The City of Liberty

Liberty Community Development Corporation

Meeting

~ Agenda ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, April 19, 2022 | **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

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
President Dennis Beasley				
Vice-President Barbara Norwood				
Secretary Kathrine McCarty				
Board Member Mark Campbell				
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 citizens' 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. General Manager's Report - Topics include Facade Grant Program, Construction Projects, Airport Updates, Golf Course Updates and Residential Subdivisions.

B. Finance Report

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council 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. 03.15.2022 LCDC Minutes

V. REGULAR AGENDA

A. Regular Session

1. Citizen Request - FLNB

2. Consider amending the façade grant awarded to Milton Fregia by $476.50, for a new total grant amount of $5,112.32.

3. Consider amending the façade grant awarded to Tracy Williams by $2,067.84 for a new total grant amount of $20,000.

B. Work Session

1. Hold a work session to consider an amendment to the LCDC Bylaws.

C. Executive Session

1. Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.

2. Texas Government Code §551.071 - Private Consultation with Attorney.

- To seek advice regarding contemplated /pending litigation.

D. Reconvene into Regular Session

VI. ADJOURNMENT

A. Motion To: Adjourn

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 15th day of April, 2022 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 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 ____________, _____.

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: April 19, 2022

Agenda Wording: General Manager's Report - Topics include Facade Grant Program, Construction Projects, Airport Updates, Golf Course Updates and Residential Subdivisions.

Department: Community Development

Subject: General Manager's Report

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

- In the FY22 budget, the LCDC Board of Directors approved $88,000 for the business facade grant program. Since that time, the board has approved four grants: one to the Liberty County Chamber of Commerce ($6,365.10), one to SwampSmoke, LLC (11,742.50), one to Tracy Williams ($17,932.16) and one to Milton Fregia ($4,635.82). There is still $47,324.42 available to fund additional grants. The program is available citywide.

- Recently Completed Projects
    - Dream Furniture #3 (2212 N. Main) - *Conditionally*
    - *7-Eleven (2000 US 90)*

- Projects Under Construction – New Construction and Additions
    - Sleep Inn Hotel – New Build (1023 N. Main)
    - Firm Foundations Healthcare – New Build (2708 Jefferson Drive)
    - Sheriff's Office and Precinct 3 Annex – New Build (5000 Highway 146)
    - Food Truck Park – New Build (1021 N Main)
    - Parking Lot Expansion – New Build (1807/1809 Grand)
    - Foundation & In-ground plumbing – New Build (1811 Grand)

- Projects Under Construction – Renovations and Remodels
    - Lakeland Apartments – Interior Remodel (2704 N. Main)

- Tractor Supply – Interior Remodel & Greenhouse addition (2337 N. Main)
- Tri-County Behavioral Health – Interior Remodel (2000 Panther Lane)
- Lee College – Interior Remodel to include cosmetology lab (1715 Highway 146)
- Maxx Self-Storage - Buildout (1021 N Main)
- Swamp Smoke BBQ - Buildout (2200 MLK)
- The Liberty House – Interior & Exterior Remodel (2208 MLK)
- Tiger Harry's Fish Camp – Interior Remodel (439 US 90)
- Pueblos – Interior Remodel (906 Main)
- Los Panchos - Interior Remodel (2315 Highway 90)
- Taco Bell – Interior Remodel (1830 US 90)

- Upcoming Projects
    - Bail Bonds Office (2317 Beaumont) – *Plans are currently under review*
    - Liberty Municipal Library (1710 Sam Houston) – *Plans are currently under review*
    - Liberty Municipal Golf Course (100 Magnolia Ridge) – *Plans are currently under review*
    - Cas Del Pablo (1110 Highway 90) – *Plans are currently under review*
    - Lakeland Self-Storage (1609 Lakeland) – *Plans are currently under review*

- On March 8, 2022, City Council awarded a contract to Mead & Hunt to perform a wildlife hazard site visit at the Liberty Municipal Airport. The contractor expects to be on-site from April 13 to April 15 to perform the field work.

- KSA has completed the final design of the pavement rehabilitation project at the Liberty Municipal Airport. The plans are currently being reviewed by TxDOT Aviation staff.

- On April 20, LCDC approved an agreement with Strand Associates for engineering services related to the development of two (2) 10-unit t-hangars at the airport. City Council ratified the expenditure on May 11. The 90% design of the project is complete. The engineer's opinion of probable cost is $2.5 million for 1 ten-unit t-hangar and $3.9 million for 2 ten-unit t-hangars. Funding for construction has not yet been identified.

- The golf course officially closed on April 5, 2021 for renovations. The contractor finished seeding and sodding the project as of January 29, 2022. Staff has received a “punch list” from the architect of final items that still need to be taken care of. Final sprigging is expected to take place in early May.

- The contractor has started installation of the hog fencing at the Liberty Municipal Golf Course. The work is expected to take five (5) weeks to complete.

- Staff has been in contact with a developer regarding a proposed 217 lot residential subdivision to be located on Highway 146, slightly north of the City’s water well.

- On April 12, the City Council approved an agreement with HR Green for surveying, geotechnical and engineering services related to sewer line improvements on Glenn and Tanner Street. Although these improvements were identified in the 2016 PER, it has become necessary to expedite the improvements in order to facilitate a proposed residential development.

- On February 16, the Planning & Zoning Commission approved the replat of Holly Street Manor Subdivision. The property was replated from seven (7) 0.22 acre lots to four (4) .996 acre lots.

- On March 15, the LCDC Board of Directors authorized staff to issue a request for proposals (RFP) for the creation of an economic development strategic plan.

Funding Source: N/A

Staff Recommendation: N/A

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: April 19, 2022

Agenda Wording: Finance Report

Department: Finance

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 Liberty Community Development Corporation, to include revenues, liabilities, assets, and other financial information.

Funding Source: n/a

Staff Recommendation: n/a

1829 Sam Houston
Liberty, TX 77575
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April Gilliland
City Secretary
936-336-3684

The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

Tuesday, March 15, 2022 | **6:00 PM** | **City Council Chambers**

I. CALL TO ORDER

This meeting was called to order on March 15, 2022 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:12 p.m. by President Dennis Beasley.

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
President Dennis Beasley	X			
Vice-President Barbara Norwood	X			
Secretary Kathrine McCarty	X			
Board Member Mark Campbell	X			
Board Member Dan VanDeventer		X		
Board Member Julie Hebert		X		
Board Member Michael Dorsett Jr.	X			

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 citizens' 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 in attendance, opening the floor for public comment to those individuals wishing to address the board. There were no comments.

III. PRESENTATIONS / REPORTS

A. General Manager's Report - Topics include Facade Grant Program, Development Agreement, Construction Projects, Airport, Golf Course and Proposed Developments.

General Manager Tom Warner reviewed the General Manager's report, discussing the following:

- Business Facade Grant Program
- RKR Restaurants, LLC Agreement

- Certificate of Occupancies
- Completed Projects
- Projects under construction
- Upcoming projects
- Airport
- Golf course

B. Finance Report

General Manager Tom Warner reported on the corporation's financials through January 2022.

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the Liberty Community Development Corporation 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 motion was made by vice President Norwood to approve all items on the consent agenda. The motion was seconded by Secretary McCarty. The motion passed 5 to 0 with board members VanDeventer and Hebert being absent.

A. Minutes Approval

1. February 15, 2022

V. REGULAR AGENDA

A. Regular Session

1. Consider awarding a Business Façade Improvement Grant to Milton Fregia in the amount of $4,635.82.

A motion was made by President Beasley to approve awarding a business facade improvement grant to Milton Fregia in the amount of $4,635.82. The motion was seconded by board member Campbell. The motion passed 5 to 0, with board members VanDeventer and Hebert being absent.

2. Consider and take action authorizing the General Manager to issue a request for proposals (RFP) for the creation of an economic development strategic plan.

A motion was made by Board Member Campbell to approve authorizing the General manager to issue a Request for Proposals (RFP) for the creation of an economic development plan. The motion was seconded by board member Dorsett. The motion passed 5 to 0, with board members VanDeventer and Hebert being absent.

B. Executive Session

At 6:27 p.m., President Beasley closed the open meeting and opened the Executive Session as authorized by Title 5, Chapter 551 of the Texas Government Code.

1. Texas Government Code §551.072 - Deliberation Regarding Real Property

2. Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations

C. Reconvene into Regular Session

At 6:53 p.m., President Beasley closed the Executive Session and reconvened the open meeting.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Beasley adjourned the meeting at 6:54 p.m.

____
Dennis Beasley, President

ATTEST:

____
Kathrine McCarty, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: April 19, 2022

Agenda Wording: Citizen Request - FLNB

Department: Administration

Subject: First Liberty National Bank

Background: Downtown Revitalization using the resources of the Economic Development Corporation and a loan program of First Liberty National Bank.

Funding Source:

Staff Recommendation:

REQUEST FOR PLACEMENT OF AN ISSUE ON A CITY COUNCIL AGENDA

Regular called meetings of the City Council are held on the second Tuesday of each month at 6:00 p.m.

Special called meetings are normally held on the fourth Tuesday of each month at 6:00 p.m., or on other dates as time allows.

The deadline for an issue to be placed on the next council agenda is the Wednesday prior to the council meeting. This form must be turned in by 5:00 p.m. on this day.

Date of Submission of Request 4/14/22

Date of Council Meeting 4/19/22

****

Name FLNB

Street Address 1900 Sam Houston St

City Liberty State Texas Zip Code 77575

Telephone No. 936-334-3143 Fax No.

Please list below the issue that you wish to be brought before the Council.

Downtown revitalization using the resources of the economic development corporation and a loan program of FLNB

This request will be reviewed by the City Manager and the requestor will be notified regarding the above-mentioned topic being placed on an agenda.

****

For City Use Only

Date this form given to the City Manager________________

Date requestor was notified________________

Comments________________

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: April 19, 2022

Agenda Wording: Consider amending the façade grant awarded to Milton Fregia by $476.50, for a new total grant amount of $5,112.32.

Department: Community Development

Subject: LCDC Business Façade Improvement Grant

Background:
On March 15, 2022, the LCDC Board of Directors approved a facade grant for Milton Fregia in the amount of $4,635.82. As part of his project, Mr. Fregia planned to repave his parking lot. However, from the time Mr. Fregia received his original quote (on January 10th) to the time he intended to start on the project (March 30th), the cost of the project increased.

Mr. Fregia is requesting additional assistance from LCDC to cover the cost of the price increase.

Original Quote	$6,403.00
Revised Quote	$7,356.00
Increase	$ 953.00
Reimbursement	$ 476.50

Even with the price increase, the price is less than the original quote provided by Washburn Paving ($8,500).

Both quotes from Cowboy Asphalt are attached for your review.

Funding Source: LCDC Operating Budget - Facade Grant Program

Staff Recommendation: Staff recommends approval of the grant amendment

Original Quote

COWBOY ASPHALT SERVICES, LLC

4706 Eagle Rd.   Anahuac, TX 77514   Office: 281-851-3646

Jan 10th, 2022

Milton Fregia
1399 N Main

We are pleased to quote you our contract price to furnish all necessary labor, equipment, materials, transportation and supervision to accomplish the following

1) Clean entire area to be overlaid with brooms and blowers
2) Prime base with SSI prime oil
3) Overlay Prime Base with Type D-100 Hot Mix Asphalt and roll to compaction
4) Stripe for parking 3-Regular and 1 Handi-cap

Contract Price $6,403.00

We look forward to working with you on this project. If we can be of any further service, please feel free to call.

Sincerely,

Larry Standley
Owner
Cell: 281-851-3646

Customer Signature
Acceptance- Notice to Proceed

Date

Revised Quote

COWBOY ASPHALT SERVICES, LLC

4706 Eagle Rd. Anahuac, TX 77514 Office: 281-851-3646

March 30, 2022

Milton Fregia
1399 N Main

We are pleased to quote you our contract price to furnish all necessary labor, equipment, materials, transportation and supervision to accomplish the following

1) Clean entire area to be overlaid with brooms and blowers
2) Prime base with SSI prime oil
3) Overlay Prime Base with Type D-100 Hot Mix Asphalt and roll to compaction
4) Stripe for parking 3-Regular and 1 Handi-cap

Contract Price $7,356.00

We look forward to working with you on this project. If we can be of any further service, please feel free to call.

Sincerely,

Larry Standley
Owner
Cell: 281-851-3646

______________________________ ____________

Customer Signature Date
Acceptance- Notice to Proceed

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: April 19, 2022

Agenda Wording: Consider amending the façade grant awarded to Tracy Williams by $2,067.84 for a new total grant amount of $20,000.

Department: Community Development

Subject: LCDC Business Façade Improvement Grant

Background: On November 16, 2021, the LCDC Board of Directors approved a façade grant for Tracy Williams in the amount of $17,932.16. Since that time, the costs of some project items have increased due to the job being more involved than originally anticipated and more work being needed to complete certain jobs than was initially anticipated. For these reasons, Mrs. Williams is requesting additional assistance from LCDC to cover the cost of the price increases. The additional grant request is for $2,067.84 for a total grant request of $20,000.00.

An explanation of the price increases is attached for your review.

Funding Source: LCDC Operating Budget - Facade Grant Program

Staff Recommendation: Staff recommends approval of the grant amendment.

Tracy Williams Revised Cost Estimate

Construction 1	Contractor: J&M Painting	TygerX	Actual Expense
Paint/Complete old sign	$1,200.00	$1,200.00	$1,500.00
Handicap ramp	$1,200.00	$1,200.00	$1,200.00
Add railing for ramp	$ 600.00	$ 550.00	$
Stripe parking lot	$ 500.00	$ 500.00	$ 500.00
Total	$3,500.00	$3,450.00	$3,200.00

Construction 2	Contractor: Duran Doors	J&M Painting	Actual Expense
Install new double door	$5,200.00	$5,600.00	$5,200.00
Install second front door	$3,750.00	$4,000.00	$5,200.00 (additional transom)
Total	$8,950.00	$9,600.00	$10,400.00

Construction 3	Contractor: J&M Painting	J. Lopez	Actual Expense
Remove brick pedestal	$2,300.00	$1,500.00	$2,300.00
Remove flagpole	$ 100.00	included	$ 592.01 (more difficult to remove)
Remove railings around parking lot	$1,500.00	$2,500.00	$1,700.00 (more difficult to remove)
Total	$3,900.00	$4,000.00	$4,592.01

Construction 5	Contractor: J&M Painting	J. Lopez	Actual Expense
Power wash building	$ 900.00	$2,000.00	$ 900.00
Power wash parking lot	$ 800.00	$2,000.00	$ 800.00
Replace/paint rotten wood	$5,000.00	$2,000.00	$3,000.00 (additional rotten wood)
Total	$6,700.00	$6,000.00	$4,700.00

Painting	Contractor: Cherry Meeks	Suzanne Sellers	Actual Expense
Mural	$5,500.00	$10,500.00	$6,250.00 (add sealer)

Gutters	Contractor: J. Lopez Roofing	Lopez Roofing	Actual Expense
Install new gutters/improve drainage	$1,450.00	$3,000.00	$2,150 (paint roof & gutters & repaired existing gutter)

Sign	Contractor: Hardin Sign Co.	Everbrite	Actual Expense
Install new State Farm Sign	$5,979.80	$13,500.09	$6,511.42 (lighting repair)

Landscaping	Contractor: J&M Painting	Earthscapes	Actual Expense
	$3,000.00	$9,735.00	$1,800 (filled w/concrete)

	Contractor		
Materials	Wayfair	Lowes	Actual Expense
Door handles with locks	$214.32	$346.50	$259.78
Planters on front porch	$636.51	$444.88	$244.58
Permits	$500.00	$500.00	$
Grand Total	$40,330.63	$61,076.47	$40,107.79
Reimbursement 50% of lowest bids	$20,503.90		
Prior Grant Request	$17,932.16		
Additional Grant Request	$ 2,067.84		

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: April 19, 2022

Agenda Wording: Hold a work session to consider an amendment to the LCDC Bylaws.

Department: Community Development

Subject: Work Session

Background: Currently, the LCDC Bylaws state that “the Board shall consist of seven (7) directors, each of whom shall be appointed by the City Council. Each of the directors shall be a resident of the City.”

A request has been made to the City to remove the requirement that directors be residents of the City.

Funding Source: n/a

Staff Recommendation: Staff recommends holding the work session

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: April 19, 2022

Agenda Wording: Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.

Department: Community Development

Subject: Executive Session

Background: Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.

- To discuss or deliberate regarding commercial or financial information received from a business prospect.
  - Business Proposals

Funding Source: N/A

Staff Recommendation: N/A

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: April 19, 2022

Agenda Wording: Texas Government Code §551.071 - Private Consultation with Attorney.

- To seek advice regarding contemplated /pending litigation.

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: April 19, 2022

Agenda Wording: Reconvene into Regular Session

Department: Council and Board

Subject:

Background:

Funding Source:

Staff Recommendation: