

Brenda Hoppe, President
Joshua Chadwick, Vice President
Barbara Gardner, Treasurer
Clyde Hunt
Trevor Brown
Janna Hartigan
Vacant



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
TUESDAY, APRIL 14, 2022 – 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 5:30 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, Trevor Brown, and Clyde Hunt.

Absent: Joshua Chadwick and Janna Hartigan

Staff present: Economic Director Rachel Steele, City Administrator Don Doering, City Secretary Kandice Garrett, Finance Administrator Beverly Standley, and Planning/Permitting Tech Christian Gable.

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 is holding the Annual Magnolia Showdown BBQ Cook-Off on April 29-30, 2022.

4. **TREASURER'S REPORT**

(Director Barbara Gardner)

- a. Update on revenues and expenditures
- b. Monthly sales tax report
- c. 2021 Sales Tax Generators

Barbara Gardner provided a summary of revenues, obligations, and expenditures. Executive Director Rachel Steele reviewed the sales tax report.

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	February 10, 2022
	March 10, 2022
Invoices	Amount
Rachel Steele	\$4,583.33
Liles Parker (February)	\$203.50
Office Depot	\$74.50
Amazon (Diaper Changing Station- Apvd. March 2022)	\$270.63

MOTION: Upon a motion to approve Consent Agenda Invoices made by Clyde Hunt and seconded by Trevor Brown, the Board members present voted, and the motion carried unanimously, 4-0.

6. **CONSIDERATION – DISCUSS AND TAKE ACTION TO SELECT DESIGN FOR LED SIGN AT MAGNOLIA CITY HALL**

Economic Development Director Rachel Steel presented this item. There was discussion on which option to select.

MOTION: Upon a motion to approve option 2 design for LED sign at Magnolia City Hall made by Clyde Hunt and seconded by Trevor Brown, the Board members present voted, and the motion carried unanimously, 4-0.

7. **CONSIDERATION – DISCUSS AND TAKE ACTION ON DESIGN AND LOCATION OF MONUMENT SIGN FOR FM 1488 AT SPUR 149**

Economic Development Director Rachel Steel presented this item. No action taken.

8. **CONSIDERATION – DISCUSS AND TAKE ACTION ON PROPOSAL TO FUND COMPONENTS OF THE CITY OF MAGNOLIA TRANSPORTATION PLAN**

Ms. Steele presented this item recently brought to Council by the City Engineer Mike Kurzy with AEI Engineering for consideration to negotiate a scope and possible participation.

MOTION: Upon a motion to negotiate a scope and participation to fund components of the City of Magnolia Transportation Plan made by Trevor Brown and seconded by Barbara Gardner, the Board members present voted, and the motion carried unanimously, 4-0.

9. **CONSIDERATION – DISCUSS AND TAKE ACTION ON MEMBERSHIP TO TEXAS RECREATION AND PARKS SOCIETY FOR PURPOSE OF MAINTENANCE TRAINING**

Ms. Steele presented this item and explained how it relates to equipment safety assessments for in house staff verses hiring outside services.

MOTION: Upon a motion to purchase membership to Texas Recreation and Parks Society for purpose of maintenance training made by Clyde Hunt and seconded by Barbara Gardner, the Board members present voted, and the motion carried unanimously, 4-0.

10. **CONSIDERATION – DISCUSS AND TAKE ACTION ON BUSINESS IMPROVEMENT GRANT APPLICATION FOR 415 MAGNOLIA BOULEVARD**

Ms. Steele presented this item and together the Board determined the scoring based on the program's criteria. The applicant Paul Michna was present to answer questions.

MOTION: Upon a motion to approve Business Improvement Grant application for 415 Magnolia Boulevard awarding the maximum amount of \$5,000 for façade improvements and 50% (\$2,750) for demolition made by Trevor Brown and seconded by Barbara Gardner, the Board members present voted, and the motion carried unanimously, 4-0.

11. **CONSIDERATION – DISCUSS AND TAKE ACTION ON PROPOSAL FOR SURVEYING SERVICES FOR COMMERCE STREET TRACT**

Ms. Steele presented this item and there was discussion regarding renegotiating a proposal. No action taken.

12. **CONSIDERATION – DISCUSS AND TAKE ACTION ON FEASIBILITY STUDY PROPOSAL FOR COMMERCE STREET TRACT**

Ms. Steele presented this item and there was discussion regarding the various proposals that were received.

MOTION: Upon a motion to approve Studio Avid feasibility study proposal for Commerce Street tract made by Clyde Hunt and seconded by Trevor Brown, the Board members present voted, and the motion carried unanimously, 4-0.

13. CONSIDERATION – DISCUSS AND TAKE ACTION ON ADIM MEDIA PROPOSAL FOR MARKETING AND BUSINESS RECRUITMENT SERVICES

Ms. Steele recommended postponing this item to a future meeting.

14. CONSIDERATION – DISCUSS AND TAKE ACTION TO ADOPT A RESOLUTION RECOGNIZING 2022 SMALL BUSINESS WEEK IN MAGNOLIA TEXAS

Ms. Steele presented this item. There was discussion on bringing this forward annually and including other organizations for participation.

MOTION: Upon a motion to adopt Resolution No. 4AR-2022-002 made by Clyde Hunt and seconded by Trevor Brown, the Board members present voted, and the motion carried unanimously, 4-0.

15. EXECUTIVE SESSION

The 4B Community Development Corporation of the City of Magnolia, Texas, reserves the right to meet in Closed Execution Session on any of the items listed above should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code § 551.071 (Consultation with Attorney); § 551.072 (Deliberations about Real Property); § 551.073 (Deliberations about Gifts and Donations).

a. The 4B Board of Directors may enter into executive session under Texas Government Code Section 551.071 to consult and receive legal advice from its attorney regarding the Magnolia Festival Committee and 4B Funds

b. The 4B Board of Directors may enter into executive session under Texas Government Code Section 551.072 – deliberation regarding purchase, exchange, lease or value of real property

President Brenda Hoppe convened into Closed Executive Session at 6:54 p.m.

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

President Brenda Hoppe adjourned the Closed Executive Session and reconvened the Open Meeting at 7:15 p.m.

MOTION: Upon a motion to authorize the balance of funds with Magnolia Festival Committee and 4B to be transferred to the City of Magnolia made by Clyde Hunt and seconded by Trevor Brown, the Board members present voted, and the motion carried unanimously, 4-0.

MOTION: Upon a motion to authorize Economic Development Director Rachel Steele to enter into negotiations for the purchase of real property on Commerce Street made by Barbara Gardner and seconded by Trevor Brown, the Board members present voted, and the motion carried unanimously, 4-0.

17. CONSIDERATION – DISCUSS AND TAKE ACTION ON STATUS OF THE MAGNOLIA FESTIVAL COMMITTEE FUNDS

No action taken.

18. CONSIDERATION – DISCUSS AND TAKE ACTION TO AMEND SHARED SERVICES AGREEMENT FOR PLANNING COORDINATIONS SERVICES ASSOCIATED WITH MONTHLY PLANNING REPORTS AND GRANT APPLICATIONS

Ms. Steele presented this item for the Board to consider payment for the services of planning coordination by city staff that facilitate EDC purposes.

MOTION: Upon a motion to amend Shared Services Agreement for planning coordination services associated with monthly planning reports and grant applications made by Clyde Hunt and seconded by Trevor Brown, the Board members present voted, and the motion carried unanimously, 4-0.

19. APPROVED PROJECTS REPORTS/UPDATES AND STATUS

- a. **Unity Park** (Apvd.2006-2007)
- b. **Downtown Upgrades** (Approved 2011)
- c. **Monument Signs**
- d. **Purchase of Real Property**

There was not any discussion on this item.

20. FUTURE AGENDA ITEMS

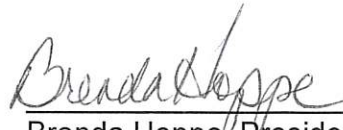
- a. **2023 Project Planning**

None

21. ADJOURN

MOTION: Upon a motion to adjourn made by Clyde Hunt and seconded by Barbara Gardner, the Board members present voted, and the motion carried unanimously, 4-0 and President Hoppe adjourned the meeting at 7:20 pm.




Brenda Hoppe, President

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting held on April 14, 2022, by the Board of the City of Magnolia 4B Community Development Corporation.

ATTEST:


Kandice Garrett, City Secretary