



**The City of Liberty**  
**Liberty Community Development Corporation**

1829 Sam Houston Street  
Liberty, TX 77575  
[www.cityofliberty.org](http://www.cityofliberty.org)

**Meeting**  
**~ Agenda ~**

Dianne Tidwell  
City Secretary  
(936) 336-3684

**Tuesday, April 21, 2020**

**6:00 PM**

**City Hall Conference Room**

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       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Vice-President Barbara Norwood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Board Member Mark Campbell     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Board Member David Arnold      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Board Member Mike Page         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Secretary Kathrine McCarty     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| Board Member Dan VanDeventer   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |

**II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM**

**III. PRESENTATIONS / REPORTS**

**A. LCDC Information Item (ID # 4749)**

General Manager's Report - T. Warner, Gen. Mgr. - Projects & Activities - Airport Terminal Building, AWOS, Runway and Taxiway Rehabilitation - Community Development Projects; Sleep Inn Hotel, Grab & Go Convenience Store, and Shamrock Vacuum Service - Other Activities; Holly Street Manor

- General Manager's Report (DOCX)

**B. LCDC Information Item (ID # 4750)**

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

**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, November 19, 2019
2. Tuesday, February 18, 2020

**V. REGULAR AGENDA****A. Regular Session****1. LCDC Public Hearing (ID # 4751)**

Public Hearing regarding the possible expenditure of funds for the Main Street Sidewalk Rehabilitation Project, Liberty Municipal Airport Pavement Rehabilitation, the Unified Development Ordinance, and the Liberty Municipal Golf Course Pro Shop Renovations.

**2. LCDC Resolution (ID # 4752)**

Consider a Resolution to allocate funding for the Main Street Sidewalk Rehabilitation Project.

- Downtown Sidewalk Construction Estimate (PDF)
- Downtown Sidewalk Engineering Expenses (PDF)

**3. LCDC Corporation Action (ID # 4753)**

Consider award of proposal from Kendig Keast Collaborative for the development of a Unified Development Ordinance (UDO).

- UDO Scoring Sheet (XLSX)

**4. LCDC Corporation Action (ID # 4754)**

Consider awarding a Downtown Facade Improvement Program Grant to Rodger's Pharmacy, 1909 Grand Avenue.

- Downtown Facade Grant Application- Rodger's Pharmacy (PDF)

**5. LCDC Corporation Action (ID # 4757)**

Consider amending the Liberty Community Development Corporation Fiscal Year 2020 Budget by transferring an additional \$24,850 to the Golf Course for Pro Shop Renovations.

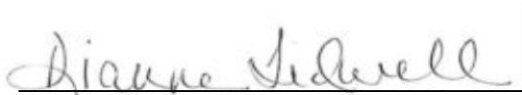
- Pro Shop Renovation - Arnold Const Estimate (PDF)
- McDowell Construction Proposal (PDF)

**B. Work Session****1. LCDC Work Session (ID # 4755)**

Discussion regarding the Liberty Municipal Golf Course.

**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 16<sup>th</sup> day of April, 2020 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 \_\_\_\_\_, 2020.*



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

3.A

Meeting: 04/21/20 06:00 PM

Department: Administration  
Category: LCDC Reports

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**LCDC INFORMATION ITEM (ID # 4749)**

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DOC ID: 4749

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

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

**To:** Liberty Community Development Corporation Board of Directors

**From:** Tom Warner, General Manager

**Date:** April 21, 2020

**Re:** General Manager's Report

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1. In July 2019, the LCDC Board of Directors approved the program guidelines for the downtown facade grant program. Since that time, the board has approved three grants (334 Main, 1900 Sam Houston and 725 Main) totaling \$44,575. There is \$55,425 available to fund additional facade grants.
2. The Liberty City Council approved Greenscapes Six to replace the bridge at the Liberty Municipal Golf Course that was damaged by Tropical Storm Imelda. The bridge plans have been designed by an engineer and have been approved by WCID #5. The contractor completed the installation of the bridge on March 26, 2020.
3. City staff recently became aware of water damage at the Liberty Municipal Airport terminal building. The City retained Arnold Construction to perform repairs which were completed on March 26, 2020.
4. The City was notified on February 3, 2020, by TxDOT Aviation Division, the City has been approved for two projects at the Liberty Municipal Airport in the upcoming fiscal year. The first project involves the installation of an Aviation Weather Observing Station (AWOS) and the second project is for the runway and taxiway rehabilitation. The AWOS installation is estimated to cost \$200,000 and is funded on a reimbursement basis, with TxDOT reimbursing the City 75% of the cost and a private sector partner agreeing to reimburse the 25% match. The estimated cost of the runway and taxiway rehabilitation is \$840,000 will require a 10% match from the city. The City's match is estimated to be \$84,000.
5. The developer of the Sleep Inn Hotel has received preliminary approvals from the City and WCID #5 for their construction plans. The contractor paid for their building permit on February 24.
6. The developer of the Grab N Go received approval from WCID #5 on February 25 for their construction plans. The contractor paid for their building permit on March 3.
7. The owner of Shamrock Vacuum Service has received approval from the City for their commercial renovation plans. The contractor paid for their building permit on March 3, 2020.

8. The developer of Holly Street Manor is in the process of submitting their final plat for the development of seven (7) lots. City staff held a conference call with the land surveyor on March 5 to discuss the final plat.



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

3.B

Meeting: 04/21/20 06:00 PM

Department: Administration  
Category: LCDC Financial Issues

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**LCDC INFORMATION ITEM (ID # 4750)**

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DOC ID: 4750

**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

1829 Sam Houston Street  
Liberty, TX 77575  
[www.cityofliberty.org](http://www.cityofliberty.org)

### Meeting

~ Minutes ~

Dianne Tidwell  
City Secretary  
(936) 336-3684

Tuesday, November 19, 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       | Present | 5:57 PM |
| David Arnold     | Board Member       | Present |         |
| Mike Page        | Board Member       | Absent  |         |
| Kathrine McCarty | Secretary          | 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

Citizens Forum is reserved for members of the public who would like to address the Corporation Board of Directors regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Board may not deliberate or take any action during Citizens Forum 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 Corporation 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.

There were no comments.

## III. PRESENTATIONS / REPORTS

### A. LCDC Information Item (ID # 4637)

General Manager's Report - Gen. Mgr. T. Warner • Transparency in Government • Downtown Sidewalks • Municipal Airport • Golf Course • LCDC Website

#### COMMENTS - Current Meeting:

General Manager Tom Warner reported on the following:

- Transparency in Government - changes to Corporation Agendas and the General

**Manager's Report.**

- Downtown Sidewalks - Mark Whiteley and Associates have completed the design phase of this project for Main Street. The engineer's estimate is \$100,000. City Staff will meet with TxDOT on November 21 to review the plans.
- Municipal Airport - RAMP Grant improvements at the Airport are complete (restripe runway and taxiway, and pave parking lot).
- Golf Course - City Council recently approved hiring Jeff Blume, Golf Course Architect to design a Master Plan for the Liberty Municipal Golf Course. Also approved was retaining Greenscapes Six to construct a new bridge at the Course damaged by Tropical Depression Imelda.
- LCDC Website - the Corporation's website became operational on October 14, 2019.

**ATTACHMENTS:**

- General Manager's Report November (DOCX)

**B. LCDC Information Item (ID # 4638)**

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

**COMMENTS - Current Meeting:**

Asst. City Manager/CFO Naomi Herrington reported on the Corporation's financials ending September, 2019. Ms. Herrington reported on revenues, expenditures (Woodspring Drive, firetruck, and Hwy. 146 sewer extension) funds transferred to the Liberty Municipal Golf Course, and cash on hand in the amount of \$2.3 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.

|                  |                                                |
|------------------|------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                    |
| <b>MOVER:</b>    | Kathrine McCarty, Secretary                    |
| <b>SECONDER:</b> | Barbara Norwood, Vice-President                |
| <b>AYES:</b>     | Beasley, Norwood, Arnold, McCarty, VanDeventer |
| <b>ABSENT:</b>   | Mark Campbell, Mike Page                       |

**A. Minutes Approval**

1. Tuesday, October 15, 2019

**V. REGULAR AGENDA****A. Regular Session**

1. LCDC Corporation Action 2019-25

Consider approval of a grant application submitted for the Downtown Facade Improvement Program, by First Liberty National Bank, 1900 Sam Houston Street.

**COMMENTS - Current Meeting:**

Asst. City Manager Chris Jarmon reported on an application received for the Corporation's Downtown Facade Improvement Program. First Liberty National Bank, 1900 Sam Houston Street, desires to upgrade the Bank's facility with new landscaping and exterior lighting. Ms. Keri Elliott was present to expound upon the Bank's plan, for an estimated cost of \$106,255. Ms. Elliott received two bids and requested reimbursement for improvements in accordance with the Program.

Following lengthy discussion, a motion was made to approve reimbursement for the project to be completed by First Liberty National Bank, in the maximum amount allowed by the program of \$20,000.

**ATTACHMENTS:**

- EXHIBIT A - FLNB Application (PDF)

|                  |                                                |
|------------------|------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                    |
| <b>MOVER:</b>    | Barbara Norwood, Vice-President                |
| <b>SECONDER:</b> | Dennis Beasley, President                      |
| <b>AYES:</b>     | Beasley, Norwood, Arnold, McCarty, VanDeventer |
| <b>ABSENT:</b>   | Mark Campbell, Mike Page                       |

**2. LCDC Corporation Action 2019-26**

Consider approval of a grant application submitted for the Downtown Facade Improvement Program, by Frank Griffin, 725 Main Street.

**COMMENTS - Current Meeting:**

Asst. City Manager Chris Jarmon reported on an application received for the Corporation's Downtown Facade Improvement Program. Mr. Frank Griffin desires to upgrade the shopping center located at 725 Main Street with pressure washing, painting and new exterior lighting. Mr. Griffin was present to explain the plan, for an estimated cost of \$4575. Mr. Griffin received two bids and requested reimbursement for improvements in accordance with the Program.

Following discussion, a motion was made to approve reimbursement for the project to be completed by Mr. Frank Griffin at 725 Main Street, for 50% of the project costs, plus one-half on the project management fee.

**ATTACHMENTS:**

- EXHIBIT A - Frank Griffin (PDF)

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

### **B. Executive Session**

Gov. Code §551.087 - Deliberation Regarding Economic Development Negotiation.

- Discussion regarding economic development opportunities located in, or near, the City of Liberty.

At 5:45 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 (ID # 4641)**

Consider and take action, if any, on the items as discussed in the Executive Session.

|                |                        |
|----------------|------------------------|
| <b>RESULT:</b> | <b>NO ACTION TAKEN</b> |
|----------------|------------------------|

## **VI. ADJOURNMENT**

**A. Motion To:** Adjourn

**COMMENTS - Current Meeting:**

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

\_\_\_\_\_  
Dennis Beasley, President

ATTEST:

\_\_\_\_\_  
Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Nov 19, 2019 5:15 PM (Minutes Approval)



**The City of Liberty**  
**Liberty Community Development Corporation**  
**Special Mtng. & Joint Meeting-Liberty City Council**

1829 Sam Houston Street  
 Liberty, TX 77575  
[www.cityofliberty.org](http://www.cityofliberty.org)

~ Minutes ~

Dianne Tidwell  
 City Secretary  
 (936) 336-3684

Tuesday, February 18, 2020

6:00 PM

City Hall - Liberty Center

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 | Secretary          | 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 / CITIZEN 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 Citizen's 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 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 # 4704)

Discussion of the Draft Golf Course Master Plan, as presented by Jeffrey Blume, Landscape/Golf Course Architect.

Minutes Acceptance: Minutes of Feb 18, 2020 6:00 PM (Minutes Approval)

**COMMENTS - Current Meeting:**

A joint meeting of the Liberty Community Development Corporation and the Liberty City Council was held to examine and review a draft Master Plan for the Liberty Municipal Golf Course, as presented by Jeffrey Blume. This document is a significant tool in endeavoring to meet the priorities of all involved. Lengthy discussion was held regarding specific renovations, related cost estimates, timeline for completion, and related issues, for a total cost of \$3,982,500.00.

**IV. ADJOURNMENT****1. Motion To:** Adjourn**COMMENTS - Current Meeting:**

There being no further business before the Board, President Beasley adjourned the meeting at 7:50 p.m.

\_\_\_\_\_  
Dennis Beasley, President

ATTEST:

\_\_\_\_\_  
Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Feb 18, 2020 6:00 PM (Minutes Approval)



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

5.A.1

Meeting: 04/21/20 06:00 PM

Department: Administration  
Category: LCDC Public Hearings

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**LCDC PUBLIC HEARING (ID # 4751)**

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DOC ID: 4751

**Department:** Liberty Community Development Corporation (LCDC)

**Subject:** Public Hearing

**Background:** Section 505.159 of the Local Government Code requires Type B Corporations to hold at least one public hearing prior to the expenditure of funds for projects. The administration recommends holding a public hearing regarding the possible expenditure of funds for the following projects:

- (1) Main Street Sidewalk Rehabilitation Project
- (2) Liberty Municipal Airport Pavement Rehabilitation
- (3) Unified Development Ordinance
- (4) Liberty Municipal Golf Course Pro Shop Renovation

**Staff Recommendation:** Staff recommends conducting the public hearing.



**LCDC RESOLUTION (ID # 4752)**

DOC ID: 4752

**Subject:** Main Street Sidewalk Rehabilitation

**Background:** On February 10, 2020, city staff received the final plans for the Main Street Sidewalk Project. The project includes the sidewalk on the east side of Main Street between Sam Houston and Trinity Street. The plans call for the construction of a brick sidewalk and the installation of decorative lighting. The sidewalk will be constructed in a herring bone pattern and the lighting will consist of fiberglass lamp poles. The estimated cost of the project is provided below:

|                         |                     |
|-------------------------|---------------------|
| Engineering & Surveying | \$ 24,563.26        |
| <u>Construction</u>     | <u>\$118,747.72</u> |
| <b>TOTAL</b>            | <b>\$143,310.98</b> |

If approved, City staff will work with the engineer to move forward with the bidding process.

**Funding Source:** LCDC Fund Balance

**Staff Recommendation:** Staff recommends approval of the resolution for the Main Street Sidewalk Rehabilitation Project.

**A Resolution by the Liberty Community Development Corporation; Said Resolution Approving the Main Street Sidewalk Rehabilitation Project, Finding that Said Project Promotes New and Expanded Business Development, And Authorizing an Award and Disbursement of Liberty Community Development Corporation Funds for Said Main Street Sidewalk Rehabilitation Project**

**WHEREAS,** the Liberty Community Development Corporation (LCDC) has carefully reviewed the main street sidewalk rehabilitation project; and

**WHEREAS,** the injection of economic development funds into the subject project complies with the guidelines and regulations of the State of Texas as they relate to a 4B economic development corporation; and

**WHEREAS,** the current sidewalk along the east side of Main Street between Sam Houston Street and Trinity Street is in disrepair; and

**WHEREAS,** a hearing was held by the LCDC on March 17, 2020 regarding this project; and

**WHEREAS,** the Main Street Sidewalk Rehabilitation Project includes the construction of a brick sidewalk and the installation of decorative lighting on the east side of Main Street between Sam Houston Street and Trinity Street; and

LCDC Resolution (ID # 4752)Liberty Community Development Corporation MeetingApril 21, 2020  
Page 2

**WHEREAS**, the cost of said Main Street Sidewalk Project, including engineering, surveying, and construction, totals \$143,310.98; and

**WHEREAS**, the LCDC finds that said sidewalk rehabilitation project promotes new and expanded business development; and

**WHEREAS**, the LCDC Board of Directors desires to approve and fund the Main Street Sidewalk Project in the amount of \$143,310.98.

**NOW, THEREFORE**, Be It Resolved by the Liberty Community Development Corporation that:

- (1) The Main Street Sidewalk Rehabilitation Project promotes new and expanded business development in the City of Liberty.
- (2) The LCDC approves the Main Street Sidewalk Rehabilitation Project repairing the sidewalk along the east side of Main Street between Sam Houston Street and Trinity Street by constructing a brick sidewalk and installing decorative lighting.
- (3) The LCDC approves the expenditure of \$24,563.26 for engineering and surveying work for said project and \$118,747.72 for construction of said project.
- (4) A sixty (60) day waiting period for payments against this project is hereby established with said waiting period to commence upon the date of the LCDC's first public hearing.

**PASSED AND APPROVED**, this the 21<sup>st</sup> day of April, 2020.

**LIBERTY COMMUNITY DEVELOPMENT CORPORATION**

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**Dennis Beasley, President**

**ATTEST:**

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Kathrine McCarty, Corp. Secretary

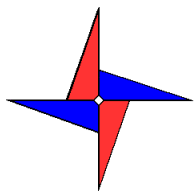
Mark W. Whiteley and Associates, Inc.  
 3250 Eastex Freeway  
 Beaumont, Texas 77706  
 T.B.P.E. Firm No. F-2633

CITY OF LIBERTY  
 MAIN STREET SIDEWALK PROJECT  
 ENGINEER'S ESTIMATE

2/10/2020

| BASE BID |            |                                             |               |      |            |                     |
|----------|------------|---------------------------------------------|---------------|------|------------|---------------------|
| Item No. | Desc. Code | Item Description                            | Est. Quantity | Unit | Unit Cost  | Total               |
| 104      | 2015       | REMOVING CONC (SIDEWALKS)                   | 340.00        | SY   | \$18.29    | \$6,218.60          |
| 104      | 2029       | REMOVING CONC (CURB AND GUTTER)             | 352.00        | LF   | \$2.20     | \$774.40            |
| 110      | 2001       | EXCAVATION                                  | 44.00         | CY   | \$9.81     | \$431.64            |
| 420      | 2001       | CONCRETE STRUCTURES (STAIRS)                | 28.47         | CY   | \$550.00   | \$15,658.50         |
| 420      | 2002       | CONCRETE STRUCTURES (PARAPET)               | 2.15          | CY   | \$550.00   | \$1,182.50          |
| 420      | 2003       | CONCRETE STRUCTURES (RESTRAINT BLOCK)       | 5.40          | CY   | \$550.00   | \$2,970.00          |
| 479      | 6001       | ADJUST WATER METER VAULT                    | 3.00          | EA   | \$350.00   | \$1,050.00          |
| 479      | 6002       | ADJUST WATER VALVE BOX                      | 2.00          | EA   | \$350.00   | \$700.00            |
| 481      | 2001       | PIPE (STEEL)(SCH 40)(4 IN)                  | 9.00          | LF   | \$46.00    | \$414.00            |
| 481      | 2002       | PIPE (STEEL)(SCH 40)(6 IN)                  | 26.00         | LF   | \$48.00    | \$1,248.00          |
| 496      | 2001       | REMOV STR (MONUMENT SIGN)                   | 1.00          | EA   | \$265.00   | \$265.00            |
| 496      | 2002       | REMOV STR (STEEL PIPE)(4 IN)                | 6.00          | LF   | \$15.50    | \$93.00             |
| 496      | 2003       | REMOV STR (STEEL PIPE)(6 IN)                | 26.00         | LF   | \$15.50    | \$403.00            |
| 500      | 2001       | MOBILIZATION                                | 1.00          | LS   | \$7,344.60 | \$7,344.60          |
| 502      | 2001       | BARRICADES, SIGNS, AND TRAFFIC HANDLING     | 4.00          | MO   | \$4,500.00 | \$18,000.00         |
| 529      | 2004       | CONC CURB & GUTTER (TY II)                  | 352.30        | LF   | \$26.00    | \$9,159.80          |
| 531      | 2015       | CONC SIDEWALKS (4")(DYED)(STAMPED)          | 243.40        | SY   | \$54.00    | \$13,143.60         |
| 610      | 2001       | INSTALL ROADWAY ILLUMINATION ASSEMBLY       | 7.00          | EA   | \$3,700.00 | \$25,900.00         |
| 618      | 2001       | CONDT (PVC)(SCHD 40)(2")                    | 369.00        | LF   | \$9.10     | \$3,357.90          |
| 618      | 2002       | CONDT (PVC)(SCHD 40)(2")(JACK OR BORE)      | 64.00         | LF   | \$16.50    | \$1,056.00          |
| 620      | 2001       | ELEC CONDR (NO. 12) INSULATED               | 866.00        | LF   | \$1.13     | \$978.58            |
| 620      | 2002       | ELEC CONDR (NO. 12) BARE                    | 433.00        | LF   | \$1.00     | \$433.00            |
| 624      | 2001       | GROUND BOX (TYPE A)                         | 4.00          | EA   | \$682.91   | \$2,731.64          |
| 628      | 2001       | ELC SRV TY A 120/240 010 (NS) GS (E) EX (O) | 1.00          | EA   | \$3,500.00 | \$3,500.00          |
| 644      | 2060       | REMOVE SM RD SN SUP & AM                    | 6.00          | EA   | \$55.66    | \$333.96            |
| 644      | 2081       | IN SM RD SN SUP & AM TYTWT (1) WS (P)       | 1.00          | EA   | \$400.00   | \$400.00            |
| 5064     | 6001       | ADJUST FIRE HYDRANT                         | 1.00          | EA   | \$1,000.00 | \$1,000.00          |
|          |            | <b>GRAND TOTAL</b>                          |               |      |            | <b>\$118,747.72</b> |

Attachment: Downtown Sidewalk Construction Estimate (4752 : Main Street Sidewalk Project)



Mark W. Whiteley PE, Inc.  
CONSULTING ENGINEERS, SURVEYORS, AND PLANNERS  
dba Mark W. Whiteley & Associates, Inc.  
PO Box 5492  
Beaumont, TX 77726-5492

# Invoice

| Date      | Invoice # |
|-----------|-----------|
| 2/11/2020 | 31677     |

Phone # 409-892-0421 Fax # 409-892-1346

|                                                             |
|-------------------------------------------------------------|
| Bill To                                                     |
| City of Liberty<br>1829 Sam Houston<br>Liberty, Texas 77575 |

|                                            |          |                                                                                                                                           |           |                                 |           |           |
|--------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------|-----------|-----------|
| Account #                                  | P.O. No. | Terms                                                                                                                                     | Due Date  | Customer: Job #                 |           |           |
|                                            |          | Net 30                                                                                                                                    | 3/12/2020 | 18-030 / Main Street Sidewalk   |           |           |
| Item                                       |          | Description                                                                                                                               |           | Qty                             | Rate      | Amount    |
| Engineering Services                       |          | Engineering Services Provided:<br><br>Topographic Survey & Design Of<br>Main Street Sidewalk From Sam<br>Houston Street To Trinity Street |           |                                 | 24,563.26 | 24,563.26 |
|                                            |          |                                                                                                                                           |           | <b>Subtotal</b> \$24,563.26     |           |           |
|                                            |          |                                                                                                                                           |           | <b>Sales Tax (8.25%)</b> \$0.00 |           |           |
|                                            |          |                                                                                                                                           |           | <b>Total</b> \$24,563.26        |           |           |
|                                            |          |                                                                                                                                           |           | <b>Payments/Credits</b> \$0.00  |           |           |
|                                            |          |                                                                                                                                           |           | <b>Balance Due</b> \$24,563.26  |           |           |
| <b><i>Thank you for your business!</i></b> |          |                                                                                                                                           |           |                                 |           |           |

***Thank you for your business!***

Attachment: Downtown Sidewalk Engineering Expenses (4752 : Main Street Sidewalk Project)



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

5.A.3

Meeting: 04/21/20 06:00 PM

Department: Administration  
Category: LCDC Misc.

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**LCDC CORPORATION ACTION (ID # 4753)**

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DOC ID: 4753

**Department:** Administration

**Subject:** Unified Development Ordinance

**Background:** In January of 2020, the City issued a Request for Proposals (RFPs) for the development of a Unified Development Ordinance (UDO). The UDO is a tool that will guide the City's future growth and development. The UDO is a comprehensive document that will include a review and update all the city's development, subdivision and land use ordinances and regulations. The UDO will also create the city's first zoning map and zoning districts. The City sent the RFP to ten firms and received responses from Kendig Keast Collaborative (KKC) and Freese and Nichols. A committee of four staff members reviewed and scored each proposal. KKC had the highest average score out of both firms. The City expects the development of the UDO to take approximately fifteen months at a cost not to exceed \$179,948.00. The scoring sheet is attached for your review

**Funding Source:** LCDC Fund Balance

**Staff Recommendation:** Staff recommends accepting the proposal submitted by Kendig Keast Collaborative

|            | Kendig Keast Collaborative (KKC) | Freese and Nichols (FNI) |
|------------|----------------------------------|--------------------------|
| Reviewer 1 | 87                               | 86                       |
| Reviewer 2 | 88                               | 75                       |
| Reviewer 3 | 92                               | 89                       |
| Reviewer 4 | 100                              | 85                       |
| AVERAGE    | 91.75                            | 83.75                    |



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

5.A.4

Meeting: 04/21/20 06:00 PM

Department: Administration  
Category: LCDC Grant Funds

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**LCDC CORPORATION ACTION (ID # 4754)**

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DOC ID: 4754

**Subject:** LCDC Downtown Façade Improvement Grant Program

**Background:** Rodger's Pharmacy is located at 1909 Grand Avenue and has applied for a grant and 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 eligible façade projects. Applicants are not reimbursed until after completion of the project. Any cost overages on the project will be incurred solely by the applicant. Rodger's Pharmacy has received two (2) bids for their proposed project:

|                           |            |
|---------------------------|------------|
| Chris Heinrich Remodeling | \$6,600.00 |
| Mike LaMoon               | \$5,600.00 |

Rodger's Pharmacy's application is attached for your review.

**Funding Source:** LCDC Downtown Façade Grant Program

**Staff Recommendation:** Staff recommend approval of the grant in the amount of \$2,800.00

## Downtown Liberty Façade Improvement Grant Program Application

Applicant Name: Steve Rodger

Business Name: Rodger's Pharmacy

Business Address: 1909 Grand Ave; Liberty, Texas 77575

Business Phone: 936-776-5228 Business Email: rodgerspharmacy@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.)

Total Estimated Cost of Proposed Improvements: \$ 6,600.<sup>00</sup>

Estimated Start Date: within 30-60 days

Estimated Completion Date: when started 14 days to complete.

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: 2-19-2020

**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:

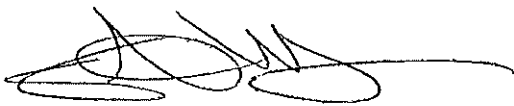
Liberty Community Development Corporation  
ATTN: Chris Jarmon, Assistant City Manager  
1829 Sam Houston  
Liberty, Texas 77575

Description of Project for:  
Rodger's Pharmacy  
1909 Grand Ave.  
Liberty, Texas 77575

We have obtained estimates for the following projects:

We would like to have the exterior building power washed and repainted, replace rotten wood around both drive thru windows and reset security bars, replace five exterior lights. We are removing gutter on back of the building, replacing rotten wood and reinstalling gutter. We are also repainting parking lot stripes and poles.

Thank-you for considering my business for the Liberty Facade Improvement Grant.



STEVE RODGER

**CHRIS HEINRICH REMODELING**

201 E. Main St. Humble, Tx 77338  
Office 281.639.6037  
Fax 281.446.2916  
Email [chris@heintrichremodeling.com](mailto:chris@heintrichremodeling.com)

1909 Grand Ave

1. Power wash and paint exterior of building.
2. Replace rotting wood and reset metal bars in both drive throughs.
3. Replace five exterior lights allowance for each fixture \$125.

Total \$6,600

Price does not include City of Liberty permit.

**TO: Rodgers Pharmacy**

**FROM: Mike LaMoon  
936-581-0073**

**DATE: 12/26/2019**

**Pressure wash building. Remove burglar bars and replace rotten wood. Caulk and paint. Reinstall burglar bars. Remove gutter on back of building. Replace rotten wood. Caulk and paint. Reinstall gutter. Paint top of front porch and top part of building with red paint. Paint bottom part of building with existing color. Paint parking lot stripes and poles. Use Sherwin Williams A-100 exterior paint. Material and labor included.**

**TOTAL: \$5600.00**

**DOWN PAYMENT: \$2800.00**

**UPON COMPLETION: \$2800.00**

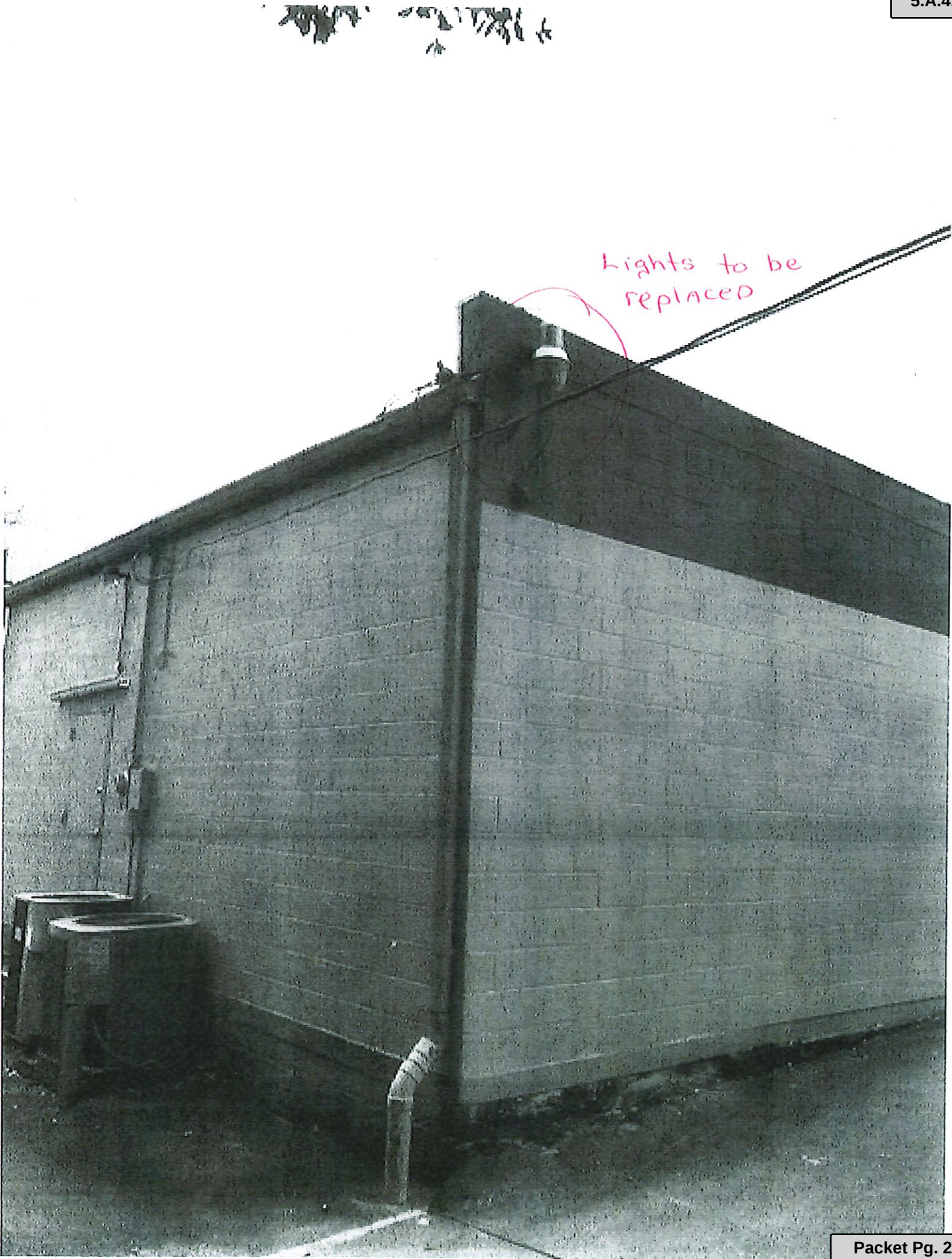


Repainting  
Parking lot stripes  
and poles.

Attachment: Downtown Facade Grant Application- Rodgers' Pharmacy (4754 : Downtown Facade Grant-

Paint exterior walls  
2 different colors  
Beige & Burgundy





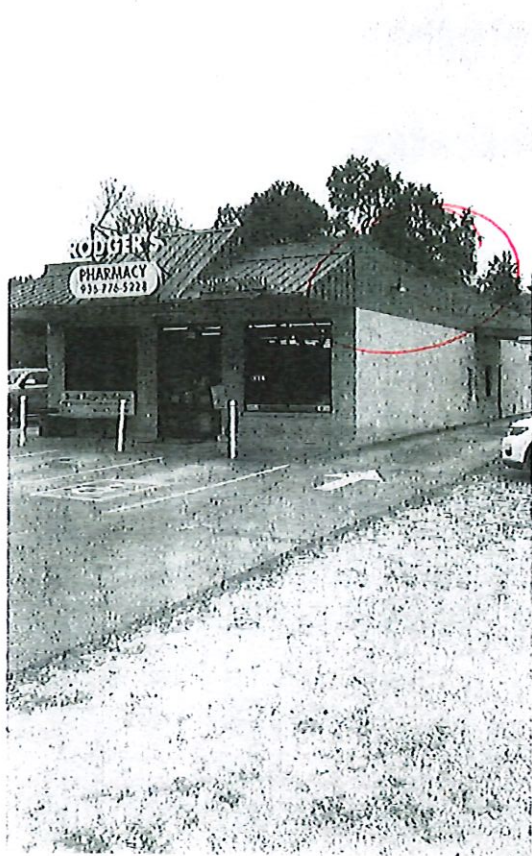
Attachment: Downtown Facade Grant Application- Rodger's Pharmacy (4754 : Downtown Facade Grant-Rodger's Pharmacy)

(no subject) - rodgerspharmacy@gmail.com - Gmail

HAG\_1361.jpg

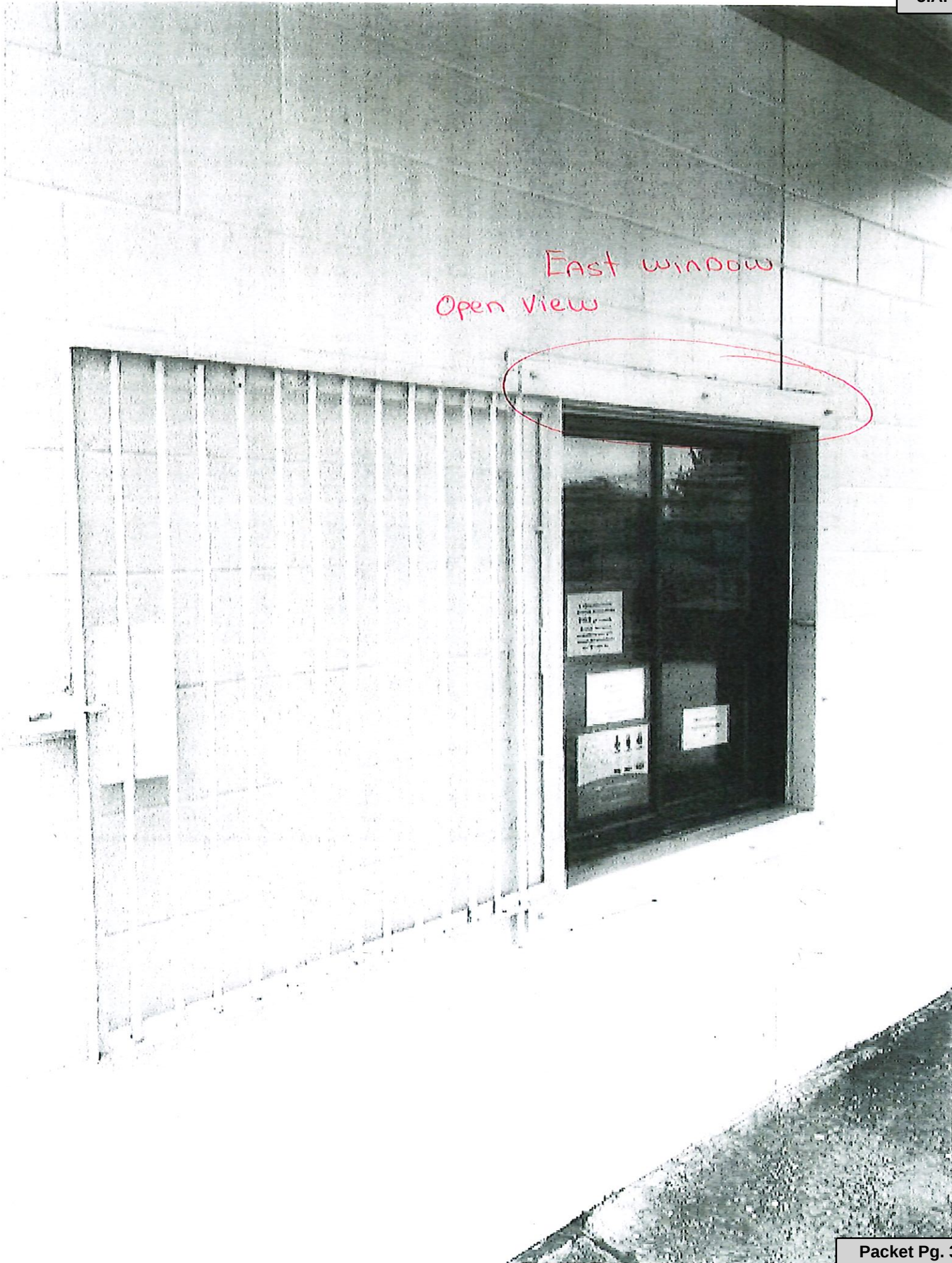
Open with

replacing exterior  
lights

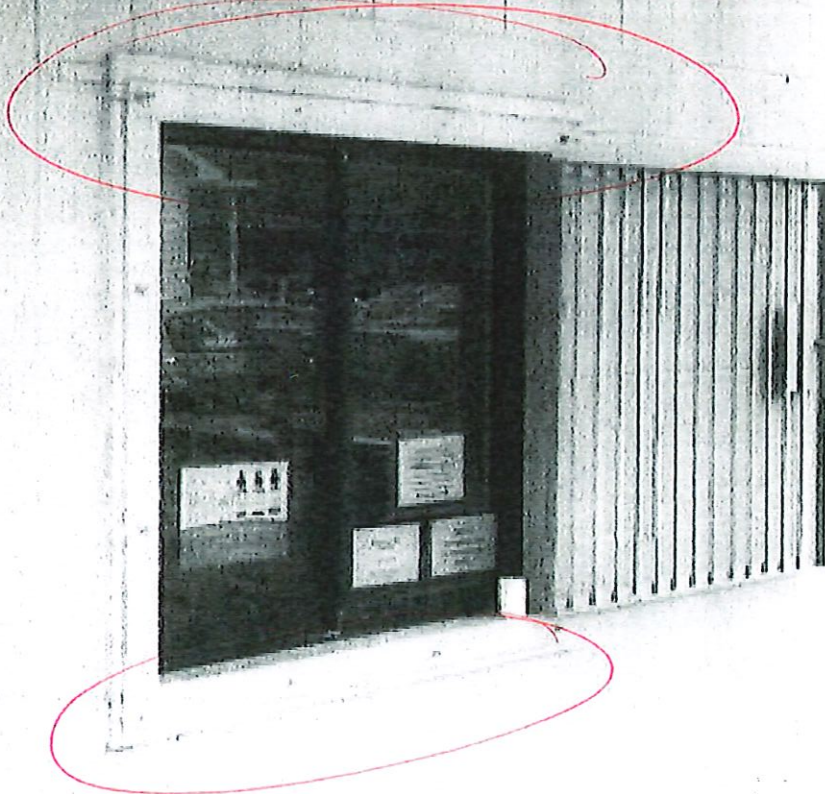


Attachment: Downtown Facade Grant Application- Rodger's Pharmacy (4754 : Downtown Facade Grant-Rodger's Pharmacy)





west window  
replacing rotten wood All around





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**LCDC CORPORATION ACTION (ID # 4757)**

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DOC ID: 4757 B

**Subject:** Budget Amendment

**Background:** Staff is proposing a small renovation project to the Pro Shop at the Liberty Municipal Golf Course.

The Proposed Improvements include the following:

- |          |                                                                                                                                                                                                                                                                                  |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interior | <ul style="list-style-type: none"><li>- Paint</li><li>- Remove &amp; Replace Flooring</li><li>- Refurbish Counter &amp; Replace Countertop</li><li>- Install New Window AC with Heat</li><li>- Replace Lighting w/LED Lights</li></ul>                                           |
| Exterior | <ul style="list-style-type: none"><li>- Install New Glass Doors w/Aluminum Frames</li><li>- Wrap Metal Posts with Hardie Board</li><li>- Install Gutters w/Gutter Guards on Rear of Building</li><li>- Paint</li><li>- Install Sidewalk from Front Door to Parking Lot</li></ul> |

Staff has solicited bids from local vendors to perform this work. The bids are listed below:

Arnold Construction - \$24,864  
Myron McDowell Construction - \$24,850  
Lopez Roofing & Construction - No Bid

In FY20, the LCDC Board allocated \$404,000 to the golf course. To date, only \$140,000 has been transferred from LCDC to the golf course.

If approved, this budget amendment would bring the total FY20 LCDC transfer to the golf course to \$428,850.

**Funding Source:** LCDC

**Staff Recommendation:** Staff recommends approval of the budget amendment in the amount of \$24,850 and awarding the bid to Myron McDowell Construction for the Golf Pro Shop Renovations.



## PROPOSAL

City of Liberty

Attn: Chris Jarmon

Re: City Of Liberty Golf Course Pro Shop Remodel

### Interior

- Paint interior walls and ceiling
- Demo existing floor and replace with new flooring (\$3200.00 Allowance materials and labor)
- Redo existing counter with stained beadboard and replace countertop
- Install new Window A/C with heat
- Replace interior lights with 2 ft Led wrapped strip lights

### Exterior

- Install 3070 Full Vision Glass Doors with aluminum frame
- Wrap metal post with hardie board
- 4 inch concrete walkway from front door to parking lot
- Gutters with Gutter guard on back of building
- Paint exterior of building
- Clean up and haul off debris

Total - \$24,864.00

Thank you,



Gene McDowell

**MYRON MCDOWELL CONSTRUCTION, INC.**

306 N. Main Suite F Dayton, TX 77535

936-402-0120

936-257-5310

**Proposal**

April 14, 2020

Chris Jarmon  
Liberty Golf Course  
Liberty Tx, 77575

**Pro Shop Renovation Project****Interior**

- Paint interior walls and ceilings
- Demo existing floor and replace with new LVT (3\$/S.F. Allowance)
- Redo existing counter with stained beadboard and replace countertop
- Install new window A/C unit with heat
- Replace interior lights with 2ft LED wrapped strip lights

**Exterior**

- Install 3 commercial 3070 full vision glass doors with aluminum frame
- Wrap metal post with Hardie board
- Install 5' x 25' 4-inch concrete walkway from front door to parking lot
- Install gutters with gutter guard on back of building
- Paint exterior of building

Clean up and remove all construction debris.

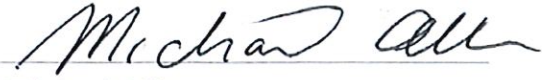
Notes: Counter tops are bid with Level 2 granite only upper levels will be additional.



Total Price \$ 24,850.00

Thanks,

Myron McDowell Construction Inc.

A handwritten signature in black ink, appearing to read "Michael Alba", written over a horizontal line.

Michael Alba



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

5.B.1

Meeting: 04/21/20 06:00 PM

Department: Administration  
Category: Golf Course

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**LCDC WORK SESSION (ID # 4755)**

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DOC ID: 4755

**Subject:** Liberty Municipal Golf Course

**Background:** This work session was requested by Board President Beasley

**Funding Source:** N/A

**Staff Recommendation:** N/A