

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
January 8, 2013**

**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 Tuesday, January 8, 2013. The meeting was called to order at 6:01 p.m.

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

The following Board Members were present:

Ransom Howard, Aletha Kirkwood, Roosevelt Petry, Dwight Wagner, Richard Wycoff, 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**

October 8, 2012

**A motion was made by Eli Roberts and seconded by Kaprina Frank to approve the minutes of October 8, 2012. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**A. PRESENTATIONS**

None

**B. COMMUNICATIONS**

None

**C. SPEAKERS**

None

**V. UNFINISHED BUSINESS**

1. To discuss for possible consideration the PAEDC staff schedule of pay rates and ranges.  
**This item was held.**

2. To discuss for possible consideration an extension of time to the Operation Downtown Agreement with Donnell Lavolais.  
**Ms. Alona Lavolais was present to speak on behalf of Donell Lavolais.**  
**A motion was made by Don Page and seconded by Eli Roberts to approve a 90 day extension to the Operation Downtown Agreement with Donell Lavolais. The vote was unanimous. Motion carried.**
3. To discuss for possible consideration an amendment to the Operation Downtown Agreement with Kilgore Construction.  
**A motion was made by Kaprina Frank and seconded by Aletha Kirkwood not to approve the requested amendment to the Agreement. Dwight Wagner abstained from the vote. The vote was 8-1. Richard Wycoff voted no. Motion passed.**
4. To discuss for possible consideration an extension of time to the Operation Downtown Agreement with Kilgore Construction.  
**A motion was made by Eli Roberts and seconded by Don Page to approve a 90 day time extension to the Operation Downtown Agreement with Kilgore Construction. The vote was unanimous. Motion carried.**

#### **VI. CONSENT AGENDA ITEMS**

None

#### **VII. NON-CONSENT AGENDA ITEMS**

1. To discuss for possible consideration a recommendation of terms and conditions to enter into an Incentive Agreement with B&B Ice.  
**A motion was made by Ransom Howard and seconded by Kaprina Frank to approve entering into an economic incentive agreement with B&B Ice for an amount of \$285,515.00 with the condition that the EDC have 1<sup>st</sup> lien on collateral. The vote was unanimous. Motion carried.**
2. To discuss for possible consideration entering into an Architectural Services Agreement with Haddon Cowan Architects Collaborative for the renovation of 501 Procter Street.  
**A motion was made by Dwight Wagner and seconded by Kaprina Frank to approve entering into an Architectural Agreement with Haddon Cowan. The vote was unanimous. Motion carried.**
3. To discuss for possible consideration the revised Unimproved Property Purchase Contract w/ the Urban Group.  
**A motion was made by Richard Wycoff and seconded by Roosevelt Petry to approve the revisions presented by EDC Attorney Guy Goodson to the purchase contract with the Urban Group. The vote was unanimous. Motion carried.**

4. To discuss for possible consideration the Memorandum of Understanding as to the proposed call center project.  
**A motion was made by Ransom Howard and seconded by Dwight Wagner to approve a Memorandum of Understanding as to the proposed call center. The vote was unanimous. Motion carried.**
5. To discuss for possible consideration bills to be filed with the Texas Legislature as to job training and use of 4A funds for infrastructure improvements.  
**A motion was made by Richard Wycoff and seconded by Eli Roberts to approve submission of the proposed legislative bills. The vote was unanimous. Motion carried.**
6. To discuss for possible consideration a response to letter proposal from The Rotary Club.  
**EDC Attorney Guy Goodson gave a brief update as to this item. No action taken.**
7. To discuss a ballot proposition presented to City of Port Arthur for May 2013 election as to use of 4A funds for designated 4B projects.  
**Attorney Guy Goodson reported of the proposed ballot proposition that is proposed to go on the May 2013 Ballot. This proposition if passed would allocate \$400,000 of 4A funds per year for two years to entertainment purposes.**
8. To discuss for possible consideration approving a letter of intent from Gulf Coast Warehousing.  
**A motion was made by Roosevelt Petry and seconded by Eli Roberts to approve moving forward with the full application process by Gulf Coast Warehousing. Don Page recused himself from the vote. The vote was unanimous. Motion carried.**

## VIII. REPORTS

1. Monthly Financial Update  
**Ms. Staley provided the Board with an update as to the EDC's current financials.**
2. Current Project Status Report  
**Ms. Reeves provided the Board with a report of the current status of projects.**
3. Work Skills Advisory Group Meeting  
**Ms. Reeves provided the Board with information about the meeting that will be held on January 9<sup>th</sup>.**
4. Marketing & Business Recruitment Manager  
**Mr. Batiste reported he expects this new employee to begin work on February 1<sup>st</sup>. Interviews have been completed and a selection has been made.**
5. Spur 93 Business Park Security  
**Mr. Batiste reported that the ssecurity company has starting patrolling the Park effective as of Dec. 31<sup>st</sup> 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.
  - a. Property located at W. Port Arthur Rd. and Highway 365.
- 3. Section 551.074 Government Code** – To discuss matters of Personnel.
  - b. EDC position salary structure for the Executive Director
- 4. Section 551.087 Government Code** – To discuss Incentives for Commercial and Industrial Business Prospects.
  - a. Call Center

**The Board retired to executive session at 6:34 p.m. to discuss the above mentioned items, and reconvened at 7:35 p.m.**

Action was taken on the following:

**A motion was made by Richard Wycoff and seconded by Eli Roberts to nominate Dwight Wagner as chairman of the Bylaws Committee.**

**Chairman Page approved Dwight Wagner as Chair of the Bylaws Committee and appointed the following Board Members as additional members of the Committee:**

- Richard Wycoff
- Pat Holmes
- Ransom Howard

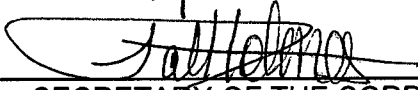
**X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

None

**XI. ADJOURNMENT OF MEETING**

The meeting was adjourned at 7:50 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 4<sup>th</sup> DAY OF February, 2013.

  
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SECRETARY OF THE CORPORATION