

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
February 09, 2009**

**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 Monday, February 09, 2009. The meeting was called to order at 6:00 p.m.

**II. ROLL CALL, INVOCATION & PLEDGE**

The following Board Members were present:

Carolyn Guillory, Doris Cruse-Green, Roosevelt Petry, Kaprina Frank, Richard Wycoff (6:15), Kelly Shanks, Kerry Thomas, and Keith Daws.

The invocation was given by Doris Cruse-Green.

The Pledge of Allegiance followed the invocation.

**III. MINUTES**

January 26, 2009

**A motion was made by Kelly Shanks and seconded by Doris Cruse-Green to approve the minutes of January 26, 2009 as written. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**A. PUBLIC COMMENT**

**Willie Lewis** – Requested the board to amend the current 4B proposition to expand the proposed area two blocks from Stilwell Blvd. to Lake Charles, this way it will include all of Lamar State College.

**B. COMMUNICATIONS**

**None**

**V. UNFINISHED BUSINESS**

**None**

**VI. CONSENT AGENDA ITEMS**

1. To discuss and consider approving invoices from Amelia Lawn Care & Landscaping for lawn maintenance at the PA Business Park.

<b>Invoice #</b>	<b>Amount:</b>	<b>Pertaining to:</b>
508562	\$3,441.66	December '08
508563	\$3,441.66	January '09
<b>Total:</b>	<b>\$6,883.32</b>	

NON

2. To discuss and consider approving an invoice from the National Development Council in the amount \$6,000 for technical assistance rendered for the period of January 1-31, 2009.

3. To discuss and consider approving invoices from Arceneaux & Gates Consulting Engineers, Inc.

<b>Invoice #</b>	<b>Amount:</b>	<b>Pertaining to:</b>
12251	\$4,901.10	Jade Ave. Extension – Phase II
12252	\$17,156.21	Design & Construction of New Roadways – Business Park, Phase II
12253	\$6,367.08	Development of a 7.3 Acre Site on Hwy. 73
<b>Total:</b>	<b>\$28,424.39</b>	

NON

4. To discuss and consider approving an invoice in the amount of \$43,751.68 from Excavators & Constructors, Ltd. for Monthly Pay Estimate No. 8 for the Jade Avenue Extension Phase II Project.

5. To discuss and consider approving an invoice in the amount of \$243,298.30 from Excavators & Constructors, Ltd. for Monthly Pay Estimate No. 1 for the Water, Sanitary Sewer, Paving and Drainage Facilities to serve the Port Arthur Business Park, Phase II Project.

**A motion was made by Keith Daws and seconded by Kaprina Frank to approve Consent Agenda Items 1 - 5. The vote was unanimous. Motion carried.**

**VII. NON-CONSENT AGENDA ITEMS**

1. To discuss and consider renewing the contract with Trey's Tractor Service for the mowing of the Business Park.

**A motion was made by Keith Daws and seconded by Kelly Shanks to renew the contract with Trey's Tractor Service. The vote was unanimous. Motion carried.**

2. To discuss and consider approving the CEO's contract as written for an additional two years.

**This item was tabled until executive session.**

3. To discuss a joint meeting between the PAEDC Board of Directors and the PAISD School Board.

**The board decided that Richard Wycoff will first meet with the school district and return in March with a report to the board.**

4. Consideration and possible action to approve a proposition for inclusion on the May 9, 2009 election ballot of the City of Port Arthur to authorize use by the PAEDC of Section 4A sales and use tax for 4B projects including demolition of dilapidated structures and development of infrastructure in a designated project area; establishment of the designated project area; approve the form of ballot proposition; proposed date for public hearing; and request the City Council of the City of Port Arthur approve the ballot proposition for the May 9, 2009 election and conduct the ballot proposition election.

**A motion was made by Roosevelt Petry and seconded by Richard Wycoff to approve the proposition as written.**

**A second motion was made by Keith Daws and seconded by Doris Cruse-Green to amend the boundaries to include the two block extension from Stilwell Blvd. to Lake Charles Ave.**

**A vote was taken for the amendment of the proposition.**

**Ayes: Carolyn Guillory, Doris Cruse-Green, Kaprina Frank, Kelly Shanks, Kerry Thomas, and Keith Daws.**

**Noes: Roosevelt Petry, Richard Wycoff**

**Motion carried. The proposition was amended.**

## **PRESENTATION**

**Mr. Floyd Batiste** – Mr. Batiste presented the board with a report on the Business Retention & Expansion Survey. He showed a Power Point of charts and tables reflecting the data collected from the surveys. He made aware the areas needing improvement and what challenges the companies were facing.

## **CLOSED SESSION (EXECUTIVE SESSION)**

**The Board retired to executive session at 7:18 p.m., and reconvened at 8:35 p.m.**

## **NON-CONSENT ITEM 2**

2. To discuss and consider approving the CEO's contract as written for an additional two years.

**It is the Board's recommendation that February 21, 2009 be the effective date of the two year contract renewal. The contract will be amended to read the following; the CEO will receive \$4,038 per pay period and \$230.77 in car allowance.**

**A motion was made by Roosevelt Petry and seconded by Doris Cruse-Green to renew the contract with amendments.**

**Ayes: Carolyn Guillory, Doris Cruse-Green, Roosevelt Petry, Kaprina Frank, Richard Wycoff, and Kerry Thomas**

**Noes: Kelly Shanks, Keith Daws**

**Motion carried.**

## **VIII. REPORTS**

### **1. CEO's Report**

- a. **PAEDC Board - Goals and Objectives Workshop – Feb. 21<sup>st</sup>**  
**The board decided to move the workshop to March and re-poll with two dates.**
- b. **Completion of Jade Ave. Extension - Phase II**  
**Mr. Batiste reported that the inspection was done and went fine. Lighting for the road is currently being worked out. Waiting for Entergy to give price. Getting speed bumps is also being worked on. Possible change in speed limit for the Park.**
- c. **Update on IEDC Site Visit**  
**The Agenda for the IEDC Site Visit was provided to the board. Mr. Petry would like to participate during the Downtown Employers interview.**
- d. **EDC Monthly Financial Report**  
**Ms. Staley reported that only 20 % of the budget has been spent so far.**
- e. **Report on EDC Job Creation**  
**Mr. Batiste gave a report on the statistics of job creation by the PAEDC in the last few years.**
- f. **Report from Section 4B Committee on proposition for May 9, 2009 ballot for use of Section 4A sales and use tax for 4B projects including demolition of dilapidated structures and development of infrastructure in a designated project area.**  
**Kerry Thomas made clear that the funds from the proposition will be controlled only by the EDC.**

## **IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

**Carolyn Guillory – To discuss Advertising Budget**

## **X. ADJOURNMENT OF MEETING**

**A motion was made to adjourn the meeting by Roosevelt Petry and seconded by Doris Cruse-Green. It was adopted unanimously. The meeting was adjourned at 9:00 p.m.**

APPROVED BY THE BOARD OF DIRECTORS ON THE 9<sup>th</sup> DAY OF  
March, 2009

*David M. S. Case Green*  
SECRETARY OF THE CORPORATION