

MINUTES OF REGULAR MEETING
September 16, 2019
MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

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

Present: Rebecca Huss - President
 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: Richard Tramm – City Administrator

OPEN PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Minutes of August 19, 2019 Regular Meeting –

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

MONTHLY FINANCIAL REPORT

Report for August, 2019

Mrs. Hutchinson pointed out the unusually high balance of the checking account due to deposits from sales tax revenue which has not yet been transferred to the Texpool account.

She also noted the Admin Transfer to General Fund is lower because the Marketing and Tourism Coordinator position is currently not filled. Mrs. Hutchinson said she contacted Mr. Tramm because the amount transferred was incorrect and should have been approximately \$2,500 less due to the fact that August had three payrolls instead of the normal two.

Mr. Tramm said he would follow up with Mrs. Hutchinson concerning the matter.

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

CONSIDERATION AND POSSIBLE ACTION

5. Consideration and possible action regarding an economic development grant for Garrett Jones related to a proposed Eagle Scout Project.

Mr. Jones presented his proposed project to replace the North side fencing on the New Cemetery adjacent to City Hall. Mr. Jones' project would also include adding a fence gate and replacing the national and state flags currently in the cemetery.

Mr. Jones said the new fencing would be similar to the fencing on the East side of the cemetery.

Mr. Jones noted the City would not be responsible for maintaining the fencing as the cemetery is currently maintained by the Cemetery Board.

Mr. Jones said the old fence and overgrowth would be removed with the help of the City.

Mr. Jones stated the cost of the project is \$1,645.18 with the cost of supplies on site of \$169.76, a contingency fund of \$300, rental of equipment of \$430 for a total cost of \$2,544.94.

Mr. Jones said the timeline for the project is two weeks with work done on Saturdays.

Mrs. Huss questioned Mr. Jones' statement that the removal of the fencing would be done with the help of the City. She asked if Mr. Jones had coordinated that with the City.

Mr. Jones said he has spoken with Mr. Muckleroy of Public Works and was told Public Works has a location where the old fencing may be disposed.

Mrs. Huss asked if Mr. Jones has coordinated with the City. She stated the gravel parking lot belongs to the City and the City has potentially other plans for the space.

Mr. Tramm said the current fencing on the North side of the parking lot encroaches onto City property on the West end by as much as ten feet. Mr. Tramm said if the Board feels favorably

toward this project, he would like to work with Mr. Jones and return with a possibly revised plan in October.

Mrs. Huss said she has a concern about the \$300 contingency request. She said if that money is not needed it belongs to the MEDC.

Mrs. Hutchinson asked if the money would be refunded if it is not used once the accounting is complete.

Mrs. Huss said the Boy Scouts normally deposit the entire contribution and do not refund excess project funds.

Mr. Jones said, "Any funds not used for the project get refunded back to the donors, for Eagle Scout projects."

Mr. Cronin said precedent has been set because other Eagle Scout projects have been supported.

Mrs. Huss asked if the City has paid for other Eagle Scout projects. She said the most recent project was the park sandbox and that was self-funded or the money was raised privately.

Mr. Jones was unaware of how other projects were supported.

Motion by Mrs. Fox, seconded by Mr. Hanover to grant the funds, not to exceed \$2,544.94, predicated on Mr. Jones and the City coming to an understanding on how the project is to be installed.

Mrs. Brown said she thinks Mr. Tramm should be involved to secure an actual cost for the project before funds are dispersed. She reminded the Board that Mr. Jones will be returning in October after coordinating with Mr. Tramm and funds could be approved at that time.

Mr. Hanover said as long as Mr. Tramm is comfortable with the project, Mr. Jones should not need to return in October.

Mrs. Brown stated the Board needs to know of any changes, if any, Mr. Tramm and Mr. Jones agreed upon.

Mr. Tramm said he could report in October to confirm the finances.

Mrs. Hutchinson asked if this grant would be in the current fiscal year or the next.

Mr. Jones indicated the project would be started in October or November.

Mrs. Huss asked if the Board is allowed to approve funds without a budget.

Mr. Tramm said legally the Board could do that, but it must be aware that it does not have an approved budget.

All in favor. (6-0)

6. Consideration and possible action regarding an economic development grant for Garrett House for reimbursement of air conditioning repairs.

Mrs. Huss noted a memorandum stating this project was not on the list of activities that can be funded by the Economic Development Sales Tax, so this item has been removed from the agenda.

No action was taken.

7. Consideration and possible action following a presentation with Southern Rum Runners related to future alcohol sales agreement.

Rob Holbrook, from Southern Rum Runners spoke on his proposal for a festival with the goals being to attract over a six-hour period an estimated 2,500 to 3,000 guests, encourage local businesses to stay open longer, and boost festival attendees interest in local businesses.

Mr. Holbrook said SRR's plan of action is to work in conjunction with the EDC, local police department and other business entities to produce a safe, family friendly and successful event.

Mr. Holbrook said SRR is looking at a proposed date of March 28, 2020 with a festival focusing on food in Montgomery with a City of Montgomery Food Truck Festival.

Mr. Holbrook said SRR is mapping the festival so as to not interfere with any local businesses. Mr. Holbrook stated he spoke with Mr. Tramm concerning parking and possibly getting with the Montgomery ISD in order to utilize the elementary school property. Mr. Holbrook said his budget includes buses to shuttle people from the parking area to the festival.

Mr. Holbrook said McCown is the only street that would be closed for the festival.

Mr. Holbrook said SRR is interested in partnering with 501(c)(3) such as Meals on Wheels.

Mr. Holbrook said the current focus is on security, fencing and utilities. On the security issue, Mr. Holbrook said he would like to reach out to the City Police Chief to receive his input. Mr. Holbrook said fencing is mandated and he will be speaking to TABC to hear what they will require. Mr. Holbrook said SRR's entertainment people looked at the utilities on the stage area and found them to be lacking and a generator may be required.

Mrs. Huss said the City may have been looking into investing in the utilities in the area.

Mr. Holbrook said the next step is to discuss with Mr. Tramm the quantity of financial involvement the EDC is willing, or able, to invest.

Mr. Holbrook said SRR is looking at a budget of \$36,632 for this festival. He said this budget is not final and is subject to change. He said SRR feels very comfortable starting with this size of festival.

Motion by Mrs. Fox, seconded by Mrs. Brown, to direct Mr. Tramm to move forward in festival discussions with Mr. Holbrook and Southern Rum Runners.

Mr. Cronin stated he would like to see a detailed plan from SRR.

Mr. Tramm said when he continues his discussions with SRR, he would request SRR provide the Board such a plan.

Fox, Hutchinson, Huss, Hanover and Brown voted in favor of the motion, Cronin voted against. Motion passed (5-1).

8. Review of draft budget for fiscal year 2019-2020.

Mrs. Hutchinson explained the Board completed a workshop during which it went through the budget line by line.

Mrs. Hutchinson noted some changes from the current budget included adding a line item for streets and sidewalks, and moving the line items Christmas Lighting and Seasonal Decorations into a new, single line item named Light Up Montgomery.

Mrs. Hutchinson also pointed out the Sales Tax Reimbursement line was changed to accrue on a quarterly basis instead of a yearly basis. She said the new budget will look double booked, but will correctly show what is due instead of showing a year behind. She explained this will show what is currently due instead of what has been paid. Mrs. Hutchinson also suggested opening a new checking account to be used solely for the sales tax rebates.

Mrs. Fox pointed out the account would be similar to an escrow fund.

No action was taken.

9. Economic Development Reports – Richard Tramm

Engineer Report –

Mr. Tramm provided the Engineer's Report from the last City Council meeting.

Development Status Report –

Mr. Tramm said now the budget is completed, he wants to spend some time working on the Development Status Report in order to update the report.

10. 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 the Marketing and Tourism Coordinator position.

Adjourned at 7:10 p.m.

11. Reconvene into Open Session.

Reconvened at 7:50 p.m.

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

No action taken.

BOARD INQUIRY

No Board Inquiry

ACTION ITEMS FROM AUGUST 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>
Update on SRR proposed festival	Tramm	October meeting

ADJOURNMENT

Motion by Mr. Hanover, seconded by Mrs. Fox to adjourn the meeting at 7:51 p.m. All in favor. (6-0)

Submitted by:  Date Approved: 10-21-2019
Amy Brown, MEDC Secretary




Rebecca Huss, MEDC President