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

Dianne Tidwell
City Secretary
(936) 336-3684

The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

Tuesday, June 4, 2019 | **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	
Barbara Norwood	Vice-President	Absent	
Mark Campbell	Board Member	Present	
David Arnold	Board Member	Present	
Mike Page	Board Member	Present	
Kathrine McCarty	Board Member	Present	
Dan VanDeventer	Board Member	Present	
Tom Warner	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 Board. There were no comments.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4459)

General Manager's Report - Gen. Mgr. T. Warner

COMMENTS - Current Meeting:

General Manager Tom Warner reported that on the following:

- relocation of the proposed sanitary sewer line extension to the west side of on Hwy. 146N; bid for this work was awarded to 5-T Utilities, in the amount of $339,671.95
- the contractor's work on "Main A" is substantially complete
- wastewater project progressing, reporting on the installation of sewer lines, manholes and rehab of the McGuire Lift Station
- Property for water well, tower pump station and ground storage tank have been acquired

- Directed the Board to a list of electric projects and the status of each.

ATTACHMENTS:

- Gen. Manager's Report-LCDC (DOCX)

B. LCDC Information Item (ID # 4460)

Finance Report - Finance Director N. Herrington

COMMENTS - Current Meeting:

Finance Director Naomi Herrington reported on the Corporation's financials ending April, 2019. Ms. Herrington stated that revenues were 59% of budgeted amounts, with expenditures being 90% of budgeted amounts due to transfers to the Golf Course. Bond payments continue to be made on the new street. The Corporation's cash in bank is $2.6 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:	Mike Page, Board Member
SECONDER:	Mark Campbell, Board Member
AYES:	Beasley, Campbell, Arnold, Page, McCarty, VanDeventer
ABSENT:	Barbara Norwood

A. Minutes Approval

1. Tuesday, March 19, 2019

V. REGULAR AGENDA

A. Regular Session

1. LCDC Public Hearing (ID # 4461)

Public Hearing on the potential expenditure of funds for various projects.

COMMENTS - Current Meeting:

At 6:07 p.m., President Beasley opened the Public Hearing on the proposed expenditure of funds for various projects. General Manager Tom Warner remarked on each of the projects as listed below:

- Amending the FY 19 LCDC budget
- Development of a LCDC website
- Development of a LCDC logo
- Application for membership to the Texas Economic Development Council

- Development of an Economic Development Strategic Plan
- Signage at various City parks
- Liberty Municipal Golf Course Driveway Rehabilitation

There were no comments from the audience. At 6:09 p.m., President Beasley closed the Public Hearing.

2. LCDC Corporation Action 2019-6

Consider approval of Budget Amendment No. 1 to the Liberty Community Development Corporation (LCDC), Fiscal Year Budget ending September 30, 2019, in the amount of $50,589.60 to fund a portion of the salaries and benefits of those employees working on behalf of the LCDC.

HISTORY:

05/21/19 **Liberty Community Development Corporation** **MEETING CANCELLED**
Next: 06/04/19

COMMENTS - Current Meeting:

General Manager Tom Warner reported that Asst. City Manager Jarmon and the Administrative Secretary, that perform work on behalf of LCDC, are paid entirely by the City's General Fund. Mr. Warner recommended that 60% of the salary and benefits for the Asst. City Manager and 20% for the Administrative Secretary be funded by LCDC, as they both assist with economic development. This can be accomplished by a transfer from LCDC to the City's General Fund for the next five months to complete the fiscal year. Beginning in FY20, and thereafter, the transfer will cover each twelve month fiscal year.

A motion was made to approve LCDC Budget Amendment No. 1.

ATTACHMENTS:

- Budget Amendment No. 1 Info (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Mark Campbell, Board Member
SECONDER:	David Arnold, Board Member
AYES:	Beasley, Campbell, Arnold, Page, McCarty, VanDeventer
ABSENT:	Barbara Norwood

3. LCDC Corporation Action 2019-7

Consider approval of Budget Amendment No. 2 to the Liberty Community Development Corporation Fiscal Year Budget ending September 30, 2019, in the amount of $20,500.00 for advertising and membership fees to economic development related organizations.

HISTORY:

05/21/19 **Liberty Community Development Corporation** **MEETING CANCELLED**
Next: 06/04/19

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported that the LCDC FY19 Budget did not include appropriations for certain functions that would be advantageous to LCDC. Funds were requested for advertising, in the amount of $20,000, and for dues & memberships in the amount of $500. Total funds requested were $20,500.

Following discussion of the benefits of these expenditures, a motion was made to approve LCDC Budget Amendment No. 2, in the amount of $20,500.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Mike Page, Board Member
SECONDER:	David Arnold, Board Member
AYES:	Beasley, Campbell, Arnold, Page, McCarty, VanDeventer
ABSENT:	Barbara Norwood

4. LCDC Corporation Action 2019-8

Consider approval of Budget Amendment No. 3 to the Liberty Community Development Corporation Fiscal Year Budget ending September 30, 2019, in the amount of $53,542.95 to increase the transfer to the Golf Course to fund various expenditures.

HISTORY:

05/21/19 **Liberty Community Development Corporation** **MEETING CANCELLED**
Next: 06/04/19

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported that LCDC Budget Amendment No. 3 would increase the Corporation's transfer of funds to the Golf Course, in the amount of $53,542.95. This transfer would fund the following:

- Commercial Refrigerator: $6,244.33
- Commercial Freezer: $7,815.50
- Merchandiser Ice Machine: $4,200.20
- Golf Course Entrance Sign: $1,705.08
- Golf Course Monument Sign (Beaumont @ CR150): $2,077.84
- Golf Course Entryway Rehabilitation: $31,500

Following discussion regarding the necessity of these expenditures and the enhancement to the Golf Course, a motion was made to approve LCDC Budget Amendment No. 3, in the amount of $53,542.95.

ATTACHMENTS:

- Budget Amendment No. 3-Refrigerator (PDF)
- Budget Amendment No. 3-Freezer (PDF)
- Budget Amendment No. 3-Ice Machine (PDF)
- Budget Amendment No. 3-Signage (PDF)
- EXHIBIT A - Golf Course Driveway Rehabilitation (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Mike Page, Board Member
SECONDER:	David Arnold, Board Member
AYES:	Beasley, Campbell, Arnold, Page, McCarty, VanDeventer
ABSENT:	Barbara Norwood

5. LCDC Corporation Action 2019-9

Consider approval of Budget Amendment No. 4 to the Liberty Community Development Corporation Fiscal Year Budget ending September 30, 2019, in the amount of $4,155.68 to authorize the transfer of funds to the Liberty Municipal Airport to fund various expenditures.

HISTORY:

05/21/19 Liberty Community Development Corporation MEETING CANCELLED
Next: 06/04/19

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported that LCDC Budget Amendment No. 4 would authorize the expenditure of funds for two new signs at the Liberty Municipal Airport, in the amount of $4,155.68. These signs would replace two wooden signs currently at the Airport.

After brief discussion, a motion was made to approve LCDC Budget Amendment No. 4, in the amount of $4,155.68.

ATTACHMENTS:

- Budget Amendment No. 4- Airport Signage (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Mark Campbell, Board Member
SECONDER:	Kathrine McCarty, Board Member
AYES:	Beasley, Campbell, Arnold, Page, McCarty, VanDeventer
ABSENT:	Barbara Norwood

6. LCDC Corporation Action 2019-10

Consider approval of an Agreement with Civic Plus, in the amount of $8,500.00, for the development of a stand-alone website for the Liberty Community Development Corporation.

HISTORY:

05/21/19 Liberty Community Development Corporation MEETING CANCELLED
Next: 06/04/19

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported that a stand-alone website for LCDC would enhance its commercial and industrial recruitment and provide data and information that prospective developers and businesses are seeking. Mr. Jarmon and staff recommend execution of an agreement with CivicPlus, the same website developer that developed the City of Liberty's website.

Following discussion of the numerous advantages of having a website, a motion was made to approve the agreement with CivicPlus, in an amount not to exceed $8500.

ATTACHMENTS:

- CivicPlus Proposal (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan VanDeventer, Board Member
SECONDER:	Mike Page, Board Member
AYES:	Beasley, Campbell, Arnold, Page, McCarty, VanDeventer
ABSENT:	Barbara Norwood

7. LCDC Corporation Action 2019-11

Consider approval of an Agreement with e.Sullivan Advertising & Design, in the amount of $1,995.00, for the development of a logo for the Liberty Community Development Corporation.

HISTORY:

05/21/19 **Liberty Community Development Corporation** **MEETING CANCELLED**
Next: 06/04/19

COMMENTS - Current Meeting:

Asst. City Manager Jarmon explained that a LCDC logo would provide the Corporation with a distinct brand identity. Mr. Jarmon commented on the improtance of a brand in helping to convey the mission and purpose of an organization to its customers and clients.

After brief discussion, a motion was made to approve an agreement with e.Sullivan Advertising & Design, in the amount of $1,995, for the development of a LCDC logo.

ATTACHMENTS:

- Logo - e. Sullivan (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan VanDeventer, Board Member
SECONDER:	Kathrine McCarty, Board Member
AYES:	Beasley, Campbell, Arnold, Page, McCarty, VanDeventer
ABSENT:	Barbara Norwood

8. LCDC Corporation Action 2019-12

Consider the expenditure of funds for membership to the Texas Economic Development Council (TEDC), in the amount of $500.00.

HISTORY:

05/21/19 **Liberty Community Development Corporation** **MEETING CANCELLED**
Next: 06/04/19

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported that the Texas Economic Development Council is the statewide association for economic development professionals. Mr. Jarmon stated that there are numerous benefits to participating in this association that include networking, a resource library, professional development and other related advantages.

A motion was made to approve membership in the Texas Economic Development Council, in the amount of $500.

ATTACHMENTS:

- TEDC Information (PDF)

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

B. Work Session

1. LCDC Work Session (ID # 4463)

Work Session regarding discussion of various new programs, and other changes, proposed for the Liberty Community Development Corporation.

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported on a proposed Facade Improvement Grant, whereby interested businesses, in the downtown district, could make application for assistance with needed improvements. The program includes LCDC funding 50% of a facade project, up to $20,000.

Mr. Jarmon also reported on a Community Development Capital Improvement Program, which consists of a list of projects that the Corporation would like to see funded in the future and provide direction for potential improvements.

General Manager Tom Warner reviewed numerous changes to the LCDC Bylaws for the efficient operation of the Corporation. Mr. Warner also addressed Type B Corporation Officers and that the Board Members will need to appoint a secretary, in order to comply with State law.

ATTACHMENTS:

- WS-Facade Improvement Grant (PDF)
- WS-Capital Improvement Program (PDF)
- WS-LCDC Bylaws (PDF)
- WS-Local Gov Code-Type B Officers (PDF)

VI. ADJOURNMENT

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Dennis Beasley, President

ATTEST:

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Dianne Tidwell, City Secretary