

**CITY OF FREEPORT  
ECONOMIC DEVELOPMENT CORPORATION  
200 West 2<sup>nd</sup> Street, Freeport, Texas 77541**

**SPECIAL MEETING MINUTES**

STATE OF TEXAS                    )  
  )  
COUNTY OF BRAZORIA            )  
  )  
CITY OF FREEPORT                 )

BE IT REMEMBERED that the Economic Development Corporation of the City of Freeport met on Wednesday, August 25, 2021 at 6:00 p.m. in the Freeport Police Department Municipal Court Room, located at 430 North Brazosport, Freeport, TX, for the purpose of considering the agenda items.

**FEDC BOARD MEMBERS:**            Quorum Present

Ed Garcia                    President  
Josh Mitchell                Vice President  
Mingo Marquez              Finance  
Nicole Mireles              Secretary  
David McGinty  
Shonda Marshall  
Jeff Pena

Tim Kelty: City Manager  
Chris Duncan: Attorney  
Jerry Cain: Council Liaison  
Cathy Ezell: Finance Director

**Visitors in Attendance:**

Melanie Oldham  
Jim Maddox  
Gina Adams  
Landis Adams

**I. Call to Order**

President Ed Garcia opened the meeting at 6:03 P.M. A quorum was present: Ed Garcia, Josh Mitchell, Mingo Marquez, Nicole Mireles, David McGinty, Shonda Marshall and Jeff Pena.

## **II. Invocation and Pledge**

Shonda Marshall led the invocation and Josh Mitchell the Pledge.

## **III. Citizens Comments**

No Citizens Comments

## **IV. Consent Agenda**

### **a. Approve July Financial Statement**

Nicole Mireles made a motion for the EDC to pay the two invoices that were presented to the board for The Facts for \$70, EDC Alliance for \$32 and the \$40 invoice for the City to pay for it. Motion was seconded by Mingo Marquez **Motion Passed** Unanimously.

## **V. Discussion & Action Items**

### **a. Developers Presentations**

#### **1. Jim Maddox Group**

Nicole Mireles said she heard Jim Maddox's presentation with Courtland Holman, David McGinty and herself and were so excited about it, they wanted Mr. Maddox to present his presentation to the board members.

Jim Maddox gave a presentation to the EDC board members regarding the details of his plan to develop.

#### **2. Pete Garcia Group**

Nicole Mireles made a motion to table Pete Garcia Group presentation. Motion was seconded by David McGinty **Motion Passed** Unanimously.

### **b. Discussion and possible action regarding 212, 210, 208 buildings**

Mingo Marquez made a motion to table discussion and possible action regarding 212, 210, 208 buildings. Motion was seconded by Jeff Pena. **Motion Passed** Unanimously.

### **c. Discussion and possible action to sell 318 West 2<sup>nd</sup> Street property**

Ed Garcia said this is the green home that is on second street and somebody had told him Courtland Holman had made or was fixing to do an agreement to sell the property and the house would be moved but is not sure of what the amount was. Ed Garcia said he did not find any information on this in Courtland Holman's office.

Jeff Pena said this property can be promoted with proper signage and on the internet just like the other properties. Jeff Pena said he will send the board members the signage and what it will look like that will be used to put in front of the real estate properties and discuss at the next meeting.

David McGinty said a family had made an offer to buy the house and move it out of town but he does not know where this information is.

Jeff Pena made a motion to table the Discussion and possible action to sell 318 West 2<sup>nd</sup> Street property. Motion was seconded by Mingo Marquez. **Motion Passed** Unanimously.

**d. Discussion and possible action Admin Assistant Position**

Shonda Marshall said the last time the subcommittee met they had discussed about going with Kelly Services to advertise for the position but in the meantime, they spoke with Ms. Ezell who is the HR director for the City of Freeport and told them the City does not use Kelly Services to advertise. Shonda Marshall said Ms. Ezell said they use various websites to advertise vacant positions for the City of Freeport. Shonda Marshall said after the subcommittee had a discussion they decided to go the same route as the City of Freeport. Shonda Marshall said Ms. Ezell has already posted this position on the same websites the City uses. Shonda Marshall said the subcommittee decided to call this position an Administrative Assistant. Shonda Marshall said she spoke with Ms. Ezell and she told her they are two different clerical positions the City has which is an Administrative Secretary and an Administrative Assistant. Shonda Marshall said the Administrative Assistant is more of what the board would want to use for the Executive Director and this is the position the City Manager has. Shonda Marshall said the subcommittee cleaned up the job posting to make it very specific to EDC. Shonda Marshall stated they have received several applicants that Ms. Ezell passed on to the subcommittee that will review the applications, interview three no more than five, select one of the applicants and take it to the board.

Tim Kelty said he thinks there was confusion when the subcommittee talked to Ms. Ezell in regards to whether the City advertises from Kelly Services. Tim Kelty said the City of Freeport hires for a permanent position and Kelly Services hires a temporary individual under a contract.

Chris Duncan said the board gave the subcommittee full authority to hire a temporary employee through Kelly Services.

David McGinty said the EDC does not have a director yet and the Administrative Assistant will have no one to report too. David McGinty stated the board will have to get a Director first before getting an assistant.

Shonda Marshall said there is nobody in the EDC office right now. Shonda Marshall said she agrees with David McGinty but the board thought it would be best to have someone in the office. Shonda Marshall said at the moment the board depends on the City employees to help send out the agenda.

Tim Kelty said the City is helping the EDC and will continue to help until such time personnel can take over the responsibilities. Tim Kelty said Mr. McGinty is correct the Administrative Assistant will have to be supervised by the Director.

Chris Duncan said the EDC is a nonprofit corporation and the president has the authority to supervise the employees. Chris Duncan said the president of the EDC can supervise the Administrative Assistant.

Ed Garcia said if it is the pleasure of the board he is willing to supervise temporarily the person the subcommittee decides to hire.

Jeff Pena asked the board if they are wanting to hire a person under a contract to have a cleaner choice if the person does not work out it will not be so difficult to remove them.

Ed Garcia said any time an employee is hired if it does not work out within the first ninety days the employee can be terminated.

David McGinty said he thinks if the subcommittee decides going with Kelly Services they do all the interviewing and select a qualified candidate for the job. David McGinty said if the board did this themselves it would be a much more difficult job.

Mingo Marquez asked the subcommittee if they want to let Kelly Services do all the work required to hire a candidate or if they would like to go through the process of interviewing and selecting the qualified candidate.

Shonda Marshall said they used Ms. Ezell as a resource trying to keep things consistent. Shonda Marshall said she does feel comfortable interviewing it is something she has done in the past a lot if the subcommittee decides to not go with Kelly Services.

Ed Garcia asked Tim Kelty if the City has the capability of doing background checks.

Tim Kelty replied to Ed Garcia and said he has used Kelly Services previously with other cities, they do the background checks and have several candidates that are best suited for the job.

Ed Garcia asked if the subcommittee had the option to send their candidates to Kelly Services.

Tim Kelty replied to Ed Garcia and said yes absolutely.

**e. Discussion regarding Interim Economic Director**

Mingo Marquez said he thinks the board should move forward on filling this position, they are many things going on, subcommittees have tasks that need to be taken care of and the board needs the Director. Mingo Marquez said he feels the board should get together and decide what kind of director they want. Mingo Marquez asked the board if they want a Director like the previous one going after industry or a Director that is looking for what the board wants that is more into residential, housing and tourism. Mingo Marquez said he would like to have a workshop to discuss the direction of what the board is looking at going and then go after that candidate.

Jeff Pena asked if the goal of the workshop was to define the vision of what the EDC is and if so the workshop will help accomplish that and point the board in the right direction.

Nicole Mireles said the board has several new members and would like to hear from them what they want also.

Jeff Pena made a motion to have a workshop on August 31<sup>st</sup>, 2021 at 6:00pm to redefine the mission of the EDC in an effort to help determine the EDC Director position. Motion was seconded by Mingo Marquez. **Motion Passed** Unanimously.

**f. Discussion regarding existing subcommittees**

**1. Visitor Center/FEDC**

Ed Garcia said he spoke to Mayor Bass and he is willing to put this item on the City Council agenda. Ed Garcia said the board has to decide whether to have a subcommittee to take a look at what is needed at the Visitor Center as far as maintenance or repairs.

Tim Kelty said the City is currently seeking proposals for mold remediation and roof repairs at the Visitor Center.

Mingo Marquez said a subcommittee was already formed to look into this. Mingo Marquez said the subcommittee consists of Ed Garcia, Nicole Mireles being the chairwoman and himself. Mingo Marquez asked Nicole Mireles to call the subcommittee to set up a meeting.

Nicole Mireles said she will call the subcommittee to set up a meeting.

Jeff Pena asked the board if this topic will be included in the workshop.

**2. POD Box**

Chris Duncan said the EDC at the time had a presentation and a plan for the Pop-up Box. Chris Duncan stated the EDC had created a subcommittee that consisted of Lesa Girouard, Marinell Music and himself. Chris Duncan said from the time the EDC authorized to do this he got the contractor and got the box renovated but there is nobody in this committee anymore.

Nicole Mireles asked the board if the Pop-up Box could be moved to another place. Nicole Mireles said when she went to a previous Council Meeting a resident had mentioned the Pop-up box being on the levee. Nicole Mireles stated she would like for the Pop-up Box to be moved.

Mingo Marquez chairman, Jeff Pena and David McGinty volunteered to be on the subcommittee for the Pop Box.

**3. LG building repairs**

This item was discussed on agenda item b and was tabled for the next regular board meeting.

Jeff Pena said at the last meeting every board member was requested to submit contractors.

Mingo Marquez asked the board to submit the list of contractors to him to be able to start moving forward.

David McGinty asked if there is a scope of works.

Mingo Marquez said he will get a copy of the scope of works and will get with David McGinty to mark out what is not needed to be repaired.

#### **4. Downtown lighting**

Jeff Pena said the subcommittee that consists of Mingo Marquez, Ed Garcia and himself have not met but is happy to discuss this at the next regular board meeting.

#### **5. Signage**

David McGinty said he has been working with LeAnn Strahan and she has emailed him preliminary spots for signage is necessary. David McGinty said when Ms. Leann gets back from vacation she will present three different styles with the cost analysis to him which then he will take to the board.

#### **6. River Development**

Ed Garcia said this agenda item should be part of the workshop as it has to do with the focus of the EDC projects.

Jeff Pena said the river development subcommittee consists of Mingo Marquez, Josh Mitchel and Jeff Pena as chairman.

#### **7. Grass mowing of EDC properties**

Ed Garcia said he has a contractor that is going to give him a proposal on the properties.

David McGinty said he is meeting a contractor on Friday and he will show him around the EDC properties. David McGinty said the first time the grass is cut will be more expensive than it will be regularly maintained.

Mingo Marquez asked David McGinty if two companies should be hired since there is so much property and to be able to get the properties down and possible after that pick one company to keep it maintained.

David McGinty said Nicole Mireles and himself will meet with the contractor on Friday.

#### **8. Architectural Rendition of Riverside Property**

Josh Mitchell said he is in the process to get scheduled with the architectural firm.

#### **9. Beach Entrance**

Ed Garcia said in the future if a board member wants to request an item to be on the agenda to be sent to him before the agenda is done.

Jeff Pena said he emailed the board members the engineering designs from Freese and Nichols. Jeff Pena said at the last couple of Council meetings he asked the council if this

item was taken to the EDC and EDC approves to pay for it, will the Council approve it as a project and he got Council to agree.

Ed Garcia asked if this was a request or proposal from the City and if the City have any response to it.

Jeff Pena said the City sent it out and Freese and Nichols are the ones that did the engineering and bid it out as well.

Tim Kelty said the City received Hurricane Harvey funding for the beach entrance road and the golf course road and had Freese and Nichols design and engineer and came up with an estimated construction cost of about \$50,000. Tim Kelty said this was put out for bid and came in at \$150,000-\$170,000. Tim Kelty said the City only got one bid on the project and thinks that is part of the reason why it was so high. Tim Kelty said the County agreed to repave the beach entry road.

Ed Garcia said if the City will be willing to use the fund with a joint venture with the EDC.

Tim Kelty said the City applied for an extension for the Harvey funds because the deadline to use the funds has expired.

Jeff Pena said the proposal that was given by Freese and Nichols the golf course entrance is included in it as well.

Tim Kelty said the price was for both the beach entrance and the golf course entrance.

Jeff Pena said the golf course entrance can be subtracted and get an adjusted price for only the beach entrance.

Tim Kelty said since this has already been engineered and design it could be taken by the EDC to be taken out for bids. Tim Kelty said if it will be combined with the funds from Hurricane Harvey it will have to go through a specific bid process.

Ed Garcia said he likes the idea for the EDC to send out their own RFP.

Tim Kelty said the EDC will have to have a contract with the City because the City is the recipient of the grant funds and will have to have an agreement with the City.

Jeff Pena said before getting into an agreement with the City it does not bind them if it requires the EDC to be reliant on City public works department and employees that may prolong the process.

Mingo Marquez made a motion to seek bids for the Bryan beach entrance. Motion was seconded by David McGinty. **Motion Passed** Unanimously.

## **VI. Board Comments**

### **a. President Ed Garcia: announcements and comments.**

Ed Garcia said he is still concerned with the perception and the reality that the EDC is not working very well together. Ed Garcia said he would like an effort to be more willing to work with each other. Ed Garcia said he hopes with the workshop the board members come out with a better understanding where the board is heading or where it needs to be.

**b. VP Josh Mitchell: announcements and comments.**

Josh Mitchell said he is looking forward to the workshop to learn more about the EDC prior objectives and goals. Josh Mitchell said kids are now back in school and he noticed they are walking in the dark around town trying to get to school. Josh Mitchell said he believes there should be better lightning on the alley ways, side streets and shortcuts kids take to school.

**c. Finance Mingo Marquez: announcements and comments.**

Mingo Marquez said he would like to thank all of the board members for all their input and time they volunteer. Mingo Marquez said there is also a perception the board is not doing anything and he thinks it is important for the subcommittees to continue to meet and start moving forward in getting things done.

**d. Secretary Nicole Mireles: announcements and comments.**

Nicole Mireles said it is okay to disagree but it is not okay to hold grudges and would like the board to work together. Nicole Mireles said she is proud to be in the subcommittee with Shonda Marshall and Josh Mitchell and have completed their tasks.

**e. David McGinty: announcements and comments.**

David McGinty said he has asked the EDC board members to do certain things to help out with the Main Street application and the board members are not getting involved more in the Museum. David McGinty said the vision of the Visitor Center and the EDC board is the same and both have to work together and do better. David McGinty said he volunteers for every weekend event the Museum has to have an EDC presence at the events. David McGinty said the subcommittees had good discussions tonight. David McGinty said he loves and goes to the beach daily. David McGinty said he wants Houston people to come to Bryan beach and spend money here.

**f. Shonda Marshall: announcements and comments.**

Shonda Marshall said she is grateful that she is in a subcommittee with Josh Mitchell and Nicole Mireles they work really great together and appreciates they work to try to get their assignments completed. Shonda Marshall said she is not always aware of the events that are happening and would like in the future for the events to be announced at the EDC meetings. Shonda Marshall said she would love to participate in the events going on in Freeport.

**g. Jeff Pena: announcements and comments.**

Jeff Pena said perception is reality and reality is perception. Jeff Pena said the EDC has gotten a lot of stuff done. Jeff Pena said Ed Garcia, Mingo Marquez and himself have done more work for the EDC than it has in the history of the EDC in terms of saving the EDC millions of dollars.

**VII. Executive Session- Adjourn into Executive Session**

**It is now 7:47 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation August 25, 2021 meeting and do hereby convene an executive session, said executive session authorized under the following sections of the Texas Government Code: (1 Government Code, Section 551.087 (Economic and Community Development Matters), 551.072 (Deliberations about Real Property), 551.071 (Consultation with Attorney).**

**In Accordance with the Texas Government Code:**

**Section 551.071 (Consultation with Attorney)**

- 1. Realty World Development**
- 2. Sky High Project**
- 3. Wing Tip Project**

**Section 551.072 (Deliberations about Real Property)**

- 1. Discussion regarding buildings on 212, 210 and 208**
- 2. Discussion and action to sell 318 West 2<sup>nd</sup> Street property**

**Reconvene into Open Session**

**Board President's statement:**

**It is now 8:10 p.m. and I hereby close the executive session of the Freeport Economic Development Corporation and do hereby reconvene the regular open session.**

**Discussion and Possible Action**

- 1. Discussion and action regarding buildings on 212, 210 and 208**

No Action

- 2. Discussion and possible action to sell 318 West 2<sup>nd</sup> Street property**

No Action

- 3. Discussion and possible action on Realty World Development**

No Action

- 4. Discussion and possible action on Sky High Project**

No Action

- 5. Discussion and possible action on Wing Tip Project**

No Action

**VIII. Adjourn**

**Motion to close board meeting made by Mingo Marquez and seconded by Josh Mitchell. Motion passed unanimously.**

**It is now 8:12 p.m. and I hereby close the board meeting.**