

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



Rachel Steele, Economic Director
Don Doering, City Administrator
Kandice Garrett, City Secretary
Leonard Schneider, Corp. Attorney
Beverly Standley, Finance Administrator

MINUTES

4B COMMUNITY DEVELOPMENT CORPORATION
SPECIAL MEETING
TUESDAY, NOVEMBER 16, 2021 – 5:30 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 5:31 p.m.

a. INVOCATION

Pastor Andrew Hook of Magnolia United Methodist Church 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, Lisa Grant, Trevor Brown and Clyde Hunt.

Trevor Brown left the meeting at 6:15 p.m.

Absent: Kevin Moore

Staff present: Economic Director Rachel Steele, City Administrator Don Doering, 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 actions shall be taken or discussed.)

President Brenda Hoppe announced the Magnolia Festival Committee will be hosting the Christmas Tree Lighting at City Hall on December 3 and the Chamber Christmas Parade will take place on December 4.

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.

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	September 9, 2021
Invoices	Amount
Rachel Steele (September)	\$2,600.00
Rachel Steele (October)	\$2,600.00
Liles Parker (Inv. No. 2157)	\$185.00
Liles Parker (Inv. No. 2167)	\$37.00
Liles Parker (Inv. No. 2178)	37.00
DBS Promotional	\$498.10
Office Depot	\$109.08
Home Depot (Unity Park)	\$15.36
AEI Engineering (Inv. 0227501) (Due Diligence Commerce St. Parking)	\$920.00
AEI Engineering (Inv. 0228459) (Due Diligence Commerce St. Parking)	\$3,961.25
Magnolia Hardware (Unity Park)	\$84.23
Amy Johnston Photography	\$12.50
Brenda Hoppe Magnolia Festival Committee Website	\$244.00

MOTION: Upon a motion to approve Consent Agenda made by Clyde Hunt and seconded by Josh Chadwick, the Board members present voted, and the motion carried unanimously, 5-0.

6. **CONSIDERATION – DISCUSS AND TAKE ACTION ON 30-DAY TERMINATION NOTICE WITH DANIEL'S LANDSCAPING**

MOTION: Upon a motion to take action on 30-day termination notice with Daniel's

Landscaping made by Josh Chadwick and seconded by Barbara Gardner, the Board members voted, and the motion carried unanimously, 5-0.

7. DISCUSSION – RECEIVE PRESENTATION FROM AEI ENGINEERING ON COMMERCE STREET FEASIBILITY REPORT

Janice Noeldner with AEI Engineering gave a presentation to the Board and after discussion regarding various options including underground detention numbers, maximum number of parking spaces, and lighting along with input from Magnolia United Methodist Church representatives, the consensus was to all work together to find a solution that would benefit the City, the Church, and the Community. The Church prefers to sell the property to the City and not hold it while the City maintains it. Brenda Hoppe and Josh Chadwick requested further study into underground detention numbers and costs.

8. CONSIDERATION – REVIEW AND DISCUSS PROPOSED FY 2022 MAGNOLIA 4A COMMUNITY DEVELOPMENT CAPITAL IMPROVEMENT PROJECT LIST (CDCIP)

Ms. Steele reviewed the FY 2022 Magnolia 4A Community Development Capital Improvement Project List and explained the procedure is required in their bylaws whereby approved by City Council and brought forth in a public hearing to set things in motion. Ms. Steele will refer the list at Council's December meeting. No action taken on this item.

9. CONSIDERATION – DISCUSS AND TAKE ACTION TO APPROVE EXPENSES RELATED TO UNITY PARK AND THE STROLL TRASH CANS

MOTION: Upon a motion to approve expenses related to Unity Park and The Stroll trash cans made by Josh Chadwick and seconded by Lisa Grant, the Board members voted, and the motion carried unanimously, 4-0.

10. CONSIDERATION – RECEIVE PRESENTATION FROM AGEINT SECURITY ON SECURITY CAMERAS FOR UNITY PARK

Michael Reddicks with Ageint Security gave a presentation to the Board. The Board requested a proposal be brought forward at the next meeting. No action taken on this item.

11. CONSIDERATION – AMEND FY 2022 ADMINISTRATIVE SERVICES AGREEMENT

MOTION: Upon a motion to amend FY 2022 Administrative Services Agreement made by Clyde Hunt and seconded by Josh Chadwick, the Board members voted, and the motion carried unanimously, 4-0.

12. CONSIDERATION – REVIEW AND DISCUSS FY 2022 EXECUTIVE DIRECTOR’S CONTRACT

MOTION: Upon a motion to approve FY 2022 Executive Director’s Contract made by Clyde Hunt and seconded by Barbara Gardner, the Board members voted, and the motion carried unanimously, 4-0.

13. CLOSED EXECUTIVE SESSION

The Board of Directors will go into executive session under 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of employees, Economic Development Coordinator and Economic Development Director.

The Board did not convene into Closed Executive Session.

14. RECONVENE into regular session and consider action, if any, on item(s) discussed in executive session.

15. APPROVED PROJECTS REPORTS/UPDATES

- a. Festival Committee Updates/Announcements**
- b. Unity Park** (Approved 2006-2007)
- c. Grow Magnolia: Program Updates**
- d. LED City Hall Sign**
- e. Downtown Upgrades** (Approved 2011)

Ms. Steele gave a progress report on activities, meetings and outreach the CDC had made for the month of October. There was discussion for a monument sign instead of a LED sign in front of City Hall. No action was taken on the report.

16. FUTURE AGENDA ITEMS

The board requested the following:

- Agent Proposal
- AEI Engineering
- Grants for charging stations

17. ADJOURN

MOTION: Upon a motion to adjourn made by Clyde Hunt and seconded by Lisa Grant, the Board members present voted, and the motion carried unanimously, 4-0 and President Hoppe adjourned the meeting at 6:50 pm.



Brenda Hoppe

Brenda Hoppe, President

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting held on November 16, 2021, by the Board of the City of Magnolia 4B Community Development Corporation.

ATTEST:

Kandice Garrett

Kandice Garrett, City Secretary