# 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, 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.

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Barbara Norwood, President

ATTEST:

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Kathrine McCarty, Board Secretary