# The City of Liberty

## Liberty Community Development Corporation

## Meeting

## ~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

**Tuesday, October 19, 2021** **6:00 PM** **City Council Chambers**

# I. CALL TO ORDER

The meeting was called to order on October 19, 2021 at the City Hall Council Chambers, 1829 Sam Houston, Liberty, Texas at 6:03 PM by Vice-President Barbara Norwood.

**A.**

| ATTENDEE NAME | PRESENT | ABSENT | LATE | ARRIVED |
|---|---|---|---|---|
| President Dennis Beasley | | X | | |
| Vice-President Barbara Norwood | X | | | |
| Secretary Kathrine McCarty | X | | | |
| Board Member Mark Campbell | X | | | |
| Board Member Dan VanDeventer | X | | | |
| Board Member Julie Hebert | | X | | |
| Board Member Michael Dorsett Jr. | | X | | |

# II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

Citizen Forum is reserved for members of the public who would like to address the LCDC Board regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Board 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 LCDC Board of Directors may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

Vice-President Norwood welcomed guests and visitors in attendance, opening the floor for public comment to those individuals wishing to address the board. There were no comments.

# III. PRESENTATIONS / REPORTS

## A. General Manager's Report

General Manager Tom Warner reviewed the various City Projects as listed:

- Facade Grant Program
- Completed Projects

- Projects under construction
- Future Projects
- Golf Course
- Sidewalk Grant for downtown sidewalk
- Airport

### B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on the Corporation's financials through August 31, 2021.

## IV. CONSENT AGENDA

All consent items listed are considered to be routine by the LCDC and will be enacted by one motion. There will be no separate discussion of these items unless a Board 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 motion was made by Secretary McCarty to approve all items on the consent agenda. The motion was seconded by Board Member Campbell. The motion passed 3 to 0 with Board Members McCarty, VanDeventer and Campbell voting yes and Board Member Norwood abstaining due to being absent at the 08.17.2021 meeting.

### A. Minutes Approval

**1.** 08.17.2021 Minutes

## V. REGULAR AGENDA

### A. Regular Session

**1.** Consider awarding a Business Façade Improvement Grant to the Liberty County Chamber of Commerce in the amount of $6,365.10.

City Manager Tom Warner presented the Liberty County Chamber's application for the Business Facade Improvement Grant to the LCDC Board explaining that the Liberty County Chamber would like to make facade improvements by tearing down the old awning and replacing it with a new metal structure. The Chamber has received two bids for their proposed project:

1 - Brush Masters ($12,730.20)
2 - Mako Roofing ($15,782.00)

The 50% reimbursement is based on the lowest bid for the project.

A motion was made by Board Member Campbell to approve the Business Facade Improvement Grant to the Liberty County Chamber for the amount of $6,365.10. The motion was seconded by Secretary McCarty. The motion passed 3 to 0, with board members McCarty, Norwood and Campbell voting yes and Board Member VanDeventer abstaining because of conflict of interest.

**2.** Consider awarding a Business Façade Improvement Grant to SwampSmoke, LLC in the amount of $11,742.50.

City Manager Tom Warner presented SwampSmoke, LLC's application for the Business Facade Improvement Grant to the LCDC Board explaining the improvements SwampSmoke, LLC would like to make to the buildings located in the 2200 block of Dr. MLK Drive. SwampSmoke, LLC has received three bids for their proposed project:

1 - Jim Lindsey Contracting ($40,675)
2 - Bigg Redd Builders ($39,925)
3 - Kemp Remodeling ($33,905)

The 50% reimbursement is based on the lowest bid for the project.

A motion was made by Board Member VanDeventer to approve the Business Facade Improvement Grant to SwampSmoke, LLC for the amount of $11,742.50. The motion was seconded by Board Member Campbell. The motion passed 4 to 0, with all present members voting Yes.

**3.** Consider approving an agreement with Whiteley Oliver for engineering services at the Liberty Municipal Golf Course in the amount of $24,000.

The ongoing renovations at the Liberty Municipal Golf Course, in addition to the clubhouse being leased for the operation of a restaurant, will require enlargement of the parking lot and other paving needs. The scope of work for the project includes expanding the parking lot, repaving the area behind the pro shop and paving under the existing cart barn. Whiteley Oliver has submitted a proposal to prepare the plans, specifications, and contract documents to prepare the project for bidding. Funds for construction were included in the Fiscal Year 2021 Budget. A motion was made by Vice-President Norwood to approve the agreement with Whiteley Oliver for engineering services a the Liberty Municipal Golf Course in the amount of $24,000. The motion was seconded by Secretary McCarty. The motion passed 4 to 0, with all present board members voting yes.

## VI. ADJOURNMENT

### A. Motion To: Adjourn

There being no further business before the LCDC Board of Directors, Vice-President Norwood adjourned the meeting at 6:33 p.m.

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Barbara Norwood, Vice President

ATTEST:

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Kathrine McCarty, Board Secretary