

AGENDA

A SPECIAL MEETING OF THE LIVE OAK ECONOMIC DEVELOPMENT CORPORATION
WILL BE HELD AT THE CITY COUNCIL CHAMBER
8001 SHIN OAK DRIVE, LIVE OAK, TEXAS 78233
TUESDAY, NOVEMBER 4, 2025, AT 6:15 P.M.

1. CALL TO ORDER
2. INVOCATION/PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZENS TO BE HEARD

Section 2-21.5 (1) Live Oak Municipal Code: The Rules of courtesy are adopted for persons in attendance at all meetings of the Economic Development Corporation include: "Those signed up to speak under Citizens To Be Heard shall be called upon in the order that they have registered. No personal attacks shall be allowed by any speaker."

Section 2-21.1 – Preservation of order includes: "The mayor or Board President shall preserve order and decorum, prevent personal references to Board Members or impugning of other members' motives."

5. CONSENT AGENDA

- A. Approval of Minutes – October 14, 2025 (Special Meeting)

6. NEW BUSINESS

- A. Update, Discussion and possible action regarding authorizing the final reimbursement payment directly to Prime-Time Restoration located at 11495 Toepperwein Road in accordance with the Business Improvement Grant (BIG) requirements related to the previously approved Resolution for the project– Mrs. D. Lowder

7. GENERAL ANNOUNCEMENTS

- A. EDC Members - City event information, upcoming ribbon cutting/grand opening dates and times, and special acknowledgements.
- B. STAFF - City event information, upcoming ribbon cutting/grand opening dates and times, and special acknowledgements.
- Ribbon Cutting – K Pot – **November 12th at 3:30 p.m.**
 - Ribbon Cutting – Bella Donna & Co. – **November 17, 2025 at 3:00 p.m.**
 - EDC Regular Meeting – **December -Cancelled due to holidays**
 - EDC Regular Meeting – **January 27, 2026 at 6:00 p.m.**

8. ADJOURNMENT - *I certify that the above notice of this meeting was posted on the bulletin board of the City Hall, 8001 Shin Oak Drive, Live Oak, Texas 78233, on October 29, 2025, by 5:00 p.m.*



Donna M. Lowder, EDC Manager
Economic Development Corporation

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to this meeting. Please contact the City Secretary's Office, for concerns or requests, at (10) 653-2766. The Economic Development Corporation for the City of Live Oak reserves the right to adjourn this meeting during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act that permits a closed executive session. "It is possible that a quorum of the City of Live Oak Council could attend this meeting in a closed executive session. It is possible that a quorum of the City of Live Oak Council could attend this meeting in a closed executive session. It is possible that a quorum of the City of Live Oak Council could attend this meeting in a closed executive session." REQUEST ALL PAGERS AND ATTENDEES TO REMAIN WITH THE EXCEPTION OF EMERGENCY ON-CALL PERSONNEL.



MINUTES
CITY OF LIVE OAK HELD
A SPECIAL MEETING OF THE ECONOMIC DEVELOPMENT CORPORATION
WILL BE HELD AT THE CITY COUNCIL CHAMBER
8001 SHIN OAK DRIVE, LIVE OAK, TEXAS 78233
TUESDAY, OCTOBER 14, 2025, AT 6:30 P.M.

The public may watch the meeting live at www.liveoaktx.net under the Live Meetings button or in person.

1. CALL TO ORDER

Board President Mary M. Dennis called the meeting to order at 6:30 p.m.

2. INVOCATION/PLEDGE OF ALLEGIANCE

A moment of silence was observed, and the Pledge of Allegiance was recited.

3. ROLL CALL

Board President Mary M. Dennis (present)
Board Vice President Cynthia Audelo (present)
Board Secretary Paras Arora (present)
Board Treasurer Rod Streets (present)
Council Director Bob Tullgren (present)
Council Director Ed Cimics (present)
Citizen Director Rebecca Kochan (present)

4. CITIZENS TO BE HEARD – None

5. CONSENT AGENDA

A. Approval of Minutes – September 29, 2025 (Meeting & Public Hearing)

Council Director Bob Tullgren made a motion to approve the CONSENT AGENDA as presented; seconded by Citizen Director Rod Streets.

VOTE FOR: Council Directors Tullgren and Cimics; and Citizen Directors Streets. Arora, and Kochan; and Board Vice President Audelo and Board President Dennis – **PASSED 7/0**

6. NEW BUSINESS

- A. Discussion and possible action regarding a Resolution approving and authorizing the application for Economic Development marketing funds for advertising and promotional purposes made by the Alamo Community Disc Club for the 2026 23rd Annual Live Oak Summer Open Disc Golf Tournament– D. Lowder

Ms. Lowder introduced Amy Monahan from the Alamo Community Disc Club to the Board.

Ms. Monahan presented the marketing video commercial and the sponsorship benefits from the last tournament with the following:

- The marketing request of \$10,000 to support the 2026 Live Oak Summer Open in April.
- 310-330 players expected to participate, which has increased from 251 in 2023, 306 in 2024, and 309 in 2025.
- Celebrating 23-years, 8 years under Alamo Community Disc Club, and 3 years as a PDGA A-Tier event.

- Hampton Inn and Suites booked 20 rooms; 26 players stayed in Live Oak hotels during the 2025 tournament.
- Number of players staying at the hotels increased by 20%; staying 2-3 nights.
- Universal City approved \$5,000 as a Platinum Sponsor for the 2026 tournament which will be spent during the tournament at the Universal City Disc Golf course.
- Provided the 2025 goals, objectives, marketing efforts for Live Oak and its businesses and the returns from the marketing.
- The 2026 tournament dates have been slated for April 24-26, 2026.
- 129 players traveled from out of town (42%), 96 of those players stayed in local hotels, Airbnb, or with friends.
- In closing, Ms. Monahan provided the updated Sponsorship levels by identifying each of the level benefits.

Q&A

Board President Dennis commended Ms. Monahan on the level of marketing exposure that continues to grow each year in showcasing Live Oak.

Council Director Cimics reiterated the remarks of Board President Dennis in appreciation to Ms. Monahan's efforts in coordinating the event, working with local businesses, and marketing efforts.

Council Director Tullgren commended Ms. Monahan for the comprehensive presentation and the unique trophy design used to showcase the Live Oak tree. He concluded by stating the Park staff will ensure the park is in premier condition before the tournament for the players and spectators.

Citizen Director Streets and Board Vice President Audelo both thanked the Alamo Community Disc Club team for presenting a fun event within the city of Live Oak.

Hearing no further comments Board President Dennis called for a motion.

Council Director Cimics made a motion to approve Resolution 2025-08 approving and authorizing the application for marketing funds in the amount of \$10,000 for advertising and promotions with an effective date for the Alamo Community Disc Club during the 23rd Live Oak Summer Open tournament: seconded by Board President Dennis.

VOTE FOR: Council Directors Tullgren and Cimics; and Citizen Directors Streets, Arora, and Kochan; and Board Vice President Audelo and Board President Dennis – **PASSED 7/0**

7. GENERAL ANNOUNCEMENTS

A. EDC Members - City event information, upcoming ribbon cutting/grand opening dates and times, and special acknowledgements.

Council Director Cimics announced a 2-day workshop hosted by Texas Municipal League in Bastrop, Texas on November 13-14th regarding EDC topics.

Citizen Director Kochan reminded the audience of the upcoming Pet Pawlooza event hosted by the Live Oak Humane Society, Saturday, October 18th 10-2p.m.

B. STAFF - City event information, upcoming ribbon cutting/grand opening dates and times, and special acknowledgements.

- EDC Regular Meeting – **January 27, 2026, at 6:00 p.m.**
- Dick’s House of Sport Ribbon Cutting – **October 24, 2025, at 8:45 a.m.**

8. ADJOURNMENT at 6:49 p.m.

ATTEST:

APPROVED:

Donna M. Lowder, EDC Manager
Economic Development Corporation

Mary M. Dennis, Board President
Economic Development Corporation



ECONOMIC DEVELOPMENT CORPORATION AGENDA ITEM FORM

Meeting Date: November 4, 2025

Agenda item: 6A

Prepared by: Donna Lowder, EDC Manager

Reviewed by: R. Ruthven, Asst. City Manager

Department: Economic Development Corp.

Agenda Item Description:

Update, Discussion and possible action regarding authorizing the final reimbursement payment directly to Prime Time Restoration located at 11495 Toepperwein Road in accordance with the Business Improvement Grant (BIG) requirements related to the previously approved Resolution for the project– Mrs. D. Lowder

Staff Briefing: Heath Pipes, President/owner of Prime-Time Restoration (PTR) previously applied for the Business Improvement Grant (BIG) to assist with building façade, roofing, and parking lot improvements to include painting at his commercial property located at **11495 Toepperwein Road, Live Oak, Texas 78233** in April 2025.

The entire project totaled **\$51,967.48**. The applicant is the first to request the BIG funds in the maximum amount of **\$50,000.00**. The BIG grant was approved under Resolution **2025-05** during the regular EDC meeting in May.

Mr. Pipes has completed the work, provided all closing documents to include permits, inspection reports, and cancelled checks to satisfy the requirements in accordance with the Business Improvement Grant (BIG). Staff have no objection to PTR's reimbursement request and recommend approving it to close this matter.

Action:

- ☐ Ordinance ☒ Resolution
- ☐ Proclamation ☐ Special Presentation
- ☐ Finance Report ☐ Public Hearing
- ☐ Other

Cost: \$50,000	
Budgeted	\$150,000
Actual	\$50,000
Acct. Name	
Acct. Fund	50-400.486
Other Funding	Other ED Initiatives
Strategic Goal #	2,3,& 4

Strategic Goals: 1- Stable, 2- Secure, 3 - Supportive and 4 - Beautiful

Staff Recommended Motion: Motion to authorize the final reimbursement payment directly to Prime Time Restoration located at 11495 Toepperwein Road, Live Oak, Texas in the amount of \$50,000.00 in connection with the Business Improvement Grant requirements.



Permits and Inspection Division
8001 Shin Oak Drive, Live Oak, Texas 78233
Phone (210) 653-9140 ext. 2244
Permits@liveoaktx.net

Remodel (Existing Tenant)
Permit Expires April 18, 2026

PERMIT #: 2025-883

DATE ISSUED: 10/20/2025

JOB ADDRESS: 11495 TOEPPERWEIN RD, LIVE OAK, TX 78233
SUBDIVISION: NBHD code15590
ZONE:

LOT #: 1
BLK #: (15590) NBHD code15590
CB#:

ISSUED TO: Prime Time Restoration - Heath Pipes
ADDRESS: 11495 Toepperwein Rd
CITY: Live Oak
STATE: TX
ZIP: 78233
PHONE: (210) 656-3469

CONTRACTOR: Prime Time Restoration - Heath Pipes
ADDRESS: 11495 Toepperwein Rd.
CITY: Live Oak
STATE: TX
ZIP: 78233
PHONE: (210) 656-3469

Description

Amount

REMARKS:

- MUST POST THIS PERMIT ON JOB SITE (FAILURE TO DO SO WILL RESULT IN A \$50.00 FEE)
- All waste dumpsters must be from "Waste Management Inc. 4730 S.E Loop 410, San Antonio, Texas 78222, 210-368-5000"
 - Cancellations must be submitted online 24-hours in advance
- Inspections must be scheduled online at mgoconnect.org 1 day in advance by 3:00PM
 - Inspections take place between 8:30am-3:30pm
- All work should be visible to the inspector and not covered up until inspection is approved
 - MUST PULL ALL TRADE PERMITS THAT PERTAIN TO PROJECT

NOTICE

THIS PERMIT IS NOT VALID UNLESS RECEIPTED FOR BY CASHIER

Laura Garcia
(APPROVED PER BUILDING OFFICIAL)

10/20/2025
DATE

Scope of Work Description

We will be removing the existing metal roof system from the structure (approximately 1,300 square feet / 13 squares) and replacing it with new R-panel metal roofing. The building is a low-pitch roof system.

Removal

- Carefully remove the existing metal roof panels and associated fasteners.
- Inspect the roof decking/substrate for damage or deterioration. Any areas requiring repair will be reported to the owner prior to installation.

Installation

- Install synthetic underlayment over the entire roof surface, secured per manufacturer specifications.
- Install new R-panel metal roofing panels, color and gauge as specified, with side laps fastened and sealed to prevent water intrusion.
- Use corrosion-resistant fasteners with neoprene washers, installed at manufacturer-recommended spacing along panel ribs and laps.
- Provide new metal trim, ridge cap, and rake trim as needed for a complete watertight system.
- Install flashing at all roof penetrations, terminations, and transitions in accordance with code and manufacturer requirements.

Final

- Ensure proper sealing at all fasteners and seams.
- Remove and dispose of all debris from site.
- Work will be performed in accordance with manufacturer specifications, the International Residential/Building Code, and applicable City requirements.

City of Live Oak - Permits & Inspections Division



8001 Shin Oak Drive
Live Oak, TX 78233
210-653-9140, ext. 2244
permits@liveoaktx.net

Thursday, October 9, 2025

Invoice for Permit Number 2025-883

Prime Time Restoration - Heath Pipes
11495 TOEPPERWEIN RD
LIVE OAK TX 78233

Available Payment Options:

Pay Online with your Visa, or Mastercard through the [MGOConnect.org](https://mgconnect.org) portal:

1. Go to www.mgoconnect.org and login with your user account.
2. Click on "Dashboard" in the top banner, locate the project you wish to pay, and click the "Open" button. If your project is not listed on your Dashboard, click on "Home" in the top banner, click the "Search Permits" option, verify the correct project type is selected, enter the project number OR address, and click Search at the bottom of the page. Locate your project, click the three dots, and then choose "Add to My Account". Once added, your project will be located on your Dashboard.
3. Click "Pay Fees & Print Receipts" at the bottom left under "I Want To..."
4. Select "Payments"
5. Select the fees you want to pay by checking the corresponding checkboxes
6. Choose your payment method and enter your payment details
7. Complete the payment process by following the prompts on the screen

POC: permits@liveoaktx.net

Pay In-Person (Cash, Check, Visa or Mastercard):

Development Services(inside fire station)
8001 Shin Oak Drive
Live Oak, TX 78233

Fee Type	Amount Due	Amount Paid
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Balance to Pay: \$0.00

City of Live Oak - Planning Division

8001 Shin Oak Drive, Live Oak, TX 78233
Phone (210) 653-9140 ext. 2244
Email permits@liveoaktx.net



Date: Wednesday, September 10, 2025

Heath Pipes
Prime Time Restoration
11495 Toepperwein Rd
Live Oak, TX
78233
heath@ptr247.com

Permit Number 2025-883
Job Address: 11495 TOEPPERWEIN RD, LIVE OAK, TX 78233

Heath Pipes,

The review for your project located at 11495 TOEPPERWEIN RD, LIVE OAK, TX 78233 is complete. Additional information is needed for the items listed below. Comments from this review are below.

The following comments have been provided by Brandon Melland. Should you have any questions or require additional information regarding any of these comments, please contact Brandon Melland by email at permits@liveoaktx.net.

- 1) **Planning Plan Review Pending**
Please provide a site plan illustrating proposed striping and fire lanes. Thank you.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact us at permits@liveoaktx.net.

If the comments provided indicate that a plan revision is required, please upload the revised plans through the online customer portal at www.mygovernmentonline.org in PDF format.

We appreciate your prompt attention to these matters.

City of Live Oak - Planning Division

8001 Shin Oak Drive, Live Oak, TX 78233
Phone (210) 653-9140 ext. 2244
Email permits@liveoaktx.net



Date: Thursday, October 9, 2025

Permit Number 2025-883

Job Address: 11495 TOEPPERWEIN RD, LIVE OAK, TX 78233

The review for your project located at 11495 TOEPPERWEIN RD, LIVE OAK, TX 78233 is complete. Additional information is needed for the items listed below. Comments from this review are below.

The following comments have been provided by Brandon Melland. Should you have any questions or require additional information regarding any of these comments, please contact Brandon Melland by email at permits@liveoaktx.net.

- 1) **Planning Plan Review Approved**
Spoke with applicant and only restriping over existing striping. Recommend approval.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact us at permits@liveoaktx.net.

If the comments provided indicate that a plan revision is required, please upload the revised plans through the online customer portal at www.mygovernmentonline.org in PDF format.

We appreciate your prompt attention to these matters.

City of Live Oak - Permits and Inspections Division

8001 Shin Oak Drive, Live Oak, TX 78233
Phone (210) 653-9140 ext. 2244
Email: permits@liveoaktx.net



Date: Tuesday, September 9, 2025

Heath Pipes
Prime Time Restoration
11495 Toepperwein Rd
Live Oak, TX
78233
heath@ptr247.com

Permit Number: 2025-883

Job Address: 11495 TOEPPERWEIN RD, LIVE OAK, TX 78233

Heath Pipes,

The review for your project located at **11495 TOEPPERWEIN RD, LIVE OAK, TX 78233** is complete. Additional information is needed for the items listed below. Comments from this review follow.

The following comments have been provided by LOInspector BB. Should you have any questions or require additional information regarding any of these comments, please contact LOInspector BB by telephone at (210) 653-9140 ext. 2244 or by email at permits@liveoaktx.net.

1) Building Plan Review Approved

approved

you will be contacted by department staff after the permit has been processed for payment and pickup.

gd1210

If the comments provided indicate that a plan revision is required, please upload the revised plans through the online customer portal at www.mygovernmentonline.org in PDF format.

We appreciate your prompt attention to these matters. Please do not hesitate to reach out to us at permits@liveoaktx.net should you have any questions.



Permits and Inspection Division
8001 Shin Oak Drive, Live Oak, Texas 78233
Phone (210) 653-9140 ext. 2244
Permits@liveoaktx.net

Re-Roof

Permit Expires March 08, 2026

PERMIT #: 2025-981

DATE ISSUED: 9/9/2025

JOB ADDRESS: 11495 TOEPPERWEIN RD, LIVE OAK, TX 78233
SUBDIVISION: NBHD code15590
ZONE:

LOT #:
BLK #:
CB#:

ISSUED TO: Prime Time Restoration - Heath Pipes
ADDRESS 11495 Toepperwein Rd
CITY: Live Oak
STATE: TX
ZIP: 78233
PHONE: (210) 656-3469

CONTRACTOR: Prime Time Restoration - Heath Pipes
ADDRESS 11495 Toepperwein Rd
CITY: Live Oak
STATE: TX
ZIP: 78233
PHONE: (210) 656-3469

Description

Roof Replacement

Amount

\$200.00

\$200.00

REMARKS:

- MUST POST THIS PERMIT ON JOB SITE (FAILURE TO DO SO WILL RESULT IN A \$50.00 FEE)
- All waste dumpsters must be from "Waste Management Inc. 4730 S.E Loop 410, San Antonio, Texas 78222, 210-368-5000"
 - Cancellations must be submitted online 24-hours in advance
- Inspections must be scheduled online at mgoconnect.org 1 day in advance by 3:00PM
 - Inspections take place between 8:30am-3:30pm
- All work should be visible to the inspector and not covered up until inspection is approved
 - MUST PULL ALL TRADE PERMITS THAT PERTAIN TO PROJECT

NOTICE

THIS PERMIT IS NOT VALID UNLESS RECEIPTED FOR BY CASHIER

Laura Garcia
(APPROVED PER BUILDING OFFICIAL)

9/9/2025
DATE

**Inspection Report**

Inspection Date: 10/1/2025 9:09:11 AM

Passed

Prime Time Restoration - Heath Pipes Should Contact Live Oak
at
(210) 653-9140 ext. 2244 for further information.

Project Number	Work Order Number	Inspection Number
2025-981	41782888	34409012
Jurisdiction	Inspection Type	Inspector
Live Oak	Roofing Final Inspection	LOInspector BB
Customer	Address	Phone
Prime Time Restoration - Heath Pipes	11495 TOEPPERWEIN RD, LIVE OAK 78233	(210) 656-3469
Scheduled	Completed	Uploaded
10/1/2025 12:00:00 AM	10/1/2025 9:09:11 AM	10/1/2025 9:09:11 AM

Details

Okay.
EM3865

You can download this report or request additional inspections at www.MyGovernmentOnline.org.

For software assistance please call 866.957.3764.

For questions about this inspection please contact your jurisdiction

**Inspection Report**

Inspection Date: 10/1/2025 9:08:51 AM

Passed

Prime Time Restoration - Heath Pipes Should Contact Live Oak
at
(210) 653-9140 ext. 2244 for further information.

Project Number	Work Order Number	Inspection Number
2025-981	41782889	34409008
Jurisdiction	Inspection Type	Inspector
Live Oak	Roof Decking Inspection	LOInspector BB
Customer	Address	Phone
Prime Time Restoration - Heath Pipes	11495 TOEPPERWEIN RD, LIVE OAK 78233	(210) 656-3469
Scheduled	Completed	Uploaded
10/1/2025 12:00:00 AM	10/1/2025 9:08:51 AM	10/1/2025 9:08:51 AM

Details

Okay.
EM3865

You can download this report or request additional inspections at www.MyGovernmentOnline.org.

For software assistance please call 866.957.3764.

For questions about this inspection please contact your jurisdiction

PRIME TIME

RESIDENTIAL • COMMERCIAL • INDUSTRIAL

11495 Toepperwein Rd., Live Oak, TX 78233

Phone: 210.656.3469; Fax: 210.656.3932

Email: customerservice@ptr247.com

In reference to the award, Big Resolution, given to Prime Time on 11495 Toepperwein Rd on May 1st, 2025.

The contractor on record, A1 Roofing & Construction will be unable to perform the work due to a recent accident that has put him in hospital for the next few months.

We have moved this project scope over to a new vendor, MG Remodel, LLC. We have attached their W9 for reference on this project. MG Remodel, LLC has agreed to the original scope and award letter sent by Donna Lowder, on May 1st, 2025, at 08:16AM. The email is attached in this packet as well.

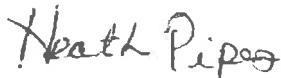
This letter is meant to provide a working contract between MG Remodel, LLC and Prime Time for the referenced scope of work within the original award letter. It also serves the purpose of notifying the City of Live Oak that upon reimbursement to Prime Time the payments shown will be to this new vendor.

The signatures below signify agreement from both parties,

Please let us know if you have any questions or request any changes.

Heath Pipes

Prime Time



Dagoberto Gonzalez

MG Remodel, LLC



07/11/25