Port Arthur Economic Development Corporation

AGENDA
Regular Board Meeting
501 Procter Street, Ste. 100, Port Arthur, TX 77640
Monday, September 9, 2024
6:00 PM

ROLL CALL, INVOCATION & PLEDGE

Board of Directors

(1)	**Beverly Raymond**	_________	**(5)**	**Ingrid Holmes**	_________
(2)	**Kaala Jacobs**	_________	**(6)**	**Darrell Anderson**	_________
(3)	**Jerry LaBove**	_________	**(7)**	**Melvin Getwood**	_________
(4)	**Morris Albright**	_________			

I. MINUTES

08/05/2024 Regular Meeting
08/19/2024 FY 2024/2025 Budget Workshop

II. PETITIONS & COMMUNICATIONS

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

   None

2. **Presentations**

   A. President Anderson: Status of PAEDC staff

   B. President Anderson: Preparations for the CEO's annual review

   C. Mrs. Vivian Ballou, Executive Director of Legacy CDC: Regarding the Downtown Redevelopment and Gifford Pond Projects

3. **<u>Communications</u>**

A. Letter from Joe Tant, Greater Port Arthur Chamber of Commerce Invitation to the Contractors Business Development Group Meeting Wednesday, September 11th, 2024, at 9:00 AM on Lamar State College Port Arthur Campus

B. Reminder: Golden Triangle Days in Austin 2025

C. SBDC's 2024 Small Business Symposium

III. REPORTS

1. CEO's Report | Discussion

   a. Update on Corporation's Change of Name
   b. Update on the Port Arthur Residents trained via the PAEDC_LSCPA ITF Training Agreement
   c. Update on PAEDC's Incentive Application Process
   d. Staffing Update
   e. Update on items revised proposed Bylaws and Policy and Procedures manual

IV. UNFINISHED BUSINESS

1. Review, discussion, and possible action regarding entering into a Professional Services and Consulting Agreement with Retail Strategies, LLC for the provision of a services associated with the implementation of the City of Port Arthur's Downtown Revitalization Plan

2. Review, discussion, and possible action regarding the City of Port Arthur's reimbursement of expenses to the PAEDC for the Lift Station Rehabilitation at the Spur 93 Business Park. (Request of Director LaBove)

3. Review, discussion, and possible action regarding the PAEDC CEO's P-Card transactions and all supporting documentation over the past twelve (12) months (Request of Director LaBove)

4. Review, discussion, and possible action regarding documentation provided by the City of Port Arthur's City Manager and Human Resources Director as it relates to the hiring process of the PAEDC's Business Attraction, Retention, and Expansion Manager (Request of Director LaBove)

V. CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding consideration of a proposal by Preferred Facilities Group for the façade repairs of the building at 501 Procter Street

2. Review, discussion, and possible action regarding the renewal of the Technical Assistance Agreement with Grow America (Current agreement expires November 29, 2024)

3. Review, discussion, and possible action regarding CEO's travel for October

VI. NON-CONSENT AGENDA ITEMS

1. Review, discussion and possible action to approve the underwriting of the administrative fees to place a measure on the November 5, 2024, ballot. The measure would seek to renew the Down Payment Assistance Program related to the Downtown Redevelopment and Gifford Pond Projects, contingent on the Port Arthur City Council's decision to bring it to voters.

2. Review, discussion, and possible action regarding the approval of the PAEDC Fiscal Year 2024-2025 Budget

3. Discuss Jade Avenue Business Park (Request of Director LaBove)

4. Review, discussion and possible action regarding issuing a Request for Proposals (RFP) to secure a vendor to provide programming and management of the PAEDC's Kitchen located in the Press Building (Request of Director Albright)

5. Review, discussion and possible action regarding buying a corporate vehicle for the use of the PAEDC staff (Request of Director Albright)

VII. 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 Port Arthur Economic Development Corporation's 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 551.087 - To discuss incentives for commercial and industrial business prospects.

   A. Texas Desserts, doing business as Rao's Bakery

   B. Korpal Enterprises

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

   A. Mid-City Plaza, LLC

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

VIII. RECONVENE IN OPEN SESSION

1. Review, discussion, and possible action regarding the approval of a Purchase and Sale of Land Agreement with Mid-County Plaza, LLC

IX. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

X. POSTING OF MEETING

POSTED ON THE 6th **DAY OF** September**, 2024**

AT 5:00 PM **O'CLOCK.**

Terry Stokes, PAEDC Chief Executive Officer