

CITY OF FREEPORT
ECONOMIC DEVELOPMENT CORPORATION
200 West 2nd Street, Freeport, Texas 77541

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 Tuesday, August 10, 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

Visitors in Attendance:

Melanie Oldham
Sam Reyna

I. Call to Order

President Ed Garcia opened the meeting at 6:00 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

City Manager Tim Kelty led the invocation and Josh Mitchell the Pledge.

III. Citizens Comments

Melanie Oldham said she knows Courtland Holman has been gone for a couple of weeks but remembers discussion to hire an analyst or an administrative assistant position. Melanie Oldham said she remembers Nicole Mireles said to go with Kelly's to be able to find an administrative position. Melanie Oldham said she knows the history about the former Lucy Goose Café. Melanie Oldham said the museum foundation paid Jennifer Hawkins \$70,000 for the building as is. Melanie Oldham said the three buildings that are together makes it more valuable. Melanie Oldham said to be selective on who will be brought in to the buildings. Melanie Oldham said for the board to find the right people to develop downtown.

IV. Consent Agenda

a. Approve Meeting Minutes for July 13, 2021.

Nicole Mireles made a motion to approve meeting minutes for July 13, 2021. Motion was seconded by Josh Mitchell. **Motion Passed** Unanimously.

V. Discussion & Action Items

a. Discussion and possible action in regards to having a board retreat and hire a consultant to facilitate FEDC's training and goal as a board.

Ed Garcia said before Mr. Courtland Holman left he indicated it would be a good idea to have this training for the new and old board members to know how to not only set goals but how to conduct board meetings and board work.

Nicole Mireles asked the board if there was a subcommittee to look into this.

Mingo Marquez replied to Nicole Mireles and said yes there is a subcommittee that consist of Jeff Pen being chairman, Nicole Mireles and Shonda Marshall.

City Manager Tim Kelty said he wanted to suggest using Carl Schawb with the TEDC they offer the training in two different ways. Tim Kelty said one will be the basic training which they will come to Freeport and the other training will be the TEDC will spend a day and a half and have a presentation on Freeport.

b. Discussion and possible action regarding Business Improvement Grant request for Port Cafe.

Ed Garcia said he had a request Mr. Courtland Holman had received sometime back and the details and request are in the packet. Ed Garcia said this grant is to provide an improvement or a new sign, decorative fencing, pave the front of the facility and also help them install a grease trap. Ed Garcia said the mega grant may be up to fifty percent of the cost of such improvement up to a maximum of \$30,000.

Nicole Mireles asked what the amount for these improvements will be.

Ed Garcia replied to Nicole Mireles and said the amount for the improvements is \$19437.53. Ed Garcia said the mega grant only allows up to \$30,000 at a fifty percent participation

Nicole Mireles asked why Mr. Gardner Campbell is mentioned on a proposal from Luycx Plumbing.

Ed Garcia replied to Nicole Mireles and said he believes Mr. Gardner Campbell is the one that did the estimate for the grease trap and is the project manager. Ed Garcia said Luycx Plumbing will be doing the work.

Nicole Mireles said she is confused if the property is owned by Mr. Beacroft, Mr. Gardner Campbell the project manager and Ms. Patti are leasing the place. Nicole Mireles asked who is asking for the money.

Ed Garcia said Ms. Patti running the café is the one asking for the money.

Chris Duncan said a performance agreement must be made

Melanie Oldham said Mr. Beacroft owns several lots in the city. Melanie Oldham asked if the grant money would help Mr. Beacroft or the lady that is currently renting, that would be something to clarify who would benefit from this grant money.

Ed Garcia said he thinks at the end it will benefit Mr. Beacroft but also immediately the business that is trying to be successful will be benefited from this.

Chris Duncan said the grant is giving to the tenant and they are responsible for following the rules. Chris Duncan said the grant is given to improve the business

Nicole asked who has the list of the information to complete the packet.

City Manager Tim Kelty said the agreement prepared by Chris Duncan and the terms that will be offered are the only items missing.

Chris Duncan said the item missing is the agreement signed by the applicant and he will write it up.

Ed Garcia asked Chris Duncan if in the future he will have the agreements prepared to be able to add them to the packet for the applicant to sign.

Mingo Marquez asked if the applicant is still seeking these funds.

Ed Garcia said he met with the applicant last week and they were still interested in submitting for the grant.

Melanie Oldham said she has heard over and over the EDC will only be meeting once a month. Melanie Oldham said she has seen so many times the EDC do not have the paper work from the attorney or the former EDC Director and cannot accomplish much.

Ed Garcia said there is a lot of businesses that do not own the facility either they rent or lease and if this will be restricted just to owners they might not want to agree to a commitment of half of the funds to be paid, they want their tenant to take care of it being their benefit.

Josh Mitchell made a motion to approve the grant contingent upon Port Café providing proof of matching funds, signing the performance agreement to stay in business for twelve months and have a lease that will at last twelve months that will be required to stay in business. Motion was seconded by Mingo Marquez. **Motion Passed** Unanimously.

c. T-Mobile Downtown WIFI Concept discussion.

Jeff Pena said he does not have any additional information other than what was brought up last meeting. Jeff Pena said he thought coming in to the meeting an evaluation of the various projects that are on the EDC's on-going project list would have assigned subcommittee members or reevaluate who is on the subcommittees. Jeff Pena said he would like to do this on the next meeting. Jeff Pena said he did submit a request for items to be on the agenda and were not added. Jeff Pena said it had been established previously if two board members requested an item to be added to the agenda. Jeff Pena said as far as the WIFI he left it so the board could collaborate as a team with the various subcommittees on the EDC.

d. Discuss Admin Assistant Position.

Nicole Mireles asked the board if they are still looking for an administrative or analyst position.

Mingo Marquez said a subcommittee was assigned to look into this.

Shonda Marshall said the subcommittee was assigned to look either into an executive assistant or an administrative assistant. Shonda Marshall said Nicole Mireles, Josh Mitchell and herself met once in person and then once by phone/text and what they came up with was they felt it might be best the administrative assistant position. Shonda Marshall said there is no structure nor organization in the office when things need to get done. Shonda Marshall said with the absence of an executive assistant she thinks it is more important that someone is in place. Shonda Marshall said when Mr. Courtland Holman left he expressed he wanted to have an analyst position to do the job but the subcommittee felt it would be better served if the board hires an administrative assistant position like what the city has. Shonda Marshall said she reached out to City Manager Tim Kelty for the job description of an administrative assistant and recommends the board follows along with that description. Shonda Marshall said Nicole Mireles had mentioned hiring Kelly Services to find an administrative position being that the board does not have an executive director at the moment.

Nicole Mireles said the job description in the packet is just an example and is looking for the special skills, duties and responsibilities. Nicole Mireles said for the board to go through the job description and add what they think is necessary for this position.

Jeff Pena said when the board visited this topic a couple of months ago they considered both Kelly Services and potential open to the public or general qualified candidates and will be posted. Jeff Pena asked the subcommittee if they recommended the board to go with a contract services or just going after an administrative assistant.

Ed Garcia said he thinks going with Kelly Services will be the best option and if the assigned contract employee is not a good match they can be replaced. Ed Garcia said he does not think the board members have time to go the office to look through emails, documentation and everything else. Ed Garcia said he would like to go with Kelly Services and let them suggest a candidate for this position.

Mingo Marquez said he recommends the subcommittee to make the decision after getting the applications from Kelly Services.

Nicole Mireles said she has contacts with Kelly Services and she can tell them what the board is looking for and guide them on what they need to do.

Mingo Marquez made a motion to let the subcommittee go with Kelly Services to get a job description of what the board is looking for, review the applicants and decide who to go with. Motion was seconded by Jeff Pena. **Motion Passed** Jeff Pena voted Nay.

Jeff Pena said the administrative position is for the EDC. Jeff Pena stated he would also like to include basic base lines that will be useful for the administrative assistant in the office of the EDC. Jeff Pena said it will be useful if the person might have real estate background because the EDC does a lot of real estate contract evaluation.

Ed Garcia said to Jeff Pena he suggests for him to pass all the information he has to the subcommittee. Ed Garcia said the subcommittee has been assigned and established and if Jeff Pena has some input he can provide it to the subcommittee.

Nicole Mireles asked the board who will the administrative assistant be reporting to.

e. Discuss housing committee report.

Nicole Mireles said David McGinty and herself have both met with Jim Maddox he has a presentation. Nicole Mireles stated she would like for Mr. Maddox to go to the board with his presentation. Nicole Mireles said she wants to make sure Mr. Maddox is on the agenda if there is a regular or special board meeting. Nicole Mireles said she sent Mr. Maddox a copy of the builders he requested and he has already contacted some of the local builders.

Mingo Marquez asked the board if this was regarding the nineteen acres they are talking about.

Nicole Mireles replied to Mingo Marquez and said yes.

David McGinty said the subcommittee was created for them to meet Jim Maddox and get details of what his plan is.

Nicole Mireles said if the board knows of any other builders besides Jim Maddox that are interested in building houses they can be put on the agenda for them to be able to talk to the board.

Melanie Oldham asked the board if she as a member of the public talk to Shonda Marshall and give her input regarding the administrative assistant position.

Mingo Marquez replied to Melanie Oldham and said yes. Mingo Marquez said for his downtown subcommittee he had different representatives from downtown give their input. Mingo Marquez said no participation or voting from the public is allowed.

Melanie Oldham said she has been to previous meetings and knows there has been several good developers that she considers locally. Melanie Oldham asked the board if these builders will have the opportunity to come back to present to the board if they are interested.

Jeff Pena asked the board who is in the subcommittee and what tasks they were assigned.

David McGinty said the subcommittee consists of Nicole Mireles, Ed Garcia and himself. David McGinty said Courtland Holman found the developer and were tasked to sit in the meeting and see what he had to say.

Nicole Mireles said she would like for Jim Maddox give his presentation to the board.

David McGinty said he would also like the past developers that showed interest to be invited.

Nicole Mireles made a motion to request to have a special meeting on August 24, 2021 for Mr. Jim Maddox to speak to the board to give his presentation and other items that are needed to be talked about. Motion was seconded by Mingo Marquez.

Shonda Marshall asked the board if Jim Maddox will be the only developer that the board will be hearing from or will it be advertised for other developers.

Jeff Pena amended the motion to facilitate the Maddox presentation on August 24, 2021 but also that a subcommittee be created to develop the marketing and advertising plan for the EDC properties. Motion was seconded by Mingo Marquez. **Motion Passed Unanimously.**

Mingo Marquez said to Ed Garcia for the subcommittee he recommends for Ed Garcia to look for committee members that have advertising experience.

Ed Garcia said the subcommittee will consist of Mingo Marquez being chairman, Jeff Pena and Josh Mitchell.

VI. Board Comments

a. President Ed Garcia: announcements and comments.

Ed Garcia said he think the participation of the EDC on the visit from Altamira delegates was very well appreciated and received, hopes the participation continues and develop projects that will bring more business to the City of Freeport. Ed Garcia said he appreciates the board understanding and realize that it is really needed to know how the board functions and a consultant will be hired to assist to make sure the board does everything they can to be effective.

b. VP Josh Mitchell: announcements and comments.

Josh Mitchell said he would like to echoes Ed Garcia's comment regarding the participation with the City of Altamira. Josh Mitchell said he is also encouraged to see citizens being involved in the process and is looking forward to all the upcoming work and assignments. Josh Mitchell said is also looking forward in getting the administrative assistant to the things the board does not have time to do. Josh Mitchell said he is glad the board was able to get their packets in advance to skim through the information before the meeting.

c. Finance Mingo Marquez: announcements and comments.

Mingo Marquez said he was happy to see the City of Freeport, EDC board and citizens participate in the Altamira event and presenting the sister city. Mingo Marquez said he thinks the Hispanic Chamber of Commerce did an awesome job in showing the Altamira delegates what the community had to offer and is also thankful the businesses like Dow, BASF, Port of Freeport, Freeport LNG and college. Mingo Marquez said with the board not having a director he would like the members to working on the projects that were assigned to them and make progress. Mingo Marquez stated he would like to thank the board for their corporation.

d. Secretary Nicole Mireles: announcements and comments.

Nicole Mireles said she thanked Landis Adams for the Altamira signing event. Nicole Mireles said on the subcommittees she thinks the subcommittees will move forward if the board lets the people volunteer.

e. David McGinty: announcements and comments.

David McGinty said he echoes Mingo Marquez's comment the EDC has sponsored several successful events lately from the sand castle on the beach to Fort Velasco Day and Sister City event. David McGinty said Courtland Holman was a professional with what he did and the board is not that and he hopes the Executive Director position will be filled soon. David McGinty said he would like to thank everyone involved that helped make these events successful and continue moving forward.

f. Shonda Marshall: announcements and comments.

Shonda Marshall said she was excited to be a part of the Sister City signing and her boys were excited to take part on it as well. Shonda Marshall said she wants to take every

opportunity to make Freeport be a better city. Shonda Marshall said one of the things the Sister City talked about was the medical facility and she is really interested and believes it can be used in Freeport. Shonda Marshall said she knows the board is tasked with bringing business to Freeport but she would love to see the board nurture small business in Freeport by partnering with the Hispanic Chamber of Commerce to teach small businesses how to apply for the small business grants and what opportunities are out there so the board can grow them.

g. Jeff Pena: announcements and comments.

Jeff Pena said he echoes the Altamira event he said it is a great partnership between the City of Freeport and the City of Altamira. Jeff Pena said the collaboration and future possibilities of developing new businesses. Jeff Pena said the Hispanic Chamber of Commerce did an amazing job putting this event together. Jeff Pena said he saw the City of Freeport and EDC pull their resources together to make sure that the City of Freeport proudly and professionally hosted this delegation from Mexico. Jeff Pena said he hopes as David McGinty had stated the EDC has been sponsoring several events. Jeff Pena said the events were more pronounced because of the sponsorship of the involvement and participations of the EDC. Jeff Pena said he spoke to David McGinty to have the EDC and the City sponsorship wise in these different events in creating events every month so there is always energy and excitement at the City of Freeport. Jeff Pena said the other request is for the meeting on August 24, 2021 if the board can receive the agenda a week before so the board can participate and make sure the items are on the agenda will be discussed so it will be a meaningful meeting. Jeff Pena said part of his request for the meeting tonight that did not get put on the agenda was to look at the projects and evaluate their current status and invite everyone to participate to have more of a democratic approach to the board participation. Jeff Pena said one of the things that came up at the city council was that the council had discussed the entrance for the beach and council said it was requested to be brought back to the EDC. Jeff Pena said he would like to make sure the beach entrance is going to be on the agenda for the next meeting because council has communicated they are open to hearing about how the EDC wants to facilitate that particular project and get it completed at the beach entrance. Jeff Pena said she likes the idea Shonda Marshall presented in getting all the businesses involved. Jeff Pena said he would like to talk about signage on the next meeting.

VII. Executive Session- Adjourn into Executive Session

It is now 7:20 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation August 10, 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)

Section 551.072 (Deliberations about Real Property)

- 1. Discussion and action to sell, lease or other regarding the FEDC properties or buildings. (Mingo Subcommittee)**

Reconvene into Open Session

Board President's statement:

It is now 08:04 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 to sell, lease or other regarding FEDC properties or buildings.
No Action**
- 2. Realty World Development
No Action**

VIII. Adjourn

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

It is now 08:08 p.m. and I hereby close the board meeting.