

Jan 8, 2021

The Linden City Council will have a regular meeting on Monday, Jan 11, 2021, at 6:00 P.M. at the Mary Daughety Senior Citizens Center, 507 S. Kaufman St., Linden, Cass County, Texas. We will use social distancing to adhere to current guidelines.

AGENDA

1. Call to Order
2. Invocation/Pledge
3. Welcome Guests
4. Public Comment (3 min. ea./10 min. max for the group)
5. Approve minutes from previous meetings
6. Approve current bills and bank statements
7. Approve any donations to City
8. LEDC Update
9. Linden Together Update
10. Discuss and take action on hiring committee for City Administrator
11. Discuss and take action on Authorization to issue Certificate of Obligation for City of Linden
12. Discuss and take action on committee to approve the Codification Draft for City of Linden
13. Discuss and take action on hiring of Engineer Services for CDBG Grant application
14. Discuss and take action on replatting application for 106/108 South Main Street
15. Public Reports
  - a. Denise Haas – Library
  - b. Allie Anderson – Community Development/Main Street Director
  - c. Eric Lee – Police Chief
  - d. Robert Luzio – Public Works Director
  - e. Bob Swisher – City Manager
  - f. Clarence Burns – Mayor
16. Motion to Adjourn

Bob Swisher, City Administrator

## NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION

NOTICE IS HEREBY GIVEN that the City Council of the City of Linden, Texas (the "City"), will meet in the Linden Senior Citizens Center, 507 South Kaufman, Linden, TX 75563 at 6:00 p.m. on the 8th day of March, 2021, to adopt an Ordinance and take such other action as may be deemed necessary to authorize the issuance of the City of Linden, Texas Certificates of Obligation, payable from City ad valorem taxes and net revenues of the waterworks and sewer system of the City, in the maximum aggregate principal amount of \$2,855,000, bearing interest at any rate or rates, not to exceed the maximum interest rate now or hereafter authorized by law, as shall be determined within the discretion of the City Council, and maturing over a period of years not to exceed forty (40) years from the date thereof, for the purpose of evidencing the indebtedness of the City for all or any part of the cost of renovation and replacement of City water distribution lines, water meters and fire hydrants; a new City water well; and new ground water storage tank and elevated water storage tank; and the cost of professional services incurred in connection therewith.

The public is further hereby notified as follows:

- (a) As of the date of this notice the current principal balance of all outstanding debt obligations of the City is \$745,000.
- (b) As of the date of this notice the combined principal and interest required to pay all outstanding debt obligations of the City on time and in full (which is based on the City's expectations related to the interest due on any variable rate debt of the City) is \$780,637.
- (c) The maximum principal amount of Certificates of Obligation to be issued is \$2,855,000.
- (d) The estimated combined principal and interest required to pay the Certificates of Obligation to be authorized on time and in full is \$4,637,800.
- (e) The estimated interest rate for the Certificates of Obligation to be issued is 2.625% per annum. Such interest rate may vary based on market conditions but will not exceed the maximum legal interest rate.
- (f) The maximum maturity date of the Certificates of Obligation to be authorized is December 31, 2061.

WITNESS MY HAND AND THE OFFICIAL SEAL OF THE CITY OF LINDEN, TEXAS, this 11th day of January, 2021.

Clarence Burns; Mayor, City of Linden, Texas

REGULAR MEETING  
DECEMBER 14, 2020

The Linden City Council met in regular session on Monday, December 14, 2020 at 6:00 p.m. at the Mary Daughety Senior Citizens' Center, 507 S. Kaufman, Cass County, Linden, Texas.

Members present were: Mayor Clarence Burns; City Councilmen Chuck Evans, Mike Berry, James Johnson; and City Councilwoman Mary Dowd; City Councilman Frank Lanier was absent. The following guests were present: Terressa Wall, Algera Anderson, Bob Swisher, Luci Trahan, Christophe Trahan. Robert Luzio, Kevin Payne, and Rebecca Wells.

Mayor Burns swore in the newly elected council members, James Johnson, Chuck Evans, and Mary Dowd before calling the meeting to order.

The Mayor called the meeting to order, Mr. Swisher gave the invocation, and the Mayor welcomed the guests.

Motion by Mr. Evans, seconded by Mrs. Dowd to approve the minutes from the previous meeting. All yeas.

Motion by Mr. Berry, seconded by Mr. Johnson to approve the current bills and bank statements. All yeas.

LEDC Update: Mr. Trahan stated he should have the annual audit reports for the January meeting. He stated the retention wall at 405 S Main had been removed. He presented the council with a copy of the recently amended LEDC budget for their approval. He stated the board had chosen to relocate \$6,500 from the Main Street Programs and Initiatives line item into the Building and Land Acquisition/Development line item to assist with expenses relating to the development of the property at 405 S Main.

Motion by Mrs. Dowd, seconded by Mr. Evans to approve the LEDC budget amendment as presented. All yeas.

Mr. Swisher discussed the MB- MLBPA Grant. He stated the 14 year olds and above have no ball field. He stated a business plan would be needed, but said there should not be any match associated with this grant.

Motion by Mr. Evans, seconded by Mrs. Dowd to continue to explore and work with Linden Together on the MB-MLBPA Grant. All yeas.

Mr. Swisher discussed purchase of a new truck for the street department. He stated the ¾ ton Dodge is a 2002 model and is not good for towing, etc. He wants to purchase a 1 ton truck and has a bid of \$30,000.00 from Dewey Moore Ford in Hughes Springs. He stated it is a Municipality Program Ford offers and the best deal he had found. He stated the budget would need \$9,000 added to the \$21,000 presently budgeted for this purchase. He stated it was a 6.2 liter gas(7.3 if 2021 model) work truck with a towing package. He recommended the council approve this bid.

Motion by Mr. Berry, seconded by Mr. Johnson to approve the purchase of the Ford truck proposal and amend the budget. All yeas.

Ms. Anderson stated there were four proposals submitted for the professional services for the Community Development Funds TXCDBG Grant. She stated that GrantWorks had the highest point system.

Motion by Mrs. Dowd, seconded by Mr. Berry to award the professional services contract to Grant Works for the Community Development Funds TXCDBG Grant. All yeas.

Ms. Anderson stated the Linden Library has 20% rise in membership from the past month. She stated that Denise will be ordering new shelving and that grants are being pursued for a computer lab.

Ms. Anderson stated that in January she will be looking at new board members for Main Street. She thanked Mary Dowd and Larry Love for serving on this board for the past four years. She asked the city council to shop local. For the Community Development portion she stated the tree service has completed the park job. She stated the walking path lights have been replaced with led lights and that the tennis courts work at Crow Heath Park is almost complete. She stated he will be back this week or next week to do the wind screens. She stated this job is \$1,000 under budget. She stated the street department workers have redug the trench for better drainage and added the tree service is \$750 under budget. The old Milstep building engineering specs are being worked on. Rebecca Wells with TXDOT spoke to the council about the West Houston Project, stating traffic is less than 250 cars on 4 lanes. She recommends resealing 2 lanes and pavement marking to be done by TXDOT. She stated application should be done in the Spring and that in May or June the seal coat work would be done by TXDOT.

Police Chief Lee went over the monthly police report with the council.

Mr. Luzio stated the crews have been working on leaks, sewer pump issues, and the computer system problems which caused late billing last month. He stated the new fire truck was delayed due to outbreak of covid so it will probably be the end of the year on delivery. He stated the new truck will possibly lower insurance rates.

Mr. Swisher stated the covid relief funds will cover school supplies, police funding for payroll expense, and EMS payments. He said total funding is \$108,000.00

Mayor Burns thanked citizens for spending money in Linden. He stated January 13<sup>th</sup>-February 12<sup>th</sup> is the time period to sign up for the upcoming May election for Mayor/Aldermen.

The council went into executive session.

The council returned from executive session.

Motion by Mr. Evans, seconded by Mr. Johnson to adjourn. All yeas.

---

Clarence Burns

Mayor

---

Robert W. Swisher

City Administrator

# BANK BALANCES AS OF DECEMBER 31, 2020

POOLED CASH	457,278.10
SENIOR CITIZEN	83.91
REVOLVING LOAN	1,544.91
MUNICIPAL COURT TECHNOLOGY	10,295.15
MUNICIPAL COURT BUILDING SECURITY	21,235.41
MUNICIPAL COURT TIME PAYMENT	4,009.12
MUNICIPAL COURT LOCAL TRUANCY/DIVERSION	4,892 .68
MUNICIPAL COURT JURY	97.09
LINDEN LIBRARY ACCOUNT	2,817.78
RESERVE FUNDS	105,445.16
CITY OF LINDEN HOTEL TAX	34,110.03
W/S CONTINGENCY FUND	30,000.00
CAPITOL	1,328,015.33
REFUND BOND SERIES 2012 INT/SINK	60,054.40
WW & SS REVENUE BONDS SERIES 2015 INT/SINK	<u>32,407.25</u>
TOTAL	2,092,286.32

## CERTIFICATES OF DEPOSIT AS OF DECEMBER 31, 2020

METER DEPOSITS	61,364.19
REVENUE BOND	<u>34,736.91</u>
TOTAL	96,101.10
GRAND TOTAL	2,188,387.42

01 - GENERAL FUND  
FINANCIAL SUMMARY

25.00% OF FISCAL YEAR

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
-------------------	-------------------	------------------------	----------------	-------------------

## REVENUE SUMMARY

ALL REVENUES	1,515,014.00	184,707.74	475,424.28	31.38	1,039,589.72
TOTAL REVENUES	1,515,014.00	184,707.74	475,424.28	31.38	1,039,589.72

## EXPENDITURE SUMMARY

01-GENERAL AND ADMINISTRA	587,923.00	32,047.33	152,686.53	25.97	435,236.47
02-POLICE DEPARTMENT	404,296.00	38,145.32	123,140.28	30.46	281,155.72
03-FIRE DEPARTMENT	32,850.00	3,035.85	5,291.44	16.11	27,558.56
04-STREET DEPARTMENT	160,990.00	11,011.98	66,509.76	41.31	94,480.24
05-CITY PARK DEPARTMENT	104,450.00	15,822.13	31,205.22	29.88	73,244.78
08-MAIN STREET	63,430.00	5,395.03	19,308.22	30.44	44,121.78
09-LIBRARY	46,851.00	4,799.79	13,865.79	29.60	32,985.21
10-LEDC (BENEFITS)	61,843.00	5,452.46	14,607.52	23.62	47,235.48
11-JUDGE	45,177.00	2,962.47	9,557.59	21.16	35,619.41
12-COMMUNITY DEVELOPMENT	7,000.00	206.00	261.00	3.73	6,739.00

## TOTAL EXPENDITURES

1,514,810.00	118,878.36	436,433.35	28.81	1,078,376.65
--------------	------------	------------	-------	--------------

## REVENUES OVER/(UNDER) EXPENDITURES

204.00	65,829.38	38,990.93	(	38,786.93)
--------	-----------	-----------	---	------------



ECONOMIC DEVELOPMENT CORPORATION

P. O. BOX 1229 | LINDEN, TEXAS 75563 | 903-756-7774

## Linden Economic Development Monthly Report to City Council Highlights for the month of December – 2020

Submitted by: Christophe Trahan; Executive Director – LEDC 4A & 4B

- On January 4<sup>th</sup> 2021, LEDC Executive Director Christophe Trahan tenured his resignation to the Linden Economic Development Corporations. Mr. Trahan is leaving the LEDC to become the Executive Director of the Wood County Economic Development Commission where he will be working with a team of Wood County's economic development professionals to improve the quality of life in Wood County by promoting economic development. Mr. Trahan's last day with the LEDC will be January 19<sup>th</sup>, 2021.
- The LEDC executed its Chapter 380 Grant Agreement with Calabri Health, LLC and Open Hearts Children and Family Services, LLC on January 8<sup>th</sup>, 2021. With this agreement in place, the LEDC has issued a grant to Calabri Health for \$25,000 as an incentive for creating eleven full time jobs in Linden by the end of this year and a total of nineteen over the course of the subsequent two years in addition to \$200,000 in capital investments in their new Linden facility.
- LEDC Staff worked diligently over the course of the month of December preparing end-of-year reports to be issued to the USDA and State Comptroller in full compliance with state regulation and USDA Rural Business Economic Grant reporting standards.

To learn more visit: [www.lindenedc.org](http://www.lindenedc.org)

**Remembering  
our *Heritage*,  
while building  
your *Legacy***

*Here in Linden, we  
love our heritage. But  
that doesn't mean we  
don't have room for  
yours!*

*Incentives available for  
your buisness!*

### LEDC Ad Campaign

- The Local Sales and Use Tax latest numbers for January were included with this report.



## Local Sales & Use Tax Summary

City of Linden, Texas

### Fiscal Year Comparisons – January 2021

Chart provided by Linden Economic Development Corporations

<b>Linden</b>	Net Payment This Period <b>2020/2021</b>	Comparable Payment Prior Year <b>2019/2020</b>	Comparable Payment Prior Year <b>2018/2019</b>	Comparable Payment Prior Year <b>2017/2018</b>	Comparable Payment Prior Year <b>2016/2017</b>
October	\$35,977.53	\$32,151.48	\$28,123.00	\$36,903.41	\$29,182.42
November	\$52,292.49	\$42,723.98	\$42,181.00	\$40,466.48	\$39,945.29
December	\$37,538.14	\$34,998.77	\$30,892.00	\$28,402.63	\$28,044.24
January	<b>\$39,142.37</b>	\$30,487.12	\$29,157.88	\$29,865.24	\$30,405.62
February		\$41,893.23	\$37,957.33	\$37,905.93	\$45,592.85
March		\$32,734.60	\$28,416.75	\$26,588.60	\$27,127.80
April		\$26,215.76	\$28,730.57	\$25,010.00	\$25,464.00
May		\$42,409.61	\$40,441.42	\$39,292.64	\$41,772.18
June		\$37,322.85	\$32,883.43	\$27,568.00	\$28,085.81
July		\$40,333.27	\$31,862.13	\$34,488.00	\$30,861.10
August		\$49,486.62	\$39,310.71	\$39,504.00	\$39,377.47
September		\$40,871.49	\$32,125.71	\$27,815.00	\$24,119.03
<b>Total</b>	<b>\$164,950.53</b>	\$410,757.29	\$402,081.44	\$393,809.93	\$389,977.81

- Distribution for December: **City of Linden; \$19,571.19** **LEDC – 4A; \$9,785.59** **LEDC – 4B; \$9,785.59**
- Compared to same time last year, **UP** approximately **22.1%** • Fiscal YTD comparison, **UP** approximately **14.9%**



## REPLAT APPLICATION

### PROPERTY DESCRIPTION

Proposed Subdivision Name: LINDEN OT

Blocks and Lots: Block 2 Lot 2A North 1/2, Lot 2B South 1/2

General Property Location: 100 block S. Main St  
(street name and block number or nearest cross street)

Current Legal Description: LINDEN OT BLK 2 LOT 2 0.115 AC 43425

Acreage: 0.115 AC Intended Land Use: Commercial

Current Zoning: N/A Proposed Zoning: N/A

Are any modifications to public facilities required with this proposed facility? YES ☐ NO ☐

### PROPOSED BUILDING STATISTICS

Number of Lots Proposed:	Smallest Lot:	If Residential:
Single Family Lots <u>      </u>	Lot # <u>2A</u>	Number of Units: <u>①</u>
Duplex Lots <u>      </u>	Lot Size: <u>0.057 AC</u>	Acres: <u>      </u>
Multifamily Lots <u>      </u>	Largest Lot:	Density (Units/Acre): <u>      </u>
Commercial Lots <u>2</u>	Lot # <u>2B</u>	
Industrial Lots <u>      </u>	Lot Size: <u>0.057 AC</u>	
Other (Specify) <u>      </u>	Average Lot Size: <u>0.057 AC</u>	
TOTAL <u>2</u>		

### CONTACT

Property Owner: N. HUMBERTO ARRIETA Telephone: (214) 244-3741

Mailing Address: P. O. BOX 1126 Email: HUMBERTOARRIETA@ICLOUD.COM

City: LINDEN State: TX Zip Code: 75563

### ACKNOWLEDGMENTS

I, the undersigned, being the property owner of record or representing the property owner of record, hereby make application for approval of the attached Plat or Land Plan.

N. Humberto Arrieta  
Property Owner's Signature

1-7-2021  
Date

N. HUMBERTO ARRIETA  
Property Owner's Name, Printed

### OFFICE USE ONLY

Received By: Aime Anderson Date: 1/7/21 Case Number: PZ- 20-001

All that certain 100 foot by 25 foot tract of land, being a part of a Tract One in Instrument No. 2015003076, Official Public Records, Cass County, Texas, situated in the City of Linden, Cass County, Texas, being a part of the Matthew Powell Survey, A-858, being the North ½ of Lot 2, Block 2, in the Original Townsite of Linden, Cass County, Texas, as shown on plat recorded in Cabinet A, Slide 1, being more particularly described by metes and bounds as follows: (Bearing Basis: Plat Record: A/1)

Commencing at: A point at the intersection of the South line of West Houston Street and the West line of South Main Street for the Northeast corner of Lot 1, Block 2 and Vol. 1222, Pg. 419;

Thence: SOUTH, 50 feet with the East line of Block 1 and the West right-of-way of South Main Street to a point in a building wall for the Northeast corner of Lot 2, Block 2, Tract One, Instrument No. 2015003076, and this tract, also the POINT OF BEGINNING of this tract;

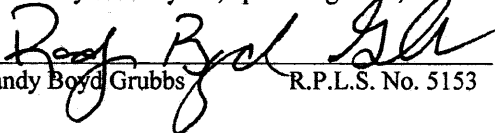
Thence: SOUTH, 25 feet with the East line of Block 2 and the West right-of-way of South Main Street to a point in a building wall for the Southeast corner of this tract, a point in a building wall for the Southeast corner of Tract One, Instrument No. 2015003076 and Lot 2, bears south 25 feet;

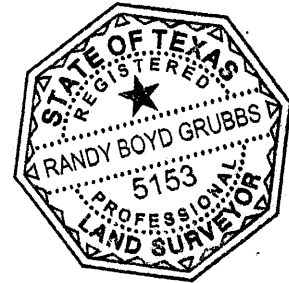
Thence: WEST, 100 feet with a building wall to a point in the West line of Lot 2, East line of Lot 7, for the Southwest corner of this tract;

Thence: NORTH, 25 feet with the West line of Lot 2, East line of Lot 7 to a point, for the Northwest corner of this tract and of Instrument No. 2015003076, also the Southwest corner of Lot 1;

Thence: EAST, 100 feet with the North line of Lot 2 and the South line of Lot 1 to the Point of Beginning, being a 100 foot by 25 foot tract of land.

I, Randy Boyd Grubbs, Registered Professional Land Surveyor No. 5153, do hereby certify that the above field notes are true and correct according to a survey made by me, upon the ground, October 29, 2020.

  
Randy Boyd Grubbs R.P.L.S. No. 5153



# WEST HOUSTON STREET

WEST 100'

SOUTH MAIN STREET

Vol. 1222, Pg. 419

NORTHEAST CORNER LOT 1, BLOCK 2

NORTH 1/2 LOT 1

CITY OF LINDEN

Building

SOUTH 1/2 LOT 1

LOT 8

Instrument No. 2012001458 Tract Two

Instrument No. 2008002060

EAST 100'

106 S MAIN

NORTH 1/2 LOT 2

Part of Instrument No. 2015003076 Tract One

WEST 100'

SOUTH 1/2 LOT 2

108 S MAIN

Part of Instrument No. 2015003076 Tract One

LOT 7

Instrument No. 2015003076 Tract Two

EAST 25'

WEST 25'

LOT 6

Instrument No. 2012002672

Instrument No. 2009000360

NORTH 1/2 LOT 3

NORTHEAST CORNER LOT 3, BLOCK 2

NORTH 1/2 LOT 3

## PLAT SHOWING

Tracts One & Two, Instrument No. 2015003076, Official Public Records Cass County, Texas. Being all of Block 2, Lot 2 and a 25'X25' tract out of the Southeast corner of Block 2, Lot 7. Original Townsite of Linden Cass County, Texas. Plat Record: Cabinet A, Slide 1

1" = 20 Feet  
BASIS OF BEARING:  
PLAT RECORD A/1

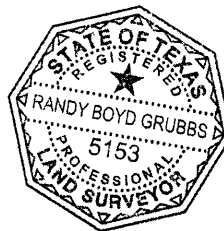
I, Randy Boyd Grubbs, Registered Professional Land Surveyor hereby certify that this reflects a survey made upon the ground, under my supervision, that the metes and bounds, shown hereon truly represents the boundaries of the property, that there are no encroachments or visible easements on or across the property, except as shown. October 29, 2020.

*Randy Boyd Grubbs*

Randy Boyd Grubbs Registered Professional Land Surveyor No. 5153

RANDY BOYD GRUBBS  
868 County Rd. No. 1753  
Linden, Texas 75563  
903-756-7236  
GR12-016C-2020

Tracts One & Two, Instrument No.  
2015003076, Official Public Records  
Cass County, Texas. Being all of Block 2,  
Lot 2 and a 25'X25' tract out of the  
Southeast corner of Block 2, Lot 7.  
Original Townsite of Linden  
Cass County, Texas.  
Plat Record: Cabinet A, Slide 1



1' = 20 Feet  
BASIS OF BEARING:  
PLAT RECORD A/1

I, Randy Boyd Grubbs, Registered Professional Land Surveyor hereby certify that this reflects a survey made upon the ground, under my supervision, that the metes and bounds, shown hereon truly represents the boundaries of the property, that there are no encroachments or visible easements on or across the property, except as shown. October 29, 2020.

Randy Boyd Grubbs

Registered Professional Land Surveyor No. 5153

RANDY BOYD GRUBBS  
868 County Rd. No. 1753  
Linden, Texas 75563  
903-756-7236  
GR12-016C-2020

GR12-016C-2020 108 S Main

All that certain 100 foot by 25 foot tract of land, being a part of Tract One in Instrument No. 2015003076, Official Public Records, Cass County, situated in the City of Linden, Cass County, Texas, being a part of the Matthew Powell Survey, A-858, being the South ½ of Lot 2, Block No. 2, in the Original Townsite of Linden, Cass County, Texas, as shown on plat recorded in Cabinet A, Slide 1, being more particularly described by metes and bounds as follows: (Bearing Basis: Plat Record: A/1)

Commencing at: A point at the intersection of the South right-of-way of West Houston Street and the West right-of-way of South Main Street for the Northeast corner of Lot 1, Block 2 and Vol. 1222, Pg. 419;

Thence: SOUTH, 50 feet with the East line of Block 2 and the West right-of-way of South Main Street to a point in a building wall for the Northeast corner of Lot 2, Block 2 and Instrument No. 2015003076, Southeast corner of a tract for the City of Linden;

Thence: SOUTH, 25 feet with the East line of Block 2 and the West right-of-way of South Main Street to a point in a building wall for the Northeast corner of this tract, also the POINT OF BEGINNING of this tract;

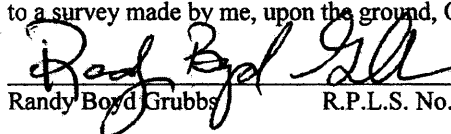
Thence: SOUTH, 25 feet with the East line of Block 2 and the West right-of-way of South Main Street to a point in a building wall for the Southeast corner of this tract, Lot 2, and Instrument No. 2015003076, the Northeast corner of Lot 3;

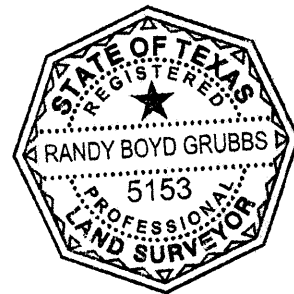
Thence: WEST, 100 feet, with the North line of Lot 3 the South line of Lot 2 to a point for the Southwest corner of this tract and Lot 2, the Northwest corner of Lot 3, Northeast corner of Lot 6, Southeast corner of Lot 7;

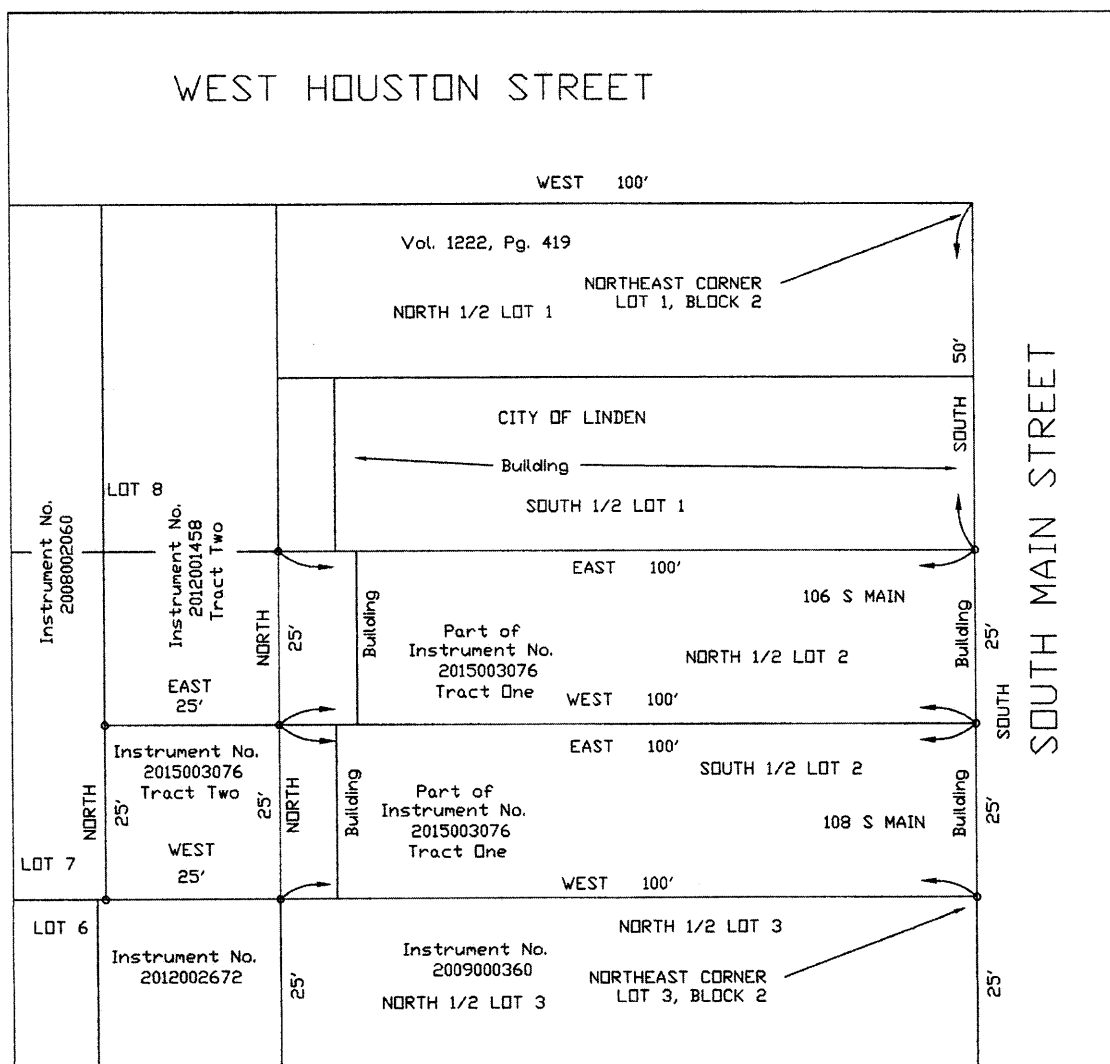
Thence: NORTH, 25 feet with the West line Lot 2, East line of Lot 7, to a point for the Northwest corner of this tract;

Thence: EAST, 100 feet, to the Point of Beginning, being a 100 foot by 25 foot tract of land.

I, Randy Boyd Grubbs, Registered Professional Land Surveyor No. 5153, do hereby certify that the above field notes are true and correct according to a survey made by me, upon the ground, October 29, 2020.

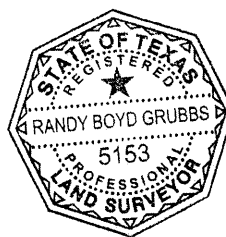
  
Randy Boyd Grubbs R.P.L.S. No. 5153





### PLAT SHOWING

Tracts One & Two, Instrument No. 2015003076, Official Public Records Cass County, Texas. Being all of Block 2, Lot 2 and a 25'X25' tract out of the Southeast corner of Block 2, Lot 7. Original Townsite of Linden Cass County, Texas. Plat Record: Cabinet A, Slide 1



1" = 20 Feet  
BASIS OF BEARING:  
PLAT RECORD A/1

I, Randy Boyd Grubbs, Registered Professional Land Surveyor hereby certify that this reflects a survey made upon the ground, under my supervision, that the metes and bounds, shown hereon truly represents the boundaries of the property, that there are no encroachments or visible easements on or across the property, except as shown. October 29, 2020.

*Randy Boyd Grubbs*  
Randy Boyd Grubbs

Registered Professional Land Surveyor No. 5153

RANDY BOYD GRUBBS  
868 County Rd. No. 1753  
Linden, Texas 75363  
903-756-7236  
GR12-016C-2020