

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 March 16, 2020, 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 Workshop Meetings held on September 30, 2019, and January 13, 2020, and Regular Meeting held on February 17, 2020.
4. Approval of Financial Report
5. Update on Montgomery Mudbugs & Music Festival to be held on March 21, 2020.
6. Discussion, consideration and possible action regarding Southern Rum Runners festival event.
7. Discussion of Future Marketing and Tourism Advertising Options.
8. Economic Development Reports
 - a. City Development Report
 - b. 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. (There are no items planned at this time.)

POSSIBLE ACTION FROM EXECUTIVE SESSION:

9. Consideration and possible action on items from Executive Session, if necessary.
10. Board Inquiry
11. 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 March 2020 at 3:00 o'clock p.m. I further certify that the following news media was notified of this meeting as stated above: The Courier

MINUTES OF REGULAR MEETING
FEBRUARY 17, 2020
MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

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

Present: Rebecca Huss - President
 Dan Walker – Vice-President
 Julie Hutchinson - Treasurer
 Tom Cronin – Board Member
 Arnette Easley – Board Member
 Bob Kerr – Board Member

Absent: Amy Brown – Secretary

Also Present: Richard Tramm – City Administrator

OPEN PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Minutes of January 20, 2020 Regular Meeting –

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

MONTHLY FINANCIAL REPORT

Report for January, 2020

Mrs. Hutchinson reminded the Board of a previous discussion concerning a CD which matured on January 28, 2020. She stated, as directed by the Board, the CD was rolled into the TexPool account. She stated once interest rates improve, she will bring it back before the Board to discuss moving the money back into a CD.

Mrs. Hutchinson pointed out notes by Ms. Bronco concerning transferring the administration payment into the General Fund as requested by the Board, as well as the Debt Service payment. These transfers should be reflected in the February financial statement.

Mrs. Bronco's notes also state the sales tax transfer was received in February from the General Fund.

Mrs. Hutchinson said the EDC received the \$3,000 bill from the City when it paid Montgomery County United. This payment has been booked into the financial statement under Blight Removal.

Mrs. Hutchinson said all of the first quarter accruals have been made. She stated the anticipated quarterly sales tax accrual has been transferred into a separate TexPool account.

Mrs. Hutchinson noted the three Home Grant Program payments on the Cash Flow Report will be reimbursed to EDC by the City.

Mrs. Hutchinson pointed out, on the Year to Date Comparison report, the interest income is higher than budgeted due to moving the CD into the TexPool account. The interest received from the CD was \$4,125.

Mrs. Huss asked if the interest received included interest from previous years.

Mrs. Hutchinson said yes, it includes February to September of prior fiscal year accruals.

Mr. Tramm said Ms. Bronco has tendered her resignation to enter retirement. He added, as of Friday afternoon, he has an agreement for a permanent replacement. He said the person will start mid-March. Mr. Tramm said Ms. Bronco has indicated she will be available during the transition period.

Motion by M. Kerr, seconded by Mr. Easley to approve the January 2020 Financial Report as presented. All in favor. (6-0)

CONSIDERATION AND POSSIBLE ACTION

5. Update on Montgomery Mudbugs & Music Festival to be held on March 21, 2020.

Mr. Tramm said Charlie Diggs has released the entertainment list, a start time of 2:00 p.m., and ticket sales prices which are \$20 general admission at the gate and \$17 general admission in advance, and \$75 VIP admission, and \$5 for children ages twelve and under.

Mr. Tramm said he and Mr. Diggs will have another coordination meeting later in the week with the Police Department to continue discussions on the security requirements.

Mr. Tramm said the group created on FaceBook has around 3,300 people listed as interested in the event.

Mrs. Huss said that was before the announcement of the musical artists who will perform.

No action taken.

6. Discussion, consideration and possible action regarding Southern Rum Runners Mealz on Wheelz event to .be held May 9, 2020.

Mr. Tramm said he was to have a meeting with SRR two weeks ago, but they were not available to make the meeting. Mr. Tramm said his emails, phone calls and messages have not been returned and he is confidence on the completion of the agreement.

The Board directed Mr. Tramm to give another update in March.

Mr. Cronin said he would like to see a written proposal which includes anticipated revenue, anticipated contribution to Meals on Wheels, and how many booths they are anticipating.

Mrs. Huss said in the past the Board has supported festivals without that kind of information based on projections of visitors. She said that is why the Board has used the Festivals Guideline. Mrs. Huss said since the EDC is not doing the work, groups do not have to present a full business plan the way the EDC would need to have if it was paying each line item.

Mr. Cronin asked if the EDC was revenue sharing with the Montgomery Mudbugs and Music festival.

Mrs. Huss said no.

Mr. Cronin asked if the EDC was revenue sharing with SRR.

Mrs. Huss said yes, which is why the EDC needs a contract agreement to describe the details on the revenue sharing. She said the additional information is something which has not been required for previous third-party festivals in the past.

Mrs. Huss said this event is SRR's financial responsibility since they are the ones who will be burdening the risk. She said SRR needs to communicate with the EDC on if this event will go forward or not.

No action taken.

7. Consideration and possible action regarding downtown revitalization.

Mr. Tramm said Walter Peacock is expected to attend the March meeting to provide the EDC with a report. Mr. Tramm said he would like to receive any suggestions or questions the Board may have for him to forward to Mr. Peacock before the March meeting.

No action taken.

8. Introduction of Marketing and Tourism Coordinator, Frieda Joyce.

Mr. Tramm introduced Ms. Joyce. He said she comes to Montgomery from the city of Cleveland, Texas. He said her first meeting as a staff member involved discussing the 2020 calendar of events.

Ms. Joyce said she is happy to be in Montgomery.

Mr. Easley said the Montgomery Homecoming event is coming up in May and he will meet with Ms. Joyce concerning that event. Mr. Easley said it is a real festive occasion going back to the 1930s and 1940s.

No action taken.

9. Economic Development Report – Richard Tramm

a. City Administrator’s Development Report

Mr. Tramm said the city will begin making contact with a number of properties and begin using the city’s code enforcement to clean up some areas. He said a city staffer is going to code enforcement training the first week of March, but that session has been rescheduled.

Mr. Tramm said the Chick-fil-A opening will have an effect on traffic flow in the area when it opens but expects Chick-fil-A to handle the situation well on their property.

b. City Engineer’s Report

The City Engineer’s Report was presented.

BOARD INQUIRY

Mr. Kerr asked if the city receives money from the pavilion rental at Cedar Break Park.

Mrs. Huss said the city has begun to receive those funds.

Mr. Tramm said the city began receiving funds at the start of February.

Mrs. Hutchinson asked where the money had previously gone.

Mrs. Huss said to the Friends of the Park fund.

Mr. Tramm said the money in that fund has been provided to the city.

ACTION ITEMS FROM JANUARY 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	Tramm	March
Update on code enforcement of private properties	Tramm	March

ADJOURNMENT

Motion by Mrs. Hutchinson, seconded by Mr. Easley to adjourn the meeting at 6:33 p.m. All in favor. (6-0)

Submitted by: _____ Date Approved: _____

Amy Brown, MEDC Secretary

Rebecca Huss, MEDC President

CITY OF MONTGOMERY - MEDC
 ACCOUNT BALANCES REPORT
 Through February 29, 2020 - For March 2020 Meeting

	<u>MONEY MARKET ACCOUNTS</u>	<u>INVESTMENTS</u>	<u>TOTALS</u>
<u>MEDC</u>			
CHECKING ACCOUNT #1017938	\$ 97,583.78		\$ 97,583.78
TOTAL INVESTMENTS	\$ -	\$ 1,081,336.55	\$ 1,081,336.55
TOTAL MIDC	\$ 97,583.78	\$ 1,081,336.55	\$ 1,178,920.33

INVESTMENTS

	Issue Date	Maturity Date	Interest Rate	Balance
Texpool #00005			1.68%	\$ 19,908.79
Texpool #00006			1.68%	\$ 1,061,427.76
Certificates				
Total Investment Balance				\$ 1,081,336.55

** Note:

City of Montgomery - MEDC
Cash Flow Report
 As of February 29, 2020

Date	Num	Name	Memo	Amount	Balance
					97,583.78
		51100 · MEDC Checking			97,583.78
		Total 51100 · MEDC Checking			97,583.78
TOTAL					97,583.78

City of Montgomery - MEDC
Actual to Budget Performance

February 2020

	Feb 20	Budget	\$ Over Budget	Oct '19 - ...	YTD Bu...	\$ Over Budget	Annual B...
Income							
55000 · Taxes & Franchise Fees							
55400 · Sales Tax	89,518.42	72,000.00	17,518.42	324,386.23	266,500.00	57,886.23	654,000.00
Total 55000 · Taxes & Franchise Fees	89,518.42	72,000.00	17,518.42	324,386.23	266,500.00	57,886.23	654,000.00
55300 · Other Revenues							
55391 · Interest Income	1,373.26	840.00	533.26	10,341.10	4,160.00	6,181.10	10,000.00
Total 55300 · Other Revenues	1,373.26	840.00	533.26	10,341.10	4,160.00	6,181.10	10,000.00
Total Income	90,891.68	72,840.00	18,051.68	334,727.33	270,660.00	64,067.33	664,000.00
Expense							
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	19,000.00	(19,000.00)	76,000.00
56000.8 · Utility Extensions	0.00	0.00	0.00	0.00	25,000.00	(25,000.00)	50,000.00
56430 · Tsf to Debt Service	0.00	40,000.00	(40,000.00)	40,000.00	80,000.00	(40,000.00)	160,000.00
Total 56000 · Pub Infrastructure - Category I	0.00	40,000.00	(40,000.00)	40,000.00	124,000.00	(84,000.00)	346,000.00
56001 · Business Dev & Ret -Category II							
56001.8 · Sales Tax Reimbursement	0.00	0.00	0.00	19,875.00	19,875.00	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
Total 56001 · Business Dev & Ret -Category II	0.00	0.00	0.00	19,875.00	19,875.00	0.00	99,500.00
56002 · Quality of Life - Category III							
56423.1 · Walking Tours	0.00	300.00	(300.00)	0.00	1,000.00	(1,000.00)	1,000.00
56429 · Removal of Blight	0.00	0.00	0.00	3,000.00	15,000.00	(12,000.00)	15,000.00
56434 · Events							
55602 · Neighborhood Water Party	0.00			38.11	0.00	38.11	0.00
55606 · Light up Montgomery	0.00	0.00	0.00	930.75	1,500.00	(569.25)	1,500.00
56434 · Events - Other	0.00	0.00	0.00	0.00	35,000.00	(35,000.00)	35,000.00
Total 56434 · Events	0.00	0.00	0.00	968.86	36,500.00	(35,531.14)	36,500.00
56439 · Downtown Enhancement Projects	0.00	2,500.00	(2,500.00)	0.00	12,500.00	(12,500.00)	30,000.00
Total 56002 · Quality of Life - Category III	0.00	2,800.00	(2,800.00)	3,968.86	65,000.00	(61,031.14)	82,500.00
56003 · Marketing & Tourism -Category IV							
56413 · Brochures/Printed Literature	0.00	833.33	(833.33)	50.00	4,166.69	(4,116.69)	10,000.00
56419 · Website	0.00	250.00	(250.00)	165.00	1,250.00	(1,085.00)	3,000.00
Total 56003 · Marketing & Tourism -Category IV	0.00	1,083.33	(1,083.33)	215.00	5,416.69	(5,201.69)	13,000.00
56004 · Administration - Category V							
56004.1 · Admin Transfers to Gen Fund	0.00	0.00	0.00	11,875.00	26,875.00	(15,000.00)	107,500.00
56004.3 · Miscellaneous Expenses	0.00	41.66	(41.66)	0.00	208.38	(208.38)	500.00
56327 · Consulting (Professional serv)	0.00	0.00	0.00	0.00	2,500.00	(2,500.00)	10,000.00
56354 · Travel & Training Expenses	0.00	0.00	0.00	500.00	2,500.00	(2,000.00)	5,000.00
Total 56004 · Administration - Category V	0.00	41.66	(41.66)	12,375.00	32,083.38	(19,708.38)	123,000.00
Total Expense	0.00	43,924.99	(43,924.99)	76,433.86	246,375.07	(169,941.21)	664,000.00
Net Income	90,891.68	28,915.01	61,976.67	258,293.47	24,284.93	234,008.54	0.00

City of Montgomery - MEDC

General Ledger

As of February 29, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
51100 · MEDC Checking							97,583.78
Total 51100 · MEDC Checking							97,583.78
51300 · Time Deposits-MEDC							1,072,321.92
Transfer	02/11/2020			Sales Tax Transfer 1/20	42,632.76		1,114,954.68
Check	02/11/2020	Trans		Admin Transfer 1st Qtr 2020		11,875.00	1,103,079.68
Check	02/12/2020	Trans		1st Qtr Transfer to Debt Service		40,000.00	1,063,079.68
Check	02/20/2020	Trans	City of Montgomery - General...	Transfer to General for reimbursement of Blight Removal		3,000.00	1,060,079.68
General Jour...	02/29/2020	Int		Interest on Texpool	1,348.08		1,061,427.76
Total 51300 · Time Deposits-MEDC					43,980.84	54,875.00	1,061,427.76
51301 · Texpool Reimbursement Acct							19,883.61
General Jour...	02/29/2020	Int		Interest	25.18		19,908.79
Total 51301 · Texpool Reimbursement Acct					25.18	0.00	19,908.79
51150 · Accounts Receivable Audit							138,633.36
Total 51150 · Accounts Receivable Audit							138,633.36
51171 · Due From Gen Fund							42,632.76
Transfer	02/11/2020			Sales Tax Transfer 1/20		42,632.76	0.00
Total 51171 · Due From Gen Fund					0.00	42,632.76	0.00
51174 · Due from Home Grant Funds							5,177.00
Total 51174 · Due from Home Grant Funds							5,177.00
51580 · Accrued Interest Receivable							2,780.13
Total 51580 · Accrued Interest Receivable							2,780.13
52001 · Accounts Payable Audit							-19,875.00
Total 52001 · Accounts Payable Audit							-19,875.00
52712 · Due to Gen Fund							-15,242.89
Check	02/11/2020	Trans		Admin Transfer 1st Qtr 2020	11,875.00		-3,367.89
Check	02/20/2020	Trans	City of Montgomery - General...	Transfer to General for reimbursement of Blight Removal	3,000.00		-367.89
Total 52712 · Due to Gen Fund					14,875.00	0.00	-367.89
52714 · Due to Debt Service Fund							-40,000.00
Check	02/12/2020	Trans		1st Qtr Transfer to Debt Service	40,000.00		0.00
Total 52714 · Due to Debt Service Fund					40,000.00	0.00	0.00
53900 · Unrestricted Net Assets							-1,136,492.88
Total 53900 · Unrestricted Net Assets							-1,136,492.88
55000 · Taxes & Franchise Fees							-234,867.81
55400 · Sales Tax							-234,867.81
Total 55400 · Sales Tax							-234,867.81
Total 55000 · Taxes & Franchise Fees							-234,867.81
55300 · Other Revenues							-8,967.84
55391 · Interest Income							-8,967.84
General Jour...	02/29/2020	Int		Interest		25.18	-8,993.02
General Jour...	02/29/2020	Int		Interest on Texpool		1,348.08	-10,341.10
Total 55391 · Interest Income					0.00	1,373.26	-10,341.10
Total 55300 · Other Revenues					0.00	1,373.26	-10,341.10
56000 · Pub Infrastructure - Category I							40,000.00
56430 · Tsf to Debt Service							40,000.00
Total 56430 · Tsf to Debt Service							40,000.00
Total 56000 · Pub Infrastructure - Category I							40,000.00
56001 · Business Dev & Ret -Category II							19,875.00
56001.8 · Sales Tax Reimbursement							19,875.00
Total 56001.8 · Sales Tax Reimbursement							19,875.00
Total 56001 · Business Dev & Ret -Category II							19,875.00
56002 · Quality of Life - Category III							3,968.86
56429 · Removal of Blight							3,000.00
Total 56429 · Removal of Blight							3,000.00
56434 · Events							968.86
55602 · Neighborhood Water Party							38.11
Total 55602 · Neighborhood Water Party							38.11
55606 · Light up Montgomery							930.75
Total 55606 · Light up Montgomery							930.75
Total 56434 · Events							968.86
Total 56002 · Quality of Life - Category III							3,968.86

03/10/20

City of Montgomery - MEDC

General Ledger

As of February 29, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
56003 · Marketing & Tourism-Category IV							215.00
56413 · Brochures/Printed Literature							50.00
Total 56413 · Brochures/Printed Literature							50.00
56419 · Website							165.00
Total 56419 · Website							165.00
Total 56003 · Marketing & Tourism-Category IV							215.00
56004 · Administration - Category V							12,375.00
56004.1 · Admin Transfers to Gen Fund							11,875.00
56354 · Travel & Training Expenses							500.00
Total 56354 · Travel & Training Expenses							500.00
Total 56004 · Administration - Category V							12,375.00
TOTAL					98,881.02	98,881.02	0.00

City of Montgomery - MEDC
Balance Sheet

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
51100 · MEDC Checking	97,583.78
51300 · Time Deposits-MEDC	1,061,427.76
51301 · Texpool Reimbursement Acct	19,908.79
Total Checking/Savings	1,178,920.33
Other Current Assets	
51150 · Accounts Receivable Audit	138,633.36
51174 · Due from Home Grant Funds	5,177.00
51580 · Accrued Interest Receivable	2,780.13
Total Other Current Assets	146,590.49
Total Current Assets	1,325,510.82
TOTAL ASSETS	1,325,510.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
52001 · Accounts Payable Audit	19,875.00
Total Accounts Payable	19,875.00
Other Current Liabilities	
52712 · Due to Gen Fund	367.89
Total Other Current Liabilities	367.89
Total Current Liabilities	20,242.89
Total Liabilities	20,242.89
Equity	
53900 · Unrestricted Net Assets	1,136,492.88
Net Income	168,775.05
Total Equity	1,305,267.93
TOTAL LIABILITIES & EQUITY	1,325,510.82

Montgomery EDC
AGENDA REPORT

Meeting Date: March 16, 2020	Budgeted Amount: NA
Department:	
Prepared By: Richard Tramm	Exhibits: None
Date Prepared: March 13, 2020	

Subject
Update on Montgomery Mudbugs & Music Festival, scheduled for March 21, 2020.

Discussion
Charlie Diggs tentatively rescheduled this event for May 16, 2020, due to the current emergency situation. I will provide any additional updates at the MEDC Meeting.

Recommendation
No recommended action at this time.

Approved By		
City Administrator	Richard Tramm <i>RT</i>	Date: March 13, 2020

Montgomery EDC
AGENDA REPORT

Meeting Date: March 16, 2020	Budgeted Amount: NA
Department:	
Prepared By: Richard Tramm	Exhibits: None
Date Prepared: March 12, 2020	

Subject

Discussion, consideration and possible action on Southern Rum Runners (SRR) regarding festival event.

Discussion

After the February MEDC Meeting, we followed up with Southern Rum Runners and discussed options moving forward with the previously discussed event. It was discussed that it would be best to move the proposed event into October to best allow the time needed to organize, advertise and put on the best event possible. SRR plans to utilize their previous Craft Beer theming from a previous Woodforest festival that will not be returning to that area. Rob Holbrook of SRR is expected to attend the MEDC Meeting to provide additional relevant information to the MEDC Board of Directors.

Recommendation

I have no recommendations at the time of this report. I will provide updated information at the meeting if anything becomes available.

Approved By

City Administrator	Richard Tramm	Date: March 12, 2020



Montgomery EDC
AGENDA REPORT

Meeting Date: March 16, 2020	Budgeted Amount: NA
Department:	
Prepared By: Richard Tramm	Exhibits: None
Date Prepared: March 12, 2020	

Subject
Discussion on Future Marketing and Tourism Advertising Options.

Discussion
I have asked the City's Marketing and Tourism Coordinator, Frieda Joyce, to begin developing advertising options for the MEDC to consider for future marketing of the City of Montgomery.

Recommendation
Please review and discuss options for future consideration for a future decision and future budget planning. Ms. Joyce will start a discussion of several options for future consideration and present several items for review at the meeting.

Approved By		
City Administrator	Richard Tramm	Date: March 12, 2020



CITY OF MONTGOMERY

Development Report

March 2020

**By: Richard Tramm, City Administrator
Dave McCorquodale, CPM, Assistant City Administrator and
Director of Planning and Development**

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

Commercial Development

KENROC Property – This is a 13-acre development that is immediately west of Pizza Shack and east of 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 AT&T store has recently opened for business. An orthodontist office is currently under construction in this retail center. Christian Brothers Automotive Repair is nearing completion west of Bubble King car wash. This will be their 14th location in the Houston area. Another automotive service business has made preliminary inquiries and we will provide more information when it's available.

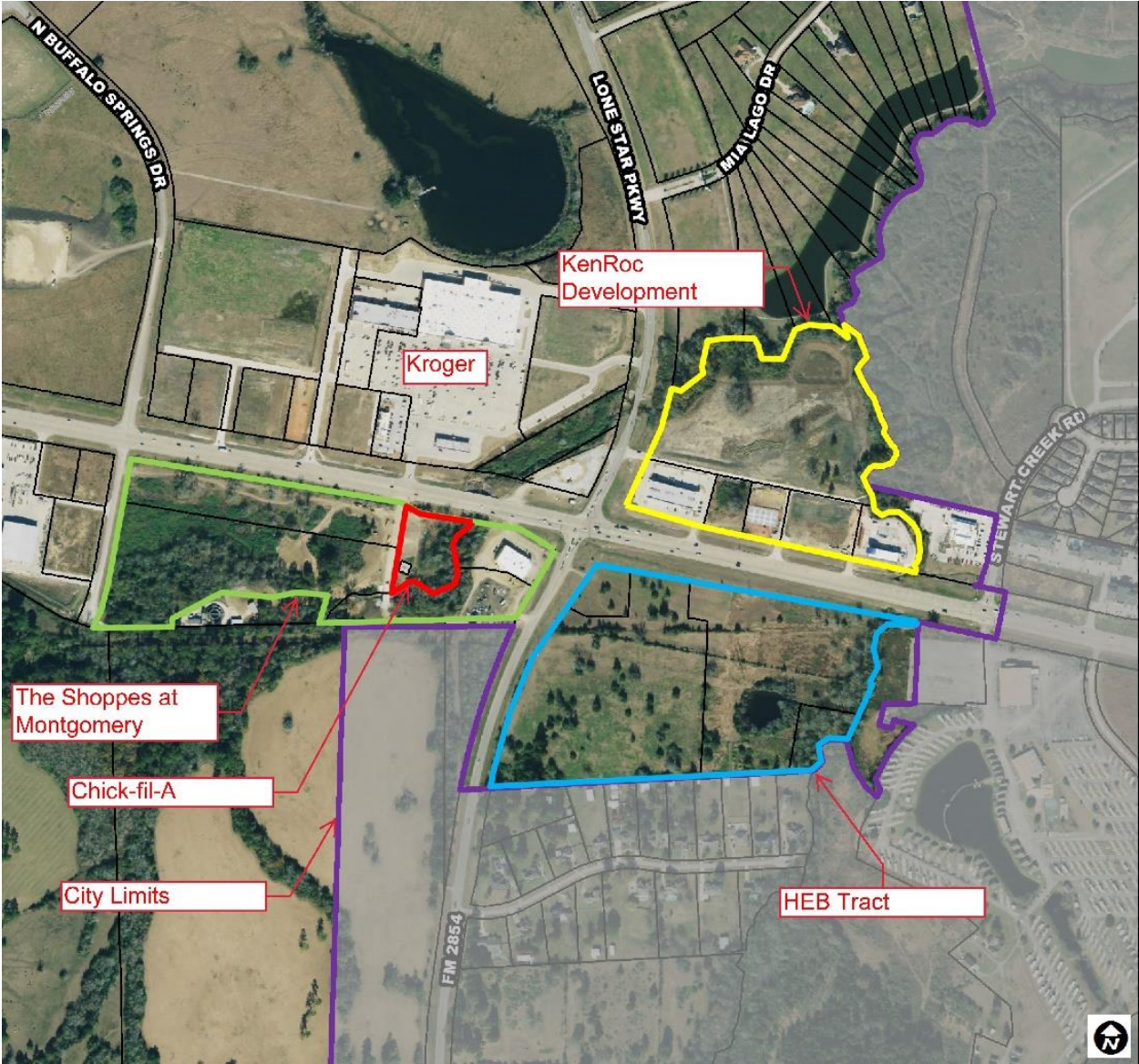
Kroger Site – The site is approximately 80% built out, with three parcels remaining for development. Within the retail center, there are several restaurants, retail businesses, and salon/personal care establishments. Most of the locations in the main building are currently occupied.

Corner of Hwy 105 and FM 149 – Best Donuts located at 20998 Eva is under construction with plans to open in the next month.

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 currently under construction with a planned opening in May 2020. Plans have also been submitted for a stand-alone

Starbucks location near Chick-fil-A and are currently under review. Two retail centers are also beginning construction in this development.



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 61-lot development immediately north east of Summit Business Park on FM 1097. There are now 27 completed homes, 9 under construction, and 25 additional available homesites.

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. 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). The project has a completed design, state approval, and has been opened for bidding. Bids are due to the City on March 16, 2020. 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. The RFQ for a qualified engineering firm has closed and the review process has started on the submissions. Eight firms submitted under this RFQ.

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. The MEDC held a workshop on January 13, 2020, for discussion that included these items. Both staff and Texas SeaGrant are going to use

the discussion comments to update maps and concept drawing materials and bring those back to MEDC for further discussion and consideration.

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 late winter/early spring. 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 4th 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. The MEDC is currently forming plans to move forward with downtown revitalization planning and design. This topic was included in the January 13, 2020 workshop discussion with other downtown planning items.

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.

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. 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, which is nearing completion.

HOME Grant --The City Council, at its May 9th 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. Each house involves approximately \$100,000 in funding for administration, cost of legal work, site preparation and construction of the house. The first sets of agreements with residents approved under this program funding were signed on January 21, 2020. The fourth property is anticipated to closed in the next 4-5 weeks.

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

February 19, 2020

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

Re: Engineering Report
Council Meeting: February 25, 2020
City of Montgomery

Dear Mayor and Council:

The following information summarizes our activities on your behalf since the January 28th 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 completed the work. We are working with the Contractor, City, and GrantWorks to ensure all final punchlist items are completed and all required documentation is prepared and submitted as required by the Texas Department of Agriculture.

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

The contractor has completed the work. We are working with the Contractor, City, and GrantWorks to ensure all final punchlist items are completed and all required documentation is prepared and submitted as required by the Texas Department of Agriculture.

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

The project is currently advertising for bids. We are scheduled to hold a pre-bid meeting on February 25th, receive and open bids on March 16th, and present a Recommendation of Award to City Council on March 24th.

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

The plans are substantially complete. We have received and addressed the comments from the Texas Water Development Board. We plan to meet with the City and TORC once their reviews are complete.

Status of Previously Authorized Projects (cont.):**e) Atkins Creek Water, Sanitary Sewer, and Storm Sewer Repairs (FEMA)**

The contractor has addressed all punchlist items identified at the final inspection held on January 14, 2020. We recommend the City accept the work, and the one-year warranty period end on January 22, 2021.

Agenda Item: Consideration and possible action regarding Certificate of Acceptance for the FEMA Atkins Creek Water, Sanitary Sewer and Storm Sewer Repairs project.

f) Water Distribution System Analysis and Master Plan – CP No. 1, Water Plant No. 2 GST Backfill

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

g) 18" Gravity Sanitary Sewer Extension, Phase 2

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

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

The contractor is continuing with construction of the wet well for the Lift Station No. 1 Replacement project. We received and recommended payment of Pay Estimate No. 4 in the amount of \$44,730,00 to Veritas Management Company LLC DBA Black Castle General Contractor for work completed as of January 27, 2020. As of Pay Estimate No. 4, the contract is approximately 78% complete by time and 34% complete by value. Based on the contractor's current schedule, construction will not be substantially complete until May 2020.



Lift Station No. 1 Wet Well



Lift Station No. 1 Wet Well

Status of Previously Authorized Projects (cont.):

- i) **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.
- j) **GLO Projects**
The proposed work is undergoing environmental review for compliance. We are also working with GrantWorks to find a way to move forward with some of the projects until the drainage analysis is complete.

Existing and Upcoming Developments:

- a) **Feasibility Studies** – There are no ongoing feasibility studies at this time.
- b) **Plan Reviews**
 - i. **Wendy’s (Haza Foods)** – We did not receive revised plans this month.
 - ii. **Louisa Lane Single Family Development** – We did not receive revised plans this month.
 - iii. **Starbucks** – We received initial plans for review on February 3rd and returned plan review comments on February 12th.
 - iv. **Heritage Parking Place Expansion** – We received plans for review on February 4th. We are waiting to return plan review comments until the comments to the development plat are addressed.
- c) **Plat Reviews**
 - i. **Heritage Place Parking Development Plat** – We received the preliminary plat on February 4th and returned comments on February 13th.
 - ii. **The Shoppes at Montgomery, Section 2 Amended Plat** – We received the amended plat for review on February 17th and returned comments on February 19th.
- d) **Ongoing Construction** – There are no ongoing construction projects by developers for public infrastructure at this time.
- e) **One-Year Warranty Inspections**
 - i. **Lake Creek Village, Section 3** – We are continuing to work with the Developer and his contractor to address the roadside ditch along Buffalo Springs Drive.
 - 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.

One-Year Warranty Inspections (cont.):

- iii. **18" Gravity Sanitary Sewer Extension, Phase I** – The one-year warranty inspection was held on January 7, 2020 and the contractor is addressing the punch list items.
- iv. **Hills of Town Creek, Section 3** – The one-year warranty inspection was held on January 7, 2020, and the contractor is currently addressing the punch list items.
- v. **Emma's Way** – The one-year warranty inspection was held on February 18, 2020 and the contractor is currently addressing the punch list items
- vi. **Town Creek Bridge Waterline** – The one-year warranty inspection was held on February 18, 2020. No punch list items were identified. We are waiting on the final close out documents to present to City Council in March.

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) **FM 1097 & Atkins Creek (TxDOT)** – It is our understanding TxDOT has received the preliminary study results and are currently reviewing.
- c) **FM 149 & SH-105 Right Turn Lane** –TxDOT has advised they have received the appraisal and are currently reviewing. Once the review is complete, they will prepare the legal conveyance documents.
- d) **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.
- e) **Annual Water Plant Inspection** – We are proceeding with a TCEQ Checklist inspection of the City's water plant facilities and expect to present our findings in April 2020.

Please contact me if you have any questions.

Sincerely,



Chris Roznovsky, PE
Engineer for the City



CVR/kmv

K:\W5841\W5841-0900-00 General Consultation\Meeting Files\Status Reports\2020\Engineer's Report 2-25-2020.docx

Enclosures:

Active Capital Projects Map

Active Developments Map

Project Schedule

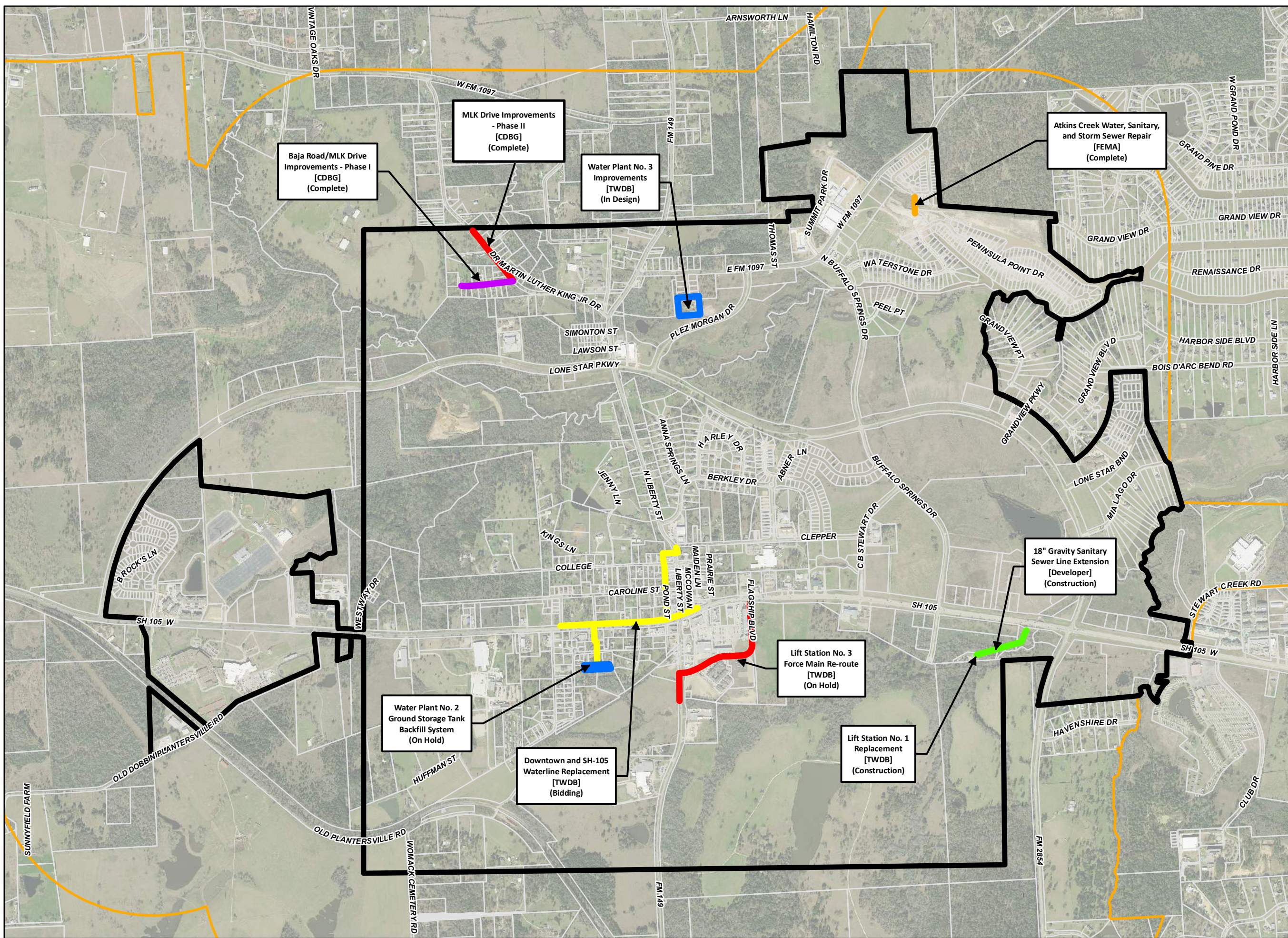
Cc (via email):

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



Baja Road/MLK Drive Improvements - Phase I [CDBG] (Complete)

MLK Drive Improvements - Phase II [CDBG] (Complete)

Water Plant No. 3 Improvements [TWDB] (In Design)

Atkins Creek Water, Sanitary, and Storm Sewer Repair [FEMA] (Complete)

Water Plant No. 2 Ground Storage Tank Backfill System (On Hold)

Downtown and SH-105 Waterline Replacement [TWDB] (Bidding)

Lift Station No. 3 Force Main Re-route [TWDB] (On Hold)

Lift Station No. 1 Replacement [TWDB] (Construction)

18" Gravity Sanitary Sewer Line Extension [Developer] (Construction)

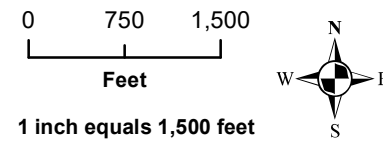


VICINITY MAP
Scale: 1 inch equals 20 miles

LEGEND

- City Limits
- City ETJ
- MCAD Parcels

ACTIVE CAPITAL PROJECTS
(FEBRUARY 2020)



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.



