

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



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

MINUTES

4B COMMUNITY DEVELOPMENT CORPORATION REGULAR MEETING THURSDAY JANUARY 14, 2021 – 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: David Arevalo

Staff present: City Administrator Don Doering, City Secretary Kandice Garrett, Finance Clerk Beverly Standley, and EDC 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.*

None.

3. **ANNOUNCEMENTS**

Vice President Brenda Hoppe announced Magnolia Festival Committee is having a meeting on Wednesday, Dec. 16th at 5:15 p.m. at the Magnolia Coffee House Bistro to discuss the cook off which was originally scheduled for April 30th through May 1st. The Houston Livestock and Rodeo moved their Cook-off event to the same time this year which now affects the Festival's planned event.

Brenda Hoppe also brought up that the Magnolia Festival Committee is considering the purchase of a live tree versus an artificial tree and requested the City check the electricity for the tree as some of the lights went out on the Christmas tree in front of City Hall.

4. ELECTION OF OFFICERS

The Board will nominate and install a President, Vice-President and Treasurer for 2021.

Executive Director Rachel Steele announced officers will hold seats for the calendar year 2021 and provided to the board the recent ruling from the Corporation's attorney, Leonard Schneider. She explained all board member positions are expired except Trevor Brown and Kevin Moore, however it is a holdover and being that the intent of City Council is always to populate this committee, we wait until July, bring it back then and do staggered appointments for the seven member board as three will sit for a year and four will sit for two years and then we will be right with the by-laws again. It was further clarified the members are now operating under a grandfathered extension with a full appointment coming in July. City Council will make the determination and it would be helpful if the members complete the application form again so we have a current dated form.

MOTION: Upon a motion to appoint Brenda Hoppe as President of the 4B CDC made by Clyde Hunt and seconded by Joshua Chadwick, the Board members present voted and the motion carried unanimously.

MOTION: Upon a motion to appoint Joshua Chadwick as Vice President of the 4B CDC made by Clyde Hunt and seconded by Brenda Hoppe, the Board members present voted and the motion carried unanimously.

MOTION: Upon a motion to appoint Barbara Gardner as Treasurer of the 4B CDC made by Clyde Hunt and seconded by Brenda Hoppe, the Board members present voted and the motion carried unanimously.

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 amount of \$41,370 was almost double compared to the amount of \$22,000 at the same time last year according to the report that records a three month lag. The members also discussed the top-ten sales tax contributors in the city.

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	12-10-2020
Vendor	Amount
November	
Liles Parker	\$92.50
December:	
Liles Parker*	\$92.50
Daniel's Landscaping	\$2,500.00
Magnolia Hardware & Supply, Inc. (INV.)	\$68.96
Magnolia Hardware & Supply, Inc. (INV.)	\$37.98
Verizon	\$37.99

Clyde Hunt brought up the purchase of four pad locks. Joshua Chadwick replied they discovered that someone had the combination or keys and opened up the bathrooms, kitchen and the supply room at the park recently without any knowledge from Public Work's employees. The locks were changed and the new combination pad locks put in place. Brenda Hoppe stated the conditions they found at the facility are in poor shape. Floyd is the only person who has the combination to the new locks and he is not sharing with any other persons, they said.

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

7. PRESENTATION – 4B CORPORATIONS IN TEXAS

(Executive Director, Rachel Steele)

EDC Director Rachel Steele provided an explanation of the document she pulled together for the board that summarizes what 4B is here to do and the roles and relationships with Council. She said through the authority given by the Texas Legislature and the Development Corporation Act it gives you the ability to raise funds and finance economic and community development efforts. In 1995 the City leadership formulated the CDC and from there on you have been up and operating. Unity Park has been a large serving part of projects and it's kind of made it the mission of the CDC, but that doesn't mean that is all you are entitled to do. Ms. Steele further discussed their additional broader abilities as a 4B Corporation utilizing sales tax revenue to promote, expand and create new enterprise.

8. **CONSIDERATION – DISCUSSION AND POSSIBLE ACTION ON THE LOCATION OF STORAGE SHED AT UNITY PARK**

(City Administrator, Don Doering)

Discussion took place regarding the park being in the city limits as it was annexed in 2010, but Google maps doesn't show it as that, and we had to dig into the GIS system which hasn't been updated in years to finally get an updated boundary, Rachel Steele stated. City Administrator Don Doering reported that the surveyor, Mr. Cruz, said he would have the survey done the previous week and that did not happen. The Corporation paid him \$250 to locate the boundaries, which he did and now he is being asked to do new work. The Corporation is not bound by contract to use Mr. Cruz and may find someone else if the survey doesn't get done soon, they determined.

9. **CONSIDERATION – REVIEW AND DISCUSSION OF UNITY PARK MAINTENANCE PRIORITIZATION LIST**

(Director Joshua Chadwick)

Review and prioritization of maintenance at Unity Park.

There was discussion of getting the area where the snow cone stand used to sit that has a possible broken water line where a pvc pipe has been placed that is of concern and a potential liability for the City Brenda Hoppe said. Joshua went over the list and determined the amount of work is vast and many priorities will cost more than \$500 because there is not much maintenance budgeted for the Park. They determined they have approximately \$13,000 to spend out of maintenance. Rachel Steele explained their budget options to remedy some of these items if they wanted to make this the year to do it. She also reminded the board that it is not intended of them to be the janitor or custodian of this in perpetuity.

Of the list discussed, the board decided the following: to remove and cap the drinking fountain next to the skate park due to being a safety issue, the parking lot lights were moved to a number two item, consider the park road speed bumps which are unbolted and move around and could puncture tires from any bars sticking up, mulch still needs to be purchased and Daniel's landscaping was paid to put out mulch, the electrical outlets down under the pavilion need repairing as well as a number of other electrical issues and they agreed to hiring an electrician to develop a short list, the bathroom ceilings are starting to mildew and need to be addressed, public safety signs need to be replaced, downspouts to curb away erosion will be an expensive item, the bathrooms keep getting broken into and toilets being plugged up and it is becoming difficult to maintain public levels with the current lift station. Rachel Steel summarized this discussion with the intention of submitting work orders for the drinking fountain, bathroom ceiling and getting an electrician out to the park and provide a punch list. In the meantime, they will continue to do operational maintenance. They further decided to identify and come to a consensus which items are priority from the list and decide at the next meeting what will be repaired moving forward. Review and investigate the maintenance of the sewer cap and obtain a cost from someone to repair it and approve at next month's meeting in hopes of doing the work in February was discussed at the end.

The board asked Rachel to get clarification on whether or not the pavilion was considered county property and to note other county areas as well that fall within the area.

10. **APPROVED PROJECTS REPORTS/UPDATES**

a. **Unity Park Project**

- Tent and Connex Disposal Schedule

Rachel Steel announced the tent and the connex units should be posted on govdeals.com tomorrow for auction beginning at \$150 "as is, where is" and the purchaser has to come and take it all down. It will run for 14 days. There is a 12% premium fee for them to market it, upload it, house it and they even wrote up the description.

- Asset Itemization

Rachel Steel was out on quarantine and will get to this item in January.

b. **Grant and Community Development Opportunities**

Rachel Steel informed the board of upcoming HGAC events; some Main Street Workshops and if there is interest in becoming more aware on those programs and how that they may entertain with the 4B to let her know and she'll get them registered.

c. **Magnolia Gateways –**

- FM 1488 (East and West)
- FM 1774 (North and South)

Rachel Steel contacted Union Pacific and they are not entertaining any projects within their right-of-ways. With the expansion on FM 1488, TxDOT is going to take out the right-of-way that is there, but she thinks they could come in within the right-of-way and do some placemaking.

d. **Downtown Revitalization Eligible Projects**

No real updates at this time.

e. **Shared Services Agreement**

Rachel Steele reminded the board this is an agreement she had presented to them last month for services with the City and being that she hadn't received any comments or feedback wanted to keep it open for another month to bring it back to their attention. This agreement is meant to cover the rest of this fiscal year, she said.

f. **Business Promotion Expansion Activities - (approved March 2013)**

It was identified that \$10,000 has been set aside for this purpose.

g. **Executive Director's Report**

Rachel Steele summarized some milestones for the month: one being executing Daniel's Landscaping agreement with a final full contract with a final full contracted amount. Joshua Chadwick suggested the next time the contract is up for bid to put in place a five-year term with the option for 4B to cancel after a year for whatever reason to prevent prices going up and avoiding the time it takes to bid it out every

year. Ms. Steele continued her report informing the board information regarding the top five sales taxpayers, met with Public Works to get the punch list for repairs at Unity Park, reviewed the Shared Services Agreement, the disposing of the connex's, and both Director Hoppe and Director Sundquist had an interview with Community Impact for an article coming out regarding economic development within the City of Magnolia.

There is also some momentum on the Magnolia Relief Route getting HGAC funding spear headed by the County Commissioner and putting county money towards a match to get the engineering and design underway of the project; they would like to see it slated for construction in the next five years, she reported. The funding authorization is going to be fast-tracked and it gives the 4B economic development potential and expands the boundaries to the north around SH 249 and FM 1774, and also the terms of office for the board to be ready to go to Council in July. Rachel Steel also mentioned Dairy Queen is looking at coming into the City.

11. **REQUEST FOR AGENDA ITEMS**

The board requested more details on Unity Park expenses and bank signature cards.

12. **ADJOURN**

MOTION: Upon a motion to adjourn made by Clyde Hunt and seconded by Joshua Chadwick, the Board members present voted and the motion carried unanimously, and President Hoppe adjourned the meeting at 6:35 pm.



Brenda Hoppe, President

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting held on January 14, 2021, by the Board of the City of Magnolia 4B Community Development Corporation.

ATTEST:

Kandice Garrett, City Secretary