



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, July 18, 2023

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 - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, Golf Course and Airport**
- 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. May 16, 2023

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

1. Oath of Office to be administered to appointed Board Members
2. Consider the appointment of a President for the Liberty Community Development Corporation (LCDC).
3. Consider the appointment of a Vice-President for the Liberty Community Development Corporation (LCDC).
4. Consider the appointment of a Secretary for the Liberty Community Development Corporation (LCDC).

B. Work Session

1. Review and discuss the FY24 budget for LCDC
2. Review and discuss the possibility of replacing crepe myrtle trees on Highway 90.

C. Executive Session

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

D. 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 July, 2023 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

Liberty Community Development Corporation Agenda Item Form

Meeting Date: July 18, 2023

Agenda Wording: General Manager's Report - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, Golf Course and Airport

Department: Community Development

Subject:

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.

- In the FY23 Budget, the LCDC Board of Directors approved \$90,000 for the Business Facade Grant Program and \$75,840 remains available. Two grants have been approved since the start of the fiscal year:
 - Resident Suites (2626 Highway 90) - \$8,500
 - Betty Runkle (1808 Sam Houston) - \$5,660
- LCDC has two outstanding economic development agreements:
 - SwampSmoke, LLC (\$25,000) – Approved on 12/21/21
 - RKR Restaurants, LLC (\$65,000) – Approved on 2/15/22
- Completed Projects
 - By Faith Deliverance - New Build / Fellowship Hall (105 Virginia)
 - T-Mobile Store - Interior Buildout (2139 Highway 146 N, Suite 700)
 - Liberty Municipal Library - Roof and Skylight Repair (1710 Sam Houston)
 - Sleep Inn Hotel – New Build (1023 N. Main)
- Projects Under Construction – New Construction and Additions
 - Food Truck Park – New Build (1019 N Main)
 - KJ Chemical – Installation of detention pond, concrete pavement and industrial equipment (4003 Beaumont)
 - Tidal Wave - New Build (3109 N Main)
 - PLC - Office Expansion (4997 Highway 146 N)
 - Wendy's - New Build (1912 US 90)

- Projects Under Construction – Renovations and Remodels
 - Fire Station #1 - Interior Remodel (1912 Lakeland)
 - Lakeland Apartments – Convert commercial buildings into apartments (2704 N Main)
 - Wal-Mart - Interior Remodel (2121 Highway 146 N)
 - Group Home - Interior Remodel (1801 Grand)
 - Fresenius Dialysis Center - Interior Remodel (2331 N Main)
- Upcoming Projects
 - Lakeland Self-Storage (1609 Lakeland) – *Plans are currently under review.*
 - RV Park (700 Port Road) – *Plans are currently under review*
 - New 7,650 sf Shopping Center (2214 N Main) – *Plans approved, permit not issued.*
- The Grand Opening of Pueblos occurred on Wednesday, May 17th.
- The T-Mobile Ribbon Cutting was held on Thursday, June 29th.
- The City has issued the following sign permits: T-Mobile Window Graphics (2139 Highway 146 N), First Liberty Bank (1900 Sam Houston), Texas State Bank (1302 N Main), Maxx Storage (1021 N Main - Suite C), Office Suites (1021 N Main - Suite B) and Liberty Central Shopping Center (1009 - 1021 N Main)
- The City issued a permit for a residential addition at 7005 Atascocita.
- The City has hired two additional part-time staff members to assist in the golf shop.
- TxDOT has issued a notice to proceed (NTP) to the contractor (Gulf Coast) for the airport runway/taxiway pavement rehabilitation project. The project is allocated a total of 150 calendar days. The contract started on Monday, February 20 and is expected to be completed by Friday, July 21. The final walkthrough with TxDOT will take place on Wednesday, July 26th.

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: July 18, 2023

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: MAY 31ST, 2023

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	1,521,140.00	102,405.54	838,226.83	55.11	682,913.17
	*** FUND TOTAL REVENUE ***	1,521,140.00	102,405.54	838,226.83	55.11	682,913.17
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
	LIBERTY COMMUNITY DEV	1,521,140.00	3,319.52	900,192.79	59.18	620,947.21
		-----	-----	-----	-----	-----
	*** FUND TOTAL EXPENDITURES ***	1,521,140.00	3,319.52	900,192.79	59.18	620,947.21
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	0.00	99,086.02	(61,965.96)	0.00	61,965.96
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: MAY 31ST, 2023

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	1,114,000.00	95,167.68	793,068.62	71.19	320,931.38
321-0110	INTEREST INCOME	16,500.00	7,237.86	45,158.21	273.69	(28,658.21)
321-2120	TRANSFER IN FROM FUND BALANCE	390,640.00	0.00	0.00	0.00	390,640.00
		-----	-----	-----	-----	-----
***	FUND TOTAL REVENUE ***	1,521,140.00	102,405.54	838,226.83	55.11	682,913.17
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: MAY 31ST, 2023

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	3,319.52	3,319.52	44.26	4,180.48
421-309	MARKETING & ADVERTISING	32,000.00	0.00	8,650.20	27.03	23,349.80
421-313	MISCELLANEOUS	7,215.00	0.00	0.00	0.00	7,215.00
421-314	TRAVEL & TRAINING	5,000.00	0.00	776.38	15.53	4,223.62
421-315	DUES & MEMBERSHIPS	1,500.00	0.00	600.00	40.00	900.00
421-319	LEGAL FEES	5,000.00	0.00	1,080.00	21.60	3,920.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		58,215.00	3,319.52	14,426.10	24.78	43,788.90
<u>4-OTHER</u>						
421-416	FIRE DEPARTMENT TANKER	335,640.00	0.00	335,758.85	100.04	(118.85)
421-423	BUSINESS INCENTIVES FACADE	90,000.00	0.00	14,651.59	16.28	75,348.41
421-424	ECONOMIC DEVELOPMENT PRIOR YR	90,000.00	0.00	60,000.00	66.67	30,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		515,640.00	0.00	410,410.44	79.59	105,229.56
<u>6-DEBT SERVICE</u>						
421-619	INTEREST SERIES 2014	83,275.00	0.00	0.00	0.00	83,275.00
421-620	PRINCIPAL SERIES 2014	150,000.00	0.00	0.00	0.00	150,000.00
421-621	ADMIN FEES SERIES 2014	750.00	0.00	500.00	66.67	250.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		234,025.00	0.00	500.00	0.21	233,525.00
<u>7-TRANSFERS</u>						
421-710	TRANSFER TO DEBT SERVICE	0.00	0.00	192,856.25	0.00	(192,856.25)
421-728	TRANSFER TO AIRPORT FUND	13,800.00	0.00	(18,000.00)	130.43-	31,800.00
421-730	TRANSFER TO GENERAL FUND	200,000.00	0.00	0.00	0.00	200,000.00
421-732	TRANSFER TO GOLF COURSE	388,560.00	0.00	300,000.00	77.21	88,560.00
421-733	TRANSFER TO FLEET FUND	110,900.00	0.00	0.00	0.00	110,900.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		713,260.00	0.00	474,856.25	66.58	238,403.75
		-----	-----	-----	-----	-----
** DEPARTMENT TOTAL **		1,521,140.00	3,319.52	900,192.79	59.18	620,947.21
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,521,140.00	3,319.52	900,192.79	59.18	620,947.21

FINANCIAL STATEMENT

AS OF: MAY 31ST, 2023

21 -LIBERTY COMM. DEV. CORP.

LIBERTY COMMUNITY DEV

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	0.00	99,086.02	(61,965.96)	0.00	61,965.96
		=====	=====	=====	=====	=====

*** END OF REPORT ***

BALANCE SHEET

AS OF: MAY 31ST, 2023

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
21-1-2110	CASH	2,259,412.19	
21-1-2199	DUE FROM GBG FOR SALES TAX	2,202.10	
21-1-2500	DUE FROM STATE	<u>180,636.05</u>	
			<u>2,442,250.34</u>
TOTAL ASSETS			2,442,250.34
=====			
LIABILITIES & EQUITY			
=====			
21-2-0220	AP PENDING-POOLED CASH	3,319.52	
21-2-0275	NOTE PAYABLE	337,502.35	
21-2-1111	ENCUMBRANCE	(766,850.70)	
21-2-1112	RESERVE FOR ENCUMBRANCE	766,850.70	
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>2,161,139.37</u>	
TOTAL LIABILITIES & EQUITY			<u>2,504,216.30</u>
TOTAL REVENUE		838,226.83	
TOTAL EXPENSES		<u>900,192.79</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES	(	61,965.96)	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		(<u>61,965.96</u>)	
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			2,442,250.34
=====			



The City of Liberty
Liberty Community Development
Corporation

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

Meeting

~ Minutes ~

Tuesday, May 16, 2023

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on May 16, 2023 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	6:01
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 - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, Golf Course and Airport

Assistant City Manager Chris Jarmon reported on the following updates:

- Business Facade Grant Program
- Economic Development Agreements
- Completed Projects
- Projects Under Construction
- Upcoming Projects

- Sign Permits
- Building Permits
- Golf Course
- Airport

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on the LCDC financials as of March 31, 2023.

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 Secretary McCarty to approve all items on the consent agenda. The motion was seconded by board member VanDeventer. The motion passed 7 to 0.

A. Minutes Approval

1. April 18, 2023

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

1. Consider transferring \$110,560 to the Airport Fund for the city's local match for the Wildlife Fencing Project.

The Federal Aviation Administration (FAA) and Texas Department of Transportation (TxDOT) require a wildlife study prior to funding the installation of any wildlife fencing at the Liberty Municipal Airport. In November 2021, the Liberty Community Development Corporation (LCDC) approved an expenditure of \$40,000 for a Wildlife Study at the airport. The expenditure was ratified by the City Council in December 2021. In January 2022, the city retained the firm of Mead & Hunt to conduct the wildlife study at a cost of \$22,000. The study was completed and forwarded to TxDOT for their review and approval.

TxDOT recently notified the city that they will provide funding for the design and installation of wildlife fencing at the Liberty Municipal Airport. The total project is estimated to cost \$1,105,593, with a 10% local match provided by the city, currently estimated to be \$110,560 (\$7,500 for engineering and design and \$103,060 for construction).

On April 18, LCDC held a public hearing to review and discuss this expenditure and on April 25, City Council approved a resolution in support of the project.

A motion was made by Board Member Campbell to approve transferring \$110,560 to the Airport Fund for the City's local match for the Wildlife Fencing Project. The motion was seconded by Board Member Runkle. The motion passed 7 to 0.

B. Work Session

1. LCDC Strategic Plan Proposals

There were four proposals received to prepare LCDC's Strategic Plan. The submittals meeting the requirements of the request for proposals were attached to the agenda for review.

Assistant City Manager Chris Jarmon discussed with the Liberty Community Development Board about the goals they wanted to meet regarding economic development and what future projects they would like to use the Liberty Community Development Corporation funds on. Some of the projects discussed were as follows:

- Beautification and Landscape programs
- Land acquisition
- Improve quality of life projects
- Municipal park expansion
- Soccer fields
- Incentives for business

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Norwood adjourned the meeting at 6:47 p.m.

Barbara Norwood, President

ATTEST:

Kathrine McCarty, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: July 18, 2023

Agenda Wording: Oath of Office to be administered to appointed Board Members

Department: Community Development

Subject: Oath of Office

Background: Oath of Office will be administered to re-appointed Board Members Kathrine McCarty, Dan VanDeventer and Mark Campbell.

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: July 18, 2023

Agenda Wording: Consider the appointment of a President for the Liberty Community Development Corporation (LCDC).

Department: Community Development

Subject: Officer Appointments

Background: Article III, Section 1 of the Bylaws of the Liberty Community Development Corporation specifies that “The President, Vice President, and Secretary shall be elected by the Board and shall serve a term of one (1) year.”

Barbara Norwood currently serves as the Corporation’s President.

Funding Source: n/a

Staff Recommendation: Appoint a board member as President

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: July 18, 2023

Agenda Wording: Consider the appointment of a Vice-President for the Liberty Community Development Corporation (LCDC).

Department: Community Development

Subject: Officer Appointments

Background: Article III, Section 1 of the Bylaws of the Liberty Community Development Corporation specifies that “The President, Vice President, and Secretary shall be elected by the Board and shall serve a term of one (1) year.”

Michael Dorsett currently serves as the Corporation’s Vice President.

Funding Source: n/a

Staff Recommendation: Appoint a board member as Vice-President

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: July 18, 2023

Agenda Wording: Consider the appointment of a Secretary for the Liberty Community Development Corporation (LCDC).

Department: Community Development

Subject: Officer Appointments

Background: Article III, Section 1 of the Bylaws of the Liberty Community Development Corporation specifies that “The President, Vice President, and Secretary shall be elected by the Board and shall serve a term of one (1) year.”

Kathrine McCarty currently serves as the Corporation’s Secretary.

Funding Source: n/a

Staff Recommendation: Appoint a board member as Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: July 18, 2023

Agenda Wording: Review and discuss the FY24 budget for LCDC

Department: Community Development

Subject: FY24 Budget

Background: The General Manager will present the proposed FY24 budget

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: July 18, 2023

Agenda Wording: Review and discuss the possibility of replacing crepe myrtle trees on Highway 90.

Department: Community Development

Subject: Highway 90 Tree Replacement

Background: Staff is proposing to replace the miniature crepe myrtle trees on Highway 90 with full-size crepe myrtle trees. The estimate is \$265.00 to purchase, install and mulch each tree. The total estimated cost to replace all the trees on Liberty's side of Highway 90 is \$85,000. The ideal time to replace the trees is October – February.

If approved, the tree replacement project would still need to be approved by TxDOT.

Funding Source: LCDC Fund Balance

Staff Recommendation: n/a