CALL TO ORDER
CALL OF ROLL

PRESENT: Mayor Powell
        Mayor Pro Tem Coon
        Council Members Gibson, McDonald, Ham and Czajkoski
        City Attorney Marcus Winberry
        City Administrator Paul Virgadamo
        City Secretary Soco M. Gorjón

After a roll call by the City Secretary establishing a quorum was present, the workshop meeting was called to order at 2:00 p.m. by Mayor Powell.

The meeting agenda, which was posted in accordance with the Texas Government Code, Chapter 551, was presented.

Agenda folders containing data relating to agenda items had been furnished to Council Members prior to the meeting of the Council.

Agenda items were considered by the Council. The action taken concerning such item is shown on the official Council Action Sheet attached hereto and made a part of these Minutes.

After all business properly brought before the Council had been considered, City Council adjourned.

Toby Powell, Mayor

ATTEST:

Soco M. Gorjón, City Secretary
Mayor Powell recognized Police Officer Lindeman for his year of service to the Police Department.

**PLAYGROUND EQUIPMENT – STEWARTS CREEK PARK (1329 EAST DALLAS)**

Parks and Recreation Director Mike Riggens introduced summer interns, Taylor Brennan, Colton English, and Corbin VanSteenberg, who presented the playground equipment proposal for Council’s review and consideration. The interns explained that the current equipment was 21-years old and exceeded its useful life. They informed that funds were budgeted in Fiscal Year 2018-2019 for replacement. Staff recommended purchase of new playground equipment from Gametime/Total Recreation Products for playground equipment for Stewarts Creek Park located at 1329 East Dallas in the amount of $54,715.70, which included a discount of $13,842. Mayor and Council commended the interns for their great work.

**CONROE AQUATIC CENTER – SWIM TEAM COACH**

Parks and Recreation Director Mike Riggens asked Council to consider a $4,000 increase to the current Purchase Order for the swim team coach (independent contractor) at the Conroe Aquatic Center. Mr. Riggens pointed out that due to increased participation in the swim program, the original amount on the Purchase Order will be exceeded. Mayor Pro Tem Coon requested a detailed report of the coaches’ hours.

**UTILITY EASEMENT MOWING BID – EXTREME UNDER BRUSHING**

Assistant Director of Public Works Jason Miller presented Council for their review and consideration the Utility Easement Mowing Bid. Staff recommended awarding the bid to Extreme Under Brushing in the amount of $392,617.40. Mayor Pro Tem Coon requested that Council receive a copy of the bid.

**CREATION OF MUD 177 – THE MORAN RANCH**

Community Development Director Nancy Mikeska presented Council for their review and consideration the proposed Ordinance approving the creation of Municipal Utility District No. 177, aka The Moran Ranch, located primarily east of I-45 off FM 830. Mrs. Mikeska stated the District would like to move forward with the creation.

**DOWNTOWN DEVELOPMENT PLAN**

Community Development Director Nancy Mikeska presented Council for their review and consideration the proposed Downtown Conroe Development Plan establishing a vision and presenting a set of recommendations designed to strengthen the downtown area. Mrs. Mikeska pointed out that the downtown area would be separated into five Districts and discussed each in district in depth. Staff recommended approval of the proposed plan as presented. Mr. Virgadamo stated this plan had become a component of the Comprehensive Plan. Mrs. Mikeska asked everyone to take the survey for future planning on the City’s webpage.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS**

Director of Capital Projects/CIP Tommy Woolley presented Council for their review and consideration a proposed Resolution designating the signatories authorized to execute contract documents and requests for payment in connection with the City of Conroe, Texas Participation in Community Development Block Grant (CDBG) Projects. Staff recommended approval of the proposed Resolution.

**STEWARD’S FOREST DEVELOPMENT AGREEMENT**

Director of Capital Projects/CIP Tommy Woolley presented Council for their review and consideration the first amendment to Stewart’s Forest Development Agreement authorizing detached single-family residences in Stewart’s Forest to be developed under current subdivision ordinance and development regulations. Staff recommended approval of the amendments.
FOUNDATION REMEDIATION BID – 700 OLD MONTGOMERY ROAD
Assistant City Administrator/CFO Steve Williams presented Council for their review and consideration the Foundation Remediation Bid recommendation for 700 Old Montgomery Road. Staff recommended awarding the project to the low bidder, Gulf Coast Limestone dba Excel Construction for $191,672. Council expressed several concerns regarding the warranty period. Mr. Williams will research the information and will send to Council before tomorrow’s meeting.

FY 18-19 3RD QUARTER INVESTMENT REPORT
Assistant Finance Director Collin Boothe presented Council for their review and consideration the FY 18-19 3rd Quarter Investment Report. Staff recommended approval.

FY 18-19 OPEB TRUST 3RD QUARTER INVESTMENT REPORT
Assistant Finance Director Collin Boothe presented Council for their review and consideration the OPEB Trust (Retiree Insurance) FY 18-19 3rd Quarter Investment Report. Staff recommended approval.

HOUSING UNIT DEVELOPMENT – DOWNTOWN DISTRICTS
City Administrator Paul Virgadamo presented Council for their review and consideration the incentive program for housing unit development in some, or all of the Downtown Districts, as described in the Downtown Conroe Development Plan. Mr. Virgadamo stated that Councilman Czajkoski had taken charge of this project. Mayor Powell suggested hiring a Downtown Manager. Mayor Pro Tem Coon suggested less rentals and more ownership and stated his support pieces of the proposed program. Councilman Czajkoski stated he was very excited about the program and felt that a good incentive program could be established with the help of Mr. Winberry. Councilman Ham stated it would give citizens a reason to come to Downtown Conroe. Councilman McDonald would like to see architectural standards establish, and would love to see this program moving forward. Councilman Gibson stated his support for the program.

At 2:51 p.m., Mayor Powell along with Council, City Attorney Marcus Winberry, and City Secretary Soco M. Gorjón, recessed into a Closed Executive Session Chapter 551.071, and 551.072 for the following purpose:

- SJRA GRP Contract Litigation
- Building permit for 804 I-45 North
- Consultation concerning the purchase, exchange, lease or value of real property

The Closed Executive Session was recessed at 4:45 pm.

BRIEFING
None

COUNCIL MEMBERS INQUIRY TIME
Mayor Pro Tem Coon inquired about a maintenance program from 105 and the need to execute a plan.

Assistant City Administrator/CFO Steve Williams gave Council an update on the foundation project for the former Police/Municipal Court building. Council expressed concerned about the short warranty coverage and suggested to look into longer warranty coverage.

There being no further business brought before the Council, the meeting was recessed until tomorrow at 9:30 a.m.
OFFICIAL ACTION OF THE CONROE CITY COUNCIL

CALL TO ORDER

ALL OF ROLL

PRESENT:
Mayor Powell
Mayor Pro Tem Coon
Council Members Gibson, McDonald, Ham, and Czajkoski
City Attorney Marcus Winberry
City Administrator Paul Virgadamo
City Secretary Soco M. Gorjón

INVOCATION & PLEDGE:
Pastor Dereck White – Conroe Church of God

SERVICE AWARDS:
Cesar Cantu – Engineering Department

EMPLOYEE OF THE MONTH:
Adam France – Community Development Department

PROCLAMATION:
Willie Edward Price – World War II Veteran

Mayor Powell recognized the Finance and Administration Department as they received nine Awards from National and State Organizations and publications in 2019.
- Municipal Traffic Safety Initiatives Award – Judge Mike Davis and Court Administrator Christina Roley
- Distinguished Budget Presentation Award – Assist. Finance Director Collin Boothe, Finance Manager Denise Morrison, Accountant II Paula Sheffield
- Investment Policy Certificate of Distinction – Assist. Finance Director Collin Boothe, Accountant II Paula Sheffield
- 100 Best Fleets of North America – Fleet Manager Erik Metzger and Shop Foreman Wayne Green
- Leading Fleets Achievement Award – Fleet Manager Erik Metzger and Shop Foreman Wayne Green
- ASE Blue Seal of Excellence – Fleet Manager Erik Metzger and Shop Foreman Wayne Green
- Certificate of Achievement for Excellence in Financial Reporting – Accounting Manager Cassie Smith, Accountant II Claudia Curtis, and Accountant Karen Scott
- Comptroller’s Transparency Stars Program – Facilities Manager Tammie Rushing
- Popular Annual Financial Reporting Award – City Administrator Paul Virgadamo, Accounting Manager Cassie Smith, and Communications Coordinator Victoria Endsley

Mayor Powell recognized Police Officer Nanny for his 2 years of service to the Conroe Police Department.

CITIZEN INQUIRY
Preston Kolb with the Uptown District of Conroe Association reported that 212 Conroe Drive was operating a business without a C.O. and stated that parking was a disaster. Mr. Kolb asked for the City’s assistance with the matter. Mr. Kolb also inquired about the timeframe of compliance for the businesses in the area that have been grandfathered. Mr. Kolb informed Council that the Uptown District would like to have zoning establish. Mayor Powell asked Director of Capital Projects/CIP Tommy Woolley and Community Development Director Nancy Mikeska to address Mr. Kolb’s concerns.

2020 CENSUS PRESENTATION
Alan Mooneyham gave a presentation to Council on the upcoming 2020 Census. Mr. Mooneyham asked that the City assist in spreading the word of the upcoming 2020 Census and place something on the City’s website in an effort to reach as many citizens as possible.

CREATION OF MUD 177 – MORAN RANCH
Councilman Ham made a motion to approve the proposed Ordinance approving the creation of Municipal Utility District No. 177, aka The Moran Ranch, located primarily east of I-45 off FM 830, as discussed and presented. Councilman Czajkoski seconded the motion. Motion carried unanimously.

Minutes
July 24 & 25, 2019
Workshop & Regular Council Meeting
4
DOWNTOWN CONROE DEVELOPMENT PLAN
Councilman Czajkoski made a motion to approve the proposed Downtown Conroe Development Plan subject to future budgetary constraints, as discussed. Councilman McDonald seconded the motion. Motion carried unanimously.

STEWART’S FOREST DEVELOPMENT AGREEMENT
Councilman Ham made a motion to approve the first amendment to Stewart’s Forest Development Agreement authorizing detached single family residences in Stewart’s Forest to be developed under current subdivision ordinance and development regulations, as discussed and presented. Councilman Czajkoski seconded the motion. Motion carried unanimously.

THIRD AMENDMENT – FY 18-19 OPERATING BUDGET
Assistant Finance Director Collin Boothe presented Council for their review and consideration the third amendment to the FY 18-19 Operating Budget (attached as Exhibit “A”).

Councilman Ham made a motion to approve the third amendment to the City’s Operating Budget for FY 18-19, as discussed and presented. Councilman Gibson seconded the motion. Motion carried unanimously.

JUNE 2019 MONTHLY FINANCIAL REPORT
Assistant City Administrator/CFO Steve Williams presented Council the June 2019 Monthly Financial Summary Report and stated we were meeting budget expectations. Councilman McDonald made a motion to approve the June 2019 Monthly Financial Summary Report, as discussed and presented. Councilman Ham seconded the motion. Motion carried unanimously.

CONSENT AGENDA
A motion was made by Councilman Gibson, seconded by Councilman Czajkoski to approve the Consent Agenda Items 7,8,9,10,12 & 13, as presented. Motion carried unanimously.

- Approve purchase of new playground equipment for Stewarts Creek Park (1329 East Dallas).
- Approve Purchase Order increase for the swim team coach (independent contractor) at the Conroe Aquatic Center.
- Award Utility Easement Mowing Bid to Extreme Under Brushing.
- Approve Resolution designating the signatories authorized to execute contract documents and requests for payment in connection with the City of Conroe, Texas Participation in Community Development Block Grant (CDBG) Projects.
- Approve Council Minutes held July 10 and 11, 2019.
- Payment of Statements:
  - Randy Roan Construction
  - Freese Nichols
  - Larry Young Paving, Inc.
  - Freese Nichols
  - Bley & Associates
  - Ride Right
  - Triple B Services, LLP
  - Inv. 1 – Street Rehab – Brass Nail & Grace Crossing Ext. $66,820.15
  - Inv. No. 1297116 – Design/Sewer System Improvements- Carl Barton Pk. $109,977.62
  - Inv. No. 5 – CIDC Conroe Industrial Dr & Pollock Dr $101,675.77
  - Inv. No. 1297585 – Sanitary Sewer Evaluation Study $114,574.67
  - Inv. No. 41048 – Design FM 1488 Water Plant Site $50,130.00
  - Inv. No. CTX026-201905 – Operations of Conroe Connection $53,216.80
  - Inv. No. 52 – New WWTP Project Phase IV $88,609.94
  - Inv. No. 15 – Widening Wilson Rd. $204,687.29

FOUNDATION REMEDIATION BID – 700 OLD MONTGOMERY ROAD
Councilman Ham expressed concern concerning the warranty coverage for the Foundation Remediation Bid. Facility Manager Tammie Rushing addressed Council and advised that there was a standard one-year warranty for the Foundation Remediation Bid for 700 Old Montgomery Road, and presented additional information for Council’s review and consideration. Staff recommended approval.

Councilman Ham made a motion to approve the Foundation Remediation Bid for 700 Old Montgomery Road, as discussed and presented. Councilman Czajkoski seconded the motion. Motion carried unanimously.

There being no further business to consider, a motion was made by Councilman Ham, seconded by Councilman McDonald to adjourn the meeting.
Purpose: This budget amendment will modify the General Fund in the following manner:

1) At the March 27, 2019, City Council meeting, the Council approved the Freese & Nichols Comprehensive Plan FNI contract. The plan will provide a comprehensive overview of the City presently, establish its long-term vision and develop recommendations to assist the City in planning for the future. It will identify concerns of the community based on City assessments. The cost of the plan is $300,000 with $100,000 transferring from the Administration Department. $200,000 funding will come from General Fund reserves for the remaining amount.

2) This amendment will reclassify expenditures and recognize reimbursement for prior year expenditures for FY17 Section 5307 grant that was awarded in May 2019.

3) This amendment will account for the local match for the HGAC Transit Commuter Bus Service Grant and related METRO Contract.

4) At the March 27, 2019, City Council meeting, the Council approved the Freese & Nichols Comprehensive Plan FNI contract. The plan will provide a comprehensive overview of the City presently, and establish its long-term vision and develop recommendations to assist the City in planning for the future identifying concerns of the community based on City assessments. The cost for the Comprehensive Plan Update for Transportation handled by the Goodman Corporation is $40,000. Funding will come from General Fund reserves.

5) At the June 26, 2019, City Council meeting, the Council approved the purchase of Operating and Capital Improvement Program Budget preparation software from Questica. The Questica budget software will enhance performance, decrease processing time, and improve efficiency, saving staff time preparing the budget. The cost for the budget software, maintenance, and upgrade is the amount of $144,970. Funding will come from General Fund reserves.

6) At the January 9, 2019, City Council meeting, the Council awarded a one-year contract bid to Texas Wall and Landscaping for turf management for the Police Services Division, Fire Department, Parks Operations, and the Conroe Tower to begin February 1, 2019. The total cost for the contract is $304,134. Funding will come from General Fund reserves.

7) The City Administrator approved the Aquatic Center to proceed with a contractor, Eden Pro Services, to assist with the fountain/splash pad maintenance aspect of aquatic operations. The cost for the implementing this maintenance contract is $18,000. Funding will come from General Fund reserves.

8) An Assistant Director for Community Development position for Community Development was approved this fiscal year. The total Personnel cost for the position for FY 18-19 is $35,909. Funding will come from General Fund reserves.

9) At the October 25, 2018, City Council meeting, the Council approved a legislative and regulatory consulting legal services contract with Focused Advocacy beginning, November 2019 through September 2020 for the upcoming session of the Texas Legislature. The total cost for the legal services is $208,400, with $95,517 being expensed in FY 18-19. Funding will come from General Fund reserves.

10) At the July 11, 2019, City Council meeting, the Council approved an updated grant contract agreement with the Montgomery County Foundation for the Performing Arts dba the Crighton Theatre Foundation. The costs for the renovations and improvements to the Crighton Theatre is $325,000. Funding will come from General Fund reserves.

Fund: General Fund

Departments: 1020 - Revenues
              1041 - Administration
              1044 - Transportation
              1100 - Finance
              1203 - Police Patrol
              1300 - Fire
              1440 - Aquatic Center
## Changes in Revenue Accounts

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<tr>
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<th>Amended Budget</th>
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## Changes in Expenditure Accounts

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<td><strong>$1,231,589</strong></td>
<td><strong>$9,872,730</strong></td>
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</table>
FY 2018-2019 Operating Budget Amendment #3

Purpose: This budget amendment will modify the Water & Sewer Operating Fund in the following manner:

1) The Sewer Division was appropriated $407,988 for use in FY 17-18 for the SSOI Section 7 - Phase 1 project; however, nothing was spent. The unspent appropriation will roll forward to the FY 18-19 budget to rehabilitate approximately 8,758 linear feet of 6-inch and 8-inch gravity sanitary sewer and twenty (20) brick manholes. Funding will come from Water & Sewer Operating Fund reserves.

2) At the January 24, 2019, City Council meeting, the Council awarded Alpha Lawncare & Sprinklers the mowing services bid. The contract will provide mowing services for the liftstations. The cost of the contract is $64,100. Funding will come from Water & Sewer Operating Fund reserves.

3) At the February 14, 2019, City Council meeting, the Council approved legal services assistance for the Bed and Banks permit with Booth, Ahrens & Werkenthijn. Public Works has $125,000 budgeted for the current 18-19 fiscal year. The cost is not to exceed $200,000, an additional $75,000 is needed for the services. Funding will come from Water & Sewer Operating Fund reserves.

Fund: Water & Sewer Operating Fund

Departments: 2882 - Sewer Maintenance
2883 - Pump & Motor Maintenance
2900 - W & S Non-Departmental

<table>
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<th>Description</th>
<th>Acct. #</th>
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<th>Amended Budget</th>
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<tr>
<td>Improvements &gt; $5,000</td>
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<td>- $</td>
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Total $251,104 $547,088 $798,192

Purpose: This budget amendment will modify the Vehicle and Equipment Replacement Fund (VERF) in the following manner:

1) FY 18-19 approved budget for Police Patrol vehicles was for seven (7) new Tahoes replacing seven (7) Caprices totaling $243,600. On October 24, 2018, City Council approved the bid award to Buckalew Chevrolet which included thirteen (13) PD Tahoe PPV SUV’s which totaled $437,151. This approval was to keep PD vehicle replacement at a pace of twelve (12) per year. $193,551 needed to balance the PD Vehicle purchase will come from the VERF Reserves.

Fund: Vehicle and Equipment Replacement Fund (VERF)

Departments: 3010 - Vehicle Equipment Replacement Fund

<table>
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<th>Amended Budget</th>
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<tr>
<td>Vehicles &gt; $5,000</td>
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<td>$193,551</td>
<td>$604,921</td>
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Total $411,370 $193,551 $604,921
FY 2018-2019 Operating Budget Amendment #3

Purpose: This budget amendment will modify the Conroe Tower Fund in the following manner:

1) At the January 9, 2019, the Council meeting, the Council awarded a one-year contract bid to Texas Wall and Landscaping for turf management for the Police Services Division, Fire Department, Parks Operations, and the Conroe Tower beginning February 1, 2019. The total cost for the contracted project is $5,880. Funding will come from Conroe Tower Fund reserves.

Fund: Conroe Tower Fund

Departments: 2500 - Tower

<table>
<thead>
<tr>
<th>Changes in Expenditure Accounts</th>
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<tr>
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</tr>
<tr>
<td>CONTRACT SERVICES</td>
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<tr>
<td>Total</td>
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</table>

Purpose: This budget amendment will provide the initial budget for the FY17 Section 5307 Grant Fund (TX-2019-019-00) awarded in May 2019.

1) To establish the budget for the newly awarded grant.

Fund: FY17 Section 5307 Grant Fund 204

<table>
<thead>
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<tbody>
<tr>
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<table>
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<td>TRANSIT ADA</td>
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<tr>
<td>Total</td>
</tr>
</tbody>
</table>
Purpose: This budget amendment will provide the initial budget for the HGAC Conroe Connection Transit Commuter Service Grant Fund 210.

1) To establish the budget for the newly awarded grant.

Fund: HGAC Transit Commuter Bus Service Grant Fund 210

Changes in Revenue Accounts

<table>
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<tr>
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Total $ - $ 249,367 $ 249,367

Changes in Expenditure Accounts

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Total $ - $ 249,367 $ 249,367

Purpose: This budget amendment will modify the FY16 Section 5307 Grant (TX-2017-003-00) in the following manner:

1) To agree the grant budgets to the Federal Transportation system for remaining amounts to be spent and reimbursed during FY18-19.

Fund: FY17 Section 5307 Grant Fund 243

Changes in Revenue Accounts

<table>
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Changes in Expenditure Accounts

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<td>243-2430-8060</td>
<td>$180,354</td>
<td>64,376</td>
<td>244,730</td>
</tr>
</tbody>
</table>

Total $180,354 $ 64,376 $ 244,730

Approved by Council on ____________________.

Soco M. Gorjon, City Secretary