

MINUTES OF REGULAR MEETING

August 19, 2019

MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

President Rebecca Huss called the meeting to order at 6:00 p.m.

Present: Rebecca Huss - President
 Bill Hanover – Vice-President
 Julie Hutchinson - Treasurer
 Amy Brown – Secretary
 Tom Cronin – Board Member
 Cheryl Fox – Board Member
 Bob Kerr – Board Member

Also Present: Richard Tramm – City Administrator

OPEN PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Minutes of June 17, 2019 Regular Meeting –

President Huss asked for comments on the minutes as presented. Mrs. Fox made a motion to accept the minutes as presented, seconded by Mr. Kerr. All in favor. (7-0)

MONTHLY FINANCIAL REPORT

Report for June and July, 2019

Mrs. Huss asked Mrs. Hutchinson if the EDC has \$964,000 in available funds, or if any is due to the Debt Service Fund.

Mrs. Hutchinson stated none of the amount is due to the Debt Service Fund as of this meeting, but the fourth quarter payment is not yet due for the Administration transfer, the GNA or the Debt Service. She said the July sales tax has not been received from the City in the amount of \$47,000.

Mrs. Hutchinson said the third quarter Administration transfer was reduced by \$5,000 due to the Marketing and Tourism position not being filled. She said the Fernland Improvement obligation has been fulfilled.

Mrs. Hutchinson said because of the money transfer into the interest bearing account, the interest income is higher than budgeted.

Motion by Mrs. Brown, seconded by Mr. Hanover to approve the June and July 2019 Financial Report as presented. All in favor. (7-0)

CONSIDERATION AND POSSIBLE ACTION

5. Presentation by Larry Jacobs regarding a proposed project located at 1062 Clepper Street.

Mr. Jacobs discussed a proposed project at 1062 Clepper Street which would involve building small cottages, roughly 350-600 square feet each, for short-term rentals. The property is located directly behind Jim's Hardware, adjacent to the historic downtown area.

The project is still in the design phase and Mr. Jacobs will be presenting this project before City Council at the next meeting.

Mr. Jacobs said he expects to have the property zoned commercial and collect state hotel/motel occupancy tax.

No action was taken on this item.

6. Consideration and possible action regarding bank resolutions to designate signatories for checks.

Mr. Tramm said because of the change in City Administrator, designated signatories for the checking account need to be updated.

Mrs. Huss said the signatories would be Mr. Kerr, Mrs. Huss, Mrs. Hutchinson and Mr. Tramm. Two signatures will be required for each check, regardless of the amount.

Motion by Mrs. Fox, seconded by Mrs. Hutchinson that Mr. Kerr, Mrs. Huss, Mrs. Hutchinson and Mr. Tramm be the signatories for the MEDC bank resolution. All in favor. (7-0)

7. Consideration and possible action regarding authorizing transfer of \$10,000 out of the Events line item to new line item, under Category 3, named Memory Park Improvements.

Mrs. Hutchinson reminded the Board that during the June Meeting, Memory Park asked for \$9,985.13. The Board discussed at that time moving \$10,000 from the Events category into a new line item under Category 3 named Memory Park Improvements.

Motion by Mrs. Hutchinson, seconded by Mrs. Fox to create a new line item under Category 3 named Memory Park Improvements. All in favor. (7-0)

Motion by Mrs. Hutchinson, seconded by Mrs. Fox to transfer \$10,000 out of the Events line item into the new Memory Park Improvements line item. All in favor. (7-0)

8. Consideration and possible action regarding budget planning for the 2019-2020 fiscal year.

Mr. Tramm asked for direction from the Board in preparing a draft 2019-2020 budget.

Mrs. Huss asked the Board if there were any changes in priorities from last year.

Mr. Hanover suggested the City Administrator work with the EDC Treasurer in creating a preliminary budget.

Mrs. Brown proposed the Board have a workshop in the beginning of September in order to have input before voting on the budget during the September meeting.

Mr. Tramm said the Public hearing would need to be scheduled the last week of September and suggested either Wednesday the 25th or Monday the 30th.

The Board agreed to hold the public hearing on Monday, September 30th.

Mrs. Huss asked Mr. Tramm to find a convenient date for the Board to have a budget workshop the first week of September.

No action was taken.

9. Consideration and possible action regarding calling a Public Hearing regarding the 2019-2020 Budget.

Motion by Mrs. Huss, seconded by Mrs. Brown to set Monday, September 30th at 6:00 p.m. at 101 Old Plantersville Road as the Montgomery Economic Development's Public Hearing for the 2019/2020 budget. All in favor. (7-0)

10. Discussion regarding the Tourism and Marketing Coordinator position.

Mr. Tramm asked if the Board would like to postpone this discussion until after the Board has discussed the budget for 2019/2020.

The Board agreed.

No action was taken on this item.

11. Consideration and possible action regarding approval of the Texas Target Communities Design Project.

Walter Peacock of Texas Sea Grants, Dr. Li of Texas A&M University, and Jeewasmi Thapa of Texas Target Communities presented the Texas Target Communities Design Project aimed at the downtown area.

This project would provide a comprehensive plan, as well as a master plan, designed by the students of Texas A&M Architecture and Urban Planning Department, in cooperation with Texas Target Communities and Texas Sea Grants.

Mr. Peacock said at the end of the project, the designs can be taken directly to the engineer.

Mrs. Hutchinson said the EDC currently has \$20,000 budgeted in the Downtown Enhancement Project line item, which is specifically for planning and professional services.

Motion by Mrs. Huss, seconded by Mrs. Brown to approve the expenditure of \$15,393 for the Texas Target Communities Design Project, taking the money from the Downtown Enhancement Project line item. All in favor. (7-0)

Mr. Kerr asked if this item needs to go before City Council.

Mr. Tramm said he would ask the City Attorney.

12. City Administrator Report -- Richard Tramm

Mr. Tramm reviewed current activity in the city including an AT&T store, Christian Brothers Automotive, Chronic Taco, Blue Wave Car Wash and Chick-fil-A. Mr. Tramm said he will be going over the Administrator's Report with city staff and making changes to how it is presented.

Mrs. Huss said the EDC would like to have the Engineer's Report be included.

Mr. Tramm said during the August 13th City Council meeting, a proposition was presented to consider abolishing the MEDC in May 2020, and transfer its funding into the City's general fund. Mr. Tramm said this was just a discussion item and no decision was made. He said he believes Council will continue the discussion.

BOARD INQUIRY

Mrs. Fox asked if the applicants for the Marketing and Tourism position will be contacted concerning the postponement to fill the position until after the budget is finalized.

Mr. Tramm said he would contact the applicants and extend the timeline of the ads which are running.

Mrs. Hutchinson asked for an update on the Memory Park bulkhead project.

Mr. Tramm said the contractor did not start in the three weeks he has proposed, but is scheduled to start later this week. He said the city has not been able to get the contractor to schedule a meeting with city staff to minimize costs. Mr. Tramm said the contractor will be paid half upfront and half on completion.

ACTION ITEMS FROM JULY MEETING


<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>RESULT</i>

ACTION ITEMS FOR FUTURE MEETINGS

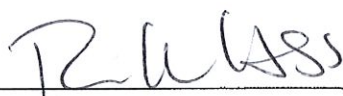
<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>DUE DATE</i>
Southern Rum Runners contract	Tramm	

ADJOURNMENT

Motion by Mr. Kerr, seconded by Mrs. Fox to adjourn the meeting at 7:30 p.m. All in favor. (7-0)

Submitted by:  Date Approved: 9-16-2019

Amy Brown, MEDC Secretary



Rebecca Huss, MEDC President

