



The City of Liberty City Council

Regular Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, July 16, 2024

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on July 16, 2024 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by Mayor John Hebert.

A.	Attendee Name	Present	Absent	Late	Arrived
	Mayor John Hebert, Jr.	X			
	Mayor Pro Tem Libby Simonson	X			
	Council Member Dennis Beasley	X			
	Council Member Tommy Brents	X			
	Council Member Ed Seymour	X			
	Council Member Ross Ward	X			
	Council Member Debbie Dugger	X			

II. INVOCATION

The invocation was given by Council Member Dugger.

III. PLEDGE OF ALLEGIANCE

The Pledge to the American Flag was led by Public Works Director Damon Jones and the pledge to the Texas Flag was led by Police Chief Gary Martin.

IV. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment is reserved for members of the public who would like to address the City Council regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Council 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 City Council may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

Mayor Hebert welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council.

V. PRESENTATIONS / REPORTS

- A. U.S. Small Business Administration Presentation - Barbara Nitis, Public Information Officer, Office of Disaster Recovery and Resilience.

Ms. Barbara Nitis, Public Information Officer, the United States Small Business Administration Office of Disaster Recovery and Resilience spoke to the Council about the types of Disaster Loans available for Businesses and residents that received damage during the 2024 Flood and Hurricane Beryl.

B. Bridgehaven Children's Advocacy Center Presentation

This presentation was passed as Bridgehaven was not in attendance. Bridgehaven will be at the August Council meeting.

C. City Manager's Report - City Manager Tom Warner - Topics include - Fiber Ring, Library, Golf Course, and Electrical Projects.

City Manager Tom Warner reported on the following updates:

- Fiber Ring Project
- Library
- Golf Course
- Electrical Projects

D. Finance Report - Assistant City Manager/CFO Naomi Herrington

Assistant City Manager / CFO Naomi Herrington reported on the City's financials as of May 31, 2024.

E. Department Reports

Monthly reports are submitted by departments and are attached to the agenda for the council to review and to comment on or ask questions that they may have. No comments were made.

F. Sam Rayburn Municipal Power Agency - Mayor Hebert

Mayor Hebert, Board Member of the Sam Rayburn Municipal Power Agency, stated that SRMPA met that morning for a general business meeting of approving minutes, paying bills, reviewing audit report, and issues with Hurricane Beryl.

G. Mayor, Council and Staff Comments

Mayor Hebert took this time to Thank the city employees and contractors for all the hard work to get the City back in business after Hurricane Beryl.

VI. CONSENT AGENDA

All consent items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council 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 motion was made by Council Member Beasley to approve all items on the consent agenda and seconded by Council Member Simonson. The motion passed 7 to 0 with all present voting yes.

A. Minutes Approval

1. June 11, 2024

B. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPOINTING CHRIS JARMON TO SERVE ON THE LIBERTY AIRPORT ADVISORY BOARD

- C. **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AUTHORIZING THE SUBMISSION OF A CONTRACT AMENDMENT REQUEST FOR THE TEXAS COMMUNITY DEVELOPMENT FUND CONTRACT BETWEEN THE CITY OF LIBERTY AND THE TEXAS DEPARTMENT OF AGRICULTURE (TDA), CONTRACT NUMBER CDV21-0052.**
- D. **City Council consider resolutions related to the Community Development Block Grant Program - Regional Mitigation and 2019 Disasters.**

VII. REGULAR AGENDA

A. Regular Session

- 1. **Second Reading – A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, RATIFYING THE LCDC'S EXPENDITURE OF FUNDS FOR THE DEMOLITION OF COMMERCIAL PROPERTY LOCATED AT 4310 NORTH MAIN STREET.**

On October 2023, LCDC held a public hearing and voted 5-0 to allocate funding not to exceed \$25,000 for the demolition of commercial property. On May 28, 2024, the City Council voted 6-1 to give the property owner at 4310 N Main 60 days to demolish the commercial structure. In the event the property owner does not demolish the structure, the City of Liberty will demolish the structure using the \$25,000 allocated by LCDC. On June 11, 2024, the City Council read the first reading of a resolution ratifying LCDC's expenditure of funds for the demolition of commercial property at 4310 N Main. The second reading of the resolution was by City Attorney Brandon Davis.

A motion was made by Council Member Simonson to approve the resolution ratifying the LCDC's Expenditure of funds for the demolition of commercial property located at 4310 North Main Street and seconded by Council Member Seymour. The motion passed 6 to 1 with Council Member Brents voting no.

- 2. **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING AN INTERLOCAL AGREEMENT WITH LIBERTY INDEPENDENT SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICERS.**

The Liberty Independent School District (LISD) has requested the City of Liberty Police Department to provide two (2) School Resource Officers (SROs), during the 2024-2025 school year, for the District. The SROs will spend approximately three-quarters of the year working with LISD and related functions and one-quarter (summer and holidays) working at the Police Department. LISD will reimburse the City a minimum of \$60,000 and a maximum of \$80,000 annually for each officer's work at the school. The LISD School Board approved the agreement during their June 18, 2024, meeting.

A motion was made by Council Member Simonson to approve the resolution approving an interlocal agreement with Liberty ISD for School Resource Officers and seconded by Council Member Brents. The motion passed 7 to 0.

- 3. **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AUTHORIZING THE PURCHASE OF FURNITURE FOR FIRE STATION NUMBER TWO (2).**

The City has received a quote from Hernandez Office Solutions to provide furniture for Fire Station No.2. The quote is based on costs from the Texas Interlocal Purchasing Systems (TIPS). TIPS is a cooperative purchasing system that is available for use by all public and private schools, colleges, universities, cities, counties and other governmental entities. The furniture to be purchased includes desks, office chairs, training room tables and chairs with a chair dolly, and reception area chairs. The list price for all the furniture is \$174,124 and under the TIPS contract the cost is \$81,632.08. Included in the cost is the delivery and installation of the furniture. Beds for the dormitory area will be purchased from another company.

A motion was made by Council Member Simonson to approve the resolution authorizing the purchase of furniture for Fire Station Number Two(2) and seconded by Council Member Ward. The motion passed 7 to 0.

4. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AWARDED A PROPOSAL FOR THE PARK MASTER PLAN.

The City issued a Request for Proposal (RFP) for consulting services related to creating the Liberty's Park Master Plan. The purpose of the RFP is to assist the city in developing a Master Plan for the City's Parks, Recreational Areas and Open Spaces. The plan will serve as a guide for the development of parks, recreational facilities, and capital improvements to existing parks, programs and additional amenities. The plan will address not only current community needs but also account for additional growth and development expected in the City over the next ten years. The proposal shall also include suggested revisions to the city ordinance providing for park land dedication or payment of cash-in-lieu thereof as a condition of subdivision plat approval and payment of park development fees as a condition of building permit issuance to provide for necessary park development. On May 30, 2024, the City received six proposals to create the Park Master Plan. Each firm was ranked by Qualifications and Experience (40 points), Project Approach and Implementation Plan (40 points), Proposal Presentation (10 points), and Cost (10 points), for a total of 100 points. The proposals were reviewed by staff and the firm with the highest ranking was submitted by Burditt with a ranking score of 92.25. The scores ranged from a low score of 68.00 to the high score of 92.25. The cost for the basic services is \$68,750 with an estimated completion date of February 2025. The Liberty Community Development Corporation agreed to fund the project for an amount not to exceed \$100,000.

A motion was made by Council Member Simonson to approve the resolution awarding a proposal for the Park Master Plan to Burditt and seconded by Council Member Brents. The motion passed 7 to 0.

B. Work Session

1. Fire Code Requirements for Key Boxes.

City Council members, City Manager Tom Warner and Fire Chief Brian Hurst held a discussion regarding the Fire Code requirements related to key boxes in the International Fire Code adopted by the City, the cost of the boxes, why they are required and should be installed by businesses in the City of Liberty.

2. Presentation and Work Session regarding the Proposed Budget for Fiscal Year 2024-2025.

City Manager Tom Warner presented the budget presentation for the Proposed 2024-2025 Fiscal Year. Mr. Warner started the presentation with the uncertainties for the proposed 2024-2025 Fiscal Year. Then Mr. Warner went over the 2024-2025 Fiscal Year General Fund Budget Highlights with discussion about General Funds Revenues. For the Proposed 2024-2025 Fiscal Year Budget, the following General Fund Expenditures were reviewed:

- Requested personnel
- Departmental personnel - Operating Services (Salary, wages, benefits)
- Department Budgets less personnel
- Department Budgets Total
- Requested Computers
- Requested Non-Capital Assets
- Requested Capital

A budget work session will be held on Wednesday, July 17, 2024 to review the various other funds and other budget issues.

C. Executive Session

At 8:19 p.m., Mayor Hebert closed the open meeting and opened the Executive Session as authorized by Title 5, Chapter 551 of the Texas Government Code.

1. **Texas Government Code §551.071 - Private Consultation with Attorney**
Discussion with attorney regarding contemplated/pending litigation and/or regarding matters protected by attorney/client privilege.
2. **Texas Government Code §551.072 - Deliberation Regarding Real Property**
Discussion regarding real property.
3. **Texas Government Code §551.074 - Personnel Matters.**
To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
 - Planning and Zoning Commission
4. **Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.**
Discussion regarding economic development negotiations.

D. Reconvene into Regular Session

At 9:27 p.m., Mayor Hebert closed the Executive Session and reconvened the open meeting.

1. Consider and take possible action on legal matters discussed in executive session.
No action was taken.
2. Consider and take action on real estate matters discussed in executive session.
No action was taken.
3. Consider and take possible action on personnel matters discussed in the executive session.
 - Planning and Zoning Commission

A motion was made by Council Member Simonson to appoint David Reidland to fill Janet Pavlock's vacancy until 2026, Carson Leonard and Linda Spacek to the full term positions until 2027, and Emily Cook as Alternate until 2027. The motion was seconded by Council Member Ward. The motion passed 7 to 0.

4. Consider and take possible action on economic development matters discussed in executive session.

No action was taken.

VIII. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, Mayor Hebert adjourned the meeting at 9:28 p.m.

John Hebert, Jr., Mayor

ATTEST:

April Gilliland, City Secretary