



The City of Liberty
Liberty Community Development
Corporation

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

Meeting

April Gilliland
City Secretary
936-336-3684

~ Agenda ~

Tuesday, December 21, 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

A.	ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
	President Dennis Beasley				
	Vice-President Barbara Norwood				
	Secretary Kathrine McCarty				
	Board Member Mark Campbell				
	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 citizens' 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. General Manager's Report

B. Finance Report

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council 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. 11.16.2021 LCDC Minutes

V. REGULAR AGENDA

A. Executive Session

1. Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.
 - To deliberate proposed economic development projects.

B. Reconvene into Regular Session

1. Hold a public hearing regarding a proposed economic development agreement with SwampSmoke, LLC
2. Consider and take action authorizing the General Manager to negotiate and execute an economic development agreement with SwampSmoke, LLC as discussed in Executive Session.

VI. ADJOURNMENT

A. Motion To: Adjourn

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 December, 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 Council 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 City Council was removed by me from the bulletin board at the City Hall on the _____ day of _____, ____.

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: December 21, 2021

Agenda Wording: General Manager's Report

Department: Community Development

Subject: General Manager's Report

Background:

To: Liberty Community Development Corporation Board of Directors

From: Tom Warner, General Manager

Date: December 21, 2021

Re: General Manager's Report

1. In the FY22 budget, the LCDC Board of Directors approved \$88,000 for the business facade grant program. Since that time, the board has approved three grants: one to the Liberty County Chamber of Commerce (\$6,365.10), one to SwampSmoke, LLC (11,742.50) and one to Tracy Williams (\$17,932.16). There is still \$51,960.24 available to fund additional grants. The program is available citywide.

1. Heritage Market, the final business in the Market Square development, opened for business on November 18th.

1. The Oaks at Magnolia Ridge opened for business at the Liberty Municipal Golf Course on Wednesday, December 1st.

1. Recently Completed Projects

1. Dream Furniture #2 (2212 N. Main) – *Conditionally*
2. Divine Integrity – Buildout (1211 N. Main)
3. Liberty-Dayton RMC – Installation of modular building for life flight base (1401 N Travis)
4. Fuel Maxx – New Build (1025 N. Main)
5. St. Stephen's Episcopal Church – Installation of bell tower (2401 Trinity)
6. Pueblos – Construction of outdoor seating area (accessory structure) (906 Main)
7. Shelly Knapp, CPA – Interior Remodel (1809 Grand)

1. Projects Under Construction:

1. Sleep Inn Hotel – New Build (1023 N. Main)
2. 7-Eleven – New Build (2000 US 90)
3. Firm Foundations Healthcare – New Build (2708 Jefferson Drive)
4. Sheriff's Office and Precinct 3 Annex – New Build (5000 Highway 146)
5. Food Truck Park – New Build (1021 N Main)
6. Lakeland Apartments – Interior Remodel (2704 N. Main)
7. Marco's Pizza – Buildout (2139 Highway 146, Suite 100)
8. Family Dollar – Freezer/Cooler Installation (1017 N. Main)
9. Tractor Supply – Interior Remodel (2337 N. Main)
10. NSC – Commercial Addition (317 Industrial)
11. Tri-County Behavioral Health – Interior Remodel (2000 Panther Lane)
12. Lee College – Interior Remodel to include cosmetology lab (1715 Highway 146)
13. Maxx Self-Storage - Buildout (1021 N Main)
14. The Liberty House – Interior & Exterior Remodel (2208 MLK)

1. Upcoming Projects

1. Swamp Smoke BBQ (2200 MLK) – *Plans are currently under review*
2. Pueblos (906 Main) – *Plans are currently under review*
3. Cas Del Pablo (1110 Highway 90) – *Plans are currently under review*
4. Los Ponchos (2315 Highway 90) – *Plans are currently under review*

1. The city has executed an agreement with DPC Hospitality to update the city's hotel market study. The city's last hotel market study was completed in 2012. A draft of the new study is expected by the first of January. The hotel market study is used to recruit hotels to the City of Liberty.

1. City staff has a meeting with TxDOT Aviation on **December 21, 2021** to discuss the wildlife study at the Liberty Municipal Airport. The LCDC Board approved funding for the wildlife study on 11-16-21 and the City Council ratified the expenditure during their December 14th

meeting.

1. The golf course officially closed on April 5 for renovations and construction activities are expected to be complete by **December 20**. Due to frequent rain, the window to plant warm season grasses was missed and the course must be seeded for winter maintenance. Duininck, Inc. will complete the course by seeding cool season grasses and will return in the spring of 2022, to plant warm season grasses.

1. On April 20, LCDC approved an agreement with Strand Associates for engineering services related to the development of two (2) 10-unit t-hangars at the airport. The City Council ratified the expenditure on May 11. The contract with Strand Associates has been signed and engineering work is expected to be 90% complete on or before **December 1, 2021**. The engineer's opinion of probable cost is \$2.5 million for 1 ten-unit t-hangar and \$3.9 million for 2 ten-unit t-hangars.

Funding Source: N/A

Staff Recommendation:

BALANCE SHEET

AS OF: OCTOBER 31ST, 2021

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
21-1-2110	CASH	2,571,773.60
21-1-2199	DUE FROM GBG FOR SALES TAX	2,134.97
21-1-2500	DUE FROM STATE	<u>213,490.66</u>
		<u>2,787,399.23</u>
TOTAL ASSETS		2,787,399.23
		=====
LIABILITIES & EQUITY		
=====		
21-2-0198	DUE TO OTHER FUNDS	36,800.00
21-2-0220	AP PENDING-POOLED CASH	12,012.50
21-2-0880	FB-INTEREST INCOME	2,317.52
21-2-1111	ENCUMBRANCE	(768,455.70)
21-2-1112	RESERVE FOR ENCUMBRANCE	768,455.70
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>2,668,927.85</u>
TOTAL LIABILITIES & EQUITY		<u>2,720,057.87</u>
TOTAL REVENUE		92,828.11
TOTAL EXPENSES		<u>25,486.75</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		67,341.36
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>67,341.36</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		2,787,399.23
		=====

FINANCIAL STATEMENT

AS OF: OCTOBER 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	1,306,885.00	92,828.11	92,828.11	7.10	1,214,056.89
	*** FUND TOTAL REVENUE ***	1,306,885.00	92,828.11	92,828.11	7.10	1,214,056.89
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
	LIBERTY COMMUNITY DEV	1,306,885.00	25,486.75	25,486.75	1.95	1,281,398.25
		-----	-----	-----	-----	-----
	*** FUND TOTAL EXPENDITURES ***	1,306,885.00	25,486.75	25,486.75	1.95	1,281,398.25
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	0.00	67,341.36	67,341.36	0.00	(67,341.36)
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: OCTOBER 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	90,717.63	90,717.63	9.07	909,282.37
321-0110	INTEREST INCOME	16,500.00	2,110.48	2,110.48	12.79	14,389.52
321-2120	TRANSFER IN FROM FUND BALANCE	290,385.00	0.00	0.00	0.00	290,385.00
		-----	-----	-----	-----	-----
***	FUND TOTAL REVENUE ***	1,306,885.00	92,828.11	92,828.11	7.10	1,214,056.89
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: OCTOBER 31ST, 2021

21 -LIBERTY COMM. DEV. CORP.

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	0.00	0.00	7,500.00
421-309	MARKETING & ADVERTISING	32,000.00	5,000.00	5,000.00	15.63	27,000.00
421-313	MISCELLANEOUS	12,500.00	5,000.00	5,000.00	40.00	7,500.00
421-314	TRAVEL & TRAINING	5,000.00	486.88	486.88	9.74	4,513.12
421-315	DUES & MEMBERSHIPS	1,500.00	0.00	0.00	0.00	1,500.00
421-319	LEGAL FEES	5,000.00	0.00	0.00	0.00	5,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		63,500.00	10,486.88	10,486.88	16.51	53,013.12
<u>4-OTHER</u>						
421-416	FIRE DEPARTMENT TANKER	35,850.00	2,987.37	2,987.37	8.33	32,862.63
421-423	BUSINESS INCENTIVES FACADE	88,000.00	12,012.50	12,012.50	13.65	75,987.50
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		123,850.00	14,999.87	14,999.87	12.11	108,850.13
<u>6-DEBT SERVICE</u>						
421-619	INTEREST SERIES 2014	105,000.00	0.00	0.00	0.00	105,000.00
421-620	PRINCIPAL SERIES 2014	135,000.00	0.00	0.00	0.00	135,000.00
421-621	ADMIN FEES SERIES 2014	750.00	0.00	0.00	0.00	750.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		240,750.00	0.00	0.00	0.00	240,750.00
<u>7-TRANSFERS</u>						
421-728	TRANSFER TO AIRPORT FUND	288,500.00	0.00	0.00	0.00	288,500.00
421-730	TRANSFER TO GENERAL FUND	171,100.00	0.00	0.00	0.00	171,100.00
421-732	TRANSFER TO GOLF COURSE	357,785.00	0.00	0.00	0.00	357,785.00
421-733	TRANSFER TO FLEET FUND	61,400.00	0.00	0.00	0.00	61,400.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		878,785.00	0.00	0.00	0.00	878,785.00
		-----	-----	-----	-----	-----
** DEPARTMENT TOTAL **		1,306,885.00	25,486.75	25,486.75	1.95	1,281,398.25
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,306,885.00	25,486.75	25,486.75	1.95	1,281,398.25
		=====	=====	=====	=====	=====
EXCESS REVENUES/EXPENDITURES		0.00	67,341.36	67,341.36	0.00	(67,341.36)

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

21 -LIBERTY COMM. DEV. CORP.
LIBERTY COMMUNITY DEV

ACCT#	ACCOUNT NAME	ANNUAL	CURRENT	Y-T-D	% OF	BUDGET
		BUDGET	PERIOD	ACTUAL	BUDGET	BALANCE
		=====	=====	=====	=====	=====

*** END OF REPORT ***



The City of Liberty
Liberty Community Development
Corporation

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

Meeting

April Gilliland
City Secretary
936-336-3684

~ Minutes ~

Tuesday, November 16, 2021

6:00 PM

City Council Chambers

I. CALL TO ORDER

The meeting was called to order on November 16, 2021 in the City Hall Council Chambers, 1829 Sam Houston, Liberty, Texas at 6:05 PM by Vice-President Barbara Norwood.

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
President Dennis Beasley		X		
Vice-President Barbara Norwood	X			
Secretary Kathrine McCarty	X			
Board Member Mark Campbell		X		
Board Member Dan VanDeventer	X			
Board Member Julie Hebert	X			
Board Member Michael Dorsett Jr.	X			

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. General Manager's Report

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

- Facade Grant Program
- Recently completed Projects
- Projects under construction
- Upcoming Projects
- Hotel market study
- Golf Course renovations
- Golf Course Restaurant
- Airport

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on the Corporation's financials through September 30, 2021.

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 motion was made by Secretary McCarty to approve all items on the consent agenda. The Motion was seconded by Vice President Norwood. The motion passed 5 to 0 with board members Beasley and Campbell being absent.

A. Minutes Approval

1. 10.19.2021 Minutes

V. REGULAR AGENDA

A. Regular Session

1. Consider amending the Fiscal Year 2021-2022 LCDC Budget by \$40,000 to increase the transfer to the Liberty Municipal Airport to conduct a wildlife study.

A motion was made by Vice President Norwood to approve the amendment of the Fiscal Year 2021-2022 LCDC Budget by \$40,000 to increase the transfer to the Liberty Municipal Airport to conduct a wildlife study. The motion was seconded by board member Hebert. The motion passed 5 to 0, with board members Beasley and Campbell being absent.

2. Consider awarding a Business Façade Improvement Grant to Tracy Williams in the amount of \$20,000.

A motion was made by Secretary McCarty to approve awarding a business facade improvement grant to Tracy Williams in the amount of \$17,932.16. The motion was seconded by board member VanDeventer. The motion passed 5 to 0, with board members Beasley and Campbell being absent.

VI. ADJOURNMENT

A. Motion To: Adjourn

There being no further business before the LCDC Board of Directors, Vice-President Norwood adjourned the meeting at 6:30 p.m.

Barbara Norwood, Vice President

ATTEST:

Kathrine McCarty, Board Secretary

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: December 21, 2021

Agenda Wording: Executive Session

Department: Council and Board

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: December 21, 2021

Agenda Wording: Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.

- To deliberate proposed economic development projects.

Department: Community Development

Subject: N/A

Background: Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.

- To deliberate a proposed economic development project

Funding Source: N/A

Staff Recommendation: N/A

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: December 21, 2021

Agenda Wording: Reconvene into Regular Session

Department: Council and Board

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: December 21, 2021

Agenda Wording: Hold a public hearing regarding a proposed economic development agreement with SwampSmoke, LLC

Department: Community Development

Subject: Economic Development

Background: Section 505.159 of the Local Government Code requires Type B Corporations to hold at least one public hearing prior to the expenditure of funds for projects.

The administration recommends holding a public hearing regarding the possible expenditure of funds for the following projects:

(1) Economic development agreement with SwampSmoke, LLC

Funding Source: N/A

Staff Recommendation: Hold the public hearing

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: December 21, 2021

Agenda Wording: Consider and take action authorizing the General Manager to negotiate and execute an economic development agreement with SwampSmoke, LLC as discussed in Executive Session.

Department: Community Development

Subject: Economic Development

Background:

Funding Source: LCDC Fund Balance

Staff Recommendation: Approval of the resolution