

**Notice of City Council Regular Meeting & Public Hearing
AGENDA**

September 12, 2023 at 6:00 PM

NOTICE IS HEREBY GIVEN that a Meeting of the Montgomery City Council will be held on **Tuesday, September 12, 2023**, at **6:00 PM** at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas.

Members of the public may view the meeting live on the City’s website under Agenda/Minutes and then select **Live Stream Page (located at the top of the page)**. The meeting will be recorded and uploaded to the City’s website.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE TO FLAGS

ANNOUNCEMENT:

Presentation of a Proclamation to National Society Daughters of the American Revolution, Margaret Montgomery Chapter to celebrate Constitution Week.

VISITOR/CITIZENS FORUM:

Citizens are invited to speak for three (3) minutes on matters relating to City Government that relate to agenda or non-agenda items. Prior to speaking, each speaker must be recognized by the Presiding Officer. All speakers should approach the podium to address Council and give their name and address before sharing their comments. City Council may not discuss or take any action on an item, but may place the issue on a future agenda.

PUBLIC HEARING:

for the purpose of giving interested persons the right to appear to be heard regarding the following:

1. OPEN PUBLIC HEARING

FY2024 Tax Rate Public Hearing

Regarding the tax rate of \$0.40 per \$100 of assessed valuation, to be set as the tax rate for Fiscal Year 2024, as proposed by the governing body of the City of Montgomery, .

2. Budget Public Hearing

For the purpose of hearing public comments regarding the proposed FY2024 City of Montgomery Annual Budget.

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$107,916 OR 5.87%, AND OF THAT AMOUNT, \$70,042 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

CLOSE PUBLIC HEARING

CONSENT AGENDA:

- 3.** Approval of the following Minutes:
 - (a) City Council Workshop 07-11-2023
 - (b) City Council Workshop 08-07-2023
 - (c) City Council Regular Meeting 08-08-2023
 - (d) City Council Workshop 08-11-2023
 - (e) City Council Workshop 08-22-2023
 - (f) City Council Regular Meeting 08-22-2023

CONSIDERATION AND POSSIBLE ACTION:

- 4.** Consideration and possible action regarding authorization of WGA to proceed with the Lonestar Groundwater Conservation District permit amendment including a hydrogeological report to be completed by Wet Rock Groundwater Services, LLC.
- 5.** Consideration and possible action regarding a proposal from WGA for the Buffalo Springs Drive Roadway Reconstruction and Traffic Signal at SH 105 W & Buffalo Springs Drive projects.

EXECUTIVE SESSION:

The City Council reserves the right to Adjourn into Closed Executive Session as authorized by the Texas Open Meetings Act, Chapter 551 of the Government Code of the State of Texas.

POSSIBLE ACTION FROM EXECUTIVE SESSION:

Consideration and approval of items discussed in Executive Session.

COUNCIL INQUIRY:

Pursuant to Texas Government Code Sect. 551.042 the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to the recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place on the agenda of a future meeting.

ADJOURNMENT

/s/ Nici Browe
Nici Browe, City Secretary. TRMC

I certify that the attached notice of meeting was posted on the bulletin board at City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on Friday, September 8, 2023, at 4:00 p.m.

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

**City Council Workshop
MINUTES
July 11, 2023, at 5:00 PM**

CALL TO ORDER

Mayor Byron Sanford called the workshop to order at 5:00 p.m.

- Present: Byron Sanford Mayor
- Carol Langley City Council Place #1
- Casey Olson City Council Place #2
- Sara Countryman City Council Place #3
- Cheryl Fox City Council Place #4
- Stan Donaldson City Council Place #5
- Also Present: Gary Palmer City Administrator
- Dave McCorquodale Assistant City Administrator
- Mike Muckleroy Public Works Director

CONSIDERATION AND POSSIBLE ACTION:

Mr. Gary Palmer stated that first he would like to go over what happened with the water main break that you were all notified of over the weekend, where we are on that, our engineers are here with a recommendation with a quick fix. As this is a public meeting, he will provide a chronological history of the event. Mr. Palmer read through a timeline, and response from the Public Works Department.

He went on to state that two issues were identified that #1 contractors when installing infrastructure in the beginning never laid conduit through our infrastructure, and #2 Water Plant #2 is down for repairs. He added that he also captured the rules that govern this type of thing and provided his and staff’s analysis along with a recommendation.

The rule for this is that any contractor must call 811 to do a locate of the utilities, which in this case the contractor did. He then informed the council that all new infrastructure requires markers for utility line locations, that when a request for utility locate comes in, we have the equipment that can sense where that line is and provide a safe dig area. There are areas of the city that do not have this tracer wire in it, and this incident was in one of those areas, we don’t know where those pipes are. He added that the only thing our crews can do is locate the valves and try to estimate where the lines would be to the opposing lines by assuming a straight line. We did this and in the end, we were about five feet off of where the utility actually was. The contractor informed Mike and crew immediately their borer hit the line.

The second issue is had water plant No.2 been up and operational, there would not have been the water pressure loss that occurred, there would have been an issue but not as intense that did occur.

Mr. Palmer stated that for staff the immediate issues are to come up with a resolution to locate all utility lines within the city and map it, at this time staff does not know what that will look like or initiate, but research is underway. The other issue for staff is to conduct an immediate short-term repair on water plant no 2 and work on the long-term repair thereafter.

Councilmember Cheryl Fox inquired if the city was remiss in finding the line for the contractor? Can the City file a claim (*poor audio too low*).

Ms. Katherine Vu, WGA, City Engineers stated that the city makes and will make every effort to locate without excavation or penetration. She went on to say that they have met with the Water operator H2O regarding water plant no. 2, which is located down Houston Street, south of Hwy 105. She provided council with history for the plant being off line after an inspection in April of this year. The work that ensued led to removing all of the sand in the tank, and refilled, which showed the leakage. Inspection shows pits in the metal, which leads to holes.

Ms. Vu stated the plan is to place a product on the metal (Blue Grade Sealant) to provide a short-term fix. This would be in the region of \$4,000.00 with labor and material costs, this then should allow the plant to get back on line. Looking forward to the long-term fix, it would be a full panel replacement which occurred about five years ago and replacements welded in patches.

Councilmember Casey Olson spoke about the experience of metal fatigue offshore and provided some suggestions (*Audio very poor- inaudible*).

Mr. Gary Palmer stated that he would be looking at best practices, looking at what other cities have done, and look at something we could do that would put another layer of oversight for the contractor and operators, short term we are going to go ahead and authorize this fix and then long term you will see it come back with a budget CIP item.

Mr. Muckleroy stated that most locate requests that come in are for new houses.

Councilmember Casey Olson spoke to Mike Muckleroy regarding locate process and discussed alternative locate options.

Mr. Gary Palmer stated that he would roll right into #2 on the agenda.

2. Wastewater Treatment Plant Analysis.

Ms. Katherine Vu provided the city council and staff with a packet of information to review as she provided her presentation. She guided the council through her analysis report stating that the existing capacity is 46%, however, when the city reaches 75% capacity for three consecutive months, the TCEQ requires that planning begins for an expansion. Ms. Vu said the next threshold is when flows exceed 90% of the permitted capacity within three consecutive months and TCEQ requires the commencement of construction for an expansion. Ms. Vu said based on their projections for those two thresholds, the City is looking to exceed 75% by the second quarter of next year and exceed 90% around the fourth quarter of next year. Ms. Vu said that is based on developers projections, their buildouts, and anticipated growth.

Ms. Vu ran through options for expansion based on the anticipated growth of the city.

Ms. Vu said the two options they really evaluated were **option one** which would be to expand the Stewart Creek Wastewater Treatment Plant from a 0.4 MGD (million gallons per day) up to a 0.8 MGD facility. Ms. Vu said that option requires not only expanding the plant but switching up the pumps in Lift Station 1 that are currently sized for the current flows which would need to be swapped out to larger pumps. Ms. Vu said regardless, you need to expand Lift Station 2 to handle the increased flows that are expected. Ms. Vu said the gravity sewer line that runs from in front of the office building on Lonestar Parkway down across from Kroger and across SH-105 would also need to be upsized. Ms. Vu said there are a lot of incidental improvements that need to be made with this option.

Ms. Vu said **option 2** includes demolishing the existing Town Creek Wastewater Treatment Plant. Ms. Vu said it has been offline for years, waiting potentially to be rebuilt. Ms. Vu said in its current state it does not make financial sense to rehabilitate it but makes more sense to demolish it and put in a new facility. Ms. Vu said an advantage of option 2 would be it gives the City more flexibility going into the future. Ms. Vu said they would propose building it in such a way that it can be easily expanded to add additional basins to give it more capacity as needed.

Ms. Vu said their recommendation would be to demolish and rebuild Town Creek Wastewater Treatment Plant to be 0.4 MGD knowing it could potentially be expanded to 0.8 or Stewart Creek be expanded to 0.8 depending on how the City grows.

Ms. Vu said the City has maintained the permit at the Town Creek Wastewater Treatment Plant. Ms. Vu said for years it has been easier to upgrade a permit and renew it. Ms. Vu said since the City has maintained that permit they would need to make a permit amendment and take it from its current capacity to a 0.4 MGD.

Ms. Vu said they looked at flood plain issues and there is little to be considered, but nothing they see getting in the way.

Ms. Vu said they are recommending **option 2** and the next step would be to offer City staff to prepare requests for proposals for any design services to do the design of the plant as well as authorize a permit amendment which can be a long process, sometimes up to a year. Ms. Vu said with the estimated timeline, construction would be complete in July, 2025.

Mr. Chris Roznovsky said the capacity is projected for 2023-2024 and is conservative and they are projecting right now from what they see. Mr. Chris Roznovsky said one thing they have all seen is governments do not move as fast as private entities so they need to get ahead of it and be ready. Mr. Roznovsky said this has gone through TORC and Randy has looked at it and agrees with it.

Councilmember Casey Olson asked a question (audio very poor - inaudible). Ms. Vu said the way it is split is that everything that is currently going to Lift Station 2 would go to the Town Creek facility. Councilmember Casey Olson asked another question (also inaudible). Ms. Vu responded the majority that will go to Town Creek will be from the west side of town. Ms. Vu said Town Creek is going to see more growth. Ms. Vu said the way it is looking is that there will be more of a split going to Town Creek but it is very close.

Mr. Mike Muckleroy said more importantly, it is not so much as trying to keep it balanced as it is trying to keep it flowing naturally. Mr. Mike Muckleroy said you do not want to pump it across town if you do not have to.

Councilmember Casey Olson asked if the apartments going in behind Pizza Shack if they are on a gravity pull line. Ms. Vu said they will need to put in a lift station and that will ultimately get pumped to the Stewart Creek plant.

Councilmember Stan Donaldson said in the event they put a new sewer line in at Town Creek because of the situation with the existing line, he was under the impression the existing sewer line is at 70 percent capacity. Councilmember Stan Donaldson asked if either one of the plans eliminates some of the percentage of that line. Ms. Vu said it does. Ms. Vu said that line is the main force coming from Lift Station 2 and will ultimately be decommissioned and would no longer be an active line. Ms. Vu said the flow going through that line is coming from Lift Station 2 so it would just go straight to the plant.

Mr. Mike Muckleroy said back in the day the original sewer plant was at Town Creek and what that lift station did was pump it to the top of the head works. Mr. Mike Muckleroy said when they built the new sewer plant they rerouted that pump sending everything across town. Mr. Mike Muckleroy said this is just going to go back to the way it originally was where it will pump into the top of the head works instead of pumping it across town.

Mr. Chris Roznovsky said likely what would be done is with that force main it is now lowered and that is one of the options. Mr. Chris Roznovsky said depending on how development trends, there is a lift station that pumps up Buffalo Springs to Lone Star Parkway and both those lines are right next to each other and turn so they can connect them and pump it back the other way if needed to balance out those flows. Mr.

Chris Roznovsky said there is an unused force main today that goes in front of McCoy’s all the way to Lone Star Parkway. Mr. Chris Roznovsky said originally the lift station where Chick-Fil-A is had a second force main they could turn on and literally pump the sewage around the city. Mr. Chris Roznovsky said with those options they can change where the lift stations go to keep those flows balanced.

1. Review and Discussion on the Montgomery Transportation Advisory Committee Charter and Appointment Process.

Mr. Gary Palmer said not long after he arrived, he and the mayor spoke regarding putting something together to help them as a City work through the transportation and mobility issues.

Mr. Palmer introduced the charter and provided the council an opportunity to go through and discuss potential edits and that he would then bring back to the next regular council meeting for further review and possibly adoption.

Mayor thanked everyone for attending and called the meeting adjourned.

ADJOURNED: 5:51 P.M.

Submitted by: _____
Nici Browe, City Secretary

Date Approved: _____

Byron Sanford, Mayor

**City Council Budget Workshop
MINUTES**

August 07, 2023, at 4:00 PM

CALL TO ORDER

Mayor Byron Sanford called the meeting to order at 6:00 p.m.

- | | | |
|---------------|-----------------|--|
| Present: | Byron Sanford | Mayor |
| | Carol Langley | City Council Place #1 |
| | Casey Olson | City Council Place #2 |
| | Sara Countryman | City Council Place #3 |
| | Cheryl Fox | City Council Place #4 |
| | Stan Donaldson | City Council Place #5 |
| Also Present: | Gary Palmer | City Administrator |
| | Nici Browe | City Secretary & Director of Administrative Services |

1. Discussion on the FY2024 proposed Budget.

Mr. Gary Palmer welcomed everyone and stated that the purpose of these workshops is to work through the budget with the department heads and make some decisions.

He stated that he and Maryann have taken the information that was discussed in Friday’s workshop and will run through various scenarios for the council.

Mr. Palmer then provided the schedule as follows:

- 08-11-2023 – Budget Workshop.
- 08-22-2023 – Budget Workshop and Council meeting where the council will approve the proposed tax rate, and the proposed budget.
- 09-11-2023 – Final workshop (if needed).
- 09-12-2023 – Public Hearing on the Final Budget and Tax Rate – adoption thereof.

The last two weeks department heads have talked with staff and met with Maryann and himself and provided figures to plug into the budget. Maryann is peeling layers off on an onion and looking at rectifying the last four years.

Today we will run through the increases line by line. The revenues are not ready yet but will be for the Friday workshop.

Maryann Carl, Finance Director stated that she has provided everyone with a preliminary revenue summary sheet, however, that is still being worked on and will be doing a deeper dive and will have it ready on Friday.

She went on to state that she did put a personnel cost number in, it's a lump sum right now to get a projection of costs, however, that will be finessed more and ensuring the expenses and liabilities are accounted for.

Administration

The biggest increase here is the Software upgrade, at \$11,000. This is to migrate the city from Google Workspace to Microsoft Office 365. A better-quality product with more capability now and when the city grows.

Councilmember Sara Countryman inquired about the overages on sales tax and where in the past year's council would place the excess funds into a savings account to mature and the city could use it for infrastructure.

Maryann Carl explained the accounting best practices for using excess sales tax funds and stated they could take a percentage and place it in capital projects.

Police Department

Councilmember Sara Countryman asked if the city could go to Valero and see if they could work a deal out with them for the PD's vehicles, save some money.

Chief, Anthony Solomon said he would certainly ask Valero and or Brookshire as well.

Chief explained the increase in employment testing line and the Tyler Tech increase (popsync)

Councilmember Casey Olson inquired about the police vehicles-how many being requested. The chief explained that he has vehicles that he wants to take out of circulation due to their age and mileage but keep them as back up when events occur, or a vehicle is down for repair or service. He went on to add that currently his vehicles are running 24/7 and one hour of running standing still is equivalent to 30 miles on the engine.

Councilmember Sara Countryman asked how many were the oldest.

The Chief stated he had two that were 7 years old. He also informed the council that three cars he is looking for would not be Tahoe's as they are no good, they have changed the sizing and the equipment does not fit into the cab (computers etc.). There have been several vehicles that have had multiple visits to Buckalew and one in particular has been there in excess of 7 weeks.

Councilmember Sara Countryman asked what vehicles he was seeking to purchase.

The Chief responded he was looking at Ford Explorers.

Councilmember Cheryl Fox asked how many vehicles are owned by PD.

The Chief stated he has Citizen Patrol Vehicles, white car, Sgt investigator, Chief and LT and patrol.

Councilmember Casey Olson entered the workshop meeting at 5:10 P.M.

Councilmember Carol Langley asked about the investigation test item.

The chief responded that this line accounts for leed online, forensic data, traffic system, cell phone and crime scene investigation assistance.

Maryann Carl pointed out that this is not a true Capital Outlay item and will be changed to an operational line item.

Councilmember Casey Olson inquired where the personnel costs were.

Maryann Carl informed him that she had placed a lump sum in the General Fund summary and will be working on that for Friday's meeting.

Councilmember Casey Olson asked Chief Solomon if he had a list of the vehicles in his department along with their age and mileage.

Chief responded that the Lieutenant has that list, and he wanted to recap for Councilmember Olson what he had said earlier, that he would not be taking vehicles out of the fleet, he really needs four cars but is going to be looking at 3 for now.

Councilmember Casey Olson asked about the vehicle replacement fund and was it being utilized.

The Chief responded that when a vehicle has been in an accident and is totaled the payment from TMLIRP is placed into that fund.

Councilmember Sara Countryman said looking at the cost of repairs we appear to be spending about \$2000 per month.

Chief Solomon responded that this year it's been a headache, as Buckalew is becoming very expensive and their parts cannot always find the parts needed, and while they search for parts the vehicle just sits.

Councilmember Carol Langley asked the chief about the expense in the patrol weapons.

The Chief responded that the weapons have become old, and some things become obsolete, our tasers are being exchanged as they are now out of warranty, they at least will give us money on the tasers, and the new ones will have a 5-year warranty. The 9mm's also can be exchanged and for 17-18 weapons you get around \$13,000.

Councilmember Casey Olson about the ammo for the weapons too, as that cost most likely has increased.

Chief responded it had increased yes.

Councilmember Cheryl Fox asked about the longevity of the taser and guns.

The chief responded that a Taser and guns and radios typically have a five-year good life, however, technology changes and we end up having to pay more for the new when we do these exchanges.

Councilmember Carol Langley asked the Chief about National Night Out.

The Chief responded that this year they will not be doing National Night Out but instead will be doing "Faith in Blue" it's a combined effort from the police and local faith leaders. You will see advertisements about it, and we will use the resources we have for the National Night Out.

Councilmember Cheryl Fox asked what date that would be.

Chief responded that it would be the same date as National Night Out, October 3, 2023,

Councilmember Carol Langley said she had never heard of it before and was concerned that it would not be as popular as National Night out, asked if the Police Department would advertise on TV and Radio.

The Chief responded that it would advertise separately from National Night Out. He stated he thought it would be a big success and would keep and continue to engage locally not just on October 3rd but throughout the year.

Public Works Department

Councilmember Casey Olson noted that there was an increase in the cost of mowing.

Mr. Muckleroy explained that per the contract and just the cost of doing business it has increased slightly.

Councilmember Casey Olson inquired why he had Legal Notices and Advertising as line items within Public Works.

Maryann Carl explained that with the new fiscal year budget that will be moved to its correct place Administration.

Councilmember Sara Countryman asked what Community Relations line item was.

Mr. Muckleroy stated that it is for the National Public Works Week. This year he had intended to do more, but with staffing sickness etc., that has been very limited.

Councilmember Sara Countryman asked what the response on mowing increase was.

Mr. Muckleroy responded that the city rebid, and the same company won, and the increase was part of the bid.

Mr. Muckleroy also stated that the Records Shredding is another line that will be moved to Administration.

Councilmember Carol Langley inquired about City Hall Cleaning, as right now the city hall is dirty what happened.

Mr. Muckleroy stated it was all down to the vendor having employees go through the required security checks.

Councilmember Sara Countryman inquired about what the downtown repairs would be.

Mr. Muckleroy said not all of it is designated to one place, however a big portion is the mulch and the flagpole etc.

Councilmember Casey Olson said he would have thought that would have been included in the landscaping contract.

Mr. Muckleroy stated that no the mulching in flower beds is not included.

Maryann Carl noted that this item is under a contract service and should not be so is another line item that will be categorized correctly.

Councilmember Sara Countryman asked about the \$20,000 under street repairs.

Mr. Muckleroy commented that last year the council had wanted Public Works to handle the smaller items like potholes etc., inhouse and also spoke about the crack sealant work, that is due but as he is short staffed currently with one member down from an injury it is on the back burner.

Councilmember Casey Olson asked what the frequency of mosquito spraying is.

Mr. Muckleroy responded that in the winter there is no spraying but in the summer it is done heavily.

Councilmember Sara Countryman asked Mr. Muckleroy what Fernland line of \$2000 is for.

Mr. Muckleroy responded that it is for supplies and equipment the docents need throughout the year.

Councilmember Sara Countryman asked Mr. Muckleroy about the computer tech line item and the workorders. She enquired specifically if it integrates with Incode.

Mr. Muckleroy explained the difference between Incode and their own ework orders.

Councilmember Sara Countryman asked if public works staff get a stipend for their phones.

Mr. Muckleroy stated that most of them do.

Councilmember Casey Olson asked Mr. Palmer if at the Friday meeting staff could put together a list of all “soft” benefits such as cell phone stipend.

Councilmember Casey Olson asked for an explanation as to the General Improvements fund line item, what is going to be using these funds.

Mr. Muckleroy responded that last year that line item was when they used the expense on their office building and some ground improvements, however they have held off on the concrete as it is too expensive.

Councilmember Sara Countryman asked what this years \$20000 would be for.

Mr. Muckleroy responded that would be the shed.

Councilmember Carol Langley inquired about vehicles for public works and their needs.

Mr. Muckleroy stated that he would be seeking a new vehicle and added an employee also.

Councilmember Stan Donaldson asked if the expense would be split with the Water Sewer fund.

Mr. Muckleroy said it would and that he currently is looking for a pickup vehicle and has 5 vehicles total and 7 employees.

Councilmember Sara Countryman asked what expenses would be considered under the Drainage Improvement line.

Mr. Muckleroy responded that anything drainage related, a culvert there have been items that needed to occur but once again it’s the lack of manpower that causes things to be put aside.

He added that the monthly sludge hauling is worth a mention, as currently it is estimated too high, realistically speaking it should be close to \$70,000.

Councilmember Sara Countryman asked Mr. Muckleroy if the inspection on Tap Fees could be increased to recover the cost.

Mr. Muckleroy stated that Tap Fees for all commercial inspection are mandatory and regulated by the State.

Municipal Court Department

Kimberly Duckett explained that the expenses for her Tyler Tech are for warrants from Court / PD. She has met with Maryann and where the payments are taken in under their current system which is Incode 9 there are ways to import that information into Incode 10 for Maryann to process.

Councilmember Casey Olson asked what the capital expense furniture would be for.

Ms. Duckett explained that when they move to the new building there will be a need for additional furniture.

Maryann Carl then let the council know that Carl is back and working on all the bank reconciliations while she is tidying up and making the appropriate entries for budget reports.

She went on to add that Dave will be meeting with her to go over the 380 agreements to make sure all were posted correctly, and that report will be provided to you at the Friday meeting, with the water sewer fund and the sales tax items.

Mr. Gary Palmer concluded the workshop by informing the council that staff will go back and make edits as necessary and Maryann will add the revenues and on Friday, we will have the whole picture to look at.

ADJOURNED at 6:00 P.M.

Submitted by: _____
Nici Browe TRMC, City Secretary

Date Approved: _____

Byron Sanford, Mayor

**Notice of City Council Regular Meeting
MINUTES**

August 08, 2023, at 6:00 PM

CALL TO ORDER

Mayor Byron Sanford called the meeting to order at 6:00 p.m.

Present:	Byron Sanford	Mayor
	Carol Langley	City Council Place #1
	Casey Olson	City Council Place #2
	Sara Countryman	City Council Place #3
	Cheryl Fox	City Council Place #4
	Stan Donaldson	City Council Place #5
Also Present:	Gary Palmer	City Administrator
	Nici Browe	City Secretary & Director of Administrative Services

INVOCATION

Mayor Byron Sanford provided the invocation.

PLEDGE OF ALLEGIANCE TO FLAGS

VISITOR/CITIZENS FORUM:

No members of the public addressed the City Council.

CONSENT AGENDA:

1. Approval of the following:
 - (a) City Council Meeting Minutes 06-27-2023.
 - (b) City Council Meeting Minutes 07-11-2023
 - (c) City Council Meeting Minutes 07-25-2023

Councilmember Casey Olson moved to approve the consent agenda as presented. Councilmember Carol Langley seconded the motion. **Motion Passed (5-0).**

CONSIDERATION AND POSSIBLE ACTION:

2. Discussion And Consideration for Approval of the Proposed Amendments to the Redbird Meadow-City of Montgomery Development Agreement.

Mr. Gary Palmer, City Administrator introduced this item and reminded the council of the meetings and discussions that have taken place recently regarding the developers' proposed amendment.

The representative from Redbird Meadow Developer spoke to the council and walked them through the amended agreement, highlighting the important changes, specifically there would be 60, 70, 80 foot lots with a 1 acre site as well for a future Water Plant. A minimum of 24' wide lot and a representation of that is in the council packet as exhibit G. Improvements on Old Plantersville Road.

Councilmember Sara Countryman asked if there was a trail/footpath from Old Plantersville.

The representative stated that there is and all the way through the development.

Mayor Sanford said he felt the workshops have been beneficial to work through things the city needed to see, and asked the engineers if the 1 acre site would be big enough for a Water Plant in the future.

Ms. Vu responded that is a good size and adequate for a Water Plant.

Councilmember Sara Countryman move to approve the amendments to the development agreement as presented. Councilmember Cheryl Fox seconded the motion. **Motion Passed (5-0).**

3. Consideration and possible action on the following:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS AMENDING THE RATES TO BE CHARGED FOR SOLID WASTE COLLECTION SERVICE INSIDE THE CITY OF MONTGOMERY, TEXAS; PROVIDING FOR A PENALTY FOR FAILURE TO PAY ACCOUNTS; PROVIDING CONDITIONS UPON WHICH SERVICE WILL BE RESUMED; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Mr. Gary Palmer introduced this item and explained that each year the city's solid waste vendor has the right to increase rates based off the CPI index. This year there is an increase that is effective August 1, 2023.

Councilmember Sara Countryman asked if this is annual and she thought the city had just done one earlier this year.

Tiana Smith, Waste Management Account Manger spoke to council and explained that there was a delay for the previous year increase as there were some personnel changes for both the city and waste management but was adopted in January of this year.

Councilmember Carol Langley moved to approve the Ordinance for the increase in solid waste fees as presented. Councilmember Stan Donaldson seconded the motion. **Motion Passed (5-0).**

4. Consideration and possible action on: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS, AMENDING ARTICLE VI, "OPERATION OF GOLF CARTS ON PUBLIC STREETS", OF THE CITY CODE OF ORDINANCES; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; PROVIDING A SEVERANCE CLAUSE AND PROVIDING AN EFFECTIVE DATE.

Anthony Solomon, Police Chief introduced the item and explained that he had discussed this with the council at a previous council meeting, the ordinance has been through the legal and is ready for adoption. He assured the council that this was due to changes made by the State of Texas with regards to time-of-day golf carts can be utilized and the registration is now through the State.

Councilmember Casey Olson asked if the Chief could put together a mailer and provide the City Secretary to insert into utility bills.

Councilmember Sara Countryman moved to approve the Ordinance as presented. Councilmember Cheryl Fox seconded the motion. **Motion Passed (4-1) Councilmember Carol Langley voted against.**

5. Consideration and possible action on the annual permit renewal for Cedar Crest Mobile Home Park.

Dave McCorquodale presented this item and provided the city council with a very brief historical overview of the Cedar Crest Mobile Home Park, its requirement to obtain a permit annually approved by the city council.

Mayor Byron Sanford asked Mr. McCorquodale if he had received any complaints about the park, as he had not heard of anything himself.

Mr. McCorquodale responded that he had not.

Councilmember Cheryl Fox inquired about the non-conforming zoning aspect and the pool that is on the premises.

Mr. McCorquodale addressed her concerns and advised her of the ordinance requirements and advised her that Code Enforcement would be the person to consult regarding the pool as that is more of a building code violation.

Councilmember Carol Langley moved to approve the Mobile Home Park Permit as presented. Councilmember Casey Olson seconded the motion. **Motion Passed (5-0).**

6. Consideration and possible action on approval of construction plans for Montgomery Bend Section Two (Dev. No. 2203).

Ms. Katherine Vu introduced the item and explained that this is for the Phase II, last month the city council approved the plans for Phase I. The next phase is 88 homes, there are no issues with the water and sewer and paving. There will be a detention pond, which is indicated on page 153 of the city council packet.

Councilmember Stand Donaldson inquired about the detention pond (inaudible).

Ms. Vu responded that the detention pond will be sized adequately enough to serve the whole neighborhood.

Councilmember Sara Countryman asked Ms. Vu if she is absolutely confident that the new phase will not have an impact on drainage elsewhere.

Ms. Vu responded that the developer has to provide proof of no impact in their plans, before proceeding.

Councilmember Sara Countryman stated it makes her cautious and that is why she wanted to have the field trip in order for the council to place eyes on the area.

Councilmember Casey Olson moved to approve the construction plans as presented. Councilmember Carol Langley seconded the motion. **Motion Passed (5-0).**

7. Consideration and possible action authorizing the solicitation of "Water and Sewer Operations and Maintenance Services".

Mr. Mike Muckleroy presented this item and informed the city council currently they are two years into a three-year contract with the current provider, and its time to look to begin seeking bids for the end of that contract, along with the recent issues it makes sense to get that RFP out there now.

Councilmember Carol Langley asked if the version in their packets is a copy of what has been published?

Mr. Muckleroy stated that it is a draft and there will be edits such as adding in preventative maintenance language.

Mayor, Byron Sanford asked if we would be adding a requirement for the vendor to be testing.

Councilmembers Carol Langley and Sara Countryman both asked that Mr. Muckleroy added in as much specifics as possible in order to give the city some skin in the game.

Mr. Muckleroy assured the city council he absolutely would as the risk of all of this is fines from the TCEQ and that is not anything he or the city wants.

Councilmember Carol Langley asked when the current contract expires?

Mr. Muckleroy stated it expires August 1, 2024.

Councilmember Carol Langley asked how he intended to advertise the RFP.

Mr. Muckleroy responded that he would be posting in the paper and the website the standard 30-day notice. The City also reserves the right to reject all bids and readvertise.

Councilmember Casey Olson thanked Mr. Muckleroy for being proactive and with plenty of lead time to make sure we get the best contract for the city.

Councilmember Cheryl Fox moved to approve the RFP for a city Water and Sewer provider as presented. Councilmember Stan Donaldson seconded the motion. **Motion Passed (5-0).**

Adjourn into Closed Session in compliance with Section §551.001 etseq. Texas Government Code, to wit:

The City Council Adjourned into Executive Session at 6:31 P.M.

City Council Reconvened into Regular Session at 7:14 P.M.

POSSIBLE ACTION FROM EXECUTIVE SESSION

No actions were taken on items discussed in the executive session.

COUNCIL INQUIRY:

Mayor Byron Sanford stated that he wishes staff to continue to seek alternative funding sources for operations items such as drainage, and the downtown revitalization projects. He added that recently he and other councilmembers in the state attended the TML conference and it stressed the importance of risk management and asset management. He concluded by stating that there will be a special session for the legislature coming up and one of the things being discussed is HOT taxes. Stay tuned.

Councilmember Carol Langley moved to adjourn the meeting. Councilmember Cheryl Fox seconded the motion. **Motion Passed (5-0).**

ADJOURNED at 7:18 P.M.

Submitted by: _____ Date Approved: _____
Nici Browe TRMC, City Secretary

Byron Sanford, Mayor

**City Council Budget Workshop
MINUTES**

August 11, 2023, at 3:00 PM

CALL TO ORDER

Mayor Byron Sanford called the workshop to order at 3:02 p.m.

- | | | |
|---------------|-----------------|--|
| Present: | Byron Sanford | Mayor |
| | Carol Langley | City Council Place #1 |
| | Casey Olson | City Council Place #2 |
| | Sara Countryman | City Council Place #3 |
| | Cheryl Fox | City Council Place #4 |
| | Stan Donaldson | City Council Place #5 |
| Also Present: | Gary Palmer | City Administrator |
| | Nici Browe | City Secretary & Director of Administrative Services |

1. City Council Budget Workshop FY 2023-2024

Mr. Gary Palmer stated that the meeting would take place with a format of the following to guide the discussions:

- Frame, Situation, Factors
- Maryann Carl talk about Tax Rates
- Summary of changes
- Open discussion

Frame, Situation, Factors

Mr. Palmer informed the city council that they have removed the CIP from the adoption process thus far, as in previous budgets it appears the focus became finding money for the CIP rather than getting into operational expenses. He added that he will be getting Maryann, the Engineers, Mike and Dave to establish what is required for the projects already in process and develop a list of CIP priorities.

Mr. Palmer stated that there has been a \$500,000 expense from the General Fund into the Capital Projects for the FY2024 budget, and then to make any salary increases as we discussed previously, we need to find between \$100-200,000.

Mr. Palmer informed the city council that the draft budget in their binders for this meeting does not include any salary merit increases which were discussed to be between 2-5%, that would equate to at least another \$105,000. He added that staff are looking at fees such as construction permit fees and make sure that we are adequately assessing the fees to offset costs incurred by the city.

How did we get here?

Traditionally the CIP has been funded by portions of transfers from General Fund, this is not abnormal, but we have not looked at other funding options, something we must do, or we will have no choice if we continue this trend but to look at taking away various services and programs, not an ideal scenario.

The current practices each year are not sustainable any longer, we need to make some hard decisions, and move way from continually funding projects from the general fund. He went on to say that there are different revenue sources, such as the municipal court, they are working to collect as much as they can.

Mr. Palmer informed the city council that he and Maryann will be meeting with the bond counsel and the financial advisor to see what the city's debt capacity is and build a couple of scenarios for borrowing and we will bring those to you for consideration and discussion. One thing that does merit discussion is the potential of increases in taxes, as we have put off increases for several years now, and it is something that should be looked into.

Mayor, Byron Sanford stated that he had repeatedly told the engineers that there are dollars available for small towns, especially those with old pipes underground, and we need to tap into those, HGAC has grants to replace these types of things, we need to get into those lines for funding.

Mr. Palmer agreed and said he will always be looking at alternative funding measures, the CDBG grants are typically census based and low to medium income.

Mayor, Byron Sanford asked that staff stay on top of alternative funding as we are in an area of high growth.

Mr. Palmer assured the city council he will be and explained that he has also created a Transportation Improvement Commission, which will look at developing a transportation improvement plan, something these grants look for, we are behind the curve on that at present.

Maryann Carl, Finance Director reiterated what Mr. Palmer had already stated by informing the city council that funding capital projects from the general fund you are taking tax dollars for operations expenses. She added that when working through the prior years budget and system, she had noticed that the city had budgeted to collect a 100% of property tax, and that was used to base all other calculations on. This obviously does not take into account any refunds to taxes based on protested assessments, looking at last year alone, the city had refunded 7% which equates to \$137,000.

Ms. Carl then spoke regarding the sales tax in lieu of property tax. The city has been using that sales tax and sending it into the capital projects, which ultimately squeezes other funds which were intended for the M&O when the look back tax rate is done by the tax assessor.

Ms. Carl says she is still working through incode and she is seeing some strange amounts which could have come from the conversion; however, she is working hard to place them to the correct line item in order for the city council to see and be confident with the revenue and expenses.

Ms. Carl stated that something she has some concerns about is the No New Revenue Rate (NNR) which is \$0.39. This is too close for comfort to the \$0.40 Tax Rate, as the city grows there is a real possibility there will be a shortfall, what do you do then? Do we cut services? Personnel?

She then provided a clarification by running through the budget sheets in the council binders, explaining what each meant to the general fund, and the M&O.

Councilmember Casey Olson said that he is not interested in a tax rate increase period.

Mr. Palmer responded that if that is the case, then why not borrow money for the capital projects.

Councilmember Casey Olson said he was not ready for that, not yet.

Ms. Carl informed the council that they should not forget that the utility fund is not funded by taxes,

Mr. Palmer summarized for the council and staff that if they pull the \$500,000 and keep the same tax rate, to provide a merit increase or make any improvements the city needs to find at a minimum of \$200 – 300,000.

Councilmember Casey Olson stated that they should aim for the \$300,000 and as they go through maybe we will get to \$200,000. He asked about building permit fees, impact fees.

Mr. Dave McCorquodale responded that those are pass-through fees.

Councilmember Casey Olson said he would like to talk about the two positions “Permit Tech and the Finance Tech”.

Ms. Carl reminded the council that the Event Specialist is also this next fiscal year going to be under Administration.

Councilmember Casey Olson asked what both permit tech and finance tech would be doing and if totally necessary.

Mayor Byron Sanford said that he felt that with the budget being as it is, AP and Payroll he would ask Maryann to hold down the fort for the next year at least.

Ms. Browe, City Secretary said that she has been doing the AP and Payroll since January as well as her own job and can assure the council the AP and Payroll clerk position is a full-time position and she wanted the council to note that it is not wise to have someone enter and approve their own work, especially within the finance world.

Councilmember Casey Olson agreed and said he did not have a problem with the Finance Tech position it provides checks and balances.

Councilmember Sara Countryman asked if the Special Events person could be made into a Permit Tech instead.

Mr. Palmer responded that we have to remember that at the other end of these decisions is a human being, right now Patti is filling in only, she has the events to focus on.

Councilmember Casey Olson asked what was budgeted for a Finance Tech position.

Mr. Palmer responded that they had looked at surrounding cities and want someone who has done government AP and Payroll before, so looking at funding at a rate of \$29.00 per hour.

Councilmember Cheryl Fox asked how many hours a day is Patti doing permits.

Mr. McCorquodale responded that it depends but if you were to average it out, approximately 6-8 hours a week, and added that currently they city has spent \$146,000 on permits but the revenue is \$261,000 so that revenue does offset the expense from the general fund some.

Ms. Carl stated that the previous Permit Tech was earning \$55,000 annually with benefits you are looking at a total of \$75,000.

Councilmember Casey Olson said that rate is higher than he expected and would want to start lower and if they turn out to be an employee worth keeping, we provide the merit.

Councilmember Cheryl Fox stated that if you pay less then you are going to get less of a quality person.

Mr. McCorquodale said going forward he would not want to pay more than \$20-21 per hour.

Mr. Palmer stated that they could also look and see if this position could also partially be funded by Water and Sewer.

The city council then went through each department's budget seeking cuts from the department heads.

Council Training – Councilmember Sara Countryman recommended that was reduced to **\$2,500**.

Administration – Cuts were made from several line items for a total of **\$25,500**.

Police – Councilmember Casey Olson drilled down on the Police Vehicles being requested for the next fiscal year.

Anthony Solomon Police Chief argued the need as the wear and tear on the vehicles and cost of parts was becoming challenging operationally, especially when you consider vehicles are running 24/7 and he reminded the council that 1 hour of idle running is 30 miles on the vehicle.

Councilmember Casey Olson asked the Chief how many vehicles total does he have now.

Chief Solomon stated that he has 1 vehicle with 95,000 miles on it and another with 101,000 miles on it, while they are old, he would not take them off the fleet but use them for citizen patrol. Last year he had asked about going in for a lease agreement, but the city council kicked that idea out. He went on to say he has requested three vehicles; one will not do.

Councilmember Casey Olson said he was confused as he heard that there were 6 running but 10 vehicles total and 15 people.

Ms. Carl informed the city council there is an organization called Government Capital where they offer a loan/lease payment program whereby the three vehicles could be purchased under their program.

Chief Solomon agreed and stated that was what he bought to council last year, but the idea was kicked out.

Councilmember Casey Olson asked the chief if he could get by with two vehicles rather than the three, he requested.

Chief Solomon responded that he could make do and make it work, and for the next year look and bring back more details on Government Capital lease purchase.

Councilmember Casey Olson asked what the Investigation and Testing Fees were.

Chief Solomon responded that these are recurring fees for Forensic data search such as cell phones, traffic evidence, and crime scene preservation and investigation.

Councilmember Casey Olson inquired about the line item for Tyler Public Safety and the Weapons and ammunition.

Chief Solomon first addressed the Tyler fees, stating that was for the Brazos Ticket writers, and the case system along with it. The weapons he trades in gets as much as he can on the trade for the purchase of the new and explained that the tasers are obsolete now so that is a whole new upgrade.

Police Department cuts for a total of **\$93,500**.

Public Works

Mr. Muckleroy said that he knew of three areas he could safely cut out of the budget with street repairs being one of them, only the minor like crack sealing etc. could cut **\$10,000**.

Councilmember Sara Countryman asked what the community building repairs were.

Mr. Muckleroy responded for sure the new AC and then repairs as they come up.

Councilmember Casey Olson asked Mr. Muckleroy about equipment repairs and what he could cut there.

Mr. Muckleroy provided the council with an explanation and agreed he could cut, but only **\$2,000**.

Councilmember Sara Countryman asked about the supplies line item.

Mr. Muckleroy informed the council he could cut **\$1500**.

Councilmember Sara Countryman asked about the parks maintenance and noted that last budget there was a \$100,000 requested and almost closing out the fiscal year an expense of \$22,000, so it seems a cut could happen there.

Mr. Muckleroy agreed and cut **\$60,000**.

Public Works Department cuts for a total of **\$73,500**.

Court Department

Councilmember Casey Olson inquired what was the consultant line item for.

Ms. Kimberly Duckett responded that this was for a consultant for the conversion from Incode 9 to Incode 10 and a consultant for their Skip trace.

No cuts from the Court Department.

Open discussion

Ms. Carl informed the city council that there could be an increase in the INS rate once the final forecast of the tax rate in order to sustain the debt.

Mr. Palmer informed the council that he will be continuing to have individual meetings with council, and he will be posting a budget workshop form 4-6 on the 22nd of August.

Councilmember Casey Olson inquired about the Debt Service; don't we have payment to make.

Ms. Carl agreed and stated that yes payments on the existing debts which are:

- General Obligation Bond 2015
- Tax Revenue Certificates 2017 A & B
- General Obligation Bond 2021
- Tax Notes 2022

Mayor Byron Sanford Adjourned the budget workshop

Adjourned at 5:00 P.M.

Submitted by: Nici Browe, TRMC
City Secretary

Date Approved: _____

Byron Sanford, Mayor

**City Council Workshop
MINUTES**

August 22, 2023, at 4:00 PM

CALL TO ORDER

Councilmember and Mayor Pro Tem Casey Olson called the meeting to order at 4:00 p.m.

- Present: Carol Langley City Council Place #1
- Casey Olson City Council Place #2
- Sara Countryman City Council Place #3
- Cheryl Fox City Council Place #4
- Stan Donaldson City Council Place #5

Absent: Byron Sanford Mayor

- Also Present: Gary Palmer City Administrator
- Nici Browe City Secretary & Director of Administrative Services
- Dave McCorquodale Assistant City Administrator/Planning & Development Dir.
- Mike Muckleroy Public Works Director
- Maryann Carl Finance Director
- James Gilley Financial Advisor

1. Review and Discuss FY2024 Preliminary Budget.

Mr. Gary Palmer introduced the agenda for the workshop and said there was a lot to cover and reminded the council that they have now done an initial review of the budget twice and made some cuts in order to be able to have a balanced budget.

He added that the fund balance policy stated we should hold at least 45% in reserves, currently the city is at 38% this is directly from the auditors when they presented on the audit. Going forward we will be seeking the 45% reserve.

Councilmember Casey Olson inquired from a department head standpoint are they under or over budget?

Each Department head provided a response to Councilmember Casey Olson’s question with all being under budget overall within their departments, with some individual lines being over in some departments.

Mr. Palmer stated that he had met with Katherine Vu of WGA to go over the CIP. We created an aspiration CIP list, and looked at the funding, which was \$3.4 million, we cut back projects to get to close to \$1.1 million and we also have the AARPA funds of \$368,000 to spend.

Mr. Chris Roznovsky of WGA informed the City Council that the Flagship Boulevard project also came in under budget due to the removal of the concrete to a tune of \$75,000. He also added that the

Downtown project is being deferred as it will not be done this next year therefore that is \$350,000 available this fiscal year.

Mr. Roznovsky also added that the 2023 Sanitary Sewer Rehabilitation Project although in the works the actual first pay estimate of \$500,000 will not occur this fiscal year.

Councilmember Stan Donaldson inquired how many water wells are in the city.

Mr. Roznovsky responded that there are two working right now.

Councilmember Stan Donaldson inquired about the status of Water Well #3.

Mr. Roznovsky responded that the booster pump is out at Water Plant No. 3 which is not tied to a specific well. The booster pump is still out, and it appears to be about another two months before we expect to receive the replacement.

Mr. Palmer stated that now we have a CIP list, the next step is to see alternative ways to fund those projects, so we reached out to Bond Counsel and Financial Advisor to see what our debt capacity is.

Mr. Palmer introduced James Gilley from US Capital Advisors to present to the city council the city's ability to carry debt.

James Gilley

Mr. Gilley began by stating he approached this situation with this philosophy,

1. the city has an immediate need,
2. an aspirational need

and he has put together a packet with two options for those needs.

The Packet and presentation are attached to these minutes (for official records only)

Mr. Gilley stated that when looking at the tax assumptions (assessed valuation) over the last ten years the city is running on average at 50%.

Mr. Gilley provided the city council with two scenarios to cover projects that have been identified. He informed the council that Scenario 1 would be to issue Tax Notes for \$1.1 million to cover urgent items, which is a quicker turnaround. Tax Notes do not need to be voted on and have a limit of seven (7) years. Certificates of Obligations you can issue debt for up to thirty (30) years.

Scenario 2 is Certificates of Obligation which would be \$3.4 million and all projects that have been identified based on discussions with Mr. Palmer and the Engineers could be taken care of under this scenario. The split of debt would be a 75% under utility as it is able to be paid by the revenue from the water and sewer and excluded items such as streets which do not generate revenue would be a 25% from General fund.

Mr. Gilley provided more detailed explanations of tax notes, their uses, the timelines to issue them.

He then went on to describe the difference between selling tax notes/bonds in the private market and the public market.

Selling in the public market allows a larger investor to purchase them and sell them on to a secondary investor, therefore they are more liquid and there is usually a 9–10-year call feature. Is much more flexible.

Selling in the private market means a bank (direct placement) will purchase and hold the bonds for the lifetime of the debt. Less flexible.

Councilmember Stan Donaldson asked if we could do both Scenario 1 and Scenario 2 to achieve everything we need to achieve.

Mr. Gilley responded that yes in theory you could, however, he would recommend doing a single issuance as ultimately it is more economical.

The city council discussed some projects with the city engineer as part of items to be covered under any debt.

Mr. Gary Palmer noted that there will be a meeting with himself and engineers and staff to create a list of priority CIP projects that then can be discussed further at the CIP budget workshop.

Mr. Gilley provided the council with an example of the repayment schedule for both scenarios.

Councilmember Casey Olson stated it looks that the city's capacity to borrow debt is good.

Councilmember Sara Countryman stated that beyond this she would like to have a discussion regarding impact fees.

Mr. Gary Palmer then said that at tonight's council meeting you will be approving the property tax rate. Remember this is a proposed not a final, therefore if you raise taxes, you can only do it here, so setting a maximum cap is the best way to set about it. Whatever you approve of tonight you can go below but not above at budget adoption time.

Councilmember Sara Countryman stated from everything she heard tonight at the it appears we don't need to raise the property tax rate.

Councilmember Casey Olson agreed he heard that \$0.40 would still allow the city to borrow and do everything it needs to.

Councilmember Carol Langley asked Mr. Palmer when the council would see the final budget.

Mr. Palmer responded that there is a public hearing to go over the budget on September 12th, in fact you will be calling for that hearing tonight in the council meeting.

Ms. Maryann Carl stated that the public hearing will be on the proposed budget, changes from the workshops and allow the public to make comments. The 26th of September is the official adoption of the final budget.

Councilmember Sara Countryman asked if we could sell assets to gain revenue to go towards what is owed on the Certificates of Obligations.

Councilmember Casey Olson said if they are not required to be held for a certain number of years that would be good.

Councilmember Carol Langley said not until the EDC is paid back first, it put up money for some of those assets.

Councilmember/Mayro Pro Tem Casey Olson adjourned the meeting.

Adjourned at: 5:07 P.M.

Submitted by: Nici Browe, TRMC
City Secretary

Date Approved: _____

Byron Sanford, Mayor

**City Council Regular Meeting
MINUTES**

August 22, 2023, at 6:00 PM

CALL TO ORDER

Mayor Byron Sanford called the meeting to order at 6:00 p.m.

- Present: Byron Sanford Mayor
- Carol Langley City Council Place #1
- Casey Olson City Council Place #2
- Sara Countryman City Council Place #3
- Cheryl Fox City Council Place #4
- Stan Donaldson City Council Place #5

- Also Present: Gary Palmer City Administrator
- Nici Browe City Secretary & Director of Administrative Services

INVOCATION

Councilmember Stan Donaldson provided the Invocation.

PLEDGE OF ALLEGIANCE TO FLAGS

INVOCATION

VISITOR/CITIZENS FORUM:

No members of the public addressed the city council.

CONSENT AGENDA:

- 1. Sales Tax Report.

Councilmember Sara Countryman moved to approve the consent agenda as presented. Councilmember Stan Donaldson seconded the motion. **Motion Passed (5-0).**

CONSIDERATION AND POSSIBLE ACTION:

- 2. Discussion of Proposed FY24 Annual Budget and Approval of Proposed FY24 Tax Rate Cap

Mr. Gary Palmer introduced this item and explained to the City Council that this is where the city approves a proposed tax rate. He cautioned them that what they approve of here cannot be raised but can be lowered, therefore, it would be his recommendation that they make a motion with a cap of the highest rate they are comfortable with.

Councilmember Casey Olson stated that even with the information that was heard at the budget workshop from the Financial Advisor we are able to cover everything at the existing tax rate of \$0.40.

Councilmember Sara Countryman moved to approve a proposed tax rate of \$0.40 for the FY2024 and approve the proposed Annual Budget for FY2024. Councilmember Cheryl Fox Seconded the motion.

Mayor Byron Sanford called for a roll of the vote:

Councilmember Carol Langley Place 1 - For

Councilmember Casey Olson Place 2 – For

Councilmember Sara Countryman Place 3 – For

Councilmember Cheryl Fox Place 4 – For

Councilmember Stan Donaldson Place 5 – For

Motion Passed (5-0).

3. Call for a Public Hearing Regarding the Proposed Fiscal Year 2024 Tax Rate and Fiscal Year 2024 Annual Budget.

Mr. Palmer informed the City Council that the next process in the adoption steps is to call for a public hearing to approve the budget and tax rates. The date for this would be September 12, 2023, in the City Council Chambers at 6:00 P.M.

Councilmember Sara Countryman moved to call the public hearing for the FY2024 Tax Rate and FY2024 Annual Budget on September 12, 2023, at 6:00P.M. at the Montgomery City Hall Council Chambers. Councilmember Casey Olson Seconded the motion. **Motion Passed (5-0).**

4. Consideration of approval of AN ORDINANCE BY THE CITY OF MONTGOMERY, TEXAS ("CITY") AUTHORIZING THE SETTLEMENT OF THE PROPOSED FUEL RECONCILIATION OF ENTERGY TEXAS, INC.; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE.

Mr. Palmer explained that the city belongs to a consortium of cities that are represented by Lawton Law Firm, they monitor and ensure the cities can reject the raising of utility rates by the electrical companies. This Ordinance is to comply with the process.

Councilmember Casey Olson asked how it would affect the consumers rates?

Mr. Palmer stated that it has zero impact on consumers.

Councilmember Casey Olson moved to approve and adopt the ordinance as presented. Councilmember Stan Donaldson seconded the motion. **Motion Passed (5-0).**

5. Consideration and possible action on accepting a new sanitary sewer easement on Lot 7 in Lone Star Estates and abandonment of the existing sanitary sewer easement.

Mr. Dave McCorquodale presented this item and informed the city council that this is the next piece in the development of Lone Star Estates.

Councilmember Casey Olson moved to approve the acceptance of a new sanitary sewer. Councilmember Sara Countryman seconded the motion. **Motion Passed (5-0).**

6. Review and Discussion of The Home Depot and City of Montgomery Memorandum of Understanding (MOU) and Chapter 380 Agreement Process for the Potential Home Depot Site Located at the NE Corner FM105 and Buffalo Springs Dr.

Mr. Palmer introduced this item and informed the city council of the terms of the 380 agreements, most specifically 100% of sales tax, liquidated damages, the 380 should be agreed by September 12, 2023, and the city will have the signal and road repaired by the time they do their portion as agreed within the development agreement.

Caleb Villarreal, City Attorney made the city council aware of a change that took place within the agreement it should say 50% in 2 years not 3.6 years.

Mayor Byron Sanford said No, this cannot happen, it's a bad idea. We need to negotiate that.

Councilmember Sara Countryman said what is there to negotiate, they don't seem to want to be part of this community, they don't want to negotiate so we take no action.

Councilmember Casey Olson stated that this council will not do what the prior city council did with the Kroeger 380.

Councilmember Sara Countryman said exactly that's why I don't want another bad one.

Mayor Sanford said, "Well at least we get the road to the front."

Mr. Palmer reminded the Mayor that the road was contingent on the 380 agreement.

Mayor Sanford stated that he does not like it and it does not seem like they are pressed for money.

Councilmember Casey Olson said let's take no action tonight and "He" will call them and renegotiate.

Councilmember Sara Countryman said no you can't negotiate without us all being involved.

Councilmember Casey Olson said Well I got you \$750,000 out of thin air.

Mr. Palmer stated that he and Caleb will talk offline and make arrangements to reach out to Home Depot.

No action was taken on this item.

DEPARTMENTAL REPORTS:

7. Court Report.

Councilmember Carol Langley asked what warrants were coming in, were there any. Ms. Duckett was absent at the legislative update session. Mr. Palmer stated he would inform Kim of the councilmember's questions and get a response for her.

8. Utility Operations Report - H2O

Mr. Williams of H2O provided a comprehensive report to the City Council and concluded that the city is at 96% accountability.

9. Public Works Report

Mr. Mike Muckleroy informed the city council with more detailed information regarding the failure of water well #2. He let the council know that he had one company come and camera the shaft, it was not 100% clear what the blockage was if it was the screens, but they could tell that at 640 feet

the well was full of sand and clay, indicating a catastrophic failure. The company said they could attempt to airlift removal of the sand and clay to see what else was happening, however, Mr. Muckleroy stated he had called Weisneger for a second opinion. The cost to clear out would be in the region of \$25,000 with no telling what they will find and end up having to drill a new well anyway.

Councilmember Sara Countryman asked about the contractors that have hit the water lines.

Mr. Muckleroy stated that he and the City Secretary filed a claim with TML but was denied it as was not covered. He has created an invoice and will attempt to submit it to the contractor for payment.

Councilmember Carol Langley asked if the water pressure was ok after the last break.

Mr. Muckleroy responded that it was fine and there were no issues.

Mayor Byron Sanford spoke about his concerns over low hanging trees on 105 and asked if that was TXDOT.

Mr. Muckleroy responded that it was indeed TXDOT.

10. City Engineer's Report.

Mr. Chris Roznovsky presented a comprehensive monthly update on all of the current and ongoing projects, highlighting facts such as the Flagship Boulevard Project is now complete, just some last tidy up items and the road is now reopened.

Mayor Byron Saford asked if people could now access Flagship from the Brookshires Parking Lot.

Mr. Roznovsky confirmed that was now possible.

The McCowan Water Line project is nearing completion.

The Lonestar Parkway bridge repair, the city has paid its \$100,000 per the interlocal agreement. The photos show the before and after and is expected to be complete August 10, 2023.

Mayor Byron Sanford asked if the land along 105 would be dedicated for Popeyes to use.

Mr. Roznovsky stated he had not heard anything to that effect at this time.

Councilmember Carol Langley asked what the status of the Mexican restaurant going in on 105 was.

Mr. Roznovsky responded that they had submitted an amended plat, and there is a construction notice board but has not heard when it will begin. The restaurant will be Lupe Tortilla.

Councilmember Sara Countryman stated that the bridge repair has some substantial rocks which she assumes is to prevent corrosion.

Mr. Roznovsky responded that it is part of it, they saw where the high-water mark was, used a fabric and clay which was compacted then rock as barriers.

Councilmember Sara Countryman inquired what could be done about the trees on the south side.

Mr. Roznovsky responded sadly nothing as it is private property.

11. Police and Code Enforcement Report

Chief Solomon said that he was pleased with the direction his officers and his department are heading.

Ms. Tilley Code Enforcement officer addressed the Mayor’s issue with the low hanging trees on Eva Street. She stated that she had already exchanged emails with TXDOT landscape manager, and they are going out and they will also look at the faded signs.

Ms. Tilley added that in regard to the homeowner doing business out of their home, that she has been in communication with the property owner.

12. City Administrator Report

Mr. Gary Palmer informed the city council that the call for volunteers for boards and commission has been posted and once he has received the applications, he will review them the council and if there are many to go through it will most likely be a workshop.

The EDC met last evening and they are working on a job description for an EDC Director.

The Hydrology project he will update the city council on going forward in Executive Session.

Mayor Sanford stated that everything is moving forward the way it should, he thanked Mr. Palmer for keeping him and the council apprised and getting their buy in or lack thereof, he feels the meetings he has with the council is paying off and working well.

EXECUTIVE SESSION:

The City Council did not adjourn into Executive Session.

POSSIBLE ACTION FROM EXECUTIVE SESSION:

The City Council did not adjourn into Executive Session.

COUNCIL INQUIRY:

Councilmember Sara Countryman inquired what recourse there is with zoning enforcement, when there is a person conducting a business out of their home.

Mr. Palmer responded that this would be under the jurisdiction of Code Enforcement, if she would like to have the information emailed to him, he will make sure Ms. Tilley is provided with the information for her review.

ADJOURNMENT

Councilmember Casey Olson moved to adjourn. Councilmember Stan Donaldson seconded the motion.

Motion Passed (5-0).

ADJOURNED: 6:54 P.M.

Submitted by: _____
Nici Browe TRMC, City Secretary

Date Approved: _____

Byron Sanford, Mayor

Montgomery City Council
AGENDA REPORT

Meeting Date: September 12, 2023	Available Funds: \$116,016
Department: Admin	Prepared By: Dave McCorquodale

Subject

Consideration and possible action regarding authorization of WGA to proceed with the Lonestar Groundwater Conservation District permit amendment including a hydrogeological report to be completed by Wet Rock Groundwater Services, LLC.

Recommendation

Staff recommends authorizing WGA to engage Wet Rock Groundwater Services, LLC to prepare a hydrogeological report pursuant their proposal for a lump sum amount of \$25,000.

Discussion

Issue:

The City needs to amend our pumping permits with the Lonestar Groundwater Conservation District (LSGCD). A hydrogeological report is required as part of that process.

Regulations:

The LSGCD regulates water rights and usage in our region. Pre-2021, the LSGCD required an annual permit. Part of the permit renewal was a relatively simple way to amend the amount of water needed for the upcoming year. In 2021, the LSGCD changed their permits to a perpetual permit which eliminated the need for annual renewals. With this change, the process to amend/increase the permitted pumping amounts became more detailed and requires additional data.

Analysis:

The City has three (3) groundwater wells that provide our drinking water. Two of these wells draw water from the Jasper Aquifer and one well draws from the Catahoula Aquifer. In order to use this groundwater, we have pumping permits with the LSGCD that are based on the amount of water we anticipate using that year. As water demand increases in the City due to population growth and new development, we need to amend these permits to reflect an increase in the amount of water we need to meet that demand.

Fiscal Review:

The Water & Sewer Fund has received \$2,727,419 in revenue to date this fiscal year. Expenses to date in this fiscal year are \$2,611,403. There is one more month remaining in the fiscal year. This results in \$116,016 in available funds. Although this expense was not budgeted for as part of the FY2023 budgeting process, there are funds to cover the cost of the report without drawing on fund reserves.

Conclusion:

In order to continue to meet the demand of the City's existing and future water customers, a permit amendment is required. This hydrogeological report is a necessary part of the amendment. Staff recommends authorizing WGA to execute the proposal as presented.

Montgomery City Council
AGENDA REPORT

Approved By		
Assistant City Administrator & Planning & Development Director	Dave McCorquodale	Date: 09/08/2023
City Administrator	Gary Palmer	Date: 09/08/2023



September 7, 2023

Honorable Mayor and City Council
City of Montgomery
101 Old Plantersville Rd.
Montgomery, Texas 77316

Re: Preparation of Lone Star Groundwater Conservation District Permit Amendment
City of Montgomery

Dear Mayor and Council:

As you are aware, the City is in the process of amending their permits with the Lone Star Groundwater Conservation District (“LSGCD”) to obtain additional groundwater pumping capacity. Enclosed with this memo is a proposal from Wet Rock Groundwater Services, LLC for the preparation of a hydrogeological report for the City of Montgomery. This hydrogeological report is required by the LSGCD when an entity is requesting additional capacity for their existing well permits, or with the construction of a new well. Wet Rock Groundwater Services, LLC is proposing to prepare the analysis and report for the lump sum of \$25,000. The final report will include analysis of the existing Jasper and Catahoula wells Nos. 3 and 4 at Water Plant No. 3, the replacement of Jasper well No. 2 at Water Plant No. 2, and a proposed Jasper well at the future Water Plant No. 4.

We request authorization for WGA to engage with Wet Rock Groundwater Services, LLC based on their proposal for the preparation of a hydrogeological report for the lump sum amount of \$25,000.

If you have any questions or comments, please contact me.

Sincerely,

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

Chris Roznovsky, PE
Engineer for the City

CVR/kv;zlgt

Z:\00574 (City of Montgomery)_900 General Consultation\Correspondence\Letters\2023\2023.09.07 MEMO TO Council RE Hydrogeological Report.docx

Enclosures: Wet Rock Groundwater Services Proposal

Cc (via email): Mr. Gary Palmer – City of Montgomery, City Administrator

Ms. Nici Browe – City of Montgomery, City Secretary

Mr. Dave McCorquodale – City of Montgomery, Director of Planning & Development

Mr. Alan Petrov – Johnson Petrov, LLP, City Attorney



Wet Rock Groundwater Services, L.L.C.

Groundwater Specialists

TBPG Firm No: 50038

317 Ranch Road 620 South, Suite 303

Austin, Texas 78734 • Ph: 512-773-3226

www.wetrockgs.com

September 5, 2023

Mr. Zachary Timms, EIT
WGA
4526 Research Forest., Suite 175
The Woodlands, Texas 77381

RE: City of Montgomery Water Well Nos. 2, 3,4 and 5 LSGCD Hydrogeological Report

Dear Mr. Timms:

Wet Rock Groundwater Services, LLC (WRGS) proposes to complete a hydrogeological report pursuant to Lone Star Groundwater Conservation District (LSGCD) most recently adopted rules 2.6(b)(16), 2.12 and 3.4 for the City of Montgomery (the City). The hydrogeological report will encompass the City's existing wells including a proposed Jasper Aquifer well. The hydrogeological report will include all items stated in the LSGCD's Hydrogeological Report Guidelines prior to construction:

- Prior to construction;
 - Schematic of well construction;
 - Lithologic description of geology;
 - Location maps;
 - Discussion of hydrogeological setting and aquifer parameters;
 - Identification of and construction information for all District registered and permitted wells within the associated distance of proposed well(s);
 - Identification of streams or springs (if applicable) within a 1-mile radius;
 - Discussion of water quality; and
 - Interference analysis modeling the proposed impacts from well and water system running at 100% of the permitted production rates for the Jasper and Catahoula Aquifers;

Upon completion of the report, we will provide you with an electronic copy of the report sealed by a licensed geoscientist.

Items not included:

- 1) The proposed well design and location of the well will be provided to us by the Owner;
- 2) Existing and proposed permitting information will be provided to us by the Owner;
- 3) The Owner is responsible for providing LSGCD the required items Post Drilling; and
- 4) Any additional work not directly stated in this proposal will be billed at our hourly rates detailed in our Hourly Rate Schedule. We will first acquire approval before commencing additional work.

Invoicing

WRGS proposes our services for a fixed fee of **\$25,000.00**.

We understand the importance of time and will work hard to complete this report in a timely manner. The final signed and sealed report however, will not be provided until full payment has been received.

Invoices will be billed monthly based upon a percentage of work completed with a 15-day due date from the date of the invoice. Invoices past due for over 30 days from the date of the invoice will result in a stoppage of work until all overdue invoices are paid in full. If additional work is required this will be billed at our Hourly Rate Schedule (attached).

I appreciate the opportunity to provide you with this proposal. If you have any questions regarding the proposal, please feel free to call me at 512-773-3226 so that I can better explain the process involved in this project.

Respectfully Proposed by,

Accepted By:

Wet Rock Groundwater Services, L.L.C.

Print Name: _____



Signed: _____

Kaveh Khorzad, P.G.
President/ Senior Hydrogeologist

Date: _____



HOURLY RATE SCHEDULE

Wet Rock Groundwater Services, LLC's hourly rates for each employee effective Jan. 1, 2023 are:

<u>PROFESSIONAL SERVICES</u>	<u>HOURLY RATES</u>
Principal/Senior Hydrogeologist:	\$200
Senior Staff Hydrogeologist:	\$180
Staff Hydrogeologist:	\$160
Administrative Assistant:	\$90

NOTES

1. Travel: Mileage charged at the federal government rate (currently \$0.655/mile);
2. Expenses are billed at cost. Reimbursable expenses include travel expenses (hotels, meals, airline tickets, etc.).
3. Rates shown include all salaries, payroll taxes, insurance and overhead but do not include reimbursable expenses. If pertinent, associated reimbursable expenses will be addressed within each individual contract;
4. Invoices are payable within a 15-day due date from the date of the invoice. Invoices past due for over 30 days after the invoice date will result in a stoppage of work until all overdue invoices are paid in full. Accounts unpaid for more than 30 days after the invoice date accrue 1.25 percent interest per month (15 percent annual rate) from the date of the invoice; and
5. Rates are subject to review and/or increase annually.



Montgomery City Council
AGENDA REPORT

Meeting Date: September 12, 2023	Available Funds: N/A
Department: Admin	Prepared By: Dave McCorquodale

Subject

Consideration and possible action regarding a proposal from WGA for the Buffalo Springs Drive Roadway Reconstruction and Traffic Signal at SH 105 W & Buffalo Springs Drive projects.

Recommendation

Staff recommends approval of the WGA proposal for the Buffalo Springs Drive Roadway Reconstruction and Traffic Signal at SH 105 W & Buffalo Springs Drive contingent on receiving the deposit funds from Home Depot.

Discussion

Issue:

The City and Home Depot have been discussing a proposed store at 20240 Eva Street for several months. These discussions include off-site infrastructure improvements of a traffic signal and roadway reconstruction to be completed before the store opens in October 2024.

Regulations:

The City has a Professional Services Agreement with WGA to provide consulting city engineer services. These services include infrastructure analysis, design, and construction management services.

Analysis:

As part of their project planning, Home Depot desires a traffic signal at Buffalo Springs Drive and Eva Street to facilitate customer access. The City recognizes the need for the traffic signal to increase mobility in the City and conducted a Traffic Signal Warrant Analysis at the intersection in the fall of 2021. The City also desires improvements to be made to the Buffalo Springs Drive roadway which is nearing the end of its lifecycle. Discussions with Home Depot about Buffalo Springs Drive are limited to the portion of the roadway from Eva Street to their northern property line (approx. 1,050 feet). The total design and construction cost for the two projects is estimated to be \$1,424,800. Home Depot has agreed to contribute \$750,000 toward the traffic signal and roadway improvements. They have also agreed to pay the remaining estimated costs of \$674,000 plus 15% for contingencies subject to being reimbursed through a Chapter 380 Agreement for project costs exceeding \$750,000. The Chapter 380 Agreement will be based on reimbursing 50% of the total sales tax collected by the City at the Home Depot store.

Fiscal Review:

The City will reimburse Home Depot approximately \$674,000 over a period of 5 or more years instead of paying those costs up front. The net result of the agreement with Home Depot is the City receiving infrastructure improvements totaling \$1.4 million for an estimated cost of \$674,000.

Conclusion:

In order to meet the necessary timeline, design and preconstruction activities need to begin as soon as possible. As our consulting city engineer, WGA is in the best position to complete the work effectively and efficiently. Staff recommends approval of the proposal from WGA contingent on receiving the deposit from Home Depot.

Montgomery City Council
AGENDA REPORT

Approved By		
Assistant City Administrator & Planning & Development Director	Dave McCorquodale	Date: 09/08/2023
City Administrator	Gary Palmer	Date: 09/08/2023



WARD, GETZ & ASSOCIATES, PLLC
 TEXAS REGISTERED ENGINEERING FIRM F-9756
 4526 Research Forest Dr, Suite 175
 The Woodlands, TX 77381
 713.789.1900

Buffalo Springs Drive Roadway Reconstruction & Traffic Signal at Highway 105 W and Buffalo Springs Drive

City of Montgomery

This proposal is submitted pursuant to and in accordance with that certain Professional Services Agreement dated May 25, 2021, by and between Ward, Getz & Associates, PLLC and the City of Montgomery (the "City").

WGA understands the City plans to reconstruct Buffalo Springs Drive from Highway 105 W to approximately 1100 LF North of the intersection of Highway 105 W and Buffalo Springs Drive.

SCOPE OF WORK

- *Preliminary & Design Phase Services*
 - *WGA will create a preliminary layout and coordinate with the City for approval. This phase will include internal/ external project kickoff meetings and the establishment of the design and schedule.*
 - *WGA will develop drawings and specifications for the successful construction of the full roadway reconstruction along Buffalo Springs Drive.*
 - *Design changes initiated by the Client after the design is complete may result in a request for additional authorization.*
 - *WGA will develop contract documents for the signal installation at the intersection of Highway 105 W and Buffalo Springs Drive based on the engineered drawings and specifications to be provided by Texas Department of Transportation (TxDOT)*
- *Construction Administration*
 - *Coordinate advertising for bids, hold a pre-bid conference, answer questions from bidders, hold bid opening, prepare bid tabulation, and prepare recommendation of award. Signal and roadway reconstruction projects will be bid separately.*
 - *Prepare construction contracts and coordinate execution of the same for both signal and roadway reconstruction contracts.*
 - *Issue notices to proceed and hold pre-construction meetings.*
 - *Review of construction submittals and RFIs for both contracts.*
 - *Preparation of pay estimates, change orders, and other associated construction documents for both contracts.*
 - *General oversight and coordination of both construction contracts.*



WARD, GETZ & ASSOCIATES, PLLC
 TEXAS REGISTERED ENGINEERING FIRM F-9756
 4526 Research Forest Dr, Suite 175
 The Woodlands, TX 77381
 713.789.1900

- *Field Project Representation*
 - *Onsite inspection by a Field Project Representative for approximately 10 hours per week (including travel time) for the duration of the projected contract periods of performance (120 days).*
 - *Onsite inspection by the project team throughout the duration of the projects to attend periodic site visits, final walkthrough inspections, etc.*

- *Additional Services and Reimbursable Expenses*
 - *Includes construction staking, construction materials testing, advertising expenses, and other reimbursable expenses for both the signal and roadway reconstruction contracts.*
 - *Construction services over 20% of original contract periods of performance.*

ENGINEERING COST

The cost to perform the scope of services described above is as follows:

Preliminary & Design Phase (Roadway) -	\$75,000	(Lump Sum)
Preliminary & Design Phase (Signal Bid Package) -	\$7,500	(Lump Sum)
Bidding Expenses (Roadway) -	\$2,500	(Lump Sum)
Bidding Expenses (Signal) -	\$2,500	(Lump Sum)
Construction Administration (Roadway) -	\$15,000	(Time and Materials)
Construction Administration (Signal) -	\$12,000	(Time and Materials)
Field Project Representation (Roadway) -	\$20,000	(Time and Materials)
Field Project Representation (Signal) -	\$15,000	(Time and Materials)
Additional Services & Reimbursable Expenses -	\$25,000	(Time and Materials)
Surveying and Geotechnical Investigation-	\$27,000	(Time and Materials)

WGA requests City Council’s authorization to proceed with the preparation of the design plans for the Buffalo Springs Drive Roadway Reconstruction on a lump sum and time and materials basis, as described above.

SCHEDULE

Authorization to Proceed	1	calendar days*
Survey	45	calendar days
Design	90	calendar days
Bidding	30	calendar days
Contracts	30	calendar days
Construction	120	calendar days
TOTAL DURATION	316	calendar days

*If approved, the effective start date is the following business day from the date of acceptance.

Buffalo Springs Drive Full Depth Reconstruction				
Prepared by: Ward Getz and Associates			Date: August 1, 2023	
SCOPE 2 - 8" CONCRETE ROADWAY; 1,100'				
DESCRIPTION	UNIT	QTY	UNIT COST	EXTENSION
CONCRETE ROADWAY				
PROOF ROLL SUBGRADE	HR	8	\$95.00	\$ 1,000.00
CEMENT TREAT SUBGRADE (NEW MATERIAL) (8")	SY	6200	\$4.00	\$ 25,000.00
CEMENT	TON	1400	\$150.00	\$ 210,000.00
CONCRETE PAVEMENT (REINF-CRCP) (8")	SY	6200	\$75.00	\$ 465,000.00
ROADWAY EXCAVATION	CY	4200	\$10.00	\$ 42,000.00
CONC CURB (TY II)	LF	250	\$8.00	\$ 2,000.00
BLADING (DITCH REGRADING)	STA	12	\$100.00	\$ 1,200.00
SIGNING AND PAVEMENT MARKINGS				
REFL PAV MRK TY II (W)6"(SLD)(100MIL)	LF	2500	\$1.00	\$ 2,500.00
REFL PAV MRK TY II (Y)6"(SLD)(100MIL)	LF	3600	\$1.00	\$ 3,600.00
REFL PAV MRK TY II (W) 24" (SLD)	LF	50	\$5.00	\$ 250.00
REFL PAV MRK TY II (W) (ARROW)	EA	10	\$65.00	\$ 650.00
REFL PAV MRK TY II (W) (WORD)	EA	4	\$75.00	\$ 300.00
SIGNING	LS	1	\$12,000.00	\$ 12,000.00
TRAFFIC CONTROL PLAN				
BARRIER	LF	150	\$60.00	\$ 9,000.00
BARRICADES, SIGNS AND TRAFFIC HANDLING	LS	1	\$2,500.00	\$ 2,500.00
SW3P				
SILT FENCE	LF	2200	\$2.50	\$ 5,500.00
ROCK FILTER DAMS	LF	200	\$40.00	\$ 8,000.00
EROSION CONTROL LOGS	LF	200	\$4.00	\$ 800.00
CONSTRUCTION EXITS	SY	200	\$35.00	\$ 7,000.00
MISCELLANEOUS				
MOBILIZATION, BONDS, AND INSURANCE	LS	1	\$50,000.00	\$ 50,000.00
IRRIGATION SYSTEM	LS	1	\$12,000.00	\$ 12,000.00
ELECTRICAL SLEEVES	LS	1	\$5,000.00	\$ 5,000.00
SITE RESTORATION	LS	1	\$10,000.00	\$ 10,000.00
SIGNAL				
SIGNAL	LS	1	\$350,000.00	\$ 350,000.00
CONTINGENCY	LS	20%		\$ 245,000.00
			CONSTRUCTION SUB TOTAL	\$ 1,470,300
ENGINEERING, SURVEYING, TESTING, ETC.				
DESIGN - SIGNAL BID PACKAGE				\$ 7,500.00
DESIGN - ROADWAY				\$ 75,000.00
BIDDING - SIGNAL				\$ 2,500.00
BIDDING - ROADWAY				\$ 2,500.00
ADDITIONAL SERVICES - UTILITY COORDINATION				\$ 10,000.00
CONSTRUCTION ADMIN - SIGNAL				\$ 12,000.00
CONSTRUCTION ADMIN - ROADWAY				\$ 15,000.00
INSPECTION - SIGNAL				\$ 15,000.00
INSPECTION - ROADWAY				\$ 20,000.00
SURVEYING (TOPO & STAKING)				\$ 13,000.00
GEOTECHNICAL INVESTIGATION				\$ 12,000.00
REIMBURSIBLES (TESTING, REPRODUCTION, ADVERTISING)				\$ 15,000.00
			TOTAL	\$ 1,669,800