The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, January 23, 2024 | **6:00 PM** | **City Council Chambers**

I. CALL TO ORDER

This meeting was called to order on January 23, 2024 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by President Barbara Norwood.

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
President Barbara Norwood	X			
Vice-President Michael Dorsett Jr.	X			
Secretary Kathrine McCarty	X			
Board Member Mark Campbell	X			
Board Member Dan VanDeventer	X			
Board Member Marsha LaFour	X			
Board Member Betty Runkle	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 Norwood 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 - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, Golf Course and Airport

City Manager Tom Warner reported on the following updates:

- Business Facade Grant Program
- Economic development agreements
- Commercial New Construction and Additions
- Commercial Renovation and Remodels

- Infrastructure Projects
- Commercial Upcoming Projects
- Golf Course
- Airport

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on the LCDC financial statement as of November 30, 2023.

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 motion was made by Board Member McCarty to approve all items on the consent agenda. The motion was seconded by Board Member Campbell. The motion passed 7 to 0.

A. Minutes Approval

1. December 19, 2023

V. REGULAR AGENDA

A. Regular Session

1. Hold a public hearing regarding the possible expenditure of funds.

At 6:11 p.m., President Norwood opened the Public Hearing regarding the expenditure of funds per Section 505.159 of the Local Government Code requires Type B Corporations to hold at least one public hearing prior to the expenditure of funds for projects. The administration recommends holding a public hearing regarding the possible expenditure of funds for the following projects:

1. Engineering and Design for Pickleball Courts
2. Construction of Pickleball Courts
3. Additional funding for Wildlife Fencing Project at the Airport
4. Utility and Public Safety Grant Program

The Public Hearing was closed at 6:12 p.m. with no public comments made.

2. LCDC Board of Directors consider the creation of the utilities and public safety grant program and allocate $90,000 to the program.

On December 19, 2023, staff held a work session to review and discuss the creation of a new economic development program. The staff is recommending the creation of utilities and public safety improvement grant program. While the façade grant program focuses on the exterior of the building, the utilities and public safety grant program focuses on business expansion and interior safety improvements.

The program is modeled on the façade program; it will operate on a reimbursement basis and all requests for funding assistance must be approved by the LCDC Board of Directors.

A motion was made by Board Member Campbell to approve the creation of the utilities and public safety grant program and allocate $90,000 to the program. The motion was seconded by Board Member VanDeventer. The motion passed 7 to 0.

3. LCDC Board of Directors consider transferring an additional $34,450 to the Airport Fund for the city's local match for the Wildlife Fencing Project.

On May 16, 2023, LCDC allocated $110,560 to the wildlife fencing project at the airport, which was based on an initial construction estimate of $1,105,593 (Liberty's match for the project was 10%).

On January 3, 2024, City staff received the final designs of the construction plans, which also included a revised construction estimate of $1,450,100.

Based on the revised estimate, the City's new local match is $145,010, which will require an increase in funding of $34,450.

The project was designed by KSA Engineers and will install 14,300 linear feet of 8-foot tall wildlife fencing with 3-strands of barbed wire.

A motion was made by Board Member McCarty to approve the transfer of additional funds in the amount of $34,450 to the airport fund for the wildlife fencing project. The motion was seconded by Board Member LaFour. The motion passed 7 to 0.

4. Consider approving an agreement with Leavins Engineering & Design, LLC (LEAD) for $40,000 for engineering and design services for Pickleball Courts and a Covered Pavilion at the Liberty Municipal Golf Course.

The City's Capital Improvement Plan includes the construction of a pavilion at the Golf Course. Additionally, the City Council has expressed interest in installing pickleball courts. One of the locations considered for the pavilion and pickleball courts is where the tennis courts were located on the grounds of the golf course. In response, staff is proposing a contract with Leavins Engineering & Design, LLC (LEAD) for the engineering and design of four pickleball courts and a covered pavilion at the Liberty Municipal Golf Course. This new amenity will provide additional recreational opportunities for the citizens of Liberty.

LEAD has submitted a proposal to prepare the plans, specifications, and contract documents to prepare the project for bidding. Broadly speaking, the project includes the demolition of the existing tennis courts at the golf course, re-pouring a slab that is approximately 120 x 90, installation and striping the pickleball surface and constructing a covered pavilion.

The construction of the amenities will require the solicitation of competitive bids since the estimated construction costs are likely to exceed $50,000.

A motion was made by Board Member Runkle to approve an agreement with Leavins Engineering & Design, LLC for $40,000 for engineering and design services for Pickleball Courts and a Covered Pavilion at the Liberty Municipal Golf Course. The motion was seconded by Board Member Dorsett. The motion passed 6 to 1.

B. Executive Session

At 6:47 p.m., President Norwood 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 §551.087 - Deliberation Regarding Economic Development Negotiations

- Discussion regarding economic development negotiations

At 7:08 p.m., President Norwood closed the Executive Session and reconvened the open meeting. No action was taken.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Norwood adjourned the meeting at 7:09 p.m.

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Barbara Norwood, President

ATTEST:

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Kathrine McCarty, Secretary