



## Notice of City Council Regular Meeting

**February 11, 2025 at 6:00 PM**

**NOTICE IS HEREBY GIVEN** that a Meeting of the Montgomery City Council will be held on **Tuesday, February 11, 2025, at 6:00 PM** at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas.

THIS MEETING WAS POSTED PURSUANT TO THE TEXAS OPEN MEETING ACT  
V.T.C.A. GOVERNMENT CODE CHAPTER 551.

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.

### **OPENING AGENDA**

1. Call Meeting to Order.
2. Invocation.
3. Pledges of Allegiance.

### **PUBLIC FORUM**

The City Council will receive comments from the public on any matters within the jurisdiction of the City of Montgomery, Texas. Speakers will be limited to three (3) minutes each. Persons wishing to participate (speak) during the Public Forum portion of the meeting must sign-in to participate prior to the meeting being called to order. Please note that the City Council's discussion, if any, or subjects for which public notice has not been given, are limited to statements of specific factual responses and recitation of existing policy.

### **CONSENT AGENDA**

All Consent Agenda items are considered to be routine by the City Council and will be enacted by a single motion. There will be no separate discussion on these items unless a Councilmember requests an item to be removed and considered separately.

4. Consideration and possible action on the City Council Workshop Meeting Minutes of January 13, 2025.
5. Consideration and possible action to close Jacobs Properties parking lot for the Montgomery Mardi Gras Special Event for March 1, 2025.
6. Consideration and possible action to call a public hearing concerning proposed amendments to Chapter 78, Subdivisions, of the Montgomery City Code, said hearing to be held on February 25, 2025 at 6:00 p. m. at the Montgomery City Hall.

### **PUBLIC HEARING**

The City Council will receive comments from the public on the below listed item(s). Speakers will be limited to three (3) minutes each. Persons wishing to participate (speak) during the Public Hearing portion of the meeting must sign-in to participate prior to the meeting being called to order.

7. Conduct a public hearing concerning a petition for voluntary annexation filed by Tri Pointe Homes Texas, Inc.

## **REGULAR AGENDA**

All items on the Regular Agenda are for discussion and/or action.

8. Consideration and possible action on the first and only reading of an Ordinance of the City of Montgomery, Texas, adopting the annexation of certain territory located in the extraterritorial jurisdiction of the city of Montgomery, Texas, to wit: a tract or parcel containing 32.24 acres or 1,404,464 square feet of land situated in the Benjamin Rigsby League, Abstract No. 31, Montgomery County, Texas, being part of and out of the residue of a called 94.889 acre tract of land described in deed to Norman R. Stewart, Jr. and wife, Jennifer H. Stewart as recorded under Montgomery County Clerk's file (M.C.C.F.) No. 9357628, and part of and out of a called 67.820 acre tract of land described in deed to CMC Partnership, Ltd. As recorded under M.C.C.F. No. 2022130572 and being more particularly described by metes and bounds depicted in Exhibit "A"; providing for incorporation of premises, amending of the official city map, and acknowledging a service plan; requiring the filing of this Ordinance with the County Clerk; prescribing for effect on territory, granting as appropriate to all the inhabitants of said property all the rights and privileges of other citizens and binding said inhabitants by all of the acts, ordinances, resolutions, and regulations of the City of Montgomery, Texas; providing cumulative repealer, severability and savings clauses; providing for engrossment and enrollment; and providing an effective date.
9. Consideration and possible action regarding adoption of a Resolution of the City Council of the City of Montgomery, Texas consenting to the creation of Montgomery County Municipal Utility District No. 255 in Montgomery County, Texas and establishing conditions applicable to the creation of the district.
10. Consideration and possible action on approving a new HR & AP Specialist position.

## **EXECUTIVE SESSION**

### **11. Closed Session**

City Council will meet in Closed Session pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in:

- A. 551.072 Deliberations about Real Property concerning potential sale of City property.

### **12. Open Session**

City Council will reconvene in Open Session at which time action on the matter(s) discussed in Closed Session may be considered.

- A. 551.072 Deliberations about Real Property concerning potential sale of City property.

## **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.

## **CLOSING AGENDA**

13. Items to consider for placement on future agendas.

14. Adjourn.

The City Council for the City of Montgomery reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed below, as authorized by the Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberations regarding Security Devices), and 551.087 (Deliberation regarding Economic Development Negotiations).

I, Ruby Beaven, certify that this notice of meeting was posted on the website and bulletin board at City Hall of the City of Montgomery, Texas, a place convenient and readily accessible to the general public at all times. This notice was posted at said locations on the following date and time: **February 07, 2025 by 6:20 PM.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/s/ Ruby Beaven

City Secretary

This public notice was removed from the official posting board at the Montgomery City Hall on the following:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

By: \_\_\_\_\_  
City Secretary's Office  
City of Montgomery, Texas

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*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 accommodation.*

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Montgomery City Council  
**AGENDA REPORT**

|                                        |                                 |
|----------------------------------------|---------------------------------|
| <b>Meeting Date:</b> February 11, 2025 | <b>Budgeted Amount:</b> N/A     |
| <b>Department:</b> Administration      | <b>Prepared By:</b> Ruby Beaven |

**Subject**

Consideration and possible action on the City Council Workshop Meeting Minutes of January 13, 2025.

**Recommendation**

Staff recommends approval of meeting minutes, as presented.

**Discussion**

Please see the accompanying minutes:

Workshop Meeting Minutes of January 13, 2025

**Approved By**

City Secretary &  
Director of Administrative Services

Ruby Beaven

Date: 02/06/2025



**City Council CIP Workshop Meeting  
Meeting Minutes  
January 13, 2025**

**CALL TO ORDER**

The City Council CIP Workshop Meeting of the City of Montgomery was called to order by Mayor Countryman at 5:01 p.m. on January 13, 2025, at City Hall 101 Old Plantersville Rd., Montgomery, TX and live video streaming.

With Council Members present a quorum was established.

|          |                        |                 |
|----------|------------------------|-----------------|
| Present: | Mayor                  | Sara Countryman |
|          | Mayor Pro-Tem          | Casey Olson     |
|          | Council Member Place 1 | Carol Langley   |
|          | Council Member Place 4 | Cheryl Fox      |
|          | Council Member Place 5 | Stan Donaldson  |

Also Present: Chief Anthony Solomon, Interim City Administrator  
Corinne Tilley, Code Enforcement/Planning & Zoning Administrator  
Ruby Beaven, City Secretary  
Diana Titus, Deputy City Secretary  
Chris Roznovsky, City Engineer, WGA

**OPENING AGENDA**

**1. Call Meeting to Order.**

**PUBLIC FORUM**

No participants at this time.

**WORKSHOP AGENDA**

**2. Discussion on current, future, and upcoming capital improvement projects.**

Mr. Roznovsky, City Engineer, WGA, stated there are a handful of things to talk about tonight and a lot of this you have seen before. These are updates, additional pieces and then ultimately leaving here with things to think about, things to consider in some direction on what you want to see on how to move forward.

We are going to run through our project list. It is the same one that you have seen before. We will highlight the changes and highlight the updates on where some of these stand.

At 5:02 p.m. Council Member Fox arrived at the meeting.

Mr. Roznovsky continued saying we are going to talk about your impact fees, what we expect to collect come up, and that what has been collected thus far. Then finally, we are going to wrap it up and talk about funding options and water and sewer rates. Stop me as we go, and we will go through it again. There are no decisions or action tonight. This is a workshop. The intent of this is to start thinking through this and then give some direction on what additional information is needed and how to make decisions on these projects moving forward.

Mr. Roznovsky said there are three documents in front of you. If you go to the one that is on the 11 x 17 size, this is that project with the same format that you have seen before. I am going to run through not every item on here but hit the highlights of what are the priority items, what changes have occurred, and what is new to the list that is potential for this. Stop me if you have questions, as I go through this.

The water plant number two improvements project is ongoing as you know as we have just talked about it and the noise coming from it. One thing I want to note there is when this project was bid, it was bid with an alternate or a supplementary item for replacing the tank foundation so that is included in the contract amount. We were hopeful that once they took the tank down they could see the foundation and it would be in good condition. When they took the tank down it was cracked all the way through. They are replacing that so there won't be a deduction change order for not replacing the foundation to that project. He said that was roughly \$85,000.

The water plant four improvements is the new water plant with an elevated storage tank. We have talked about that one before so the cost you see there is the construction and engineering contingencies.

The FM 1097 sewer replacement project contract is already out. That contractor should be mobilizing this week to knock that out over on FM 1097.

The water plant number four project has been RFQ'd and we have responses from engineers that just scored, but we wanted to get through the funding discussion to talk about the funding of the balance and construction before we brought a recommendation to move forward with awarding that project.

The one project on the list, the Plez Morgan erosion repairs, there has been nothing started on that as of yet. It is right at Plez Morgan where the creek is eroded up to it that definitely needs to be done.

We have talked about the Town Creek wastewater plant. It is not on your agenda for tomorrow but on your next council meeting we do have the proposal from Halff and Associates for approval. Our original estimate on design two years ago was around \$600,000. It came in at \$720,000 which is higher than the estimate it was two years ago. We feel like it is a reasonable number, higher than expected, but a reasonable number that we at a future Council meeting will be recommending approval of that contract with Halff and Associates.

Both the College Street drainage and booster pump number three are the ARPA funded projects that you did the resolution for not too long ago. On your Council tomorrow night, it is authorizing us to get started putting together bid packages for both of those items and those items are listed on here.

Finally, this last one on this section, is the Westway Drive waterline upsizing. The timing of this one is to be determined. This is the Tri Pointe development from Westway Drive to Lone Star Parkway in that middle section. Part of their agreement is they are upsizing the waterline. As you have done for Town Creek Crossing, you pay the cost difference. They needed eight (8) and they are going to put in 12 so you will pay just the cost difference in that. It'll likely move to next year, but it is on the list so we are planning for it.

Council Member Fox said she was going to ask about the College Street drainage improvement program and sees that is the 233. She asked if that was permanent. Mr. Roznovsky said that is correct. What it includes is digging up what is there and replacing three (3) culverts with new concrete culverts and rebedding new guard rails and then repairing the road. He does not remember the exact dimensions but maybe 100 feet each way or maybe a total of 100 feet, as well as working backs on the north side of College east of those culverts is regrading the ditch and replacing those culverts along the way to get down to it. Council Member Fox said she wanted to make sure it was a permanent fix because it did seem like it was not as expensive as she thought it would be. Mr. Roznovsky said the culverts themselves are not that big. It is three (3) 18-inch culverts which are not a large cost item. The biggest thing we have to work through is access. Our main concern on that project is replacing those while not cutting off the end of the Street and we are working through some options. Likely what we are going to do is put additional requirements in the contract that they have to have temporary matting and so at the end of each day they put it back down so access is still there and during the day they have the ability to quickly allow access. He thinks that it is going to drive up the cost a little bit, and also with it being ARPA funds. Council Member Fox asked wasn't there going to be a traffic study on that road for a future subdivision? Mr. Roznovsky said yes. He cannot remember what

they were calling it, but essentially over here across the street that was the Grace Point development, the Village of Montgomery. Yes, they were going to do a traffic study because they had a road connecting from the end of College over to FM 149. What is the potential impact of this development on the road, but that development is not moving forward. Mayor Countryman said she asked about that road recently and they have abandoned that. They are only looking at extending Caroline, at this time. That is not the end all be all, just that is where they are today. Council Member Fox said she just wants to make sure this was a permanent thing. Mayor Countryman asked of all of these and number one (1), nothing else is ARPA outside of the College Street, is that right? Mr. Roznovsky said and booster pump number three (3). Mayor Countryman asked have we already budgeted for all of the water plant to FM 1097 sewer? Mr. Roznovsky said yes. Water line number two (2) and FM 1097 sewer and the design of the wastewater plant, those were in your current Certificate of Obligation (CO) projects. There is a little bit of a delta there after all the cost differences that we have talked about and you have \$681,000 sitting in your impact fee account that can be used for those projects. Mayor Countryman asked if the water plant two improvements was the \$3.2 million that they borrowed on that bond? Mr. Roznovsky said that is correct. Mayor Countryman said she is just curious as to where they are going to get the delta. Mr. Roznovsky said correct. If you actually look over on that there is four (4) tables off to the right hand side of the bottom one which is your fund summary and that is the original \$3.5 million. You have used up the \$1.33 million, with \$2.1 million remaining from those other projects. Mr. Roznovsky said going one (1) item down these are the projects that are ongoing and they have to be done. The Westway Drive one is the smallest item on the list but that is obviously developer driven and timeline dependent on when that gets complete.

Moving over to the second priority projects, the first and last one were the citywide drainage assessments. This was looking at the culvert repairs, ditch cleanouts all throughout the city and putting it in one bit package to reestablish grades. Nothing has gone forward with that project. This was on the lower priority list but that is what those are.

Mr. Roznovsky said the one that he does want to ask a little bit with you all and engage interest in is the Stanley Lake mud interconnect. Stanley Lake is a municipal utility next door. They serve the strip center and apartment complex. We have been working back and forth with them on the idea of an emergency interconnect so we can connect our water lines in the event of a loss of pressure. We can open-up the internet connect and use them to help provide service to the City, since we are on an island by ourselves. We have been talking through with them, and they are open to the concept. If you remember a few years ago the Nantucket development which was the apartment complex, behind Pizza Shack, they don't have a timeline for moving forward as they are still evaluating options. However, they are interested in proceeding with the water line to get to their tract. What we have in the breakdown that is shown here is a split of that cost. We went through and said obviously larger projects are cheaper than smaller

projects and we are able to pro rate some of this cost with the developer, which will make more sense. We have not run the numbers by the developer but just in general conversations and he was open to the concept. If you did it you are looking at approximately \$75,000 for the City and then \$200,000 to \$260,000 for the developer to pay because he has a much more substantial piece and length. Then you would split the engineering prorated between the two so you could overall save cost, if that is something you are interested in. We think it is a good idea especially if the developer agrees to a \$75,000 investment to have an alternate water source in case of emergency. He thinks it is well worth the investment to do and thinks Mr. Muckleroy would agree on that one, that it would be a good one to pursue if we can fit it into the overall budget. Mr. Muckleroy said we went into this hoping we would end up with maybe a 50/50 split with Stanley Lake. This scenario works out even better. Stanley Lake is not interested in participating in the cost at all. That is the only downfall. The timing is right with this developer if it works out like this.

Mayor Countryman questioned Mr. Roznovsky. She said he mentioned it is an alternate water source and asked if it is vice versa, so if we need water we can buy it from them and if they need water they can buy it from us? Mr. Roznovsky said correct. Both entities have the ability. Mayor Countryman said she just wants to make sure it was a two-way street and not a one way. Mr. Roznovsky said both have the ability to say no. If we are in an emergency, they can not just take the water. Both entities have to agree on how a normal emergency supply agreement works, but yes, it is two-way. We would help them; they would help us. Council Member Fox asked if they would have to submit a request if they needed water? Mr. Roznovsky said yes. The steps to that would be that there is a develop agreement that gets put in place, and that agreement defines what is an emergency, and what is the process for notifying opening. Typically what we recommend is there are two ways you can do it. You can do a meter, which meters are expensive, and they have to be maintained, or you do two locking valves next to each other and you work out a calculation in the agreement. This would be on a 12 inch line. A meter is \$100,000. Mayor Countryman said she thought it was a significant amount. Mr. Muckleroy said Stanley Lake was insistent on a meter until we explained that it was just for emergency purposes. They backed off on the meter requirement and said they understand, and we will just work out an agreement on a price. Mr. Muckleroy said that helps out with the cost. Council Member Olson said we should be able to figure flow by pressure and value. Mr. Roznovsky said typically what it says is you will just take your average daily flow divided by the number of days that you are on connect and split the cost that way.

Mayor Countryman asked across the street, their proposed HEB that is going to be at the end of our water line, will there be a water line that goes under SH-105 that would also be able to have access should there be an emergency? Mr. Roznovsky said correct. Mayor Countryman said, so not just on the north side. Mr. Roznovsky said correct. Currently the water line that crosses SH-105 is at the intersection of FM 20854. HEB has the first half of the site and then

there is the remainder developer who has the second half. What was laid out to HEB and is in their draft agreement that will get routed in the next few weeks is they fund the portion up to their boundary and then the next person will be required to connect it across SH-105. It will be more in front of the car wash versus all the way down at the end because of the city limits in front the KOA. Mr. Roznovsky said there is no action tonight but just to wrap up this discussion they will bring an agenda item to the agreement portion of this. There is also a study application that has to go to the state because you are interconnecting to a public water systems. So they need to approve it and get that process started and also enter into discussions with the developer on funding of that agreement. Mayor Countryman said she has a question but will let Mr. Roznovsky go through this before asking it.

Mr. Roznovsky said item three (3) is the recommended but not necessarily capacity increase. We have talked about bleach conversion, over and over again, and that has been on the wish list. It is still on the list? We do not want to take it off the list, however you know it is not a priority one. The same thing with lift station number three (3) improvements. Lift station number five (5) and lift station number three (3) are probably your two most in need lift stations. Tri Pointe is replacing lift station number five (5) as part of their development, so that one is covered. Lift station number three (3) if someone develops the Mabry property, which is what wraps around MES, that lift station will get replaced. Pulte has been kicking around the site. There is no definitive and they have not requested a feasibility study on it. They just asked a couple questions. Again, it stays on the list. Eventually something needs to be done with that legislation. The hope is a developer comes in and can either bear the total cost or at least a significant cost. Council Member Donaldson said regarding lift station number five (5), he thought they already agreed to move that station. Mr. Roznovsky said they did and that is with Tri Pointe, so they will move it and replace it all in one. The current one that sits at the bottom of the creek right next to SH-105 will get abandoned and demolished, and it will get moved North on Westway Drive. Mr. Muckleroy said when they say move a lift station, it literally means construct and physically do not move. Council Member Donaldson asked is this developer driven also? Mr. Roznovsky said it is. They have actually put up their deposits for both of those projects, so the design of both the waterline extension on Lone Star Parkway and the lift station number five (5) relocation project are both those deposits. We received confirmation last week and those are moving forward.

Mr. Roznovsky said the last item is section four (4). Again, these are all developer driven items and/or development complete. They just have not been taken off the list because they have not been paid out completely. Your Morning Cloud, that is Montgomery Crossing, the MISD waterline that is paying their share, that line is in place. They just have not made it active, because they are waiting until they are close to the end of construction before they turn it over so that is just the timing.

The Buffalo Springs project we have talked about. The big one he wants to talk about here, with the biggest asterisk next to it, is this TxDOT SH-105 utility relocation project. We have talked about this project before during the budget planning season. We have gotten more clarity and less clarity since then, because the timing keeps on changing from TxDOT. TxDOT has completed their initial planning of where the utilities go, and we have identified all the conflicts that are there. When you add up all the conflicts, the cost of all the survey materials, and testing you are looking at about \$1.3 million to \$1.4 million for just a utility relocation project. This does not upsize anything. This does not do anything; it just relocates utilities that are going to be in conflict with TxDOT which is a lot. Council Member Donaldson asked what is the timeline on this? Mr. Roznovsky said that is what keeps on moving. TxDOT originally said this was a 2026 let date, so they wanted the utility relocated by 2026. As of today it is 2028 that it has moved back to. He said we do not want to recommend going forward with designing or respending any money until there is a definitive timeline on it. We are not in a situation to just spend \$1.4 million and then wait for TxDOT to do their project. We are going to continue to go back and forth. There are still some options with them that we are talking about that will hopefully save some of the overall cost doing a funding agreement so their contractor handles the work. The concern is that it is obviously a TxDOT contractor with city utilities. We will weigh that out as we get there, but we wanted to include it, because again their timeline keeps moving. Mayor Countryman asked is there any cost share they are willing to do with this? Mr. Roznovsky said not for utilities within the right of way. When we have new developments, that is why we require easements outside of TxDOT right of way because if they were in an easement and TxDOT was expanding the right of way, they will pay to relocate the lines. In this case these are existing utilities, and they are in TxDOT right of way, so therefore, they said you are using our right of way and part of you using our right of way is if we have you relocate them at your expense. Council Member Langley asked how long they have been there? Mr. Roznovsky said they are the original six (6) inch water line that ran out to Napa, which has been there for a long time. He does not have exact dates. The newest utility that is out there is when Mr. Chris Cheatham extended the 12 inch water line on the north side to get over to Hills of Town Creek. Council Member Fox said that is 10 years old. Mayor Countryman said at least, maybe 20 years. Council Member Donaldson asked is that line in the right of way? Mr. Roznovsky said most of it is in an easement. Mr. Roznovsky said the rest of these are again just developer driven projects, developer funded projects that are on the list. The only two the City has a share of is in section four (4), are the utility relocations which are big, and to be determined on timeline, and the MISD payment cost share of that water line which is done.

Mayor Countryman said we had spent money and time upgrading the City water lines from downtown from eight (8) inch to 12 inch. In order for us to do our comprehensive plan, go along with that, we need to have the sewer done. She said she does not see sewer on here. Where is that? Mr. Roznovsky said correct. For the downtown redevelopment project there is three (3) components to it from a true city infrastructure, not including the streetscape stuff.

You have your sewer line project but that is complete. It was completed two years ago to a year and a half ago when this got kicked off. The sewer rehabilitation project work is done. We are placing the water lines down McCowan. That is designed and ready to go. Our understanding was that was going to be looped into the MEDC cost. To bring you an update on that, we met with Ardurra last week and they are expecting to attend and bring updated cost estimates and schedules, or at least cost estimates and statics, to next Tuesday's MEDC meeting. Mayor Countryman said she thought they were going through Gunda or we had worked with Gunda. Mr. Roznovsky said Gunda was purchased by Ardurra. Mayor Countryman asked what have we been waiting on, because we brought them to the table a long time ago? Mr. Roznovsky said the design of the waterline replacement has been on the shelf and has been complete for close to 12 months. We asked that question. Our understanding is we are still trying to get details because that was one of our questions to Ardurra. How do we get to this point? They were of the understanding that they were on hold for some of it. That last fall, they were told to put on hold and they did not have an answer. Before that, they said things were just moving slow. They were waiting on some design decisions which were mostly related to the driveway through the steakhouse parking lot. Which that was a decision that he thinks was made months ago, if not last summer, that he said I think we are not interested in this. We were not involved in the day-to-day, so we are starting to gather the information and ask them to at least to start out with what is the overall cost of this project. So, then we can determine okay they come back and it is outside the MEDC budget to be able to fund, what portion of that waterline replacement needs to be completed for the revised scope? Mayor Countryman asked have we made any payments to them or we are just using them as advisory and then we don't pay them until the project starts? Mr. Roznovsky said he does not know, but they can check. Ms. Maryann Carl said she looked under the name that she had and said this is the first time she has heard that. She was not finding anything under the other options she had or was she finding anything on the general ledger that was making sense to her in that area. She said she will look this up and see if we can come up with a timeline and when that may have happened. Chief Solomon asked was this not the company that we talked about the other day? Ms. Carl said right that was Ardurra or something like that. He just said it was Gunda, so we could have paid Gunda, but she does not know. Mayor Countryman said she thinks we did pay Gunda. Council Member Langley said she is not sure for what, but she knows we have made some payments to them. Mayor Countryman asked, have we paid Ardurra? Council Member Langley said no. She does not even know if any of them have been coming to any meetings, since they switched over. Mr. Roznovsky said he does not remember the exact date they pulled us on the call but he thinks their last update they gave was early or mid-2024, like March, April, or May timeline was their last update they gave to MEDC on the project. Council Member Olson said it was last spring when they presented the one-way street. Mr. Roznovsky said what they have been asked to bring to next Tuesday's meeting is an updated cost assessment. We have asked to have it by tomorrow so they can get sent out Wednesday and an updated schematic of what is the plan because it is been talked about one way, two-way, partial

one-way, what is the current plan that they are working on, and just the high level estimate because again they come back and say well here it is and it is a \$5 million project, what can we do within the budget we have and then modify the water line. That is not in here and you are correct. Again, once we find out what the cost is and what MEDC is contributing we can move forward. Mayor Countryman said that would be great, because they spent that money on the comprehensive plan and putting that together is what has kicked off the sewer line and water line. She has been asked by business owners what is going on. She has also been asking about the sewer and water lines and nobody has been able to give her a date so she thanked Mr. Roznovsky for that. Mr. Roznovsky said they had that discussion with them as well, because we are coming in catching up on information. What was the scope of the community involvement that was in their original contract? Was it Town Hall meetings, was it pamphlets, and who was supposed to be doing that? That was not in their scope to do those items. Those are going to be handled by staff. We have asked for safe conversation they just provide an ad services proposal because if there is assistance needed in handling that with a workforce, we always have it in front of us. Mayor Countryman asked Mr. Muckleroy he had anything different than that? Mr. Muckleroy said no. The conversations that he remembers happening were let us wait and see what this overall project is going to cost as a whole before we jump into spending money on a water line. We do not want to put the water line in and then find out that it is such an outrageous cost to go through with the full plan that we are not going to do it for 10 years, so let us wait and see. He said that is what he remembers, and it makes sense. Mr. Roznovsky said it was also timing because like we talked about, we are not going to go tear up the road, put in the waterline, fix the road, and then you will come back and tear up the road. Mayor Countryman said it sounds like there just needed to be decisions made and we have never gotten back to the table to make those decisions. Mr. Roznovsky said what is left for the City to decide and order for you to finish up the plans so we can go to construction? Mayor Countryman said it sounds like that was city driven to not move forward or the stall factor, because they were thinking they were waiting on us of what the directive was. Mr. Roznovsky said from the conversation we had with them last week was that there was a conversation last fall to put it on pause. It was not a stop work, as they said it was kind of a pause, but that wasn't until last fall. Mayor Countryman said she thought we were moving forward in that. Council Member Olson said he knows they came to us with the plans for the one way streetscape last spring sometime. He does not remember when but maybe May or June. Mayor Countryman said everybody was really excited and was okay with one ways, well Council Member Langley wasn't. Council Member Olson said it would have to come to Council to get approved, and at the time we advised MEC, and said the odds of this passing Council is slim so let us just tell them is there another plan, let's get something else. Mayor Countryman said and that is what we are waiting for. Mr. Roznovsky said they have a two-way up to Larry Jacob's lot, that entrance next to Larry Jacob's building and then a one-way from there to College to essentially just past the steakhouse was one-way. College to the Jacobs lot was one-way and then it was two-way in front of the Jacobs lot on McCown. You could park either way and then rotate back

out but the one-way you couldn't head south on McCown. Council Member Olson said that one-way all keyed off of being able to turn right and go through the parking lot at the steakhouse. When we found out he was not interested in us doing that, it threw the one-way out the window, besides the fact that we knew to would never pass Council. Mayor Countryman said she knows that he had put in for some MECD funds to help the steakhouse back in March of 2022 and then again last year and we never heard back from the person that was over that. She said she thinks he is amenable to having a discussion because he wants help with this parking lot in asphaltting it so she thinks there is a partnership now that we could probably talk to whatever that looks like. Council Member Olson said that is good news, good information. Mr. Roznovsky said hopefully within the next few days you should at least have an updated cost, and updated what it is and then can make a decision on how to move forward.

Council Member Langley asked is tonight a night to ask a question about College Street or hold it until tomorrow night? Mr. Roznovsky said if you want, ask now and that way if he does not have the answer he can get it to you by tomorrow night. Council Member Langley asked on both sides of the street what are we doing there where the culverts are, where the water flows through it at 90 miles an hour? Mr. Roznovsky said the full scope of the project is replacing the three culverts and resetting them. On both the upstream and downstream edges put large riprap, regrade it, shape it, and put large riprap to help dissipate some of the energy so it does not just continue to shoot downstream. That is on the both upstream and downstream side of that. It includes the new guard rails on each side, repaving on top of it, and then regrading the ditch specifically on the north side of College heading toward the east.

Council Member Fox asked if that would address the water problems for the two homeowners on the north side of College? Mr. Roznovsky asked can you remind me, because I remember talking about water problems on that property many times over the years. Was it water backing up or was it the volume of water? Mayor Countryman said it was coming over and it is volume of water. They have a retaining wall there and it is starting to make that retaining wall fail, because I am assuming the rapid water and the amount of water that is coming because of the building that has happened. Mr. Roznovsky said it will help dissipate the energy before it goes down, so it is going to slow it down so the erosion isn't as bad. Council Member Fox said the house that is west of that was an issue too because it got all the way up to her porch. Mr. Roznovsky said he does not see how that will change the amount of water because we are not doing anything downstream to improve how it gets all the way to Town Creek. This is just fixing those culverts. He said now one thing I will know: we are not increasing the size of the culverts, so we are not putting more water through, we are just replacing them with what is there today. Council Member Fox asked if there is nothing that you are going south to control the water coming through the culvert? Mr. Roznovsky said they will do riprap on both sides. It is going to slow it down but we are not changing the volume and we are not increasing the amount that can go under.

Mayor Countryman asked Mr. Roznovsky if we are concerned about Tri Pointe and or Grace Point, the housing that is going to come here that is going to create more wash off to go down that way? Are we engineering it for the future? Mr. Roznovsky said what their requirement is going to be is they mitigate all of their increased flow so the Tri Pointe folks will put in their own ponds along the creek and then Grace Point if he remembers right had two (2) or three (3) proposed ponds to help offset their flow going to this creek as well. Mayor Countryman asked if it is going to be a minimal impact or no impact? Mr. Roznovsky said the City requirement is that their post-develop flow does not exceed their pre-developed flow. Today they are sending 100 cubic feet of water and after it is done, they can send no more than 100 cubic feet of water downstream. Council Member Olson said his problem with ponds, is when ponds are full they run off just as much as runs in. Mr. Roznovsky said right. At the 100 year storm event, which is what the drainage criteria is for those first stages will go in but then the rest will go over in extreme overflow down to the creek. Council Member Langley asked where her sewer manhole is in front off of College, right there in front of the property, when the water is coming through that creek or ditch that water comes across the street and will cover up the manhole there. It comes barely across over the top of the road. If you cleaned the ditch out back toward SH-105 would that help, is that not our ditch, is that somebody else's ditch? Mr. Roznovsky said you do not have an easement over all of those ditches and creeks through that area. You have some between the different developments. Council Member Langley said everybody believes that it is the City's ditch. Mr. Roznovsky said he knows there is a gap especially between the west side at the park in College Street. There is a gap there for sure. Once you get into Lone Star Estates, he believes they dedicated some easements. Then once you get to West Side Park there are some easements, but there is a gap between Carolina and College. Council Member Langley said the water comes off of SH-105 right here and will wind through that property there. Mr. Roznovsky said he will do some more digging to answer your first question. Council Member Langley said the house that she is talking about that almost floods every time we get any kind of rain there is because the water is not going through the culverts. It is coming over the street. Mr. Roznovsky said and this project is specifically just fixing the road and is not looking at the quantity of water or direction of water. Council Member Langley said she has a new hole and now you have to go over here to this hole. Mayor Countryman said because it is less deep than the other hole. Mr. Muckleroy asked just to clarify, are you saying that it is going over the road because the culverts are already full, and it is pushing? Council Member Langley said yes. Council Member Cheryl Fox said the house that she's talking about is Marilyn Thompson's house. Council Member Langley said right. When the culverts are doing what they are supposed to be doing, the water is still coming across. Council Member Olson said the culverts are not big enough. Council Member Langley said she does not know. Mayor Countryman said that is what she was thinking, but then he said too big. It is going to keep up the rapid. Council Member Langley said somebody suggested one big culvert and not three (3) little culverts. Mayor Countryman said that is too much velocity and asked Mr. Muckleroy we

don not have the left hand side, the South side of that road? We don't have an easement or way we can do a ditch? Mr. Muckleroy said not running out of the right of way. We just have what is in the right of way. Council Member Olson asked how wide is that? Instead of using riprap he has seen it where we basically just pour these concrete cubes. That would slow it down enough. Mayor Countryman said to it is almost like giving her a retaining wall as well. Mr. Roznovsky said it is all about slowing down water and dissipating some of the energy, but what we are not changing is the capacity. Let us take a look and see what other options there are. Council Member Langley asked do you want some videos? Council Member Olson said it sounds like we need to change the capacity a little bit especially with other developments upstream. Mr. Roznovsky said he will gladly take whatever videos we have, and we will look at some options. Council Member Langley said the water is coming so fast through those culverts that is what is washing. Council Member Donaldson said and that is what they want to mitigate. They want to mitigate the erosion and by putting this correction in, it is going to slow the water down and slow the erosion factor down so they are trying to help the homeowners. Council Member Olson said his thought process though is if we put in more volume and slow it down so that way you don't need the speed to move the water you can get by with just a larger hole, it might solve all the problems. Council Member Fox asked but there is no easement on that side though is there? Mr. Muckleroy said no. Council Member Olson said he said 30 feet on both sides which is about all you need to get those concrete cubes in. Mr. Muckleroy said just replacing the culverts is going to make an improvement too because right now their holders are not clogged up but they are cattywampus like you wouldn't believe. Even though they are the same size putting them at the right level and nice and straight will help with flow as well.

Mr. Roznovsky said when you go down the bottom of the page to the big scary number at the bottom, when you add up all the city share of the projects including the TxDOT stuff you're looking at almost \$24 million. Take away your current Cos and the ARPA funds you're still sitting at \$21 million which is a big number.

The next thing we want to discuss is obviously your impact fees and what is expected from that timing then we will talk about some rate stuff that we looked into. The next page and what this shows is a very quick summary of your known developments moving forward, expected time of plotting, and when they would pay their impact fees or what impact fees they would pay based on today's rates. Then, if in their agreement there is any type of credit that is lifted off to the side, so it is subtracted from the total. Going down to the second table you see your impact fee balance. Where you are sitting right now is \$681,666. We are still expecting payment from Redbird, correct? So, that will go up but that is included in the calculation. When you keep on going down to that table you have a projected balance of 2025, 26, and 27. A big note is that assumes you are not spending money out of that. This is not a cash flow. This is just here is what we have today, here is what we expected to come in, not spending money out

which we know is not reasonable, but just trying to give you a magnitude of what is expected. I am not going to go through each line item on here because that is not helpful, but you will see the developments listed. Expected timeline of platting and the amounts that they would pay you have \$681 million today projected by the end of 2025. You have a total of about three (3) and a half because you have Redbird, Montgomery Bend their last two (2) sections, another section of Redbird. HEB that May 25 we have passed them and that is their timeline that they would expect to plat the property before summer. Nothing on the building, just to clarify that this when they would plan to plat. Hills of Town Creek section five (5) is an agenda item for tomorrow. One note on that is they pay at the time of connection, so you are not going to expect to get a check for that full amount. You are going to get it per each cap as it grows. Heritage Grove just so we are all in the same naming convention is Tri Pointe. That is the first phase which is the larger lots. Their plan is to start at Lone Star Parkway and work South toward SH-105. Council Member Olson asked that is one just North of Napa here? Mr. Roznovsky said correct. The Crossing at Montgomery is the Marjorie Cox development over here off between Old Plantersville and Old Dobbin Plantersville and then Lone Star Ridge is the Taylor Morrison development on Lone Star Parkway. Council Member Olson said it used to be called Wind Swept or something like that. Mr. Roznovsky said yes it has been so many names, but it is Taylor Morrison and then Lone Star Ridge are the correct names. Council Member Langley asked who is Superior Properties? Mr. Roznovsky said Superior is the one who came in toward the end of last year about the rezoning that backs up to Lawson and Simonton with the mixture of a commercial and multi-family component. Superior Properties and HEB are both working on development agreements with the City attorney so those will be circulated once they are in draft form to move forward. Mayor Countryman asked why we do not have Mia Lago on here? Mr. Roznovsky said they have gone silent. He has not heard from them.

Mr. Roznovsky said you do have impact fees coming in however obviously as you know \$4 million and \$3.5 million. Council Member Olson asked regarding the 2025 balances, this is a cumulated balance to hit \$5 million? Mr. Roznovsky said correct. That is accumulated by the end of each of those years. Mayor Countryman said so basically almost a million dollar jump every year it looks like the difference. Councilmember Olson said he thinks the accumulation would be the maxed out at five (5). It would not be five (5) plus four (4) plus three (3) is five (5). Mayor Countryman said that is what she is saying. It is gaining a million dollars every year. Mr. Roznovsky said obviously there's a lot of other properties but what you know today that seem to be moving forward here about five (5). Mayor Countryman said Mr. Roznovsky remind me what is our limit or what can we use impact fees for? Mr. Roznovsky said you can use it for items that are on your capital improvement that are for increased capacity. Let me use water plant two (2), as an example. You are replacing the tank in kind so you cannot use it for the tank. If you made the tank bigger which we looked at the option and it did not make a whole lot of sense, you could use that increased capacity piece. For the well it went from a 300 GPM to a 500 GPM so we are taking two fifths of the cost as impact fee eligible. Mayor

Countryman said so it is not for repair it is for new water. Mr. Roznovsky said if you look on this sheet at the very last column it has a yes or no on what are impact eligible from this list. I left one off. The waterline upsizing, that is not on the list. It definitely goes for your biggest ticket items. Plan expansions which are 100% expanded capacity cost. You can also use impact fees for payment of debt. Mayor Countryman said so that CO we had if we wanted to pay it off if we could.

Mr. Roznovsky said where this all culminates, and we have a big lengthy packet that is marked preliminary on it is obviously we have a delta, so you have a lot of money needing to be spent to demand additional funds. We talked to your financial advisor and we looked at a handful of different items. You have grants. So as we talked about this before, Montgomery is not big enough for the big regional type projects, but you are not small enough to be low income, so you are right in that middle that does not check a lot of the true free money grant projects other than the very specific hey here is a grant for transportation alternatives, sidewalks, those very specific items. When it comes to big plant infrastructure you are too small for the big regional stuff, you are too big for the rural system stuff, you are right in the middle where you do not fall into a lot of those categories. There are still funding opportunities out there through the Water Development Board and through others but not free. I say free with “quotes”, not grant money. These are low-interest rate loans which you have used before. So then you go back and we look at the CO’s. You just issued water and sewer revenue CO’s. Based on today’s market as of Friday when we talk to your financial advisor, about \$775,000 in additional water and sewer revenue gets you about a million dollars in CO capacity. For every additional \$75,000 we can generate water and sewer and we can get a million dollars, rough numbers, and borrow money for that amount.

Tax-based bonds are a different discussion and we will not be going into that tonight, other than when I go through the water and sewer rates, we will talk about what options we want to see and what makes sense. Knowing that and knowing the delta, we went through a rate analysis. I don’t expect to read every word but flip to the very last page. I want to start here with the memo letter. One thing that I know has been a concern of Council and the residents is making sure that our rates are competitive with our neighbors and that we are not extremely high or extremely low, but that we are falling in line. What you see here is obviously we are using averages and making assumptions and running the same calculation across the board. For your proposed rates at this point when we look at your existing City of Montgomery rates, existing Conroe rates, and existing City of Magnolia, you can see for the different user types your single family, commercial, multi-family, institutional and irrigation how those vary between the two. A couple important things to note is these include all of their regional water authority related fees so both the Conroe and Magnolia have SRA fees that they pay. City has a regional water authority fee or groundwater reduction plan fee that is included on the bill. That is all included here so you can see that again based on our existing, for a single family

home on average is \$52, Magnolia is \$74, and Conroe is \$104. For commercial, irrigation, and institutional it varies but you're now in the ballpark. There is quite a lot of variation between them but just kind of keeping that in mind. Council Member Fox asked what is the difference on the institutional? Mr. Roznovsky said institutional are your churches and your schools, essentially your city buildings, non-taxable. Council Member said she knows but why is there such a difference? Mr. Roznovsky said Zach can pull it up. He has on his computer on where the difference falls on how they set up their rates. Council Member Langley asked what about the Water Development Board? Do they have a survey or a program that helps you decide your rate in your water? Mr. Roznovsky said he is not familiar with that. He said he knows they have funding sources for funding water and sewer analyses. Council Member Langley asked Mr. Muckleroy if he has ever seen it? We used to use it all the time when we got ready to raise rates. Mr. Muckleroy asked like a water rate calculator? Council Member Langley said yes. Mr. Roznovsky said we will take a look. Council Member Langley said it shows the cities around you and it shows if you're going to be way out of line. Mr. Roznovsky said we will take a look. He said he knows a lot of the times he has dealt with rate related stuff and went through the Public Utility Commission on rates, but we will go back and take a look and see. Council Member Langley said it was very helpful. We do not get the magazine anymore I do not think, but we used to get a magazine every month. Council Member Olson said based on these proposed rates, though obviously you have done a bunch of work here. Based on this proposed rate, what kind of an impact are we looking at? Mr. Roznovsky said if we are just working off that last column, that average user, the \$63, when you carry that down you are looking at about \$750,000 in additional water and sewer. What that means to that average single home was \$10. Commercial varies. Council Member Langley asked now this is water and sewer? Mr. Roznovsky said that is the combined water and sewer. This last sheet is like a combined bill. The sheets in front go through what the changes are per category, conceptual. Council Member Langley asked how many single families are \$52 a month? Mr. Roznovsky said the average user is 6,300 gallons a month. Council Member Fox said that is so not average. Ms. Beaven asked and this is not including solid waste? This is not including like trash collection? Council Member Olson asked this is just water and sewer right? Council Member Fox said she is just talking about water and sewer and not average. Council Member Olson said no, neither am I. Mr. Roznovsky said they took the last 12 months of data and ran the average amongst them. There were a lot of new connections that had zeros so they excluded those zero accounts so they were not trying to drive it down artificially and that is where they got this. Council Member Olson said okay so again you just did a total for each of the users. Single family is basically \$800,000 and then \$46,000 for commercial. He asked is there a total anywhere? Mr. Roznovsky said it is not on this sheet. We need a cleaner version to hand out to talk about the concept but it is \$750,000 so at the end of the day with this change it is \$750,000. Council Member Olson said that does not make sense though because it says the single family would generate \$799,000. Mr. Roznovsky said that is the current, so not the delta but currently what they are generating. When you do the changes it would generate approximately \$20,000.

Council Member Olson said okay he misread that. He asked if the year you said would be seven (7) and 20? Mr. Roznovsky said roughly \$750,000 total with these changes and that would be an average \$10 increase to a single family home. Council Member Olson said if we were looking at paying at the \$21 million we are trying to hit, \$750,000 is a joke, but if we are trying to pay a debt service? Mr. Roznovsky said about \$10 million of that can if you are using the \$75,000. About \$10 million would be able to support that. The other thing to note is the other \$10 million that you have the impact fees that are not included in there, you are still short and that is where we want to talk because we also know we cannot raise this rate where it is double and that is not what we want to do. So, what is a comparable rate? The other thing this assumes is no growth in connections. This is static connections we have today. Mayor Countryman said so it does not take into account Redbird and it does not take into account all the new development like Taylor Morris and Tri Pointe. Mr. Roznovsky said roughly single family homes is around \$1,000 a year in water and sewer revenue and every 75 homes gets you another \$1 million in capacity. Council Member Olson said we would need roughly 1,000 homes. Mayor Countryman said we are going to get a thousand homes. Council Member Olson said yes but they'd have to be built and tapped in the next 24 months and that isn't going to happen. Mr. Roznovsky said correct. We do not think and have talked with your financial advisor that water rates alone is going to solve the problem because one (1), we want to stay competitive with the entities around us and two (2), we cannot have that big of an increase. Where I want to leave with you tonight is, is this in the range of what a comfortable increase would be for water and sewer rates and then if it is, we will go back and say okay here is generally what we are working with within bounds, we will sit down with the financial advisor and staff and say where is the delta and what does that mean in terms of tax? What tax rate would have to be levied in order to support that and is that an option? What other items are out there to be able to meet the delta between the two? Mr. Muckleroy said if you have got any input on the individual sections. We went from what we have heard in the past on Council of not wanting to impact the single family, at least the low end single family users as little as possible. You look at these and you see how much the commercial is going up versus how much the multifamily, versus how much the institutional. We do not have any direction on what to see on that. Anything can go up or down on the individual classes. Mr. Roznovsky said we will send out a side by side so you are not flipping through pages and can see the current structure and the proposed structure side by side. Mayor Countryman said obviously with the current state of affairs with the economy, burdening families even further is not something this Council is interested in. However, due to the state of affairs with the mass influx of people something is going to have to give in order to support it. Part of her says the commercial is still going to come and they are not going to really look at water rates. Maybe make them a little bit heavier than the residential. Mr. Roznovsky said especially when you look at using the commercial as the example. When you can take that same average uses as related to Conroe you are at \$1,700 versus \$267. Council Member Olson said even though we are going up just shy of thirty percent on their rate it was obviously extremely low. Mayor Countryman said the

deltas really are in the single family and the commercial. Mr. Roznovsky said right because that is where your volume is. Mayor Countryman said she was trying to see if we could offset one with multifamily or even institutional. Council Member Olson said 20 percent increase at single family just shy of 30 percent at commercial, less than 30, about 20 percent on multifamily, and about 25 percent on institutional. He said those are rough obviously. Council Member Donaldson said he wants to know what is that increase going to accomplish for us because the way he is reading it is we are increasing the rates in order to have enough money to borrow and then pay the note. The increase in the rates will pay the note. Council Member Olson said they will not pay the whole note though. It will pay a \$10 million note, and we need a \$21 million note. Mayor Countryman asked so where is that \$11 million going to come from? Council Member Donaldson said, so we are still short. Council Member Olson said we are still. Council Member Donaldson said we are just looking at \$10 million. Council Member Olson said we are looking at shortening the gap. Now we are going to raise taxes to cover \$21 million or \$11 million. Mr. Roznovsky said \$10 million and the impact fees, yes. You're still short regardless and so the next steps coming out of this are setting some general parameters around these rates to then get the financial advisor fully involved and say okay here is scenario one (1), two (2), and three (3). Scenario one (1) ask these different components to generate that revenue and scenario two (2) and scenario three (3) that combination. What we did not want to do is run 100 percent in a water rate scenario or 100 percent in a tax rate scenario. There is going to be some type of blend or some other mechanism. Council Member Olson said he had a conversation with the County three weeks ago roughly. The conversation had to do with the fact that they went in and got ahead of other counties. A lot of it had to do with transportation studies. They basically got \$51 million worth of grants. He asked them at the time if they knew of any utility grants that the State comes forth because our people were not able to find any and he said there is actually a ton when it comes to utilities like the water tower issues. He said you just have to go to the right place to get them and they are through the State. Mr. Roznovsky said for the water infrastructure fund there is a regional plan and it is for these larger regional type facilities. He is not saying there are not ones out there. The ones they started looking into are the rural water funds which are much lower interest rates. We are not in a defined rural county for those. They have included in the Request for Qualifications (RFQ) for like the wastewater plant project funding a specialist as well to assist with these because he thinks all the help they can get is better. He thinks it would be prudent to engage Grant Works or another grant administrator that Grant Works is already working with the City to also be a little proactive and look for other opportunities that are out there outside of the home grant, helping them with the ARPA funds to help identify some of these. Council Member Olson said right because the example he used was the fact that the State basically mandates us to spend this \$16 million on a water tower and to upgrade to the 2,500 hookups. If the State is telling us you must, then at some point they have to allow us somewhere to go. We need help. You are forcing us to do this so we need help to do this and he said yes, the State will help you. We just have to find it. Mayor Countryman said she was at a workshop today for towns and they brought the

USDA and that is a great funding source as well. Have we looked into the USDA? Apparently, they have got a lot of money but she does not know what their latest programs are. Mr. Muckleroy said like Mr. Roznovsky said that is part of the RFQ process to select an engineer that assists with that.

Mayor Countryman said she knows this is not a popular thought but do cities say okay this year it is a \$10 rate and in five (5) years it is another amount, like start stair stepping it up and making that known to the taxpayer for future reference and thought? Mr. Roznovsky said yes. He thinks in 2015 that rate analysis was done and it came up with a three (3) tier program. He knows they implemented stage one (1) and two (2) but three (3) was never put into place. Mayor Countryman asked why did it not go? Mr. Muckleroy said Mr. Jack Yates had evaluated it and said he did not feel like we needed to initiate the change with the third year and we were doing fairly well. Mayor Countryman said it was an administrative decision based on where we were. Mr. Roznovsky said these projects, even the \$21 million projects are not done in a calendar year, especially when you just pull out the water plant and sewer plant. Those are two-three year projects, however, obviously we want to have the funding in place before we sign a contract. There is still the preliminary work of getting designed and the approval portion of it. With the wastewater plant, the State has been extremely backed up. We are still waiting for the final wastewater permit for the plant which is why we have not brought a proposal back to you because you do not want to sign a proposal and not have the final permit in hand. On the water plant we did receive that permit from Lone Star for the well out on that site. The preliminary stuff on this has been in the works. There are also things that we will look into and work with between your attorney and staff. Items put into these development agreements of developers participating in the costs up front, he knows for sure that is in the Redbird agreement where it talks about when they need additional capacity as they bring on stages if there is a need that they agree to help. It is a vague term but those are in place or at least out there to have those discussions on.

Mayor Countryman asked did we ask any other developers like the Marjorie Cox or Trio Pointe? Mr. Roznovsky said he will have to confirm this but it was a general term that the attorneys had in there and it was talking about when additional capacity is needed in request, but he will have to confirm that as he does not know for sure.

Council Member Olson said, so basically everything on here though is all water and utilities and there is really no transportation. Mr. Roznovsky said that is correct. Council Member Olson said to bring that up and obviously we do not have the funds to do anything, one of the reasons the conversation that he had the meeting with Mr. Smith was he wanted to inform me that they had funds for transportation. They put Buffalo Springs, Lone Star Parkway, and at least one other road that is in Montgomery on their list to get federal funds where it would be like a 90/10 split, where feds would pick up 90 percent and we would pick up 10 percent and

then we would fix the road. He said now those were all submitted by the County for us. Mayor Countryman said she talked to Mr. Robert Walker the other day and he said I just want you to know on the ballot in May there is going to be a bond. If it passes, we are going to make Lone Star Parkway a four-lane road and help you out there. He was talking about being able to also help maybe on FM 1097 she thinks he said. Mayor Countryman said no, not FM 1097 but somewhere else he was talking about. Maybe it is Buffalo Springs. If we can get this bond passed at the County then there will be funds to help you out with some infrastructure. Council Member Olson said but these were federal funds that they already secured that if we did not have to go for a bond, they received them from the Fed. Mayor Countryman said but we would pay 10% hopefully with this what the County is doing. Yes, we will pay the cap through taxes but at the same time it would be on their back to get it done and we would not have to participate at all, it would be done. He said Lone Star Parkway and thinks Buffalo Springs. She will double check with him but he just wanted to let her know. Council Member Donaldson said he is got a state of the County meeting set up for January 30<sup>th</sup> at Lone Star. Council Member Olson said one of the projects that they want to do is to connect 1097. One is farther South than the other and they want to straighten it out and connect them at the northern one and that is part of that project. Mayor Countryman said it is supposed to be like a flyover they were talking about. That has been talked about for years but then when she talked to TxDOT there was no interest because she cannot remember, but they were talking about that bad turn to straighten it out and going over FM 149. She said she is sure Mr. Roznovsky heard this for FM 1097 West. She then talked to somebody, and they said that is not possible. Mr. Roznovsky said behind Summit Business Park. Mayor Countryman said yes and they need to do it while there is imminent domain. Mr. Roznovsky said he knows the FM 149 expansion. We are the engineer for TxDOT for SH-105 south to FM 149 to FM 249. We are expanding that to a four lane. Mayor Countryman said with a median. That sounds like when meeting with them a couple weeks ago like it was on the fast track. Mr. Roznovsky said there is a survey crew out there and they have been requesting utility plans. Mayor Countryman said she knows that south loop that we have talked about it is not Mr. Walker's, but she asked him about that and again talking with those at TxDOT, I mean I know Mr. Riley spent a lot of time in Austin advocating and they are getting five (5) huge, big roads going. What can we do to get to advocate for that South loop? It is so necessary although she does not like it because it takes people away from our downtown, but this place absolutely gets locked up and it is only going to get worse with a thousand more houses here and 10,000 around us. Mr. Roznovsky said they need to follow up with Kendig Keast because they are updating the City. We provided them comments before Christmas on what we think is the best interest of the City, here are city roads, the surrounding roads, and how those interact. We have had those meetings over the years. Mayor Countryman said it is concerning because Randall pulled out of our ETJ so now there is no conversations going to be had that we can have with him about going through his property. Council Member Olson said he brought that up because that thoroughfare was part of what he was talking about and I said well you know those guys are no longer in the ETJ and he said we are already on

them and we are just going to tell them this is where we are going. Mayor Countryman said that is good and it is the time to do that now before things start getting built out. Council Member Olson said that does leave us to that other housing development with the Cox development because part of that went through theirs and we told them during the time of the agreement we have no idea and nobody has told us anything so design away. Mayor Countryman said theirs is also North of SH-105. She has not heard from Lone Star Parkway to SH-105 and theirs is going to be a really wide road anyway. Mr. Roznovsky said the Tri Pointe folks which is now Heritage Grove is putting in the widened section through. There will be a gap because of the Carlisle property to get to SH-105 and then the Morning Cloud has in their land plan continuing that same south direction and curving. When we had preliminary discussions with Pulte he was looking at the Mabry properties of this and we said this is something you have to plan for as well to continue on. Now it has shifted a little bit because originally where the line was drawn by the County it was more in line with the bus barn and they are expanding the bus barn. That is not going anywhere. We repropose coming in South of the school, it is immediately South and then it is an open shot. Mayor Countryman asked if there is any chance of them widening Spring Branch Road because they are widening Keenan and then they could jog over to Spring Branch to bring them around this way. Instead of doing that South loop through Marjorie Cox and Redbird they could do it on the side. Mr. Roznovsky said he has not had a conversation recently with the County. Previously we talked to the County and drew up a couple concepts where Spring Branch continued North versus creating a new one because it was between the railroad there is a pipeline and SH-105 so we try to consolidate that as much as possible. Mayor Countryman said we don't necessarily need it to line up with the Lone Star Parkway, the North side. Mr. Roznovsky said even then it is still open land. The concept would be is where Emma's Way connects it jogs over and goes closer to the cell tower and then it is lined up where you have a pretty close proximity, but it has been a while since we have had that conversation with the County.

Mayor Countryman said she does not know if it would be worthwhile to get the County, TxDOT, the City of Montgomery, City of Magnolia, and the Commissioners to sit down and say okay tell us what your plans are. That is why Mr. Walker was talking to her about it because he said I am going to need your help, helping with this bond on your side of the County because in his precinct it would really widen, and everybody knows that you will lose your teeth going down Lone Star Parkway too fast because it is a terrible road. Widening it too we could get it resurfaced and widen. It sounds like a win but how much are you talking about. Council Member Fox asked how much is the bond? Mayor Countryman said they were still discussing it when she spoke to him. Council Member Olson asked so that would cover our 10 percent then is what you are saying of the federal 90/10 split? Mayor Countryman said she does not know. The bond goes to the County. Council Member Olson said but that is what you are saying, step up and help right because that is their road? Mayor Countryman said right. Council Member Olson said but that is where Smith had said no, the County has asked us to take that

road and said we want nothing to do with that unless they fix it. Then he said if the feds paid for 90 percent of it and the city paid 10 percent then it would be your road and they can tell them to go away. Mayor Countryman said we just want a good road and does not want to take something that is broken and have to spend a whole bunch of money to fix it. Council Member Olson said he agrees. Mr. Muckleroy said it has to be fixed right. We went through this process in 2017. It was redone from end to end in the anticipation of turning it over and see how it is now. Council Member Olson said you cannot just fix the surface and say oh it is smooth again. If they don't fix the road itself, the substructure, it is not going to hold. Mayor Countryman said when she moved here nobody knew that road hardly existed and they did not use it. Today it is a super highway.

Mr. Roznovsky said he thinks also getting on the County's radar for Lone Star Bend and the Lone Star Parkway intersection. Mayor Countryman said there is a dead tree there that she had told Mr. Palmer about several times. I do not know if he ever told you, but I get asked about that tree all the time. Is that our tree? Ms. Tilley said it is on private property. Mayor Countryman said it is terrible and needs to come down. Council Member Olson said because we do not have any money for roads, we need to look where we can get any money we can for the roads. Mayor Countryman said that is what Council Member Donaldson and I too were on the HGAC and I know Mr. Howard Wood who is on the Council over in Conroe is really trying to beat the drum for small cities. A lot of the small cities did a coalition together because it is depending on how many seats you have by your size and when you were having at Houston and even Conroe and other big cities that HGAC they had way more seats at the table than we do so we were trying to say okay now we are a force to be reckoned with, with a bigger seat with all of us in it. Mr. Wood got \$57 million given to Conroe for roads. That would be great if we could, but I think not being pessimist, but I think a lot of cities are experiencing a lot of growth in this area and thinks there are other places that would get the money before us from what I am hearing. Unless you can sit up there off of Greenway Plaza over there and advocate in their face constantly it is absolutely darn near impossible if we do not have somebody sitting there to get any kind of assistance or acknowledgement when they acknowledge. They like it when they see us at meetings, but funding us is a different story.

Council Member Donaldson asked Mr. Roznovsky if he is confident these impact fees will come to pass? Mr. Roznovsky said we do not have anything on this list, I handed out that is not a true product. These are executed agreements, they are moving forward, there is deposits put up, there is moving pieces. We try to be as conservative as we can on the timing and pushing things back because things always push. We do not have on this list the Nantucket project which that is going to be a very large impact because he thinks it is 340 units so probably an eight (8) inch meter so that is \$500,000. They will develop eventually but there is not a timeline today so we do not have them on this sheet. He is confident it will come. Mayor Countryman said even with all of this development we still have quite the canvas for more

buildout. Mr. Roznovsky said there is some very large pieces of property still that have been kicked around between the Rumpy pond, still infill, and the other developments. Just now you will have the BCS Capital project and that feasibility study will be on the next agenda in two (2) weeks. Also, someone was looking at the property next door.

Mr. Roznovsky said from what he has heard, we will relook at the commercial rates seeing if we can have some room to move up in that. Again, this is not set in stone but are there any major initial thoughts on the other? Look on that proposed bill scenario and look at taking this up or taking this down. We will send out the side-by-side comparison but just for an initial path so when we start with the financial advisor and looking at this as a whole we can say after it is going to be we estimate 850 or we estimate it is 650 based on the changes. Council Member Olson said other than the commercial he thinks everything else looks fair and that is his opinion. Mayor Countryman said I am with you. That is the only one that is glaring that I would also take a jump out. Mr. Roznovsky said sure, it is not set in stone. We will play with it, give it to the financial advisor, and come back with it. Mr. Muckleroy said just to clarify you are talking about the possibility of raising commercial up to generate more than the \$750,000. Mayor Countryman said yes. Use this as a flooring. Council Member Olson said he thinks the other rates are fair. It just looks like we were a little behind on commercial. Compared to Magnolia we should be similar, but compared to Conroe we are way behind. Mayor Countryman said Magnolia has different problems than we do and thinks we are a little bit more desirable because they are Old Magnolia. Council Member Olson said they are trying to draw in.

Mr. Roznovsky said to capture what we talked about we will look at the commercial rate, reevaluate that, and sit down with the financial advisor after we do that analysis. He does not have a timeline but will give them a couple of options on how to make this funding gap. We will take a look at the USDA funds and any other funding as well and always have the conversation with staff and Grant Works on what it would take to get them more engaged to look for other options that are out there. We will take a look at the Water Develop Board rate analysis that Council Member Langley mentioned, and this is going way back but we will look at the College Street mitigation stuff and some options for that. Mayor Countryman said we met with Grant Works after we went to TML and they were going to be looking at some other funding. She never heard back from Luke but she also thinks that Mr. Palmer jumped in she is assuming to keep us out of it. We had had a great conversation with him, and she is assuming she is pretty sure he was told not to talk to us. She is assuming that whatever the update is, that knowledge went out the door so we might want to go back to Luke and see because we had a great conversation, and he definitely said there is a funding arm for this and there is an opportunity here. Mr. Roznovsky said he had a conversation with another city the other day and thinks they had more in grants than their general fund. Mayor Countryman said it can be done; it is just finding them. Mr. Roznovsky said it was full time and she just was fully focused

on finding, searching, and engaging every single pot that was out there. Mayor Countryman said the lady that ran the workshop today is a grant writer. I do not know if you all know of any, but if we can use her, she is been very successful where she is in writing grants and she is the one telling me where to go and what to do. Council Member Fox said that is definitely something to think about to get a grant writer. Mayor Countryman said she does not know if it is something that you need full-time. Yes, we need grants full-time, but she does not know if you can do a contract basis. Council Member Fox asked Council Member Langley who was a grant writer from the east side. Was it Mr. Robert Rice? Council Member Langley said Mr. Jay Rice. Mayor Countryman asked do they find the grant and then write it or do we have to find the grant and then they go write it? How does that work? Mr. Roznovsky said it is a little bit of both. Mayor Countryman said she feels like we have to be the hunters. Mr. Roznovsky said we tell them we want to go after these, here are some alternatives and then they will really help. How do we tailor this package to get the maximum scoring out of this? Every time that we have done grants with the city it is been that with Grant Works and with public management as well. How do we find these projects and fit them in and make them meet the criteria to maximize it out. It is a little bit of a dance. Mayor Countryman said nothing moves fast with grants. Mr. Roznovsky said nothing moves fast. Mayor Countryman said but they can certainly add to your bottom line. Mr. Muckleroy said you had made mention of a possibility of a tier program over a couple of years. Is that something you want them to look at as well the \$750,000 or maybe a little more? Mayor Countryman said let's look at options. I think we are open and maybe it is like an every three (3) year, four (4) year option for the next 20 years. I do not know if that is even within realm of reasonable. What did we do when Mr. Jack Yates had it? Was it every two (2) years or one (1) year? Mr. Muckleroy said there was an evaluation and the result was let us increase, we need to get rates up. We were losing. At that time the water and sewer fund was being subsidized by the general fund every year so it was a plan of we need to raise the rates quite a bit, but let us do it over four (4) years. Let us split it out. We just only did two (2). Mayor Countryman said I do not know that we need to do it every year back to back. I think that it is going to really be a real hard pill for us to be able to sell for somebody to swallow, but I definitely think it is certainly a three (3) to five (5) year program. I don't know if that would actually satisfy the money that we need though during that time. Mr. Roznovsky and there is always going to be more projects, always going to be more stuff to take care of. I think it is also just good practice to continually look at them on an annual basis even to say this last table where our averages compared to the people around us and then look at our fund balances. Are we still generating enough? Take a quick look and if Conroe and Magnolia have all of a sudden skyrocketed, is there something that we should be checking? Mayor Countryman said anybody you ask, anybody here, we are always the most expensive water around is what she hears all the time, but this is great to see because now I can say we just had this study because you will see it on Facebook, you will hear about it. I hear that our water is the most expensive. I have lived in The Woodlands and I did not pay this much for water. Council Member Olson said where we are going to lose every time is when you deal with these

April Sounds and Walden because they are on their own muds. Mayor Countryman said those are way more expensive. Council Member Olson said no it is not. He has a house in April Sound. I can leave the sprinklers on every single day and forget about them and my water bill at the end of the month is like \$150 bucks. If I did that here it would be \$1,500. I don't even pay attention. I just turn the sprinklers on and they run. I literally had one spraying in the air for who knows how long because I do not live there and one of the neighbors finally called and said you have a sprinkler and every time your sprinkler comes on it sprays in our yard, and it is across the street. I am like what is the water bill and my wife says it is like \$90. He then fixed it and it dropped to like \$50. I said there you go there is \$40 a month. Mr. Roznovsky said when you use those examples with Walden, April Sound, and Montgomery, one of the biggest drivers in this fee. So yes, Conroe and Magnolia are higher, but they have the SJR fee.

### **CLOSING AGENDA**

#### **3. Adjourn.**

**Motion:** Council Member Donaldson made a motion to adjourn the Workshop Meeting of the City of Montgomery at 6:36 p.m. Council Member Langley seconded the motion. Motion carried with all present voting in favor.

**APPROVED:**

\_\_\_\_\_  
Sara Countryman, Mayor

**ATTEST:**

\_\_\_\_\_  
Ruby Beaven, City Secretary

Montgomery City Council  
**AGENDA REPORT**

|                                 |                                       |
|---------------------------------|---------------------------------------|
| <b>Meeting Date:</b> 02/11/2025 | <b>Budgeted Amount:</b>               |
| <b>Department:</b> Admin        | <b>Prepared By:</b> Stephanie Johnson |

**Subject**

Consideration and possible action to close Jacobs Properties parking lot for the Montgomery Mardi Gras Special Event for March 1, 2025.

**Recommendation**

Council to approve the closure of Jacobs Properties parking lot for the Montgomery Mardi Gras Special Event for March 1, 2025.

**Discussion**

There will be a Montgomery Mardi Gras Special Event for March 1, 2025 with multiple downtown business owners. The plan is to utilize the parking lot and the stage for the event. The request is to close the Jacobs Properties parking lot for the one day event.

Per Michele, at Bar Vines she attempted to contact Larry with Jacobs Properties for approval for the parking lot closure for Jacobs's property and has been unsuccessful to date. She said when she previously spoke to him several weeks ago about the event and stage, Larry said no problem as long the city does not have anything scheduled.

According to the lease agreement between the City of Montgomery and L.D. Jacobs, Trustee the premises cover two tracts of land McCown Street and Liberty Street.

**Approved By**

|                                                      |             |                 |
|------------------------------------------------------|-------------|-----------------|
| City Secretary & Director of Administrative Services | Ruby Beaven | Date: 2/06/2025 |
|------------------------------------------------------|-------------|-----------------|

Montgomery City Council  
**AGENDA REPORT**

|                                        |                                                          |
|----------------------------------------|----------------------------------------------------------|
| <b>Meeting Date:</b> February 11, 2025 | <b>Budgeted Amount:</b> N/A                              |
| <b>Department:</b> Administration      | <b>Prepared By:</b> Ruby Beaven on behalf of Alan Petrov |

**Subject**

Consideration and possible action to call a public hearing concerning proposed amendments to Chapter 78, Subdivisions, of the Montgomery City Code, said hearing to be held on February 25, 2025 at 6:00 p. m. at the Montgomery City Hall.

**Recommendation**

Staff recommend Council to call a public hearing for February 25, 2025, concerning proposed amendments to Chapter 78, Subdivisions, of the City Code.

**Discussion**

Section 212.002 of the Local Government Code requires the City Council to hold a hearing before adopting new subdivision regulations and my take away from the workshop last week was that the Council wants to consider the interim subdivision ordinances at the February 25<sup>th</sup> council meeting. So that means that in addition to considering the interim ordinances on Feb. 25<sup>th</sup> we also need to hold a hearing on Feb. 25<sup>th</sup>. The Chapter 98 Zoning regulations are going to need a public hearing before the Planning and Zoning Commission so Council won't be able to adopt those on Feb. 25<sup>th</sup>, but we can definitely get the Chapter 78, Subdivision amendments done.

**Approved By**

|                                                      |             |                 |
|------------------------------------------------------|-------------|-----------------|
| City Secretary & Director of Administrative Services | Ruby Beaven | Date: 02/04/225 |
|------------------------------------------------------|-------------|-----------------|

**Montgomery City Council**  
**AGENDA REPORT**

|                                        |                                 |
|----------------------------------------|---------------------------------|
| <b>Meeting Date:</b> February 11, 2025 | <b>Budgeted Amount:</b> N/A     |
| <b>Department:</b> Administration      | <b>Prepared By:</b> Ruby Beaven |

**Subject**

Conduct a public hearing concerning a petition for voluntary annexation filed by Tri Pointe Homes Texas, Inc.

**Recommendation**

Public Hearing

**Discussion**

The City of Montgomery, Texas is a Type-A, General Law municipality located in Montgomery County, Texas. Section 43.0671 of the Texas Local Government Code authorizes a Type-A general law municipality to extend the boundaries of the municipality and annex an area adjacent to the municipality by petition of area landowner in accordance with the procedural rules prescribed by Texas Local Government Code Chapter 43.

The City received a written petition requesting the voluntary annexation on October 17, 2024. The area situated in the Benjamin Rigbsy League, Abstract No. 31, Montgomery County, Texas, is adjacent and contiguous to the City limits.

The annexation of certain territory is located in the extraterritorial jurisdiction of the City of Montgomery, Texas, to wit: a tract or parcel containing 32.24 acres or 1,404,464 square feet of land situated in the Benjamin Rigbsy League, abstract no. 31, Montgomery County, Texas, being part of and out of the residue of a called 94.889 acre tract of land described in deed to Norman R. Stewart, Jr. and wife, Jennifer H. Stewart as recorded under Montgomery County Clerk's file (M.C.C.F.) No. 9357628, and part of and out of a called 67.820 acre tract of land described in deed to CMC Partnership, Ltd. As recorded under M.C.C.F. No. 2022130572.

The City Council of the City of Montgomery, Texas is required to conduct a public hearing, regarding annexation of the area and provide all required notices within the timeframes established under Chapter 43 of the Texas Local Government Code.

**Approved By**

|                                                      |             |                 |
|------------------------------------------------------|-------------|-----------------|
| City Secretary & Director of Administrative Services | Ruby Beaven | Date: 02/04/225 |
|------------------------------------------------------|-------------|-----------------|

**LANDOWNER ANNEXATION PETITION****TO THE MAYOR AND CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS,  
A GENERAL LAW MUNICIPALITY:**

The undersigned owner of the hereinafter described tract of land hereby petitions your Honorable Body to extend the present City limits so as to include as part of the City of Montgomery, Texas (Local Government Code, Section 43.0671), the following territory, to wit:

Property Description

Attached as Exhibit "A"

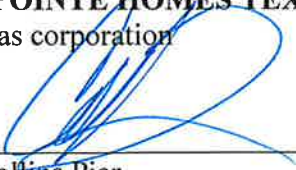
The undersigned certifies that the above described land is contiguous and adjacent to the City of Montgomery.

The undersigned further waives the right to challenge or object to any procedural matters concerning the annexation of such land into the City's boundaries.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

Dated this 17 day of October, 2024.

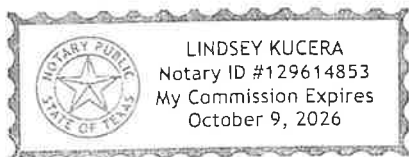
**TRI POINTE HOMES TEXAS, INC.,**  
a Texas corporation

By: 

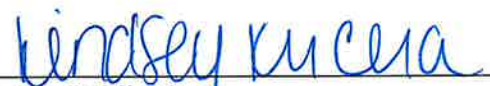
Collins Pier  
Vice President of Land  
Acquisition and Development

STATE OF TEXAS                   §  
                                             §  
COUNTY OF MONTGOMERY   §

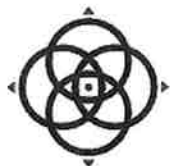
This instrument was acknowledged before me this 17 day of October, 2024,  
by Collins Pier, Vice President of Land Acquisition and Development of Tri Pointe Homes Texas,  
Inc., a Texas corporation, on behalf of said corporation.



(NOTARY SEAL)

  
Notary Public, State of Texas

## EXHIBIT A



**WINDROSE**  
LAND SURVEYING | PLATTING

**DESCRIPTION OF  
32.24 ACRES OR 1,404,464 SQUARE FEET**

A TRACT OR PARCEL CONTAINING 32.24 ACRES OR 1,404,464 SQUARE FEET OF LAND SITUATED IN THE BENJAMIN RIGSBY LEAGUE, ABSTRACT NO. 31, MONTGOMERY COUNTY, TEXAS, BEING PART OF AND OUT OF THE RESIDUE OF A CALLED 94.889 ACRE TRACT OF LAND DESCRIBED IN DEED TO NORMAN R. STEWART, JR. AND WIFE, JENNIFER H. STEWART AS RECORDED UNDER MONTGOMERY COUNTY CLERK'S FILE (M.C.C.F.) NO. 9357628, AND PART OF AND OUT OF A CALLED 67.820 ACRE TRACT OF LAND DESCRIBED IN DEED TO CMC PARTNERSHIP, LTD. AS RECORDED UNDER M.C.C.F. NO. 2022130572 AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, CENTRAL ZONE (4203):

**BEGINNING** AT A 1 INCH IRON PIPE FOUND ON THE NORTH RIGHT-OF-WAY (R.O.W.) LINE OF STATE HIGHWAY NO. 105 (PUBLIC R.O.W., WIDTH VARIES) AND MARKING THE SOUTHWEST CORNER OF THE RESIDUE OF A CALLED 10.0 ACRE TRACT OF LAND DESCRIBED IN DEED TO GERALD S. COLARIK AS RECORDED UNDER VOLUME 997, PAGE 529 OF THE MONTGOMERY COUNTY DEED RECORDS (M.C.D.R.), SAME BEING THE SOUTHWEST CORNER OF A CALLED 0.81 OF AN ACRE SAVE & EXCEPT TRACT DESCRIBED IN DEED TO CHARLES W. MORROW REVOCABLE LIVING TRUST AS RECORDED UNDER M.C.C.F. NO. 2010025394 AND THE SOUTHEAST CORNER OF SAID 67.820 AND OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 86 DEG. 57 MIN. 13 SEC. WEST, ALONG THE NORTH R.O.W. LINE OF SAID STATE HIGHWAY NO. 105, A DISTANCE OF 164.84 FEET TO A CAPPED 5/8 INCH IRON ROD FOUND MARKING THE SOUTHEAST CORNER OF THAT CERTAIN TRACT OF LAND DESCRIBED IN DEED TO MID-SOUTH ELECTRIC COOPERATIVE ASSOCIATION AS RECORDED UNDER M.C.C.F. NO. 8714908 AND THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 02 DEG. 35 MIN. 40 SEC. WEST, WITH THE EAST LINE OF SAID MID-SOUTH ELECTRIC COOPERATIVE ASSOCIATION TRACT AND THE EAST LINE OF THAT CERTAIN TRACT OF LAND DESCRIBED IN DEED TO MID-SOUTH ELECTRIC COOPERATIVE ASSOCIATION AS RECORDED UNDER M.C.C.F. NO. 8714909, AND THE EAST LINE OF A CALLED 2.00 ACRE TRACT OF LAND DESCRIBED IN DEED TO MID-SOUTH ELECTRIC COOPERATIVE AS RECORDED UNDER M.C.C.F. NO. 2001000592, A DISTANCE OF 855.95 FEET TO A 5/8 INCH IRON ROD FOUND MARKING THE NORTHEAST CORNER OF SAID 2.00 ACRE TRACT AND AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 87 DEG. 48 MIN. 17 SEC. WEST, ALONG THE NORTH LINE OF SAID 2.00 ACRE TRACT, A DISTANCE OF 566.76 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND ON THE EAST LINE OF A CALLED 6.00 ACRE TRACT OF LAND DESCRIBED IN DEED TO MONTGOMERY UNITED METHODIST CHURCH AS RECORDED UNDER M.C.C.F. NO. 9762884 AND MARKING A SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 03 DEG. 53 MIN. 09 SEC. WEST, ALONG THE EAST LINE OF SAID 6.00 ACRE TRACT, A DISTANCE OF 40.15 FEET TO A 1/2 INCH IRON ROD FOUND MARKING THE NORTHEAST CORNER OF SAID 6.00 ACRE TRACT, SAME BEING THE SOUTHEAST CORNER OF A CALLED 1.2708 ACRE TRACT OF LAND DESCRIBED IN DEED TO MONTGOMERY INDEPENDENT SCHOOL DISTRICT UNDER M.C.C.F. NO. 2012076186, SAME BEING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 04 DEG. 32 MIN. 42 SEC. WEST, ALONG THE EAST LINE OF SAID 1.2708 ACRE TRACT, A DISTANCE OF 281.04 FEET TO A 5/8 INCH IRON ROD FOUND ON THE SOUTH LINE OF A CALLED 61.8107 ACRE TRACT OF LAND DESCRIBED IN DEED TO MONTGOMERY INDEPENDENT SCHOOL DISTRICT AS RECORDED UNDER M.C.C.F. NO. 2001065612, SAME BEING A NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, WITH THE COMMON LINE OF SAID 61.8107 ACRE TRACT AND SAID 67.820 ACRE TRACT, THE FOLLOWING COURSES AND DISTANCES:

NORTH 41 DEG. 24 MIN. 28 SEC. EAST, A DISTANCE OF 15.51 FEET TO A 5/8 INCH IRON ROD FOUND MARKING AN ANGLE POINT;

SOUTH 67 DEG. 03 MIN. 40 SEC. EAST, A DISTANCE OF 189.20 FEET TO A 5/8 INCH IRON ROD FOUND MARKING AN ANGLE POINT;

NORTH 54 DEG. 18 MIN. 07 SEC. EAST, A DISTANCE OF 151.74 FEET TO A 5/8 INCH IRON ROD FOUND MARKING AN ANGLE POINT;

NORTH 82 DEG. 21 MIN. 41 SEC. EAST, A DISTANCE OF 116.46 FEET TO A 5/8 INCH IRON ROD FOUND MARKING THE SOUTHEAST CORNER OF SAID 61.8107 ACRE TRACT AND AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

NORTH 06 DEG. 13 MIN. 39 SEC. WEST, A DISTANCE OF 1,011.39 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING THE NORTHEAST CORNER OF SAID 61.8107 ACRE TRACT, SAME BEING A NORTHWEST CORNER OF SAID 67.820 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 76 DEG. 27 MIN. 15 SEC. EAST, WITH THE NORTH LINE OF SAID 67.820 ACRE TRACT, A DISTANCE OF 100.93 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 81 DEG. 31 MIN. 13 SEC. EAST, CONTINUING WITH THE NORTH LINE OF SAID 67.820 ACRE TRACT, A DISTANCE OF 310.66 FEET TO A 1/2 INCH IRON ROD FOUND ON THE WEST LINE OF THE RESIDUE OF SAID 94.899 ACRE TRACT AND MARKING AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 02 DEG. 48 MIN. 59 SEC. WEST, WITH THE WEST LINE OF SAID 94.899 ACRE TRACT, A DISTANCE OF 339.66 FEET TO A 1/2 INCH IRON ROD FOUND MARKING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 04 DEG. 06 MIN. 50 SEC. WEST, CONTINUING WITH THE WEST LINE OF SAID 94.899 ACRE TRACT, A DISTANCE OF 1,203.47 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "CARTER & BURGESS" FOUND ON THE SOUTH R.O.W. LINE OF LONE STAR PARKWAY (PUBLIC R.O.W., WIDTH VARIES) AS RECORDED UNDER M.C.C.F. NOS. 200142417, 2006024865, AND 2006077576 AND MARKING THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 88 DEG. 08 MIN. 18 SEC. EAST, ALONG THE SOUTH R.O.W. LINE OF SAID LONE STAR PARKWAY, A DISTANCE OF 274.97 FEET TO THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 00 DEG. 00 MIN. 31 SEC. WEST, OVER AND ACROSS SAID 94.899 ACRE TRACT AND SAID 67.820 ACRE TRACT, A DISTANCE OF 3,350.91 FEET TO A POINT ON THE NORTHWEST LINE OF SAID RESIDUE OF A 10.0 ACRE TRACT, SAME BEING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 35 DEG. 30 MIN. 45 SEC. WEST, ALONG THE NORTHWEST LINE OF SAID RESIDUE OF A 10.0 ACRE TRACT, A DISTANCE OF 127.10 FEET TO A 1 INCH IRON PIPE FOUND MARKING AN ANGLE POINT OF SAID 10.0 ACRE TRACT, SAID 67.820 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 02 DEG. 58 MIN. 03 SEC. WEST, ALONG THE COMMON LINE OF SAID RESIDUE OF A 10.0 ACRE TRACT AND SAID 67.820 ACRE TRACT, A DISTANCE OF 417.29 FEET TO THE POINT OF BEGINNING, AND CONTAINING 32.24 ACRES OR 1,404,464 SQUARE FEET OF LAND, AS SHOWN ON JOB NO. 59962-ANNEXATION, PREPARED BY WINDROSE LAND SERVICES.

  
 LUCAS G. DAVIS  
 R.P.L.S. NO. 6599  
 STATE OF TEXAS  
 FIRM REGISTRATION NO. 10108800



9/20/2024  
 DATE



NORTH

SCALE: 1" = 300'

300 0 300

## GENERAL NOTES

1. SURVEYOR DID NOT ABSTRACT SUBJECT PROPERTY. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT OR ABSTRACTS CERTIFICATE AND WOULD BE SUBJECT TO ANY AND ALL CONDITIONS OR RESTRICTIONS THAT A CURRENT TITLE REPORT OR ABSTRACTS CERTIFICATE MAY DISCLOSE.
2. BEARINGS WERE BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, CENTRAL ZONE. (4203)
3. THIS EXHIBIT IS ACCOMPANIED BY A SEPARATE METES AND BOUNDS DESCRIPTION.
4. THIS EXHIBIT DOES NOT IMPLY TO BE A LAND TITLE SURVEY OF THE SUBJECT PROPERTY AND IS NOT INTENDED TO BE USED FOR TITLE CONVEYANCE PURPOSES.

## OWNERSHIP KEY

|   |                                                                                                        |
|---|--------------------------------------------------------------------------------------------------------|
| A | MID-SOUTH ELECTRIC COOPERATIVE ASSOCIATION<br>M.C.C.F. NO. 8714908                                     |
| B | MID-SOUTH ELECTRIC COOPERATIVE ASSOCIATION<br>M.C.C.F. NO. 8714909                                     |
| C | CALLED 2.00 AC.<br>MID-SOUTH ELECTRIC COOPERATIVE<br>M.C.C.F. NO. 2001000592                           |
| D | CALLED 1.2708 AC.<br>MONTGOMERY INDEPENDENT SCHOOL DISTRICT<br>M.C.C.F. NO. 2012078186                 |
| E | RESIDUE OF CALLED 10.0 AC.<br>GERALD S. COLARIK<br>VOL. 997, PG. 529, M.C.D.R.                         |
| F | CALLED 2.235 AC. (TRACT 81B)<br>CHARLES W. MORROW<br>REVOCABLE LIVING TRUST<br>M.C.C.F. NO. 2010025394 |
| G | CALLED 6.00 AC.<br>MONTGOMERY UNITED METHODIST CHURCH<br>M.C.C.F. NO. 9762884                          |

| LINE TABLE |               |          |
|------------|---------------|----------|
| LINE       | BEARING       | DISTANCE |
| L1         | N 86°57'13" W | 164.84'  |
| L2         | N 02°35'40" W | 855.95'  |
| L3         | N 87°48'17" W | 566.76'  |
| L4         | N 03°53'09" W | 40.15'   |
| L5         | N 04°32'42" W | 281.04'  |
| L6         | N 41°24'28" E | 15.51'   |
| L7         | S 67°03'40" E | 189.20'  |
| L8         | N 54°18'07" E | 151.74'  |
| L9         | N 82°21'41" E | 116.46'  |
| L10        | N 76°27'15" E | 100.93'  |
| L11        | N 81°31'13" E | 310.66'  |
| L12        | N 02°48'59" W | 339.66'  |
| L13        | N 88°08'18" E | 274.97'  |
| L14        | S 35°30'45" W | 127.10'  |
| L15        | S 02°58'03" W | 417.29'  |

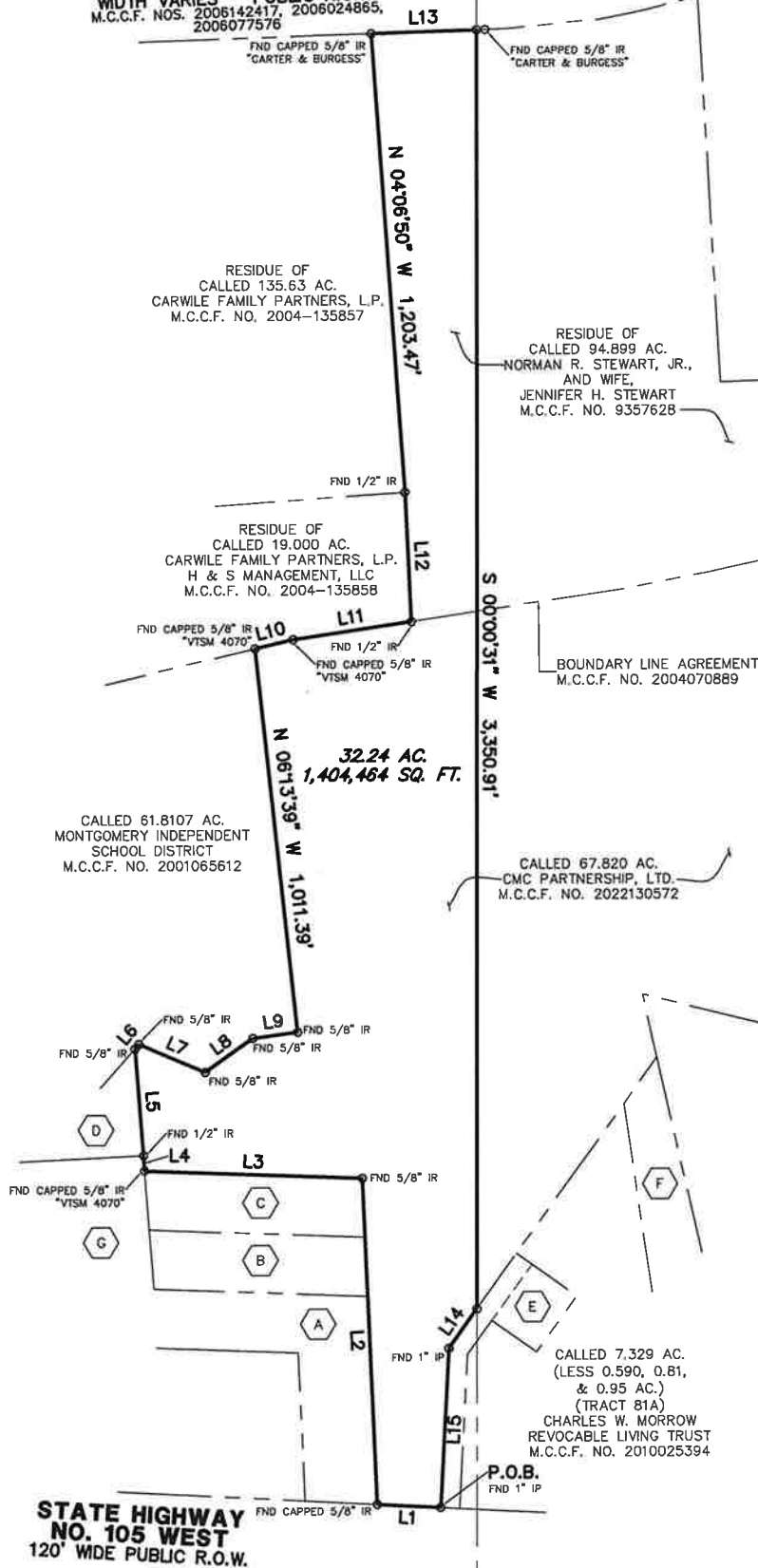
## LEGEND

|          |                                  |
|----------|----------------------------------|
| FND      | - FOUND                          |
| M.C.C.F. | - MONTGOMERY COUNTY CLERK FILE   |
| M.C.D.R. | - MONTGOMERY COUNTY DEED RECORDS |
| M.C.M.R. | - MONTGOMERY COUNTY MAP RECORDS  |
| IP       | - IRON PIPE                      |
| IR       | - IRON ROD                       |
| NO.      | - NUMBER                         |
| PG.      | - PAGE                           |
| R.O.W.   | - RIGHT-OF-WAY                   |
| SQ. FT.  | - SQUARE FEET                    |
| VOL.     | - VOLUME                         |
| F.C.     | - FILM CODE                      |



EXHIBIT OF  
32.24 AC. / 1,404,464 SQ. FT.  
SITUATED IN THE  
BENJAMIN RIGSBY LEAGUE, A-31  
MONTGOMERY COUNTY, TEXAS

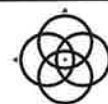
**LONE STAR PARKWAY**  
WIDTH VARIES - PUBLIC R.O.W.  
M.C.C.F. NOS. 2006142417, 2006024865,  
2006077576



**STATE HIGHWAY  
NO. 105 WEST**  
120' WIDE PUBLIC R.O.W.

|              |             |       |            |
|--------------|-------------|-------|------------|
| FIELD BY:    | JUM         | DATE: | 09-26-2024 |
| DRAWN BY:    | CL          | REV:  |            |
| CHECKED BY:  | LGD         | REV:  |            |
| JOB NO.      | 59962-ANNEX | REV:  |            |
| SHEET 1 OF 3 |             | REV:  |            |

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**WINDROSE**  
LAND SURVEYING | PLATTING

5353 W SAM HOUSTON PKWY N, STE 150 | HOUSTON, TX 77041 | 713.458.2281  
FIRM REGISTRATION NO. 10108600 | WINDROSESERVICES.COM

Montgomery City Council  
**AGENDA REPORT**

|                                        |                                 |
|----------------------------------------|---------------------------------|
| <b>Meeting Date:</b> February 11, 2025 | <b>Budgeted Amount:</b> N/A     |
| <b>Department:</b> Administration      | <b>Prepared By:</b> Ruby Beaven |

**Subject**

Consideration and possible action on the first and only reading of an Ordinance of the City of Montgomery, Texas, adopting the annexation of certain territory located in the extraterritorial jurisdiction of the city of Montgomery, Texas, to wit: a tract or parcel containing 32.24 acres or 1,404,464 square feet of land situated in the Benjamin Rigsby League, Abstract No. 31, Montgomery County, Texas, being part of and out of the residue of a called 94.889 acre tract of land described in deed to Norman R. Stewart, Jr. and wife, Jennifer H. Stewart as recorded under Montgomery County Clerk's file (M.C.C.F.) No. 9357628, and part of and out of a called 67.820 acre tract of land described in deed to CMC Partnership, Ltd. As recorded under M.C.C.F. No. 2022130572 and being more particularly described by metes and bounds depicted in Exhibit "A"; providing for incorporation of premises, amending of the official city map, and acknowledging a service plan; requiring the filing of this Ordinance with the County Clerk; prescribing for effect on territory, granting as appropriate to all the inhabitants of said property all the rights and privileges of other citizens and binding said inhabitants by all of the acts, ordinances, resolutions, and regulations of the City of Montgomery, Texas; providing cumulative repealer, severability and savings clauses; providing for engrossment and enrollment; and providing an effective date.

**Recommendation**

Staff recommends the approval of the Ordinance, as presented.

**Montgomery City Council**  
**AGENDA REPORT**

**Discussion**

The City of Montgomery, Texas is a Type-A, General Law municipality located in Montgomery County, Texas. Section 43.0671 of the Texas Local Government Code authorizes a Type-A general law municipality to extend the boundaries of the municipality and annex an area adjacent to the municipality by petition of area landowner in accordance with the procedural rules prescribed by Texas Local Government Code Chapter 43.

The City received a written petition requesting the voluntary annexation on October 17, 2024. The area situated in the Benjamin Rigbsy League, Abstract No. 31, Montgomery County, Texas, is adjacent and contiguous to the City limits.

The annexation of certain territory is located in the extraterritorial jurisdiction of the City of Montgomery, Texas, to wit: a tract or parcel containing 32.24 acres or 1,404,464 square feet of land situated in the Benjamin Rigbsy League, abstract no. 31, Montgomery County, Texas, being part of and out of the residue of a called 94.889 acre tract of land described in deed to Norman R. Stewart, Jr. and wife, Jennifer H. Stewart as recorded under Montgomery County Clerk's file (M.C.C.F.) No. 9357628, and part of and out of a called 67.820 acre tract of land described in deed to CMC Partnership, Ltd. As recorded under M.C.C.F. No. 2022130572.

The City Council of the City of Montgomery, Texas has conducted the required public hearing, held on February 11, 2025, regarding annexation of the area and has provided all required notices within the timeframes established under Chapter 43 of the Texas Local Government Code.

**Approved By**

|                                                      |             |                 |
|------------------------------------------------------|-------------|-----------------|
| City Secretary & Director of Administrative Services | Ruby Beaven | Date: 02/04/225 |
|------------------------------------------------------|-------------|-----------------|

## ORDINANCE NO. 2025-XX

**AN ORDINANCE OF THE CITY OF MONTGOMERY, TEXAS, ADOPTING THE ANNEXATION OF CERTAIN TERRITORY LOCATED IN THE EXTRATERRITORIAL JURISDICTION OF THE CITY OF MONTGOMERY, TEXAS, TO WIT: A TRACT OR PARCEL CONTAINING 32.24 ACRES OR 1,404,464 SQUARE FEET OF LAND SITUATED IN THE BENJAMIN RIGSBY LEAGUE, ABSTRACT NO. 31, MONTGOMERY COUNTY, TEXAS, BEING PART OF AND OUT OF THE RESIDUE OF A CALLED 94.889 ACRE TRACT OF LAND DESCRIBED IN DEED TO NORMAN R. STEWART, JR. AND WIFE, JENNIFER H. STEWART AS RECORDED UNDER MONTGOMERY COUNTY CLERK'S FILE (M.C.C.F.) NO. 9357628, AND PART OF AND OUT OF A CALLED 67.820 ACRE TRACT OF LAND DESCRIBED IN DEED TO CMC PARTNERSHIP, LTD. AS RECORDED UNDER M.C.C.F. NO. 2022130572 AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS DEPICTED IN EXHIBIT "A"; PROVIDING FOR INCORPORATION OF PREMISES, AMENDING OF THE OFFICIAL CITY MAP, AND ACKNOWLEDGING A SERVICE PLAN; REQUIRING THE FILING OF THIS ORDINANCE WITH THE COUNTY CLERK; PRESCRIBING FOR EFFECT ON TERRITORY, GRANTING AS APPROPRIATE TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF THE CITY OF MONTGOMERY, TEXAS; PROVIDING CUMULATIVE REPEALER, SEVERABILITY AND SAVINGS CLAUSES; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.**

\*\*\*

WHEREAS, the City of Montgomery, Texas ("City") is a Type-A, General Law municipality located in Montgomery County, Texas with the rights and privileges thereto; and

WHEREAS, Section 43.0671 of the Texas Local Government Code authorizes a Type-A general law municipality to extend the boundaries of the municipality and annex an area adjacent to the municipality by petition of area landowner in accordance with the procedural rules prescribed by Texas Local Government Code Chapter 43; and

WHEREAS, the City received a written petition requesting the voluntary annexation of the area described in **Exhibit A**, on October 17, 2024; and

WHEREAS, the area identified in **Exhibit A**, situated in the Benjamin Rigbsy League, Abstract No. 31, Montgomery County, Texas, is adjacent and contiguous to the City limits; and

WHEREAS, the City Council of the City of Montgomery, Texas ("City Council") has conducted the required public hearing, held on February 11, 2025, regarding annexation of the area and has provided all required notices within the timeframes established under Chapter 43 of the Texas Local Government Code; and

WHEREAS, the City has entered into a municipal service annexation agreement for the area to be annexed in accordance with Section 43.0672 of the Texas Local Government Code providing for agreed upon municipal services; and

WHEREAS, the City Council deems it to be in the best interest of the citizens of the City to annex said territories into the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS:**

**Section 1. Findings of Fact.** All of the matters and facts set out in the preamble hereof are true and correct and are adopted as findings of the City Council.

**Section 2. Annexation of Territory.** The property in the area described in Exhibit A, which is attached hereto and incorporated herein for all purposes, is hereby annexed and brought into the municipal boundaries (i.e., corporate limits) of the City of Montgomery, and is made an integral part, hereof. The official map and boundaries of the City of Montgomery are hereby amended and revised so as to include the area annexed, and to reflect the expansion of the City's corporate limits resulting from such annexation. A municipal service agreement was entered into between the City and the property owner with the applicable provisions of state law pertaining to annexation. The owners and inhabitants of the area herein annexed are entitled to all of the rights and privileges of other citizens of the City of Montgomery and are hereby bound by all acts, ordinances and other legal actions now in full force and effect and those that may be hereafter adopted or enacted.

**Section 3. Effective Date.** This Ordinance is effective and the annexation achieved herein shall be final and complete upon adoption of this Ordinance on the date set forth below.

**Section 4. Filing.** The City Secretary is hereby instructed to include this Ordinance in the records of the City. The City Secretary is hereby instructed to have prepared maps depicting the new municipal boundaries and extraterritorial jurisdiction. The City Secretary is hereby instructed to file a certified copy of this Ordinance with the Montgomery County Clerk. The City Secretary is hereby instructed to submit by certified mail a certified copy of the annexation ordinance a map of the entire city that shows the change in boundaries, with the annexed portions clearly distinguished, resulting from the annexation to the Texas Comptroller's Office.

**Section 5. Proper Notice and Meeting.** The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Texas Government Code, Chapter 551 and that this meeting has been open to the public as required by law at all times during which this Ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

**Section 6. Severability.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and

if any phrase, clause sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, and the remainder of this Ordinance shall be enforced as written.

PASSED AND APPROVED this 11<sup>th</sup> day of February 2025, by a vote \_\_\_\_ (ayes) to \_\_\_\_ (nays) to \_\_\_\_ (abstentions) of the City Council of the City of Montgomery, Texas.

**CITY OF MONTGOMERY:**

\_\_\_\_\_  
SARA COUNTRYMAN, Mayor

APPROVED:

\_\_\_\_\_  
ALAN P. PETROV, Attorney

ATTEST:

\_\_\_\_\_  
RUBY BEAVEN, City Secretary

**LANDOWNER ANNEXATION PETITION****TO THE MAYOR AND CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS,  
A GENERAL LAW MUNICIPALITY:**

The undersigned owner of the hereinafter described tract of land hereby petitions your Honorable Body to extend the present City limits so as to include as part of the City of Montgomery, Texas (Local Government Code, Section 43.0671), the following territory, to wit:

Property Description

Attached as Exhibit "A"

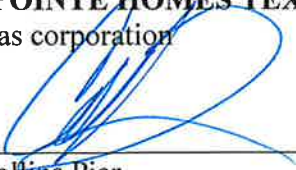
The undersigned certifies that the above described land is contiguous and adjacent to the City of Montgomery.

The undersigned further waives the right to challenge or object to any procedural matters concerning the annexation of such land into the City's boundaries.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

Dated this 17 day of October, 2024.

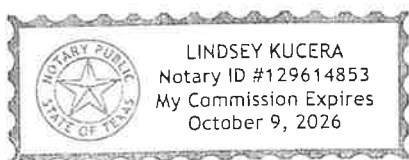
**TRI POINTE HOMES TEXAS, INC.,**  
a Texas corporation

By: 

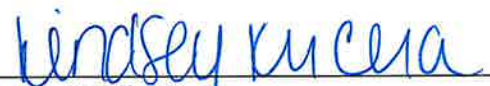
Collins Pier  
Vice President of Land  
Acquisition and Development

STATE OF TEXAS                   §  
                                             §  
COUNTY OF MONTGOMERY   §

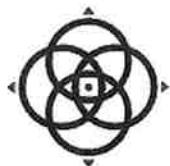
This instrument was acknowledged before me this 17 day of October, 2024,  
by Collins Pier, Vice President of Land Acquisition and Development of Tri Pointe Homes Texas,  
Inc., a Texas corporation, on behalf of said corporation.



(NOTARY SEAL)

  
Notary Public, State of Texas

## EXHIBIT A



**WINDROSE**  
LAND SURVEYING | PLATTING

**DESCRIPTION OF  
32.24 ACRES OR 1,404,464 SQUARE FEET**

A TRACT OR PARCEL CONTAINING 32.24 ACRES OR 1,404,464 SQUARE FEET OF LAND SITUATED IN THE BENJAMIN RIGSBY LEAGUE, ABSTRACT NO. 31, MONTGOMERY COUNTY, TEXAS, BEING PART OF AND OUT OF THE RESIDUE OF A CALLED 94.889 ACRE TRACT OF LAND DESCRIBED IN DEED TO NORMAN R. STEWART, JR. AND WIFE, JENNIFER H. STEWART AS RECORDED UNDER MONTGOMERY COUNTY CLERK'S FILE (M.C.C.F.) NO. 9357628, AND PART OF AND OUT OF A CALLED 67.820 ACRE TRACT OF LAND DESCRIBED IN DEED TO CMC PARTNERSHIP, LTD. AS RECORDED UNDER M.C.C.F. NO. 2022130572 AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, CENTRAL ZONE (4203):

**BEGINNING** AT A 1 INCH IRON PIPE FOUND ON THE NORTH RIGHT-OF-WAY (R.O.W.) LINE OF STATE HIGHWAY NO. 105 (PUBLIC R.O.W., WIDTH VARIES) AND MARKING THE SOUTHWEST CORNER OF THE RESIDUE OF A CALLED 10.0 ACRE TRACT OF LAND DESCRIBED IN DEED TO GERALD S. COLARIK AS RECORDED UNDER VOLUME 997, PAGE 529 OF THE MONTGOMERY COUNTY DEED RECORDS (M.C.D.R.), SAME BEING THE SOUTHWEST CORNER OF A CALLED 0.81 OF AN ACRE SAVE & EXCEPT TRACT DESCRIBED IN DEED TO CHARLES W. MORROW REVOCABLE LIVING TRUST AS RECORDED UNDER M.C.C.F. NO. 2010025394 AND THE SOUTHEAST CORNER OF SAID 67.820 AND OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 86 DEG. 57 MIN. 13 SEC. WEST, ALONG THE NORTH R.O.W. LINE OF SAID STATE HIGHWAY NO. 105, A DISTANCE OF 164.84 FEET TO A CAPPED 5/8 INCH IRON ROD FOUND MARKING THE SOUTHEAST CORNER OF THAT CERTAIN TRACT OF LAND DESCRIBED IN DEED TO MID-SOUTH ELECTRIC COOPERATIVE ASSOCIATION AS RECORDED UNDER M.C.C.F. NO. 8714908 AND THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 02 DEG. 35 MIN. 40 SEC. WEST, WITH THE EAST LINE OF SAID MID-SOUTH ELECTRIC COOPERATIVE ASSOCIATION TRACT AND THE EAST LINE OF THAT CERTAIN TRACT OF LAND DESCRIBED IN DEED TO MID-SOUTH ELECTRIC COOPERATIVE ASSOCIATION AS RECORDED UNDER M.C.C.F. NO. 8714909, AND THE EAST LINE OF A CALLED 2.00 ACRE TRACT OF LAND DESCRIBED IN DEED TO MID-SOUTH ELECTRIC COOPERATIVE AS RECORDED UNDER M.C.C.F. NO. 2001000592, A DISTANCE OF 855.95 FEET TO A 5/8 INCH IRON ROD FOUND MARKING THE NORTHEAST CORNER OF SAID 2.00 ACRE TRACT AND AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 87 DEG. 48 MIN. 17 SEC. WEST, ALONG THE NORTH LINE OF SAID 2.00 ACRE TRACT, A DISTANCE OF 566.76 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND ON THE EAST LINE OF A CALLED 6.00 ACRE TRACT OF LAND DESCRIBED IN DEED TO MONTGOMERY UNITED METHODIST CHURCH AS RECORDED UNDER M.C.C.F. NO. 9762884 AND MARKING A SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 03 DEG. 53 MIN. 09 SEC. WEST, ALONG THE EAST LINE OF SAID 6.00 ACRE TRACT, A DISTANCE OF 40.15 FEET TO A 1/2 INCH IRON ROD FOUND MARKING THE NORTHEAST CORNER OF SAID 6.00 ACRE TRACT, SAME BEING THE SOUTHEAST CORNER OF A CALLED 1.2708 ACRE TRACT OF LAND DESCRIBED IN DEED TO MONTGOMERY INDEPENDENT SCHOOL DISTRICT UNDER M.C.C.F. NO. 2012076186, SAME BEING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 04 DEG. 32 MIN. 42 SEC. WEST, ALONG THE EAST LINE OF SAID 1.2708 ACRE TRACT, A DISTANCE OF 281.04 FEET TO A 5/8 INCH IRON ROD FOUND ON THE SOUTH LINE OF A CALLED 61.8107 ACRE TRACT OF LAND DESCRIBED IN DEED TO MONTGOMERY INDEPENDENT SCHOOL DISTRICT AS RECORDED UNDER M.C.C.F. NO. 2001065612, SAME BEING A NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, WITH THE COMMON LINE OF SAID 61.8107 ACRE TRACT AND SAID 67.820 ACRE TRACT, THE FOLLOWING COURSES AND DISTANCES:

NORTH 41 DEG. 24 MIN. 28 SEC. EAST, A DISTANCE OF 15.51 FEET TO A 5/8 INCH IRON ROD FOUND MARKING AN ANGLE POINT;

SOUTH 67 DEG. 03 MIN. 40 SEC. EAST, A DISTANCE OF 189.20 FEET TO A 5/8 INCH IRON ROD FOUND MARKING AN ANGLE POINT;

NORTH 54 DEG. 18 MIN. 07 SEC. EAST, A DISTANCE OF 151.74 FEET TO A 5/8 INCH IRON ROD FOUND MARKING AN ANGLE POINT;

NORTH 82 DEG. 21 MIN. 41 SEC. EAST, A DISTANCE OF 116.46 FEET TO A 5/8 INCH IRON ROD FOUND MARKING THE SOUTHEAST CORNER OF SAID 61.8107 ACRE TRACT AND AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

NORTH 06 DEG. 13 MIN. 39 SEC. WEST, A DISTANCE OF 1,011.39 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING THE NORTHEAST CORNER OF SAID 61.8107 ACRE TRACT, SAME BEING A NORTHWEST CORNER OF SAID 67.820 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 76 DEG. 27 MIN. 15 SEC. EAST, WITH THE NORTH LINE OF SAID 67.820 ACRE TRACT, A DISTANCE OF 100.93 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 81 DEG. 31 MIN. 13 SEC. EAST, CONTINUING WITH THE NORTH LINE OF SAID 67.820 ACRE TRACT, A DISTANCE OF 310.66 FEET TO A 1/2 INCH IRON ROD FOUND ON THE WEST LINE OF THE RESIDUE OF SAID 94.899 ACRE TRACT AND MARKING AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 02 DEG. 48 MIN. 59 SEC. WEST, WITH THE WEST LINE OF SAID 94.899 ACRE TRACT, A DISTANCE OF 339.66 FEET TO A 1/2 INCH IRON ROD FOUND MARKING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 04 DEG. 06 MIN. 50 SEC. WEST, CONTINUING WITH THE WEST LINE OF SAID 94.899 ACRE TRACT, A DISTANCE OF 1,203.47 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "CARTER & BURGESS" FOUND ON THE SOUTH R.O.W. LINE OF LONE STAR PARKWAY (PUBLIC R.O.W., WIDTH VARIES) AS RECORDED UNDER M.C.C.F. NOS. 200142417, 2006024865, AND 2006077576 AND MARKING THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 88 DEG. 08 MIN. 18 SEC. EAST, ALONG THE SOUTH R.O.W. LINE OF SAID LONE STAR PARKWAY, A DISTANCE OF 274.97 FEET TO THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 00 DEG. 00 MIN. 31 SEC. WEST, OVER AND ACROSS SAID 94.899 ACRE TRACT AND SAID 67.820 ACRE TRACT, A DISTANCE OF 3,350.91 FEET TO A POINT ON THE NORTHWEST LINE OF SAID RESIDUE OF A 10.0 ACRE TRACT, SAME BEING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 35 DEG. 30 MIN. 45 SEC. WEST, ALONG THE NORTHWEST LINE OF SAID RESIDUE OF A 10.0 ACRE TRACT, A DISTANCE OF 127.10 FEET TO A 1 INCH IRON PIPE FOUND MARKING AN ANGLE POINT OF SAID 10.0 ACRE TRACT, SAID 67.820 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 02 DEG. 58 MIN. 03 SEC. WEST, ALONG THE COMMON LINE OF SAID RESIDUE OF A 10.0 ACRE TRACT AND SAID 67.820 ACRE TRACT, A DISTANCE OF 417.29 FEET TO THE POINT OF BEGINNING, AND CONTAINING 32.24 ACRES OR 1,404,464 SQUARE FEET OF LAND, AS SHOWN ON JOB NO. 59962-ANNEXATION, PREPARED BY WINDROSE LAND SERVICES.

  
 LUCAS G. DAVIS  
 R.P.L.S. NO. 6599  
 STATE OF TEXAS  
 FIRM REGISTRATION NO. 10108800



9/20/2024  
 DATE



Montgomery City Council  
**AGENDA REPORT**

|                                        |                                 |
|----------------------------------------|---------------------------------|
| <b>Meeting Date:</b> February 11, 2025 | <b>Budgeted Amount:</b> N/A     |
| <b>Department:</b> Administration      | <b>Prepared By:</b> Ruby Beaven |

**Subject**

Consideration and possible action regarding adoption of a Resolution of the City Council of the City of Montgomery, Texas consenting to the creation of Montgomery County Municipal Utility District No. 255 in Montgomery County, Texas and establishing conditions applicable to the creation of the district.

**Recommendation**

Staff recommends the adoption of the Resolution, as presented.

**Discussion**

On or about October 17, 2024, TRI POINTE HOMES TEXAS, INC., acting pursuant to the provisions of Chapters 49 and 54, Texas Water Code, did petition the City of Montgomery, Texas in writing (the "Petition") for consent to the creation of a municipal utility district to be known as MONTGOMERY COUNTY MUNICIPAL UTILITY DISTRICT NO. 255 and the inclusion in the District of approximately 108.85 acres of land.

76.61 acres of the District lies wholly within the extraterritorial jurisdiction of the City and 32.24 acres of the District lies outside of the corporate boundaries or the extraterritorial jurisdiction of the City.

The City Council of the City has considered the Petition and is willing to consent to the creation of the District upon the terms and conditions provided.

**Approved By**

|                                                      |             |                 |
|------------------------------------------------------|-------------|-----------------|
| City Secretary & Director of Administrative Services | Ruby Beaven | Date: 02/04/225 |
|------------------------------------------------------|-------------|-----------------|

**RESOLUTION NO. 2025-XX****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS CONSENTING TO THE CREATION OF MONTGOMERY COUNTY MUNICIPAL UTILITY DISTRICT NO. 255 IN MONTGOMERY COUNTY, TEXAS AND ESTABLISHING CONDITIONS APPLICABLE TO THE CREATION OF THE DISTRICT.**

\*\*\*

WHEREAS, on or about October 17, 2024, TRI POINTE HOMES TEXAS, INC., acting pursuant to the provisions of Chapters 49 and 54, Texas Water Code, as amended, (the "Enabling Legislation") did petition the City of Montgomery, Texas (the "City") in writing (the "Petition") for consent to the creation of a municipal utility district to be known as MONTGOMERY COUNTY MUNICIPAL UTILITY DISTRICT NO. 255 (the "District") and the inclusion in the District of approximately 108.85 acres of land, which land is more particularly described in Exhibit A attached to the Petition (the "District Tract"), which is attached hereto and incorporated herein by this reference; and

WHEREAS, 76.61 acres of the District lies wholly within the extraterritorial jurisdiction of the City and 32.24 acres of the District lies outside of the corporate boundaries or the extraterritorial jurisdiction of the City; and

WHEREAS, the City Council of the City has considered the Petition and is willing to consent to the creation of the District upon the terms and conditions hereinafter provided;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS:

Section 1. All of the matters and facts set out in the preamble hereof are true and correct and are adopted as findings of the City Council.

Section 2. The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Texas Government Code, Chapter 551 and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 3. The City Council of the City of Montgomery, Texas, hereby consents to the creation of the District and the inclusion within the District of the territory described by metes and bounds in **Exhibit A** to the Petition attached hereto. Subject to the provisions of this Resolution, the District may be organized for such purposes as are set forth in the Petition and for the accomplishment of such purposes shall have the powers permitted to districts organized under the

terms and provisions of Article III, Section 52 and Article XVI, Section 59 of the Constitution of Texas and Chapters 49 and 54, Texas Water Code, together with all amendments and additions thereto. In addition, the District shall have and may exercise any other powers granted to the District under the terms of any enabling legislation authorizing the creation of the District.

Section 4. In addition to the rights and remedies provide by the laws of the state, in the event the District violates the terms and provisions of the City's written consent, the City shall be entitled to injunctive relief or a writ of mandamus issued by a court of competent jurisdiction restraining, compelling, or requiring the District and its officials to observe and comply with the terms and conditions of this Resolution.

Section 5. This Resolution shall be effective immediately upon adoption.

PASSED AND APPROVED this 11<sup>TH</sup> day of February, 2025.

\_\_\_\_\_  
SARA COUNTRYMAN, Mayor

APPROVED:

ATTEST:

\_\_\_\_\_  
ALAN P. PETROV, Attorney

\_\_\_\_\_  
RUBY BEAVEN, City Secretary

PETITION FOR CONSENT TO CREATION  
OF A MUNICIPAL UTILITY DISTRICT

TO THE HONORABLE MAYOR AND  
CITY COUNCIL OF THE CITY OF MONTGOMERY:

The undersigned, hereinafter called "Petitioner" (whether one or more), being the holder of title to all and, therefore, a majority in value of the lands hereinafter described, as such values are indicated by the tax rolls of the central appraisal district of Montgomery County, Texas, acting pursuant to the provisions of Section 54.016, Texas Water Code, as amended, respectfully petitions for consent to the creation of a municipal utility district, hereinafter called "District". In support of this petition for consent to creation of the District, Petitioner shows as follows:

I.

The name of the District will be MONTGOMERY COUNTY MUNICIPAL UTILITY DISTRICT NO. 255.

II.

The area of the land to be included in the District contains 108.85 acres, more or less, and lies wholly within Montgomery County, Texas. All of said area is within the corporate limits of the City of Montgomery, or is within the extraterritorial jurisdiction of the City of Montgomery and is in the process of being annexed into the corporate limits of the City of Montgomery. None of said area is located within the corporate limits or extraterritorial jurisdiction of any other city. Petitioner hereby certifies that there are no holders of liens against the land to be included in the District.

III.

The land sought to be included within the area of the District is described by metes and bounds in Exhibit "A" attached hereto and incorporated herein by reference for all purposes.

IV.

The District will be created and organized under the terms and provisions of Article XVI, Section 59 of the Constitution of Texas and Chapter 49 and Chapter 54 of the Texas Water Code, as amended. The purposes of and the general nature of the work proposed to be done by the District shall be the purchase, construction, acquisition, repair, extension and improvement of land, easements, works, improvements, facilities, plants, equipment and appliances necessary to:

- (1) provide a water supply for municipal uses, domestic uses and commercial purposes;
- (2) collect, transport, process, dispose of and control all domestic, industrial or communal wastes whether in fluid, solid or composite state;

(3) gather, conduct, divert and control local storm water or other local harmful excesses of water in the District and the payment of organization expenses, operational expenses during construction and interest during construction;

(4) establish, finance, provide, operate and maintain a fire department and/or fire-fighting services ("firefighting facilities") within the District subject to approval of the Texas Commission on Environmental Quality pursuant to its rules and Chapter 49 of the Texas Water Code, as amended, as and if required;

(5) exercise road powers and authority ("Road Powers") pursuant to applicable law;

(6) finance, develop and maintain recreational facilities for the people of the District if and as allowed by applicable law; and

(7) to provide such other facilities, systems, plants and enterprises as shall be consonant with the purposes for which the District is created and permitted under state law.

## V.

The area of the District is urban in nature, is within the growing environs of the City of Montgomery, and is in close proximity to populous and developed sections of Montgomery County. The District's area will, within the immediate future, experience a substantial and sustained residential and commercial growth. Therefore, there is a necessity for the improvements described above for the following reasons:

(1) The District's area is not supplied with adequate water and sanitary sewer facilities and services, or with adequate drainage facilities. The health and welfare of the future inhabitants of the area and of territories adjacent thereto require the installation and acquisition of adequate water, sanitary sewer, and drainage facilities for and within the area of the District.

(2) The future inhabitants of the area and of territories adjacent thereto require recreational facilities, as same are necessary and desirable for the health and well-being of such inhabitants. The District's area does not currently include adequate recreational facilities within its boundaries.

(3) The future inhabitants of the area and of territories adjacent thereto require adequate road facilities, as same are necessary and desirable for the health and welfare of such inhabitants, and for the orderly growth of residential and commercial development within the area and territories adjacent thereto. Road Powers are of necessity to the District and to the land within the District as such powers will allow the District to construct, acquire, improve, and provide financing for road facilities that may not otherwise be constructed in a manner that will proactively address safety, capacity, durability, economic feasibility, and regional mobility issues.

(4) The future inhabitants of the area and of territories adjacent thereto may require fire-fighting facilities in order to supplement or supplant fire-fighting services otherwise provided

by governmental entities other than the District, as fire-fighting services are necessary and desirable for the health and welfare of such inhabitants.

A public necessity exists for the organization of such District to promote and protect the purity and sanitary condition of the State's waters and the public health and welfare of the community, by and through the purchase, construction, extension, improvement, maintenance and operation of a water supply and sanitary sewer system, drainage facilities, recreational facilities (if allowed by applicable law), road facilities, and, subject to the laws of the State of Texas and the rules of the Texas Commission on Environmental Quality, fire-fighting facilities.

VI.

It is now estimated by those filing this petition, from such information as they have at this time, that the ultimate cost of the development contemplated will be approximately \$12,150,000 for water, sewer and drainage facilities, \$5,000,000 for recreational facilities, and \$5,450,000 for road facilities.

WHEREFORE, Petitioner respectfully prays that this petition be granted in all respects and that the City of Montgomery give its written consent to the creation of said District.

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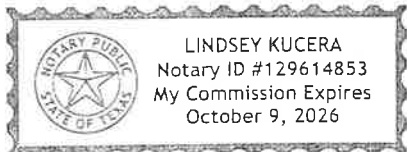
Dated this 17 day of October, 2024.

**TRI POINTE HOMES TEXAS, INC.,**  
a Texas corporation

By: [Signature]  
Collins Pier  
Vice President of Land  
Acquisition and Development

STATE OF TEXAS                   §  
                                             §  
COUNTY OF MONTGOMERY   §

This instrument was acknowledged before me this 17 day of October, 2024,  
by Collins Pier, Vice President of Land Acquisition and Development of Tri Pointe Homes Texas,  
Inc., a Texas corporation, on behalf of said corporation.

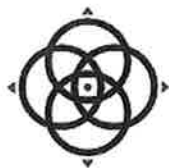


(NOTARY SEAL)

[Signature]  
Notary Public, State of Texas

745739\_1

## EXHIBIT A



**WINDROSE**  
LAND SURVEYING | PLATTING

**DESCRIPTION OF  
108.85 ACRES OR 4,741,398 SQUARE FEET**

A TRACT OR PARCEL CONTAINING 108.85 ACRES OR 4,741,398 SQUARE FEET OF LAND SITUATED IN THE BENJAMIN RIGSBY LEAGUE, ABSTRACT NO. 31, MONTGOMERY COUNTY, TEXAS, BEING PART OF AND OUT OF THE RESIDUE OF A CALLED 94.889 ACRE TRACT OF LAND DESCRIBED IN DEED TO NORMAN R. STEWART, JR. AND WIFE, JENNIFER H. STEWART AS RECORDED UNDER MONTGOMERY COUNTY CLERK'S FILE (M.C.C.F.) NO. 9357628, AND PART OF AND OUT OF A CALLED 67.820 ACRE TRACT OF LAND DESCRIBED IN DEED TO CMC PARTNERSHIP, LTD. AS RECORDED UNDER M.C.C.F. NO. 2022130572 AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS, WITH ALL BEARINGS BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, CENTRAL ZONE (4203):

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**THENCE**, NORTH 03 DEG. 53 MIN. 09 SEC. WEST, ALONG THE EAST LINE OF SAID 6.00 ACRE TRACT, A DISTANCE OF 40.15 FEET TO A 1/2 INCH IRON ROD FOUND MARKING THE NORTHEAST CORNER OF SAID 6.00 ACRE TRACT, SAME BEING THE SOUTHEAST CORNER OF A CALLED 1.2708 ACRE TRACT OF LAND DESCRIBED IN DEED TO MONTGOMERY INDEPENDENT SCHOOL DISTRICT UNDER M.C.C.F. NO. 2012076186, SAME BEING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

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**THENCE**, NORTH 76 DEG. 27 MIN. 15 SEC. EAST, WITH THE NORTH LINE OF SAID 67.820 ACRE TRACT, A DISTANCE OF 100.93 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 81 DEG. 31 MIN. 13 SEC. EAST, CONTINUING WITH THE NORTH LINE OF SAID 67.820 ACRE TRACT, A DISTANCE OF 310.66 FEET TO A 1/2 INCH IRON ROD FOUND ON THE WEST LINE OF THE RESIDUE OF SAID 94.899 ACRE TRACT AND MARKING AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 02 DEG. 48 MIN. 59 SEC. WEST, WITH THE WEST LINE OF SAID 94.899 ACRE TRACT, A DISTANCE OF 339.66 FEET TO A 1/2 INCH IRON ROD FOUND MARKING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 04 DEG. 06 MIN. 50 SEC. WEST, CONTINUING WITH THE WEST LINE OF SAID 94.899 ACRE TRACT, A DISTANCE OF 1,203.47 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "CARTER & BURGESS" FOUND ON THE SOUTH R.O.W. LINE OF LONE STAR PARKWAY (PUBLIC R.O.W., WIDTH VARIES) AS RECORDED UNDER M.C.C.F. NOS. 200142417, 2006024865, AND 2006077576 AND MARKING THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, WITH THE NORTH LINE OF SAID LONE STAR PARKWAY, THE FOLLOWING COURSES AND DISTANCES:

NORTH 88 DEG. 08 MIN. 18 SEC. EAST, ALONG THE SOUTH R.O.W. LINE OF SAID LONE STAR PARKWAY, A DISTANCE OF 297.32 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "CARTER & BURGESS" FOUND MARKING THE BEGINNING OF A NON-TANGENT CURVE TO THE LEFT;

IN AN EASTERLY DIRECTION WITH SAID NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 2,140.00 FEET, A CENTRAL ANGLE OF 04 DEG. 59 MIN. 42 SEC., AN ARC LENGTH OF 186.56 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 85 DEG. 36 MIN. 18 SEC. EAST – 186.50 FEET TO A 5/8 INCH IRON ROD FOUND MARKING THE END OF SAID CURVE;

NORTH 84 DEG. 29 MIN. 43 SEC. EAST, A DISTANCE OF 104.66 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "CARTER & BURGESS" FOUND MARKING AN ANGLE POINT;

NORTH 79 DEG. 13 MIN. 20 SEC. EAST, A DISTANCE OF 87.21 FEET TO A CAPPED 1/2 INCH IRON ROD FOUND MARKING THE BEGINNING OF A NON-TANGENT CURVE TO THE LEFT

WITH SAID NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 2,145.00 FEET, A CENTRAL ANGLE OF 04 DEG. 57 MIN. 14 SEC., AN ARC LENGTH OF 185.47 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 75 DEG. 26 MIN. 30 SEC. EAST, - 185.41 FEET TO A CAPPED 5/8 INCH IRON ROD FOUND MARKING THE NORTHWEST CORNER OF THE RESIDUE OF A CALLED 92.23 ACRE TRACT OF LAND DESCRIBED IN DEED TO MARTIN CLAY SIMONTON AS RECORDED UNDER M.C.C.F. NO. 2003-080735, SAME THE MOST NORTHERLY NORTHEAST CORNER OF SAID RESIDUE OF A 94.899 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 03 DEG. 23 MIN. 09 SEC. EAST, WITH THE COMMON LINE OF SAID 92.23 ACRE TRACT AND SAID 94.899 ACRE TRACT, A DISTANCE OF 1,014.22 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" SET MARKING AN INTERIOR CORNER OF SAID 94.899 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 87 DEG. 41 MIN. 50 SEC. EAST, WITH THE SOUTH LINE OF SAID 92.23 ACRE TRACT, PASSING AT A DISTANCE OF 1,326 FEET A CAPPED 1/2 INCH IRON ROD STAMPED "TPS 100834-00", AND CONTINUING FOR A TOTAL DISTANCE OF 1,351.56 FEET TO A POINT IN THE CENTERLINE OF A CREEK:

THENCE, WITH THE MEANDERS OF SAID CREEK, THE FOLLOWING COURSES AND DISTANCES:

SOUTH 05 DEG. 51 MIN. 46 SEC. WEST, A DISTANCE OF 40.70 FEET TO A POINT;  
 SOUTH 21 DEG. 05 MIN. 35 SEC. EAST, A DISTANCE OF 34.78 FEET TO A POINT;  
 SOUTH 52 DEG. 46 MIN. 43 SEC. WEST, A DISTANCE OF 49.55 FEET TO A POINT;  
 SOUTH 66 DEG. 05 MIN. 51 SEC. WEST, A DISTANCE OF 24.40 FEET TO A POINT;  
 SOUTH 26 DEG. 06 MIN. 10 SEC. EAST, A DISTANCE OF 27.55 FEET TO A POINT;  
 SOUTH 25 DEG. 42 MIN. 31 SEC. EAST, A DISTANCE OF 28.22 FEET TO A POINT;  
 SOUTH 58 DEG. 38 MIN. 09 SEC. EAST, A DISTANCE OF 40.92 FEET TO A POINT;  
 SOUTH 05 DEG. 15 MIN. 25 SEC. WEST, A DISTANCE OF 11.36 FEET TO A POINT;  
 SOUTH 25 DEG. 01 MIN. 16 SEC. WEST, A DISTANCE OF 27.54 FEET TO A POINT;  
 SOUTH 14 DEG. 03 MIN. 47 SEC. WEST, A DISTANCE OF 33.05 FEET TO A POINT;  
 SOUTH 39 DEG. 56 MIN. 21 SEC. WEST, A DISTANCE OF 18.11 FEET TO A POINT;  
 NORTH 67 DEG. 05 MIN. 23 SEC. WEST, A DISTANCE OF 36.50 FEET TO A POINT;  
 SOUTH 48 DEG. 51 MIN. 33 SEC. WEST, A DISTANCE OF 20.17 FEET TO A POINT;  
 SOUTH 80 DEG. 54 MIN. 16 SEC. WEST, A DISTANCE OF 34.72 FEET TO A POINT;  
 SOUTH 00 DEG. 50 MIN. 41 SEC. EAST, A DISTANCE OF 43.56 FEET TO A POINT ON THE NORTH LINE OF A CALLED 62.6147 ACRE TRACT OF LAND DESCRIBED IN DEED TO JAY RICHARD RAY II, ET AL AS RECORDED UNDER M.C.C.F. NO. 2021056260;

**THENCE,** WITH THE COMMON LINE OF SAID 67.82 ACRE TRACT AND SAID 62.6147 ACRE TRACT, THE FOLLOWING COURSES AND DISTANCES:

SOUTH 75 DEG. 49 MIN. 01 SEC. WEST, A DISTANCE OF 25.57 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING AN ANGLE POINT;

SOUTH 13 DEG. 55 MIN. 30 SEC. WEST, A DISTANCE OF 183.91 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" SET MARKING AN ANGLE POINT;

SOUTH 22 DEG. 23 MIN. 20 SEC. EAST, A DISTANCE OF 183.12 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" SET MARKING AN ANGLE POINT;

SOUTH 45 DEG. 25 MIN. 50 SEC. WEST, A DISTANCE OF 256.95 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING AN ANGLE POINT;

SOUTH 59 DEG. 33 MIN. 58 SEC. WEST, A DISTANCE OF 167.98 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING AN ANGLE POINT;

SOUTH 40 DEG. 09 MIN. 36 SEC. WEST, A DISTANCE OF 219.00 FEET TO A 5/8 INCH IRON ROD FOUND MARKING AN ANGLE POINT;

SOUTH 69 DEG. 22 MIN. 48 SEC. WEST, A DISTANCE OF 195.39 FEET TO A 5/8 INCH IRON ROD FOUND MARKING AN ANGLE POINT;

SOUTH 42 DEG. 48 MIN. 13 SEC. WEST, A DISTANCE OF 108.70 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING AN ANGLE POINT;

SOUTH 00 DEG. 27 MIN. 53 SEC. EAST, A DISTANCE OF 118.26 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING AN ANGLE POINT;

SOUTH 80 DEG. 18 MIN. 41 SEC. WEST, A DISTANCE OF 153.30 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING AN ANGLE POINT;

SOUTH 33 DEG. 22 MIN. 08 SEC. WEST, A DISTANCE OF 239.33 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING AN ANGLE POINT;

SOUTH 14 DEG. 31 MIN. 53 SEC. EAST, A DISTANCE OF 191.27 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "VTSM 4070" FOUND MARKING THE NORTHEAST CORNER OF A CALLED 10.2058 ACRE TRACT OF LAND DESCRIBED IN DEED TO CMC PARTNERSHIP, LTD. AS RECORDED UNDER M.C.C.F. NO. 202204760, SAME BEING A SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 76 DEG. 00 MIN. 05 SEC. WEST, WITH THE NORTH LINE OF SAID 10.2058 ACRE TRACT, A DISTANCE OF 504.33 FEET TO A CAPPED 5/8 INCH IRON ROD STAMPED "WINDROSE" SET MARKING THE NORTHEAST CORNER OF SAID 10.2058 ACRE TRACT AND AN INTERIOR CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 12 DEG. 52 MIN. 18 SEC. EAST, WITH THE WEST LINE OF SAID 10.2058 ACRE TRACT, A DISTANCE OF 170.40 FEET TO A 1 INCH IRON PIPE FOUND MARKING THE NORTH CORNER OF A CALLED 2.235 ACRE TRACT (TRACT 81B) OF LAND DESCRIBED IN DEED TO CHARLES W MORROW REVOCABLE LIVING TRUST AS RECORDED UNDER M.C.C.F. NO. 2010025394, SAME BEING A SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, SOUTH 35 DEG. 30 MIN. 45 SEC. WEST, A DISTANCE OF 934.88 FEET A POINT ON THE NORTHWEST LINE OF SAID RESIDUE OF A 10.0 ACRE TRACT, SAME BEING AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 35 DEG. 30 MIN. 45 SEC. WEST, ALONG THE NORTHWEST LINE OF SAID RESIDUE OF A 10.0 ACRE TRACT, A DISTANCE OF 127.10 FEET TO A 1 INCH IRON PIPE FOUND MARKING AN ANGLE POINT OF SAID 10.0 ACRE TRACT, SAID 67.820 ACRE TRACT AND OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 02 DEG. 58 MIN. 03 SEC. WEST, ALONG THE COMMON LINE OF SAID RESIDUE OF A 10.0 ACRE TRACT AND SAID 67.820 ACRE TRACT, A DISTANCE OF 417.29 FEET TO THE POINT OF BEGINNING, AND CONTAINING 108.85 ACRES OR 4,741,398 SQUARE FEET OF LAND, AS SHOWN ON JOB NO. 59962, PREPARED BY WINDROSE LAND SERVICES.



LUCAS G. DAVIS  
R.P.L.S. NO. 6599  
STATE OF TEXAS  
FIRM REGISTRATION NO. 10108800



9/20/2024  
DATE



VICINITY MAP  
MONTGOMERY COUNTY, TEXAS  
SCALE 1" = 1000'

SYMBOLS KEY

|   |                       |
|---|-----------------------|
| 1 | Proposed Right of Way |
| 2 | Proposed Roadway      |
| 3 | Proposed Drainage     |

GENERAL NOTES

1. THE PROPOSED RIGHT OF WAY IS SHOWN BY A DASHED LINE.
2. THE PROPOSED ROADWAY IS SHOWN BY A SOLID LINE.
3. THE PROPOSED DRAINAGE IS SHOWN BY A DOTTED LINE.
4. THE PROPOSED RIGHT OF WAY IS SHOWN BY A DASHED LINE.
5. THE PROPOSED ROADWAY IS SHOWN BY A SOLID LINE.
6. THE PROPOSED DRAINAGE IS SHOWN BY A DOTTED LINE.
7. THE PROPOSED RIGHT OF WAY IS SHOWN BY A DASHED LINE.
8. THE PROPOSED ROADWAY IS SHOWN BY A SOLID LINE.
9. THE PROPOSED DRAINAGE IS SHOWN BY A DOTTED LINE.
10. THE PROPOSED RIGHT OF WAY IS SHOWN BY A DASHED LINE.
11. THE PROPOSED ROADWAY IS SHOWN BY A SOLID LINE.
12. THE PROPOSED DRAINAGE IS SHOWN BY A DOTTED LINE.
13. THE PROPOSED RIGHT OF WAY IS SHOWN BY A DASHED LINE.
14. THE PROPOSED ROADWAY IS SHOWN BY A SOLID LINE.
15. THE PROPOSED DRAINAGE IS SHOWN BY A DOTTED LINE.

SCHEDULE 700 NOTES

THE SCHEDULE 700 NOTES ARE A PART OF THIS PLAN AND SHALL BE READ IN CONJUNCTION WITH THE GENERAL NOTES.

SCHEDULE 700 NOTES

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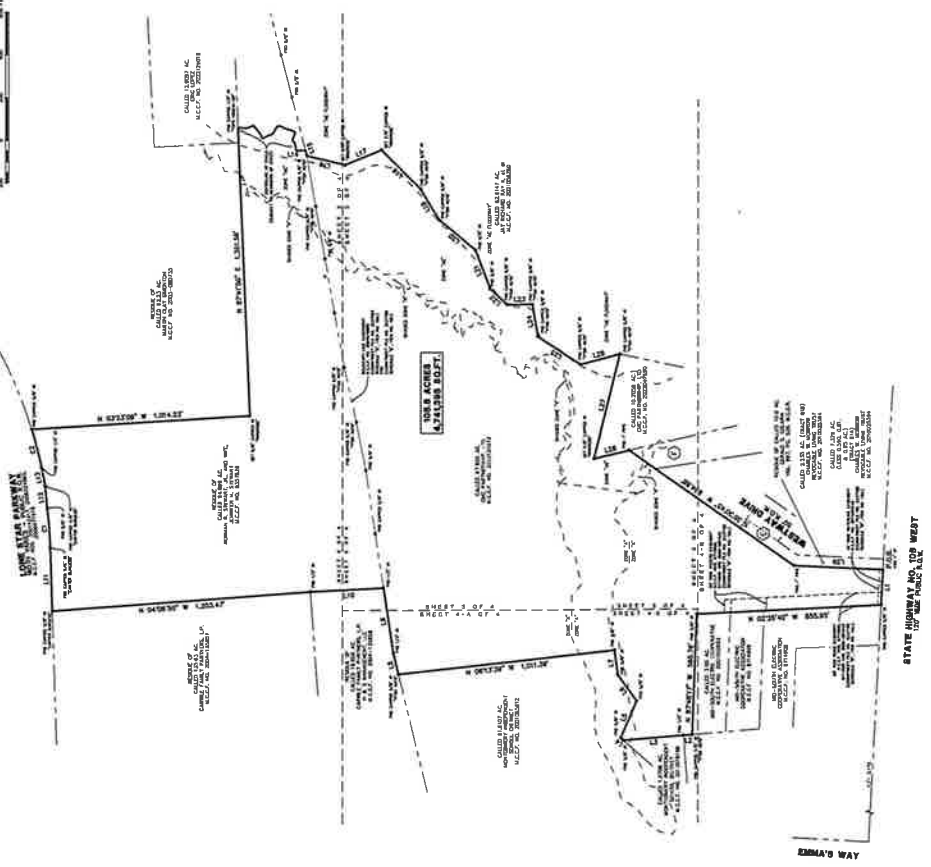
LEGEND

| Symbol | Description           |
|--------|-----------------------|
| 1      | Proposed Right of Way |
| 2      | Proposed Roadway      |
| 3      | Proposed Drainage     |
| 4      | Proposed Right of Way |
| 5      | Proposed Roadway      |
| 6      | Proposed Drainage     |
| 7      | Proposed Right of Way |
| 8      | Proposed Roadway      |
| 9      | Proposed Drainage     |
| 10     | Proposed Right of Way |
| 11     | Proposed Roadway      |
| 12     | Proposed Drainage     |
| 13     | Proposed Right of Way |
| 14     | Proposed Roadway      |
| 15     | Proposed Drainage     |



NORTH

Scale: 1" = 1000'



PROPOSED ELEVATIONS - FEET

| Point | Elevation |
|-------|-----------|
| 1     | 285.17    |
| 2     | 285.17    |
| 3     | 285.17    |
| 4     | 285.17    |
| 5     | 285.17    |
| 6     | 285.17    |
| 7     | 285.17    |
| 8     | 285.17    |
| 9     | 285.17    |
| 10    | 285.17    |
| 11    | 285.17    |
| 12    | 285.17    |
| 13    | 285.17    |
| 14    | 285.17    |
| 15    | 285.17    |

PROPOSED ELEVATIONS - FEET

| Point | Elevation |
|-------|-----------|
| 1     | 285.17    |
| 2     | 285.17    |
| 3     | 285.17    |
| 4     | 285.17    |
| 5     | 285.17    |
| 6     | 285.17    |
| 7     | 285.17    |
| 8     | 285.17    |
| 9     | 285.17    |
| 10    | 285.17    |
| 11    | 285.17    |
| 12    | 285.17    |
| 13    | 285.17    |
| 14    | 285.17    |
| 15    | 285.17    |

SURVEYOR'S CERTIFICATION

I, the undersigned, being a duly licensed Surveyor for the State of Texas, do hereby certify that the foregoing is a true and correct copy of the original survey as the same appears in my records.



**WINDROSE**  
SURVEYING & ENGINEERING, P.C.  
10485 AC 4 241.99 SQ. FT.  
BENJAMIN ROBERT LEAGUE  
MONTGOMERY COUNTY, TEXAS

Montgomery City Council  
**AGENDA REPORT**

|                                        |                                             |
|----------------------------------------|---------------------------------------------|
| <b>Meeting Date:</b> February 11, 2025 | <b>Budgeted Amount:</b> \$52,000 - \$62,400 |
| <b>Department:</b> Administration      | <b>Prepared By:</b> Ruby Beaven             |

**Subject**

Consideration and possible action on approving a new HR & AP Specialist position.

**Recommendation**

Staff recommend approval of the HR & AP Specialist position.

Montgomery City Council  
**AGENDA REPORT**

### Discussion

To structure Human Resources for the City, it's essential to establish a clear organizational hierarchy that includes key functions such as recruitment, employee relations, benefits administration, training and development, and compliance. Designate roles such as a Human Resources (HR) Specialist to handle tasks like payroll and benefits inquiries. Implement systems for performance management, employee engagement, and policy development. Ensure that the department aligns with the City's mission and goals while promoting a diverse and inclusive workplace culture. Regular training and effective communication channels will support staff development and ensure that HR professionals are responsive to the needs of both employees and the organization.

Not only are the human resources tasks important but also accounts payable. Designating a role such as an Accounts Payable (AP) Specialist to handle tasks like processing invoices, ensuring accurate and timely payments, maintaining vendor relationships, and assisting with month-end closings.

Staff request to create a new position for an HR & AP Specialist. This role will combine human resources tasks, such as recruitment, employee relations, and payroll, with accounts payable duties, including invoice processing and vendor management. This position aims to streamline operations, improve employee engagement, and ensure efficient financial transactions within the organization. Together, these functions support overall efficiency and sustainability.

Currently, there is only one person in the City who knows how to process payroll. It is very important to have payroll cross training. This is crucial for ensuring operational continuity and accuracy. It equips multiple team members with the necessary skills and knowledge to manage payroll processes, reducing the risk of errors and delays that can occur due to staff absences or turnover. This practice also fosters collaboration and communication within teams, enhances employee understanding of payroll regulations, and enables smoother transitions during audits or system changes. Ultimately, effective cross training promotes a more resilient workforce and improves overall efficiency in payroll management.

One more important factor to point out is accounting checks and balances. These are essential controls designed to ensure the accuracy and integrity of financial reporting and to prevent fraud or errors. This system involves separating duties among different individuals so that no single person has complete control over any financial transaction. For example, one person may handle cash receipts, while another reconciles bank statements. Additionally, regular audits, oversight by management, and established procedures for transaction documentation help reinforce accountability. Implementing these measures fosters greater transparency and trust in the financial processes of an organization.

This is a request for a new HR & AP Specialist position to be created. The position is not currently approved or budgeted. Staff propose to utilize the existing budget allocated for the

Montgomery City Council  
**AGENDA REPORT**

Assistant City Administrator, which is currently vacant and not expected to be re-filled, for this new role. This approach allows for a seamless transition and continued support without requiring additional funding, ensuring that city operations remain efficient and effective during this period of change.

**Approved By**

City Secretary & Director of Administrative Services

Ruby Beaven

Date: 02/06/2025



**City of Montgomery, TX**  
**HR & AP Specialist**  
**Job Description**

Item 10.

**Department:** Administration  
**Immediate Supervisor:** City Secretary / Director of Administrative Services  
**FLSA:** Non-Exempt  
**Pay Grade:** \$52,000.00 - \$62,400.00

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the City Secretary / Director of Administrative Services, this position is responsible for assisting in the daily administration of a full range of human resource functions including employee onboarding, human resource administration, benefits administration and payroll. In addition, this position is responsible for assisting in the daily administration of a full range of finance functions including review of automated timesheets, leave accruals, employee benefits, garnishments, payroll taxes and completing payroll reporting requirements. Compiles and maintains payroll records. Performs the accounts payable function of the city by compiling, matching and posting invoices and preparing checks to vendors for payment of goods and services. This position is the point person with the public and employees. Effective communication skills are a necessity. The duties of this position require the exercise of judgement, initiative, discretion, confidentiality, and familiarity with general human resource practices and applicable legislative governing bodies.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Resolve day-to-day employee general inquiries.
- Manage application tracking system to track job opening information, assist hiring managers, provide follow-up correspondence.
- Post vacancies on city website and other advertisement platforms.
- Respond to questions from and advise applicants and the public regarding City's employment policies and processes.
- Responsible for drafting new hire paperwork including offer letters and preparing for employee onboarding. Ensure new hire packets are up-to-date, complete and ready for each new hire orientation.
- Coordinate the onboarding process of new employees, including pre-employment requirements, new hire orientation and ensure delivery of required compliance training.
- Responsible for entering and removing employees from human resources and payroll systems as well as any other approved status changes in a timely manner.
- Maintain complete confidentiality of all employee records and information.
- Maintain human resource information system records; compiles data and prepares detailed reports.
- Monitor human resources programs and processes to ensure compliance with federal and state employment related regulations.
- Benefits Administration for employees, including open-enrollment, new hire enrollment, qualifying life event changes, voluntary supplemental products and wellness program.



**City of Montgomery, TX  
HR & AP Specialist  
Job Description**

Item 10.

- Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Assist in resolving administrative problems with the carrier representatives.
- Ensure the integrity of the payroll data including data related to new hires, benefit selections, terminations, transfers and rate changes have been entered appropriately and make updates as necessary.
- Review computed wages and correct errors to ensure the accuracy of earnings. Ensure that all changes to payroll are processed correctly.
- Handle all garnishments, deductions and leave accruals.
- Ensure bi-weekly payroll is processed in a timely and accurate manner.
- Issue pay and pay-related information to employees.
- Researches and resolves questions from Manager and employees as they relate to the processing of payroll information such as paid time off, banking, garnishments, tax questions and other changes.
- Coordinate Workers Compensation, including initial reporting of work-related injury, physician notices, payroll reports, light duty assignments, while working closely with management and workers compensation representative.
- Monitors and maintains accurate tracking of FMLA hours, working closely with department managers.
- Maintain files pertaining to employee payroll and enter information such as terminations and retirements, ensuring all payouts are calculated and disbursed appropriately and timely.
- Compiles data and prepares compensation reports upon request from management.
- Assist with coordinating rewards and recognition programs and events.
- Work on a wide variety of projects simultaneously.
- Ensure regulatory compliance with applicable state and federal laws such as HIPAA, COBRA, FMLA, ADA, Worker's Compensation; determine potential impact of new legislation on the city.
- Serve as human resources records liaison, responding to public information requests, employment verifications, and compensation survey requests when applicable.
- Reviews and reconciles invoices for accuracy prior to payment.
- Prints and obtains signatures on all accounts payable checks.
- Distributes/mailed signed checks as required.
- Answers employee and vendor inquiries.
- Assists with routing and addressing customer calls.
- Maintains all payroll and accounts payable reports, spreadsheets and city payroll and accounts payable files.
- Assists with monthly closings.
- Prepares analysis of accounts, as required.
- Performs filing and coping.
- Verifies daily collections for deposits to the bank.
- Performs other duties as assigned, including special assignments, work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.



**City of Montgomery, TX  
HR & AP Specialist  
Job Description**

Item 10.

- Four years of responsible secretarial, bookkeeping, payroll, billing or related office/clerical experience with at least two years in a human resource related function; and or graduation from an accredited business/accounting training program.
- One year of experience with computerized payroll processing preferred.
- Experience with Tyler Incode preferred.
- Must pass a pre-employment drug screen and criminal background check.
- Must possess State of Texas Driver's License.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of principles and practices of public personnel management, including the City's Policy & Procedures Manual.
- Knowledge of employment law and best practice.
- Knowledge of payroll and benefits administration.
- Knowledge of office practices and procedures.
- Knowledge of business English, spelling and arithmetic.
- Skilled in sound business communication.
- Skilled in written communication techniques for report writing and preparing correspondence, policies, and procedures.
- Ability to make routine arithmetic computations and tabulations accurately and with reasonable speed.
- Ability to learn assigned clerical tasks readily within a reasonable training period, and to adhere to prescribed departmental routines.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to understand and carry out oral and written instructions.
- Ability to accurately prepare and maintain correspondence, files, and reports.
- Ability to operate the telephone in a clear, well-modulated voice using good diction with employees and vendors.
- Ability to prioritize assignments and work independently.
- Ability to operate equipment such as a computer, photocopier, fax machine, electronic spreadsheets, word processing, and integrated accounting systems.

**PHYSICAL DEMANDS AND LOCATION**

Frequent sitting, some standing, and walking required. Stooping, bending, and reaching required daily. Moderate use of senses such as vision, audio and speech are required. High use of cognitive skills required to complete essential functions of the job. May require extended workdays to attend meetings, functions, and other community events.



**City of Montgomery, TX  
HR & AP Specialist  
Job Description**

Item 10.

While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The City of Montgomery, TX is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or veteran status.

In accordance with applicable laws, employment with the City is at-will. This means that either the employee or the company may terminate employment at any time, with or without notice or cause, subject to applicable law.

DRAFT