



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, October 18, 2022

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 Barbara Norwood				
Vice-President Michael Dorsett Jr.				
Secretary Kathrine McCarty				
Board Member Mark Campbell				
Board Member Dan VanDeventer				
Board Member Marsha LaFour				
Board Member Betty Runkle				

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 -Topics include Facade Grant Program, projects, permits issued, golf course and airport.

B. Finance Report

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the Liberty Community Development Corporation

and will be enacted by one motion. There will be no separate discussion of these items unless a Liberty Community Development Corporation 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. September 20, 2022

V. REGULAR AGENDA

A. Executive Session

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

B. Reconvene into Regular Session

1. Consider and take possible action on economic development matters 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 14th day of October, 2022 by 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

Liberty Community Development Corporation Agenda Item Form

Council Meeting Date: October 18, 2022

Agenda Wording: General Manager's Report -Topics include Facade Grant Program, projects, permits issued, golf course and airport.

Department: Community Development

Subject: General Manager's Report

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 the Corporation's business.

1. In the FY23 Budget, the LCDC Board of Directors approved \$90,000 for the business facade grant program. The budget year began on October 1, 2022 and no grant requests have been submitted to date.

2. Recently Completed Projects

- Liberty Municipal Golf Course - Restroom Installation (100 Magnolia Ridge)

3. Projects Under Construction – New Construction and Additions

- Sleep Inn Hotel – New Build (1023 N. Main)
- Food Truck Park – New Build (1021 N Main)
- Sheriff's Office – New Build (5345 Highway 146 N)
- Office Building – New Build (1811 Grand)
- KJ Chemical – Installation of detention pond, concrete pavement, and industrial equipment (4003 Beaumont)

4. Projects Under Construction – Renovations and Remodels

- Tri-County Behavioral Health – Interior Remodel (2000 Panther Lane)
- Maxx Self-Storage - Buildout (1021 N Main)
- Swamp Smoke BBQ - Buildout (2200 MLK)

- The Liberty House – Interior & Exterior Remodel (2208 MLK)
- Pueblos – Interior Remodel (906 Main)
- Liberty Municipal Library – Roof and Skylight Repair (1710 Sam Houston)
- Shops at Liberty – Interior Buildout (2139 Highway 146 Bypass, Suite 200, 300, and 400)
- Aaron's - Interior Buildout (2323 N Main)
- Lakeland Apartments - Convert a commercial building into apartments (2704 N Main)
- Pizza Hut - Interior Remodel (2350 N Main)

5. Upcoming Projects

- Lakeland Self-Storage (1609 Lakeland) – *Building plans are currently under review*
- RV Park (700 Port Road) – *Plans are currently under review*
- Bail Bonds (2317 Beaumont) - *Need Fire Marshall*

6. Permits Issued:

- Sign permits have been issued for the following businesses: 2323 N Main (Aaron's), 1023 N Main (Sleep Inn) and 2200 MLK (Swamp Smoke)
- A residential building permit was issued for a new house at 1625 Holly.

7. WCID #5 approved the drainage plans for Lakeland Self-Storage (1609 Lakeland) on August 16, 2022.

8. The golf course officially closed on April 5, 2021 for renovations. All sprigging was completed as of June 24. Re-sprigging of fairways 4,5,6,7 and 8 was completed on September 15. The driving range and practice areas re-opened on Tuesday, October 4.

9. The pre-bid meeting for the airport pavement rehabilitation project was held on August 30, 2022, at City Hall. Bids were received on September 21, 2022. The project will be awarded by TxDOT.

Funding Source: N/A

Staff Recommendation: N/A

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Council Meeting Date: October 18, 2022

Agenda Wording: Finance Report

Department: Finance

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 Liberty Community Development Corporation, to include revenues, liabilities, assets, and other financial information.

Funding Source: n/a

Staff Recommendation: n/a

FINANCIAL STATEMENT

AS OF: AUGUST 31ST, 2022

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	107,282.34	1,053,949.36	80.65	252,935.64
	*** FUND TOTAL REVENUE ***	1,306,885.00	107,282.34	1,053,949.36	80.65	252,935.64
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
	LIBERTY COMMUNITY DEV	1,346,885.00	54,979.62	1,053,515.98	78.22	293,369.02
		-----	-----	-----	-----	-----
	*** FUND TOTAL EXPENDITURES ***	1,346,885.00	54,979.62	1,053,515.98	78.22	293,369.02
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	(40,000.00)	52,302.72	433.38	1.08-	(40,433.38)
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: AUGUST 31ST, 2022

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	104,111.13	1,031,130.15	103.11	(31,130.15)
321-0110	INTEREST INCOME	16,500.00	3,171.21	22,819.21	138.30	(6,319.21)
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	107,282.34	1,053,949.36	80.65	252,935.64
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: AUGUST 31ST, 2022

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	3,616.00	6,197.44	82.63	1,302.56
421-309	MARKETING & ADVERTISING	32,000.00	0.00	22,690.00	70.91	9,310.00
421-313	MISCELLANEOUS	12,500.00	0.00	0.00	0.00	12,500.00
421-314	TRAVEL & TRAINING	5,000.00	200.00	5,222.26	104.45	(222.26)
421-315	DUES & MEMBERSHIPS	1,500.00	25.00	1,342.50	89.50	157.50
421-319	LEGAL FEES	5,000.00	270.00	3,114.00	62.28	1,886.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		63,500.00	4,111.00	38,566.20	60.73	24,933.80
<u>4-OTHER</u>						
421-416	FIRE DEPARTMENT TANKER	35,850.00	2,987.37	32,861.07	91.66	2,988.93
421-423	BUSINESS INCENTIVES FACADE	88,000.00	5,025.00	62,191.21	70.67	25,808.79
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		123,850.00	8,012.37	95,052.28	76.75	28,797.72
<u>6-DEBT SERVICE</u>						
421-619	INTEREST SERIES 2014	105,000.00	42,856.25	88,612.50	84.39	16,387.50
421-620	PRINCIPAL SERIES 2014	135,000.00	0.00	145,000.00	107.41	(10,000.00)
421-621	ADMIN FEES SERIES 2014	750.00	0.00	0.00	0.00	750.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		240,750.00	42,856.25	233,612.50	97.04	7,137.50
<u>7-TRANSFERS</u>						
421-728	TRANSFER TO AIRPORT FUND	328,500.00	0.00	328,500.00	100.00	0.00
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	357,785.00	100.00	0.00
421-733	TRANSFER TO FLEET FUND	61,400.00	0.00	0.00	0.00	61,400.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		918,785.00	0.00	686,285.00	74.69	232,500.00
		-----	-----	-----	-----	-----
** DEPARTMENT TOTAL **		1,346,885.00	54,979.62	1,053,515.98	78.22	293,369.02
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,346,885.00	54,979.62	1,053,515.98	78.22	293,369.02
		=====	=====	=====	=====	=====
EXCESS REVENUES/EXPENDITURES		(40,000.00)	52,302.72	433.38	0.00	(40,433.38)

C I T Y O F L I B E R T Y
 FINANCIAL STATEMENT
 AS OF: AUGUST 31ST, 2022

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

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

*** END OF REPORT ***

BALANCE SHEET

AS OF: AUGUST 31ST, 2022

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
21-1-2110	CASH	2,443,455.64	
21-1-2199	DUE FROM GBG FOR SALES TAX	0.01	
21-1-2500	DUE FROM STATE	<u>180,636.05</u>	
			<u>2,624,091.70</u>
TOTAL ASSETS			2,624,091.70
			=====
LIABILITIES & EQUITY			
=====			
21-2-0220	AP PENDING-POOLED CASH	25.00	
21-2-1111	ENCUMBRANCE	(765,355.70)	
21-2-1112	RESERVE FOR ENCUMBRANCE	765,355.70	
21-2-1113	PRIOR YEAR ENCUMBRANCE	269,273.70	
21-2-1114	PRIOR YEAR RESERVE ENCUMBRANCE	(269,273.70)	
21-2-2162	INTEREST PAYABLE	2,255.06	
21-2-2180	FUND BALANCE	<u>2,621,378.26</u>	
TOTAL LIABILITIES & EQUITY			<u>2,623,658.32</u>
TOTAL REVENUE		1,053,949.36	
TOTAL EXPENSES		<u>1,053,515.98</u>	
TOTAL REVENUE OVER/ (UNDER) EXPENSES		433.38	
TOTAL EQUITY & REV. OVER/ (UNDER) EXP.			<u>433.38</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.			2,624,091.70
			=====



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Corporation

1829 Sam Houston
Liberty, TX 77575
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April Gilliland
City Secretary
936-336-3684

Meeting

~ Minutes ~

Tuesday, September 20, 2022

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on September 20, 2022 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by President Barbara Norwood.

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.

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 -Topics include Facade Grant Program, projects, permits issued, golf course and airport.

General Manager Tom Warner reported on the following updates:

- Facade Grant Program for FY22 Budget
- Completed Projects
- Projects under Construction
- Upcoming Projects

- Permits Issued
- Golf Course
- Airport

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on LCDC financials as of July 31, 2022.

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the Liberty Community Development Corporation and will be enacted by one motion. There will be no separate discussion of these items unless a Liberty Community Development Corporation 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 Runkle to approve all items on the consent agenda. The motion was seconded by Board member VanDeventer. The motion passed 4 to 0.

A. Minutes Approval

1. August 16, 2022

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

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

A motion was made by Board Member Campbell to approve authorizing the General Manager to negotiate and execute an economic development agreement with Timberline Products for utility upgrades in an amount not to exceed \$30,000. The motion was seconded by Board Member VanDeventer. The motion passed 4 to 0.

2. Consider and take action authorizing the General Manager to pay the debt on the fire tanker truck financed by LCDC.

A motion was made by Board Member VanDeventer to approve authorizing the General manager to pay the outstanding debt on the fire tanker truck financed by LCDC in the amount of \$335,639.57. The motion was seconded by Board Member Runkle. The motion passed 4 to 0.

VI. ADJOURNMENT**A. Motion To: Adjourn**

With no further business to discuss, President Norwood adjourned the meeting at 6:24 p.m.

ATTEST:

Barbara Norwood, President

Kathrine McCarty, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Council Meeting Date: October 18, 2022

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

Department: Community Development

Subject: Executive Session

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

- To discuss or deliberate regarding commercial or financial information received from a business prospect or related to a business proposal.

Funding Source: N/A

Staff Recommendation: N/A

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Council Meeting Date: October 18, 2022

Agenda Wording: Consider and take possible action on economic development matters discussed in executive session.

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation: