

**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 December 16, 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 Regular Meeting held on November 18, 2019.
4. Approval of Financial Report
5. Consideration and possible action on Economic Development Grant Request from Montgomery County United.
6. Consideration and possible action regarding a contract from Southern Rum Runners.
7. Consideration and possible action to schedule a Workshop to review and discuss Texas A&M student Community Design Project.
8. Consideration and possible action to schedule the MEDC Annual Meeting.
9. Economic Development Reports: City Administrator's Development Report, City Engineer's 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.

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) - Candidates for Marketing and Tourism Coordinator Position.
11. Reconvene into Open Session.

**POSSIBLE ACTION FROM EXECUTIVE SESSION:**

12. Consideration and possible action regarding item(s) listed under Executive Session.
13. Board Inquiry
14. Adjourn



Richard Tramm, 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 13th day of December, 2019 at 11:00 o'clock Am. I further certify that the following news media was notified of this meeting as stated above: The Courier

**MINUTES OF REGULAR MEETING**  
**November 18, 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  
                  Cheryl Fox – Board Member  
                  Tom Cronin – Board Member  
                  Bob Kerr – Board Member

Absent:        Bill Hanover – Vice-President  
                  Julie Hutchinson - Treasurer  
                  Amy Brown – Secretary

Also Present:  Richard Tramm – City Administrator

**OPEN PUBLIC COMMENT**

No public comment.

**APPROVAL OF MINUTES**

Minutes of September 30, 2019 Special Meeting and October 21, 2019 Regular Meeting –

President Huss asked for comments on the minutes as presented. Mr. Kerr made a motion to accept the minutes as presented, seconded by Mrs. Fox. All in favor. (4-0)

## MONTHLY FINANCIAL REPORT

### Report for October, 2019

Mr. Tramm informed the Board that check number 1978 is being voided. The check was written to Garrett Jones for the Scout project. The check will be rewritten based on the receipts submitted.

Mr. Tramm also noted the tax rebatement check for the Kroger/Milestone 380 development agreement will be sent out this month.

Motion by Mrs. Fox, seconded by Mr. Kerr to approve the October 2019 Financial Report as presented. All in favor. (4-0)

## CONSIDERATION AND POSSIBLE ACTION

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

Mr. Tramm said he has been reviewing and discussing the contract terms with Southern Rum Runners and is hoping to have a final contract within the next couple of weeks.

Mrs. Huss reminded the Board that during the October meeting, the Board agreed to enter into a contract with Southern Rum Runners regarding the Meals on Wheels event.

No action was taken.

6. Economic Development Report – Richard Tramm

Engineer Report –

Presented

Development Status Report –

Mr. Tramm noted the Board has a copy of the report and he is continuing to reorganize the report each month.

Mr. Tramm said seven interviews have been arranged for the Marketing and Tourism position.

Tourism and Marketing Report –  
No Report

**BOARD INQUIRY**

No Board inquiry

**ACTION ITEMS FROM OCTOBER MEETING**

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>RESULT</i>
Discussion with Ms. Bronco concerning checking account balance	Tramm	

**ACTION ITEMS FOR FUTURE MEETINGS**

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>DUE DATE</i>
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**ADJOURNMENT**

Motion by Mrs. Fox, seconded by Mr. Kerr to adjourn the meeting at 6:12 p.m. All in favor. (4-0)

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

Amy Brown, MEDC Secretary

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

CITY OF MONTGOMERY - MEDC  
 ACCOUNT BALANCES REPORT  
 Through November 30, 2019 - For December 2019 Meeting

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 77,780.06		\$ 77,780.06
TOTAL INVESTMENTS	\$ -	\$ 942,753.97	\$ 942,753.97
<b>TOTAL MIDC</b>	<b>\$ 77,780.06</b>	<b>\$ 942,753.97</b>	<b>\$ 1,020,534.03</b>

**INVESTMENTS**

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00006			1.68%	\$ 792,753.97
<b>Certificates</b>				
Bancorp South CD #4045	1/27/2019	1/28/2020	2.75%	\$ 150,000.00
<b>Total Investment Balance</b>				<b>\$ 942,753.97</b>

\*\* Note:

City of Montgomery - MEDC  
**Cash Flow Report**  
As of November 30, 2019

Date	Num	Name	Memo	Amount	Balance
<b>51100 · MEDC Checking</b>					79,932.14
11/08/2019	1981	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved ...	-50.00	79,882.14
11/22/2019	1982	Kevin Brennan	Use of Photo for Brochures and Literature	-50.00	79,832.14
11/22/2019	1983	Montgomery County United	VOID: Removal of Blight - Several Properties & Pu...	0.00	79,832.14
11/22/2019	1984	Kirk Jones	Eagle Project Expense - Grant Dev Project	-2,052.08	77,780.06
Total 51100 · MEDC Checking				-2,152.08	77,780.06
<b>TOTAL</b>				<b>-2,152.08</b>	<b>77,780.06</b>

City of Montgomery - MEDC  
**Actual to Budget Performance**  
 November 2019

	Nov 19	Budget	\$ Over B...	Oct - No...	YTD Bu...	\$ Over B...	Annual ...
<b>Income</b>							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	76,484.91	75,000.00	1,484.91	138,633.36	111,000.00	27,633.36	654,000.00
<b>Total 55000 · Taxes &amp; Franchise Fees</b>	<b>76,484.91</b>	<b>75,000.00</b>	<b>1,484.91</b>	<b>138,633.36</b>	<b>111,000.00</b>	<b>27,633.36</b>	<b>654,000.00</b>
55300 · Other Revenues							
55391 · Interest Income	1,091.46	800.00	291.46	2,374.63	1,640.00	734.63	10,000.00
<b>Total 55300 · Other Revenues</b>	<b>1,091.46</b>	<b>800.00</b>	<b>291.46</b>	<b>2,374.63</b>	<b>1,640.00</b>	<b>734.63</b>	<b>10,000.00</b>
<b>Total Income</b>	<b>77,576.37</b>	<b>75,800.00</b>	<b>1,776.37</b>	<b>141,007.99</b>	<b>112,640.00</b>	<b>28,367.99</b>	<b>664,000.00</b>
<b>Expense</b>							
56000 · Pub Infrastructure - Category I							
56000.6 · Downtown Dev Improvements	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00
56000.7 · Streets & Sidewalks	0.00	0.00	0.00	0.00	0.00	0.00	76,000.00
56000.8 · Utility Extensions	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00
56430 · Tsf to Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00
<b>Total 56000 · Pub Infrastructure - Category I</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>346,000.00</b>
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	79,500.00
56423 · Economic Development Grant Prog	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
<b>Total 56001 · Business Dev &amp; Ret -Category II</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>99,500.00</b>
56002 · Quality of Life - Category III							
56423.1 · Walking Tours	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
56429 · Removal of Blight	0.00	15,000.00	(15,000.00)	0.00	15,000.00	(15,000.00)	15,000.00
56434 · Events							
55606 · Light up Montgomery	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
56434 · Events - Other	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00
<b>Total 56434 · Events</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,500.00</b>
56439 · Downtown Enhancement Projects	0.00	2,500.00	(2,500.00)	0.00	5,000.00	(5,000.00)	30,000.00
<b>Total 56002 · Quality of Life - Category III</b>	<b>0.00</b>	<b>17,500.00</b>	<b>(17,500.00)</b>	<b>0.00</b>	<b>20,000.00</b>	<b>(20,000.00)</b>	<b>82,500.00</b>
56003 · Marketing & Tourism-Category IV							
56413 · Brochures/Printed Literature	50.00	833.33	(783.33)	50.00	1,666.70	(1,616.70)	10,000.00
56419 · Website	50.00	250.00	(200.00)	50.00	500.00	(450.00)	3,000.00
<b>Total 56003 · Marketing &amp; Tourism-Category IV</b>	<b>100.00</b>	<b>1,083.33</b>	<b>(983.33)</b>	<b>100.00</b>	<b>2,166.70</b>	<b>(2,066.70)</b>	<b>13,000.00</b>
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	0.00	0.00	0.00	0.00	0.00	107,500.00
56004.3 · Miscellaneous Expenses	0.00	41.66	(41.66)	0.00	83.40	(83.40)	500.00
56327 · Consulting (Professional servi)	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
56354 · Travel & Training Expenses	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
<b>Total 56004 · Administration - Category V</b>	<b>0.00</b>	<b>41.66</b>	<b>(41.66)</b>	<b>0.00</b>	<b>83.40</b>	<b>(83.40)</b>	<b>123,000.00</b>
<b>Total Expense</b>	<b>100.00</b>	<b>18,624.99</b>	<b>(18,524.99)</b>	<b>100.00</b>	<b>22,250.10</b>	<b>(22,150.10)</b>	<b>664,000.00</b>
<b>Net Income</b>	<b>77,476.37</b>	<b>57,175.01</b>	<b>20,301.36</b>	<b>140,907.99</b>	<b>90,389.90</b>	<b>50,518.09</b>	<b>0.00</b>

City of Montgomery - MEDC  
**General Ledger**  
 As of November 30, 2019

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>51100 · MEDC Checking</b>							
Bill Pmt -Ch...	10/11/2019	1976	Houston Chronicle	Inv# 222716136 MEDC Budget P Hearing		72.00	109,247.14
Bill Pmt -Ch...	10/11/2019	1977	Laurel Paving	Inv 1298 - Drainage McCown St.		8,850.00	109,175.14
Bill Pmt -Ch...	10/25/2019	1978	Garrett Jones	VOID: Garrett Jones, Eagle Scout Candidate - Grant Dev. Program	0.00		100,325.14
Bill Pmt -Ch...	10/25/2019	1979	Living Savior Lutheran Church	Application for Economic Development Grant Program		5,000.00	95,325.14
Bill Pmt -Ch...	10/25/2019	1980	Texas A&M University	Inv M412411 - Texas Target Communities		15,393.00	79,932.14
Bill Pmt -Ch...	11/08/2019	1981	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to Mon...		50.00	79,882.14
Bill Pmt -Ch...	11/22/2019	1982	Kevin Brennan	Use of Photo for Brochures and Literature		50.00	79,832.14
Bill Pmt -Ch...	11/22/2019	1983	Montgomery County United	VOID: Removal of Blight - Several Properties & Public Areas in City	0.00		79,832.14
Bill Pmt -Ch...	11/22/2019	1984	Kirk Jones	Eagle Project Expense - Grant Dev Project		2,052.08	77,780.06
Total 51100 · MEDC Checking					0.00	31,467.08	77,780.06
<b>51300 · Time Deposits-MEDC</b>							
Deposit	10/31/2019			Interest	1,283.17		940,379.34
Deposit	11/30/2019			Interest	1,091.46		941,662.51
Total 51300 · Time Deposits-MEDC					2,374.63	0.00	942,753.97
<b>51150 · Accounts Receivable Audit</b>							
Total 51150 · Accounts Receivable Audit							111,217.74
<b>51171 · Due From Gen Fund</b>							
General Jour...	10/31/2019	CB		To accrue sales tax revenue rec'd 10/19	62,148.45		52,824.99
General Jour...	11/30/2019	CB		To accrue sales tax revenue rec'd 11/19	76,484.91		114,973.44
Total 51171 · Due From Gen Fund					138,633.36	0.00	191,458.35
<b>51174 · Due from Home Grant Funds</b>							
Total 51174 · Due from Home Grant Funds							1,400.00
<b>51580 · Accrued Interest Receivable</b>							
Total 51580 · Accrued Interest Receivable							2,780.13
<b>52000 · Accounts Payable</b>							
Bill Pmt -Ch...	10/11/2019	1976	Houston Chronicle	Inv# 222716136 MEDC Budget P Hearing	72.00		-31,367.08
Bill Pmt -Ch...	10/11/2019	1977	Laurel Paving	Inv 1298 - Drainage McCown St.	8,850.00		-31,295.08
Bill Pmt -Ch...	10/25/2019	1978	Garrett Jones	VOID: Garrett Jones, Eagle Scout Candidate - Grant Dev. Program	0.00		-22,445.08
Bill Pmt -Ch...	10/25/2019	1979	Living Savior Lutheran Church	Application for Economic Development Grant Program	5,000.00		-22,445.08
Bill Pmt -Ch...	10/25/2019	1980	Texas A&M University	Inv M412411 - Texas Target Communities	15,393.00		-17,445.08
Bill	11/07/2019	Reimb ...	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to Mon...		50.00	-2,052.08
Bill Pmt -Ch...	11/08/2019	1981	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to Mon...	50.00		-2,102.08
Bill	11/20/2019	Blight ...	Montgomery County United	VOID: Removal of Blight - Several Properties & Public Areas in City	0.00		-2,052.08
Bill	11/20/2019	Broch...	Kevin Brennan	Use of Photo for Brochures and Literature		50.00	-2,102.08
Bill Pmt -Ch...	11/22/2019	1982	Kevin Brennan	Use of Photo for Brochures and Literature	50.00		-2,052.08
Bill Pmt -Ch...	11/22/2019	1983	Montgomery County United	VOID: Removal of Blight - Several Properties & Public Areas in City	0.00		-2,052.08
Bill Pmt -Ch...	11/22/2019	1984	Kirk Jones	Eagle Project Expense - Grant Dev Project	2,052.08		0.00
Total 52000 · Accounts Payable					31,467.08	100.00	0.00
<b>52001 · Accounts Payable Audit</b>							
Total 52001 · Accounts Payable Audit							-76,900.00
<b>53900 · Unrestricted Net Assets</b>							
Total 53900 · Unrestricted Net Assets							-1,109,582.26
<b>55000 · Taxes &amp; Franchise Fees</b>							
<b>55400 · Sales Tax</b>							
General Jour...	10/31/2019	CB		To accrue sales tax revenue rec'd 10/19		62,148.45	0.00
General Jour...	11/30/2019	CB		To accrue sales tax revenue rec'd 11/19		76,484.91	-62,148.45
Total 55400 · Sales Tax					0.00	138,633.36	-138,633.36
Total 55000 · Taxes & Franchise Fees					0.00	138,633.36	-138,633.36
<b>55300 · Other Revenues</b>							
<b>55391 · Interest Income</b>							
Deposit	10/31/2019			Interest	1,283.17		0.00
Deposit	11/30/2019			Interest	1,091.46		1,283.17
Total 55391 · Interest Income					0.00	2,374.63	-2,374.63
Total 55300 · Other Revenues					0.00	2,374.63	-2,374.63
<b>56002 · Quality of Life - Category III</b>							
<b>56429 · Removal of Blight</b>							
Bill	11/20/2019	Blight ...	Montgomery County United	Removal of Blight - Several Properties & Public Areas in City	0.00		0.00
Total 56429 · Removal of Blight					0.00	0.00	0.00
Total 56002 · Quality of Life - Category III					0.00	0.00	0.00
<b>56003 · Marketing &amp; Tourism-Category IV</b>							
<b>56413 · Brochures/Printed Literature</b>							
Total 56003 · Marketing & Tourism-Category IV							0.00
Total 56413 · Brochures/Printed Literature							0.00



12/12/19

City of Montgomery - MEDC  
**General Ledger**  
 As of November 30, 2019

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Bill	11/20/2019	Broch...	Kevin Brennan	Use of Photo for Brochures and Literature	50.00		50.00
Total 56413 · Brochures/Printed Literature					50.00	0.00	50.00
56419 · Website							0.00
Bill	11/07/2019	Reimb ...	Rebecca Huss	Reimbursement of Expense - Facebook ad - Haved you been to Mon...	50.00		50.00
Total 56419 · Website					50.00	0.00	50.00
Total 56003 · Marketing & Tourism-Category IV					100.00	0.00	100.00
<b>TOTAL</b>					<b>172,575.07</b>	<b>172,575.07</b>	<b>0.00</b>

City of Montgomery - MEDC  
Balance Sheet  
As of November 30, 2019

	<u>Nov 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
51100 · MEDC Checking	77,780.06
51300 · Time Deposits-MEDC	<u>942,753.97</u>
<b>Total Checking/Savings</b>	1,020,534.03
<b>Other Current Assets</b>	
51150 · Accounts Receivable Audit	111,217.74
51171 · Due From Gen Fund	191,458.35
51174 · Due from Home Grant Funds	1,400.00
51580 · Accrued Interest Receivable	<u>2,780.13</u>
<b>Total Other Current Assets</b>	<u>306,856.22</u>
<b>Total Current Assets</b>	<u>1,327,390.25</u>
<b>TOTAL ASSETS</b>	<u><u>1,327,390.25</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
52001 · Accounts Payable Audit	<u>76,900.00</u>
<b>Total Accounts Payable</b>	<u>76,900.00</u>
<b>Total Current Liabilities</b>	<u>76,900.00</u>
<b>Total Liabilities</b>	76,900.00
<b>Equity</b>	
53900 · Unrestricted Net Assets	1,109,582.26
Net Income	<u>140,907.99</u>
<b>Total Equity</b>	<u>1,250,490.25</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,327,390.25</u></u>

Montgomery EDC  
**AGENDA REPORT**

<b>Meeting Date: December 16, 2019</b>	<b>Budgeted Amount: \$15,000</b>
<b>Department:</b>	
<b>Prepared By: Richard Tramm</b>	<b>Exhibits:</b>
<b>Date Prepared: December 12, 2019</b>	

**Subject**

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

**Recommendation**

Consider approval of the request from Montgomery County United.

**Discussion**

MEDC funds have been used for this purpose previously. This request was made by Arnette Easley on behalf of Montgomery County United. Several locations in the City were visually improved with the use of these funds, including 15530 North Liberty, 14845 North Liberty, 15430 North Liberty, Memory Park and cemetery cleanup on 1097.

**Approved By**

City Administrator	Richard Tramm <i>RT</i>	Date: December 12, 2019

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



Company Name: <i>Montgomery County United</i>	
Company Contact: <i>Arnette Easley</i>	Title: <i>Treasurer</i>
Best Phone: <i>936-718-7860</i>	Alt. Phone:
Email Address: <i>easley.sjb@aol.com</i>	
Physical Address: <i>14740 Liberty ST</i>	City, State, Zip: <i>Montgomery TX 77304</i>
Mailing Address (if different): <i>2257 N. Loop 336 W. #140334</i>	City, State, Zip: <i>Conroe TX 77304</i>
Applicant's years of experience in this business: <i>20 yrs</i>	How long has his business been located in Montgomery? <i>20 yrs</i>
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)	\$ <i>3,000.00</i>
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)	\$ <i>3,000.00</i>
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? <i>Sunday, Nov 24, 2019</i>	What is the estimated completion date? <i>Thursday, Nov 28, 2019</i>
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: <i>Arnette Easley</i>	
Title: <i>Treasurer</i>	
Date: <i>11/18/2019</i>	
<b>OFFICE USE:</b>	
Date Application Received: <i>11-18-2019</i>	Date Presented to Board: <i>12-16-2019</i>
<input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED	
Performance Agreement Received:	Project Completion Date: <i>11-28-2019</i>
Funding Date:	Check Number:

## SATURDAY NOVEMBER 23RD

**FM Kids 1st Annual Color Walk/Run for Non-Parishables (10am)**

### DETAILS:

- Kids get punch sheet with information to show their neighbors/family
- Prize for top donations boy and girl in each grade level
- At least five items to participate in the color, anyone can walk or run but the color is only for those that bring in five or more items
- Race begins promptly at 10, check in begins at 9:30
- Run/walk ends at 10:30, color begins right after for ten minutes
- Most laps completed for boy and girl in each grade level gets prize

## SUNDAY NOVEMBER 24TH

**and Clean Up and Painting: Lynda Thomas' Home: 21042 Huckleberry Ln (9am)**

Please join us as we bless an elderly family through community by helping clean up their yard and fence row. Get your yard tools together and be ready to work. *Supplies: Ladder, Gloves, hedge trimmers, weed-eater, lopper, rake*

**Small House for an Elderly Man: 600 S. Frazier St. Conroe, TX (10am)**

Lynda Thomas is a faithful member who loves to serve at Fellowship of Montgomery. This Service Week, we want to bless her by sprucing up her place. On this Sunday we will be repairing her porch, fixing some table boards, and cutting down two large trees in her yard. *Supplies: Skilled laborers, 6 foot ladders, chainsaw, trimmer, drills, saws, construction tools*

**Bags for Meals on Wheels: 600 S. Frazier St. Conroe, TX**

In addition to weekday lunches, Meals on Wheels delivers breakfast bags to our most food insecure seniors. 100% of these nonperishable meals are donated by groups like Fellowship of Montgomery. On this day we will gather families and friends together for a super fun service project. We will collect all of the food items, decorate the lunch bags to brighten the seniors day, and assemble the food items into the decorated bags. *Supplies: Boxes of raisins, packets of oatmeal, peanut butter or cheese cracker packets, cereal bars, etc. Supplies and brown lunch bags*

## MONDAY NOVEMBER 25TH

**Yard Clean Up & Painting: Lynda Thomas' Home: 21042 Huckleberry Ln (9am)**

This is day two to serve one of our church member, Lynda Thomas. On this day we will need people to come out to help clean up leaves, pine needles, and overgrown areas. We will also have some light painting to do of the area

that was repaired the day before. *Supplies: Ladder, Gloves, hedge trimmers, weed-eater, lopper, rake, paintbrush, paint rollers*

**Painting: William Young's Home: 14845 North Liberty (9am)**

Take out your paint clothes and painting equipment. We are going to give William's home a face lift by painting the eaves of his home and porch pillar. This will take people willing to work on ladders. *Supplies: Ladder, paintbrush, paint rollers, paint roller extensions*

**Thanksgiving Boxes for Meals on Wheels (10am at church)**

In addition to the breakfast bags, Meals on Wheels delivers thanksgiving boxes to seniors. 100% of these nonperishable meals are donated by groups like Fellowship of Montgomery. On this day we will gather families and friends together for a super fun service project. We will collect all of the food items, decorate the lunch bags to brighten the seniors day, and assemble the food items into the decorated bags. *Supplies: Chicken, 5oz can, Green beans, 14.5oz can, Craisins or raisins, 1oz box instant mashed potatoes, individual cup, 1.5oz cup instant coffee packet + single serve pumpkin coffee creamer (optional, all creamer flavors accepted)*

**Painting & Sorting: Under Over Fellowship: 600 S. Frazier St. Conroe, TX (10am)**

Under Over Fellowship is a church in Conroe, TX that invests in the lives of people spiritually and physically. They allow the homeless to have a place where they can wash or receive clothes, have a hot meal and a shower, and they give them small jobs to earn a little money. Fellowship of Montgomery will be helping sort clothes and the food pantry items that are given to the homeless and painting their mission. *Supplies: Paintbrush, paint roller, ladder*

**Yard Clean Up: Joel Porter: 15430 N. Liberty (9am)**

We will be assisting an elderly man who just had his hip replaced with the clean-up of his yard. We desire to come in and be a blessing to him by sprucing up her overgrown yard, and picking up some of the trash and debris around his house, and cleaning his fence row. Get your yard tools ready and join us! *Supplies: Gloves, trash bags, hedge trimmers, rakes, loppers*

**Memory Park: Montgomery (9am)**

We want to make the grounds look beautiful at Memory Park with new flower beds and cleaning existing flower beds. Join us in this project as it is a staple for Montgomery. *Supplies: Rakes, hedge trimmers, shovels, mulch flowers, weed eaters, gloves, trash bags*

WEDNESDAY NOVEMBER 27TH

**Bunk Bed Construction: Hope's Bridge Resource Center Montgomery: 10461 Commerce Row Suite #101 (9am)**

Hope's Bridge has a goal to provide needed resources for foster, kinship, adoptive, and other families as we are able within the Montgomery, TX area and beyond. Join us as we help build 8 sets of bunk beds. *Supplies: Saw, Drills, Construction equipment*

**Painting & Grounds Clean Up: Historic Cemetery Project: 1097 East (9am)**

Cemeteries are a place that families gather to remember the lives of loved ones. We want to show the love of Christ by cleaning up one of Montgomery's historic cemeteries: silk flowers, limbs, and trim the trees. We will also be painting the entire fenced area. This will not only help our community but it will show care and concern for the families that will be visiting. *Supplies: Tree trimmers, chainsaw, loppers, gloves, trash bags, rakes, paint brush, paint rollers*

THURSDAY NOVEMBER 28TH

**Desert Preparation and Assembly Line (8:30am)**

If you would like to donate desserts for families that need meals on Thanksgiving Day, please drop them off at Lone Star Community Center by 8:30am. We will also need a team of volunteers to pack them in baggies to hand out to those less fortunate or homebound.

**Thanksgiving Sides (8:30am)**

Join us as we partner with the Montgomery County United at Lone Star Community Center. We will be helping them feed the less fortunate and homebound in Montgomery. If cooking is your specialty, then bring up a side by 8:30am!

**Thanksgiving Meal Box Up (9am)**

We will be boxing meals up on Thanksgiving Day at Lone Star Community Center to hand out in the community. We need people to help us with this assembly line.

**Thanksgiving Meal Delivery (10am)**

The final step is to deliver all the Thanksgiving items. If you would like to drive around Montgomery and hand deliver boxed meals please join us.



MCCOY'S-MONTGOMERY-#113  
 20341 EVA STREET

MONTGOMERY, TX 77356  
 (936)597-3987 \*\*\*\*\*  
 \* LINE ITEM QUOTE \*  
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ESTIMATE

023056 000000  
 ACCOUNT 113-03336211-000

3:43 PM  
 11/18/2019 Page 1

FELLOWSHIP OF MONTGOMERY  
 PO BOX 1331

MONTGOMERY, TX 77356  
 Phone #: (936)597-3949

Tax ID#:EXEMPT

Selling Shipping Sales  
 Store 113 Store 113 Person 23056 ARLIAN K

Our Order 44237-00

Customer P.O. Terms CASH TERMS

Quantity Ordered	Quantity Shipped	UM	Locatio	Item Number	Description	Unit Ext/UM	Unit Price	Disc	Extended Price	
6	X	EA	444002	021003	7/16" 4X8' OSB	6/EA	8.09		48.54	
5		EA	041102	19080130	33X48 3MIL BLK CONTRACTOR BAG	5/EA	17.99		89.95	
10		EA	050402	27090114	COVER 3/8" NAP 9" SMTH/RGH 6PK	10/EA	8.99		89.90	
10		EA	050302	27090107	ROLLER FRAME 9" HD 5 CAGE	10/EA	4.59		45.90	
8		EA	050202	27015102	BRUSH SET ALL PURPOSE POLY 3PC	8/EA	6.99		55.92	
10		EA	050302	27095102	PAINT TRAY METAL 9"	10/EA	3.49		34.90	
3		BOX	050201	27030000	PAINTER'S CAULK 10.1OZ MCCOY'S	3/BOX	19.063		57.19	
This ESTIMATE is given as a price quote only for the materials listed. It is not intended as a complete material list for your projects. *- Prices are subject to change without notice. -*										
Expires: 11/25/2019						Net Sales	Taxable	Tax %	Tax	Total
Total Wt: 404						422.30	.00	8.25	.00	422.30

MCCOY'S-MONTGOMERY-#113  
20341 EVA STREET

MONTGOMERY, TX 77356  
(936)597-3987 \*\*\*\*\*  
\* LINE ITEM QUOTE \*  
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ESTIMATE

016246 000000

ACCOUNT 113-03336211-000

2:35 PM  
11/15/2019 Page 1

FELLOWSHIP OF MONTGOMERY  
PO BOX 1331

SERVE WEEK ARNETTE

MONTGOMERY, TX 77356  
Phone #: (936)597-3949

Tax ID#:EXEMPT

Selling Shipping Sales  
Store 113 Store 113 Person 16246 JAMES F.

Our Order 44145-00

Customer P.O. Terms CASH TERMS

Quantity Ordered	Quantity Shipped	UM	Locatio	Item Number	Description	Unit Ext/UM	Unit Price	Disc	Extended Price
4	X	EA	444001	040200	CONCRETE MIX 80#	4/EA	3.80		15.20
30	X	EA	444003	01080300	2X6-10' #2P GROUND CONTACT TRT	30/EA	7.89		236.70
6	X	EA	444003	010718	2X4-10' #1 TREATED PINE	6/EA	5.79		34.74
20	X	EA	555004	040330	12" PATIO BLOCK SQUARE GRAY	20/EA	1.49		29.80
8	X	EA	444002	011003	4X4-8' #2 TREATED PINE	8/EA	7.59		60.72
1		EA	070402	26130294	12600 PRO EXT FLAT WHITE 5G	1/EA	134.95		134.95
<p>This ESTIMATE is given as a price quote only for the materials listed. It is not intended as a complete material list for your projects. *- Prices are subject to change without notice. -*</p>									

Expires: 11/22/2019

Total Wt: 2,238	Net Sales	Taxable	Tax %	Tax	Total
	512.11	.00	8.25	.00	512.11



MCCOY'S-MONTGOMERY-#113  
 20341 EVA STREET

MONTGOMERY, TX 77356  
 (936)597-3987 \*\*\*\*\*  
 \* LINE ITEM QUOTE \*  
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ESTIMATE

016246 00000

ACCOUNT 113-03336211-000

2:39 PM  
 11/15/2019 Page 1

FELLOWSHIP OF MONTGOMERY  
 PO BOX 1331

BEDS

MONTGOMERY, TX 77356

Phone #: (936)597-3949

Tax ID#:EXEMPT

Selling Shipping Sales  
 Store 113 Store 113 Person 16246 JAMES F.

Our Order 44148-00

Customer P.O. Terms CASH TERMS

Quantity Ordered	Quantity Shipped	UM	Locatio	Item Number	Description	Unit Ext/UM	Unit Price	Disc	Extended Price
80	X	EA	444001	010203	2X6-10' #2 SOUTHERN PINE	80/EA	5.29		423.20
16	X	EA	444001	010100	2X4-10' #2 SOUTHERN PINE	16/EA	3.79		60.64
40		EA	410800	012609	2X2-8' HILINE WW FURRING STRIP	40/EA	2.59		103.60
40		EA	410700	012220	1X4-8' #2 PONDEROSA PINE	40/EA	3.29		131.60
256		EA	120602	12141102	5/16 X 4 HEX LAG SCRW HDG	256/EA	.59		151.04
256		EA	120502	12421008	5/16 SP LOCK WASH HDG	256/EA	.08		20.48
2		BX	110701	12130180	SCREW DRYWALL PH #7X2-1/2 5LB	2/BX	24.99		49.98
2		BX	110701	12130166	SCREW DRYWALL PH #6X1-5/8 1LB	2/BX	7.99		15.98
2		EA	420300	171621	DOWEL 1/2X48" HARDWOOD	2/EA	1.68		3.36
This ESTIMATE is given as a price quote only for the materials listed. It is not intended as a complete material list for your projects. *- Prices are subject to change without notice. -*									

Expires: 11/22/2019

Total Wt:	Net Sales	Taxable	Tax %	Tax	Total
2,264	959.88	.00	8.25	.00	959.88

MCCOY'S-MONTGOMERY-#113  
 20341 EVA STREET

MONTGOMERY, TX 77356  
 (936)597-3987 \*\*\*\*\*  
 \* LINE ITEM QUOTE \*  
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ESTIMATE

016246 016246  
 ACCOUNT 113-03336211-000

2:37 PM  
 11/15/2019 Page 1

FELLOWSHIP OF MONTGOMERY  
 PO BOX 1331

MONTGOMERY, TX 77356  
 Phone #: (936)597-3949

Tax ID#:EXEMPT

Selling Shipping Sales  
 Store 113 Store 113 Person 16246 JAMES F.

Our Order 44147-00

Customer P.O. Terms CASH TERMS

Quantity Ordered	Quantity Shipped	UM	Locatio	Item Number	Description	Unit Ext/UM	Unit Price	Disc	Extended Price
6		EA	410500	011118	1X4-8' APP GRADE TREATED PINE	6/EA	4.49		26.94
6		EA	410500	011336	1X2-8' TREATED SELECT STRIPS	6/EA	2.59		15.54
2	X	EA	555004	021059	3/8"-4X8' SMRTSTRND SOFFIT TXT	2/EA	32.99		65.98
2	X	EA	444002	021003	7/16" 4X8' OSB	2/EA	8.09		16.18
1		EA	410700	0125724	1X6-8' #2 GRADE SPF/ESLP	1/EA	6.89		6.89
1	X	EA	444001	010200	2X6-8' #2 SOUTHERN PINE	1/EA	4.29		4.29
8		EA	410700	012220	1X4-8' #2 PONDEROSA PINE	8/EA	3.29		26.32
5		EA	444002	0210580	3/8X16"-16' SMARTSOFFIT VENTED	5/EA	31.99		159.95
3	X	EA	555902	011806	1X8-12' D GRADE #105 SIDING	3/EA	16.99		50.97
1		EA	050602	31290000	BLADE WLPPR STRIPPER 4IN 5PK	1/EA	5.69		5.69
1		EA	070202	26201064	MED EXT SG P+P WHT 5G	1/EA	224.95		224.95
5		EA	070202	26201062	MEDALLION EXT SG P+P WHT 1G	5/EA	46.99		234.95
1		EA	400900	11024810	6X6"-10' FLASHING 90 DEGREE	1/EA	12.49		12.49
3	X	EA	444003	070100	8' CORRUGATED 30GA 2-1/2" GALV	3/EA	12.72		38.16
1		RL	130201	121209	3/8"X45' TACKY TAPE	1/RL	3.99		3.99
4		EA	401200	110800	FOAM CLOSURE CORR. 36"	4/EA	1.33		5.32
3		LB	110801	121206	1-1/2" METAL/WOOD SCREW	3/LB	8.65		25.95
1		BOX	110501	12215122	3" #9 BH STAR SCREW GRN 100	1/BOX	12.99		12.99
6		EA	050202	27015106	BRUSH SET ALL PURPOSE POLY 4PC	6/EA	7.59		45.54
6		EA	050402	27090114	COVER 3/8" NAP 9" SMTH/RGH 6PK	6/EA	8.99		53.94

This ESTIMATE is given as a price quote only for the materials listed. It is not intended as a complete material list for your projects.  
 \*- Prices are subject to change without notice. -\*

Expires: 11/14/2019	Total Wt: 647	Net Sales 1037.03	Taxable .00	Tax % 8.25	Tax .00	Total 1037.03
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**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

Montgomery County United (Grant Awardee), whose business address is 14740 Liberty St. Montgomery, TX 77356.

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 November 28, 2019.

**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

Montgomery EDC  
**AGENDA REPORT**

<b>Meeting Date:</b> December 16, 2019	<b>Budgeted Amount:</b> NA
<b>Department:</b>	
<b>Prepared By:</b> Richard Tramm	<b>Exhibits:</b> None
<b>Date Prepared:</b> December 11, 2019	

**Subject**

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

**Recommendation**

No action recommended at this time.

**Discussion**

Communication has continued with Southern Rum Runners since November and we are awaiting a draft contract for review. I am trying to set a meeting with Rob next week to hopefully complete discussion and receive the draft contract. I will provide an update at the meeting if additional information is available.

**Approved By**

City Administrator	Richard Tramm <i>RT</i>	Date: December 11, 2019

Montgomery EDC  
**AGENDA REPORT**

<b>Meeting Date:</b> December 16, 2019	<b>Budgeted Amount:</b> NA
<b>Department:</b>	
<b>Prepared By:</b> Richard Tramm	<b>Exhibits:</b> None
<b>Date Prepared:</b> December 11, 2019	

**Subject**

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


**Recommendation**

Consider dates, times and location for a workshop meeting.

**Discussion**

Setting this workshop will allow the MEDC Board to have the opportunity to have focused discussion on the presentations/reports provided by Texas A&M students and also discuss the steps forward in applying this information, if so desired.

**Approved By**

City Administrator	Richard Tramm 	Date: December 11, 2019

Montgomery EDC  
**AGENDA REPORT**

<b>Meeting Date:</b> December 16, 2019	<b>Budgeted Amount:</b> NA
<b>Department:</b>	
<b>Prepared By:</b> Richard Tramm	<b>Exhibits:</b> None
<b>Date Prepared:</b> December 12, 2019	

**Subject**

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


**Recommendation**

Set the Annual Meeting to occur on Monday, January 20, 2020 at 6:00 pm to occur as part of the regularly scheduled monthly meeting of the MEDC.

**Discussion**

During the Annual Meeting the Board will address annual business, such as consider board officers and plans for the upcoming year and review business of the past year.

**Approved By**

City Administrator	Richard Tramm 	Date: December 12, 2019



## **CITY OF MONTGOMERY**

### **Development Report**

**December 2019**

**By: Richard Tramm, City Administrator**

**Maps showing locations of many of the items in the report are included following the written report descriptions.**

### **Commercial Development**

**KENROC Property** – This is an approximately 13-acre development that is immediately west of Pizza Shack and east of the property currently being developed on the northeast corner of Highway 105 and Lone Star Parkway. This property will have two accesses off Highway 105 and they will also share access to Lone Star Parkway.

The Plat for this project has three pad sites on the Highway 105 frontage side and also planned to include a 16,000 ft. building and a 24,000 ft. building on the north side of this property.

The interior part of construction in the middle part of this tract will be a stand-alone retail strip center. Construction on the AT&T store located in the strip center appears mostly completed, however we have no projected opening date at this time. On the west side of this development will be a Wendy's Restaurant, for which plans have been submitted and are under review.

Christian Brothers Automotive Repair has started construction. It will be west of Bubble King car wash. This will be their 14<sup>th</sup> location in the Houston area.

**Southeast Corner of Highway 105 and FM 2854** – HEB representatives met with the city engineers and the previous City Administrator around two and a half years ago and told moving forward towards construction was likely a couple of years away. I have no additional information at this time.

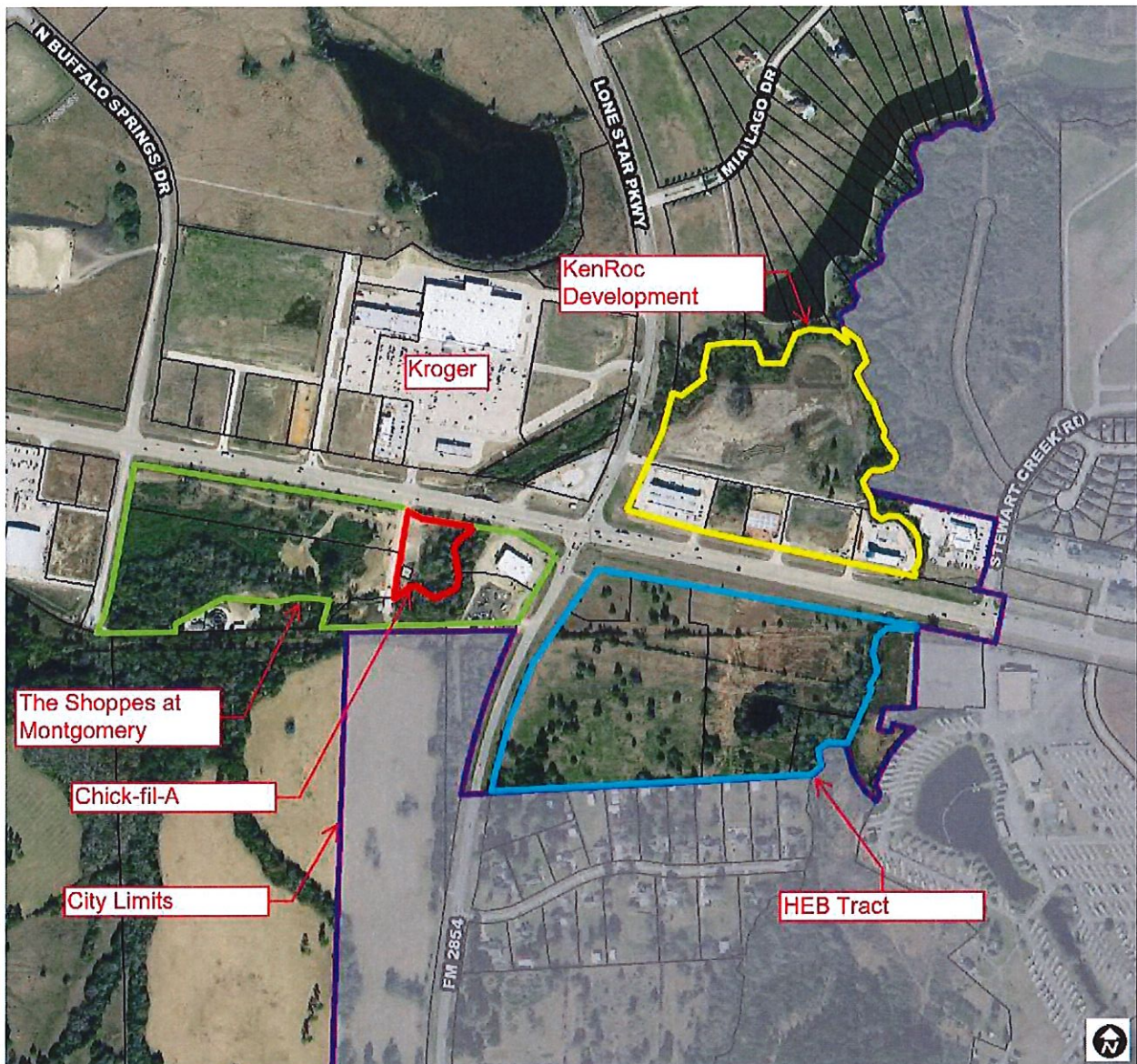
**Kroger Site** – The site is approximately 80% built out, with three parcels remaining for development. Within the retail center, there are several restaurants, retail businesses, and salon/personal care establishments. Most of the locations in the main building are currently occupied.

**Corner of Hwy 105 and FM 149** – Best Donuts located at 20998 Eva has started construction.



**West of Kroger/East of Buffalo Springs Road** – This is a 16-acre site with utilities installed and ready for development. The site master plan depicts a retail center similar to the Kroger center and four pad sites closer to SH 105. The Blue Wave Car Wash is part of this location.

**Southwest Corner of FM 2854 and State Highway 105**- This is a 26-acre property being developed in part due to a development agreement with the City Council. The CVS drugstore is now open. Chick-Fil-A is planned for immediately west of CVS and their construction plans have been approved by the City and a building permit has been issued. The planned opening is for May 2020.



## **Residential Development**

**Heritage Senior Apartments** – The next phase of the apartments is now under construction. These include approximately 80 apartments and 6 to 8 “cottages” which are four-plex units at ground level.

**Hills of Town Creek Section Three** – This is a 48-lot addition immediately west of Town Creek Apartments off Emma’s Way. This development is currently under construction.

**Terra Vista Subdivision** – This is a new 36-lot development immediately north east of Summit Business Park on FM 1097. There are now 26 completed and 8 under construction.

## **City Development Activities**

**Expansion of Sewer Plant Area** – The Sewer Master Plan that was completed in March 2016 presented a scenario where the Town Creek Sewer Treatment Plant could be put back into operation. The City plans to keep that option open until the decision needs to be made in the future. The need for moving forward in development planning of additional treatment capacity is projected to be several years away, allowing time to make a decision about whether or not to expand the Stewart Creek Plant or bring the Town Creek Plant back into operation. A decision will likely be made based upon the actual conditions of future sewer treatment capacity needs when it becomes necessary to move forward with the planning.

Part of the Texas Water Development Board funding is to improve Lift Station #1 that now feeds all the city’s wastewater into the Stewart Creek Sewer Treatment Plant.

The sewer plant has a current permitted capacity of 400,000 gallons per day with a current flow rate of approximately 135,000 gallons per day. However, state regulations dictate that we need to be in the planning/designing stage at 75% of capacity and in construction at 90% of capacity. The addition of approximately 75 houses per year plus the current commercial development has the City monitoring the growth in wastewater flows to project future expansion needs.

**Texas Water Development Board – Funding** - The TWDB has provided funding in the amount of 2.8 million dollars for water and sewer work. The projects being funded for water system needs include connection of a 12-inch line north of Clepper Street to the 12- inch line immediately west of Cedar Brake Park (which should help the water pressure on the western side of the city by increasing water distribution capacity in the water distribution system). There are also improvements at Water Plant #3 that will increase water production capabilities. The Lift Station #1 relocation project that was mentioned in the (Southwest corner of FM 2854 and Hwy 105) section is underway. The rerouting of Lift Station #3 force main will eliminate additional pumping by routing the flow directly to Lift Station #1.

**General Land Office Severe Flood Mitigation Grant** – In May, 2017 the City learned of approximately \$22 million dollars in grant funds that had been offered to Montgomery County from the Texas General Land Office (GLO) for flood related damages since Montgomery County was one of six counties in the state that the GLO had selected due to severe flood damage in the past two years. Based on a calculation of need, the City was allocated \$2.2 million of the GLO funding. The kickoff meeting was held in August 2019 and the project elements are currently undergoing environmental review. On November 12, 2019, the City Council authorized the City Administrator to prepare an RFQ for an engineering firm to prepare a study of the watershed to identify specific recommendations for the expenditure of the project funds.

**Downtown Walkability/Improvement Plan** – This will be an effort to plan for sidewalks, drainage, parking and 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 historical Montgomery atmosphere after much of the new development happens throughout the City. The plan is under way now, funded by the Montgomery Economic Development Corporation. 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 after the City has a draft plan to review. Design concepts were developed by Texas A&M Landscape Architecture students.

**Comprehensive Plan** – The City, in partnership with Texas A&M’s Community Resilience Collaborative, is developing a Comprehensive Plan that will guide the City’s decision-making process by identifying a long-term vision for how the City will grow. The Comprehensive Plan articulates goals and objectives to achieve that vision. The Plan will be based on the values and expectations of the community, and will guide public policy in areas such as transportation, utilities, land use, recreation and housing. Planning for the next meeting is currently underway with an anticipated date in February. Look for an announcement in your water bill and on the City’s website and social media pages for details.

**Texas Target Communities Design Project** – Landscape Architecture students from Texas A&M spent the fall semester working on design projects in the City of Montgomery. Presentations were held on December 4<sup>th</sup> at the Lone Star Community Center. The City will receive the presentation materials from the students this month and will post them on the City website. The design ideas presented by the students were well received by those in attendance. It is anticipated the MEDC will review the student’s work early next year in a workshop or public meeting.

**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 primary park infrastructure expenses.

**Cedar Brake Park** – The City has ordered four “Texas Flag” benches for the park to provide additional seating in the park. Reservations for the park pavilion are now made through City Hall.

**Rezoning of Property inside the City** – The rezoning items considered last summer completed the most recent zoning effort. There are no current plans related to rezoning underway at this time.

**Baja Street Project** - A Community Development Block Grant was awarded from the state for repaving of Baja Street, replacing a water line and improving the drainage along Baja and Martin Luther King Jr. Drive. A \$26,000 cash match was required for the \$350,000 grant. The bid for this work was approved in October 2018. Work was stopped after problems with the original project contractor and their work performed. After an extended period working to restart the project, the City has been

able to move forward with a new contractor in place. Phase I is now well into construction activity. The City was able to identify additional work in this area from cost savings realized in the project and has added additional work beyond the original project parameters for a second phase. A meeting was held in the affected community to provide updates on the project to local residents soon after the construction resumed. The project recently had its final inspection with the punch list work remaining.

**Blight Removal in the Northwest Area** – Nine structures have been torn down and removed over the last three years. All of these were with the permission of the owner and demolition costs were paid for by the Montgomery Economic Development Corporation.

**HOME Grant** --The City Council, at its May 9<sup>th</sup> 2018 meeting approved for 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 80% of the average income for the area, be the owner of the house and have a clear title to the property where the new house would go. Preliminary review of the applications has determined that three persons have qualified for new houses so far. The grant has no local match, but MEDC has agreed to front any incidental costs required by the grant. Actual starting of the building is waiting upon the completion of additional applications that are in process so the Contractor can work on multiple sites during the same period in order to work more cost effectively. City staff has requested updates on these files recently and is working to provided additional data where it is needed. Each house involves approximately \$100,000 in funding for administration, cost of legal work, site preparation and construction of the house.

## **Businesses Opened in 2019**

CVS Pharmacy; 20125 Eva Street

Bubble King Car Wash; 19868 Eva Street

Massage Envy; 20212 Eva Street, Ste. 250 (Kroger Shopping Center)

Blue Wave Express Car Wash; 20210 Eva Street

Montgomery Spa & Nail; 20821 Eva Street, Ste. G (Brookshire's Center)

Spring Fitness; 15618 Summit Park Drive, Ste. 802 (Summit Business Park)

RE/MAX Distinction; 21012 Eva Street

Chronic Tacos; 20212 Eva Street, Ste. 200 (Kroger Shopping Center)

Spirit of Texas Bank; 165 Lone Star Parkway

Alamo Title; 165 Lone Star Parkway Ste. 200

Edward Jones; 165 Lone Star Parkway Ste. 110

Digital Hearing Solutions; 165 Lone Star Parkway Ste. 220

Starr Cabinets and Countertops; 13944 Liberty Street

Freedom Insurance; 14030 Liberty Street

Heritage Insurance Services; 305 Caroline Street

Life Giving Life: The Recovery Project; 14740 Liberty Street

Revive Facial; 305 Prairie Street

Wine & Design; 202 McCown Street

Urban Trenz; 312 John A. Butler Street

One Property Group; 302 John A. Butler Street

H-Wines; 14343 Liberty Street

The Meating Place BBQ; 401 College Street

Rock & Roll It; 20901 Eva Street Ste: 300

December 5, 2019

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

Re: Engineering Report  
Council Meeting: December 10, 2019  
City of Montgomery

Dear Mayor and Council:

The following information summarizes our activities on your behalf since the November 12, 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, Phase I (CDBG)**

The contractor has substantially completed the improvements along both Martin Luther King Jr. Drive and Baja Road, and a final inspection is scheduled to be held on December 10<sup>th</sup>. We received and recommended payment of Pay Estimate No. 2 in the amount of \$58,030.20 to MMG Contractors, LLC.



Roadside ditch along MLK Drive



Driveway repair along Baja Road

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

**b) MLK Drive Water and Drainage Improvements, Phase II (CDBG)**

The contractor has substantially completed the improvements along Martin Luther King Jr. Drive, and a final inspection is scheduled to be held on December 10<sup>th</sup>. We received and recommended payment of Pay Estimate No. 2 in the amount of \$44,165.55 to MMG Contractors, LLC.



New culvert & driveway repair along MLK Drive



Ditch regrading & new culvert along MLK Drive

**c) Atkins Creek Water, Sanitary Sewer, and Storm Sewer Repairs (FEMA)**

The contractor poured the concrete caps on top of the piles, extended casing, and has installed the proposed waterline and sanitary sewer line within the steel casings. The contractor plans to install additional rip rap and slope stabilization once the waterline and sanitary sewer line construction is complete. We received and recommended payment of Pay Estimate No. 1 in the amount of \$132,961.82 to Solid Bridge Construction, LLC.



Pile caps complete and in place



Waterline installed in casing across piles



**Status of Previously Authorized Projects (cont.):**
**d) Water Distribution System Analysis and Master Plan – CP No. 3 – Downtown and SH-105 Waterline Replacement**

We plan to submit signed and sealed plans and specifications to the Texas Water Development Board next week for final approval before beginning the bidding process. We are planning to bid the project at the beginning of the new year.

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

We are currently addressing comments identified during our internal review of the preliminary plans and specifications and plan to schedule a meeting with the TORC prior to the end of the year to discuss upon completion of our modifications.

**f) 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.

**g) Sanitary Sewer System Analysis and Master Plan – CP No. 3b – Lift Station No. 1 Replacement**

The contractor completed the concrete cap and backfill of the former Lift Station No. 1 site, and demolition is complete. Testing results and all required documentation has been provided to the neighboring site developer to allow for their development to proceed. The contractor is preparing rebar and form work at the proposed lift station site and plans to pour the first section of concrete next week. We received and recommended payment of Pay Estimate No. 1 in the amount of \$99,954.00 to Veritas Management Company LLC DBA Black Castle General Contractor on November 11, 2019. We also received and recommended payment of Pay Estimate No. 2 in the amount of \$81,189.00 for work completed through November 25, 2019. As of Pay Estimate No. 2, the contract is approximately 43% complete by time and 18% complete by value.



Lift Station No. 1, demolished and backfilled



Rebar for new Lift Station No. 1

**Status of Previously Authorized Projects (cont.):****h) 18" Gravity Sanitary Sewer Extension, Phase 2**

As a reminder, we held a final inspection on October 15<sup>th</sup>. We are coordinating between the lift station contractor and this contractor to complete the final testing to close out the project.

**i) Baja Road Rehabilitation (FEMA)**

We are working with City staff to obtain pricing and schedules from Montgomery County Precinct No. 1 to complete the work. We concurrently plan to publicly bid the project to allow the City to pick the most advantageous path to complete the work.

**j) 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 being placed temporarily on hold until the Lift Station No. 1 project is complete.

**k) GLO Projects**

We are coordinating with GrantWorks regarding an initial underbrush cleanup of Ander's Branch in anticipation of survey crews for the drainage improvements project. The proposed work is undergoing environmental review for compliance.

**Existing and Upcoming Developments:**

**a) Feasibility Studies** – There are no currently ongoing feasibility studies at this time.

**b) Plan Reviews**

**i. Exxon Eva Street** – We did not receive revised plans this month.

**ii. Wendy's (Haza Foods)** – We did not receive revised plans this month.

**iii. Louisa Lane Single Family Development** – We did not receive revised plans this month.

**iv. Best Donuts (Samdana)** – We received revised plans for the development on November 12<sup>th</sup> and returned comments to the plans on November 26<sup>th</sup>. We received additional revised plans on December 4<sup>th</sup> and plan to return comments or plan approval next week.

**c) Plat Reviews** – There are no ongoing plat reviews at this time.

**d) Ongoing Construction** – There are no ongoing construction projects for public infrastructure at this time.

**e) One-Year Warranty Inspections**

**i. Lake Creek Village, Section 3** – We were informed by the developer that all punch list items have been addressed. After an onsite inspection we confirmed there are a few punch list items to be addressed and are working with the developer to have them completed.

**One-Year Warranty Inspections (cont.):**

- ii. **Villas of Mia Lago, Section 2** – It is our understanding the contractor is working to address the items identified at the one-year warranty inspection.
- iii. **Buffalo Springs Drive Bridge Repair** – We performed a one-year warranty inspection on November 6<sup>th</sup>. It is our understanding the contractor is nearing completion of all punch list items and we plan to present close-out documents at the January 14<sup>th</sup> City Council meeting.
- iv. **18" Gravity Sanitary Sewer Extension, Phase I** – The one-year warranty period for this project is scheduled to end on December 12, 2019. We are working with the contractor to schedule a one-year warranty inspection this month.
- v. **Hills of Town Creek, Section 3** – The one-year warranty period for this project is scheduled to end on January 22, 2020. We are working with the contractor to schedule a one-year warranty inspection in early January 2020.
- vi. **Montgomery First (KenRoc) Phase II and III Public Infrastructure** – We performed a one-year warranty inspection on September 27<sup>th</sup>, and all items have been addressed. It is our understanding the developer has submitted an additional escrow deposit for their account, and we recommend bonds be released.

**Agenda Item: Consideration and possible action regarding releasing the Maintenance Bond for the Montgomery First Phase II and III Public Infrastructure Development.**

**Meetings and Ongoing Activities:**

- a) **Weekly Operations Conference Call** – We continue hosting a biweekly 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.
- b) **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.
- c) **FM 1097 & Atkins Creek (TxDOT)** – It is our understanding TxDOT is looking into improvements to be completed at Atkins Creek in conjunction with planned improvements to FM 1097. We provided the drainage study we performed as part of the Atkins Creek Water, Sanitary Sewer, and Storm Sewer Repairs project to aid in their study, which is expected to be complete in January 2020.
- d) **FM 149 & SH-105 Right Turn Lane** – We provided a revised legal description and exhibit to TxDOT on August 6<sup>th</sup> for the dedication of a northbound right turn lane at the intersection of FM 149 and SH-105. TxDOT has advised they are preparing an appraisal and the legal conveyance documents and will provide all documentation to the City for review once complete.

**Meetings and Ongoing Activities (cont.):**

- e) **Design Manual Update** – We are preparing updates to the City’s Design Manual, as authorized by City Staff, in response to recent legislation that requires all plan review comments to reference a written rule. Updates include the addition and modification of standard details and City preferences for construction to be enforced in all proposed City and private developments.
- f) **Plan Review Process** – We attended a meeting with City Staff and the City building code inspector on November 12<sup>th</sup> to discuss the current plan review process for all aspects of a development, and how it can be improved in the future to comply with recent legislation and improve communication with the developers.
- g) **Water Well Performance Summaries** – We received and reviewed the results of the water well performance tests completed in November 2019. The water wells are performing as designed and no action is recommended at this time.

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

Sincerely,



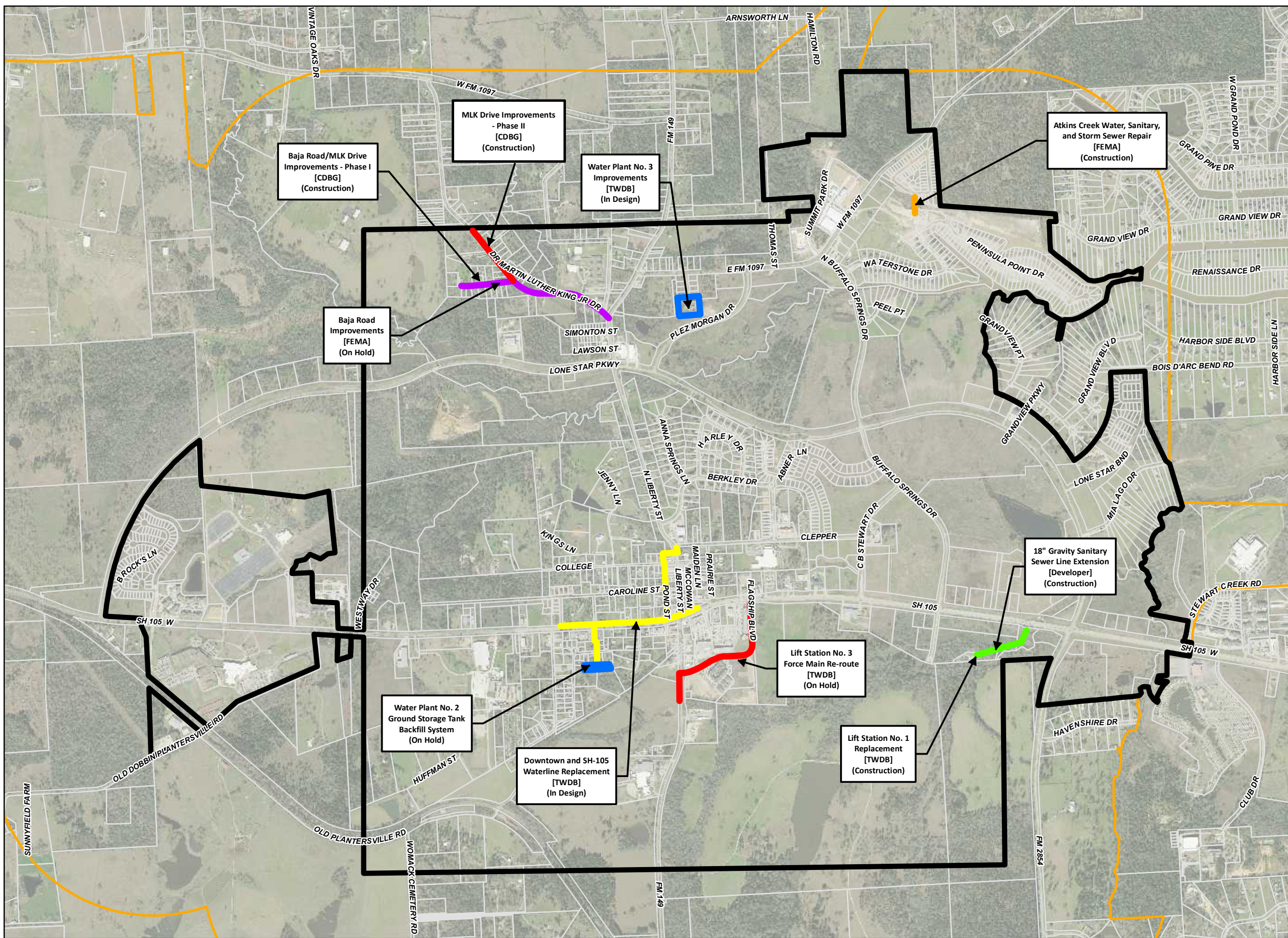
Chris Roznovsky, PE  
Engineer for the City

CVR/kmv

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Enclosures: Active Capital Projects Map  
Active Developments Map  
Project Schedule




Cc (via email): The Planning and Zoning Commission – City of Montgomery  
Mr. Richard Tramm – City of Montgomery, City Administrator  
Ms. Susan Hensley – City of Montgomery, City Secretary  
Mr. Larry Foerster – Darden, Fowler & Creighton, LLP, City Attorney



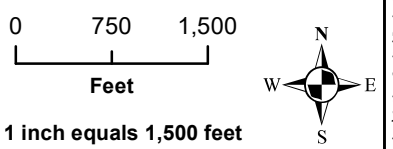
**VICINITY MAP**

Scale: 1 inch equals 20 miles

**LEGEND**

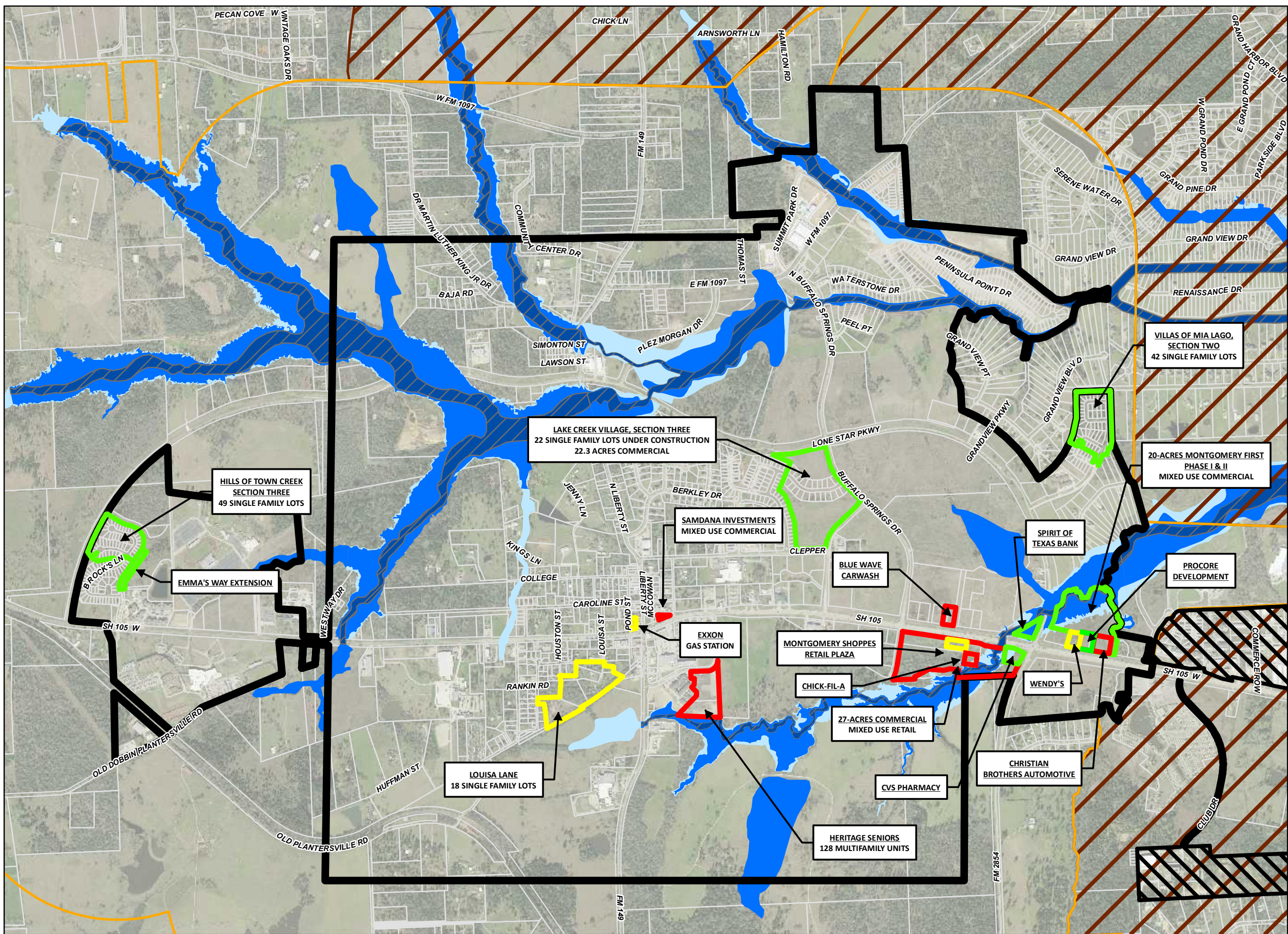
-  City Limits
-  City ETJ
-  MCAD Parcels

**ACTIVE CAPITAL PROJECTS (DECEMBER 2019)**



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**VICINITY MAP**

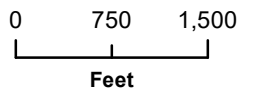
Scale: 1 inch equals 20 miles

**LEGEND**

Active Development (Phase)

- Complete/Under Warranty
- Under Construction
- In Design
- Planning/Feasibility
- City Limits
- Stanley Lake MUD
- City ETJ
- City of Conroe ETJ
- Floodway
- 100-year
- 500-year
- MCAD Parcels

**ACTIVE DEVELOPMENTS (DECEMBER 2019)**



1 inch equals 1,500 feet

Disclaimer: This product is offered for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property, governmental and/or political boundaries or related facilities to said boundary. No express warranties are made by Jones|Carter, Inc. concerning the accuracy, completeness, reliability, or usability of the information included within this exhibit.





