



The City of Liberty
Liberty Community Development Corporation

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

Meeting
~ Agenda ~

April Gilliland
City Secretary
936-336-3684

Tuesday, March 2, 2021

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	Present	Absent	Late	Arrived
President Dennis Beasley	☐	☐	☐	
Vice-President Barbara Norwood	☐	☐	☐	
Board Member Mark Campbell	☐	☐	☐	
Secretary Kathrine McCarty	☐	☐	☐	
Board Member Dan VanDeventer	☐	☐	☐	
Board Member Julie Hebert	☐	☐	☐	
Board Member Michael Dorsett Jr	☐	☐	☐	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

Citizen Forum is reserved for members of the public who would like to address the LCDDC 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 LCDDC 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.

III. PRESENTATIONS / REPORTS

A. LCDDC Information Item (ID # 5024)

General Manager's Report - Topics include sales and use tax, golf course, COVID-19, Sleep Inn & Suites, Airport, Sheriff's Office and Unified Development Ordinance.

- LCDDC General Manager's Report February 16 2021 (DOCX)

B. LCDDC Information Item (ID # 5025)

Finance Report - Assistant City Manager / CFO Naomi Herrington

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the LCDDC 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, December 15, 2020

V. REGULAR AGENDA**A. Regular Session****1. LCDC Corporation Action (ID # 5023)**

Consider awarding a grant to Rodger's Pharmacy in the amount of \$4,562.50 related to the Downtown Façade Improvement Grant Program.

- EXHIBIT A - Rodger's Pharmacy Application (PDF)

VI. ADJOURNMENT

CERTIFICATION

I certify that the attached Notice of Meeting was posted on the bulletin board and in the Message Centers located on the east and west sides of the City Hall Administration Building, located at 1829 Sam Houston on the 24th day of February, 2020 at 5:00 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.

April Gilliland

April Gilliland, 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 Corporation 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 LCDC Board of Directors 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: 03/02/21 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 5024)

DOC ID: 5024

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

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

Memo

To: Liberty Community Development Corporation Board of Directors

From: Tom Warner, General Manager

Date: February 16, 2021

Re: General Manager's Report

1. In the FY21 budget, the LCDC Board of Directors approved \$75,000 for the downtown facade grant program. Since that time, the board has approved one grant to Frank Biehunko for building renovations at 2106 Sam Houston in the amount of \$14,247.25. There is still \$60,752.75 available to fund additional grants.
2. The City Sales and Use Tax Payment for February was \$297,102.40. This is a 9.59% reduction over the prior year payment. The prior year payment was \$328,628.04. Total year to date payments are down 9.22 % or \$53,340.90.
3. The general summary of the weekly Liberty COVID-19 Data for the weeks of January 26th, February 2nd, and 8th, 2021 are provided below:

	<u>1/26/21</u>	<u>2/2/21</u>	<u>2/8/21</u>
Total Cases	4173	4465	4770
Active Cases	600	856	859
Death Related	100	123	132
Recovered Cases	3463	3486	3779
New Cases	247	292	304
North	122	145	159
South	125	147	145

4. Projects Under Construction:
 - a. Shops at Liberty (2139 Highway 146 Bypass)
 - b. Dollar Tree (2914 N. Main)
5. Play at Liberty Municipal Golf Course is up over 41% since October 2020. The number of individual playing in January 2021 was 823. In addition, golf cart and range fees have also

steadily increased. Merchandise and equipment also increased from October to December 2020 but saw slight drop in January 2021.

6. The plans and specifications for the Golf Course Renovations have been completed with advertising for bids to commence on February 11, 2021. Bid will be opened on March 2nd with award of bid to occur during the March 9, 2021, City Council Meeting. The bid documents can be viewed online here: <https://www.cityofliberty.org/bids-rfps/pages/open-bids-rfps>
7. During the February 9, 2021, City Council Meeting, the City Manager received approval to negotiate and execute the 380 Agreement with Sleep Inn & Suites Liberty Strive Partners, LLC. In consideration of the HOT rebate, the 380 agreement specifies that the developer will: (1) build a 54-room hotel; (2) start construction on the hotel within nine months of execution of the 380 agreement; (3) use the HOT fund revenue in accordance with state law; and (4) stay open for operation for at least five years. The developer also agrees to build a Fuel Maxx convenience store of not less than 6,500 square feet in the vicinity of North Main at Monta. The plans for the Sleep Inn Hotel have been reviewed and approved by the City and by WCID #5. The developer is now waiting on approval from TxDOT.
8. The Fuel Maxx (1025 N. Main) and 7-Eleven (2000 US 90) have both been permitted and are expected to break ground the first week of March. However, a contractor can break ground up to six (6) months after issuance of a building permit
9. The installation of the Automated Weather Observing System (AWOS) at the Liberty Municipal Airport is continuing. The AWOS equipment was received by the City on February 8, 2021. Entergy will install two poles on the west side of the airport to provide power to the AWOS site. This work is anticipated to be completed in 2-3 weeks.
10. On February 11, 2021 City Staff participated in a webinar with TxDOT Aviation regarding the runway and taxiway rehabilitation project at the Liberty Municipal Airport. City staff will work with TxDOT to select an engineering firm to design the project. The engineer is expected to be hired by August. LCDC allocated \$288,500 for the local match for this project in their FY21 budget.
11. The implementation of the Unified Development Ordinance (UDO) is ongoing. A joint meeting with City Council, LCDC and the Planning and Zoning Commission is scheduled for February 23, 2021, for the consultant to provide an update on the status and progress of the UDO.
12. The plans for the new Sheriff's Office and Precinct 3 Annex (located on Highway 146) are currently under review by WCID #5.
13. On February 9, the City Council approved the rezoning of a 5.7-acre tract of land off Industrial Road to facilitate the expansion of the Shivers Manufactured Home Park with 14 additional lots.

14. The downtown sidewalk project with Mark Whiteley & Associates continues to progress and is expected to be complete by mid-April.



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3.B

Meeting: 03/02/21 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 5025)

DOC ID: 5025

Subject: Finance Report

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



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Meeting

~ Minutes ~

April Gilliland
City Secretary
936-336-3684

Tuesday, December 15, 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

The meeting was called to order on December 15, 2020 at the City Hall - Liberty Center, 1829 Sam Houston Liberty, TX at 6:04 PM by Vice-President Barbara Norwood.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Absent	
Barbara Norwood	Vice-President	Present	
Mark Campbell	Board Member	Present	
Kathrine McCarty	Secretary	Present	
Dan VanDeventer	Board Member	Present	
Julie Hebert	Board Member	Present	
Michael Dorsett Jr	Board Member	Absent	
Chris Jarmon	Assistant City Manager	Present	
Naomi Herrington	Assistant City Manager / CFO	Present	
Brandon Davis	City Attorney	Present	
April Gilliland	City Secretary	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

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Vice President Norwood welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Board. Brain and Tiffany Davidson presented the board their marketing plan for revitalizing 1200 Highway 90 (conference center) & 1259 Highway 90 (commercial tomato garden).

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4983)

General Manager's Report - Projects & Activities -

Minutes Acceptance: Minutes of Dec 15, 2020 6:00 PM (Minutes Approval)

COMMENTS - Current Meeting:

Assistant City Manager Chris Jarmon reported the following:

- Liberty Municipal Golf Course budget transfers for FY20.
- Projects Under Construction:
 - Shops at Liberty (2139 Highway 146 Bypass)
 - Dollar Tree (2914 N. Main)
- Fuel Maxx plan review complete (1025 N. Main)
- 7-Eleven plan review complete. The developer waiting on approval from TxDOT. (Highway 90 at FM 2684).
- The plans for the Sleep Inn Hotel are currently under review by the WCID #5. This project was relocated from FM 1011 at Highway 146 to Main Street at Monta next to the old Thrif-Tee store.
- The Federal Aviation Administration (FAA) approved the location of the AWOS.
- Downtown Sidewalk surveying and engineering - Contractor expects the project to take 24 weeks to complete.
- The new golf carts were delivered on November 17, 2020.
- On December 8, City Council authorized phase II of a contract with golf course architect Jeff Blume.
- Unified Development Ordinance (UDO)
- Liberty has partnered with Dayton, Cleveland, Liberty County and the Houston-Galveston Area Council (HGAC) on a regional mobility study.

ATTACHMENTS:

- LCDC General Manager's Report December 15 2020 (DOCX)

B. LCDC Information Item (ID # 4985)

Finance Report - Assistant City Manager / CFO Naomi Herrington

COMMENTS - Current Meeting:

Assistant City Manager / CFO Naomi Herrington reported on the Corporation's financials ending October 2020. Ms. Herrington reported on revenues, expenditures and fund transfers tot he Liberty Municipal Golf Course, and cash on had in the amount of \$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.

A. Minutes Approval

1. Tuesday, October 20, 2020

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action 2020-10

Consider amending the Fiscal Year 2020-2021 LCDC Budget by \$11,143 to increase the transfer to the Liberty Municipal Golf Course.

COMMENTS - Current Meeting:

Motion was made to approve the budget amendment in the amount of \$11,143 for the Liberty Municipal Golf Course.

ATTACHMENTS:

- EXHIBIT A - Clubhouse Air Handler Quote (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Julie Hebert, Board Member
SECONDER:	Dan VanDeventer, Board Member
AYES:	Norwood, Campbell, McCarty, VanDeventer, Hebert
ABSENT:	Dennis Beasley, Michael Dorsett Jr

VI. ADJOURNMENT

A. Motion To: Adjourn

Dennis Beasley, President

ATTEST:

Kathrine McCarty, Corporation Secretary

Minutes Acceptance: Minutes of Dec 15, 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: 03/02/21 06:00 PM

Department: Administration
Category: LCDC Grant Funds

LCDC CORPORATION ACTION (ID # 5023)

DOC ID: 5023

Subject: LCDC Downtown Façade Improvement Grant Program

Background: Rodger's Pharmacy, located at 1909 Grand Avenue, 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 will be incurred solely by the applicant.

Rodger's Pharmacy has received two (2) bids for their proposed project:

- 1 - Eagle Point Homes: \$9,125.00
- 2 - Wingfield Concrete Construction: \$9,670.00

Rodger's Pharmacy's application is attached for your review. In 2020, Rodger's Pharmacy received a \$2,800 grant from LCDC from the Downtown Façade Improvement Grant Program.

Funding Source: LCDC Operating Budget - Business Incentives Façade.

Staff Recommendation: Staff recommends approval of a Downtown Façade Improvement Grant to Rodger's Pharmacy in the amount of \$4,562.50.

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: \$ 2 B105 - \$9,125.⁰⁰ - \$9,670.⁰⁰

Estimated Start Date: February - MARCH 2021

Estimated Completion Date: with-in 2 days of starting work.

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: 1-29-2021

Note: LCDRC 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

Proposal

DATE:

PROPOSAL#

NAME:

PROJECT:

	DESCRIPTION	AMOUNT
-BREAK OUT & REMOVAL OF 1080 SQ FT OF CONCRETE		\$3,000
-REPLACE 1080 SQ FT OF CONCRETE TO CITY OF LIBERTY SPECS		\$6,125
	Total Amount Due	\$9,125

Packet Pg. 14

Wingfield Concrete Construction, Inc.
P.O. Box 10052
Liberty, TX 77575 US
bill@wingfieldconcrete.com

Estimate

ADDRESS

Rodger's Pharmacy
1909 Grand Ave
Liberty, Texas 77575

ESTIMATE # 1294

DATE 01/13/2021

ACTIVITY	AMOUNT
01/13/2021	
W.C.C. Inc. will provide all necessary equipment, materials, and labor to form, prep, place and finish concrete.	
Services	3,240.00
Breakout and haul off (2) 18'x30' 1080 sq ft	
Services	6,430.00
Replace concrete with 5" concrete 4000 PSI with #4 rebar 12" on center each way.	

Customer is responsible for access of trucks from street to placement site; customer will endure any extra cost. Unless specifically notified by customer of existence, location, and depth of any buried cables, lines, pipes, ect. prior to commencement of work, W.C.C. Inc. is not responsible for any damages. All materials is guaranteed to be specified. All work is to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed upon written orders, and will become, as extra charges over and above the estimate. All agreements contingent upon strikes, accidents, or delays that are beyond our control. Owner to carry fire, tornado and other necessary insurance. This is a legal binding contract.
DUE TO PRICES OF MATERIALS CHANGING CONSTANTLY,
ESTIMATE IS GOOD FOR (7) SEVEN DAYS.
All bills are payable in Liberty County, Texas

TOTAL

\$9,670.00

Accepted By

Accepted Date

Attachment: EXHIBIT A - Rodger's Pharmacy Application (5023 : 2021 Grant Application-Rodger's Pharmacy)



Attachment: EXHIBIT A - Rodger's Pharmacy Application (5023 : 2021 Grant Application-Rodger's Pharmacy)



Attachment: EXHIBIT A - Rodger's Pharmacy Application (5023 : 2021 Grant Application-Rodger's Pharmacy)