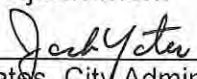


NOTICE OF MEETING
Montgomery Economic Development Corporation
(MEDC)

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 February 20, 2017 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 January 16, 2017
4. Monthly Financial Report (January , 2017)
5. Discuss/take action regarding Downtown Parking Lot South of Cozy Grape Restaurant and North of Caroline Street
6. Discuss/take action regarding Chris Cheatham re: grant request for Heritage Medical Plaza II as submitted by Chris Cheatham
7. Discuss/take action regarding Houston Galveston Area Council application –for landscaping for Heritage Medical Plaza II as submitted by Chris Cheatham
8. Discuss/take action regarding HOME grant program
9. Discuss/take action regarding funding of state or federal historical markers in the City
10. Economic Development Report – Shannan Reid ---TxDOT, Misc. Updates
11. Adjournment



Jack Yates, City Administrator for
Kirk Jones, President of MEDC

I certify that the attached notice of meeting was posted on the bulletin board at City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on the 17th day of February, 2017 at 1100 o'clock AM. I further certify that the following news media was notified of this meeting as stated above: The Courier

This facility is wheelchair accessible and accessible parking spaces are available. Please contact the Secretary's office at 936-597-6434 for further information or for special accommodations.



MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

MINUTES

January 16, 2017

6:00 p.m.

Present were: Kirk Jones, Randy Moravec, Bill Hanover, Amy Brown, Bob Kerr and Cheryl Fox. John Champagne was absent. Also present were Shannan Reid, Glynn Fleming and Jack Yates

Call to Order - President Jones called the meeting to order at 6:00 PM.

Swearing in of New Members -- President Jones noted that all members had been previously sworn in by City Secretary Susan Hensley.

Open Public Comment -- Tom Ward was present as Montgomery Soccer Club President to introduce himself as a part of the community, bringing visitors to the community via tournaments. The goal of this group is to enrich the community through recreation and in economic development. He said the ages of his group would be 3 to 18 but some adult groups also will be playing at the new Ransom fields and other fields in the area. He said that tournaments would bring in people from throughout Houston to Montgomery.

Approval of Minutes of November 21, 2016 -- Motion by Moravec seconded by Hanover to approve the minutes with one change, to add three zeros behind the 55 for the cost of the parking lot in the item in the minutes regarding Tom Cronin's lease. All in favor.

Monthly Financial Report (November and December, 2016) -- Motion by Moravec, seconded by Fox to accept the financial report for November and December. All in favor.

Discuss/take action regarding agreement with Tom Cronin for lease of property to create a public parking lot -- Jack Yates reported the area involved in the lease and that over a long period of time the possibility of a lease had been discussed by MEDC members. He said the signed lease was in the Board packet. He said that along with the Col. Laughter property to the south, the intention over time is to pave the area for a parking lot anchor for downtown, using MEDC funds. There was discussion regarding the one-year lease on Col. Laughter's property. Jack and Pres. Jones replied that they had met with the Col.'s son in late December and that the son said he had no intention of not renewing a lease over a long period of time and that he would give the city the first option should they decide to sell the property. Jack said that he would be back, probably in February, with the cost of the paving project for the Boards consideration. Motion by Hanover seconded by Kerr to recommend the lease with Mr. Cronin as presented to the City Council. All in favor.

Discuss/take action regarding City Engineer downtown improvement plans -- Jack reported the proposal from City Engineer Glynn Fleming was not ready. Glynn said that he would prepare a presentation for the February MEDC meeting. Mr. Moravec asked

that the information be sent to the MEDC board members as soon as available rather than with the regular packet delivery. No action taken.

Discuss/take action regarding position description and recommendation to City Council to hire a Promotions/Marketing half-time position to the City, expenses to be paid by MEDC. --

There was discussion among the MEDC members about the position, Shannan Reid said this position would work to develop tourism and to better market the area with a definite purpose of increasing sales tax revenue. Ms. Ford said she was concerned about the part-time position being able to accomplish the job as described in the job description. Jack responded that the duties listed in the job description is a goal rather than a requirement, and that his intention was to work with the person in the position to develop definable goals via three-month work plans.

Tracy Bolver was present and said that she supported the position.

Motion by Moravec, seconded by Fox to recommend to the City Council that a part-time Marketing and Tourism Assistant position be created with payment for the position to be made by MEDC. All in favor.

Discuss/take action regarding City and Montgomery Area Chamber of Commerce Agreement for Economic Development services --

There was discussion about the agreement, particularly regarding the three-year term as suggested by the MACC for continuity reasons. Jack Yates said that the year annual budget must be approved to fund the agreement even with the three-year term. The result of the comments was to go back to an evergreen contract of one year term. Ms. Brown brought up the question as to the job title for the Economic Development Director perhaps signifying more responsibility than actually in place. Mr. Moravec and Jack Yates both responded by saying that the people the Director comes in contact with realize that the position is in the hierarchy of the City organization and realize that that the Director makes no final decisions.

Dave McCorquodale was present and said that he was concerned about the three-year term of the Agreement.

Motion by Brown, seconded by Kerr to approve the agreement with the one-year term stipulation. All in favor.

Economic Development Report – Shannan Reid ---TxDOT, Misc. Updates -- Shannan mentioned the Wednesday, January 18th MACC Outlook meeting that will discuss growth in the MACC over the past year and what they have planned for 2017.

Shannon next reported regarding a TxDOT meeting held in mid-December at which time TxDOT said that they would provide virtually all the funding for the planned streetscape, with the city only being required to pay for the ornamental lights. She said that following plan preparation by TxDOT that a meeting of downtown property owners and citizens will be held for their review of the overall plans.

Glynn Fleming reported on the parking area north of the community center, saying that the contractor was almost through with the project.

He then reported on McCoy's Lumber status, saying that he expected that they would be on the ground in 2 to 3 weeks.

He then reported on the water and sewer line to the new Pizza Shack location contract had been awarded and that he expected the signed contracts back this week. He said the project itself would take 60 days to complete.

He then reported that the developers for the property between Pizza Shack and the retail development at the corner of S. Hwy. 105 and Lone Star Parkway had presented a preliminary site plan that included three pad sites on the highway and larger buildings in the northern part of the property. He said this would involve annexation of the northern part of the property, and that the property owners had applied for the annexation.

Jack Yates reported that City Council had chosen to not approve the Economic Incentives Policy, previously approved by the MEDC Board. He said he would consider how to re-present the item to the City Council.

Adjournment – – Motion by Fox seconded by Jones to adjourn it 7:53 p.m. All in favor.

Jack Yates, Recording Secretary

CITY OF MONTGOMERY - MEDC
ACCOUNT BALANCES
January 31, 2017

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 361,772.51		\$ 361,772.51
TOTAL INVESTMENTS	\$ -	\$ 483,867.45	\$ 483,867.45
TOTAL MIDC	<u>\$ 361,772.51</u>	<u>\$ 483,867.45</u>	<u>\$ 845,639.96</u>

INVESTMENTS

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00006			0.45%	\$ 233,867.45
Certificates				
Independent Bank CD#6840	11/22/2016	2/20/2017	0.35%	\$ 100,000.00
Icon Bank CD #7731	1/27/2017	1/27/2018	0.90%	\$ 150,000.00
Total Investment Balance				<u>\$ 483,867.45</u>

City of Montgomery - MEDC

Cash Flow Report

As of January 31, 2017

Date	Num	Name	Memo	Amount	Balance
51100 - MEDC Checking					469,085.72
01/06/2017	1784	Home Depot	Inv 6013113, 3076088 11/16 - Blight	-995.62	468,090.10
01/27/2017	1785	Houston Press	Weekly Digital Advertising - July 7, 2016-December ...	-1,199.90	466,890.20
01/27/2017	1786	Lone Star Signs/Texas Specialties	Engraved Name Plates	-17.55	466,872.65
01/27/2017	1787	Mustang Concrete Solutions	Inv 502 - Community Ctr (Northside Parking)	-12,066.00	454,806.65
01/27/2017	Wire		Transfer to open a 1 Yr. CD - Icon Bank #XXXXX7...	-150,000.00	304,806.65
01/31/2017	Trans	City of Montgomery - General Fund	Reimbursement for expenses Paid 10/1/16-1/8/17	-12,982.70	291,823.95
01/31/2017	Trans...		Sales Tax Revenue thru 1/17	69,948.56	361,772.51
Total 51100 - MEDC Checking				-107,313.21	361,772.51
TOTAL				-107,313.21	361,772.51

City of Montgomery - MEDC

General Ledger

As of January 31, 2017

Type	Date	Num	Name	Memo	Debit	Credit	Balance
51100 · MEDC Checking							
Bill Pmt -Ch...	10/07/2016	1763	Montgomery Area Chamber o...	Partnership Grant for Director Services & Office Space 09/16 & 10/...		5,133.34	430,769.42
Bill Pmt -Ch...	10/21/2016	1764	Whitestone Printing	Flyers - 500 Inv 2263		145.00	425,636.08
Deposit	10/28/2016			Deposit - Due from General Fund	2,985.00		425,491.08
Bill Pmt -Ch...	11/04/2016	1765	Montgomery Area Chamber o...	Partnership Grant for Director Services & Office Space 11/16		2,566.67	428,476.08
Bill Pmt -Ch...	11/04/2016	1766	Nick Quinn Photography	Inv 1485 - Commercial/Advertising & Photography per Quote		1,900.00	425,909.41
Bill Pmt -Ch...	11/18/2016	1767	Jack Yates	Reimbursement of expense for Planning Meeting (Reissued)		49.71	424,009.41
Bill Pmt -Ch...	11/18/2016	1768	Shannan Reid	Reimbursement of expense 10/5-10/7/16 and 11/8-11/10/16		884.00	423,959.70
Bill Pmt -Ch...	11/22/2016	1769	Mustang Concrete Solutions	1/2 Inv 498 - Community Ctr (Northside Parking)		12,316.00	423,075.70
Transfer	12/01/2016			Sales tax Revenue thru 11/16	75,565.94		410,759.70
Bill Pmt -Ch...	12/02/2016	1770	Texas Downtown Association	2016-17 - Membership		165.00	486,325.64
Bill Pmt -Ch...	12/09/2016	1771	Montgomery Area Chamber o...	Partnership Grant for Director Services & Office Space 12/16		2,566.67	486,160.64
Bill Pmt -Ch...	12/09/2016	1772	Montgomery Heritage Plaza, LP	Heritage Apt Detention Pond Improvements Inv 2014100616		10,450.00	483,593.97
Bill Pmt -Ch...	12/16/2016	1773	Arnette Marketing	Final Invoice 6843 - Seasonal Decorations (Shiny Balls Ornaments		995.44	473,143.97
Bill Pmt -Ch...	12/16/2016	1774	Cheryl King	Christmas 2016		100.00	472,148.53
Bill Pmt -Ch...	12/16/2016	1775	Hodge Podge Lodge	Christmas 2016		250.00	472,048.53
Bill Pmt -Ch...	12/16/2016	1776	Jennifer Olson	Christmas 2016		250.00	471,798.53
Bill Pmt -Ch...	12/16/2016	1777	Jim's Hardware	Christmas 2016		150.00	471,548.53
Bill Pmt -Ch...	12/16/2016	1778	Lisa Martin	Christmas 2016		150.00	471,398.53
Bill Pmt -Ch...	12/16/2016	1779	Skinner Carpet	Christmas 2016		500.00	471,248.53
Bill Pmt -Ch...	12/16/2016	1780	Kirk Jones	Training - Reimbursement of expense - Eco Dev, Sales Tax Workshop		321.31	470,748.53
Bill Pmt -Ch...	12/30/2016	1781	Impact Data Source	Economic impact analysis - Longview Greens Miniature Golfing		750.00	470,427.22
Bill Pmt -Ch...	12/30/2016	1782	TEDC	2017 Membership fees Inv #5738		500.00	469,677.22
Bill Pmt -Ch...	12/30/2016	1783	Trophy House, LLC	Christmas Plaques 2016		91.50	469,177.22
Bill Pmt -Ch...	01/06/2017	1784	Home Depot	Inv 6013113, 3076088 11/16 - Blight		995.62	469,085.72
Bill Pmt -Ch...	01/27/2017	1785	Houston Press	Weekly Digital Advertising - July 7, 2016-December 29, 2016		1,199.90	468,090.10
Bill Pmt -Ch...	01/27/2017	1786	Lone Star Signs/Texas Special...	Engraved Name Plates		17.55	466,890.20
Bill Pmt -Ch...	01/27/2017	1787	Mustang Concrete Solutions	Inv 502 - Community Ctr (Northside Parking)		12,066.00	466,872.65
Transfer	01/27/2017	Wire		Transfer to open a 1 Yr. CD - Icon Bank #XXXX7731		150,000.00	454,806.65
Check	01/31/2017	Trans	City of Montgomery - General...	Reimbursement for expenses Paid 10/1/16-1/8/17		12,982.70	304,806.65
Transfer	01/31/2017	Transfer		Sales Tax Revenue thru 1/17	69,948.56		291,823.95
Total 51100 · MEDC Checking					148,499.50	217,496.41	361,772.51
51300 · Time Deposits-MEDC							
Deposit	10/31/2016			Interest Texpool	75.94		333,537.90
Deposit	11/30/2016			Interest on Maturing CD	86.30		333,613.84
Deposit	11/30/2016			Interest Texpool	76.56		333,700.14
Deposit	12/31/2016	Dep		Interest Texpool	90.75		333,776.70
Transfer	01/27/2017	Wire		Transfer to open a 1 Yr. CD - Icon Bank #XXXX7731	150,000.00		333,867.45
Deposit	01/31/2017			Interest Texpool	106.99		483,867.45
Total 51300 · Time Deposits-MEDC					150,436.54	0.00	483,974.44
51110 · Prepaid Expense							
General Jour...	10/03/2016	CBR		Reverse of GJE CB - To adjust for Prepays @ 9/30/16		13,000.00	13,000.00
Total 51110 · Prepaid Expense					0.00	13,000.00	0.00
51150 · Accounts Receivable Audit							
Total 51150 · Accounts Receivable Audit							75,565.94
51171 · Due From Gen Fund							
Deposit	10/28/2016			Deposit - Due from General Fund		3,550.00	3,550.00
General Jour...	10/31/2016	CB		To accrue sales tax revenue rec'd 10/14/16	23,663.04		0.00
General Jour...	11/14/2016	CB		To accrue sales tax revenue rec'd 11/14/16	51,902.90		23,663.04
Transfer	12/01/2016			Sales tax Revenue thru 11/16		75,565.94	75,565.94
General Jour...	12/31/2016	CB		To accrue sales tax revenue rec'd 12/14/16	33,576.42		0.00
General Jour...	01/24/2017	CB		To accrue sales tax revenue rec'd 1/17	36,372.14		33,576.42
Transfer	01/31/2017			Sales Tax Revenue thru 1/17		69,948.56	69,948.56
Total 51171 · Due From Gen Fund					145,514.50	149,064.50	0.00
51580 · Accrued Interest Receivable							
Total 51580 · Accrued Interest Receivable							35.48
52000 · Accounts Payable							
Bill	10/05/2016	Semina...	Shannan Reid	Travel Expense Reimbursement - Int'l Coucil Shopping Center Annu...		376.00	-2,711.67
Bill	10/05/2016	Sign L...	A&A Plants and Produce	Landscaping for City Sign - 2016		962.63	-3,087.67
Bill	10/06/2016	231	Montgomery Area Chamber o...	Partnership Grant for Director Services & Office Space 10/16		2,566.67	-4,050.30
Bill Pmt -Ch...	10/07/2016	1763	Montgomery Area Chamber o...	Partnership Grant for Director Services & Office Space 09/16 & 10/...	5,133.34		-6,616.97
Bill Pmt -Ch...	10/21/2016	1764	Whitestone Printing	Flyers - 500 Inv 2263	145.00		-1,483.63
Bill	10/27/2016	Reimb...	Jack Yates	Reimbursement of expense for Planning Meeting		49.71	-1,338.63
Bill	10/31/2016	1485	Nick Quinn Photography	Inv 1485 - Commercial/Advertising & Photography per Quote		1,900.00	-1,388.34
Bill	11/03/2016	232	Montgomery Area Chamber o...	Partnership Grant for Director Services & Office Space 11/16		2,566.67	-3,288.34
Bill Pmt -Ch...	11/04/2016	1765	Montgomery Area Chamber o...	Partnership Grant for Director Services & Office Space 11/16	2,566.67		-5,855.01
Bill Pmt -Ch...	11/04/2016	1766	Nick Quinn Photography	Inv 1485 - Commercial/Advertising & Photography per Quote	1,900.00		-3,288.34
Bill	11/17/2016	Reimb...	Shannan Reid	Travel Expense Reimbursement - Tex. Downtown Assoc Conferenc...		508.00	-1,896.34
Bill Pmt -Ch...	11/18/2016	1767	Jack Yates	Reimbursement of expense for Planning Meeting (Reissued)	49.71		-1,846.63
Bill Pmt -Ch...	11/18/2016	1768	Shannan Reid	Reimbursement of expense 10/5-10/7/16 and 11/8-11/10/16	884.00		-962.63
Bill	11/22/2016	498	Mustang Concrete Solutions	1/2 Inv 498 - Community Ctr (Northside Parking)		12,316.00	-13,278.63
Bill Pmt -Ch...	11/22/2016	1769	Mustang Concrete Solutions	1/2 Inv 498 - Community Ctr (Northside Parking)	12,316.00		-962.63
Bill	11/29/2016	15476	Impact Data Source	Economic impact analysis - Longview Greens Miniature Golfing		750.00	-1,712.63
Bill	11/30/2016	601311...	Home Depot	Inv 6013113, 3076088 11/16 - Blight		995.62	-2,708.25

City of Montgomery - MEDC
Actual to Budget Performance

January 2017

	Jan 17	Budget	\$ Over Bud...	Oct '16 - Ja...	YTD Budget	\$ Over Bud...	Annual Bu...
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	36,372.14	57,766.64	(21,394.50)	145,514.50	171,404.96	(25,890.46)	557,000.00
Total 55000 · Taxes & Franchise Fees	36,372.14	57,766.64	(21,394.50)	145,514.50	171,404.96	(25,890.46)	557,000.00
55300 · Other Revenues							
55391 · Interest Income	106.99	41.67	65.32	436.54	166.64	269.90	500.00
Total 55300 · Other Revenues	106.99	41.67	65.32	436.54	166.64	269.90	500.00
Total Income	36,479.13	57,808.31	(21,329.18)	145,951.04	171,571.60	(25,620.56)	557,500.00
Expense							
56000 · Pub Infrastructure - Category I							
56000.6 · DowntownDev Improvments	12,066.00	0.00	12,066.00	24,382.00	23,333.33	1,048.67	35,000.00
56000.8 · Utility Extensions	0.00	16,666.67	(16,666.67)	0.00	66,666.64	(66,666.64)	200,000.00
56000.9 · Flagship Dev Improvements	0.00	833.34	(833.34)	0.00	3,333.28	(3,333.28)	10,000.00
56430 · Tsf to Debt Service	0.00	0.00	0.00	0.00	31,875.00	(31,875.00)	127,500.00
Total 56000 · Pub Infrastructure - Category I	12,066.00	17,500.01	(5,434.01)	24,382.00	125,208.25	(100,826.25)	372,500.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	0.00	0.00	0.00	0.00	67,000.00	(67,000.00)	67,000.00
56423 · Economic Development Grant Prog	0.00	0.00	0.00	0.00	20,000.00	(20,000.00)	20,000.00
Total 56001 · Business Dev & Ret -Category II	0.00	0.00	0.00	0.00	87,000.00	(87,000.00)	87,000.00
56002 · Quality of Life - Category III							
56404 · Seasonal Decorations	0.00	0.00	0.00	1,399.34	3,000.00	(1,600.66)	3,000.00
56420.2 · Christmas Lighting(Civic Assn)	0.00	0.00	0.00	2,543.42	1,600.00	943.42	1,600.00
56423.1 · Walking Tours	0.00	0.00	0.00	0.00	6,000.00	(6,000.00)	6,000.00
56424.1 · Heritage Village Det. Pond Imp	0.00	0.00	0.00	10,450.00	0.00	10,450.00	10,000.00
56429 · Removal of Blight	0.00	0.00	0.00	2,875.75	0.00	2,875.75	25,000.00
56433 · Downtown Signs	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	1,000.00
56435 · Fermland Improvements	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	5,000.00
56439 · Downtown Enhancement Projects	0.00	2,500.00	(2,500.00)	0.00	7,500.00	(7,500.00)	25,000.00
Total 56002 · Quality of Life - Category III	0.00	2,500.00	(2,500.00)	17,268.51	24,100.00	(6,831.49)	76,600.00
56003 · Marketing & Tourism-Category IV							
56408.1 · Promotional Video	0.00	0.00	0.00	1,900.00	0.00	1,900.00	1,000.00
56409 · Antique Show & Fest	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
56413 · Brochures/Printed Literature	182.65	500.00	(317.35)	182.65	3,500.00	(3,317.35)	8,000.00
56414 · Wine & Music Fest	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
56415 · Texian/Heritage Festival	0.00	0.00	0.00	8,000.00	0.00	8,000.00	8,000.00
56418 · Christmas in Montgomery	0.00	0.00	0.00	5,000.00	5,000.00	0.00	5,000.00
Total 56003 · Marketing & Tourism-Category IV	182.65	500.00	(317.35)	15,082.65	8,500.00	6,582.65	42,000.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	0.00	0.00	9,375.00	9,375.00	0.00	37,500.00
56004.2 · MACC Administration & Office	2,566.67	2,666.67	(100.00)	10,266.68	10,666.64	(399.96)	32,000.00
56004.3 · Miscellaneous Expenses	202.15	0.00	202.15	2,291.76	2,000.00	291.76	6,000.00
56004.4 · Staffing (1 Pt Time/1 Interim)	0.00	3,750.00	(3,750.00)	0.00	15,000.00	(15,000.00)	45,000.00
56327 · Consulting (Professional servi)	0.00	1,250.00	(1,250.00)	1,030.00	5,000.00	(3,970.00)	15,000.00
56354 · Travel & Training Expenses	0.00	437.50	(437.50)	1,802.04	1,312.50	489.54	3,500.00
Total 56004 · Administration - Category V	2,768.82	8,104.17	(5,335.35)	24,765.48	43,354.14	(18,588.66)	139,000.00
Total Expense	15,017.47	28,604.18	(13,586.71)	81,498.64	288,162.39	(206,663.75)	717,100.00
Net Income	21,461.66	29,204.13	(7,742.47)	64,452.40	(116,590.79)	181,043.19	(159,600.00)

AGENDA REPORT

Meeting Date: February 20, 2017	Budgeted Amount:
Department:	
Prepared By: Jack Yates City Administrator	Exhibits: Estimate from Mustang Paving
Date Prepared: February 16, 2017	

Subject

Discussion regarding paving of parking lot south of Cozy Grape Restaurant to Caroline Street

Discussion

The estimate is for \$74,000. State law requires advertising and letting bids for all public projects at or above \$75,000. To bid a project specifications would need to be prepared by the city engineer, I have an estimated cost of \$750- \$1,000 for a basic set of specifications with the City Attorney and I preparing a simple contract.

I still intend to contact Mike Meador to see if he will do the project, if so, we would only pay for materials.

I have two local contractor's say they would help us on the project, but they both would want to place concrete, where the thought has been to place asphalt.

At this point, I think there is more research needs to be done, including putting the contract out for bid to see what the Contractors market will bring forward.

Reccomendation

Approve bidding the project and speaking with County Commissioner Mike Meador for any assistance he may have

Approved By

City Administrator	Jack Yates	Date: February 16, 2017
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P.O. Box 941
 Montgomery, TX 77356
 713-256-8910/Office 866-207-4446/Fax
 sales@mustangconcretesolutions.com

Estimate

Date	Estimate #
2/6/2017	391

Name / Address
City of Montgomery Economic Development Attn: Jack Yates PO Box 708 Montgomery, Tx 77356

Project

Description	Total
Job Location - 14300 Liberty, Montgomery, Texas 77356 (Parking Lot on South side of Cozy Grape) Excavate 6" of existing surface, install 6" of Tx Dot approved crushed limestone base. Compact to 95% compaction. Apply tack coat and overlay with 3" with 100% Type D hot mix asphalt and compact with vibratory roller. Includes drainage. Price includes wheel stops and striping. Approximately 12,200 sq. ft. Terms - 50% down and the remainder due upon completion. 5 year warranty	74,000.00
Total	\$74,000.00

AGENDA REPORT

Meeting Date: February 20, 2017	Budgeted Amount: \$8,000 new line item for the budget
Department:	
Prepared By: Jack Yates City Administrator	Exhibits: Grant Application, letter of explanation, Houston Street Expansion Preliminary Cost Estimate
Date Prepared: February 16, 2017	

Subject

Consideration of a grant for Heritage Place II for Houston Street improvements.

Discussion

As explained in the application letter the desire is to widen, repave with proper drainage Houston Street as part of the Heritage Place II project. The grant is being requested by Chris Cheatham, owner of the property. Thus far, the MEDC has provided no funding for this project. The amount requested is \$32,500 as part of \$130,000 total project cost. It is likely that Mr. Cheatham will also be appearing for the City Council asking for their financial support of this work on Houston Street.

Houston Street is a preferred entrance and exit to Heritage Place II than is having only one access to Highway 105. The City Council knows that, have discussed the item with Mr. Cheatham, and are awaiting Mr. Cheatham's comments back to them about their financial support of the project.

Houston Street presently is not an approved access to the Heritage Place II development -- due to its narrow payment width and poor turning radius on to and from Highway 105.

You might want to ask Mr. Cheatham what his intentions are for asking the City to contribute toward this Houston Street work. If you were to approve the grant, it would need to be approved by the City Council, o the Council can take the MEDC grant into consideration for any contribution to the Houston Street improvements that they may make.

Shannan Reid is working with the Impact Data Source study to determine the economic impact of the Heritage Place II development in the city, that, hopefully, will be available by the meeting. That study, based on information provided to Shannon by Mr. Cheatham will give the number of employees and the appraised value of the property and the sales tax expected to be received-- and the ratio of dollars returned to the local economy in comparison to the grant award amount.

Montgomery City Council
AGENDA REPORT

Reccomendation

Approve the \$32,500 grant.

Approved By

City Administrator

Jack Yates

Date: February 16, 2017

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



Company Name: HERITAGE PLACE II, LTD.	
Company Contact: CHRIS CHEATHAM	Title: GENERAL PARTNER
Best Phone: 936-449-5400	Alt. Phone:
Email Address: CCHEATHAM@CONSOLIDATED.NET	
Physical Address: 21300 EVA STREET	City, State, Zip: MONTGOMERY, TX. 77356
Mailing Address (if different): P.O. BOX 234	City, State, Zip: MONTGOMERY, TX. 77356
Applicant's years of experience in this business: 20	How long has his business been located in Montgomery? 15
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	
What is the estimated total cost of the project? (Include supporting information, ie estimates/quotes as "Exhibit B" attached)	\$ 130,000.00
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)	\$ 32,500.00
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? WITHIN 30-60 DAYS	What is the estimated completion date? 4/15/17
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><i>Chris Cheatham</i></u> Title: GENERAL PARTNER Date: 2/14/17	
OFFICE USE:	
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:



February 15, 2017

Montgomery Economic Development Corporation
C/o Shannan Reid
P.O. Box 486
Montgomery, TX 77356

RE: Sponsorship for Public Infrastructure Improvements including Houston Street Expansion for Heritage Place Medical Plaza

Dear Mrs. Reid,

The purpose of this letter is to formally request assistance from Montgomery Economic Development Corporation (MEDC) for the improvement public infrastructure due to the Heritage Place Medical Plaza project. The proposed development includes a 2 story 17,850 SF medical building, parking, access to Highway 105 and access onto Houston Street, which is currently approximately 18' wide and is structurally failing.

Additional traffic from this project is expected to use Houston Street, being the nearest signalized intersection, to access the subject tract. Due to the City of Montgomery ordinance regarding driveway spacing, a variance was required for the access onto Houston Street since this access was not more than 175' from the nearest street intersection (Highway 105). Since the tract is not 175' deep this distance could not be acquired, but the driveway access was positioned as far from Highway 105 as possible. During the variance approval process, the City had requested the developer to improve Houston Street to allow for additional dual directional traffic. Upon discussions with the City, the City has agreed for this road to be improved to 24' in width.

The proposed improvement plan calls for the road to be widened on each side of the existing road to achieve the required 24' paved roadway width. Upon our initial submittal of the improvements, the City Engineer stated that the existing Houston Street is failing and needs to be replaced in its entirety. The initial roadway improvement created an abnormal hardship well beyond the initial project scope and the added requirement that the roadway be fully replaced is detrimental to the success of this development.

Houston Street is currently only 18' wide and does not accommodate dual traffic well at the intersection of Houston Street and Highway 105. In addition, this roadway is in complete failure and needs to be replaced in its entirety, with or without the added development of Heritage Place Medical Plaza. Since the required cross section of the improved roadway is required to be 24' (25% larger), we believe the developer only be responsible for the additional width, in which we are seeking assistance.

It should be noted that a very real alternative is to forgo the access to a signalized intersection via Houston Street and use only the Highway 105 driveway, thus elimination the requirement to widen Houston Street. This is a safety concern and will affect traffic flows through the City more than the use of Houston Street signal. It will be a detriment to businesses in the development if this occurs.



The cost estimate of these improvements, which include full demolition and replacement of the existing roadway, widening the cross section to 24' and including some drainage improvements to the roadway, totals approximately \$130,000. Since the developer should only be responsible for 25% of the road improvements, the developer is seeking assistance from MEDC for the share of the public improvements in the amount of \$32,500.

Thank you,



E. Levi Love, PE

L Squared Engineering

Email: Levi@L2engineering.com



Houston Street Expansion Preliminary Cost Estimate

Job No. 10248

L Squared Engineering

Prepared By: Jonathan White

December 12, 2016



L SQUARED ENGINEERING

MUNICIPAL COMMERCIAL RESIDENTIAL

No.	Item Description	Qty	Unit	Unit Cost	Line Item Cost
A. Demolition					
1	Sawcut and demo existing asphalt and base material on College Street. All excavated material to be hauled off and disposed of.	662	SY	\$ 8.00	\$5,296.00
2	Demo Contingency			12%	\$635.52
				Subtotal:	\$5,931.52

B. Paving and Grading					
1	6" Stabilization including mixing, manipulation, compaction and fine grading (lime, fly-ash, or other mixing agent material by separate item).	1006.5	SY	\$ 3.25	\$3,271.13
2	Lime for use in stabilization.	17	TON	\$ 200.00	\$3,400.00
3	Fly-ash for use in stabilization.	9	TON	\$ 185.00	\$1,665.00
4	2" Type D HMAC Pavement per TXDOT standards including prime coat, complete in place with all joints, seals, and miscellaneous appurtenances.	883	SY	\$ 30.00	\$26,490.00
5	8" Crushed Limestone or Concrete Flexible Base per TXDOT standards including, complete in place with all joints, seals, and miscellaneous appurtenances.	915	SY	\$ 25.00	\$22,875.00
6	6" Stand Up Concrete Curb complete in place with all joints, seals, and miscellaneous appurtenances.	560	LF	\$ 8.00	\$4,480.00
7	4" Concrete flume complete in place with all joints, seals, and miscellaneous appurtenances.	12	SY	\$ 55.00	\$660.00
8	Paving Contingency			12%	\$7,540.94
				Subtotal:	\$70,382.06

C. Storm Drainage					
1	18" RCP Storm Sewer Pipe all depths, complete in place with all excavation, bedding, backfill, fittings and miscellaneous appurtenances.	26	LF	68	\$1,768.00
2	Safety End Treatment, including excavation, bedding, backfill, complete in place with all necessary appurtenances.	1	EA	3500	\$3,500.00
3	12" to 18" Stone Rip Rap, 18" Matt, complete in place.	20	CY	40	\$800.00
4	Storm Drainage Contingency			12%	\$ 728.16
				Subtotal:	\$6,796.16

D. Water					
1	Replacement of existing fire hydrant, to be moved behind proposed back of curb.	1	LS	7500	\$7,500.00
2	Water Contingency			12%	\$ 900.00
				Subtotal:	\$8,400.00

D. Earthwork					
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1	Rough grade for roadway expansion, including regrading of existing ditch to match proposed grades, mobilization of equipment, remove and disposal of trees, etc. Any excess fill or organic material to be hauled off and disposed. .	360	LF	50	\$18,000.00
2	Earthwork Contingency			12%	\$2,160.00
				Subtotal:	\$20,160.00

E. SWPPP					
1	Reinforced Silt Fence, per SWPPP plan sheet and as directed by Engineer, complete in place and maintain for the duration of the project.	260	LF	3.75	\$975.00
2	Straw bale barrier, per SWPPP plan sheet and as directed by Engineer, complete in place and maintain for the duration of the project.	3	EA	650	\$1,950.00
3	Hydro-mulch disturbed areas in ROW, maintain and water for until 75% establishment.	0.5	AC	3500	\$1,750.00
4	SWPPP Contingency			12%	\$561.00
				Subtotal:	\$5,236.00

F. Miscellaneous					
1	Removal and replacement of traffic signal box and pole for driveway modification. Complete in place.	0	LS	100000	\$0.00
2	Realignment of existing sidewalk and cross walk across Houston street, including additional concrete, handicap accessible ramps, etc.	1	LS	5000	\$5,000.00
3	Lane striping, stop bar, and stop sign at Houston Street and Highway 105 interection.	1	LS	5000	\$5,000.00
4	Miscellaneous Contingency			12%	\$1,200.00
				Subtotal:	\$11,200.00

Total Site Construction Cost:	\$128,105.74
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**Note: Costs do not include landscaping, signage, buildings, dry utilities, fees, building appurtenances, power pole relocation, electrical services, building slabs, and items not specifically listed.

AGENDA REPORT

Meeting Date: February 20, 2017	Budgeted Amount:
Department:	
Prepared By: Jack Yates City Administrator	Exhibits: letter of request from Owner's engineer, map showing landscaping
Date Prepared: February 16, 2017	

Subject

Consideration of the MEDC to apply for Houston Galveston Area Council of Governments (HGAC) Community Enhancement project funds, for use by Heritage Place II.

Discussion

The letter from L-Squared Engineering does not give a precise amount that would be requested from HGAC . I assume that is because the TOTAL landscaping amount will be more than \$50,000. The HGAC maximum grant is \$25,000 with the match of \$25,000 for a total project of \$50,000.

What appears to be the request of the MEDC is for the assistance with the grant application to HGAC and to be able to simply use the MEDC's "slot" for the Community Enhancement project fund period – since only one Community Enhancement project can be given to any one community group, until that project is complete. I believe the Heritage Place construction is to be completed by this fall.

The thought has been that either the City or the MEDC would apply for HGAC Community Enhancement grant funds for the new parking lot planned south of the Cozy Grape Restaurant. While it is possible for the parking lot to apply for a City and an MEDC "slot" at the same time-- that has not been the intention because of the complexity of the application using two local groups for the one project.

Since Heritage Place II is not asking for any funds from MEDC only asking for a little bit of the help of the grant application itself, and using a "slot" that is expected to be freed up this fall -- I recommend approval.

Reccomendation

Approve an application for Heritage Place II to HGAC for Landscaping projects.

Approved By

City Administrator	Jack Yates	Date: February 16, 2017
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February 15, 2017

Montgomery Economic Development Corporation
C/o Shannan Reid
P.O. Box 486
Montgomery, TX 77356

RE: Sponsorship and Support of Community Enhancement Grants relating to Heritage Place Medical Plaza

Dear Mrs. Reid,

The purpose of this letter is to formally request assistance from Montgomery Economic Development Corporation (MEDC) for multiple public infrastructure projects for Heritage Place Medical Plaza in the City of Montgomery. The proposed developed includes a 2 story 17,850 SF medical building, parking, landscaping improvements and a upgraded pedestrian sidewalk and common areas with brick pavenstone at the property frontage.

The proposed improvements will enhance the Highway 105 corridor similar to the existing Heritage Place facility located on Pond Street and Highway 105. The vision is to provide additional landscaping and beautification along this main City thoroughfare and allow these areas to be used by the public. The added financial burden is creating an unusual hardship on the developer and is needing assistance for the added infrastructure. These improvements, while beautiful and beneficial to the public, are above and beyond the minimums established by the City. The MEDC Board and City's partnership and cooperation financially, will allow these enhancements to occur. These added public benefits will attract professional businesses, give pedestrian access along a major thoroughfare, give additional public space and enhance the western corridor along this major thoroughfare and therefore enhance the overall City appearance.

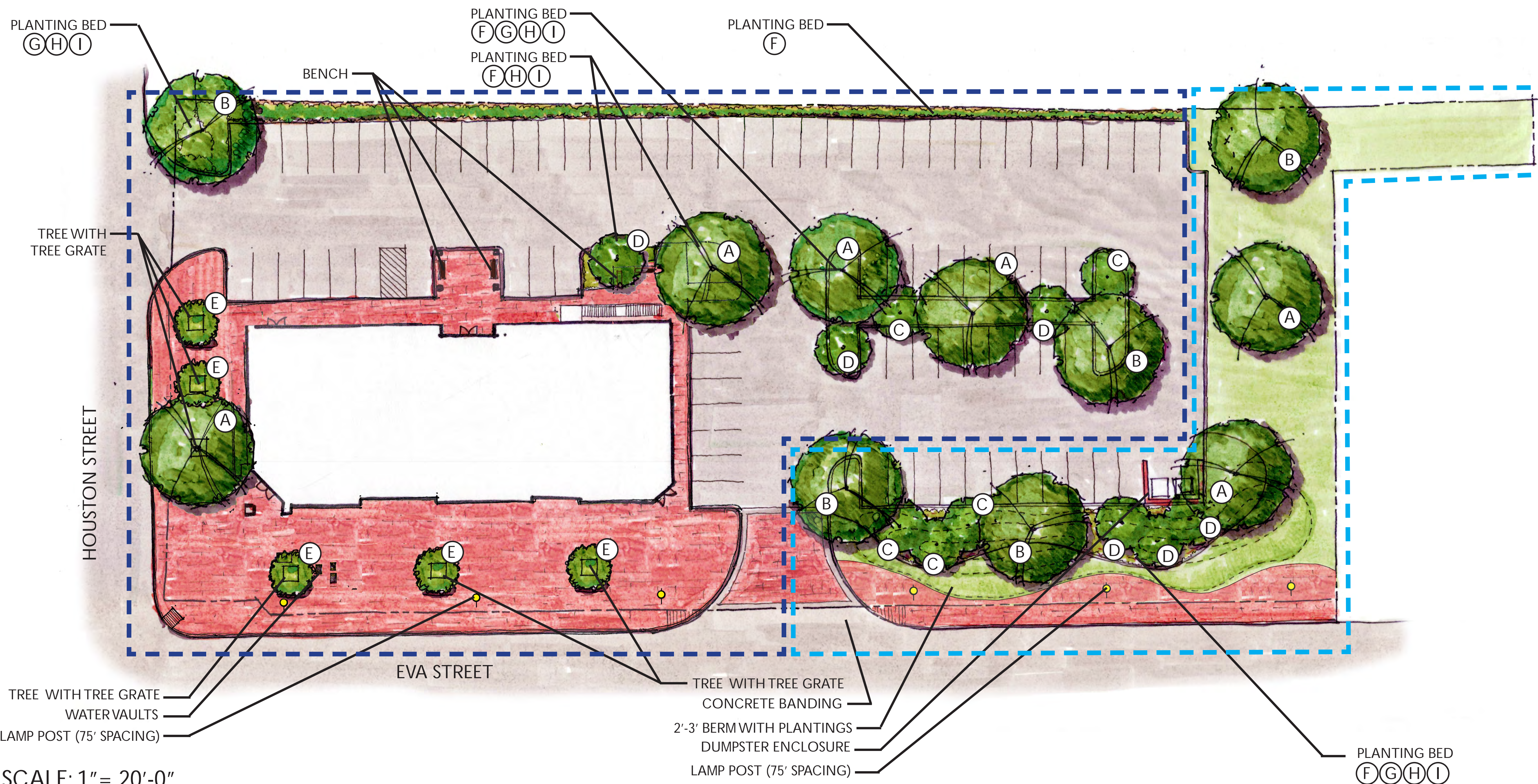
The Houston Galveston Area Council (HGAC) currently has grants available for some of these improvements, in which we are hoping to apply in partnership with the MEDC. We are requesting that MEDC assist us in the sponsorship application the two Community Enhancement grants. It is important to note that we are not directly seeking funding from MEDC for these two landscaping projects at this time.

I have attached a color rendering to illustrate the proposed landscape enhancements for this proposed project.

Thank you,

E. Levi Love, PE
L Squared Engineering
Email: Levi@L2engineering.com





SCALE: 1" = 20'-0"

PUBLIC PARK SPACE PLANTING		
SYMBOL	COMMON NAME	TOTAL QTY.
(A)	SHUMARD RED OAK	2
(B)	MONTEREY OAK	3
(C)	WHITE FRINGETREE	3
(D)	SWEET BAY MAGNOLIA	3
(F)	INDIAN HAWTHORN	90
(G)	BURFORD CHINESE HOLLY	290
(H)	NEW GOLD LANTANA	230
(I)	LIRIOPE	680

MEDICAL BUILDING PLANTING		
SYMBOL	COMMON NAME	TOTAL QTY.
(A)	SHUMARD RED OAK	3
(B)	MONTEREY OAK	2
(C)	WHITE FRINGETREE	2
(D)	SWEET BAY MAGNOLIA	3
(E)	'ACOMA' CRAPE MYRTLE	5
(F)	INDIAN HAWTHORN	480
(G)	BURFORD CHINESE HOLLY	210
(H)	NEW GOLD LANTANA	330
(I)	LIRIOPE	1,220



Heritage Place Medical Center
Montgomery, Texas

SCHEMATIC DESIGN

SCALE: 1" = 20'-0"
10' 20' 40'
DATE: February 20, 2017



19 Briar Hollow Lane, Suite 145
Houston, Texas 77027
Tel: (713) 621-8025 Fax: (713) 621-8487
www.rviplanning.com



All information furnished regarding this property is from sources deemed reliable. However, RVI has not made an independent investigation of these sources and no warranty or representation is made by RVI as to the accuracy thereof and same is submitted subject to errors, omissions, land plan changes, or other conditions. These drawings are conceptual in nature, do not represent any regulatory approval and are subject to change. The developer has reserved the right, without notice, to make changes to the scope of these drawings and other aspects of the development to comply with governmental requirements and to fulfill its marketing objective.

SHADE TREES



(A) *Quercus shumardii*
Shumard Red Oak



(B) *Quercus polymorpha*
Monterey Oak

ORNAMENTAL TREES



(C) *Chionanthus virginicus*
White Fringe Tree



(D) *Magnolia virginiana*
Sweetbay Magnolia



(E) *Lagerstroemia indica* 'Acoma'
'Acoma' Crape Myrtle

SHRUBS



(F) *Rhaphiolepis indica*
Indian Hawthorn



(G) *Ilex cornuta* 'Burfordii'
Burford Holly

PERENNIALS



(H) *Lantanna* spp. 'New Gold'
New Gold Lantana

GROUND COVERS



(I) *Liriope muscari*
Liriope

City of
AGENDA REPORT

Meeting Date: February 20, 2017	Budgeted Amount:
Department:	
Prepared By: Jack Yates City Administrator	Exhibits: Memo/information from Grant Works
Date Prepared: February 16, 2017	

Subject

Consideration of financially supporting the HOME project of City.

Discussion

The information from the company Grant works, who the city has hired to solicit grants in its behalf. The City Council will be receiving this information at its February 28 or March 14th meeting.

I just wanted to show it to you because there may be some incidental expenses that the MEDC may be ask to either pay out right or to provide upfront costs that would be reimbursed by the grant.

The HOME application would be made probably in May or June of this year with probably no funds needed to be spent until this fall -- in the next fiscal year/budget period.

Reccomendation

Receive report consider financial support to HOME project in the name of Removal of Blight

Approved By

City Administrator	Jack Yates	Date: February 16, 2017
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HOME Investment Partnerships Program City of Montgomery

The enclosed information is based on current HOME Rules.
Some details may change for future funding.

GrantWorks' HOME Program Information Sheet Homeowner Rehabilitation Assistance

HOME Program Overview

Purpose: Improve the housing stock and reduce unsafe living conditions through replacement of substandard dwellings with new site-built homes.

Type of Assistance: Grants, with an agreement to live in the house for a certain period of time, to low-income residents who own and occupy their homes but cannot afford to make major repairs.

Target Population: Low income households, living in the worst conditions (often elderly and disabled) are targeted for assistance.

Your Role: Awards are made to "sponsor" cities, counties, and non-profit organizations for distribution as grants with affordability periods to residents in your jurisdiction.



How to Apply

To apply, you will need to pass a resolution and submit the application provided by the Texas Department of Housing and Community Affairs (TDACA)

Grant Amount: We anticipate contracts to be for a maximum \$400,000, enough to reconstruct four (4) homes.

Match: Match is determined by the size of your community.

Cash Reserves: TDHCA requires that every applicant commit adequate cash reserves of at least \$40,000 for use during the Department's disbursement process. These reserves are used at the sole discretion of the community for short term deficits that are reimbursed by program funds. Evidence of funds must be provided with application for funding.



GrantWorks' HOME Program Fact Sheet

Homeowner Rehabilitation Assistance

GrantWorks' Turn-Key Service

We take pride in our full service approach. We handle every aspect of management for you including:

- File maintenance
- Document & report creation
- Program publicity
- Application intake and verification
- Application scoring and ranking
- Environmental clearance
- Property inspection/work write-up
- Architectural plans
- Complete construction oversight
- Document submittal to TDHCA during all project phases
- Represent you at interim and final State monitoring visits



Your Responsibilities if Funded

- Help us identify potential applicants
- Adopt policy to be used to select applicants for funding
- Sign forms required by the State
- Approve Payment Requests and final closeout documents
- Forward HOME Program information you receive to GrantWorks for proper filing



Our Track Record & Qualifications

As the state's largest provider of HOME services, GrantWorks has completed more than 160 Owner Occupied projects (1000+ units) since 1994. Our experience and knowledge is unrivaled in Texas.

Funding Cycle: HOME funds are currently available in an open cycle.

If you are interested in applying please contact Tres Davis at (512) 420-0303 ext 333, or via email: tres@grantworks.net or Donna M Johnson at (361) 287-3341, or via email at donna@grantworks.net



Frequently Asked Questions: The HOME Program

Q: Is there a warranty on the homes?

A: Yes. There is a one year warranty required by the Texas Department of Housing and Community Affairs (TDHCA). In addition, the homes must be built to comply with the current International Residential Code.

Q: What are the homes made out of?

A: At a minimum they are made with HardiePlank. The homes are energy efficient and have all new appliances. All reconstructed homes are 3 bedrooms, 2 baths.

Q: How long does construction take?

A: Once demolition starts, construction takes up to 3 months, assuming there is not a weather event.

Q: Who is eligible for assistance?

A: An eligible applicant must own and occupy their home, the applicant must have a clear and marketable title (may have a mortgage but no contract for deed), the total income of everyone living in the home must be less than 80% of the Area Median Family Income, and property taxes must be paid and current (or they must have a payment plan in place).

Q: How are applicants chosen?

A: First complete and first eligible are first served

Q: Does the homeowner have to pay anything to participate in the HOME Program?

A: The homeowner has to find a place to live during construction, move, and store all possessions. In addition they are responsible for paying the increase in property taxes and obtaining homeowners insurance after the home is complete.

Q: Can the homeowner sell the house after being assisted?

A: The homeowner agrees to live in the home for 15-years after the house is complete. If they sell the house prior to the 15-year anniversary, a pro-rated amount is due back to the State.

Q: Can homes be rehabilitated, as opposed to reconstructed (torn down and replaced with new house)?

A: Yes, but only if the cost to rehab is less than \$40,000. Rehab must bring the entire home up to current code and Lead Paint testing must be performed. Lead paint must be abated if present. Unless a home is in relatively good shape, rehab usually is not an option.

Q: How many homes can be built?

A: Under a single contract, we anticipate reconstructing up to four (4) homes.

Q: What is the \$40,000 in the resolution for application to participate in the Reservation System about? Do we have to encumber the funds?

A: TDHCA requires that every Administrator commit cash reserves of at least \$40,000 for use during the Department's disbursement process. These reserves are used at the sole discretion of the community for short term deficits that are reimbursed by program funds. Evidence of the cash reserve must be provided with application for funding. If the community is opting into reservation or re-certifying their current reservation, they have already passed a resolution with this wording in it.

Q: Is there a matching funds requirement?

A: That depends on the size of your community. For cities with a population under 3,000 there is no match. For cities with a population greater than 3,000 there is then a 1% match requirement for each 1,000 people.

Q: Why does it take so long?

A: Since the funds are awarded to homeowners on a first complete, first served basis, GrantWorks reviews all homeowner applications for assistance then sends out letters to every applicant on the same day. These letters let the homeowners know if their application is complete (very rare) or if there is additional information needed to complete the application. This process generally takes a few rounds of letters before we have a full complement of homes to assist (typically this process lasts at least 6 months after application intake).

Once we have identified the first group of homeowners, their information is sent to a local title company. Typically, commitments for title insurance come back with exceptions that must be cleared prior to the issuance of title insurance, a HOME Program requirement. (9 months after application intake)

After we obtain clear title, the household is set-up and the documents are submitted to TDHCA for review. It is not unusual for TDHCA to come back and question the title reports, despite the fact that the title company is satisfied and willing to issue title insurance. (11 months after application intake)

Once TDHCA is satisfied with all documents, we are issued grant documents, and we have a signing similar to a home purchase closing. At this point the homeowners are given the go-ahead to move out. (13 months after application intake)

Once they have moved out, the house can be demolished and construction can begin. (14 months after application intake)

At the completion of construction there is a final walk-through with the homeowner, builder, and administrator. (17-months after application intake)

Q: Do you have any pictures of the houses?





All homes are accessible. Homes can be brick, HardiePlank, or a combination of the two.



All homes built to the model energy code.
Master bath has a low-step shower.



New refrigerator and range are included. When funds allow, a dishwasher, microwave and washer/dryer are also included in the new home.

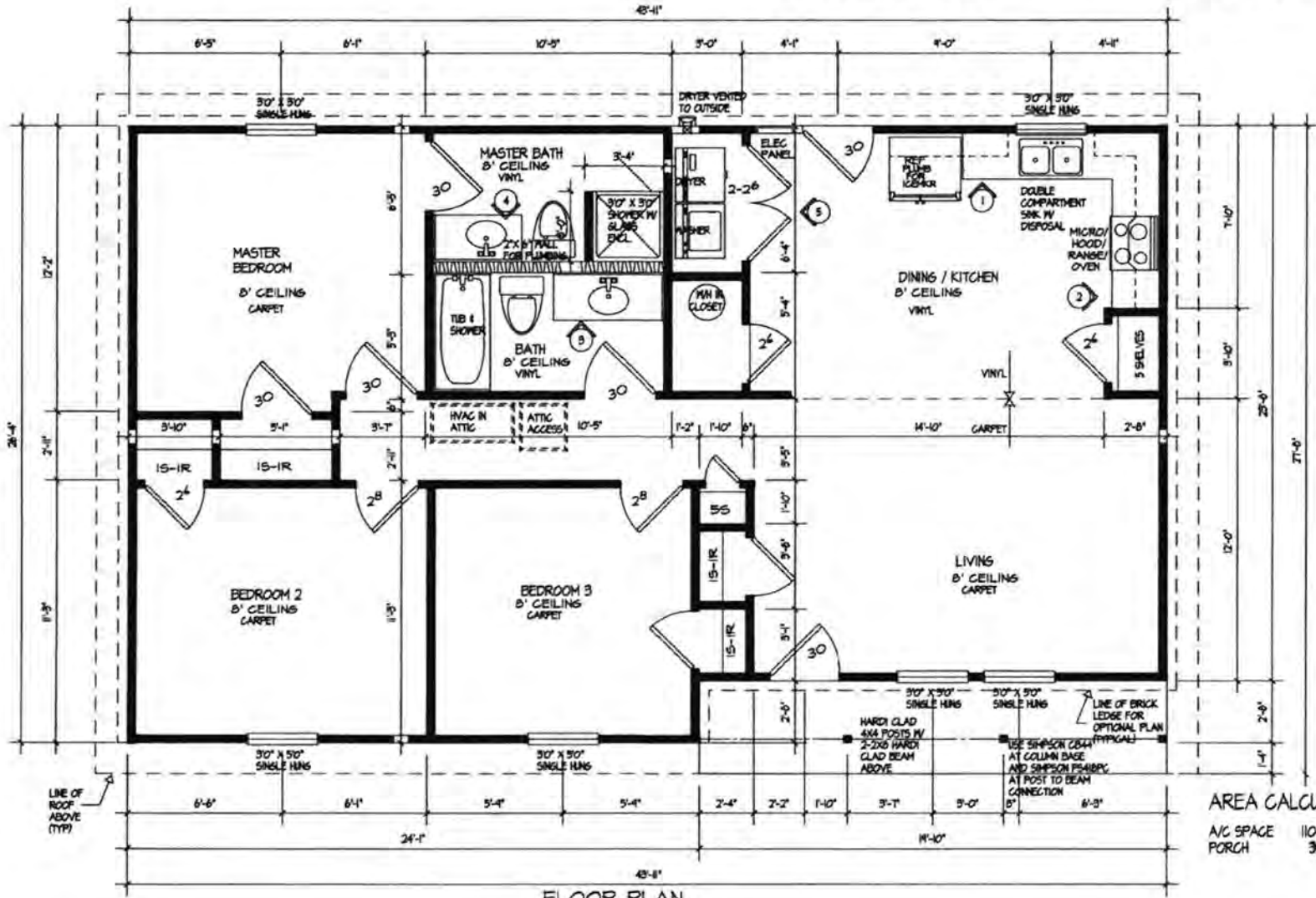


Sample Floor Plan

1100 Square Feet
3 Bedrooms, 2 Bathrooms

1" TYPICAL WALL SECTION @ WALL WITH OPTIONAL BRICK 3/4" x 1'-0"

1" TYPICAL WALL SECTION @ WALL WITH LAP SIDING 3/4" x 1'-0"



AREA CALCULATIONS
 A/C SPACE 1104 SF.
 PORCH 38 SF.

FLOOR PLAN
 SCALE 1/4" = 1'-0"

GrantWorks History And Experience

**Planning, Housing, and Community
Development Services for Texas since 1979**

GrantWorks History and Experience

GrantWorks has roots in Texas and the Gulf Coast extending back to the mid-1970s. The firm's founder and president, Bruce J. Spitzengel, worked for the Cities of Pasadena and Texas City as a planner and community development director before founding the consulting business in La Porte, Texas, in 1979.

For the first two decades, the firm primarily focused on administration of **Community Development Block Grants** under the Texas state and small cities program. This program provides grant assistance to local governments for infrastructure and comprehensive planning. Our track record in Community Development is unmatched in Texas.

GrantWorks began securing and managing **Texas HOME Program** awards for our local government clients in the early 1990s, quickly becoming the main provider of services throughout the state. We primarily work with the Owner Occupied Housing Rehabilitation and Reconstruction activity. During the past 20 years, GrantWorks has secured in excess of **\$140,000,000 in HOME funding under contracts** for 300 clients, which include local governments and several non-profit groups. The total number of housing units we have assisted is over 2,500.

Bruce opened a new office in Austin in 1995, which gradually grew to become the corporate headquarters location. The current main office building on Northland Drive was purchased in 2004, allowing us to consolidate our operations which were then in several buildings. As we continued to grow throughout the 1990s and 2000s we added additional offices around Texas to serve our 250 local government clients.

GrantWorks was the first consulting firm to work with the **General Land Office's** Coastal Management Program (1998) and has been active in the Coastal Infrastructure Assistance Program since its inception. We were among the first to secure and manage various **TxDOT** programs including ICE-TEA, TEA-21, Safe Routes to School, and SAFETEA-LU, **Texas Parks and Wildlife** Open Space Master Planning, Small Parks, Large Parks, and Indoor Recreation, and the **State Energy Conservation Office's** Energy Efficiency and Conservation Block Grants.

Currently the firm is active in the **Hurricanes Ike/Dolly Disaster Recovery** program managed by the Land Office and looks forward to continually improving the services we deliver to local governments.

Housing

Housing Assistance provides funds for the rehabilitation and reconstruction of single family homes. GrantWorks' Housing Division can provide all your housing assistance program management needs.

GrantWorks' wealth of housing program management experience is grounded in over 30 years of successful implementation. Our housing team has rehabilitated or constructed more than

2,500 homes for lower income and elderly Texans through the HOME and CDBG programs. Our unrivaled record makes GrantWorks the largest HOME Program management firm in the State of Texas.

Our Personal Approach

GrantWorks strives to understand your community's unique needs. By its nature, housing assistance affects residents' lives, so it requires caring and capable individuals committed to everyone's success. Our dedicated team personally gathers homeowner eligibility information, visits each home to identify needs, performs all inspections, and walks each homeowner through this challenging and rewarding process.

Housing Program Knowledge

GrantWorks has worked with the State of Texas since the State began administering the Texas Community Development Program in 1983 and the Texas HOME Program in 1993. Our history with these programs provides the know-how needed to handle considerable coordination efforts and complex administrative actions with State personnel. We use our insight to contribute to State program development at training and work-group sessions, board meetings and through public comments, striving to improve the program to work better for Texas communities.

Experience

With more than \$140 million in housing construction on the ground and 30 years' experience in housing program management, GrantWorks' performance history is unparalleled in the State of Texas.. This background provides exceptional insight into the challenges and responsibilities of managing your local housing program and navigating State program requirements

A Track Record of Success

Since the inception of the HOME Program, GrantWorks has led all other providers in the number of communities assisted, amount of funds expended, and number of contracts closed. We have the highest number of repeat HOME clients due to our record of success and excellent customer service. On June 13th of 2013 the Texas Department of Housing and Community Affairs (TDHCA) Governing Board awarded additional funding to HOME Program Grantees that continue to meet and exceed their contractually obligated performance benchmarks. GrantWorks' HOME clients represented over half of the Grantees selected by TDHCA for increases. Our clients received \$1,567,000 in additional assistance to build 16 new homes.

Housing Team Capacity

The GrantWorks Housing team is unmatched in qualification and capability, enabling us to provide the turn-key service you want for housing program management. Our Housing team members are:

Tres Davis, Vice President. Tres has been with GrantWorks since 2000, prior to that he worked for the Texas Department of Housing and Community Affairs (TDHCA) HOME Program for seven (7) years; gaining significant understanding of how a State agency operates. He also worked as a Construction Manager for Brighton Homes, was a Certified Lead Based Paint (LBP) Inspector, and earned a Master's degree in Construction Management from Texas A&M.

Donna M. Johnson, HOME Program Director. Donna has been working as a Housing Specialist with GrantWorks since 2003 and is responsible for oversight of construction for more than 300 homes rehabilitated and reconstructed (new home construction) utilizing her substantial construction management knowledge and experience. She formerly worked for Vann & Associates grant management firm.

Karen Sutton, Closing and Housing Specialist. Located in our South Texas office, Karen assists homeowners with questions, works with Title Companies, prepares construction documents, and HOME Program documentation. Additionally, she reviews and verifies the information submitted by the applicants for assistance in accordance with local program policies, State and Federal rules, guidelines and regulations.

Caley Carmichael, RMLO, License #641671, Environmental Specialists, Caley joined GrantWorks in 2011. She has a comprehensive knowledge of the environmental requirements that must be satisfied in order to achieve environmental clearance and obtain Federal Authority to use HOME Assistance Funds. Additionally, she has developed a close working relationship with the various Federal and State Agencies that must be consulted before obtaining environmental clearance on each assisted home.

Elena Sanders, RMLO, License #908493, Closing and Housing Specialist. After graduating from Texas State University, and several years with the State of Texas, Elena joined GrantWorks as an Application specialist. Located in the Austin, TX office, Elena helps answers homeowner questions related to their applications, prepares construction documents, and HOME program documents. She is also a licensed Residential Loan Originator (RMLO).

Jay Francis, Project Manager. Jay, who joined GrantWorks in 2013, is responsible for construction management and oversight. He has worked in the construction industry for over 20 years, holding general contractor, construction sales, project management, and project superintendent responsibilities. In addition, Jay has owned his own business in the Austin area. He attended the University of Texas- Austin.

AGENDA REPORT

Meeting Date: February 20, 2017	Budgeted Amount: \$8,000 new line item for the budget
Department:	
Prepared By: Jack Yates City Administrator	Exhibits: sheets showing comments of Kirk Jones, Shirley Schneider and Jack Yates, copy of Marker, copy of prices of Markers
Date Prepared: February 16, 2017	

Subject

Consideration of providing historical markers in city

Discussion

Attached is a sheet showing the original idea from Kirk Jones, a positive comment from Shirley Schneider president of the Montgomery Historic Society and the comment from me about the possibility of providing the markers.

I think this is an excellent idea that will continue the historic element of Montgomery, for its own sake as well as for tourism and economic development.

Reccomendation

Approve the grant availability as described in the City Administrator's memo and direct that the grant availability be presented to the public in a public information manner.

Approved By

City Administrator

Jack Yates

Date: February 16, 2017

From Kirk Jones, Mayor and President of the MEDC :

The City of Montgomery celebrates its rich history and is proud of the claim, "The Birthplace of the Texas Flag." The city has implemented a Historic Preservation Ordinance and has identified over 20 historic landmarks and sites throughout the city. Several sites and/or buildings are identified by a plaque awarded by the The Texas Historic Commission.

Unfortunately, many historical sites are not identified by a marker, so their stories go untold to residents and visitors to the city. Also unfortunate, is that the history of these sites exist only in the minds or private paperwork of a very few individuals. As time goes on, much of the city's history passes on with these historians, never to be shared with the public.

The acquisition of a state historical marker requires much research and preparation of paperwork. The backlog of applications at the state commission causes a long wait time and then there is no guarantee of approval. Also, the cost of all the research and the cost of the plaque is borne by the applicant. The state decides what is written on the plaque, and the applicant's wishes are ignored.

All of the negatives listed above may contribute to reasons that more plaques are not requested. The Montgomery County Historical Commission has recently started offering a historical designation and plaque to worthy applicants. The county commission's requirements for approval are similar to the state, and the applicant can have more input into the text of the plaque. The plaque itself is high quality and similar in appearance to the state-issued plaque. In addition, the county has employed the assistance of a title company to help with research at no charge. Larry Forester, Montgomery City Attorney, is also head of the county commission.

If it is the City's desire to help preserve the rich history and to encourage more visitors to the city, perhaps some funding assistance from MEDC for research costs and the cost of the plaque will encourage more property owners, the Montgomery Historical Society, or other groups to pursue either the state or county markers.

From Shirley Schneider, President of Montgomery Historical Group

I think this is a wonderful idea - and I'm positive that the board would agree - I personally feel working with the Montgomery County Historical Commission would be the best option - easier and faster. Now, if we can figure out how to add Texas Flags and flower boxes throughout the City that would be perfect. Thank you for all you do. Shirley Schneider

From Jack Yates

The costs with the accompanying post varies according to size from \$750 to \$1,760. This is certainly an allowed expenditure for the MEDC. Expenditures could come from a new line item or be part of the \$275,000 Infrastructure line item.

If you approve, the basic agreement with the MEDC is that the MEDC would pay the acquisition cost of and will install a Montgomery County Historical Society Approved Information Marker to be placed in the city of Montgomery, on right-of-way or on private property (with permission). The property owner must write a letter to the MEDC of their application to the County Historical Society for a Marker and receive approval of MEDC participation in order to receive the payment that is made to the provider of the sign.

My guess is that there will be five to eight of these Markers approved each year so \$8,000 should be enough of a budget line item to cover the cost.

Comment— Part of the beauty, charm, ambiance and draw of residents and visitors alike is the history of Montgomery. Adding these physical, readable markers as an element/investment of the MEDC to the community is an excellent way to continue and enhance the experience of Montgomery and keep the core of Montgomery alive as we continue to grow new subdivisions that threaten the spirit of the City.

QUOTATION



928 N. Alamo St. San Antonio, TX 78215 (210) 223-1831 Fax (210) 223-8517
Email: sales@southwellco.com www.southwellco.com

To: Montgomery Co. Historical Comm. Quote #: 28176 Date: January 11, 2016
414 West Phillips, Ste. 100 RE: Montgomery County Historical Markers
Conroe, TX 77301

Attn: Larry Foerster

Please enter our quotation covering the following materials as per your specifications or our closest alternate.

CAST ALUMINUM HISTORICAL MARKERS

Cast Aluminum, Letters (font) as per Job #15-17416, single line border with semi-circle top, DARK BLUE background w/raised satin finish (silver) letters. Prices include shipping and handling. State sales tax not included.

NOTE: 16" x 16" Plaques will have a 2" Post attached to the back of marker.
18" x 24" & 24" x 36" Markers will have 3-1/2" Alum. Post welded to a socket at the bottom of marker.

	WITH POST	NO POST
16" x 16"	\$750.00	\$475.00
18" x 24"	\$1,180.00	\$803.00
24" x 36"	\$1,760.00	\$1,380.00

PAYMENT POLICY: 50% Deposit / Balance due upon completion

Price is good for 60 days. Once ordered, price will be held for 180 days.

F.O.B. San Antonio, TX **PRODUCTION: Approx. 4 weeks after your approval of our drawings.**

TO START ORDER, PLEASE SIGN AND RETURN THIS QUOTATION

Quotation Accepted _____ (Date)

Signed _____

Ship To _____

By: **Scott Southwell**
Scott@Southwellco.com

We are CERTIFIED...

S.B.E.
(Small Business Enterprise)

E.S.B.E.
(Emerging Small Bus. Enterprise)

QUOTATION BASED ON THE FOLLOWING:

Our std. pattern (mold) designs, fonts and mounting. Our std. studs for our F-1 (flush) or P-8 (projected 1/2") mounting and a straight (non-curved) paper template is provided with all Letter orders. Plaques come with our std. concealed mounting studs. Rosettes cost \$15.00 each. Scaled Shop Drawings via Email or Fax provided at no charge. Full Size drawings cost \$75.00. Shop Drawing revisions cost \$25.00. Quoted shipping is for std. ground service. Tax will be added unless tax exempt info. is on file with us. Quote/Order may be voided if altered.

UNLESS OTHERWISE NOTED, INSTALLATION NOT INCLUDED IN TOTAL PRICE

**CAST PLAQUES & LOGOS • HISTORICAL MARKERS • CAST, CUT-OUT & FABRICATED LETTERS
ADA SIGNS • CUSTOM SIGNAGE**



J.L. HICKS BUILDING

Dr. J. L. Hicks came to Conroe in 1902 to establish a dental practice. The February 1911 fire that destroyed downtown Conroe also took his wooden office building. By the end of 1911 he built this brick building with his dental office on the second floor. Over the years, the first floor housed many businesses serving the downtown area such as Modern Cleaners. Dr. Hicks was an active civic leader who helped mold the City of Conroe for seven decades. Crighton Theatre Foundation purchased the building in 1977 and restored it. The J.L. Hicks Building is still serving the community as part of the Crighton Theatre complex.

SPONSORED BY JOHN AND CAROL HICKS
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