

Brenda Hoppe, President
Joshua Chadwick, Vice President
Barbara Gardner, Treasurer
Clyde Hunt
Trevor Brown
Kevin Moore
Lisa Grant



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

MINUTES

4B COMMUNITY DEVELOPMENT CORPORATION
REGULAR MEETING
THURSDAY AUGUST 12, 2021 – 5:30 P.M.
Sewall Smith City Council Chambers
18111 Buddy Riley Blvd.
Magnolia, Texas 77354

1. CALL TO ORDER

President Brenda Hoppe called the meeting to order at 5:31 p.m.

a. INVOCATION

Clyde Hunt delivered the invocation.

b. PLEDGE OF ALLEGIANCE

President Brenda Hoppe led the Pledge of Allegiance.

c. ROLL CALL AND CERTIFICATION OF QUORUM

President Brenda Hoppe called roll and certified a quorum present with the following Board members in attendance: Brenda Hoppe, Barbara Gardner, Kevin Moore, Clyde Hunt and Trevor Brown

Absent: Lisa Grant and Joshua Chadwick

Staff present: Economic 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)

(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

3. **ANNOUNCEMENTS**

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

None

4. **TREASURER'S REPORT**

(Director Barbara Gardner)

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

Barbara Gardner provided a summary of revenues, obligations, and expenditures. Director Hoppe requested that in future meetings that the Executive Director review the status of the sales tax report in greater detail with the Board.

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 8, 2021 July 26, 2021
Vendor	Amount
July:	
Greater Magnolia Chamber of Commerce	\$10.00
Central East Texas Alliance (CETA)	\$110.00
Daniel's Landscaping	\$2,500.00
Liles Parker	\$330.00
Rachel Steele	\$731.25
Houston Business Journal	\$45.00

MOTION: Upon a motion to approve Consent Agenda items made by Clyde Hunt and seconded by Barbara Gardner, the Board members present voted, and the motion carried unanimously, 6-0.

6. **CONSIDERATION AND POSSIBLE ACTION- ESTABLISHING GOALS AND OBJECTIVES FOR THE 4B FAÇADE IMPROVEMENT GRANT PROGRAM**

Ms. Steele reviewed the program with the Board and discussed the process of establishing the Façade Improvement Grant as an official program of the 4B Corporation. Director Hoppe requested that the Board receive an updated briefing at the September Board meeting.

MOTION: This item was presented for informational purposes only and the board took no action.

7. **DISCUSSION- REVIEW PROCEDURES RELATED TO PROJECT IMPLEMENTATION**

Ms. Steele reviewed with the Board the State Guidelines 4B Corporations must follow to identify, initiated and undertake a proposed project.

MOTION: This item was presented for informational purposes only and the board took no action.

8. **APPROVED PROJECTS REPORTS/UPDATES**

- a. Business Promotion Expansion Activities – (approved March 2013)
- Land available for parking near The Stroll

There was discussion regarding available land near The Stroll for parking purposes and the possibility of the Methodist Church consideration to share or make property available for sale. Director Hoppe noted that the 4B Corporation had consented to former Economic Coordinator Floyd to develop a proposal not to exceed \$400,000 to submit to the Church for parking improvements. Ms. Steele confirmed that she would bring back an update on the proposal at the September meeting.

9. **DISCUSSION- REVIEW 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. 2021, was the 26th anniversary of the 4B Corporation and it was time to highlight. Some of the projects and initiatives the 4B supports and accomplishes in any given year. A draft document will be presented to the Board at the October Board meeting.

10. **DISCUSSION- REVIEW COMMERCIAL DEVELOPMENT RESOURCES**

Ms. Steele noted that the Welcome To Magnolia packet on the 4B website was published in 2016, and needs to be updated. Efforts to update the packet will be undertaken in the next few weeks with an updated version presented at the October 2021 Board Meeting.

11. **DISCUSSION-RECEIVE UPDATE 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.

12. **EXECUTIVE DIRECTOR'S REPORT**

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

13. **FUTURE AGENDA ITEMS**

The board requested the following:

- Methodist Church parking lot update
- Façade Improvement Grant information/Landscape Beautification Grant
- Welcome to Magnolia Business Guide
- Marketing Collateral Program
- Community Development Grants for FY 2022

14. **ADJOURN**

MOTION: Upon a motion to adjourn made by Clyde Hunt and seconded by Trevor Brown, the Board members present voted, and the motion carried unanimously, 6-0 and President Hoppe adjourned the meeting at 6:42 pm.



Brenda Hoppe, 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 4B Community Development Corporation.

ATTEST:

Kandice Garrett, City Secretary