The City of Liberty

Liberty Community Development Corporation

Annual Meeting

~ Agenda ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, June 21, 2016 | **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

Attendee Name	Present	Absent	Late	Arrived
President Dennis Beasley	☐	☐	☐	
Vice-President Mike McCarty	☐	☐	☐	
Board Member Louie Potetz	☐	☐	☐	
Board Member Barbara Norwood	☐	☐	☐	
Board Member Leslie Herndon	☐	☐	☐	
Board Member David Arnold	☐	☐	☐	
Board Member Mark Campbell	☐	☐	☐	
General Manager Gary Broz	☐	☐	☐	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

III. ITEMS OF INTEREST

IV. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 3541)

Project Updates - Gen. Mgr. G. Broz

B. LCDC Information Item (ID # 3542)

Financial Report - Gen. Mgr. G. Broz

V. 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, May 03, 2016

2. Tuesday, May 17, 2016

VI. REGULAR AGENDA

A. Regular Session

1. LCDC Information Item (ID # 3543)

Oath of Office to be administered to re-appointed Board Members.

2. LCDC Corporation Action (ID # 3544)

Board of Directors to elect a President of the Liberty Community Development Corporation.

3. LCDC Corporation Action (ID # 3545)

Board of Directors to elect a Vice-President of the Liberty Community Development Corporation.

4. LCDC Resolution (ID # 3546)

Consider a Resolution authorizing an amendment to the budget for Fiscal Year ending September 30, 2016, in regard to an expenditure for improvements to the Ruth Canfield Rotary Pocket Park and the Magnolia Street Pocket Park.

5. LCDC Corporation Action (ID # 3547)

Consider an expenditure of funds for a Liberty Municipal Airport drainage project, and take any action deemed necessary.

6. LCDC Corporation Action (ID # 3548)

Discussion of current and future Corporation projects, and take any action deemed necessary.

VII. ADJOURNMENT

A. Motion To: Adjourn

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 16th day of June, 2016 at 12:00 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.

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Dianne Tidwell, 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 ____________________, 2016.

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

Meeting: 06/21/16 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 3541)

DOC ID: 3541

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

Meeting: 06/21/16 06:00 PM
Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 3542)

DOC ID: 3542

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The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, May 3, 2016 **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

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Present	
Mike McCarty	Vice-President	Present	
Louie Potetz	Board Member	Present	
Barbara Norwood	Board Member	Present	
Leslie Herndon	Board Member	Absent	
David Arnold	Board Member	Absent	
Mark Campbell	Board Member	Absent	
Gary Broz	General Manager	Present	
Dianne Tidwell	Corp Secretary	Present	
Brandon Davis	City Attorney	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

President Beasley welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council. There were no comments from the audience.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 3495)

Project Updates - Gen. Mgr. G. Broz

COMMENTS - Current Meeting:

General Manager Gary Broz reported that Staff is following leads on a manufacturing facility possibly to be located in Liberty and working diligently on bringing residential housing to the City. Mr. Broz also commented that there have been some changes in Staff at City Hall in the Inspection Department.

B. LCDC Information Item (ID # 3496)

Finance Report - Gen. Mgr. G. Broz

COMMENTS - Current Meeting:

General Manager Gary Broz reported on the financials ending March 31, 2016. Mr. Broz stated that revenues were at 50% of budgeted amounts, there have been only ordinary expenses, i.e. payments on the new road and the new firetruck, and the Corporation is financially doing well.

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:	Louie Potetz, Board Member
SECONDER:	Mike McCarty, Vice-President
AYES:	Dennis Beasley, Mike McCarty, Louie Potetz, Barbara Norwood
ABSENT:	Leslie Herndon, David Arnold, Mark Campbell

A. Minutes Approval

1. Tuesday, April 05, 2016

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action (ID # 3497)

Presentation by the Canfield Park Committee regarding proposed Park improvements, and take any action deemed necessary.

COMMENTS - Current Meeting:

Ms. Carol Skewes and Mr. Stephen Dugger addressed the Board regarding proposed improvements to the Ruth Canfield, Rotary Pocket Park at Canfield and Grand Streets. Ms. Skewes gave a brief history of the park and reported on various organizations and individuals that assisted in bringing the park to its current status. Mr. Dugger gave a presentation of the three-phase expansion plan to include, but not limited to a dog park, additional playground equipment and sports areas, pavilions, landscaping, restrooms and parking, followed by a request for funding in the amount of $39,580 for Phase I. A motion and second was made to approve the expenditure, however additional discussion was held regarding the remainder of the City's pocket parks and needed improvements, and fencing a portion of the Canfield Park. The motions died. Consensus of the Board was for the Park Committee to research commercial grade fencing prices for inclusion in Phase I and return to the May 17th Board Meeting, for possible action.

RESULT:	**NO ACTION TAKEN**

2. LCDC Corporation Action (ID # 3498)

Discussion of current and future Corporation projects, and take any action deemed necessary.

COMMENTS - Current Meeting:

Lengthy discussion was held regarding the need for housing and the use of 380 Agreements that would provide incentives to promote development in the City. City Manager Gary Broz stated that he has entertained the use of the 380 and would use those agreements at an appropriate time.

RESULT:	**NO ACTION TAKEN**

3. LCDC Corporation Action 2016-2

Discussion regarding change of meeting date from the first Tuesday to the third Tuesday of each month, and take any action deemed necessary.

COMMENTS - Current Meeting:

After brief discussion of the proposed change of date for meetings of the Liberty Community Development Corporation, a motion was made to change the regular meeting date from the first Tuesday of the month to the third Tuesday of the month.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Barbara Norwood, Board Member
SECONDER:	Louie Potetz, Board Member
AYES:	Dennis Beasley, Mike McCarty, Louie Potetz, Barbara Norwood
ABSENT:	Leslie Herndon, David Arnold, Mark Campbell

VI. ADJOURNMENT

A. Motion To: Adjourn

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Dennis Beasley, President

ATTEST:

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Dianne Tidwell, City Secretary

The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, May 17, 2016 | **12:00 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

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Present	
Mike McCarty	Vice-President	Absent	
Louie Potetz	Board Member	Present	
Barbara Norwood	Board Member	Present	
Leslie Herndon	Board Member	Present	
David Arnold	Board Member	Present	
Mark Campbell	Board Member	Absent	
Gary Broz	General Manager	Absent	
Dianne Tidwell	Corp. Secretary	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

President Beasley welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council. There were no comments from the audience.

III. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action 2016-3

Presentation by the Canfield Park Committee regarding proposed Park improvements, and take any action deemed necessary.

COMMENTS - Current Meeting:

Ms. Carol Skewes and Mr. Stephen Dugger made a presentation to the Board regarding the Ruth Canfield Rotary Pocket Park and Magnolia Street Pocket Park, and proposed upgrades to each. Ms. Skewes gave a history of the Canfield Park and those organizations and individuals that supported and assisted in bringing the park to its current status. Mr. Dugger reviewed the deficiencies of each park and gave a presentation on the three-phase expansion plan which includes additional playground equipment, sports areas, landscaping, dog park, fencing, lighting and other upgrades. Also discussed was naming the Magnolia

Street Pocket Park.

After lengthy discussion, a motion was made to approve expenditures for Phase I upgrades for both parks, to include fencing costs as follows:

Phase I - Canfield Park - $63,000

Phase I - Magnolia Park - $18,200

In-kind by City - approximately $4500.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Barbara Norwood, Board Member
SECONDER:	Leslie Herndon, Board Member
AYES:	Beasley, Potetz, Norwood, Herndon, Arnold
ABSENT:	Mike McCarty, Mark Campbell

2. LCDC Corporation Action (ID # 3522)

Consider a proposal from DP Consulting for a hotel study, and take any action deemed necessary.

COMMENTS - Current Meeting:

Discussion was held regarding a proposed study to analyze the hotel demand/supply for the Liberty area. Reviewed was an engagement letter from DP Consulting to perform the study describing the scope of work, DP's qualifications and related costs. The project cost is capped at $9500.00.

Further discussion included locations, lack of accommodations, need, previous completed study, and possible attendance at a meeting by Mr. David Parker.

There was no action taken.

ATTACHMENTS:

- DP Consulting Hotel Study (PDF)

RESULT:	**NO ACTION TAKEN**

IV. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Board, the meeting was adjourned at 12:41 p.m.

Minutes Acceptance: Minutes of May 17, 2016 12:00 PM (Minutes Approval)

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Dennis Beasley, President

ATTEST:

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Dianne Tidwell, City Secretary

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

Meeting: 06/21/16 06:00 PM

Department: Administration
Category: LCDC Oath of Office

LCDC INFORMATION ITEM (ID # 3543)

DOC ID: 3543

EXPLANATION:
The Oath of Office will be administered to re-appointed Board Members Dennis Beasley, Mike McCarty, Louie Potetz and Barbara Norwood. The Oath will given by Mayor Carl Pickett.

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

Meeting: 06/21/16 06:00 PM

Department: Administration
Category: LCDC Misc.

LCDC CORPORATION ACTION (ID # 3544)

DOC ID: 3544

EXPLANATION:
LCDC Bylaws state that the President shall be elected by the Board and serve for a term of one (1) year. Current President is Dennis Beasley.

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

Meeting: 06/21/16 06:00 PM

Department: Administration
Category: LCDC Misc.

LCDC CORPORATION ACTION (ID # 3545)

DOC ID: 3545

EXPLANATION:
The LCDC Bylaws state that the Vice-President shall be elected by the Board and serve for a term of one (1) year. Current Vice-President is Mike McCarty.

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

Meeting: 06/21/16 06:00 PM

Department: Administration
Category: Budget Amendments

LCDC RESOLUTION (ID # 3546)

DOC ID: 3546

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

Meeting: 06/21/16 06:00 PM

Department: Administration
Category: Airport Projects & Improvements

LCDC CORPORATION ACTION (ID # 3547)

DOC ID: 3547

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

Meeting: 06/21/16 06:00 PM

Department: Administration
Category: LCDC Projects

LCDC CORPORATION ACTION (ID # 3548)

DOC ID: 3548

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