



The City of Liberty
Liberty Community Development Corporation

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

Meeting

April Gilliland
City Secretary
936-336-3684

~ Agenda ~

Tuesday, June 17, 2025

6:00 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

Table with 5 columns: ATTENDEE NAME, PRESENT, ABSENT, LATE, ARRIVED. Rows include: President Barbara Norwood, Vice-President Michael Dorsett Jr., Secretary Kathrine McCarty, Board Member Mark Campbell, Board Member Dan VanDeventer, Board Member Betty Runkle, Board Member Craig Vansau.

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment is reserved for members of the public who would like to address the Liberty Community Development Corporation 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 on items not on the agenda.

III. REGULAR AGENDA

A. Regular Session

- 1. Oath of Office to be administered to appointed Board Members.
2. Presentation, discussion and possible action on Placer AI

IV. PRESENTATIONS / REPORTS

- A. General Manager's Report (Bryan Kendrick). Topics include Business Facade and Utility and Public Safety Grant Programs, Projects, Permits, and Faux Real Trade Days.

V. CONSENT AGENDA

All consent items listed are considered to be routine by the Liberty Community Development Corporation 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. May 20, 2025

VI. REGULAR AGENDA

A. Regular Session

- 1. Consider the appointment of a President for the Liberty Community Development Corporation (LCDC).
- 2. Consider the appointment of a Vice-President for the Liberty Community Development Corporation (LCDC).
- 3. Consider the appointment of a Secretary for the Liberty Community Development Corporation (LCDC).
- 4. Hold a public hearing regarding the possible expenditure of funds.
- 5. Consider approving an expenditure not to exceed \$25,000 to be used for the 2025 Christmas Program.

VII. ADJOURNMENT

A. Motion To: Adjourn

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 13th day of June 2025 by 5:00 p.m. This notice will remain 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 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 _____, _____.

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: June 17, 2025

Agenda Wording: Oath of Office to be administered to appointed Board Members.

Department: Administration

Subject: Oath of Office

Background: The oath of Office will be administered to re-appointed Board Members Barbara Norwood, Michael Dorsett and Betty Runkle & newly appointed Board Member Craig Vansau.

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: June 17, 2025

Agenda Wording: Presentation, discussion and possible action on Placer AI

Department: Community Development

Subject: Placer Ai

Background: Staff from Placer AI will make a presentation regarding their software and services.

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: June 17, 2025

Agenda Wording: General Manager's Report (Bryan Kendrick). Topics include Business Facade and Utility and Public Safety Grant Programs, Projects, Permits, and Faux Real Trade Days.

Department: Community Development

Subject: General Manager's Report

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

- In the FY25 budget, the LCDC Board of Directors reauthorized the business facade grant program and the utilities and public safety grant program. So far, \$65,057.50 /\$90,000 (72.2%) has been approved for the façade grant program and \$37,029.75 /\$90,000 (41.1%) has been approved for the UPS grant program.

Facade Grant

Select Safety – 11/19/24 - (\$20,000) - PAID

Deluxe Inn – 11/19/24 - (\$20,000)

Milton Fregia - 01/28/25 (\$1,900) - PAID

Larson's Auto Repair – 4/15/25 (\$15,250) - PAID

Nick Zolfaghari (116 McManus) – 4/15/25 (\$7,907.50)

UPS Grant

Miriam Lohan Nails and Spa – 11/19/24 (\$3,204.75) - PAID

LDRMC – 11/19/24 (\$30,000) - PAID

John Zolfaghari (4505 Sandune) – 4/15/25 (\$3,825) - PAID

- Completed Projects
 - New Life Church - New Church (2510 Jefferson)
 - Fire Station No. 2 - New Build (119 Bowie)
- Projects Under Construction – New Construction and Additions
 - Liberty High School - Observation Deck (2615 Jefferson)
 - Waffle House - New Build (1711 US 90)
 - Liberty County Central Appraisal District – Interior Remodel (303 Fannin)
 - WCID #5 – Warehouse/Storage Building (2722 Beaumont)
 - Mr. Gatti's Pizza – Interior Buildout (2121 Highway 146 N [Inside Wal-Mart])
 - Tiger Beach River Park - Clearing & Grading (705 Port Road)

- Projects Under Construction – Renovations and Remodels
 - Lakeland Apartments – Convert commercial buildings into apartments (2704 N Main)
- The City has issued permits to build new houses at the following locations: 611 Trinity and 3609 Beaumont.
- Waffle House has pulled a permit to demolish the old building and concrete at their new location (1711 US 90).
- The demolition of the house at 4102 N Main has been completed by the owner.
- The final public engagement event for the Park Master Plan was held last Wednesday in an "open house" format and was well attended. The next milestone is Burditt's completion of the draft Master Plan, which is expected by the end of June. A presentation for City Council consideration and approval is scheduled for the July meeting.
- On May 13, 2025, City Council ratified LCDC's additional expenditure for the July 3rd fireworks show.
- On June 10, 2025, City Council ratified LCDC's expenditures for the Lamar Park improvements.
- On June 11, 2025, the Chamber of Commerce held a ceremony to unveil their new name. The Chamber will now be known as the **Trinity Valley Chamber of Commerce**.
- The developer of the Liberty Ranch subdivision has broken ground and started to clear the property. Depending on weather, the developer expects the infrastructure to take about 1 year to build. Clear Companies is the civil contractor for this project.
- Faux Real Trade Days are scheduled for June 20 – 22. All activities take place at the TVE Fairgrounds (321 FM 563).

Funding Source:

Staff Recommendation:



The City of Liberty
Liberty Community Development Corporation

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

Meeting

April Gilliland
 City Secretary
 936-336-3684

~ Minutes ~

Tuesday, May 20, 2025

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on May 20, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by Vice-President Michael Dorsett.

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
President Barbara Norwood		X		
Vice-President Michael Dorsett Jr.	X			
Secretary Kathrine McCarty	X			
Board Member Mark Campbell		X		
Board Member Dan VanDeventer	X			
Board Member Betty Runkle	X			
Board Member Craig Vansau	X			

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment is reserved for members of the public who would like to address the Liberty Community Development Corporation 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 on 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 may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

Vice-President Dorsett welcomed guests and visitors in attendance, opening the floor for public comment to those individuals wishing to address the board. There were no comments.

III. PRESENTATIONS / REPORTS

A. General Manager's Report (Bryan Kendrick). Topics include Business Facade and Utility and Public Safety Grant Programs, Projects, Permits, and Faux Real Trade Days.

City Manager Bryan Kendrick reported on the following updates:

- Grant Program Updates
- Completed Projects
- New Commercial Construction and Additions
- Commercial Renovation and Remodels
- New House Permits
- Liberty Ranch

- Faux Real Trade Days

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the Liberty Community Development Corporation 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 motion was made by Board Secretary McCarty to approve all items on the consent agenda. The motion was seconded by Board Member Vansau. The motion passed 5 to 0.

A. Minutes Approval

1. April 15, 2025

V. REGULAR AGENDA

A. Regular Session

1. Hold a public hearing regarding the possible expenditure of funds.

Vice-President Dorsett opened the public hearing at 6:05 pm per Section 505.159 of the Local Government Code, which 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 Lamar Park Improvements. No public comments were made. Vice-President Dorsett closed the public hearing at 6:06 pm.

2. Consider authorizing \$31,657.71 for improvements to Lamar Park.

On February 11, 2025, the City Council purchased the lot at 1100 Trinity. This lot is located next to Lamar Park and will be incorporated into the park. The city plans to clean up the lot, re-fence the park to incorporate the new lot, repair the broken walk gate and add a double swing gate for lawn equipment. The City has received the following quotes:

Lot Clearing: Brush Masters - \$8,430.40 & Precision Lawns - \$4,878.71

Fencing: Greak Fence and Deck - \$26,779.00 & Bay Area Fence Company - No Bid

A motion was made by Board Secretary McCarty to approve the expenditure of \$31,657.71 for improvements to Lamar Park with conditions on holding the fence portion until after the park master plan is final. The motion was seconded by Board Member Dorsett. The motion passed 5 to 0.

3. Consider amending the guidelines of the façade improvement grant program by limiting the program to taxable businesses.

On April 15, 2025, the LCDDC Board of Directors held a work session to review and discuss the guidelines of the façade grant program. After that discussion, there was consensus to have only taxable businesses be eligible to apply for the program. This change does not apply to the UPS grant program. This is necessary to codify that discussion.

A motion was made by Board Member VanDeventer to approve the amendment to the guidelines for the facade improvement grant program by limiting the program to taxable businesses. The motion was seconded by Board Member Vansau The motion passed 5 to 0.

- 4. Consider awarding a grant to John Zolfaghari in the amount of \$30,000 related to the Utilities and Public Safety Grant Program.

John Zolfaghari owns the manufactured home park located at 1904 N Main. This park is currently authorized by the City Council to have 28 units. Mr. Zolfaghari proposes to completely redo all the electrical inside the park. Mr. Zolfaghari is requesting reimbursement for infrastructure improvements pursuant to the Utilities and Public Safety Program, which reimburses 50% of the cost of infrastructure projects. Applicants are not reimbursed until after completion of the project. The City of Liberty, through our contractor, is responsible for performing the electrical upgrades.

A motion was made by Board Member VanDeventer to deny the Utilities and Public Safety Grant to Mr. Zolfaghari in the amount of \$30,000. The motion was seconded by Board Secretary McCarty. The motion passed 5 to 0.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, Vice-President Dorsett adjourned the meeting at 6:27 p.m.

Michael Dorsett Jr., Vice-President

ATTEST:

Kathrine McCarty, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: June 17, 2025

Agenda Wording: Consider the appointment of a President for the Liberty Community Development Corporation (LCDC).

Department: Community Development

Subject: Officer Appointments

Background: Article III, Section 1 of the Bylaws of the Liberty Community Development Corporation specifies that “The President, Vice President, and Secretary shall be elected by the Board and shall serve a term of one (1) year.”

Barbara Norwood currently serves as the Corporation’s President.

Funding Source: n/a

Staff Recommendation: Appoint a board member as President

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: June 17, 2025

Agenda Wording: Consider the appointment of a Vice-President for the Liberty Community Development Corporation (LCDC).

Department: Community Development

Subject: Officer Appointments

Background: Article III, Section 1 of the Bylaws of the Liberty Community Development Corporation specifies that "The President, Vice President, and Secretary shall be elected by the Board and shall serve a term of one (1) year."

Michael Dorsett currently serves as the Corporation's Vice President

Funding Source: n/a

Staff Recommendation: Appoint a board member as Vice-President

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: June 17, 2025

Agenda Wording: Consider the appointment of a Secretary for the Liberty Community Development Corporation (LCDC).

Department: Community Development

Subject: Officer Appointments

Background: Article III, Section 1 of the Bylaws of the Liberty Community Development Corporation specifies that “The President, Vice President, and Secretary shall be elected by the Board and shall serve a term of one (1) year.”

Kathrine McCarty currently serves as the Corporation’s Secretary.

Funding Source: n/a

Staff Recommendation: Appoint a board member as Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: June 17, 2025

Agenda Wording: Hold a public hearing regarding the possible expenditure of funds.

Department: Community Development

Subject: LCDC Potential Projects

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 project:

1. Christmas Program

Funding Source: n/a

Staff Recommendation: Hold the public hearing

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: June 17, 2025

Agenda Wording: Consider approving an expenditure not to exceed \$25,000 to be used for the 2025 Christmas Program.

Department: Community Development

Subject: 2025 Christmas Program

Background: During the June 10 City Council meeting, the City Council agreed to allocate up to \$50,000 to be used for the 2025 Christmas Program. During the course of the discussion, the City Council directed staff to reach out to LCDC regarding funding half of the expenditures for the program.

Funding Source: LCDC Fund Balance

Staff Recommendation: Staff recommends approval of this expenditure.