



**Crime Control and Prevention District
Regular Meeting Minutes
January 27, 2025 at 6:00 PM**

CALL TO ORDER

1. Call Meeting to Order.

The Regular Meeting of Crime Control and Prevention District was called to order by Presiding Officer Gordon at 6:00 p.m. on January 27, 2025, at City Hall 101 Old Plantersville Rd. Montgomery, TX and live video streaming.

With the Board Members present a quorum was established.

Present: Carol Langley, Place 1
Sara Countryman, Place 2
Nelson Cox, Place 3
Stan Donaldson, Place 4
Joel Gordon, Presiding Officer, Place 5
TJ Wilkerson, Place 6

Absent: Michael Ghutzman, Vice President, Place 7

INVOCATION

Board Member Donaldson gave the invocation.

PLEDGES OF ALLEGIANCE

Presiding Officer Gordon led the Pledge of Allegiance and Pledge of Allegiance to the Texas State Flag.

PUBLIC FORUM

No participants at this time.

CONSENT AGENDA

- 1. Consideration and possible action on the CCPD Temporary Meeting Minutes of November 19, 2024.**
- 2. Consideration and possible action on the CCPD Regular Meeting Minutes of December 16, 2024**

Motion: Board Member Countryman made a motion to accept the consent agenda as presented. Board Member Donaldson seconded the motion. Motion carried with all present voting in favor.

PUBLIC HEARING

No participants at this time.

REGULAR AGENDA

3. Administration of Statement of Officer and Oath of Officer to newly appointed officials for Crime Control and Prevention District for Places 1, 2, 3, 4, 5, 6, and 7.

Board Member Langley, Place 1, Board Member Countryman, Place 2, Board Member Cox, Place 3, Board Member Donaldson, Place 4, Board Member Gordon, Place 5, and Board Member Wilkerson, Place 6 were sworn in by Lieutenant Belmares and appointed officials for the Crime Control Prevention District.

4. Consideration and possible action to authorize payment for the Public Official Position Schedule Bond No. 67328242 in the amount of \$330.75.

Chief Solomon said they are requesting authorization and approval for payment for a \$5,000 bond for each member in the amount of \$330.75.

Motion: Board Member Countryman made a motion to approve the authorization payment for the Public Official Position Scheduled Bond No. 67328242 in the amount of \$330.75. Board Member Langley seconded the motion. Motion carried with all present voting in favor.

5. Consideration and possible action on the creation of Crime Control and Prevention District Bylaws.

Chief Solomon said included in the packet is a sample. City Secretary Beaven said she did run the sample by legal and legal was okay with what they saw. They did say if you chose to move forward with a motion to accept it, just do it with a motion to accept with any final revisions by legal.

Board Member Donaldson said he had a question regarding Article 3, Section 1, Item B. It says each officer of the Board serves for a term of one calendar year. He said he thought it was supposed to be two calendar years. Chief Solomon said it is two calendar years. Code Enforcement Officer and Planning/Zoning Administrator Tilley said the officers President and Vice President is one calendar year and the Board Members are two calendar years. She said she believes the officers are President, Vice President, Secretary, and Treasurer. The Board Members renew every two years. It is just the officer positions that are one calendar year.

Motion: Board Member Donaldson made a motion to accept the Bylaws as presented with a caveat that the legal department has the final say. Board Member Wilkerson seconded the motion. Motion carried with all present voting in favor.

6. Update from the Finance Director.

Finance Director Carl said they anticipate receiving first funds in March. Based on current trends for the first quarter fiscal year 2024 and what has been received, we are looking at \$70,000 a month for the CCPD revenue which they will be receiving in March. Just so everyone understands how sales tax happens, she gave an example. If you go to the store today and you purchase something, those sales tax dollars are collected in the month of January. Businesses have until the 20th of the following month to remit those monies to the State Comptroller. The State Comptroller has a period of time in which they do their reconciliations and submit those tax dollars to the taxing entity. This is why we do not receive the money until March even though it is collected right now. The creation was in effect as of January 1st.

Board Member Countryman said they set this initial budget up at \$500,000 and if her calculations are correct, according to what Finance Director Carl just said, they will have about \$840,000 in year one if \$70,000 a month is coming in which is putting them ahead of projections. Chief Solomon said by the time you get to September with \$70,000, it comes to around \$490,000. He said those are just projections. Once you get past that we move into another year. Finance Director Carl said if they see anything that is concerning that is going to bring in less than what they expected, they would be having a different conversation, but they do not anticipate that. Board Member Countryman said that is a good trajectory.

Board Member Donaldson said he has a question about the bill they just approved. Since they are under the same umbrella as MEDC and City Council, it generally takes two signatures for each check. When we pay a bill from the Board does someone from this Board have to sign the check with this bill because not all of us are on the bank signatures? Finance Director Carl said the way they have gotten the guidance from our auditors as to how to establish the expenditure of funds for CCPD is it can be handled the same way that we are doing with MEDC. There are funds that MEDC has setting aside that are invested and CCPD will get there at some point too, but your structure is a component unit of the City and you approving that expense this evening is what gives the authorization for that check that gets cut from the City's pulled account, but is recorded in our system in your fund. CCPD will be set up as its own fund and will work essentially the same way the EDC does. Your approval tonight is what gave us the okay to spend that money. That check will be signed by a check signer that is on the overall checking account for the City. The people who are on this Board, the three of you that are Council Members, you are check signers, but those accounts are held by the City, not by the individual boards. Finance Director Carl said you will be getting a financial report once they start getting that information in and will receive a finance report. It will be very similar in nature to MEDC's report.

7. Open Meetings Act Training.

8. Public Information Act Training.

President Gordon said his understanding is these videos they need to watch take an hour a piece. He also understands several of them have already done this training and this is an option to potentially do this at home as homework. President Gordon asked when is the last final date you would like to have this done? City Secretary Beaven said the law says it is 90 days from the date that you take your seat and we are already 30 days in at this point. President Gordon asked Thursday then? City Secretary Beaven said that would be great. President Gordon said of the Open Meeting Acts Training and the Public Information Act Training, he would imagine everyone on Council has had this. City Secretary Beaven said in theory yes, she has not audited that Board yet, but that is coming up next. Board Member Langley asked if they are good forever or are they good only for a year? City Secretary said she understands that there is no expiration date on them, but however, it does not hurt to do them again because they do change the training and update it with whatever current regulations changed. If you have a certificate that is five years old, she would recommend possibly doing an updated training. Board Member Countryman said basically everyone needs to take it. Chief Solomon said we will give you more time. City Secretary Beaven said it does not need to be this Thursday. She would suggest two weeks from today if possible that way you have time to work on both of them. She did print out a Public Information Act Training. There is one Public Information Act and there is also one for the Texas Open Meetings Act. If you do the training, you can fill this paperwork out and bring it to her and she will submit for your certificate or you can complete it and email the certificate to her. Board Member Countryman asked if she would send a link in an email. City Secretary Beaven said she can do that, but it is also attached to the cover sheet on each one of the agendas and is an active link to click on. President Gordon asked how do they want to proceed? Board Member Countryman said she thinks everyone should take it and move forward.

Motion: Board Member Countryman made a motion to assign homework for items #7 and #8 on the agenda and have the homework due to City Secretary Beaven by February 10, 2025 by 5:00 p.m. Board Member Langley seconded the motion. Motion carried with all present voting in favor.

ADJOURNMENT

Motion: Board Member Langley made a motion to adjourn the Regular Meeting of the Montgomery Crime Control and Prevention District at 6:21 p.m. Board Member Donaldson seconded the motion. Motion carried with all present voting in favor.

APPROVED:

Joel Gordon, President

ATTEST:

Corinne Tilley, Secretary