



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, May 21, 2024

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, Airport and Faux Real Trade Days.**
- 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. April 16, 2024

V. REGULAR AGENDA

A. Regular Session

1. LCDC Board of Directors consider the expenditure of funds for a Park Master Plan.
2. LCDC Board of Directors consider approving \$300,000 toward the construction of one ten-unit nested t-hangar.

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 17th day of May, 2024 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: May 21, 2024

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

Department: Community Development

Subject: General Manager's Report

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 and \$25,806.50 has been spent so far (\$64,193.50 remains). Four grants have been approved to date:
 - ETEC Realty (116 McManus) - \$9,405 - PAID on 01-08-24
 - Abshire & Sons Bookkeeping (1315 N San Jacinto) - \$4,559 - PAID on 1-12-24
 - Health Center of Southeast Texas (1400 N Travis) - \$2,375 - PAID on 3-28-24
 - Fairlake Properties, LLC (4505 Sandune) - \$9,467
- One facade grant was approved in the prior fiscal year that has not yet been paid:
 - Resident Suites (2626 Highway 90) - \$8,500
- LCDC has one outstanding economic development agreement:
 - RKR Restaurants, LLC (\$65,000) – Approved on 7/18/23 - PAID on 5-1-24
- Completed Projects
 - Wendy's - New Build (1912 US 90)
 - Liberty County Warehouse - New Build (318 San Jacinto)
 - KJ Chemical Phase II - Expand parking lot and driveway (4003 Beaumont)
- Projects Under Construction – New Construction and Additions
 - Popeyes - Re-Build (1710 US 90) - **Construction projected to start in early June**
 - Liberty High School - Welding Pavilion (2615 Jefferson)
 - Liberty High School - Softball/Baseball Training Facility (2615 Jefferson)

- Fire Station No. 2 - New Build (119 Bowie)
 - Car Wash - New Build (2812 N Main)
 - Water Vending Machine - New Build (1001 N Main)
 - Starbucks - New Build (1606 US 90)
- Projects Under Construction – Renovations and Remodels
 - Lakeland Apartments – Convert commercial buildings into apartments (2704 N Main)
- Infrastructure Projects
 - Liberty High School Drainage Improvements (2615 Jefferson)
- Upcoming Projects
 - New Life Church (2510 Jefferson) – *Plans are currently under review*
 - Freedom Church (422 US 90) – *Plans are currently under review*
 - RV Park (700 Port Road) – *Plans are currently under review*
 - Casa Del Pueblo (1110 Highway 90) – *Plans are currently under review*
 - Divine Integrity (1211 N Main) – *Plans are currently under review*
- Wendy's held their grand opening on Monday, April 22 at 10:30.
- The city has issued sign permits for the following businesses: 2119 Hwy 90 (Liberty Nails), 439 Hwy 90 (Tia Juanita's) and 1625 Hwy 90 (Frank's Collision Repair).
- The city has issued residential remodel permits for the following properties: 2402 Grand and 3009 Lincoln.
- The city has issued new residential construction permits for the following address: 200 FM 1011.
- Final Designs for the wildlife fencing project at the Airport were delivered to the City on January 3rd. TxDOT reviewed the final designs on January 30th. On February 13th, City Council ratified LCDC's additional expenditure for the project. Staff have been notified by TxDOT that construction of the project has been delayed until the summer of 2025.
- The City has signed a contract with Clayton Bracey for the Highway 90 Tree Replacement Project. The TxDOT Area Office has given tentative approval for the project. The project is currently on hold by the city until the impact of the proposed cable barrier project can be determined.
- Faux Real Trade Days is on May 24 – 26. All activities take place at the TVE Fairgrounds (321 FM 563).

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: May 21, 2024

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

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: MARCH 31ST, 2024

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		1,274,950.00	94,187.62	655,455.02	51.41	619,494.98
*** FUND TOTAL REVENUE ***		1,274,950.00	94,187.62	655,455.02	51.41	619,494.98
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
LIBERTY COMMUNITY DEV		1,274,950.00	1,439.61	75,870.44	5.95	1,199,079.56
		-----	-----	-----	-----	-----
*** FUND TOTAL EXPENDITURES ***		1,274,950.00	1,439.61	75,870.44	5.95	1,199,079.56
		=====	=====	=====	=====	=====
EXCESS REVENUES/EXPENDITURES		0.00	92,748.01	579,584.58	0.00	{ 579,584.58}
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2024

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	1,150,000.00	84,466.03	602,750.83	52.41	547,249.17
321-0110	INTEREST INCOME	50,000.00	9,721.59	52,704.19	105.41	(2,704.19)
321-2120	TRANSFER IN FROM FUND BALANCE	74,950.00	0.00	0.00	0.00	74,950.00
		-----	-----	-----	-----	-----
***	FUND TOTAL REVENUE ***	1,274,950.00	94,187.62	655,455.02	51.41	619,494.98
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2024

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	108.42	1.45	7,391.58
421-309	MARKETING & ADVERTISING	32,000.00	630.54	18,655.51	58.30	13,344.49
421-311	OFFICE SUPPLIES	0.00	0.00	(1.26)	0.00	1.26
421-313	MISCELLANEOUS	6,880.00	0.00	4,759.90	69.18	2,120.10
421-314	TRAVEL & TRAINING	5,000.00	149.00	1,043.28	20.87	3,956.72
421-315	DUES & MEMBERSHIPS	1,500.00	300.00	300.00	20.00	1,200.00
421-319	LEGAL FEES	5,000.00	342.00	972.00	19.44	4,028.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		57,880.00	1,439.61	25,837.85	44.64	32,042.15
<u>4-OTHER</u>						
421-423	BUSINESS INCENTIVES FACADE	90,000.00	0.00	24,377.59	27.09	65,622.41
421-424	ECONOMIC DEVELOPMENT PRIOR YR	90,000.00	0.00	0.00	0.00	90,000.00
421-425	HWY 90 MEDIAN	85,000.00	0.00	0.00	0.00	85,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		265,000.00	0.00	24,377.59	9.20	240,622.41
<u>6-DEBT SERVICE</u>						
421-619	INTEREST SERIES 2014	78,320.00	0.00	0.00	0.00	78,320.00
421-620	PRINCIPAL SERIES 2014	155,000.00	0.00	0.00	0.00	155,000.00
421-621	ADMIN FEES SERIES 2014	750.00	0.00	1,050.00	140.00	(300.00)
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		234,070.00	0.00	1,050.00	0.45	233,020.00
<u>7-TRANSFERS</u>						
421-728	TRANSFER TO AIRPORT FUND	40,000.00	0.00	0.00	0.00	40,000.00
421-730	TRANSFER TO GENERAL FUND	200,000.00	0.00	0.00	0.00	200,000.00
421-732	TRANSFER TO GOLF COURSE	30,000.00	0.00	24,605.00	82.02	5,395.00
421-733	TRANSFER TO FLEET FUND	48,000.00	0.00	0.00	0.00	48,000.00
421-734	TRANSFER TO CAPITAL PROJECTS	400,000.00	0.00	0.00	0.00	400,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		718,000.00	0.00	24,605.00	3.43	693,395.00
		-----	-----	-----	-----	-----
** DEPARTMENT TOTAL **		1,274,950.00	1,439.61	75,870.44	5.95	1,199,079.56
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,274,950.00	1,439.61	75,870.44	5.95	1,199,079.56

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2024

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	92,748.01	579,584.58	0.00	(579,584.58)
		=====	=====	=====	=====	=====

*** END OF REPORT ***

BALANCE SHEET

AS OF: MARCH 31ST, 2024

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
21-1-2110	CASH	2,910,466.68	
21-1-2199	DUE FROM GBG FOR SALES TAX	3,560.26	
21-1-2500	DUE FROM STATE	<u>203,244.28</u>	
			<u>3,117,271.22</u>
TOTAL ASSETS			3,117,271.22
			=====
LIABILITIES & EQUITY			
=====			
21-2-0220	AP PENDING-POOLED CASH	270.07	
21-2-1111	ENCUMBRANCE	(780,937.46)	
21-2-1112	RESERVE FOR ENCUMBRANCE	780,937.46	
21-2-1113	PRIOR YEAR ENCUMBRANCE	271,273.70	
21-2-1114	PRIOR YEAR RESERVE ENCUMBRANCE	(271,273.70)	
21-2-2162	INTEREST PAYABLE	2,255.06	
21-2-2180	FUND BALANCE	<u>2,535,161.51</u>	
TOTAL LIABILITIES & EQUITY			<u>2,537,686.64</u>
TOTAL REVENUE			655,455.02
TOTAL EXPENSES		<u>75,870.44</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		579,584.58	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>579,584.58</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			3,117,271.22
			=====



The City of Liberty
Liberty Community Development
Corporation

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

Meeting

~ Minutes ~

Tuesday, April 16, 2024

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on April 16, 2024 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, Airport, US 90 Median Trees, and Faux Real Trade Days.**

City Manager Tom Warner reported on the following updates:

- Business Facade Grant Program
- Economic development agreements
- Projects

- Permits
- Golf Course
- Airport
- US 90 Median Trees
- Faux Real Trade Days

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on the LCDC financials as of February 29, 2024.

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 Secretary McCarty to approve all items on the consent agenda. The motion was seconded by Vice President Dorsett. The motion passed 6 to 0.

A. Minutes Approval

1. March 19, 2024

V. REGULAR AGENDA

A. Work Session

1. Hold a work session to review and discuss upgrading the wastewater utility service on Royal Street.

Assistant City Manager Chris Jarmon started the work session discussion with the utilities that are currently available on Royal Street and what it would take to have sewer service extended to the end of the road. The total utility upgrade would include removal of the existing Lift Station, extending and expanding the current wastewater line, and changing out the 2-inch water line for a 6-inch water line. The cost of the project would be in the \$200,000 to \$250,000 price range. The request is for LCDC to fund the Royal Street Project utility upgrades. LCDC would like to have an established developer to develop the 12 vacant lots on Royal Street before expending the money needed on possible future developments that might not happen.

2. Hold a work session to review and discuss a wayfinding signage project for the City of Liberty.

Assistant City Manager Chris Jarmon went over examples of the different wayfinding signage that cities have installed in the past. Examples were shown from Brownwood, Hallettsville, Huntsville and Palestine. Then the potential placement of signs in the City of Liberty and an example of what a Highway Directional Sign for the City of Liberty would possibly look like. LCDC members wanted to know if they could get help from other entities if we are placing them on the signs (i.e. county, school, etc.). Maybe it is a good project to be done in phases, so not spending as much money at one time.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Norwood adjourned the meeting at 6:52 p.m.

Barbara Norwood, President

ATTEST:

Kathrine McCarty, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: May 21, 2024

Agenda Wording: LCDC Board of Directors consider the expenditure of funds for a Park Master Plan.

Department: Parks & Recreation

Subject: Parks Master Plan

Background: The City issued a Request for Proposal (RFP) for consulting services related to creating the Liberty's Park Master Plan. The purpose of the RFP is to assist the city in developing a Master Plan for the City's Parks, Recreational Areas and Open Spaces. The plan will serve as a guide for the development of parks, recreational facilities, and capital improvements to existing parks, programs and additional amenities. The plan will address not only current community needs but also account for additional growth and development expected in the City over the next ten years. The proposal shall also include suggested revisions to the city ordinance providing for park land dedication or payment of cash-in-lieu thereof as a condition of subdivision plat approval and payment of park development fees as a condition of building permit issuance to provide for necessary park development. The estimated cost to prepare the Park Master Plan is between \$80,000.00 to \$100,000.00.

Funding Source: LCDC Fund Balance.

Staff Recommendation: Staff recommends approval of the expenditure of LCDC Funds for a Park Master Plan.

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: May 21, 2024

Agenda Wording: LCDC Board of Directors consider approving \$300,000 toward the construction of one ten-unit nested t-hangar.

Department: Airport

Subject: T-Hangar Construction

Background: On December 19, 2023, the LCDC Board of Directors held a work session to review and discuss the potential funding of a ten-unit nested t-hangar at the airport. The project is estimated to cost \$2.2 million (which includes a \$200,000 contingency) with \$1.6 million available in state and federal funding. This leaves a balance of \$600,000 needed to fund the project. LCDC has expressed interest in funding \$300,000 with the expectation that the City Council will fund the remaining \$300,000.

On January 23, 2024, the LCDC Board of Directors held a public hearing on the possible expenditure of funds for the construction of a ten-unit nested t-hangar.

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.

If the t-hangars are approved for construction, the airport would generate additional revenue from t-hangar rental fees and fuel sales.

Funding Source: LCDC Fund Balance

Staff Recommendation: Staff recommends approval of the expenditure