

MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
January 23, 2008

I. CALL TO ORDER

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Regular Meeting on Wednesday, January 23, 2008. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Doris Green, Keith Daws, Eli Roberts, Kelly Shanks, and Kerry Thomas

The invocation was given by Doris Green.

The Pledge of Allegiance followed the invocation.

III. MINUTES

1. January 08, 2008 Annual Meeting
2. January 08, 2008 Regular Meeting

A motion was made by Kelly Shanks and seconded by Eli Roberts to approve with correction to the regular meeting minutes. The vote was unanimous.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Jerry Ball Company, requested by Eli Roberts

Mr. Ball passed out some handouts pertaining to his business. He is interested in 15 acres in the Business Park for a construction company.

2. Gary Babineaux

Mr. Babineaux is interested in 9 acres in the Business Park to build a facility for Baker Corp., also would like a waiver on the building covenants & restrictions.

B. COMMUNICATIONS

None.

C. PUBLIC COMMENT (limited 3 min. ea.)

None.

V. UNFINISHED BUSINESS

None.

VI. CONSENT AGENDA ITEMS

1. To discuss and consider the approval of invoices from Germer Gertz for professional services rendered: (ACCOUNT NO. 120-1429-582-54.00)

<u>Through:</u>	<u>Amount:</u>	<u>Pertaining to:</u>
December 31, 2007	\$2,429.39	Economic Development Corporation
Total:	\$2,429.39	

2. To discuss and consider the approval of an invoice in the amount of \$3,441.66 from Amelia Lawn Care for services rendered in December 2007. (ACCOUNT NO. 120-1429-582-59.02)

A motion was made by Kerry Thomas and seconded by Doris Green to approve items # 1 & 2 with one motion. The vote was unanimous.

3. To discuss and set a date for Economic Development Corporation vision and planning, requested by Keith Daws

The Board decided to wait to set a date in the future for the Economic Development Corporation vision and planning.

4. To discuss status on standing committees, requested by Keith Daws.

- a. **Bylaws** – Kerry Thomas, Keith Daws & Eli Roberts
- b. **Policies & Procedures** – Keith Daws, Kelly Shanks & Kerry Thomas
- c. **Advertising** – Carmelia Staley, Graciela Alvarez & Lloyd Christian

This item was tabled until a further date.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider the approval of the sale of land to Gary Babineaux – end user will be Baker Corp.

This item was tabled until after executive session.

2. To discuss and consider the approval of the purchase agreement between the Port Arthur Economic Development Corporation and Port Arthur Partners, LLC. – end user will be Dashiell/Dacon.

This item was tabled until after executive session.

3. To discuss and consider the approval of the incentive agreement between the Port Arthur Economic Development Corporation and Orbital Insulation Corp.

This item was tabled until after executive session.

4. To discuss and consider the approval to move the Economic Development Corporation meeting date.

This item was tabled until after executive session.

5. To discuss and consider the approval of adopting a flowchart as to the Board policy & procedures for grant/loan applications, requested by Keith Daws.

This item was tabled until after executive session.

6. **To discuss and consider the approval of any request by Board Members to CEO or staff to be in writing, faxed or e-mailed and carbon copy to the President of the Corporation.**

This item was tabled until after executive session.

7. **To discuss and consider the approval of a budget adjustment in the amount of \$10,000 from ACCOUNT NO. 120-1429-582-51.00 (Rent) to ACCOUNT NO. 120-1429-582-92.00 (Equipment) for the purchase of a new copier for the EDC.**

This item was tabled until after executive session.

VIII. REPORTS

1. CEO's Report

- a. Update on projects.

Handouts were given out to the Board.

- b. Value of land in the Business Park

Industrial park location is not important, a good base line of cost projects improvements, flags, infrastructure, utilities, and landscaping.

- c. Update on Phase II Infrastructure Construction in the Business Park

Spent time with Entergy and Ron Arceneaux pertaining to the North end of the Park utility road.

- d. EDC Grant/Loan report, requested by City Council

Mr. Batiste explained the report.

IX. CLOSED SESSION (EXECUTIVE SESSION)

The board retired to executive session at 7:11 pm, and reconvened at 8:13 pm.

1. A motion was made by Kelly Shanks and seconded by Eli Roberts to approve the sale of land, with current covenants & restrictions in place, to Gary Babineaux – end user will be Baker Corp. Vote: YES: Doris Green, Eli Roberts and Kelly Shanks. NO: Kerry Thomas and Keith Daws. 3-2 Motion Passed.
2. A motion was made by Eli Roberts and seconded by Doris Green to approve the purchase agreement, with current covenants & restrictions in place, between the Port Arthur Economic Development Corporation and Port Arthur Partners, LLC. – end user will be Dashiel/Dacom.
3. A motion was made by Eli Roberts and seconded by Kerry Thomas to approve the incentive agreement between the Port Arthur Economic Development Corporation and Orbital Insulation Corp. Vote: YES: Doris Green, Eli Roberts, Kerry Thomas and Keith Daws. NO: Kelly Shanks. 4-1 Motion Passed.

4. A motion was made by Eli Roberts and seconded by Kerry Thomas to approve to move the Economic Development Corporation meeting date. The vote was unanimous. Next Board Meeting will be February 13, 2008.
5. A motion was made by Kerry Thomas and seconded by Kelly Shanks to Table adopting a flowchart as to the Board policy & procedures for grant/loan applications, requested by Keith Daws, to finalize information with Guy Goodson. The vote was unanimous.
6. A motion was made by Kelly Shanks and seconded by Keith Daws to approve of any request by Board Members to CEO or staff to be in writing, faxed or e-mailed and carbon copy to the President of the Corporation. The vote was unanimous.
7. A motion was made by Kerry Thomas and seconded by Eli Roberts to approve the budget adjustment in the amount of \$10,000 from ACCOUNT NO. 120-1429-582-51.00 (Rent) to ACCOUNT NO. 120-1429-582-92.00 (Equipment) for the purchase of a new copier for the EDC with maintenance agreement. Kelly Shanks abstained. Motion Passed.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. Redwine

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Eli Roberts and seconded by Kerry Thomas. It was adopted unanimously. The meeting was adjourned at 9:13 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE ____ DAY OF
____, 2008.



SECRETARY OF THE CORPORATION