



**City of Montgomery
City Council
Regular Meeting Minutes
March 10, 2026
Amended**

OPENING AGENDA

1. Call Meeting to Order.

The City Council Regular Meeting of the City of Montgomery was called to order by Mayor Countryman at 6:00 p.m. on March 10, 2026, at City Hall 101 Old Plantersville Rd., Montgomery, TX and live video streaming.

With Council Members present a quorum was established.

Present:	Mayor	Sara Countryman
	Mayor Pro-Tem, Place 4	Cheryl Fox
	Council Member Place 1	Carol Langley
	Council Member Place 2	Casey Olson
	Council Member Place 3	Jeff Glaser
	Council Member Place 5	Stan Donaldson

2. Invocation.

Council Member Donaldson gave the invocation.

3. Pledges of Allegiance.

Mayor Countryman led the pledges of allegiance.

CITIZEN COMMENTS

No comments were received.

PRESENTATION

4. Proclamation recognizing March 2026 as Red Cross Month.

Mayor Countryman proclaimed March 2026 as Red Cross Month.

5. Presentation of Certificate of Election to newly-elected official for City Council Place 3.

6. Administration of Statement of Officer and Oath of Office to newly elected official for City Council Place 3.

Judge Finch administered the Statement of Officer and Oath of Office to Jeff Glaser, newly elected official, for City Council Place 3.

CONSENT AGENDA

7. **Consideration and possible action on the City Council Meeting Minutes of February 24, 2026.**
8. **Consideration and possible action on the first reading of a Resolution of the City Council of the City of Montgomery, Texas, approving a project and expenditure of the Montgomery Economic Development Corporation for structure relocation and site preparation in Montgomery County, Texas.**
9. **Consideration and possible action on a Resolution of the City Council of the City of Montgomery, Texas, appointing a member to the Crime Control and Prevention District for an unexpired term.**

Motion: Council Member Donaldson made a motion to accept the Consent Agenda, as presented. Council Member Olson seconded the motion. Motion carried with all present voting in favor.

REGULAR AGENDA

10. **Consideration and possible action to authorize the City Administrator to execute the contracts (2) for “Grounds Maintenance” and “Right of Way Mowing & Lift Station Weed Control”.**

Public Works Director Muckleroy presented the bid tabulations, noting that Cody’s Lawn Service, LLC, the selected vendor, submitted the lowest bids for both contracts and had consistently delivered high-quality service, with residents expressing satisfaction. He recommended continuing work with the Cody’s Lawn Service, LLC, and no council members raised concerns or procedural questions.

Motion: Council Member Donaldson made a motion to authorize the City Administrator to execute the contracts (2) for “Grounds Maintenance” and “Right of Way Mowing & Lift Station Weed Control” with Cody’s Lawn Service, LLC. Mayor Pro-Tem Fox seconded the motion. Motion carried with all present voting in favor.

11. **Consideration and possible action on the acceptance of public infrastructure for the College Street Drainage Repair Project.**

WGA Engineer Roznovsky explained that the project, funded through ARPA and including culvert replacement, road repair, and drainage improvements, has been fully completed and is ready to enter a one-year warranty period beginning February 3, 2026. He noted that as a grant-funded project, formal

city acceptance is required before the grant closeout process can begin. Supporting documents in the council packet included the memo, construction records, certificates of substantial completion and acceptance, and a completed punch list. Council members commented positively on the quality of work, including improvements to rail height to accommodate heavy truck traffic, and agreed to continue monitoring the area.

Motion: Council Member Olson made a motion to formally accept the public infrastructure for the College Street Drainage Repair Project. Mayor Pro-Tem Fox seconded the motion. Motion carried with all present voting in favor.

12. Consideration and possible action on formally ending the one-year warranty period and releasing the maintenance bond on the FM 1097 Sanitary Sewer Improvements project.

WGA Engineer Roznovsky presented the formal conclusion of the one-year warranty period and release of the maintenance bond for the FM 1097 sanitary sewer improvements project. The project, located just west of Buffalo Springs Drive, involved relocating a sewer line that had previously crossed at an angle near a large culvert where erosion along a tributary creek posed a risk. The line was repositioned closer to the road and encased for protection, and staff reported that the pipe, project, and contractor workmanship have continued to hold up well. Although erosion in the area is expected to continue, ongoing monitoring and coordination with TxDOT remains in place. With no deficiencies reported at the end of the warranty period, staff recommended officially closing the warranty and releasing the maintenance bond.

Motion: Mayor Pro-Tem Fox made a motion to formally end the one-year warranty period and releasing the maintenance bond on the FM 1097 Sanitary Sewer Improvements project. Council Member Olson seconded the motion. Motion carried with all present voting in favor.

13. Consideration and possible action on the acceptance of public infrastructure on Montgomery Bend Section 3 WSD&P (Dev. No. 2203).

WGA Engineer Roznovsky presented the acceptance of public infrastructure for Montgomery Bend Section 3 into the one-year warranty period. Roznovsky explained that this section is the third of four phases in the development and referenced packet materials showing its location. A punch list had been generated, with the primary issue being several issues in the pavement; these have since been repaired, and all other items on the list were addressed. Although the section is being accepted into the warranty period, several components including sidewalks and street lights remain incomplete and must be finished by the end of the warranty term in February of next year. If those items are not completed, the warranty cannot be closed, and the developer may request an extension, which has occurred in prior sections when home sales

progressed slowly. Staff clarified that sidewalks do not receive individual lot-by-lot warranty tracking; any deficiencies will be inspected and corrected at the end of the warranty or extension period. The required traffic signal for the development must also be operational before Section 4 proceeds, and utility relocations and coordination with the adjoining (non-city) northern property owners are ongoing to ensure a single unified four-way signal rather than two separate lights.

Motion: Council Member Donaldson made a motion to formally accept the public infrastructure on Montgomery Bend Section 3 WSD&P (Dev. No. 2203) into the one-year warranty period. Mayor Pro-Tem Fox seconded the motion. Motion carried with all present voting in favor.

14. Consideration and possible action regarding the design of McCown Street throughfare as a northbound one-way street.

WGA Engineer Roznovsky presented the design of McCown Street as a northbound one-way street as proposed as part of the Downtown Improvements project. An updated layout, referenced on page 72 of the Council packet, showing the proposed traffic flow, noting that the change requires formal council action was presented. The redesign forms part of the broader McCown project, which includes long-term planning for a complementary southbound one-way on Maiden Street to complete a traffic loop. The immediate scope focuses only on McCown Street. The Phase I design from Caroline Street north to College Street features angled parking on the east side, new sidewalks and plantings on the west side, brick-style pavers, intersection enhancements, pedestrian lighting, and overhead fixtures, though final lighting selections are still pending. Parking would slightly increase and become more organized. Additional parking south of Caroline Street is planned with no net loss of spaces. Construction is expected to be bid out in May with completion anticipated by fall, coordinated to avoid disruptions during parade routes and special events, as the street can still be temporarily closed when needed. Walkability on both sides of the street will significantly improve under the plan. Emphasis that approval at this meeting was only for authorizing the one-way conversion, not final design approval.

Motion: Mayor Pro-Tem Fox made a motion to accept the design of McCown Street throughfare as a northbound one-way street, as presented. Council Member Olson seconded the motion. Motion carried 3:1 with one NAY by Council Member Langley.

15. Consideration and possible action on authorizing the outsourcing of human resources support services.

City Administrator Walker proposed outsourcing human resources support services. After contacting and interviewing several companies, staff recommended CPS HR Consulting, noting that their government-specific expertise, flexible

service structure, and Texas-based office made them the best fit. CPS offers a customizable, pay-as-used model with no multi-year contractual commitment, allowing the city to access HR assistance, primarily through a senior HR consultant, only when needed. Services include policy review, compliance guidance, employee-relations support, optional recruitment services, and availability for employees who may prefer speaking with an external HR professional. The projected cost, based on weekly usage estimates, would not exceed \$26,860 for the remaining six months of the fiscal year, though staff emphasized that actual usage is expected to be lower. Testimonials from other clients were positive, and city staff reported good rapport with CPS representatives. Council members noted that outsourcing offers a practical and cost-effective safety net given the city's lack of a dedicated HR department. A motion was made and seconded to authorize contracting with CPS for services not to exceed the stated amount; the motion passed with one dissenting vote.

Motion: Council Member Olson made a motion to authorize contracting with CPS for services not to exceed \$26,860. Council Member Glaser seconded the motion. Motion carried 3:1 with one NAY by Council Member **Langley Donaldson**.

16. Discussion on the new agenda management program and the board portal.

The Council held a discussion with City Administrator Walker regarding the city's transition to a new agenda management program and board portal. Staff noted that the system expert, City Secretary, was absent, limiting how much could be presented, and several council members reported inconsistent email verification notices with some receiving the vendor's setup email while others found it quarantined. The new system is still in an early acceptance phase and has not yet been fully implemented. It is designed to replace the existing platform, which staff described as antiquated, unsupported by the vendor, and increasingly unreliable with frequently kicking users out or causing uploaded agenda items to disappear. Department heads have begun introductory training, and although the new program is described as robust and "a lot of clicking," it offers flexibility and customization to closely match the current agenda format, including the cover sheet style and layout. The system will change the backend processes but will not significantly alter what the public sees; residents will continue receiving static PDFs of agendas and minutes because detailed internal documents are no longer posted publicly due to prior issues with sensitive information being stolen from attachments. The council agreed this was a discussion-only item. Because key details were still pending and the City Secretary was to provide examples and customization options, the Council tabled the item and directed that it be brought back at the next meeting.

DEPARTMENTAL REPORTS

17. City Administrator Monthly Report

The City Administrator Walker presented the monthly report, highlighting updates related to office space, property leasing, and ongoing development projects. He explained that negotiations for office space across the street resulted in a one-year lease at \$2,552 per month with the first two months free, and that the agreement would next go before the MEDC for approval. The city is budget-secure for the remaining six months of the fiscal year, but future years will require a review of MEDC transfer arrangements and office-space allocation. The administrator noted that the building could comfortably accommodate three offices, with minimal infrastructure investment needed, only a switch and a fiber-line connection, making it functional for staff use. He added that Tilly might temporarily relocate there, though such moves would likely wait until the next budget cycle.

The report also covered the Rabonn Fullen House project, with the agreement sent to Mr. Cheatham for review and a bill of sale prepared, as the structure is being given to the city at no cost. Once the contract is finalized, the house must be moved within 90 days, with a target completion timeline of August. Structural assessments are underway: engineers will inspect the foam-covered floor supports using cameras, and although most supports appear sound, flooring will need replacement. Renovation plans include setting the structure on concrete rails instead of pillars, replacing the porch to meet ADA standards, and updating internal systems. Estimated project costs range from \$550,000 to \$600,000, depending on floor conditions. Intended uses include a welcome center, MEDC office, or retail space, and restoration will involve reusing wood where possible while replacing the windows with modern equivalents designed to look antique.

Additional updates included progress on the McCown project, with forthcoming discussions at the next MEDC meeting regarding new signage on the south lot and preparations for planting the Liberty Tree. Walkways around the tree site appear compatible with current plans and should not cause disruption. The administrator also noted that meetings and public workshops may be scheduled to gather input on the new city hall exterior, supporting transparency and community participation in design decisions.

18. Municipal Court Report February 2026

Municipal Court Administrator Duckett presented the Municipal Court Report for February, noting that the court processed 115 citations for the month and collected \$42,542.80 in total revenue. She highlighted the particularly demanding Thursday warrant-resolution court night, during which staff worked until 10:00 p.m. and collected approximately \$11,000 in a single evening. Duckett publicly thanked her team, Christy, Penny, Tilly (serving as runner), Sergeant Voytko, and Officer Mayhew for their efforts, emphasizing that although the night was long and chaotic due to volume, the proceedings themselves were run efficiently. Council members commended the staff and Judge Finch for their professionalism and succinct handling of the heavy caseload.

19. February 2026 Development Services Report

Development Services Administrator Tilley presented a narrative-style report, explaining that the department is operating at full capacity due to the volume of ongoing development activity in the city. She noted efforts to clean up internal processes, including catching previously missed items, improving documentation, and strengthening permit tracking so inspections occur before permits expire. The department has added additional permits to better cover active work, and early indications show fewer missed inspections as oversight improves. Enhanced management of escrow accounts was also highlighted, with staff confirming progress.

In the area of code enforcement, the department is focusing on consistency across all developments, addressing issues such as construction-related noise and refuse-collection access problems, with strong support from the Police Department. The Planning and Zoning Commission is undergoing refresher training to ensure commissioners clearly understand their responsibilities, including how to articulate rationale for approvals or denials so the City Council receives well-supported recommendations.

The department is also reviewing key ordinances including Chapter 78, Zoning Sign Regulations, and Floodplain Rules while continuing work on the Comprehensive Plan. The Administrator reported that earlier administrative delays had caused the process to wander, but recent efforts by consultants (Zach with WGA, and consultant Mr. Brett with KKC) have put it back on track. Mr. Brett is expected to meet with the Council within the next two meetings to present updates. The projected major milestone, originally misunderstood as “November 26,” refers instead to the final packaging of the full comprehensive plan at the end of the year. Immediate priorities include completing the tree ordinance and stabilizing interim regulations, which she stated the city “cannot function” without addressing.

The report concluded with the Administrator noting that this narrative format offers more meaningful context than numerical summaries; council members agreed, expressing a preference for descriptive reporting that clarifies departmental activity.

20. Building Official Report for January 2026

Building Official Hanna presented the January 2026 report, noting that although the city is only four months into the fiscal year, both revenue and expenses have already reached roughly 50% of his projections due to higher-than-expected activity. He described his earlier estimates as conservative, with significantly “more coming” in terms of building workload. Staff capacity has improved with Kristen dedicating more time to permits and Jamie handling water-related items, which Rick described as a constant area of activity.

Rick also emphasized ongoing issues with builders failing to walk their jobs before calling for inspections, resulting in repeated failures when required components

are missing. He reiterated that the city will not pass incomplete work, stating that contractors “don’t learn until it costs them money.” He mentioned a developer who complained that the city was “tough to work with” due to repeated inspections, to which Rick responded that the city’s duty is to ensure compliance: “Get it done right.” Council members expressed strong support for this strict enforcement approach, affirming that they would “rather be tough” than allow substandard construction to pass inspection.

21. February 2026 Police Dept. Report

Lieutenant Belmares presented the Police Department’s February 2026 report and asked if the council had any questions. Discussion focused on the upcoming RAD (Rape Aggression Defense) self-defense course and the Citizens Police Academy. The RAD course, designed specifically for females of high-school age and older, teaches situational awareness and practical defense tactics to help participants protect themselves in everyday environments. The class is scheduled for April 15th–17th, running Wednesday through Friday, 6:00–8:30 PM. Attendance is required for all three sessions. Enrollment for both RAD and the Citizens Police Academy is still open, though spots are filling.

22. Public Works Monthly Report January 2026

Public Works Director Muckleroy presented the January 2026 report. He provided an update on the department’s ongoing efforts to resolve a water accountability discrepancy. Over the past week, staff investigated the issue and discovered a possible problem with the meter at Water Well #5, which may be causing inaccurate production readings. Additional analysis is underway, including assistance from Accurate Meter to evaluate both production and customer-side meters. Director Muckleroy emphasized that multiple system-wide leak checks have been performed, and no leaks have been found; therefore, the suspected causes are meter-related rather than actual water loss. He explained that while the calculated accountability figure shows 87%, staff does not believe that number reflects the true situation and are working to determine accurate figures.

Before concluding, council members shared positive feedback from the library’s recent 20-year anniversary event, where Public Works and its partnership with the Rotary Club, especially regarding Memory Park, were praised. Director Muckleroy credited Rotary for their significant contributions and thanked the council for recognizing his team’s work.

23. Utility Operations Monthly Report January 2026

Mr. Brian Lucas appeared on behalf of Hayes Utilities, noting he was filling in for the regular presenter. He confirmed that the council already had the written report in their packet and offered no additional remarks. Lighthearted comments were exchanged, thanking him for keeping the report brief, and the item concluded

without questions or further discussion.

24. Financial Report for January 2026

Finance Director Carl was not available to present the monthly report.

25. Engineer's Report.

WGA Engineer Roznovsky presented updates on ongoing capital projects and highlighted key developments from the previous week. The Town Creek Wastewater Project is progressing well; a recent coordination call with the consulting firm "Half" confirmed that all city comments are being incorporated. A design change order will be brought to the next council meeting due to new, more stringent permit requirements requiring enhanced filtration for both the current and next phases. At Water Plant No. 4, the team is finalizing minor site layout adjustments and coordinating with Riley to relocate power lines near the corner of the site. Design work on the plant's storage tank, including paint and finish specifications, is nearly complete. The Bishop Pump Station No. 3 project has encountered delays due to late equipment delivery, pushing expected completion into May. A pre-construction meeting is scheduled for the Lift Station No. 5 project. Meanwhile, design for the Buffalo Springs and C.B. Stewart roadway improvements is on track for completion in May. Related water and sewer infrastructure improvements for Buffalo Springs and C.B. Stewart are nearing final design, with bidding scheduled later in the month. A small change order, requested by BCS to extend an additional public line at their expense, is being included.

Roznovsky also addressed questions regarding the multifamily project originally planned behind Academy Sports. The developer, the Morgan Group, has withdrawn, leaving no replacement multifamily developer at this time. However, retail components of the development remain active, with Take 5 Oil Change and Texas Roadhouse already submitting plans. The city removed the apartment-related driveway and turn-lane components from the roadway design but kept the overall road width intact. Council members expressed concern about ensuring that any future multifamily proposal meets the original standards and commitments. The engineer noted that if the project returns to the table, the developer will be required to re-present their updated plans, and early indications suggest the development may still exceed financial commitments to the city.

Additional updates included:

- Lawson project: A funding agreement among the property owners is being finalized and will likely come to council at the next meeting.
- H-E-B project: Utility and sewer extensions continue, with progress visible near Caroline Court.
- Legacy Grove: The first-section final walkthrough was completed, and the developer is addressing remaining punch-list items.

- Buffalo Springs & FM 1097 traffic signal: Power connections were being installed, though poles are still pending.
- Transportation Alternatives grant: Staff is preparing a submission (sidewalks, bike lanes, turn-lane improvements) due at the end of the month.
- MLK roadway: County improvements are complete, though residents have requested speed bumps and additional lighting. Speed bumps would require a contractor, and lighting requests will need coordination with Entergy.

Roznovsky concluded with a note that updated project maps are included in the packet.

Motion: Council Member Langley made a motion to accept all departmental reports, as presented. Mayor Pro-Tem Fox seconded the motion. Motion carried with all present voting in favor.

EXECUTIVE SESSION

26. Closed Session

City Council will meet in Closed Session pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in:

A. Sections 551.071 Consultation with Attorney - Engineering Services

At 7:18 p.m. Mayor Countryman convened the Montgomery City Council into closed session pursuant to provision Chapter 551 of the Texas Government Code, in accordance with the authority contained in Section 551.071 Consultation with Attorney - Engineering Services.

27. Open Session

City Council will reconvene in Open Session at which time action on the matter(s) discussed in Closed Session may be considered.

A. Sections 551.071 Consultation with Attorney - Engineering Services

At 8:02 p.m. Mayor Countryman reconvened the Montgomery City Council into an open session pursuant to provision of Chapter 551 of the Texas Government Code to take any action necessary related to the executive session noted herein, or regular agenda items, noted above, and/or related items.

Item A Motion: Council Member Olson made a motion to proceed with Option A and authorize the City Administrator to negotiate with the engineering firms discussed. Council Member Glaser seconded the motion. Motion carried with all present voting in favor.

COUNCIL INQUIRY

During the Council Inquiry portion of the meeting, Council Member Donaldson raised concerns about the timeliness of the city's financial reports. Noting that the check register provided was from January even though the meeting was in March, and asked whether moving the financial report to the end of the month would allow the council to receive more current information. It was explained that monthly financials always run one month in arrears, and because the council previously shifted the financial report to the first meeting of the month, the required seven-day state posting rule results in reports that appear roughly six weeks old. They also emphasized that financial reconciliation, especially bank reconciliation, often takes until the second week of the following month, and although the city can provide a list of all checks issued, those may not yet be processed or cleared. The council discussed the pros and cons briefly, acknowledging that while the reports feel delayed, the current 30-day lag is actually standard and relatively quick for municipal finance.

Mayor Countryman then shared information from a luncheon about the Houston ToolBank, a nonprofit resource offering over 16,000 tools available for rent at only 5% of retail cost for eligible 501(c)(3) organizations including cities, schools, and churches. The ToolBank provides items such as generators, tables, chairs, and construction tools, and even delivers equipment in a Conex box when needed. The Mayor encouraged the city, nonprofits, and churches to take advantage of this resource for disaster response, community projects, or resident assistance, noting that equipment is free during disaster events and available at low cost for routine needs. The organization is active across several counties and hopes to expand its presence and use within Montgomery County.

CLOSING AGENDA

28. Items to consider for placement on future agendas.

Council discussed adjusting the date of the next council meeting because one member had been invited to speak at the NCL on March 26. A proposal was made to move the meeting from Tuesday the 24th to Monday the 23rd. After reviewing schedule conflicts, particularly that Councilmember Langley could not attend Monday, the council agreed to keep the regular council meeting on Tuesday, March 24, while holding the architectural workshop for the new city building on Monday, March 23, even if not all councilmembers could attend.

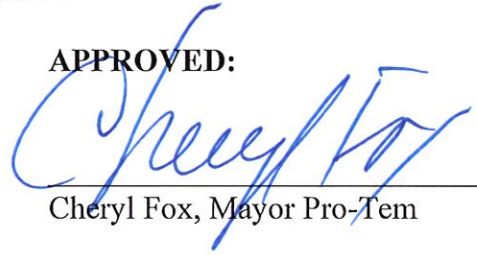
The conversation then shifted to concerns raised by neighbors bordering the H-E-B development. The residents requested a meeting at a neighbor's home so council could see the site firsthand. The council discussed misconceptions the residents seemed to have, including an incorrect belief that the city planned to build a tall above-ground wall; council clarified that the discussion had always involved below-grade retaining walls and an 18-wheel truck access issue, not an elevated barrier. With the planned 20-foot vegetated buffer, including trees and bushes, and a safety fence on top of the retaining wall, council members questioned why the residents were now requesting an additional fence or wall for their backyards. Several councilmembers expressed that responsibility for backyard fencing falls on the homeowners, not the city or H-E-B, especially since these properties are not

within city limits and the homeowners previously declined participation when invited. They also noted that the temporary chain-link fencing currently visible is part of ongoing construction and not the final design. Ultimately, the consensus was that informing residents about the safety fence included in the project design may resolve their concerns, negating the need for further meetings.

29. Adjourn.

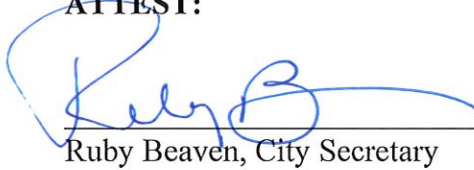
Motion: Mayor Countryman made a motion to adjourn the Regular Meeting of the City of Montgomery at 8:17 p.m. Council Member Langley seconded the motion. Motion carried with all present voting in favor.

APPROVED:



Cheryl Fox, Mayor Pro-Tem

ATTEST:


Ruby Beaven, City Secretary