The City of Liberty

Liberty Community Development Corporation

Meeting

~ Agenda ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Monday, October 7, 2013 | **6:00 PM** | **City Hall Conference Room**

The Liberty Community Development Corporation 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	Arrival
President Dennis Beasley	☐	☐	☐	
Vice-President Mike McCarty	☐	☐	☐	
Board Member Louie Potetz	☐	☐	☐	
Board Member Barbara Norwood	☐	☐	☐	
Board Member Leslie Herndon	☐	☐	☐	
Board Member David Arnold	☐	☐	☐	
Board Member Mark Campbell	☐	☐	☐	
General Manager Gary Broz	☐	☐	☐	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 2834)

Financial Report

B. LCDC Information Item (ID # 2835)

Project Updates

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. Minutes Approval

1. Tuesday, July 02, 2013

2. Tuesday, July 23, 2013

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action (ID # 2836)

Consider award of proposal for building upgrades to the hangars located on the south end of the runway at the Liberty Municipal Airport.

- Hangar Upgrades Oct 2013 (PDF)

2. LCDC Corporation Action (ID # 2837)

Discuss apron expansion for new hangar construction by Bill Sjolander, and take any action deemed necessary.

3. LCDC Corporation Action (ID # 2838)

Discuss and consider approval of the publication of a Notice of Intent to undertake a street project.

- Publ-Notice of Intenet Oct 2013(PDF)

4. LCDC Corporation Action (ID # 2839)

Discuss street extension project, and take any action deemed necessary.

VI. ADJOURNMENT

A. Motion To: Adjourn

CERTIFICATION

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 4th day of October, 2013 at 3:00 a.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.

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Dianne Tidwell, Corp. 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 Liberty Community Development Corporation was removed by me from the bulletin board at the City Hall on the ________ day of _____________________, 2013.

The City of Liberty
Liberty Community Development Corporation

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

Meeting

~ Minutes ~

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, July 2, 2013 | **6:00 PM** | **City Council Chambers**

The Liberty Community Development Corporation 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	Title	Status	Arrived
Dennis Beasley	President	Present	
Mike McCarty	Vice-President	Absent	
Louie Potetz	Board Member	Present	
Barbara Norwood	Board Member	Present	
Leslie Herndon	Board Member	Present	
David Arnold	Board Member	Present	
Mark Campbell	Board Member	Present	
Gary Broz	General Manager	Present	
Randy Gunter	City Attorney	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

President Beasley welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Board. There were no comments from the audience.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 2731)

Financial Report - Gen. Mgr. G. Broz

COMMENTS - Current Meeting:

General Manager Gary Broz reported on the financial statement ending May 31, 2013, reviewing revenues and expenditures of the Corporation, also stating that sales tax revenues were on target with budgeted amounts.

At this time, President Beasley changed the order of the agenda, and moved directly to the Executive Session.

IV. CONSENT AGENDA

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Arnold, Board Member
SECONDER:	Leslie Herndon, Board Member
AYES:	Beasley, Potetz, Norwood, Herndon, Arnold, Campbell
ABSENT:	Mike McCarty

A. Minutes Approval

1. Tuesday, June 04, 2013

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action 2013-5

Discussion Regarding the Street Extension Project Right-Of-Ways, and Take Any Action Deemed Necessary.

COMMENTS - Current Meeting:

Mr. Broz reported that the right-of-way acquisition was complete all the way to the Wickliff property at the Bypass, and requested approval to begin the street project. Mr. Broz proposed that the road begin off of Lakeland Drive and build backwards, towards the east, in order to accommodate the business that is currently ready to locate on the new road. Mr. Broz reviewed the particulars of the project to include that this would be a 3-lane concrete road expandable to five lanes, curb and gutter, underground electricity, drainage, street lights, etc. Mr. Broz also referred to the Right-of-Way and Construction Cost Estimate document for the project from Lakeland to the Bypass, in the amount of $4,663,692. Discussion included issuance costs for Sales Tax Revenue Bonds, a $1.5 million cash contribution from the LCDC's fund balance of $2.7 million, interest, the engineering fee of $357,000 or 7.5% of project cost, and other related topics.

Motion was made to proceed with the street project as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dennis Beasley, President
SECONDER:	David Arnold, Board Member
AYES:	Beasley, Potetz, Norwood, Herndon, Arnold, Campbell
ABSENT:	Mike McCarty

2. LCDC Corporation Action (ID # 2733)

Consider an Engineering Proposal for the Design and Bid of the Street Extension Project, and Take Any Action Deemed Necessary.

COMMENTS - Current Meeting:

Mr. Broz reported that he does not yet have a final document, but the engineering fee for this project would be approximately $357,000 or 7.5% of the project cost. No formal action was taken.

RESULT:	**NO ACTION TAKEN**

3. LCDC Corporation Action (ID # 2734)

Consider Funding Options for the Street Extension Project, and Take Any Action Deemed Necessary.

COMMENTS - Current Meeting:

Mr. Broz reported that he would be getting with the City's Financial Advisor, Bob Henderson, to obtain a timeline on the issuance and funding options for the remaining $3.3 million. No formal action was taken.

RESULT:	**NO ACTION TAKEN**

4. LCDC Corporation Action 2013-6

Consider Authorization for City Attorney to Continue Attempts to Acquire 2.25 Acre Tract through Additional Negotiation and Imminent Domain Notices and Proceeding According to Applicable Law as Necessary.

COMMENTS - Current Meeting:

Motion was made to proceed as necessary in attempting to acquire a 2.25 acre tract for the Street Extension Project.

RESULT:	**APPROVED [5 TO 1]**
MOVER:	Barbara Norwood, Board Member
SECONDER:	David Arnold, Board Member
AYES:	Beasley, Norwood, Herndon, Arnold, Campbell
NAYS:	Louie Potetz
ABSENT:	Mike McCarty

5. LCDC Corporation Action 2013-7

Discuss Proposed 2013-2014 LCDC Budget, and Take Any Action Deemed Necessary.

COMMENTS - Current Meeting:

Discussion was held regarding Corporation revenues and expenses, with an increase in the transfer to General Fund from $21,000 to $50,000. Mr. Broz reported that a portion of this additional funding would be dedicated to salary for personnel that handles economic development business. Mr. Broz further stated that this would leave $900,000 in unencumbered funds.

Motion was made to approve the proposed budget for Fiscal Year 2013-2014, as submitted.

Minutes Acceptance: Minutes of Jul 2, 2013 6:00 PM (Minutes Approval)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Leslie Herndon, Board Member
SECONDER:	Louie Potetz, Board Member
AYES:	Beasley, Potetz, Norwood, Herndon, Arnold, Campbell
ABSENT:	Mike McCarty

6. LCDC Corporation Action (ID # 2737)

Discuss Funding Request from the Trinity Valley Exposition for Facility Improvements.

COMMENTS - Current Meeting:

Mr. Broz reported on a letter from the Trinity Valley Exposition requesting funding assistance for facility improvements. Mr. Broz asked that Council review this information for future consideration. No formal action was taken.

RESULT:	**NO ACTION TAKEN**

B. Executive Session

Deliberation Regarding Real Property. Gov. Code §551.072
Consultation with Attorney-Closed Session. Gov. Code §551.071

1. Discussion regarding potential purchase or sale of real property interests associated with a capital project.

Deliberation Regarding Economic Development Negotiation. Gov. Code §551.087
Consultation with Attorney-Closed Session. Gov. Code §551.071

2. Discussion regarding an economic development prospect/negotiations, and/or to deliberate the offer of a financial incentive.

At 6:07 p.m., President Beasley closed the open meeting and opened the Executive Session as authorized above.

C. Reconvene into Regular Session

At 6:41 p.m., President Beasley closed the Executive Session and reconvened the open meeting.

1. LCDC Corporation Action (ID # 2735)

Consider and Take Action, If Any, on the Items as Discussed in the Executive Session.

RESULT:	**NO ACTION TAKEN**

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Corporation, the meeting was adjourned at 6:30 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Barbara Norwood, Board Member
SECONDER:	Dennis Beasley, President
AYES:	Beasley, Potetz, Norwood, Herndon, Arnold, Campbell
ABSENT:	Mike McCarty

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Dennis Beasley, President

ATTEST:

____
Dianne Tidwell, City Secretary

The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, July 23, 2013 **5:00 PM** **City Council Chambers**

The Liberty Community Development Corporation 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	Title	Status	Arrived
Dennis Beasley	President	Present	
Mike McCarty	Vice-President	Present	
Louie Potetz	Board Member	Present	
Barbara Norwood	Board Member	Absent	
Leslie Herndon	Board Member	Present	
David Arnold	Board Member	Present	
Mark Campbell	Board Member	Absent	
Gary Broz	General Manager	Present	
Dianne Tidwell	Corp. Secretary	Present	
Brandon Davis	City Counsel	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

President Beasley welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Board. There were no comments from the audience.

President Beasley welcomed the City's Financial Advisor, Mr. Bob Henderson.

III. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action (ID # 2753)

Discussion Regarding the Street Extension Project Right-Of-Ways, and Take Any Action Deemed Necessary.

COMMENTS - Current Meeting:

City Manager Gary Broz reported on a handout of various information on the Street Extension Project. Included in the handout was current right-of-way acquisition information, a construction cost estimate, and road construction timeline. Mr. Broz reviewed these documents and further discussion was held regarding the status of right-of-way acquisitions and right-of-way property not yet acquired. Mr. Broz stated that there was no action necessary at this time.

RESULT:	**NO ACTION TAKEN**

2. LCDC Corporation Action 2013-8

Consider an Engineering Proposal for the Design and Bid of the Street Extension Project, and Take Any Action Deemed Necessary.

COMMENTS - Current Meeting:

General Manager Gary Broz presented to Council the Professional Services Agreement with CivilCorp, for final design engineering services for the Street Extension Project. Mr. Broz reported that this document addresses the design, bid, permitting, cost, and other issues related to this project. Mr. Broz also reported on the specifics of the project to include a 3-lane concrete road expandable to five lanes, right-of-way acquisition, underground electricity, curb and gutter, water and sewer capacity, and other related topics. Phase 1 of this project, approximately 4700', will include the pavement section and sanitary sewer lines from the SH 146 By-pass to Lakeland Avenue. The contract price is $359,000 or 7.5% of the project cost.

After lengthy discussion, a motion was made to approve the contract with CivilCorp to provide all design services required for Phase 1.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dennis Beasley, President
SECONDER:	Leslie Herndon, Board Member
AYES:	Beasley, McCarty, Potetz, Herndon, Arnold
ABSENT:	Barbara Norwood, Mark Campbell

3. LCDC Corporation Action 2013-9

Consider Funding Options for the Street Extension Project, and Take Any Action Deemed Necessary.

COMMENTS - Current Meeting:

The City's Financial Advisor, Bob Henderson, addressed the Board regarding the funding of the Street Extension Project. Mr. Henderson began by stating the Corporation is sound and has no financial issues. Mr. Henderson recommended the issuance of Sales Tax Revenue Bonds, in the amount of $3,500,000, and a $1.5 million cash contribution from the LCDC's fund balance of $2.7 million. Discussion was held regarding the average annual debt service of $254,330, for twenty years with a 10-year par call, with interest calculated at 4%.

Lengthy discussion was held regarding interest rates, cash flow, historical LCDC financial information, the issuance process, estimated issuance cost of $61,000, underwriting firms, private placement and other related information.

A motion was made to approve issuance of the Sales Tax Revenue Bonds, in the amount of $3,500,000, as presented by Mr. Bob Henderson..

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Mike McCarty, Vice-President
SECONDER:	Leslie Herndon, Board Member
AYES:	Beasley, McCarty, Potetz, Herndon, Arnold
ABSENT:	Barbara Norwood, Mark Campbell

IV. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Board, President Beasley adjourned the meeeting at 5:40 p.m.

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Dennis Beasley, President

ATTEST:

____
Dianne Tidwell, City Secretary

Specifications

City of Liberty
1829 Sam Houston St.
Liberty TX 77575

Re: Airport Hangar Improvements

South Hangar (60' X 40'):

1. Tear out Existing frame for New renovations (Office, Storage, and Restroom) (All areas Specifications are as follows)
   - 2 X 4 treated for toe plate
   - 2 X 4 studs on 16" O.C.
   - 2 X 4 top plate
   - 2 X 10 for ceiling joist on 16" O.C.
   - ¾" plywood for storage area flooring.
   - ½" Sheetrock on walls and ceiling (textured and ready for paint)
   - Paint all walls, ceiling, and trim including exterior.
   - All trim to be paint grade base and casing.
   - Metal exterior doors.
   - Plywood siding for exterior with 1 X 4 trim.
   - Epoxy coat for flooring.
   - Stairway built leading to storage area.
   - Restroom underneath stairway. (Toilet only)

2. Electrical for office and storage area:
   - 6 – recessed can lights in each.
   - 4 – 20 amp duplex receptacles in each.

3. Plumbing for Restroom;
   - 1 – White elongated toilet
   - 1 – Utility deep sink
   - Use existing water lines to tie into.
   - Stub out sewer only. (City responsible for sewer)

4. Electrical for Shop area:

    - 200 amp indoor breaker panel.
    - 6 - 400w Metal Halide lights.
    - 3 – quad receptacles
    - 1 – 50 amp / 240v receptacle.

5. Metal Repair on exterior wall and roof:

    - Repair (2) roof leaks
    - Replace sheeting on (1) 40’ Endwall use existing panels to repair holes in panels.
    - Repair Eave strut.

6. Painting:

    - Seal holes, prime, and paint exterior panels on 3 sides.
    - Epoxy coat on shop area floor.

Total…$44,392.00

Specifications

City of Liberty
1829 Sam Houston St.
Liberty TX 77575

Re: Airport Hangar Improvements

North Hangar (80' X 80'):

1. Electrical for shop area:

    - New 200 amp service (located at South Hangar to North Hangar)
    - Meter can and 2" Riser.
    - 200 amp disconnect at meter.
    - Approximately 150 linear ft. 2" sch 40 PVC (From south to north)
    - 200 amp indoor breaker panel.
    - 6 – 400w Metal Halide lights.
    - 1 – Battery back-up Exit/Emergency light
    - 8 – 20 amp quad receptacle.
    - Relocate existing exterior flood light on North elevation to the front "East" elevation.

2. Metal Repair on Exterior wall:

    - Cut out 4' of bottom of both sidewalls.
    - Replace 4' of the bottom on both sidewalls

3. Painting:

    - Seal holes, prime, and paint exterior panels on 3 sides.

Total…$34,827.00

LIBERTY COMMUNITY DEVELOPMENT CORPORATION

NOTICE OF INTENT TO UNDERTAKE A STREET PROJECT

NOTICE IS HEREBY GIVEN that the Liberty Community Development Corporation (the "Corporation"), a non-profit corporation created pursuant to the Development Corporation Act of 1979, Article 5190.6, Vernon's Texas Civil Statutes, as amended, now codified as Local Government Code, Title 12, Subtitle C1 (the "Act"), intends to undertake the following project: construct a new street (approximately 4,700 linear feet) in an undeveloped area on the east side of the City of Liberty off of the Highway 146 Bypass for the purpose of promoting new or expanded business enterprises in the City. The Corporation will pay the costs of such project with (i) approximately $1,500,000 of available cash derived from the one-half of one percent sales and use tax collected for the Corporation, and (ii) proceeds received from the issuance of approximately $3,900,000 in principal amount of Sales Tax Revenue Bonds, which will be secured with revenues received by the Corporation from such one-half of one percent sales and use tax collected for the Corporation. This notice is issued pursuant to Section 505.160 of the Act.