The City of Liberty

Liberty Community Development Corporation

Meeting

~ Agenda ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, July 21, 2026	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

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
President Kathrine McCarty				
Vice President Mark Campbell				
Secretary Margaret Gardzina				
Barbara Norwood				
Jay Shivers				
Dan VanDeventer				
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. Staff Update

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. June 16, 2026

V. REGULAR AGENDA

A. Regular Session

1. Consideration of expenditures funding repairs to Crockett St.

2. Presentation and consideration of funding for Lights in Liberty.

VI. 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 15th day of July 2026. This notice will remain posted continuously for at least three (3) business days preceding the scheduled day 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: July 21, 2026

Agenda Wording: Staff Update

Department: Community Development

Subject: Staff Update

Background: This agenda item affords staff 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.

Funding Source:

Staff Recommendation:

The City of Liberty

Liberty Community Development Corporation

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

April Gilliland
City Secretary
936-336-3684

Meeting

~ Minutes ~

Tuesday, June 16, 2026 | **6:00 PM** | **City Council Chambers**

I. CALL TO ORDER

This meeting was called to order on June 16, 2026 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:01 p.m. by Vice-President Kathrine McCarty.

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
Mark Campbell	X			
Margaret Gardzina	X			
Kathrine McCarty	X			
Barbara Norwood	X			
Jay Shivers	X			
Dan VanDeventer	X			
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 McCarty 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. 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.

Board Member Norwood moved to approve all items on the consent agenda, and Board Member Campbell seconded the motion. The motion passed unanimously, 7 to 0, with all members present voting in favor.

A. Minutes Approval

1. May 19, 2026

IV. REGULAR AGENDA

A. Regular Session

1. Consider the appointment of a President for the Liberty Community Development Corporation (LCDC).

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."

Board Member Campbell moved to appoint Board Member Kathrine McCarty as President, and Board Member VanDeventer seconded the motion. The motion passed unanimously, 7 to 0, with all members present voting in favor.

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

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."

Board Member VanDeventer moved to appoint Board Member Mark Campbell as Vice President, and Board Member McCarty seconded the motion. The motion passed unanimously, 7 to 0, with all members present voting in favor.

3. Consider the appointment of a Secretary for the Liberty Community Development Corporation (LCDC).

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."

Board Member Norwood moved to appoint Board Member Margaret Gardzina as Secretary, and Board Member McCarty seconded the motion. The motion passed unanimously, 7 to 0, with all members present voting in favor.

4. Consideration of participation in the "Lights, Camera, Action!: Building Film-Ready Communities Across the Region" Conference from HGAC.

Registration is now open for the **"Lights, Camera, Action! Building Film-Ready Communities Across the Region"** film-focused conference. For the first time, the Houston-Galveston Area Council (H-GAC) is hosting a dynamic, three-day film conference. Whether your community is interested in attracting film productions or becoming Film Friendly Texas (FFTX) certified, this conference will give you the tools, insights, and connections to get started.

Register NOW: Lights, Camera, Action! | Houston-Galveston Area Council (H-GAC)

- Early Bird: $200 (ends July 1)
- Regular: $250

Why You Should Attend:

- Learn how your community can attract film projects and boost economic development.
- Discover how to become a Film Friendly Texas Certified Community and showcase your city's unique qualities.

- Hear from industry experts and peers on budgeting, planning, and coordinating film projects.
- Network with other community leaders and film professionals in a beautiful Gulf Coast setting.

Conference Overview:

- Wednesday, July 22: Afternoon session on permitting protocols followed by a gala reception and a short film screening.
- Thursday, July 23: Morning and afternoon sessions on discovering your region's unique qualities, hosting film crews, creative local incentives, and independent content creation.
- Friday, July 24: Morning sessions, including an overview of Texas Film Commission programs and part one of the FFTX certification workshop.

Council Member Betty Runkle will be attending as representative for the City Council and Margaret Gardzina will be representing LCDC.

5. Consider approving a General Economic Development Grant Program Application for Beausoleil Property Investments, Inc at 2704 North Main Street.

Beausoleil Property Investments, Inc. is applying for participation in the grant program to install a fence around the property located at 2704 North Main Street. The applicant obtained two quotes for the proposed project:

1. Great Fence and Deck – $43,332.00
2. Bay Area Fence & Gates, LLC – $45,789.00

If approved, LCDC would reimburse up to 50% of the project cost in the amount of $21,667 (based on the lowest quote).

Board Member Norwood moved to approve a General Economic Development Grant Program Application for Beausoleil Property Investments, Inc a 2704 North Main Street in the amount of $21,667. Board Member Gardzina seconded the motion. The motion passed unanimously, 7 to 0, with all members present voting in favor.

V. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President McCarty adjourned the meeting at 6:34 p.m.

____
Kathrine McCarty, President

ATTEST:

____
Margaret Gardzina, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Meeting Date: July 21, 2026

Agenda Wording: Consideration of expenditures funding repairs to Crockett St.

Department: Administration

Subject: Street Repairs

Background: Public Works received a quote from AAA Asphalt Paving Inc. for a full depth reclaim of Crockett Street (between 90 and the dead end south of 90) that can be done overnight to accommodate local businesses.

Funding Source:

Staff Recommendation:

AAA
Asphalt Paving Inc.
19155 Circle Lake Dr, Pinehurst, TX 77362
Office: (713) 896-7373 Fax: (281) 259-8618

This quotation is prepared for: City of Liberty

PROJECT NAME: Crocket St Reclaim and Overlay
PROJECT DESCRIPTION: Asphalt Roadway Repairs
LOCATION: Crocket St, Liberty, TX
ATTN: James Redding
CONTACT: 936-776-2129**,** jredding@cityofliberty.org

PREPARED BY: Daniel Dinger
AAA BID NO. 0115
DATE: 07/10/2026

QUOTATION OF SERVICES

ITEMS	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
1	Mobilization of Men and Equipment	1.00	EA	$ 5,500.00	**$ 5,500.00**
2	Prep Right of Way	2.00	STA	$ 300.00	**$ 600.00**
3	Reclaim Existing Asphalt Surface and Base, 6-8" Depth	600.00	SY	$ 40.00	**$ 24,000.00**
4	Cement Slurry for Reclaiming (50 lbs/SY)	20.00	TON	$ 375.00	**$ 7,500.00**
5	Overlay with 2" HMAC Type D, inc. Prime Coat	600.00	SY	$ 46.50	**$ 27,900.00**
6	Traffic Control	1.00	LS	$ 1,500.00	**$ 1,500.00**

PROJECT SUBTOTAL	**$ 67,000.00**
PROJECT IS TAX EXEMPT, GC TO PROVIDE CERT	
GRAND TOTAL	**$ 67,000.00**

Excludes: Striping, bonds, fees, testing, permits & anything not specifically stated above.

PAYMENT IS DUE 10 DAYS AFTER INVOICE DATE

AAA SHALL RETAIN THE RIGHT TO REMOVE ANY MATERIALS OR FILE LIEN FOR WHICH PAYMENT IS AT LEAST THIRTY (30) DAYS PAST DUE. PAST DUE ACCOUNTS SHALL INCUR A TWO PERCENT (2%) PER MONTH INTEREST CHARGE ON THE OUTSTANDING BALANCE.

THIS BID IS VALID FOR THIRTY (30) DAYS

ADDITIONAL TERMS OF THIS PROPOSAL / AGREEMENT

ALL WORK PERFORMED BY AAA IS GUARANTEED FOR ONE (1) YEAR FROM THE DATE OF COMPLETION. EXCLUDED IN THIS GUARANTEE ARE ANY DEFECTS IN THE ASPHALT CAUSED BY BASE FAILURES. BASE FAILURES INCLUDE AREAS OF WATER “PONDING”, WHEN THE BASE IS EXISTING OR INSTALLED BY OTHERS, THE SUB-GRADE HAS BEEN PREPARED BY OTHERS, OR WHEN OVERLAID ASPHALT IS TIED INTO PREEXISTING CONDITIONS.

AAA WILL COORDINATE WITH PROPERTY OWNER OR MANAGEMENT TO MINIMIZE ANY INCONVENIENCE TO ALL PARTIES. OWNER/MANAGEMENT IS RESPONSIBLE FOR RELOCATION, REMOVAL OR REROUTING OF ALL VEHICLES PRIOR TO START UP OF CONSTRUCTION. ANY TOWING WILL BE AT OWNER/MANAGEMENT REQUEST AND OWNER/MANAGEMENT OR VEHICLE OWNER EXPENSE.

AAA WILL NOT BE RESPONSIBLE FOR ANY DAMAGES, E.G.: GRAFFITI, HAND OR FOOT PRINTS, TIRE MARKINGS, ETC., TO FRESHLY FINISHED CONCRETE, ASPHALT OR SEALANT.

AAA WILL NOT BE RESPONSIBLE FOR UNDERGROUND UTILITY SERVICE, UNLESS “LOCATED AND MARKED” BY OWNER OR CONTRACTED TO DO SO PRIOR TO CONSTRUCTION COMMENCEMENT, INCLUDING BUT NOT LIMITED TO SECURITY GATE LOOPS AND UNDERGROUND WIRING, TELEPHONE, CABLE, ELECTRICAL, GAS, SPRINKLER SYSTEMS, ETC.

• ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. BID IS BASED UPON BEST QUOTE FROM SUPPLIERS AND IS CONTINGENT UPON AVAILABILITY FROM THAT PARTICULAR SUPPLIER. INDUSTRY SHORTAGES OR MAJOR CONSTRUCTION COMPONENTS MAY RESULT IN RENEGOTIATION OF PROPOSAL/AGREEMENT.

• ALL WORK PERFORMED BY AAA IS TO BE COMPLETED IN A TIMELY MANNER.

• ANY ALTERATION OR DEVIATION FROM THE INCLUDED SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE PERFORMED ONLY ON EXECUTED, WRITTEN ORDERS, AND WILL BE CHARGED OVER AND ABOVE THE ORIGINAL BID ESTIMATE/ORDER.

• AAA IS INSURED FOR $2,000,000 GENERAL LIABILITY, $1,000,000 AUTO, UMBRELLA AND WORKER’S COMPENSATION WITH AN “A” RATED CARRIER AND WILL PROVIDE CERTIFICATE OF INSURANCE UPON REQUEST.

We thank you for the opportunity to bid your request and look forward to doing business with you! Should you have any questions regarding this proposal/agreement, please call the bid Estimator.

Respectfully Submitted,
AAA Asphalt Paving, Inc.

____
Estimator

____
Date

ACCEPTED:

____
Authorized Signature for Customer Name

____
Typed / Printed Name & Title

____
Date

SIGNED CONTRACTURAL PROPOSAL/AGREEMENT MUST BE RETURNED
PRIOR TO STARTUP OF PROPOSED AND ACCEPTED SCOPE OF WORK

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Meeting Date: July 21, 2026

Agenda Wording: Presentation and consideration of funding for Lights in Liberty.

Department: Administration

Subject: Lights in Liberty

Background: Lights in Liberty would like to share:
**Success of 2025 Lights in Liberty,
**Confirmed plans for 2026
**"In the Works" projects 2026
**Estimated budget for 2026
**Financial request to LCDC

Funding Source:

Staff Recommendation: