

**MINUTES
OF THE MEETING OF THE BOARD OF DIRECTORS OF THE
TYLER ONE-HALF CENT (½¢) SALES TAX CORPORATION, INC.
CITY OF TYLER, TEXAS
DECEMBER 13, 2011**

A meeting of the Board of Directors of the Tyler One-Half Cent (½¢) Sales Tax Corporation, Inc. was held on Tuesday, December 13, 2011 at 4:00 p.m. in the large conference room of the Tyler Development Center, 423 W. Ferguson, Tyler, Texas, with the following persons in attendance:

Board of Directors: Chris Simons
Bennie Webster
Lori Ellis
Stephen Mills
Ed Moore

Absent: Rick Eisenbach
Ralph Caraway

City Engineer: Carter Delleney
City Attorney: Gary Landers
CIP Budget Analyst: Amy Hunter
Director of Parks & Recreation: Stephanie Rollings
Arborist: Luke Porter

PUBLIC HEARING OPENED

Vice President Chris Simons established a quorum.

APPROVAL OF MINUTES – November 8, 2011

On Motion by Corporation Member Webster, seconded by Corporation Member Moore, and carried unanimously, the Tyler One-Half Cent (½¢) Sales Tax Corporation, Inc., approved the Minutes of the November 8, 2011 meeting.

PALACE AVENUE IMPROVEMENTS PROJECT

City Engineer, Carter Delleney stated that as part of the Texas College Area Development Plan that was approved a while back, one of the areas of focus is future expansion and Palace Avenue is on the east side of that area. One of the projects in the plan is to go in and make improvements to Palace Avenue, from Martin Luther King to 29th Street and also making 26th Street the main entrance to the area from Broadway over to the college. Mr. Delleney showed the corporation members a map of the areas. Mr. Delleney went on to explain that when all the projects were ranked earlier this year, Palace Avenue ranked out as project 12 which was a high enough rank to be one of the projects to be funded this fiscal year, both the design and construction; if the funds were available. The total project cost of the project is about \$975,000 for design and construction costs. The improvements include widening the street, bike lanes, sidewalks, curb & gutter, signage, and railroad crossing equipment.

We asked Ballard & Braughton to provide us with a proposal that includes right-of-way, geotech, and survey work. They provided us a proposal in the amount of \$199,523. We have reviewed the proposal and find it to be fair and equitable.

Corporation members and staff discussed aspects of the project such as overall length of the project, right-of-way in proximity to homes, having neighborhood meetings, roadway width accommodating bike lanes, and sidewalks. Contact with the neighborhood during the Area Development Plan development was discussed; as was neighborhood impact and challenges of the project. Corporation member Mills asked if there are e homes that had to be purchased in order to acquire right-of-way, does this contract include those costs. Mr. Delleney clarified there is some money for right-of-way, but not a lot and not enough to purchase homes.

On Motion by Corporation Member Ellis, seconded by Corporation Member Mills and carried by 100% of the vote. The Tyler One-Half Cent ($\frac{1}{2}\phi$) Sales Tax Board approved the contract with Ballard & Braughton Engineering PLLC, to provide engineering services for the Palace Avenue Improvements Project for a total contract amount not to exceed \$199,523.

CITY WIDE MISCELLANEOUS SIDEWALK IMPROVEMENTS PROJECT

Carter Delleney explained this project ties into the Pedestrian access study that was done and also presented to this board not too long ago. The plan was done by the Metropolitan Planning Organization (MPO) and they looked at the pedestrian network city-wide and based on the needs and desires of the citizens for pedestrian access created a list. So this project was considered for Half Cent Sales Tax funding back in the spring and this project ranked number four in the project prioritization. But if you will recall, last year we had this project split out over about five years at about \$250,000 each year. However, considering how high this project ranked, and the overall impact to the citizens of the City of Tyler, along with the funding availability, the projects were consolidated. We went through the recommendation areas of the study and determined which areas we could do with the money we have. Mr. Delleney showed the corporation members a map of the area and explained that we will execute the construction of this project in phases. The reason for doing this is to allow the smaller local contractors the ability to bond the project. It is often difficult for smaller contractors to bond work for much larger projects. For the design we have asked Johnson & Pace to give us a proposal for the design of this project. This proposal also includes survey work, however we should not need to obtain right-of-way because sidewalk work is mostly done in the existing right-of- way.

Corporation members and staff discussed examples of the work that would be done such as some ramps, some places where there are serious failures in existing sidewalks, but the majority of the project will be brand new sidewalk. Also discussed engineering costs and what is driving the cost up in this project. Mr. Delleney clarified that a large part of the cost is actually for surveying and because the project is so large there will be a large amount of area that we need to survey so a large portion is for survey work to be done and in many different locations. Alternates were also discussed, along with how the cost of engineering services are determined and negotiated.

On Motion by Corporation Member Mills, seconded by Corporation Member Moore and carried by 100% of the vote. The Tyler One-Half Cent ($\frac{1}{2}\phi$) Sales Tax Board

approved a contract with Johnson & Pace Incorporated, to provide engineering services for the City Wide Miscellaneous Sidewalk Improvements Project for a total contract amount not to exceed \$255,878.05.

GENTRY PARKWAY MEDIAN PROJECT

Carter Delleney explains that as you know the signals and pedestrian access was improved over the summer months to Gentry Parkway as a part of an advanced funding agreement with TXDoT. As a part of that agreement Half Cent Sales Tax was to pay for the cost of the landscaping & plants to go in the medians that were improved during the project. But at the time it was just way too hot to put new plantings in. So now the weather has cooled off and we need to move forward with the purchase of planting materials. The plan has been modified a little bit so that a monument sign could be added at the intersection of Gentry and Loop 323. Mr. Delleney showed the corporation members a map of the area and showed them where the sign would be located and also added that the plan includes drip irrigation in these planting locations. Mr. Delleney went on to explain that the cost of the overall plan is approximately \$56,000. however Half Cent is only funding \$45,000 and then other City of Tyler funding will cover the gap.

On Motion by Corporation Member Webster, seconded by Corporation Member Ellis and carried by 100% of the vote. The Tyler One-Half Cent ($\frac{1}{2}\phi$) Sales Tax Board approved the purchase of a monument sign, plants (trees, shrubs, and roses), and mulch/soil to complete the median project along Gentry Parkway in the amount of \$45,000.00.

CITY ENGINEER’S REPORT – UPDATE ON ALL HALF CENT SALES TAX PROJECTS UNDER CONSTRUCTION.

Carter Delleney, City Engineer provided the Board with an update on all Half Cent Sales Tax projects; including projects we are obtaining right-of-way on and under design:

- Sales Tax Collections Report
- Gentry Parkway Landscaping
- Earl Campbell Parkway / Old Noonday
- Fire Station #5
- Cumberland Road Preliminary Design
- Palace Avenue Improvements
- City Wide Sidewalk Improvement
- Discussed making board packets for meetings available on the website each month so that corporation members can go to online and download the documents for their review in advance of the meeting, instead of sending the information as attachments in the email. Accessing the meeting documents online will also resolve any potential problems for viewing large maps or other large files that are sometimes larger than email capacity will allow. The corporation members are agreeable to trying out accessing the materials from the website.

No action required.

ADJOURNMENT

On Motion by Corporation Member Moore, seconded by Corporation Member Ellis and carried unanimously, the meeting adjourned at 4:50 pm.