



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, April 20, 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 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.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 5073)

General Manager's Report - Topics include Downtown Facade Grant Program, Construction Projects, Sleep Inn Hotel, New Sheriff's Office, Airport, Golf Course, and Downtown Sidewalk Project.

- LCDC General Manager's Report April 20 2021 (DOCX)

B. LCDC Information Item (ID # 5074)

Finance Report - Assistant City Manager / CFO Naomi 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, February 23, 2021
2. Tuesday, March 02, 2021

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action (ID # 5072)

Consider approving changes to the Downtown Façade Grant Program.

- EXHIBIT A - Façade Improvement Grant - Revised Program Guidelines (DOCX)

2. LCDC Corporation Action (ID # 5071)

Consider approving an agreement with Strand Associates, Inc., for engineering services at the Liberty Municipal Airport.

- EXHIBIT A - Pavement Management Plan (PDF)
- EXHIBIT B - T-Hangar Development (PDF)

3. LCDC Corporation Action (ID # 5075)

Consider awarding a grant to Frank Biehunko in the amount of \$5,641 related to the Downtown Façade Improvement Grant Program.

- EXHIBIT A - Frank Biehunk Application (002) (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 16th day of April, 2021 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: 04/20/21 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 5073)

DOC ID: 5073

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.

To: Liberty Community Development Corporation Board of Directors

From: Tom Warner, General Manager

Date: April 20, 2021

Re: General Manager's Report

1. The FY 2021 LCDC Budget included \$75,000 for the downtown facade grant program. Since October 1, 2020, the Board has approved grants to Frank Biehunko and Rodger's Pharmacy in the amounts of \$14,247.25 and \$4,562.50, respectively. There is \$56,190.25 available to fund additional grants.
2. An update of various projects is provided below:
 - Recently Completed Projects:
 - a) Shops at Liberty (2139 Highway 146 Bypass)
 - b) Dollar Tree (2914 N. Main)
 - Projects Under Construction:
 - a) Fuel Maxx (1025 N. Main)
 - b) 7-Eleven (2000 US 90)
 - c) Proposed Restaurant (2200 ML King)
 - Upcoming Projects:
 - a) McDonalds Interior Remodel (1923 US 90)
 - b) Sleep Inn Hotel (1023 N. Main)
 - c) Sheriff's Office and Precinct 3 Annex – Need TxDOT Permit
3. On October 20, 2020, LCDC amended their budget to allocate a total of \$288,500 to the Liberty Municipal Airport. These funds will be used for the 10% local match toward the runway/taxiway rehabilitation project. The next step in the process is to work with TxDOT on the selection of an engineering consultant, who should be selected by August. The City Council approved a resolution of support for the project. The resolution has been submitted to TxDOT and was necessary for TxDOT to move forward with the project.
4. The Liberty City Council awarded an easement to Entergy at the Liberty Municipal Airport on March 9, 2021. The easement will allow Entergy to install poles and related equipment to provide power to the AWOS. The Public Works Department installed the underground conduit and Entergy installed their pole on April 5th and 6th, respectively. The City will be responsible for the installation of the service pole and meter loop. When this work is complete, Entergy will return and make the electrical connection. After all the electrical work is complete, DBT Transportation will return and complete the installation of the AWOS.

5. On March 9th, the Liberty City Council awarded a bid to Duininck Inc for the golf course renovation project. The expectation is that the golf course will close the first week of April to begin the renovations. The course is anticipated to be closed until November or early December of 2021.
6. The Planning and Zoning Commission approved the replat submitted by Mr. Matt Harris for the lots at the corner of Austin and Trinity. The Commission also approved the replat submitted by Mr. William Schulze for the property located at the corner of Maryland and Webster.
7. The downtown sidewalk project with Mark Whiteley & Associates continues to progress and staff should have the full set of construction plans by April 15th.



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

3.B

Meeting: 04/20/21 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 5074)

DOC ID: 5074

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.



The City of Liberty
Liberty Community Development Corporation
Special/Joint Meeting - City Council - P&Z

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

~ Minutes ~

April Gilliland
 City Secretary
 936-336-3684

Tuesday, February 23, 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

The meeting was called to order on February 23, 2021 at the City Hall - Liberty Center, 1829 Sam Houston Liberty, TX at 6:03 PM by President Dennis Beasley.

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

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

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III. REGULAR AGENDA

A. Work Session

1. LCDC Work Session (ID # 5022)

Conduct a joint meeting with the Liberty City Council and the Planning and Zoning Commission (P&Z) to receive an update on the progress and status of the City's Unified Development Ordinance.

COMMENTS - Current Meeting:

This meeting was a Joint Meeting of the Liberty City Council, Liberty Community Development Corporation and the City's Planning and Zoning Commission. Mr. David Baird from Kendig Keast addressed the boards regarding the project status of the Unified Development Ordinance.

Minutes Acceptance: Minutes of Feb 23, 2021 6:00 PM (Minutes Approval)

Mr. Baird presented Module 1 of the project which consisted of primary project goals, consolidation of existing ordinances, project process, stakeholder sessions, key observations, zoning districts and land uses, and airport zoning. Mr. Baird then presented Module 2 of the project which will include facilitate infill and redevelopment, accessory structure standards, floodplain regulation, subdivision standards, sign standards, nonconformities, processes and procedures, and an overview of the complete project schedule.

After a discussion with the boards and answering several questions, Mr. Baird concluded his Unified Development Ordinance presentation.

There being no further business before the Liberty City Council, Mayor Pickett adjourned the meeting at 7:30 p.m.

There being no further business before the Planning and Zoning Commission President Jackson adjourned the meeting at 7:30 p.m.

IV. ADJOURNMENT

A. Motion To: Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Liberty Community Development Corporation, President Beasley adjourned the meeting at 7:30 p.m.

Dennis Beasley, President

ATTEST:

Kathrine McCarty, Corporation Secretary

Minutes Acceptance: Minutes of Feb 23, 2021 6:00 PM (Minutes Approval)



The City of Liberty

Liberty Community Development Corporation

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

Meeting

~ Minutes ~

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

The meeting was called to order on March 2, 2021 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	Absent	
Kathrine McCarty	Secretary	Absent	
Dan VanDeventer	Board Member	Present	
Julie Hebert	Board Member	Present	
Michael Dorsett Jr	Board Member	Present	
Tom Warner	City Manager	Present	
Naomi Herrington	Assistant City Manager / CFO	Present	
Chris Jarmon	Assistant City Manager	Present	
April Gilliland	City Secretary	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

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III. PRESENTATIONS / REPORTS

A. LCDC 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.

COMMENTS - Current Meeting:

General Manager Tom Warner reviewed the various City projects as listed:

- Downtown Façade Grant Program

- Sales and Use Tax Payment
- COVID-19
- Commercial Construction Projects
- Downtown Sidewalk Project
- Golf Course
- 380 Agreement with Sleep Inn & Suites
- Airport
- Unified Development Ordinance
- New Sheriff's Office
- Shiver's Manufactured Home Park
- Downtown Sidewalk Project

ATTACHMENTS:

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

B. LCDC Information Item (ID # 5025)

Finance Report - Assistant City Manager / CFO Naomi Herrington

COMMENTS - Current Meeting:

Assistant City Manager/CFO Naomi Herrington reported on the Corporation financials through January 31, 2020. Sales tax collections are on budget. Ms. Herrington concluded by stating that cash on hand is \$2.9 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:	Julie Hebert, Board Member
SECONDER:	Michael Dorsett Jr, Board Member
AYES:	Barbara Norwood, Dan VanDeventer, Julie Hebert, Michael Dorsett Jr
ABSENT:	Dennis Beasley, Mark Campbell, Kathrine McCarty

A. Minutes Approval

1. Tuesday, December 15, 2020

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

1. LCDC Corporation Action 2021-1

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

COMMENTS - Current Meeting:

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

In 2020, Rodger's Pharmacy received a \$2,800 grant from LCDC from the Downtown Façade Improvement Grant Program.

Motion was made to approve the Downtown Façade Improvement Grant to Rodger's Pharmacy in the amount of \$4,562.50.

ATTACHMENTS:

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

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

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

With no further business to discuss, Vice-President Norwood adjourned the meeting at 6:22 p.m.

Dennis Beasley, President

ATTEST:

Kathrine McCarty, Corporation Secretary



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

5.A.1

Meeting: 04/20/21 06:00 PM

Department: Administration
Category: LCDC Grant Funds

LCDC CORPORATION ACTION (ID # 5072)

DOC ID: 5072

Subject: LCDC Façade Improvement Grant Program

Background: During the March 2nd, LCDC meeting, the Board recommended changes to the downtown façade improvement grant program. During that meeting there was consensus to expand the number of businesses eligible for the grant by adding in businesses located on Highway 227 (Main Street).

Staff proposes two key changes to the program guidelines of the façade program:

1. Add businesses located on Main Street, from Grand Ave north to the City Limits, into the list of businesses eligible to participate in the façade grant program.
2. Change the program name from "Downtown Liberty Façade Improvement Grant" to "Business Façade Improvement Grant".

Funding Source: n/a

Staff Recommendation: Staff recommends approval of the façade grant program changes.

Commercial Business Facade Improvement Grant Program Guidelines

Preamble

The Liberty Community Development Corporation (LCDC) is committed to preserving, improving and beautifying the City of Liberty. LCDC is pleased to offer a facade improvement grant program to help businesses make exterior improvements to their property. This program is designed to improve aesthetic qualities and promote or develop business enterprises in Liberty, particularly in the downtown area and on Highway 227 (Main Street).

Areas Eligible For Participation

Area 1: Downtown Liberty - Commercial businesses in Liberty, Texas located between (1) Martin Luther King, Jr. Drive and Grand Ave and between (2) Milam St and San Jacinto St.

Area 2: Main Street / Highway 227 – Commercial businesses in Liberty, Texas located on Main Street from Grand Ave heading north to the northern city limits.

Program Guidelines

- Businesses must submit an application for assistance to the Liberty Community Development Corporation prior to beginning any exterior work in order to be eligible for this grant program. Applications must include, at a minimum, a written description of the project, a list of proposed improvements, the estimated cost of the proposed improvements, and photos showing the current condition of the exterior.
- All work must start within one-hundred and eighty (180) days of an application being approved and must be complete within one (1) year.
- Projects must have a minimum estimated cost of \$3,000 in order to be considered for the facade grant program.
- Applicants must receive at least two (2) bids of estimated construction costs.
- All applications are reviewed on a first-come first-served basis and approved subject to the availability of funding.
- Businesses must comply with all applicable City Ordinances, Building Codes, and Americans with Disabilities Act Guidelines.
- Facade improvements should attempt to maintain the historic character of the building being improved.

Maximum Award Amount

All downtown facade improvement grants are awarded on a reimbursement basis only. Commercial businesses may be eligible for a grant equal to 50% of the cost of facade improvements or renovations, up to an amount not to exceed \$20,000. Reimbursements will not be disbursed until after completion of the project.

Eligibility

All businesses located within Area 1 or Area 2 are eligible to participate in the facade improvement grant except the following:

- Businesses currently listed for sale;
- Businesses are eligible to receive one (1) grant per fiscal year;
- Businesses that are in arrears for property taxes, city fees or are in litigation with the City of Liberty;
- Owners that sell their business property within two (2) years of receiving a facade improvement grant will be required to repay their grant award upon closing
- Residential buildings (single family detached homes, etc.) are not eligible to participate in this program

Business owners who lease property, must have permission from the property owner to participate in the program.

Eligible and Ineligible Expenses

- Eligible expenses
 - Landscaping
 - Porches
 - Signage
 - Awnings or canopies
 - Windows
 - Doors
 - Facade improvements (painting, brick repair, etc.)
 - Exterior Lighting
 - Parking Lot or Sidewalk Improvements
 - Driveway (repairs must be concrete)
 - Professional or consulting fees associated with the facade renovation or improvement
- Ineligible expenses
 - Interior renovations
 - The purchase of equipment or machinery used in the business
 - Payroll expenses
 - New construction
 - Permitting Fees

Approvals

- All applications for assistance under this program must be approved by the Liberty Community Development Corporation (LCDC) Board of Directors.

Contact Information

- For more information, please contact the Assistant City Manager for Economic & Community Development at 936-334-7118 or cjarmon@cityofliberty.org.



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

Meeting: 04/20/21 06:00 PM

Department: Administration
Category: LCDC Projects

LCDC CORPORATION ACTION (ID # 5071)

DOC ID: 5071

Subject: Liberty Municipal Airport

Background: The City is interested in moving forward with two projects at the Liberty Municipal Airport and has requested and received a proposal from Strand Associates, Inc to assist in those projects. The first project is the creation of a pavement management plan (PMP) for the runway and taxiway at the airport. The PMP is required to be on file with TxDOT for the City to continue receiving grants for the airport. The second project is to design and prepare the plans and specifications for two (2) 10-unit T-Hangars at the airport. The City currently has twenty (20) T-Hangars at the airport and, as of March 9, there is a waiting list of fifteen (15) persons requesting hangar space. This project will help meet the constant demand the airport faces for hangar space.

The estimated cost of the two projects is provided below:

Pavement Management Plan	\$ 7,500
Two 10-Unit T-Hangar Plan Development	\$ 75,000
Total	\$ 82,500

Funding Source: LCDC Fund Balance

Staff Recommendation: Staff recommend approval of the agreement with Strand Associates for the preparation of a Pavement Management Plan and the design and preparation of the plans and specifications for two 10-Unit T-Hangars.



OWNER REVIEW

DRAFT

STRAND ASSOCIATES®
 Strand Associates, Inc.®
 1906 Neibuhr Street
 Brenham, TX 77833
 (P) 979.836.7937

Task Order No. 21-01
 City of Liberty, Texas (OWNER)
 and Strand Associates, Inc.® (ENGINEER)
 Pursuant to Agreement for Technical Services dated February 15, 2018

Project Information

Project Name: Pavement Management Plan

Services Description: Design services to provide OWNER with an airport pavement management plan

Scope of Services

ENGINEER will provide the following services to OWNER.

1. Conduct one site review of the pavement condition at Liberty Municipal Airport.
2. Prepare a map/exhibit of pavement locations and pavement conditions.
3. Prepare a pavement management plan comprised of pavement conditions, potential maintenance, schedule, and yearly review standards, based on site review and pavement condition index Survey received from Texas Department of Transportation dated February 28, 2020.
4. Attend a meeting with OWNER to discuss pavement management plan.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order a lump sum of \$7,500.

Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of April 5, 2021. Services are scheduled for completion on July 16, 2021.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

STRAND ASSOCIATES, INC.®

OWNER:

CITY OF LIBERTY

DRAFT**DRAFT**

 Joseph M. Bunker
 Corporate Secretary

Date

 Tom Warner
 City Manager

Date

TBPE No. F-8405
 TBPLS No. 10030000

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OWNER REVIEW

DRAFT

STRAND ASSOCIATES®
 Strand Associates, Inc.®
 1906 Neibuhr Street
 Brenham, TX 77833
 (P) 979.836.7937

Task Order No. 21-02
 City of Liberty, Texas (OWNER)
 and Strand Associates, Inc.® (ENGINEER)
 Pursuant to Agreement for Technical Services dated February 15, 2018

Project Information

Project Name: Two, 10-unit T-Hangar Development

Services Description: Design and bidding-related services for hangar development

Scope of Services

ENGINEER will provide the following services to OWNER.

1. Assist OWNER with procurement of a geotechnical engineer to provide geotechnical services.
2. Conduct one topographic survey of the proposed two, 10-unit t-hangar locations which includes a four acre site.
3. Prepare for and attend a pre design and 90 percent completion design meeting with OWNER.
4. Prepare front end documents, technical specifications, and final drawings in accordance with Federal Aviation Administration (FAA), Texas Department of Transportation (TxDOT), and OWNER standards. Anticipated drawings will include grading, drainage, hangar foundations, hangar access taxiways, electrical, and performance specifications for two pre-engineered metal T-hangar buildings.
5. Prepare an opinion of probable construction costs (OPCC) for the hangars.
6. Prepare a Construction Safety and Phasing Plan (CSPP) Report and submit to FAA on behalf of the OWNER.
7. Prepare a 7460-1 form for proposed construction and submit to the FAA on behalf of OWNER.
8. Distribute Bidding Documents electronically through CIVCAST, available at www.strand.com and www.civcastusa.com. Submit Advertisement to Bid to OWNER for publishing.
9. Attend prebid meeting, prepare addenda and answer questions during bidding.
10. Attend bid opening, tabulate and analyze bid results, and assist OWNER in the award of the Construction Contract.
11. Prepare three sets of Contract Documents for signature.

TBPE No. F-8405
 TBPLS No. 10030000

MKGmnds\R\BRE\Documents\Agreements\L\Liberty, City of\TSA.2017\TO\2021\3737.TBD.21-02.(P210.233).docx

OWNER REVIEW

Strand Associates, Inc.®

City of Liberty
 Task Order No. 21-02
 Page 2
 March 16, 2021

DRAFT**Compensation**

OWNER shall compensate ENGINEER for Services under this Task Order a lump sum of \$75,000.

Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of April 5, 2021.
 Services are scheduled for completion on November 1, 2021.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF LIBERTY

DRAFT**DRAFT**

 Joseph M. Bunker
 Corporate Secretary

Date

 Tom Warner
 City Manager

Date



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

5.A.3

Meeting: 04/20/21 06:00 PM

Department: Administration
Category: Grant Related Issues

LCDC CORPORATION ACTION (ID # 5075)

DOC ID: 5075

Subject: LCDC Downtown Façade Improvement Grant Program

Background: Mr. Frank Biehunko owns the shopping center that is located at 2106 Sam Houston and is requesting reimbursement for façade improvements pursuant to the Downtown Façade Grant Program. Mr. Biehunko previously received a grant of \$14,247.50 on October 20, 2020. The first grant included soffit repairs, parking lot repairs and lighting improvements. This grant application is to paint the exterior of the entire building. If this grant is awarded, it will bring Mr. Biehunko's total grant award to \$19,888.50. The maximum grant award for any applicant is \$20,000.

Mr. Biehunko has received two bids for his proposed project:

1. Doug White & Company (\$13,450)
2. Residential Service Associates (\$11,282)

Mr. Biehunko's application is attached for your review. LCDC's 50% reimbursement is based on the lowest bid for each project.

Funding Source: LCDC's Downtown Façade Grant Program.

Staff Recommendation: Approval of the Façade Improvement Grant to Mr. Frank Biehunko in the amount of \$5,641.00

Downtown Liberty Façade Improvement Grant Program Application

Applicant Name: Frank Biehunko

Business Name: FJB Properties

Business Address: 2106 Sam Houston St Liberty, TX 77575

Business Phone: 713-203-4536

Business Email: fbiehunko@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: \$ 11,282

Estimated Start Date: 5/1/2021

Estimated Completion Date: 5/10/2021

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: 4/14/2021

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 RENOVATIONS

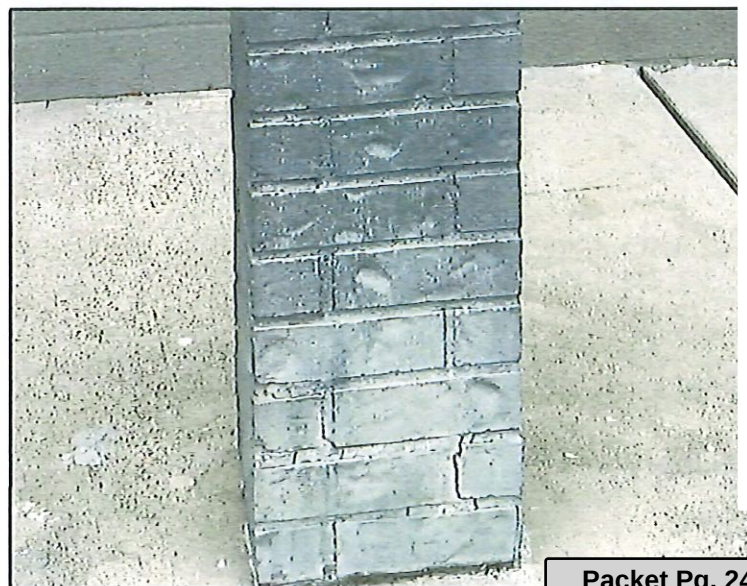
The following descriptions below is a detailed overview all the renovation work that is to take place once the Downtown Liberty Façade Improvement Grant Program is approved.

FAÇADE IMPROVEMENTS

Apply paint to surfaces including exterior walls and brick columns this will add a better aesthetic. This process will include Scrape, sandpaper, prime, or seal surfaces prior to painting. Clean walls to ensure proper adherence. Cover surfaces with cloth or plastic to ensure protection. Fill cracks, holes, and joints with caulk Remove fixtures: doorknobs, lamps, and electric switch covers prior to painting. PPG Timeless Exterior Paint + Primer to be used.

FJB PROPERTIES - 2106 SAM HOUSTON ST LIBERTY, TX 77575

FACADE IMPROVEMENTS (PAINT)



Attachment: EXHIBIT A - Frank Biehunk Application (002) (5075 : Business Grant Application - Grank Biehunko)



DOUG WHITE & COMPANY

281-798-9759

ESTIMATE

Doug White & Company
PO Box 1867
Liberty, TX 77575
281-798-9759

Invoice To
FJB Properties
2106 Sam Houston
Liberty, TX 77575

Estimate Number: Custom Paint Project

Estimate Date: April 13, 2021

Expires On: April 28, 2021

Grand Total (USD): \$13,450.00

Items	Quantity	Price	Amount
Custom Paint Power wash exterior, caulk and prep work prior to paint. Paint exterior walls, brick columns, doors and windows trim. All surfaces will be applied with commercial grade Sherwin Williams resilience exterior paint.	1	\$13,450.00	\$13,450.00
Total:			\$13,450.00
Grand Total (USD):			\$13,450.00

Attachment: EXHIBIT A - Frank Biehunk Application (002) (5075 : Business Grant Application - Frank Biehunk)



ESTIMATE

Invoice To
FJB Properties
 2106 Sam Houston
 Liberty, TX 77575

Estimate Date 4-9-2021
 Estimate No. #456

Total Due:
US \$ 11,282.00

Item Description



Unit Price



Quantity



Total

COMMERCIAL PAINT SERVICES

\$11,282.00

To include the following:

- Apply paint to surfaces including exterior walls and brick columns.
- Scrape, sandpaper, prime, or seal surfaces prior to painting.
- Clean walls to ensure proper adherence.
- Cover surfaces with cloth or plastic to ensure protection.
- Fill cracks, holes, and joints with caulk
- Remove fixtures: doorknobs, lamps, and electric switch covers prior to painting.
- Apply touchups or second coats.
- Remove paint splatters when finished.
- PPG Timeless Exterior Paint + Primer to be used.

Grand Total

\$11,282.00



(713)822-0999

6418 ACORN FOREST DR HOUSTON, TX 77088

Attachment: EXHIBIT A - Frank Biehunk Application (002) (5075 : Business Grant Application - Grank Biehunko)