

MINUTES
City of Port Arthur
Section 4A Economic Development Corporation
Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, March 13, 2017

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, March 13, 2017. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Darrell Anderson, Eli Roberts, Christy DeRouen, Dallas Smith, Ingrid Holmes and David Sticklely.

The invocation was given by Eli Roberts.

The Pledge of Allegiance followed the Invocation.

III. MINUTES

Regular Meeting, February 6, 2017

A motion was made by Dallas Smith and seconded by Eli Roberts to approve the minutes of the Regular Meeting, February 6, 2017. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. Presentations

a. None

2. Communications

a. None

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

V. UNFINISHED BUSINESS

1. To discuss for possible consideration recommendations from the Board sub-committee regarding security services/systems for 501 Procter Street.

A motion was made by David Sticklely and seconded by Eli Roberts to approve the security monitoring system and the additional eight (8) monitors.

Additionally the Board approved that future tenants, of 501 Procter Street, will be provided two (2) monitors by the PAEDC. If a future tenant desires additional

monitors, it will be at the tenant's expense. The vote was unanimous. Motion carried.

VI. CONSENT AGENDA ITEMS

VII. NON-CONSENT AGENDA ITEMS

1. To discuss for possible consideration partnering with the City of Port Arthur's Community Development Department to engage JQUAD Planning Group to develop a Downtown Target Area Housing Plan in an amount not to exceed \$5,000.
A motion was made by Dallas Smith and seconded by Darrell Anderson to approve partnering with the City of Port Arthur's Community Development Department to engage JQUAD Planning Group to develop a Downtown Target Area Housing Plan in an amount not to exceed \$5,000. The vote was unanimous. Motion carried.
2. To discuss for possible consideration entering into an agreement with Lamar University College of Fine Arts & Communications – SETCAST for the video production of the EDC regular meetings from November 1, 2016 to October 30, 2017. In an amount not to exceed \$3,935.00.
A motion was made by Eli Roberts and seconded by David Stickley to approve entering into an agreement with Lamar University College of Fine Arts & Communications – SETCAST for the video production of the EDC regular meetings from November 1, 2016 to October 30, 2017. In an amount not to exceed \$3,935.00. The vote was unanimous. Motion carried.
3. To discuss for possible consideration a request for funding from the Breeze Radio Station for advertising.
A motion was made by Darrell Anderson and seconded by Eli Roberts to approve a request for funding from the Breeze Radio Station for advertising in the amount of \$4,900.00. The vote was unanimous. Motion carried.
4. To discuss for possible consideration an annual contribution to the Regional Economic Development Initiative (REDI).
A motion was made by Darrell Anderson and seconded by Eli Roberts to approve an annual contribution to the Regional Economic Development Initiative (REDI) in the amount of \$5,000.00. The vote was unanimous. Motion carried.
5. To discuss for possible consideration a second renewal of the contract with Hayes Real Estate for Property Management Services for 501 Procter Street.
A motion was made by Dallas Smith and seconded by Eli Roberts to approve the second renewal of the contract with Hayes Real Estate for Property

Management Services for 501 Procter Street. The vote was unanimous. Motion carried.

6. To discuss for possible consideration a letter of intent for the proposed lease of space to Architect Studio in 501 Procter Street.
A motion was made by Eli Roberts and seconded by David Stickley to accept a letter of intent for the proposed lease of space to Architect Studio in 501 Procter Street. The vote was unanimous. Motion carried.
7. To discuss for possible consideration a letter of intent for an Economic Incentive for AMP Steelworks/1836 Ironworks.
A motion was made by David Stickley and seconded by Darrell Anderson to accept a letter of intent for an Economic Incentive for AMP Steelworks/1836 Ironworks. The vote was unanimous. Motion carried.
8. To discuss for possible consideration entering into an agreement with Legacy Community Development Corp in an amount not to exceed \$30,000.
A motion was made by Darrell Anderson and seconded by Eli Roberts to enter into an agreement with Legacy Community Development Corp in an amount not to exceed \$30,000. The vote was unanimous. Motion carried.
9. To discuss for possible consideration entering into a professional service agreement with HR Green for Landscape Architectural Design, Engineering Services and Construction Management for Monument and Landscape Enhancements at Jade Avenue Business Park.
A motion was made by Eli Roberts and seconded by Dallas Smith to enter into a professional service agreement with HR Green for Landscape Architectural Design, Engineering Services and Construction Management for Monument and Landscape Enhancements at Jade Avenue Business Park. The vote was unanimous. Motion carried.
10. To discuss for possible consideration going out for bids for landscaping at the Spur 93 Business Park.
A motion was made by David Stickley and seconded by Darrell Anderson to go out for bids for landscaping at the Spur 93 Business Park. The vote was unanimous. Motion carried.
11. To discuss for possible consideration entering into a Professional Service Agreement with Arceneaux, Wilson & Cole LLC for engineering services in connection with the paving, water, sanitary sewer and drainage for a Jade Ave. Business Park road.
A motion was made by David Stickley and seconded by Eli Roberts to approve entering into a Professional Service Agreement with Arceneaux, Wilson & Cole LLC for engineering services in connection with the paving, water, sanitary sewer and drainage for a Jade Ave. Business Park road. The vote was unanimous. Motion carried.

12. To discuss for possible consideration the purchase of an All-in-One, copier/printer/scanner/fax, for PAEDC.
A motion was made by Darrell Anderson and seconded by Dallas Smith to approve the purchase of an All-in-One, copier/printer/scanner/fax, for PAEDC from Star Graphics. The vote was unanimous. Motion carried.

13. To discuss for possible consideration the publication of a 2017 PAEDC Newsletter.
A motion was made by Eli Roberts and seconded by Darrell Anderson to approve the publication of a 2017 PAEDC Newsletter, utilizing Cheval Noir in the amount of \$16,403.28. The vote was unanimous. Motion carried.

VIII. REPORTS

1. Marketing & Business Recruitment Report
2. Operational Report
3. Financial Report
4. CEO's Report

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.

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

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

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

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

As there was no business for the Executive Session the Board did not retire to Executive Session.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

Meeting was adjourned at 7:33 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 1st DAY OF

May, 2017.

Dallen Smith
SECRETARY OF THE BOARD