



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

~ Minutes ~

Tuesday, December 19, 2023

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on December 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			
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
- Purchase of New Fire Truck
- Library Sign
- Golf Course
- Airport
- Wendys
- Highway 90 Tree Replacement Project

B. Finance Report

City Manager Tom Warner reported on the LCDC financials as of October 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 Board Member McCarty to approve all items on the consent agenda. The motion was seconded by Board Member Campbell. The motion passed 7 to 0.

A. Minutes Approval

1. October 17, 2023

V. REGULAR AGENDA

A. Regular Session

1. Consider awarding a grant to Elizabeth Abshire in the amount of \$4,559 related to the Business Façade Improvement Grant Program.

Ms. Elizabeth Abshire owns Abshire & Son Bookkeeping, which is located at 1315 N San Jacinto and is proposing to pressure wash and paint the exterior of the building, remove and replace rotted trim and replace 20 window screens. Ms. Abshire 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.

Ms. Abshire has received two bids for her proposed project:

Brock Construction = \$9,118.00

Boudreaux's Roofing & Construction = \$9,247.00

The amount of the grant is \$4,559.00.

A motion was made by Board Member VanDeventer to award a Business Facade Improvement Grant in the amount of \$4,559 to Elizabeth Abshire at 1315 N San Jacinto. The motion was seconded by Board Member LaFour. The motion passed 7 to 0.

2. Consider awarding a grant to Nick Zolfaghari in the amount of \$9,405 related to the Business Façade Improvement Grant Program.

Mr. Nick Zolfaghari owns the manufactured home park located at 116 McManus and is proposing to improve the property by installing fencing, adding landscaping and improving the driveway. Mr. Zolfaghari 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.

Mr. Zolfaghari has received two bids for his proposed project:

Lone Star Property Works = \$18,810.00

Texas Landscape Group = \$19,545.00

The amount of the grant is \$9,405.00.

Mr. Zolfaghari's application is attached for your review. LCDC's proposed reimbursement is based on the lowest bid received.

All existing manufactured homes in the park are allowed a one-time change out.

A motion was made by Board Member Campbell to award a Business Facade Improvement Grant in the amount of \$9,405 to Nick Zolfaghari at 116 McManus. The motion was seconded by Board Member Runkle. The motion passed 7 to 0.

B. Work Session

1. Review and discuss the possibility of providing funding toward the construction of one 10-unit T-Hangar at the Liberty Municipal Airport.

Liberty's current t-hangars were constructed in 2012. As of December 13, 2023, over 45 people are on Liberty's waiting list for t-hangars. The City of Liberty has been allocated federal funding that can be used toward the construction of additional t-hangars at the airport. However, the federal funding does not cover the full estimated cost of construction.

Engineer's Opinion of Probable Cost for One 10-Unit Nested T-Hangar

- Construction: \$2,000,000
- Contingency: \$200,000
- Total: \$2,200,000

Federal funding available for construction projects at Liberty Municipal (T78)

FEDERAL FUNDING ALLOCATED TO LIBERTY MUNICIPAL (T78)			
Leftover Funding (Runway Rehab)	Infrastructure Investment and Jobs Act (IIJA)	Non-Primary Entitlement (NPE)	Total
FY21 - \$266,600			
	FY22 - \$159,000		\$159,000
	FY23 - \$145,000		\$145,000
	FY24 - \$145,000	FY24 - \$150,000	\$295,000
	FY25 - \$145,000	FY25 - \$150,000	\$295,000
	FY26 - \$145,000	FY26 - \$150,000	\$295,000
		FY27 - \$150,000	\$150,000
\$266,600	\$739,000	\$600,000	\$1,605,600

Funding Gap:

- \$2,200,000 [project cost] - \$1,605,600 [federal & local funding] = **\$594,400 [funding gap]**
- The balance of the project could be funded evenly by the Cambridge Fund and LCDC.
 1. \$297,200 – Cambridge

2. \$297,200 – LCDC

Funding Mechanism:

- The T-hangar project will be funded on a reimbursement basis.
- Some funding previously allocated by LCDC for the airport is still available. The airport runway/taxiway rehabilitation project has been closed. The wildlife fencing project is ongoing and final costs have not yet been determined for that project.

PROJECT		REVENUE	EXPENDITURES	BALANCE
Local Match for Runway/Taxiway Rehabilitation	Funded on October 20, 2020	\$288,500	\$21,900	\$266,600
Local Match for Wildlife Fencing	Funded on May 16, 2023	\$110,560	\$8,785	\$101,775
		\$399,060	\$30,685	\$368,375

2. Review and discuss the creation of a new economic development grant program.

Staff is recommending the creation of a utility, infrastructure and interior improvement grant program. While the façade grant programs focuses on the exterior of the building, the utility, infrastructure and interior improvement grant program focuses on business expansion and interior safety improvements. Details of the grant program are as follows:

The Type of Working Being Completed:

INTERIOR SAFETY AND HEALTH IMPROVEMENTS

- Fire Safety Installations (Fire Alarms, Sprinkler Systems, Vent Hoods, etc.)
- Plumbing Installations (Grease Trap, Backflow Preventer, etc.)
- Asbestos Surveys
- Security Cameras

UTILITY IMPROVEMENTS AND UPGRADES

- Water Tap & Water Meter Upgrades
- Sewer Tap Upgrades
- Gas Meter Upgrades
- Transformer or Electrical Service Upgrades
- Utility Pole Relocation
- Fire Hydrant Installation

Applicants would provide the following:

- Total Estimated Cost of Proposed Improvements:
- Estimated start date:
- Estimated Completion Date:

And also include the following documentation with the application:

1. A narrative description of the project
2. A narrative description of the business

3. At least two (2) quotes or bids received from contractors or vendors (when applicable)
4. Approval from property owner to participate in the program (if required)

Note: LCDC will only reimburse 50% for interior improvements and 50% for utility improvements up to an amount not to exceed \$30,000.

3. Review and discuss LCDC 2023 Annual Report.

Assistant City Manager Chris Jarmon Presented the following items in the 2023 Annual Report:

- Economic Development Definition
- Economic Development in Texas
- The differences between Type A and Type B corporations
- Funding Mechanism
- Regulations
- Eligible Projects
- Grant Money Distributed
- Redevelopment Projects Funded
- City Project Funded
- New Residential Construction
- Demolitions
- Sales Tax Growth
- Commercial Projects

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Norwood adjourned the meeting at 7:38 p.m.

Barabara Norwood, President

ATTEST:

Kathrine McCarty, Board Secretary