



The City of Liberty

Liberty Community Development Corporation

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

Meeting ~ Agenda ~

April Gilliland
City Secretary
936-336-3684

Tuesday, December 15, 2020

6:00 PM

City Hall - Liberty Center

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 Mark Campbell	☐	☐	☐	
Secretary Kathrine McCarty	☐	☐	☐	
Board Member Dan VanDeventer	☐	☐	☐	
Board Member Julie Hebert	☐	☐	☐	
Board Member Michael Dorsett Jr	☐	☐	☐	

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.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4983)

General Manager's Report - Projects & Activities -

- LCDC General Manager's Report December 15 2020 (DOCX)

B. LCDC Information Item (ID # 4985)

Finance Report - Assistant City Manager / CFO Naomi Herrington

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 20, 2020

V. REGULAR AGENDA**A. Regular Session****1. LCDC Corporation Action (ID # 4982)**

Consider amending the Fiscal Year 2020-2021 LCDC Budget by \$11,143 to increase the transfer to the Liberty Municipal Golf Course.

- EXHIBIT A - Clubhouse Air Handler Quote (PDF)

VI. ADJOURNMENT

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 11th day of December, 2020 at 5:00 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.

April Gilliland

April Gilliland, 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 Corporation 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 _____, 2020.



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

3.A

Meeting: 12/15/20 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4983)

DOC ID: 4983

Subject: General Manager's Report - City Projects and Activities

Background: This agenda item affords the General Manager of the Corporation the opportunity to update the Board and public on current and future projects, activities and other items related to LCDC business.

To: Liberty Community Development Corporation Board of Directors

From: Tom Warner, General Manager

Date: December 15, 2020

Re: General Manager's Report

1. In FY20, LCDC budgeted \$404,000 to be transferred to the golf course for operating expenses. However, due to higher than expected revenue at the golf course and lower than expected expenses, LCDC only transferred \$318,000 to close out the year. The remaining \$86,000 will go back to LCDC's fund balance. Part of the savings is due to the Cambridge Fund funding the bridge replacement and purchasing new equipment for the golf course.
2. Projects Under Construction:
 - a. Shops at Liberty (2139 Highway 146 Bypass)
 - b. Dollar Tree (2914 N. Main)
3. The plans for the Fuel Maxx have been approved by the WCID #5 and the City of Liberty. The building permit for this project has been issued. The project will be located at 1025 N. Main.
4. The plans for the 7-Eleven have been approved by the WCID #5. The developer is now waiting on approval from TxDOT. The project will be located on Highway 90 at FM 2684.
5. The plans for the Sleep Inn Hotel are currently under review by the WCID #5. This project was relocated from FM 1011 at Highway 146 to Main Street at Monta next to the old Thrif-Tee store.
6. The Federal Aviation Administration (FAA) approved the location of the AWOS on November 2, 2020. The next steps involved prior to installing the equipment is to provide power to the site and obtain a license from the Federal Communications Commission (FCC). The power poles are anticipated to be installed by Entergy by years end and the FCC license will take approximately four (4) to six (6) weeks to obtain.
7. The City Manager executed a contract with Mark Whiteley & Associates for the downtown surveying and engineering project on October 21. Whiteley expects the project to take 24 weeks to complete.
8. The new golf carts were delivered on November 17, 2020, and to date, the feedback from the golfers has been positive.

9. On December 8, City Council authorized phase II of a contract with golf course architect Jeff Blume. That contract consisted of three distinct phases:
 - a. Phase I - Final Conceptual Planning and Approval (\$30,000)
 - b. Phase II - Construction Documents and Bidding (\$90,000)
 - c. Phase III - Construction Observation and Course Opening (\$80,000)
10. On November 18, 2020, a representative from Kendig Keast, the consultant preparing the City's Unified Development Ordinance (UDO) met with four stakeholder groups to receive insight on current issues, opportunities, needs and priorities of Liberty as they relate to the regulations that govern the City's physical and economic development. The four stakeholder groups are listed below:
 - a. Realtor & Brokers
 - b. Developers, Builders and Design Professionals
 - c. Business Owners
 - d. Neighborhood Advocates

The representative from Kendig Keast will summarize the comments and discuss them with the City Council, LCDC and the Planning and Zoning Commission during a joint meeting in January.

11. Liberty has partnered with Dayton, Cleveland, Liberty County and the Houston-Galveston Area Council (HGAC) on a regional mobility study. The study will 1) analyze the existing transportation network 2) consider existing and future land use and growth scenarios and 3) recommend ways to improve transportation mobility for residents, businesses and visitors now and in the future. The study will include an individual assessment for the City of Liberty. The study is expected to take 15 months to complete. An overview of the study can be found here: <http://www.h-gac.com/subregional-planning/liberty-county-study.aspx>. On October 16, 2018 LCDC agreed to provide \$10,000 toward the cost of the study.



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

3.B

Meeting: 12/15/20 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4985)

DOC ID: 4985

Subject: Finance Report

Background: This agenda item affords the Assistant City Manager/CFO an opportunity to report on the financial activities and position of the Corporation, to include revenues, liabilities, assets, and other financial information.



The City of Liberty

Liberty Community Development Corporation

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

Meeting

~ Minutes ~

April Gilliland
City Secretary
936-336-3684

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)

Minutes Acceptance: Minutes of Oct 20, 2020 6:00 PM (Minutes Approval)

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 runway 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.

Dennis Beasley, President

ATTEST:

Kathrine McCarty, Corporation Secretary

Minutes Acceptance: Minutes of Oct 20, 2020 6:00 PM (Minutes Approval)



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

5.A.1

Meeting: 12/15/20 06:00 PM

Department: Administration
Category: LCDC Budget Matters

LCDC CORPORATION ACTION (ID # 4982)

DOC ID: 4982

Subject: LCDC Budget Amendment

Background: There are four air handlers being used at the Liberty Municipal Golf Course Clubhouse. One of the air handles was replaced in 2019. The three other air handlers are currently in need of replacement.

Staff has received the following quotes to replace the air handlers:

2.5 Ton Air Handler: \$3,401

3.0 Ton Air Handler: \$3,435

5.0 Ton Air Handler: \$4,307

Total: \$11,143

Funding Source: LCDC Fund Balance

Staff Recommendation: Staff recommends approval of the budget amendment increasing the transfer to Liberty Municipal Golf Course in the amount of \$11,143.



Mesa Mechanical, Inc.

Air Conditioning, Heating & Ventilation

3514 Pinemont, Houston, Texas 77018

713-681-5300 * Fax: 713-681-6675 TACLA 26615C

DECEMBER 11, 2020

CITY OF LIBERTY
1829 SAM HOUSTON
LIBERTY, TX 77575

ATTN: CHRIS JARMON

Mesa Mechanical respectfully submits the following proposal to provide all material, labor, and tools necessary to complete this project as outlined in the following scope.

-- NEW 2.5 TON AIR HANDLER AT GOLF COURSE --

- Remove and dispose of existing air handler
- Provide and install one new Ruud 2.5 ton air handler
- Provide and install one new auxiliary drain pan
- Provide and install one new emergency float switch
- Provide and install new liquid line drier
- Leak test, evacuate and charge system
- Start and test operation of unit
- (1) Year parts & labor warranty.

PRICE:\$3,401.00

PROPOSAL #: SH20-090

PRICE EXCLUDES: Applicable sales tax, High Voltage electrical, Overtime labor, Alterations from the above specifications.

THANK YOU FOR THE OPPORTUNITY TO SUBMIT THIS PROPOSAL. SHOULD YOU HAVE ANY QUESTIONS OR COMMENTS, PLEASE DONT HESITATE TO CALL ME AT 713-702-5315

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance. "Regulated by The Texas Department of Licensing and Registration, P.O. Box 12157 Austin, TX 78111, 1-800-803-9202." Quotation is valid for 30 days from the date on this proposal.

ACCEPTANCE OF PROPOSAL - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made upon receipt of invoice.

MESA MECHANICAL

TITLE

DATE

CUSTOMER

TITLE

DATE



Mesa Mechanical, Inc.

Air Conditioning, Heating & Ventilation

3514 Pinemont, Houston, Texas 77018

713-681-5300 * Fax: 713-681-6675 TACLA 26615C

DECEMBER 11, 2020

CITY OF LIBERTY
1829 SAM HOUSTON
LIBERTY, TX 77575

ATTN: CHRIS JARMON

Mesa Mechanical respectfully submits the following proposal to provide all material, labor, and tools necessary to complete this project as outlined in the following scope.

-- NEW 3 TON AIR HANDLER AT GOLF COURSE --

- Remove and dispose of existing air handler
- Provide and install one new Ruud 3 ton air handler
- Provide and install one new auxiliary drain pan
- Provide and install one new emergency float switch
- Provide and install new liquid line drier
- Leak test, evacuate and charge system
- Start and test operation of unit
- (1) Year parts & labor warranty.

PRICE:\$3,435.00

PROPOSAL #: SH20-091

PRICE EXCLUDES: Applicable sales tax, High Voltage electrical, Overtime labor, Alterations from the above specifications.

THANK YOU FOR THE OPPORTUNITY TO SUBMIT THIS PROPOSAL. SHOULD YOU HAVE ANY QUESTIONS OR COMMENTS, PLEASE DONT HESITATE TO CALL ME AT 713-702-5315

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance. "Regulated by The Texas Department of Licensing and Registration, P.O. Box 12157 Austin, TX 78111, 1-800-803-9202." Quotation is valid for 30 days from the date on this proposal.

ACCEPTANCE OF PROPOSAL - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made upon receipt of invoice.

MESA MECHANICAL

TITLE

DATE

CUSTOMER

TITLE

DATE



Mesa Mechanical, Inc.

Air Conditioning, Heating & Ventilation

3514 Pinemont, Houston, Texas 77018

713-681-5300 * Fax: 713-681-6675 TACLA 26615C

DECEMBER 11, 2020

CITY OF LIBERTY
1829 SAM HOUSTON
LIBERTY, TX 77575

ATTN: CHRIS JARMON

Mesa Mechanical respectfully submits the following proposal to provide all material, labor, and tools necessary to complete this project as outlined in the following scope.

-- NEW 5 TON AIR HANDLER AT GOLF COURSE --

- Remove and dispose of existing air handler
- Provide and install one new Ruud 5 ton air handler
- Provide and install one new auxiliary drain pan
- Provide and install one new emergency float switch
- Provide and install new liquid line drier
- Leak test, evacuate and charge system
- Start and test operation of unit
- (1) Year parts & labor warranty.

PRICE:\$4,307.00

PROPOSAL #: SH20-092

PRICE EXCLUDES: Applicable sales tax, High Voltage electrical, Overtime labor, Alterations from the above specifications.

THANK YOU FOR THE OPPORTUNITY TO SUBMIT THIS PROPOSAL. SHOULD YOU HAVE ANY QUESTIONS OR COMMENTS, PLEASE DONT HESITATE TO CALL ME AT 713-702-5315

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance. "Regulated by The Texas Department of Licensing and Registration, P.O. Box 12157 Austin, TX 78111, 1-800-803-9202." Quotation is valid for 30 days from the date on this proposal.

ACCEPTANCE OF PROPOSAL - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made upon receipt of invoice.

MESA MECHANICAL

TITLE

DATE

CUSTOMER

TITLE

DATE