

***City of Port Arthur***  
***Section 4A Economic Development Corporation***

**MINUTES**

**Regular Meeting**

*4173 39<sup>th</sup> Street, Port Arthur, Texas 77642*

*October 8, 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, October 8, 2012. The meeting was called to order at 6:03 p.m.

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

The following Board Members were present:

Dwight Wagner  
Don Page

Aletha Kirkwood  
Pat Holmes

Richard Wycoff

The invocation was given by Dwight Wagner.

The pledge of Allegiance followed the Invocation.

**III. MINUTES**

None

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

a. John Hall Consultant

**Not present**

b. Steven Moseley – Proposed Ballot Proposition in the May 2013 election

**Not present**

**2. Communications**

Jr. Achievement

MLK Support Group

**Board Approved support of MLK Support Group**

Chamber of Commerce – Golden Triangle Day in Austin

**Board Approved participation in Golden Triangle Days**

Chamber of Commerce – Membership Directory

**Board approved advertising in Directory**

Chamber of Commerce – Max Bowl

Chamber of Commerce – Valero

**Board approved participation in Valero Luncheon**

Carl Griffith – Salute to Industry

Lamar State College

**A motion was made by Richard Wycoff and seconded by Dwight Wagner to table all items not approved until recommendations are received from the EDC Board Advertising Committee.**

**3. Speakers (limited 3 min. ea.)**

**None**

**V. UNFINISHED BUSINESS**

1. To discuss the recruitment and advertising process for the position of Business Development Marketing and Recruitment Manager for the EDC.

**Position will be posted with TML, IEDC and advertised in local newspaper.**

2. To discuss the process for filling the position of Economic Development / Employment and Training Program Specialist for the EDC.

**Candidates have been recognized and offer is expected to be made soon.**

**VI. CONSENT AGENDA ITEMS**

1. To discuss Board establishing policies for use of EDC Promotional Funds.

**Motion was made by Aletha Kirkwood and seconded by Pat Holmes to table this item. Motion carried.**

2. To discuss Board Self-Evaluation Questionnaire.

**Board members agreed to submit before next board meeting.**

**VII. NON – CONSENT AGENDA ITEMS**

1. To discuss and consider possible action to changing Board Meeting date to the 2<sup>nd</sup> and the 4<sup>th</sup> Monday of each month.

**Motion was made by Wycoff and seconded by Holmes not to move meeting dates. Motion carried.**

2. To discuss and consider a new Letter of Intent from Riley Services Inc. for EDC Economic Development Incentive.

**Motion was made by Aletha Kirkwood and seconded by Pat Holmes to move forward with the EDC Economic Development Incentive process. Motion carried.**

3. To discuss and consider Letter of Intent from Wells Supply, LLC for EDC Economic Development Incentive.  
**Motion was made by Richard Wycoff and seconded by Dwight Wagner to move forward with the EDC Economic Development Incentive process. Motion carried.**
4. To discuss and consider sale of Land in the Spur 93 Business Park to Jones-Lang-LaSalle Realtor.  
**Motion was made by Richard Wycoff and seconded by Dwight Wagner to approve sale of the land. Motion carried.**
5. To discuss and consider a 3% payroll increase approved by Council for all non civil service employee including EDC staff beginning October 1, 2012.  
**Motion was made by Aletha Kirkwood and seconded by Pat Holmes to approve staff 3% payroll increase. Motion carried.**
6. To discuss and consider the existing contract with John Hall Public Affairs related to the City of Port Arthur Environmental Justice Plan  
**Motion was made by Richard Wycoff and seconded by Pat Holmes to table item until more information is provided after City Council meets. Motion carried.**
7. To discuss and consider awarding the Security Services Contract for the Spur 93 Business Park to the lowest bidder.  
**Motion was made by Richard Wycoff and seconded by Dwight Wagner to table item until further discussion with City Manager. Motion carried.**
8. To discuss and consider for approval revisions to the amendment to the Operation Downtown Grant Program.  
**Motion was made by Dwight Wagner and seconded by Richard Wycoff to table item until the Operation Downtown Committee has reviewed the program and can make a recommendation. Motion carried.**
9. To discuss and consider for approval Change Order #2, requesting four (4) additional days for contract #EDC-170 with Excavators and Constructors, LTD.  
**Motion was made by Richard Wycoff and seconded by Pat Holmes to remove item from Agenda. Motion carried.**
10. To discuss and consider the price per acre at the Hwy 73 Business Park.  
**Motion was made by Richard Wycoff and seconded by Dwight Wagner to revisit price per acre. Motion amended for Richard Wycoff and Pat Holmes to find comparable prices. Motion carried.**

11. To discuss and consider the purchase of approx. 11.73 acres of land on Hwy 365.  
**A motion was made by Aletha Kirkwood and seconded by Pat Holmes to not purchase the land. Richard Wycoff opposed. Motion carried.**
12. To discuss and consider possible action as to the sale of property to Port Arthur Housing Authority and reversionary rights granted to PAEDC.  
**Motion was made by Richard Wycoff and seconded by Don Page to reclaim the property and refund the Housing Authority (3-yes / 2-no). Motion carried.**
13. To discuss and consider terms and conditions for agreement with Rotary Club of Port Arthur.  
**Motion was made by Pat Holmes and seconded by Richard Wycoff to table this item until further information is received. Motioned carried.**
14. To discuss and consider removing the schedule time for grass cutting at the Spur 93 Business Park.  
**Motion was made by Pat Holmes and seconded by Aletha Kirkwood to remove the schedule time for grass cutting. Motion carried.**

## **VII. REPORTS**

- a. PAEDC open projects contractual milestones
- b. Cash Reigns Supreme
- c. Informational Connections Career Fair
- d. Eli Roberts and Richard Wycoff Street
- e. Business Meet Industry Day
- f. Tyco – Wilfire Ground Breaking
- g. IEDC Annual Conference
- h. Advertising
- i. 501 Proctor

**Reports were provided by Floyd Batiste.**

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

**In Order To Comply With The Requirements Of Chapter 551 (Open Meetings Law) Of The Texas Government Code, Prior To Going Into Closed Meeting The Presiding Officer To The City of Port Arthur Section 4A Economic Development Corporation Board Of Directors Should Make The Following Public Announcement:**

**“A Closed Meeting or Executive Session Will Be Held Pursuant To the Following Sections of Chapter 551, Texas Government Code,**

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson pending and potential litigation.

a. Hernandez Solis

2. **Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.

b. Property located on Fourth Street

c. Property located on Hwy 365

d. 501 Procter Street

3. **Section 551.074 Government Code** – To discuss matters of Personnel.

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

The Board retired to executive session at 8:50 p.m. to discuss the above mentioned items, and reconvened at 9:33 p.m.

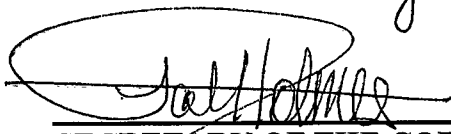
**IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

None

**X. ADJOURNMENT OF MEETING**

This meeting was adjourned at 9:46 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 8<sup>th</sup>  
DAY OF January, 2017.<sup>3</sup>



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SECRETARY OF THE CORPORATION