NOTICE OF REGULAR & JOINT MEETING OF CONROE CITY COUNCIL AND CONROE LOCAL GOVERNMENT CORPORATION WORK SESSION CITY HALL COUNCIL CHAMBERS - 300 WEST DAVIS ST.

CONVENES: WEDNESDAY, AUGUST 23, 2023 - 2:00 P.M. - RECESS
RECONVENES: THURSDAY, AUGUST 24, 2023 - 9:30 A.M.

VIDEO CONFERENCE PARTICIPATION ALLOWED:

It is intended that a quorum of the City Council be physically present in the City Council Chambers at all times during the meeting. If a quorum of the Council is physically present then, any other member of the Council, officer or employee of the City may participate in the meeting from a remote location by means of a video conference call if the video and audio feed of the remote participant is broadcast live at the meeting and complies with the provisions of Texas Gov. Code Section 551.127.

EXECUTIVE SESSION

At any time during the WORK SESSION or ACTION AGENDA the City Council may announce it will go into closed session pursuant to Chapter 551 of the Texas Government Code to receive advice from legal counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this agenda. Prior to any such closed session the Mayor, in open session, will identify the agenda item to be discussed and the section or sections of Chapter 551 under which the closed discussion is authorized.

CALL TO ORDER

CALL OF ROLL

CITIZEN INQUIRIES – NOT TO EXCEED 30 MINUTES

Citizen inquiries are limited to 3 minutes per person. Preference is given to speakers addressing agenda items. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.

WORK SESSION

1. Discuss the status of current Capital Improvement Projects.
   C. Bogert

2. Discuss first amendment to MUD 183 Utility Functions Agreement.
   C. Bogert

3. Discuss Bid Award for Pavement Data Collection.
   N. McGuire

4. Discuss Bid Award for Public Works Mowing for FY2024.
   N. McGuire

5. Discuss bids for the Conroe Website Design and Redevelopment Project.
   S. Gorjon

6. Discuss a Resolution amending the list of official holidays for the City of Conroe.
   N. Mikeska

7. Discuss court operations and salary of the position.
   Judge Waggoner

8. Discuss a Resolution the Montgomery County Emergency Communication District's Fiscal Year 2024 Budget.
   M. Garner

9. Discuss a Resolution authorizing and approving the execution of a Landlord Estoppel Certificate and containing other matters related thereto.
   C. Boothe

10. Discussion of the Proposed Fiscal Year 2023-2024 Operating and CIP Budget.
    C. Boothe

CONVENE MEETING OF THE CITY COUNCIL OF CONROE, TEXAS AND THE CONROE LOCAL GOVERNMENT CORPORATION (CLGC).
MEETING AGENDA

11. Discuss a Resolution authorizing execution of an addendum to Hotel Services Agreement and authorizing the execution of documents and certificates necessary for the release of certain monies to the Working Capital Reserve and approving certain other matters relating thereto.
    C. Boothe

12. Vendor: DPR Construction - resubmission of June 2023 invoice
    C. Boothe

13. Vendor: DPR Construction - July 2023
    C. Boothe

ADJOURN CLGC MEETING, RESUME CITY COUNCIL MEETING

Recess Open Meeting in order to conduct Closed Executive Session for consultation with attorney to receive legal advice concerning the following threatened, contemplated or pending claims and litigation, and to deliberate other matters as authorized by Texas Government Code Chapter 551.071, 551.072, and 551.074 relating to:

14. *SJRA GRP Contract litigation (Sec. 551.071); and
    *QUADVEST, LP, et al vs. SJRA vs. CITY OF CONROE, ET AL (Sec. 551.071); and
    *Legal advice concerning contract provisions related to Hotel Convention Center project (Sec. 551.071); and
    *Deliberation concerning the purchase, exchange, lease or value of real property (Sec. 551.072);
    *Personnel Matters (Sec. 551.074)
    Mayor Czajkoski

Reconvene Open Meeting

Briefing – The Council will be briefed on and may discuss any item on the Action Agenda.

Council Members Inquiry Time – Pursuant to Tex. Gov. Code Sec. 551.042 the Mayor or Council Members may inquire about a subject not specifically listed on this agenda. Responses are limited to a 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 the subject on the agenda of a future meeting.

RECESS

Meeting Date: 08/23/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Brandy Taylor, Engineering Projects Coordinator

Workshop

Item Type: Presentation

CITY OF CONROE

Item Type: Presentation

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss the status of current Capital Improvement Projects.

Summary / Recommendation

Discuss the status of current Capital Improvement Projects.

Meeting Date: 08/23/2023
Department: Public Works
Contact: Chris Bogert, Asst. Director Engineering/Capital Imprvmts
Submitted By: Dana Berry, Development Coordinator

Workshop

Item Type: Other

Item Type: Other

C. Bogert

Joint Meeting: No Joint Meeting

Description

Discuss first amendment to MUD 183 Utility Functions Agreement.

Summary / Recommendation

The amendment more clearly defines out-of-district utilities and includes updated construction costs. Staff recommends approval.

Attachments

Amended Agreement

Meeting Date: 08/23/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: Jennifer Gilmore, Adm. Assistant - Public Works

Workshop

Item Type: Bid Award

CITY OF CONROE

N. McGuire

Joint Meeting: No Joint Meeting

Description

Discuss Bid Award for Pavement Data Collection.

Summary / Recommendation

Received eight bids for Pavement Data Collection. After committee reviewed and scored bids, staff recommends awarding to Roadway Asset Services, LLC in the amount of $74,990.00. This will include Imagery collection, ArcGIS integration, Pavement Condition and Roughness inspections for roadways in the City of Conroe.

Fiscal Impact

Expenditure Amount:	$74,990.00
Revenue Amount:	
Account Number:	001-1540-8060
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

Pavement Data Collection Bid Tab

Meeting Date: 08/23/2023
Department: Public Works
Contact: Norman McGuire, Asst. City Administrator and Public Works Director
Submitted By: Jennifer Gilmore, Adm. Assistant - Public Works

Workshop

Item Type: Bid Award

CITY OF CONROE

N. McGuire

Joint Meeting: No Joint Meeting

Description

Discuss Bid Award for Public Works Mowing for FY2024.

Summary / Recommendation

Received bids for Public Works Mowing separated into three categories: Bid A - Right of Ways - Staff recommends awarding to WW Excavation not to exceed $661,046.55. This will include three additional cycles on top of already bid six cycles if needed based on climate. Bid B - Water Well and Lift Station Mowing - Staff recommends awarding to Alpha Lawn in the amount of $74,400.00. Bid C - Public Works Facilities - Staff recommends awarding to Alpha Lawn Care in the the amount of $147,925.00.

Fiscal Impact

Expenditure Amount: $883,367.55
Revenue Amount:
Account Number: Multiple
Budget Amendment Required Y/N: N
Financial Review Complete: CS
Financial Review Notes:

001-1540-8060 - $661,046.55 002-2810-8060 - $54,900.00 002-2881-8060 - $40,500.00 002-2880-8060 - $52,825.00 002-2820-8060 - $52,200.00 002-2883-8060 - $22,200.00

Attachments

PW Mowing Bid Tab

Meeting Date: 08/23/2023
Department: Mayor & Council
Contact: Soco Gorjon, City Secretary
Submitted By: Elizabeth West, Asst. Communications Coordinator

Workshop

Item Type: Bid Award

Item Type: Bid Award

S. Gorjon

Joint Meeting: No Joint Meeting

Description

Discuss bids for the Conroe Website Design and Redevelopment Project.

Summary / Recommendation

The scope of the project is a complete website redesign for the City of Conroe website, with the goal of increased functionality, design, and user friendliness. On March 30, 2023, 11 bids were received. The committee met to review, evaluate and score each bid. Staff recommends the award to Revize in the amount of $49,500, with an annual fee of $8,990 beginning year 2..

Attachments

RFP Conroe Website Design and Development
Revize Government Website Proposal
Bid Tabulations

Meeting Date: 08/23/2023
Department: Human Resources
Contact: Andre Houser, Human Resources Director
Submitted By: Andre Houser, Human Resources Director

Workshop

Item Type: Resolution

Item Type: Resolution

N. Mikeska

Joint Meeting: No Joint Meeting

Description

Discuss a Resolution amending the list of official holidays for the City of Conroe.

Summary / Recommendation

Juneteenth (January 19th) is a holiday of historical significance to the State of Texas and to the nation. It memorializes the day on which enslaved people in Galveston, Texas first heard they had been freed. Juneteenth is a recognized federal and state holiday. All federal offices, many county and city offices, and most financial institutions close in recognition of Juneteenth's historical significance. This resolution would add Juneteenth to the list of official City of Conroe holidays and increase the holiday bank appropriately. If approved, Conroe would recognize 13 holidays, one of which is a floating holiday. A survey of several cities is attached, as well as the resolution.

Attachments

Juneteenth Holiday Resolution
Juneteenth Survey

Meeting Date: 08/23/2023
Department: Finance
Contact:
Submitted By: Sami Quinlan, Assistant City Secretary

Workshop

Item Type: Other

Item Type: Other

Judge Waggoner

Joint Meeting:

Description

Discuss court operations and salary of the position.

Summary / Recommendation

Discuss court operations and salary of the position.

Attachments

Municipal Court

Meeting Date: 08/23/2023
Department: Legal
Contact: Mike Garner, Interim City Attorney
Submitted By: Mike Garner, Interim City Attorney

Workshop

Item Type: Resolution

CITY OF CONROE

Item Type: Resolution

M. Garner

Joint Meeting: No Joint Meeting

Description

Discuss a Resolution the Montgomery County Emergency Communication District's Fiscal Year 2024 Budget.

Summary / Recommendation

The Montgomery County Emergency Communication District’s Fiscal Year 2024 Budget projects revenues from assessed fees and grant money of $5,979,000 and projects operating expenses at $5,976,700.

Attachments

H:\Dynamic:Garner:MCECD
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Meeting Date: 08/23/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Collin Boothe, Asst. City Administrator and Director of Finance

Workshop

Item Type: Presentation

CITY OF CONROE

Item Type: Presentation

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discuss a Resolution authorizing and approving the execution of a Landlord Estoppel Certificate and containing other matters related thereto.

Summary / Recommendation

The Conroe Local Government Corporation (CLGC) entered into the Hotel Services Agreement (HSA) with Hyatt on August 31, 2021. Per the terms of the agreement, Hyatt agreed to contribute $650,000 (the Key Money) to the Working Capital Reserve Fund created pursuant to the Indenture of Trust between CLGC and UMB Bank, N.A. One of the funding conditions is the execution of an estoppel certificate by the landlord of the real property (the City) on which the Hotel is located establishing the current status of the Ground Lease. It is recommended: that the City Council approve the Resolution Authorizing and Approving the Execution of a Landlord Estoppel Certificate and Containing Other Matters Related Thereto.

Attachments

Resolution - Landlord Estoppel Certificate

Meeting Date: 08/23/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Rachel Kulhavy, Finance Mgr

Workshop

Item Type: Presentation

CITY OF CONROE

Item Type: Presentation

C. Boothe

Joint Meeting: No Joint Meeting

Description

Discussion of the Proposed Fiscal Year 2023-2024 Operating and CIP Budget.

Summary / Recommendation

Discussion of the Proposed Fiscal Year 2023-2024 Operating and CIP Budget.

Meeting Date: 08/23/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Collin Boothe, Asst. City Administrator and Director of Finance

Workshop

Item Type: Presentation

C. Boothe

Joint Meeting: CLGC

Description

Discuss a Resolution authorizing execution of an addendum to Hotel Services Agreement and authorizing the execution of documents and certificates necessary for the release of certain monies to the Working Capital Reserve and approving certain other matters relating thereto.

Summary / Recommendation

The Conroe Local Government Corporation (CLGC) entered into the Hotel Services Agreement (HSA) with Hyatt on August 31, 2021. The agreement contemplates that upon the formal opening of the Hotel, Hyatt and the CLGC would execute an addendum to the HSA designating the name of the Hotel, the number of guestrooms at the Hotel and the Operating Term of the HSA. The agreement also stipulated that Hyatt would fund $650,000 (the Key Money) to the Working Capital Reserve Fund created pursuant to the Indenture of Trust between the CLGC and UMB Bank, N.A. It is recommended: that the Board of Directors approve the Resolution Authorizing Execution of an Addendum to Hotel Services Agreement and Authorizing the Execution of Documents and Certificates Necessary for the Release of Certain Monies to the Working Capital Reserve and Approving Certain Other Matters Relating Thereto.

Fiscal Impact

Expenditure Amount: $0
Revenue Amount: $650,000
Account Number: N/A
Budget Amendment Required Y/N: N
Financial Review Complete: CHB
Financial Review Notes:
The Key Money will be deposited into the Working Capital Reserve Fund.

Attachments

Key Money Resolution

Meeting Date: 08/23/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Cassie Smith, Asst. Director of Finance

Workshop

Item Type: Other

C. Boothe

Joint Meeting: CLGC

Description

Vendor: DPR Construction - resubmission of June 2023 invoice

Summary / Recommendation

Invoice: DPRB014168 - June 2023 Pay App 21 $481,047

Fiscal Impact

Expenditure Amount:	$481,047
Revenue Amount:	
Account Number:	609-8080-9020 H90-XP
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

DPR Pay App 21

Meeting Date: 08/23/2023
Department: Finance
Contact: Collin Boothe, Asst. City Administrator and Director of Finance
Submitted By: Cassie Smith, Asst. Director of Finance

Workshop

Item Type: Other

CITY OF CONROE

C. Boothe

Joint Meeting: CLGC

Description

Vendor: DPR Construction - July 2023

Summary / Recommendation

Invoice: DPRB014330 - July 2023 Pay App 22 - $1,331,822

Fiscal Impact

Expenditure Amount:	$1,331,822.00
Revenue Amount:	
Account Number:	609-8080-9020 H90-XP
Budget Amendment Required Y/N:	N
Financial Review Complete:	CS
Financial Review Notes:	

Attachments

DPR Pay App 22

Meeting Date: 08/23/2023
Department: Mayor & Council
Contact: Jody Czajkoski, Mayor
Submitted By: Sami Quinlan, Assistant City Secretary

Workshop

Item Type: Executive Session

Item Type: Executive Session

Mayor Czajkoski

Joint Meeting: No Joint Meeting

Description

*SJRA GRP Contract litigation (Sec. 551.071); and
*QUADVEST, LP, et al vs. SJRA vs. CITY OF CONROE, ET AL (Sec. 551.071); and
*Legal advice concerning contract provisions related to Hotel Convention Center project (Sec. 551.071); and
*Deliberation concerning the purchase, exchange, lease or value of real property (Sec. 551.072);
*Personnel Matters (Sec. 551.074)

Summary / Recommendation

*SJRA GRP Contract litigation (Sec. 551.071); and
*QUADVEST, LP, et al vs. SJRA vs. CITY OF CONROE, ET AL (Sec. 551.071); and
*Legal advice concerning contract provisions related to Hotel Convention Center project (Sec. 551.071); and
*Deliberation concerning the purchase, exchange, lease or value of real property (Sec. 551.072);
*Personnel Matters (Sec. 551.074)