



The City of Liberty
Liberty Community Development
Corporation

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

April Gilliland
City Secretary
936-336-3684

Meeting

~ Minutes ~

Tuesday, August 20, 2024

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on August 20, 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 Betty Runkle	X			
Board Member Craig Vansau	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. Ms. Keshia Pickney, Divine Integrity, requested to speak to board members regarding her grant applications in hopes for the board to reconsider approving her grants. Ms. Sharon Kemper spoke to the board to help Ms. Pickney in the growth of Divine Integrity.

III. PRESENTATIONS / REPORTS

- A. General Manager's Report - General Manager - Tom Warner, Topics include Business Facade Grant Program, Projects, Permits, Wayfinding Sign Project, Liberty Municipal Park, TxDOT, and Faux Real Trade Days.**

Assistant City Manager/Community Development Chris Jarmon reported on the following updates:

- Business Facade Grant Program
- Completed Projects
- Projects under construction
- Upcoming Projects
- Permits
- Wayfinding Signs
- Liberty Municipal Park
- Crepe Myrtles replacement - on hold until maintenance agreement with TxDOT is complete
- Faux Real Trade Days

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on LCDC's financials as of June 30, 2024.

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 Secretary McCarty to approve all items on the consent agenda. The motion was seconded by Board Member Vansau. The motion passed 7 to 0.

A. Minutes Approval

1. July 16, 2024

V. REGULAR AGENDA

A. Regular Session

1. LCDC Board of Directors consider awarding a grant to Shoppa's Farm Supply in the amount of \$20,000 related to the Facade Grant Program.

Shoppa's Farm Supply operates Shoppa's/John Deere at 2210 Highway 90E. Shoppa's is proposing to do two projects on their property: (1) repaint their pipe fence and (2) install recycled material for the parking area. Shoppa's is requesting reimbursement pursuant to the business façade grant program.

Shoppa's has received two bids for their proposed project:

Sandblast and Paint Pipe Fence

1 - Bar T Fence (\$11,470)

2 - B & L Industries (\$10,000)

Install Recycled Material on Property

1 - Smart Material (\$45,248.19)

2 - Wiggins Tractor and Dozer (\$84,800)

3 - BSC Management LTD (\$105,925)

LCDC's 50% reimbursement is based on the lowest bid for each project.

A motion was made by Board Secretary McCarty to table the request pending verification that the fence is not in TxDOT's right of way. The motion was seconded by Board Member VanDeventer. The motion passed 7 to 0.

2. LCDC Board of Directors consider awarding a grant to Shoppa's Farm Supply in the amount of \$21,350 related to the Utilities and Public Safety Grant Program.

Shoppa's Farm Supply operates Shoppa's/John Deere at 2210 Highway 90E. Shoppa's is proposing to install a commercial grade grinder pump and upgrade all the galvanized plumbing in their building and is requesting reimbursement pursuant to the UPS grant program.

Shoppa's has received two quotes for the work:

- 1 – Jim Debes General Contractor (\$43,800)
- 2 – Legacy Plumbing (\$42,700)

LCDC's 50% reimbursement, up to \$30,000.00, is based on the lowest bid for each project.

A motion was made by Board Secretary McCarty to reject the current application and have the requester to submit a new application for grinder pump installation. The motion was seconded by Board Member Runkle. The motion passed 7 to 0.

3. LCDC Board of Directors consider awarding a grant to Jamie Carter in the amount of \$20,000 related to the Facade Grant Program.

Ms. Jaime Carter operates Panther Wash located at 1312 Main Street. Ms. Carter is proposing to change all the metal from red to dark charcoal gray, change the roof from flat to pitched, update the wand arms and lighting and update and paint the existing wood trim. Mrs. Carter is requesting reimbursement pursuant to the business façade grant program.

Mrs. Carter has received two bids for her proposed project:

- 1 – Alfredo's General Construction (\$95,014.10)
- 2 – Arnold Construction (\$93,781.00)

LCDC's 50% reimbursement is based on the lowest bid for each project.

Mrs. Carter received a façade grant in the amount of \$9,775 on September 19, 2023, for her law office located at 312 Main.

A motion was made by Board Member Runkle to award a Business facade grant to Jamie Carter in the amount of \$20,000 for 1312 Main Street. The motion was seconded by Board Member Dorsett. The motion passed 7 to 0.

4. Public Hearing on Fiscal Year 2024-2025 (FY 2025) Liberty Community Development Corporation's Proposed Budget and the Community Development Capital Improvement Program (CDCIP).

At 6:36 p.m., President Norwood opened the public hearing to discuss the Fiscal Year 2024-2025 Liberty Community Development Corporation's Proposed Budget and the Community Development Capital Improvement Program (CDCIP). Assistant City Manager Chris Jarmon stated there was no change to the proposed budget presented on July 16th. There were no public comments. At 6:36 p.m. President Norwood closed the public hearing.

5. LCDC Board of Directors consider approval of the Fiscal Year 2024-2025 Operating Budget.

On July 16, the General Manager presented the LCDC Board of Directors with a proposed budget for FY25. The proposed budget to be adopted is the same as the budget presented on July 16th.

A motion was made by Board Member Campbell to approve the Fiscal Year 2024-2025 Operating Budget. The motion was seconded by Board Member McCarty. The motion passed 7 to 0.

6. LCDC Board of Directors consider approving the Liberty Community Development Corporation Fiscal Year 2024-2025 Community Development Capital Improvement Program (CDCIP).

Article IV Section 5 of the Bylaws of the Liberty Community Development Corporation (LCDC) state that "the Board shall develop a fiscal year budget and Community Development Capital Improvement Plan." Furthermore, the bylaws 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." The proposed Fiscal Year 2024-2025 CDCIP was reviewed by the board.

A motion was made by Board Member VanDeventer to approve the LCDC Fiscal Year 2024-2025 Community Development Capital Improvement Program (CDCIP). The motion was seconded by Board Member Campbell. The motion passed 7 to 0.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Norwood adjourned the meeting at 6:50 p.m.

Barbara Norwood, President

ATTEST:

Kathrine McCarty, Board Secretary