

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
SPECIAL MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
October 10, 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 October 10, 2011. The meeting was called to order at 6:08 p.m.

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

The following Board Members were present:

Aletha Kirkwood, Roosevelt Petry, Richard Wycoff, Don Page, Pat Holmes, Kaprina Frank, and Eli Roberts.

The invocation was given by Eli Roberts.

The Pledge of Allegiance followed the Invocation

**III. MINUTES**

September 6, 2011

**A motion was made by Eli Roberts and seconded by Don Page to approve the minutes of September 6, 2011. The vote was unanimous. Motion passed.**

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

1. Brock Services – Billy Harrison  
**Mr. Harrison came before the Board to report on the On-the-job Training program Brock Services provided with the funding assistance from the EDC through job training funds.**

**B. COMMUNICATIONS**

1. Letter of Appreciation from Valero  
**Letter expressing appreciation for the contribution made by the EDC to the Valero Kid Fest.**

**C. SPEAKERS**

None

## V. UNFINISHED BUSINESS

1. To discuss and consider the proposed Industrial Skills Training Services Agreement with Digital Workforce Academy, Inc.
2. To discuss and consider the proposed Maintenance Mechanic Training Services Agreement with Digital Workforce Academy, Inc.

**Items 1 and 2 of Unfinished Business were taken into Executive Session for discussion.**

**After reconvening, a motion was made by Richard Wycoff and seconded by Don Page to remove items 1 and 2 of Unfinished Business and Non-Consent Item 6. The vote was unanimous. Motion carried.**

## VI. CONSENT AGENDA ITEMS

1. To discuss and consider a date for the Board Goals & Objectives Workshop.  
**The Board decided to hold the workshop on Saturday October 22<sup>nd</sup>.**

## VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider a letter of intent from Gulf Copper & Manufacturing Corp.  
**Mr. Steve Hale was present to speak on behalf of Gulf Copper. A motion was made by Eli Roberts and seconded by Kaprina Frank to accept the letter of intent from Gulf Copper and approve moving forward with the full application process with Gulf Copper. The vote was unanimous. Motion carried.**
2. To discuss and consider entering into a Professional Services Agreement with John Hall Public Affairs for implementing of environmental development plans for PAIG companies, grant consultation and economic development program assistance.  
**Mr. John Hall was present to address questions and/ or concerns. A motion was made by Eli Roberts and seconded by Kaprina Frank to approve entering into a Professional Services Agreement with John Hall Public Affairs. The vote was unanimous. Motion carried.**
3. To discuss and consider approving Change Order No. 1 to the contract with APAC Texas for the construction of a utility access road in the Spur 93 Business Park.  
**A motion was made by Kaprina Frank and seconded by Eli Roberts to approve Change Order No. 1. The vote was unanimous. Motion carried.**

4. To discuss and consider contracting the services of Hill & McBride Events for the planning and facilitation of the Industry Appreciation Banquet.  
**A motion was made by Don Page and seconded by Kaprina Frank to approve contracting the services of Hill & McBride. The vote was unanimous. Motion carried.**  
**A motion was made by Don Page and seconded by Kaprina Frank to approve payment in the amount of \$4,999.99 to Hill & McBride for preliminary costs associated with the securing services for the banquet. The vote was unanimous. Motion carried.**
5. To discuss and consider the use of the proceeds from the Industry Appreciation Banquet.  
**A motion was made by Eli Roberts and seconded by Don Page to table this item. The vote was unanimous. Motion carried.**
6. To discuss and consider entering into a Training Agreement with K's & D's Industrial Training.  
**This item was moved into executive session.**
7. To discuss and consider a schedule for the grass cutting services of the Spur 93 Business Park.  
**A motion was made by Kaprina Frank and seconded by Don Page to approve the schedule as presented by staff. The vote was unanimous. Motion carried.**
8. To discuss and consider requesting bids for the grass cutting services at the Highway 73 Business Park.  
**A motion was made Kaprina Frank and seconded by Richard Wycoff to request bids. The vote was unanimous. Motion carried.**
9. To discuss and consider the purchase of a 52" Ferris IS 1500Z rider mower and a Multi Power head Trimmer.  
**A motion was made by Kaprina Frank and seconded by Don Page to approve purchase of the mower. The vote was unanimous. Motion carried.**
10. To discuss and consider participation in the City of Port Arthur's Annual Cultural Lighted Holiday Parade on December 10, 2011.  
**A motion was made by Eli Roberts and seconded by Kaprina Frank to approve participation by donation in the amount of \$2500. The vote was unanimous. Motion carried.**
11. To discuss and consider a recommendation by the Advertising Committee to place an advertisement in the Chamber's 2011 Member Directory.  
**A motion was made by Richard Wycoff and seconded by Eli Roberts to advertise in the Chamber Directory. The vote was unanimous. Motion carried.**
12. To discuss the EDC's standpoint on the proposed Keystone Pipeline.  
**A motion was made by Kaprina Frank and seconded by Richard Wycoff to support the Keystone Pipeline as long as the EDC's mission is being carried in creating jobs. The vote was unanimous. Motion carried.**

13. To discuss and consider approving a gas main extension to Richard Wycoff Dr. in the Spur 93 Business Park by Texas Gas Service Company for an amount not to exceed \$13,387.00.  
**A motion was made by Don Page and seconded by Eli Roberts to approve the gas main extension. The vote was unanimous. Motion carried.**
14. To discuss and consider approving a Letter of Agreement between Lamar University and the Port Arthur Economic Development Corporation for taping of the EDC Board Meetings.  
**A motion was made by Eli Roberts and seconded by Richard Wycoff to approve a Letter of Agreement with Lamar University. The vote was unanimous. Motion carried.**
15. To discuss and consider rescinding the Operation Downtown Agreement with Kilgore Construction.  
**A motion was made by Richard Wycoff and Eli Roberts to rescind the Operation Downtown Agreement. The vote was unanimous. Motion carried.**
16. To discuss and consider de-obligation of Downtown Redevelopment (4B Ballot Proposition Funds) 4B funds previously approved by the EDC Board and City Council.  
**Motion to remove made with Unfinished Business.**
17. To discuss and consider a percent of the EDC Chief Executive Officer and an EDC staff person's time to serve as Executive Director and Program Coordinator for the Downtown Renaissance District Board.  
**A motion was made by Eli Roberts and seconded by Richard Wycoff to approve contingent upon Port Arthur residents serving on the DRD Board.**
18. To discuss and consider an amendment to the FY 2011-2012 budget by increasing the Promotion and Development Fund (advertising) by \$ 800,000 from unutilized funds from FY 2009-2010 and 2010-2011 Operation Downtown Program Funds for the downtown targeted area.

a. Downtown Pavilion	\$396,414.59
b. DRDB – Landscaping - Lighting	\$250,000.00
c. Kilgore Construction	<u>\$ 34,400.41</u>
	\$680,815.00

**A motion was made by Eli Roberts and seconded by Richard Wycoff to approve the budget amendment. The vote was unanimous. Motion carried.**

19. To discuss and consider using \$396,414.59 of the Promotion and Development Fund for the rehabilitation of the Downtown Pavilion to promote new business enterprise.  
**A motion was made by Richard Wycoff and seconded by Eli Roberts to approve use of \$396,414.59 for the rehabilitation of the Downtown Pavilion. The vote was unanimous. Motion carried.**

20. To discuss and consider using \$250,000 of the Promotion and Development Fund for landscaping and street lighting between Austin and Waco Streets adjacent to the Downtown Pavilion.

**A motion was made by Eli Roberts and seconded by Don Page to table this item. The vote was unanimous. Motion carried.**

21. To discuss and consider entering into a Promotion and Development Agreement with the Downtown Renaissance District Board for the promotion of business enterprises in the downtown targeted area in an amount not to exceed \$98,000.

**A motion was made by Kaprina Frank and seconded by Eli Roberts to approve entering into a Promotion and Development Agreement with the Downtown Renaissance District Board. The vote was unanimous. Motion carried.**

## **VIII. REPORTS**

1. Current Projects Update  
**Report given by Brenda Vaughn**
2. EDC Training – Return on Investment  
**Report given by Brenda Vaughn.**
3. Financial Update  
**Report given by Carmelia Staley.**
4. Annual IEDC Conference  
**Report given by Brenda Vaughn and Aletha Kirkwood on recent conference.**
5. Update on Operation Downtown Projects  
**Not discussed**
6. Projects Visit for Councilmen and EDC Board Members  
**Report given by Floyd Batiste on potential new business visits.**

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

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.
  - a. SETX Clearwater Environmental, L.L.C.
  - b. Mc-OO, Inc. d/b/a Mc-O Construction
2. **Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.
  - a. 501 Procter St.
  - b. Proposed Downtown Industrial Park
3. **Section 551.087 Government Code** – To discuss Incentives for Commercial and Industrial Business Prospects.
  - a. Hernandez & Solis, Inc.
  - b. Worldwide Solvent Product

**The Board retired to executive session at 8:10 p.m. to discuss the above mentioned items, and reconvened at 9:00 p.m.**

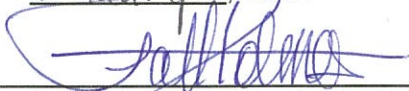
**X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

1. **Eli Roberts** – requested timeframe for the completion of the Downtown Pavilion.

**XI. ADJOURNMENT OF MEETING**

The meeting was adjourned at 9:06 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 10<sup>th</sup> DAY OF January, 2012.

  
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SECRETARY OF THE CORPORATION