



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, August 19, 2025

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on August 19, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by President Michael Dorsett Jr.

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
Completed Commercial Projects
Commercial Projects under construction
Residential Projects
Liberty Ranch Subdivision
Faux Real Trade Days

#### IV. CONSENT AGENDA

All consent items listed are considered routine by the Liberty Community Development Corporation and will be enacted by one motion. There will be no separate discussion of these matters 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. June 17, 2025

#### V. REGULAR AGENDA

##### A. Regular Session

1. Consider awarding a grant to Nick Zolfaghari in the amount of \$29,845 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. Texan Landscape Group - \$59,690.00
2. Lone Star Property Works - \$59,920.00

LCDC's proposed reimbursement is based on the lowest bid received, which would be a reimbursement cost of \$29,845.

Board members had a discussion regarding the quotes received and asked for updated quotes.

A motion was made by Board Member Norwood to table this item to the September meeting for Mr. Zolfaghari to get new quotes. The motion was seconded by Vice President McCarty. The motion passed 7 to 0.

2. Consider awarding a grant to Twila LaBuff in the amount of \$14,012 related to the Utilities and Public Safety Grant Program.

Twila LaBuff owns the property located at 1001 Dr. Martin Luther King Jr. Drive. Ms. LaBuff is proposing upgrades to electrical service, upgrades to building insulation, new central HVAC unit and upgrades to fire alarms and extinguishers.

Ms. LaBuff 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. LaBuff received the following quotes:

## Electrical

1. Victor Gallegos Construction Services — \$22,500
2. Burr Electric — \$15,525

## HVAC

1. Best Solutions Cooling & Heating — \$7,800
2. A/C Barn - \$6,500

## Insulation

1. Victor Gallegos Construction Services - \$5,500
2. Phone Me 2 Foam LLC - \$7,500

Fire Safety Installation — \$500

Total Project = \$28,025

LCDC's proposed reimbursement is based on the lowest bid received, which would be a reimbursement cost of \$14,012.

A motion was made by Board Member VanDeventer to award Ms. Twila LaBuff the Utilities and Public Safety Grant in the amount of \$8,012.50 for electrical and fire safety upgrades. The motion was seconded by Board Member Norwood. The motion passed 7 to 0.

3. Consider awarding a grant to Twila LaBuff in the amount of \$17,066 related to the Business Façade Improvement Grant Program.

Twila LaBuff owns the property located at 1001 Dr. Martin Luther King Jr. Drive. Ms. LaBuff has improved the property by upgrading the siding, exterior lighting, windows, doors and awnings.

Ms. LaBuff is requesting reimbursement for façade improvements pursuant to the Business Façade Grant Program, which reimburses 50% of the cost of façade projects. Applicants are not reimbursed until after completion of the project.

Ms. LaBuff has two quotes for her project:

Materials - Specialty Steel Buildings = \$15,632  
Labor - Victor Gallegos Construction Services = \$18,500

Project total = \$ 34,132

LCDC's proposed reimbursement is based on the lowest bid received. The reimbursement would be \$17,066.

A motion was made by Board Member Runkle to award Ms. Twila LaBuff the Business Façade Grant in the amount of \$17,066. The motion was seconded by Board Member Norwood. The motion passed 7 to 0.

4. Hold a public hearing regarding the possible expenditure of funds in the Fiscal Year 2024-2025 Budget.

At 6:46 p.m., President Dorsett opened the public hearing to discuss the possible expenditure of funds in the 2024-2025 Liberty Community Development Corporation's Fiscal Year Budget. There were no public comments. At 6:47 p.m. President Dorsett closed the public hearing.

- 5. The LCDC Board of Directors to consider amending the Fiscal Year 2024-2025 Budget for mowing equipment.

There is a need for equipment to mow at the Liberty Municipal Airport and City facilities. Beautification is one of the leading factors in economic development and this equipment is needed to maintain the appealing appearance of our facilities.

Transfer to the airport: \$141,000 for tractor, bat wing and zero turn mower.  
 Transfer to the general fund: \$241,400 for the following mowing equipment:

- (2) ¾ Ton 4WD Trucks
- (2) Landscaping Trailer
- (1) Dump Trailer
- (4) Zero Turn Mowers
- (2) Push Mowers
- (4) Weed eaters
- (2) Edgers
- (2) Pole saws
- (4) Backpack Blowers

A motion was made by Board Member VanDeventer to approve amending the Fiscal Year 2024-2025 Budget for mowing equipment. The motion was seconded by Vice President McCarty. The motion passed 7 to 0.

- 6. Public Hearing on Fiscal Year 2025-2026 (FY 2026) Liberty Community Development Corporation's Proposed Budget.

At 7:06 p.m., President Dorsett opened the public hearing to discuss the Fiscal Year 2025-2026 Liberty Community Development Corporation's Proposed Budget. There were no public comments. At 7:07 p.m. President Dorsett closed the public hearing.

- 7. LCDC Board of Directors consider approval of the Fiscal Year 2025-2026 Operating Budget.

On August 19, 2025, the General Manager presented the LCDC Board of Directors with a proposed budget for Fiscal Year 2025-2026.

A motion was made by Board Member VanDeventer to approve the Fiscal Year 2025-2026 Operating Budget. The motion was seconded by Vice President McCarty. The motion passed 7 to 0.

**VI. ADJOURNMENT**

**A. Motion To: Adjourn**

With no further business to discuss, President Dorsett adjourned the meeting at 7:27 p.m.

ATTEST:

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 Michael Dorsett Jr., President

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 Betty Runkle, Board Secretary