The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, August 16, 2022 | **6:00 PM** | **City Council Chambers**

I. CALL TO ORDER

This meeting was called to order on August 16, 2022 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:01 p.m. by Vice-President Michael Dorsett, Jr.

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
President Barbara Norwood		X		
Vice-President Michael Dorsett Jr.	X			
Secretary Kathrine McCarty	X			
Board Member Mark Campbell	X			
Board Member Dan VanDeventer	X			
Board Member Marsha LaFour	X			
Board Member Betty Runkle	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 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.

Vice-President Dorsett 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 -Topics include Facade Grant Program, projects, permits issued and golf course.

General Manager Tom Warner updated the board members and public on the following:

- Fiscal Year 2022 Business Facade grant program budget
- New Construction and additions
- Renovations and remodels

- Upcoming projects
- Relocation of Aaron's
- Golf Course

B. Finance Report

Assistant City Manager and CFO Naomi Herrington reported on the corporation's financials through June 30, 2022.

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 motion was made by Board Member Campbell to approve all items on the consent agenda. The motion was seconded by Secretary McCarty. The motion passed 6 to 0, with President Norwood absent.

A. Minutes Approval

1. July 21, 2022

V. REGULAR AGENDA

A. Regular Session

1. Conduct a public hearing regarding the possible expenditure of funds - Economic development agreement with Timberline Products

At 6:15 p.m., Vice-President Dorsett opened the public hearing to discuss the possible expenditure of funds for an Economic Development Agreement with Timberline Products. General Manager Tom Warner discussed the agreement with the Board. There were no public comments. At 6:16 p.m. Vice-President Dorsett closed the public hearing.

2. Consider and take action authorizing the General Manager to negotiate and execute an economic development agreement with Timberline Products.

Timberline Products plans to operate an antifreeze/coolant production and bottling facility at 3020 Beaumont. The business is being relocated from Coldspring to Liberty. Timberline Products plans to initially hire five (5) employees and up to twelve (12) employees once all systems are in full production. Office employees will make at least $10 per hour and warehouse employees will make at least $15 per hour. Timberline also plans to invest approximately $700,000 in new furniture, fixtures, equipment and utility upgrades. In return, LCDC will provide reimbursements for utility upgrades. The total reimbursement for all items will not exceed $30,000. The work must be completed and invoices provided before any reimbursement is made. This project was previously discussed with LCDC on July 21, 2022. If approved, the agreement will still need to be approved by the Liberty City Council.

This item failed due to lack of a motion.

3. Public Hearing on Fiscal Year 2022-2023 (FY 2023) Liberty Community Development Corporation's Proposed Budget and the Community Development Capital Improvement Program (CDCIP).

At 6:31 p.m., Vice-President Dorsett opened the public hearing to discuss the Fiscal Year 2022-2023 (FY 2023) Liberty Community Development Corporation's Proposed Budget and the Community Development Capital Improvement Program (CDCIP). General Manager Tom Warner went over highlights of the Budget and CDCIP. There were no public comments. At 6:32 p.m. Vice-President Dorsett closed the public hearing.

4. Consider approval of the Fiscal Year 2022-2023 LCDC Budget

On July 21, staff presented the LCDC Board of Directors with a proposed budget for Fiscal year 2022-2023. That budget presented was a balanced budget with $1,130,500 in revenues and $1,130,500 in expenditures. The proposed FY 2022-2023 budget to be adopted is the same budget that was presented to the Board on July 21, 2022.

A motion was made by Secretary McCarty to approve the Fiscal Year 2022-2023 LCDC Budget with the amendment to pay in full the loan for the Fire Department's Tanker Truck. This motion was seconded by Board Member VanDeventer. The motion passed 6 to 0, with President Norwood being absent.

5. Consider approval of the Liberty Community Development Corporation Fiscal Year 2022-2023 Community Development Capital Improvement Program (CDCIP).

Article IV, Section 5 of the LCDC Bylaws state that “The Board shall develop a Community Development Capital Improvement Program (the “CDCIP”), including maintenance and operation costs thereof, for the City which shall include and set forth short and long term goals” The Bylaws further state that “The Board shall 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.” General Manager Tom Warner reviewed the 2022-2023 CDCIP with the Board answering questions as needed.

A motion was made by Secretary McCarty to approve the Liberty Community Development Corporation Fiscal Year 2022-2023 Community Development Capital Improvement Program. This motion was seconded by Board Member LaFour. The motion passed 6 to 0, with President Norwood being absent.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, Vice-President Dorsett adjourned the meeting at 7:17 p.m.

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Michael Dorsett, Vice-President

ATTEST:

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Kathrine McCarty, Board Secretary