



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 17, 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 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. Minutes Approval

1. September 19, 2023

V. REGULAR AGENDA

A. Executive Session

1. Texas Government Code §551.072 - Deliberation Regarding Real Property.

B. Regular Session

1. LCDC Board of Directors to hold a public hearing regarding the possible expenditure of funds.
2. Consider approving an expenditure in an amount not to exceed \$25,000 for the demolition of a commercial building located at 4310 N Main.

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 13th day of October, 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: October 17, 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 FY24 Budget, the LCDC Board of Directors approved \$90,000 for the Business Facade Grant Program.
- Three facade grants totaling \$23,935 have been approved in the prior fiscal year that have not yet been paid:
 - Resident Suites (2626 Highway 90) - \$8,500
 - Betty Runkle (1808 Sam Houston) - \$5,660
 - Jamie Carter (312 Main) - \$9,775
- LCDC has two outstanding economic development agreements:
 - SwampSmoke, LLC (\$25,000) – Approved on 12/21/21; Business Grand Opening on 3/2/23
 - RKR Restaurants, LLC (\$65,000) – Approved on 7/18/23
- Completed Projects
 - Food Truck Park - New Build (1019 N Main)
 - Food Truck Park Pergola - New Build (1019 N Main)
- Projects Under Construction – New Construction and Additions
 - KJ Chemical Phase II - Expand parking lot and driveway (4003 Beaumont)
 - Tidal Wave Car Wash - New Build (3109 N Main)
 - PLC - Office Expansion (4997 Highway 146 N)
 - Wendy's - New Build (1912 US 90)
 - Popeyes - Re-Build (1710 US 90)
 - Liberty County Warehouse - New Build (318 San Jacinto)
 - Liberty High School - Welding Pavilion (2615 Jefferson)

- Liberty High School - Softball/Baseball Training Facility (2615 Jefferson)
- Fire Station No. 2 - New Build (119 Bowie)
- 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)
 - Shoe Sensation - Interior Remodel (2331 N Main)
 - Odum Oil & Gas - Office Remodel (1914 Myrtle)
- Infrastructure Projects
 - Liberty High School Drainage Improvements (2615 Jefferson)
- 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.*
 - Casa Del Pueblo (1110 Highway 90) – *Plans are currently under review*
 - Car Wash (2812 N Main) – *Plans are currently under review*
- The City has issued a residential remodel permit for the property at 1623 Sam Houston.
- The City has issued a permit for a new house at 1711 Cypress.
- The Wal-Mart Grand Re-Opening is scheduled for November 3rd at 9am.
- Kate's Dance Production held a tournament at the golf course on 10/7/23. They had approximately 45 players.
- The wildlife fencing project at the airport is currently undergoing surveying and design. Construction is expected to start around October 2024.
- The City has signed a contract with Clayton Bracey for the Highway 90 Tree Replacement Project. TxDOT has not yet approved the project.
- The City has signed a contract with B-C Company to convert the runway lights at the airport to LED.
- The City has signed a contract with TurfHounds to install 17 range mats on the driving range tee at the golf course.

- On September 26, 2023, City Council ratified LCDC's expenditure for new signage at Palmer and Lamar Park.
- The TVE Baby Parade is scheduled for Saturday, October 14.
- Faux Real Trade Days is on October 27-29. All activities take place at the TVE Fairgrounds (231 FM 563).

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: October 17, 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: AUGUST 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	121,469.91	1,172,125.19	77.06	349,014.81
	*** FUND TOTAL REVENUE ***	1,521,140.00	121,469.91	1,172,125.19	77.06	349,014.81
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
	LIBERTY COMMUNITY DEV	1,521,140.00	18.07	905,706.00	59.54	615,434.00
		-----	-----	-----	-----	-----
	*** FUND TOTAL EXPENDITURES ***	1,521,140.00	18.07	905,706.00	59.54	615,434.00
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	0.00	121,451.84	266,419.19	0.00	(266,419.19)
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: AUGUST 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	112,778.18	1,102,856.76	99.00	11,143.24
321-0110	INTEREST INCOME	16,500.00	8,691.73	69,268.43	419.81	(52,768.43)
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	121,469.91	1,172,125.19	77.06	349,014.81
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: AUGUST 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	18.07	7,103.73	94.72	396.27
421-309	MARKETING & ADVERTISING	32,000.00	0.00	10,145.20	31.70	21,854.80
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	1,314.00	26.28	3,686.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		58,215.00	18.07	19,939.31	34.25	38,275.69
<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	18.07	905,706.00	59.54	615,434.00
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,521,140.00	18.07	905,706.00	59.54	615,434.00

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: AUGUST 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	121,451.84	266,419.19	0.00	(266,419.19)
		=====	=====	=====	=====	=====

*** END OF REPORT ***

BALANCE SHEET

AS OF: AUGUST 31ST, 2023

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
21-1-2110	CASH	2,583,779.26
21-1-2199	DUE FROM GBG FOR SALES TAX	2,918.73
21-1-2500	DUE FROM STATE	<u>180,636.05</u>
		<u>2,767,334.04</u>
TOTAL ASSETS		2,767,334.04
=====		
LIABILITIES & EQUITY		
=====		
21-2-0220	AP PENDING-POOLED CASH	18.07
21-2-0275	NOTE PAYABLE	337,502.35
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>2,161,139.37</u>
TOTAL LIABILITIES & EQUITY		<u>2,500,914.85</u>
TOTAL REVENUE		1,172,125.19
TOTAL EXPENSES		<u>905,706.00</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		266,419.19
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>266,419.19</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		2,767,334.04
=====		



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, September 19, 2023

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on September 19, 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	6:13 PM
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 - 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
- Completed Projects
- Commercial New Construction and Additions
- Commercial Renovation and Remodels

- Infrastructure Projects
- Commercial Upcoming Projects
- Residential Permits issued
- Golf Course
- Airport
- Highway 90 Tree Replacement Project

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on the Liberty Community Development Corporation financials as of July 31, 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 Campbell. The motion passed 6 to 0.

A. Minutes Approval

1. August 15, 2023

V. REGULAR AGENDA

A. Regular Session

1. Hold a public hearing regarding the possible expenditure of funds.

At 6:08 p.m., President Norwood opened the public hearing to discuss the possible expenditure of funds for the pocket park signage at Palmer Park and Lamar Park. There were no public comments. At 6:09 p.m. President Norwood closed the public hearing.

2. Consider approving an expenditure in the estimated amount of \$4,760 for signs at Palmer Park and Lamar Park.

Staff has received a bid from Image 360 for the design, fabrication and installation of one new sign at Palmer Park and one new sign Lamar Park. These parks currently do not have any signage identifying the parks. The new signs will be identical to the signs installed at Magnolia Park, Canfield Park and the Airport. These signs were installed by Image 360 and the Airport sign was paid for by LCDC in June 2019. A Motion was made by Board Member McCarty to approve the expenditure of \$4,760 for signs at Palmer and Lamar park. The motion was seconded by Board Member Runkle. The motion passed 6 to 0.

3. Consider awarding a grant to Jamie Carter in the amount of \$9,775 related to the Business Façade Improvement Grant Program.

Ms. Jamie Carter owns the building located at 312 Main Street and is proposing to replace the brick façade, awning, and exterior door and add exterior lighting to the building. She is requesting reimbursement for façade improvements pursuant to the Business Façade Grant Program, which reimburses 50% of the cost of façade projects. Applicants are not reimbursed until after completion of the project.

Two bids were received by Ms. Carter for the proposed project:

Skaggs Construction = \$19,550.00

Arnold Construction = \$34,358.55

LCDC's proposed reimbursement is based on the lowest bid received. A motion was made by Board Member McCarty to award a Business Facade Improvement Grant in the amount of \$9,775 to Ms. Carter for 312 Main Street renovations. The motion was seconded by Board Member LaFour. The motion passed 7 to 0.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Norwood adjourned the meeting at 6:14 p.m.

Barbara Norwood, President

ATTEST:

Kathrine McCarty, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: October 17, 2023

Agenda Wording: LCDC Board of Directors to hold a public hearing regarding the possible expenditure of funds.

Department: Community Development

Subject: LCDC Potential Projects

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 project:

1. Demolition of commercial property located at 4310 N Main.
2. Purchase of real property.

Funding Source: n/a

Staff Recommendation: Hold the public hearing

Aug 24, 2023 at 9:35:25 AM



Aug 24, 2023 at 9:35:30 AM



CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: October 17, 2023

Agenda Wording: Consider approving an expenditure in an amount not to exceed \$25,000 for the demolition of a commercial building located at 4310 N Main.

Department: Community Development

Subject: Demolition of Commercial Building

Background: The commercial building located at 4310 N. Main is an old car wash that has been abandoned for a number of years. In an effort to beautify the city and prepare the site for future development, staff is recommending the demolition of the old car wash. Prior to demolition, the building will need to go through the city's hazardous building abatement process.

Funding Source: Fund Balance

Staff Recommendation: Staff recommends approval of the expenditure to demolish the commercial structure at 4310 N. Main.