

MINUTES OF REGULAR MEETING

December 16, 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
 Julie Hutchinson - Treasurer
 Amy Brown – Secretary
 Tom Cronin – Board Member
 Cheryl Fox – Board Member
 Bob Kerr – Board Member

Absent: Bill Hanover – Vice-President

Also Present: Richard Tramm – City Administrator

OPEN PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Minutes of November 18, 2019 Regular Meeting –

President Huss asked for comments on the minutes as presented. Mr. Kerr made a motion to accept the minutes as presented, seconded by Mrs. Fox. All in favor. (6-0)

MONTHLY FINANCIAL REPORT

Report for November, 2019

Mrs. Hutchinson stated the EDC has a little over \$77,000 in the checking account and total investments at \$942,753.

Mrs. Hutchinson said there wasn't much cash flow during November, but noted the Eagle Scout project was paid but was booked in last fiscal year.

Mrs. Hutchinson questioned Mr. Tramm concerning the Kroger sales tax numbers. He stated he planned to address those during the City Administrator's Report, but was happy to briefly address the topic at this time.

Mr. Tramm said the city realized, before writing the check, there were issues with the calculations and the contact information with Kroger changed. The contact information has been updated along with the financial information. The payment will be made this week as the City is waiting for confirmation from Kroger.

Mrs. Fox asked for clarification on the issue with the calculations.

Mr. Tramm stated the formula used to calculate the sales tax reimbursement, which he received from his predecessor, was found to be mathematically incorrect. This formula resulted in approximately \$2,000 more than should have been paid by the MEDC. The City explained the error to Kroger and is waiting for confirmation from them.

Mrs. Hutchinson asked Mr. Tramm for the plan on paying Kroger with limited funds in the checking account. She asked if the City would be sending the EDC the sales tax funds for the last three months and then paying Kroger from those funds.

Mr. Tramm said he would be discussing the matter with the City Bookkeeper.

Motion by Mrs. Fox, seconded by Mr. Kerr to approve the November 2019 Financial Report as presented. All in favor. (6-0)

CONSIDERATION AND POSSIBLE ACTION

5. Consideration and possible action on request by Montgomery County United to use \$3,000 in blight removal funds to address clean-up activities to improve the visual look of several properties in the City.

Mr. Tramm informed the Board this matter was brought to him by Arnette Easley. Mr. Tramm said while this item falls within his discretion to pay from EDC Blight funds, he has more discretion to spend City funds than EDC funds. He stated he wished the EDC to vote on the matter and reimburse the City for the expense if it wishes.

Mrs. Fox asked what work was done in Memory Park, to which Mr. Tramm responded "flowerbed work." He stated new flowers were planted and flowerbeds were weeded.

Mrs. Brown asked about "painting and sorting in Conroe" which was on the list of work performed.

Mr. Tramm said the same group did that specific work, but the materials used from Montgomery funds were only used in the Montgomery area.

Mrs. Brown requested a better list of projects and breakdown of expenses in the future. She stated the current request only provides a picture of a flyer with organization projects and does not specify which projects the EDC is being asked to reimburse.

Mr. Tramm said in the future he would break the expenses into a more easily understood document.

Mrs. Huss said she appreciated the sweat equity being put into the community which saves a lot of money for the city.

Motion by Mr. Kerr, seconded by Mrs. Fox to approve the \$3,000 economic grant request from Montgomery County United. All in favor. (6-0)

6. Consideration and possible action on update regarding contract from Southern Rum Runners.

Mr. Tramm said he has had exchanges with Southern Rum Runners and is waiting on their confirmation on a contract.

Mr. Tramm reminded the Board it has authorized him and the Board President to go forward with a contract.

Mr. Cronin asked Mr. Tramm the amount of the budget for the contract. He additionally asked for the EDC's cost for the agreement.

Mr. Tramm said he believes the figures were around \$7,500, but he did not have the information in front of him. He also stated the goal of the event is to bring that money back to the city should the event be successful.

Mr. Cronin asked if SRR has given Mr. Tramm a proposal, and if it is customary to not have a proposal.

Mr. Tramm says he has exchanged terms via email with SRR, so he has seen some items in writing.

Mr. Cronin asked when the festival would be held.

Mrs. Hutchinson responded, according to her notes, it will be held on March 28, 2020.

Mrs. Huss asked Mr. Tramm if he was saying he has come to an agreement on a memorandum of understanding and is now asking SRR to put it into a full contract form.

Mr. Tramm replied that was correct.

Mrs. Hutchinson asked if it was correct the EDC would be fully reimbursed the upfront cost if the event was successful.

Mr. Tramm replied that was correct, but it is his recollection the date was March 7, 2020.

No action taken.

7. Consideration and possible action on setting a workshop to discuss the presentation made by the Texas A&M students on December 4, 2019 as part of the development project Texas A&M Sea Grant.

Mr. Tramm stated a workshop is being proposed to take the information from the Texas A&M presentation and discuss with Dave McCorquodale and Walter Peacock. Mr. Tramm said he is attempting to find a date in January that is agreeable to the Board.

Mr. Tramm said a publicly open workshop would allow the Board to discuss ideas and a plan to move forward. He said some of the ideas did not hit the mark, but "they hit an area" of something that could be discussed. He said the idea may not have been wrong, just the implementation of that idea may not have been right for Montgomery.

Mrs. Huss said this is a great opportunity to gather ideas before moving to the next step of engaging a design firm.

Mr. Tramm said he would look at the calendar and email the Board with options.

8. Consideration and possible action on setting the Annual Meeting of the Montgomery Economic Development Corporation.

Mr. Tramm said in January the Board has a number of items to address including the election of officers. He stated the annual meeting may be set to occur as part of the regular January meeting.

Mrs. Hutchinson said she was agreeable with combining the annual with the monthly meeting.

Mrs. Huss agreed.

Motion by Mrs. Hutchinson, seconded by Mr. Kerr to set the annual meeting to occur on Monday, January 20, 2020 at 6:00 p.m. at City Hall, 101 Old Plantersville Road in Montgomery, Texas. All in favor. (6-0)

Discussion

Mr. Tramm informed the Board the Board members whose terms will be expiring include Cheryl Fox, Bill Hanover and Tom Cronin. He noted he could forward the application paperwork to any who request it.

9. Economic Development Report – Richard Tramm

Engineer Report – Written report provided

Development Status Report –

Mr. Tramm said he is continuing to clean up the Development Status Report and remove items which have been completed in a timely manner.

Mr. Tramm said he is also starting to provide drawings in the report in an attempt to provide a better concept of the placement of the projects as they relate to the city.

Mr. Tramm said he is also providing a list of businesses which have opened in the area during the year. He stated a list helps convey how much activity is occurring each year.

Mr. Tramm said since the EDC's last meeting, there have been interviews for the Marketing and Tourism position. Of those interviewed, three have been selected for a second interview. He stated he is hopeful to have someone on staff in January or February, but that is dependent on how soon that person could leave a current job.

Tourism and Marketing Report – No report

BOARD INQUIRY

Mrs. Brown stated in October, there was an action item for Mr. Tramm to speak with the city bookkeeper concerning the checking account balance.

Mr. Tramm said his understanding is there was a higher than desired balance in the checking account and he discussed the matter with Ms. Bronco. He said once the city completes the annual audit, at the end of each month he and Ms. Bronco would be reviewing the account balances together.

ACTION ITEMS FROM NOVEMBER MEETING

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

ACTION ITEMS FOR FUTURE MEETINGS


ACTION ITEM	ASSIGNEE	DUE DATE

ADJOURNMENT

Motion by Mrs. Brown, seconded by Mrs. Fox to adjourn the meeting at 6:31 p.m. All in favor. (6-0)

Submitted by:  Date Approved: 01/20/2020
Amy Brown, MEDC Secretary




Rebecca Huss, MEDC President