



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, January 8, 2019

12:00 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 # 4322)

Project Updates - Gen. Mgr. Tom Warner

B. LCDC Information Item (ID # 4323)

Finance Report - Gen. Mgr. Tom 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, December 18, 2018

V. REGULAR AGENDA

A. Regular Session

1. **LCDC Public Hearing (ID # 4324)**

Public Hearing on a grant to PLC Construction for a utility line extension.

2. **LCDC Corporation Action (ID # 4325)**

Consider and take action on a grant with PLC Construction for a utility line extension.

3. **LCDC Public Hearing (ID # 4326)**

Public Hearing on the Levee Repair Project.

4. **LCDC Corporation Action (ID # 4327)**

Consider and take action on the Levee Repair Project.

5. **LCDC Public Hearing (ID # 4328)**

Public Hearing on the purchasing of a tractor and slope mower for the park.

6. **LCDC Corporation Action (ID # 4329)**

Consider and take action on purchasing a tractor and slope mower for the park.

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 4th day of January, 2019 at 12:00 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 LCDC 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 LCDC Board of Directors was removed by me from the bulletin board at the City Hall on the _____ day of _____, 2019.



The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

3.A

Meeting: 01/08/19 12:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4322)

DOC ID: 4322

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.



The City of Liberty
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3.B

Meeting: 01/08/19 12:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4323)

DOC ID: 4323

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.



The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

1829 Sam Houston Street
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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	Title	Status	Arrived
Dennis Beasley	President	Present	
Barbara Norwood	Vice-President	Present	
Leslie Herndon	Board Member	Absent	
Mark Campbell	Board Member	Present	
David Arnold	Board Member	Present	
Mike Page	Board Member	Present	
Courtney Daniel	Board Member	Present	
Tom Warner	General Manager	Present	
Dianne Tidwell	Corp Secretary	Present	
Brandon Davis	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 # 4316)

Project Updates - Gen. Mgr. T. Warner

COMMENTS - Current Meeting:

General Manager Tom Warner reported on various projects and activities to include that levee repairs are on hold due to the large amount of rain, and that the river has been above flood stage for approximately 50 days.

B. LCDC Information Item (ID # 4320)

Financial Report - Gen. Mgr. T. Warner

Minutes Acceptance: Minutes of Dec 18, 2018 6:00 PM (Minutes Approval)

COMMENTS - Current Meeting:

Finance Director Naomi Herrington reported on the Corporation's financial activities, as of November 30, 2018. Ms. Herrington reviewed revenues and expenditures, and stated that payments continue on the bonds, firetruck and golf course. Ms. Herrington concluded by stating that the Corporation's cash on hand is \$2.7 million.

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:	Barbara Norwood, Vice-President
SECONDER:	Mike Page, Board Member
AYES:	Beasley, Norwood, Campbell, Arnold, Page, Daniel
ABSENT:	Leslie Herndon

A. Minutes Approval

1. Tuesday, October 16, 2018

V. REGULAR AGENDA**A. Regular Session****1. LCDC Corporation Action 2018-10**

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.

COMMENTS - Current Meeting:

General Manager Tom Warner reported on a proposed sewer line extension on Hwy. 146N, south of Feather Trace Drive. Two businesses have contacted the City inquiring if sanitary sewer service could be provided to their properties. HR Green, the City's engineers have determined this service could be provided at an estimated cost of \$464,200, including engineering fees. Further discussion included the pro rata portion of local business, PLC Construction for an estimated cost of \$84,200, the second business not yet confirming participation, line extension ordinance to be adopted by City Council in the near future, and estimated cost to the LCDC of \$300,000 for approximately 2000 ft of sewer line.

A motion was made to fund the extension of the proposed sewer line for future development, to include PLC Construction and hire HR Green as project engineers.

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

2. LCDC Corporation Action 2018-11

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

COMMENTS - Current Meeting:

General Manager Tom Warner reported on the slope failure on the north side of the Main "B" Levee, occurring during Hurricane Harvey, from Bowie Street west approximately 400 feet. Engineer's estimated project cost is \$221,000 with a 15% contingency. FEMA has authorized a payment to the City in the amount of \$119,377. FEMA has also indicated the remaining portion, and engineering fees, will be paid upon completion of the project. Furthermore, a 25% match is required by FEMA guidelines. Mr. Warner requested interim funding of \$193,362.68, and responsibility for the 25% match of \$78,175.

A motion was made to approve the interim funding of \$221,000, to include the contingency of 15%, for a total project cost of \$312,000.

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

3. LCDC Corporation Action 2018-12

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

COMMENTS - Current Meeting:

General Manager Tom Warner reported that the Corps of Engineers had conducted an inspection of the City's Levee in June, 2018. An identified issue was unwanted vegetation along the side slopes of the levee. The City does not currently have a tractor with a mower capable of removing vegetation along this slope. The Street Department budget includes \$31,00 for the purchase of a tractor and mower. The purchase cost of a tractor and mower capable of mowing the levee and deeper ditches in the City is \$155,447.40. Mr. Warner requested that the Street Department and the LCDC fund \$31,717 and \$123,730.40, respectively.

A motion was made to fund the requested \$123,730.40 towards the purchase of the tractor and slope mower.

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

4. LCDC Corporation Action 2018-13

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

COMMENTS - Current Meeting:

General Manager Tom Warner explained that the 2018-2019 Golf Course budget is partially funded by the LCDC. In addition to the purchase of the Golf Course, by LCDC, the Corporation transferred \$210,000 for operating expenses for a portion of the FY 2017-2018 budget year. Those funds have been expended, and additional funding is now required. The repaving of the parking lot and the purchase of greens mower has increased expenditures by \$62, 402 above the initial funding amount of \$210,000. Mr. Warner requested the transfer of \$256,600 to the Golf Course, funds which are included in the LCDC FY 2018-2019 budget.

A motion was made to approve the transfer of the budgeted funds.

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

VI. ADJOURNMENT

Dennis Beasley, President

ATTEST:

Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Dec 18, 2018 6:00 PM (Minutes Approval)



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5.A.1

Meeting: 01/08/19 12:00 PM

Department: Administration
Category: LCDC Proposed Projects

LCDC PUBLIC HEARING (ID # 4324)

DOC ID: 4324 A

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.



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5.A.2

Meeting: 01/08/19 12:00 PM

Department: Administration
Category: LCDC Projects

LCDC CORPORATION ACTION (ID # 4325)

DOC ID: 4325

Subject: Sanitary sewer line extension on Hwy 146 North

This agenda item affords the Board of Directors to approve the project, if they so desire.



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5.A.3

Meeting: 01/08/19 12:00 PM

Department: Administration
Category: LCDC Proposed Projects

LCDC PUBLIC HEARING (ID # 4326)

DOC ID: 4326 A

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 ten (10) 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 10% match or \$31,274.



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5.A.4

Meeting: 01/08/19 12:00 PM

Department: Administration
Category: LCDC Projects

LCDC CORPORATION ACTION (ID # 4327)

DOC ID: 4327

Subject: Main "B" Levee Repair Project

This agenda item affords the Board of Directors to approve the project, if they so desire.



The City of Liberty
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5.A.5

Meeting: 01/08/19 12:00 PM

Department: Administration
Category: LCDC Proposed Projects

LCDC PUBLIC HEARING (ID # 4328)

DOC ID: 4328 A

Subject: Tractor and Slope Mower

Background: The Liberty Municipal Park has drainage ditches they are unable to maintained due to the depth and width of the ditch. Currently, the City does not have a tractor with mower capable of removing vegetation along the slope of the ditches. A quote has been received for a tractor and slope mower capable of mowing the ditches at the Park. 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.



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5.A.6

Meeting: 01/08/19 12:00 PM

Department: Administration
Category: LCDC Projects

LCDC CORPORATION ACTION (ID # 4329)

DOC ID: 4329

Subject: Tractor and Slope Mower

This agenda item affords the Board of Directors to approve the purchase, if they so desire.