



The City of Liberty
Liberty Community Development Corporation

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

Meeting
~ Agenda ~

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, September 17, 2019

5:15 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	Arrived
President Dennis Beasley	☐	☐	☐	
Vice-President Barbara Norwood	☐	☐	☐	
Board Member Mark Campbell	☐	☐	☐	
Board Member David Arnold	☐	☐	☐	
Board Member Mike Page	☐	☐	☐	
Board Member Kathrine McCarty	☐	☐	☐	
Board Member Dan VanDeventer	☐	☐	☐	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4580)

General Manager's Report - Gen. Mgr. T. Warner

- General Manager's Report (DOCX)

IV. 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, August 20, 2019

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action (ID # 4582)

Consider approval of a logo for the Liberty Community Development Corporation.

2. LCDC Corporation Action (ID # 4583)

Consider approving Budget Amendment #5 to the LCDC FY 18/19 Budget, in the amount of \$75,000.

3. LCDC Corporation Action (ID # 4584)

Consider approval of a grant application submitted for the Downtown Facade Improvement Program, by The Wickliff Group, 408 Main Street.

- EXHIBIT B - Darlene Wickliff Application (PDF)

4. LCDC Corporation Action (ID # 4585)

Consider approval of a grant application submitted for the Downtown Facade Improvement Program, by Liberty Medical Surgical Clinic, 720 Travis Street.

5. LCDC Corporation Action (ID # 4586)

Consider approval of a grant application submitted for the Downtown Facade Improvement Program, by Allstate Insurance, 334 Main Street.

- Allstate-Appl Info (PDF)

B. Executive Session

Deliberation Regarding Real Property. Gov. Code §551.072 - Deliberation Regarding Real Property. To deliberate the purchase, exchange, lease or value of real property

- To deliberate the purchase, exchange, lease or value of real property - Mercy Hospital Site.

C. Reconvene into Regular Session

1. LCDC Corporation Action (ID # 4587)

Consider and take action, if any, on the deliberation regarding real property, Mercy Hospital Site, as discussed in the Executive Session.

VI. ADJOURNMENT

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 13th day of September, 2019 at 3:00 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

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 _____, 2019.



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

3.A

Meeting: 09/17/19 05:15 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4580)

DOC ID: 4580

Subject: General Manager Report - Corp. Projects and Activities

Background: This agenda item affords the General Manager the opportunity to update the Board of Directors and public on current and future projects, activities and other items related to LCDC business.

To: Liberty Community Development Corporation (LCDC) Board of Directors
From: Tom Warner, General Manager
Date: September 17, 2019
Re: General Manager's Report

1. The LCDC Board of Directors approved an agreement with Civic Plus on June 4, 2019, to develop a stand-alone website for LCDC. Civic Plus has completed the basic design of the website and will begin to transition the design into a working website. The website should be ready to go live in October.
2. Also, on June 4, 2019, the LCDC Board of Directors approved an agreement with Image360 for the purchase and installation of new signage at the Liberty Municipal Golf Course and at the Liberty Municipal Airport. Sign design has been completed. Installation of these signs is scheduled for the week of September 16, 2019.
3. The City of Liberty is working with the Liberty Rotary Club to install new signage at Canfield Park and Magnolia Park. These signs will be of the same style and design as the signs at the Golf Course and Airport. Installation of these signs is scheduled for the week of September 16, 2019.
4. The contractor on the Hwy 146 Sanitary Sewer Line Extension Project has completed the installation of the manholes and sanitary sewer line. The remaining work to be completed will include completion of the punch list items, grading and cleaning up the work site.
5. The preconstruction meeting for the Main B Levee Repair Project was held on September 6, 2019. The contractor was provided the Notice to Proceed and has 125 days to be substantially complete with the project.
6. The Golf Course Restaurant Lease agreement was executed by both parties on September 5, 2019. Distinct Cantinas can now begin the process of obtaining their liquor license.
7. On September 9, 2019, six firms responded to the City's Request for Proposals (RFP) for the development of a master plan for the Liberty Municipal Golf Course. Staff is currently reviewing and ranking the proposals.
8. The LCDC and City of Liberty's Fiscal Year 2020 was approved by City Council on September 10, 2019. The approval of the effective tax rate will be considered by City Council on September 17, 2019. After approval of the effective tax rate, the budget will become effective October 1, 2019.



The City of Liberty

Liberty Community Development Corporation

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

Meeting

~ Minutes ~

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, August 20, 2019

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	Title	Status	Arrived
Dennis Beasley	President	Present	
Barbara Norwood	Vice-President	Present	
Mark Campbell	Board Member	Present	
David Arnold	Board Member	Present	
Mike Page	Board Member	Absent	
Kathrine McCarty	Board Member	Present	
Dan VanDeventer	Board Member	Present	
Tom Warner	City Manager	Present	
Chris Jarmon	Asst. City Manager	Present	
Naomi Herrington	Asst. City Manager	Present	
Dianne Tidwell	City Secretary	Present	
Brandon Davis	City Attorney	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

There were no comments from the guests/visitors.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4539)

General Manager's Report - Gen. Mgr. T. Warner

COMMENTS - Current Meeting:

Tom Warner, LCDC General Manager, reported on the following:

- New LCDC website should go live in approximately 6 weeks
- Installation of new signage at the Liberty Municipal Golf Course and Liberty Municipal Airport is scheduled for first week of September
- City working with the Liberty Rotary Club to install new signage at the Canfield and Magnolia Parks

Minutes Acceptance: Minutes of Aug 20, 2019 6:00 PM (Minutes Approval)

- Six (6) downtown businesses have inquired into LCDC's Downtown Façade Improvement Program
- Reviewed the Hwy. 146 N sewer line project
- Reported on Golf Course activities and RFP let for Master Plan
- Reported on training opportunities related to economic development offered by the Gulf Coast Economic Development Council and the Texas Comptroller's Office.

ATTACHMENTS:

- General Manager's Report (DOCX)

B. LCDC Information Item (ID # 4540)

Finance Report - Asst. City Mgr./CFO N. Herrington

COMMENTS - Current Meeting:

Naomi Herrington, Asst. City Mgr./CFO reported on the Corporation's financials as of the end of June, 2019. Ms. Herrington reviewed the various revenues and expenditures, that currently the sales tax revenues are at 72% of the budgeted amount, and the Corporation cash in bank is \$2.7 million.

IV. 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:	Kathrine McCarty, Board Member
SECONDER:	Mark Campbell, Board Member
AYES:	Beasley, Norwood, Campbell, Arnold, McCarty, VanDeventer
ABSENT:	Mike Page

A. Minutes Approval

1. Tuesday, July 16, 2019

V. REGULAR AGENDA**A. Regular Session****1. LCDC Information Item (ID # 4542)**

Presentation by Aaron Farmer, President of The Retail Coach, regarding the WalMart Supercenter Mobile Data Survey.

COMMENTS - Current Meeting:

Mr. Kyle Cofer, Project Manager for The Retail Coach made a PowerPoint Presentation to

the Board regarding a mobile data survey. Mr. Cofer reported that this survey assists in determining the City's retail trade area by combining strategy, technology and The Retail Coach expertise. Mr. Cofer explained this process in detail, and that the resulting information helps to determine the retail trade area, assists in identifying development and re-development opportunities and assists in retail recruitment by knowing which type of business to reach out to, retail, restaurants, etc.

Following the presentation, lengthy discussion was held regarding the survey and various related issues.

2. LCDC Corporation Action (ID # 4544)

Consider approval of a grant application submitted for the LCDC Downtown Facade Improvement Program.

COMMENTS - Current Meeting:

Ms. Meadow Coward, Allstate Insurance, addressed the Board expressing her interest in the Downtown Facade Improvement Program. Ms. Coward presented the Board with drawings of the planned improvements for her business at 334 Main Street.

RESULT: NO ACTION TAKEN

3. LCDC Corporation Action 2019-20

Consider approval of an agreement with Zoom Prospector, for site selection services on the LCDC website.

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported on an agreement with Zoom Prospector for GIS-based site and property selection services. If approved, photos and data will be embedded within the Liberty Community Development Corporation's (LCDC) new website to assist with marketing and advertising of properties. The goal is to work with local brokers and realtors to develop a database of sites and buildings available in the City of Liberty.

A motion was made to approve the agreement with Zoom Prospector, at a cost of \$3400 per year.

RESULT: APPROVED [UNANIMOUS]
MOVER: Dan VanDeventer, Board Member
SECONDER: Mark Campbell, Board Member
AYES: Beasley, Norwood, Campbell, Arnold, McCarty, VanDeventer
ABSENT: Mike Page

B. Work Session

1. LCDC Work Session (ID # 4541)

Discussion and review of the proposed LCDC logo, designed by E. Sullivan Advertising and Design.

COMMENTS - Current Meeting:

The LCDC Board held a work session regarding recent approval (June 4) of an agreement with E. Sullivan Advertising & Design to develop a logo for the Corporation. The preliminary design work is complete and the Board was provided with four separate designs from which to choose. Following discussion, Board consensus was to request that E. Sullivan redesign numbers two and four, to include the state of Texas. The redesigned logos will be brought before the Board at a later date.

VI. ADJOURNMENT**A. Motion To:** Adjourn**COMMENTS - Current Meeting:**

There being no further business before the Corporation, President Beasley adjourned the meeting at 6:57 p.m.

Dennis Beasley, President

ATTEST:

Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Aug 20, 2019 6:00 PM (Minutes Approval)



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

5.A.1

Meeting: 09/17/19 05:15 PM

Department: Administration
Category: LCDC Misc.

LCDC CORPORATION ACTION (ID # 4582)

DOC ID: 4582 A

Subject: LCDC Logo

Background: On June 4, 2019, the LCDC Board of Directors approved an agreement with E. Sullivan Advertising & Design to develop a logo for LCDC. On August 20, 2019, the LCDC Board of Directors held a work session to review and discuss preliminary logo options developed by E. Sullivan. After the August 20 meeting, E.Sullivan revised the logo options based on the feedback of Board members.

Funding Source: N/A

Staff Recommendation: Approval of a logo for LCDC



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

5.A.2

Meeting: 09/17/19 05:15 PM

Department: Administration
Category: LCDC Budget Matters

LCDC CORPORATION ACTION (ID # 4583)

DOC ID: 4583

Subject: LCDC Budget Amendment #5

Background: In the FY19 budget, the LCDC Board of Directors approved \$256,500 for use at the Liberty Municipal Golf Course. On December 18, 2018, the LCDC Board of Directors approved \$30,000 to repave the parking lot at the golf course. On January 22, 2019, the LCDC Board of Directors approved an additional expenditure of \$39,915 for various repairs to the golf course clubhouse. On June 4, 2019, the LCDC Board of Directors approved an additional expenditure of \$35,887 for the golf course for the entry road rehabilitation project and for signage improvements. All these expenditures have brought LCDC's total contribution to the golf course to \$362,302 for FY19.

The golf course requires additional funding of \$75,000 to close out the year and to pay for any operational overages. With this additional funding, the total LCDC contribution to the golf course for FY19 will be \$437,302.

Funding Source: LCDC

Staff Recommendation: Approval of the budget amendment.



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

5.A.3

Meeting: 09/17/19 05:15 PM

Department: Administration
Category: LCDC Projects

LCDC CORPORATION ACTION (ID # 4584)

DOC ID: 4584

Subject: LCDC Downtown Facade Improvement Grant Program

Background: Darlene Wickliff owns The Wickliff Group which is located at 408 Main Street. Ms. Wickliff is requesting reimbursement for facade improvements pursuant to the Downtown Facade Improvement Grant Program.

The Downtown Facade Improvement Grant Program reimburses 50% of the cost of facade projects. Applicants are not reimbursed until after completion of the project.

Ms. Wickliff's application is attached for your review.

Funding Source: LCDC

Staff Recommendation: Approval of the grant

Downtown Liberty Façade Improvement Grant Program Application

Applicant Name: Darlene Wickliff

Business Name: The Wickliff Group

Business Address: 408 Main St, Liberty Tx 77575

Business Phone: 963-402-6345 Business Email: darlenewickliff@yahoo.com

Type of Working Being Completed (check all that apply):

☒ Façade Improvements (painting, brick repair, etc.)

☐ Landscaping

☒ Exterior Lighting

☐ Windows

☒ Doors

☐ Signage

☒ Awnings or Canopies

☐ Parking Lot

☒ Professional Services (architectural, etc.)

Total Estimated Cost of Proposed Improvements: \$ 7500.00

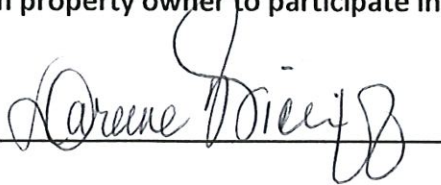
Estimated Start Date: 9 Sept 2019

Estimated Completion Date: 20 Sept 2019

Please include the following documentation with your application:

1. A narrative description of the project
2. Current photos of the building exterior
3. Quotes or bids received from contractors or vendors
4. Approval from property owner to participate in the program (if required)

Applicant Signature: _____



Date: _____

5 Sept 2019

Note: LCDC will only reimburse 50% of the total estimated project cost, up to an amount not to exceed \$20,000.

RETURN COMPLETED APPLICATION HERE:

Liberty Community Development Corporation
ATTN: Chris Jarmon, Assistant City Manager
1829 Sam Houston
Liberty, Texas 77575

Attachment: EXHIBIT B - Darlene Wickliff Application (4584 : Facade Program-Wickliff Group)

We are having the three aluminum canopies on the front of the building restored. Existing paint will be removed all rusted areas will be restored and the canopies will be painted. There will be lighting on each canopy.

The two exterior lights on each side of the door will be replaced.

The brick will be washed and painted.

The roof will be replaced on the left side of the building, that butts up against the Fontenot building.

The front door will be replaced. with new locks

Proposal No.

**RECEIPT**

Tel: (409) 893-3222 Fax: (866) 876-5101

Customer

Name The Wickliff Group
 Address 408 Main St
 City Liberty State TX ZIP 77575
 Phone (936) 336-2727

Misc

Date 9/3/2019
 Order No. 223
 Rep D. McGriff
 FOB

Qty	Description	Unit Price	TOTAL
	Exterior Renovation		
1	Awnings: repair awnings on the front of the property	\$2,500.00	\$ 2,500.00
1	Exterior: Repair walls seal, prime, and paint	\$3,500.00	\$ 3,500.00
1	Electrical: replace lights on the front of the building	\$1,500.00	\$ 1,500.00
			\$ -
	All Labor, Equipment, & Materials Included		
Total			\$ 7,500.00
Balance			\$ 7,500.00

Payment

Other

Comments Please Make Check Payable to:

Name Darrick McGriff or Alliance Design + Build
 CC # 1/2 Down Payment/1/2 Upon Completion
 Expires

Office Use Only

The purpose of this receipt is to show proof of payment for the above listed scope of work.

(409) 893-3222 For Any Questions







INVEST





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

5.A.4

Meeting: 09/17/19 05:15 PM

Department: Administration
Category: LCDC Projects

LCDC CORPORATION ACTION (ID # 4585)

DOC ID: 4585

Subject: LCDC Downtown Facade Improvement Grant Program

Background: Shelli Ellerbe owns Liberty Medical Surgical Clinic which is located at 720 Travis Street. Mrs. Ellerbe is requesting reimbursement for façade improvements pursuant to the Downtown Facade Improvement Grant Program.

The Downtown Facade Improvement Grant Program reimburses 50% of the cost of facade projects. Applicants are not reimbursed until after completion of the project.

Funding Source: LCDC

Staff Recommendation: Approval of the grant



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

5.A.5

Meeting: 09/17/19 05:15 PM

Department: Administration
Category: LCDC Projects

LCDC CORPORATION ACTION (ID # 4586)

DOC ID: 4586 B

Subject: Grant Application Downtown Facade Improvement Program

Background: On July 16, 2019, the LCDC Board of Directors approved the program guidelines for the Downtown Facade Improvement Program. The owner of the building at 334 Main Street, Ms. Meadow Coward, applied and is requesting reimbursement for facade improvements pursuant to the program guidelines approved by LCDC. The tenants in the building include Meadow Coward Insurance, The Health Fix and Pack, Ship and Copy.

Funding Source: LCDC

Staff Recommendation: Approval of the grant application.

Downtown Liberty Façade Improvement Grant Program Application

Applicant Name: Meadow Noyer (Conard)

Business Name: MMN Properties LLC; Meadow Noyer

Business Address: 334 Main St Liberty TX 77575

Business Phone: 936 641-9381 Business Email: meadownoyer@gmail.com

Type of Working Being Completed (check all that apply):

☒ Façade Improvements (painting, brick repair, etc.)

☐ Landscaping

☒ Exterior Lighting

☒ Windows

☐ Doors

☒ Signage

☒ Awnings or Canopies

☐ Parking Lot

☒ Professional Services (architectural, etc.)

We are unsure of the
integrity of the front wall.
Some pricing TBD based on
findings

Total Estimated Cost of Proposed Improvements: \$ 76,205.84 Budget.

Estimated Start Date: 11/1/2019

Estimated Completion Date: 1/2020

Attachment: Allstate-Appl Info (4586 : Façade Program-Allstate Ins.)

Please include the following documentation with your application:

1. A narrative description of the project
2. Current photos of the building exterior
3. Quotes or bids received from contractors or vendors
4. Approval from property owner to participate in the program (if required)

Applicant Signature: Meador Meyer Conrad Date: 9/13/19

Note: LCDC will only reimburse 50% of the total estimated project cost, up to an amount not to exceed \$20,000.

RETURN COMPLETED APPLICATION HERE:

Liberty Community Development Corporation
ATTN: Chris Jarmon, Assistant City Manager
1829 Sam Houston
Liberty, Texas 77575

Attachment: Allstate-Appl Info (4586 : Facade Program-Allstate Ins.)



Noyer Allstate Building Facade

334 Main Street
Liberty TX 77575

Submitted by:

John Kennon

G&G Enterprises Construction Corp

3260 Eastex Freeway
Beaumont, Texas 77703

Office: 409/883.5465

Mobile: 469/657.4875

Fax: 409/883.9132

j.kennon@gandgenterprises.com

www.gangenterprises.com

Attachment: Allstate-Appl Info (4586 : Facade Program-Allstate Ins.)

John Kennon
 G&G Enterprises Construction Corp
 3260 Eastex Freeway
 Beaumont, Texas 77703
 Office 409/883.5465
 Mobile 469/657.4875
 Fax 409/883.9132
 j.kennon@gandgenterprises.com
 www.gandgenterprises.com

Proposal



Project: GNG 0919 008 Noyer Allstate Building Facade 334 Main Street Liberty TX 77575	Customer Meadow Noyer All State Insurance 334 Main Street Liberty, TX 77757 Mobile 9363346867 meadownoyer@gmail.com
---	---

New Store Front Eifs Facade System

Scope of Work Description	Cost
---------------------------	------

Division 04 Masonry

- 1) Cut existing brick for new Storefront window on right side to be installed. 6'x7'

Division 05 Metals

- 1) Demo and frame for New Eifs Façade as shown on proposed sketch
- 2) Install New Metal Flat Awning across front elevation 72LF

Division 06 Wood, Plastics, Composites

- 1) Provide blocking, framing and misc. members for future signage, roof coping and attachment to existing structure.

Division 07 Thermal and Moisture Protection

- 1) Provide 2" Foam insulation board for New Eifs installation.
- 2) Provide Moisture Barrier to protect wall sheathing

Division 08 Openings

- 1) Install One 6'x7' Storefront Glass to match existing (Insulated Glass rating to be determined for Wind Storm Ratings)
 - a. Finish to match existing bronze aluminum

Division 32 Exterior Improvements

- 1) Demo existing stucco system, framing, backing, roof coping and bracing.
- 2) Install new Eifs synthetic stucco system as shown on sketch, Coping and Crown TBD

*Two color scheme TBD

Attachment: Allstate-Appl Info (4586 : Facade Program-Allstate Ins.)

Noyer Allstate Building Facade

September 12, 2019

5.A.5.a

Conditions

Cost

This proposal includes all Supervision, Equipment, Labor, Scaffolding, and Tools in order to complete the scope of work as identified above.

Additionally, this proposal includes General Liability Insurance naming the Noyer All State Building as an additional insured.

This proposal shall be held in good standing for thirty (30) days from the date of the proposal.

Project Sub Total	\$70,398.00
Sales Tax 8.25%	\$5,807.84

Payment Terms: Net 30, Progress Draw, 10% Retention

Project Total	\$76,205.84
---------------	-------------

Attachment: Allstate-Appl Info (4586 : Facade Program-Allstate Ins.)

BEFORE IMAGE OF STOREFRONT



AFTER PROPOSED NEW STOREFRONT FAÇADE CHANGES



Attachment: Allstate-Appl Info (4586 : Facade Program-Allstate Ins.)



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

5.C.1

Meeting: 09/17/19 05:15 PM

Department: Administration
Category: LCDC Projects

LCDC CORPORATION ACTION (ID # 4587)

DOC ID: 4587

Subject: Action Taken Following an Executive Session

Background: A vote on a matter deliberated in a closed session may only be made in an open meeting that is held in compliance with the notice provisions.