

Brenda Hoppe, President  
Joshua Chadwick, Vice President  
Barbara Gardner, Treasurer  
Clyde Hunt  
Andrew Hook  
Brandon Jacobs  
Brett Sims



Rachel Steele, Economic Director  
Don Doering, City Administrator  
Leonard Schneider, Corp. Attorney  
Beverly Standley, Finance Administrator

**MINUTES**  
**4B COMMUNITY DEVELOPMENT CORPORATION**  
**REGULAR MEETING**  
**THURSDAY, AUGUST 10, 2023 – 5:30 P.M.**

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**1. CALL TO ORDER**

Director Hoppe called the meeting to order at 5:30 p.m.

**a. INVOCATION**

An invocation was delivered.

**b. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was delivered.

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

Director Hoppe called roll and certified a quorum present with the following Board members in attendance: Brenda Hoppe, Barbara Gardner, Joshua Chadwick, Brett Sims, Andrew Hook, Brandon Jacobs and Clyde Hunt

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

**2. 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.*

Mr. Frank Parker provided comments and submitted a letter for the record.

**3. ANNOUNCEMENTS**

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

**4. TREASURER'S REPORT –**

- a. Update on revenues and expenditures**
- b. Monthly sales tax summary**

Director Gardner reviewed the report. The Board took no action.

**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 13, 2023 |
| Invoices                         | Amount        |
| McKenna Contracting              | \$8,064.00    |
| Rachel Steele                    | \$4,812.50    |
| Venturi Engineers                | \$3,500.00    |
| BrooksWatson & Co., PLLC (Audit) | \$2,750.00    |
| EHRA (Planning Grant)            | \$1,915.00    |
| High Star (Rent)                 | \$625.00      |
| Liles Parker (July)              | \$236.50      |
| FirstNet (Phone line)            | \$20.90       |

**MOTION:** Upon a motion to approve the Consent Agenda made by Director Sims and seconded by Director Hook, the Board members voted, and the motion carried unanimously, 7-0.

6. **CONSIDERATION:** Discuss and take action on Business Improvement Grant Application for Renaissance Center, 18535 FM 1488 Magnolia, Texas

**MOTION:** Upon a motion by Director Chadwick to authorize a Business Improvement Grant in an amount not to exceed \$17,500 to 2978 Properties, seconded by Director Jacobs, the Board members voted, and the motion passed 7-0.

7. **CONSIDERATION:** Discuss and take action on Business Improvement Grant Application for Assurance Auto Services, 18665 FM 1488 Magnolia, Texas

**MOTION:** Upon a motion by Director Hook to authorize a Business Improvement Grant in an amount not to exceed \$3,400.50 to W & S Consulting, and seconded by Director Hunt, the Board members voted, and the motion passed 7-0.

8. **CONSIDERATION:** Discuss and take action on CORE Survey proposal to update topography survey related to Commerce Street tract

**MOTION:** Upon a motion by Director Sims to approve the CORE Surveying proposal to update the topography survey related to the Commerce Street tract, seconded by Director Gardner, the Board members voted, and the motion passed 7-0.

9. **CONSIDERATION:** Discuss and take action on SIB loan payment options  
The Board took no action.

Ms. Steele read a statement from Mr. Tad Cleaves, Legal Counsel with the Texas Municipal League, advising the 4B Corporation to discuss the terms with an attorney. Director Hoppe asked Mr. Doering if the city wished to make any comments, and he declined. Director Hoppe invited Ms. Standley to give a history of the SIB repayment by the 4B Board, and she declined. The Board took no action on the item.

10. **CONSIDERATION:** Discuss and take action to form a Parks and Recreation Master Plan RFQ Selection Sub-Committee



**MOTION: Upon a motion by Director Hook to form a Parks and Recreation Master Plan RFQ Selection Sub-Committee with Director Chadwick and Director Jacobs, seconded by Director Hunt, the Board members voted, and the motion passed 7-0.**

**11. CONSIDERATION:** Discuss and take action on FY 2022-2023 budget amendment

Ms. Steele noted that the budget amendment before the Board was prepared by the Finance Administrator to ensure that the 4B Corporations would finish the fiscal year with the planned expenses accounted.

**MOTION: Upon a motion by Director Chadwick to approve the 2022-23 budget amendment as presented by the Finance Administrator for FY 2022-23, seconded by Director Gardner, the Board members voted, and the motion passed 7-0.**

**12. WORKSHOP:** Discussion of Fiscal Year 2023-2024 Magnolia Economic Development Corporation Budget

**13. EXECUTIVE SESSION:** The 4B Community Development Corporation may convene in Executive Session under Texas Local Government Code:

**Director Hoppe convened the 4B Community Development Corporation into Executive Session at 6:21 pm, under the Texas Local Government Code.**

- a. Section 551.071 Texas Local Government Code Consultation with Attorney (Legal advice on budget)

**Director Hoppe reconvened the Board from Executive Session at 6:55pm.**

**14. CONSIDERATION-** Discuss and take action on items discussed in Executive Session.

**MOTION: Upon a motion by Director Gardner to direct the Executive Director to research the history of the TxDOT SIB Loans with the 4B Corporation and report findings at the September Board meeting, and seconded by Director Sims, the Board members voted, and the motion passed 7-0.**

**15. CONSIDERATION:** Discuss and take action on FY 2023-2024 Budget proposal

**MOTION: Upon a motion by Director Gardner to approve the 2023-2024 budget set forward by the Board at the July 2023 Board meeting and not to include the 2022 SIB TxDOT loan, seconded by Director Hunt, the Board members voted, and the motion passed 7-0.**

**16. Approved Projects Reports/Updates and Status**

- a. Unity Park<sup>'06</sup>/ Veterans Plaza<sup>'23</sup>

b. Monument Signs ('21)

**16. FUTURE AGENDA ITEMS**

**a. TxDOT SIB Loan Findings**

**18. ADJOURN**

**MOTION:** Upon a motion to adjourn made by Director Hunt and seconded by Director Sims, the Board members present voted, and the motion carried unanimously, 7-0 and President Hoppe adjourned the meeting at 7:18 pm.



A handwritten signature in black ink, appearing to read "Brenda Hoppe", written over a horizontal line.

Brenda Hoppe, President  
Magnolia 4B Community Development  
Corporation

**CERTIFICATION**

I hereby certify this is a true and correct copy of the minutes of the meeting held on August 10, 2023, by the Board of the City of Magnolia 4B Community Development Corporation.

ATTEST:

A handwritten signature in blue ink, appearing to read "Joshua Chadwick", written over a horizontal line.

Joshua Chadwick, Vice President  
Magnolia 4B Community Development  
Corporation