

**Minutes**  
**SPECIAL MEETING**  
**TX General Land Office kick-off**  
**10:30 AM**  
**November 16<sup>th</sup>, 2021**

Mayor Bennett called the meeting to order at 10:31 AM. The meeting was held via Zoom due to Covid-19 infections in the city office temporarily closing the building to in person meetings. All Council were present except for Councilman Craven.

Also present in the meeting were representatives from the TX General Land Office (with lead person Mr. Patrick Burk), LJA Engineering (Ms. Dawn Pilcher) and Langford Community Management Services grant administrator (Ms. Jill Phinney)

**#1 Council to Receive and provide information necessary for the City to implement TX General Land Office Community Development Block Grant-Mitigation (CDBG-MIT) Infrastructure Contract #22-085-013-D244.**

Mayor Bennett deferred the agenda item until after the other agenda items.

**#2 Discuss, consider and take action to approve Resolution Designating Authorized Signatories for Contractual and Financial Documents pertaining to the GLO Community Development Block Grant – Mitigation (CDBG-MIT) Program, Infrastructure Contract Number 22-085-013-D244.**

Councilman Herrington made the motion to approve Resolution #2022-3R for authorized signatories on the TX General Land Office CDBG-MIT program, Infrastructure Contract #22-085-013-D244. Councilman Warren provided the second and the motion passed unanimously.

**#3 Discuss, consider and take action to Adopt the Resolution Regarding the Civil Rights Policies for the GLO Community Development Block Grant –Mitigation (CDBG-MIT) Program, Infrastructure Contract Number 22-085-013-D244.**

Councilman Warren made the motion to approve Resolution #2022-4R covering the Civil Rights Policies for the TX General Land Office CDBG-MIT program, Infrastructure Contract #22-085-013-D244. Councilman Blackstone provided the second and the motion passed unanimously.

**#4 Proclamation declaring April as the City of Ivanhoe - Fair Housing Month.**

Councilman Herrington made the motion to approve proclaiming the month of April as Fair Housing Month in the City. Councilman Warren provided the second and the motion passed unanimously. Mayor Bennett noted that April is the month nationally recognized as Fair Housing month.

**#5 Discuss, consider and take action to approve Amendment #1 for the Grant Administration Services contract for the 2020 Community Development Block Grant – Mitigation (CDBG-MIT) Program Contract Number #22-085-013-D244.**

Councilman Warren made the motion to approve Amendment #1 for the grant administration services contract of the TX General Land Office CDBG-MIT program, Infrastructure Contract #22-085-013-D244. Councilman Blackstone provided the second and the motion passed unanimously.

**#6 Discuss, consider and take action to approve Amendment #1 for the Engineering Services contract for the 2020 Community Development Block Grant – Mitigation (CDBG-MIT) Program Contract Number #22-085-013-D244.**

Councilman Morris made the motion to approve Amendment #1 for the engineering services contract on the TX General Land Office CDBG-MIT program, Infrastructure Contract #22-085-013-D244. Councilman Blackstone provided the second and the motion passed unanimously.

**#7 Discuss, consider and adopt Local Procurement Policies & Procedures pertaining to the GLO Community Development Block Grant – Mitigation (CDBG-MIT) Program, Infrastructure Contract Number 22-085-013-D244.**

Councilman Blackstone made the motion to adopt the Local Procurement Policies and Procedures pertaining to the TX General Land Office CDBG-MIT program, Infrastructure Contract #22-085-013-D244. Councilman Warren provided the second and the motion passed unanimously.

**#8 Discuss, consider and adopt Local Financial Policy & Procedures pertaining to the GLO Community Development Block Grant – Mitigation (CDBG-MIT) Program, Infrastructure Contract Number 22-085-013-D244.**

Councilman Morris made the motion to adopt the Local Financial Policy & Procedures pertaining to the TX General Land Office CDBG-MIT program, Infrastructure Contract #22-085-013-D244. Councilman Blackstone provided the second and the motion passed unanimously.

**#9 Adjourn**

Councilman Warren made the motion to adjourn the meeting at 10:36 AM. Councilman Morris provided the second and upon unanimous vote the action portion of the meeting was concluded.

Mayor Bennett then turned the meeting to Mr. Patrick Burks from the TX General Land Office to provide information for the Kick-off Workshop of the Community Development Block Grant-Mitigation (CDBG-MIT) Infrastructure Contract #22-085-013-D244.

Mr. Burks explained the contract is for a total of \$11,587,996.80 which includes \$115,880.00 of matching funds from the city. Grant administration costs will be \$835,025.03, property acquisition will be \$589,269.27 grant funds and \$115,880.00 from the city. Engineering costs will be \$1,306,672.50. Environmental costs will be \$30,000.00 and Construction costs will be \$8,711,150.00.

Mr. Burks gave a contract overview, including contract number, term (3 years), effective date (January 21, 2022), termination date (January 21, 2025), and record keeping requirements.

The contract includes milestones that will be reviewed to make sure the project(s) are on track. Funding draw requests must be submitted thru the GLO TIGR system and must be within the milestone dates. Mr. Burks said the reimbursement timeframe for GLO is 21 days maximum from the time of submission which must include all the supporting documentation. He explained that nothing can be done until after the environmental documentation has been submitted, reviewed and approved. If there are change orders, environmental documentation has to be updated which might result in costs to the city if the line item amount in the grant is used up.

Mayor Bennett asked for clarification about property acquisition; if the properties at the three project sites can be acquired at different times, or can they be acquired separately. Mr. Burks responded that individual property acquisitions can be done separately.

Mr. Burks covered other housekeeping matters: establishing Local File Structure, records retention, public information requests, the Affirmatively Furthering Fair Housing requirements and the start up requirements (next steps).

The Zoom information workshop concluded at 12:30 PM

Respectfully submitted

C. D. Woodrome, City Secretary

**Approved by Council December 16<sup>th</sup>, 2021**

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Mayor