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, April 21, 2020	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

THIS MEETING WAS HELD USING THE VIDEO CONFERENCE TOOL, ZOOM, DUE TO THE COVID-19 DISEASE.

Present by Video Conference: President Beasley, and Board Members Arnold, Norwood, Campbell, McCarty, and VanDeventer, and City Attorney Brandon Davis.

Present in the Council Chambers: City Manager Tom Warner, Asst. City Mgrs. Chris Jarmon and Naomi Herrington, City Secretary Dianne Tidwell, and Adm. Asst. April Gilliland.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Present	
Barbara Norwood	Vice-President	Present	
Mark Campbell	Board Member	Present	
David Arnold	Board Member	Present	
Mike Page	Board Member	Absent	
Kathrine McCarty	Secretary	Present	
Dan VanDeventer	Board Member	Absent	
Tom Warner	General Manager	Present	
Chris Jarmon	Asst. City Manager	Present	
Naomi Herrington	Asst. City Manager	Present	
Dianne Tidwell	City Secretary	Present	
Brandon Davis	City Attorney	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

President Beasley welcomed participants of the video conference meeting.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4749)

General Manager's Report - T. Warner, Gen. Mgr. - Projects & Activities - Airport Terminal Building, AWOS, Runway and Taxiway Rehabilitation - Community Development Projects;

Sleep Inn Hotel, Grab & Go Convenience Store, and Shamrock Vacuum Service - Other Activities; Holly Street Manor

COMMENTS - Current Meeting:

General Manager Tom Warner reported on various activities related to the Municipal Airport, Community Development Projects, and a future Planning and Zoning Commission Meeting to review the Holly Street Manor Final Plat.

ATTACHMENTS:

- General Manager's Report (DOCX)

B. LCDC Information Item (ID # 4750)

Finance Report - N. Herrington, Asst. City Mgr./CFO

COMMENTS - Current Meeting:

Asst. City Mgr./CFO Naomi Herrington reported on the Corporation financials through February 29, 2020. Ms. Herrington stated that revenues are at 51% of the budgeted amount, expenses at 40%, and sales tax revenue is at 82% of the budgeted amount. Ms. Herrington further mentioned golf course transfers and a street bond payment for Woodsprings Drive had been made in the amount of $180,000. Ms. Herrington concluded by stating that cash on hand is $2.4 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:	Kathrine McCarty, Secretary
AYES:	Beasley, Norwood, Campbell, Arnold, McCarty
ABSENT:	Mike Page, Dan VanDeventer

A. Minutes Approval

1. Tuesday, November 19, 2019

2. Tuesday, February 18, 2020

V. REGULAR AGENDA

A. Regular Session

1. LCDC Public Hearing (ID # 4751)

Public Hearing regarding the possible expenditure of funds for the Main Street Sidewalk Rehabilitation Project, Liberty Municipal Airport Pavement Rehabilitation, the Unified Development Ordinance, and the Liberty Municipal Golf Course Pro Shop Renovations.

COMMENTS - Current Meeting:

At 6:13 p.m., President Beasley opened the Public Hearing on the proposed expenditure of funds for various projects as listed below:

Main Street Sidewalk REhabilitation Project

Liberty Municipal Airport Pavement Rehabilitation

Unified Development Ordinance

Liberty Municipal Golf Course Pro Shop Renovations

General Manager Tom Warner reported on each of the projects. At 6:16 p.m., following brief discusion, President Beasley closed the Public Hearing.

2. LCDC Resolution 2020-1

Consider a Resolution to allocate funding for the Main Street Sidewalk Rehabilitation Project.

COMMENTS - Current Meeting:

General Manager Tom Warner reported on final plans for the Main Street Rehabilitation Project, on the east side of Main Street between Sam Houston and Trinity Streets. Estimated project cost is $143,310.98. The subsequent move would be to work with the engineer to move forward with the bidding process.

A motion was made to approve the Resolution for the Main Street Sidewalk Rehabilitation Project.

ATTACHMENTS:

- Downtown Sidewalk Construction Estimate (PDF)
- Downtown Sidewalk Engineering Expenses (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Arnold, Board Member
SECONDER:	Mark Campbell, Board Member
AYES:	Beasley, Norwood, Campbell, Arnold, McCarty
ABSENT:	Mike Page, Dan VanDeventer

3. LCDC Corporation Action (ID # 4753)

Consider award of proposal from Kendig Keast Collaborative for the development of a Unified Development Ordinance (UDO).

COMMENTS - Current Meeting:

Asst. City Manager Chris Jarmon reported on a proposal received for development of a

Unified Development Ordinance (UDO). Mr. Jarmon spoke to the purpose and specifics of a UDO and reviewed the two proposals received. A UDO will provide uniformity regarding land use and development issues, and to promote the health, safety and general welfare of the residents.

After lengthy discussion, a motion was made, by President Beasley, to accept the proposal submitted by Kendig Keast Collaborative. Motion died for lack of a second.

ATTACHMENTS:

- UDO Scoring Sheet (XLSX)

RESULT:	**NO ACTION TAKEN**

4. LCDC Corporation Action 2020-1

Consider awarding a Downtown Facade Improvement Program Grant to Rodger's Pharmacy, 1909 Grand Avenue.

COMMENTS - Current Meeting:

Asst. City Manager Chris Jarmon reported on a grant request, from Rodger's Pharmacy, for the Downtown Facade Improvement Grant Program. After review of the planned improvements to the facility at 1909 Grand Avenue, a motion was made to award a grant in the amount of $2,800.00.

ATTACHMENTS:

- Downtown Facade Grant Application- Rodger's Pharmacy (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Barbara Norwood, Vice-President
SECONDER:	Kathrine McCarty, Secretary
AYES:	Beasley, Norwood, Campbell, Arnold, McCarty
ABSENT:	Mike Page, Dan VanDeventer

5. LCDC Corporation Action 2020-2

Consider amending the Liberty Community Development Corporation Fiscal Year 2020 Budget by transferring an additional $24,850 to the Golf Course for Pro Shop Renovations.

COMMENTS - Current Meeting:

Asst. City Manager Chris Jarmon reported on the current condition of the Municipal Golf Course Pro Shop and proposed improvements. Mr. Jarmon reviewed the proposed updates to the facility.

Following discussion, President Beasley opened the work session for dialogue regarding various issues related to the Golf Course. Following the work session, President Beasley reopened the Pro Shop Renovation agenda item for a vote.

A motion was made to award the quote from Myron McDowell Construction, in the amount of $24,850, with LCDC transferring the funds, approving the budget amendment.

ATTACHMENTS:

- Pro Shop Renovation - Arnold Const Estimate (PDF)
- McDowell Construction Proposal (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Barbara Norwood, Vice-President
SECONDER:	Kathrine McCarty, Secretary
AYES:	Beasley, Norwood, Campbell, Arnold, McCarty
ABSENT:	Mike Page, Dan VanDeventer

B. Work Session

1. LCDC Work Session (ID # 4755)

Discussion regarding the Liberty Municipal Golf Course.

COMMENTS - Current Meeting:

Lengthy discussion was held regarding numerous issues and concerns relative to the Liberty Municipal Golf Course, to include the Master Plan, maintenance, financials, irrigation, lighting, operational costs, and other topics.

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Board, President Beasley adjourned the meeting at 7:13 p.m.

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Dennis Beasley, President

ATTEST:

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Kathrine McCarty, Corp. Secretary