

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 REGULAR MEETING THURSDAY SEPTEMBER 09, 2021 – 5:30 P.M. Sewall Smith City Council Chambers 18111 Buddy Riley Blvd. Magnolia, Texas 77354

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

President Brenda Hoppe called the meeting to order at 5:50 p.m.

##### a. **INVOCATION**

Clyde Hunt 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, Barbara Gardner, Lisa Grant and Clyde Hunt.

Absent: Trevor Brown, Joshua Chadwick, and Kevin Moore

Staff present: Economic Director Rachel Steele, 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 decided to cancel the BBQ Cookoff this year after learning the TUFF event will be held at Unity Park in November. Also Boots for Troops is holding their event the same weekend.

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. Director Hoppe requested that in future meetings the Executive Director review the status of the sales tax report in greater detail with the Board.

5. **MONTHLY SALES TAX REPORT**

Ms. Steele reviewed the monthly summary with the Board. This was for informational purpose and no action was taken on the issue.

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.)*

<b>Minutes</b>	<b>Date</b>
Approval of minutes	August 12, 2021
<b>Vendor</b>	<b>Amount</b>
<b>July:</b>	
Daniel's Landscaping	\$2,500.00
Rachel Steele	\$731.25
Commercial Gateway	1,000.00

**MOTION:** Upon a motion to approve Consent Agenda items; invoices for Rachel Steele, Daniel's Landscaping and the August 12<sup>th</sup> Meeting Minutes made by Clyde Hunt and seconded by Lisa Grant, the Board members present voted, and the motion carried unanimously, 3-0.

7. **CONSIDERATION** – Discuss and take action on FY 2022 Priorities and Project List.

Ms. Steele reviewed the list of preliminary projects and priorities with the Board. Comments were provided by Director Hoppe, Gardner and Hunt. After a brief discussion, Director Hoppe requested that updates to the projects list be made and that the board take final action at the October meeting.

**MOTION:** Upon a motion to have EDC Director Rachel Steel update the proposed FY 2022 Priorities and Project list made by Clyde Hunt and seconded by Lisa Grant, the Board members voted, and the motion carried unanimously, 3-0.

8. **CONSIDERATION** – Review and take action on a proposal from Commercial Gateway for services to provide commercial property listings on the Magnolia EDC subsite.

The Board did not take action on this item at this time as it was associated with a potential project that has yet to be approved.

9. **APPROVED PROJECTS REPORTS/UPDATES**

- a. Unity Park (Approved 2006-2007)
- b. Grow Magnolia: Program Updates
- c. Gateways
  - Discuss and consider an RFP to develop gateway program
- d. Downtown Upgrades (Approved 2011)
  - Land Available for parking near The Stroll
  - Review of UMC Proposal under consideration

Ms. Steele commented that the United Methodist Church Board will meet in a few weeks to further review and discuss the future of the parking lot on The Stroll. Director Grant asked if Ms. Steele could attend the meeting to represent 4B and report back in October. Ms. Steele confirmed that she would attend the meeting and report back.

10. **EXECUTIVE DIRECTOR'S REPORT**

Ms. Steele gave a progress report on activities, meetings and outreach the CDC had made for the month of August. No action was taken on the report.

11. **FUTURE AGENDA ITEMS**

The board requested the following:

- Methodist Church parking lot update
- FY 2022 Projects List
- Welcome to Magnolia Business Guide
- FY 2021 Annual Report

12. **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, 3-0 and President Hoppe adjourned the meeting at 6:57 pm.



Brenda Hoppe, President

#### CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting held on September 9, 2021, by the Board of the City of Magnolia 4B Community Development Corporation.

ATTEST:

Kandice Garrett, City Secretary