



The City of Liberty
Liberty Community Development Corporation

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

Meeting
~ Agenda ~

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, December 18, 2018

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	Present	Absent	Late	Arrived
President Dennis Beasley	☐	☐	☐	
Vice-President Barbara Norwood	☐	☐	☐	
Board Member Leslie Herndon	☐	☐	☐	
Board Member Mark Campbell	☐	☐	☐	
Board Member David Arnold	☐	☐	☐	
Board Member Mike Page	☐	☐	☐	
Board Member Courtney Daniel	☐	☐	☐	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

III. PRESENTATIONS / REPORTS

- A. LCDC Information Item (ID # 4316)**
Project Updates - Gen. Mgr. T. Warner
- B. LCDC Information Item (ID # 4320)**
Financial Report - Gen. Mgr. T. Warner

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, October 16, 2018**

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action (ID # 4321)

Consider selection of professional engineering services for the sanitary sewer line extension on Hwy. 146 North, and authorize the funding of a section of the sanitary sewer line.

2. LCDC Corporation Action (ID # 4317)

Consider approval of interim funding for completion of the Main B Levee repairs and the associated 25% match required by FEMA.

3. LCDC Corporation Action (ID # 4318)

Consider approval of the purchase of a tractor and slope mower for vegetative levee maintenance.

4. LCDC Corporation Action (ID # 4319)

Consider approval of the transfer of funds from the Liberty Community Development Corporation to the Liberty Municipal Golf Course.

VI. ADJOURNMENT

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 14th day of December, 2018 at 3:00 p.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.


Dianne Tidwell, City 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 City Council was removed by me from the bulletin board at the City Hall on the _____ day of _____, 2018.



The City of Liberty
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3.A

Meeting: 12/18/18 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4316)

DOC ID: 4316

Subject: Project Updates

Background: This agenda item affords the General Manager the opportunity to update the Board and public on current and future Corporation and City projects and activities.



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3.B

Meeting: 12/18/18 06:00 PM

Department: Administration
Category: LCDC Financial Issues

LCDC INFORMATION ITEM (ID # 4320)

DOC ID: 4320

Subject: Financial Report

Background: This agenda item affords the General Manager the opportunity to report on the Corporation's financial status, current and future expenditures, projects costs and other financial related information.



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Meeting

~ Minutes ~

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, October 16, 2018

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	
Barbara Norwood	Vice-President	Present	
Leslie Herndon	Board Member	Present	6:04 PM
Mark Campbell	Board Member	Absent	
David Arnold	Board Member	Present	
Mike Page	Board Member	Absent	
Courtney Daniel	Board Member	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

There were no guests / visitors.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4277)

Project Updates - Gen. Mgr. Tom Warner

COMMENTS - Current Meeting:

General Manager Tom Warner reported and discussed the following:

- Work on Main "A", to replace metal pipe culverts, is going well
- Water leak on Hwy. 90 & Bowie
- Possible food truck services at Golf Course until future restaurant opening
- Working with Liberty County Precinct 1 on paving the golf course parking lot, weather permitting, at a cost of \$30,000.00.

B. LCDC Information Item (ID # 4278)

Financial Report - Gen. Mgr. Tom Warner

Minutes Acceptance: Minutes of Oct 16, 2018 6:00 PM (Minutes Approval)

COMMENTS - Current Meeting:

General Manager Tom Warner reported on the Corporation's financial as of September 30, 2018. Mr. Warner reviewed the various revenues and expenditures, with cash on hand in the amount of \$2,574,989.46 and total assets of \$3,026,983.33.

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.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Arnold, Board Member
SECONDER:	Leslie Herndon, Board Member
AYES:	Beasley, Norwood, Herndon, Arnold, Daniel
ABSENT:	Mark Campbell, Mike Page

A. Minutes Approval

1. Tuesday, August 21, 2018

V. REGULAR AGENDA**A. Regular Session****1. LCDC Corporation Action (ID # 4279)**

Consider, and take any action necessary, on participation in a proposed Sanitary Sewer Line Extension on Hwy. 146 North.

COMMENTS - Current Meeting:

General Manager Tom Warner discussed with the Board, a proposed Sanitary Sewer Line Extension on Hwy. 146N, for property where PLC Construction and the proposed new nursing home is to be located. Currently, there is no sanitary sewer system and Mr. Warner proposed an agreement whereby the City would install the first 1400 feet and the remainder to be the developer's responsibility. The cost for the two businesses would be approximately \$90,000 each, at an estimated cost of \$180 per ft., which would include lines, taps, manholes, etc.

Further discussion included the Sheriff's Department possibly building on Hwy. 146N, dual service electric area, and contracts with PLC and the Nursing Home to be brought before the Board at the November Meeting. No action was taken.

ATTACHMENTS:

- Sewer Line Extension Map (PDF)
- Sewer Line Ext Info (PDF)

RESULT: NO ACTION TAKEN

2. LCDC Corporation Action 2018-9

Consider, and take any action necessary, on participation in the Houston-Galveston Area Council Traffic Study for Liberty County.

COMMENTS - Current Meeting:

General Manager Tom Warner reported that the Houston-Galveston Area Council has offered to undertake a comprehensive traffic study for Liberty County. Cost of the study is \$500,000.00, with H-GAC paying \$450,000 of the total cost. Mr. Warner further stated that Liberty County has chosen to expend \$20,000 of the remaining \$50,000.00 and requests that the three economic development corporations, in the County, participate at \$10,000.00 each.

After brief discussion of the advantages of this study, at a minimal cost, a motion was made to pay \$10,000.00 towards the cost of the H-GAC Traffic Study for Liberty County.

RESULT: APPROVED [UNANIMOUS]
MOVER: David Arnold, Board Member
SECONDER: Barbara Norwood, Vice-President
AYES: Beasley, Norwood, Herndon, Arnold, Daniel
ABSENT: Mark Campbell, Mike Page

3. LCDC Information Item (ID # 4281)

Discussion of the Harvey Relief Resource Fairs for Small Business.

COMMENTS - Current Meeting:

General Manager Tom Warner reported that a Take Action Now event will be held in the Liberty Center on October 31, from 9:00 a.m. until Noon. This event is a resource fair to assist small businesses recover from the after effects of Hurricane Harvey. Through these workshops, small business owners can secure 0% financing up to \$35,000.00. Sessions will be held on business planning, access to capital and workforce opportunities.

ATTACHMENTS:

- Harvey Rebuild Initiative (PDF)
- Harvey Relief Flyer (PDF)

4. LCDC Information Item (ID # 4282)

Discussion of proposed Rail Service and a Proposal from Sjolander Resources and Development, LLC.

COMMENTS - Current Meeting:

General Manager Tom Warner discussed with the Board proposed rail service in the City that would assist Boomerang Tube, LLC, and other future interested businesses, in reducing transportation costs. Boomerang receives 35-40 reels of steel per day for the pipe manufacturing process. Rail service would provide a more efficient and cost effective

manner in which to receive materials and also reduce truck traffic. Mr. Warner reported that Sjolander Resources and Development, LLC has submitted a proposal to conduct a rail study to find the best location for a rail yard in the City.

However, at this time, Boomerang is not in a financial position to provide any funding for this proposed project.

5. LCDC Information Item (ID # 4283)

Economic Development discussion led by LCDC General Manager Tom Warner.

COMMENTS - Current Meeting:

Mr. Tom Warner, City Manager, and new General Manager of the Corporation, requested dialogue regarding the Board's future focus, projects, expenditures, etc. Mr. Warner reported that the City has contracted with a new vendor to update the City's webpage and that President Beasley has contacted The Retail Coach and Buxton for updated demographic information.

Further discussion included facade grants and the need for economic development leadership, someone to direct the energy and resources of the Corporation. Mr. Warner stated that might possibly be accomplished by the future employment of an Asst. City Manager, with economic development experience.

VI. ADJOURNMENT

There being no further business before the Board, President Beasley adjourned the meeting at 6:46 p.m.

Dennis Beasley, President

ATTEST:

Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Oct 16, 2018 6:00 PM (Minutes Approval)



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5.A.1

Meeting: 12/18/18 06:00 PM

Department: Administration
Category: Miscellaneous Expenditures

LCDC CORPORATION ACTION (ID # 4321)

DOC ID: 4321

Subject: Sanitary sewer line extension on Hwy 146 North

Background: The City's sanitary sewer system ends on Hwy 146 North just south of Feather Trace Drive. Two local businesses have contacted the City to determine if sanitary sewer service could be provided to their property and if so, the estimated cost. The City's engineer, HR Green, has reviewed the request and determined that service could be provided to their properties at an estimated cost of \$464,200, which includes engineering fees. Approximately 2,000 feet of the estimated 3,000 feet sanitary sewer line extension would most likely not serve the adjacent properties. The remaining half would extend across the front of the properties owned by the two businesses. One of the businesses, PLC Construction, has begun construction of a new building. PLC has agreed to participate in the cost to extend the line to the north side of their property. The estimated cost to PLC would be \$84,200. Although the second business has not confirmed their intentions to participate at this time, a line extension ordinance has been prepared and is anticipated to be approved by City Council in January 2019. The line extension policy would require an entity who wishes to tap into a line extension, pay their pro rata share for the line extension. In this instance, the cost would be approximately \$80,000 for the second business to tap into the sanitary sewer line.

Fiscal Impact: The cost to LCDC for the installation of approximately 1,935 feet of sanitary sewer line is estimated at \$300,000.

Staff Recommendation: Staff recommends the selection of HR Green to design the sanitary sewer line extension and to fund \$300,000 toward the construction.



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5.A.2

Meeting: 12/18/18 06:00 PM

Department: Administration
Category: LCDC Misc.

LCDC CORPORATION ACTION (ID # 4317)

DOC ID: 4317

Subject: Main B Levee Repairs

Background: The north side of the Main B Levee experienced minor slope failures during Hurricane Harvey from Bowie Street to the west approximately 400 feet. When the project was first presented to FEMA the estimated cost of construction was \$120,000. Since this is considered a large project by FEMA, the City is required to prepare bid documents (plans and specifications). The bid documents were recently completed, and the engineer's opinion of probable cost is \$221,000 with a 15% contingency of \$28,830. FEMA has authorized a payment to the City in the amount of \$119,377. The estimated cost to complete construction and pay the engineers is \$193,362.68. Although FEMA has indicated the remaining cost to construct the project and engineer's fees will be paid by FEMA at completion of construction, interim funding will be required. Additionally, a twenty-five (25) percent match will be required in accordance with FEMA guidelines.

Fiscal Impact: LCDC will provide interim funding in the amount of \$193,362.68 and be responsible for the 25% match or \$78,175.

Staff Recommendation: Staff recommends LCDC fund the Main B Levee Repairs.



LCDC CORPORATION ACTION (ID # 4318)

DOC ID: 4318

Subject: Tractor and Slope Mower

Background: The United States Army Corp of Engineers (USACE) conducted an inspection of the City's Levee in June 2018. The inspection was conducted as a part of an effort to inventory and review the nation's levees. The inspection included data collection and visual examination of the physical features of the levee and appurtenant structures. Information from the inspection is used to inform the follow-on risk assessment and operation and maintenance and risk management activities. The draft report was received by the City on November 20, 2018. One of the items identified in the inspection was unwanted vegetation along the side slopes of the levee. Currently, the City does not have a tractor with mower capable of removing vegetation along the slope of the levee. A quote has been received for a tractor and slope mower capable of mowing the levee and the deeper ditches in the City. The cost of the tractor and mower is \$155,447.40. The FY 2020 Street Department budget includes \$31,000 for the purchase of a tractor and tail mower. It is proposed that The Street Department and LCDC fund \$31,717 and \$123,730.40, respectively, toward the purchase of the tractor and slope mower.

Fiscal Impact: The LCDC would fund \$123,730.40 toward the purchase of the tractor and slope mower.

Staff Recommendation: Staff recommends LCDC partially fund the purchase of the tractor and slope mower.



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5.A.4

Meeting: 12/18/18 06:00 PM

Department: Administration
Category: LCDC Financial Issues

LCDC CORPORATION ACTION (ID # 4319)

DOC ID: 4319

Subject: Liberty Municipal Golf Course Budget

Background: The FY 2018-2019 budget for the Liberty Municipal Golf Course is partially funded by the LCDC. In addition to funding the purchase the golf course, LCDC transferred \$210,000 for general operation expenses for the remaining FY2017-2018, with the reminder to be used for FY2018-2019. The \$210,000 has been expended and additional funding from LCDC is now required. The purchase of a greens mower and the repaving of the parking lot will increase expenditures \$62,402 above the initial funding amount of \$210,000. A transfer in the amount of \$256,600, the amount included in the LCDC FY2018-2019 budget, is requested.

Fiscal Impact: The LCDC Budget includes a transfer of \$256,600 to the Liberty Municipal Golf Course Budget.

Staff Recommendation: Staff recommends approval of a \$256,600 transfer from LCDC to the Liberty Municipal Golf Course Budget.