

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
February 22, 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 22, 2010. The meeting was called to order at 6:00 p.m.

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

The following Board Members were present:

Aletha Kirkwood, Richard Wycoff, Kelly Shanks, Kerry Thomas (6:45), Keith Daws, and Eli Roberts.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the invocation.

**III. MINUTES**

February 8, 2010

**A motion was made by Aletha Kirkwood and seconded by Kelly Shanks to approve the minutes of February 8, 2010. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

None

**B. COMMUNICATIONS**

None

**C. SPEAKERS**

None

**V. UNFINISHED BUSINESS**

1. To discuss and consider approving a Contract Economic Incentive Agreement Extension with Mc-O Construction.  
**This item was moved into executive session.**

2. To discuss and consider the EDC hiring a community development professional to facilitate a community economic development retreat and workshop.  
**A motion was made by Keith Daws and seconded by Eli Roberts to approve hiring the International Economic Development Council to facilitate an economic development retreat and workshop. The motion was amended to be approved contingent upon feedback from entities willing to participate.**

**AYES**

Eli Roberts  
Keith Daws  
Kerry Thomas  
Richard Wycoff

**NOES**

Aletha Kirkwood  
Kelly Shanks

**Motion passed.**

3. To discuss and consider a recommendation for an application received by the Operation Downtown Committee.  
**This item was moved into executive session.**

**VI. CONSENT AGENDA ITEMS**

None

**VII. NON-CONSENT AGENDA ITEMS**

1. To discuss and consider approving a Second Amendment to the Economic Incentive Agreement with Triangle Waste Properties.  
**This item was moved into executive session.**
2. To discuss and consider an amendment to the Policies & Procedures in place for Operation Downtown.  
**A motion was made by Keith Daws and seconded by Eli Roberts to approve the amendment to the policies and procedures to the Operation Downtown program to replace the reference to "commercial property" with "business enterprise". The vote was unanimous. Motion carried.**
3. To discuss and consider approving a letter of agreement for an amendment to the Landscape Architectural Design Agreement with Rice School of Architecture.  
**A motion was made by Kelly Shanks and seconded by Eli Roberts to approve a letter of agreement to Rice University School of Architecture extending the drop date allowing for more time to turn into the EDC their final drawings and renderings. The vote was unanimous. Motion carried.**
4. To discuss and consider the naming of roads in the Hwy. 73 Business Park.  
**A motion was made by Keith Daws and seconded by Kerry Thomas to approve for the two roads to be named Gabby Eldridge Avenue and Martin Flood Circle as previously agreed to name the roads after former Board Presidents. The vote was unanimous. Motion carried.**

5. To discuss and consider the use of training funds for stipends for 10 Social Service Block Grant enrollees.  
**A motion was made by Eli Roberts and seconded by Keith Daws to approve use of training funds to provide stipends for students not to exceed \$3,000. The vote was unanimous. Motion carried.**
6. To discuss and consider payment of administrative fees to the City of Port Arthur.  
**A motion was made by Keith Daws and seconded by Eli Roberts to approve payment of administrative fees to the City of Port Arthur in the amount of \$35,001. The vote was unanimous. Motion carried.**
7. To discuss and consider approving an estimate from Affordable Lawn Care for the repair of the Spur 93 Business Park irrigation system.  
**A motion was made by Keith Daws and seconded by Kelly Shanks to approve the estimate from Affordable Lawn Care for repairs to the irrigation system contingent upon the City's authorization to allow Affordable Lawn care to sub-contract the work. The vote was unanimous. Motion carried.**
8. To discuss and consider engaging an architect in determining the feasibility of the Port Arthur News building as possible office space for the EDC downtown office.  
**The Board authorized staff to move forward with engaging an architect.**
9. To discuss EDC Board President appointing a Scholarship Recipient Selection Sub-Committee.  
**The Board President, Richard Wycoff appointed the following:  
Aletha Kirkwood  
Kerry Thomas  
Carolyn Guillory**
10. To discuss and consider soliciting proposals for the industrial training of 15 Port Arthur residents.  
**The Board authorized staff to move forward with soliciting proposals.**

## VIII. REPORTS

1. Board Goals & Objectives Workshop  
**The Board was provided with the handout given out at the workshop held on February 13, 2010 for those who did not attend to review.**
2. Renovation of the Downtown Pavilion  
**Mr. Batiste reported the Council will be considering approval of the Pavilion Sub-Committee's recommendation on hiring an engineer at the Council Meeting of February 23, 2010.**
3. Bylaws Committee  
**Kelly Shanks reported the Bylaws committee has held their first meeting and may hold their second meeting in the next two weeks. Will come back with a more detailed report.**

4. Joint Meeting with City Council

**Mr. Batiste reported that the Council will be discussing a date and time to hold the joint meeting at their regular meeting of February 23<sup>rd</sup>.**

**IX. CLOSED SESSION (EXECUTIVE SESSION)**

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.
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 7:17 p.m. to discuss the above mentioned items, and reconvened at 7:55 p.m.**

**Action was taken on the following items:**

**Unfinished Business Item No. 1**

To discuss and consider approving a Contract Economic Incentive Agreement Extension with Mc-O Construction.

**A motion was made by Kerry Thomas and seconded by Keith Daws to approve the agreement extension with Mc-O Construction for an additional 18 months and to maintain payroll for an additional year thereafter.**

**Unfinished Business Item No. 3**

To discuss and consider a recommendation for an application received by the Operation Downtown Committee.

**A motion was made by Kerry Thomas and seconded by Keith Daws to approve an application received from the Port Arthur Police Department for the Operation Downtown program. The vote was unanimous. Motion carried.**

**Non-Consent Item No. 1**

To discuss and consider approving a Second Amendment to the Economic Incentive Agreement with Triangle Waste Properties.

**A motion was made by Eli Roberts and seconded by Kerry Thomas to approve a second amendment to the Economic Incentive Agreement with Triangle Waste, extending their agreement to complete their facility for 18 additional months. The vote was unanimous. Motion carried.**

**X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

None

**XI. ADJOURNMENT OF MEETING**

A motion was made to adjourn the meeting by Kerry Thomas and seconded by Kelly Shanks. It was adopted unanimously. The meeting was adjourned at 8:00 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 8<sup>th</sup> DAY OF March, 2010.

Carolyn Scully  
SECRETARY OF THE CORPORATION