

City of Port Arthur
Section 4A Economic Development Corporation

MINUTES

Special Board Meeting

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

Monday, September 9, 2019

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 Special Meeting on Monday, September 9, 2019. The meeting was called to order at 6:03 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Darrell Anderson, John Chirafis, Christopher Smith, Kenneth Marks, Dallas Smith, Ingrid Holmes and Jerry LaBove

The Invocation was given by Dallas Smith, followed by the Pledge of Allegiance.

III. MINUTES

08-05-2019 Regular Meeting Minutes

A motion was made by John Chirafis and seconded by Dallas Smith to approve the 08-05-2019 Regular Meeting Minutes. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. Presentations

2. Communications

- a. Chamber of Commerce City & Regional Breakfast Updates, Tuesday, September 24, 2019.

Individual Tickets will be purchased for this event.

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 approving the purchase of an additional .4 acres of land (bringing total acreage to 2.4) at the Spur 93 Business Park by B&B Ice.

A motion was made by Dallas Smith and seconded by Kenneth Marks to approve the purchase of an additional .4 acres of land (bringing total acreage to 2.4) at the Spur 93 Business Park by B&B Ice. The vote was unanimous. Motion carried.

2. To discuss for possible consideration a Letter of Intent from The King Crawfish Distributors LLC.

A motion was made by Darrell Anderson and seconded by Christopher Smith to approve the consideration of a Letter of Intent from The King Crawfish Distributors LLC. The vote was unanimous. Motion carried.

3. To discuss for possible consideration approving the first renewal of the Security Guard Services to serve the Spur 93 Business Park with S&S Investigations & Security, Inc., expiring December 17, 2019.

A motion was made by John Chirafis and seconded by Jerry LaBove to approve the first renewal of the Security Guard Services to serve the Spur 93 Business Park with S&S Investigations & Security, Inc., expiring December 17, 2019. The vote was unanimous. Motion carried.

4. To discuss for possible consideration the Greater Port Arthur Chamber of Commerce Lease Agreement for 501 Procter Street.

A motion was made by Darrell Anderson and seconded by Christopher Smith to approve increasing the Greater Port Arthur Chamber of Commerce lease amount by \$.03/sq. ft. Current lease amount is \$2,455.20 per month, increasing by \$66.96 per month bringing new lease amount to \$2,522.16 per month. The vote was unanimous. Motion carried.

5. To discuss for possible consideration rescinding Resolution 19-360 with Classic Forms for Newsletter publication.

A motion was made by John Chirafis and seconded by Christopher Smith to approve rescinding Resolution 19-360 with Classic Forms for Newsletter publication. The vote was unanimous. Motion carried.

6. To discuss for possible consideration awarding the bid for the Annual PAEDC Newsletter.

A motion was made by Darrell Anderson and seconded by Christopher Smith to approve awarding the bid for the Annual PAEDC Newsletter to the second lowest bidder Kirksey's Sprint Printing in an amount not to exceed \$16,240.80. The vote was unanimous. Motion carried.

7. To discuss for possible consideration awarding a bid for Contractor Services for the buildout of the 2nd Floor lease space of 501 Procter Street.

A motion was made by Kenneth Marks and seconded by Jerry LaBove to approve awarding the bid for Contractor Services for the buildout of the 2nd Floor lease space of 501 Procter Street to SETEX Facilities and Maintenance in an amount not to exceed \$185,000.00. The vote was unanimous. Motion carried.

8. To discuss for possible consideration providing EDC additional funding for the retrofit of 549 4th Street.

A motion was made by Darrell Anderson and seconded by John Chirafis to approve providing EDC additional funding for the retrofit of 549 4th Street in the amount of \$1,625,000.00. The vote was unanimous. Motion carried.

9. To discuss for possible consideration amending the Professional Service Contract with Architect's Studio PLLC for 549 4th Street.

A motion was made by Darrell Anderson and seconded by Christopher Smith to approve amending the Professional Service Contract with Architect's Studio PLLC for 549 4th Street to increase the amount by \$200,000.00. Contingent on the approval of EDC additional funding for the retrofit of 549 4th Street in the amount of \$1,625,000.00 being approved by City Council. The vote was unanimous. Motion carried.

10. To discuss for possible consideration approving an amendment to the PAEDC 2019-2020 Budget.

A motion was made by John Chirafis and seconded by Christopher Smith to approve an amendment to the PAEDC 2019-2020 Budget. Total budget amount \$12,440,448.00. The vote was unanimous. Motion carried.

11. To discuss for possible consideration rescinding Resolution 19-160, Purchase of Land in the Spur 93 Business Park with KLV Ventures, Inc.

A motion was made by John Chirafis and seconded by Christopher Smith to approve rescinding Resolution 19-160, Purchase of Land in the Spur 93 Business Park with KLV Ventures, Inc. The vote was unanimous. Motion carried.

12. To discuss for possible consideration the purchase of 1 acre of land in the Spur 93 Business Park by KLV Ventures, Inc.

This item was tabled.

13. To discuss for possible consideration rescinding Resolution 18-413, Purchase of 4th Street Property with NDC Housing and Economic Development Corporation, Inc.

A motion was made by John Chirafis and seconded by Christopher Smith to approve rescinding Resolution 18-413, Purchase of 4th Street Property with NDC Housing and Economic Development Corporation, Inc. The vote was unanimous. Motion carried.

14. To discuss for possible consideration approving the sale of property located at 4th Street between Mobile and Shreveport.

This item was moved to Executive Session. Following Executive Session, no action was taken, for discussion only.

15. To discuss for possible consideration the renewal of the Downtown Affordable Housing Program down payment assistance.

A motion was made by Darrell Anderson and seconded by Kenneth Marks to approve the renewal of the Downtown Affordable Housing Program down payment assistance; contingent on City Council approving the renewal of Proposition 2, allowing PAEDC to allocate \$300,000 per year of its sales and use tax for affordable housing in a target area of the City. The vote was unanimous. Motion carried.

16. To discuss PAEDC By-Laws Section 8.15.

This item was moved to Executive Session. Following Executive Session, no action was taken, for discussion only.

VIII. REPORTS

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

The Board retired to Executive Session at 7:37 p.m.

The Board reconvened to the Regular Board Meeting at 8:47 p.m.

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.**
 - a. Land Lease of Jade Ave. Business Park**
- 3. Section 551.074 Government Code – To discuss matters of Personnel.**
 - a. Staffing Job Descriptions Reclassification**
- 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"**

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

None

XI. ADJOURNMENT OF MEETING

Meeting was adjourned at 8:48 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE _____ 7th _____ DAY OF

October, 2019.
Rally Smith
SECRETARY OF THE BOARD