The City of Liberty

Liberty Community Development Corporation

Meeting

~ Agenda ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, October 5, 2010 **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

Attendee Name	Present	Absent	Late	Arrival
President Dennis Beasley	¨	¨	¨	
Vice-President Mike McCarty	¨	¨	¨	
Board Member Billy Page	¨	¨	¨	
Board Member Louie Potetz	¨	¨	¨	
Board Member Juan Venegas	¨	¨	¨	
Board Member Robert Ward	¨	¨	¨	
Board Member Barbara Norwood	¨	¨	¨	
General Manager Gary Broz	¨	¨	¨	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

III. CONSENT AGENDA

All consent items listed are considered to be routine by the LCDC 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. Tuesday, September 07, 2010

2. Tuesday, September 21, 2010

IV. REGULAR AGENDA

A. Regular Session

1. LCDC Public Hearing (ID # 1829)

PUBLIC HEARING on the Annual Review and Update of the Community Development Capital Improvement Program.

2. LCDC Information Item (ID # 1834)

Report by Retail Coach LLC Representative(S) on the Downtown Analysis and Strategy Program.

3. LCDC Corporation Action (ID # 1831)

Discussion, and Possible Action, on Retail Coach LLC Recommendations Resulting from the Downtown Analysis and Strategy Program.

4. LCDC Public Hearing (ID # 1828)

PUBLIC HEARING on Project to Provide Grant Assistance to Mr. Paul Goodwin, for the Demolition of the Structure Located at 2106 Martin Luther King Drive.

5. LCDC Corporation Action (ID # 1830)

Consider Approval of a Contract with Paul Goodwin to Provide LCDC Grant Assistance for the Demolition of the Structure at 2106 Martin Luther King Drive.

6. LCDC Corporation Action (ID # 1832)

Consider Approval of Contract Verbiage for the Real Property Sale of the Old Mercy Hospital Site, Located at 521 Travis Street.

7. LCDC Corporation Action 2010-18

Consider Approval of Participation in the International Council of Shopping Centers (ICSC) Convention in Grapevine, Texas.

V. ADJOURNMENT

A. Motion To: Adjourn

CERTIFICATION

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 29th day of September, 2010 at 4:00 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.

____
Dianne Tidwell, City Secretary

Notice given to The Vindicator, Liberty Gazette, and KSHN Radio.

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 ____________________, 2010.

The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, September 7, 2010 **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

The Meeting was called to order on September 7, 2010 at the City Council Chambers, 1829 Sam Houston, Liberty,TX at 6:13 PM by President Dennis Beasley.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Present	
Mike McCarty	Vice-President	Absent	
Billy Page	Board Member	Present	
Louie Potetz	Board Member	Present	
Juan Venegas	Board Member	Present	
Robert Ward	Board Member	Present	
Gary Broz	General Manager	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

President Beasley welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Board. There were no comments.

III. CONSENT AGENDA

All consent items listed are considered to be routine by the LCDC 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.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Louie Potetz, Board Member
SECONDER:	Robert Ward, Board Member
AYES:	Beasley, Page, Potetz, Venegas, Ward
ABSENT:	Mike McCarty

A. Minutes Approval

1. Tuesday, August 03, 2010

2. Wednesday, August 11, 2010

IV. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action 2010-15

Discussion, and Possible Action, on a Grant Request from Paul Goodwin/Tower Autoplex.

COMMENTS - Current Meeting:

Mr. Paul Goodwin addressed the Board requesting grant assistance, in the amount of $37,300, for the demolition of the structure at 2106 Martin Luther King. Mr. Goodwin stated the location has been an "eyesore" for some time and he is in the process of purchasing the property to expand his business, to include 3-5 new jobs, and place the property back onto the tax roll.

Discussion was held regarding the demolition process and asbestos abatement, taxes, job creation and retainage, requirements for new construction on the property, requirements for the property remaining on the tax roll, and other related issues.

Motion was made to move forward with the project, allowing the City Manager and City Attorney to draft a contract for future deliberation.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Louie Potetz, Board Member
SECONDER:	Billy Page, Board Member
AYES:	Beasley, Page, Potetz, Venegas, Ward
ABSENT:	Mike McCarty

2. LCDC Corporation Action 2010-16

Discussion, and Possible Action, on Proposed Engineering Firm for the Texas Street Extension Project.

COMMENTS - Current Meeting:

City Manager Gary Broz reported that CivilCorp, LLC was the forerunner, as a result of the review and analysis by the Board, of the engineering firms previously presented to the Board for the Texas Street Extension Project. Mr. Broz reported on a proposed timeline for Phase I and II of the project. Phase I consists of the Preliminary Engineering Report which evaluates project alternatives and detail alignment recommendations. This phase also includes costs and an environmental analysis.

Phase II is the design phase includes detailed plans and construction documents. Bids are to be opened for construction of this project in August, 2011.

Motion was made to allow the City Manager to negotiate a contract with CivilCorp, LLC and return with cost figures for this project.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Louie Potetz, Board Member
SECONDER:	Robert Ward, Board Member
AYES:	Beasley, Page, Potetz, Venegas, Ward
ABSENT:	Mike McCarty

V. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Board, the meeting was adjourned at 6:40 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Louie Potetz, Board Member
SECONDER:	Dennis Beasley, President
AYES:	Beasley, Page, Potetz, Venegas, Ward
ABSENT:	Mike McCarty

____
Dennis Beasley, President

ATTEST:

____
Dianne Tidwell, City Secretary

The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, September 21, 2010 **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

The Meeting was called to order on September 21, 2010 at the City Council Chambers, 1829 Sam Houston, Liberty,TX at 6:00 PM by President Dennis Beasley.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Present	
Mike McCarty	Vice-President	Absent	
Billy Page	Board Member	Present	
Louie Potetz	Board Member	Present	
Juan Venegas	Board Member	Present	
Robert Ward	Board Member	Present	
Barbara Norwood	Board Member	Present	
Gary Broz	General Manager	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

President Beasley welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Board. There were no comments.

III. REGULAR AGENDA

A. Regular Session

1. LCDC Information Item (ID # 1823)

Oath of Office to be Administered to Newly Appointed Board Member Barbara Norwood.

COMMENTS - Current Meeting:

Municipal Court Judge Robert Rader issued the Oath of Office to newly appointed Board Member, Barbara J. Norwood.

ATTACHMENTS:

- Oath of Office Form (DOC)

2. LCDC Corporation Action 2010-17

Consider Approval of Engineering Proposal from CivilCorp for Phase I of the Texas Street Extension Project.

COMMENTS - Current Meeting:

Mr. Ben Galvan, CivilCorp, LLC was present to address the Board regarding a Professional Services Agreement for the Texas Street Extension Project. Mr. Galvan reported that the project would be presented in two phases; 1) preliminary engineering report (PER), and 2) the design phase.

Mr. Galvan further explained that Phase I includes mapping, drainage evaluation, various alternatives, environmental site assessment, and cost estimates. Mr. Galvan stated that the proposed schedule includes presentation of the preliminary report, at 50% complete, in early December, 2010. A public meeting will be held mid-January for citizen input, and the completed PER should be ready by January 28, 2011.

Mr. Galvan stated that Phase II consists of the final construction plans, project advertising and bidding in July, 2011 and the opening of bids in August, 2011.

Fee for Phase I is $254,600 as follows:

Pre-Engineering Study	$200,000
Surveying & Field Investigation	$25,000
Geotech & Pavement Design	$2,000
Preliminary Evironmental Investigations	$27,600

Motion was made to approve the Professional Services Agreement with CivilCorp, LLC for Phase I of the Texas Street Extension Project.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Robert Ward, Board Member
SECONDER:	Louie Potetz, Board Member
AYES:	Beasley, Page, Potetz, Venegas, Ward, Norwood
ABSENT:	Mike McCarty

3. LCDC Information Item (ID # 1825)

Discussion of Possible New Name for the Texas Street Extension Project.

COMMENTS - Current Meeting:

General Manager Gary Broz requested direction/ideas on ways in which to develop a permanent name for the Texas Street Project. After brief discussion, the Board directed Mr. Broz to develop a plan to name the street which would include citizen input.

4. LCDC Information Item (ID # 1826)

Discussion of Proposed Project to Assist with Demolition of the Old Mearns Chevrolet Building, Located at Hwy. 90 and Fannin.

COMMENTS - Current Meeting:

City Attorney Randy Gunter stated that, historically, the Board had worked on infrastructure projects rather than specific business grants. In consideration of this business grant it would be appropriate to require the business to enter into a performance agreement. Mr. Gunter reviewed a draft agreement that would be executed with Mr. Paul Goodwin for the demolition of the old Mearns Chevrolet Building at 2106 Martin Luther King Drive.

Mr. Gunter stated that the agreement identifies the project, states the potential good that comes from the demolition, the grant amount of $37,300, and certain requirements that Mr. Goodwin would need to comply with to include:

- proof of ownership,
- begin demolition within six months,
- construct new facility within twelve months,
- must create five new jobs and retain for 36 months,
- maintain the property on the tax roll for 25 years (his ownership or anyone else) and,
- provide a lien to the City to recover funds if the grant is in default.

Further discussion included editing the document to reflect that the business owner would have three years to create five jobs, and must retain those employees for six months, or two continuous quarters.

General Manager Gary Broz requested that Board Members further review the document for discussion at a later date.

IV. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 1827)

Presentation, by General Manager Gary Broz, on the Final Report of the Mercy Hospital Demolition.

COMMENTS - Current Meeting:

General Manager Gary Broz reported on final costs associated with the recent demolition of the old Mercy Hospital, located at 521 Travis Street. Mr. Broz stated the project budget was $114,000, with actual costs being $109,163.00. LCDC is responsible for half this cost, with two other taxing entities, Liberty County and Liberty ISD, being billed 50% of the remaining portion which amounts to $27,290.75.00 each. Total cost is $4,837.00 under budget.

Mr. Broz reported that there is a cover on the property and upon clearance from the Texas Commission on Environmental Quality, the fence will be removed, dirt work completed, and the property will be put up for sale.

V. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Board, President Beasley adjourned the meeting at 6:39 p.m.

____
Dennis Beasley, President

ATTEST:

____
Dianne Tidwell, City Secretary

The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 10/05/10 06:00 PM
Department: Administration
Category: Community Development Capital Improvement Program

LCDC PUBLIC HEARING (ID # 1829)

DOC ID: 1829

EXPLANATION:
LCDC Bylaws require 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 Bylaws also require that the Board make an annual report to the City Council on the Community Development Capital Improvement Program no later than December 1st of each year.

.

The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 10/05/10 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 1834)

DOC ID: 1834

EXPLANATION:
On July 13th, the Board approved funding the Retail Coach Downtown Analysis and Strategy Program. This program consists of visiting with business owners, reviewing available property, and other issues relative to improving the downtown area. Recommendations will include marketing, parking, facade enhancement, city code modifications, and other incentives to assist with revitalization.

.

The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 10/05/10 06:00 PM

Department: Administration
Category: LCDC Miscellaneous

LCDC CORPORATION ACTION (ID # 1831)

DOC ID: 1831

.

The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 10/05/10 06:00 PM

Department: Administration
Category: LCDC Proposed Projects

LCDC PUBLIC HEARING (ID # 1828)

DOC ID: 1828

.

The City of Liberty

Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 10/05/10 06:00 PM

Department: Administration
Category: Project

LCDC CORPORATION ACTION (ID # 1830)

DOC ID: 1830

.

The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 10/05/10 06:00 PM

Department: Administration
Category: Project

LCDC CORPORATION ACTION (ID # 1832)

DOC ID: 1832

.

The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 10/05/10 06:00 PM

Department: Administration
Category: LCDC Miscellaneous

LCDC CORPORATION ACTION (ID # 1833)

DOC ID: 1833

.