

City of Port Arthur
Section 4A Economic Development Corporation

MINUTES

Board Meeting

501 Procter Street, Ste. 100, Port Arthur, TX 77640

Monday, May 7, 2018

6:00 p.m.

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, May 7, 2018. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Darrell Anderson, John Chirafis, Michelle Dorsey, Kenneth Marks, Richard Wycoff, Warren Pena, Dallas Smith, Ingrid Holmes and David Stickley

The invocation was given by Darrell Anderson.

The Pledge of Allegiance followed the Invocation.

III. MINUTES

Regular Meeting Minutes 03-05-2018

A motion was made by David Stickley and seconded by John Chirafis to approve the Special Meeting Minutes 03-19-2018. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. Presentations

- a. Disaster & Humanitarian Services (DHS)

2. Communications

- a. Architect's Studio Ribbon Cutting, May 8, 2018.
- b. The Greater Port Arthur Chamber of Commerce Leadership Breakfast May, 22, 2018.
Board Members agreed to the purchase of individual tickets for those wishing to attend the Greater Port Arthur Chamber of Commerce Leadership Breakfast May, 22, 2018.
- c. The Small Business Development Center (SBDC) at Lamar State College – Port Arthur Annual Business Awards Banquet, June 5, 2018.

A motion was made by David Stickleby and seconded by Darrell Anderson to support the Small Business Development Center (SBDC) at Lamar State College – Port Arthur Annual Business Awards Banquet, June 5, 2018, as a Platinum Sponsor at \$500. The vote was unanimous. Motion carried.

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

V. UNFINISHED BUSINESS

VI. CONSENT AGENDA ITEMS

VII. NON-CONSENT AGENDA ITEMS

1. To discuss for possible consideration the appraisal of 549 4th Street property.
This item was moved to Executive Session.
Following Executive Session a motion was made by Darrell Anderson and seconded by Richard Wycoff to approve an appraisal of 549 4th Street property. The vote was unanimous. Motion carried.
2. To discuss for possible consideration the survey and replat of the 4th Street Property.
This item was moved to Executive Session.
Following Executive Session a motion was made by Darrell Anderson and seconded by John Chirafis to approve the survey and replat of the 4th Street Property. The vote was unanimous. Motion carried.
3. To discuss for possible consideration a proposal for Soil Quality Evaluation for the Jade Ave. Business Park.
This item was moved to Executive Session.
Following Executive Session a motion was made by Darrell Anderson and seconded by Richard Wycoff to approve a proposal for Soil Quality Evaluation for the Jade Ave. Business Park. The vote was unanimous. Motion carried.
4. To discuss for possible consideration roof maintenance and repair proposal from Spaw Glass.
A motion was made by David Stickleby and seconded by Darrell Anderson to approve a roof maintenance and repair proposal from Spaw Glass. The Board requests that this item be investigated to make sure there is no liability on the original installer of the roof. The vote was unanimous. Motion carried.
5. To discuss for possible consideration an Agreement for an Economic Incentive for Infrastructure for Joe's Shopping Plaza.
A motion was made by David Stickleby and seconded by Richard Wycoff to approve an Agreement for an Economic Incentive for Infrastructure for Joe's Shopping Plaza. The vote was unanimous. Motion carried.

**The Board President called to recess the meeting at
6:32 p.m. to honor outgoing Board Members
Warren Pena and Richard Wycoff.
The Board reconvened at 6:58 p.m.**

6. To discuss for possible consideration a pre-employment training agreement with SETX/PFG of Texas.
A motion was made by Richard Wycoff and seconded by David Stickley to approve a pre-employment training agreement with SETX/PFG of Texas. The vote was unanimous. Motion carried.

7. To discuss for possible consideration termination of a Commercial Listing Agreement with Hayes Real Estate for Commercial Listing services at 501 Procter Street.
A motion was made by Darrell Anderson and seconded by David Stickley to approve the termination of a Commercial Listing Agreement with Hayes Real Estate for Commercial Listing services at 501 Procter Street. The vote was unanimous. Motion carried.

8. To discuss for possible consideration the first renewal of a contract for landscaping and irrigation maintenance at the Spur 93 Business Park with Affordable Lawn & Tractor Service in an annual amount not to exceed \$28,500.
A motion was made by David Stickley and seconded by Kenneth Marks to approve the first renewal of a contract for landscaping and irrigation maintenance at the Spur 93 Business Park with Affordable Lawn & Tractor Service in an annual amount not to exceed \$28,500. The vote was unanimous. Motion carried.

9. To discuss for possible consideration the second and final renewal of an agreement with Legacy Community Development Corporation to manage the Affordable Housing Program at a cost not to exceed \$35,000 per year.
A motion was made by John Chirafis and seconded by Richard Wycoff to approve the second and final renewal of an agreement with Legacy Community Development Corporation to manage the Affordable Housing Program at a cost not to exceed \$35,000 per year. The vote was unanimous. Motion carried.

10. To discuss for possible consideration accepting a bid for the PAEDC Annual Newsletter publication.
A motion was made by Richard Wycoff and seconded by Darrell Anderson to approve the acceptance of a bid from Kirksey's Sprint Printing for the PAEDC Annual Newsletter publication, in an amount not to exceed \$11,677.25. The vote was unanimous. Motion carried.

11. To discuss for possible consideration the authorization for the drafting of amendments to EDC articles and bylaws to reduce board membership from 9 to 7 members.
A motion was made by David Stickley and seconded by John Chirafis to authorize the drafting of amendments to EDC articles and bylaws to reduce board membership from 9 to 7 members. The vote was unanimous. Motion carried.
12. To discuss for possible consideration proposed date for Budget Workshop.
For discussion only. Board Members will be provided with potential dates for the Budget Workshop.

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** – To discuss matters of Personnel.
 - a. PAEDC Chief Executive Officer Performance Evaluation.
4. **Section 551.087 Government Code** – To discuss Incentives for Commercial and Industrial Business Prospects.
 - a. Standard Alloy, Inc.
 - b. Motion Industries

c. 549 4th Street, Port Arthur News Building

d. 4th Street Property

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

The Board retired to Executive Session at 7:32 p.m.

The Board reconvened at 8:22 p.m.

Being there were no items for Executive Session the Board moved to adjourn the meeting.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

Meeting was adjourned at 8:24 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 4th DAY OF

June, 2018.

Della Smith
SECRETARY OF THE BOARD

*Note: Recording error on SD card during audio recording.
Stopped recording during presentation by DHS.
Copy of complete Video recording is in permanent file.*