The City of Liberty

Liberty Community Development Corporation

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

April Gilliland
City Secretary
936-336-3684

Meeting

~ Minutes ~

Tuesday, October 20, 2020 | **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

The meeting was called to order on October 20, 2020 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 6:00 PM by President Dennis Beasley.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Present	
Barbara Norwood	Vice-President	Present	
Mark Campbell	Board Member	Late	6:01 PM
Kathrine McCarty	Secretary	Present	
Dan VanDeventer	Board Member	Present	
Julie Hebert	Board Member	Present	
Michael Dorsett Jr	Board Member	Present	
Tom Warner	City Manager	Present	
Chris Jarmon	Assistant City Manager	Present	
Naomi Herrington	Assistant City Manager / CFO	Present	
Brandon Davis	City Attorney	Present	
April Gilliland	City Secretary	Present	

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.

President Beasley welcomed guests and visitors, opening the floor for citizens' wishing to address the board. There were no comments.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4942)

General Manager's Report - T. Warner, General Manager. - Projects & Activities - Sales Tax, Golf Course, Commercial Construction, Automated Weather Observation System, Sidewalk Project, Unified Development Code

COMMENTS - Current Meeting:

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

- Golf Course Budget Transfer
- Cambridge Fund
- Commercial Construction
- AWOS at Airport
- Downtown Sidewalk Project
- Golf Cart Lease
- Golf Course Improvements
- Unified Development Ordinance

ATTACHMENTS:

- LCDC General Manager's Report October 20 2020 (DOCX)

B. LCDC Information Item (ID # 4945)

Finance Report - Assistant City Manager / CFO Naomi Herrington

COMMENTS - Current Meeting:

Assistant City Manager/CFO Naomi Herrington reported that the Corporation currently has $2.6 Million cash in bank. Ms. Herrington reviewed Corporation revenues and expenditures, stating that sales tax revenues had an increase.

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:	Kathrine McCarty, Secretary
SECONDER:	Michael Dorsett Jr, Board Member
AYES:	Beasley, Norwood, Campbell, McCarty, VanDeventer, Hebert, Dorsett Jr

A. Minutes Approval

1. Tuesday, July 21, 2020

2. Tuesday, August 04, 2020

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action 2020-8

Consider approval of a grant application under the Downtown Façade Improvement Program.

COMMENTS - Current Meeting:

Frank Biehunko owns the shopping center that is located at 2106 Sam Houston. Mr. Biehunko is requesting reimbursement for façade improvements pursuant to the Downtown Façade Program.

The Downtown Façade Program reimburses 50% of the cost of façade improvements. Applicants are not reimbursed until after completion of the project. All permits must be pulled and any cost overages on the project will be incurred solely by the applicant. The proposed renovations for the property located at 2106 Sam Houston include the soffit and parking lot repairs and lighting replacement. Two bids for each item were received by Mr. Biehunko. A summary of the bids is provided below:

	Best Bid Contractors	AEJ Construction
Soffit Repairs	$14,500.00	$14,720.00
	Cowboy Asphalt	Best Bid Contractors
Parking Lot Repairs	$8,144.50	$10,192.88
	Texas Elite	McLenna Electric
Lighting Replacement	$5,850.00	$6,235.00

Lowest Total Bid $28,494.50

LCDC’s 50% reimbursement is based on the lowest bid cost for each item. The reimbursement for this project is $14,247.25. The remaining funds in this program is $60,752.75

Motion was made to approve the application for the Downtown Façade Improvement Grant Program for the property located at 2106 Sam Houston.

ATTACHMENTS:

- EXHIBIT A - Frank Biehunko Application (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Barbara Norwood, Vice-President
SECONDER:	Kathrine McCarty, Secretary
AYES:	Beasley, Norwood, Campbell, McCarty, VanDeventer, Hebert, Dorsett Jr

2. LCDC Corporation Action 2020-9

Consider amending the FY21 LCDC Budget by $204,500 to increase the transfer to the Liberty Municipal Airport

COMMENTS - Current Meeting:

On July 21, 2020, the Board of Directors approved LCDC's FY21 budget, which was ratified by City Council on August 25, 2020. That budget included $84,000 to be transferred to the Liberty Municipal Airport for the 10% local match for the runway and taxiway rehabilitation project. In late September, TxDOT Aviation informed the City that the rehabilitation of the runway and taxiway is more extensive than originally anticipated and that the deficiencies in the pavement will require a full reconstruction. Changing from a rehabilitation project to a reconstruction project increases the cost of the project from $840,000 to $2,885,000. TxDOT will still pay 90% of the total project cost. However, with the new project, the 10% local match increased from $84,000 to $288,500, a difference of $204,500

Original Estimate	$ 840,000.00
Local Match (10%)	$ 84,000.00
Revised Estimate	$2,885,000.00
Local Match (10%)	$ 288,500.00

The additional matching funds required for the reconstruction of the runaway and taxiway is $204,500.00. This additional funding would be transferred from LCDC's fund balance. This will leave an unaudited fund balance of $ 2,126,567.06. Upon completion of the project, LCDC will be reimbursed $30,000 from CARES Act funds that were previously dedicated to the airport.

A motion was made approve the budget amendment increasing the transfer to Liberty Municipal Airport in the amount of $204,500.00.

ATTACHMENTS:

- EXHIBIT A - Runway Costs (PDF)
- Copy of EXHIBIT B - FY21 LCDC Proposed Amended Budget Revised (XLSX)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan VanDeventer, Board Member
SECONDER:	Julie Hebert, Board Member
AYES:	Beasley, Norwood, Campbell, McCarty, VanDeventer, Hebert, Dorsett Jr

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

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

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Dennis Beasley, President

ATTEST:

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Kathrine McCarty, Corporation Secretary