



The City of Liberty

Liberty Community Development Corporation

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

Meeting

~ Minutes ~

April Gilliland
City Secretary
936-336-3684

Tuesday, August 17, 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 August 17, 2021 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 6:03 PM by Secretary Kathrine McCarty.

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

Secretary McCarty 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 # 5182)

General Manager's Report - T. Warner- Projects and Activities - Business Facade Grant, Completed Projects, Construction Projects, Upcoming Projects, Golf Course Renovations, Downtown Sidewalk Project, and Airport.

COMMENTS - Current Meeting:

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

- Downtown Façade Grant Program
- Completed Construction Projects
- Projects under Construction
- Upcoming Projects

ATTACHMENTS:

- LCDC General Manager's Report August 17 2021 (DOCX)

B. LCDC Information Item (ID # 5183)

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

COMMENTS - Current Meeting:

Assistant City Manager/CFO Naomi Herrington reported on the Corporation financials through June 2021. Ms. Herrington concluded by stating that cash on hand is \$2.7 million.

ATTACHMENTS:

- LCDC JUNE FINANCIAL SHEET (PDF)
- LCDC JUNE BALANCE SHEET (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.

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

A. Minutes Approval

1. Tuesday, July 20, 2021

V. REGULAR AGENDA**A. Regular Session**

1. **LCDC Corporation Action 2021-10**

Consider approving changes to the Business Façade Grant Program.

COMMENTS - Current Meeting:

On July 20, 2021, LCDC discussed changes to the business façade improvement grant program. During that meeting there was consensus to make the program city-wide, leave the max grant at \$20,000 per fiscal year and have the program operate on a first-come, first-served basis.

The proposed changes to the grant program will make the program available on a citywide basis to all commercial businesses.

Motion was made to accept the changes to the business façade improvement grant program making the program available to all commercial businesses citywide.

ATTACHMENTS:

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

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

2. LCDC Public Hearing (ID # 5178)

Public Hearing on the potential expenditure of funds for various projects included in the Liberty Community Development Corporation Proposed FY 2021-2022 Budget and in the Community Development Capital Improvement Program (CDCIP).

COMMENTS - Current Meeting:

At 6:14 p.m., Secretary McCarty 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.

Secretary McCarty closed the Public Hearing at 6:15 p.m.

3. LCDC Corporation Action 2021-11

Consider approval of the Liberty Community Development Budget for Fiscal Year 2021-2022.

COMMENTS - Current Meeting:

General Manager Tom Warner reported on the financial position of the Corporation, including the FY22 proposed budget revenues and expenditures. Mr. Warner explained that the new budget proposes to use funds in the amount of \$290,385 from the fund balance.

Staff is recommending one change to the budget that was presented on July 20, 2021.

Proposed Budget 07-20-21:

- \$100,000 = Façade Grant
- \$500 = Miscellaneous

Proposed Budget 08-13-21:

- \$88,000 = Façade Grant
- \$12,500 = Miscellaneous

The transfer of \$12,000 from the façade grant to miscellaneous is necessary to fund an update to the city's 2012 hotel market study. The updated hotel study will be used to assist in the recruitment of an additional interior corridor hotel.

Following discussion, a motion was made to adopt the proposed Liberty Community Development Corporation FY22 Budget.

ATTACHMENTS:

- EXHIBIT A - LCDC FY22 Budget (PDF)

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

4. LCDC Corporation Action 2021-12

Consider approval of the Liberty Community Development Corporation Fiscal Year 2021-2022 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 a brief discussion, a motion was made to approve the CDCIP, as presented.

ATTACHMENTS:

- EXHIBIT A - FY22 LCDC CDCIP (PDF)

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

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

With no further business to discuss, Secretary McCarty adjourned the meeting at 6:25 p.m.

Kathrine McCarty, Board Secretary

ATTEST:

April Gilliland, City Secretary