

**NOTICE OF REGULAR  
MEETING  
Montgomery Economic Development Corporation  
(MEDC)**

Notice is hereby given that the Board of Directors of the Montgomery Economic Development Corporation will hold a Regular Meeting at 6:00 p.m. on April 15, 2019 at the Montgomery City Hall, 101 Old Plantersville Road, in Montgomery, Texas.

1. Call to Order
2. Open Public Comment
3. Approval of Minutes of March 18, 2019
4. Monthly Financial Report (March, 2019)
5. Consideration and possible action regarding Living Savior Lutheran Church parking lot paving grant application
6. Consideration and possible action regarding a request from Fernland, Inc. for funds to repair Crane Cabin – Gareth Westlake
7. Consideration and possible action regarding placement of Clepper Street sidewalk
8. Consideration and possible action regarding Texas Flag Celebration event
9. Consideration and possible action regarding approval of October Fest event
10. Consideration and possible action on “Fly the Texas Flag” Day event
11. Consideration and possible action regarding rack card purchase and possible distribution cost
12. Economic Development Reports: City Administrator Report, City Engineers Report, Tourism and Marketing Director Report

**EXECUTIVE SESSION:**

The MEDC Board of Directors reserves the right to discuss any of the items listed specifically under this heading or for any items listed above in executive closed session as permitted by law including if they meet the qualifications in Sections 551.071(consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding gifts), 551.074 (personnel matters), 551.076 (deliberation regarding security devices), and 551.087 (deliberation regarding economic development negotiations) of Chapter 551 of the Government Code of the State of Texas.

13. Adjourn into Closed Executive Session as authorized by the Texas Open Meetings Act, Chapter 551 of the Government Code, in accordance with the authority contained in the following:

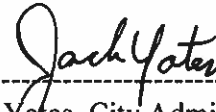
- a) Section 551.074 (personnel matters) related to Marketing and Tourism position.

14. Reconvene into Open Session.

**POSSIBLE ACTION FROM EXECUTIVE SESSION:**

15. Consideration and possible action(s) if necessary, on matter(s) deliberated in Closed Executive Session.

16. Board Inquiry



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Jack Yates, City Administrator for  
Rebecca Huss, President of MEDC

I certify that the attached notice of meeting was posted on the bulletin board at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on the 13<sup>th</sup> day of April, 2019 at 2:05 o'clock p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier



**MINUTES OF REGULAR MEETING**

**March 18, 2019**

**MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION**

**CALL TO ORDER**

President Rebecca Huss called the meeting to order at 6:07 p.m.

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

**Absent:**            Bob Kerr – Board Member

**Also Present:**   Jack Yates – City Administrator  
                          Katrina Moore – Director of Marketing and Tourism

**OPEN PUBLIC COMMENT**

No public comment.

**APPROVAL OF MINUTES**

**Minutes of February 18, 2019 Regular Meeting –**

President Huss asked for comments on the minutes as presented.

Mr. Hanover made a motion to accept the minutes as presented, seconded by Mr. Cronin. All in favor. (6-0)

## **MONTHLY FINANCIAL REPORT**

### **Report for February, 2019**

Mrs. Huss noted Mrs. Hutchinson received the financial report on Friday, March 15<sup>th</sup> when the rest of the Board received the report as part of the agenda packet. Mrs. Huss also stated Ms. Bronco has not been in the office so Mrs. Hutchinson was not able to ask questions concerning the report.

Mrs. Hutchinson explained the EDC received over \$72,000 in sales tax revenue, with the budget only expecting \$47,000, leaving the year to date almost \$30,000 over budget.

Mrs. Hutchinson also noted that a couple of transfers were made out of the checking account into an interest-bearing account. She pointed out each transfer costs \$25 and intends to ask Ms. Bronco if there is a way to transfer without incurring fees.

Mrs. Hutchinson explained the expense items included the quarterly transfer to debt payment as well as the 2018 payment to Kroger. The Walking Tour expense was for the sign at the corner of McCown and Caroline which came in under budget.

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

## **CONSIDERATION AND POSSIBLE ACTION**

### **5. Discussion and possible action regarding request of Living Savior Lutheran Church for funding of Chime Master Carillon System – Peter Hames**

Mr. Hames, President of Living Savior Lutheran Church, spoke on the renovations in progress at the church. A new steeple will be added. The previous steeple was destroyed in 1918. The previous steeple contained a bell.

Mr. Hames said instead of replacing the bell, the church will install a carillon system and requests \$5,000 from the EDC to help cover expenses. He said the chimes would sound at 9am, noon, 3pm and 6pm every day also at various times for church services, weddings and funerals. He said this will add to the ambiance of the city.

Mr. Cronin asked how long the chimes would be played at each occurrence.

Mr. Hames responded the 9am, noon and 6pm chimes would be similar to a Westminster clock with nine chimes at 9am, twelve at noon and six at 6pm. During the other times, a hymn would be played lasting a couple of minutes each.

Mr. Yates noted the city has a sound ordinance with a five minute maximum.

Mr. Cronin asked if people in the neighborhood are in favor of the plan to add a carillon system.

Mr. Hames said the church has not told the neighborhood about the carillon system, but no one has complained about the renovations. He noted that the system has a volume control that can be adjusted if needed.

Mrs. Huss pointed out the Economic Development Grant program has a limited amount of funds and the HMBA billboard funds have not yet been deducted from the budget. She also was concerned as to the level of benefit for economic development this project would contribute.

Mrs. Brown stated that she would be more comfortable looking at a grant towards the cost of the historic building renovation than this type of project. She said her concern with this type of project is cities getting involved with churches. She did not feel that it was the cities place to fund church projects where it would be correct for the city to fund a historical building renovation.

Mr. Hanover said he sees this project as being part of the renovation of the church, and a downtown enhancement improvement.

Mr. Hames said the church has asked for a \$20,000 grant from the Historic Society and is waiting on an answer.

Mrs. Fox said she felt the bells would add to the city's reputation and distinction. She asked Mr. Hames if the bells could be played during special city events.

Mr. Hames said yes.

Mrs. Brown agreed it would be nice, but she cautioned the board and suggested they consider the worst case scenario of an unpopular group coming in town wanting to play their religious songs on a speaker system. She asked if the city would pay for the speaker system of that group.

Mr. Hanover said the Board is not obligated to approve a similar grant for another group.

Mrs. Brown said that would show prejudice.

Mrs. Hutchinson asked Mrs. Brown if she would feel differently if the church were putting in a bell similar to the one the church had previously.

Mrs. Brown said she probably would feel differently. She said her goal is to be consistent on approving fund applications regardless of the group requesting them.

Mr. Yates said the city attorney has told him it is very hard for a board to set a precedent.

Mr. Cronin said this would not be setting a precedent. He said, "monies that the Board controls is for, primarily, the enhancement and the betterment of the downtown historic district, and I see this falling right in line with that."

Mrs. Huss noted the budget is split more specifically, with the largest portion going towards public infrastructure, so it is not primarily for the downtown area, but some of the funds are for the enhancement of downtown.

Mrs. Hutchison said she would like to know how much is remaining in the Economic Development Grant line item before the Board commits to spending a third of the budget. She said since the next item on the agenda is for funds for the same group, she did not want to make a decision on this item until she looks at the other item also. She said she would like to look at both of the items together.

Mr. Hanover said the next item on the agenda is a totally separate item and should be considered separately.

Mrs. Hutchinson said she would not support something that is a third of the budget if the Board does not have the full \$15,000 in the budget at this time.

Mrs. Huss said the HMBA billboard project was not over \$5,000 so there is at least \$10,000 left on the line item.

Motion by Mrs. Fox, seconded by Mr. Hanover to approve the five thousand dollars for the Chime Master Carillon system for the Living Savior Lutheran Church. Voting for the motion were Mrs. Hutchinson, Mrs. Fox, Mr. Hanover and Mr. Cronin. Voting against the motion were Mrs. Brown and Mrs. Huss. Motion passes (4-2)

6. Report from Living Savior Lutheran Church regarding possible parking lot paving grant application.

Mr. Hames said the approximately one acre parking lot behind Living Savior Lutheran Church is used by the church and is used "several times a year by the Montgomery Area Chamber of Commerce for events." He said the city has approved a design for a paved parking lot. He said the lowest bid was for \$240,500. The church is asking for 50% of that figure from the MEDC, because this is a significant improvement to the downtown area. He said as the church grows, they will need the additional parking which will be provided by paving the lot.

Mr. Hames said in the past, there has never been a conflict between the church using the lot and the Montgomery Area Chamber of Commerce using the lot. He noted he put in the grant application that should a conflict occur, the church would have preference in the use of the parking lot and deny use to others.

Mrs. Fox asked if the Board was simply reviewing this item for a future date.

Mr. Hames said yes that is correct.

Mr. Yates told the Board the question today is to see if the Board is interested in participating in this project. He noted that in the case of the two parking lots downtown, which the EDC paved, the city is the primary tenant.

Mrs. Huss asked Mr. Hames if the church would be willing to lease the parking lot to the city for twenty years and allow the city to be the primary tenant with the church using the parking lot when the city is not.

Mr. Hames said no.

Mrs. Huss said with the church growing because of the improvements, they would most likely have more activities on Saturdays which would conflict with the city's use of the parking lot.

Mr. Yates said this does not have to be an all or nothing deal.

Mrs. Huss said this is also up to City Council since this is not in the MEDC budget.

Mr. Hames asked if the Board was interested in participating and would the Board like to have the city attorney draw up an agreement that is favorable to both parties.

Mr. Hanover said there is no question that the city needs more downtown parking, especially with the new festivals being added, and this is the "ideal place to expand that parking."

Mrs. Huss said she would like to see more research before we discuss investing this amount of money, because just a couple of years ago, MEDC passed on purchasing it's own parking lot for slightly more than this amount.

Mrs. Brown said she would like to continue to discuss the matter in the future. She said it is a great project, but questioned whether it is the correct project for the EDC.

Mrs. Brown noted in the proposal the Lutheran Church said they shared the parking lot with the Church of Christ. She asked Mr. Hames if the Church of Christ has been asked to contribute.

Mr. Hames said the Church of Christ is a tenant of the building they use. It is owned by the Historical Society.

Mrs. Fox asked Mr. Hames if the church would be willing to get into a lease with the city for use of the parking lot for specific events if the city were to give the church a 12 month notice of the event.

Mr. Hames said probably not that far in advance.

Mrs. Brown said if the city were to schedule the use of the parking lot and unexpectedly the church needs to use the parking lot for a funeral, the city's event would have no parking.

Mrs. Fox asked Mr. Hames if the church would be willing to plan it's events around city events that occur at the same time every year.

Mr. Hames said, "Probably not."

Mr. Hames said it will be possible to partition off a portion of the parking lot for the city's parking if two events occur on the same date.

Mrs. Hutchinson asked if there was a way to quantify the value of the parking spaces during events.

Mrs. Huss said, "Probably not."

Mrs. Huss suggested this item go before City Council before advancing any further, including contacting the city attorney.

No action was taken on this item.

7. Discussion of the Flag and Food Festival and the decision-making process that caused the Festival to be postponed to 2020.

Mr. Cronin stated he asked Mr. Yates to put this on the agenda.

Mrs. Huss said this is a different agenda item and asked Mr. Yates and Ms. Moore to explain this agenda item.

Mr. Yates explained that Mrs. Huss reached out to Ms. Moore on February 26<sup>th</sup>, six weeks prior to the scheduled event, concerning the progress of the event. Mrs. Moore's response prompted the Mayor and Mrs. Huss to email Mr. Yates expressing concern about the lack of progress and question the successfulness of the event due to the short amount of time left before it was scheduled. Mr. Yates said Mrs. Huss asked him if he agreed with her and the Mayor that the event should be postponed, and if he agreed, to forward the email to the Board.

Mr. Yates said he did not feel "we should wait two weeks before officially postponing the event." He said he send an email to the Board explaining the situation. Mr. Yates said he realized this was a Board decision, but he did not want Ms. Moore spending fruitless time and money on an event that was beyond hope of happening.

Mr. Yates explained the reason the Mayor was involved was because the idea of the event originated with her, and she was part of the planning process.

Mrs. Huss asked Ms. Moore to explain the process of planning this festival and what was learned during that process.

Mrs. Moore said one item she learned while seeking sponsorships, was most organizations had already allocated their budgets and more than a one year period would be needed to secure sponsorships.

Ms. Moore said she also had difficulties getting vendor participation on such a short timetable.

Mr. Yates said he felt "it was just too much to pull off too quick."

Mr. Yates said the reason this was put on the agenda was because cancelling an event was a Board decision and it needed to be addressed.

Mr. Cronin stated he felt it was too aggressive a timeline when the date was first discussed.

Mr. Cronin said the President, the Mayor, Ms. Moore and Mr. Yates to make the decision for the Board. He said he spoke to an attorney and was told it is "very improper" and Mr. Cronin feels it is "highly improper" for four people to make a decision for the Board.

Mrs. Huss reminded the Board that item number seven is still being discussed and asked if anyone would like to discuss the Flag and Food Truck Festival.

There was no comment from any of the Board wishing to do so.

No action was taken on this item.



8. Consideration and possible action regarding the MEDC involvement regarding supervision of Tourism and Marketing position.

Mrs. Huss asked Mr. Cronin if he would like to make a comment.

Mr. Cronin said it is his understanding that Ms. Moore reports to Mrs. Huss regarding her position and Mrs. Huss provides direction.

Mrs. Huss said Ms. Moore reports to Mr. Yates, and because Mr. Yates is busy on a number of other items, Mrs. Huss meets with Ms. Moore once a week.

Mr. Cronin asked if it was decided by MEDC, that Mrs. Huss meet with Ms. Moore once a week.

Mrs. Huss responded it was discussed when the EDC hired a Marketing and Tourism Director, "MEDC wanted to be more involved in the direction and guidance of that person and in order to meet the MEDC's goals, somebody needed to participate more, and it was discussed that it was not going to be Jack (Yates) because John Champagne, in particular, felt that Jack (Yates) had enough on his plate, which left the Board."

Mrs. Huss continued, "The President was discussed as an option. Now if you would like to discuss matters involving the supervision of the MEDC employee, we can table this item and bring it to Executive Session at the next meeting."

Mr. Cronin said, "Let's do that."

Item was tabled until April 2019 meeting to be discussed in Executive Session. No further action was taken.

9. Consideration and possible action regarding Texas Flag Celebration event.

Ms. Moore said the Texas Flag Celebration event had previously been discussed and was scheduled for August 24, 2019.

Ms. Moore provided a budget and schedule of events in the agenda packet. She said she does not expect the event to exceed 4,000.

Ms. Moore said that Lone Star Beer has already agreed to sponsor this event and are interested in sponsoring future events in Montgomery.

Mr. Hanover asked if Ms. Moore is working on any other event between now and next year.

Ms. Moore said there was a list in the agenda packet with the next major event being Ocotberfest.

Mrs. Brown asked Ms. Moore if she will be discussing the different festivals in her report at the end of the meeting.

Ms. Moore said she could do that.

Mr. Yates suggested Ms. Moore develop and Gantt chart which can be used for almost every event.

Mr. Cronin asked about the funds allocated for the Flag and Food Truck Festival.

Mrs. Huss said it simply goes back into the budget.

Mrs. Huss suggested that formal action could be taken at the next meeting to remove the \$15,000 from that particular line item.

Mr. Yates said there may be some expenses already associated with that event, and suggested the Board simply reduce the line item to \$2,000.

Motion by Mrs. Fox, seconded by Mrs. Brown to approve the not to exceed \$4,000 budget for the Texas Flag Celebration event scheduled for August 24, 2019. Motion passes (5-1), with Mr. Cronin being the dissenting vote.

10. Consideration and possible action regarding applying for two-year alcoholic beverage sales license.

Ms. Moore explained having a beer garden during Oktoberfest would require a temporary permit which would cost approximately \$231. She said there had been a discussion concerning getting a permanent liquor license for the community building. She said she had discussions with TABC concerning the process.

Ms. Moore said the city could get two-year permit for \$903 and since the community center would be in the center of any festival, it would be a permanent beer garden, but the permit would only apply to MEDC events. She said this would be a better use of funds than applying for a temporary license for each event.

Mrs. Fox asked how the city's liability insure covers such events.

Mrs. Huss said with city insurance policies, the city must get a rider for the event and it doesn't impact the insurance costs. The city merely states which events have alcohol.

Mr. Cronin asked if it was customary for cities to get involved in selling alcohol.

Mr. Yates stated that Georgetown and other cities engage in these types of activities.

Mrs. Fox said she thought the vendors would be responsible for getting the license and listing the city as an additional insured.

Mrs. Huss said the Chamber runs the Wine Festival by obtaining a license. She said that the entire point of the Wine Festival is a fundraising activity.

Mrs. Huss said the Chamber's permit is a different type of permit than the one the city is considering because the Chamber does not have one location, but instead has several tents so the permit types are different as well as the costs. She said the permits are location based.

Mr. Yates said he would be able to provide additional information for the Board at the April meeting.

Mrs. Hutchinson asked how long the approval process takes.

Mr. Yates said he believed it was only a "couple of days."

Mrs. Huss and Ms. Moore both stated the cost increases when the application is submitted close to the timing of the event.

Motion by Mrs. Huss, seconded by Mr. Cronin to table the discussion. All in favor. (6-0)

11. Consideration and possible action regarding Montgomery Neighborhood Water Party event.

Ms. Moore discussed plans for the Water Party event which will be held at the Community Center. Her budget for the event is \$700.

Mr. Cronin asked if TML would underwrite any liability with waterslides and kids.

Mrs. Huss said that would need to be verified.

Ms. Moore said she has given the City Secretary a list of all of the proposed festivals and the City Secretary has been working with TML concerning the events. Ms. Moore said it was her understanding that the different events and their individual liabilities just needed to be added on as riders.

Mrs. Huss asked Ms. Moore to find out what type of insurance the person who furnishes the inflatables should have.

Mrs. Fox asked Ms. Moore to also find out if the inflatable provider needs to list the city as an additional insured with a waiver of subrogation.

Mr. Hanover asked how this event would be promoted.

Ms. Huss said social media. She said the intent is for the event to stay local because of the size.

Motion by Mrs. Brown, seconded by Mr. Cronin to approve a not to exceed budget of \$700 for the Montgomery Neighborhood Water Party. All in favor. (6-0)

12. Consideration and possible action regarding rack card purchase and possible distribution cost.

Ms. Moore included in the agenda a copy of the rack card mock up and cost. She said these are similar to other rack cards placed at hotels and restaurant.

Mrs. Huss reminded the Board of the previous discussion on rack cards during the KOA advertising agenda item during the February meeting.

Mr. Yates asked if this was something Distrx would contribute towards.

Ms. Moore said it was something they would reimburse the cost up to 50%. She said she had already discussed this with Distrx.

Mrs. Huss said there are basically two questions: Do we want to do rack cards and how do we want to distribute them?

Ms. Moore said the city would provide the cards to an outside company who will make sure racks are filled in chosen areas. Ms. Moore provided a spreadsheet in the agenda packet with the different area options and the number of cards needed to keep the racks in those areas full. She said the company works on 3-month, 6-month and 12-month contracts, and the EDC would provide the company with the number of cards needed upfront.

Mrs. Brown asked Ms. Moore to figure out the upfront cost of the rack cards for the 3-month, 6-month and 12-month contracts. She said that figure needs to be added to the contract price so the Board will know the total cost of this project.

Mrs. Brown also asked Ms. Moore to contact Distrx to inquire if they would also contribute to the distribution cost.

Item was tabled until the April 2019 regular meeting. No further action was taken.

13. Economic Development Report – Jack Yates

Engineer Report –

Mr. Yates said Chick-fil-A will be asking for a variance for their drive-thru awnings.

Development Status Report –

Mr. Yates said the CVS store is open as well as the car wash. He also pointed out construction continues on the retail strip center immediately west of the car wash.

Mr. Yates said Texas Spirit Bank is planning on a May/June opening.

Mr. Yates said the waterline that was washed out underneath the bridge is repaired, but the city is having problems with the Baja project.

Mr. Yates said the city is very close to starting the Texas Development Board projects.

#### Tourism and Marketing Report –

Ms. Moore said she is working with Mercantile Bank on a Business 101 workshop set for April. She said she is also working on a calendar for social media posts to create activity. Ms. Moore said she is also working with downtown merchants to put together an events calendar to add to social media.

Ms. Moore said from February to March, the Facebook posts were seen by almost 12,000 people and those posts were engaged by 1,800 people.

Ms. Moore attended a website meeting and she is currently working on gathering information to put on the Tourism page of the city's website.

Ms. Moore said the trademark project, she has been researching different available trademarks and she reached out to the city attorney to inquire if the EDC should acquire those additional trademark types and he agreed that the EDC should do that.

Ms. Moore said the three types trademarks that we currently have applied for are one to use for advertising, which is trademarking the slogan itself; the second one is for the trademark to be used in marketing materials such as brochures and pamphlets; and the third one is for clothing such as t-shirts that the EDC may want to use in the future. Mrs. Moore said the cost of the three trademarks is \$825.

Mrs. Moore said the entire process would take between six to nine months.

Mrs. Brown asked for a copy of the calendar of events.

Mrs. Hutchinson asked if Ms. Moore was applying for multiple trademarks, as had been discussed in the past, or just for one.

Ms. Moore said this is just for the trademark for The Birthplace of the Texas Flag. She said she is still researching and speaking to the city attorney about the options. She asked if the Board wishes her to move forward on the other trademarks.

Mrs. Hutchinson said the Board may just want to secure the other variations of the main trademark, but not the different classes for each one.

14. Consideration and possible action regarding approval of October Fest event.

Ms. Moore directed the Board to look at the budget she had prepared for October Fest which is in the Board's agenda packet. Ms. Moore said this is not a final budget as item costs will change once details are secured. She said she estimated high and will update the Board with more exact figures once she has them.

Mr. Yates asked if Lone Star would be able to donate the beer or sell it at a reduced cost.

Mrs. Huss said that it would be illegal for Lone Star to give us product. They can only donate money.

Mrs. Hutchinson said the EDC's total event budget is \$35,000 and the EDC has committed to \$4,700.

Mrs. Huss informed the Board the breweries and wineries are not allowed to sell their own beverages, so the event must purchase the items and sell them.

Mrs. Huss said the cost of the event could be divided up and spent as progress is made instead of one lump sum.

Mrs. Hutchinson asked what amount would be needed in the next month to begin organizing the festival.

Mr. Yates said probably no more than one thousand. He also said that when they meet with Lone Star, they can ask for some upfront money at that time.

Mr. Cronin said more people need to be involved organizing this festival. Mr. Cronin suggested postponing the event until 2020.

Mrs. Brown asked if Ms. Moore had reached out looking for volunteers.

Ms. Moore said yes, she has been in contact with Jennifer Skinner.

Mrs. Huss suggested making the event smaller the first year, then growing it each additional year.

Mr. Hanover noted the Wine Festival started much smaller than it currently is held.

Mrs. Huss suggested the Board proceed with the logo and plans for a small community event.

Motion by Mrs. Huss, seconded by Mr. Hanover to budget \$50 for the logo for October Fest and have Ms. Moore work up a budget and plan for a smaller festival. All in favor. (6-0)

**BOARD INQUIRY**

No Board inquiry.

**ACTION ITEMS FROM FEBRUARY 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>
Marketing/Tourism Supervision Executive Session agenda item	Yates	April 2019
Discussion and action to formally remove Flag Festival funding agenda item	Yates	April 2019
Alcoholic beverage license information	Yates	April 2019
Rack card cost breakdown	Moore	April 2019
Liability insurance information from the water slide provider	Moore	April 2019
Event Calendar for 2019	Moore	April 2019
Billboard money	Yates	April 2019

**ADJOURNMENT**

Motion by Mr. Cronin, seconded by Mrs. Fox to adjourn the meeting at 8:23 p.m. All in favor. (6-0)

Submitted by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Amy Brown, MEDC Secretary

\_\_\_\_\_  
Rebecca Huss, MEDC President



**CITY OF MONTGOMERY - MEDC  
ACCOUNT BALANCES REPORT  
Through March 31, 2019**

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<b><u>MEDC</u></b>			
CHECKING ACCOUNT #1017938	\$ 153,306.89		\$ 153,306.89
TOTAL INVESTMENTS	\$ -	\$ 789,554.05	\$ 789,554.05
<b>TOTAL MIDC</b>	<b>\$ 153,306.89</b>	<b>\$ 789,554.05</b>	<b>\$ 942,860.94</b>

**INVESTMENTS**

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00006			2.59%	\$ 539,554.05
<b>Certificates</b>				
Allegiance Bank CD #2047	6/6/2018	6/6/2019	2.00%	\$ 100,000.00
Bancorp South CD #4045	1/27/2019	1/28/2020	2.75%	\$ 150,000.00
<b>Total Investment Balance</b>				<b>\$ 789,554.05</b>

\*\* Note: on 4/9/19 there was a transfer of \$110,000.00 to Texpool bringing the checking account to approx \$43,000 on that date

City of Montgomery - MEDC

**Cash Flow Report**

As of March 31, 2019

Date	Num	Name	Memo	Amount	Balance
<b>51100 - MEDC Checking</b>					49,951.02
3/01/2019	1955	Rebecca Huss	Reimbursement of Expense - Logo from Etsy for Fl...	-49.00	49,902.02
3/01/2019	1956	Solomon Electric Inc.	Inv 17448 Installed GFI recepticles on light poles.	-2,388.56	47,513.46
3/01/2019	1957	Rebecca Huss	Reimbursement of Expense -Sign for Walking Tours	-171.59	47,341.87
3/05/2019	CB		Refund of Wire Fees charged to account in error	50.00	47,391.87
3/15/2019	1958	Darden, Fowler and Creighton, LLP	Legal fees Feb 2019	-200.00	47,191.87
3/22/2019	1959	Card Service Center	xxxx 0869 part of bill thru 3/8/19	-21.34	47,170.53
3/22/2019	1960	Thomas Printing & Publishing	Inv# 9915 Business Cards for Katrina Moore	-119.50	47,051.03
3/29/2019	1961	Historic Montgomery Business Assoc...	Inv# 201 HMBA - Billboard for 10/15/18-10/15/...	-4,200.00	42,851.03
3/31/2019	Dep		Sales tax Revenue due from General	110,455.86	153,306.89
Total 51100 - MEDC Checking				103,355.87	153,306.89
<b>TOTAL</b>				<b>103,355.87</b>	<b>153,306.89</b>

**City of Montgomery - MEDC  
Actual to Budget Performance**

March 2019

	Mar 19	Budget	\$ Over B...	Oct '18 - ...	YTD Bud...	\$ Over Bu...	Annual ...
<b>Income</b>							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	38,151.99	47,916.67	(9,764.68)	305,222.47	287,499.98	17,722.49	575,000.00
<b>Total 55000 · Taxes &amp; Franchise Fees</b>	38,151.99	47,916.67	(9,764.68)	305,222.47	287,499.98	17,722.49	575,000.00
55300 · Other Revenues							
55391 · Interest Income	1,105.05	266.67	838.38	3,620.88	1,599.98	2,020.90	3,200.00
<b>Total 55300 · Other Revenues</b>	1,105.05	266.67	838.38	3,620.88	1,599.98	2,020.90	3,200.00
<b>Total Income</b>	39,257.04	48,183.34	(8,926.30)	308,843.35	289,099.96	19,743.39	578,200.00
<b>Expense</b>							
56000 · Pub Infrastructure - Category I							
56000.6 · Downtown Dev Improvments	0.00	5,000.00	(5,000.00)	0.00	30,000.00	(30,000.00)	60,000.00
56000.8 · Utility Extensions	0.00	3,266.67	(3,266.67)	0.00	19,599.98	(19,599.98)	39,200.00
56430 · Tsf to Debt Service	0.00	0.00	0.00	80,000.00	80,000.00	0.00	160,000.00
<b>Total 56000 · Pub Infrastructure - Category I</b>	0.00	8,266.67	(8,266.67)	80,000.00	129,599.98	(49,599.98)	259,200.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	0.00	0.00	0.00	50,917.00	76,900.00	(25,983.00)	76,900.00
56423 · Economic Development Grant Prog	4,200.00	1,250.00	2,950.00	4,200.00	7,500.00	(3,300.00)	15,000.00
<b>Total 56001 · Business Dev &amp; Ret -Category II</b>	4,200.00	1,250.00	2,950.00	55,117.00	84,400.00	(29,283.00)	91,900.00
56002 · Quality of Life - Category III							
56404 · Seasonal Decorations	0.00	0.00	0.00	7,600.00	7,600.00	0.00	7,600.00
56420.2 · Christmas Lighting(Civic Assn)	0.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
56423.1 · Walking Tours	0.00	0.00	0.00	771.59	6,000.00	(5,228.41)	6,000.00
56429 · Removal of Blight	0.00	1,250.00	(1,250.00)	3,661.83	7,500.00	(3,838.17)	15,000.00
56434 · Events							
56434A · Lone Star Flag Fest							
56434.G · Marketing/signage/logo	0.00	0.00	0.00	49.00	0.00	49.00	0.00
56434A · Lone Star Flag Fest - Other	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	15,000.00
<b>Total 56434A · Lone Star Flag Fest</b>	0.00	0.00	0.00	49.00	1,000.00	(951.00)	15,000.00
56434 · Events - Other	0.00	2,000.00	(2,000.00)	0.00	8,000.00	(8,000.00)	20,000.00
<b>Total 56434 · Events</b>	0.00	2,000.00	(2,000.00)	49.00	9,000.00	(8,951.00)	35,000.00
56439 · Downtown Enhancement Projects	0.00	1,666.67	(1,666.67)	0.00	9,999.98	(9,999.98)	20,000.00
<b>Total 56002 · Quality of Life - Category III</b>	0.00	4,916.67	(4,916.67)	13,582.42	40,099.98	(26,517.56)	83,600.00
56003 · Marketing & Tourism-Category IV							
56413 · Brochures/Printed Literature	0.00	833.33	(833.33)	19.50	5,000.02	(4,980.52)	10,000.00
56419 · Website	0.00	250.00	(250.00)	0.00	1,500.00	(1,500.00)	3,000.00
<b>Total 56003 · Marketing &amp; Tourism-Category IV</b>	0.00	1,083.33	(1,083.33)	19.50	6,500.02	(6,480.52)	13,000.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	0.00	0.00	53,750.00	53,750.00	0.00	107,500.00
56004.3 · Miscellaneous Expenses	450.00	83.33	366.67	593.41	500.02	93.39	1,000.00
56004.5 · Internship Program	0.00	833.33	(833.33)	0.00	5,000.02	(5,000.02)	10,000.00
56327 · Consulting (Professional servi)	0.00	833.33	(833.33)	620.00	5,000.02	(4,380.02)	10,000.00
56354 · Travel & Training Expenses	0.00	166.67	(166.67)	247.80	999.98	(752.18)	2,000.00
<b>Total 56004 · Administration - Category V</b>	450.00	1,916.66	(1,466.66)	55,211.21	65,250.04	(10,038.83)	130,500.00
56324 · Tourism Promotion	21.34			21.34			
56340 · Office Supplies	119.50			200.70			
<b>Total Expense</b>	4,790.84	17,433.33	(12,642.49)	204,152.17	325,850.02	(121,697.85)	578,200.00

---

Net Income

<u>Mar 19</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>Oct '18 - ...</u>	<u>YTD Bud...</u>	<u>\$ Over Bu...</u>	<u>Annual ...</u>
<u>34,466.20</u>	<u>30,750.01</u>	<u>3,716.19</u>	<u>104,691.18</u>	<u>(36,750.06)</u>	<u>141,441.24</u>	<u>0.00</u>

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: April 15, 2019</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: Presentation from Church</b>
<b>Date Prepared: April 9, 2019</b>	

**Subject**

This is an updated request from last month that the request is for \$50,000 of the total cost of \$224,500. There is no offer of formal sharing of the parking lot use.

**Description**

Peter Hames, spokesperson for the Church, came to me the next week following last MEDC meeting-- basically said that the Church had chosen not to lose any control over the use of the parking lot – also saying that the parking lot would be available for the public (including cooperation with not scheduling church events on the such known days as the Freedom Fest, Wine and Music Festival. Christmas in Montgomery and other possible planned days that’s parking lot will be needed) except on days that the Church needed it for their use.

On Exhibit C, the church points out that the \$50,000 is less than one third of the total cost of the project and for this investment the parking will be used to bring businesses and people to the city of Montgomery and be a significant improvement to the Historic District.

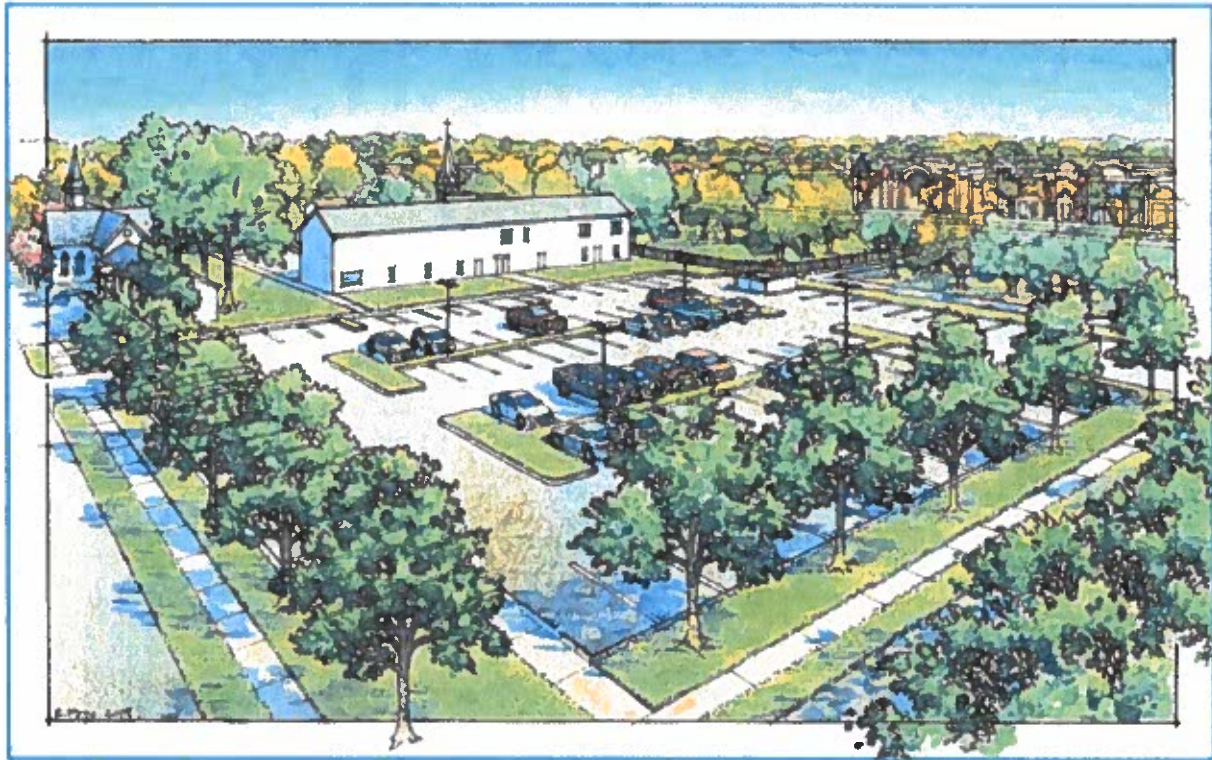
Since the amount is over \$10,000 the City Council would need to approve the expenditure also.

**Recommendation**

Motion to approve the request as presented.

Montgomery City Council  
**AGENDA REPORT**

<b>Approved By</b>		
City Administrator	Jack Yates	Date: April 9, 2019



# Living Savior Lutheran Church

City of Montgomery, TX

Economic Development Corp. Grant Application

## Parking Lot Paving

April 8, 2019

**City of Montgomery, TX  
Economic Development Corporation  
Grant Application**



Company Name: Living Savior Lutheran Church			
Company Contact: Peter H. Hames		Title: President	
Best Phone: 409-781-5059		Alt. Phone: 936-890-3702	
Email Address: phhames@earthlink.net			
Physical Address: 309 Pond Street		City, State, Zip: Montgomery, TX 77356	
Mailing Address (if different):		City, State, Zip:	
Applicant's years of experience in this business: 11 years		How long has his business been located in Montgomery? 11 Years	
Do you own or lease this facility?  <input checked="" type="checkbox"/> OWN <input type="checkbox"/> LEASE		If leased, please provide owner information and a copy of lease agreement.  Owner Name: _____ Owner Phone: _____	
Provide a detailed description of the proposed project as "Exhibit A" attached <b>Parking Lot Paving</b>			
What is the estimated total cost of the project? (Include supporting information, ie estimates/quotes as "Exhibit B" attached)		\$ 224,500.00	
How much funding are you requesting from the MEDC for this project? (Typical grants are awarded at 1/3 the total project cost or up to \$5,000)		\$ 50,000.00	
Are you requesting an exception for additional funding on this project? (Please provide additional supporting evidence for this request as "Exhibit C")		\$	
When will this project begin? May 15, 2019		What is the estimated completion date? June 15, 2019	
Attach all drawings of planned improvements as "Exhibit D"			
Include a description of expected commercial revitalization impact & sales tax revenue impact as "Exhibit E"			
If this project will employ Montgomery vendors, please supply details as "Exhibit F"			
Applicant's Signature: <u>Peter H. Hames</u> Title: President Date: 04/08/19			
<b>OFFICE USE:</b>			
Date Application Received:	Date Presented to Board:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DECLINED
Performance Agreement Received:	Project Completion Date:	Funding Date:	Check Number:





Living Savior Lutheran Church  
Montgomery Economic Development Grant Application  
Parking Lot Paving

Exhibit A

1. Description of Proposed Project

We have City approval to install a 36,937 sq. foot concrete parking lot behind our Family Life Center on our lot currently covered by gravel and grass.

This project includes:

- Install 36,937 sq. foot concrete parking lot at 6 inches
- Approximately 97 spaces
- No entry from Cemetery Street
- Entries from Louisa Street and Caroline Street
- Six handicap spaces
- Sidewalk to door into Family Life Center
- Pads for dumpster enclosure and storage shed
- Remove existing garage
- Remove overhead wiring and lighting
- Remove trees around periphery

Items with costs not included in this application:

- Dumpster enclosure and shed to be built by members
- Install underground wiring and pole lights
- New landscaping around periphery and in islands
- Install irrigation system

2. Intended Use of Parking Lot

Members of both Living Savior and the Church of Christ in Montgomery (Old Baptist Church) currently use our parking lot.

We use the lot as follows:

- Sunday morning services
- Wednesday evening services during Lent and Advent
- Additional services around Christmas and Easter
- Group meetings during days and evenings throughout the week



Living Savior Lutheran Church  
Montgomery Economic Development Grant Application  
Parking Lot Paving

### 3. Use of Parking Lot by Others

The Montgomery Area Chamber of Commerce sponsors a number of events throughout the year. Living Savior has routinely allowed the Chamber to designate our site for exhibitor and customer parking.

Living Savior is prepared to continue to make our parking lot available for these events including:

- Freedom Fest – 4<sup>th</sup> of July
- Wine & Music Festival – Third Saturday in September
- Christmas in Montgomery – Second Saturday in December

If July 4<sup>th</sup> falls on a Sunday, it is observed on the following Monday, therefore it will not conflict with Sunday Services.

Living Savior volunteers have worked at the Wine & Music Festival each year.

Living Savior has hosted "Breakfast with Santa" and refreshments during the home tour Saturday evening during "Christmas in Montgomery" every year since we acquired our current property.

We know the dates for these Chamber of Commerce events well in advance and Living Savior will not schedule a church event on the same days.

Living Savior is the owner of this parking lot and, if there are conflicting needs on a particular day or weekend, Living Savior will notify the Chamber that the lot is not available.



Living Savior Lutheran Church  
 Montgomery Economic Development Grant Application  
 Parking Lot Paving

Exhibit B

1. Estimated Total Cost of Project

The estimated total cost of this project is \$224,500.00. See attached bid from GCB Construction, LLC of Montgomery, TX.

The scope of work includes:

• Site work and Stabilization		\$ 64,250.00
• Parking Lot and Sidewalks		<u>\$168,250.00</u>
	Total Project Pricing	\$232,500.00
	Tax Exempt Credit	\$ 8,000.00
	Final Bid	\$224,500.00

For your information, we obtained three competitive bids for this project.

We do not have firm bids/costs on the items not included in this application, but we estimate that we will expend an additional:

• Dumpster enclosure and storage shed		\$ 15,000.00
• Underground wiring and lighting		\$ 10,000.00
• New landscaping around periphery and in islands		\$ 15,000.00
• Irrigation system		<u>\$ 10,000.00</u>

Total Additional Improvements \$ 50,000.00

When all these items are completed, we will have a parking lot that will be a significant improvement to the Historic District of the City of Montgomery and useful for many years to come.



117 Lakeside Dr  
 Montgomery, Texas 77356  
 Phone/Fax: 281-389-0329  
 Email: gregpospisi@yahoo.com

February 8, 2019

**Project:** Living Savior Lutheran Church  
 309 Pond St.  
 Montgomery, TX. 77356

**RE:** New Concrete Parking Lot

GCB, LLC is pleased to provide all materials, labor, equipment, supervision, insurance, etc. to perform the following scope of work. Our Project Scope and Pricing is shown below, and are based on the drawings and general notes and discussion about site.

**Scope of work:**

**Parking Lot-(36,937 SF @ 6")**

- Set perimeter forms per plans
- Furnish and install #3 @ 18" OC Ea. Way
- Expansion Joints will be provided every 60LF per plans and specs
- Furnish and install (3000 psi concrete)
- Apply membrane curing type 2
- Saw cuts per plans and specs
- All new concrete shall be a broom finish

**Sidewalks-(1,726 SF) W/3' Flumes-(5)**

- Set perimeter forms per plans
- Furnish and install #3 @ 18" OC Ea. Way
- Expansion Joints will be provided every 60LF per plans and specs
- Furnish and install (3000 psi concrete)
- All new concrete shall be a broom finish
- 115 LF of 13" and 550LF of 6" Curbs
- All stripping per plans and spec as shown on Sheet 05

**PROJECT PRICING**

**\$ 168,250.00**

**Site work and Stabilization**

- Demo asphalt, gravel and existing building slab
- Strip site, haul off excess
- Cut to grade, haul off excess, stabilize top 6" with lime @ 33 lbs/SY, compact and grade to +/- .10th
- Furnish and install crushed concrete base for 648 SF @ 5/8 inches
- Grade for sidewalks
- Construction Entrance
- Silt Fence
- Backfill, grade behind new curbs
- Engineering & layout ( property lines and benchmark by others )

**PROJECT PRICING**

**\$ 64,250.00**

**TOTAL PROJECT PRICING**

**\$ 232,500.00**

**TAX EXEMPT CREDIT DEDUCT**

**(\$ 8,000.00)**

**\$ 224,500.00**

**QUALIFICATIONS and EXCLUSIONS**

**THIS QUOTE INCLUDES WORK FROM CIVIL DRAWINGS AND GENERAL NOTES:**

- All work to be performed on a 5/6 day per week 8/10 hour per day schedule.
- All work is considered new construction. Sales tax are included on materials only.
- No Addenda are Acknowledged
- Engineering and layout is included-(Property lines, building corners and benchmarks by others)
- Sod, seeding, grassing by others
- Testing lab by others
- Demo and or removal of underground or hazards material's are any un seen structure are not included
- Formal safety personnel or flagman
- The identification, re-routing, removal, or re-location of existing underground or overhead obstructions that may be in the way of new construction items.
- Installation of conduits or sleeves for irrigation
- There may be some changes to pricing if there are spec are details provided later.

We appreciate the opportunity to quote this job. If you should have any questions please feel free to contact me at **281-389-0329** or you can email me at [gregpospisl@yahoo.com](mailto:gregpospisl@yahoo.com)

Sincerely

Greg Pospisil



Living Savior Lutheran Church  
Montgomery Economic Development Grant Application  
Parking Lot Paving

Exhibit C

1. Not Requesting an Exemption for Additional Funding

We are not requesting additional funding above the 33.3% threshold.

Total Cost of Project	\$224,500.00
33.3% of Total Cost	\$ 74,833.33
Amount requested	\$ 50,000.00

We believe that the city will benefit significantly from this investment, as the parking lot is used for a number of events that bring businesses and people to the City of Montgomery.

In addition, this project will be a significant improvement to the Historic District.



Living Savior Lutheran Church  
Montgomery Economic Development Grant Application  
Parking Lot Paving

Exhibit D

1. Drawings of Planned Improvements



Location of Living Savior Parking Lot

Sanctuary Renovations  
Family Life Center



Living Savior Lutheran Church  
Montgomery Economic Development Grant Application  
Parking Lot Paving

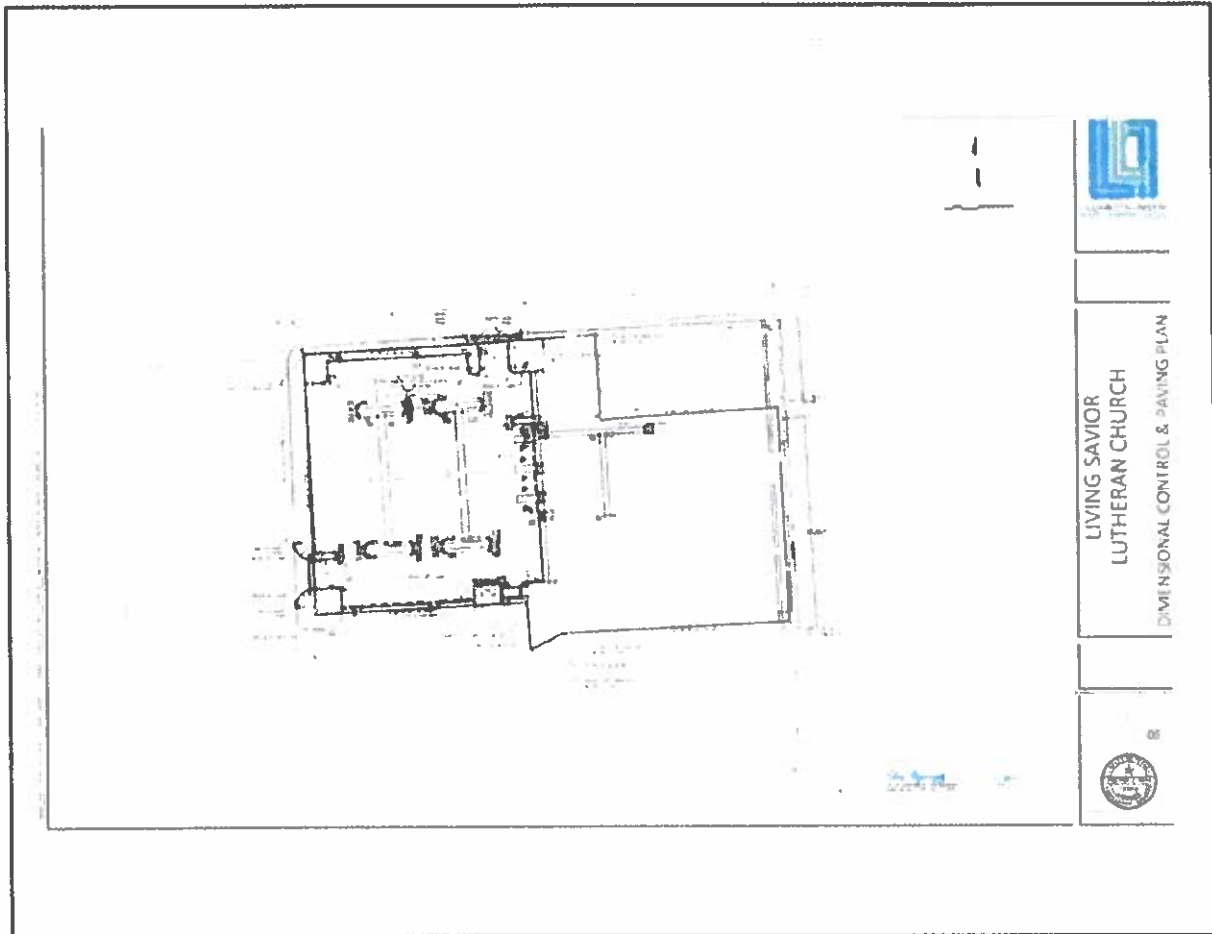


Existing parking lot view from corner of Caroline and Louisa looking east





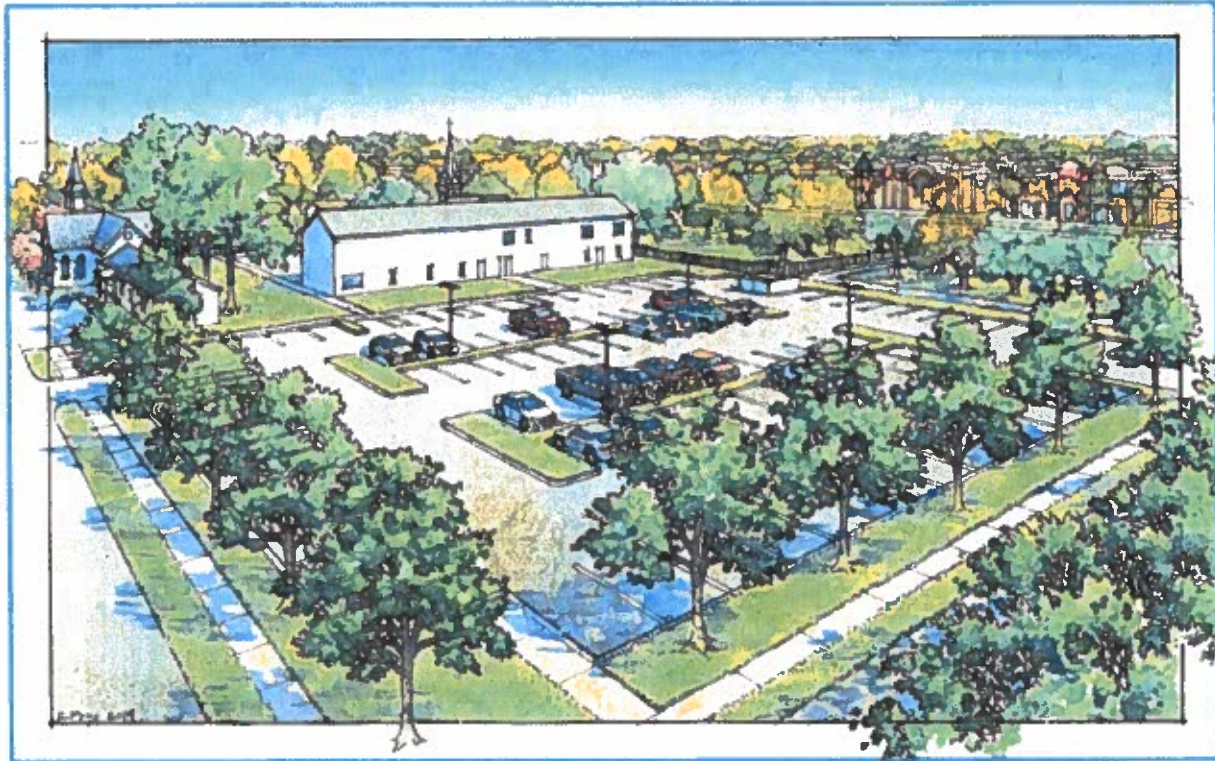
Living Savior Lutheran Church  
Montgomery Economic Development Grant Application  
Parking Lot Paving



Approved Plan for Living Savior Parking Lot



Living Savior Lutheran Church  
Montgomery Economic Development Grant Application  
Parking Lot Paving



Artist's Rendition of Parking Lot looking from Corner of Caroline and Louisa Streets

Note: Landscaping and lighting plans are still under development



Living Savior Lutheran Church  
Montgomery Economic Development Grant Application  
Parking Lot Paving

Exhibit E

1. Expected Commercial Revitalization Impact

The Montgomery Area Chamber of Commerce sponsors a number of events during the year in the Historic District of Montgomery.

They routinely request permission to use our parking lot and, each time, they give us an insurance certificate covering us for any claims that may arise with the use of our parking lot.

Over the years, there have been several occasions when, because of rain soaked ground, vehicles became stuck in the mud requiring towing.

By paving our parking lot this will no longer be a concern. In addition, there will be marked spaces leading to more parking capacity.

In addition, a paved parking lot with lighting and landscaping will significantly improve the ambiance of the Historic District and compliment the \$850,000 we are spending to renovate our historic church built in 1908.

2. Sales Tax Revenue Impact

The Montgomery Area Chamber of Commerce sponsors the following events that bring sales tax revenue to the City of Montgomery:

- Freedom Fest – 4<sup>th</sup> of July Celebration
- Wine & Music Fest – 3<sup>rd</sup> Saturday in September
- Christmas in Montgomery – 2<sup>nd</sup> Saturday in December

We understand that the City receives a significant boost in sales tax revenue in the month of these events although the actual amount attributable to them is not available.

With a paved parking lot only one block west of Liberty Street, both exhibitors and visitors will have a better experience, which we believe, will lead to even greater attendance with resultant increase in sales tax revenue for the City.



Living Savior Lutheran Church  
Montgomery Economic Development Grant Application  
Parking Lot Paving

Exhibit F

1. List of Montgomery Vendors associated with this project

City of Montgomery

- GBC Construction, LLC
- Wallen Plumbing, LLC
- McCoy's Building Supply
- Woodforest Bank
- L Squared Engineering

Montgomery County

- Gerrit Construction LLC. – General Contractor - Spring
- Karl Voelkel – Designer - The Woodlands
- Home Depot – Conroe and Spring
- Lowe's – Spring and Conroe
- New Image Landscaping – The Woodlands
- Conroe Empire Electric - Conroe

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: April 15, 2019</b>	<b>Budgeted Amount: \$ 6,300.</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits:</b> letter from American Log Restoration describing work, Pictures of Crane Cabin—showing Area needing to be repaired.
<b>Date Prepared: April 11, 2019</b>	

**Subject**

This is a request for \$6,300. is one third of payment for repair to one of the cabins and Fernland Park. This amount equals one third the total cost of the repair.

Gareth Westlake will present this item.

**Description**

The Crane Cabin at Fernland has six logs that are in the process of writing and is not repaired permanent damage will cause serious damage to the structure. The Fernland, Inc. Board has discussed this for several months and had a log restoration company provide a written repair estimate of \$18,980 for the work. Gareth Westlake is the board member who has been in charge of getting the estimates and overseeing the consideration of the work.

Attached is the American Log Restoration quote. The Fernland Board believes this to be the best possible quote for the job.

The Fernland Board is requesting \$6,300. as one third of the payment for this work. They have also asked the City Council for the same amount of financial support. If successful, following the project completion they intend to request reimbursement for their \$6,326.66 as a grant from the Montgomery County Historic Society—with the continued use of those funds to be used in support for Fernland Park. County Historic society funds are not granted to governmental units, but are granted to support groups.

When Mr. Westlake spoke to the Council, the Council responded that requesting funds from Sam Houston State University, who partners with the City in ownership

Montgomery City Council  
**AGENDA REPORT**

and maintenance of the cabins and artifacts at the park. Since that Council meeting, informal approaches have been made to University, without any positive response to date for providing any funds.

For the MEDC Board's information the Fernland Inc. is formed as a 501 c. 3. Corporation for the benefit of the Fernland Park and have been a financial and maintenance partner with the City since the beginning of the Park.

The source of the MEDC funds for this project could be from the Infrastructure line item.

**Recommendation**

Motion to approve the \$6,300 request to be taken from the Infrastructure budget line item.

**Approved By**

City Administrator

Jack Yates

Date: April 11, 2019

**City of Montgomery, TX  
Economic Development Corporation  
Grant Application**



Company Name: <b>FERNLAND INC</b>			
Company Contact: <b>Mike Newman</b>		Title: <b>President</b>	
Best Phone: <b>936 788 3709</b>		Alt. Phone:	
Email Address: <b>mikesan39@yahoo.com</b>			
Physical Address: <b>708 Caroline St</b>		City, State, Zip: <b>Montgomery TX 77356</b>	
Mailing Address (if different):		City, State, Zip:	
Applicant's years of experience in this business: <b>6</b>		How long has his business been located in Montgomery? <b>7</b>	
Do you own or lease this facility?  <input type="checkbox"/> OWN <input type="checkbox"/> LEASE		If leased, please provide owner information and a copy of lease agreement.  Owner Name: <b>City of Montgomery</b>	
		Owner Phone:	
Provide a detailed description of the proposed project as "Exhibit A" attached <b>see att.</b>			
What is the estimated total cost of the project? (Include supporting information, ie estimates/quotes as "Exhibit B" attached)			<b>\$ see att.</b>
How much funding are you requesting from the MEDC for this project? (Typical grants are awarded at 1/3 the total project cost or up to \$5,000)			<b>\$ 6300.00</b>
Are you requesting an exception for additional funding on this project? (Please provide additional supporting evidence for this request as "Exhibit C")			<b>\$</b>
When will this project begin? <b>1st Qty 2020</b>		What is the estimated completion date? <b>1 week</b>	
Attach all drawings of planned improvements as "Exhibit D"			
Include a description of expected commercial revitalization impact & sales tax revenue impact as "Exhibit E"			
If this project will employ Montgomery vendors, please supply details as "Exhibit F"			
Applicant's Signature: _____ Title: <b>President</b> Date: <b>4-05-19</b>			
<b>OFFICE USE:</b>			
Date Application Received:	Date Presented to Board:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DECLINED
Performance Agreement Received:	Project Completion Date:	Funding Date:	Check Number:

January 15, 2019



P.O. Box 1142 • Brevard, North Carolina 28712  
Phone (828) 278-0086 • Toll Free (877) 788-5647 • Fax (828) 264-4214  
www.logrepair.com • ryan@logrepair.com

Gareth Westlake  
Fernland Historical Park  
770 Clepper Drive  
Montgomery, TX 77356

Ryan Sigsbey  
American Log Restoration, Inc.

Thank you for contacting American Log Restoration for your log repair project. After viewing the Historic Log Cabin at Fernland, I have found 6 logs that need to be replaced. Please see the enclosed marked photos for approximate locations.

Listed below are the steps American Log Restoration plan to take to restore your home:

1. Replace logs using the same building practice and precision that was used when originally built. We will be using pine logs that will match the original logs.
2. During restoration, we will be replacing logs full length. Each log marked for replacement will be removed and have the inside 1" to 1 1/2" removed and saved. We will then re-attach this slab to the inside of our new logs and reinstall in place.
3. During installation, sections of the new or existing dovetail ends may need to be removed in order to get the new logs into place. The small sections can be re-secured once the new logs are in place.
4. Provide a 4 hour seminar on mixing and installing the historic chinking in between the logs. A small section will be completed during the instruction.

The owner is responsible for the following:

1. Removal of any plants, shrubs or trees that may interfere with the log restoration.



**Montgomery Economic Development Corporation Grant  
PERFORMANCE AGREEMENT**

THIS PERFORMANCE AGREEMENT is made and entered into as of \_\_\_\_\_, (date) by and between THE MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION (MEDC) and \_\_\_\_\_ (Grant Awardee), whose business address is \_\_\_\_\_.

In consideration of the mutual covenants herein contained and, intending to be legally bound hereby, the MEDC and Grant Awardee agree as follows:

1. Grant Awardee will complete the grant application.
2. MEDC will notify Grant Awardee by U.S. Mail.
3. In the event that the property covered by the grant is leased, the Grant Awardee must provide the city with a letter of approval from the property owner for said improvements to commence.
4. Grant Awardee must submit plans to city for proper approvals and proper city permits.
5. A proposed project must start after grant approval and be completed within six (6) months of the date of this agreement or according to the terms of this agreement.
6. When the project is complete, the Grant Awardee must request the MEDC to verify completion and costs.
7. Grant Awardee must agree to maintain said enhancements/improvements for a period of time not less than twelve (12) months.
8. Upon notification by staff that the project has been completed and a satisfactory Performance Agreement has been executed by both parties, the MEDC will transfer awarded funds to the Grant Awardee for reimbursement of costs up to the awarded amount at the specified matching ratio.
9. Only costs from a vendor for purchased labor or materials will be recognized for matching funds. Costs for the applicant's employee labor or in-stock materials are not eligible for reimbursement.
10. MEDC may, at its sole discretion, extend the period of performance.
11. The MEDC Representative will verify start of work and completion of work.
12. No grant reimbursement funds will be paid until the project is complete. Cost incurred prior to the date of the grant approval may not be recognized for matching funds.

**Date of Completion.** The date of completion of the project is established as \_\_\_\_\_.

**Payment.** At completion of project MEDC agrees to make the following payment in U.S. funds to Grant Awardee, provided Grant Awardee complies with all of the covenants and stipulations contained in this Agreement.

A set fee of up to \_\_\_\_\_.

\_\_\_\_\_  
Grant Awardee

\_\_\_\_\_  
MEDC President



Crane Cabin



North wall. Red lines indicate logs to be replaced



Closeup of the rot



Red line indicates log to be replaced



Closeup of the rot close to the chimney

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: April 15, 2019</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates</b> <b>City Administrator</b>	<b>Exhibits:</b> cost proposal, The MEDC minutes of March 19, 2018 City administrator report to Council for its March 27, 2018 meeting, Minutes of March 27, 2018 Council discussion
<b>Date Prepared: April 11, 2019</b>	

**Subject**

This is a subject under consideration for several years, with its closest time to getting funded being March 21, 2018 --- at that time it was denied by the City Council. I was asked by MEDC Board member Bill Hanover to place this item on April 15, 2019 the agenda.

**Description**

The subject has a physical and a financial history. The basic question is whether or not to place a sidewalk on the south side of Clepper Street between Prairie Street East to the parking lot of what is now the Montgomery Independent School District Administrative office.

The physical history involves a minor dirt work project along Clepper Street that was performed in approximately 2012 – 2013 period that was meant to be the future base and part of the drainage plan that would ultimately lead to the sidewalk placement. Some say that was a waste of money, others say that it accomplished its purpose. There has not been a hard look at whether or not the sidewalk could be placed without any more costly soil preparation.

The financial history is that it was placed in the MEDC budget, to my knowledge, in the 2015 – 16, 2016 – 17 and 2017 – 18 budgets but because of the physical questions involving the sidewalk and the continuing question about the need for the sidewalk, it did not get serious consideration until early 2018.

Montgomery City Council  
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As you can see from the MEDC minutes of March 21, 2018 the MEDC Board approved the expenditure of \$18,186. Because the expenditure was over \$10,000 the item had to go to City Council for their approval – where the City Council denied their approval of the expenditure.

To my mind, two items have changed since March 2018: 1) there is a process going on now for a Streetscape Plan for the downtown that will require funding and possibly have a higher priority than the sidewalk. 2) currently the City is in very preliminary discussion with the MISD about use of a parking area by the new administrative offices of the District. But this discussion is very preliminary and very informal presently, with no knowledge of how it will/will not work out.

**Recommendation**

Discuss the item and if serious consideration is being given to approval, look into the physical aspect of the project, consider the financial and consider the basic need for the project.

**Approved By**

City Administrator

Jack Yates

Date: April 11, 2019

**PROPOSAL**  
**LAUREL PAVING**  
**12876 Shadowbrook Dr. Willis, Texas 77378**  
**PH. (936) 672 3297 Fax 936 890 1271**

PROPOSAL SUBMITTED TO	E-MAIL	cell	PHONE	DATE
<b>Mike Muckleroy</b>	<b>936-521-5294</b>	<b>936-597-6434</b>		<b>03/15/18</b>
STREET		JOB NAME		
<b>mmuckleroy@ci.montgomery.tx.us</b>		<b>Concrete side walk</b>		
CITY, STATE AND ZIP CODE		JOB LOCATION		
<b>Montgomery, Texas 77356</b>		<b>On Clepper Dr, from Maiden Ln to School</b>		
ARCHITECT		DATE OF PLANS	JOB PHONE	
We Propose: hereby to furnish materials and labor complete in accordance with		specifications below, for the sum of:		
<b>Price determined by option chosen.</b>				
Payment to be made as followed				
<b>On completion,</b>				

All materials is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or Authorized By \_\_\_\_\_ This proposal may be withdraw by us if not accepted with 30 day.

<b>Build retaining wall approx. 4'high 18'long and 3 manholes raisers</b>	<b>\$1700.00</b>
<b>Concrete sidewalks, 4'x866=3,464 sqft</b>	<b>\$18,186.00</b>

1. Form retaining wall and pour concrete 3,000 psi 6" thick, reinforced with #3 rebar 18" o/c. Make 3 concrete raisers for man holes.
2. Remove grass and form sidewalks, furnish and install 4 loads of fill dirt wherever is necessary (some areas, sidewalk will be below top of street pavement.)
3. Pour concrete mix 3,000 psi, 4" thick, reinforced with #3 rebar 18" o/c and expansion joints every 20 feet apart. And control join every 10', broom finish.

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION  
MINUTES  
MARCH 19, 2018

Present were: Kirk Jones, Cheryl Fox, Randy Moravec, Bill Hanover, Bob Kerr and John Champagne. Amy Brown was absent. Also present were, Shannan Reid, Chris Roznovsky, Katherine Vu, Mike Muckleroy and Jack Yates

Call to Order - President Jones called the meeting to order at 6:10 p.m.

Open Public Comment – There was no public comment.

Approval of Minutes of February 19, 2018 – Motion by Moravec, seconded by Fox to approve the minutes as presented with the correction of the spelling of the name of Barbie Joerg. All in favor.

Monthly Financial Report (February, 2018) – Motion by Hanover, seconded by Fox to approve the report as presented. All in favor.

Request from China Chapel for Homecoming Event – Arnette Easley – Mr. Easley introduced the present Homecoming Committee who he said was committed to a productive and calm event. Mr. Hanover asked how much attendance was expected, Mr. Easley replied 300 to 1,000. Mrs. Fox asked about size of the parade, Mr. Easley replied that it varies depending on that day's participation. Mr. Jones asked about the reasons for the event, Mr. Easley said the event started in 1954 as a reunion gathering. Mr. Champagne asked who would receive the funds and the answer was the China Chapel.

Bob Kerr arrived at 6:31 PM

Mr. Jones asked about the future outlook for the event and Mr. Easley answered that he believed in the long-term it would become a community-wide event rather than only inviting the black churches. Mr. Moravec asked about the reason for the \$5000 and Mr. Easley replied that it was an estimate.

Motion by Champagne, seconded by Fox to grant \$3,000 and up to \$2,000 for actual expenses to be reimbursed based upon receipts provided to the city. All in favor.

Sidewalk placement along South. Clepper Street – Mrs. Fox asked about the wisdom of sidewalk expense versus McCown Street improvements, asking about priorities. Mr. Jones and Mr. Champagne said that they felt that people would use the sidewalk for general use and for special events when the parking is in the area around the school. Mrs. Fox reiterated her statement that funds would be better spent on downtown centered projects first. Mike Muckleroy answered a Board question about how the drainage will be handled, stating that the sidewalk project will not help but also would not hurt the drainage situation in either manner.

Motion by Champagne, seconded by Hanover to fund the project with the funds to be determined at a later date, possibly with a budget amendment. Board members Champagne, Hanover, Jones, Moravec and Kerr voted yes. Fox voted no. Motion passed.

Economic Development Report –Shannan Reid, Jack Yates and Katherine Vu—

Shannon Reed you gave a brief review of the marketing plan for Phases 1,2 and 3, She stated Phase 1 includes enhancing the existing website, promoting the event's, history and Historic District as the top three cause of action and to connect the features of website to social media and Distrix app. Phase 2 includes the launch of the Distrix app, Phase 3 includes the ongoing maintenance of the social media platform and the website and to print local rack cards and tourism guides that connect the dots for all the online materials that have been implemented.

She briefly gave a synopsis of her monthly report, noting the Montgomery Summit event of March 23.

Katherine Vu gave a brief summary of her written report to the Board, including that the Houston Street project was complete, that eight projects were actively in progress, eight projects were in design/review, the Buffalo Springs Bridge repair is still scheduled for June completion and the Lone Star Bend Road is expected to be completed by the end of the month. It was briefly discussed about having the City Engineer attendance at every meeting and Jack was directed that a written report every time should continue but the attendance could be monitored and managed by him.

Adjournment – Motion by Moravec, seconded by Hanover to adjourn at 7:37 p.m. All in favor.

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Jack Yates, Recording Secretary

Notes to Council, after  
MEDC recommendation

Montgomery City Council  
AGENDA REPORT

9/20/1

<b>Meeting Date: March 27, 2018</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: Paving Cost Proposal, Map showing area of sidewalk location</b>
<b>Date Prepared: March 21, 2018</b>	

**Subject**

This is to place a sidewalk from the old grade school on Clepper Street to the east side of Prairie Street. The MEDC, on March 19<sup>th</sup>, approved \$19,886, the expected cost to place the sidewalk. This item is to receive your approval of the expenditure of the MEDC funds.

**Description**

This project has been discussed for several years and was specifically placed in the MEDC budget for the 2017-2018 fiscal year. The rationales for this being an MEDC project are 1) it helps generate foot traffic between Fernland and Memory Park and the downtown area and 2) during Special events the area immediately east of the school is used for Visitor parking causing those who parked there but want to walk downtown to walk in Clepper Street, causing a dangerous situation for the pedestrians/vehicles.

During the MEDC meeting there was discussion regarding the matter. What follows is the minutes from that discussion:

*Mrs. Fox asked about the wisdom of sidewalk cost versus McCown Street improvements. President Jones and Mr. Champagne answered, saying that they felt that people would use the sidewalk for general use and for special events. Ms. Fox reiterated her statement that the fund would be better put to use on downtown centered projects first. Jack Yates noted that placement of the sidewalks was specifically mentioned and \$20,000 was included in the Downtown Development Improvements portion of the MEDC budget. Mike Muckleroy answered a Board question about the how the drainage will be handled, stating that the sidewalk project will not help the drainage but will not hurt either.*



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*Motion by Champagne, seconded by Hanover to fund the project with the fund source to be determined. Kerr, Hanover, Jones, Champagne voted yes, Fox voted no. Brown was absent from the meeting.*

So, while there was discussion it was approved by 4-1 vote.

**Recommendation**

Approve the proposed funding for the sidewalks.

**Approved By**

City Administrator	Jack Yates	Date: March 21, 2018
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City Council discussion of  
over \$10,000 expenditure

Roznovsky said that would be a new driveway, and their proposed layout shows in and out onto John A. Butler, SH 105 and McCown. Mr. Roznovsky advised that the existing barber shop would be removed.

John Champagne said that this property is going to be exposed a great deal to visitors and traffic in general, and asked if it would be inappropriate to ask for and maybe work with the owner to make this very appealing in terms of landscaping and architecture. Mr. Yates said that it is located in the Historic District so that can be worked out. Rebecca Huss said that the school house has undergone a refinishing that does not really enhance its appearance. Mayor Jones said that the Planning and Zoning Commission will get the opportunity to look at the architectural façade, and the school house only changed their siding. Jon Bickford said that they are not approving the building or what the building looks like, just the variance.

Jon Bickford moved to accept the request for variance for the setbacks from 35 feet to 25 feet along SH 105 and from 15 feet to 10 feet along John A. Butler Street all within the property bounded by John A. Butler Street to the north, SH 105 to the south, and Prairie Street to the east, as written. T.J. Wilkerson seconded the motion.

Discussion: Rebecca Huss thanked Mr. Yates for going out and getting the information regarding the cars and for providing the visual information on the variances. Mr. Yates said that he appreciated that and apologized for not doing that the first time the variance was presented. John Champagne asked the City Secretary to note that Jon Bickford made a motion to approve a variance.

The motion carried unanimously. (4-0)

8. Consideration and possible action regarding approval of the proposed Montgomery EDC funded sidewalk project on Clepper Street.

Mr. Yates said that this item is to place a sidewalk from the old grade school on Clepper Street to the east side of Prairie Street. Mr. Yates stated that MEDC on March 19, 2018, approved \$19,886, which is the expected cost to place the sidewalks. Mr. Yates said that this item is approval of the expenditure of the MEDC funds.

Mr. Yates advised that this project has been discussed for several years and was specifically placed in the MEDC budget for the 2017-2018 fiscal year. Mr. Yates said that the rationales for this being an MEDC budget are that 1) it helps generate foot traffic between Fernland and Memory Park and the downtown area, 2) during special events the area immediately east of the school is used for visitor parking, causing those who parked there and want to walk downtown, to walk on Clepper Street, causing a dangerous situation for the pedestrians and vehicles.

Mr. Yates stated that during the MEDC Meeting there was a discussion regarding this matter, and he advised that Mrs. Fox had asked about the wisdom of sidewalk cost versus McCown Street improvements. President Jones and John Champagne had answered that they felt that people would use the sidewalk for general use and for special events. Mrs. Fox again reiterated at the meeting that the funds would be better put to use on downtown centered projects first. Mr. Yates advised MEDC that the sidewalks were specifically mentioned and \$20,000 was included in the MEDC Budget. Mr. Yates said that the MEDC Board approved the project with a 4-1 vote, with Mrs. Fox voting nay, and Ms. Brown was absent.

Mrs. Cheryl Fox was present and stated that she knew that the MEDC Board had approved the project and she was an <sup>disending</sup> assenting vote. Mrs. Fox stated that there were a couple of things that she wanted to address. Mrs. Fox said that if they have not already seen the street, she asked that they at least table the item until they can lay eyes on the street, because the street is way higher than the ditch. Mrs. Fox said that she has lived in the City for a long time and she knows that project was funded one time before and it failed. Mrs. Fox said that she was not sure why the project failed, but she thought that it had flooded a resident's yard. Mrs. Fox said that she was not opposed to the sidewalk itself, what she is opposed to is spending that money on the outside side of the City, when instead you could be working from the inside of the City and working out, or possibly over on Baja; she just did not think that it was a good project or that the funds were being well spent. Mrs. Fox said that she did not think that they were being good stewards of money in doing this project. Mrs. Fox said that part of that money was hers; she buys locally, at the Mayor's floral shop, she is a VIP at the Montgomery Steakhouse, and she buys at the feed store and she supports Montgomery locally with tax dollars, and she did not feel that this was a good project and she felt that the money could be spent better elsewhere.

Mrs. Fox said that once they get the sidewalk to the school, then what are you going to do. Mayor Jones said that he hoped in the future that they would plan to put a sidewalk in front of Mr. LeFevre's building up to Fernland, but that is another time. Mrs. Fox asked why they did not wait and do it all at one time, and take that money and apply it somewhere else that is much more needed in the City. Mrs. Fox said that she knew that there were people that walked, but said that she goes down that street and she really does not see that many people walking. Mrs. Fox said that she felt that the City Council should consult their voting constituents and see if they approve of this project and their money being spent like that.

Mayor Jones provided some history of this project, stating that it has been on MEDC's radar for many years, and on many budgets, but has not been a very high priority. Mayor Jones stated that some work was done on the project. Mayor Jones said that Mrs. Fox had mentioned about the street and where the sidewalk would go as not being level, but said that it was a lot better than it used to be due to some preliminary work that has been done that buried drainage lines as well as putting dirt over it. Mayor Jones said that he thought what had happened was that they had budgeted a specific amount and that was all the work that could be done at that time, which is where they left the project. Mayor Jones said that it would be a much more expensive project if they had not already done that work. Mayor Jones said that the proposal does include bringing in more dirt and packing it, and putting in the sidewalks. Mayor Jones said that the idea was that they have some nice amenities downtown, the library, Fernland and Memory Parks, and said that it would be nice to have a walkable community. Mayor Jones said that in order to walk down Clepper Street you either have to walk in the ditch or on the street, and neither one is favorable, which is why it has been on the radar for quite some time.

John Champagne said that he was generally in favor of the project because it does connect, but Mrs. Fox made a pretty good point, and said that he would be open to taking these funds that are budgeted for this if it was earmarked for Baja to cover that ditch. Rebecca Huss said that she also thought that City Council approved MEDC's budget, and yes, the sidewalks are in there, but MEDC chose to use that money for the paving projects, which they decided were higher priority, so they are looking to take this money out of another category to use on the sidewalks. Mayor Jones said that he had to address using the funds for Baja because the MEDC funds can't be used for Baja. Rebecca Huss said that everyone knows that Clepper Street is a failed street, so they will eventually have to tear out Clepper Street and she felt that it was a

waste of money to do the sidewalks at this time. Rebecca Huss said that generally speaking, people do not desire to walk from place to place. Mayor Jones said that the sidewalk project has been pushed back several years. John Champagne said that Clepper Street was not a failed road, and just because they put a sidewalk in place does not mean that you can't repair a road and keep the sidewalk, because it is done all over the City. John Champagne said that he sees people walking around and taking photos and they want to get to Fernland, and said that a sidewalk would be used, but he did not know to what degree. Jon Bickford said that the area behind Fernland and Buffalo Springs is developing out, with more houses going in there, and he thinks that the reason they don't see people walking is because they are out at 4 a.m. walking. Jon Bickford said that he is out riding his bike at that time and there are no lights and you can't see a thing. Mayor Jones said that MEDC funds can be used for quality of life and things like having sidewalks is part of that. Rebecca Huss said that she did not think that they should be moving money from utility extension line item projects.

Rebecca Huss moved to table this item. T.J. Wilkerson seconded the motion. The motion failed with the following vote:

T.J. Wilkerson – Aye

John Champagne – Nay

Rebecca Huss – Aye

Jon Bickford – Nay

Mayor Jones broke the tie with a Nay Vote to not table the item. (2-3)

John Champagne moved to approve the funding for the sidewalks.

Mayor Jones stated that the motion died for lack of a second.

Rebecca Huss moved to deny the request for \$19,886 for sidewalks from this year's budget.  
T.J. Wilkerson seconded the motion.

} Motion

Discussion: Jon Bickford stated that he wanted to ask a question before he voted. Jon Bickford said that if they table the idea, they are saying not to put in sidewalks, specifically this sidewalk. Mayor Jones said that was correct. Jon Bickford asked if that action was being tabled until they gather more information or just period. Mayor Jones said that it means they are denying the action. Rebecca Huss said that her idea on tabling this was because Mrs. Fox's

recommendation was to go out and take a look at things and to visit with the constituents. Jon Bickford said that he did not get a chance to get a question in before they voted and he was trying to understand what the tabling was, because that would make more sense to him if there is truly an issue with the road. Jon Bickford said that he did not know if there was an issue or not, but if there is an issue and the sidewalk is going to make it worse, then he would say do not do it. Jon Bickford said if there is not an issue with the road, and the sidewalk is going to make it safer, then he would say do it. Jon Bickford said that he did not know what the answer is. Mayor Jones said that the money that has been spent on the project is sitting there being wasted. Rebecca Huss said that if they made a bad decision and spent the money, that does not mean that you should spend more money because you have already spent money and wasted it. John Champagne asked who said that it was a bad decision. Rebecca Huss said that having spent the money should not form their decision on whether they go forward.

Jon Bickford asked that the motion that is on the table be clarified. Rebecca Huss said that there was a motion to table that did not pass, another motion to approve that did not get seconded, and now there is a motion on the table to deny the project. The City Secretary stated that the motion was to deny the funds for the project.

Jon Bickford asked if that was for a period of the whole year or until they collect further data. Rebecca Huss said that she would make her motion to deny the request, until it comes back to City Council.

The motion passed with three Aye votes and 1-Nay vote by John Champagne. (3-1)

*to deny the sidewalk expense - JY*

9. Consideration and possible action regarding Madsen and Richards, LLC variance request regarding the rear building line from the required 15 feet to 5 feet and the vegetative setback from the required 15 feet to 5.8 feet at 610 Liberty Street.

Mr. Yates presented the information to City Council. Mr. Yates stated that this variance involve a building permit improperly issued, funds expended by the builder based upon the improperly issued permit, an attempt by the City Administrator to correct actions to prevent suit against the City, while also attempting to follow the proper procedure. Mr. Yates advised that Mr. Madsen received a building permit signed by Autumn Redman, Utility Development

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<b>Meeting Date: April 15, 2019</b>	<b>Budgeted Amount: \$4,000</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: logos, schedule</b>
<b>Date Prepared: April 11, 2019</b>	

**Subject**

Update on Texas Flag Celebration

**Description**

As a reminder, the Board approved a not to exceed budget of \$4,000 at the March meeting for this event, based on the budget shown below:

Texas Flag Celebration Budget

	Income		Expense
Speakers		\$	750
Supplies for Crafts		\$	300
Supplies for Campfire Cooking		\$	300
Movie cost			
Marketing		\$	500
Logo		\$	50
Sponsor	\$ 1,500		
Sparklers & Snoballs		\$	200
Food Truck	\$ 600		
postcards		\$	150
Vendors	\$ 1,000		
	\$ 3,100	\$	2,250
Net Income (Loss)	\$ 850		

Katrina will be providing you with information about her progress in securing speakers, updating the schedule, creating a logo, and answering any questions you may have about this project.

Lone Star Beer has committed to sponsor this event for \$1,500.

The next major actions include additional progress on activities and speakers and the marketing plan.

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**Recommendation**

Comment as appropriate

**Approved By**

City Administrator

Jack Yates

Date: April 11, 2019







PROJECT TITLE Texas Flag Celebration

PROJECT MANAGER

TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION	PCT OF TASK COMPLETE
Set Up and Logistics					
Reserve Community Building	Katrina	03/08/2019	3/8/19	0	100%
Insurance	Katrina/ Susan	3/6/19	3/7/19	1	100%
Table/Chairs/Tents (?)	Katrina			0	0%
Kids' Crafts				0	0%
Program					
Presentation of Colors				0	0%
Charles B. Stewart reenactor		3/1/19	3/8/19	7	100%
Presentators		3/1/19	3/11/19	10	100%
Storytellers		3/11/19	4/29/19	48	75%
Other reenactors		3/13/19	4/29/19	46	75%
Entertainment		3/13/19	5/6/19	53	50%
Marketing					
Logo Design		3/25/19	4/17/19	22	75%
Create FB Event	Katrina	4/17/19	4/18/19	1	0%
Advertise	Katrina	4/22/19	8/24/19	122	0%
Vendors				0	0%
Draft Vendor Invite and Vendor Application		03/08/2019	03/13/2019	5	100%
Work with HMBA to forward invite to vendors	Katrina/Kambra	04/17/2019	04/18/2019	1	50%
Recruit Food Truck Vendors		04/03/2019	05/31/2019	58	25%
Recruit Shopping Vendors		04/03/2019	05/31/2019	58	25%
Sponsors					
Finalize sponsorship w/ Lone Star Beer		03/11/2019	04/26/2019	45	50%
Spirit Industries re: Pencil Flags		03/28/2019	04/22/2019	24	50%
				0	

PROJECT TITLE Texas Flag Celebration

PROJECT MANAGER

TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION	PCT OF TASK COMPLETE
Volunteers					
Boy Scouts		04/22/2019	05/13/2019	21	0%
Lions Club/Leos		04/22/2019	05/13/2019	21	0%
Rotary Club		04/22/2019	05/13/2019	21	0%
Work with Conroe CVB re: volunteers		04/22/2019	05/13/2019	21	0%
				0	0%
Security					
Talk with Joe re: security logistics (Ongoing)	Katrina/Joe	3/25/2019	08/24/2019		50%
Identify the number of officers needed	Katrina/Joe	03/25/2019	08/24/2019		50%
Day of Texas Flag Celebration					
Festival Set Up		08/23/2019	08/24/2019	1	0%
Set up for presentations		08/23/2019	08/24/2019	1	0%
Vendor (Shopping and Food Truck) Set Up		08/24/2019	08/24/2019	0	0%
Barricades (?)		08/23/2019	08/24/2019	1	
Festival Cleanup		08/24/2019	08/25/2019	1	

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<b>Meeting Date: April 15, 2019</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: logos, spreadsheets</b>
<b>Date Prepared: April 11, 2019</b>	

**Subject**

Update on Oktoberfest

**Description**

As a reminder, the Board discussed the Oktoberfest event at the March meeting and expressed concern about the proposed budget due to the large size of the budget and the risk of trying to start with such a large event. The Board requested a smaller activity for the first year.

There were also concerns about the alcohol liability for the City, the liquor license, volunteer fatigue so soon after the Wine Festival, etc. Katrina was asked to present a scaled-down model of the Oktoberfest.

To address the area of greatest concern, it is proposed to explore the option of a professional, fully licensed alcohol catering service. One such local company, whose key staff are known to Tom Cronin and Sara Countryman will be giving a proposal to MEDC at the May meeting. The goals of working with SRR would include liability management and staffing. They have had several meetings with TABC to discuss the possibility of working with the City in order to achieve our goal of maximizing the positive economic impact on our local businesses.

As part of the directive to start with a more manageable event, Katrina's preliminary plans are attached.

At the last meeting, the Board approved plans to continue forward with creating a logo for this event. The final three options for this logo are attached.

The next steps in this process are: securing vendors and creating a marketing plan. For the next month, it is not anticipated that any additional funds will

Montgomery City Council  
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need to be expended.

**Recommendation**

Comment as appropriate, approve revised plans

**Approved By**

City Administrator

Jack Yates

Date: April 11, 2019









PROJECT TITLE **Octoberfest**

PROJECT MANAGER

TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION	PCT OF TASK COMPLETE
Set Up and Logistics					
Reserve Community Building	Katrina	03/08/2019	3/8/19	0	100%
Insurance	Katrina/ Susan	3/6/19	3/7/19	1	100%
Table/Chairs/Tents (?)	Katrina			0	0%
Craft Beer Vendors		4/1/19	5/31/19	60	25%
Entertainment		4/1/19	5/31/19	60	0%
Marketing					
Logo Design		3/20/19	4/17/19	27	25%
Create FB Event	Katrina	4/17/19	4/18/19	1	0%
Advertise	Katrina	4/22/19	10/19/19	177	0%
Vendors				0	0%
Draft Vendor Invite and Vendor Application	Katrina	4/15/2019	04/17/2019	2	0%
Work with HMBA to forward invite to vendors	Katrina/Kambra	04/22/2019	04/22/2019	0	0%
Recruit Food Truck Vendors		04/22/2019	09/15/2019	143	0%
Recruit Shopping Vendors		04/22/2019	09/15/2019	143	0%
Sponsors				0	0%
Finalize w/ Lone Star Beer		03/11/2019	04/26/2019	45	
Volunteers					
Boy Scouts		04/22/2019	05/13/2019	21	
Lions Club/Leos		04/22/2019	05/13/2019	21	
Rotary Club		04/22/2019	05/13/2019	21	
Work with Conroe CVB re: volunteers		04/22/2019	05/13/2019	21	
Security					

PROJECT TITLE Octoberfest

PROJECT MANAGER

TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION	PCT OF TASK COMPLETE
Talk with Joe re: security logistics (Ongoing)	Katrina/Joe	03/25/2019	10/19/2019	204	25%
Identify the number of officers needed	Katrina/Joe	3/25/2019	10/19/2019	204	25%
Day of Oktoberfest				0	
Festival Set Up					
Staging		10/18/2019	10/19/2019	1	0%
Vendor( Shopping/Food Truck) Set Up		10/18/2019	10/19/2019	1	0%
Barricades (?)		10/19/2019	10/19/2019	0	0%
Festival Clean up				0	0%
		10/19/2019	10/20/2019	1	0%
				0	0%

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: April 15, 2019</b>	<b>Budgeted Amount:</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: Press Release of explanation</b>
<b>Date Prepared: April 11, 2019</b>	

**Subject**

This is a request for approval of \$300 towards a May 3-5 "Fly the Texas Flag" event that is supportive of the new Spirit of Texas Bank, Antiques Festival event and to generally promote the flying of the Texas Flag that plays into the long-term goal of promotion of the city as the "Birthplace of the Texas Flag"

**Description**

There is no specific budget provided, because currently no expenses are being planned -- however, a not to exceed amount of \$300 is being requested in case some minor expenses such as (just possibilities, not certain) soda pop, snacks, or flag cost may arise to be needed.

**Recommendation**

Motion to approve a not to exceed amount of \$300 to be spent from the Events line item budget for the "Fly the Texas Flag" event.

**Approved By**

<b>City Administrator</b>	Jack Yates	Date: April 11, 2019
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## PRESS RELEASE

April 12, 2019

For Immediate Release

The City of Montgomery Challenges Spirit of Texas Bank To Show Who Has The MOST Texas Pride

It's Montgomery vs Spirit of Texas Bank - an epic battle of city vs corporate spirit. In celebration of Spirit of Texas Bank's arrival in Montgomery, Texas, the City has proposed a friendly challenge - who has the most Lone Star Pride? Montgomery is known as "The Birthplace of the Texas Flag" and flies the Texas flag every day with pride, which prompted Mayor Sara Countryman to challenge the bank. "I bet the residents, business owners and the City will have more flags waving that you will," she said during her first meeting with them while discussing the bank's plans and opening date.

Mayor Countryman is asking every resident and business owner to proudly fly the Texas flag May 3-5. Spirit of Texas' bus will be taking a tour of Montgomery to measure the City's Lone Star Flag pride.

"Spirit of Texas Bank is set to open on May 3, 2019, and they told me that they are planning to have Texas flags all over their property. I immediately took that as a challenge and bet Dean Bass, CEO of Spirit of Texas Bank that Montgomery could beat his display. Montgomery vs. Spirit of Texas Bank. We even shook hands to seal the deal." Mayor Countryman proudly stated.

"At the request of President Mirabeau B. Lamar, Dr. Charles B. Stewart of Montgomery created this inspirational Texas flag banner, and the elegant simplicity of his design truly exemplified the united will of the citizens of the new Republic of Texas", says the 1997 Texas House of Representatives Resolution designating Montgomery as the official "Birthplace of the Lone Star Flag of Texas".

"We plan to fly our Texas flags proudly May 3-5 and for a long time after that", says Mr. Bass, of the Spirit of Texas Bank. We are glad to open our newest branch in Montgomery, and see it as a long-term wise investment, he added.

The Spirit of Texas Bank is located at the intersection of State Highway 105 and Lone Star Parkway in the middle of the rapidly growing eastern commercial area in Montgomery. This immediate area was dynamically changed when the Kroger Grocery store opened in August, 2017. "Fifteen new businesses have opened within a quarter-mile of the intersection following Kroger's opening", said Katrina Moore, the City's Marketing and Tourism Director. "We are asking our business and residents to fly their flags for the dual reasons of welcoming the new bank and to show their pride to live in the Birthplace of the Texas Flag", Ms. Moore continued.

For those that do not have a flag already, flags will be available for purchase at \_\_\_\_\_ at a cost of \$\_\_\_\_\_ for the flag and staff or the flag alone will be available for \$\_\_\_\_\_ at the same location.

For more information contact Katrina Moore at [kmoore@ci.montgomery.tx.us](mailto:kmoore@ci.montgomery.tx.us) or at 936-\_\_\_\_\_.

# # #

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date: April 15, 2019</b>	<b>Budgeted Amount: up to \$20,000</b>
<b>Prepared By: Jack Yates City Administrator</b>	<b>Exhibits: spreadsheet, rack card, Marketing w/ rack cards info.</b>
<b>Date Prepared: April 11, 2019</b>	

**Subject**

Rack card marketing

**Description**

As a reminder, the Board discussed at the March meeting whether to pursue rack cards as a way to effectively utilize its marketing funds to bring visitors to Montgomery. An unanswered question was how much the rack cards themselves would cost.

The attached spreadsheet provides the answer of how much rack cards cost so that a total cost of advertising for 6 month and 12 month periods of time in various "local" markets.

Also provided is the rack card that is proposed to be distributed.

**Recommendation**

Decide whether rack cards are a marketing tool the MEDC wishes to pursue, which markets in which to distribute, what the rack card will look like, approve budget

**Approved By**

City Administrator

Jack Yates

Date: April 11, 2019

## Recommended Rack Card Distribution

<b>I 45N - South Dallas to Conroe</b>	<b>North Houston - (Spring, Woodlands, IAH)</b>	<b>Contract Total</b> 6 mth.     12mth. <b>\$1,977</b> <b>\$3,240</b>	<b>Contract Total</b> 6 mth.     12 mth. <b>\$3,274.48</b> <b>\$5,460.72</b>
Sites/locations Total number of rack cards needed     102     Total First month     7,650     \$408 Remainder of 6 month contract     7,650     \$408 Monthly Costs (est) 6 month contract \$193.50/month     \$1,161 12 month contract \$168/month     \$2,016	Sites/locations Total number of rack cards needed     168     Total First month     12,600     \$584.24 Remainder of 6 month contract     12,600     \$584.24 Monthly Costs (est) 6 month contract \$351/month     \$2,106 12 month contract \$309/month     \$3,708		
<b>College Station</b>	<b>Nacogdoches</b>	<b>Contract Total</b> 6 mth.     12mth. <b>\$1,695.28</b> <b>\$2,755.32</b>	<b>Contract Total</b> 6 mth.     12mth. <b>\$1,063.18</b> <b>\$1,769.37</b>
Sites/Locations Total number of rack cards needed     76     Total First month     5,700     \$311.24 Remainder of 6 month contract     5,700     \$311.24 Monthly Costs (est) 6 month contract \$178.80/month     \$1,072.80 12 month contract \$151.80/month     \$1,821.60	Sites/locations Total number of rack cards needed     44     Total First month     3,300     \$224.99 Remainder of 6 month contract     3,300     \$224.99 Monthly Costs (est) 6 month contract \$102.20/month     \$613.20 12 month contract \$91.20/ month     \$1,094.40		
<b>Houston (Galleria, Downtown, Katy, Baytown, etc)</b>		<b>Contract Total</b> 6 mth.     12mth. <b>\$5,554.44</b> <b>\$9,287.16</b>	
Sites/Locations Total number of rack cards needed     284     Total First month     21,300     \$963.72 Remainder of 6 month contract     21,300     \$963.72 Monthly Costs (est) 6 month contract \$604.60/month     \$3,627 12 month contract \$533/month     \$6,396			

Front

MONTGOMERY  
TX

M

STOP  
SHOP  
DINE

MONTGOMERY  
TX

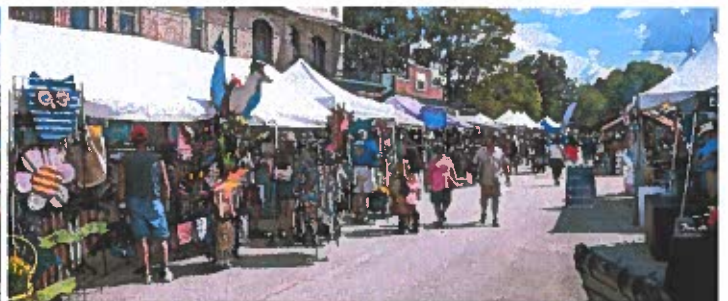
M

STOP  
SHOP  
DINE



Birthplace of  
the Texas Flag

Birthplace of  
the Texas Flag





# Back



**FESTIVALS  
WINERIES  
ANTIQUES  
BOUTIQUES  
RESTAURANTS**



**FESTIVALS  
WINERIES  
ANTIQUES  
BOUTIQUES  
RESTAURANTS**

## IT'S ALL HERE

**IN MONTGOMERY**

From festivals to wineries to shopping to historical cabins to classic cars to the nearby Sam Houston Forest, Montgomery has something to offer every visitor.

Find out more at  
[visitmontgomerytx.com](http://visitmontgomerytx.com)

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MONTGOMERY**



Download the Distrx app and embark on a walking tour through Montgomery's business and residential districts that brings you to 17 sites and introduces you to our rich history and hidden secrets.

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Online Printing > Marketing Products > Rack Cards > Rack Card Marketing Strategies

## Categories

- ▶ Holidays and Special Events
- ▶ Meet & Learn
- ▶ Online Tutorials
- ▶ Partnership Programs
- ▶ Design & Printing
- ▶ Small Business Marketing

## Rack Card Marketing Strategies

### in Design & Printing, Rack Cards

Rack card marketing is an extremely successful way to drive customers to hotels, restaurants, events, water parks, golf courses, theme parks, museums and other attractions. Unlike many marketing methods, customers actively seek out rack cards for direction — and rack cards are incredibly cost-efficient to print and distribute. The following rack card marketing strategies will help you boost your business overnight:



### Know your audience

The foundation of your rack card marketing campaign is your ability to cater to your audience. By playing into your audience's desires and needs, you can craft a compelling rack card that grabs attention and gets results. Are you a hotel geared toward traveling sales people, or a water park aimed at attracting families? Your design, promotions, headlines, features and benefits will all sprout from your audience — your controlling idea.

### Study distribution points

Before you hire a copywriter or designer, study your distribution points to identify how you can stand out from the competition. Collect your competitors' rack cards and compare visuals, colors, headlines, promotions, discounts and other important factors then make your rack cards even more compelling. You'll also want to pay attention to the types of travelers at your distribution points. If you're catering primarily to families, you might be better off placing your rack cards at tourist centers versus airport lobbies, for example.

## Help visitors find you

Your rack cards only need a few things: visuals, headlines, short descriptions and bullet points. You'll also need to include your address, phone number, website URL and a map to help customers easily find you. Sometimes it helps to include popular landmarks, especially if you're trying to attract second-hand traffic from these locations: "Across from Old Man's Cave!"

## Tell visitors what to expect



Your copy and visuals should be enticingly compelling and should tell your visitors what benefits you offer. Let's say you run a mining museum: Instead of simply including the line "gold panning," try saying, "Pan for real gold - you keep what you find!" Pick one or two main attractions for the front of your rack card and bullet point secondary attractions on the back. If you have many attractions that target different audiences, you might be better off with two or three rack cards for maximum return on investment. Keep your rack cards simple and to the point, but include enough information to help your visitors realize that they simply can't miss what you have to offer.

## Include coupons or other special offers

Coupons, discounts and other promotions are a great way to drive visitors and to track your rack card response rate. You should include special offers whenever possible. You can also create cross-promotions with complementary, but not competing, businesses. A hotel might partner with a restaurant, for example, to offer couples a "Lover's Paradise" package through rack card marketing. Couples save money, and the shared marketing cost doubles your return-on-investment potential. Rack card marketing strategy is simple when you pay attention to the finer nuances of attracting travelers. Study the competition to see what works, and then make your rack cards even better. Track response, test your campaigns and tweak your cards for the best return on investment possible. Eventually, you'll craft an infallible rack card marketing campaign that delivers reliable results.

### About Us

Why Print With Us  
Customer Testimonials  
Eco-Friendly Printing  
Privacy Policy  
Terms & Conditions

### Customer Service

Contact Us  
Help Center  
Customer Satisfaction Guarantee

### Other Deluxe Products

### Products & Services

All Products  
Custom Printing  
Direct Mailing Services  
Design Services  
Foil Stamping

### Resources

Layout Guidelines  
File Checklist  
PsPrint Blog  
Hot Off the Press  
Ideas & Inspiration



## Brochure Distribution

Texas Department of Transportation > Business > Partnerships > Travel Industry Partners  
> Marketing Partnerships

Travel industry collateral may be distributed at the Texas Travel Information Centers. All collateral must be approved prior to distribution. A sample brochure/rack card should be sent to the Travel Services Section headquarters for approval. Literature displayed and distributed by the centers should be 100 percent Texas travel/tourism oriented. They may contain prizes or contests so long as they are related to travel industry and should contain minimal advertising not associated with the subject matter.

Brochures to be approved should be mailed to the Travel Services Program Manager.

### Contact Us

Travel Services Program Manager  
TxDOT Travel Division Brochure Approval  
150 E. Riverside  
Austin, TX 78704  
(512) 486-5900  
Email Travel Services

*free?  
can we  
choose which  
welcome centers?*

### Texas Travel Information Centers

Texas Travel Information Centers create a positive first impression for our state. Professional travel counselors assist with choosing travel routes, current information on points of interest, events, road conditions and emergency operations. The Travel Information Centers served 2,172,724 customers in FY 2015.

- Amarillo
- Anthony
- Austin/Capitol (Call before sending literature due to limited space.)
- Denison

- Gainesville
- Langtry
  
- Laredo
- Orange
- Harlingen
- Texarkana
- Waskom
- Wichita Falls

## Partnerships

Comprehensive Development Agreement ⋮

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Disadvantaged Business Enterprise ⋮

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Small Business Enterprise Program

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Historically Underutilized Business Program ⋮

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Travel Industry Partners ⋮

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## Connect With Us



**KENROCK Property** – This is the approximately 13-acre piece of property that lies immediately west of Pizza Shack and east of the property being developed on the northeast corner of Highway 105 and Lone Star Pkwy.

The Plat for this project has three pad sites on the Highway 105 frontage and one 16,000 ft. building in one 24,000 ft. building on the north side of this property.

They have started the **erection of the interior** part of construction in the middle part of this tract on what will be a stand-alone retail strip center. On the extreme west side of this development will be a Wendy's Restaurant- in very early stages of planning now.

Two accesses to the entirety of the property will be off Highway 105 and they will also share a driveway with the developer of the northeast corner of 105 and Lone Star Parkway for their Lone Star Parkway access.

**Montgomery First Shopping Area- Northeast Corner of SH105 and Lone Star Parkway** - This is a strip center of approximately 20,000 sq. ft. One third of the building is an emergency medical clinic and another one third a dentist office. The pet supply store between the dentist office in the clinic is in place and a Mammography testing clinic has finished this sites development.

**Bubble King Car Wash** – This is nearing an opening date. One interesting aspect of this will be an 80' high flag pole that was approved by the City Board of Adjustment after a public hearing was held. The approval was necessary because a flag pole is considered a structure and, in the B-Commercial zone 45' high is the maximum height. Welcome to Montgomery, Bubble King!

**Southeast Corner of Highway 105 and FM 2854** – This is the HEB corner. HEB representatives met with the city engineers and myself about twenty months ago and said at that time that they were probably two years away from getting serious about building, so no speculation at all about when they may build.

**Peter Hill Annexation** – This is a 3.22-acre tract that is immediately south of SH 105 across from Pizza Shack. The total property is approximately 5 acres but 1.8 acres of the property is in the Conroe ETJ, and Conroe would not give up their right to annex.

That left the 3.22 to be annexed into the City of Montgomery. The plan is for businesses to be located on the total 5 acres. In the 3.22 portion located in the City, what is planned is an exercise gym and a tire repair/replacement shop. The owner, as of this date, has not obtained a building permit. The zoning on this property was approved for "B" Commercial by the Council

**Kroger Site** - They have approximately six pad sites on their property near Highway 105 and Lone Star Parkway. A Burger King restaurant is in the Kroger Center. The other businesses that is in the retail center next to Kroger is Great Clips, Halo and Coiffure, Malibu Nails and Spa, Massage Envy, Everbright Dental, Taste of China restaurant, and a Stoney's Liquor. There are two empty spaces remaining.

**West of Kroger/East of Buffalo Springs Road** - The developers have placed their interior water and sewer and other interior property utilities now. Blu-Wave Car Wash has started turning dirt at the southeast corner of the tract. Otherwise the site plan shows a strip center similar to the Kroger strip center and three pad sites up closer to SH 105.

**Southwest corner of FM 2854 and State Highway 105**- This 26-acre property Developer is being developed in part due to a development agreement with the City Council. A CVS drugstore is getting built on the far east pad site. Construction work began in July and is open now..

The City's 380 Agreement includes relocation of the Lift Station #1 and getting about  $\frac{3}{4}$  of an acre of land for an addition to the Sewer Treatment Plant. This is part of a 380 Agreement between the Developer and the city with their utility feasibility study amount of approx. \$430,000 with the Developer paying \$200,00 toward the relocation of L. S. #1 to open up more developable property since the LS is roughly in the middle of their property now. All totaled, the city is rebating one-half of one cent of the two cents sales tax generated by the entire development to total 1.1 million dollars, or ten years whichever comes first, while the city is receiving approximately \$850,000 of payments from the Developer. A major announcement regarding a much-anticipated restaurant is expected soon for this tract of land.

**South Loop around State Highway 105** – As the city continues to grow, traffic on Highway 105 and FM 149 will continue to get more congested. The City and Montgomery County Commissioners agreed late summer of 2017 to pay for a Mobility Study for the City and the immediate area. The Mobility Study was accepted by the City Council in late-January, 2018. One of the items in the Study is



the need for a south loop extending from 2854 to Highway 105 west of the city. The loop would probably be outside the city south of the present city limits but could be annexed into the city as time/circumstances allow. The reason to do the planning for the loop now is as development occurs in area of the loop land can be set aside for the right-of-way for the ultimate paving of the road.

**North Loop around SH 105** -- The City Council at its December, 2017 meeting directed the City Administrator and Jones/Carter Engineering to start coordination work with the Houston Galveston Area Council to get either the northern loop and/or the southern loop on the Transportation Improvement Program (TIP) that will provide either 80% funding or 90% funding for these projects. Getting on the TIP involves probably several years of planning to get into the multiyear planning program. The TIP program is how major funding happens for major roads in the region. The first of this this coordination work will began in late-February this week with a meeting at the Houston regional office with TxDOT, HGAC, Montgomery County and City representatives at the first planning meeting.

The first meeting went well with very broad discussions toward what will probably be a four-year program of planning and funding arrangements

**Expansion of Sewer Plant Area** – The City has received State Department of Environmental Quality approval of a discharge permit for the sewage treatment plant located at the end of Buffalo Springs Road south of Highway 105. At the same time a discharge permit was approved for what is called the Stewart Creek Treatment Plant, the former treatment plant site that has been taken out of operation for about 10 years.

The Sewer Master Plan completed in March 2016 - presented a scenario to where the Stewart Creek Plant was put back in operation. By obtaining will owe me know will both discharge permits that leaves that option open.

The need for additional treatment capacity, we think, is 3 to 5 years away -- allowing time to make a decision about whether or not to expand the Buffalo Springs site or to put the Stewart Creek Plant back into operation.

Part of the Texas Water Development Board borrowing that happened summer, 2017, is to improve lift station number one that now feeds all the city sewage into the Buffalo Springs site. The decision regarding the sewer plant expansion/Stewart Creek operating will probably be in the next 2 to 3 years.

Right now, the sewer plant has a permitted capacity of 400,000 gallons per day with a current usage of approximately 135,000 gallons per day. However, state regulations say that you need to be in the planning/designing stage at 60% of capacity (240,000 gallons per day) and in construction at 80% of capacity (320,000 gallons per day). With the addition of approximately 75 houses per year plus all the commercial development is not hard to imagine us doubling our flow in the next 3-4 years. How that will be paid for is another entirely different subject.

**Spirit of Texas Bank** -- Construction at the northeast intersection of 105 and Lone Star Pkwy. is moving along rapidly. They are supposedly shooting for an April /May opening.

**McCoy's Lumber Development** – McCoy's has developed into the #2 sales tax payer in the City. No movement on their other three pad lots around them.

**Ransom's Area Development**- Phillip LeFevre has developed an area for soccer fields immediately north of the Ransom's Restaurant. The Montgomery Soccer Club is having tournaments and league play there.

**Ferland Historic Park** - The Park continues to be popular. The individual visits are increasing as are tours – in December, 2018 there were 685 visitors and 38 tours were noted by the Docents at the Park.

**Memory Park** – The Lake Conroe Rotary Club continues to do an excellent job with making improvements, maintaining and essentially managing the Park. They continue to put tens of thousands of dollars into the park every year with the City funding the park maintenance/overall expenses of approximately \$20,000 per year.

**Downtown Walk Ability/Improvement Plan** – This will be an effort to plan for sidewalks, drainage, parking, landscaping with the ornamental lights and overall making it easier to park and get around downtown. Downtown is thought to be the heart and soul of the city and what will keep the Montgomery atmosphere after all of the new development happens. The plan is under way now, funded by the Montgomery Economic Development Corporation. Upon receipt of a plan the intention is to meet with the downtown property owners, the general public and others to decide on a street by street detailed plan of action.

The first of these projects is the downtown parking area South of the Cozy Grape Restaurant. The city leased the area all the way from Cozy Grape Restaurant South

to Caroline Street with the MEDC paying for the parking paving and landscaping around the area. The second project is the Jacobs/Rose parking area on the north end of that same block.

**Hodge Podge Lodge** – The owner, Jeff Angelo, has improved and enlarged his kitchen area for what is becoming an event center and has hired the Chef away from the Walden Yacht Club. He is now serving breakfast, lunch, and dinner, I believe, Tuesday through Saturday of every week,

**Montgomery Trace Shopping Center** – Brookshire Brothers has renewed its lease and also has completed several instore upgrades. I think we are all glad that they are able to carve out a market for themselves with Kroger so they can continue their excellent business that they have supported Montgomery with for all these years.

**Heritage Senior Apartments** – The next phase of the apartments, for seniors only is now under construction. There will be approximately 80 apartments and 6 to 8 “cottages” which are four-plex units at ground level.

**Baja Street Project** - A Community Development Block Grant has been awarded from the state for repaving of Baja Street, replacing a water line and improving the ditches along Baja - and replacing some water line on Martin Luther King Blvd. \$26,000 cash match is required for the \$350,000 our grant. The bid for this work was approved in October with work now stopped due to the inadequate progress on the project by the Contractor. The City is now in discussions with the Bonding company to determine how to complete the project.

**Blight Removal in the Northwest Area** – Over the past three years nine structures have been torn down and removed. All of these were with the permission of the owner and demolition costs were paid for by the Montgomery Economic Development Corporation, to the furthering of removal of blight for the overall economic improvement to the city.

**HOME Grant** --The City Council, at its May 9 2018 meeting approved an application to be made for the state of Texas HOME project. This will fund up to eleven new replacement houses or major renovation) for those who qualify. The qualifications are: have income below the 80% of the average income for the area, be the owner of the house where the person now lives, have a clear title to the

property where the new house would go. Preliminary review of the applications has three persons that have qualified for the new houses.

The grant has no local match, but MEDC has said that they will front any incidental costs and any cost required by the grant.

The timing of the project is (approximately - remember this is the government and there is lots of coordination that needs to happen): verify qualified awardees in December, 2018, coordinate house design in January, 2019, take bids for house builders in February, finish building in June, move-in of residents in July, paperwork compilation/project closeout in September, 2019.

Each house involves approximately \$100,000 in funding, administration, and cost of legal work, site preparation and construction of the house.

At this point it appears as though 3 to 4 people have qualified for the continuation of the process of getting approved for the new homes.

#### **FM 149 Road Improvement** –

There have been meetings with TxDOT, individual property owners and businesses over the past several months.

The Council passed a Resolution on July 10<sup>th</sup> asking TxDOT to proceed as quickly as possible in the SH 1052 Caroline St. section that includes the addition of right-hand and left-hand turn Lane zone FM 149 as it approaches 105, and to start on the FM 149 project from Clepper Street north to the FM 1097/FM 149 intersection. For the Caroline Street to Clepper section of the project the Council is requesting TxDOT to wait on this portion of the project until the downtown development streetscape plan is approved by the Council. The Council has directed the City Planning Commission to work with the community to develop streetscape plan within the next 12 months.

**Buffalo Springs Bridge** – The status of the bridge repair is that the bridge is now open and work is complete, with their entering their one-year warranty period starting in late October, 2018.

The project is funded by FEMA based on FEMA share of 75% of the actual contract price of the project.

A Disaster Relief Community Development Block Grant application for \$300,000 has been awarded and used that goes towards the city's 25% share of the bridge repair.

**Land-Use Plan** - A land-use plan is an overall broad – based view of how the land use in and around the city in the ETJ area is to be planned. It is not a zoning map although it is often used as a basis for zoning. The City Council approved the Plan.

Another reason to do this process is to plan for where low density versus high density residential properties may be developed in the city. The Planning Commission and Council have discussed a pre-planned determination of where in the city they would be with agreeable to low density development. By doing this pre-planning the Council and the developer has an idea about how the area should be developed rather than on a one by one application/determination basis.

### **Comprehensive Plan** –

The City of Montgomery is holding a Comprehensive Plan meeting on Thursday, February 28<sup>th</sup> at 6:00 PM at Montgomery City Hall. The City, in partnership with Texas A&M's Texas Target Communities program, is preparing a Comprehensive Plan. Walter Peacock, a community planning specialist with TAMU's Texas Target Communities program, will be delivering a State of the Community Report and facilitating a question and answer session.

“We are excited to start this process, as the Comprehensive Plan is a critical tool the City will use to plan for the future. Community input is vital to the success of the Plan, and we encourage community members to come take part in planning for Montgomery's future” ---City Administrator Jack Yates. This Plan will guide the City's decision-making process by identifying a long-term vision for how the City will grow and will outline goals and objectives to accomplish that vision. The Comprehensive Plan is based on the values and expectations of the community and will guide public policy and prioritize specific actions in areas such as transportation, utilities, land use, recreation, and housing.

“Accomplishing this Plan has been discussed for many years, and is very much needed now as we are entering such a time of growth in the city,” --- Mayor Sara Countryman.

This will be the first in a series of community meetings to gain insight from residents and local business owners. The meeting is expected to take about an hour and a half.

For more information, contact Dave McCorquodale, Assistant to the City Administrator, at 936-597-6434. Montgomery City Hall is located at 101 Old Plantersville Road, Montgomery, Texas 77316.

**Town Creek Addition Section Three** - This is the new 48 lot addition immediately west of Town Creek Apartments off Emma's Way. Style Craft builders are also building in Section Three.

**Terra Vista Addition** - This is the new 36 lot addition immediately south of Summit Business Park on FM 1097. There are now 20 housing starts in the subdivision.

**Rezoning of Property inside the City** - This is an action of the Planning and Zoning Commission to rezone five properties inside the city, primarily on the S H105, where the current zoning does not fit the current need for the development of the property. The Planning Commission has an idea of what they intend to rezone, but they are going to invite the property owners of the properties being considered to a discussion before starting the formal public hearing process. This discussion is planned for their March meeting. Then determining on the result of those discussions, the Commission will decide which properties to actually initiate rezoning.

**Emma's Way –Extension to Lone Star Pkwy.** – – The thought here is for Emma's Way some point the city and the MISD pay for the balance of the extension all the way up to Lone Star Pkwy. The cost of the city/school extension is estimated at \$600,000.

The discussion up to now has been that the school and the city would roughly split that \$600,000. With the basis for that being that Emma's Way will serve the football stadium facility running alongside their Western boundary. The City's desire is simply to get a through street direct from the high school to encourage traffic to Lone Star Pkwy. to relieve some traffic on State Highway 105. The discussions for this project will come back up now that extension of Emma's Way, has completed in January, 2019, for the purpose of serving Town Creek Subdivision Section III.

**Shanon Salsbury New Office at Waterstone** – Shanon is in a new office building for his insurance office with two additional lease spaces. Mr. Salsbury is immediately north and east of the Buffalo Springs Bridge on Buffalo Springs Road. His long-

range plan, he told me, calls for another strip office space center on the north side of Buffalo Spring Road across from his new office.

**Texas Water Development Board – Funding** -- The TWDB has provided funding of 2.8 million for water and sewer work. The projects are-- for water; connection of the 12-inch line north of Clepper to the 12-inch line immediately west of Cedar Brake Park (which should help the water pressure on the western side of the city and eliminates the six-inch bottleneck in the system), improvements at Well #3 the Catahoula well (that we think will increase production about 25%). For sewer: Lift Station #1 upgrades ( all the sewage in the city goes through this station which is already operating beyond design capacity), Lift Station #3 Force Main Reroute will serve to eliminate the need for another lift station and secures capacity in the system). All of the projects are in engineering design now, with a start date for completion of the design and construction to be begin mid-April.

**General Land Office possible grant** – In late May, 2017 we found out about a 22 million dollar grant that had been offered to Montgomery County from the Texas General Land Office (GLO) for flood related damages. Montgomery was one of six Counties in the state that the GLO had selected because of having the worse flood damages in the past two years. The County organized the GLO offer within the county for how the funds should be allocated. The County, after discussing with the cities in the County and two or three housing groups in the County, decided that the funds should be distributed based on the amount of FEMA damages and the amount of low income in the area involved. The City of Montgomery had the most damage of any city in the County.

As such Montgomery was “allocated” \$2.2 million dollars of GLO dollars. This “allocation” is not a grant, the actual application is made by the City to the GLO, but the money set aside for the City so long as we apply for “correct” type of projects. The GLO grant funds can be used for drainage, water and sewer, generators, and the 25% City match monies spent already on FEMA projects.

The GLO application is prepared and was filed at the end of March, 2018. I was notified this week that the City will receive a contract in mid-April. GrantWorks will be the grant writer and administrator of the grant and Jones/Carter is the engineer on the project.

**Sales Tax** – Montgomery is very much a “receiver” city for sales tax--- by that I mean that the sales tax collected in the city is very much provided by those who live outside

the City. To show you in figures how that is: take the \$2,298,289 collected for the 2017-2018 Fiscal Year. That amount of collections equals \$114,914,450 in sales inside our four-square miles with our 1,200 population and our approximate 88 physical businesses in the City. But, of course, what is the case is that the City's conservative figure of a 60,000 population trade area for the City, plus the approximate 1,500 out of city taxpayers through internet purchases that pay small to large amounts based on sales delivered/accepted inside the City greatly increase the gross sales amount produced by the 1200 City residents.

This increase in sales tax amount helps to pay for the growth in the city required by increased activity. Namely, the city has added one police officer for each of the last three years, and one public works person for each of the last three years and two administrative persons also during the last three years.

Sales Tax Rebate – The City Council agreed to a 380 Agreement for the Kroger area which calls for a rebate of the entirety of the one half of one cent MEDC sales tax, and .55% of the sales tax collected in the Kroger shopping center area. The Kroger shopping center area includes the Kroger store, the businesses to the west of the Kroger store, and the pad sites east of Gardner Drive (the street west of the Kroger center), but does not include the fuel center. All the property taxes collected from the same area is also rebated. For the 2017 – 2018 fiscal year the sales tax rebate of MEDC was \$52,833, and for the City was \$64,600 with the property taxes being rebated of \$43,118.





**CITY OF MONTGOMERY SALES TAX**

Fiscal Year	October	November	December	January	February	March	April	May	June	July	August	September	Total
2019	141,162.59	303,708.43	192,967.46	141,236.00	289,215.00	152,508.00	0.00	0.00	0.00	0.00	0.00	0.00	1,220,789.48
2018	125,361.52	253,111.48	179,308.88	174,487.10	288,635.98	149,964.30	144,205.61	267,397.74	151,071.81	153,156.83	304,422.57	127,165.52	2,296,289.34
2017	94,662.13	207,611.58	134,305.68	145,488.55	204,006.24	139,225.65	123,234.01	182,757.15	153,336.53	132,394.32	190,648.43	181,625.33	1,889,285.60
2016	118,139.09	187,778.09	52,683.59	236,764.92	200,985.71	125,057.26	130,098.69	184,955.47	149,145.60	134,137.44	202,380.82	144,903.50	1,867,036.18
2015	132,291.80	166,880.00	128,470.68	107,238.81	184,183.00	108,979.46	140,275.54	168,012.24	145,485.26	118,871.30	164,234.26	135,004.07	1,599,926.42
2014	117,219.70	129,854.70	132,548.20	129,248.00	259,993.95	64,083.86	104,356.47	159,968.95	133,026.37	110,188.27	187,363.72	160,524.07	1,588,374.26
2013	94,399.86	152,797.88	125,252.31	114,935.59	182,499.74	110,162.80	116,374.93	174,982.13	135,704.57	140,092.14	188,704.14	189,403.11	1,725,309.20
2012	66,191.21	119,206.99	88,548.10	104,267.33	143,686.75	78,348.96	95,743.30	146,558.47	130,712.15	117,230.68	140,536.67	89,077.76	1,320,088.37
2011	97,082.27	122,908.84	81,851.80	82,197.80	144,122.77	85,543.72	79,390.20	140,236.41	101,274.92	96,574.66	116,445.82	76,525.47	1,224,164.68
2010	71,323.52	123,165.52	191,886.13	86,077.15	176,540.27	72,946.97	61,136.76	151,577.70	102,272.58	81,412.16	129,815.04	86,170.48	1,334,324.28
2009	61,921.86	134,439.91	115,692.52	117,103.70	173,515.17	79,619.28	84,594.36	123,138.23	99,458.28	107,616.96	115,986.14	76,874.07	1,289,640.48
2008	89,277.50	139,100.34	109,487.59	86,253.85	145,150.38	96,832.30	88,797.53	111,954.37	102,027.97	93,109.22	135,755.33	117,575.45	1,315,421.83

**SALES TAX SPLIT**

Fiscal Year	MEDC	CITY	TOTAL
2019	305,197	915,592	1,220,789
2018	574,572	1,723,717	2,298,289
2017	472,321	1,416,964	1,889,286
2016	466,758	1,400,273	1,867,030
2015	424,982	1,274,945	1,699,926
2014	422,094	1,266,281	1,688,374
2013	431,327	1,293,982	1,725,309
2012	330,022	990,066	1,320,088
2011	306,041	918,124	1,224,165
2010	333,581	1,000,743	1,334,324
2009	322,460	967,380	1,289,840
2008	328,855	986,566	1,315,422

Sales Tax Split -- The City gets a total of .02 cents on each dollar spent.

The MEDC is allocated 1/4th of the total collected. The City receives the remaining 3/4 of the total collected

So: One cent to City General Fund  
 one-half cent to City General Fund as Property Tax Reduction  
 one-half cent to Montgomery Economic Development Corp.  
 Equals two cents total

**SALES TAX IN LIEU OF PROPERTY TAX**

Fiscal Year	1/2 Cent Sales Tax	Tax Rate Reduction *
2019	574,572	23.55
2018	472,321	19.36
2017	466,758	19.13
2016	424,982	17.42
2015	422,094	17.30
2014	431,327	18.91
2013	330,022	13.53
2012	306,041	12.55
2011	333,581	13.67
2010	322,460	13.22
2009	328,855	13.35

\* using .0041 tax rate x2019 tax rate is .0040

Sales Tax in lieu of Property Tax - City voters in approx. 2005 voted to increase the sales tax one-half cent and to include that amount in the property tax calculation. The Tax Rate Reduction amount shown above is how many cents/\$100 value is saved by the one-half cent collected through sales tax. For instance, in 2018 the tax rate would have been .0041, plus .002355 cents for a total of .006455. This reduction will increase as sales tax increases. The .002355 is worth \$471. a year in property tax on a \$200,000 house.



1575 Sawdust Road, Suite 400  
The Woodlands, Texas 77380-3795  
Tel: 281.363.4039  
Fax: 281.363.3459  
[www.jonescarter.com](http://www.jonescarter.com)

March 22, 2019

The Honorable Mayor and City Council  
City of Montgomery  
101 Old Plantersville Road  
Montgomery, Texas 77316

Re: Engineering Report  
Council Meeting: March 26, 2019  
City of Montgomery

Dear Mayor and Council:

The following information summarizes our activities on your behalf since the February 26, 2019 Council Meeting:

**Status of Previously Authorized Projects:**

All projects discussed below are shown on the enclosed maps of active developments and capital projects.

**a) Baja Road Water and Drainage Improvements (CDBG)**

As you are aware there have been significant issues with the construction of this project. We are working with City Staff, the City Attorney, and grant administrator to exercise the City's right to terminate the existing contract due to the contractor not meeting his contractual requirements. The deficiencies of the contractor include, but are not limited to, providing adequate and skilled labor, completing the project within the contract period of performance, providing a safe working environment, and properly coordinating with the City Engineer. We will further discuss the issue and the termination process at the meeting.

**b) Water Distribution System Analysis and Master Plan – CP No. 3 – Downtown and SH-105 Waterline Replacement**

We are finalizing the construction plans to submit for TWDB review.

**c) Water Distribution System Analysis and Master Plan – CP No. 9 - Water Plant No. 3 Improvements**

The Engineering Feasibility Report was submitted to the TWDB on March 13<sup>th</sup> and we received initial questions and comments on March 19<sup>th</sup>. We expect to complete the design and receive all plan approvals in Summer 2019 in order for construction to begin in the fall.

**d) Water Distribution System Analysis and Master Plan-CP No. 1, Water Plant No. 2 GST Backfill**

As a reminder, this project will be rebid with the Water Plant No. 3 Improvements project.

**Status of Previously Authorized Projects (cont.):**

- e) **Sanitary Sewer System Analysis and Master Plan – CP No. 3b – Lift Station No. 1 Replacement**  
As a reminder, this project is included in the TWDB Clean Water State Revolving Fund (“CWSRF”) loan. The design is substantially complete and we are working with the TWDB for final approval.
- f) **Sanitary Sewer System Analysis and Master Plan – CP No. 10 – Lift Station No. 3 Force Main Re-Route**  
As a reminder, this project is included in TWDB CWSRF loan. The design is substantially complete, has received TxDOT approval, and is under final internal review before undergoing TWDB review.
- g) **Baja Road Rehabilitation (FEMA)**  
We are coordinating with the City and GrantWorks to determine if the project can be added to the TxCDBG grant to receive additional funding.
- h) **Atkins Creek Water, Sanitary, and Storm Sewer Repairs (FEMA)**  
We are substantially complete with the construction plans and specifications for the project. We are continuing to work with FEMA to receive allocation of funding, and we are prepared to begin the bidding process shortly after funding is received.
- i) **GLO Projects**  
It is our understanding the General Land Office is prepared to send contracts to the City for execution this month. We will work with the City to prepare and submit all contracts upon receipt.

**Existing and Upcoming Developments:**

- a) **Feasibility Studies** – There are no active feasibility studies at this time.
- b) **Plan Reviews**
  - i. **Shoppes at Montgomery, Phase II** – We received revised civil site plans on March 1<sup>st</sup> and returned plan approval on March 12<sup>th</sup>.
  - ii. **Exxon Eva Street** – We did not receive revised plans this month. It is our understanding the City Administrator met with the developer to discuss acquiring additional right-of-way for TxDOT.
  - iii. **Wendy’s (Haza Foods)** – We did not receive revised plans this month.
  - iv. **Best Donuts (Samdana Investments)** – We received revised plans on March 8<sup>th</sup> and returned comments to the plans on March 21<sup>st</sup>.
- c) **Plat Reviews** – There are no active plat reviews at this time.

**d) Ongoing Construction**

- i. **Shoppes at Montgomery, Phase I** – We held a final inspection of the public water and sanitary sewer infrastructure on January 9<sup>th</sup>. All punch list items identified at the inspection have been addressed, and it is our understanding the developer is working to submit the required maintenance bond before the infrastructure is accepted.

**e) One-Year Warranty Inspections**

- i. **Lift Station No. 14** – We are working with Public Works and Gulf Utilities to bring the lift station to the proper specifications with the funds deposited by the developer for the replacement pumps.
- ii. **Lake Creek Village, Section 3** – We conducted one-year warranty inspection for the public infrastructure on October 19<sup>th</sup>. It is our understanding the Developer is working to address all punch list items. According to the Developer, the remaining punch list items will be addressed pending favorable weather.

**Meetings and Ongoing Activities:**

- a) **Lone Star Parkway Transportation Improvement Plan (TIP)** – We are working to schedule a meeting with the H-GAC to discuss the next steps to include the project on the TIP.
- b) **FM 149 Southbound Turn Lane** – It is our understanding the City Administrator met with the owner of the Exxon at the northwest corner of the FM 149/SH-105 intersection to discuss obtaining the additional right-of-way required to construct a southbound right turn lane.
- c) **Weekly Operations Conference Call** – We continue hosting a weekly conference call with representatives from Gulf Utility Service, Inc. and City Staff. Items of note discussed during the previous month included receiving estimates for repairs to Lift Station No. 14, updates on various warranty inspections, general updates on all active design and construction projects, and general operations of the City's water and sanitary sewer facilities.
- d) **Dobbin-Plantersville Water Supply Corporation** – We are continuing to coordinate with the Dobbin-Plantersville Water Supply Corporation ("DP") engineers to prepare a scope and cost estimate for the proposed emergency waterline interconnect. It is our understanding the DP board met on March 20<sup>th</sup> to discuss the project.
- e) **Technical Operations Review Committee (TORC)** – We met with the TORC on March 19<sup>th</sup> to discuss flows at the WWTP, inflow and infiltration, and ongoing projects and projections. It is our understanding the TORC plans to present the results of their inflow and infiltration cost analysis. Attached with this report are exhibits identifying locations throughout the City where sanitary sewer inspections have been and will be performed in an effort to identify and combat inflow and infiltration.



Please contact Katherine Vu or me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads 'Chris Roznovsky'.

Chris Roznovsky, PE  
Engineer for the City

CVR/kmv

K:\W5841\W5841-0900-00 General Consultation\Meeting Files>Status Reports\2019\Engineer's Report 3-26-19.docx

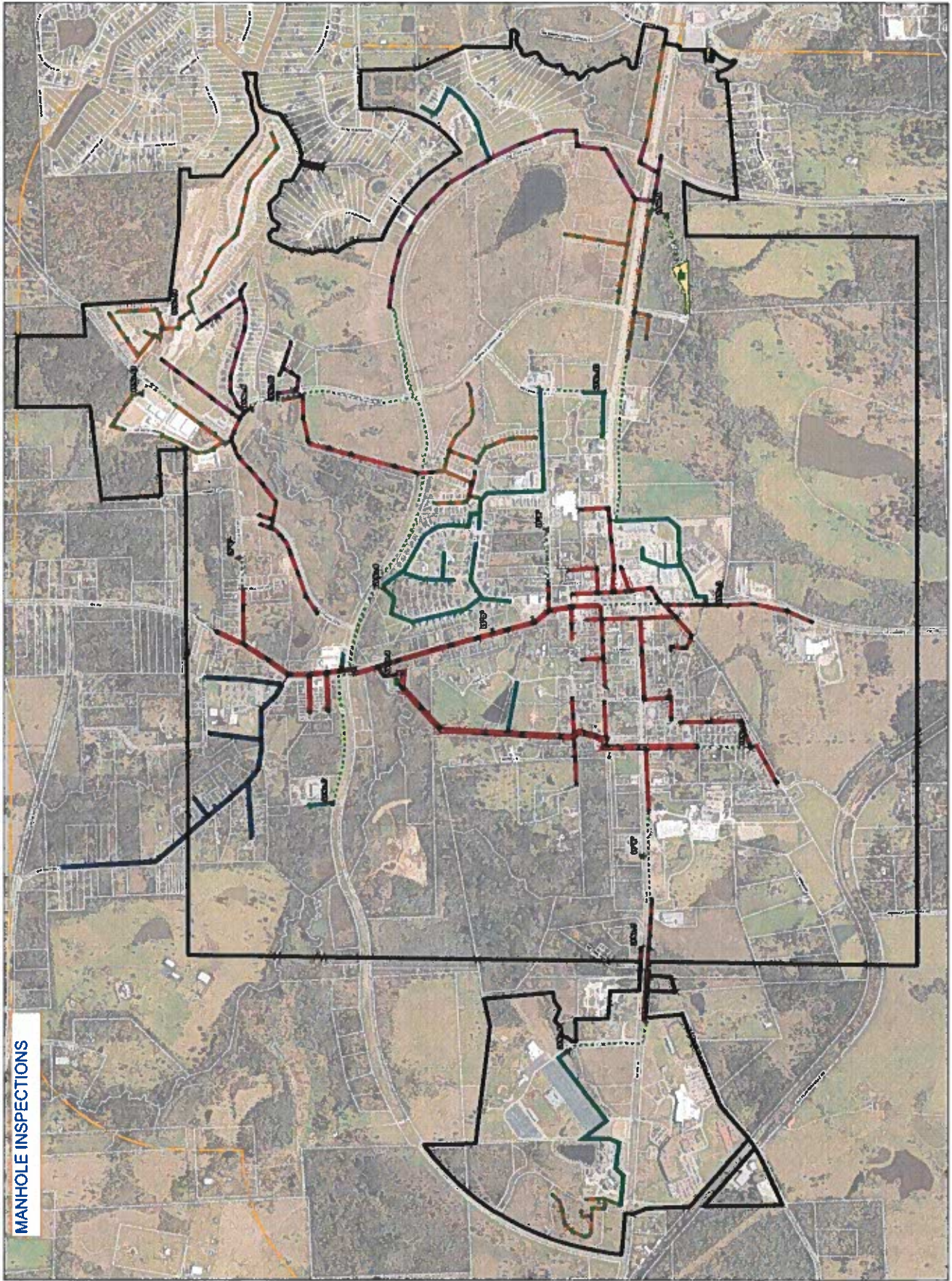
Enclosures:

Active Capital Projects Map  
Active Developments Map  
Sanitary Sewer Inspection Maps

Cc (via email):

The Planning and Zoning Commission – City of Montgomery  
Mr. Jack Yates – City of Montgomery, City Administrator  
Ms. Susan Hensley – City of Montgomery, City Secretary  
Mr. Larry Foerster – Darden, Fowler & Creighton, LLP, City Attorney

**MANHOLE INSPECTIONS**



**VICINITY MAP**  
Scale: 1 inch equals 10 miles

**LEGEND**

**Wastewater Facilities**

- Cleanout
- Manhole
- Lift Station
- WWTP

**Base Mains**

- Force Main
- Abd Force Main
- Gravity Main

**Base Layers**

- LS/WWTP Boundary
- City Limits
- City ETJ
- MCAO Parcels

**Proposed in FM 140 CCTV (2015-2019)**

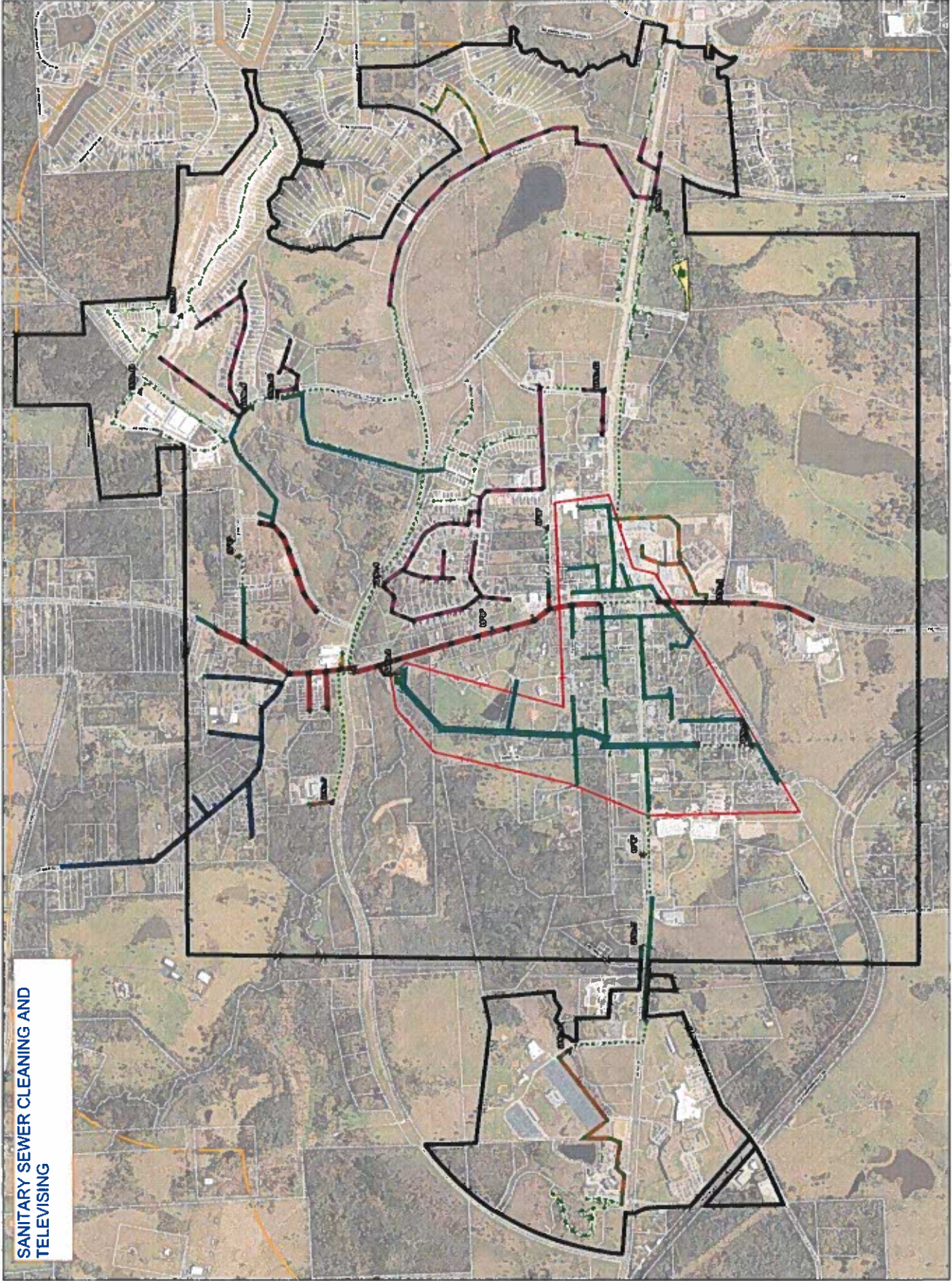
- Phase 1 (2015)
- Phase 2 (2016)
- Phase 3 (2017 or when built out)

**PUBLIC UTILITIES (WASTEWATER) LAYOUT**  
FEBRUARY 2018

3 inch equals 600 feet

**JONES CARTER**  
Engineering & Construction Services, LLC

**SANITARY SEWER CLEANING AND  
TELEVISION**



**LEGEND**

**Wastewater Facilities**

- Cleanout
- Manhole
- Lift Station
- WWTP
- Force Main
- Abd Force Main
- Gravily Main
- LSWWTP Boundary

**Base Layers**

- City Limits
- City ETJ
- MCAD Parcels

**Completed in 2018 PM 119**

- CCTV (2018/2019)
- Phase 1 CCTV (2020)
- Phase 2 CCTV (2024)
- Phase 3 CCTV (2026)

**PUBLIC UTILITIES  
(WASTEWATER)  
LAYOUT  
FEBRUARY 2018**

Scale: 1 inch equals 600 feet

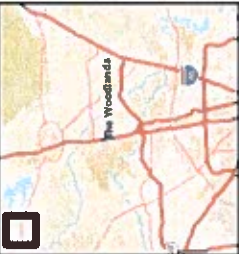
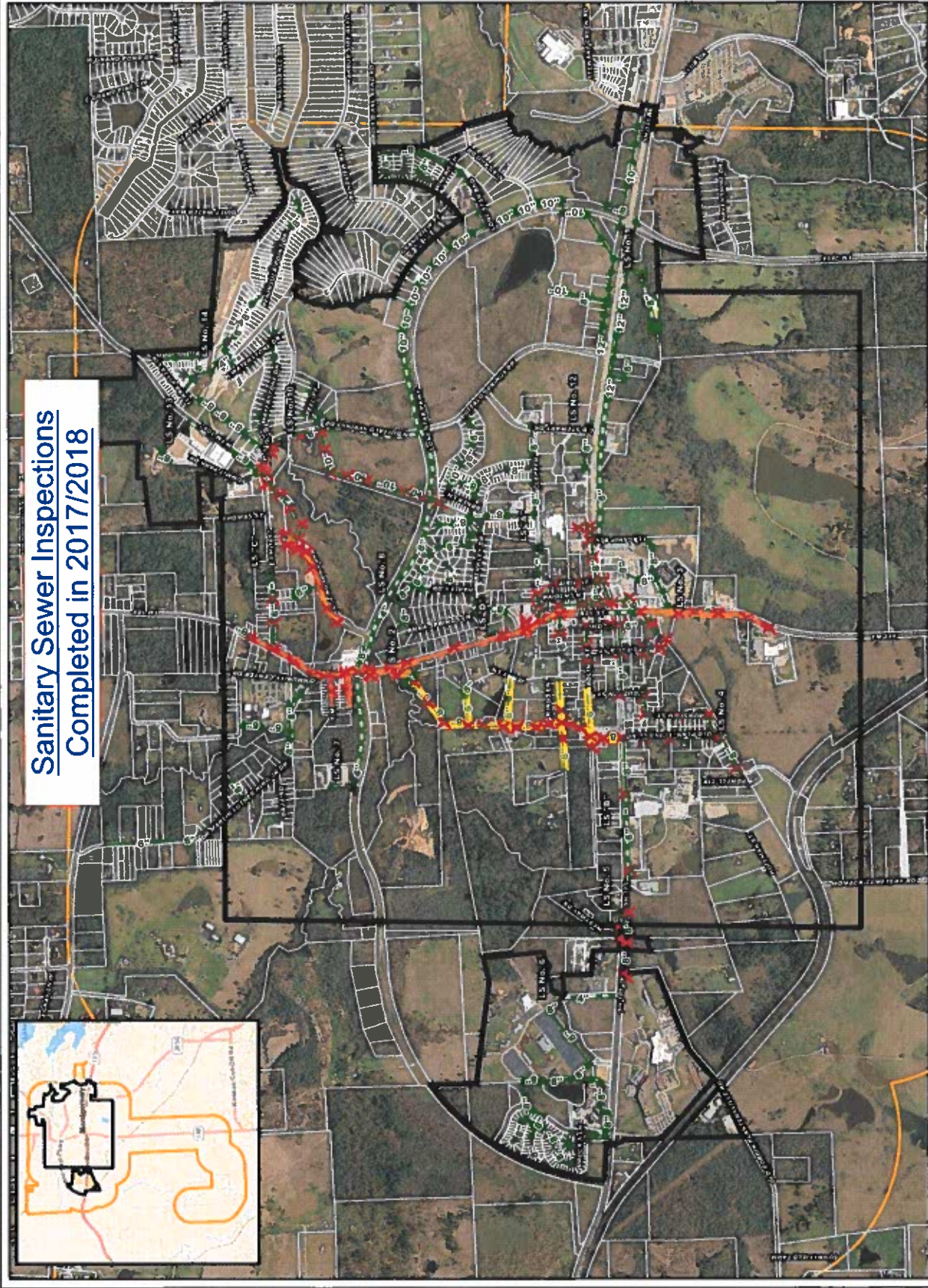
**JONES CARTER**

**JONES CARTER**

11000 Westpark Drive, Suite 100  
Houston, Texas 77036  
713.865.1000  
www.jonescarter.com



# Sanitary Sewer Inspections Completed in 2017/2018



**VICINITY MAP**  
Scale: 1 inch equals 20 miles

- LEGEND**
- Wastewater Facilities**
- ◆ Cleanout
  - Manhole
  - ▲ Lift Station
  - WWTP
  - ▬ Force Main
  - ▬ Abol Force Main
  - ▬ Gravity Main
  - ▬ US/WWTP Boundary
- Base Layers**
- ▬ City Limits
  - ▬ City ETJ
  - ▬ MICAD Parcels
- Manhole Inspection** (Red X)
- CCTV** (Orange line)
- Smoke Testing** (Yellow line)

**CITY OF MONTGOMERY**  
MONTGOMERY COUNTY, TENNESSEE



1 inch equals 1,500 feet

This map is intended for informational purposes only and does not constitute a contract. It does not represent an engineering or architectural drawing. It does not represent an engineering or architectural drawing. It does not represent an engineering or architectural drawing. It does not represent an engineering or architectural drawing.



## Work Plan Report

First 30 – 90 days

Task	Activity	Status
<b>Meeting with Local Business Owners</b>	Small Business 101 Meeting scheduled for April 24 <sup>th</sup> .	Creative Financing and Understanding Credit Scores and Reports presented by Amerant Bank.
<b>Meeting with Local Business Owners</b>	Central Location for Downtown Event Information	Several business owners expressed interest in a downtown events calendar. Sent email to downtown business owners to send me information about events they are hosting at their businesses to be listed on FB and on the Tourism Website.

Three - Five Months

Task	Activity	Status
<b>Social Media Channels</b>	FB Postings and Activity.	<ul style="list-style-type: none"> <li>• Weekly Happenings Post – List of events happening in downtown Montgomery</li> <li>• Event postings have been created for most of the events scheduled for the summer.</li> <li>• FB Activity: Increased FB activity. More followers, more posts are being liked and shared.</li> </ul>

Six Months – One Year

Task	Activity	Status
<b>Marketing/Branding/Signature Events</b>	Texas Flag Celebration	<ul style="list-style-type: none"> <li>• Finalizing logo design.</li> <li>• Finalizing event schedule.</li> <li>• Working to recruit volunteers for event.</li> <li>• Once logo is selected, will begin event marketing.</li> </ul>
<b>Marketing/Branding/Signature Events</b>	Oktoberfest	<ul style="list-style-type: none"> <li>• Finalizing logo design</li> <li>• Working with HMBA to help secure vendors and food trucks</li> <li>• Working with Craft Beer Vendors</li> </ul>
<b>Event Sponsorship Opportunities</b>	Texas Flag Celebration and Oktoberfest	<ul style="list-style-type: none"> <li>• Meet with Susan at Spirit Industries re: Flags for Texas Flag Celebration. Finalizing details.</li> <li>• Meet with Jack with Lone Star Beer. He is working with him team on proposal.</li> </ul>
<b>Build Regional Partnerships</b>	Tourism Advisory Council Meeting	In honor of National Travel and Tourism Week, they are looking to recognize local tourism all-stars in our community. Is there anyone we'd like to nominate?
<b>Build Regional Partnership</b>	Meeting with Workforce Solutions	Meeting with Workforce Solutions to possibly be a worksite for the summer jobs programs.



Moore, Katrina <kmoore@ci.montgomery.tx.us>

---

## Partner for Success

1 message

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**Bridges, Nikita** <Nikita.Bridges@wrksolutions.com> Thu, Apr 11, 2019 at 4:06 PM  
To: "kmoore@ci.montgomery.tx.us" <kmoore@ci.montgomery.tx.us>

Hello Katrina,

Thanks for your interest in Partner for Success program through Workforce Solutions. Just want to recap on our conversation from this morning. The Partner for Success program is targeting young adults ages 16-24 where employers allow them to work as interns at their business to teach job and work skills. As they learn to be a part of the team they will be required to work a schedule up to 30 hours a week and a 30 min. lunch after working 4 hours. Workforce in turns will pay the interns and this program is based on a 6 to 8 week period. I am still researching the question on the table if the contracts you have with other companies whether they need to apply or we can do a MOU.

I will speak with you soon and see you on Tuesday at 11.

Best regards,

Nikita Bridges

Business Consultant

Workforce Solutions-Employer Services Division

2018 IH 45, Conroe, TX 77301

[901 Normal Park Dr #7 Huntsville, TX 77320](#)

M:281-500-0356

[nikita.bridges@wrksolutions.com](mailto:nikita.bridges@wrksolutions.com)

[www.wrksolutions.com](http://www.wrksolutions.com) Facebook Instagram LinkedIn Twitter

A proud partner of the American Job Center Network

Click here to comment on your recent experience with Workforce Solutions!



Historic Montgomery, TX

Published by Katrina Moore

April 3 at 6:51 PM

Like Page

### Performance for Your Post

16,548

Reach

1,529

Engagements



WOODLANDSONLINE.COM

### Television series to be filmed in Montgomery County

You just might recognize some familiar places while watching television.



#### Get More Likes, Comments and Shares

Boost this post for \$25 to reach up to 13,000 people

16,548

People Reached

3,075

Engagements

Boost Post

744



34

On Post

710

On Shares

114



2

On Post

112

On Shares

7



0

On Post

7

On Shares

117



1

On Post

116

On Shares

2



0

On Post

2

On Shares

207



0

On Post

207

On Shares

340



339

On Post

1

On Shares

1,546

Reach

0



565

On Post

981

On Shares



# Historic Montgomery, TX

Last 28 Days ▾

 **0**  
Events  
+0 last 7 days

 **4.9K**  
People Reached  
+3.5K last 7 days

 **263**  
Event Responses  
+214 last 7 days

 **0**  
Ticket Clicks  
+0 last 7 days



**Saturday Night Cinema Series**  
 Montgomery Community Build  
 Sat Apr 27 7:00pm

Boost Event

3.3K

135



**Saturday Night Cinema Series**  
 Montgomery Community Build  
 Sat May 25 7:00pm

Boost Event

481

24



**Water Party!**  
 Montgomery Community Build  
 Sat Jun 20 10:00am

Boost Event

2.2K

124



**Saturday Night Cinema Series**  
 Montgomery Community Build  
 Sat Jun 28 7:00pm

Boost Event

1.2K

63



**Saturday Night Cinema Series**  
 Montgomery Community Build  
 Sat Jun 27 7:00pm

Boost Event

411

15



**Saturday Night Cinema Series**  
 Montgomery Community Build  
 Sat Aug 2 7:00pm

Boost Event

380

13



**Saturday Night Cinema Series**  
 Historic Montgomery, TX  
 Sat Sep 26 7:00pm

Boost Event

430

17



**Saturday Night Cinema Series**  
 Historic Montgomery, TX  
 Sat Oct 23 7:00pm

Boost Event

Share Edit





Moore, Katrina <kmoore@ci.montgomery.tx.us>

## National Tourism Week

1 message

**Overby, Shannon** <shannon@visitconroe.com> Wed, Mar 27, 2019 at 1:32 PM  
To: Brian Bondy <brianb@conroe.org>, "cody@cateringbyallstar.com" <cody@cateringbyallstar.com>, "Czajkoski, Jody" <JCzajkoski@cityofconroe.org>, Danna Davis <danna.davis@dalwadi.com>, Dave Fougeron <dave@southernstarbrewing.com>, Denton Florian <dflorian@sotb.com>, Don Carpenter <dcarpenter@thelonestar.org>, Frank Jackson <frank@smithmusic.com>, Gina Zannie <zannie@raymondteam.com>, Gloria White <gjwhite@suddenlink.net>, Jack Solomon <jack@blue-epiphany.com>, James Gaskins <jgaskins@ffin.com>, "James Winkler (jcwinkler@waterpoint.com)" <jcwinkler@waterpoint.com>, Janet Chavez <janet@livelakeconroe.com>, Janet Parish <brownleejewelers@consolidated.net>, Jessica Stark <jessica@mhwre.com>, Kathy King <kathy.king2@hilton.com>, Marieda Kilgore <mariedalynne@aol.com>, "Marin Slanina (marin@b52brewing.com)" <marin@b52brewing.com>, "Moore, Katrina" <kmoore@ci.montgomery.tx.us>, "Murnane, Connor" <Connor.Murnane@tfs.tamu.edu>, "Riggins, Mike" <MRiggins@cityofconroe.org>, "Scheiner, Danielle" <scheiner@conroeedc.org>, Stephen Naleway <stephen@eventsplustx.com>  
Cc: "Willard, Jodi" <jodi@visitconroe.com>, "Baca, Veronica" <Veronica@visitconroe.com>, "Werner, Rebekah" <rebekah@visitconroe.com>

Hello everyone!

The team at Visit Conroe is busy planning for 2019 National Travel & Tourism Week (May 5-11) and we need your help...

We'd like to honor some local tourism all stars in our community – and we are looking for some nominations!

We have 2 award categories:

- Community Champion – can be a business, organization, or individual who has gone above and beyond in promoting tourism activities in Conroe. Someone who does way more than their job description in promoting our great community for visitors!

- **Hospitality Hero** – an individual who has provided excellent customer service! This can be a server at a restaurant, a front desk clerk at a hotel, a cashier at a convenience store, an uber driver, ANYONE!

Please just provide us with the name, business name and why they are deserving for the award. Deadline is April 19<sup>th</sup>! And feel free to nominate more than one in each category – we will have a panel help us in picking the winner (or winners).

AND...

Mark your calendar now for our National Tourism Week luncheon – May 7<sup>th</sup> at 11:30am – at the 6<sup>th</sup> floor of Conroe Tower.

Thank you in advance!

**Shannon Overby, CDME**

*Director*

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