

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



Kandice Garrett, City Secretary
Leonard Schneider, Corp. Attorney
Rachel Steele, EDC Director

MINUTES

4B COMMUNITY DEVELOPMENT CORPORATION
REGULAR MEETING
THURSDAY DECEMBER 10, 2020 – 5:00 P.M.
Sewall Smith City Council Chambers
18111 Buddy Riley Blvd.
Magnolia, Texas 77354

1. CALL TO ORDER

Vice President Brenda Hoppe called the meeting to order at 5:01 p.m.

a. INVOCATION

Clyde Hunt delivered the invocation.

b. PLEDGE OF ALLEGIANCE

Vice President Brenda Hoppe led the Pledge of Allegiance.

c. 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, Barbara Gardner, Clyde Hunt, Joshua Chadwick, and Trevor Brown.

Absent: Kevin Moore and David Arevalo

Staff present: City Administrator Don Doering, City Secretary Kandice Garrett, Finance Clerk Beverly Standley, and EDC Director Rachel Steele

2. INSTALLATION OF NEW DIRECTOR

City Secretary, Kandice Garrett swore in 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.)

City Administrator Don Doering announced the City's Christmas Luncheon and surprise Retirement Party for Public Works Director David Coburn on December 15th. He also informed the Corporation of upcoming holiday closures for the City.

5. **TREASURER'S REPORT**

(Director Barbara Gardner)

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

Barbara Gardner pointed out sales tax revenue in the approximate amount of \$47,282 was the highest she has ever seen, compared to a more usual amount in the mid \$20,000's utilizing this report that records a three month lag.

6. **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	11-12-2020
Vendor	Amount
October:	
The Courier*	\$297.79
November	
VistaPrint*	\$21.11
TML/EDC*	\$82.50
Quill	\$380.87
Sam's Club	\$82.38
Magnolia Hardware & Supply, Inc. (INV. 137350)	\$4.55
Magnolia Hardware & Supply, Inc. (INV. 137170)	\$1.20
Magnolia Hardware & Supply, Inc. (INV. 137446)	\$40.67
C&C Surveying (INV.18803)	\$250.00
Lone Star Septic & Plumbing (INV. 6273)	\$225.00
Verizon	\$37.99
December	
Dell*	\$807.99

* Denotes 50/50 cost sharing with 4A.

Vice President Brenda Hoppe asked for clarification on the Courier invoice which was for a one time position advertisement, the TML invoice which was for the EDC Seminar and the Quill invoice which was for Unity Park supplies. She also noted the Sam's Club card has police chief Kyle Montgomery's name shown, however that doesn't mean purchases are for the police department necessarily because

his name is on the account. She also brought up a question regarding the invoice for C&C Surveying which is for the staking only and not the survey. The future modified invoice will be submitted once he provides the drawing, stated Don Doering. He further said their office was closed due to someone contracting COVID. Further discussion occurred regarding the storage shed installation. The project is being held up until the drawing is submitted.

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

7. **CONSIDERATION – Discussion and possible action on the payment of invoice from MWS Inc for Storage Shed project.**

(Executive Director, Rachel Steele)

Review and take action on invoices for Storage Shed project

Discussion of the Storage Shed location at Unity Park.

EDC Director Rachel Steele stated this invoice is 40% of the total invoice already approved and is bringing it before the board to get it processed.

MOTION: Upon a motion to approve payment of invoice from MWS, Inc. for storage shed project made by Joshua Chadwick and seconded by Trevor Brown, the Board members present voted and the motion carried unanimously.

8. **CONSIDERATION – Discussion and possible action on the location of storage shed at Unity Park**

(City Administrator, Don Doering)

Vice President Brenda Hoppe opened up discussion on the layout of where the storage shed will be located and that being the most ideal spot other than a possible alternative location where the conex boxes are sitting next to the restrooms with some clearing out.

9. **CONSIDERATION – Discussion and possible action on Daniel's Landscaping agreement and monthly invoices.**

(Executive Director, Rachel Steele)

Consideration, discussion, and possible action to review Daniel's Landscaping service contract dated September 15, 2020 as well as October and November invoices.

EDC Director Rachel Steele went over the invoice and contract by explaining the Corporation approved a contract in September 2020 for traditional services in the amount of \$2,000 per month. An invoice from Daniel's Landscaping was submitted the following month in October 2020 in the amount of \$2,500 and another invoice for the same amount the following month and stated she does not show in the Minutes or any record of changes to the original approved contract. By bringing this to the Corporation's attention she is asking if they are aware of any changes or need for an amendment. Discussion took place and a recall of events between the vendor and members of the Corporation as well as City employees and there was

agreement the contract should be for \$2,500 per month and to pay the current invoices at \$2,000 per month until an amended executed contract is in place and they can go back to pay the difference to Daniel's Landscaping. The Corporation agreed to amend the contract and pay the invoices for October and November for \$2,500 per month with an amended contract.

MOTION: Upon a motion to amend the contract for Daniel's Landscaping as of September 15, 2020 to pay \$2,500 per month for services for Unity Park and The Stroll made by Barbara Gardner and seconded by Joshua Chadwick, the Board members present voted and the motion carried unanimously; Clyde Hunt opposed.

10. CONSIDERATION- Discussion and possible action on a possible Shared Services Agreement with City of Magnolia.

(Executive Director, Rachel Steele)

Consideration of Shared Services Agreement with the City of Magnolia as noted in Article III of the City of Magnolia 4B Community Development Corporation Bylaws.

EDC Director Rachel Steele reported that per the Bylaws that were established back in the 1990's is to create a shared services agreement with the City when it gets to a functioning point which formalizes your relationship and expectations between what resources you use and access and how payment and compensation is balanced out. Ms. Steele has drafted this article for review and asking for feedback from the Corporation with plans to workshop it with 4A as well and get to a consensus on language and in January or February take this to Council to show something more prescriptive than we have now. Exhibit A, which shows each service being utilized by the City at present, was discussed, specifically pointed out by Ms. Steele was Park operation and maintenance and the call for utilizing the City's work order system moving forward. She further pointed out that the agreement is positioning the Corporation to pay a flat fee to the City and not an employee beginning fiscal year October 2021 as the clock will just run out on the current contract status. Further discussion occurred regarding fee items and Ms. Steele noted she will take the feedback and workshop it with 4A to get a consensus. There will be three agreements in place for the 4B Corporation; one for services, one for rental space, and one for an employment agreement to allow for items to be addressed separately. Ms. Steele will bring the rental space and employment agreements on next month's agenda. Brenda Hoppe suggested the Corporation Positions be added. Ms. Steele shared the first three positions are supposed to be staggered from the other four and she has been working on the chronology of past directors.

11. APPROVED PROJECTS REPORTS/UPDATES

- a. Unity Park Project – *(approved 2006-2007)*
 - Park Update; maintenance needs, status of assets
- b. Grow Magnolia
- c. Gateways –
 - Monument signs
- d. Downtown Upgrades - *(approved 2011) – (Joshua Chadwick)*

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

EDC Rachel Steele reiterated the work order system will be helpful to address incoming issues along with providing a list for prioritization and acknowledgment that Josh will possibly be coordinating on some of those issues. Brenda Hoppe brought up concerns where there was a tree clearing around a stagnant pond which could present a hazard or safety concern. Ms. Steele and others reported persons are becoming aware it is available. Signage or some boundary put in place was discussed. This item will be added to the list. There has been some wash out issues on the Stroll which will be looked at. The issue of Daniel's Landscaping making unauthorized repairs out in the field and then submitting the invoice for payment was discussed and determined there needs to be tighter controls, which the work order system will help with that. Brenda Hoppe also asked that the Stroll be added to project reports and updates on the agenda. There was discussion on the procedure for reporting and payment of repairs between the City and the Corporation. Also discussed was the tent and its disposal through an organization to sell it as well as cleaning out the storage to dispose of non-useable items. The golf carts were brought up and discussion occurred which led to the request Ms. Steele bring back an asset summary to know what's working and what is not.

Grow Magnolia needs to be identified as requested by Ms. Hoppe for their consideration and review at a future meeting. Also, the monument sign discussion led to reporting that the one sign on FM 1488 is on hold until the expansion and Heritage Green starts their development, as well as a request was made by Ms. Hoppe to see what the Corporation could do to get the one on FM 1774 heading south at FM 1486. An update on the four gateway signs was requested.

Downtown upgrades through façade grants were discussed as to how they were formerly used. Also other ideas and how the Corporation envisions future projects. A call was made to bring forth an identification of what downtown upgrades include and some suggestions from Ms. Steele.

12. **REQUEST FOR AGENDA ITEMS**

Looking to set a joint workshop with 4A for a strategic plan sometime in January.

13. **ADJOURN**

MOTION: Upon a motion to adjourn made by Joshua Chadwick and seconded by Clyde Hunt, the Board members present voted and the motion carried unanimously, and Vice President Hoppe adjourned the meeting at 6:21 pm.



Brenda Hoppe

Brenda Hoppe, Vice President

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting held on December 10, 2020, by the Board of the City of Magnolia 4B Community Development Corporation.

ATTEST:

Kandice Garrett

Kandice Garrett, City Secretary