***Port Arthur Economic Development Corporation***

**MINUTES**
**Regular Board Meeting**
*501 Procter Street, Ste. 100, Port Arthur, TX 77640*
***Monday, June 3, 2024***
*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, June 3, 2024. The meeting was called to order at 6:01 p.m.

## II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

**Beverly Raymond, Jerry LaBove, Morris Albright, Ingrid Holmes, and Melvin Getwood.**

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

## III. MINUTES

5/6/2024 Regular Meeting

**A motion was made by Beverly Raymond and seconded by Morris Albright to approve the 5/6/2024 Regular Meeting Minutes. The vote was unanimous. Motion carried.**

## IV. PETITIONS & COMMUNICATIONS

### 1. <u>Presentations</u>

None

### 2. <u>Communications</u>

A. State of the City Luncheon on July 23rd

**CEO Stokes stated the Board could make the decision if they wish to purchase a table or individual tickets for this event.**

### 3. <u>Speakers (limited to 3 min. ea.)</u>

Two Citizen's completed City of Port Arthur Section 4A Economic Development Corporation Public Comment Sign-In Sheets requesting to make comments:

**Henry LaBrie with Mid-County Plaza LLC | Mr. LaBrie advised that he had requested to make a presentation to the Board this evening, but he was not listed under Presentations to do so. He advised he had wished to purchase property in the EDC Business Park but was denied. Mr. LaBrie advised he had been in discussion with various businesses that wished to locate in the EDC Business Park, unfortunately he was not able to conduct business with the EDC and these businesses located elsewhere. He advised to his knowledge the EDC Business Parks land was unavailable for purchase. He stated he has the ability to build and work with many different companies and he currently has a Safety Company wishing to locate in the EDC Business Park.**

**Floyd Batiste to discuss EDA Grant | Mr. Batiste stated that he was requested to provide a presentation to the Board, but the request to be listed on the agenda was not honored for placement. He feels the constraint of a three-minute allotment would not provide the time necessary to address the EDA Grant. He requested to be placed as a presenter on the next EDC scheduled meeting agenda.**

## V. REPORTS

CEO's Report | Discussion

- Activities for April and May
- Status of development of the FY 2024-2025 Proposed Budget
- Workforce and Community Development Update
- Update on proposed Downtown Revitalization Project with Retail Strategies, LLC
- Timeline for development of the Proposed 2023-2033 PAEDC Strategic Plan
- Staffing Update

**Director Raymond inquired as to the status of the Youth Employment Program. CEO Stokes advised letters were sent out to potential employers, Director Raymond requested the specific names of companies approached for employment, specifics were not provided. CEO Stokes advised there are students waiting to be placed in the program, two have been assigned to the City of Port Arthur's Health Department. Director LaBove advised the CDL Program is part of the training provided by the LSCPA Industrial Training Center. He is unsure if we should have a separate agreement for CDL Training if it is included in the 100 Resident training to be provided in the Industrial Training Center. Director Raymond requested specifics regarding those that have trained in the Industrial Training Center and once trained where are they employed.**

## VI. UNFINISHED BUSINESS

None

## VII. CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding the renewal of a contract with Frey Landscape LLC for landscaping and irrigation services at the Spur 93 and Jade Ave. Business Parks.

   **A motion was made by Beverly Raymond and seconded by Morris Albright to approve the renewal of a contract with Frey Landscape LLC for landscaping and irrigation services at the Spur 93 and Jade Ave. Business Parks. The vote was unanimous. Motion carried.**

## VIII. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding a proposal provided to the City of Port Arthur by Arceneaux Wilson & Cole, LLC for the Port Acres Wastewater Treatment Plant Engineering Study.

   **A motion was made by Morris Albright and seconded by Beverly Raymond to approve a proposal provided to the City of Port Arthur by Arceneaux Wilson & Cole, LLC for the Port Acres Wastewater Treatment Plant Engineering Study. Following discussion, it was requested for CEO Stokes bring this item back to the next Board Meeting as he**

**will be meeting with a key business park tenant soon to gain a better understanding of future needs. The motion to approve failed, no action taken.**

2. Review, discussion, and possible action regarding the approval of the Terms and Conditions of an Economic Incentive Infrastructure Grant with Korpal Enterprises.

   **A motion was made by Melvin Getwood and seconded by Ingrid Holmes to approve the Terms and Conditions of an Economic Incentive Infrastructure Grant with Korpal Enterprises. Following discussion, the Board requested clarity in the processing of grants. They requested the processing of grants be covered in the upcoming workshop to be held on June 24, 2024, to gain more clarity before voting on this item. They requested this item be brought back at the next Board meeting. The motion to approve failed, no action taken.**

3. Review, discussion, and possible action regarding allocating Job Training Funds, for three (3) three additional Port Arthur Resident 2024 High School Graduates to attend a 2-year training program at Lamar State College Port Arthur for a total of eight (8) scholarships for fiscal year 2023-2024.

   **A motion was made by Melvin Getwood and seconded by Beverly Raymond to approve allocating Job Training Funds, for three (3) three additional Port Arthur Resident 2024 High School Graduates to attend a 2-year training program at Lamar State College Port Arthur for a total of eight (8) scholarships for fiscal year 2023-2024. Following extensive discussion, the vote was as follows:**

| **Yes** | **No** |
| --- | --- |
| **Ingrid Holmes** | **Beverly Raymond** |
| **Melvin Getwood** | **Jerry LaBove** |
| | **Morris Albright** |

   **Motion failed to pass, due to lack of majority.**

4. Review, discussion, and provide direction to staff on the frequency of receiving budget reports and in what format.

   **A motion was made by Morris Albright and seconded by Beverly Raymond to approve the frequency of receiving budget reports and in what format. Following discussion, the Board asked for this item to be included in the upcoming workshop scheduled for June 24, 2024 and be moved to the next Board Meeting for consideration. The motion to approve failed, no action was taken.**

5. Review, discussion, and possible action regarding the Travel Request for PAEDC CEO to attend the Texas Economic Development Council's 2024 Mid-Year Conference in Conroe.

   **A motion was made by Melvin Getwood and seconded by Ingrid Holmes to approve the Travel Request for PAEDC CEO to attend the Texas Economic Development Council's 2024 Mid-Year Conference in Conroe. Following discussion, the vote was as follows:**

| **Yes** | **No** |
| --- | --- |
| **Ingrid Holmes** | **Beverly Raymond** |
| **Melvin Getwood** | **Jerry LaBove** |
| | **Morris Albright** |

   **Motion failed to pass, due to lack of majority.**

6. Review, discussion, and possible action regarding the CEO's Contract (request of Director LaBove).

**A motion was made by Beverly Raymond and seconded by Morris Albright to bring the CEO's Contract to the floor for discussion. This item was for discussion only and Director Raymond moved to have this item removed.**

7. Review, discussion, and possible action regarding the CEO's relocation expenses (request of Director LaBove).

**A motion was made by Morris Albright and seconded by Beverly Raymond to bring this item to the floor for discussion. This item was moved to the Executive Session for discussion under "Consultation with Attorney". Following the Executive Session no action was taken.**

8. Review, discussion, and possible action discuss and take possible action on new hire's benefit package (request of Director Albright).

**A motion was made by Morris Albright and seconded by Beverly Raymond to bring this item to the floor for discussion. Director Albright asked if the new hire was provided a Vehicle Allowance, CEO Stokes responded yes. Director Albright asked if the new hire was provided a relocation allowance, CEO Stokes responded yes. Director Albright addressed the City of Port Arthur's Personnel Policy as it does not allow for these benefits. CEO Stokes stated he was not cautioned by the City's Management Team that these benefits were not allowed. Director LaBove requested the New Hire's hire date, CEO Stokes responded April 22, 2024. Following discussion, CEO Stokes was asked to provide validation from the City's Management Team.**

## 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,**

**The Board retired to Executive Session at 7:57 p.m.**
**The Board reconvened the Regular Meeting at 8:07 p.m.**

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

**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**

## X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

**The following are requested as future agenda items:**

**Director Raymond requests the EDA Grant Presentation, the Press Building Ribbon Cutting and Open House update.**

**Director Albright requests a finance report be presented.**

**Director LaBove requests Spur 93 Business Park lift station discussion and the status of the CEO's relocation into the City of Port Arthur.**

## XI. ADJOURNMENT OF MEETING

**A motion as made by Morris Albright and seconded by Beverly Raymond to adjourn the meeting at 8:12 p.m. The vote was unanimous. Motion carried.**

**APPROVED BY THE BOARD OF DIRECTORS ON THE** 1st **DAY OF** July**, 2024.**

**SECRETARY OF THE BOARD**