

**MINUTES  
CITY OF PORT ARTHUR SECTION 4A  
ECONOMIC DEVELOPMENT CORPORATION  
REGULAR MEETING  
4173 39<sup>th</sup> Street, Port Arthur, Texas  
April 7, 2014**

**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, April 7, 2014. 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, Langston Adams, Richard Wycoff, Shad Wise, Pat Holmes, and Carol Wommack

The invocation was given by Ransom Howard.

The Pledge of Allegiance followed the Invocation

**III. MINUTES**

February 10, 2014

March 3, 2014

March 10, 2014 Special Meeting

March 20, 2014 Special Meeting

**A motion was made by Ransom Howard and seconded by Richard Wycoff to approve the above mentioned items. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

None

**2. Communications**

1. Lockwood International – April Morning Business Connection  
**Members will let staff know if they are interested in attending.**

**3. Speakers**

None

## **V. UNFINISHED BUSINESS**

1. To discuss for possible consideration an Amendment to the scope of work of the Agreement between PAEDC and Vets Securing America for security guard services at the Spur 93 Business Park.

**A motion was made by Richard Wycoff and seconded by Carol Wommack to approve an amendment to the contract with Vets Securing America. The vote was unanimous. Motion carried.**

2. To discuss for possible consideration the evaluation of and a contract with the PAEDC Chief Executive Officer.

**A motion was made by Richard Wycoff and seconded by Ransom Howard to move this item to executive session. The vote was unanimous. Motion carried.**

## **VI. CONSENT AGENDA ITEMS**

1. To discuss updated staff job descriptions.

**Mr. Batiste provided the final draft job descriptions submitted to the City Human Resource Department for the Board's review.**

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

1. To discuss for possible consideration the election of officers of the PAEDC Board of Directors.

**A motion was made by Richard Wycoff and seconded by Carol Wommack to nominate Pat Holmes as President of the Board of Directors.**

**A second motion was made by Shad Wise and seconded by Langston Adams to nominate Ransom Howard as President of the Board of Directors.**

**The vote was as follows:**

<u>Holmes</u>	<u>Howard</u>
Aletha Kirkwood	Ransom Howard
Richard Wycoff	Langston Adams
Pat Holmes	Shad Wise
Carol Wommack	

**Mrs. Pat Holmes is elected as President of the Board of Directors.**

**A motion was made by Pat Holmes and seconded by Carol Wommack to nominate Richard Wycoff as Vice President of the Board of Directors.**

**Mr. Wycoff removed himself from the election as his term will be expiring soon.**

**A motion was made by Langston Adams and seconded by Shad Wise to nominate Ransom Howard as Vice President of the Board of Directors.**

A motion was made by Aletha Kirkwood and seconded by Pat Holmes to nominate Carol Wommack as Vice President of the Board of Directors.

The vote was as follows:

<u>Howard</u>	<u>Wommack</u>
Ransom Howard	Aletha Kirkwood
Langston Adams	Pat Holmes
Richard Wycoff	Carol Wommack
Shad Wise	

**Ransom Howard is elected Vice President of the Board of Directors**

2. To discuss for possible consideration sponsorship to the Lamar State College 2014 Gulf Coast Gala.

**A motion was made by Aletha Kirkwood and seconded by Ransom Howard to sponsor the event at the \$1,000 "Friend" level. The vote was unanimous. Motion carried.**

3. To discuss for possible consideration a request made by the City Council to amend Section 7.04 of the PAEDC Bylaws.

**No action taken**

4. To discuss for possible consideration the construction of a Guard Shack in the Spur 93 Business Park.

**A motion was made by Shad Wise and seconded by Ransom Howard to bring this item back during the next fiscal year so the budget can allow for the cost. The vote was unanimous. Motion carried.**

5. To discuss for possible consideration approving a Letter of Intent from Port Arthur Manufacturers.

**A motion was made by Ransom Howard and seconded by Shad Wise to table this item. The vote was unanimous. Motion carried.**

6. To discuss for possible consideration approval of a Letter of Intent to the Port Arthur Chamber of Commerce for commercial lease space at 501 Procter.

**Item taken into executive session.**

7. To discuss for possible consideration approval an Agreement between PAEDC and Jireh World Church Outreach Ministries, Inc. for life skills and basic financial planning training.

**A motion was made by Richard Wycoff and seconded by Carol Wommack to approve a training Agreement with Jireh World Church. The vote was unanimous. Motion carried.**

8. To discuss for possible consideration a request from the Pleasure Island Advisory Board for funding for an outdoor amphitheater under the May 2012 Entertainment Ballot Proposition.

**This item was approved.**

9. To discuss for possible consideration an amendment to the milestones of the Incentive Agreement between PAEDC and Climate Controlled Containers.

**This item was approved.**

10. To discuss for possible consideration awarding a bid and entering into an Agreement for the grass cutting of the Highway 73 Business Park.

**This item was approved as an award of contract to Affordable Lawn Care.**

11. To discuss for possible consideration entering into an Agreement with Haddon + Cowan Architects Collaborative regarding the potential eligibility of rehabilitation and renovation work at 501 Procter for State of Texas Historic Tax Credits.

**This item was approved to enter into an Agreement with Haddon+Cowan Architects.**

## **VIII. REPORTS**

1. Marketing

**Ms. RaNoda McClain-Lee provided the monthly Marketing report**

2. Operation and Employment & Training

**Ms. Precilla Reeves provided a report on the Operation and Employment & Training**

3. Financial

- a. Monthly Financial Update

- b. Board Operations Financial Report  
**Report Given by Carmelia Staley**

4. CEO's Report

- a. 501 Procter Update

- b. Lamar State College

- c. IEDC Excellence in ED Award

- d. LOI Chamber of Commerce

- e. City of Port Arthur Downtown Revitalization Plan

**Reports given by Floyd Batiste**

## **IX. 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 and/ or legal advice.

- a. JZ Russell Industries

2. **Section 551.072 Government Code** – To deliberate the purchase, exchange, lease, or value of real property.
  - a. Report on Additional Business Park Property
  - b. Port Arthur Chamber of Commerce
3. **Section 551.074 Government Code** – To discuss matters of Personnel.
  - a. CEO - Evaluation
  - b. Staff Assignments
4. **Section 551.087 Government Code** – To discuss Incentives for Commercial and Industrial Business Prospects.
  - a. Climate Controlled Containers

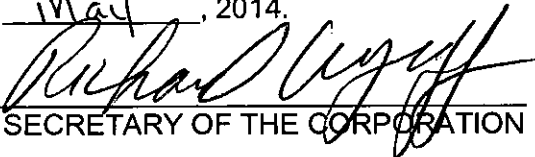
**\*The Items in Executive Session May Be Discussed and Acted On In Open Session.\***

**X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**  
None

**XI. ADJOURNMENT OF MEETING**

**Meeting was adjourned at 9:27 p.m.**

APPROVED BY THE BOARD OF DIRECTORS ON THE 5<sup>th</sup> DAY OF May, 2014.

  
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SECRETARY OF THE CORPORATION