

City of Port Arthur
Section 4A Economic Development Corporation

MINUTES

Regular Board Meeting

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

Tuesday, January 10, 2023

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 Tuesday, January 10, 2023. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Darrell Anderson, Beverly Raymond, Ellen Clark, Harold Doucet, Jerry LaBove and Melvin Getwood.

The Invocation was given by Beverly Raymond followed by the Pledge of Allegiance.

III. MINUTES

Special Meeting | Workshop December 5, 2022

Regular Meeting December 5, 2022

A motion was made by Darrell Anderson and seconded by Beverly Raymond to approve the Special Meeting | Workshop December 5, 2022 and the Regular Meeting December 5, 2022 Minutes. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. Presentations

Welcome | Introduction – Dr. Melvin Getwood

2. Communications

None

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

None

V. REPORTS

1. CEO's Report | Discussion

- Update on the execution of 90-Day Plan
- Update on the drafts for the proposed committee charters
- Update on the proposed strategic priorities (listed in alphabetic order):

❖ Attracting New Entrepreneurs and Businesses

- ❖ Community Aesthetics
- ❖ Developing and implementing new branding, marketing, & messaging for the Corporation
- ❖ Developing homegrown entrepreneurs
- ❖ Downtown Revitalization
- ❖ Entrepreneurship
- ❖ Increasing the inventory of available housing across all income classes
- ❖ Jade Avenue, Highway 73, and Spur 93 Industrial Parks
- ❖ Strengthening and improving the viability of Port Arthur's small businesses
- ❖ The Press Building
- ❖ Workforce and Youth Development

- Update on City Council's formal Welcome to the Community
- Status of tasks associated with the closeout of the Press Building's construction
- Status of EDA grant reimbursement
- Strategic alignment of staffing and plans for filling vacancies
- Update on observation and evaluation of all existing PAEDC programs, policies, and procedures including financials and workforce development
- Update on Press Building's anchor tenants Lamar University, Port Arthur Community Federal Credit Union, and the City of Port Arthur's Emergency Operations Center
- Update on operational matters such as:
 - generator placement @ HQ and increased capacity at the Press Building
 - additional and improved lighting at HQ and the Press Building
 - additional and improved security at both HQ and the Press Building

VI. UNFINISHED BUSINESS

None

VII. CONSENT AGENDA ITEMS

None

VIII. NON-CONSENT AGENDA ITEMS

1. Review, discuss, and consider approval of a Letter of Intent and Phase I Application from Vessel Cleaning, LLC.

A motion was made by Beverly Raymond and seconded by Darrell Anderson to approve a Letter of Intent and Phase I Application from Vessel Cleaning, LLC. the vote was unanimous. Motion carried.

2. Review, discuss, and consider approval of the purchase and installation of a generator for 501 Procter Street, per Panama Equipment quote.

A motion was made by Darrell Anderson and seconded by Harold Doucet to approve the purchase and installation of a generator for 501 Procter Street, per Panama Equipment quote. The vote was unanimous. Motion carried.

3. Review, discuss, and consider approval of the proposed Finance Committee Charter.

A motion was made by Darrell Anderson and seconded by Beverly Raymond to approve the proposed Finance Committee Charter. The vote was unanimous. Motion carried.

4. Review, discuss, and consider approval of the proposed appointment of members to the Finance Committee Charter.

A motion was made by Darrell Anderson and seconded by Beverly Raymond to approve the appointment of the PAEDC Treasurer (to be named in Annual Meeting), Ellen Clark and Harold Doucet to the Finance Committee. The vote was unanimous. Motion carried.

5. Review, discuss, and consider approval of the proposed Marketing and Communications Committee Charter.

A motion was made by Beverly Raymond and seconded by Darrell Anderson to approve the proposed Marketing and Communications Committee Charter. The vote was unanimous. Motion carried.

6. Review, discuss, and consider approval of the proposed appointment of members to the Marketing and Communications Committee Charter.

A motion was made by Darrell Anderson and seconded by Harold Doucet to appoint Christopher Smith, Beverly Raymond and Darrell Anderson to the Marketing and Communications Committee. The vote was unanimous. Motion carried.

7. Discussion on the value of the PAEDC Jade Ave. Business Park, request of Board President Jerry LaBove.

A motion was made by Darrell Anderson and seconded by Beverly Raymond to open this item for discussion. This item was for discussion only.

**The Board adjourned to the Annual Meeting @ 7:00 p.m.
The Board reconvened to the Regular Meeting at 7:04 p.m.**

8. Review, discuss and consider approval of the request to lease property at the PAEDC Jade Ave. Business Park by Mid-County Plaza, request of Board President Jerry LaBove.

A motion was made by Harold Doucet and seconded by Darrell Anderson to remove this item from the agenda; to be brought back a later time by the CEO. The vote was unanimous. Motion carried.

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 551.074 Government Code – To discuss matters of Personnel.**

PAEDC Chief Executive Officer

As the requestor of this item, Board President Jerry LaBove motioned for its removal from the agenda.

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

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

Items for future agenda consideration or reports from staff may be requested but no discussion of any items or requests shall take place.

The PAEDC Board reserves the right to adjourn into executive session at any time to discuss any of the matters listed on the agenda as authorized by the TEXAS GOVERNMENT CODE §551.071, (Consultation with Attorney), §551.072, (Deliberations about Real Property), §551.074, (Personnel Matters), §551.087 (Economic Development) or any other exception authorized by Chapter 551 of the Texas Government Code

XI. ADJOURNMENT OF MEETING

A motion as made by Harold Doucet and seconded by Beverly Raymond to adjourn the meeting at 7:22 p.m. The vote was unanimous. Motion carried.

APPROVED BY THE BOARD OF DIRECTORS ON THE 6 **DAY OF**

February, 2023.


SECRETARY OF THE BOARD