

**Notice of MEDC Regular Meeting
Montgomery Economic Development Corporation (MEDC)
AGENDA**

October 23, 2023 at 6:00 PM

NOTICE TO THE PUBLIC IS HEREBY GIVEN the Board of Directors will conduct its MEDC Regular Meeting scheduled for **6:00 PM on Monday, October 23, 2023**, at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas.

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

CALL TO ORDER

OPEN PUBLIC COMMENT

CONSIDERATION AND POSSIBLE ACTION:

1. Consideration and possible action on the September 11, 2023 Budget Workshop Minutes.
2. Consideration and possible action on the September 18, 2023 Regular Meeting Minutes.
3. Acceptance of the September 2023 Financial Report.
4. Appointment of a Board member to serve as MEDC President until the next Annual Meeting and election of officers for 2024.
5. Consideration and possible action on a grant request for the 2023 Wreaths Across America event as submitted by Rebecca Huss.
6. Consideration and possible action on a grant request for the 2023 Christmas in Historic Montgomery event as submitted by the Montgomery Historic Society.
7. Discussion on financial participation in two (2) removal of blight projects within the city.

BOARD INQUIRY

ADJOURNMENT

/s/ Nici Browe

Nici Browe, TRMC

City Secretary

I certify that the attached notice of meeting was posted on the bulletin board at City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas, on October 20, 2023 at 3:00 p.m.

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

MINUTES OF BUDGET WORKSHOP

September 11, 2023

MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

Mr. Gary Palmer called the meeting to order at 5:30 p.m.

Present: Jeff Angelo – Vice President
Carol Langley - Treasurer
Byron Sanford – Board Member
Dan Walker -Board Member

Absent: Ryan Londeen - Secretary
Wade Nelson – Board Member

Also Present: Gary Palmer, City Administrator
Dave McCorquodale, Assistant City Administrator
Diana Cooley, Deputy City Secretary
Patricia Campuzano, Events & Recreation Specialist

Mr. Palmer said his philosophy from past experience with the general fund and other funds is the general fund offsets what they normally spend. Mr. Palmer stated they need to redo the Zoning Ordinance and create a Strategic Plan for the next two to three years. Mr. Palmer stated in City Council’s first workshop session the City needed \$200,000.00. Mr. Palmer said he would go through each of the line items and use the EDC to offset the general fund expenses.

Jeff Angelo asked if they will be squeezed more next year. Mr. McCorquodale said yes, the numbers will be much harder to swallow next year. Mr. McCorquodale said in the past the reason they had a huge increase in funds was due to the home improvements skyrocketing during the covid pandemic. Mr. McCorquodale said this year sales tax revenue should be on budget. Jeff Angelo asked if they are projecting \$1.2 million. Mr. McCorquodale said it will not come in lower and they are expecting to hit their estimates. Mr. McCorquodale said they always had extra revenue to operate from.

Byron Sanford said with inflation and tax concerns staff is recommending creating ways for MEDC to ease the way for the City. Byron Sanford said they need to be wise and conservative. Mr. Palmer said the EDC is the way to offset the general fund expenses.

Byron Sanford asked if the EDC could exist on its own. Mr. McCorquodale said not as long as they are operating on sales tax and it is part of the governing body.

Mr. Palmer said they will offset the costs through their budget over time. Mr. Palmer told the EDC this is

their budget and they need to state what exactly they want to fund and then it will be taken to City Council as a recommendation.

Mr. McCorquodale mentioned there are three items that are audited which are water and sewer, the general fund, and MEDC.

Jeff Angelo said the infrastructure changes that were coming are taking 20 percent of the budget and going toward administration which is disappointing and frustrating. Jeff Angelo said he is excited with the MEDC Director coming onboard in the near future. Jeff Angelo said the Board needs to look at what will offset the money for the general fund. Jeff Angelo asked if Council has found any surplus in the budget to reduce. Mr. Palmer said no Council is tapped out.

Jeff Angelo asked Carol Langley what her thoughts were. Carol Langley said she never saw the budget divided out like it is and that EDC does use the office and Administrator. Dan Walker also added there is the cost of running the building. Mr. McCorquodale said MEDC should pay for these things as well.

Dan Walker asked if they are looking at annexing additional properties. Mr. McCorquodale said all cities regardless of size need a petition. Mr. McCorquodale said the west side of the City is wide open and if they annex any land in any direction they will not get any sales tax for the water or sewer. Mr. McCorquodale said the doors for annexation are not wide open.

Jeff Angelo said they need to find a way to get people here and keep them here. Jeff Angelo asked if the parking ordinances are hindering the growth of the City. Mr. McCorquodale said the parking regulation needs to change with one word being "recommended." Mr. Palmer said it is a priority to get the Zoning Ordinance up to date. Byron Sanford said this will take time and strategies. Byron Sanford said they have the information to press on and they will retool this with guidance from the top. Byron Sanford said it has taken too long to get a business here in the City.

Mr. McCorquodale said Ms. Patricia Campuzano has been taking on events. Mr. McCorquodale said this will be the third Fall Festival with \$8,000.00 going toward security. Carol Langley said they will not be contributing to the Mudbug Festival again as the three year limit was up last year. Jeff Angelo said they will remove that event and the Fall Festival but keep Freedom Fest and Ruck for Vets events. Jeff Angelo said they need to move the \$16,000.000 to capital improvements.

Ms. Campuzano said she is planning to continue the contest with Light up the Park but will be cutting back on the Texas Flags contest.

Ms. Campuzano said in regard to event equipment they have a blow up screen and needed to purchase a projector. Ms. Campuzano said for a backup projector they will need \$11,000 to purchase a new one. Jeff Angelo said to consider banks to sponsor for a new projector. Jeff Angelo said this is where the MEDC Director would be able to step in. Ms. Campuzano said she is getting sponsorships for movie nights.

Mr. McCorquodale said in regard to a reserve fund for new events a good example would be the Lonestar Street Dance. Mr. McCorquodale said a majority of money for any event goes toward security.

Carol Langley asked why they added the Texas Flag Celebration back into the budget. Ms. Campuzano said because they did have a Texas Flag Celebration event. Ms. Campuzano said this year they had three judges and the Mayor announced the winner at a City Council meeting. Ms. Campuzano said she did not know there were two line items that were the same and that it would cover a DJ and there would be a cushion for March to cover the birthplace of the Texas Flag.

Jeff Angelo said all events look good except for the Antique Festival and the Quilt Walk Festival.

Carol Langley asked why the cost went up for the Trick or Treat event. Carol Langley said they are giving out \$100.00 checks and the estimate is \$2,500.00 for more people applying. Ms. Campuzano said she was told they will need more security for Trick or Treat. Carol Langley asked what are they going to do as there has never been a problem except for parking. Jeff Angelo said \$8,000.00 is a bit steep for security during the Trick or Treat event although it is great for the businesses to participate. Mr. Palmer said he will speak with the Chief to see why as this is not the only event. Ms. Campuzano asked if the \$100.00 checks for the business owners would help. Jeff Angelo said yes.

Jeff Angelo said they need to take some of the funds in the budget and put toward the Light up the Park event and add Christmas lights to draw people in. Jeff Angelo said they need to get the community more involved and have more chances to have people move here in the City. Dan Walker said Next Door is a good platform to use.

Mr. McCorquodale said they wrote \$8,000.00 for the Fall Festival for security. Mr. McCorquodale said they have already spent \$8,000.00 this fiscal year 2021 and 2022 for the Mudbugs Festival. Carol Langley said MEDC will contribute this time but that will be it.

Jeff Angelo said he has no other questions about the budget and it looks fine to him. Jeff Angelo said EDC will do their part to help the City.

Dan Walker said what is the point to remodel downtown and not have festivals there.

Byron Sanford said the MEDC Director will be a great asset to move them forward.

MEETING ADJOURNED AT: 7:30 P.M.

Submitted by: _____
Diana Cooley, Deputy City Secretary

Date Approved: _____

Jeff Angelo, MEDC Vice President

MINUTES OF REGULAR MEETING

September 18, 2023

MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

CALL TO ORDER

Vice President Jeff Angelo called the meeting to order at 6:01 p.m.

Present: Jeff Angelo – Vice President
Carol Langley - Treasurer
Ryan Londeen - Secretary
Byron Sanford – Board Member
Dan Walker -Board Member

Absent: Wade Nelson – Board Member

Also Present: Dave McCorquodale, Assistant City Administrator
Diana Cooley, Deputy City Secretary

CALL TO ORDER

OPEN PUBLIC COMMENT

No public comments were made.

Ryan Londeen joined the meeting at 6:05 p.m.

CONSIDERATION AND POSSIBLE ACTION:

1. **Approval of the Special Meeting minutes of July 10, 2023.**
Motion to approve the July 10, 2023 meeting minutes was made by Carol Langley and seconded by Byron Sanford. All in favor. (5-0)
2. **Approval of the Regular Meeting minutes of August 18, 2023.**
Motion to approve the August 18, 2023 meeting minutes was made by Byron Sanford and seconded by Dan Walker. All in favor. (5-0)
3. **Consideration and possible action on approval of an \$8,000.00 sponsorship for the 2023 Montgomery Fall Festival.**
Motion to approve the expenditure of \$8,000.00 for the sponsorship of the 2023 Montgomery Fall Festival was made by Carol Langley and seconded by Byron Sanford. All in favor. (5-0)

4. **Consideration and possible action on a recommendation to City Council for the FY 2024 MEDC Budget.**

Mr. McCorquodale said following the budget workshop on September 11, 2023 there was one change made. Mr. McCorquodale said to account for the McCown Streetscape Design Project and Wayfinding Project which totaled \$143,597 combined, the Events Budget was lowered to \$61,000 and the funds were reallocated to cover the total amount of both project expenses.

Byron Sanford said he has a request from a citizen to update the Fernland sign. Byron Sanford asked what category in the budget would this item fall under. Mr. McCorquodale said it would be in Public Works under the Parks and Recreation budget. Mr. McCorquodale said this is something the Public Works Director Mike Muckleroy could look into.

Byron Sanford asked where is the cost for the Wayfinding budget. Mr. McCorquodale said there is no cost for the actual signage yet. Mr. McCorquodale said the consultant will have a better idea of the cost once the design is complete. Mr. McCorquodale said in general in terms of signage it is usually \$3,000 to \$500,000 and a lot of that will depend on the total quantity of signs and final design. Mr. McCorquodale said the consultant did mention a phased installation in his presentation. Mr. McCorquodale said this may or may not be something EDC can fund, but certainly would ask if EDC is willing to partner with the City at least in the first phase on the signage.

Byron Sanford asked if they committed to tear down, set up, or barricade for the Music in the Park event. Mr. McCorquodale said they did not. Mr. McCorquodale said they did not ask for it this year but back when the event was the Wine and Music Festival the EDC did sponsor the event almost on an annual basis. Mr. McCorquodale said they have not asked for a partnership for a number of years.

Dan Walker asked if they allocated funds for social media advertising. Mr. McCorquodale said there is \$3,000.00 budgeted which is a zero percent change from last year. Mr. McCorquodale said a portion of that includes Mailchimp.

Byron Sanford asked if the admin transfer to the general fund was a follow up for the 380 Agreements. Mr. McCorquodale said those are expenses the MEDC can spend money on. Mr. McCorquodale said the City budget is extremely tight this year and Mr. Palmer and Ms. Carl are asking the EDC to pick up more expenses this year. Ryan Londeen asked how is that different from transfer to capital projects. Mr. McCorquodale said the capital projects is just for the capital projects fund and does not go into the general fund. Ryan Londeen asked what would they be paying for in the general fund. Mr. McCorquodale said a third of it would be for the City Administrator's salary and in reality the EDC uses a lot more than a third of the City Administrator's time. Mr. McCorquodale said EDC uses the finance office, the City Secretary's office, and office space which is all part of the administration department. Mr. McCorquodale said there is currently \$39,000.00 in the fund and the idea is when they do hire a full-time economic development director Mr. Palmer will no longer need to spend a third of his time with the EDC. Byron Sanford said as time goes on the idea is that more and more will shift from the EDC back to the City.

Jeff Angelo said one of the things that did a disservice to the budget was pigeonholing these events but they

cannot be pulled from the budget for two years. Mr. McCorquodale said it is five years. Carol Langley said when the public looks at the budget if you had it on there for five years and then it is gone, it is easier to visit with the public when the item was on there. Carol Langley said with zero listed it informs everyone there is no money being spent there, but when it is completely gone the public is concerned about what happened. Jeff Angelo asked if the internal budget numbers would be available for the public. Mr. McCorquodale said they could certainly make that happen. Jeff Angelo said he thinks that would go a long way. Carol Langley said she was told they would not do that. Mr. McCorquodale said there is nothing wrong with the EDC keeping a published list of their events but it does not belong in a city budget. Byron Sanford said he believes what Mr. Palmer said was that everything the public is able to see they can see what is allotted and what was spent, but for internal accounting purposes it will look different. Mr. McCorquodale said the EDC in the past couple of years has adopted a different format for the budget and this year they are taking a different direction. Mr. McCorquodale said the EDC budget is a part of the City's budget that is one fund that is part of what makes up all of the City's budget. Mr. McCorquodale said the EDC recommends to Council what their budget is and then Council is the only one that can adopt the budget.

Ryan Londeen asked if they can have a document which shows the total budget for each event. Mr. McCorquodale said absolutely and that is what they have asked Ms. Patricia Campuzano the Events Specialist who is very meticulous at tracking those expenses to do.

Jeff Angelo said there needs to be clarity for the residents to know what events the EDC is going to continue funding and which events they are not. Jeff Angelo said for the most part the budget looks fine and they have captured exactly what they discussed at the last workshop. Jeff Angelo said the public needs to see the budget for what it is and for what it is intended.

Jeff Angelo mentioned from the workshop on September 11th, the admin transfer of \$275,000 also covers the internal audit for which the EDC covers a third of the cost.

Ryan Londeen asked if all the expenses are recorded in the monthly expense reports. Mr. McCorquodale said yes it will show where the EDC is on the year to date line items and it will also show dollar for dollar like a check register which will be a very detailed recording on what the EDC funds are spent on. Ryan Londeen said he would still like to see the reserve fund earmarked so the public can see there is intention.

Jeff Angelo said of all the concerns he has heard that tends to be the biggest one is are they actually going to utilize their reserve for the development they have been working on. Jeff Angelo said it is also a social media thing in making sure people are in the know about upcoming events.

Motion to present the FY 2024 MEDC budget as a recommendation to City Council was made by Ryan Londeen and seconded by Byron Sanford. All in favor. (5-0)

BOARD INQUIRY

Byron Sanford said he heard back from the Executive Director of the Houston-Galveston Area Council (HGAC) who said he will send a group to meet with him. Byron Sanford said he expressed to them their demographics are not right. Byron Sanford said it is not right they cannot get help for their infrastructure based on the exponential

growth the City is experiencing. Byron Sanford said they have been getting kicked out of every effort they have made from the HGAC to receive funds. Byron Sanford said the HGAC is reaching out to them now. Byron Sanford said he will give an update once he meets with HGAC. Byron Sanford said he would rather not finance too much money but they will have to finance some. Byron Sanford said if they receive any funds it will make the EDC a lot less burdened going forward and that is what he hopes this economic director finds.

Jeff Angelo said he thinks having the economic director is going to be critical. Jeff Angelo asked Mr. McCorquodale to update them on the application progress for filling the vacant EDC seat and now that they are past the budget, where do they go from here.

Mr. McCorquodale said Mr. Palmer has three applications for the EDC appointment. Mr. McCorquodale said this person must be a resident of the City as their Bylaws do require a majority of the Board to be residents of the City. Mr. McCorquodale said Mr. Palmer has a workshop with City Council on September 25th and Council can decide on the appointment at their regular meeting on September 26th. Mr. McCorquodale said once the Board is fully staffed the next step would be to appoint a president of the Board.

Mr. McCorquodale said he has a draft job description for the MEDC Director position he will need to review with Mr. Palmer. Mr. McCorquodale said once the job description has been approved by Mr. Palmer he will distribute to the Board for feedback and at the next meeting with MEDC’s approval of the job description, the position will be posted.

ADJOURNMENT

Motion by Ryan Londeen and seconded by Dan Walker to adjourn at 6:33 p.m. All in favor. (5-0)

Submitted by: _____
Diana Cooley, Deputy City Secretary

Date Approved: _____

Jeff Angelo, MEDC Vice-President



City of Montgomery, TX

Budget Report Account Summary

For Fiscal: 2022-2023 Period Ending: 09/30/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 400 - MEDC						
Revenue						
400-00-44110-0000000	Sales Tax Revenue	1,200,749.00	1,200,749.00	94,794.74	1,194,795.12	-5,953.88 0.50 %
400-00-44230-0000000	Interest Income	1,500.00	1,500.00	8,503.88	86,320.11	84,820.11 5,754.67 %
400-00-44300-0000000	Events Revenue	8,500.00	8,500.00	763.58	7,085.68	-1,414.32 16.64 %
	Revenue Total:	1,210,749.00	1,210,749.00	104,062.20	1,288,200.91	77,451.91 6.40%
Expense						
400-40-46103-0000000	Public Infrastructure - Downtown D...	280,249.00	280,249.00	0.00	39,956.33	240,292.67 85.74 %
400-40-46104-0000000	Public Infrastructure - Utility Extens...	50,000.00	50,000.00	0.00	0.00	50,000.00 100.00 %
400-40-46107-0000000	Public Infrastructure - Transfer to C...	200,000.00	200,000.00	0.00	0.00	200,000.00 100.00 %
400-40-46111-0000000	Public Infrastructure - Streets & Sid...	40,000.00	40,000.00	0.00	0.00	40,000.00 100.00 %
400-40-46205-0000000	Business & Development - Sales Tax...	250,000.00	250,000.00	33,368.12	158,368.12	91,631.88 36.65 %
400-40-46206-0000000	Business & Development - Econ Dev...	20,000.00	20,000.00	0.00	0.00	20,000.00 100.00 %
400-40-46209-0000000	Business Development - Dntwn & C...	50,000.00	50,000.00	0.00	0.00	50,000.00 100.00 %
400-40-46210-0000000	Business Development - Invest Ince...	20,000.00	20,000.00	0.00	0.00	20,000.00 100.00 %
400-40-46302-0000000	Quality of Life - Removal of Blight	15,000.00	15,000.00	0.00	175.29	14,824.71 98.83 %
400-40-46303-0000000	Quality of Life - Events	40,000.00	40,000.00	0.00	13,215.72	26,784.28 66.96 %
400-40-46304-0000000	Quality of Life - Neighborhood Wat...	3,000.00	3,000.00	0.00	2,634.71	365.29 12.18 %
400-40-46308-0000000	Quality of Life - Light up Montgome...	4,000.00	4,000.00	39.38	3,598.78	401.22 10.03 %
400-40-46310-0000000	Quality of Life - Mudbugs and Music	8,000.00	8,000.00	0.00	8,000.00	0.00 0.00 %
400-40-46311-0000000	Quality of Life - Christmas Parade	10,000.00	10,000.00	0.00	10,245.20	-245.20 -2.45 %
400-40-46312-0000000	Quality of Life - Contests / Prizes	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
400-40-46313-0000000	Quality of Life - Events - Equipment	10,000.00	10,000.00	131.59	383.58	9,616.42 96.16 %
400-40-46314-0000000	Quality of Life - Montgomery Quilt...	7,000.00	7,000.00	1,389.30	5,024.84	1,975.16 28.22 %
400-40-46315-0000000	Quality of Life - Montgomery Antiqu...	12,000.00	12,000.00	0.00	0.00	12,000.00 100.00 %
400-40-46316-0000000	Quality of Life - Movie Night	3,000.00	3,000.00	18.99	2,962.20	37.80 1.26 %
400-40-46318-0000000	Quality of Life - Pet Parade	5,000.00	5,000.00	0.00	0.00	5,000.00 100.00 %
400-40-46319-0000000	Quality of Life - Montgomery Fall Fe...	8,000.00	8,000.00	8,000.00	16,000.00	-8,000.00 -100.00 %
400-40-46320-0000000	Quality of Life - Snow in Historic M...	20,000.00	20,000.00	0.00	13,222.94	6,777.06 33.89 %
400-40-46321-0000000	Quality of Life - Lonestar Flag Fest	5,000.00	5,000.00	0.00	1,000.00	4,000.00 80.00 %
400-40-46322-0000000	Quality of Life - Downtown Enhanc...	30,000.00	30,000.00	0.00	0.00	30,000.00 100.00 %
400-40-46339-0000000	Quality of Life - Trick or Treat Histor...	5,000.00	5,000.00	2,217.99	4,997.62	2.38 0.05 %
400-40-46340-0000000	Quality of Life - Ruck for Veterans	500.00	500.00	0.00	500.00	0.00 0.00 %
400-40-46505-0000000	Marketing and Tourism - Brochures ...	4,000.00	4,000.00	0.00	1,105.10	2,894.90 72.37 %
400-40-46511-0000000	Marketing and Tourism - Website	6,500.00	6,500.00	0.00	1,222.80	5,277.20 81.19 %
400-40-46514-0000000	Marketing and Tourism - Social Med...	3,000.00	3,000.00	28.25	1,369.03	1,630.97 54.37 %
400-40-46515-0000000	Marketing and Tourism - Historical S...	5,000.00	5,000.00	0.00	0.00	5,000.00 100.00 %
400-40-46601-0000000	Administration - Transfers to Gener...	55,000.00	55,000.00	4,583.34	55,000.00	0.00 0.00 %
400-40-46603-0000000	Administration - Miscellaneous Exp...	500.00	500.00	0.00	195.00	305.00 61.00 %
400-40-46607-0000000	Administration - Travel & Trainings ...	5,000.00	5,000.00	1,055.00	3,990.76	1,009.24 20.18 %
400-40-46612-0000000	Administration - Trf to Gen Parks & ...	35,000.00	35,000.00	7,910.88	34,007.87	992.13 2.83 %
	Expense Total:	1,210,749.00	1,210,749.00	58,742.84	377,175.89	833,573.11 68.85%
	Fund: 400 - MEDC Surplus (Deficit):	0.00	0.00	45,319.36	911,025.02	911,025.02 0.00%
	Report Surplus (Deficit):	0.00	0.00	45,319.36	911,025.02	911,025.02 0.00%

Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2023

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 400 - MEDC						
Revenue	1,210,749.00	1,210,749.00	104,062.20	1,288,200.91	77,451.91	6.40%
Expense	1,210,749.00	1,210,749.00	58,742.84	377,175.89	833,573.11	68.85%
Fund: 400 - MEDC Surplus (Deficit):	0.00	0.00	45,319.36	911,025.02	911,025.02	0.00%
Report Surplus (Deficit):	0.00	0.00	45,319.36	911,025.02	911,025.02	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
400 - MEDC	0.00	0.00	45,319.36	911,025.02	911,025.02
Report Surplus (Deficit):	0.00	0.00	45,319.36	911,025.02	911,025.02

**Montgomery MEDC
AGENDA REPORT**

Meeting Date: October 23, 2023	Budgeted Amount: N/A
Department: N/A	Prepared By: DMc

Subject

Appointment of a Board member to serve as MEDC President until the next Annual Meeting and election of officers for 2024.

Recommendation

Staff recommends appointing a Board President by nomination and a motion/vote.

Discussion

Issue:

The MEDC currently has an officer vacancy in the role of President. Jeff Angelo is the Vice-President and has been fulfilling the duties of President since July. With the appointment of Arnette Easley to the MEDC Board of Directors, the MEDC should appoint a President to serve the remainder of the calendar year.

Regulations:

Article IV of the MEDC bylaws call for the Board to nominate an MEDC board member to serve the remainder of an officer’s term in the case of a vacancy. Officers serve a one-year term and are elected at the annual meeting in January of each year.

Analysis:

The Board of Directors has the ability to select a President using a process of their choosing.

Generally, a nominating process is used. This involves:

- Presiding officer of the meeting opens the floor for nominations.
- Any Director is allowed to nominate any member of the board for President.
- After allowing time for all nominations to be heard, the presiding officer asks if there are any more nominations, and if not, closes the floor for nominations.
- Each nominee is then presented for a vote; the nominee with the most votes is then appointed as President by a motion from the Board.

Conclusion:

Staff recommends nominating a president and voting on the nominee.

Approved By

Assistant City Administrator	Dave McCorquodale	Date: 10/19/2023
City Administrator	Gary Palmer	Date: 10/19/2023

**Montgomery MEDC
AGENDA REPORT**

Meeting Date: October 23, 2023	Budgeted Amount: \$0 / \$19,000 available
Department: N/A	Prepared By: DMc

Subject

Consideration and possible action on a grant request for the 2023 Wreaths Across America event as submitted by Rebecca Huss.

Recommendation

Staff has no objections to the grant request and recommends awarding the grant.

Discussion

The MEDC sponsored this project last year. The grant request funds wreaths for veteran’s graves at Montgomery Memorial Cemetery. This year’s request is for \$765, which will purchase 67 total wreaths. Funding for the grant would come from the unallocated events line item with a \$19,000 balance. Staff recommends approval of the request. The request and information about the program are attached for review.

Approved By

Assistant City Administrator	Dave McCorquodale	Date: 10/19/2023



P.O. BOX 249
 COLUMBIA FALLS, ME 04623
 PHONE: 207-470-0967
 TOLL FREE: 877-385-9504

www.WreathsAcrossAmerica.org

October 2, 2023

Dear MEDC Board of Directors;

Attached, please find a request for a grant to support the 2023 Wreaths Across America event at Montgomery Memorial Cemetery. As you may remember, this event was generously sponsored in 2022 and was a great success, bringing visitors from as far away as Beaumont and Huntsville to participate.

The event also resulted in additional information being gained about the veterans interred at the cemetery. Originally, we believed that 42 veterans were buried there but found 65 veteran headstones with an additional two veterans believed to be buried at Montgomery Memorial Cemetery but with headstones not yet located. We also found that 13 veterans' information was not registered in findagrave.com, which is the free section of Ancestry.com, the largest genealogy company in the world. Adding Montgomery's residents to sites like this helps link families and provides a more comprehensive picture of our rich history.

Last year, wreaths were placed by local Scout Packs and Troops and this year we anticipate a colorguard from the Magnolia HS JROTC will conduct a flag ceremony.

We hope that we will receive your support again this year. Wreaths cost \$17 each, and we are part of a 3 for 2 program which means that we need to raise money for 45 wreaths in order to receive 67 total. That comes to \$765 in sponsorship for this event. Last year the funds were paid out of the unallocated portion of the Events line item.

Sincerely,
Rebecca K Huss

REMEMBER ★ HONOR ★ TEACH

**City of Montgomery, TX
Economic Development Corporation
Grant Application**



Company Name: Wreaths Across America to benefit Montgomery Memorial Cemetery			
Company Contact: Rebecca Huss		Title:	
Best Phone: 619.962.7737		Alt. Phone:	
Email Address: rkhuss@gmail.com			
Physical Address:		City, State, Zip:	
Mailing Address (if different):		City, State, Zip:	
Applicant's years of experience in this business: N/A		How long has his business been located in Montgomery?	
Do you own or lease this facility? <input type="checkbox"/> OWN <input type="checkbox"/> LEASE		If leased, please provide owner information and a copy of lease agreement. Owner Name: _____ Owner Phone: _____	
Provide a detailed description of the proposed project as "Exhibit A" attached please see attached			
What is the estimated total cost of the project? (Include supporting information, ie estimates/quotes as "Exhibit B" attached)		\$1139	
How much funding are you requesting from the MEDC for this project? (Typical grants are awarded at 1/3 the total project cost or up to \$5,000)		\$765	
Are you requesting an exception for additional funding on this project? (Please provide additional supporting evidence for this request as "Exhibit C")		\$	
When will this project begin? December 16, 2023		What is the estimated completion date? December 16, 2023	
Attach all drawings of planned improvements as "Exhibit D"			
Include a description of expected commercial revitalization impact & sales tax revenue impact as "Exhibit E"			
If this project will employ Montgomery vendors, please supply details as "Exhibit F"			
Applicant's Signature: <u>Rebecca K Huss</u> Title: _____ Date: <u>10/2/2023</u>			
OFFICE USE:			
Date Application Received:	Date Presented to Board:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DECLINED
Performance Agreement Received:	Project Completion Date:	Funding Date:	Check Number:



Montgomery Memorial Cemetery

Veterans

Adams, Minor
 Allen, Johnnie
 Allen, Richard D.
 Allen, William Bill
 Arnsworth, Edward Sr.
 Bailey, Eddie
 Bailey, Philip
 Beverly, Oran
 Bolden, Nat
 Brandon, Jack
 Brandon, Joe T.
 Brantley, Cobbie
 Byrd, Cecil
 Byrd, Panther Felix
 Byrd, Willis E.
 Campbell, Jhamu
 Emerson, James L.
 Evans, John B.
 Evans, Thomas Jr.
 Franklin, Cyrus
 Franklin, Ira B
 Franklin, Perkins
 Gay, Segal
 Gilford, James A.

Hamilton, John
 Hamilton, Tommy
 Haynes, Porter
 Hearn, Daniel
 Jackson, John L
 Jackson, John W
 Jackson, Ransom
 Jefferson, Willie
 Johnson, Ernest
 Johnson, Floyd Jesse
 Johnson, I C
 Jones, Aaron
 Jones, Henry W
 Jones, Sam
 Jones, Worsham
 Kindle, John W.
 Lawson, Elbert
 Lawson, Monroe
 Lee, Earnest

Linton, D. J.
 Manning, Philip
 McDowell, Wesley
 McLin, James D.
 McWashington, John
 Neal, Lawrence
 Powell, Pershing
 Reeves, Jr. Tom Ben
 Robinson, Tobman
 Ross, Denver
 Saddler, Albert
 Simonton, Tommie
 Smith, Melvin
 Starks, Jimmie
 Terell, Thomas G.
 Terry, George
 Terry, Joe
 Terry, Sam
 Thompson, Steve
 Wells, Charlie
 Williams, Charles
 Williams, John H Sr
 Williams, Welton
 Wise, Jr. John E.

31 YEARS AT ARLINGTON

Wreaths Across America was first inspired when 12-year-old paperboy Morrill Worcester won a trip to the nation's capital, a trip he would never forget. He later recognized that his success as a businessman was, in large part, due to the values of this nation and the veterans who made the ultimate sacrifice for their country. In 1992, when Morrill Worcester found himself with an excess of wreaths nearing the end of the holiday season, Mr. Worcester saw an opportunity to make a boyhood dream a reality. With the help of Senator Olympia Snowe and the Maine State Society of DC, the wreaths were placed at Arlington National Cemetery. Mr. Worcester vowed to bring wreaths to honor veterans every year. In 2006, in response to thousands of e-mails and letters, Morrill Worcester expanded his wreath donations nationwide, with ceremonies held at 230 locations. Heading into our 31st year and millions of veterans' wreaths later, our Nation's heroes continue to be honored, from the banks of Alaska to the beaches of Normandy.

GET INVOLVED

- Attend Wreaths Across America Day event on Saturday, December 16, 2023
- Add a location for a ceremony if you do not have one close to you.
- Start a fundraising campaign to help sponsor wreaths to be placed at Arlington National Cemetery or a participating cemetery of your choosing.
- Hand out Service Appreciation cards to veterans and active duty personnel. (free + \$5 S&H on our website)



CONTACT US

www.wreathscrossamerica.org

Phone: 877-385-9504

Fax: 866-956-1625

info@wreathscrossamerica.org

Wreaths Across America
P.O. Box 249
Columbia Falls, ME 04623

REMEMBER › HONOR › TEACH

Our Story:

In 2007, Morrill Worcester was inspired to create Wreaths Across America, a not-for-profit organization dedicated to helping families honor their loved ones by sending wreaths to cemeteries, monuments and state houses across the country and sponsoring annual National Remembrance ceremonies. Emulating the Arlington Project at the local level, WAA is funded by sponsorships by people just like you. One day, every veteran's resting place will be adorned with a wreath. We need your help to make this dream a reality.

Thank you
FOR YOUR SUPPORT

*National Wreaths
Across America Day*
DECEMBER 16, 2023

Museum

WREATHS ACROSS AMERICA

On September 23, 2011, Wreaths Across America celebrated the Grand Opening of the Wreaths Across America Museum in the former Columbia Falls Elementary School at 4 Point Street. This beautiful 1,800-square-foot facility was completed ahead of schedule, thanks to hundreds of generous donations from individuals and several Maine-based companies, including County Concrete, Marden's, Poirier Construction, Cloud 9 Electric and Ellsworth Building Supply.

Free and open to the public, the museum serves to document Wreaths Across America's history and tell the stories of those who gave their lives while serving their country, while also offering the public a place of comfort and healing. Hundreds of items donated by family members, from personal photos and awards to uniforms, helmets and other military memorabilia, serve to honor those who serve, provide greater insight into the experiences of U.S. military personnel, and teach the value of freedom to the next generation.

The Wreaths Across America Museum is open to the public Monday - Friday
9a.m. - 4p.m.

Remembrance TREE PROGRAM

The Veterans Remembrance Tree Program was established as another way to remember and honor our veterans. As Gold Star families visited the land where the balsam tips are harvested each year, they found a sense of peace and tranquility from the land, so WAA established a program to give them a living memorial to their lost loved ones. Veterans' families can contact WAA and provide information on their loved one. The family is then taken out to the balsam tip land to find a tree that will become their living memorial, and a dog-tag and red-ribbon are placed on an evergreen tree of their choosing. The trees are kept in production and are tipped every three years, and then used to make the veterans' wreaths that are placed each December.

To request a dog tag please visit:
[www.wreathscrossamerica.org/
remembrance-tree-program](http://www.wreathscrossamerica.org/remembrance-tree-program)

I Owe You CARDS

In 2010, Wreaths Across America began a campaign to thank one million veterans. We reached this goal by distributing one million cards to our nation's heroes. This year, help us to continue this great tradition by ordering your FREE cards on our website. We will send you "I owe you" cards that you can present to any veteran or active duty personnel you know, meet or see, to honor them for their service.

"To me, there is no greater thing I can do than to thank these people, and this card is a tangible way of doing that. It is something they can keep and look at when times might not seem so good for them. I can't buy them fancy things or do glamorous things for them, but, I CAN thank them for what they have done for this country, or for what they are currently doing." – Rae Wilson

 [facebook.com/WAAHQ](https://www.facebook.com/WAAHQ)

 twitter.com/WreathsAcross



WREATHS *across* AMERICA



Item 5.

2023 Wreath Sponsorship Order Form

Sponsored wreaths are placed on grave markers at state and national veterans' cemeteries, as well as at local and community cemeteries each December for National Wreaths Across America Day.

Your donation will ensure the placement of a veteran's wreath for one or more veterans laid to rest at the participating location of your choice.

All sponsored veteran wreaths to the location selected by the

are shipped directly sponsor on this form. Wreaths are not shipped to

Please make checks payable to:

Wreaths Across America

PO Box 249

Columbia Falls, ME 04623

Call 877-385-9504 with any questions.

Thank you for your sponsorship and for joining us in our mission to Remember, Honor, and Teach!

individual wreath sponsors.

SPONSORSHIP TYPE	PRICE	QUANTITY	TOTAL
Individual = 1 Wreath	\$17.00	45	\$765
Family = 4 Wreaths	\$68.00		
Small Business = 10 Wreaths	\$170.00		
Corporate = 100 Wreaths	\$1,700.00		

For quicker processing and the convenience of paying with a credit card, debit card, Google Pay, or PayPal, veteran wreaths may be sponsored online by scanning the QR Code above or by visiting: <https://wreathscrossamerica.org/pages/172403/Overview>

You should be the only one to enter your credit card information at checkout on the Wreaths Across America website. For your security, do not share this information with anyone else who offers to place an order for you. To verify the validity of the QR Code, always check that wreathscrossamerica.org is part of the web address when sponsoring wreaths online.

If you prefer to pay with a check, please complete this form and mail it along with your check to Wreaths Across America at the address listed in the box above.

CHECK #	CHECK DATE	SPONSOR NAME FOR DISPLAY <i>If different than name on check.</i>	
GROUP ID(s)		EMAIL ADDRESS	
LOCATION ID(s)		PHONE #	
DOLLAR AMOUNTS(s)		MAILING ADDRESS	

To split your donation between multiple groups and/or locations, please list the IDs and dollar amounts for each.

SPECIAL REQUESTS

Please note in memory/honor of requests do not place a wreath on a specific loved one's grave.

Thank you for supporting our mission to REMEMBER, HONOR, and TEACH!

**Montgomery MEDC
AGENDA REPORT**

Meeting Date: October 23, 2023	Budgeted Amount: \$0 / \$19,000 available
Department: N/A	Prepared By: DMc

Subject

Consideration and possible action on a grant request for the 2023 Christmas in Historic Montgomery event as submitted by the Montgomery Historic Society.

Recommendation

Discuss the request and determine whether to award \$5,000 in grant funding to the Montgomery Historical Society for the 2023 Christmas in Historic Montgomery event. Staff has no objections to the request.

Discussion

Issue:

The Montgomery Historical Society is requesting grant funding for the 2023 Christmas in Historic Montgomery event. As you are aware, the City & MEDC sponsor and coordinate the Christmas parade that is also part of the day’s festivities. The historic society holds the vendor market, Cookie Walk, and Candlelight Historic Home Tour.

Regulations:

The MEDC currently has \$19,000 in unallocated events funding budgeted for FY 2024. The MEDC could award this request as you can any other grant request.

Analysis & Conclusion:

Serving as the historic society’s biggest fundraiser of the year, Christmas in Historic Montgomery is one of the best-attended events in the city and is a tradition that has taken place for many years. The event brings thousands of residents and visitors to the downtown area for a day of festivities. The historic society uses the proceeds to help fund the ongoing maintenance and upkeep of the historic structures and properties they own.

Staff has no objection if the MEDC chooses to allocate funding to the Montgomery Historical Society for the 2023 Christmas in Historic Montgomery event. The society is an important partner of the city and MEDC in preserving the history of our community.

Approved By

Assistant City Administrator	Dave McCorquodale	Date: 10/20/2023

Montgomery MEDC
AGENDA REPORT

**City of Montgomery, TX
Economic Development Corporation
Grant Application**



Company Name: <i>Montgomery Historical Society</i>	
Company Contact: <i>Brenda Beaven</i>	Title: <i>Board Member</i>
Best Phone: <i>936-499-3786</i>	Alt. Phone:
Email Address: <i>brenda.n.beaven@gmail.com</i>	
Physical Address: <i>5011 Rimrock Pass</i>	City, State, Zip: <i>Montgomery, TX 77316</i>
Mailing Address (if different):	City, State, Zip:
Applicant's years of experience in this business: <i>25 yrs</i>	How long has his business been located in Montgomery? <i>68 yrs</i>

Do you own or lease this facility? <input checked="" type="checkbox"/> OWN <input type="checkbox"/> LEASE	If leased, please provide owner information and a copy of lease agreement. Owner Name: <i>Montgomery H. Soc.</i>		Owner Phone:
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Provide a detailed description of the proposed project as "Exhibit A" attached

What is the estimated total cost of the project? (Include supporting information, ie estimates/quotes as "Exhibit B" attached)	\$ <i>App 3,000</i>
How much funding are you requesting from the MEDC for this project? (Typical grants are awarded at 1/3 the total project cost or up to \$5,000)	\$
Are you requesting an exception for additional funding on this project? (Please provide additional supporting evidence for this request as "Exhibit C")	\$ <i>6,000 maintain Historic Bldgs</i>

When will this project begin? <i>December 9, 2023</i>	What is the estimated completion date? <i>December 10, 2023</i>
--	--

Attach all drawings of planned improvements as "Exhibit D" *Christmas in Historic Mont.*

Include a description of expected commercial revitalization impact & sales tax revenue impact as "Exhibit E"

If this project will employ Montgomery vendors, please supply details as "Exhibit F"

Applicant's Signature: <i>Brenda Beaven</i>
Title: <i>M.H.S. Board Member</i>
Date: <i>Oct 10, 23</i>

OFFICE USE:			
Date Application Received:	Date Presented to Board:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DECLINED
Performance Agreement Received:	Project Completion Date:	Funding Date:	Check Number:

Montgomery MEDC
AGENDA REPORT

Meeting Date: October 23, 2023	Budget Available: \$15,000 available
Department: N/A	Prepared By: DMc

Subject

Discussion on financial participation in two (2) removal of blight projects within the city.

Recommendation

Discuss both projects and deliberate whether to proceed with detailed project research. If yes, staff will bring a detailed cost proposal back to the Board before spending any funds.

Discussion

Issue:

Two projects in highly visible areas of town have recently become identified as possible projects for MEDC's removal of blight efforts. The current fiscal year has \$15,000 allocated for this initiative. Before using time and resources to develop a project proposal and determine all regulatory requirements involved in the process, staff would like direction from the MEDC on whether to proceed.

Regulations:

MEDC's funds have been used for this specific use before as recently as 2015-16 timeframe. While a review of that process has not been conducted, staff will consult our city attorney to ensure all legal compliance steps are taken if the Board wants to proceed. Removal of blight enhances the city's physical appearance, can help spur additional clean up efforts, and increases property values. There are more tangible benefits to removal of blight, and those alone would make a strong case for pursuing the projects.

Analysis:

The two projects are described as follows. Detailed information about the property owners has been intentionally omitted at this early stage of the process.

Project #1

The project involves joint participation with a local non-profit to remove a dilapidated home from a property along North Liberty Street to the north of downtown. The demolition of the existing structure will precede delivery of a new HUD-code manufactured home for the property owner to live in.

The MEDC is being asked to consider paying for the cost of the roll-off dumpsters for the debris, estimated to be 4-5 currently. Pricing and options are still being evaluated.

Project #2

The project involves a fallen-down garage in the Historic District residential area near downtown. The owner does not have the means to have the destroyed structure removed. Staff would also have to research contractors for this project, as one has not been identified yet.

Montgomery MEDC
AGENDA REPORT

Currently, the MEDC would be funding the entire project. Staff will pursue financial and in-kind partnerships for the project to help offset costs as much as possible.

Conclusion:

Both projects direct MEDC funding into situations that need it and both projects have a large impact on highly visible parts of the city and presenting a positive image to visitors and residents. Staff time is minimal, and both projects have tangible results.

Staff recommends moving forward with the two removal of blight projects and that staff bring detailed proposals for each project back on a future agenda for consideration.

Approved By		
Assistant City Administrator	Dave McCorquodale	Date: 10/20/2023