

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
April 18, 2011**

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, April 18, 2011. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Aletha Kirkwood, Roosevelt Petry, Richard Wycoff, Don Page, and Eli Roberts.

The invocation was given by Aletha Kirkwood.

The Pledge of Allegiance followed the Invocation

III. MINUTES

April 4, 2011

A motion was made by Richard Wycoff and seconded by Carolyn Guillory to approve the minutes of April 4, 2011. The vote was unanimous. Motion passed.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Award of Appreciation to Jessica Hill of the Regional Economic Development Initiative.
A plaque of appreciation for the services provided to the PAEDC by Jessica Hill of the Southeast Texas Regional Economic Development Initiative was presented to Ms. Hill on behalf of the PAEDC.

B. COMMUNICATIONS

None

C. SPEAKERS

None

V. UNFINISHED BUSINESS

1. To discuss and consider the evaluation of the Chief Executive Officer of the Corporation.
This item was taken into executive session.
2. To discuss and consider marketing standards for the Grow Port Arthur Fund administered by the National Development Council.
This item was removed until a joint meeting with City Council can be held to discuss their preferences as to the marketing standards for the GPAF program.

VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving an invoice in the amount of \$8,727.07 from URS Corporation for the Port Arthur Pavilion Renovation project work completed through March 11, 2011.
A motion was made by Eli Roberts and seconded by Don Page to approve the invoice submitted by URS Corporation. The vote was unanimous. Motion carried.
2. To discuss and consider approving invoices from Affordable Lawn and Tractor Service for lawn maintenance services rendered for the months of March and April 2011.

Invoice#	Amount:	Pertaining to:
023	\$2,833.33	Spur 93 Business Park
1003	\$635.00	Hwy. 73 Business Park
024	\$3021.00	One time grass cut of Spur 93 Business Park/ 228 Acres
Total:	\$6,489.33	

A motion was made by Eli Roberts and seconded by Richard Wycoff to approve the invoices submitted by Affordable Lawn and Tractor Services. The vote was unanimous. Motion carried.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss the Bylaws of the Corporation.
A motion was by Richard Wycoff and seconded by Don Page to table this item. The vote was unanimous. Motion carried.
2. To discuss the budget for Fiscal Year 2011-2012.
This item was tabled. A Saturday workshop for the Board will be held to discuss the budget.

3. To discuss and consider the award of a bid for the Contract for a Utility Access Road to serve the Port Arthur Economic Development Corporation Business Park, Contract 1 Job No. EDC-160.
A motion was made by Richard Wycoff and seconded by Don Page to award the bid to APAC – Texas as recommended by Arceneaux & Gates Consulting Engineers. The vote was unanimous. Motion carried.
4. To discuss and consider the Renewal of a Technical Assistance Service Contract with the National Development Council.
A motion was made by Richard Wycoff and seconded by Eli Roberts to approve the renewal of a Technical Assistance Service Contract with the National Development Council. The vote was unanimous. Motion carried.
5. To discuss and consider requesting the City Council's approval in naming of the Downtown Pavilion.
A motion was made by Aletha Kirkwood and seconded by Don Page to approve requesting City Council to name the Downtown Pavilion "Mayor Deloris Bobbie Prince Pavilion" in honor of all of her efforts done for the city and the downtown area. The vote was unanimous. Motion carried.
6. To discuss and consider advertisement through a sponsorship of the Junior Achievement Program.
A motion was made by Richard Wycoff and seconded by Don Page to approve sponsoring 125 participants at a total cost of \$1,250.00. The vote was unanimous. Motion carried.
7. To discuss and consider sponsoring the Small Business Awards Banquet hosted by the LSCPA Small Business Development Center.
A motion was made by Aletha Kirkwood and seconded by Eli Roberts to approve sponsorship at the Gold Level in the amount of \$250.00. The vote was unanimous. Motion carried.
8. To discuss and consider purchasing a table at the LSCPA 8th Annual Gulf Coast Gala benefiting the college's community endeavors.
A motion was made by Richard Wycoff and seconded by Eli Roberts to decline the purchase of a table at the Annual Gulf Coast Gala. The vote was unanimous. Motion carried.

VIII. REPORTS

1. Gas Line in Spur 93 Business Park
Mr. Batiste reported that a gas line is planned to be extended to the north end of the park to service MPW Industrial Services and other future companies.
2. Bid for the cutting of grass at the Spur 93 Business Park
Mr. Batiste reported that a bid announcement has been given for the contract of the grass cutting at the Business Park.

3. Clay Development
Mr. Batiste reported that Clay has started construction of the facility to be occupied by Tyco.
4. Employer Quarterly Meeting
The Board was informed of this event that the EDC is co-sponsoring along with the Southeast Texas Workforce Development Board. They were given details as to the date, time and location.
5. Team Industries/ PBC Gas Line Agreement
The Board was informed that the Gas Line Agreement is still being reviewed by PBC and waiting to be executed by all parties.
6. New board member shirts
The Board was informed that staff will be ordering EDC shirts for whoever needs or wants a new shirt.

The Board was also given a report that they requested from Michael Grant of Phillips Productions on the sorting by neighborhoods of the community questionnaire responses that were analyzed by Phillips Productions. Mr. Grant sent his response following the last board meeting.

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 deliberate the purchase, exchange, lease, or value of real property.
 - a. 501 Procter St.
3. **Section 551.074 Government Code** – To discuss personnel matters of Port Arthur Section 4A Economic Development Corporation.
 - a. CEO Evaluation
4. **Section 551.087 Government Code** – To discuss Incentives for EDC Prospects.

The Board retired to executive session at 7:00 p.m. to discuss the above mentioned items, and reconvened at 7:46 p.m.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Eli Roberts and seconded by Carolyn Guillory. It was adopted unanimously. The meeting was adjourned at 7:48 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 2nd DAY OF May, 2011

Carolee Dullany
SECRETARY OF THE CORPORATION