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, August 20, 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	Present	
David Arnold	Board Member	Present	
Mike Page	Board Member	Absent	
Kathrine McCarty	Board Member	Present	
Dan VanDeventer	Board Member	Present	
Tom Warner	City Manager	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

There were no comments from the guests/visitors.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4539)

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

COMMENTS - Current Meeting:

Tom Warner, LCDC General Manager, reported on the following:

- New LCDC website should go live in approximately 6 weeks
- Installation of new signage at the Liberty Municipal Golf Course and Liberty Municipal Airport is scheduled for first week of September
- City working with the Liberty Rotary Club to install new signage at the Canfield and Magnolia Parks

- Six (6) downtown businesses have inquired into LCDC's Downtown Façade Improvement Program
- Reviewed the Hwy. 146 N sewer line project
- Reported on Golf Course activities and RFP let for Master Plan
- Reported on training opportunities related to economic development offered by the Gulf Coast Economic Development Council and the Texas Comptroller's Office.

ATTACHMENTS:

- General Manager's Report (DOCX)

B. LCDC Information Item (ID # 4540)

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

COMMENTS - Current Meeting:

Naomi Herrington, Asst. City Mgr./CFO reported on the Corporation's financials as of the end of June, 2019. Ms. Herrington reviewed the various revenues and expenditures, that currently the sales tax revenues are at 72% of the budgeted amount, and the Corporation cash in bank 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, Board Member
SECONDER:	Mark Campbell, Board Member
AYES:	Beasley, Norwood, Campbell, Arnold, McCarty, VanDeventer
ABSENT:	Mike Page

A. Minutes Approval

1. Tuesday, July 16, 2019

V. REGULAR AGENDA

A. Regular Session

1. LCDC Information Item (ID # 4542)

Presentation by Aaron Farmer, President of The Retail Coach, regarding the WalMart Supercenter Mobile Data Survey.

COMMENTS - Current Meeting:

Mr. Kyle Cofer, Project Manager for The Retail Coach made a PowerPoint Presentation to the Board regarding a mobile data survey. Mr. Cofer reported that this survey assists in determining the City's retail trade area by combining strategy, technology and The Retail Coach expertise. Mr. Cofer explained this process in detail, and that the resulting information helps to determine the retail trade area, assists in identifying development and re-development opportunities and assists in retail recruitment by knowing which type of business to reach out to, retail, restaurants, etc.

Following the presentation, lengthy discussion was held regarding the survey and various related issues.

2. LCDC Corporation Action (ID # 4544)

Consider approval of a grant application submitted for the LCDC Downtown Facade Improvement Program.

COMMENTS - Current Meeting:

Ms. Meadow Coward, Allstate Insurance, addressed the Board expressing her interest in the Downtown Facade Improvement Program. Ms. Coward presented the Board with drawings of the planned improvements for her business at 334 Main Street.

RESULT:	**NO ACTION TAKEN**

3. LCDC Corporation Action 2019-20

Consider approval of an agreement with Zoom Prospector, for site selection services on the LCDC website.

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported on an agreement with Zoom Prospector for GIS-based site and property selection services. If approved, photos and data will be embedded within the Liberty Community Development Corporation's (LCDC) new website to assist with marketing and advertising of properties. The goal is to work with local brokers and realtors to develop a database of sites and buildings available in the City of Liberty.

A motion was made to approve the agreement with Zoom Prospector, at a cost of $3400 per year.

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

B. Work Session

1. LCDC Work Session (ID # 4541)

Discussion and review of the proposed LCDC logo, designed by E. Sullivan Advertising and Design.

COMMENTS - Current Meeting:

The LCDC Board held a work session regarding recent approval (June 4) of an agreement with E. Sullivan Advertising & Design to develop a logo for the Corporation. The preliminary design work is complete and the Board was provided with four separate designs from which to choose. Following discussion, Board consensus was to request that E. Sullivan redesign numbers two and four, to include the state of Texas. The redesigned logos will be brought before the Board at a later date.

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Corporation, President Beasley adjourned the meeting at 6:57 p.m.

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Dennis Beasley, President

ATTEST:

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Kathrine McCarty, Corp. Secretary