The City of Liberty
Liberty Community Development Corporation
Annual Meeting
~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, June 15, 2021 | **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 June 15, 2021 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 6:14 PM by Vice-President Barbara Norwood.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Absent	
Barbara Norwood	Vice-President	Present	
Mark Campbell	Board Member	Present	
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	
Naomi Herrington	Assistant City Manager / CFO	Present	
Chris Jarmon	Assistant City Manager	Present	
Daniel Sylvia	Asst. 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.

Vice-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. LCDC Information Item (ID # 5124)

General Manager's Report - T. Warner- Projects and Activities - Population, Business Facade Grant update, Commercial Projects, and Sidewalk Project

COMMENTS - Current Meeting:

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

- Population
- Business Façade Grant Update
- Commercial Projects
- Downtown Sidewalk Project

ATTACHMENTS:

- LCDC General Manager's Report June 15 2021 (DOCX)

B. LCDC Information Item (ID # 5125)

Finance Report - Asst. City Mgr./CFO - N. Herrington

COMMENTS - Current Meeting:

Assistant City Manager / CFO Naomi Herrington reported on the Corporation financials through April 30, 2021. Sales tax collections are on budget. Ms. Herrington concluded by stating that cash on hand is $2.7 Million.

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:	Julie Hebert, Board Member
AYES:	Norwood, Campbell, McCarty, VanDeventer, Hebert, Dorsett Jr
ABSENT:	Dennis Beasley

A. Minutes Approval

1. Tuesday, May 18, 2021

V. REGULAR AGENDA

A. Regular Session

1. LCDC Information Item (ID # 5123)

Oath of Office to be administered to newly appointed Board Members.

COMMENTS - Current Meeting:

Mayor Carl Pickett issued the Oath of Office to re-appointed members of the LCDC Board of Directors: Kathrine McCarty, Dan VanDeventer, Mark Campbell.

2. LCDC Corporation Action 2021-5

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

COMMENTS - Current Meeting:

A motion was made that Board Member Dennis Beasley be re-appointed to fill the position of LCDC President.

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

3. LCDC Corporation Action 2021-6

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

COMMENTS - Current Meeting:

A motion was made that Board member Barbara Norwood be re-appointed to fill the position of LCDC Vice-President.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kathrine McCarty, Secretary
SECONDER:	Michael Dorsett Jr, Board Member
AYES:	Norwood, Campbell, McCarty, VanDeventer, Hebert, Dorsett Jr
ABSENT:	Dennis Beasley

4. LCDC Corporation Action 2021-7

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

COMMENTS - Current Meeting:

A motion was made that Board member Kathrine McCarty be re-appointed to fill the position of LCDC Secretary.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Julie Hebert, Board Member
SECONDER:	Barbara Norwood, Vice-President
AYES:	Norwood, Campbell, McCarty, VanDeventer, Hebert, Dorsett Jr
ABSENT:	Dennis Beasley

5. LCDC Corporation Action (ID # 5130)

Consider awarding a Business Façade Improvement Grant to Kesha Pickney in the amount of $14,762.50.

COMMENTS - Current Meeting:

The Board Members discussed the project with Assistant City Manager Chris Jarmon and board members had various questions that need answers by Ms. Pickney. The Board members asked that the item be moved to a future meeting with Ms. Pickney in attendance to discuss project concerns and questions.

ATTACHMENTS:

- EXHIBIT A - Kesha Pickney Application (PDF)
- EXHIBIT B - Quote 1 (Kesha Pickney) (PDF)
- EXHIBIT C - Quote 2 (Kesha Pickney) (PDF)

RESULT:	**NO ACTION TAKEN**

6. LCDC Corporation Action 2021-8

Consider awarding a Business Façade Improvement Grant to Craig Russell in the amount of $20,000.

COMMENTS - Current Meeting:

Assistant City Manager Chris Jarmon started the presentation for 2818 N. Main St for Market Square Shopping and Food Truck Park discussing the conceptual drawing and the exterior upgrades that are planned for the building. Mrs. Katie Russell then discussed the type of business(s) they are wanting to bring to the building and the standards for the Food Truck park. Mrs. Russell thanked the City for being helpful with the plans and getting the Food Truck Park started.

A motion was made to approve the Business Facade Improvement Grant to Craig and Katie Russell in the amount of $20,000.

ATTACHMENTS:

- EXHIBIT A - Craig Russell - Application (PDF)
- EXHIBIT B - Craig Russell - Narrative and Conceptual Plan (PDF)
- EXHIBIT C - Craig Russell - Material Costs (PDF)

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

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the LCDC Board of Directors, Vice-President Norwood adjourned the meeting at 6:49 p.m.

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

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Barbara Norwood, Vice President

ATTEST:

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Kathrine McCarty, Board Secretary