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, July 16, 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	Present	
Mark Campbell	Board Member	Absent	
David Arnold	Board Member	Present	
Mike Page	Board Member	Absent	
Kathrine McCarty	Board Member	Present	
Dan VanDeventer	Board Member	Present	
Chris Jarmon	Asst. City Manager	Present	
Naomi Herrington	Asst. City Manager	Present	
Dianne Tidwell	City 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 # 4511)

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

COMMENTS - Current Meeting:

Asst. City Mgr./CFO Naomi Herrington reported on the Corporations financials as of May, 2019. Ms. Herrington stated that Corporation revenues are at 62% of budgeted amounts, with expenditures being 55% of budgeted amounts. Ms. Herrington further stated that the Corporation's fund balance 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 [4 TO 0]**
MOVER:	Kathrine McCarty, Board Member
SECONDER:	David Arnold, Board Member
AYES:	Dennis Beasley, David Arnold, Kathrine McCarty, Dan VanDeventer
ABSTAIN:	Barbara Norwood
ABSENT:	Mark Campbell, Mike Page

A. Minutes Approval

1. Tuesday, June 11, 2019

V. REGULAR AGENDA

A. Regular Session

1. LCDC Resolution 2019-1

Consider a Resolution approving amendments to the Liberty Community Development Corporation Bylaws.

COMMENTS - Current Meeting:

Asst. City Manager Chris Jarmon reviewed proposed changes to the Corporation Bylaws, previously discussed in a Work Session held June 4. Lengthy discussion was held regarding the various changes including, but not limited to, the following:

- Changes the registered agent from the City Secretary to the General Manager
- Changes to comply with State Law that the Corporation Secretary be a Board Member
- Specifies that the Corporation Secretary serve a one-year term
- Removes the requirement that the Corporation Secretary be a city employee
- Changes the annual meeting date from the 2nd to the 3rd Tuesday in June
- Adds a requirement that the Community Development Capital Improvement Program be approved by the Board as part of the Fiscal Year Budget
- Removes other items that the Corporation is not required to do by State Law
- Other related changes.

A motion was made to approve the Resolution.

ATTACHMENTS:

- EXHIBIT - LCDC Bylaws Amendment (DOCX)

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

2. LCDC Corporation Action 2019-16

Consider adoption of the Downtown Facade Improvement Program Guidelines.

COMMENTS - Current Meeting:

Asst. City Manager Jarmon also reported that the Downtown Façade Improvement Program had been discussed at the June 4 Work Session. This program encompasses the area from MLK, to Grand and Milam to San Jacinto. Mr. Jarmon reviewed the guidelines and major provisions of the Program, by which businesses will apply. This program offers incentives for renovation, restoration, and other improvements to businesses, therefore retaining the character, and improving the overall appearance of the downtown area.

A motion was made to approve the Downtown Facade Improvement Program.

ATTACHMENTS:

- EXHIBIT - Downtown Liberty Facade Improvement Grant - Program Guidelines (DOCX)

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

3. LCDC Corporation Action 2019-17

Consider approval of a one-year agreement with The Retail Coach for retail recruitment assistance, at a cost not to exceed $21,000.00.

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported on a proposed one-year agreement with The Retail Coach for retail recruitment assistance. Mr. Jarmon stated that this firm will assist in analyzing our community retail market, identify the best retail opportunities by reviewing demographics/cell phone analysis, assist in recruiting various retailers and developers, and provide trade show representation.

A motion was made to approve the one-year agreement with The Retail Coach for retail recruitment assistance, at a cost not to exceed $21,000.00.

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

4. LCDC Public Hearing (ID # 4515)

Public Hearing on the potential expenditure of funds for various projects included in the Liberty Community Development Corporation Proposed FY 2019-2020 Budget and in the Community Development Capital Improvement Program (CDCIP).

COMMENTS - Current Meeting:

At 6:23 p.m., President Beasley opened the Public Hearing on the proposed expenditure of funds for various projects included in the Liberty Community Development Corporation Capital Improvement Program and FY 20 Budget. After brief comments regarding the Golf Course, President Beasley closed the Public Hearing at 6:25 p.m.

5. LCDC Corporation Action 2019-18

Consider approval of the Liberty Community Development Corporation Budget for Fiscal Year 2019-2020.

COMMENTS - Current Meeting:

The proposed Corporation FY 20 Budget was reviewed by Asst. City Manager Jarmon. Mr. Jarmon stated the balanced budget includes new expenditures for recently approved items such as LCDC website maintenance, marketing and advertising, and funding of the Downtown Facade Improvement Program.

After brief discussion of budget related items, a motion was made to approve the Corporation Fiscal Year 2019-2020 Budget.

ATTACHMENTS:

- EXHIBIT - LCDC FY20 Budget (PDF)

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

6. LCDC Corporation Action 2019-19

Consider approval of the Liberty Community Development Corporation Fiscal Year 2019-2020 Community Development Capital Improvement Program (CDCIP).

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported that on June 4, 2019, the LCDC Board of Directors held a work session to review and discuss the LCDC Community Development Capital Improvement Program (CDCIP), also stating that the CDCIP is a requirement of Article IV Section 5 of the LCDC Bylaws. Mr. Jarmon reviewed the diverse portions of the Program to include a downtown master plan, golf course master plan and various repairs to the course, and numerous future elements of the program.

A motion was made to approve the LCDC Community Development Capital Improvement Program.

ATTACHMENTS:

- EXHIBIT - LCDC CDCIP (DOCX)

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

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Board, President Beasley adjourned the meeting at 6:50 p.m.

____
Dennis Beasley, President

ATTEST:

____
Kathrine McCarty, Corp. Secretary