The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, July 21, 2020 | **6:00 PM** | **City Hall - Liberty Center**

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

Those individuals listed in the Call to Order were physically present in the Liberty Center. The public was not yet allowed entrance into the meeting due to COVID-19. Public access was allowed through the Zoom Meeting Platform.

The meeting was called to order on July 21, 2020 at the City Hall - Liberty Center, 1829 Sam Houston Liberty, TX at 6:00 PM by President Dennis Beasley.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Present	
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	General Manager	Present	
Chris Jarmon	Assit. 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

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.

General Manager Tom Warner reported that this would be City Secretary Dianne Tidwell's last LCDC Meeting, as her retirement date is July 31, 2020. Mr. Warner also introduced Adm. Asst. April Gilliland as the new City Secretary.

III. PRESENTATIONS / REPORTS

1. LCDC Information Item (ID # 4843)

General Manager's Report - T. Warner - Projects and Activities - COVID-19, Sales Tax & Airport

COMMENTS - Current Meeting:

General Manager Tom Warner reported on the Governor's most recent COVID-19 Executive Orders to include gatherings, the wearing of face masks, and other associated information. Mr. Warner also reported that sales tax collections for July was up 2.05% and up 1.44% over the same period the previous year. Mr. Warner also discussed the bid for installation of an AWOS at the Liberty Municipal Airport, and other additional Airport projects.

ATTACHMENTS:

- LCDC General Manager's Report Revised July 21 2020 (DOCX)

2. LCDC Information Item (ID # 4837)

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

COMMENTS - Current Meeting:

Asst. City Mgr./CFO Naomi Herrington reported on the Corporation financials as of May 31, 2020. Ms. Herrington also stated that sales tax collections were above those of the same period for the previous year, and the May 31 cash on hand reflected $2.653 million balance. Current cash balance is $2.659 million.

IV. CONSENT AGENDA

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Barbara Norwood, Vice-President
SECONDER:	Kathrine McCarty, Secretary
AYES:	Beasley, Norwood, Campbell, McCarty, VanDeventer, Hebert, Dorsett Jr

1. Tuesday, June 16, 2020

V. REGULAR AGENDA

A. Regular Session

1. LCDC Information Item (ID # 4839)

Presentation from Retail Coach, LLC Regarding Retail Development in the City of Liberty.

COMMENTS - Current Meeting:

Aaron Farmer, President and Kyle Cofer, Project Manager, The Retail Coach made an audio presentation to the Board of Directors regarding COVID-19 Impact Tracking and Retail Update. Discussed was an analysis of the impact on visits to businesses and shopping centers. Further discussion involved interested business prospects for the Liberty area and the status of each.

The presentation concluded with next steps regarding a retail live virtual conference on September 3, continued retail recruitment, providing updated 2020 data, and other upcoming retail conferences.

2. LCDC Public Hearing (ID # 4840)

Public Hearing on the potential expenditure of funds for various projects included in the Liberty Community Development Corporation Proposed FY 2020-2021 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. General Manager Tom Warner stated that his comments regarding these projects would be made in the following two agenda items. There were no other comments.

President Beasley closed the Public Hearing at 6:24 p.m.

3. LCDC Corporation Action 2020-6

Consider approval of the Liberty Community Development Budget for Fiscal Year 2020-2021.

COMMENTS - Current Meeting:

General Manager Tom Warner reported on the financial position of the Corporation, including the FY21 proposed budget revenues and expenditures. Mr. Warner explained that the new budget proposes to use funds in the amount of $206,724 for the following two projects:

1) Liberty Square - Engineering & Topographical Surveying
2) Matching funds for Airport Pavement and Taxiway Rehabilitation

Following discussion, a motion was made to adopt the proposed Liberty Community Development Corporation FY21 Budget.

ATTACHMENTS:

- EXHIBIT A - FY21 LCDC Budget (Revised) (XLSX)
- EXHIBIT B - Engineering Estimate for Liberty Square (UPDATED) (PDF)
- EXHIBIT C - Liberty PCE (PDF)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Kathrine McCarty, Secretary
SECONDER:	Julie Hebert, Board Member
AYES:	Beasley, Norwood, Campbell, McCarty, VanDeventer, Hebert, Dorsett Jr

4. LCDC Corporation Action 2020-7

Consider approval of the Liberty Community Development Corporation Fiscal Year 2020-2021 Community Development Capital Improvement Program (CDCIP).

COMMENTS - Current Meeting:

General Manager Tom Warner stated that the Corporation Bylaws require that the Board of Directors "review and update the CDCIP once a year to ensure the plan is up to date with current community needs and is capable of meeting the City's community development needs."

Mr. Warner reviewed the Community Development Capital Improvement Program document with the Board. Following discussion a motion was made to approve the CDCIP, as presented.

ATTACHMENTS:

- EXHIBIT A - FY21 LCDC CDCIP (DOCX)

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

VI. ADJOURNMENT

There being no further business before the Board, President Beasley adjourned the meeting at 6:35 p.m.

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Dennis Beasley, President

ATTEST:

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Kathrine McCarty, Corporation Secretary