



The City of Liberty

Liberty Community Development Corporation

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

Meeting ~ Agenda ~

April Gilliland
City Secretary
936-336-3684

Tuesday, July 20, 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 # 5162)

General Manager's Report - T. Warner- Projects and Activities - Business Facade Grant update, Projects under Construction, Upcoming Projects, Golf Course, AWOS, Sidewalk Project, and Airport

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

B. LCDC Information Item (ID # 5163)

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

- LCDC Financials May 2021 (PDF)
- LCDC Balance Sheet May 2021 (PDF)

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, June 15, 2021

V. REGULAR AGENDA

A. Regular Session

1. LCDC Information Item (ID # 5165)

Mr. Chad Finch will address the Liberty Community Development Corporation Board regarding the Business Facade Grant.

- Chad Finch Speaker Request (PDF)
- Chad Finch Request (PDF)

2. LCDC Corporation Action (ID # 5161)

Consider awarding a Business Façade Improvement Grant to Kesha Pickney in the amount of \$12,012.50.

- EXHIBIT A - Quote 1 (Kesha Pickney) (PDF)
- EXHIBIT B - Quote 2 (Kesha Pickney) (PDF)

B. Work Session

1. LCDC Work Session (ID # 5166)

Work session regarding a proposal from Tiffany York.

2. LCDC Work Session (ID # 5164)

Work Session to discuss the LCDC Fiscal Year 2021-2022 Budget and Community Development Capital Improvement Plan (CDCIP).

- EXHIBIT A - Proposed LCDC FY22 Budget (PDF)
- EXHIBIT B - FY22 LCDC CDCIP (PDF)

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 16th day of July, 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 _____, 2021.



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

3.A

Meeting: 07/20/21 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 5162)

DOC ID: 5162

Subject: General Manager's Report - Projects and Activities

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

To: Liberty Community Development Corporation Board of Directors

From: Tom Warner, General Manager

Date: July 20, 2021

Re: General Manager's Report

1. The Fiscal Year 2020-2021 LCDC budget included \$75,000 for the downtown facade grant program. Since that time, the board has approved four grants: two to Frank Biehunko (\$19,888.25), one to Rodger's Pharmacy (\$4,562.50) and one to Craig and Katie Russell (\$20,000). There is still \$30,549.25 available to fund additional grants. Businesses on Main Street are now eligible to participate in the grant program.
2. Projects Under Construction:
 - a. Fuel Maxx (1025 N. Main)
 - b. 7-Eleven (2000 US 90)
 - c. McDonalds – Interior Remodel (1923 US 90)
 - d. County Court at Law #2 – Interior Remodel (1923 Sam Houston)
 - e. Burkes Outlet Buildout (2323 N. Main)
 - f. Sheriff's Office and Precinct 3 Annex (5000 Highway 146)
 - g. Lakeland Apartments – Remodel (2704 N. Main)
 - h. Shelly Knapp, CPA – Interior Remodel (1809 Grand)
3. Upcoming Projects
 - a. Sleep Inn Hotel (1023 N. Main)
 - b. Tractor Supply Interior Remodel – *Plans are currently under review*
 - c. Firm Foundations (2708 Jefferson Drive) – *Plans are currently under review*
 - d. Divine Integrity Buildout (1211 N. Main) – *Plans are currently under review*
 - e. John Deere (2210 Highway 90 E) – *Plans are currently under review*
4. The owner of Budget Foods #1 has pulled an electrical and plumbing permit (and been issued a certificate of occupancy) to convert Ricky's Food Mart (899 N. Main) into Budget Food #2.
5. The owner of Dream Furniture has purchased the Goldens Furniture building at 2212 N. Main with plans to renovate and occupy the space as a second Dream Furniture location.
6. The golf course officially closed on April 5 for renovations and substantial completion of the project is expected by September 30. The course re-opening is tentatively scheduled for mid-November. On April 13, City Council approved a lease agreement with Scott Neal to operate a restaurant at the clubhouse.

7. The AWOS at the Liberty Municipal Airport has been commissioned by the FAA. You can find the AWOS information here: https://www.faa.gov/air_traffic/weather/asos/?state=TX
8. 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 (LCDC provided funding for the engineering services in their Fiscal Year 2020-2021 budget). The program provides grant funds that can be used to pay for sidewalk improvements. If awarded, the grant funds will be used to fund construction of the downtown brick sidewalk project. The submittal deadline for the application was June 14. *A list of conditionally approved projects will be posted by TxDOT in October 2021.*
9. The LCDC Board of Directors, on April 20, 2021, approved an agreement with Strand Associates for engineering services related to the development of two (2) 10-unit t-hangars at the airport. City Council ratified the expenditure on May 11. The contract with Strand Associates has been signed and the anticipated completion date for the engineering design and specification development is on or before *February 28, 2022.*



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

3.B

Meeting: 07/20/21 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 5163)

DOC ID: 5163

Subject: Finance Report

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

FINANCIAL STATEMENT

AS OF: MAY 31ST, 2021

21 -LIBERTY COMM. DEV. CORP.

FINANCIAL SUMMARY

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>						
	ALL REVENUE	1,278,230.00	111,407.65	761,631.90	59.58	516,598.10
	*** FUND TOTAL REVENUE ***	1,278,230.00	111,407.65	761,631.90	59.58	516,598.10
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
	421-LIBERTY COMMUNITY DEV	1,576,373.00	26,879.87	533,862.71	33.87	1,042,510.29
		-----	-----	-----	-----	-----
	*** FUND TOTAL EXPENDITURES ***	1,576,373.00	26,879.87	533,862.71	33.87	1,042,510.29
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	(298,143.00)	84,527.78	227,769.19	76.40-	(525,912.19)
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: MAY 31ST, 2021

21 -LIBERTY COMM. DEV. CORP.

REVENUE

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>ALL REVENUE</u>						
321-0101	SALES TAX REVENUE	1,000,000.00	109,071.50	745,453.29	74.55	254,546.71
321-0110	INTEREST INCOME	16,000.00	2,336.15	16,178.61	101.12	(178.61)
321-0111	INTEREST INCOME DEBT SERVICE	500.00	0.00	0.00	0.00	500.00
321-2120	TRANSFER IN FROM FUND BALANCE	261,730.00	0.00	0.00	0.00	261,730.00
		-----	-----	-----	-----	-----
***	FUND TOTAL REVENUE ***	1,278,230.00	111,407.65	761,631.90	59.58	516,598.10
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: MAY 31ST, 2021

21 -LIBERTY COMM. DEV. CORP.

421-LIBERTY COMMUNITY DEV

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>3-CHARGES & SERVICES</u>						
421-307	MAINTENANCE WEBSITE	7,500.00	0.00	2,310.00	30.80	5,190.00
421-309	MARKETING & ADVERTISING	32,000.00	1,195.00	17,095.00	53.42	14,905.00
421-311	OFFICE SUPPLIES	600.00	0.00	0.00	0.00	600.00
421-313	MISCELLANEOUS	500.00	0.00	0.00	0.00	500.00
421-314	TRAVEL & TRAINING	10,000.00	0.00	0.00	0.00	10,000.00
421-315	DUES & MEMBERSHIPS	1,200.00	0.00	455.00	37.92	745.00
421-319	LEGAL FEES	5,000.00	135.00	585.00	11.70	4,415.00
421-322	PRELIMINARY ENGINEERING FEES	180,000.00	18,000.00	126,000.00	70.00	54,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		236,800.00	19,330.00	146,445.00	61.84	90,355.00
<u>4-OTHER</u>						
421-416	FIRE DEPARTMENT TANKER	35,850.00	2,987.37	23,898.96	66.66	11,951.04
421-417	AIRPORT PROJECT	204,500.00	0.00	0.00	0.00	204,500.00
421-423	BUSINESS INCENTIVES FACADE	75,000.00	4,562.50	4,562.50	6.08	70,437.50
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		315,350.00	7,549.87	28,461.46	9.03	286,888.54
<u>6-DEBT SERVICE</u>						
421-619	INTEREST SERIES 2014	105,000.00	0.00	48,456.25	46.15	56,543.75
421-620	PRINCIPAL SERIES 2014	130,000.00	0.00	135,000.00	103.85	(5,000.00)
421-621	ADMIN FEES SERIES 2014	750.00	0.00	500.00	66.67	250.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		235,750.00	0.00	183,956.25	78.03	51,793.75
<u>7-TRANSFERS</u>						
421-728	TRANSFER TO AIRPORT FUND	166,500.00	0.00	0.00	0.00	166,500.00
421-730	TRANSFER TO GENERAL FUND	171,100.00	0.00	0.00	0.00	171,100.00
421-732	TRANSFER TO GOLF COURSE	450,873.00	0.00	175,000.00	38.81	275,873.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		788,473.00	0.00	175,000.00	22.19	613,473.00
		-----	-----	-----	-----	-----
** DEPARTMENT TOTAL **		1,576,373.00	26,879.87	533,862.71	33.87	1,042,510.29
		=====	=====	=====	=====	=====

Attachment: LCDC Financials May 2021 (5163 : Finance Report)

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: MAY 31ST, 2021

21 -LIBERTY COMM. DEV. CORP.
432-ELECTRIC RECONSTRUCT

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
	<u>4-OTHER</u>	-----	-----	-----	-----	-----
		-----	-----	-----	-----	-----
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,576,373.00	26,879.87	533,862.71	33.87	1,042,510.29
		=====	=====	=====	=====	=====
EXCESS REVENUES/EXPENDITURES		(298,143.00)	84,527.78	227,769.19	0.00	(525,912.19)
		=====	=====	=====	=====	=====

*** END OF REPORT ***

BALANCE SHEET

AS OF: MAY 31ST, 2021

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
21-1-2110	CASH	2,784,321.60	
21-1-2199	DUE FROM GBG FOR SALES TAX	1,697.69	
21-1-2201	DUE FROM GENERAL FUND	2,310.00	
21-1-2500	DUE FROM STATE	<u>213,490.66</u>	
			<u>3,001,819.95</u>
TOTAL ASSETS			3,001,819.95
=====			
LIABILITIES & EQUITY			
=====			
21-2-0220	AP PENDING-POOLED CASH	1,195.00	
21-2-0880	FB-INTEREST INCOME	2,317.52	
21-2-1111	ENCUMBRANCE	(823,145.70)	
21-2-1112	RESERVE FOR ENCUMBRANCE	823,145.70	
21-2-1113	PRIOR YEAR ENCUMBRANCE	269,273.70	
21-2-1114	PRIOR YEAR RESERVE ENCUMBRANCE	(269,273.70)	
21-2-2180	FUND BALANCE	<u>2,770,538.24</u>	
TOTAL LIABILITIES & EQUITY			<u>2,774,050.76</u>
TOTAL REVENUE		761,631.90	
TOTAL EXPENSES		<u>533,862.71</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		227,769.19	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>227,769.19</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			3,001,819.95
=====			



The City of Liberty

Liberty Community Development Corporation

Annual Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, June 15, 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

The meeting was called to order on June 15, 2021 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 6:14 PM by Vice-President Barbara Norwood.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Absent	
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	City Manager	Present	
Naomi Herrington	Assistant City Manager / CFO	Present	
Chris Jarmon	Assistant City Manager	Present	
Daniel Sylvia	Asst. City Attorney	Present	
April Gilliland	City Secretary	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.

Vice-President Norwood welcomed guests and visitors in attendance, 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 # 5124)

General Manager's Report - T. Warner- Projects and Activities - Population, Business Facade Grant update, Commercial Projects, and Sidewalk Project

COMMENTS - Current Meeting:

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

- Population
- Business Façade Grant Update
- Commercial Projects
- Downtown Sidewalk Project

ATTACHMENTS:

- LCDC General Manager's Report June 15 2021 (DOCX)

B. LCDC Information Item (ID # 5125)

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

COMMENTS - Current Meeting:

Assistant City Manager / CFO Naomi Herrington reported on the Corporation financials through April 30, 2021. Sales tax collections are on budget. Ms. Herring concluded by stating that cash on hand 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, Secretary
SECONDER:	Julie Hebert, Board Member
AYES:	Norwood, Campbell, McCarty, VanDeventer, Hebert, Dorsett Jr
ABSENT:	Dennis Beasley

A. Minutes Approval

1. Tuesday, May 18, 2021

V. REGULAR AGENDA

A. Regular Session

1. LCDC Information Item (ID # 5123)

Oath of Office to be administered to newly appointed Board Members.

COMMENTS - Current Meeting:

Mayor Carl Pickett issued the Oath of Office to re-appointed members of the LCDC Board of Directors: Kathrine McCarty, Dan VanDeventer, Mark Campbell.

2. LCDC Corporation Action 2021-5

Board of Directors to elect a President of the Liberty Community Development Corporation.

COMMENTS - Current Meeting:

A motion was made that Board Member Dennis Beasley be re-appointed to fill the position of LCDC President.

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

3. LCDC Corporation Action 2021-6

Board of Directors to elect a Vice-President of the Liberty Community Development Corporation.

COMMENTS - Current Meeting:

A motion was made that Board member Barbara Norwood be re-appointed to fill the position of LCDC Vice-President.

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

4. LCDC Corporation Action 2021-7

Board of Directors to elect a Secretary of the Liberty Community Development Corporation.

COMMENTS - Current Meeting:

A motion was made that Board member Kathrine McCarty be re-appointed to fill the position of LCDC Secretary.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Julie Hebert, Board Member
SECONDER:	Barbara Norwood, Vice-President
AYES:	Norwood, Campbell, McCarty, VanDeventer, Hebert, Dorsett Jr
ABSENT:	Dennis Beasley

5. LCDC Corporation Action (ID # 5130)

Minutes Acceptance: Minutes of Jun 15, 2021 6:00 PM (Minutes Approval)

Consider awarding a Business Façade Improvement Grant to Kesha Pickney in the amount of \$14,762.50.

COMMENTS - Current Meeting:

The Board Members discussed the project with Assistant City Manager Chris Jarmon and board members had various questions that need answers by Ms. Pickney. The Board members asked that the item be moved to a future meeting with Ms. Pickney in attendance to discuss project concerns and questions.

ATTACHMENTS:

- EXHIBIT A - Kesha Pickney Application (PDF)
- EXHIBIT B - Quote 1 (Kesha Pickney) (PDF)
- EXHIBIT C - Quote 2 (Kesha Pickney) (PDF)

RESULT: NO ACTION TAKEN

6. LCDC Corporation Action 2021-8

Consider awarding a Business Façade Improvement Grant to Craig Russell in the amount of \$20,000.

COMMENTS - Current Meeting:

Assistant City Manager Chris Jarmon started the presentation for 2818 N. Main St for Market Square Shopping and Food Truck Park discussing the conceptual drawing and the exterior upgrades that are planned for the building. Mrs. Katie Russell then discussed the type of business(s) they are wanting to bring to the building and the standards for the Food Truck park. Mrs. Russell thanked the City for being helpful with the plans and getting the Food Truck Park started.

A motion was made to approve the Business Facade Improvement Grant to Craig and Katie Russell in the amount of \$20,000.

ATTACHMENTS:

- EXHIBIT A - Craig Russell - Application (PDF)
- EXHIBIT B - Craig Russell - Narrative and Conceptual Plan (PDF)
- EXHIBIT C - Craig Russell - Material Costs (PDF)

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

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the LCDC Board of Directors, Vice-President Norwood adjourned the meeting at 6:49 p.m.

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

Dennis Beasley, President

ATTEST:

Kathrine McCarty, Board Secretary

Minutes Acceptance: Minutes of Jun 15, 2021 6:00 PM (Minutes Approval)



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

5.A.1

Meeting: 07/20/21 06:00 PM

Department: Administration
Category: LCDC Grant Assistance

LCDL INFORMATION ITEM (ID # 5165)

DOC ID: 5165

Subject: Business Façade Grant

Background: Mr. Chad Finch would like to address the Liberty Community Development Corporation Board regarding the Business Façade Grant.



LCDC **REQUEST FOR PLACEMENT OF AN ISSUE ON A CITY COUNCIL AGENDA**

Regular called meetings of the City Council are held on the second Tuesday of each month at 6:00 p.m.

Special called meetings are normally held on the fourth Tuesday of each month at 6:00 p.m., or on other dates as time allows.

The deadline for an issue to be placed on the next council agenda is the Wednesday prior to the council meeting. This form must be turned in by 5:00 p.m. on this day.

Date of Submission of Request July 1

Date of Council Meeting July 20

Name Chad Finch

Street Address 2208 DR MLK Liberty TX

City 361 6885214 State TX Zip Code

Telephone No. _____ Fax No. _____

Please list below the issue that you wish to be brought before the Council.

Grant opportunity @
2208 DR MLK

This request will be reviewed by the City Manager and the requestor will be notified regarding the above-mentioned topic being placed on an agenda.

***** **For City Use Only**

Date this form given to the City Manager _____

Date requestor was notified _____

Comments _____

Chris Jarmon

From: Chad Finch <swampsmokebbq@gmail.com>
Sent: Wednesday, June 16, 2021 8:44 AM
To: Chris Jarmon
Subject: 2208 Dr Martin Luther King Dr

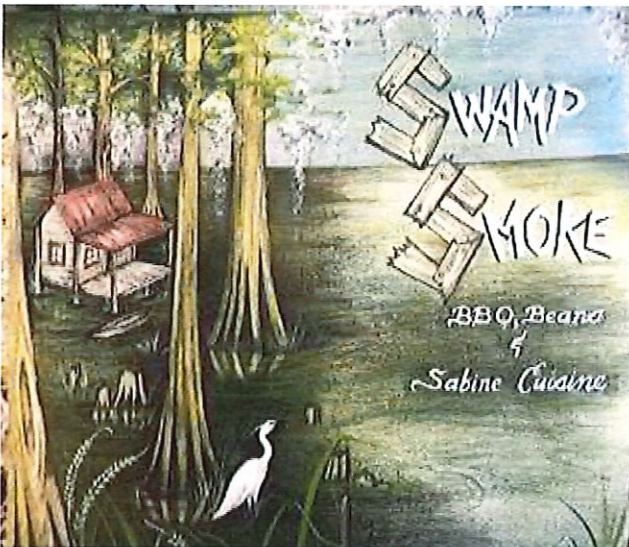
Good morning Mr. Jarmon

I recently purchased the old Fisher Law Office located at 2208 Dr MLK. I heard about the grant being offered by the City of Liberty for beautification of properties. I would like to know if this property meets the criteria. I am always a fan of city beautification, and getting assistance is often the only feasible way to remodel to a specific 'look'. I have not went out for bids, but I would expect the improvements to be around 15k. Any feedback is greatly appreciated.

Chad Finch

361 688-5214

*BBQ, Cajun Food, Comfort Food.
Catering and Special Events.*



Sent from [Mail](#) for Windows 10

Attachment: Chad Finch Request (5165 : Chad Finch Request)



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

5.A.2

Meeting: 07/20/21 06:00 PM

Department: Administration
Category: LCDC Grant Funds

LCDC CORPORATION ACTION (ID # 5161)

DOC ID: 5161

Subject: LCDC Business Façade Improvement Grant Program

Background: Ms. Kesha Pickney owns the building that is located at 1211 N Main Street and is proposing to operate the facility as a transitional living center for youths ages 14 to 18. Ms. Pickney is requesting reimbursement for façade improvements pursuant to the Business Façade Grant Program.

Ms. Pickney has received two bids for her proposed project:

- 1 - Pick and Shovel Construction (\$29,525)
- 2 - Chicas Construction (\$43,887)

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

Funding Source: The \$12,012.50 reimbursement will be made from the Business Façade Grant Improvement Program in LCDC's Operating Budget. Reimbursements are made after a project is complete.

Staff Recommendation: Staff recommends approval of a Business Façade Improvement Grant to Kesha Pickney in the amount of \$12,012.50.

Rehab Proposal

Pick and Shovel Construction;

Pick the Best and Shovel the Rest!

P.O. Box 11785, Houston, TX 77293
Phone 281-932-9224 Contact
pickenshovel@aol.com

DATE: MAY 19, 21

Attn: Kesha Pickney

CLIENT: **Divine Integrity Properties LLC**
1211 N Main St
Liberty, Texas 77575
Contact: (713) 670-7970
Customer ID: 123-57577

Work Scope:
Custom:
Building:
Excavation:
Misc:

PROJECT SCOPE	MULITI-FAMILY-DWELLING	PROJECT CODE
Exterior Rehab	Renovation/Remodel	Reference Code: 77575-438

QTY	ITEM #	DESCRIPTION	UNIT PRICE	ESTIMATED REHAB COST	LINE TOTAL
1	121	Facade improvements Exterior Siding Repair and replacement	Flat Rate	\$3,900.00	
1	101	Exterior Lighting	Fragments	\$ 880.00	
1	002	Exterior Painting	"Painting"	\$2,950.00	
1	021	Signage	Units	\$6,000.00	
1	031	Landscaping	Units	\$2,845.00	
1	120	Porches	Flat Rate	\$1,050.00	
1	121	Exterior Foundation Repairs	Flat Rate	\$4,900.00	
1	001	Professional or consulting fees associated with the facade renovation or improvement	Flat Rate	\$1,500.00	
1	125	Install underground poly-wall water barrier protectant shield	Flat Rate	\$5,500.00	
Pick and Shovel Construction P.O. Box 11785 Houston, Texas 77293 (281) 932-9224 pickenshovel@aol.com pickandshovelconstruction.com				<u>Total</u> <u>Rehab</u> <u>Balance</u>	\$29,525.00

Attachment: EXHIBIT A - Quote 1 (Kesha Pickney) (5161 : 2021 Grant Application-Kesha Pickney)

CHICAS CONSTRUCTION

Devine Integrity Investments
1211 N. Main
Liberty Texas 77575
Contact: Ms. Kesha Pickney

Revised Proposal: #1211-77575

May 19, 2012

In-Re: Interior, Exterior Remodel & Renovations

Interior / Remodeling:

1. Structural Demo / Trash & Debris haul and removal
2. Upgrade interior lighting with recess lighting throughout
3. New bath floor & wall drywall & tile flooring
4. Upgrade fire and sprinkler system, with #12 ea. sprinkler drops
5. Install Cat-5 wireless internet router and Motorola 4 line ML1000 DECT-6.0
6. Install #50 gal water heater with CVPC hot & PVC cold water lines
7. Contractor will supply all labor, tools, equipment & materials
8. Upon completion, contractor will remove, clean & haul all trash & debris from site

Total Estimated Job Cost ————— **\$ 15,189.00**

Exterior - Renovations:

1. Demo & repair ext siding, trim, fascia, soffit & complete structure painting.
2. Install new exterior commercial digital street sign
3. Install approx. #200 (sq/ft) underground poly-wall water barrier protectant shield
4. Install 150ft 4" roof gutters with underground down spout drain cap
5. Install new exterior seasonal landscape and lighting design
6. Excavate complete foundation w/ 4" Black Poly Film layer wall barrier @ 2'ft deep x 4' ft height
7. Wet water seal concreted veranda porch w / Polyurea #2 ply cover coated layers
8. Contractor will supply all labor, tools, equipment & materials
9. Upon Completion, contractor will remove, clean & haul all trash and debris from site

Total Estimated Job Cost ————— **\$ 28,698.00**

{Total Estimated Job Cost ————— \$ 43,887.00}

Thank for your kind and generous Patronage !



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

5.B.1

Meeting: 07/20/21 06:00 PM

Department: Administration
Category: LCDC Misc.

LCDC WORK SESSION (ID # 5166)

DOC ID: 5166

Subject: New Business

Background: Tiffany York is proposing to open a business at 723 Main Street. Ms. York would like to discuss the business proposal with LCDC as well as the possibility of financial incentives.

Funding Source: n/a

Staff Recommendation: Staff recommends conducting the work session.



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

5.B.2

Meeting: 07/20/21 06:00 PM

Department: Administration
Category: Budget Items

LCDC WORK SESSION (ID # 5164)

DOC ID: 5164

Subject: Budget and Capital Improvement Plan

Background: The Fiscal Year 2021-2022 LCDC budget and capital improvement plan is currently be developed. The work session is an opportunity for the LCDC Board to review and comment on the preliminary budget prior to final adoption in August.

Funding Source: n/a

Staff Recommendation: Staff recommends conducting the work session.

LCDC									
Revenue			3 YR PRIOR	2 YR PRIOR	1 YR PRIOR	CURRENT	Y-T-D	PROJECTED	PROPOSED
21	321-0101	SALES TAX REVENUE	1,003,525.60	1,030,428.13	1,114,656.70	1,000,000.00	636,381.79	1,085,000.00	1,000,000.00
21	321-0110	INTEREST INCOME	9,879.85	9,257.94	24,014.77	16,000.00	11,616.32	25,000.00	16,500.00
21	321-0111	INTEREST INCOME DEBT SERVICE	1,054.56	0.00	0.00	500.00	0.00	0.00	0.00
21	321-0117	WASTEWATER EXTENSION REVENUE	0.00	42,100.00	13,763.90	0.00	0.00	0.00	0.00
21	321-2106	TRANSFER IN FROM OTHER FUNDS	231,381.64	0.00	34,633.50	0.00	0.00	0.00	0.00
21	321-2120	TRANSFER IN FROM FUND BALANCE	0.00	0.00	0.00	261,730.00	0.00	93,700.00	290,385.00
			1,245,841.65	1,081,786.07	1,187,068.87	1,278,230.00	647,998.11	1,203,700.00	1,306,885.00

LCDC									
Expense			3 YR PRIOR	2 YR PRIOR	1 YR PRIOR	CURRENT	Y-T-D	PROJECTED	PROPOSED
21	421-307	MAINTENANCE WEBSITE	0.00	6,727.31	12,615.66	7,500.00	2,310.00	7,500.00	7,500.00
21	421-308	PROFESSIONAL DEVELOPMENT	24,421.00	4,359.28	0.00	0.00	0.00	0.00	0.00
21	421-309	MARKETING & ADVERTISING	0.00	12,818.10	28,984.00	32,000.00	15,900.00	32,000.00	32,000.00
21	421-310	LEVEE MAINT.	0.00	44,849.74	0.00	0.00	0.00	0.00	0.00
21	421-311	OFFICE SUPPLIES	587.77	0.00	0.00	600.00	0.00	0.00	0.00
21	421-313	MISCELLANEOUS	630.62	875.00	9,471.81	500.00	0.00	0.00	500.00
21	421-314	TRAVEL & TRAINING	1,793.45	0.00	670.54	10,000.00	0.00	0.00	5,000.00
21	421-315	DUES & MEMBERSHIPS	0.00	989.17	985.83	1,200.00	455.00	500.00	1,500.00
21	421-319	LEGAL FEES	7,582.00	4,775.00	3,146.39	5,000.00	450.00	3,500.00	5,000.00
21	421-322	PRELIMINARY ENGINEERING FEES	2,065.30	10,000.00	27,568.00	180,000.00	108,000.00	180,000.00	0.00
21	421-404	CONTINGENCY	3,860.10	3,595.90	0.00	0.00	0.00	0.00	0.00
21	421-406	CONTRACTOR MOWING SERVICES	1,660.00	1,960.00	160.00	0.00	0.00	0.00	0.00
21	421-410	WCID#5 NRCS GRANT MANAGEMENT	6,494.30	0.00	0.00	0.00	0.00	0.00	0.00
21	421-411	WCID#5 NRCS PROJECT ENGINEERIN	66,785.00	0.00	0.00	0.00	0.00	0.00	0.00
21	421-412	WCID#5 NRCS PROJECT CONSTRUCTI	139,893.56	0.00	0.00	0.00	0.00	0.00	0.00
21	421-416	FIRE DEPARTMENT TANKER	0.00	0.00	0.00	35,850.00	11,949.48	35,850.00	35,850.00
21	421-417	AIRPORT PROJECT	0.00	0.00	0.00	204,500.00	0.00	0.00	0.00
21	421-419	SEWER LINE EXTENSION	0.00	393,432.23	3,500.00	0.00	0.00	0.00	0.00
21	421-421	SLOPE MOWER	0.00	74,388.40	0.00	0.00	0.00	0.00	0.00
21	421-423	BUSINESS INCENTIVES FACADE	0.00	0.00	47,375.00	75,000.00	44,450.75	75,000.00	100,000.00
21	421-619	INTEREST SERIES 2014	107,887.50	0.00	0.00	105,000.00	48,456.25	105,000.00	105,000.00
21	421-620	PRINCIPAL SERIES 2014	125,000.00	0.00	0.00	130,000.00	135,000.00	135,000.00	135,000.00
21	421-621	ADMIN FEES SERIES 2014	0.00	0.00	0.00	750.00	500.00	750.00	750.00
21	421-624	INTEREST ON HGAC LOAN	17,205.76	16,446.23	15,655.75	0.00	0.00	0.00	0.00
21	421-625	PRINCIPAL ON HGAC LOAN	18,642.68	19,402.21	20,192.69	0.00	0.00	0.00	0.00
21	421-710	TRANSFER TO DEBT SERVICE	231,381.64	234,062.50	229,512.50	0.00	0.00	0.00	0.00
21	421-728	TRANSFER TO AIRPORT FUND	0.00	4,155.68	0.00	84,000.00	0.00	82,500.00	288,500.00
21	421-730	TRANSFER TO GENERAL FUND	454,427.76	110,589.60	171,100.00	171,100.00	0.00	171,100.00	171,100.00
21	421-732	TRANSFER TO GOLF COURSE	526,294.25	404,302.00	318,000.00	450,873.00	175,000.00	375,000.00	357,785.00
21	421-733	TRANSFER TO FLEET FUND	0.00	0.00	0.00	0.00	0.00	0.00	61,400.00
			1,736,612.69	1,347,728.35	888,938.17	1,493,873.00	542,471.48	1,203,700.00	1,306,885.00

Attachment: EXHIBIT A - Proposed LCDC FY22 Budget (5164 : 2021 - 2022 Budget Worksession)

FY2022 BUDGET: OCTOBER 1, 2021 – SEPTEMBER 30, 2022
LIBERTY COMMUNITY DEVELOPMENT CORPORATION
COMMUNITY DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM

Article IV Section 5 of the Bylaws of the Liberty Community Development Corporation (LCDC) calls for the Board to develop a combined Community Development Capital Improvement Program (the “CDCIP”). The program shall be updated 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.”

The Bylaws further state that the Board shall conduct a public hearing prior to updating the CDCIP.

Projects for Funding – Community Development

Airport – Runway and Taxiway Rehabilitation [1] *\$288,500*

This project will rehabilitate the runway and taxiway at the airport.

Projects for Consideration – Economic & Business Development

Est. Construction Cost

Development of Rail Spur

This project will provide for the purchase and/or development of a rail spur that could be used to assist industry in South Liberty County.

Development of Industrial Business Park

This project will provide for the development of a 200-500 acre Industrial business park within the City of Liberty. An industrial park will offer shovel-ready sites for companies looking at building and/or build-to-suit options. Industrial parks are fully served by utilities and internet and allow for the concentration of similarly situated light or heavy industrial operations that require large acreage.

Economic Development Strategic Plan

An economic development strategic plan will help the Liberty Community Development Corporation and the City of Liberty develop goals and priorities, target specific industries and plan for future growth related to economic growth and development.

Projects for Consideration – Community Development

Airport - Update Liberty Municipal Airport Development Plan (ADP)

The City of Liberty, working in conjunction with the TxDOT Aviation Division – hired Garver, LLC to complete an airport development plan (ADP) for the Liberty Municipal Airport. The final report of the ADP was delivered to city staff in August 2013. This project will update the ADP, which will provide for planned improvements to the airport, along with construction estimates for those improvements as well as potential state and federal funding sources for the improvements.

Airport – Runway Extension [2]

\$131,000

This project will provide for an extension of the runway at the Liberty Municipal Airport from 3,801 feet to 5,000 feet. Extending the airport to 5,000 feet will provide more opportunities for larger aircraft to utilize the airport.

Airport – T-Hangar Foundation and Building Construction

\$1,500,000

This project calls for the construction of foundations and structures for two (2) ten-unit t-hangars at the Liberty Municipal Airport. LCDC provided funding for engineering services in FY21.

Citywide Wayfinding Signage

\$200,000

This project will provide for the purchase and citywide installation of wayfinding signs for city landmarks and tourist attractions.

Downtown - Master Plan

This project will provide for the commission of a downtown master plan that city staff and LCDC can use to guide business development and marketing in the downtown area.

Liberty Square – Electrical Improvements

\$318,270

This project calls for burying all electrical lines, where feasible, in the downtown area.

Liberty Square – Sidewalk Improvements\$2,492,242

This project calls for the rehabilitation of sixteen (16) blocks of dilapidated sidewalks in the downtown area. The project will include the installation of ADA ramps at intersections and driveways and add decorative lighting. The cost includes \$2,287,424 for construction and \$205,000 for construction management.

Update Hotel Study\$12,000

This project will provide an update to the 2012 Hotel Study. This study will be used to assist in the recruitment of an interior-corridor hotel to the City of Liberty.

[1] Amount represents the city's 10% local match. 90/10 funding from TXDOT.

[2] Amount represents the city's 10% local match. 90/10 funding from TXDOT.