The City of Liberty

Liberty Community Development Corporation

Meeting

~ Agenda ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, May 18, 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

Attendee Name	Present	Absent	Late	Arrived
President Dennis Beasley	☐	☐	☐	
Vice-President Barbara Norwood	☐	☐	☐	
Board Member Mark Campbell	☐	☐	☐	
Secretary Kathrine McCarty	☐	☐	☐	
Board Member Dan VanDeventer	☐	☐	☐	
Board Member Julie Hebert	☐	☐	☐	
Board Member Michael Dorsett Jr	☐	☐	☐	

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.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 5100)

General Manager's Report - Topics include Burkes Outlet, Firm Foundations, Municipal Airport, Downtown Sidewalks

- LCDC General Manager's Report May 18 2021 (DOCX)

B. LCDC Information Item (ID # 5101)

Finance Report - Assistant City Manager / CFO Naomi Herrington

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.

A. Minutes Approval

1. Tuesday, April 20, 2021

2. Tuesday, April 27, 2021

V. REGULAR AGENDA

A. Executive Session

Tx. Gov. Code §551.087 - Deliberation Regarding Economic Dev. Negotiation

- To deliberate commercial or financial Information received from a business

B. Reconvene into Regular Session

1. LCDC Corporation Action (ID # 5099)

Consider and Take Action, If Any, on the Items as Discussed in the Executive Session.

VI. ADJOURNMENT

CERTIFICATION

I certify that the attached Notice of Meeting was posted on the bulletin board and in the Message Centers located on the east and west sides of the City Hall Administration Building, located at 1829 Sam Houston on the 14th day of May, 2021 at 5:00 p.m. This notice will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

April Gilliland

April Gilliland, City Secretary

NOTICE

In compliance with the Americans with Disabilities Act, the City of Liberty will provide reasonable accommodation for persons attending and/or participating in this Corporation Meeting. To better serve you, requests must be made at least 24 hours prior to the meeting. Contact the City at (936) 336-3684 or by Fax at (936) 336-9846. The building is wheelchair accessible, with parking available, on the west side of the building.

I certify that the attached Notice and Agenda of items to be considered by the LCDC Board of Directors was removed by me from the bulletin board at the City Hall on the ________ day of ____________________, 2020.

The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 05/18/21 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 5100)

DOC ID: 5100

Subject: General Manager's Report - City Projects and Activities

Background: This agenda item affords the General Manager of the Corporation the opportunity to update the Board and public on current and future projects, activities and other items related to LCDC business.

To: Liberty Community Development Corporation Board of Directors

From: Tom Warner, General Manager

Date: May 18, 2021

Re: General Manager's Report

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1. The FY 2021 LCDC Budget included $75,000 for the downtown facade grant program. Since October 1, 2020, the Board has approved grants to Frank Biehunko and Rodger's Pharmacy in the amounts of $14,247.25 and $4,562.50, respectively. There is $56,190.25 available to fund additional grants.

2. Burkes Outlet is expected to occupy a portion of the old Palais Royal building at 2323 N. Main. Burkes has pulled a sign permit and electrical permit in pursuit of preparing the building for occupancy. Jobs are currently being advertised on Indeed.com. An opening date has not yet been set.

3. Brandon Smith expects to build an approximately 11,000 square foot medical and wellness facility at the corner of Jefferson at Chrysler. The current Firm Foundations clinic will be relocated to the new facility.

4. On May 11th, the Liberty City Council ratified LCDC's expenditure of $82,500 for engineering services at the Liberty Municipal Airport. The engineering for the pavement management plan is expected to be complete by September 30, 2021 and the engineering for the t-hangar development is expected to be complete by January 31, 2022.

5. The installation of the AWOS at the airport is nearing completion. Power has been brought to the AWOS and sensor installation began on May 10th. The Federal Aviation Administration (FAA) commissioning inspection is tentatively scheduled for Friday, May 21, 2021.

6. The Liberty Municipal Golf Course was closed on April 5th for the Golf course Renovation Project. The contractor has installed perimeter silt fencing, drained the lake and has begun dirt work on Hole #1. It is anticipated the Golf Course will reopen in late November or early December.

7. On May 11th, the Liberty City Council authorized the City Manager to submit a grant application to the Texas Department of Transportation 2021 Transportation Alternatives Set-Aside Program. The program provides grant funds that can be used to pay for sidewalk improvements. If awarded, staff expects to use the grant funds to fund construction of the downtown brick sidewalk project. The deadline to submit the application is June 14th.

The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 05/18/21 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 5101)

DOC ID: 5101

Subject: Finance Report

Background: This agenda item affords the Assistant City Manager/CFO an opportunity to report on the financial activities and position of the Corporation, to include revenues, liabilities, assets, and other financial information.

The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

1829 Sam Houston Street
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April Gilliland
City Secretary
936-336-3684

Tuesday, April 20, 2021 | **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

The meeting was called to order on April 20, 2021 at the City Hall - Liberty Center, 1829 Sam Houston Liberty, TX at 6:01 PM by Secretary Kathrine McCarty.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Absent	
Barbara Norwood	Vice-President	Absent	
Mark Campbell	Board Member	Present	
Kathrine McCarty	Secretary	Present	
Dan VanDeventer	Board Member	Absent	
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	
Brandon Davis	City Attorney	Present	
April Gilliland	City Secretary	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

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III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 5073)

General Manager's Report - Topics include Downtown Facade Grant Program, Construction Projects, Sleep Inn Hotel, New Sheriff's Office, Airport, Golf Course, and Downtown Sidewalk Project.

COMMENTS - Current Meeting:

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

- Downtown Façade Grant Program
- Construction Projects
- Sleep Inn Hotel
- New Sheriff's Office
- Airport
- Golf Course
- Downtown Sidewalk Project

ATTACHMENTS:

- LCDC General Manager's Report April 20 2021 (DOCX)

B. LCDC Information Item (ID # 5074)

Finance Report - Assistant City Manager / CFO Naomi Herrington

COMMENTS - Current Meeting:

Assistant City Manager/CFO Naomi Herrington reported on the Corporation financials through February 2021. Sales tax collections are on budget. Ms. Herrington concluded by stating that cash on hand is $2.8 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:	Julie Hebert, Board Member
SECONDER:	Mark Campbell, Board Member
AYES:	Mark Campbell, Kathrine McCarty, Julie Hebert, Michael Dorsett Jr
ABSENT:	Dennis Beasley, Barbara Norwood, Dan VanDeventer

A. Minutes Approval

1. Tuesday, February 23, 2021

2. Tuesday, March 02, 2021

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action 2021-2

Consider approving changes to the Downtown Façade Grant Program.

COMMENTS - Current Meeting:

On March 2, LCDC met to consider changes to the downtown façade improvement grant program. During that meeting there was consensus to expand the number of businesses eligible for the grant by adding in businesses located on Highway 227 (Main Street).

Staff proposes two key changes to the program guidelines of the façade program:

1. Add businesses located on Main Street, from Grand Ave north to the City Limits, into the list of businesses eligible to participate in the façade grant program.
2. Change the program name from “Downtown Liberty Façade Improvement Grant” to “Business Façade Improvement Grant”.

Motion was made to approve the proposed changes to the Downtown Liberty Façade Improvement Grant Program.

ATTACHMENTS:

- EXHIBIT A - Façade Improvement Grant - Revised Program Guidelines (DOCX)

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

2. LCDC Corporation Action 2021-3

Consider approving an agreement with Strand Associates, Inc., for engineering services at the Liberty Municipal Airport.

COMMENTS - Current Meeting:

The City is interested in moving forward with two projects at the Liberty Municipal Airport and has requested and received a proposal from Strand Associates, Inc to assist in those projects. The first project is the creation of a pavement management plan (PMP) for the runway and taxiway at the airport. The PMP is required to be on file with TxDOT for the City to continue receiving grants for the airport. The second project is to design and prepare the plans and specifications for two (2) 10-unit T-Hangars at the airport. The City currently has twenty (20) T-Hangars at the airport and, as of March 9, there was a waiting list of fifteen (15) persons requesting hangar space. This project will help meet the constant demand the airport faces for hangar space.

The estimated cost of the two projects is provided below:

Pavement Management Plan	$ 7,500
Two 10-Unit T-Hangar Plan Development	$75,000
Total	$82,500

Motion was made to approve the agreement with Strand Associates for the preparation of a Pavement Management Plan and the design and preparation of the plans and specifications for two 10-Unit T-Hangars.

ATTACHMENTS:

- EXHIBIT A - Pavement Management Plan (PDF)

- EXHIBIT B - T-Hangar Development (PDF)

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

3. LCDC Corporation Action 2021-4

Consider awarding a grant to Frank Biehunko in the amount of $5,641 related to the Downtown Façade Improvement Grant Program.

COMMENTS - Current Meeting:

Frank Biehunko owns the shopping center that is located at 2106 Sam Houston. Mr. Biehunko is requesting reimbursement for façade improvements pursuant to the Downtown Façade Grant Program.

Mr. Biehunko has received two bids for his proposed project:

1. Doug White & Company ($13,450)
2. Residential Service Associates ($11,282)

Mr. Biehunko's application is attached for your review. LCDC's 50% reimbursement is based on the lowest bid for each project.

Mr. Biehunko received a grant of $14,247.50 on October 20, 2020. If this grant is awarded, it will bring Mr. Biehunko's total grant award to $19,888.50. The max grant award for any applicant is $20,000.

Mr. Biehunko's first grant included soffit repairs, parking lot repairs and lighting improvements. This grant application is to paint the exterior of the entire building.

Motion was made to approve the application the Downtown Façade Improvement Grant Program for the property located at 2106 Sam Houston.

ATTACHMENTS:

- EXHIBIT A - Frank Biehunk Application (002) (PDF)

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

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Corporation, Secretary McCarty adjourned the meeting at 6:22 p.m.

Dennis Beasley, President

ATTEST:

Kathrine McCarty, Secretary

The City of Liberty

Liberty Community Development Corporation

Special/Joint Meeting - City Council - P&Z

~ Minutes ~

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April Gilliland
City Secretary
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I. CALL TO ORDER

The meeting was called to order on April 27, 2021 at the City Hall - Liberty Center, 1829 Sam Houston Liberty, TX at 6:05 PM by Secretary Kathrine McCarty.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Absent	
Barbara Norwood	Vice-President	Absent	
Mark Campbell	Board Member	Present	
Kathrine McCarty	Secretary	Present	
Dan VanDeventer	Board Member	Present	
Julie Hebert	Board Member	Absent	
Michael Dorsett Jr	Board Member	Present	
Tom Warner	City Manager	Present	
Naomi Herrington	Assistant City Manager / CFO	Present	
Chris Jarmon	Assistant City Manager	Present	
Damon Jones	Public Works Director	Present	
Brandon Davis	City Attorney	Present	
April Gilliland	City Secretary	Present	

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III. REGULAR AGENDA

1. LCDC Work Session (ID # 5078)

Conduct a joint meeting with the Liberty City Council and the Planning and Zoning Commission (P&Z) to receive an update on the progress and status of the City's Unified Development Ordinance.

COMMENTS - Current Meeting:

This meeting was a Joint Meeting of the Liberty City Council, Liberty Community Development Corporation and the City's Planning and Zoning Commission. Mr. David Baird from Kendig Keast addressed the boards going over the Primary Project Goals of the Unified Development Ordinance. Mr. Baird reviewed Module 1 of the project which consisted of consolidation of existing ordinances, project process, stakeholder sessions, key observations, and airport zoning. Mr. Baird then presented Module 2 of the project which will include zoning districts and land uses, facilitate infill and redevelopment, accessory structure standards, floodplain regulation, subdivision standards, sign standards, and parking requirements. Module 3 is the next process and will include nonconformities, administration, development review procedures, enforcement and remedies, and rules of construction and definitions. Mr. Baird also asked the boards what their thoughts were on a Board of Zoning Adjustment.

After a discussion with the boards and answering questions, Mr. Baird concluded his Unified Development Ordinance presentation.

IV. ADJOURNMENT

A. Motion To: Motion To: Adjourn

COMMENTS - Current Meeting:

With no further business to discuss Secretary McCarty adjourned the meeting at 7:48 p.m.

____
Dennis Beasley, President

ATTEST:

____
Kathrine McCarty, Secretary