



**The City of Liberty**  
**Liberty Community Development Corporation**

1829 Sam Houston  
 Liberty, TX 77575  
[www.cityofliberty.org](http://www.cityofliberty.org)

**Meeting**

April Gilliland  
 City Secretary  
 936-336-3684

~ Agenda ~

Tuesday, October 21, 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**

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

**III. PRESENTATIONS / REPORTS**

A. **General Manager's Report - Bryan Kendrick - Includes various updates of interest to our community.**

**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. Minutes Approval**

- 1. September 16, 2025

**V. REGULAR AGENDA**

**A. Regular Session**

- 1. Discussion and approval of General Economic Development Grant Program
- 2. Consider partially funding the Wayfinding assessment and City Branding program with Merje Design in the amount of \$8,900.00
- 3. Consider transferring \$35,000 to the Airport Fund for the city’s local match for the Airport Layout Plan Project.

**VI. ADJOURNMENT**

**A. Motion To: Adjourn**

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*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 15th day of October 2025. This notice will remain posted continuously for at least three (3) business days 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:** October 21, 2025

**Agenda Wording:** General Manager’s Report - Bryan Kendrick - Includes various updates of interest to our community.

**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, \$89,512.26/\$90,000 (99.46%) has been approved for the façade grant program and \$45,042.25/\$90,000 (50.05%) has been approved for the UPS grant program.

Facade Grant	UPS Grant
Select Safety – 11/19/24 - (\$20,000) - PAID	Miriam Lohan Nails and Spa – 11/19/24 (\$3,204.75) - PAID
Deluxe Inn – 11/19/24 - (\$20,000)	LDRMC – 11/19/24 (\$30,000) - PAID
Milton Fregia - 01/28/25 (\$1,900) - PAID	John Zolfaghari (4505 Sandune) – 4/15/25 (\$3,825) - PAID
Larson’s Auto Repair – 4/15/25 (\$15,250) - PAID	Twila LaBuff (1001 Dr MLK) - 08/19/2025 (\$8,012.50) - PAID
Nick Zolfaghari (116 McManus) – 4/15/25 (\$7,907.50) - PAID	
Twila LaBuff (1001 Dr MLK) - 08/19/2025 (\$17,066) - PAID	
Curtis & Sons (4408 N Main) — 09/23/2025 (7,388.76) - PAID	

- Commercial Projects – New Construction, Additions, Renovations and Remodels
  - Waffle House (1711 Highway 90): building permit issued 03/31/2025; No work has begun.
  - Mr. Gatti's Pizza (2121 Highway 146 N [Inside Walmart]): no permits issued, work canceled per contractor
  - Tiger Beach River Park (705 Port Road): permits issued 06/27/24, extension granted 05/14/2025
  - Lakeland Apartments (2704 N Main): convert commercial buildings into apartments; actively under construction
  - TVE Fairgrounds (321 Wallisville): new awning complete, new press boxes are still under construction
  - Applied Refractory (713 Dr MLK Dr): new warehouse; civil permit issued, construction has not started
  - KathGar (425 Texas): new warehouse; permit issued, groundwork has begun
  - Mastec Network (4611 Sandune): cell tower; permit issued 06/25/25
  - Liberty Ranch Subdivision (Hwy 146 N): civil work is under construction.
  - Jehovah's Witness Church (3716 Highway 90): remodel; permit issued 09/30/2025
  
- Faux Real Trade Days are scheduled for October 24-26. 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, September 16, 2025

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on September 16, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by President Michael Dorsett.

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

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 - Includes various updates of interest to our community.

City Manager Bryan Kendrick reported on the following updates:

- Grant Program Updates
Commercial Projects Under Construction
Liberty Ranch Subdivision
Faux Real Trade Days
New post deadlines and possible change of meeting day

## 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 Vice President McCarty to approve all items on the consent agenda. The motion was seconded by Board Member Norwood. The motion passed 7 to 0.

### A. Minutes Approval

1. August 19, 2025

## V. REGULAR AGENDA

### B. Work Session

1. Grant Program Guidelines and Updates

The LCDC Board reviewed the guidelines and applications for the Business Facade Improvement Grant and the Utility and Public Safety Grant. The key topic was the utilization of the Utility and Public Safety Grant. The Board feels this grant was misrepresented to businesses and needs to be reworked for better understanding and use of the grant. All grant applications for the utility and public safety grant have been placed on hold until further notice.

### A. Regular Session

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

Nick Zolfaghari owns the manufactured home park located at 116 McManus. Mr. Zolfaghari is proposing to install LED street/parking lights and upgrade the drainage on the property.

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.

Mr. Zolfaghari received two (2) quotes:

1. Zion Electrical Services — \$60,000
2. Francos Plumbing - \$60,000

LCDC's proposed reimbursement is based on the lowest bid received, which would be a reimbursement cost of \$30,000.

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 Vice President McCarty. The motion passed 7 to 0.

2. Consider awarding a grant to Curtis and Son Companies in the amount of \$7,388.76 related to the Business Facade Improvement Grant Program.

Jacob Mullins of Curtis and Son Companies, located at 4408 N Main, is proposing fence repair/installation and signage for the company Curtis and Son.

Mr. Mullins is requesting reimbursement for improvements pursuant to the Business Facade Improvement Grant Program, which reimburses 50% of the cost of facade improvement projects. Applicants are not reimbursed until after completion of the project.

Mr. Mullins received two (2) quotes:

- 1. Parrish Enterprises — \$15,500
- 2. Brooks Concrete Service & 146 Sign Company - \$14,777.51

LCDC’s proposed reimbursement is based on the lowest bid received, which would be a reimbursement cost of \$7,388.76.

A motion was made by Board Member Campbell to approve the facade improvement grant in the amount of \$7,388.76 to Curtis and Son Companies. The motion was seconded by Board Member Vansau. The motion passed 7 to 0.

**VI. ADJOURNMENT**

**A. Motion To: Adjourn**

With no further business to discuss, President Dorsett adjourned the meeting at 7:03 p.m.

\_\_\_\_\_  
Michael Dorsett, Jr., President

ATTEST:

\_\_\_\_\_  
Betty Runkle, Board Secretary

# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** October 21, 2025

**Agenda Wording:** Discussion and approval of General Economic Development Grant Program

**Department:** Administration

**Subject:**

**Background:**

**Funding Source:**

**Staff Recommendation:**

# GENERAL ECONOMIC DEVELOPMENT GRANT PROGRAM

## Program Guidelines

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### Preamble

The Liberty Community Development Corporation (LCDC) is committed to supporting business growth, revitalization, and reinvestment within the City of Liberty. This program is designed to help businesses offset the cost of improvements that enhance operations, improve building safety and compliance, and contribute to the community's long-term economic vitality.

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### Areas Eligible for Participation

All taxable businesses located within the corporate limits of the City of Liberty are eligible to apply for assistance under this program.

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### Program Guidelines

- All applications are reviewed on a **first-come, first-served basis** and approved subject to funding availability.
  - Businesses must submit an **application and receive approval prior to beginning any work** to be eligible. Applications must include, at a minimum:
    - Written description of the project
    - List of proposed improvements
    - Estimated project cost(s)
    - Current photos of the property/building/area
  - Projects must have a **minimum estimated cost of \$10,000** in order to qualify.
  - Work must begin within **180 days** of approval and be completed within **12 months**.
  - Applicants must receive **at least two cost estimates** (three estimates are preferred if costs exceed \$20,000).
  - Businesses must comply with all applicable **City ordinances, building codes, fire codes, and ADA guidelines**.
  - All required permits must be obtained before construction begins.
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### General Eligibility

The General Economic Development Grant Program is funded with public dollars and must be used only for projects that advance legitimate economic development objectives. Accordingly, all approved projects must demonstrate a direct connection to at least one of the following:

- **Business Retention:** Improvements that help an existing Liberty business remain competitive, safe, and financially viable.
- **Business Expansion:** Improvements that allow a business to grow operations, expand services, or increase capacity within the City.

- **Job Creation or Retention:** Improvements that directly or indirectly result in new employment opportunities or preserve existing jobs within the City.

Applications that cannot demonstrate a clear economic development purpose will not be approved. LCDC reserves the right to require applicants to provide documentation (such as payroll records, hiring commitments, or a written business plan) to substantiate the claimed economic impact

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## Categories of Eligible Improvements

Applicants may submit projects that fall into one or more of the following categories:

1. **Façade & Aesthetic Improvements**
  - Painting, murals, siding or brick repair
  - Windows, doors, awnings, canopies
  - Exterior and security lighting
  - Landscaping and green infrastructure
  - Dumpster enclosures, porches
2. **Signage & Streetscape Enhancements**
  - New or replacement business signage
  - Parking lot, driveway, and sidewalk repairs
  - Streetscape features (benches, planters, bike racks, etc.)
3. **Code Compliance & Public Safety Improvements**
  - Fire alarms, sprinkler systems, vent hoods
  - Electrical upgrades to meet current NEC standards
  - Plumbing improvements (grease traps, backflow preventers, etc.)
  - Asbestos surveys and abatement
  - Security cameras and access control systems
  - Utility connections or upgrades necessary for compliance or expansion

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## Eligible and Ineligible Expenses

### Eligible Expenses

- Materials, labor, and professional services directly related to eligible improvements
- Architectural or design fees (when tied to the project)

### Ineligible Expenses

- Interior renovations not related to code compliance or safety
- New construction of buildings
- Equipment, furniture, or machinery purchases
- Payroll or operational expenses
- Permit fees

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## Maximum Award Amount

- The LCDC will reimburse **50% of eligible project costs, up to a maximum reimbursement of \$25,000.**

- Reimbursements are made on a **completion basis** — funds are disbursed only after project completion, inspection, and submission of proof of payment.

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### Eligibility Limitations

- Businesses must be current on all property taxes and city fees.
- Properties listed for sale at the time of application are not eligible.
- Owners who sell their property within **two years** of receiving funds may be required to repay the grant on a pro-rated basis.
- Residential-only properties are not eligible.
- Tenants must have property owner’s written approval to participate.

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### Approvals

- Applications for reimbursement must be approved by the LCDC Board of Directors.

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### Schedule

- The LCDC Board of Directors meets on the **3rd Tuesday of each month at 6:00 p.m.** at 1829 Sam Houston, Liberty, Texas.
- Applications may be submitted at any time and will be considered as soon as practicable.

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### Fraud, Misrepresentation, and Remedies

All funds awarded under the General Economic Development Grant Program are public funds and must be used only for the purposes approved by LCDC. Any attempt to obtain funds through false statements, fabricated or altered documents, forged signatures, falsely claimed ownership or authorization, misrepresentation of project scope or cost, diversion or misuse of grant funds, or other fraudulent conduct (each, a “Fraudulent Application” or “Fraudulent Act”) will be dealt with to the fullest extent permitted by law.

If LCDC determines, in its sole discretion, that an application or supporting documentation is fraudulent or that funds have been obtained or used fraudulently, LCDC shall take one or more of the following actions:

Immediately suspend processing and payment of any pending reimbursement and/or demand immediate repayment of any funds disbursed, together with interest at the maximum lawful rate, and any costs of collection (including attorney fees).

Permanently disqualify the applicant, and any business or affiliated party shown to have participated in the Fraudulent Act, from eligibility for any future LCDC or City of Liberty incentive, grant, or funding program.

Refer the matter, and any evidence uncovered, to criminal or civil enforcement authorities (including the Liberty County District Attorney, the Office of the Attorney General of Texas,

federal law enforcement, or other appropriate agencies) for possible prosecution or civil action.

Pursue any other civil or administrative remedies available under law.

Nothing in this policy limits or substitutes for any rights or remedies afforded by law. This policy does not create contractual or other legal rights beyond those otherwise provided by law; applicants are encouraged to seek independent legal advice if they have questions.

# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** October 21, 2025

**Agenda Wording:** Consider partially funding the Wayfinding assessment and City Branding program with Merje Design in the amount of \$8,900.00

**Department:** Administration

**Subject:** Wayfinding Assessment and City Branding Program

**Background:** The City of Liberty has prioritized the development of a cohesive identity and improved navigation throughout the community. A well-planned wayfinding and branding program supports economic development, enhances civic pride, and creates a consistent visual language across City assets, facilities, and communications.

After evaluating several qualified firms, and allowing MERJE to present to City Council at our Strategic Planning Session, staff recommends engaging MERJE, a nationally recognized design firm that specializes exclusively in community wayfinding and branding initiatives. MERJE has completed over 150 such projects nationwide, including numerous Texas cities such as Frisco, Anna, and Midland.

The Wayfinding Assessment will serve as Phase I of a multi-phase approach, establishing design concepts, identifying key destinations, and preparing a roadmap for future fabrication and installation. The Branding Program complements this work by developing a unified logo, tagline, and visual identity that will extend across signage, vehicles, uniforms, and communication materials.

The combined approach ensures that Liberty's new brand and physical wayfinding system are integrated from the start, achieving both efficiency and visual continuity.

**Funding Source:** Combined cost for both projects: **\$58,900** with Hotel Occupancy Tax Funds (\$50,000) and LCDC Funds (8,900).

**Staff Recommendation:** Approval

# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** October 21, 2025

**Agenda Wording:** Consider transferring \$35,000 to the Airport Fund for the city's local match for the Airport Layout Plan Project.

**Department:** Community Development

**Subject:** Liberty Municipal Airport – Airport Layout Plan

**Background:** The City of Liberty intends to make certain improvements to the Liberty Municipal Airport and the general description of the project is described as an Airport Layout Plan. The City intends to request financial assistance from the Texas Department of Transportation for these improvements and total project costs are estimated to be \$350,000 and the City will be responsible for 10% of the total project costs currently estimated to be \$35,000.

The City names the Texas Department of Transportation as its agent for the purposes of applying for, receiving and disbursing all funds for these improvements and for the administration of contracts necessary for the implementation of these improvements. This project will help with the future layout, planning and development for the airport.

This project was listed in the Fiscal Year 2025 Community Development Capital Improvement Program that was approved in the August 20, 2024, meeting. A copy of the FY2025 CDCIP is attached for review.

**Funding Source:** LCDC Fund Balance.

**Staff Recommendation:** Staff recommends the transfer of funds.

**FY2025 BUDGET: OCTOBER 1, 2024 – SEPTEMBER 30, 2025**  
**LIBERTY COMMUNITY DEVELOPMENT CORPORATION**  
**COMMUNITY DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM**

Article IV Section 5 of the Bylaws of the Liberty Community Development Corporation (LCDC) calls for the Board to develop a combined Community Development Capital Improvement Program (the “CDCIP”). The program shall be updated once a year to “ensure the plan is up to date with current community needs and is capable of meeting the City’s community development needs.”

The Bylaws further state that the Board shall conduct a public hearing prior to updating the CDCIP.

***Projects for Consideration - Airport***

*Airport Layout Plan (ALP) with Narrative [1]* *\$50,000*

This project will provide for the City’s 10% local match to be used for Updating the city’s ALP

*Runway Extension*

This project will provide for an extension of the runway at the Liberty Municipal Airport from 3,801 feet to 5,000 feet. Extending the airport to 5,000 feet will provide more opportunities for larger aircraft to utilize the airport. The funding amount represents the city’s 10% local match.

*T-Hangar Foundation and Building Construction* *\$2,200,000*

This project calls for the construction of foundations and structures for one (1) ten-unit t-hangar at the Liberty Municipal Airport. LCDC provided funding for engineering services in FY21.

*Update Airport Property Map* *\$9,000*

The City, working in collaboration with TxDOT Aviation, will update the airport’s property map.

*Wildlife Fencing – Engineering and Design [2]* *\$110,560*

This project will provide for the City’s 10% local match to be used for the engineering, design and construction of approximately 14,000 linear feet of wildlife fence.

**Projects for Consideration – Economic & Business Development**

**Est. Construction Cost**

Development of Industrial Business Park

This project will provide for the development of a 200-500 acre industrial business park within the City of Liberty. An industrial park will offer shovel-ready sites for companies looking at building and/or build-to-suit options. Industrial parks are fully served by utilities and internet and allow for the concentration of similarly situated light or heavy industrial operations that require large acreage. Land located around FM 1909 would be ideal for this project.

Development of Rail Spur

This project will provide for the purchase and/or development of a rail spur that could be used to assist industry in South Liberty County.

Economic Development Strategic Plan

\$125,000

An economic development strategic plan will help the Liberty Community Development Corporation and the City of Liberty develop goals and priorities, target specific industries and plan for future growth related to economic growth and development.

Land Acquisition

This project will allow for the strategic acquisition of land for economic development purposes.

Subdivision Construction Participation

This project will allow LCDC to financially participate in the infrastructure or utility costs of one of the many subdivisions being proposed in Liberty, TX.

**Projects for Consideration – Community Development**

Animal Shelter

\$1,500,000

This project will provide for the construction of a new animal shelter adjacent to the Liberty Police Department.

Bell Tower

\$750,000

This project will provide for the construction of a new bell tower at the Liberty Municipal Library.

Citywide Wayfinding Signage

\$250,000

This project will provide for the design, fabrication and installation of wayfinding signs for city landmarks and tourist attractions.

Downtown - Master Plan

This project will provide for the commission of a downtown master plan that city staff and LCDC can use to guide business development and marketing in the downtown area.

Highway 90 Tree Replacement Project

\$85,000

This project calls for replacing the “mini” crepe myrtles located in the Highway 90 median with “full-sized” crepe myrtles.

Liberty Square – Electrical Improvements

\$327,818

This project calls for burying all electrical lines, where feasible, in the downtown area.

Liberty Square – Sidewalk Improvements

\$2,567,009

This project calls for the rehabilitation of sixteen (16) blocks of dilapidated sidewalks in the downtown area. The project will include the installation of ADA ramps at intersections and driveways and add decorative lighting. The cost includes \$2,362,009 for construction and \$205,000 for construction management.

**Projects for Consideration – Golf Course**

Clubhouse Expansion

\$1,500,000

This project calls for the expansion of the clubhouse to include the pro shop. In order to provide a clubhouse and pro shop in one building.

Enclose Cart Barn

\$100,000

This project will provide for the demolition of the existing cart barn and replace it with a 2,400 square foot fully enclosed cart barn to protect the carts from the elements.

Full-Length Cart Paths

\$300,000

This project will provide for the continuation of the existing concrete cart paths at the golf course so that the cart paths are full-length and connected. This would provide for continuous cart paths at throughout the course.

Maintenance Area Paving

\$45,000

This project would include adding concrete around the existing maintenance area which is currently dirt and/or gravel.

Maintenance Breakroom & Storage Unit

\$100,000

This project will provide for the construction of a 960 square foot pre-fabricated Metal building to be used as a storage facility, break room and rest room for the maintenance staff at the golf course.

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- [1] Amount represents the city's 10% local match. 90/10 funding from TXDOT.
  - [2] Amount represents the city's 10% local match. 90/10 funding from TXDOT.