

Brenda Hoppe, Vice President
Barbara Gardner, Treasurer
Jonny Williams
Clyde Hunt
David Arevalo
Joshua Chadwick

Interim City Secretary Diane Hurley
4B CDC Attorney Leonard Schneider



MINUTES
JOINT SPECIAL MEETING
4A EDC & 4B CDC
THURSDAY, AUGUST 13, 2020 – 5:30 P.M.
Sewall Smith City Council Chambers
18111 Buddy Riley Blvd.
Magnolia, Texas 77354

1. **CALL JOINT OPEN MEETING WITH 4A EDC AND 4B CDC TO ORDER**

President Jonny Williams called the meeting to order at 5:30 p.m.

a. INVOCATION

Basil Tate delivered the invocation.

b. ROLL CALL AND CERTIFICATION OF QUORUM FOR 4A

President Jonny Williams called roll and certified a quorum present with the following Board members in attendance: Jonny Williams, Robert Franklin, Basil Tate, Anne Sundquist

Absent: Pat Zaiontz

Staff present: City Administrator Don Doering, Interim City Secretary Diane Hurley; Finance Administration Clerk Beverly Standley; Public Works Director David Coburn

2. **CONSIDERATION – APPROVE PROPOSED 4A EDC BUDGET AS PRESENTED**

Consideration and possible action to approve the proposed budget as presented.

Basil Tate stated he would get with the Finance Administration Clerk Beverly Standley to adjust the travel training expense to \$1500.00.

MOTION: Upon a motion to approve the Proposed 4A EDC Budget as presented made by Basil Tate and seconded by Robert Franklin, the Board members present voted by roll call as follows: President Jonny Williams – aye; Robert Franklin – aye; Basil Tate – aye; Anne Sundquist – Aye; and the motion carried unanimously.

3. **CONSIDERATION – DISCUSSION/CONSIDERATION – COMPENSATION FOR STAFF WHO DOES WORK FOR 4A ECONOMIC DEVELOPMENT CORPORATION (“4A EDC”)**

Consideration and possible action to approve \$100.00 a month compensation for the Finance Administration Clerk Beverly Standley.

MOTION: Upon a motion to approve 4B to pay Beverly Standley the Finance Administration Clerk \$100.00 a month made by Basil Tate and seconded by Anne Sundquist, the Board members present voted by roll call as follows: President Jonny Williams – aye; Robert Franklin – aye; Basil Tate – aye; Anne Sundquist – Aye; and the motion carried unanimously.

4. **CONSIDERATION – DISCUSSION ON THE ECONOMIC DEVELOPMENT DIRECTOR POSITION**

Consideration, discussion of the “Economic Development Director position”.

Jonny Williams stated one member from 4A and 4B will meet with the City Administrator Don Doering to review the applicants and discuss the salary range.

5. **ADJOURN JOINT OPEN MEETING WITH 4A EDC AND 4B CDC**

MOTION: Upon a motion to adjourn made by Robert Franklin and seconded by Basil Tate, the Board members present voted by roll call as follows: President Jonny Williams – aye; Robert Franklin – aye; Basil Tate – aye; Anne Sundquist – Aye; and the motion carried unanimously.

OPEN REGULAR 4B CDC MEETING

1. **CALL TO ORDER**

Vice President Brenda Hoppe called the meeting to order at 6:00 p.m.

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

Vice President Brenda Hoppe called roll and certified a quorum present with the following Board members in attendance: Brenda Hoppe, Joshua Chadwick, David Arevalo; Jonny Williams; Barbara Gardner; Clyde Hunt; Trevor Brown.

3. **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.

4. **ANNOUNCEMENTS**

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

ice President Brenda Hoppe stated that Magnolia Festival Committee will have The Stroll Thru the Renaissance on Saturday, September 26th from 3:00 pm - 7:00 pm. Vice President Brenda Hoppe stated the Texas Renaissance Festival will take place this year.

5. **TREASURER'S REPORT – UPDATE OF REVENUES & EXPENDITURES**

(Barbara Gardner)

a. Update on revenues and expenditures

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

6. **CONSENT AGENDA – ROUTINE ITEMS:** *(This portion of the agenda consists of all items considered to be routine and will be enacted by one motion unless separate discussion is requested by a Board Director or a citizen.)*

Minutes	Date
Approval of minutes	July 9, 2020
Vendor	Amount
August:	
Daniel's Landscaping	\$ 2,000.00
Liles Parker Attorneys & Counselors at Law	\$ 143.50
Affordable Electric	\$ 115.00
Verizon	\$ 37.99
Houston Chronicle	\$ 299.84

MOTION: Upon a motion to approve all Consent Agenda items made by Clyde Hunt and seconded by Josh Chadwick, the Board members present voted by roll call as follows: Vice President Brenda Hoppe– aye; Jonny Williams – aye; Barbara Gardner – aye; Joshua Chadwick – aye, Clyde Hunt; Trevor Brown and the motion carried unanimously.

7. **CONSIDERATION – APPROVE PROPOSED 4B CDC BUDGET AS PRESENTED**

Consideration and possible action to approve the proposed budget as presented.

MOTION: Upon a motion to approve the proposed 4B CDC budget as presented made by Clyde Hunt and seconded by Barbara Gardner, the Board members present voted by roll call as follows: Vice President Brenda Hoppe– aye; Jonny Williams – aye; Barbara Gardner – aye; Joshua Chadwick – aye, Clyde Hunt; Trevor Brown and the motion carried unanimously.

8. **CONSIDERATION – APPROVE PROPOSED BID FOR 4B STORAGE SHED**

Consideration and possible action to approve the proposed bid for a 4B storage shed.

The item will be tabled until the next 4B meeting. Jonny Williams will submit bids on a storage shed at the next 4B meeting on September 10, 2020.

9. **CONSIDERATION – APPROVE BIDS FOR MOWING AT UNITY PARK**

Consideration and possible action to approve proposed bids.

Daniels Landscaping bid was renewed for a two (2) term.
City Administrator Don Doering stated there needs to be a start and ending date on Daniels Landscaping's contract.

MOTION: Upon a motion to approve the proposed bid to Daniel's Landscaping made by Jonny Williams and seconded by Clyde Hunt, the Board members present voted by roll call as follows: Vice President Brenda Hoppe– aye; Jonny Williams – aye; Barbara Gardner – aye; Joshua Chadwick – aye, Clyde Hunt; Trevor Brown and the motion carried unanimously.

10. CONSIDERATION – DISCUSSION ON THE ECONOMIC DEVELOPMENT DIRECTOR

Consideration, discussion of the "Economic Development Director position".
Jonny Williams stated one member from 4A and 4B will meet with the City Administrator Don Doering on September 4, 2020, to discuss the applicants for the "Economic Development Director position". City Administrator Don Doering will send all the Board Members the applications and rating sheet.

11. CONSIDERATION – DISCUSSION ON MELISSA CARLYLE AND FLOYD RIDDLE'S 4B'S WORK DUTIES

Consideration/discussion on Melissa Carlyle and Floyd Riddle's work duties for 4B CDC.
The tabled item will be discussed at the 4B September 10, 2020 meeting.

12. APPROVED PROJECTS REPORTS/UPDATES

- a. Unity Park Project – (*approved 2006-2007*) - (*Jonny Williams*)
 - Update; park needs, including pond
 - Utility Director David Coburn stated the splash pad was not working on August 13, 2020; but it has been repaired and is up and running.
 - Vice President Brenda Hoppe requested a list of work duties that Floyd Riddle does for 4B at the next 4B meeting.
- b. Grow Magnolia-
None
- c. Gateways – (*Brenda Hoppe*)
Monument signs:
City Administrator, Don Doering stated the new monument signs would be about \$4800.00 for each location.
Vice President Brenda Hoppe asked for City Administrator Don Doering, to begin researching who owns the property on the southwest corner of FM 1774 at FM1486 for future monument signs.
- d. Downtown Upgrades – (*Joshua Chadwick*)
 - Joshua Chadwick reported Whataburger will open for business on August 17, 2020.
 - Joshua Chadwick reported Magnolia Lights has no movement at this time. They do have a Site Work Permit.
- e. 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)

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

- a. Vice President Brenda Hoppe and Jonny Williams requested a list of work duties that Floyd Riddle does for 4B CDC at the next 4B CDC meeting on September 10, 2020.
- b. Vice President Brenda Hoppe requested City Administrator Don Doering to provide information regarding the Monument Signs and who owns the property at 1488/1774.

ADJOURN

MOTION: Upon a motion to adjourn made by Clyde Hunt and seconded by Joshua Chadwick, the Board members present voted by roll call as follows: Brenda Hoppe – aye; Barbara Gardner – aye; Jonny Williams – aye; Joshua Chadwick – aye, the motion carried unanimously, and Vice President Hoppe adjourned the meeting at 6:46 p.m.




Brenda Hoppe, Vice President

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting held on August 13, 2020, by the Board of the City of Magnolia 4B Community Development Corporation.

ATTEST:


Interim City Secretary Diane Hurley