



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, October 14, 2025

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on October 14, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:02 p.m. by Mayor John Hebert.

A.

Attendee Name	Present	Absent	Late	Arrived
Mayor John Hebert, Jr.	X			
Mayor Pro Tem Tommy Brents	X			
Council Member Ed Seymour	X			
Council Member Ross Ward		X		
Council Member Debbie Dugger	X			
Council Member Bruce Bell	X			
Council Member Nick Dennis	X			

II. INVOCATION

Invocation was given by Pastor Michael Dorsett, Jr. from Cornerstone Church, Liberty, Texas.

III. PLEDGE OF ALLEGIANCE

The Pledge to the American Flag and the pledge to the Texas Flag was led by Mayor Hebert.

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. Ms. Kate Stewart requested to speak before the Council regarding the ordinance establishing traffic restriction during designated school hours.

V. PRESENTATIONS / REPORTS

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

City Manager Bryan Kendrick reported on the following updates:

- Fiber Installation Contractors
- Water System Maintenance
- New Hires
- EMPACT Engineering Geospatial Report for Electric
- Roadway Asset Services
- Municipal Park

B. 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. Russell Crawley was asked by Mayor Hebert to speak to the Council about his induction into the AA Honorary Club for water and wastewater services.

C. Sam Rayburn Municipal Power Agency - Mayor Hebert

Mayor Hebert, Board Member of the Sam Rayburn Municipal Power Agency, talked about the meeting held in September. It was a standard business meeting, the agency budget is good, and the agency is talking about a possible reduction in the rate per KWH charged to each city. The next agency meeting is being held on Monday, October 27, 2025, in Livingston, Texas.

D. Mayor, Council and Staff Comments

Mayor Hebert thanked the library staff for holding a great 85th Celebration and the Police Department for its well-attended National Night Out.

VI. CONSENT AGENDA

All consent items listed are considered 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 makes 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 Brents to approve all items on the consent agenda and seconded by Council Member Dennis. The motion passed 6 to 0 with all present voting yes.

A. Minutes Approval

1. September 9, 2025

B. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, CANCELING THE REGULAR CITY COUNCIL MEETING SCHEDULED FOR NOVEMBER 11, 2025, DUE TO THE VETERANS DAY HOLIDAY, AND CALLING A SPECIAL MEETING FOR NOVEMBER 13, 2025; PROVIDING AN EFFECTIVE DATE.

C. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, FINDING THAT THE TRINITY VALLEY EXPOSITION PARADE SERVES A PUBLIC PURPOSE AND AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR TEMPORARY CLOSURE OF STATE RIGHT-OF-WAY.

VII. EXECUTIVE SESSION

At 6:36 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.

- A. **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

VIII. REGULAR AGENDA

At 7:37 p.m., Mayor Hebert closed the Executive Session and reconvened the open meeting.

A. Regular Session

1. **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, APPROVING A MARKETING AGREEMENT WITH UTILITY SERVICE PARTNERS PRIVATE LABEL, INC., D/B/A SERVICE LINE WARRANTIES OF AMERICA, FOR THE NATIONAL LEAGUE OF CITIES (NLC) SERVICE LINE WARRANTY PROGRAM, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT.**

Ms. Emilie Zalfini from Home Serve USA presented the NLC Service Line Warranty Program to the Council.

The National League of Cities (NLC) Service Line Warranty Program, offered by Utility Service Partners, a HomeServe Company, was conceived in partnership with the National League of Cities to educate property owners about their service line responsibilities and to help residents avoid the out-of-pocket expense for unanticipated and potentially costly service line repairs and replacements. Our program, the only one of its kind endorsed by the NLC, will help Liberty, TX to achieve its goals by:

- Providing homeowners with affordable protection against significant and unexpected costs to remedy leaking/broken/ clogged water lines, sewer lines, and in-home plumbing lines
- Ensuring the delivery of timely, high-quality repair services in adherence to all applicable codes
- Providing exemplary service that reflects positively on the utility
- The program generates an ongoing, sustainable source of revenue for partner municipalities and stimulates the local economy by using fully vetted local contractors to complete the repairs.
- The utility can elect to receive a royalty of 10% of the payments of plan fees received from customers who enroll for the duration of the program.

COVERAGE: NLC Service Line Warranty Program offers three complete and separate voluntary programs. There is never a service fee/deductible or annual or lifetime limit. Residents can cancel the warranties at any time.

Exterior Water Service Line: Includes service to locate, excavate and repair/replace a leaking exterior water service line. Covered repairs include, but are not limited to leaks, breaks, corrosion, blockages, root intrusion, and other types of damage (such as freezing) that impair or limit the intended function of the system. Includes thawing of frozen water lines. Includes restoration of ground surface features after excavation for service line repair, including filling, raking, reseeding, reinstallation of existing soft landscaping and shrubbery, and patching of paved surfaces.

Exterior Sewer Service Line: Includes services to locate, excavate and repair/replace a leaking exterior sewer service line. Covered repairs include, but are not limited to leaks, breaks, corrosion, blockages (due to fats, oils and grease), root intrusion, and other types of damage (such as from freezing) that impair or limit the intended function of the system. Includes

restoration of ground surface features after excavation for service line repair, including filling, raking, reseeding, reinstallation of existing soft landscaping and shrubbery, and patching of paved surfaces.

Internal Plumbing and Drainage: Coverage includes the emergency breakdown costs of repairing or replacing interior water, sewer, and drainage pipe materials, valves and other plumbing-related material, including unblocking, repair and replacement. Repair of clogged toilets.

Product	Monthly	Annual Limit	Coverage	Annual Calls/Per Coverage	Service Royalty for the City Call
External Line	Water\$6.99	Unlimited		Unlimited Calls \$8,500 Per Call	10%
External Line	Sewer\$7.99	Unlimited		Unlimited Calls \$8,500 Per Call	10%
In-Home Plumbing	\$20.99	Unlimited		Unlimited Calls \$3,000 Per Call	10%

IMPLEMENTATION: The NLC Service Line Program will utilize the City logo to brand the materials used to educate residents about our repair service plans. Program marketing literature clearly discloses that the Program and the utility are separate entities and that the program is voluntary for residents. The NLC Service Line Warranty Program will create all marketing materials with input from the utility and will submit all marketing/communications materials to the utility for final approval before each campaign.

No mailing/customer data is required. Residents can choose to enroll via mail, phone or web. We bill customers directly. Customers can cancel at any time. No minimum enrollments required.

The Council was not supportive of this program and this item failed due to lack of a motion.

2. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AWARDING THE BANK DEPOSITORY CONTRACT TO FIRST LIBERTY BANK.

The city received proposals from two local banks in response to our request for proposals. The banks submitting proposals were FLB and Prosperity Bank. Currently, the city has their bank depository services with FLB but has also done business with Prosperity in the past. The proposals are very similar with little difference. Staff feels either bank would provide a very good service for us. It was the recommendation of staff that City Council award the bank depository contract to First Liberty Bank for a period of 5 years. The city would have no additional cost buying new stock and would not need to change information from numerous State and Federal agencies for banking direct payments.

A motion was made by Council Member Brents to approve the resolution awarding the bank depository contract to First Liberty Bank and seconded by Council Member Seymour. The motion passed 6 to 0 with all present voting yes.

3. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, APPROVING THE PORT OF LIBERTY’S BUDGET FOR YEAR END 12/31/2025.

As part of the Port of Liberty's bylaws, the City of Liberty and the Chambers Liberty County Navigation District must approve the budget.

A motion was made by Council Member Bell to approve the resolution approving the Port of Liberty's Budget for year-end 12/31/2025 and seconded by Council Member Dennis. The motion passed 6 to 0 with all present voting yes.

4. **CONSIDERATION AND APPROVAL OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, ACCEPTING FOR FILING A PETITION REQUESTING THE CREATION OF THE HIGHLANDS PUBLIC IMPROVEMENT DISTRICT; FINDING THE PETITION TO BE COMPLIANT WITH APPLICABLE LAWS; CALLING A PUBLIC HEARING TO CONSIDER THE CREATION OF THE PUBLIC IMPROVEMENT DISTRICT; AUTHORIZING AND DIRECTING THAT NOTICE OF THE PUBLIC HEARING BE GIVEN AS REQUIRED BY LAW; PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE; AND RESOLVING OTHER MATTERS IN CONNECTION THEREWITH.**

As part of the subdivision development off of McGuire Road, the developer has petitioned to create a public improvement district to support the development of the infrastructure in the area of the new subdivision.

A motion was made by Council Member Brents to approve the resolution accepting the filing of a petition request for the creation of the Highlands Public Improvement District and calling a public hearing for November 13, 2025 and seconded by Council Member Dugger. The motion passed 6 to 0 with all present voting yes.

5. **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, APPROVING AN AGREEMENT WITH MERJE DESIGN FOR A WAYFINDING ASSESSMENT AND A CITY BRANDING PROGRAM.**

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.

A motion was made by Council Member Bell to approve the resolution approving an agreement with MERJE Design for a wayfinding assessment and a city branding program and seconded by Council Member Seymour. The motion passed 5 to 1 with Council Members Bell, Dennis, Dugger, Hebert and Seymour voting yes, with Council Member Brents voting no.

6. **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, ACCEPTING THE 2026 TXDOT AIRPORT LAYOUT PLAN GRANT AGREEMENT.**a) DESIGNATION OF SPONSOR'S CONSULTANT SELECTION COMMITTEE**

This resolution is required to document the governing body's support and acceptance of this project. To meet state requirements, this resolution must provide at a minimum the governing body's agreement to make improvements to the airport in general description form, provide 10% of the total project costs and acknowledge TxDOT as agent for administration of federal and state funds for projects.

A motion was made by Council Member Dugger to approve the resolution accepting the 2026 TxDOT Airport Layout Plan Grant Agreement and allowing the City Manager to appoint members to the consultant selection committee and seconded by Council Member Seymour. The motion passed 6 to 0 with all present voting yes.

7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A SERVICE AGREEMENT WITH TYLER TECHNOLOGIES FOR VARIOUS SOFTWARE MODULES.

The City currently uses Tyler Technologies software for Financial Management (Core Financials, Fixed Assets, Misc. Accounts Receivable; Purchasing, Secure Signatures, Payroll/Personnel); Customer Relations Management (Central Cash Collections, Utility CIS System, Utility Meter Data Sync. Scheduler, Call Center, Building Projects, Utility Handheld Meter Interface) and Municipal Court. The version currently in use by the city is being phased out and will no longer be available for updating on City servers. The city would like to upgrade to Version 10 and maintain the software on City servers.

A motion was made by Council Member Dugger to approve the resolution authorizing the City Manager to execute a service agreement with Tyler technologies for various software modules and seconded by Council Member Bell. The motion passed 6 to 0 with all present voting yes.

8. 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, DESIGNATING A REPRESENTATIVE AND ALTERNATE TO THE HOUSTON-GALVESTON AREA COUNCIL 2026 GENERAL ASSEMBLY.

The H-GAC General Assembly consists of delegates from all member governmental entities of the Council. All members of the General Assembly are elected officials of the Commissioner's Court, City Council, or Independent School District Board of Trustees which they represent. Each H-GAC member city, under 25,000 in population, is allowed one delegate and one alternate to the General Assembly. Mayor John Hebert and then Council Member Libby Simonson were appointed to serve as the City's delegate and alternate, respectively, to the 2025 General Assembly. H-GAC is requesting the City to appoint a delegate and alternate for the 2026 General Assembly.

A motion was made by Council Member Brents to approve the resolution designating Mayor Hebert as representative and Council Member Seymour as alternate to the Houston Galveston Area Council 2026 General Assembly and seconded by Council Member Dennis. The motion passed 6 to 0 with all present voting yes.

9. AN ORDINANCE OF THE CITY OF LIBERTY, TEXAS CREATING ARTICLE 13.10 ADOPTING NEW REGULATIONS REGARDING "RIGHT-OF-WAY USE AND CONSTRUCTION" ESTABLISHING REGULATIONS FOR USE OF CITY RIGHTS OF WAY; PROVIDING A PENALTY FOR A VIOLATION OF THE ORDINANCE IN AN

AMOUNT NOT TO EXCEED \$2000 PER VIOLATION; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

It is the duty of the City Council to adopt regulations that protect the structural integrity of City streets, roads, and rights-of-way and to safeguard the value of public investment. It has been determined that the adoption of this right of way construction ordinance will comply with and promote the regulations in the Texas Local Government Code pertaining to Certified Telecommunications providers as well as the Texas Utilities Code.

A motion was made by Council Member Brents to adopt the Ordinance creating new regulations regarding right of way use and construction and seconded by Council Member Dennis. The motion passed 6 to 0 with all present voting yes.

10. AN ORDINANCE OF THE CITY OF LIBERTY, TEXAS, ESTABLISHING TURNING MOVEMENT RESTRICTIONS ON BOWIE STREET AND MONTA STREET DURING DESIGNATED SCHOOL HOURS; AUTHORIZING INSTALLATION OF TRAFFIC CONTROL SIGNS; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

Liberty ISD requested that no-turn signs be installed to help with the flow of traffic during school drop-off and pick-up hours.

A motion was made by Council Member Dennis to adopt the Ordinance establishing turning movement restrictions during designated school hours and seconded by Council Member Dugger. The motion passed 6 to 0 with all present voting yes.

11. Consider approving a variance request for the property at 2802 Beaumont Ave.

Per the City's Code of Ordinance Section 3.08.032(b), the placement of HUD-code manufactured homes shall only be allowed after January 28, 2020, in the areas denoted by the map attached. Any new or replacement HUD-code manufactured home located in the non-restricted area of the city must be no more than ten (10) model years of age older than the current model year, must be at least as large in living space as the prior manufactured home (if replacing an old manufactured home), and must satisfy the HUD-code requirements.

Ms. Julie Jolley is requesting a variance for the property located at 2802 Beaumont, which is just outside the area allowed for manufactured homes.

The planning and zoning commission voted 6 to 0 to deny the variance request in their October 8, 2025, meeting.

A motion was made by Council Member Bell to deny the variance request for the property at 2802 Beaumont Ave and seconded by Council Member Dennis. The motion passed 6 to 0 with all present voting yes.

B. Executive Session

At 8:46 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.
 - Airport Advisory Board Appointments
- 4. **Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.**
Discussion regarding economic development negotiations.

C. Reconvene into Regular Session

At 10:48 p.m., Mayor Hebert closed the Executive Session and reconvened the open meeting.

1. Consider and take possible action on legal matters discussed in the executive session. No action was taken.

2. Consider and take possible action on real estate matters discussed in the executive session.

A motion was made by Council Member Bell to give WCID#5 access to the back of the Service Center Property for drainage and seconded by Council Member Brents. The motion passed 6 to 0 with all present voting yes.

3. Consider and take possible action on personnel matters discussed in the executive session.

- Airport Advisory Board Appointments

A motion was made by Council Member Bell to appoint Council Member Seymour to the Airport Advisory Board and seconded by Council Member Brents. The motion passed 6 to 0 with all present voting yes.

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

No action was taken.

12. Discussion and possible action on Liberty Center Kitchen Renovations

Council took a tour of the liberty Center Kitchen to discuss renovations and what needs to be done. The council advised the City Manager to get quotes for the necessary renovations.

IX. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, Mayor Hebert adjourned the meeting at 10:58 p.m.

ATTEST:

John Hebert, Jr., Mayor

April Gilliland, City Secretary