

**MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
4173 39th Street, Port Arthur, Texas
August 6, 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, August 6, 2012. The meeting was called to order at 6:05 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Ransom Howard, Aletha Kirkwood, Roosevelt Petry, Dwight Wagner, Richard Wycoff, Pat Holmes, and Eli Roberts.

The invocation was given by Dwight Wagner.

The Pledge of Allegiance followed the Invocation

III. MINUTES

July 2, 2012

A motion was made by Eli Roberts and seconded by Dwight Wagner to approve the minutes of the July 2, 2012 meeting. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. Downtown Renaissance District
Ms. Judyette Jackson requested participation of EDC in funding of the Downtown Procter Street Project.
2. TIRZ Creation – Carl Parker
Not present.

B. COMMUNICATIONS

1. Meet the New City Manager Luncheon – Chamber of Commerce
Board instructed staff to purchase a table.
2. 2012 HUB Expo
Members will let staff know if interested in attending.
3. Port Arthur Public School Foundation, Inc.
This request does not qualify for sponsorship by the EDC.

4. United Way – Live United 5K Run/ Walk
This request does not qualify for sponsorship by the EDC.

C. SPEAKERS

None

V. UNFINISHED BUSINESS

1. To discuss and consider the recruitment and advertising for the position of Business Development Marketing and Recruitment Manager for the EDC.
2. 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 Eli Roberts and seconded by Ransom Howard to table item 1 and 2. The vote was unanimous. Motion carried.

3. To discuss and consider marketing sub-committee plan for employment.
No action. Committee will follow up with an action plan and time line.

VI. CONSENT AGENDA ITEMS

None

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider a change order with URS Corporation for engineering services of the Downtown Pavilion.
URS not present to speak on this item. As it was requested by them to have it placed on the agenda, the item removed from the agenda.
2. To discuss and consider awarding of a bid for the security services at the Spur 93 Business Park.
A motion was made by Richard Wycoff and seconded by Eli Roberts to approve the bid for security services by Patriot Security. The vote was unanimous. Motion carried.
3. To discuss and consider the Board Sub-Committee's recommendation on a Letter of Intent submitted by GP Industrial.
A motion was made by Aletha Kirkwood and seconded by Eli Roberts to move forward with the application process. Mr. Petry recused himself from the vote. The vote was unanimous. Motion carried.

4. To discuss and consider the Board Sub-Committee's recommendation on a Letter of Intent submitted by Latrobe LLC.
A motion was made by A motion was made by Ransom Howard and seconded by Dwight Wagner to move forward with the application process. The vote was unanimous. Motion carried.
5. To discuss and consider the Board Sub-Committee's recommendation on a Letter of Intent submitted by Riley Services.
A motion was made by Richard Wycoff and seconded by Eli Roberts no to move forward with the application process as it does not qualify according to their NAICS code. The vote was unanimous. Motion carried.
6. To discuss and consider a request from the Downtown Renaissance District Board for the PAEDC to participate in the funding of the Procter Street Master Plan.
A motion was made by Eli Roberts and seconded by Dwight Wagner to approve commitment to funding. The vote was unanimous. Motion carried.
7. To discuss and consider financial options for the proposed retrofitting of 501 Procter St.
A motion was made by Eli Roberts and seconded by Richard Wycoff to approve a cash option financing to retrofit 501 Procter St. with New Market and Historical tax credit. The vote was unanimous. Motion carried.
8. To discuss and consider using the unobligated 2012 Downtown Improvement funds to fund certain infrastructural improvements on Procter St. which will promote or develop new or expanded business enterprise.
A motion was made by Eli Roberts and seconded by Richard Wycoff to approve use unobligated 2012 Downtown Improvement funds to fund specific infrastructure projects on Procter St. The vote was unanimous. Motion carried.
9. To discuss and consider requesting a joint meeting with the City Council and the Downtown Renaissance District Board to discuss Downtown Revitalization Plans.
A motion was made by Richard Wycoff and seconded by Dwight Wagner to approve the request of a joint meeting with City Council and the DRDB. The vote was unanimous. Motion carried.
10. To discuss Board recommended changes to the Economic Development Act to be discussed at the next legislative session.
Board agreed to provide applicable recommended changes.
11. To discuss the request of the Rotary Club of Port Arthur to partner in paying tribute to Port Arthur Industries.
A motion was made by Richard Wycoff and seconded by Dwight Wagner to table this item until September's Board Meeting. The vote was unanimous. Motion carried.

12. To discuss and consider approving a Landscaping Contract with Affordable Lawn & Tractor Service.
A motion was made by Eli Roberts and seconded by Richard Wycoff to approve a contract with Affordable Lawn Care & Tractor Service. The vote was unanimous. Motion carried.
13. To discuss and consider approving an Economic Incentive Agreement with Coastal Industrial Services.
A motion was made by Eli Roberts and seconded by Richard Wycoff to approve an Economic Incentive Agreement with Coastal Industrial Services contingent upon the approval of an SBA Loan with the National Development Council. The vote was unanimous. Motion carried.
14. To discuss and consider a recommendation from the Communications/ Advertising Committee in becoming accredited through the Better Business Bureau.
A motion was made by Aletha Kirkwood and seconded by Pat Holmes to deny becoming accredited through the BBB. The vote was unanimous. Motion carried.

VIII. REPORTS

1. Monthly Financial Update
Ms. Staley reported the current financials.
2. RSC Rental Company
Has been acquired by United Rentals
3. Westside Clinic Groundbreaking
Date: August 13, 2012. Secretary Lisa Jackson will be in attendance
4. National Development Council – Bankers Community Meeting
Date: August 23, 2012
5. Employer Informational Career Fair
Date: September 12, 2012 – Time: 1-3 p.m.
6. 501 Procter St.
Hearing to dissolve corporation is scheduled for August 16, 2012.

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
- d. Staff Salaries – Requested by Chairman

- 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 7:42 p.m. to discuss the above mentioned items, and reconvened at 8:18 p.m.

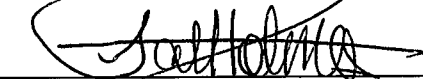
X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

- 1. Dwight Wagner – Update on PA69.

XI. ADJOURNMENT OF MEETING

A motion was made by Eli Roberts and seconded by Richard Wycoff to adjourn the meeting. The meeting was adjourned at 8:21 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 12th DAY OF November, 2012.



SECRETARY OF THE CORPORATION