; SETTING JUST AND REASONABLE RATES FOR ENTERGY TEXAS, INC. FOR SERVICE WITHIN THE MUNICIPAL LIMITS; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS.

COMMENTS - Current Meeting:

Motion was made to adopt an ordinance denying the distribution cost recovery factor rate increase request of Entergy Texas, Inc. Filed on October 22, 2020; setting just and reasonable rates for Entergy Texas, Inc. For service within the municipal limits; finding that the meeting complies with the open meetings act; making other findings.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Libby Simonson, Council Member
SECONDER: Diane Driggers, Mayor ProTem
AYES: Pickett, Driggers, Beasley, Simonson, Arnold, Smith, Thornton

8. Resolution 2020-71

Consider a Resolution Authorizing Phase II of the Golf Course Master Plan with the Jeffrey D. Blume, Limited, in an amount not to exceed \$90,000 for Construction Documents and Bidding Services at the Liberty Municipal Golf Course.

COMMENTS - Current Meeting:

Motion was made to approve a resolution authorizing Jeffrey D. Blume, Limited, to proceed with Phase II of the Golf Course Master Plan, in an amount not to exceed ninety thousand dollars (\$90,000.00), for construction documents and bidding services at the Liberty Municipal Golf Course.

ATTACHMENTS:

- Golf Course Master Plan - Revised (Concept 2) (JPG)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chipper Smith, Council Member
SECONDER:	Diane Driggers, Mayor ProTem
AYES:	Pickett, Driggers, Beasley, Simonson, Arnold, Smith, Thornton

VIII. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Council, Mayor Pickett adjourned the meeting at 8:34 p.m.

Carl Pickett, Mayor

ATTEST:

April Gilliland, City Secretary

Minutes Acceptance: Minutes of Dec 8, 2020 6:00 PM (Minutes Approval)



The City of Liberty City Council

Special Called Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Wednesday, December 16, 2020

12:00 PM

City Hall Conference Room

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 December 16, 2020 at the City Hall Conference Room, 1829 Sam Houston Liberty, TX at 12:02 PM by Mayor Carl Pickett.

Attendee Name	Title	Status	Arrived
Carl Pickett	Mayor	Present	
Diane Driggers	Mayor ProTem	Absent	
Dennis Beasley	Council Member	Absent	
Libby Simonson	Council Member	Present	
David Arnold	Council Member	Absent	
Chipper Smith	Council Member	Present	
Neal Thornton	Council Member	Present	
Naomi Herrington	Assistant City Manager / CFO	Present	
Chris Jarmon	Assistant City Manager	Present	
April Gilliland	City Secretary	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.

This meeting was held through the Zoom meeting platform. Mayor Carl Pickett welcomed all in attendance through the virtual meeting platform.

III. REGULAR AGENDA

A. Regular Session

1. Ordinance 2020-42

Consider and take action on an Ordinance approving a budget amendment to the Liberty Community Development Corporation (LCDC) Fiscal Year Budget ending September 30, 2021, in the amount of \$11,143 for the Liberty Municipal Golf Course

COMMENTS - Current Meeting:

Motion was made to adopt the ordinance approving the Liberty Community Development Corporation (LCDC) budget amendment in the amount of \$11,143 for the Liberty Municipal Golf Course.

ATTACHMENTS:

- EXHIBIT A - Clubhouse Air Handler Quote (PDF)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Libby Simonson, Council Member
SECONDER:	Neal Thornton, Council Member
AYES:	Carl Pickett, Libby Simonson, Chipper Smith, Neal Thornton
ABSENT:	Diane Driggers, Dennis Beasley, David Arnold

2. Ordinance 2020-43

CONSIDER ADOPTION OF AN ORDINANCE AMENDING SECTION 3.08.032 OF THE CITY OF LIBERTY CODE OF ORDINANCES, RESTRICTING MOBILE HOMES AND MANUFACTURED HOMES WITHIN THE CITY OF LIBERTY; AND ESTABLISHING AN EFFECTIVE DATE.

COMMENTS - Current Meeting:

Motion was made to adopt the ordinance amending the no manufactured home zone to exclude Westwood Avenue Subdivision to allow placement of manufactured homes.

ATTACHMENTS:

- EXHIBIT A - No Manufactured Home Zone Map - Revised (PDF)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Neal Thornton, Council Member
SECONDER:	Chipper Smith, Council Member
AYES:	Carl Pickett, Libby Simonson, Chipper Smith, Neal Thornton
ABSENT:	Diane Driggers, Dennis Beasley, David Arnold

IV. ADJOURNMENT**A. Motion To: Adjourn****COMMENTS - Current Meeting:**

There being no further business before the Council, Mayor Pickett wished everyone a Happy Holidays and adjourned the meeting at 12:17 p.m.

Carl Pickett, Mayor

ATTEST:

April Gilliland, City Secretary

Minutes Acceptance: Minutes of Dec 16, 2020 12:00 PM (Minutes Approval)

**The City of Liberty**

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Miscellaneous Issues

RESOLUTION (ID # 4993)

DOC ID: 4993

Department: Public Works/Parks

Subject: Lawn Maintenance Services

Background: On December 3, 2020 bids were received for lawn maintenance services at various City facilities. The annual cost of the existing contract is \$109,740.00. Since the contract has expired, Public Works prepared bid documents with the same conditions and frequency as the current contract. The two bids received were in the amounts of \$288,461.20 and \$300,211.40, or \$178,721.20 higher than the current cost. City staff is looking at other alternatives for lawn maintenance services. In the interim, the existing contractor is willing to work on a month to month basis.

Funding Source: Funds are available in each Department's budget.

Staff Recommendation: Staff recommends approval of the resolution rejecting all bids.

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY,
TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE
LAWS OF THE STATE OF TEXAS, REJECTING ALL BIDS FOR LAWN
MAINTENANCE SERVICES**

WHEREAS, on December 3, 2020, the City received bids for lawn maintenance services at various city facilities; and

WHEREAS, the annual cost of the existing lawn maintenance contract is \$109,740.00; and

WHEREAS, the City prepared bid documents seeking the same services (conditions and frequency) as currently provided; and

WHEREAS, the City received two (2) bids in the amounts of \$288,461.20 and \$300,211.40; and

WHEREAS, due to the increased cost the City Council desires that City Staff seek out alternatives; and

WHEREAS, the existing contractor has agreed to continue working on a month to month basis for the interim period.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas hereby rejects all the bids for lawn maintenance services.

PASSED AND APPROVED this ____ day of _____, 2021.

Resolution (ID # 4993)
Page 2

City Council Meeting

January 12, 2021

CITY OF LIBERTY, TEXAS

Carl Pickett, Mayor

ATTEST:

City Secretary

RFP No. 2020-012

ANNUAL LAWN MAINTENANCE SERVICES

BID DATE: December 03, 2020

2020 BID TABS

ANNUAL COMPARISON - 2020 Bids vs Current Lopez Contract

Location	JesseD Lopez Bid: 8/14/2018	Current Contract	PRECISION LAWNS	SPECIAL TOUCH LANDSCAPING	LOPEZ CURRENT CONTRACT	PRECISION LAWNS	SPECIAL TOUCH LANDSCAPING
	Weekly (except Hwy 90 Median Mowing bi-monthly)		Weekly (except Hwy 90 Median Mowing bi-monthly)		Weekly (except Hwy 90 Median Mowing bi-monthly)		
Monta Street Water Plant		\$80.00	\$300.00	\$139.05	\$4,160.00	\$15,600.00	\$7,230.60
Trinity Street Water Plant		\$40.00	\$225.00	\$139.05	\$2,080.00	\$11,700.00	\$7,230.60
Wallisville (FM 563) Lift Station		\$40.00	\$50.00	\$92.70	\$2,080.00	\$2,600.00	\$4,820.40
Washington Lift Station		\$40.00	\$50.00	\$92.70	\$2,080.00	\$2,600.00	\$4,820.40
Woodsprings Lift Station		\$25.00	\$50.00	\$92.70	\$1,300.00	\$2,600.00	\$4,820.40
Forest Hills Lift Station		\$40.00	\$50.00	\$92.70	\$2,080.00	\$2,600.00	\$4,820.40
Briar Lift station		\$25.00	\$50.00	\$92.70	\$1,300.00	\$2,600.00	\$4,820.40
Bypass Lift Station		\$25.00	\$50.00	\$92.70	\$1,300.00	\$2,600.00	\$4,820.40
Pahner Street Water Tower		\$40.00	\$225.00	\$278.10	\$2,080.00	\$11,700.00	\$14,461.20
Municipal Library and Cultural Center		\$130.00	\$558.33	\$260.40	\$6,760.00	\$29,033.16	\$13,540.80
City Hall		\$150.00	\$733.33	\$167.70	\$7,800.00	\$38,133.16	\$8,720.40
Fire Station		\$100.00	\$343.33	\$214.05	\$5,200.00	\$17,853.16	\$11,130.60
Fire Department Aunex		\$100.00	\$112.00	\$260.40	\$5,200.00	\$5,824.00	\$13,540.80
Police Station & Animal Shelter		\$225.00	\$343.33	\$353.10	\$11,700.00	\$17,853.16	\$18,361.20
Canfield Park		\$70.00	\$300.00	\$260.40	\$3,640.00	\$15,600.00	\$13,540.80
Sewer Plant		\$150.00	\$525.00	\$92.70	\$7,800.00	\$27,300.00	\$4,820.40
San Jacinto Water Tower		\$40.00	\$75.00	\$92.70	\$2,080.00	\$3,900.00	\$4,820.40
Public Works Service Center		\$80.00	\$225.00	\$77.25	\$4,160.00	\$11,700.00	\$4,017.00
N01th Water Plant		\$80.00	\$168.00	\$92.70	\$4,160.00	\$8,736.00	\$4,820.40
Hwy 90 West Monument and Flag Site		\$75.00	\$198.67	\$214.05	\$3,900.00	\$10,330.84	\$11,130.60
Hwy 90 Median Mowing (Bi-Monthly)		\$575.00	\$1,055.83	\$584.85	\$13,800.00	\$25,339.92	\$14,036.40
Hwy 90 Median		\$100.00	\$150.00	\$509.85	\$5,200.00	\$7,800.00	\$26,512.20
Palmer Pocket Park		\$70.00	\$168.00	\$428.10	\$3,640.00	\$8,736.00	\$22,261.20
Trinity Pocket Padc		\$60.00	\$168.00	\$428.10	\$3,120.00	\$8,736.00	\$22,261.20
Browning Pocket Park		\$60.00	\$168.00	\$713.50	\$3,120.00	\$8,736.00	\$37,102.00
Total		\$2,420.00	\$6,341.82	\$5,862.25	\$109,740.00	\$300,211.40	\$288,461.20

Attachment: Lawn maintenance bid tab (4993 : Lawn Maintenance Services)

**The City of Liberty**

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Grant Related Issues

RESOLUTION (ID # 4991)

DOC ID: 4991

Subject: 2021-2022 Texas Community Development Block Grant Program Professional Services Provider

Background: These services were solicited to assist with the application and administration of the 2021-2022 Texas Community Development Fund of the Texas Community Development Block Grant Program. This program is a part of the Texas Department of Agriculture - Office of Rural Affairs (TDA).

The grant administration service provider will assist the City in preparing the application and administering the grant. The grant administrator will assist the City from award of the grant to the completion of construction. The City received only one proposal for administrative services, from Public Management, Inc.

Fiscal Impact: The City will be applying for such funding to support public infrastructure improvements in the City. If the City is awarded a grant, the administrative services provider fee will be paid from the grant.

Staff Recommendation: Staff recommends approval of the resolution selecting the professional service provider firm of Public Management to assist in the City in submitting CDBG-MIT applications.

A RESOLUTION OF THE CITY OF LIBERTY, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER SELECTION FOR A 2021-2022 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - COMMUNITY DEVELOPMENT FUND (CDBG) THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE (TDA).

WHEREAS, participation in the CDBG requires implementation by professionals experienced in the administration/project delivery of federally funded projects and creation of planning documents;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration services has been completed in accordance with the TDA requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive provider for the professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That Public Management is selected to provide application and project-related administration/project delivery services for a 2021/2022 CDBG grant for the City of

Liberty.

Section 2. That a cost-price analysis has been conducted and determined the proposed fee to be appropriate and reasonable based upon program requirements and rules.

Section 3. That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED ON JANUARY 12, 2020.

APPROVED:

Carl Pickett, Mayor

ATTEST:

April Gilliland, City Secretary

**The City of Liberty**

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Purchasing

RESOLUTION (ID # 4994)

DOC ID: 4994

Subject: Auction

Background: The City is in possession of various vehicles and equipment that are no longer in good working order. The attached list of items to be declared surplus, if approved, will be sold in an online auction, at a future date to be determined. These items will be sold to the highest bidder and the auction will be conducted by Rene Bates Auctioneers, Inc.

Fiscal Impact: The auction is a way for the City to recoup revenue for the sale of these items.

Staff Recommendation: Staff recommends declaring this equipment surplus, in order to hold an online auction.

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY,
TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE
LAWS OF THE STATE OF TEXAS, DECLARING EQUIPMENT AS
SURPLUS AND ORDERING AN ONLINE AUCTION**

WHEREAS, the City is in possession of various vehicles and equipment that are no longer in good working order; and

WHEREAS, a list of the surplus vehicles and equipment is attached hereto as Exhibit "A"; and

WHEREAS, the City Council finds it necessary to declare the property listed in Exhibit "A" as surplus property and orders them sold via online auction by Rene Bates Auctioneers, Inc.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas hereby declares that the vehicles and equipment listed in Exhibit "A" are surplus property and orders said items sold at an online auction conducted by Rene Bates Auctioneers, Inc.

PASSED AND APPROVED this ____ day of _____, 2021.

CITY OF LIBERTY, TEXAS

Carl Pickett, Mayor

ATTEST:

City Secretary

READY	Department	Lot #	Description
	POLICE	1	2011 Ford Crown Victoria
	POLICE	2	2011 Ford Crown Victoria
	POLICE	3	2007 Ford Crown Victoria
	POLICE	4	2006 Cheverolet Impala
	POLICE	5	2007 Ford Crown Victoria
X	GOLF COURSE	6	EZGO Cart MPT 800
X	GOLF COURSE	7	John Deere Aercore 800
X	GOLF COURSE	8	Metal Bridge
X	GOLF COURSE	9	Piano
X	GOLF COURSE	10	Storage Building
X	ELECTRIC	11	Bucket Truck
X	PUBLIC WORKS	12	Forklift
X	PUBLIC WORKS	13	Copier and Platter
X	AIRPORT	14	Mountaineer
X	AIRPORT	15	Zero Turn Mower
	Water	16	2014 Ford 3/4 Ton Diesel
	POLICE	17	Emergency Lights
X	PARK	18	Kubota
X	PARK	19	John Deere Zero Turn
X	CHRIS JARMON	20	Wooden filing cabinet
	IT	21	Misc Computer Equip
	Police	22	Light Bars
	Admin	23	Pop Up Display
	Library		634 books-dvd-cd and cassettes
		24	Ice Machine



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Technology

7.A.5

RESOLUTION (ID # 4992)

DOC ID: 4992

Department: Library

Subject: E-Rate

Background: E-Rate is a grant program of the Federal Communications Commission (FCC) that has been around over 20 years. It assists libraries by providing funding for Internet-related costs that benefit the public. The Library received its first E-Rate grant three years ago and we received an 80% discount for our expenses.

The proposed contract is for three-years at \$17,821.80 for the entire three-years with 80% of the expenses reimbursed by E-Rate.

Funding Source: E-Rate will reimburse 80% of the costs; the remaining 20% are provided for in the Library's operating budget.

Staff Recommendation: Staff recommends approval of the resolution awarding a three-year contract with the Library's E-Rate service provider

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AWARDED A THREE (3) YEAR CONTRACT TO COMCAST TO BE THE LIBRARY'S E-RATE SERVICE PROVIDER

WHEREAS, E-Rate is a grant program of the Federal Communications Commission (FCC) that assists libraries by providing funding for internet-related costs that benefit the public; and

WHEREAS, the City received its first E-Rate grant three (3) years ago and we received an eighty percent (80%) discount for our expenses; and

WHEREAS, Comcast has proposed a new three (3) year contract at a rate of \$17,821.80; and

WHEREAS, eighty percent (80%) of the internet expenses will be reimbursed by E-Rate with the remaining amount provided for in the Library's operating budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas hereby awards a three (3) year contract to Comcast in the amount of \$17,821.80 to be the Library's E-Rate service provider.

PASSED AND APPROVED this ____ day of _____, 2021.

CITY OF LIBERTY, TEXAS

Carl Pickett, Mayor

ATTEST:

City Secretary



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.B.1

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Jubilee

WORK SESSION (ID # 4996)

DOC ID: 4996

Subject: Jubilee

Background: The Liberty Jubilee is a community event that has typically been held the 4th weekend of March each year. The 2021 Jubilee is currently on the schedule for March 26 & 27, 2021. This year there is a concern regarding the national pandemic and the rise in cases throughout our area.

Fiscal Impact: The Jubilee revenues are affected by the size of the crowd in attendance.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.D.1

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Executive Session Items

COUNCIL ACTION (ID # 4997)

DOC ID: 4997

Subject: Action Taken Following an Executive Session

Background: A vote on a matter deliberated in a closed session may only be made in an open meeting that is held in compliance with the notice provisions.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.D.2

Meeting: 01/12/21 06:00 PM

Department: Administration
Category: Executive Session Items

COUNCIL ACTION (ID # 4998)

DOC ID: 4998

Subject: Action Taken Following an Executive Session

Background: A vote on a matter deliberated in a closed session may only be made in an open meeting that is held in compliance with the notice provisions.