



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, October 15, 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	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 # 4599)

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

- General Manager's Report (DOCX)

B. LCDC Information Item (ID # 4600)

Finance Report - Asst. City Mgr. N. Herrington

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, September 17, 2019

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action (ID # 4601)

Consider approval of a grant application submitted for the Downtown Facade Improvement Program, by Ms. Meadow Coward, 334 Main Street.

- Meadow Coward Application (PDF)

2. LCDC Information Item (ID # 4605)

Discussion, led by City Attorney Brandon Davis, regarding new Public Information Act laws (SB 944).

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 8th day of October, 2019 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

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: 10/15/19 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4599)

DOC ID: 4599

Subject: General Manager's Report - City Projects and Activities

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

Memo

To: LCDC Board Members

From: Tom Warner, General Manager

Date: October 15, 2019

Re: General Manager Report

-
1. The Port of Liberty and the City were contacted by an engineering firm regarding the Union Pacific Railroad (UPRR) Bridge over the Trinity River. The railroad is in the early stages of the design process to replace the entire bridge structure. Since the section is considered a navigable water way, any changes to the horizontal and vertical clearances require Coast Guard approval. The engineering firm asked several questions regarding the future commercial and recreational uses of the river near the bridge structure.
 2. 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. The contractor began the final grading and clean up on October 3rd.
 3. 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 120 days to be substantially complete with the project. The levee repairs were anticipated to begin on September 24, 2019. The start of repairs was postponed, due to the September 19th floods, until the week of October 7th.
 4. The installation of the new signs for the Golf Course, Canfield and Magnolia Parks and the Airport have been installed.
 5. 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. On October 4, 2019, their application to obtain a liquor permit from the City was received.
 6. The fall "Shred It" and "E" recycling event was held on October 5, 2019. The event took place in the City Hall parking lot and the turnout was good.
 7. The Holly Street Drainage and Water Project is approximately 40% complete as of August 31, 2019. The monthly estimate for September has not been received by the City.
 8. The contractor for the sanitary sewer repairs on Bowie between Grand and ML King has installed the bypass pumping and has completed the manhole work and is near completion of the sanitary sewer slip lining.

Attachment: General Manager's Report (4599 : General Manager's Report)



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

3.B

Meeting: 10/15/19 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4600)

DOC ID: 4600

Subject: Finance Report

Background: This agenda item affords the Asst. City Mgr./CFO an opportunity to report on the financial activities and position of the Corporation, to include revenues, liabilities, assets, and other financial information.



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 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	Title	Status	Arrived
Dennis Beasley	President	Present	
Barbara Norwood	Vice-President	Present	
Mark Campbell	Board Member	Absent	
David Arnold	Board Member	Present	
Mike Page	Board Member	Absent	
Kathrine McCarty	Board Member	Present	
Dan VanDeventer	Board Member	Present	
Tom Warner	General 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 # 4580)

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

COMMENTS - Current Meeting:

General Manager Tom Warner reported on the following:

- LCDC new website soon to go live
- New signage soon to be installed at the Golf Course and Airport
- New signage soon to be installed at the Canfield and Magnolia Parks, a Liberty Rotary Club Project
- Hwy. 146N Sanitary Sewer Line Extension Project complete, except for clean up of the

work site

- Main “B” Levee Repairs to begin soon, with 125 days for completion
- Golf Course Restaurant Lease Agreement executed, Distinct Cantinas to begin process for liquor license
- Staff is reviewing and ranking proposals received for the Master Plan for the Liberty Municipal Golf Course
- LCDC FY 20 Budget approved by City Council on September 10, 2019.

ATTACHMENTS:

- 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.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Arnold, Board Member
SECONDER:	Barbara Norwood, Vice-President
AYES:	Beasley, Norwood, Arnold, McCarty, VanDeventer
ABSENT:	Mark Campbell, Mike Page

A. *Minutes Approval*

1. Tuesday, August 20, 2019

V. **REGULAR AGENDA**

A. *Regular Session*

1. **LCDC Corporation Action 2019-22**

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

COMMENTS - Current Meeting:

Asst. City Manager Chris Jarmon reported that the Board had previously reviewed options for a logo for the Liberty Community Development Corporation (LCDC). E. Sullivan Advertising & Design has revised the logo options as requested, based on the Board's responses.

After review of the revisions to the logo, a motion was made to choose Option No.6, to include the Liberty Bell with the State of Texas imprinted on the bell.

RESULT: APPROVED [UNANIMOUS]
MOVER: David Arnold, Board Member
SECONDER: Barbara Norwood, Vice-President
AYES: Beasley, Norwood, Arnold, McCarty, VanDeventer
ABSENT: Mark Campbell, Mike Page

2. LCDC Corporation Action 2019-23

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

COMMENTS - Current Meeting:

City Manager Tom Warner reported on previous funds transferred from the Liberty Community Development Corporation (LCDC) to the Liberty Municipal Golf Course. Most recent funds were used for improvements at the Golf course, however, the Golf Course requires additional funding of \$75,000 to cover operational expenses. Mr. Warner stated that this return for additional funds should not take place again in the future, as the budget for this facility was increased for the new fiscal year. Mr. Warner stated that should this budget amendment be approved, this would bring LCDC's total contribution to the Golf Course to \$437,302 for Fiscal Year 2019.

A motion was made to approve the expenditure of additional funds, in the amount of \$75,000, for Golf Course operations.

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

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.

ATTACHMENTS:

- EXHIBIT B - Darlene Wickliff Application (PDF)

RESULT: NO ACTION TAKEN

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.

RESULT: NO ACTION TAKEN

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.

ATTACHMENTS:

- Allstate-Appl Info (PDF)

RESULT: NO ACTION TAKEN

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.

At 5:47 p.m., President Beasley closed the open meeting and opened the Executive Session as authorized above.

C. Reconvene into Regular Session

At 5:57 p.m., President Beasley closed the Executive Session and reconvened the open meeting.

1. LCDC Corporation Action 2019-21

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

COMMENTS - Current Meeting:

A motion was made to accept the offer of \$68,000 for the old Mercy Hospital site, located at Travis and Cos, as discussed in the Executive Session.

RESULT: APPROVED [UNANIMOUS]
MOVER: David Arnold, Board Member
SECONDER: Barbara Norwood, Vice-President
AYES: Beasley, Norwood, Arnold, McCarty, VanDeventer
ABSENT: Mark Campbell, Mike Page

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Board, President Beasley adjourned the meeting at 5:58 p.m.

Dennis Beasley, President

ATTEST:

Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Sep 17, 2019 5:15 PM (Minutes Approval)



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

5.A.1

Meeting: 10/15/19 06:00 PM

Department: Administration
Category: LCDC Grant Funds

LCDC CORPORATION ACTION (ID # 4601)

DOC ID: 4601

Subject: LCDC Downtown Façade Improvement Grant Program

Background: Ms. Meadow Coward owns the building at 334 Main Street that includes Meadow Coward Allstate Insurance, The Health Fix, and Pack, Ship & Copy. Ms. Coward is requesting reimbursement for façade improvements pursuant to the Downtown Façade Improvement Grant Program.

The Downtown Façade Improvement Grant Program reimburses 50% of the cost of façade projects. Applicants are not reimbursed until after completion of the project. Any cost overages on the project we be incurred solely by the applicant.

Mrs. Coward has received two (2) bids for her proposed project

1 - Martinez Construction (Conroe, TX): \$74,986.00

2 - G&G Enterprises (Beaumont, TX): \$76,205.84

Mrs. Coward's application is attached for your review.

Funding Source: LCDC

Staff Recommendation: Staff recommends approval of the grant

.

Downtown Liberty Façade Improvement Grant Program Application

Applicant Name: Meadow Noyer (Coward)

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

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: Meadow Meyer Coward 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: Meadow Coward Application (4601 : Grant-Meadow Coward)

Noyer Allstate Building Facade

September 12, 2019

**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.gandgenterprises.com

Attachment: Meadow Coward Application (4601 : Grant-Meadow Coward)

Noyer Allstate Building Facade

September 12, 2019

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

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

Noyer Allstate Building Facade

September 12, 2019

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: Meadow Coward Application (4601 : Grant-Meadow Coward)

Noyer Allstate Building Facade

September 12, 2019

BEFORE IMAGE OF STOREFRONT



AFTER PROPOSED NEW STOREFRONT FAÇADE CHANGES



Attachment: Meadow Coward Application (4601 : Grant-Meadow Coward)



MARTINEZ CONSTRUCTIONS

Residential and Commercial

1015 Ridgeway Dr.

Conroe, TX. 77303-1552

Mobile: 936-537-3485

Fax: 936-788-7767

Office: 936-788-1152

www.martinez-constructions.com

Owner: Luis Martinez

MartinezConstructions.tx@gmail.com

Proposal

Customer: Meadow Noyer Coward	Date: 9/28/2019
Address: 334 Main Street	Contractor: Martinez Constructions
City: Liberty TX	Zip code: 77575
Phone No:	Address: Listed Above
Fax No:	City:
Mobile No:	Zip Code:
Project Name: Commercial Building	Sub-Contractor Name: N/A
Project Location:	Sub-Contractor Address: N/A
	Address:
	City:
	Zip Code:

Project Billing Summary			
Item	Description	Notations	Price
	Replace existing parapet wall		
	Install new parapet wall height		
	Decorate roof gable		
	Treated wood studs & treated plywood		
	Wrap Tyvek including Stucco		
	5 electrical exterior walls lamps		
	5 exterior wall recesses can lights (ceiling or wall)		
	1 aluminum canopy wall (72") design fabricated		
	Install 1 6"X4'X72" TBD flush mounted to wall		
	With turn buckle tie backs 5 years warranty on		
	Parts and labor		
	2 commercial windows 7/0 6"X6/0 6"		
	Build temporary fence		
	Clean the work area		
		Labor & Material	
	Price good for 30 days	Total Price:	\$74,986.00

Meadow Noyer
Customer signature

NOTE: MAKE CHECK PAYABLE TO: (Martinez Construction Company)

Attachment: Meadow Coward Application (4601 : Grant-Meadow Coward)



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

5.A.2

Meeting: 10/15/19 06:00 PM

Department: Administration
Category: LCDC Misc.

LCDC INFORMATION ITEM (ID # 4605)

DOC ID: 4605

Subject: Public Information Act

Background: This law codifies that which was already law, as determined by the Attorney General, that information on a personal device is public information if it relates to public business. The new law creates criminal liability for employees or board members if the records are not maintained.

City Attorney Brandon Davis will explain the new law.

Funding Source: n/a

Staff Recommendation: n/a