

Pat Zaiontz, President  
Barbara Gardner, Treasurer  
Jonny Williams  
Open, Vice President  
Clyde Hunt  
David Arevalo  
Brenda Hoppe



Executive Director/City Administrator, Paul Mendes  
City Secretary Lynne George  
Corporation Attorney Leonard Schneider

## **4-B COMMUNITY DEVELOPMENT CORPORATION**

### **MINUTES**

#### **REGULAR MEETING**

**THURSDAY AUGUST 10, 2017 - 4:30 P.M.**

Sewall Smith City Council Chambers  
18111 Buddy Riley Blvd., Magnolia, Texas 77354

#### **1. CALL TO ORDER**

President Pat Zaiontz called the meeting to order at 4:30 pm.

##### **a. INVOCATION**

Clyde Hunt delivered the invocation.

##### **b. PLEDGE OF ALLEGIANCE**

President Zaiontz lead the pledge of allegiance to the United States flag.

#### **2. ROLL CALL AND CERTIFICATION OF QUORUM**

President Zaiontz called roll and certified a quorum present with the following Board members in attendance: Pat Zaiontz, Jonny Williams, Clyde Hunt, Brenda Hoppe, David Arevalo, Barbara Gardner

Absent: -0-

Staff present: Executive Director/City Administrator Paul Mendes, City Secretary Lynne George

Also present: Economic Development Coordinator/Planning Technician Tana Ross

#### **3. INTRODUCTION AND WELCOME OF NEWLY APPOINTED MEMBER, JOSHUA CHADWICK**

President Zaiontz introduced and welcomed Joshua Chadwick.

#### **4. ADMINISTER OATH OF OFFICE**

City Secretary Lynne George administered the Oath of Office to Joshua Chadwick.

## **5. CONSIDERATION – ELECTION OF OFFICERS**

Consideration and possible action to elect officers.

**MOTION:** Upon a motion to nominate Brenda Hoppe for Vice President made by Jonny Williams and seconded by David Arevalo, the Board members voted and the motion carried unanimously.

## **6. CITIZENS FORUM**

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

*(For matters not on the agenda. Comments shall be limited to three (3) minutes per person. Comments by the Board shall be limited to:*

- a. Statements of specific factual information given in response to an inquiry;*
- b. A recitation of existing policy in response to an inquiry;*
- c. A proposal to place the subject on a future agenda.*

None.

## **7. ANNOUNCEMENTS**

*(Hear announcements concerning items of community interest from the Board members and City staff for which no action shall be taken or discussed.)*

Newly appointed member Joshua Chadwick introduced himself and provided some background information.

Tana Ross announced the Sept. 16<sup>th</sup> LiveWell 5k Fun Run event, with health clinic, food trucks, fundraiser, etc.

## **8. TREASURER’S REPORT – UPDATE OF REVENUES & EXPENDITURES**

*(Barbara Gardner)*

Barbara Gardner provided a brief summary of revenues, obligations and expenditures.

## **9. CONSENT AGENDA – ROUTINE ITEMS:**

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

- a. Approval of the minutes of the meeting held on July 13, 2017.

	<b><u>Vendor</u></b>	<b><u>Project #</u></b>	<b><u>Amount</u></b>
b.	Magnolia Hardware & Supply Inc. (Inv.#111521)	500848	\$ 14.99
c.	Verizon (Inv.#9789324983)	500848	\$ 40.76
d.	Westside Trophies (Inv.#1845)	500766	\$ 10.00
e.	Liles Parker (Inv.#1498)	500640	\$ 74.00
f.	Tana Ross	500632	\$ 1,387.50

**MOTION:** Upon a motion to approve Consent Agenda items a. thru f. made by Clyde Hunt and seconded by Brenda Hoppe, the Board members voted and the motion carried unanimously.

## **10. CONSIDERATION – ECONOMIC DEVELOPMENT COORDINATOR (“EDC”) CONTRACT**

Consideration and possible action regarding renewal of EDC contract.

**MOTION:** Upon a motion to approve the renewal of the EDC contract made by Brenda Hoppe and seconded by Barbara Gardner, the Board members voted and the motion carried unanimously.

**11. ECONOMIC DEVELOPMENT COORDINATOR REPORT**

*(Tana Ross)*

- Monthly sales tax report  
Economic Development Coordinator/Planning Technician Tana Ross reported sales tax down -9.25% for this period, down -2.81% for the fiscal year to date.
- Monthly sales tax revenue comparison  
Mrs. Ross provided a monthly comparison of other cities, and historical sales tax data.
- Monthly Economic Development Coordinator Report  
In her report, Mrs. Ross briefly summarized report highlights, contacts, developments, planning, community development/marketing, inquiries for Unity Park, bookings, Stroll events, other events, other community efforts, business closings/relocations/openings, interests, upcoming businesses, projects, solicitations, hostings, representations and presentations.

**12. CONSIDERATION – APPROVE IMPLEMENTING A CHARGE PER DAY FOR FOOD TRUCKS ON CITY GROUNDS**

Consideration and possible action to approve implementing a charge of \$5 or \$10 per day to contribute to mowing costs for food trucks on City grounds.

**MOTION:** Upon a motion to approve implementing a charge of \$10 per day for food trucks on City grounds/public spaces to contribute to mowing costs made by Brenda Hoppe and seconded by David Arevalo, the Board members voted and the motion carried unanimously.

**13. CONSIDERATION – ALLOCATION OF \$10,000 TOWARDS CITY INFRASTRUCTURE AND TRANSPORTATION PLAN**

Consideration and possible action to approve the allocation of \$10,000 towards city infrastructure and transportation plan.

President Zaiontz stated that this was a \$30,000 project fee that the 4B CDC is going to pay \$10,000 of it under agenda item f.

Executive Director/City Administrator Paul Mendes stated that The City will pay \$5,000 and 4B will pay \$10,000 and the County will pay \$15,000 to make the \$30,000 and that this is a \$70,000 study. Mr. Mendes showed the Board the proposed routes on a map. Discussion followed.

**MOTION:** Upon a motion to approve the allocation of \$10,000 under agenda item 14.f. towards a collaborative city infrastructure and transportation plan study made by Clyde Hunt and seconded by Brenda Hoppe, the Board members voted and the motion carried unanimously.

#### **14. APPROVED PROJECTS REPORTS/UPDATES**

- a. Unity Park Project – *(approved 2006-2007) - (Jonny Williams, Pat Zaiontz)*

Tana Ross commented that there was a leaky water faucet in the restroom.

- b. Yellow House – *(approved 2009) – (Barbara Gardner, Jonny Williams)*

President Zaiontz reported that we needed to check out the sewer gas odor according to the realtor.

- c. Economic Development Program – *(approved 2007-2008) – (Pat Zaiontz)*

No report.

- (i). Grow Magnolia

Mr. Mendes reported that as soon as the big box gets approved and opens up the channels of communication directly, we need to get pertinent stats and go to the State Capital Development Fund and apply for a grant.

- d. Gateways – *(Brenda Hoppe)*

No report.

Mr. Mendes commented that in speaking with the Williams brothers who are doing 249, funds have been allocated to install a city limits monument sign at the south and north edge of 249 entering Magnolia.

- e. Downtown Upgrades - *(approved 2011) – (Open)*

Joshua Chadwick volunteered to be responsible for this item.

- f. Project to promote new and expanded business development within the City limits and ETJ of Magnolia - Allocation of \$10,000.00 for land, buildings, equipment, facilities, expenditures, targeted infrastructure and improvements to promote new or expanded business development. *(approved March 2013)*

No report.

- g. Project to promote new and expanded business development through the creation of a City Centre - Allocation of \$10,000.00 for land, buildings, equipment, facilities, expenditures, targeted infrastructure and improvements to promote new or expanded business development. *(approved March 2013)*

No report.

**15. CLOSED EXECUTIVE SESSION**

4B CDC may convene into a closed executive session in accordance with the Government Code, Section 551 to discuss the following matters:

§551.072 – Deliberations about Real Property – leasing property on The Stroll to advance community development.

Died for the lack of a motion.

**16. ADJOURN CLOSED EXECUTIVE SESSION AND RECONVENE OPEN MEETING**

No action was taken.

**17. CONSIDERATION - POSSIBLE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION**

Consideration and possible action, if deemed necessary, on items addressed in Closed Executive Session.

No action was taken.

**18. REQUEST(S) FOR AGENDA ITEM(S)**

None.

**19. ADJOURNMENT**

**MOTION:** Upon a motion to adjourn made by Clyde Hunt and seconded Joshua Chadwick, the Board members voted, the motion carried unanimously and the meeting was adjourned at 5:25 p.m.



  
Pat Zaiontz, President

**CERTIFICATION**

I hereby certify this is a true and correct copy of the minutes of the meeting held on August 10, 2017 by the Board of the City of Magnolia 4B Community Development Corporation.

**ATTEST:**

  
Lynne George, City Secretary