

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

**February 20, 2024 at 6:00 PM**

**NOTICE TO THE PUBLIC IS HEREBY GIVEN** the Board of Directors will conduct its MEDC Regular and Annual Meeting scheduled for **6:00 PM on Tuesday, February 20, 2024**, 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, and access previous meeting information on the City's website under Agenda/Minutes and by selecting **Live Stream page** (located at the top of the page).

**CALL TO ORDER**

**OPEN PUBLIC COMMENT**

**CONSIDERATION AND POSSIBLE ACTION:**

1. Election of Officers for 2024.
2. Consideration and possible action on the October 23, 2023 Regular Meeting Minutes.
3. Consideration and possible action on the November 20, 2023 Regular Meeting Minutes.
4. Financial Report.
5. Events Report.
6. Open discussion of ongoing MEDC and city-wide initiatives.

**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 February 16, 2024 at 4:00 p.m.

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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 accommodations.*

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Montgomery MEDC  
**AGENDA REPORT**

<b>Meeting Date:</b> February 20, 2024	<b>Budgeted Amount:</b> N/A
<b>Department:</b>	<b>Prepared By:</b> DMc

**Subject**

Election of Officers for 2024.

**Recommendation**

Elect a member of the MEDC Board of Directors for each officer position.

**Discussion**

Issue:

The Board of Directors elects officers to serve annually in accordance with the bylaws. The election of officers occurs at the MEDC Annual Meeting in January each year.

The 2023 officer positions are:

- President: Jeffry Angelo (appointed in October 2023, past VP)
- Vice- President: (vacant)
- Treasurer: Carol Langley
- Secretary: Ryan Londeen

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 and votes on each nominee.

Conclusion:

Staff recommends nominating officer positions and can assist the Board in the nominating process.

**Approved By**

Assistant City Administrator	Dave McCorquodale	Date: 01/10/2024

BYLAWS  
OF  
MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION

These Bylaws govern the affairs of MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION (the "Corporation"), a nonprofit corporation organized under Article 5190.6 V.T.C.S., the Development Corporation Act of 1979 (the "Act") and governed by Sec. 4B of the Act.

ARTICLE I

PURPOSES

General Purposes

1.01 The Corporation acts on behalf of the City of Montgomery, Texas in furtherance of the public purposes of the Act and may engage in any project authorized under Sec. 2(10) or Sec. 4B of the Act.

Powers

1.02 The Corporation has all the powers, both express and implied, granted to corporations governed by Sec. 4B of the Act.

ARTICLE II

OFFICES

Principal Office

2.01 The principal office of the corporation in the State of Texas is located at 101 Old Plantersville Road, Montgomery, Texas. The Board of Directors may provide for additional offices or change the location of any office.

Registered Office and Agent

2.02 The Corporation shall comply with the requirements of the Act and maintain a registered office and registered agent in Texas. The registered office may, but need not, be identical with the Corporation's principal office in Texas. The Board of Directors may change the registered office and the registered agent as provided in the Act.

ARTICLE III

BOARD OF DIRECTORS

## Management of the Corporation

3.1 The affairs of the Corporation shall be managed by the Board of Directors.

### Number, Qualifications and Tenure of Directors

3.2 The Board of Directors shall consist of seven members appointed by the City Council of the City of Montgomery, Texas, for staggered two year terms of office. At least three (3) directors shall be persons who are not employees, officers or members of the governing body of the City of Montgomery, Texas. Two (2) directors shall be members of the governing body of the City. The terms of four (4) directors shall begin on January 1 of each odd numbered year and expire on December 31 of the next following odd numbered year. The terms of three (3) directors shall begin on January 1 of each even numbered year and expire on December 31 of the next following even numbered year. All directors of the Corporation shall be residents of the County of Montgomery with the majority being residents of the City of Montgomery.

### Vacancies

3.3 A vacancy occurring upon the Board of Directors shall be filled for the unexpired term, as appointed by the City Council.

### Annual Meeting

3.4 The annual meeting of the Board of Directors shall be held during January of each fiscal year. The Board of Directors shall designate the time and location of the annual meeting which shall be held in the principal offices of the corporation.

### Regular Meetings

3.5 The Board of Directors may provide for regular meetings by resolution stating the time and place of such meetings. The meeting shall be held within the City of Montgomery, Texas, at the principal offices of the corporation or at such other location as the Board of Director may designate.

### Special Meetings

3.6 Special meetings of the Board of Director may be called at 'the request of the president or any two directors. A person or persons calling the meeting shall fix the time and location of the meeting, which meeting shall be conducted within the City of Montgomery, Texas. The person or persons calling a special meeting shall notify the secretary of the Corporation of the information required' to be included in the notice of the meeting. In addition to the posting of a meeting notice in accordance with these Bylaws, a copy of each such meeting notice shall be delivered to each director not less than seventy two hours before the time of the meeting. A meeting notice shall be deemed delivered to any director when deposited in the United States mail addressed to the director at his or her address as it appears on the records of

the Corporation. Such additional notice may be waived in writing by a director at any time either before or after the time of the meeting and such additional notice shall be deemed waived the attendance.

#### Notice of Meetings

3.7 The Board of Director shall be considered a "governmental body" within the meaning of Texas Government Code, Sec. 551.001, a notice of each meeting shall be given in accordance with the provisions of Texas Government Code, Chapter 551 (the Texas Open Meetings Act).

#### Quorum

3.8 Four (4) directors shall constitute a quorum for the transaction of business at any meeting of the Board of Director. The presence of a director may not be established by proxy. No business shall be conducted, nor shall any action be taken by the Board of Directors in the absence of a quorum.

#### Duties of Directors

3.9 Director shall exercise ordinary business judgment in managing the affairs of the Corporation. In acting in their official capacity as directors of the Corporation, director shall act in good faith and take actions they reasonably believe to be in the best interest of the Corporation and which are not unlawful and shall refrain from actions not in the best interest of the Corporation or which would be unlawful. A director shall not be liable if, in the exercise of ordinary care, the director acts in good faith relying of written financial and legal statements provided by an accountant or attorney retained by the Corporation.

#### Actions of Board of Directors

3.10 The Board of Directors shall try to act by consensus. However, the vote of a majority of directors present at a meeting at which a quorum is present shall be sufficient to constitute the act of the Board of Directors.

#### Proxy Voting Prohibited

3.11 A director may not vote by proxy.

#### Removal of Directors

3.12 The Board of Directors and each member thereof serves at the pleasure of the City Council of the City of Montgomery, Texas, which may remove any director at any time, either with or without good cause.

## Committees of Directors

3.13 The Board of Directors may by resolution establish one or more special or standing committees of its members. Such committees shall have the powers, duties and responsibilities established by the Board. The committees shall keep regular minutes of their meetings and report the same to the Board of Directors when required.

## ARTICLE IV

### OFFICERS

#### Officer Positions

4.1 The officers of the Corporation shall be a president, a vice president, a secretary, and a treasurer. The Board of Directors may create additional officers positions, define the authorities and duties of such additional positions and appoint persons to fill such positions. No person may hold more than one such office.

#### Elections and Terms of Officers

4.2 The officers of the Corporation shall be elected annually by the Board of Directors at the regular annual meeting.

#### Removal of Officers

4.3 Any officer may be removed by the Board of Directors at any time, with or without good cause. The removal of an officer does not also result in the removal of such person as a director of the Corporation.

#### Vacancies

4.4 A vacancy in any office may be filled by the Board of Directors for the unexpired portion of the officer's term.

#### President

4.5 The president shall be the chief executive officer of the Corporation. The president shall supervise and control all of the business and affairs of the Corporation. The president shall preside at all meetings of Board of Directors. When the execution of any contract or instrument shall have been authorized by the Board of Directors, the president shall execute same except where such power is expressly delegated to another officer of the Corporation. The president shall perform other duties prescribed by the Board of Directors and all duties incident to the office of president.

### Vice president

4.6 When the president is absent, is unable to act, or refuses to act, the vice president shall perform the duties of the president. When acting in place of the president, the vice president shall have all the powers and duties as the president and be subject to all of the limitations and restrictions placed upon the president.

### Secretary

4.7 The Secretary shall:

- a) Give all notices as provided in the bylaws or as required by law.
- b) Take minutes of the meeting of the board of Directors and keep the minutes as part of the corporate records.
- c) Maintain custody of the corporate records, authenticate corporate documents and affix the seal of the Corporation as required.
- d) Keep a register of the mailing address of each director and officer of the Corporation.
- e) Perform duties as assigned by the president or Board of Directors.
- f) Perform all duties incident to the office of secretary.

The Board of Directors may, at their discretion, assign to a member of the City of Montgomery staff the duties of assistant to the Secretary.

### Treasurer

4.8 The Treasurer shall:

- a) Have charge and custody of and be responsible for all funds and securities of the Corporation.
- b) Receive and give receipts for moneys due and payable to the Corporation from any source.
- c) Deposit all moneys in the name of the Corporation in banks, trust companies, or other depositories as provided by these bylaws.
- d) Write checks and disburse funds to discharge obligations of the Corporation.
- e) Maintain the financial books and records of the corporation.
- f) Prepare financial reports at least annually.
- g) Perform other duties as assigned by the Board of Directors.
- h) Perform all duties incident to the office of treasurer.

The Board of Directors may, at their discretion, assign to a member of the City of Montgomery staff the duties of assistant to the Treasurer.

## ARTICLE V

### TRANSACTIONS OF THE CORPORATION

## Contracts

5.1 The Board of Directors may authorize any officer or agents of the Corporation to enter into a contract or execute and deliver any instrument in the name of or on behalf of the Corporation. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

### Depository

5.2 The Board of Directors of the corporation shall designate a depository bank. All funds of the Corporation shall be deposited with the depository bank.

### Potential Conflicts of Interest

5.3 The members of the Board of Directors are local public officials within the meaning of Texas Government Code Chapter 171. If a director has a substantial interest in a business entity or real property which is the subject of deliberation by the Board of Directors, the director shall file an affidavit with the secretary of the corporation stating the nature and extent of the interest. Such affidavit shall be filed prior to any vote or decision upon the matter by the Board of Directors, and the interested director shall abstain from any vote or decision upon the matter.

## ARTICLE VI

### BOOKS AND RECORDS

#### Required Books and Records

6.1 The Corporation shall keep correct and complete books and records of account. The Corporation's books and records shall include:

- a) A file endorsed copy of all documents filed with the Texas Secretary of State relating to the Corporation, including, but not limited to, the articles of incorporation, any articles of amendment, restated articles, articles of merger, articles of consolidation, and statement of change of registered office or agent.
- b) A copy of the bylaws, and any amended versions or amendments to the bylaws.
- c) Minutes of the proceedings of the Board of Directors.
- d) A list of names and addresses of the directors and officers of the Corporation.
- e) A financial statement showing the assets, liabilities, and net worth of the Corporation at the end of the three most recent fiscal years.
- f) A financial statement showing the income and expenses of the Corporation for the three most recent fiscal years.
- g) All rulings, letters, and other documents relating to the Corporation's federal, state and local tax status.
- h) The Corporation's federal, state and local information or income tax returns for each of the Corporation's three most recent tax years.

#### Records Open to Public

6.2 The Corporation shall be considered a "governmental body" within the meaning of Texas Government Code, Sec. 552.003 and all records of the corporation shall be made available to the public for inspection or reproduction in accordance with the requirements of Texas Government Code, Chapter 552 (The Texas Open Records Act.)



Audits

6.3 The City Council of the City of Montgomery, Texas may at any time require an independent audit of the Corporation's books to be conducted.

ARTICLE VII

FISCAL YEAR

The fiscal year of the corporation shall begin on the first day of October and end on the last day of September.

ARTICLE VIII  
AMENDMENTS TO BYLAWS

The bylaws may be altered, amended or repealed by the Board of Directors with the consent of the City Council of the City of Montgomery, Texas.

ARTICLE IX

MISCELLANEOUS PROVISIONS

Legal Authorities Governing Construction of Bylaws

9.1 The Bylaws shall be construed in accordance with the laws of the State of Texas. All references in the bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time. It is expressly provided that the provision of the Development Corporation Act of 1979 applicable to corporations governed under Sec. 4B of that Act are incorporated within these bylaws by reference. In the event of any conflict between the applicable provisions of such Act and these bylaws, then the applicable provisions of such Act shall control.

Legal Construction

9.2 If any bylaw provision is held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality or unenforceability shall not affect any other provision and the bylaws shall be construed as if the invalid, illegal or unenforceable provision had not been included in the bylaws.

Headings

9.3 The headings used in the bylaws are used for convenience and shall not be considered in construing the terms of the bylaws.

Seal

9.04 The Board of Directors may provide for a corporate seal. Such seal would consist of two concentric circles containing the words "Montgomery Economic Development Corporation" and "Texas" in one circle and the "Incorporated" together with the date of incorporation of the Corporation in the other circle.

Parties Bound

9.05 The bylaws shall be binding upon and incur to the benefit of the directors, officers and agents of the Corporation and their respective heirs, executors, administrators, legal representatives, successors and assigns except as otherwise provided in the bylaws.

Effective Date

9.06 These bylaws, and any subsequent amendments hereto, shall be effective of and from the date upon which approval has been given both by the Board of Directors and the City Council of the City of Montgomery, Texas.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting secretary of the MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION , and the foregoing Bylaws constitute the Bylaws of the Corporation. These Bylaws were duly amended and adopted at a meeting of the Board of Directors held on the 18 day of February , 2019.

Signed this \_\_\_ day of \_\_\_\_\_, 2019 .

\_\_\_\_\_  
Secretary of the Corporation

**MINUTES OF REGULAR MEETING**

**October 23, 2023**

**MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION**

**CALL TO ORDER**

Vice President Jeff Angelo called the meeting to order at 6:00 p.m.

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

Absent: Dan Walker – Board Member  
Wade Nelson – Board Member

Also Present: Gary Palmer, City Administrator  
Maryann Carl, Finance Director

**CALL TO ORDER**

**OPEN PUBLIC COMMENT**

No public comments were made.

**CONSIDERATION AND POSSIBLE ACTION:**

1. **Consideration and possible action on the September 11, 2023 Budget Workshop Minutes.**  
Motion to approve the September 11, 2023 budget workshop minutes was made by Carol Langley and seconded by Arnette Easley. All in favor. (5-0)
2. **Consideration and possible action on the September 18, 2023 Regular Meeting Minutes.**  
Motion to approve the September 18, 2023 regular meeting minutes was made by Byron Sanford and seconded by Carol Langley. All in favor. (5-0)
3. **Acceptance of the September 2023 Financial Report.**  
The report was presented and discussion was taken on interest rate of 5.32 percent for TexPool accounts and the Quality of Life. Montgomery Fall Festival was the time of year and has been corrected.

Arnette Easley asked about outsourcing for the Police Department regarding security for events.

Motion to accept the September 2023 Financial Report as presented was made by Byron Sanford and

seconded by Arnette Easley. All in favor. (5-0)

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

Arnette Easley made the motion to appoint Jeff Angelo as MEDC President until the next Annual Meeting and election of officers for 2024 was made by the MEDC Board and seconded by Ryan Londeen. All in favor. (5-0)

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

Motion to approve the grant request for \$765.00 for the 2023 Wreaths Across America event was made by Ryan Londeen and seconded by Arnette Easley. All in favor. (5-0)

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

Discussion was taken on the exact use of the grant and would like a representative to help explain.

Motion to table item #6 was made by Carol Langley and seconded by Arnette Easley. All in favor. (5-0)

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

A discussion was taken on the cost of the project.

Motion to table item #7 was made by Byron Sanford and seconded by Ryan Londeen. All in favor. (5-0)

**BOARD INQUIRY**

The EDC Director duties are still being reviewed by the Committee.

**ADJOURNMENT**

Motion by Byron Sanford and seconded by Ryan Londeen to adjourn at 6:45 p.m. All in favor. (5-0)

Submitted by: \_\_\_\_\_  
Diana Titus, Deputy City Secretary

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Jeff Angelo, MEDC Vice-President

**MINUTES OF REGULAR MEETING**

**November 20, 2023**

**MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION**

**CALL TO ORDER**

Byron Sanford called the meeting to order at 6:01 p.m.

Present: Carol Langley - Treasurer  
Ryan Londeen – Secretary  
Arnette Easley – Board Member  
Wade Nelson – Board Member  
Byron Sanford – Board Member  
Dan Walker -Board Member

Absent: Jeff Angelo – President

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

**CALL TO ORDER**

**OPEN PUBLIC COMMENT**

No public comments were made.

**CONSIDERATION AND POSSIBLE ACTION:**

1. Status of Regular Meeting Minutes of October 23, 2023.

Mr. McCorquodale said there were no minutes to present from the last meeting. Mr. McCorquodale said Carol Langley was kind enough to supply her notes she took from the meeting and a copy was placed at everyone’s seat. Mr. McCorquodale asked if over the next week or two the notes could be reviewed to determine if anything needs to be added. Mr. McCorquodale said they have video recording of the meeting but no audio.

Carol Langley said she knows item #6 was discussed on the grant request for the Historical Society but she did not write anything down and did not want to just think off the top of her head on what they did discuss. Carol Langley asked Ryan Londeen and Byron Sanford if they remembered anything. Ryan Londeen said he did not take any notes but would take a look and see if there is anything he can remember to add. Ryan Londeen asked if they were supposed to follow up on this one or to reach out to the Historical Society for verification. Dave McCorquodale said the note he had from Mr. Palmer was the use of the funds were for advertising or marketing expenses versus regular upkeep. Carol Langley said yes she remembered that.

Carol Langley said regarding item #7 she did not elaborate on either of the projects so they will need to see

what everyone can remember. Carol Langley said she knows the second project they said had already been torn down but she did not have that in her notes and did not want to go by just her thoughts.

Carol Langley said Mr. McCorquodale mentioned in his memo about turning the minutes back over to EDC. Carol Langley said no. Mr. McCorquodale said he just wanted to put that out there, but he will continue with the way they are doing things now and make sure they are receiving minutes. Mr. McCorquodale said he knows it had been mentioned. Carol Langley said she does not mind helping if they need to call her and see if she took notes on a particular item. Mr. McCorquodale said he does not want to put them in a position where they feel this is just not working and they need to do something different. Mr. McCorquodale said he would hope the Board would give them a chance to correct this and get back on track ensuring the EDC members have minutes that are timely and accurate. Byron Sanford said he thinks that is a good idea.

Mr. McCorquodale said there is no action needed for this item and thanked Carol Langley for providing her notes on the previous meeting.

2. Consideration and possible action on selection of a design scheme for the Wayfinding signage project.

Mr. McCorquodale said the EDC has contracted with Wayfinding Signage a design program where custom signage is placed within the city directing one to find specific locations such as a cemetery or historic district within the city.

Mr. McCorquodale said a joint workshop was held between City Council and the EDC which took place to review four or five different design options. Mr. McCorquodale said the design team tried to purposefully provide a lot of options and what they are looking at tonight is a combination of various elements based on the feedback the consultants received from the workshop. Mr. McCorquodale said the next step is to make a final selection on the design.

Byron Sanford said if he remembers correctly from that meeting, some of the bigger statements that continued to be echoed throughout from the people present was to add symmetry to it to balance each option. Byron said there was also the idea of continuity so that what you have on the road is aesthetically very similar to when they turn or when they are arriving in the city. Byron Sanford said he thinks it would be wise to have continuity in that. Byron Sanford said there are pros and cons of each. Byron Sanford asked if they should start with the Gateway Option where they have three choices. Mr. McCorquodale said they could begin with the Gateway Option.

Byron Sanford said people spoke about the desire for red, white, and blue because of the Texas flag and liked the first Option 1A. Mr. McCorquodale said he feels like Option 2 did not get a lot of traction in the workshop and asked if that was correct. Ryan Londeen said he did not care for that one.

Carol Langley said on Option 1A on page eight where it is red and the next page is blue, when you see it the blue is not bad but when you scroll down and see it out in the field the blue does not look good. Carol Langley said she personally would like to go with option 1A. Ryan Londeen agreed and said it is not contrasting enough with the background.

Motion to approve the Gateway Sign Option 1A was made by Byron Sanford and seconded by Ryan Londeen.

Byron Sanford said the only possible adjustment that was discussed before that type of option was in lieu of the star being silver or maybe it needed to be white. Byron Sanford asked if everyone was okay with the way it is. Ryan Londeen said he is okay with the way it is and mentioned the silver made it look like a Dallas Cowboy star. Wade Nelson said he is good either way but in his opinion the blue looks classier.

Byron Sanford asked if anyone had any issues with the stone. Wade Nelson said no and Dan Walker said he liked it. Wade Nelson said he thinks once you start trying to add too much more it starts to look cluttered.

All in favor. (5-0)

Byron Sanford said for the overall design scheme there is 4A and 4B. Mr. McCorquodale said a few things that came out of the workshop was that a silver pole was an option but the general consensus was the black poles looked better and the way the City wanted to go.

Arnette Easley asked if they were aluminum. Mr. McCorquodale said he would assume the signs themselves are aluminum. Dan Walker asked if the poles were a cast base with a steel pole in it. Mr. McCorquodale said he does not have the specifications on the kind of construction. Mr. McCorquodale said he knows part of what they will be doing is specking these out so they know exactly what the materials are. Mr. McCorquodale said they would be building to TxDOT's specifications.

Ryan Londeen said he likes option 4B. Mr. McCorquodale said the header is a bit different than the initial header with the angled sides. Mr. McCorquodale said he thinks the intent for that is to mirror some of the downtown parapet walls and tops of buildings. Ryan Londeen said it is like a throwback to the old buildings. Byron Sanford said he thinks the transition would be nice with option 4B.

Byron Sanford said he knows they are choosing the style for tonight but asked where they are at in terms of what they have the ability to do first and when would they make that selection. Mr. McCorquodale said he knows they intend on providing them with a recommended phasing plan but he has not seen that yet. Mr. McCorquodale said he has seen the 50 percent drawings they have for the locations which have not changed since they discussed it in the workshop.

Wade Nelson asked what is the scheduled timing once they approve. Mr. McCorquodale said he does not know. Mr. McCorquodale said this was just for a design contract. Mr. McCorquodale said they are going to advise them on the phasing plan. Mr. McCorquodale said it is going to come down to the cost of it and they have money in the budget to do the design but they do not have the money in the budget to build any signs. Mr. McCorquodale said when you look at the whole sign program for every sign they recommend it is going to be a tall price tag but that is the basis for phasing things out. Wade Nelson asked if it would be done over time and not all at once. Mr. McCorquodale said he does not know of the funding on it yet or how Mr. Palmer intends on trying to partial this out. Mr. McCorquodale said a lot of the tourism signs can come from the EDC and they can come from the City so it will be a joint conversation on the price tag and what fits in the EDC budget in terms of it being a tourism sign or not. Ryan Londeen said at least they have a game plan for five signs this year and five signs next year and they know they are going to look the same because they have a designated schematic of how they are supposed to look. Mr. McCorquodale said exactly and that is the intent of this so they do not look five years down the road and no one really remembers what the exact color values were or where the specification is.

Carol Langley asked if their decision is 4B. Byron Sanford said he thinks 4B is the best.

Motion to approve option 4B for the overall sign schematic was made by Ryan Londeen and seconded by Arnette Easley. All in favor. (5-0)

3. Discussion of downtown Trick or Treat Event.

Mr. McCorquodale said Jeff Angelo requested this item to be on the agenda but asked if they could delay it until he returns since he was unable to attend the meeting. Mr. McCorquodale said he did not have any issue with it but told Jeff Angelo he would provide the Board with a handout of the results of the survey they did regarding feedback with the businesses after the event. Mr. McCorquodale said to review the survey and they will bring this item back. Ryan Londeen said it is nice to receive the feedback and is okay with tabling the item until Jeff Angelo returns at the next meeting.

Motion to table item #3 for the next meeting was made by Ryan Londeen and seconded by Dan Walker. All in favor. (5-0)

**BOARD INQUIRY**

Ryan Londeen asked if Patricia Campuzano is in coordination with the Historical Society on coordinating marketing for the Christmas event. Mr. McCorquodale said he does not know the answer to that. Mr. McCorquodale said the City manages the parade event but does not know that the City is necessarily specifically pushing a vendor market or the cookie walk and does not know if there are specific marketing considerations between the two. Mr. McCorquodale said he knows they are pushing the parade.

Ryan Londeen said he saw they had to move the snow party to a separate day. Mr. McCorquodale said he does not have any information on why but knows the intent for next year is to go back to the same day. Ryan Londeen said he feels that is going to be a waste of money to do that on a separate day. Ryan Londeen asked what day the snow party will take place. Carol Langley said December 16<sup>th</sup> from 1:00 pm to 4:00 pm. Carol Langley said she received a text message asking if the snow party had been moved back to the day of the parade because something was posted on Facebook from the City that combined it. Carol Langley asked if that could be verified because at the front desk there is a piece of paper that says the snow party is December 16<sup>th</sup>. Mr. McCorquodale said he will double check to make sure they are not putting out conflicting information. Carol Langley said from reading it, it sounded like it was all on the same day.

Byron Sanford asked if Patricia Campuzano was not able to attend this evening. Mr. McCorquodale said Mr. Palmer told him that he did not need her to attend the meeting. Byron Sanford said he thinks it would be good to have her attend and he will talk with Mr. Palmer.

Byron Sanford said tomorrow is the first of two meetings for the parade at 6:00pm and then again on November 28<sup>th</sup>. Byron Sanford said the meetings are reserved for instruction for those people in the parade with the same information being covered at both meetings.

**ADJOURNMENT**

Motion by Carol Langley and seconded by Arnette Easley to adjourn at 6:27 p.m. All in favor. (5-0)

Submitted by: \_\_\_\_\_  
Diana Titus, Deputy City Secretary

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Ryan Londeen, Secretary





City of Montgomery, TX

# Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 01/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 400 - MEDC</b>						
<b>Revenue</b>						
<a href="#">400-00-44110-000000</a>						
Sales Tax Revenue	1,100,000.00	1,100,000.00	102,051.80	453,428.83	-646,571.17	58.78 %
<a href="#">400-00-44230-000000</a>						
Interest Income	60,000.00	60,000.00	8,972.36	35,480.59	-24,519.41	40.87 %
<a href="#">400-00-44300-000000</a>						
Events Revenue	7,000.00	7,000.00	0.00	0.00	-7,000.00	100.00 %
<b>Revenue Total:</b>	<b>1,167,000.00</b>	<b>1,167,000.00</b>	<b>111,024.16</b>	<b>488,909.42</b>	<b>-678,090.58</b>	<b>58.11%</b>
<b>Expense</b>						
<a href="#">400-40-46103-000000</a>						
Public Infrastructure - Downtown D...	90,000.00	90,000.00	0.00	0.00	90,000.00	100.00 %
<a href="#">400-40-46104-000000</a>						
Public Infrastructure - Utility Extens...	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">400-40-46107-000000</a>						
Public Infrastructure - Transfer to C...	200,000.00	200,000.00	16,666.67	66,666.68	133,333.32	66.67 %
<a href="#">400-40-46111-000000</a>						
Public Infrastructure - Streets & Sid...	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
<a href="#">400-40-46205-000000</a>						
Business & Development - Sales Tax...	250,000.00	250,000.00	0.00	0.00	250,000.00	100.00 %
<a href="#">400-40-46206-000000</a>						
Business & Development - Econ Dev...	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
<a href="#">400-40-46209-000000</a>						
Business Development - Dntwn & C...	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
<a href="#">400-40-46303-000000</a>						
Quality of Life - Events	113,200.00	113,200.00	4,212.72	38,818.35	74,381.65	65.71 %
<a href="#">400-40-46505-000000</a>						
Marketing and Tourism - Brochures ...	4,000.00	4,000.00	29.85	29.85	3,970.15	99.25 %
<a href="#">400-40-46511-000000</a>						
Marketing and Tourism - Website	6,500.00	6,500.00	375.84	1,055.84	5,444.16	83.76 %
<a href="#">400-40-46514-000000</a>						
Marketing and Tourism - Social Med...	3,000.00	3,000.00	56.50	84.75	2,915.25	97.18 %
<a href="#">400-40-46515-000000</a>						
Marketing and Tourism - Historical S...	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
<a href="#">400-40-46601-000000</a>						
Administration - Transfers to Gener...	275,000.00	275,000.00	22,916.67	91,666.68	183,333.32	66.67 %
<a href="#">400-40-46603-000000</a>						
Administration - Miscellaneous Exp...	500.00	500.00	550.00	580.00	-80.00	-16.00 %
<a href="#">400-40-46604-000000</a>						
Administration - Consulting/Profess...	51,800.00	51,800.00	5,600.00	5,600.00	46,200.00	89.19 %
<a href="#">400-40-46607-000000</a>						
Administration - Travel & Trainings ...	8,000.00	8,000.00	0.00	-410.00	8,410.00	105.13 %
<b>Expense Total:</b>	<b>1,167,000.00</b>	<b>1,167,000.00</b>	<b>50,408.25</b>	<b>204,092.15</b>	<b>962,907.85</b>	<b>82.51%</b>
<b>Fund: 400 - MEDC Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>60,615.91</b>	<b>284,817.27</b>	<b>284,817.27</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>60,615.91</b>	<b>284,817.27</b>	<b>284,817.27</b>	<b>0.00%</b>

Budget Report

For Fiscal: 2023-2024 Period Ending: 01/31/2024

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
<b>Fund: 400 - MEDC</b>						
Revenue	1,167,000.00	1,167,000.00	111,024.16	488,909.42	-678,090.58	58.11%
Expense	1,167,000.00	1,167,000.00	50,408.25	204,092.15	962,907.85	82.51%
<b>Fund: 400 - MEDC Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>60,615.91</b>	<b>284,817.27</b>	<b>284,817.27</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>60,615.91</b>	<b>284,817.27</b>	<b>284,817.27</b>	<b>0.00%</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
400 - MEDC	0.00	0.00	60,615.91	284,817.27	284,817.27
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>60,615.91</b>	<b>284,817.27</b>	<b>284,817.27</b>



City of Montgomery, TX

# Check Report

By Check Number

Date Range: 01/01/2024 - 01/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP MEDC-AP MEDC Account</b>						
4174	Russell Skinner	01/02/2024	Regular	0.00	50.00	2502
3189	Larry Evans	01/08/2024	Regular	0.00	200.00	2503
4023	Rebecca Huss	01/10/2024	Regular	0.00	765.00	2504
4195	Sales Revenue, Inc.	01/10/2024	Regular	0.00	5,600.00	2505
1133	Amazon Capital Services	01/25/2024	Regular	0.00	186.72	2506
5145	Kevin Smith.	01/25/2024	Regular	0.00	1,000.00	2507
4458	Swank Motion Pictures Inc.	01/25/2024	Regular	0.00	2,100.00	2508
4547	Texas Economic Development Council	01/31/2024	Regular	0.00	550.00	2509

**Bank Code AP MEDC Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	11	8	0.00	10,451.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>11</b>	<b>8</b>	<b>0.00</b>	<b>10,451.72</b>

Item 4.

Check Report

Date Range: 01/01/2024 - 01/31/2024

**All Bank Codes Check Summary**

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	11	8	0.00	10,451.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>11</b>	<b>8</b>	<b>0.00</b>	<b>10,451.72</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
400	MEDC	1/2024	10,451.72
			<b>10,451.72</b>

2/16/2024 11:33:04 AM

Page 2 of 2

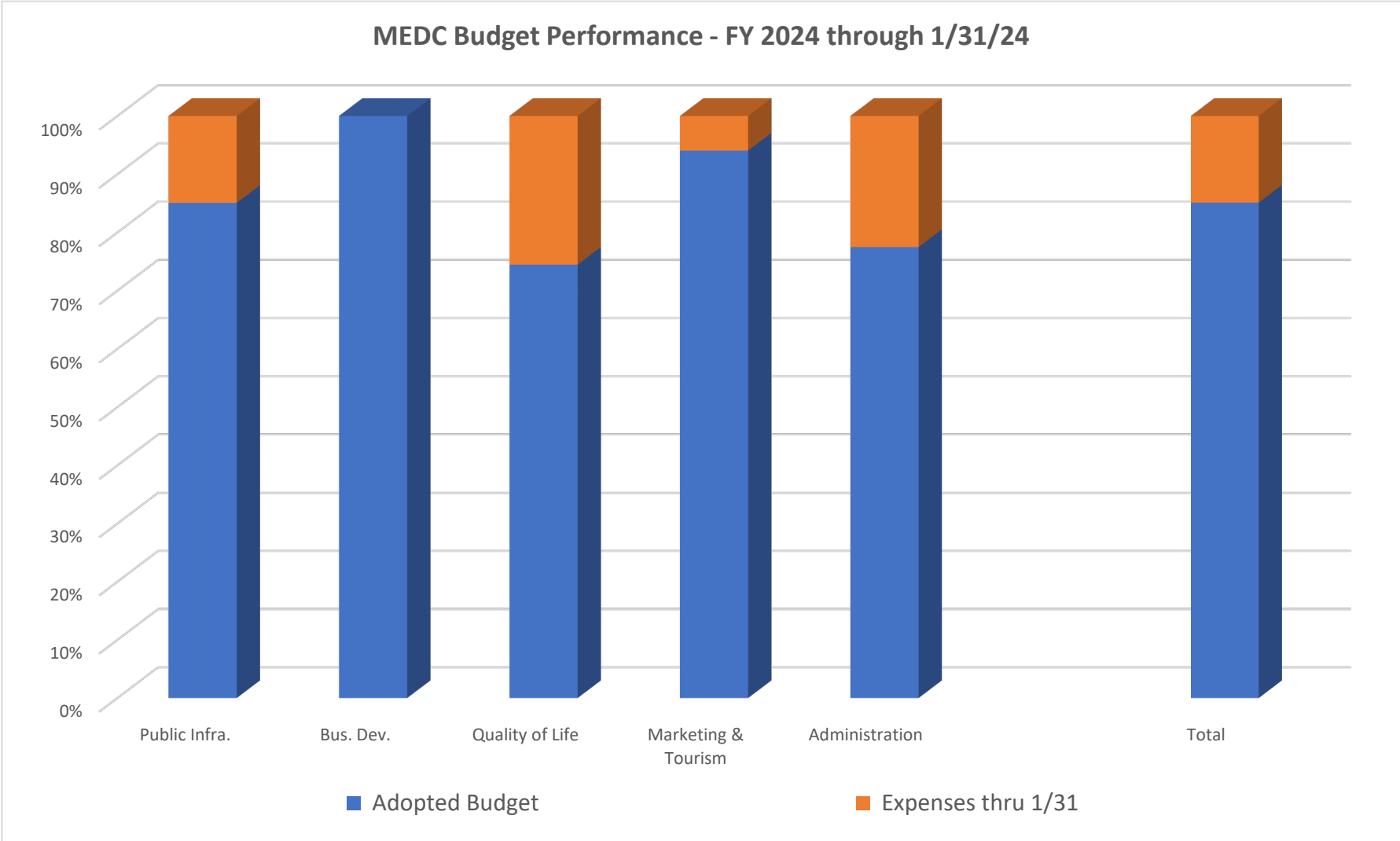
21

**MEDC Cash Analysis Report  
As of January 31, 2024**

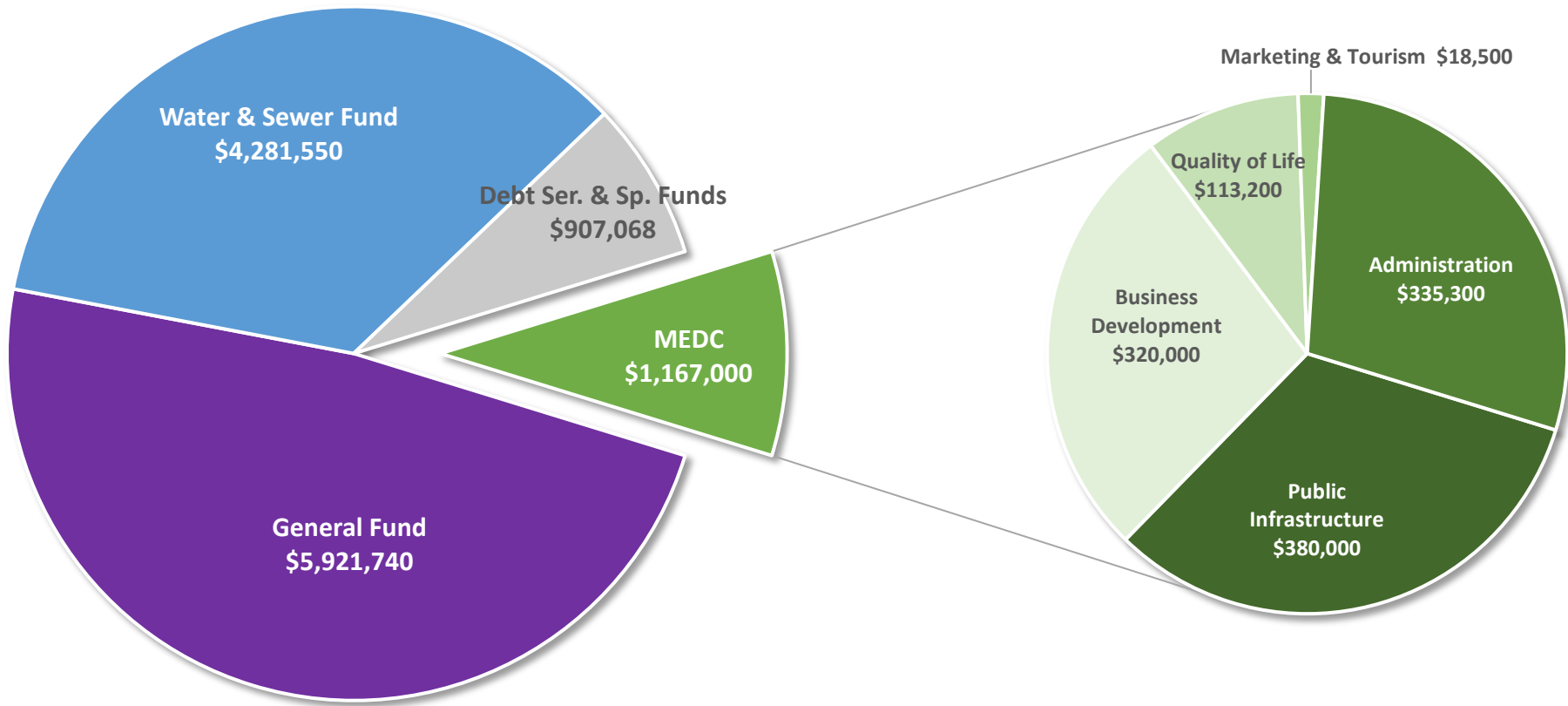
<b>Claim on Cash Balances</b>		
<b>Account</b>	<b>Name</b>	<b>Balance</b>
400-11111-00000	Claim on Cash - MEDC Fund 400	916,652.64
400-11201-00000	Claim on Pooled Investments - MEDC	1,968,460.09
<b>Total Cash Balance</b>		<b>2,885,112.73</b>

<b>Bank Balances</b>		
<b>Account</b>	<b>Name</b>	<b>Balance</b>
997-41110-00000	Pooled Inv - MEDC General	1,499,984.54
997-41120-00000	Pooled Inv - MEDC Reimbursement	253,887.57
997-41130-00000	Pooled Inv - MEDC Downtown	214,587.98
999-41100-00000	Pooled Cash - MEDC	349,406.20
<b>Total Bank Balance</b>		<b>2,317,866.29</b>

**MEDC Cash Balance in General Pool                      567,246.44**



### FY 2024 City of Montgomery Operating Budget at a Glance







101 OLD PLANTERSVILLE ROAD, MONTGOMERY, TEXAS 77316

Telephone: (936) 597-6434

**Happy New Year!**

### **Events of November 2023**

Below you will find an update on the November events of 2023.

<b>Date</b>	<b>Event Name</b>	<b>Hours</b>	<b>Estimated Attendees</b>	<b>Admission Fee</b>	<b>Vendors</b>	<b>Other</b>
11/02	Sip N Stroll	4pm-7pm	100	\$0	16	Montgomery Community Band played at 5pm
11/09	Sip N Stroll	4pm-7pm	0	\$0	0	Cancelled due to weather
11/11	Movie Night at the Park [Matilda]	@sunset	100	\$0	1	Featuring Matilda
11/16	Sip N Stroll	4pm-7pm	0	\$0	0	Cancelled due to weather
11/18	Lone Star Street Dance	6:30pm-10pm	500+	\$0	2	Free face painting & Photographer w/ photo booth
11/30	Sip N Stroll	4pm-7pm	0	\$0	0	Cancelled due to weather

**Mayor,** Byron Sanford

**Councilmembers:** Carol Langley; Casey Olson; Sara Countryman; Cheryl Fox; Stan Donaldson



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### **Events of December 2023**

Below you will find an update on the December events of 2023.

<b>Date</b>	<b>Event Name</b>	<b>Hours</b>	<b>Estimated Attendees</b>	<b>Admission Fee</b>	<b>Vendors</b>	<b>Other</b>
12/02	Light up the Park	6pm-8pm	300-500	\$0	4	Face painting, church craft, food truck and ice cream truck
12/07	Sip N Stroll	4pm-7pm	100	\$0	25	Trivia Night – Sponsored by Aflac
12/09	Montgomery Historic Christmas Parade	10am-12pm	3000+	\$0	0	1700 Participated in the parade – 10 entries more than last year.
12/09	Holiday Market	9am- 5pm	-	\$0	20-25	
12/09	Annual Cookie Walk	11am-5pm	-	\$0	n/a	
12/09	Candlelight Tour	4pm-7pm	-	\$15	11	Sold Out
12/14	Sip N Stroll	4pm-7pm	70	\$0	20	Last week of 2023
12/15	Christmas Hugs in Montgomery	11am- 1pm	20-50	0	0	Collaborated with PD (Sgt. Bauer) and made an event for the Seniors at Live Oak Senior Facility
12/15	Church of Montgomery	6pm-9pm	0	\$0	0	Relocated to Lone Star Community Building due to weather
12/16	Montgomery Snow Party	1pm-4pm	3000	\$0	8	The number of attendees doubled from last year.
12/22	Precinct 3 [Tour bus]	10am- 5pm	20-40	\$0	0	Created an all-day itinerary for the seniors to tour the City of Montgomery. And guided them, as well.

**Mayor,** Byron Sanford

**Councilmembers:** Carol Langley; Casey Olson; Sara Countryman; Cheryl Fox; Stan Donaldson




### January 2024

No events scheduled this month.

- Trying something new – Adding a QR code to the water bill calendars.

The QR Code will help all the residents be aware of the events in the community. After the QR code is scanned they will be on to the City Website directly to the event page. There they will find the list of events or the calendar option on the tourism website.

For the month of March, you will find this water bill insert, and from there on we will add the QR code to the calendar that gets mailed out with the water bill.

<p><b>Montgomery Events update for 2024.</b></p> <p>The City of Montgomery will be updating all the residents and business owners of the upcoming events of 2024. By scanning the QR code you will be able to see the event schedule for the year. There are a couple of options, an event list, and an event calendar.</p> <p>Follow us on Social Media:        Facebook: Historic Montgomery, TX        Instagram: Historic Montgomery, Texas</p> 	<p><b>Annual Texas Flag Celebration</b></p> <p>Attention all City of Montgomery residents and businesses owners, time to let your Texas flags fly. <a href="#">#HistoricMontgomery,TX</a> let's use Texas Independence Day to show our pride in being the <a href="#">#BirthplaceOfTheTexasFlag!</a> Fly your Texas flags above your homes, businesses, and schools to celebrate the day on which, in 1836, the Republic of Texas was born.</p> <p>The annual Texas flag decoration has begun, the top 3 commercial and residential best decorated places will win prize money.</p> <p>On Texas Independence Day, March 2nd our judges will select the top 3 residential and top 3 commercial winners.</p> <p>On March 9th we will announced our winners during the Montgomery Tree Giveaway in Downtown Montgomery.</p>
<p><b>Public Works Updates</b></p> <p>Check out our Public Works Facebook page for our weekly Employee Spotlight selection and updates.</p> <p>March 2nd &amp; 3rd - HEAVY TRASH DAY WEEKEND</p> <p>Facebook: <a href="#">Montgomery Texas Public Works</a></p>	

**Mayor,** Byron Sanford  
**Councilmembers:** Carol Langley; Casey Olson; Sara Countryman; Cheryl Fox; Stan Donaldson



## 2024 City Event Schedule

The events below are the events planned for 2024.

Date	Name	Time	Location
02/24	Lone Star Street Dance – Sweetheart Edition]	6pm-10pm	14372 Liberty St.
03/07	Spring Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
03/09	Texas Falg Celebration	9am -11am	14420 Liberty St.
03/09	Montgomery Tree Giveaway	9am-12pm	14420 Liberty St.
03/14	Spring Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
03/16	Movie Night at the Park	@sunset – 7:31pm	21358 Eva St.
03/23	Montgomery Community Garage Sale	9am-1pm	14420 Liberty St.
03/28	Spring Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
04/11	Spring Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
04/25	Spring Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
05/09	Spring Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
05/11	Lone Star Street Dance	7:30pm-11pm	14372 Liberty St.
05/16	Spring Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
05/23	Spring Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
05/25	Movie Night at the Park	@sunset – 8:15pm	21358 Eva St.
06/15	Movie Night at the Park	@sunset – 8:25pm	21358 Eva St.
07/13	Montgomery Water Party	9am- 1pm	14420 Liberty St.
09/12	Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
09/14	Montgomery Community Garage Sale	9am- 1pm	14420 Liberty St.
09/21	Movie Night at the Park	@sunset – 7:19pm	21358 Eva St.
09/26	Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
10/04	Montgomery Quilt Walk	10am-4pm	14420 Liberty St.
10/05	Montgomery Quilt Walk	10am-4pm	14420 Liberty St.
10/10	Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
10/19	Movie Night at the Park	@sunset – 6:46pm	21358 Eva St.
10/24	Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
10/26	Trick or Treat in Historic Montgomery	1pm-4pm	14420 Liberty St.
10/31	Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
11/09	Lone Star Street Dance	6:30pm-10pm	14372 Liberty St.
11/14	Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
11/16	Movie Night at the Park	@sunset – 5:24pm	21358 Eva St.
11/21	Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
12/05	Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
12/07	Light up the Park	6pm-8pm	21358 Eva St.
12/12	Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
12/14	Montgomery Historic Christmas Parade	10am-12pm	14420 Liberty St.
12/19	Sip & Stroll	4:30pm-7:30pm	14420 Liberty St.
12/21	Montgomery Snow Party	12pm-4pm	777 Clepper St.

*Events are subject to change date, time, and location as well as postponing and/or cancelling if need to.*

**Mayor**, Byron Sanford

**Councilmembers:** Carol Langley; Casey Olson; Sara Countryman; Cheryl Fox; Stan Donaldson



## 2024 Private Upcoming Events

The private event organizers have reached out, and these are the events coming to Montgomery.

Date	Name	Time	Location
03/23	Montgomery Music & Mudbugs	1pm to 10pm	20400 Eva St.
03/30	Easter Car Hop	2pm to 4pm	21358 Eva St.
03/30	March for our Military	9am to 12pm	300 CB Stewart Dr.
12/14	Holiday Marketplace: Arts & Crafts	9am – 5pm	14420 Liberty St.
12/14	Famous Cookie Walk	11am – 5pm	14420 Liberty St.
12/14	Candlelight Home Tour	4pm – 7pm	

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## 2023/2024 Event Budget

Internal Planning Budget	Actual Budget Spent	Remaining Budget	Quality of Life – Event Categories
<b>\$19,000.00</b>	\$1,642.80	\$17,357.20	Unallocated Events
<b>\$1,000.00</b>	\$359.99	\$640.01	Events Equipment
<b>\$2,000.00</b>	\$0.00	\$2,000.00	Contests / Prizes
<b>\$3,000.00</b>	\$0.00	\$3,000.00	Neighborhood Water Party
<b>\$700.00</b>	\$0.00	\$700.00	Texas Flag Celebration
<b>\$4,000.00</b>	\$2,959.50	\$1,040.50	Light up Montgomery
<b>\$12,000.00</b>	\$11,054.06	\$945.94	Christmas Parade
<b>\$4,000.00</b>	\$3,100.00	\$900.00	Montgomery Quilt Walk
<b>\$3,500.00</b>	\$2,100.00	\$1,400.00	Movie Night
<b>\$22,000.00</b>	\$12,139.96	\$9,860.04	Snow in Historic Mont TX
<b>\$3,000.00</b>	\$2,800.00	\$200.00	Trick or Treat Historic Montgomery
<b>\$500.00</b>	\$0.00	\$500.00	Ruck for Veterans
<b>\$74,700.00</b>	<b>\$36,156.31</b>	<b>\$38,543.69</b>	

**Mayor,** Byron Sanford

**Councilmembers:** Carol Langley; Casey Olson; Sara Countryman; Cheryl Fox; Stan Donaldson

Montgomery MEDC  
AGENDA REPORT

<b>Meeting Date:</b> February 20, 2024	<b>Budgeted Amount:</b> N/A
<b>Department:</b>	<b>Prepared By:</b> DMc

**Subject**

Open discussion of ongoing MEDC and city-wide initiatives.

**Recommendation**

No formal action needed.

**Discussion**

This discussion item is to provide an update of ongoing projects:

MEDC initiatives:

- Economic Development Director position
- McCown Street Improvements Project
- Wayfinding Project

City initiatives:

- Zoning & Development Regulations Update

**Approved By**

Assistant City Administrator	Dave McCorquodale	Date: 01/12/2024