

Robert Franklin, President
Anne Sundquist, Vice President
Basil Tate, Treasurer
Brenda Escalon
Jake Kelly



Rachel Steele EDC Director
Kandice Garrett, City Secretary
Leonard Schneider, 4A EDC Attorney
Don Doering, City Administrator
Beverly Standley, Finance Administrator

4A ECONOMIC DEVELOPMENT CORPORATION

MINUTES **REGULAR MEETING** **THURSDAY, AUGUST 12, 2021 – 5:00 P.M.**

1. CALL MEETING TO ORDER

Vice President Anne Sundquist called the meeting to order at 5:01 pm.

a. INVOCATION

Brenda Escalon offered the invocation.

PLEDEGE OF ALLEGIANCE

Vice President Anne Sundquist led the pledge of allegiance to the United States flag.

b. ROLL CALL AND CERTIFICATION OF QUORUM

Vice President Anne Sundquist called roll and certified a quorum present with the following 4A EDC Board members in attendance: Anne Sundquist, Brenda Escalon, and Jake Kelly.

Absent: Robert Franklin, Basil Tate

Staff present: Economic Development Director Rachel Steele, City Administrator Don Doering and Finance Administrator Beverly Standley.

2. CITIZENS FORUM

(No official or formal action or vote may be taken on any comment made by citizens during Citizens Forum)

None

3. REQUESTS OR PETITIONS FROM THE PUBLIC

None

4. **TREASURER'S REPORT - UPDATE OF REVENUES & EXPENDITURES**

(Treasurer, Basil Tate)

Sales Tax Report

Expenses and Revenues

Beverly Standley provided a summary of the sales tax report and update on expenses and revenues for the month. The Board took no action on the report.

5. **CONSENT AGENDA - ROUTINE ITEMS:**

(This portion of the agenda consists of items considered to be routine and can be enacted by one motion unless separate discussion is requested by a Board Director or a citizen.

Minutes	Date
Approval of Minutes	July 26, 2021
Invoices	Amount
Greater Magnolia Chamber of Commerce	\$10.00
Central East Texas Alliance (CETA) Membership	\$110.00
Houston Business Journal	\$45.00
Liles Parker	\$684.50
Rachel Steele	\$731.25

MOTION: Upon a motion to approve the Consent Agenda made by Jake Kelly and seconded by Brenda Escalon, the Board members voted, and the motion carried unanimously, 3-0.

6. **CONSIDERATION** – Review and take action on FY 2022 Administrative Services Agreement with City of Magnolia.

MOTION: Upon a motion to approve the Shared Services Agreement made by Jake Kelly and seconded by Brenda Escalon, the Board members voted, and the motion carried unanimously, 3-0.

7. **CONSIDERATION**- Review and take action on FY 2022 annual budget.

MOTION: Upon a motion to approve the FY '22 Budget made by Jake Kelly and seconded by Brenda Escalon, the Board members voted, and the motion carried unanimously, 3-0.

8. **CONSIDERATION**- Review and take action on 2+ acre site to City of Magnolia for purpose of utility infrastructure.

MOTION: After brief discussion Jake Kelly moved for the Economic Director to prepare a resolution of sale for the +/- 2 acre tract to the City of Magnolia. Director Escalon seconded the motion, which passed unanimously, 3-0.

9. DISCUSSION- Review and discuss format of 2021 Annual Report.

Ms. Steele presented the 2021 Annual Report concept to the Board and discussed the content, purpose and benefits of developing the document. A draft document will be presented to the Board at the October Board meeting.

10. DISCUSSION- Receive updates on EDC subsite status and content.

Ms. Steele reviewed the proposed website layout and content with the Board. There are still a couple of needs that the current website doesn't facilitate including the inventory of available commercial properties within the City, which the Board has requested. After some discussion by the Board, Ms. Steele agreed to bring forward proposals for commercial services listings to be included on the website at a future meeting.

11. EXECUTIVE DIRECTOR'S REPORT

Ms. Steele gave a progress report on activities, meetings and outreach the EDC made for the month of July. No action was taken on the report.

12. FUTURE AGENDA ITEMS

After a brief discussion the Board requested that the following items be presented for future meetings.

- o Meeting Date/time FY 2022
- o Sale of +/- 2 acre FM 149 tract to City of Magnolia
- o FY 2022 Projects list

13.ADJOURN

MOTION: Upon a motion to adjourn made by Jake Kelly and seconded by Brenda Escalon, the Board members voted, the motion carried unanimously, 3-0 and the meeting was adjourned at 5:29 pm.




Robert Franklin, President

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting held on August 12, 2021, by the Board of the City of Magnolia 4A Economic Development Corporation.

ATTEST:



Kandice Garrett, City Secretary