

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
July 2, 2012**

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, July 2, 2012. The meeting was called to order at 6:02 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Ransom Howard, Roosevelt Petry, Dwight Wagner, Don Page, Pat Holmes Kaprina Frank, and Eli Roberts.

The invocation was given by Dwight Wagner.

The Pledge of Allegiance followed the Invocation

III. MINUTES

June 4, 2012

A motion was made by Don Page and seconded by Kaprina Frank to approve the minutes of the June 4, 2012 meeting. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Dr. Albert Thigpen – Parks and Recreation
Dr. Thigpen came before the Board to provide an update as to the master plan and priorities set for the EDC 4B proposition funds appropriated for Parks and Recreation. Funds cannot be used until October 1st.

B. COMMUNICATIONS

None

C. SPEAKERS

None

V. UNFINISHED BUSINESS

1. To discuss and consider terms and conditions to enter into an Economic Development Incentive Agreement with Coastal Industrial Services, Inc.

A motion was made by Eli Roberts and seconded by Dwight Wagner to approve entering into an Incentive Agreement with Coastal Industrial Services, Inc. under the terms and conditions presented. The vote was unanimous. Motion carried.

2. To discuss and consider the recruitment and advertising for the position of Business Development Marketing and Recruitment Manager for the EDC.
3. To discuss and consider the recruitment and advertising for the position of Economic Development / Employment and Training Program Specialist for the EDC.

A motion was made by Don Page and seconded by Dwight Wagner to table Unfinished Business Items 2 and 3 until they have a chance to review the job descriptions. The vote was unanimous. Motion carried.

VI. CONSENT AGENDA ITEMS

1. To discuss the Economic Development Sales Tax Type A and B. A motion was made by Dwight Wagner and seconded by Kaprina Frank to table this item.

A second motion was made by Don Page and seconded by Dwight Wagner to remove this item and set a workshop to discuss in detail. The vote was unanimous. Motion carried.

2. To discuss the chairman appointment of a subcommittee to review any economic development incentive applicant prior to the processing of application.

Roosevelt Petry appointed Eli Roberts, Kaprina Frank, and Don Page to serve on a committee to review letters of intent and Phase I applications to make recommendations to the Board whether or not to move forward with the full application process.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider a change order with URS Corporation for engineering services of the Downtown Pavilion.
A motion was made by Don Page and seconded by Kaprina Frank to approve the reimbursable in the amount of \$200.00 and extending the contract until March 2013, and disapprove the rebidding costs of \$4200. The vote was unanimous. Motion carried.

2. To discuss and consider advertisement through Golden Triangle Days in Austin 2013.
A motion was made by Ransom Howard and seconded by Don Page to approve sponsorship as a Tote Bag Sponsor in the amount of \$1,000, and allow board members to attend as delegates. The vote was unanimous. Motion carried.
3. To discuss and consider marketing sub-committee plan for employment.
A motion was made by Dwight Wagner and seconded by Kaprina Frank to table this item as Richard Wycoff was not in attendance and this item was at his request. The vote was unanimous. Motion carried.
4. To discuss and consider amending the policies and procedures of the Operation Downtown Program.
A motion was made by Kaprina Frank and seconded by Ransom Howard to approve the proposed amendments to the Operation Downtown policies and procedures as presented by Attorney Guy Goodson with the inclusion of allowing for funds to also be used to bring structures up to code, ie. electrical, water/ sewer work. The vote was unanimous. Motion carried.
5. To discuss and consider soliciting statements of interest from consultants qualified to perform professional legal and financial services as identified by the EDC Board of Directors.
A motion was made by Don Page and seconded by Kaprina Frank to retain the services of Germer Gertz, L.L.P. and The National Development Council for legal and financial services. The vote was unanimous. Motion carried.
6. To discuss and consider awarding of a bid/ contract for the landscaping services of the Spur 93 Business Park.
A motion was made by Eli Roberts and seconded by Kaprina Frank to approve awarding of the bid to Affordable Lawn Care. The vote was unanimous. Motion carried.
7. To discuss and consider approving the close of contract with Orbital Insulation.
A motion was made by Don Page and seconded by Eli Roberts to approve the closing of the contract with Orbital as they have met all of their contractual obligations. The vote was unanimous. Motion carried.
8. To discuss and consider a proposed Purchase Agreement for 1520 Woodworth between the PAEDC and Abraham Manufacturing or between P&C Investments and Abraham Manufacturing.
Roosevelt Petry and Don Page both abstained from deliberation and action on this item.
A motion was made by Kaprina Frank and seconded by Dwight Wagner to not move forward in purchasing the building at 1520 Woodworth and allowing P&C Investments to move forward in purchasing the property. The vote was unanimous. Motion carried.

9. To discuss Board recommended changes to the Economic Development Act to be discussed at the next legislative hearing.
Board will consider changes and come back with their suggestions if any at the next board meeting.
10. To discuss and consider engaging the services of an architect to include limited demolition for the renovation of the building at 501 Procter St., contingent upon the PAEDC acquiring the property.
A motion was made by Dwight Wagner and seconded by Eli Roberts to approve engaging the services of an architect contingent upon the PAEDC acquiring the building. The vote was unanimous. Motion carried.

VIII. REPORTS

1. Monthly Financial Update
Ms. Staley provided the Board with an update as to the financials of the EDC.
2. International Economic Development Council (IEDC) Annual Conference
The Board was given information on this Annual Conference to be held in Houston this year for those who wanted to attend. Members will let Ms. Staley know if they would like to attend.
3. Basic Economic Development Course
Information on this course to be held in August in Oklahoma was given so that those board members who have not yet attended a basic ED Course could have the opportunity to attend. Those interested will let Ms. Staley know.
4. Purchase of property at 501 Procter St.
This was discussed previously in Non-Consent Item 10.
5. Roosevelt Petry informed the Board of the Rotary Club's intention to request the EDC to partner with them in recognizing Industry in an event to be held in 2013. Information on this will come at the next 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.
3. **Section 551.074 Government Code** – To discuss matters of Personnel.
 - a. CEO Evaluation
 - b. Business Development Marketing and Recruitment Manager
 - c. Economic Development Employment and Training Program Specialist

- 4. Section 551.087 Government Code** – To discuss Incentives for Commercial and Industrial Business Prospects.
a. Coastal Industrial Services

The Board retired to executive session at 7:59 p.m. to discuss the above mentioned items, and reconvened at 8:31 p.m.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. Eli Roberts – requested that should the new job positions to be advertised have any relationship with the City, he would like that relationship to be noted when they are sent the job descriptions.

XI. ADJOURNMENT OF MEETING

A motion was made by Dwight Wagner and seconded by Kaprina Frank to adjourn the meeting. The meeting was adjourned at 8:32 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 6th DAY OF August, 2012



SECRETARY OF THE CORPORATION