

Robert Franklin, President
Anne Sundquist, Vice President
Basil Tate, Treasurer
Michael Doherty
Brenda Escalon



Rachel Steele, EDC Director
Don Doering, City Administrator
Joshua Brockman-Weber, 4A EDC Attorney
Beverly Standley, Finance Administrator

4A ECONOMIC DEVELOPMENT CORPORATION

MINUTES **REGULAR MEETING** **THURSDAY, March 14, 2024 – 4:00 P.M.**

1. **CALL MEETING TO ORDER**

Director Franklin called the meeting to order at 4:00 pm.

a. **INVOCATION**

Director Tate offered the invocation.

PLEDEGE OF ALLEGIANCE

b. **ROLL CALL AND CERTIFICATION OF QUORUM**

Director Franklin called roll and certified a quorum present with the following 4A EDC Board members in attendance: Robert Franklin, Anne Sundquist, Basil Tate, and Michael Doherty.

Absent: Brenda Escalon

Staff present: Economic Development Director: Rachel Steele, City Administrator: Don Doering, Corporation Attorney: Robin Cross

2. **CITIZENS FORUM**

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

3. **TREASURER'S REPORT –**

Mr. Tate provided a summary, the Board took no action on the report.

4. **CONSENT AGENDA – ROUTINE ITEMS:**

MOTION: Director Sundquist moved to approve the invoices and minutes as posted on the consent agenda, with exception of the Messer Fort Invoice 21705. Director Doherty seconded the motion, which passed unanimously, 4-0.

Minutes	Date
Approval of Minutes	February 8, 2024
Invoices	Amount
Rachel Steele Invoice	\$5,000.18
290 Wrecker Service (TWS Demobilization)	\$4,400.00
Flyer View (Aerial Maps)	\$2,135.00
Venturi (Inv 1679)	\$1,735.00

Fulcrum Surveying	\$800.00
High Star, Inc. (Rent)	\$678.00
Messer Fort (Inv 22032)	\$577.00
FirstNet (Phone)	\$20.93

5. EXECUTIVE SESSION

Director Franklin convened the Board into Executive Session at 4:05pm.

- a. Section 551.072 Texas Local Government Code- Deliberations about Real Property related to the FM 1774 sewer extension;
- b. Section 551.071 Consultation with Attorney; 1) Legal consultation with attorney on rights and obligations of the corporation under Task Order 211009.31 with Baxter Woodman; 2) Legal consultation with attorney regarding rights and obligations of the Corporation related to Project 2024-1.

The Board reconvened from Executive Session at 4:45pm.

6. CONSIDERATION: Discussion and possible action on items discussed in Executive Session

MOTION: Director Sundquist motioned to authorize the Executive Director and Corporation Attorney to finalize real estate contract and related documents including connection estimates for the acquisition of a 50x50 parcel of land along David Lane supporting the FM 1774 sewer extension project. Director Tate seconded the motion, which passed unanimously, 4-0.

MOTION: Director Sundquist motioned to amend the 2024 Magnolia 4A Project List to include the HGAC Livable Centers Grant Application, with potential matching funds of up to \$85,000 and professional services to support the development of a grant application. Director Tate seconded the motion, which passed unanimously, 4-0.

7. CONSIDERATION: Discussion and possible action on Baxter Woodman Task Order 211009.31 related to the FM 149 tract

Ms. Steele reviewed the Task Order with the Board.

MOTION: Director Sundquist motioned to terminate all tasks and deliverables itemized within Task Order 211009.31 with Baxter & Woodman and directed Executive Director and Corporation Attorney to correspond with the firm to request the mis-expenditure of \$14,000 in EDC funds be refunded to the corporation. Director Doherty seconded the motion, which passed unanimously, 4-0.

8. CONSIDERATION: Discussion and possible action related to future office space for the corporation

Ms. Steele reviewed the attached property summary with the Board.

MOTION: Director Tate motioned to authorize executive director to finalize negotiations with Foldetta Commercial and the 4B Corporation to renew the office lease at the existing location within the Landmark building located at 18230 FM1488 in Magnolia, Texas. Director Sundquist seconded the motion, which passed unanimously, 4-0.

9. CONSIDERATION: Discussion and possible action on bookkeeping services for the corporation

Director Franklin requested that the executive director provide a summary of what surrounding EDCs are doing as far as staffing and to develop financial impact analysis of hiring a full-time employee, coordinating with the Magnolia 4B Corporation as needed, and present findings at the April 2024 monthly meeting. The Board took no additional action on the item.

10. CONSIDERATION: Discussion and possible action on Fulcrum Surveying proposal for FM 1774 to support the sanitary sewer line extension

Ms. Steele reviewed the professional services agreement from Fulcrum Surveying to support the FM 1774 sewer extension. The current contract for surveying services for the FM 1774 has expired, which required this new version to be considered.

MOTION: Director Franklin moved to approve proposal from Fulcrum Surveying for surveying services supporting the FM 1774 sewer extension. Director Sundquist seconded the motion, which passed unanimously, 4-0.

11. CONSIDERATION: Discussion and possible action to adopt an Infrastructure Incentive Policy and Incentive Application

Ms. Steele reviewed the draft policy with the Board. The Board discussed the need for a policy and to ensure that performance criteria were met. Director Tate noted that the goal of an infrastructure incentive is to extend infrastructure at the end points of our existing water and sewer lines to bring additional commercial development and sales tax producing businesses into the city.

MOTION: Director Tate moved to adopt the policy with comments provided with a requirement that developers contribute a minimum of 10% of their own funds towards project costs as part of the project. Director Doherty seconded the motion, which passed unanimously, 4-0.

12. CONSIDERATION: Discussion and possible action on FM 149 tract site plan from Venturi Engineers

Ms. Steele reviewed the site plan with the Board.

MOTION: Director Doherty moved to approve the site plan as presented by Venturi Engineers for the FM 149 tract. Director Sundquist seconded the motion, which passed unanimously, 4-0.

13. CONSIDERATION: Discussion and possible action to approve Resolution 2024-002 identifying as a project a 2025 Livable Centers Call for Project Sponsors Application

Director Franklin asked the Executive Director to update the resolution based on the feedback provided by the Board during the meeting and present a final version at the April meeting. The Board took no action on the resolution.

14. CONSIDERATION: Discussion and possible action on a professional services proposal from The Goodman Corporation for Livable Centers Grant application

Ms. Steele reviewed the professional services agreement from The Goodman Corporation with the Board.

MOTION: Director Sundquist moved to approve the professional services agreement from The Goodman Corporation. Director Tate seconded the motion, which passed unanimously, 4-0.

15. CONSIDERATION: Discussion and possible action to install officers of the corporation for calendar year 2024;

a. Treasurer

MOTION: Director Sundquist nominated Director Tate to serve as Treasurer, Director Doherty seconded the nomination, which passed unanimously, 4-0.

b. Vice President

MOTION: Director Tate nominated Director Sundquist to serve as Vice President, Director Doherty seconded the nomination, which passed unanimously, 4-0.

c. President

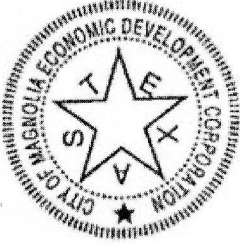
MOTION: Director Tate nominated Director Franklin to serve as President, Director Doherty seconded the nomination, which passed unanimously, 4-0.

16. Future Agenda Items

- a. Lease Renewal
- b. Livable Center Resolution
- c. Project Proposals for 2025
- d. Staff Summary and Budget Impact
- e. FM 149 Analysis Proposal

17. Adjourn

MOTION: Upon a motion to adjourn made by Director Tate and seconded by Director Sundquist, the Board members voted, the motion carried unanimously, 4-0 and the meeting was adjourned at 5:12 pm.




Robert Franklin, President
Magnolia 4A Economic Development
Corporation

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting held on March 14, 2024, by the Board of the City of Magnolia 4A Economic Development Corporation.

ATTEST: 

Anne Sundquist, Vice President
Magnolia 4A Economic Development Corporation