

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
May 2, 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, May 2, 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, Kaprina Frank, Richard Wycoff, Don Page, and Keith Daws.

The invocation was given by Keith Daws.

The Pledge of Allegiance followed the Invocation

III. MINUTES

April 18, 2011

A motion was made by Aletha Kirkwood and seconded by Don Page to approve the minutes of April 18, 2011. The vote was unanimous. Motion passed.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

None

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.

VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving invoices from Germer Gertz, L.L.P. for professional services through 03/31/11.

Invoice#	Amount:	Pertaining to:
403834	\$6,060.00	PAEDC
403835	\$942.25	SETX Clearwater
403836	\$180.00	Mc-OO, Inc./ McO Construction
403837	\$154.93	Clay Development
404169	\$409.93	Southland Overseas Investment, Inc.
Total:	\$7,747.11	

2. To discuss and consider approving an invoice in the amount of \$6,000 from the National Development Council for technical assistance rendered for the period: April 1-30, 2011.
3. To discuss and consider approving an invoice in the amount of \$7,996.66 for the project work undertaken during the period through April 15, 2011 by URS Corporation for the engineering of the Downtown Pavilion renovation. **After discussion and approval of Non-Consent Item 6, a motion was made by Richard Wycoff and seconded by Kaprina Frank to approve Consent Item 3. The vote was unanimous. Motion carried.**
4. To discuss and consider approving invoices from Affordable Lawn and Tractor Service for services rendered for the month of April 2011.

Invoice #:	Amount:	Pertaining to:
025	\$2,833.33	Lawn Maintenance of Spur 93 Business Park
1004	\$635.00	Lawn Maintenance of Hwy 73 Business Park
Total:	\$3,468.33	

A motion was made by Richard Wycoff and seconded by Carolyn Guillory to approve Consent Items 1, 2, and 4 in one motion. The vote was unanimous. Motion carried.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss the Bylaws of the Corporation.
No action taken. Discussion only.
2. To discuss the budget for Fiscal Year 2011-2012.
No action taken. Discussion only.

The Board moved to appoint a Holiday Business Celebration Committee. Appointed members of the committee are as follows; Don Page – Chair, Richard Wycoff, and Kaprina Frank.

3. To discuss and consider entering into a contract with the City of Port Arthur for the services of the Mercer Group, Inc. for management and performance review of the Port Arthur Economic Development Corporation with EDC cost not to exceed \$7,500.
A motion was made by Keith Daws and seconded by Don Page to approve entering into a contract with the City of Port Arthur for the services of The Mercer Group for an amount not to exceed \$7,500. The vote was unanimous. Motion carried.
4. To discuss and consider approving a Port Arthur printing service company for the printing and mail out of the EDC Newsletter.
A motion was made by Aletha Kirkwood and seconded by Kaprina Frank to approve contracting the services of Cheval Noir Media for printing of the PAEDC Newsletter. The vote was unanimous. Motion carried.
5. To discuss and consider an Operation Downtown Application.
A motion was made by Richard Wycoff and seconded by Kaprina Frank to approve Operation Downtown funding in the amount of \$59,060.00 to Lamar State College Port Arthur. The vote was unanimous. Motion carried.
6. To discuss and consider a modification to the cost and services of the engineering work by URS Corporation for the Downtown Pavilion.
A motion was made by Kaprina Frank and seconded by Richard Wycoff to approve modifying the contract with URS Corporation for the engineering work of the Downtown Pavilion with an additional cost of \$19,684.00. The vote was unanimous. Motion carried.

VIII. REPORTS

1. Monthly Financial Report
Ms. Staley gave the Board an update as to the current financials of the corporation.

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 6:48 p.m. to discuss the above mentioned items, and reconvened at 7:22 p.m.

Action was taken on the following item/s:

Unfinished Business

1. To discuss and consider the evaluation of the Chief Executive Officer of the Corporation.

A motion was made by Kaprina Frank and seconded by Carolyn Guillory to approve extending the Executive Director's contract for an additional three years, with an increase in allowances for cell phone and fuel. The vote was unanimous. Motion carried. Attorney Guy Goodson will begin drafting the contract.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Keith Daws and seconded by Richard Wycoff. It was adopted unanimously. The meeting was adjourned at 7:24 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 16th DAY OF May, 2011.


SECRETARY OF THE CORPORATION