

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
February 8, 2010**

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 8, 2010. The meeting was called to order at 6:03 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Aletha Kirkwood, Kaprina Frank, Richard Wycoff, Kelly Shanks, Kerry Thomas (7:30), and Keith Daws.

The invocation was given by Aletha Kirkwood.

The Pledge of Allegiance followed the invocation.

III. MINUTES

January 25, 2010

A motion was made by Kelly Shanks and seconded by Kaprina Frank to approve the minutes of January 25, 2010. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

None

B. COMMUNICATIONS

1. Dr. Martin Luther King Jr. Support Group of Southeast Texas
Letter of Appreciation for Sponsorship
2. Letter of Intent – RECO Cement Products, LLC
RECO Cement, a company out of Wisconsin looking to establish a facility in Port Arthur, is requesting funding assistance from the PAEDC. The Board instructed staff to move forward with the application process.

C. SPEAKERS

None

V. UNFINISHED BUSINESS

1. To discuss and consider approving a second amendment to extending and placing a time line on the Economic Incentive Contract with Triangle Waste Properties.

Mr. Tony Broussard of Triangle Waste Properties came before the Board to answer any questions regarding this agenda item. This item was moved into executive session.

2. To discuss and consider approving a Contract Economic Incentive Agreement Extension with Mc-O Construction.
A motion was made by Kaprina Frank and seconded by Carolyn Guillory to table this item until the drafted amended agreement was prepared for the Board's review. The vote was unanimous. Motion carried.
3. To discuss and consider soliciting proposals from an irrigation contractor to perform repairs to the irrigation system in the Spur 93 Business Park.
A motion was made by Kelly Shanks and seconded by Kaprina Frank to table this item until the EDC Attorney clarifies the procedures for this type of project with the City Attorney. The vote was unanimous. Motion carried.
4. To discuss and consider the EDC hiring a community development professional to facilitate an economic community development workshop.
A motion was made by Kaprina Frank and seconded by Kelly Shanks to table this item until more information can be gathered. The vote was unanimous. Motion carried.

VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving an invoice in the amount of \$6,000 from National Development Council for technical assistance rendered for the period: January 1 – 31, 2010.
Acct.: 120-1429-582-54-11
2. To discuss and consider approving an invoice in the amount of \$16,658.10 from Arceneaux & Gates Consulting Engineers, Inc. for professional services regarding the Business Park, Phase II, Contract 2 – Stormwater Detention Pond.
Acct.: 301-1601-591-53-00
3. To discuss and consider approving Monthly Pay Estimate No. 6 in the amount of \$53,514.45 from Doughtie Construction for the construction of water, sanitary sewer, paving and drainage facilities to serve the Hwy. 73 Business Park.
Acct.: 120-1429-582-86-00
4. To discuss and consider an invoice in the amount of \$2,833.33 from Lloyd Christian – Affordable Lawn and Tractor Service for the lawn maintenance of the Spur 93 Business Park for the month of January 2010.
Acct.: 120-1429-582-59-02

A motion was made by Aletha Kirkwood and seconded by Kaprina Frank to approve Consent Items 1 – 4 in one motion. The vote was unanimous. Motion carried.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider the purchase of a table in support of the City of Port Arthur's 3rd "Annual State of Affairs of the City" address as recommended by the Advertising Committee.
A motion was made by Carolyn Guillory and seconded by Kaprina Frank to approve sponsorship of this program by purchasing a table at the Gold Level Sponsorship in the amount of \$250. The vote was unanimous. Motion carried.
2. To discuss and consider attending the Greater Port Arthur Chamber of Commerce's February Membership Luncheon.
A motion was made by Kaprina Frank and seconded by Kelly Shanks to approve attendance by Board and staff to the PA Chamber's Membership Luncheon. The vote was unanimous. Motion carried.
3. To discuss and consider a Training Agreement with K's & D's Industrial Training for the training of 15 students at a cost not to exceed \$2,500 per enrollee.
A motion was made by Keith Daws and seconded by Kaprina Frank to table this item until further research is done by the EDC Attorney as to procurement process. The vote was unanimous. Motion carried.
4. To discuss and consider partnering with the City of Port Arthur and the Port Arthur Convention and Visitor's Bureau for retaining Phillips Productions, Inc. for a 3 year Strategic Public Relations and Integrated Marketing Communication Contract not to exceed 1/3 of the total annual cost of \$78,000.
A motion was made by Kelly Shanks and seconded by Kaprina Frank to approve partnering with the City of Port Arthur and the Convention and Visitor's Bureau for the retaining of Phillips Productions. The vote was unanimous. Motion carried.
5. To discuss and consider soliciting bids for the cutting of the grass at the Spur 93 Business Park.
A motion was made by Kelly Shanks and seconded by Kaprina Frank to approve the solicitation of bids for the cutting of grass at the Spur 83 Business Park. The vote was unanimous. Motion carried.
6. To discuss and consider a recommendation for an application received by the Operation Downtown Committee.
Chief Mark Blanton was present to answer questions regarding the project he is requesting funding for. This item was held until executive session.

7. To discuss and consider an Agreement Extension with Rice University for the Downtown Landscape Architectural Plan.

A motion was made by Kaprina Frank and seconded by Kelly Shanks to approve an Agreement Extension with Rice University School of Architecture in order to provide them more time to complete the final renderings of the Architectural Plan. The vote was unanimous. Motion carried.

VIII. REPORTS

1. Rice University – Downtown Landscape Architectural Plan
This report was covered during discussion of Non-Consent Item 7.
2. PAEDC Monthly Financial Report
Ms. Staley gave an update as to the EDC Finances. She reported the \$11,000 for the laptops purchased would be taken out of the Advertising Budget line item.
3. Board Goals & Objectives Workshop
The Board was given a handout of past Goals & Objectives for their review before the workshop.
4. Corrected Contract Status Report
Ms. Staley gave a corrected contractual status report with regards to a previous report given on Team Industries.
5. Renovation of the Downtown Pavilion
The Board was provided with the Invitation to Bid Announcement that was published for this project along with a listing of the engineers who will be submitting their bids for this project.
6. REDI Regional Business & Retention Program
Mr. Batiste informed the Board of the new BR&E Program established by the Regional Economic Development Initiative (REDI) and provided a handout of a presentation of their meeting.
7. REDI January 2010 Economic Trends
Mr. Batiste informed the Board of the new Economic Trend Publication by REDI, and informed they will publish this information on a quarterly basis rather than monthly as previously planned. The Board received a copy of the publication.
8. Business Park Maintenance Survey
Mrs. Vaughn provided the Board with the Business Park Maintenance Survey created at the Board's request. Ms. Kirkwood suggested adding an area to check for weeding and replacement of dead plants.
9. Bylaws Committee
Kelly Shanks reported they will have their first meeting on Tuesday the 16th of February. He also reported he will contact the EDC Attorney to collaborate what has already been drafted.

10. Joint Meeting with City Council

Mr. Batiste suggested that the Board have a joint meeting with the City Council in order to update as to current activities and projects. The Board suggested holding it on the first Thursday available to the Council.

11. Desselle-Maggard Corp. Announcement

The Board was provided with an announcement that was published nationally to the business community regarding Desselle-Maggard Corp. which named their Port Arthur facility to be a state of the art facility.

IX. CLOSED SESSION (EXECUTIVE SESSION)

- 1. Section 551.071 Government Code – To discuss with Attorney Guy Goodson pending and potential litigation.**
 - a. Abraham Manufacturing**
- 2. Section 551.072 Government Code – To discuss the value of land at the City of Port Arthur Section 4A Economic Development Corporation Spur 93 Business Park.**
 - a. Potential Incentive**
- 3. Section 551.072 Government Code - To discuss and review possible property as to the location of the EDC office in Downtown Port Arthur.**
- 4. Section 551.087 Government Code – To discuss Incentives for EDC Prospects.**
 - a. Prospective Call Center**
- 5. Section 551.072 Government Code – To discuss acquisition of real property for potential call center.**

The Board retired to executive session at 7:40 p.m. to discuss the above mentioned items, and reconvened at 8:30 p.m.

Action was taken on the following item:

Unfinished Business Item No. 1

To discuss and consider approving a second amendment to extending and placing a time line on the Economic Incentive Contract with Triangle Waste Properties.

A motion was made by Kaprina Frank and seconded by Kerry Thomas to approve an extension/ waiver to the Economic Incentive Contract with Triangle Waste Properties. The vote was unanimous. Motion carried.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

- 1. Floyd Batiste informed the Board of an invitation to tour the Motiva Expansion on Wednesday the 10th of February from 4 – 6 p.m.**

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Kerry Thomas and seconded by Kaprina Frank. It was adopted unanimously. The meeting was adjourned at 8:35 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 8th ^{22nd} DAY OF February ^{March}, 2010.
Carolyn Gullary
SECRETARY OF THE CORPORATION