

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



Natalie Floyd, Economic Dev. Coordinator
Kandice Garrett, City Secretary
Leonard Schneider, Corp. Attorney
Beverly Standley, Finance Administrator

MINUTES

4B COMMUNITY DEVELOPMENT CORPORATION
REGULAR MEETING
THURSDAY MAY 13, 2021 – 5:00 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 5:00 p.m.

a. INVOCATION

Barbara Gardner 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, Joshua Chadwick, Barbara Gardner, and Trevor Brown

Absent: Clyde Hunt, Lisa Grant and Kevin Moore

Staff present: Executive Coordinator Natalie Floyd, City Secretary Kandice Garrett, 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.)

President Brenda Hoppe announced the storage shed is in its new location at Unity Park.

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. There was a question regarding the monthly activity report with the amount of \$67,000 showing up in sales tax revenue, being higher than former months from ST9, which Beverly Standley confirmed.

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	04-08-2021
Vendor	Amount
December:	
Daniel's Landscaping	\$2,500.00
April:	
Daniel's Landscaping	\$2,500.00
Verizon	\$37.99
Medella Urgent Care	\$35.00
Office Depot	\$23.84
Trophies & More	\$36.50
Liles Parker	\$37.00

There was further discussion regarding the verbal agreement between former Director Johnny Williams and Daniel's Landscaping for the sprinkler repair in the amount of \$2,500 for December. The Board decided to pay it and move on noting written agreements will be in place for future work performed.

MOTION: Upon a motion to approve Consent Agenda items made by Joshua Chadwick and seconded by Barbara Gardner, the Board members present voted, and the motion carried unanimously, 3-0.

6. **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON EXECUTIVE COORDINATOR VEHICLE ALLOWANCE/MILEAGE UPDATE**

There was discussion on the mileage reported by Economic Development Coordinator Natalie Floyd to the Board in the amount of \$316. The Board agreed to

pay one-half the amount of \$158 for monthly car allowance. Any additional driving for conferences or away events would be reimbursed as actual mileage traveled, they said.

MOTION: Upon a motion to approve \$158 per month for vehicle allowance made by Joshua Chadwick and seconded by Trevor Brown, the Board members present voted, and the motion carried unanimously, 3-0.

7. CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON ECONOMIC DEVELOPMENT SUBSITE

Economic Development Coordinator Natalie Floyd reported the subsite allows for more options than what comes with the website the City is currently in process of implementing by CivicPlus and would be likened to what other nearby cities are doing for their EDC programs. The cost is \$3,000 to build and launch which would be split in half with 4A in the amount of \$1,750. A \$500 annual fee to maintain the site and support would also be split in half with 4A in the amount of \$250. After one year of service the annual amount goes up to \$525 and split in half with 4A in the amount of \$262.50.

MOTION: Upon a motion to approve the Economic Development Subsite made by Trevor Brown and seconded by Barbara Gardner, the Board members present voted, and the motion carried unanimously, 3-0.

8. CONSIDERATION AND DISCUSSION OF TAX ABATEMENT PROGRAM

Economic Development Coordinator Natalie Floyd shared with the Corporation Conroe's tax abatement program for use as a template and highlighted areas that work for our City noting this is a rough draft and place to get started. There was some discussion and she asked for feedback from the Board after they have had an opportunity to review.

9. REQUEST FOR SIGNATOREE CARDS

President Brenda Hoppe stated that she and Barbara Gardner are the two signatories on the bank cards.

10. 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. Also mentioned was the possibility of the Methodist Church open to sharing property for parking or possible sale of land.

11. FUTURE AGENDA ITEMS

The board requested the following:

- Methodist Church parking lot update
- Tax Abatement Program Feedback/Suggestions
- Bank Signatory Cards
- Façade Improvement Grant information/Landscape Beautification Grant

12. ADJOURN

MOTION: Upon a motion to adjourn made by Joshua Chadwick and seconded by Trevor Brown, the Board members present voted, and the motion carried unanimously, 3-0 and President Hoppe adjourned the meeting at 5:43 pm.



Brenda Hoppe, President

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting held on May 13, 2021, by the Board of the City of Magnolia 4B Community Development Corporation.

ATTEST:

Kandice Garrett, City Secretary