



## 4-B COMMUNITY DEVELOPMENT CORPORATION

### **MINUTES**

**CITY OF MAGNOLIA**

**4B COMMUNITY DEVELOPMENT CORPORATION**

**REGULAR MEETING**

**THURSDAY MAY 12, 2011 - 5:30 P.M.**

**Sewall Smith City Council Chambers**

**18111 Buddy Riley Blvd, Magnolia, Texas 77354**

A regular meeting of the Magnolia 4B Community Development Corporation met on May 12, 2011, beginning at 5:30 pm, in the Sewall Smith City Council Chambers located at 18111 Buddy Riley Blvd, Magnolia, Texas 77354.

#### **1. CALL TO ORDER**

President Frank Parker called the meeting to order at 5:30 pm.

#### **2. INVOCATION AND PLEDGE OF ALLEGIANCE**

Board member Jonny Williams delivered the invocation.

#### **3. ROLL CALL AND CERTIFICATION OF QUORUM**

President Frank Parker called roll and certified a quorum present with the following Board members in attendance: Frank Parker, Jerry Reed, Jonny Williams, Pat Zaiontz, Clyde Hunt and Gari Lynn Hessong.

Absent: Andy Mize

Staff present: Executive Director Paul Mendes, City Secretary Lynne George Economic Development Coordinator Deborah Rose Miller, Farmers Market Coordinator Brenda ("Boo") Henderson

#### **4. PUBLIC HEARING**

At 5:30 pm, President Frank Parker recessed the open meeting and convened the Public Hearing.

#### **NOTICE OF HEARING**

Notice is hereby given that a public hearing will be conducted by the City of Magnolia 4B Community Development Corporation on the 12<sup>th</sup> of May 2011 at 5:30 pm at City of Magnolia City Hall, 18111 Buddy Riley Boulevard, Magnolia, Texas 77354. The public hearing will be held to consider the adoption and funding of the following project: Public information LED sign. The public is welcome and encouraged to comment and participate.

President Frank Parker read the Notice of Hearing aloud and asked for any public comments, oral or written.

**5. ADJOURN PUBLIC HEARING AND RECONVENE OPEN MEETING**

At 5:32 pm, President Frank Parker adjourned the Public Hearing and reconvened the open meeting.

**6. CONSIDERATION – PUBLIC INFORMATION LED SIGN(S)**

Consideration and possible action to adopt and authorize funding of public information LED sign(s) in an amount not to exceed \$\_\_\_\_\_.

**MOTION: Upon a motion by Jonny Williams to authorize funding of the public information LED sign(s) to be placed in front of City Hall from Adbrite in an amount not to exceed \$26,000 and seconded by Pat Zaiontz, the Board members present voted and the motion carried unanimously.**

President Frank Parker amended the agenda order to address agenda item No. 12. g.

**12. g. Farmers Market**

Boo Henderson reported on the number of craft market and farmer market vendors, and the market traffic on Mother's Day.

**7. PRESENTATIONS**

Deborah Rose Miller presented a map that is being produced for the visitor centers and key businesses, with the city on one side, and The Stroll on the other, to showcase our businesses. Ms. Miller also presented the new host city logo for the Texas Renaissance Festival as a result of a logo contest held by the Magnolia Community Foundation. The logo was slightly modified and the student who did it will be presented with a check for \$100 at the City Council meeting. The logo will be made into a banner to cross the street. Ms. Miller also gave a brief presentation of a map showing Conroe's city limits and ETJ. She stated the Greater Magnolia Economic Development Partnership, at their last meeting, focused on and voted for two measures to work with the 4B and the City to help do whatever needs to be done to acquire right-of-way to grow Magnolia.

**8. CITIZENS FORUM**

*(No official or formal action or vote may be taken on any comment made by citizens during Citizens Forum)*  
None.

**9. 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 Secretary Lynne George announced that all signatures on the Application for Petition for Local Option to Legalize ave been verified and accepted by the Elections Administrator.

**10. FINANCE MANAGER REPORT- APRIL 2011 FINANCIAL STATEMENT**

*(Jerry Reed)*

Jerry Reed provided a brief summary of the financial statement.

## **11. CONSENT AGENDA – ROUTINE ITEMS:**

*(This portion of the agenda consists of items considered to be routine and will be enacted by one motion unless separate discussion is requested by a Board Director or a citizen.)*

- a. Approval of the minutes of the meeting of the 4B CDC held on April 14, 2011.

	<b><u>Vendor</u></b>	<b><u>Project #</u></b>	<b><u>Amount</u></b>
b.	Daniel's Landscaping Inv #2766	500846	\$ 787.50
c.	Daniel's Landscaping Inv #2761 (mule & carts)	500846	\$ 3,000.00
d.	O'Malley Engineers, LLP (Inv. #8103)	1774	\$10,113.94
e.	O'Malley Engineers, LLP (Inv. #8166)	1774	\$ 4,847.63
f.	DAC Electrical Services (Inv. #2270)	Unity Park	\$ 57.50
g.	Cajun Ready Mix (Sale # 5070)	Unity Park	\$ 345.05
h.	WCA (Stmt. Date: 4/15//2011)		\$ 390.00
i.	The Home Depot (05/02/11)	Unity Park	\$ 200.24
j.	Magnolia Hardware & Supply (Doc. #49922)	Frmrs Mkt	\$ 7.78
k.	Magnolia Hardware & Supply (Doc. #50212)	Unity Park	\$ 81.85
l.	Magnolia Hardware & Supply (Doc. #50185)	Unity Park	\$ 232.54
m.	Magnolia Hardware & Supply (Doc. #49978)	Unity Park	\$ 35.11
n.	Doodie Calls (Inv. #1301)	yellow house	\$ 85.00
o.	CPR Services & Supplies (Inv. #154418)	yellow house	\$ 1,462.40
p.	WCA (Stmt. Date: 4/25/2011)		\$ 130.00
q.	Magnolia Hardware & Supply (Doc. #50260)	Unity Park	\$ 18.59
r.	Magnolia Hardware & Supply (Doc. #50328)	Unity Park	\$ 11.07
s.	Words, Inc. (May 5, 2011)		\$ 225.80

**MOTION:** Upon a motion by made by Gari Lynn Hessong to approve item a. and authorize payment of items b. through s. and seconded by Pat Zaiontz, the Board members present voted and the motion carried unanimously.

## **OLD BUSINESS**

### **12. DISCUSSION/REPORT – APPROVED PROJECTS**

*(President Frank Parker)*

- a. Unity Park Project – *(approved 2006-2007)*

City Administrator Paul Mendes reported that the two water fountains have been installed and are operational; the footings for the restrooms by the splashpad playground area have been poured and we are looking at putting a single unisex restroom in at the skatepark. All of the work is being done by our own people at a considerable savings. Estimated cost of the splashpad restrooms is approximately \$7,000, with the unisex restroom by the skateboard park approximately half of that. President Frank Parker polled the Board as to whether everyone was comfortable with the construction of the restrooms and all Board members present indicated they were comfortable with it. Discussion followed regarding procuring more benches near the splashpad playground area, more picnic tables and the cost of same, as well as picnic tables for the pavilion. More discussion followed. Jonny Williams commented that speed humps and wheel stops were needed. President Frank Parker stated that we are looking at putting in three new picnic tables, four benches and eight picnic tables for the pavilion at an estimated cost of \$15,200, and polled the Board members for a consensus if they wished to proceed, which they indicated they did, as well as setting aside \$5,000 for speed humps and wheel stops.

- b. Yellow House  
No report.

- c. Street Extension Project – *(approved 2006-2007)*  
City Administrator Paul Mendes reported that 6<sup>th</sup> Street has been moved and cleaned up. Deborah Rose Miller stated that we cannot do a swap and an in-kind trade is being negotiated based upon the land value of \$72,000.
- d. Design of Sewer Reconstruction on FM 1774 *(approved 2011)*  
City Administrator Paul Mendes reported that he had met with TxDot last week, the project is scheduled to be bid in August, with work to be started sometime in October, starting on 10<sup>th</sup> Street, working south. Our contractor needs to be in and out prior to TxDot starting to work on the lanes. The contractor is working on bidding the end of May, with the work on the pipes starting in June. Mr. Mendes further stated that a \$2,000,000 special low interest loan is being applied for through Special Infrastructure Bank (“SIB”).
- e. Community Marketing Project – *(approved 2007-2008)*  
No further report.
- f. Economic Development Program – *(approved 2007-2008)*  
No further report.
- h. Gateways  
Pat Zaiontz reported that he had received a preliminary bid to redo the sign near the Jack In The Box for \$1,200, but that City Administrator Paul Mendes thinks he can beat that.
- i. Stroll  
The next events will be the Tailgate Party on Saturday, August 13<sup>th</sup>, the Ren-Fest Meet & Greet on Saturday, October 1<sup>st</sup>, and the Harvest Fest on Friday, November 18<sup>th</sup>.
- j. Reorganization of 4b Accounting Codes  
President Frank Parker stated that progress is being made but that he would still like to see all of the official administrative accounting codes and costs be reoriented by the new fiscal year.
- k. Description of Official Projects  
No discussion.

## **NEW BUSINESS**

### **13. CONSIDERATION – YELLOW HOUSE**

- a. Consideration and possible action to approve contracting for site work and paving to yellow house.  
Jonny Williams stated that we really cannot finish it until it is leased, but that it would be good to get the parking lot done. City Administrator Paul Mendes stated that as soon as the Public Works crew was finished with the park restrooms, they would put in the pipes and prepare the ground. Mr. Mendes indicated that he would get some prices for the next meeting.
- b. Consideration and possible action to approve contract and install air conditioning in yellow house.

No action taken.

- c. Consideration and possible action to approve contracting with real estate agent to lease or sell yellow house.

**MOTION:** Upon a motion made by Jonny Williams to approve contracting with real estate agent Chris Hardee to lease or sell the yellow house and seconded by Jerry Reed, the Board members present voted and the motion carried unanimously.

- d. Consideration and possible action to set a reasonable leasing/selling price.  
Jonny Williams stated that he has been telling people that the lease price is \$2,500 per month, with first and last, with estimated sales price of \$450,000. Discussion followed.  
No action was taken.

President Frank Parker amended the agenda order to address item No. 15.

#### **15. CONSIDERATION – REVIEW OF COMPLETED PROJECTS**

Consideration and possible action to review approved projects and close completed projects.

- 1). Unity Park
- 2). Street Extension
- 3). Community Marketing

**MOTION:** Upon a motion made by Pat Zaiontz to close this project and seconded by Gari Lynn Hessong, the Board members present voted and the motion carried unanimously.

- 4). Economic Development Grant Program
- 5). Farmers Market
- 6). Gateways
- 7). Stroll

**MOTION:** Upon a motion made by Pat Zaiontz to close this project and seconded by Clyde Hunt, the Board members present voted and the motion carried unanimously.

- 8). Yellow house
- 9). FM 1774 project

#### **14. CONSIDERATION – ASSIGNMENT OF BOARD MEMBERS TO PROJECTS**

Consideration and possible action to assign individual Board of Director members responsibility for each approved project.

- 1). Unity Park - Jonny Williams, Chairman, and Pat Zaiontz
- 2). Street Extension – Gari Lynn Hessong Chairman, and Jonny Williams
- 3). Community Marketing - closed
- 4). Economic Development Grant Program – Jerry Reed, Chairman
- 5). Farmers Market – Frank Parker, Chairman
- 6). Gateways – Pat Zaiontz, Chairman
- 7). Stroll - closed
- 8). Yellow house – Pat Zaiontz, Chairman; Jonny Williams, and Jerry Reed
- 9). FM 1774 project – Frank Parker, Chairman

#### **16. CONSIDERATION – LED SIGN(S)**

Consideration and possible action to determine location(s) for LED sign(s).



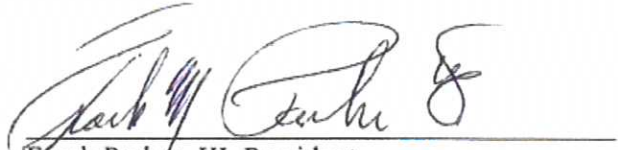
No action taken.

**17. BOARD OF DIRECTORS CONCERNS AND REQUESTS**

President Frank Parker requested that we keep working on the accounting.

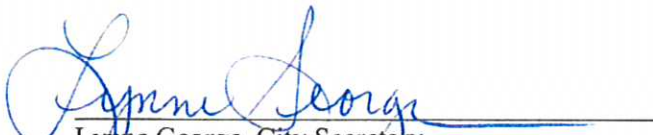
**18. ADJOURNMENT**

**MOTION:** Upon a motion to adjourn made by Clyde Hunt and seconded by Jonny Williams the Board members voted, the motion carried unanimously and the meeting adjourned at 6:45 p.m.

  
Frank Parker, III, President

I hereby certify this is a true and correct copy of the minutes of the special meeting held on May 12, 2011, by the Board of the City of Magnolia 4B Community Development Corporation.

ATTEST:

  
Lynne George, City Secretary

