



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, January 20, 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

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, 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.

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.

A. Minutes Approval

- 1. October 21, 2025

IV. REGULAR AGENDA

A. Regular Session

- 1. Consider awarding a General Economic Development Grant to Liberty Fontenot Building LLC in the amount of \$20,000.
- 2. Rural Texas Trap-Neuter-Return (TNR) Presentation to LCDC with discussion and possible action
- 3. Consider and take possible action regarding the City and Liberty Community Development Corporation Websites.
- 4. Consider and take possible action on additional expenditure of \$3,565 for the July 3, 2026, fireworks show.
- 5. Consider and take possible action on approving the expenditure of funds and construction of a storage building at the Liberty Municipal Airport.

B. Executive Session

- 1. **Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.**
Discussion regarding economic development negotiations.

C. Reconvene into Regular Session

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

V. 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 14th day of January 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 _____, _____.



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Liberty Community Development Corporation

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Meeting

April Gilliland
City Secretary
936-336-3684

~ Minutes ~

Tuesday, October 21, 2025

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on October 21, 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:

- Business Facade and UPS Grant Program updates
• Commercial Projects
• Faux Real Trade Days
• Introducing the new Economic Development Coordinator, Stephen Joyce

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 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. September 16, 2025

V. REGULAR AGENDA

A. Regular Session

1. Discussion and approval of General Economic Development Grant Program

City Manager, Bryan Kendrick and Economic Development Coordinator, Stephen Joyce went over the proposed new General Economic Development Grant Program guidelines.

The top discussion topics were as follows:

- Minimum estimated cost
- Timeline for work to begin
- Timeline for work to be completed
- Applicant present at meeting for discussion and questions
- Quotes need to meet state requirements
- Eligible Categories for grant application
- Eligibility Limitations

After the discussion, a motion was made by Board Member VanDeventer to approve the General Economic Development Grant Program Guidelines as discussed and seconded by Board Member Campbell. The motion passed 7 to 0 with all present voting yes.

2. Consider partially funding the Wayfinding assessment and City Branding program with MERJE Design in the amount of \$8,900.00

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 multiphase 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.

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

A motion was made by Board Member VanDeventer to approve the funding of the wayfinding assessment and City Branding program with MERJE Design in the amount of \$8,900. The motion was seconded by Board Member Norwood. The motion passed 7 to 0.

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

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 was attached to the agenda for review.

A motion was made by Vice President McCarty to approve the transferring \$35,000 to the Airport fund for the city's local match for the Airport Layout Plan Project. The motion was seconded by Board Secretary Runkle. 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: January 20, 2026

Agenda Wording: Consider awarding a General Economic Development Grant to Liberty Fontenot Building LLC in the amount of \$20,000.

Department: Community Development

Subject: General Economic Development Grant

Background: Liberty Fontenot Building LLC owns the building at 414 Main St. They are proposing the following work/repairs to the building:

1. Painting
2. Brick or siding repair
3. Exterior lighting
4. Window replacement
5. Door replacement
6. Signage
7. Awnings or canopies
8. Security cameras

Liberty Fontenot Building LLC's application is attached for your review.

Funding Source: LCDC Operating Budget

Staff Recommendation:



Liberty Community Development Corporation

General Economic Development Grant Program Application

Applicant Name: Liberty Fontenot Building LLC
Business Name: Liberty Fontenot Building LLC
Business Address: 414 Main Street, Liberty, Texas 77575
Phone: [REDACTED]
Email: [REDACTED]

Scope of Work

Please check all types of work included in your project:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Painting or Mural Installation | <input checked="" type="checkbox"/> Window Replacement or Repair |
| <input type="checkbox"/> Fence Repair or Installation | <input checked="" type="checkbox"/> Door Replacement or Repair |
| <input checked="" type="checkbox"/> Brick or Siding Repair | <input checked="" type="checkbox"/> Signage |
| <input type="checkbox"/> Landscaping | <input checked="" type="checkbox"/> Awnings or Canopies |
| <input checked="" type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Drainage (Retention or Detention Ponds, runoff/discharge) |
| <input type="checkbox"/> Dumpster Enclosures | <input type="checkbox"/> Porches |
| <input type="checkbox"/> Parking Lot or Sidewalk Improvements | <input type="checkbox"/> Professional Services (e.g., architectural fees) |
| <input type="checkbox"/> Driveway Repairs (must be paved) | <input type="checkbox"/> Water Lines |
| <input type="checkbox"/> Sewer Lines | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Gas Utility Upgrades | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Grease Trap Upgrades | <input checked="" type="checkbox"/> Security Cameras |

Project Details


Estimated Total Cost of Improvements: \$ 60,000
Projected Start Date: 1/15/2026
Projected Completion Date: 4/13/2026 (or well before then)

Required Supporting Documents

Please include the following with your completed application:

1. A narrative description of your proposed project.
 2. Current photographs of the building exterior and/or area that work will be performed.
 3. At least two (2) estimates (three (3) estimates are preferred if costs exceed \$20,000) for bids from contractors or vendors.
 4. Property owner's written approval (if applicable), and a copy of the lease agreement
-

My signature below indicates I have reviewed and understood the grant program guidelines.

Applicant Signature: , Manager
Date: 1/14/20256

Important Notes

- Reimbursement: LCDC will reimburse up to 50% of the total project cost, not to exceed \$20,000.
 - Approval Required: All applications are subject to approval by the LCDC Board of Directors.
 - Eligibility: Only taxable businesses are eligible for this grant program.
-

Submit Completed Application To:

Liberty Community Development Corporation
Attn: Stephen Joyce, Economic Development Coordinator
1829 Sam Houston
Liberty, Texas 77575
Email: sjoyce@cityofliberty.org

THE FONTENOT BUILDING
414 MAIN STREET
LIBERTY, TEXAS 77575



CURRENT



PROPOSED

FONTENOT BUILDING at 414 Main Street, Liberty, Texas

Scope of Work

Design Intent – Storefront Façade Improvements

The purpose of this project is to improve the existing storefront façade at 414 Main Street through permanent, code-compliant upgrades that enhance the visual consistency, durability, and functionality of a prominent downtown frontage. The proposed improvements are intended to support the City of Liberty’s downtown revitalization efforts by strengthening the streetscape, improving pedestrian engagement, and encouraging continued private investment along Main Street.

The scope includes replacement of the existing storefront with a commercial-grade aluminum storefront system utilizing insulated tempered glass. This approach increases transparency and natural light while maintaining durability appropriate for a public-facing commercial corridor. A centrally located entry door provides clear access from the sidewalk and reinforces a balanced, orderly façade composition consistent with neighboring storefronts.

The upper façade is envisioned as a simple horizontal architectural element, utilizing durable cladding materials selected for longevity, weather resistance, and reduced long-term maintenance. Finish selections are intended to complement surrounding historic and commercial buildings without mimicking or competing with adjacent architecture. Dark metal trim and canopy elements provide definition and weather protection while maintaining a restrained and professional appearance.

Exterior lighting is incorporated to improve safety, visibility, and nighttime presence along the sidewalk. Programmable soffit and signage lighting will be installed in compliance with applicable codes and municipal standards, providing consistent illumination without excessive brightness or visual clutter.

Signage will consist of applied lettering mounted directly to the façade. This approach reinforces a permanent, high-quality storefront appearance and avoids temporary or internally illuminated sign types. Signage scale and placement are intended to remain proportional to the building and legible from the public right-of-way.

Overall, the proposed façade improvements are designed to provide a long-term, low-maintenance investment that enhances the public realm, supports downtown economic activity, and aligns with the City’s goals for Main Street revitalization while respecting the character of the surrounding district.

FONTENOT BUILDING at 414 Main Street, Liberty, Texas

Existing front and façade of building:



FONTENOT BUILDING at 414 Main Street, Liberty, Texas

Existing front and façade of building:



Scope of Work 414 Main Street, Liberty

1. Permitting – City of Liberty

- Preparation and submission of permit application(s) to the City of Liberty
- Coordination with city officials as required
- Allowance includes standard permit fees

2. Worksite Setup & Protection

- Jobsite signage
- Temporary protection for adjacent buildings, sidewalks, and public access areas
- Daily site cleanup during active construction

3. Selective Demolition

- Remove existing awning
- Remove existing façade glass and storefront components
- Remove existing entry door
- Haul-off and disposal of approximately 10–15 cubic yards of debris
- Includes labor, equipment, and dump fees

4. Commercial Storefront System

- New aluminum storefront system with insulated tempered glass
- Approx. 50 linear feet of storefront build-out
- (1) single 3'-0" aluminum storefront entry door with hardware

5. Electrical – Lighting & Entry Systems

- Rough-in and trim-out for switched and programmable soffit lighting and signage illumination
- Install remote buzz-in entry system for storefront door

6. Stucco Repairs & Painting

- Seal visible cracks in existing stucco façade
- Surface prep and repaint affected façade areas

7. Signage – Acrylic Lettering

- Fabrication and installation of acrylic lettering on façade surface
- Allowance assumes standard acrylic thickness and finish

8. Architectural Awning / Canopy: Estimated Cost

- Fabrication and installation of a metal, fixed architectural awning/canopy, approximately 40' wide x 7' projection
- Integrated mounting to façade structure

FONTENOT BUILDING at 414 Main Street, Liberty, Texas

Example of possible new, modern awning after improvement / replacement of old, corrugated tin one:



FONTENOT BUILDING at 414 Main Street, Liberty, Texas

Example of possible new, modern front door, windows, and awning after improvement / replacement of old doors, windows, corrugated tin awning:



FONTENOT BUILDING at 414 Main Street, Liberty, Texas

Rendition of Possible Renovation:



ESTIMATES
for
FAÇADE IMPROVEMENTS
at
414 MAIN STREET
LIBERTY, TEXAS 77575



12645 Memorial Drive, Suite F1-718, Houston, Texas 77024
(713) 331-1995 | al@besthoustonremodeling.com

Design Intent – Storefront Façade Improvements

414 Main Street | Liberty, Texas

The purpose of this project is to improve the existing storefront façade at 414 Main Street through permanent, code-compliant upgrades that enhance the visual consistency, durability, and functionality of a prominent downtown frontage. The proposed improvements are intended to support the City of Liberty’s downtown revitalization efforts by strengthening the streetscape, improving pedestrian engagement, and encouraging continued private investment along Main Street.

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Overall, the proposed façade improvements are designed to provide a long-term, low-maintenance investment that enhances the public realm, supports downtown economic activity, and aligns with the City’s goals for Main Street revitalization while respecting the character of the surrounding district.

Estimate Clarifications & Assumptions

- All line items are inclusive of labor and standard materials unless otherwise noted.
- Cost ranges reflect reasonable variation due to final field measurements, material availability, and non-defined details of the scope at the time of this estimate.
- Where an allowance is identified, the final cost will be adjusted up or down based on actual material selections, with any difference reflected in the total project cost.
- This estimate is intended to establish a reasonable budget for a permanent storefront improvement and does not represent a fixed-price contract.
- This estimate does not include unforeseen conditions that may be discovered after work begins. This includes, but is not limited to, concealed conditions, existing construction deficiencies, or additional requirements imposed by authorities having jurisdiction. Any such conditions will be reviewed with the owner and priced separately prior to proceeding with additional work.
- Work will be performed in accordance with applicable codes and permitting requirements in effect at the time of construction.
- Any grant funding, reimbursements, or incentives administered by the City are subject to approval, availability of funds, and compliance with program requirements. Contractor assumes no responsibility for grant approval or disbursement.
- Contractor carries general liability insurance.

Preliminary Estimate – Storefront Facade Remodel

Property: 414 Main Street, Liberty, Texas

Facade Size: Approx. 40’ wide x 16’ tall (≈640 SF)

Jurisdiction: City of Liberty, Texas

Project Type: Commercial Office Storefront Remodel

Scope of Work

1. Permitting – City of Liberty: Estimated Cost: \$1,400

- Preparation and submission of permit application(s) to the City of Liberty
- Coordination with city officials as required
- Allowance includes standard permit fees
- Excludes design revisions, engineering, or special inspections if required by the city

2. Worksite Setup & Protection: Estimated Cost: \$1,770

- Jobsite signage
- Temporary protection for adjacent buildings, sidewalks, and public access areas
- Daily site cleanup during active construction

3. Selective Demolition: Estimated Cost: \$3,420

- Remove existing awning
- Remove existing façade glass and storefront components
- Remove existing entry door
- Haul-off and disposal of approximately 10–15 cubic yards of debris
- Includes labor, equipment, and dump fees

4. Commercial Storefront System: Estimated Cost: \$24,150

- New aluminum storefront system with insulated tempered glass
- Approx. 50 linear feet of storefront build-out
- (1) single 3'-0" aluminum storefront entry door with hardware

5. Electrical – Lighting & Entry Systems: Estimated Cost: \$5,820

- Rough-in and trim-out for switched and programmable soffit lighting and signage illumination
- Install remote buzz-in entry system for storefront door

6. Stucco Repairs & Painting: Estimated Cost: \$4,250

- Seal visible cracks in existing stucco façade
- Surface prep and repaint affected façade areas

7. Signage – Acrylic Lettering: Estimated Cost: \$5,700

- Fabrication and installation of acrylic lettering on façade surface
- Allowance assumes standard acrylic thickness and finish

8. Architectural Awning / Canopy: Estimated Cost: \$8,450

- Fabrication and installation of a metal, fixed architectural awning/canopy, approximately 40' wide x 7' projection
- Integrated mounting to façade structure

Preliminary Project Budget Summary Estimated Total Range: \$54,960

Contractor Capability Statement

Serra Fina Homes, LLC (SFH) is a Houston-based construction and remodeling firm experienced in executing complex renovation and improvement projects across a wide range of building types. The firm's work regularly involves existing structures, public-facing environments, and projects requiring careful coordination, technical judgment, and disciplined cost control. SFH's typical project scale often exceeds the proposed storefront improvements in both scope and budget.

Project Experience & Technical Capability

SFH has experience managing and delivering work that includes:

- Complex structural modifications and selective demolition
- Building restorations and historically sensitive improvements
- Building additions and exterior envelope upgrades
- Window, door, and siding replacement systems

This experience has required coordination with property owners, designers, inspectors, and third-party stakeholders, as well as work sequencing in occupied or highly visible settings.

Project Management & Execution

- Direct oversight by senior leadership on all projects
- Use of a vetted network of licensed and insured subcontractors
- Multi-trade coordination under a single point of responsibility
- Clear scope definition, allowance management, and cost tracking

Permitting, Compliance & Risk Management

- Familiarity with local permitting and inspection processes
- Work performed in accordance with applicable building codes and municipal requirements
- Emphasis on site safety, public protection, and controlled access
- General liability insurance maintained appropriate to the scope of work

Project Fit & Readiness

Serra Fina Homes is well positioned to execute the proposed façade improvements at 414 Main Street due to its experience with existing-building renovations, exterior envelope work, and projects requiring accountability, coordination, and long-term durability. The firm approaches all projects—regardless of size or building type—with a consistent focus on quality execution, compliance, and responsible use of invested funds.

###

FONTENOT BUILDING at 414 Main Street, Liberty, Texas

Estimate for new sign above awning
(Action Signs of Texas, Huffman, Texas):



1 - 1/2"thk Dk. Blue Letters (Acrylic)	2,656.00
1 - Labor To Remove Old Letters & Paint	700.00
1 - Labor To Install New Letters	1,750.00
1 - Permites (Estimated Cost)	475.00
Tax	219.12
Total	5,800.12

This Quote Is Based On Customer Or Landlord
Providing Paint To Paint Highlighted Section Of Building



FONTENOT BUILDING at 414 Main Street, Liberty, Texas

Estimate for new window sign (Action Signs of Texas, Huffman, Texas):



*Attorneys
&
Lawyers*

Attorneys at Law, PC
Est. 1972

- -

Serving Clients
of Southeast Texas

1pc. 51.5" x 93"



Laminated Window Perf For 10 Windows	2,628.00
Installation	1,250.00
Tax	216.81
Total	4,094.81

If You Want To Change Colors Or Add Info To Other Windows It Will Not Change The Price

ESTIMATES
for
FAÇADE IMPROVEMENTS
at
414 MAIN STREET
LIBERTY, TEXAS 77575
(Part 2)

FAÇADE CONSTRUCTION ITEM

	Bid 1: Contractor	Bid 1 \$	Bid 2: Contractor	Bid 2 \$
<p><u>Permitting – City of Liberty</u></p> <ul style="list-style-type: none"> • Preparation and submission of permit application(s) to the City of Liberty • Coordination with city officials as required • Allowance includes standard permit fees • Excludes design revisions, engineering, or special inspections if required by the city 		\$ 1,400.00		
<p><u>Demolition, Worksite Setup & Protection</u></p> <ul style="list-style-type: none"> • Jobsite signage • Temporary protection for adjacent buildings, sidewalks, and public access areas • Daily site cleanup during active construction • Remove existing awning • Remove existing façade glass and storefront components • Remove existing entry door • Haul-off and disposal of approximately 10–15 cubic yards of debris • Includes labor, equipment, and dump fees • Remove all window film covering and decals from the front windows. 10 Glass panels, plus the 30-lite French door. 	Serra Fina	\$6,040	Trinity Glass & Mirror	\$ 9,037.44
<p><u>Commercial Storefront System</u></p> <ul style="list-style-type: none"> • New aluminum storefront system with insulated tempered glass • Approx. 50 linear feet of storefront build-out • (1) single 3’-0” aluminum storefront entry door with hardware • Rough-in and trim-out for switched and programmable soffit lighting and signage illumination • Install remote buzz-in entry system for storefront door 	Serra Fina	\$29,970	Trinity Glass & Mirror	\$ 23,692.78

FAÇADE CONSTRUCTION ITEM	Bid 1: Contractor	Bid 1 \$	Bid 2: Contractor	Bid 2 \$
<p><u>Signage – Acrylic Lettering</u></p> <ul style="list-style-type: none"> • Fabrication and installation of acrylic lettering on façade surface • Allowance assumes standard acrylic thickness and finish • Seal visible cracks in existing stucco façade • Surface prep and repaint affected façade areas • Laminated window for 10 windows 	Serra Fina	\$9,950	Action Sign of Texas	\$ 9,894.93
<p><u>Architectural Awning / Canopy</u></p> <ul style="list-style-type: none"> • Fabrication and installation of a metal, fixed architectural awning/canopy, approximately 40’ wide x 7’ projection • Integrated mounting to façade structure 	Serra Fina	\$ 8,450.00	Mapes Architectural C	\$ 29,471.00
<p><u>Rear Entry</u></p> <p>Masonry: Cut and remove mortar joints surrounding damaged bricks and remove bricks without disturbing surrounding masonry. Clean remaining cavity and prepare substrate for reinstallation. Source replacement bricks to match existing size and texture as closely as possible. Dry-fit replacement bricks for alignment and spacing. Install replacement bricks in proper bond pattern. Set bricks plumb, level, and flush with surrounding wall. Tool mortar joints to match existing joint style</p> <ul style="list-style-type: none"> • Framing: Remove broken and deteriorated bearing ledger board. Install new board to support the rear door roof. • Paint: Seal joint between brick and cinder block wall, seal flashing at the bottom of the brick wall, seal gap between lintel and brick above the door. Prep brick for painting, paint brick. 	Serra Fina	\$ 700.00		
	Serra Fina	\$ 410.00		
	Serra Fina	\$ 475.00		
Total		\$ 57,395.00		\$ 72,096.15

Trinity Glass & Mirror LLC
 1310 North Main Street
 Liberty, TX 77575
 936-336-3742
 trinityglass1964@outlook.com

Estimate

ADDRESS
TOM DANIEL TOM DANIEL 414 N. MAIN LIBERTY, TEXAS 77575

SHIP TO
TOM DANIEL TOM DANIEL 414 N. MAIN LIBERTY, TEXAS 77575

ESTIMATE #	DATE	
8595	01/15/2026	

DESCRIPTION	QTY	RATE	AMOUNT
LABOR TO REMOVE FILM AND TINT FROM WINDOWS	1	2,500.00	2,500.00T
MATERIALS NEEDED TO REMOVE NOT RESPONSIBLE FOR GLASS	1	75.00	75.00T

SUBTOTAL	2,575.00
TAX	212.44
TOTAL	\$2,787.44

Accepted By

Accepted Date

Trinity Glass & Mirror LLC
 1310 North Main Street
 Liberty, TX 77575
 936-336-3742
 trinityglass1964@outlook.com

Estimate

ADDRESS
TOM DANIEL TOM DANIEL 414 N. MAIN LIBERTY, TEXAS 77575

SHIP TO
TOM DANIEL TOM DANIEL 414 N. MAIN LIBERTY, TEXAS 77575

ESTIMATE #	DATE	
8592	01/15/2026	

DESCRIPTION	QTY	RATE	AMOUNT
CUSTOM COMMERCIAL STORE FRONT DOUBLE DOOR PACKAGE STYLE: DOUBLE DOOR NON TRANSOM FRAME METAL: BRONZE GLASS: 1" INSULATED UNIT	1	5,132.49	5,132.49T
SURFACE MOUNT DOOR CLOSER-GRADE 1	2	168.00	336.00T
1" TEMPERED INSULATED UNIT GLASS: LOW-E OVER CLEAR SIZE: 30 1/2 X 70 1/2	2	554.60	1,109.20T
COMMERCIAL STORE FRONT WINDOW FRAMING STYLE: 2 X 4 1/2 METAL: BRONZE GLASS: 1" INSULATED	11	602.58	6,628.38T
RUBBER GLAZING MOULDING	2	195.00	390.00T
VULKEM SEALANT	16	16.25	260.00T
EXTRA INSTALLATION MATERIALS	1	225.00	225.00T
1" TEMPERED INSULATED UNIT GLASS: LOW-E OVER CLEAR SIZE: 57 5/8 X 99 3/4	5	1,052.50	5,262.50T
1" TEMPERED INSULATED UNIT GLASS: LOW-E OVER CLEAR SIZE: 35 X 80	2	522.63	1,045.26T
1" TEMPERED INSULATED UNIT GLASS: LOW-E OVER CLEAR SIZE: 27 1/2 X 80	2	162.64	325.28T
1" TEMPERED INSULATED UNIT GLASS: LOW-E OVER CLEAR SIZE: 22 1/2 X 80	2	348.33	696.66T
LABOR TO REMOVE OLD AND INSTALL NEW	1	6,250.00	6,250.00T

DESCRIPTION	QTY	RATE	AMOUNT
Price quoted is firm for 30 days from the above date. 1/2 down is required for material to be ordered and is nonreturnable.	1	0.00	0.00

SUBTOTAL	27,660.77
TAX	2,282.01
TOTAL	\$29,942.78

Accepted By

Accepted Date

Quotation

Quote # 119731-0 **Date** 01-15-2026

Job LF Building

Jobsite Address:

Customer # 0

LIBERTY FONTENOT BUILDING

414 MAIN STREET

LIBERTY

TX 77575

USA

Contact TOM DANIEL

Phone # (512) 374-0170

Email TDANIEL@THDLAW.COM



Shipping Information

Will confirm address when job ships.

Estimated freight included in quote.

Client responsible for broker costs on shipments outside of the USA, or needing a port.

Terms Per Mapes Credit Approval

Salesperson Jassen Adamson

Email jadamson@mapes.com

Qty	Description	Amount
1	<p>Size : 6' 0" Projection by 40' 0" Wide Canopy Type : Super Lumideck Support : 1" Hanger rods w/ Thru-bolts for attachment Deck : 2.75" X 3" Flat Soffit Extrusions Fascia : 8" Extruded 4 Sided Fascia Extension : 12" Smooth Extruded 3 Sided Drainage : Drain Stub</p> <p>Lead Times: Shop drawings for approval: 2-3 weeks. Production: 6-8 weeks. Assembly: (if selected or included) May add 1-2 additional weeks following production lead times. Custom colors extend production lead times pending matching process. Sample required for matching ASAP.</p> <p>Total Cost Delivered Standard Stock Colors : Choice Of Class II Clear Anodized, White Baked Enamel Or Bronze Baked Enamel.</p> <p>Alternate - 2 Coat Kynar Finish : Choose From Mapes Color Chart - 25 Options.</p> <p>Add For Stamped Calcs :</p>	<p>\$26,971.00</p> <p>\$43,519.00</p> <p>+\$1,500.00 (optional)</p>
Quote # 119731 Page : 1 of 3 Prices valid for 30 days		All Costs are in USD Circle desired option(s)

MAPES ARCHITECTURAL CANOPIES

Quotation

Quote # 119731-0 **Date** 01-15-2026

Job LF Building

Jobsite Address:



Qty	Description	Amount
-----	-------------	--------

Sales tax is not included in any Mapes quote. Mapes only collects sales tax for Nebraska and California.
Cancellation fees vary per job for shop drawings, and engineering where applicable.

Mapes does not use a third party billing system. Mapes does not allow for retainage - Payment terms must be agreed upon prior to ship date.

NAME

SIGNATURE

DATE

SUPER LUMIDECK FLAT SOFFIT



ALL-WEATHER CANOPIES. AND WE MEAN ALL-WEATHER.

The Super Lumideck Flat Soffit canopy is an all-extruded, pre-engineered canopy designed for high-load architectural applications. The Flat Soffit deck style provides a ceiling aesthetic and achieves a clean, sleek design for any canopy application. The smooth deck can be combined with different fascia profiles to complement any design emphasis or building requirement. Compared to the alternatives, Mapes aluminum, non-rusting finish and high-quality extruded materials provide superior longevity, while meeting all local code requirements for snow and wind loads.

For more details, please visit mapes.com

SUPER LUMIDECK FLAT SOFFIT

TECHNICAL DATA

All-extruded Aluminum (T6 - 6063)

Fascia .125"

Decking .078"

Deflection rating L/180

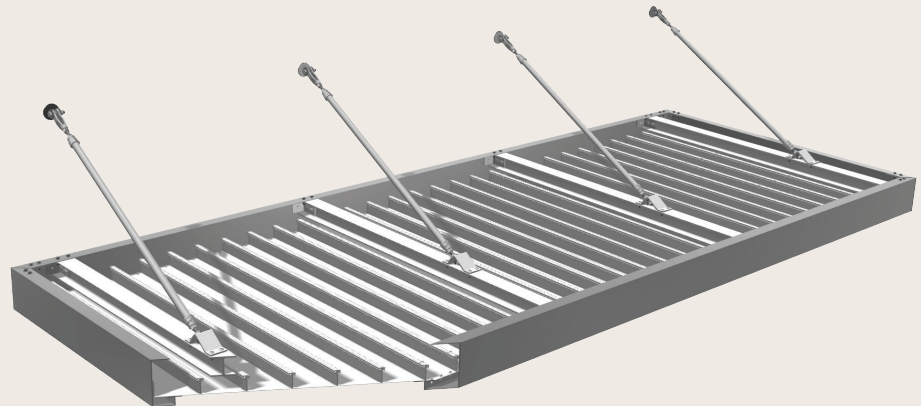
Maximum Projection*

8' w/ hanger rod supports

5' w/ cantilever supports

Note: Engineered stamped calcs available in all 50 states

*Maximum projection may vary based on load conditions



CANOPY DETAILS

Finishes		Warranty		Application
Mapes Standard Finishes	Clear Anodized, White Baked Enamel, & Bronze Baked Enamel	1 year	Meets AAMA 2603 specifications	Factory applied
2-Coat Kynar*	25 stock colors w/ unlimited custom matching options	10 years	70% Fluoropolymer meets AAMA 2605 specifications	Professionally applied & cured by certified finisher

*Additional lead times and costs associated w/ premium paints & custom color matching

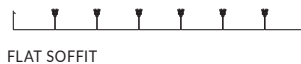
FEATURES

- Flat Soffit Decking
- High-load capacity
- Pre-engineered
- All-extruded Aluminum
- Rust & maintenance free
- Custom details & colors
- Pre-assembly options

APPLICATIONS

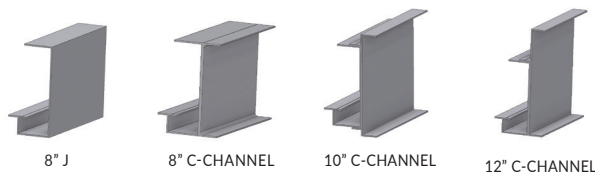
- Retail Branding
- Shopping Centers
- Storefronts
- Office Buildings

DECK OPTIONS



FLAT SOFFIT

FASCIA OPTIONS

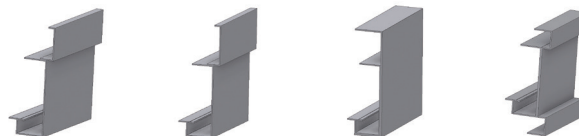


8" J

8" C-CHANNEL

10" C-CHANNEL

12" C-CHANNEL



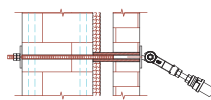
8" J WITH 3" EXTENSION

8" J WITH 4" EXTENSION

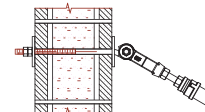
12" SMOOTH FACE

CUSTOM

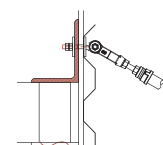
WALL MOUNT DETAILS



BRICK/BLOCK WITH THRU BOLT AND COMPRESSION SLEEVE



CMU WITH THRU BOLT



METAL BUILDING

Account Manager:
 Dillon Briscoe
 Commercial Market Sales Representative
 Cell: 513-450-4216
 Email: dbriscoe@upsideinnovations.com

UPSIDE

Quote

26-01-220

Prepared for:
 Thomas H. Daniel, P.C.
 Tom Daniel
 tbd
 tbd, TX 77575

Project information:
 tbd
 tbd, TX 77575

Quote information
 Freight Terms: Delivered
 Expiration Date: 2/15/2026
 Payment Terms: TBD

Qty	Description	Unit Price	Line Total
1	40' x 5' Cantilever Canopy - 6" Fascia - Mounts & Braces - White or Black Powder Coating - Drains from Scupper Plate - Upside Specs	\$7,482.00	\$7,482.00
1	Freight - Hotshot - ***Pricing is valid through the quote expiration date and may adjust thereafter due to market or regulatory changes	\$2,350.00	\$2,350.00
1	PE Stamps and Calcs - Support Structure analysis – legs, stringers, cross bracing - Downforce, Uplift and Shear reactions at attachment points (ground anchors and wall attachments) - When shown on the drawings, check footer sizes for soil bearing and size to counter uplift loads	\$3,000.00	\$3,000.00
1	Estimated Sales Tax	\$811.00	\$811.00
		Total	\$13,643.00

Ordering Information

Terms & conditions
 Credit application
 AcceptQuote and place order

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: January 20, 2026

Agenda Wording: Rural Texas Trap-Neuter-Return (TNR) Presentation to LCDC with discussion and possible action

Department: Administration

Subject: Rural Texas Trap-Neuter-Return Program

Background:

Funding Source:

Staff Recommendation:

Rural Texas TNR Program: Building a Healthier Liberty

Request for Funding to Humanely Manage Stray Cats
Liberty City Council Meeting
January 13, 2026 | 6:00 pm
Presenters: Shyanne Loftin & Samantha Robertson

In support: Austin Thomas, President of ROSES Rescues



Who We Are

ROSES is a 501(c)(3) organization dedicated to cat rescue, adoptions, humane population control (Trap-Neuter-Return), & spay/neuter education.

Our Rural Texas TNR Program, supported by ROSES, focuses on humane cat management in Liberty County & surrounding rural areas near Houston.

Shyanne Loftin & Samantha Robertson are dedicated volunteers leading this program. They successfully managed over 300 cats in Liberty County in 2025 alone.

What is Trap-Neuter-Return?



“Trap-Neuter-Return” (TNR) is the proven, humane way to manage stray and feral cat populations:

- Cats are safely trapped.
- They’re spayed/neutered, vaccinated, and treated for health issues at a vet.
- They’re returned to their outdoor homes to live out their natural lives.

This approach reduces overpopulation and improves community health.

Learn more from Alley Cat Allies, a national advocate for humane cat care:

www.alleycat.org/resources/why-trap-neuter-return-feral-cats-the-case-for-tnr/

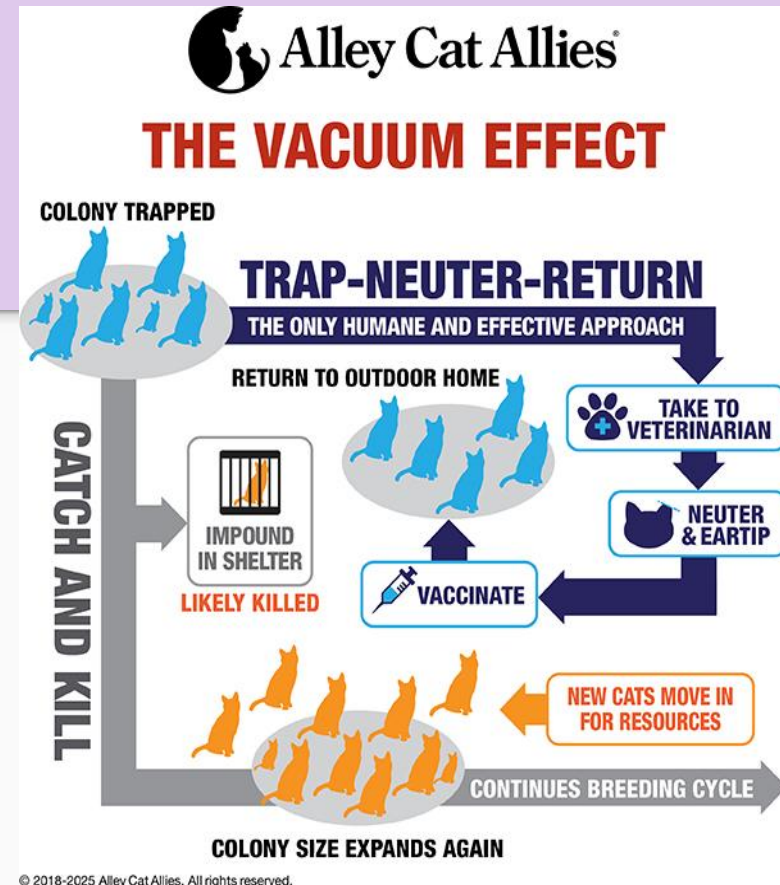
Why TNR Over Removal?

TNR is the only humane and effective method to reduce stray cat overpopulation long-term.

Removal fails due to the “vacuum effect”: New cats quickly fill the void where food and shelter remain, restarting the cycle.

TNR stabilizes populations, cuts nuisance issues, and saves city resources on repeated interventions.

www.alleycat.org/resources/why-trap-neuter-return-feral-cats-the-case-for-tnr/
www.alleycat.org/resources/the-vacuum-effect-why-catch-and-kill-doesnt-work/



How TNR Improves Liberty

TNR stabilizes cat colonies, reduces populations over time, and tackles key issues like stray overgrowth, abandoned kittens, and injured animals—enhancing community quality of life.

“TNR addresses community concerns with growing stray populations...” (Houston BARC)

Without TNR, two cats can explode to over 12,000 in 5 years, straining shelters and resources. TNR breaks this cycle for a cleaner, healthier Liberty.

https://www.houstontx.gov/barc/trap_neuter_return.html



CAT POPULATION Growth Rate



Year 1: 2



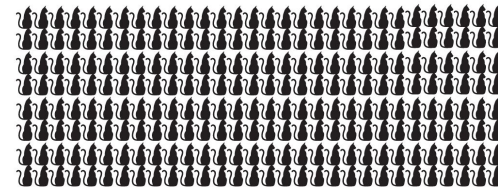
Year 2: 16



Year 3: 128



Year 4: 2,048



Year 5: 12,288

Uncontrolled reproduction in cats can quickly become overwhelming. In just 5 years, two cats can multiply exponentially, leading to an increasing population that strains resources and shelters. Spaying and neutering are simple, effective solutions to prevent this cycle and promote a healthier community for people and animals.

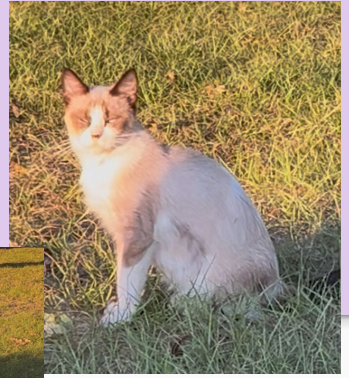
Stray Cats Near City Hall and Schools

Webster Street: Highlighting the need for action in public spaces



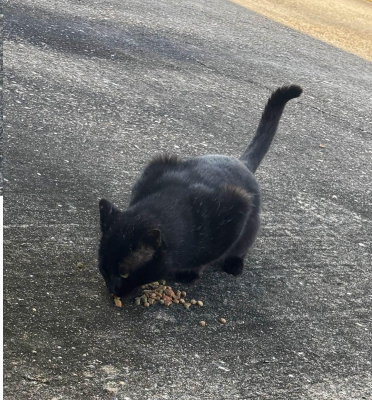
Cats in Liberty Municipal Park

A key LCDC "Quality of Life" asset affected by overpopulation



Business Impact: Cats at Anytime Fitness

Manager has requested help to manage this colony



Local Spots Impacted by Cat Overpopulation

Businesses Facing Challenges

- Anytime Fitness
- Big Frank's BBQ
- Pack, Ship, & Copy
- The Health Fix
- Walmart
- Potetz Home Center
- El Burrito Mexican Restaurant
- Tractor Supply
- Brookshire Brothers
- Goodwill
- PTC Liberty
- Park Place Apartments
- Allison Funeral Home
- ... and more

Public and Municipal Areas

- Liberty Municipal Park
- Liberty Municipal Golf Course
- San Jacinto Elementary
- The Historic Ott Hotel 1928
- Canfield Park & Dog Park
- Liberty Catholic Cemetery
- ... and more

Liberty Animal Control is eager to partner with us on TNR for effective management.

TNR's Goal: Full Colony Management

Sterilize all cats in a colony and monitor for newcomers. This eliminates nuisance behaviors like spraying, fighting, and noise, and prevents new kittens.

- ASPCA

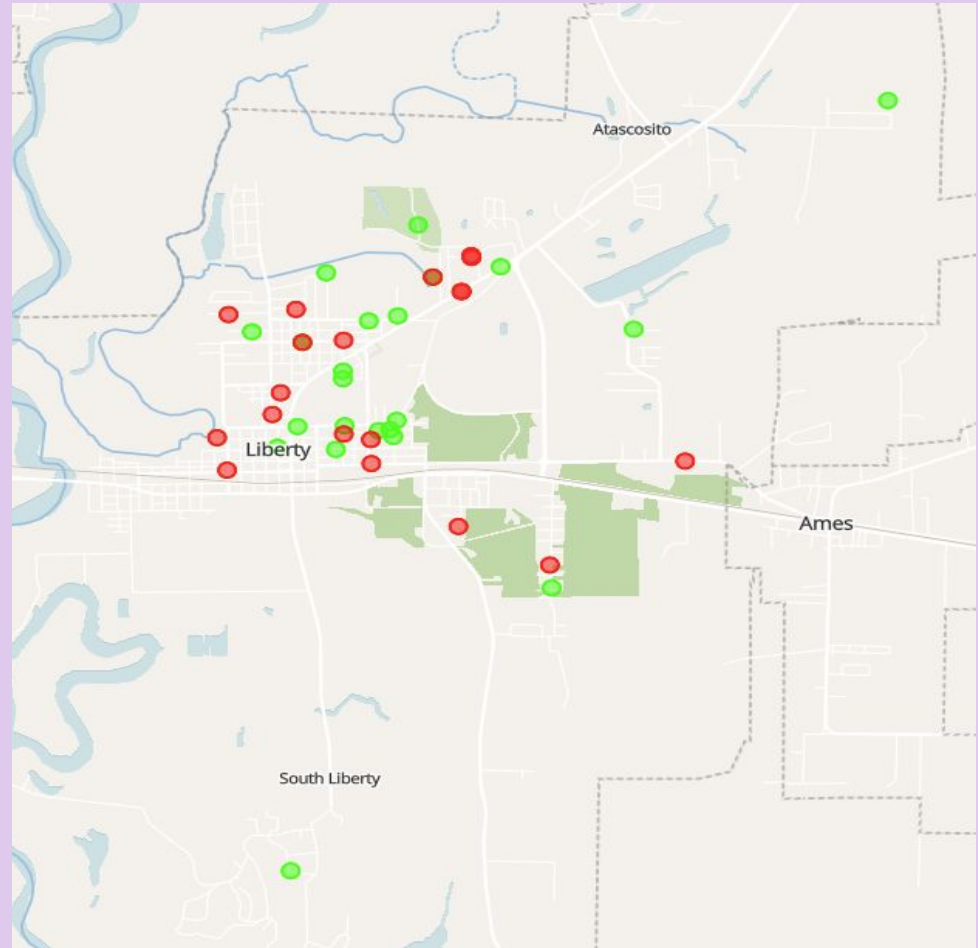
Our 2025 Impact in Liberty

- Sterilized, vaccinated, and treated 333 cats city- and county-wide.
- Rescued 117 kittens and 6 cats for adoption.
- Treated or humanely euthanized seriously ill cats/kittens to end street suffering.
- Boosted quality of life for Liberty residents and businesses by managing stray cats—see testimonials in your packet.

Our Progress Map: TNR in Liberty

- Colonies 100% Managed
- Colonies needing TNR

We're systematically targeting full sterilization per site for lasting results: reducing costs and issues city-wide.



2025 Funding Partners

Rural TX TNR secured support from the following organizations for TNR:

- ~\$9,000 from ROSES (including two major TNR events for 50-60 cats each).
- Spots at Animal Justice League and TeamFeral events
- Vouchers from HOPE (Homeless & Orphaned Pets Endeavor).
- Advice, help, and gear from Space City Cats.

We'll build on these in 2026 for even greater efficiency.

Our 2026 Resources

- \$18,000 from ROSES dedicated to Rural Texas TNR (not limited to Liberty).*
- All necessary trapping equipment (plus \$1,000 for extras if needed from ROSES).
- Dedicated local volunteers.
- Partnerships with Houston-area groups for more resources and vet spots.
- Safe recovery spaces and limited fosters for adoptable cats/kittens.

* ROSES budget details available upon request.

2026 Action Plan

- Large TNR events are efficient: Handle whole colonies at once, minimizing travel costs.
- Each event: \$4,000–\$5,000 (covers sterilization plus extras; see sample invoices).
- ROSES's \$18,000 funds 3–4 events (150–240 cats, not limited to Liberty).
- Use other partners for smaller groups (<50 cats).
- **Your \$20,000 Investment:** Funds 4–5 Liberty-specific events for 200–300 cats, delivering quick community wins.

2026 Goals with Your Support

- Complete all in-progress Liberty colonies before spring "kitten season."
- Develop a targeted plan for public spots like parks and schools.
- Partner with local businesses for broader buy-in.
- Attract funding from national groups like Alley Cat Allies.

Partner with Us for a Better Liberty

Your funding signals strong commitment to humane animal control, boosting quality of life for residents, businesses, and animals alike, all while attracting more regional support.



Thank you!

Contact us:

✉ ruraltxtnr@rosesnonprofit.org

🌐 www.rosesnonprofit.org

📌 Rural TX TNR Program

📷 @roses_rescues_htx



CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: January 20, 2026

Agenda Wording: Consider and take possible action regarding the City and Liberty Community Development Corporation Websites.

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation:

City of Liberty & LCDC Websites

All pricing is based on a per year cost, unless noted otherwise.

Current Cost(Drupal 7)*

City Website	\$7,445
LCDC Website	\$7,640 (CivicPlus \$3,640 + Resimplifi \$4,000)
Current Total:	<u>\$15,085</u>

Migration to CivicPlus Web Central for both City and LCDC Websites

City Website	\$11,700 (Web Central, Full Central - 23 Modules, Audio Eye)
LCDC Website	\$9,590 (Web Central, RE & Photo Gallery Modules, Audio Eye)
Year 1 Implentation Cost	\$10,000 (\$5,000 each one time charge)
Total for seperate Year 1 Cost:	<u>\$31,290</u>
Total Yearly thereafter:	\$21,290
Cost over current:	\$6,205

Migration to CivicPlus Web Central Combining City and LCDC Websites

Total Cost Yr 1 for One Combined Website:	\$11,700 (Web Central, Full Central - 23 Modules, Audio Eye)
Year 1 Implentation Cost:	<u>\$5,000 (One time charge)</u>
Total for Combined Year 1 Cost:	\$16,700
Total Yearly thereafter:	\$11,700
Savings over current:	\$3,385
Savings over separate websites:	\$9,590

Pricing for CivicPlus Web Central

Wed Central Standard	\$5,000
Full Suite of 23 Modules	\$3,500
Audio Eye City	\$3,200
Audio Eye LCDC	\$3,890
A la Carte Modules each**	\$350
Recurring Redesign***	\$2,100

*CivicPlus to discontinue offering/serviceing Drupal Hosting software.

**Can only add A la Carte Modules after migration.

***If the City wants to Prepay for website redesign in 5 yrs.

CivicPlus Web Central Modules

**All packages Starting with 12 default modules, with the option of
"Full Central "As an add-on:**

Starter Package (12 default Modules)
Agenda Center
Alert Center
Calendar
Document Center
FAQ
Form Center
Graphic Links
Info Advanced
News Flash
NotifyMe
Quick Links
Staff Directory

Full Central (23 Modules) \$3,500 increase on your next renewal	
Agenda Center	Job Posting
Alert Center	Bids
Calendar	Facilities & Reservations
Document Center	Activities
FAQ	Resource Directory
Form Center	Real Estate Locator
Graphic Links	Archive Center
Info Advanced	Photo Gallery
News Flash	Opinion Poll
NotifyMe	Get Community Input
Quick Links	Blog
Staff Directory	

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: January 20, 2026

Agenda Wording: Consider and take possible action on additional expenditure of \$3,565 for the July 3, 2026, fireworks show.

Department: Community Development

Subject: July 3rd Fireworks

Background: The City has contracted with Pyro Shows of Fort Worth to provide the annual fireworks display. This year's display will be held on Friday, July 3, 2026. Pyro Shows have been providing fireworks displays since 2019. The cost of the display this year is \$26,565, which is \$3,565 more than last year's \$23,000.

During the March 19, 2024, Liberty Community Development Corporation Meeting approved the request to fund the July 3rd fireworks show to relieve pressure on the general fund and due to the size of LCDC's fund balance. This expenditure was added to the 2024-2025 Liberty Community Development Corporation Budget in the amount of \$21,000, then increased to \$23,000 for the 2025 show.

The fireworks show was previously funded by Hotel Occupancy Tax (HOT) funds. State law no longer allows fireworks to be paid for by HOT funds.

Funding Source: LCDC Fund Balance

Staff Recommendation: Staff recommends approval of this expenditure.

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: January 20, 2026

Agenda Wording: Consider and take possible action on approving the expenditure of funds and construction of a storage building at the Liberty Municipal Airport.

Department: Administration

Subject: Airport Storage Building

Background: After purchaseing equipment to maintain the Liberty Airport property, we need a place to store the equipment. Enclosed are two proposals for a 30 x 40 building for Council to review.

Funding Source:

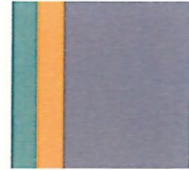
Staff Recommendation:

MICHAEL ALBA CONSTRUCTION, INC.

205 COUNTY ROAD 2551

936-391-6559

CLEVELAND TX 77327



Proposal

November 11, 2025

City of Liberty

1100 N. Main

Liberty Tx, 77575

Airport Storage

1. Supply material and labor to erect 30x40 engineered single slope building
2. 16' eave height in the front with 1 walk indoor and a 14x14 roll up door
3. Use existing concrete
4. Building will include 3" insulation ceiling and walls
5. Engineered foundation not included as we are using existing

Clean up and remove all construction debris.

Notes: \$13k need when building is onsite.

Total Price \$ 48,450.00

Thanks,

Myron McDowell Construction Inc.

Michael Alba

Michael Alba





Better Built Metal Buildings
 10383 Hwy 12, Ste. 116 • Orange, TX 77662
 Phone: 409-745-3256 • Fax: 409-745-1255
Office@bbmbtx.com



Customer Information

Name: City of Liberty
 Address: 1100 N. Main St.
 City, State, zip: Liberty, TX 77575
 Phone: 936-336-9008
 Email: iredding@cityofliberty.org
 Contact Name: _____

Job Information

Name: _____
 Address: _____
 City, State, Zip: _____
 Description: _____

Scope of Work

PERMITS

- n/a

CONCRETE

- 4,000 PSI
- cut concrete and remove for grade beams
- set anchor bolts
- Exterior Grade Beams LF: 160 size: 14"x24" # of rebar: 5 size: #5
- Interior Grade Beams LF: 30 size: 14"x14" # of rebar: 4 size: #5
- Pour back

METAL BUILDING

- 40'x30'x16'x12'
- 1/12 single slope roof pitch
- 127 MPH wind load
- 3" VRR insulation roof and walls
- (1) 14x14 wind rated insulated roll up door with chain hoist
- (1) 3-0/7-0 walk door with panic hardware and closer
- 26-gauge sheet and trim
- Roof: color white
- Walls: color to match existing
- Trim: color to match existing

LABOR

- Labor to erect metal building
- Labor to install all components

Not Included

Dirt, dirtwork, full concrete foundation, gutters and downspouts, electric, plumbing, hvac, interior build out, 3rd party inspections

Company Proposal

Better Built Metal Buildings ("Contractor") proposes to furnish all necessary labor and provide a certificate of liability insurance to perform the referenced work for the total contract sum of **\$51,197.00**. All materials shall conform to the specifications provided and shall include the applicable manufacturer's warranty. Contractor shall provide a one (1) year warranty on all workmanship. Any alterations, additions, or deviations from the agreed specifications that involve extra costs shall only be undertaken pursuant to a written and approved change order. Should Owner request Contractor to proceed with change order work prior to formal approval, the submitted pricing shall be deemed accepted. Payment is due in full upon receipt of invoice unless otherwise agreed in writing. Any invoice remaining unpaid after ten (10) days shall accrue interest at a rate of two percent (2%) per month on the outstanding balance until paid in full. Better Built Metal Buildings reserves the right, at its sole discretion to cancel this proposal in whole or in part for any reason.

Denise Vaughn

12-15-2025

Payment Terms

METAL BUILDING- down payment for metal building	\$1,500.00
METAL BUILDING- due at delivery C.O.D.	\$31,297.00
CONCRETE- due at completion	\$8,060.00
LABOR - due at completion	\$9,500.00
ROLL UP DOOR- due at completion of install	\$840.00

Owner Acceptance

ACCEPTANCE: The undersigned hereby accepts the terms, pricing, and specifications set forth in this proposal and authorizes Better Built Metal Buildings to proceed with the work for a total contract amount of **\$51,197.00**. Upon execution, this document shall constitute a binding purchase agreement between the Customer and Better Built Metal Buildings, and the required deposit shall become immediately due and payable. Deposits are non-refundable except at the sole discretion of Better Built Metal Buildings. In the event of cancellation after receipt of the deposit, the Customer shall remain liable for all costs incurred, including but not limited to material, labor, administrative, and restocking expenses, in addition to any applicable cancellation fees.

