



**The City of Liberty**  
**Liberty Community Development**  
**Corporation**

1829 Sam Houston  
Liberty, TX 77575  
[www.cityofliberty.org](http://www.cityofliberty.org)

April Gilliland  
City Secretary  
936-336-3684

**Meeting**

**~ Minutes ~**

**Tuesday, August 15, 2023**

**6:00 PM**

**City Council Chambers**

**I. CALL TO ORDER**

This meeting was called to order on August 15, 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    | 6:04    |
| 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.**

City Manager Tom Warner reported on the following updates:

- Business Facade Grant Program
- Economic development agreements
- Commercial New Construction and Additions
- Commercial Renovation and Remodels

- Commercial Upcoming Projects
- Residential Remodel
- New Residential Construction
- Golf Course
- Airport

## **B. Finance Report**

Assistant City Manager / CFO Naomi Herrington reported on the LCDC's financials as of June 30, 2023.

## **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 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 Board Member VanDeventer to approve all items on the consent agenda. The motion was seconded by Board Member LaFour. The motion passed 7 to 0.

## **A. Minutes Approval**

1. July 18, 2023

## **V. REGULAR AGENDA**

### **A. Regular Session**

1. Oath of Office to be administered to appointed Board Members.

City Secretary April Gilliland issued the Oath of Office to re-appointed Members Dan VanDeventer and Mark Campbell of the LCDC Board of Directors.

2. Public Hearing on Fiscal Year 2023-2024 Liberty Community Development Corporation's Proposed Budget and the Community Development Capital Improvement Program (CDCIP).

At 6:09 p.m., President Norwood opened the public hearing to discuss the Fiscal Year 2023-2024 Liberty Community Development Corporation's Proposed Budget and the Community Development Capital Improvement Program (CDCIP). General Manager Tom Warner stated there was no change to the proposed budget presented on July 18th with the exception of two additions: \$400,000 to support the purchase of a new engine for the Fire Department and \$85,000 to replace crepe myrtle trees in the Highway 90 median. There were no public comments. At 6:09 p.m. President Norwood closed the public hearing.

3. **A RESOLUTION BY THE BOARD OF DIRECTORS OF THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION, A TYPE B ECONOMIC DEVELOPMENT CORPORATION EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE FISCAL YEAR 2023 – 2024 OPERATING BUDGET.**

On July 18, 2023, staff presented the LCDC Board of Directors with a proposed budget for Fiscal Year 2023-2024. That budget presented was a balanced budget with \$1,274,950 in revenues and \$1,274,950 in expenditures. The proposed FY 2023-2024 budget to be adopted is the same budget that was presented to the Board on July 18, 2023.

A motion was made by Secretary McCarty to approve the Fiscal Year 2023-2024 LCDC Budget. This motion was seconded by Board Member Campbell. The motion passed 7 to 0.

**4. A RESOLUTION BY THE BOARD OF DIRECTORS OF THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION, A TYPE B ECONOMIC DEVELOPMENT CORPORATION EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE FISCAL YEAR 2023 – 2024 COMMUNITY DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM.**

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 2023-2024 CDCIP with the Board answering questions as needed.

A motion was made by Board Member Runkle to approve the Liberty Community Development Corporation Fiscal Year 2023-2024 Community Development Capital Improvement Program. This motion was seconded by Vice-President Dorsett. The motion passed 7 to 0.

**B. Work Session**

**1. Discussion of Potential Funding for T-Hangars at Liberty Municipal Airport.**

City Manager Tom Warner discussed with the LCDC Board the probable cost of a 10-unit T-Hangar. Construction cost is \$2,000,000, with a contingency of \$200,000 for a total cost of \$2,200,000. Federal funding available for construction projects at the airport from FY22 - FY28 totals \$1,339,000. Leaving a funding gap of \$861,000. The balance of the project could be funded evenly by the Cambridge Fund and LCDC at a cost of \$430,500 for each fund.

**VI. ADJOURNMENT**

**A. Motion To: Adjourn**

With no further business to discuss, President Norwood adjourned the meeting at 6:54 p.m.

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Barbara Norwood, President

ATTEST:

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Kathrine McCarty, Board Secretary