



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, October 19, 2021

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 Dennis Beasley				
	Vice-President Barbara Norwood				
	Secretary Kathrine McCarty				
	Board Member Mark Campbell				
	Board Member Dan VanDeventer				
	Board Member Julie Hebert				
	Board Member Michael Dorsett Jr.				

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

Citizen Forum is reserved for members of the public who would like to address the LCDC 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 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 LCDC Board of Directors 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

B. Finance Report

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the LCDC 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. 08.17.2021 Minutes

V. REGULAR AGENDA

A. Regular Session

1. Consider awarding a Business Façade Improvement Grant to the Liberty County Chamber of Commerce in the amount of \$6,365.10.
2. Consider awarding a Business Façade Improvement Grant to SwampSmoke, LLC in the amount of \$11,742.50.
3. Consider approving an agreement with Whiteley Oliver for engineering services at the Liberty Municipal Golf Course in the amount of \$24,000.

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 October, 2021 at 5:00 p.m. This notice will remain so 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

City Council Agenda Item Form

Council Meeting Date: October 19, 2021

Agenda Wording: General Manager's Report

Department: Administration

Subject: General Manager's Report

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

Funding Source: N/A

Staff Recommendation: N/A

To: Liberty Community Development Corporation Board of Directors

From: Tom Warner, General Manager

Date: October 19, 2021

Re: General Manager's Report

1. The Fiscal Year 2022 Budget for LCDC included \$88,000 for the downtown facade grant program. Two grants totaling \$18,107.60 are included for the Board's approval during the October 19th meeting. The LCDC Board approved facade grants in Fiscal Years 2020 and 2021 totaling \$47,375.00 and \$54,463.25, respectively.
2. Recently completed projects include:
 - County Court at Law #2 – Interior Remodel (1923 Sam Houston)
 - Dream Furniture #2 (2212 N. Main) – *Conditionally*
 - El Tiempo (1829 Hwy 90) – Restaurant Interior Remodel
3. Projects currently under construction include:
 - Sleep Inn Hotel – New Building (1023 N. Main)
 - Fuel Maxx – New Build (1025 N. Main)
 - 7-Eleven – New Build (2000 US 90)
 - Firm Foundations Healthcare – New Build (2708 Jefferson Drive)
 - Sheriff's Office and Precinct 3 Annex - New Build (5000 Highway 146)
 - Lakeland Apartments – Interior Remodel (2704 N. Main)
 - Shelly Knapp, CPA – Interior Remodel (1809 Grand)
 - Marco's Pizza – Buildout (2139 Highway 146, Suite 100)
 - Family Dollar – Freezer/Cooler Installation (1017 N. Main)
 - Divine Integrity – Buildout (1211 N. Main)
 - Tractor Supply – Interior Remodel (2337 N. Main)
 - John Deere – Window/Façade Replacement (2210 Highway 90 E)
 - NSC (317 Industrial) – Commercial Addition
4. Future projects include:
 - Swamp Smoke BBQ (2200 MLK) – *Plans are currently under review*
 - Maxx Self-Storage (1021 N Main) – *Plans are currently under review*
5. The Liberty Municipal Golf Course officially closed on April 5th for renovations. Substantial completion of the project was originally expected by September 30th with the reopening occurring in late November or early December. Due to weather delays, the reopening of the golf course is tentatively scheduled for early January 2022. Additionally, City Council approved a lease agreement with Mr. Scott Neal to operate a restaurant at the clubhouse. Mr. Neal anticipates opening the restaurant during the second week of November.

6. On May 11th, the Liberty City Council authorized the City Manager to submit a grant application to the Texas Department of Transportation 2021 Transportation Alternatives Set-Aside Program (LCDC provided funding for the engineering services in the Fiscal Year 2021 Budget). The program provides grant funds that can be used to pay for sidewalk improvements. If awarded, staff expects to use the grant funds to fund construction of the downtown brick sidewalk project. The deadline to submit the application was June 14. A list of conditionally approved projects will be posted by TxDOT in October 2021.
7. On April 20th, LCDC approved an agreement with Strand Associates for engineering services related to the development of two (2) 10-unit T-hangars at Liberty Municipal Airport. City Council ratified the expenditure on May 11th. The contract with Strand Associates has been signed and the 90% submittals are expected to be complete on or before December 1, 2021.

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: October 19, 2021

Agenda Wording: Finance Report

Department: Finance

Subject: Finance Report

Background: This agenda item affords the Assistant City Manager / CFO an opportunity to report on the financial activities and position of the Liberty Community Development Corporation, to include revenues, liabilities, assets, and other financial information.

Funding Source: n/a

Staff Recommendation: n/a



The City of Liberty

Liberty Community Development Corporation

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

Meeting

~ Minutes ~

April Gilliland
City Secretary
936-336-3684

Tuesday, August 17, 2021

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

The meeting was called to order on August 17, 2021 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 6:03 PM by Secretary Kathrine McCarty.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Remote	
Barbara Norwood	Vice-President	Absent	
Mark Campbell	Board Member	Present	
Kathrine McCarty	Secretary	Present	
Dan VanDeventer	Board Member	Absent	
Julie Hebert	Board Member	Absent	
Michael Dorsett Jr	Board Member	Present	
Tom Warner	City Manager	Present	
Naomi Herrington	Assistant City Manager / CFO	Present	
Chris Jarmon	Assistant City Manager	Present	
Brandon Davis	City Attorney	Present	
April Gilliland	City Secretary	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

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Secretary McCarty welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Board. There were no comments.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 5182)

General Manager's Report - T. Warner- Projects and Activities - Business Facade Grant, Completed Projects, Construction Projects, Upcoming Projects, Golf Course Renovations, Downtown Sidewalk Project, and Airport.

COMMENTS - Current Meeting:

General Manager Tom Warner reviewed the various City Projects as listed:

- Downtown Façade Grant Program
- Completed Construction Projects
- Projects under Construction
- Upcoming Projects

ATTACHMENTS:

- LCDC General Manager's Report August 17 2021 (DOCX)

B. LCDC Information Item (ID # 5183)

Finance Report - Asst. City Mgr./CFO - N. Herrington

COMMENTS - Current Meeting:

Assistant City Manager/CFO Naomi Herrington reported on the Corporation financials through June 2021. Ms. Herrington concluded by stating that cash on hand is \$2.7 million.

ATTACHMENTS:

- LCDC JUNE FINANCIAL SHEET (PDF)
- LCDC JUNE BALANCE SHEET (PDF)

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the LCDC 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.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Dorsett Jr, Board Member
SECONDER:	Mark Campbell, Board Member
AYES:	Dennis Beasley, Mark Campbell, Kathrine McCarty, Michael Dorsett Jr
ABSENT:	Barbara Norwood, Dan VanDeventer, Julie Hebert

A. Minutes Approval

1. Tuesday, July 20, 2021

V. REGULAR AGENDA**A. Regular Session****1. LCDC Corporation Action 2021-10**

Consider approving changes to the Business Façade Grant Program.

COMMENTS - Current Meeting:

On July 20, 2021, LCDC discussed changes to the business façade improvement grant program. During that meeting there was consensus to make the program city-wide, leave the max grant at \$20,000 per fiscal year and have the program operate on a first-come, first-served basis.

The proposed changes to the grant program will make the program available on a citywide basis to all commercial businesses.

Motion was made to accept the changes to the business façade improvement grant program making the program available to all commercial businesses citywide.

ATTACHMENTS:

- EXHIBIT A - Façade Improvement Grant - Revised Program Guidelines (DOCX)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mark Campbell, Board Member
SECONDER:	Dennis Beasley, President
AYES:	Dennis Beasley, Mark Campbell, Kathrine McCarty, Michael Dorsett Jr
ABSENT:	Barbara Norwood, Dan VanDeventer, Julie Hebert

2. LCDC Public Hearing (ID # 5178)

Public Hearing on the potential expenditure of funds for various projects included in the Liberty Community Development Corporation Proposed FY 2021-2022 Budget and in the Community Development Capital Improvement Program (CDCIP).

COMMENTS - Current Meeting:

At 6:14 p.m., Secretary McCarty opened the Public Hearing on the proposed expenditure of funds for various projects. General Manager Tom Warner stated that his comments regarding these projects would be made in the following two agenda items. There were no other comments.

Secretary McCarty closed the Public Hearing at 6:15 p.m.

3. LCDC Corporation Action 2021-11

Consider approval of the Liberty Community Development Budget for Fiscal Year 2021-2022.

COMMENTS - Current Meeting:

General Manager Tom Warner reported on the financial position of the Corporation, including the FY22 proposed budget revenues and expenditures. Mr. Warner explained that the new budget proposes to use funds in the amount of \$290,385 from the fund balance.

Staff is recommending one change to the budget that was presented on July 20, 2021.

Proposed Budget 07-20-21:

- \$100,000 = Façade Grant
- \$500 = Miscellaneous

Proposed Budget 08-13-21:

- \$88,000 = Façade Grant
- \$12,500 = Miscellaneous

The transfer of \$12,000 from the façade grant to miscellaneous is necessary to fund an update to the city's 2012 hotel market study. The updated hotel study will be used to assist in the recruitment of an additional interior corridor hotel.

Following discussion, a motion was made to adopt the proposed Liberty Community Development Corporation FY22 Budget.

ATTACHMENTS:

- EXHIBIT A - LCDC FY22 Budget (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Dorsett Jr, Board Member
SECONDER:	Mark Campbell, Board Member
AYES:	Dennis Beasley, Mark Campbell, Kathrine McCarty, Michael Dorsett Jr
ABSENT:	Barbara Norwood, Dan VanDeventer, Julie Hebert

4. LCDC Corporation Action 2021-12

Consider approval of the Liberty Community Development Corporation Fiscal Year 2021-2022 Community Development Capital Improvement Program (CDCIP).

COMMENTS - Current Meeting:

General Manager Tom Warner stated that the Corporation Bylaws require that the Board of Directors "review and update the CDCIP 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."

Mr. Warner reviewed the Community Development Capital Improvement Program document with the Board. Following a brief discussion, a motion was made to approve the CDCIP, as presented.

ATTACHMENTS:

- EXHIBIT A - FY22 LCDC CDCIP (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mark Campbell, Board Member
SECONDER:	Michael Dorsett Jr, Board Member
AYES:	Dennis Beasley, Mark Campbell, Kathrine McCarty, Michael Dorsett Jr
ABSENT:	Barbara Norwood, Dan VanDeventer, Julie Hebert

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

With no further business to discuss, Secretary McCarty adjourned the meeting at 6:25 p.m.

Kathrine McCarty, Board Secretary

ATTEST:

April Gilliland, City Secretary

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: October 19, 2021

Agenda Wording: Consider awarding a Business Façade Improvement Grant to the Liberty County Chamber of Commerce in the amount of \$6,365.10.

Department: Community Development

Subject: LCDC Business Façade Improvement Grant Program

Background: The Liberty County Chamber of Commerce owns the building that is located at 1801 Trinity Street. The Chamber, through its President Jennifer Chavira, is requesting reimbursement for façade improvements pursuant to the Business Façade Grant Program. The proposed project includes the installation of a new awning on the building.

The Chamber has received two bids for their proposed project:

- 1 – Brush Masters (\$12,730.20)
- 2 – Mako Roofing (\$15,782.00)

The Chamber's application is attached for your review. LCDC's 50% reimbursement is based on the lowest bid for each project.

Funding Source: LCDC Operating Budget

Staff Recommendation: Staff recommends approval of a Business Façade Improvement Grant to Liberty County Chamber of Commerce in the amount of \$6,365.10.

Downtown Liberty Façade Improvement Grant Program Application

Applicant Name: JENNIFER CHAVIRA
LIBERTY - DAYTON CHAMBER OF COMMERCE

Business Name: LIBERTY DAYTON CHAMBER OF COMMERCE

Business Address: 1801 TRINITY ST LIBERTY, TX 77575

Business Phone: 936-336-5736 Business Email: CHAMBER@1MSDAY.COM
713-992-6209-Cell

Type of Working Being Completed (check all that apply):

☐ Façade Improvements (painting, brick repair, etc.)

☐ Landscaping

☐ Exterior Lighting

☐ Windows

☐ Doors

☐ Signage

☒ Awnings or Canopies

☐ Parking Lot

☐ Driveway

☐ Professional Services (architectural, etc.)

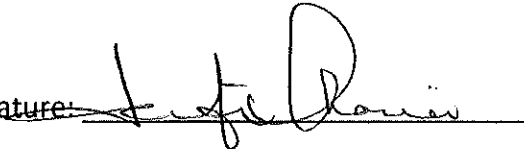
Total Estimated Cost of Proposed Improvements: \$ 12,730.20

Estimated Start Date: ASAP

Estimated Completion Date: With-in Two weeks of start date

Please include the following documentation with your application:

1. A narrative description of the project
2. Current photos of the building exterior
3. At least two (2) quotes or bids received from contractors or vendors
4. Approval from property owner to participate in the program (if required)

Applicant Signature:  Date: 9/15/201

Note: LCDC will only reimburse 50% of the total estimated project cost, up to an amount not to exceed \$20,000.

RETURN COMPLETED APPLICATION HERE:

Liberty Community Development Corporation
ATTN: Chris Jarmon, Assistant City Manager
1829 Sam Houston
Liberty, Texas 77575



September 9, 2021

To the LCDC board,

Thank you for taking the time to review our request. Liberty Dayton Area Chamber of Commerce, now named Liberty County Chamber of Commerce, is located at 1801 Trinity St Liberty, Texas 77575 in the heart of downtown Liberty. The building has been in existence for a very long time, with minimal upkeep and or renovations. The Chamber is now ready to make a change and is seeking your financial assistance in getting this done. The Awning over the building is in bad shape and needs a complete replacement. There is black and white mold growing visibly from the street on the Awning. For many years, the wear and tear will not allow us to clean the fabric due to fragility – the quotes I have had on the building I have provided in this request. The Chamber is seeking assistance due to the financial state of the Chamber at this current time. We have new staff in place as well as a new name, colors, and logo. The Liberty County Chamber of Commerce is ready to make a comeback and having a fresh look at our building is necessary; however, we cannot do it alone. We need help from you and the community to make this come back a success. Thank you for hearing our request for financial assistance for the upkeep and renovations outside our building.

Respectfully,

Jennifer Chavira
President
Liberty County Chamber of Commerce
936.336.5736
713.992.6209
chamber@imsday.com









Wednesday, September 8, 2021

Name: Jennifer Chavira
 Company: Liberty Dayton C.O.C.
 Work:
 Fax:
 Email:

Estimated Project Date:
 Product:
 Job Location:
 Quote Valid for: 30 days
 Sales Rep: **Mike Rumsey**

We are pleased to offer the following quotation for your upcoming project. BrushMasters values your business and is committed to supplying our customers with the very best service.

Scope of Work:				Total
Remove and replace awning at C.O.C. in Liberty				
Replace with new metal frame and black tin on top				
Estimated total pre tax				\$ 12,730.20
Estimated total with tax				\$ 12,730.20

If you have any questions please contact me. Thank you again for the opportunity to provide you with a quote.

Thank you,
Mike Rumsey

BrushMasters II LTD.
 Phone: (409)728-0650

AWNING PROPOSAL

APR 19, 2021



LIBERTY CHAMBER OF COMMERCE

1801 Trinity St
Liberty, TX
77575



We can help you with

Repairs, Replacements & Maintenance
Commercial & Residential

makoroofing@yahoo.com
281-300-1179

INTRODUCTION

Mr Camble,

Thank you for the opportunity to quote on the roof & awning replacement on the building.

The following estimate is for:

1. Remove and disposal of old awning materials haul off debris
2. Fabricate new awning frame
3. Install to exterior wall
4. Supply and install new standing seam roofing panels
5. Fabricate and install nessary flashings for customer project
6. Supply all screws ,rivits, mastic, & caulking for project
7. Clean up of entire work area (all nails and other material debris)
8. Install gutters & downspouts
9. Superintendent & Project Mgr safety certified
10. We are Licensed / Certified, Mako Roofing carries Gen Liablity & Workmans Comp Ins
11. Inspection of all work completed by PM & Project Owner's
12. 5-Year Workmanship Warranty on complete projects

If you have any questions, please give me a call. We always want to provide thebest value to our clients. If we are outside your budget, please let me know and we will do our best to workwithin that.

Thank You,

Rocky Lerma
rocky@makoroofs.com
281-300-1179

AWNING QUOTE DETAILS

Awning Replacement

Description

- Remove current canvas and frame awning from from building structure
- Prefabricated square tube frame awning to be installed on exterior CMU building
- Fabricate roof to wall flashings & closures for metal roof installation
- Fabricate & Install Standing Seam Insta-Lok metal roof panels for awning
- Remove & haul off debris from job site
- Install 6" gutters and downspouts to awning

Quote subtotal	\$15,782.00
Total	\$15,782.00

Payment Draw Schedule As Follows:

- 1st payment of \$8,000.00 due at contract acceptance
- 2nd payment of \$5,000.00 due at installation
- 3rd finial payment of \$2,782.00

AUTHORIZATION

Awning Quote Details

\$15,782.00

Name: Liberty Chamber Of Commerce
Address: 1801 Trinity St, Liberty, TX

Estimates valid for 30 days from date of estimate / A 40% deposit is required before project begins or as stated in contract.

Customer Comments / Notes

My Product Selections

Awning Frame Color

Black

Metal Color

Dark Bronze

Gutters Color

Dark Bronze

Liberty Chamber Of
Commerce:

Date:

By signing this form I agree to and confirm the following: I certify that I am the registered owner of the above project property, or have the legal permission to authorize the work as stated. I agree to pay the total project price and understand that this work will be completed in accordance with industry best standards & practices.

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: October 19, 2021

Agenda Wording: Consider awarding a Business Façade Improvement Grant to SwampSmoke, LLC in the amount of \$11,742.50.

Department: Community Development

Subject: LCDC Business Façade Improvement Grant Program

Background: SwampSmoke, LLC owns the two buildings that are located at 2208 MLK. SwampSmoke, through its owner Chad Finch, is requesting reimbursement for façade improvements pursuant to the Business Façade Grant Program. The proposed project includes painting, landscaping, exterior lighting, windows, doors, signage and parking lot improvements.

SwampSmoke has received three bids for their proposed project:

- 1 – Jim Lindsey Contracting (\$40,675)
- 2 – Bigg Redd Builders (\$39,925)
- 3 – Kemp Remodeling (\$33,905)

SwampSmoke's application is attached for your review. LCDC's 50% reimbursement is based on the lowest bid for each project. This grant request excludes the cost to re-roof the buildings because roof repairs are not allowable expenses under the façade program.

Funding Source: LCDC Operating Budget

Staff Recommendation: Staff recommends approval of a Business Façade Improvement Grant to SwampSmoke, LLC in the amount of \$11,742.50.

Commercial Business Façade Improvement Grant Program Application

Applicant Name: ____SwampSmoke LLC

Chad Finch_____

Business Name: ____SwampSmoke LLC

DBA Liberty House_____

Business Address: ____2208 Dr MLK Liberty

Tx_____

Business Phone: ____3616885214_____ Business Email:

____swampsmokebbq@gmail.com_____

Type of Working Being Completed (check all that apply):

___x___ Façade Improvements (painting, brick repair, etc.)

___x___ Landscaping

___x___ Exterior Lighting

___x___ Windows

___x___ Doors

___x___ Signage

_____ Awnings or Canopies

___x___ Parking Lot

_____ Driveway

_____ Professional Services (architectural, etc.)

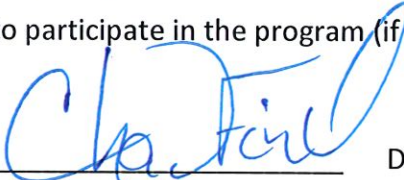
Total Estimated Cost of Proposed Improvements: \$_____ +- 45k 3 bids
attatched_____

Estimated Start Date: ____ASAP_____

Estimated Completion Date: __8 week est_____

Please include the following documentation with your application:

1. A narrative description of the project
Liberty House will be an event center for birthdays wedding showers,etc. My intentions are to :
reroof both structures, blast and paint both structure, wood repair as needed, replace patio with ADA ramped porch, Install new doors(4) ADA sized, install new lighting(7), window treatment or replacement, new asphalt in parking lot, new signage, roughly 1000\$ in landscaping.
Doors, lighting, and landscaping not in bid. Photos with price sent in email
2. Current photos of the building exterior sent in email
3. At least two (2) quotes or bids received from contractors or vendors sent in email
4. Approval from property owner to participate in the program (if required) NA

Applicant Signature: ____Chad Finch____  Date: _____

Note: LCDC will only reimburse 50% of the total estimated project cost, up to an amount not to exceed \$20,000.

RETURN COMPLETED APPLICATION HERE:

Liberty Community Development Corporation
ATTN: Chris Jarmon, Assistant City Manager
1829 Sam Houston
Liberty, Texas 77575



Modern Group LTD.
1901 Tilson St.
Beaumont, TX. 77701

We hereby propose to furnish all *labor* and *materials* necessary for the completion of:

Construction to consist of:

Reroof both buildings	\$11250
24x8 deck with ADA ramp and handrails (both blds)	\$12250
Repair wood damage as discussed	\$4000
Pressure wash and paint both bldg.	\$5650
Repair/add asphalt to driveway	\$4050
Set doors(4) and lights(6) labor only	\$1225
Cleanup/dumpster	\$1500

All for the total sum of: \$39925

With payments to made as follows:

$\frac{1}{2}$ = \$19962.50 on first day of labor

$\frac{1}{2}$ = \$19962.50\$4000 *on day of completion*

Make all checks payable to Josef Arline or Bigg Redd Builders

This document is to serve as a contractual agreement between the parties listed and is made binding with both signatures or with a confirmation email.

Any changes or additions will require a Change Order with a reasonable fee attached.

Josef Arline/BRB



SwampSmoke LLC Chad Finch

Date 8/16/21

Date 8/16/21

Although it is our utmost intention to complete this project in a very timely manner, we cannot put a time limit on it due to unforeseen and uncontrollable circumstances such as weather, acts of God, availability of materials, and the timeliness of subcontractors, etc. Owner is responsible for all materials

***This estimate/agreement is only valid for 10 days**

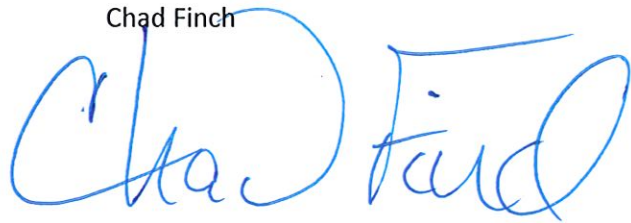
**Jim Lindsey Contracting LLC Kingwood
Tx.
832 309-3890**

reroof both buildings	\$10000
24x8 deck with ADA ramp and handrails (both blds)	\$11450
Repair wood damage as discussed	\$6250
Pressure wash and paint both bldg.	\$4250
Repair/add asphalt to driveway	\$6500
Set doors (4) and lights (6) labor only	\$975
Cleanup/dumpster	\$1250

Total	\$40675
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Jim Lindsey

Chad Finch



Kemp Remodeling

Proposal

Proposal Submitted To:

Date Aug 11/21

Name Chad Finch

Street

City

State

Telephone

Jason Kemp 932-851-3122

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of

Building #1 New Roof 175 square 30 year shingles 6 nails
Per Shingle Tear off existing clean up & haul off 5590⁰⁰

New 24' X 8' Deck w/ handrails & Ramp all treated material 5760⁰⁰

60' Soffit vent Repair 8' screen 175⁰⁰

Tear out & Replace 60' Rotten FACING 1X2 - 850⁰⁰

Set 2 exterior doors, NO knobs Labor only 480⁰⁰

2- Outside lights Labor only 80⁰⁰

Replace 150' Rotten siding - 460⁰⁰

Pressure wash, Prime, & Caulk & paint exterior 3100⁰⁰

ASPHALT
80' X 36' 2" - laid & rolled to compaction 4300⁰⁰

20,795⁰⁰

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings & specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars \$ 20,795⁰⁰
with payments to be made as follows:

1/3 up front - as work progresses / when Asphalt complete 4300⁰⁰
when Roof complete 5590⁰⁰

Any alteration or deviation from above specifications involving extra costs, will be required only upon written orders, and will become an extra charge over and above the estimate.

Respectfully submitted

For

Proposal Submitted To: _____

Date: _____

Name: _____

Street: _____

City: _____

State: _____

Telephone: _____

Jason Kemp P.O. Box 813122

We hold the proposer to location of the materials and perform all the labor necessary for the completion of

Building #2

Tear off & Replace Shingles w/ 30 year Shingles
6 inch by 12 inch Shingles, Clean up & haul off 4830⁰⁰

New 20' x 8' Deck w/ handrails & Ramp 4800⁰⁰

Repair Rotted Decking/Rafters, etc 1360⁰⁰

Replace 300' siding 960⁰⁰

Set 2 new exterior doors labor only
no knobs 480⁰⁰

2 new exterior lights labor only 80⁰⁰

Clean up all construction debris
& haul off 1600⁰⁰

13,110⁰⁰

All material to be furnished by us as specified, and the above work to be performed in accordance with the drawings & specifications submitted for above work and completed by a substantial workmanlike manner for the state of

Dollars (\$13,110⁰⁰)

with payments to be made as follows:

100% when roof complete, 50% front
rest on work progress

Any alterations or deviations from above specifications involving extra costs, will be included only upon written orders, and will become an extra charge and above the estimate

Respectfully submitted

Per _____

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: October 19, 2021

Agenda Wording: Consider approving an agreement with Whiteley Oliver for engineering services at the Liberty Municipal Golf Course in the amount of \$24,000.

Department: Administration

Subject: Liberty Municipal Golf Course

Background: The ongoing renovations at the Liberty Municipal Golf Course, in addition to the clubhouse being leased for the operation of a restaurant, will require enlargement of the parking lot and other paving needs. The scope of work for the project includes expanding the parking lot, repaving the area behind the pro shop and paving under the existing cart barn. Whiteley Oliver has submitted a proposal to prepare the plans, specifications, and contract documents to prepare the project for bidding. Funds for construction were included in the Fiscal Year 2021 Budget.

Funding Source: Fund Balance

Staff Recommendation: Staff recommends the approval of the agreement with Whiteley Oliver for engineering services at the Liberty Municipal Golf Course in the amount of \$24,000.

August 16, 2021

Mr. Chris Jarmon, CPM
Assistant City Manager – Economic & Community Development
City of Liberty, TX
1829 Sam Houston Street
Liberty, TX 77575

Re: Engineering Services
Liberty Municipal Golf Course
Parking Lot Expansion

Dear Mr. Jarmon:

Whiteley Oliver Engineering (WOE) is pleased to provide this proposal for engineering services to assist the City of Liberty with the proposed parking lot expansion at the Municipal Golf Course. We propose the following general scope of services for this work. A detailed scope of engineering services is attached as **EXHIBIT "A"**.

WOE proposes to provide these services for a lump sum cost of \$24,000 in accordance with the attached Professional Service Agreement (PSA). A breakdown of engineering fees is attached as **EXHIBIT "A"**. Please initial your approval for the desired services shown. Monthly invoicing will be based on percent complete for each phase of engineering services. Payment for the services should be made by Client on a monthly basis in accordance with the agreement.

We appreciate the opportunity to provide this proposal and look forward to working with you.

If you have any questions, please feel free to call me at 409-673-6134 or email me at jeff.leavins@whiteleyoliver.com.

Sincerely,

WHITELEY OLIVER ENGINEERING, LLC



Jeff D. Leavins, P.E.
President

APPROVED
CITY OF LIBERTY, TEXAS

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT "A"

CITY OF LIBERTY, TEXAS

MUNICIPAL GOLF COURSE PARKING LOT EXPANSION

PROPOSED ENGINEERING SCOPE OF SERVICES AND COSTS

		APPROVED
<u>GEOTECHNICAL INVESTIGATION</u>	\$ 2,000	_____
<u>FIELD INVESTIGATION</u>	\$ 2,000	_____
Preliminary Assessment (location/condition)		
Field Survey (lengths / widths)		
<u>PLANS AND SPECIFICATIONS</u>	\$11,000	_____
Construction Plans and Detail Sheets		
Construction Contract Documents and Specifications		
District Meetings, etc.		
<u>BIDDING PROCESS</u>	\$ 2,000	_____
Assistance in Advertising for Construction Bids		
Pre-Bid Meeting		
Bid Opening and Bid Tabulation		
Construction Contract Execution		
<u>CONSTRUCTION MANAGEMENT</u>	\$ 1,000	_____
Contractor's Monthly Pay Request		
Construction Observation (Limited)		
Final Inspection and Punch List		
Project Close Out		
<u>CONSTRUCTION INSPECTION</u>	\$ 6,000	_____
Daily Inspection of the Work (Part-time)		
TOTAL ENGINEERING SERVICES	\$24,000	