

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

**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 Tuesday, September 17, 2021 at 5:00 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	Absent
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

**I. Call to Order**

President Ed Garcia opened the meeting at 5:00 P.M. A quorum was present: Ed Garcia, Josh Mitchell, Nicole Mireles, David McGinty, Shonda Marshall and Jeff Pena.

**II. Invocation and Pledge**

Tim Kelty led the invocation.

**III. Citizens Comments**

No Citizens Comments

**IV. Consent Agenda**

**a. Approve Meeting Minutes for August 10, 2021, August 25, 2021 and August 31, 2021.**

Motion to Approve Meeting Minutes for August 10, 2021, August 25, 2021 and August 31, 2021 was made by Josh Mitchell and seconded by Shonda Marshall. **Motion passed** unanimously.

**b. Approve August 2021 Financial Statement.**

Motion to Approve August 2021 Financial Statement was made by Josh Mitchell and seconded by Jeff Pena. **Motion passed** unanimously.

**c. Approve Invoices.**

Motion to Approve Invoices for the City of Freeport for the amount of \$50,000 for the docks and the lighting invoice for \$401.17 was made by Jeff Pena and seconded by David McGinty. **Motion passed** unanimously.

**V. Discussion & Action Items**

**a. Budget Subcommittee**

**Discussion and possible action to approve budget for Fiscal Year 2021-2022.**

Ed Garcia said the proposed budget for next fiscal year will be the same as the current budget with a couple of changes. Ed Garcia said the sales tax projected for the following Fiscal Year 2021-2022 will be \$1,200,000. Ed Garcia said the subcommittee took off several items that they believe the money will be used better a different way. Ed Garcia said Professional Services NOS for \$298,250 was taken off, they are multiple contracts Mr. Holman got into and the board voted not to proceed with most of the contracts. Ed Garcia said the subcommittee decided to combine Marketing and Advertising for a total of \$75,000. Ed Garcia said the cash on hands projects account will be for \$1.2 million and this will be for projects the board will want to get into. Ed Garcia said the account for other services of \$38, 000 is being eliminated. Ed Garcia said for the seminars, dues, travel account decreased by \$13,500. Ed Garcia said the beginning fund balance is for \$1,535,000 and the ending fund balance is \$437,961. Ed Garcia said there is a revenue of \$1,200,000 and cash on hand \$1,535,000 that totals \$2,735,000. Ed Garcia said for expenses for projects \$1,950,000 and other expenses \$347,000 with a total of \$2,297,039. Ed Garcia said the remaining reserves account with a balance of \$437,961. Ed Garcia said in the packet each board member has it should include the EDC budget highlights which goes over the items that were just reviewed and explains if each account had an increase or decrease.

Jeff Pena asked if any specific events, advertising and marketing media was identified for the Marketing and Advertising account.

Ed Garcia replied to Jeff Pena and said no.

Josh Mitchell said it was a general idea and making sure enough money is in the account and being comfortable and not running out of money for this account.

David McGinty said the board wants to jointly sponsor events with the museum to bring people to town and for them to spend money in Freeport. David McGinty said the Museum has asked the EDC to sponsor several events and they are not much how much it will cost. David McGinty said he would like to put some money in a placeholder for the events instead of having to make budget amendment later. David McGinty said when the EDC sponsored the Altamira event and Mexican Heritage Month at the museum the EDC had no signage saying they sponsored those events.

Nicole Mireles said she has been talking to David McGinty regarding shirts that say Freeport EDC to show presence.

Ed Garcia said he thinks any motion to make increases it is understood it is not for the museum but to have enough funds for different events.

Motion to approve the current budget with one modification for marketing and advertising to allot \$150,000 was made by Jeff Pena and seconded by David McGinty. **Motion passed** unanimously.

Shonda Marshall asked what the breakdown is for the Administrative Assistant position and the Executive Director.

Ed Garcia said he believes the budgeted amount is \$45,000 for the Administrative Assistant. Ed Garcia said the subcommittee will have to come up and make a recommendation on the salary to offer the incoming EDC Director.

Chris Duncan said the salary for the Administrative Assistant is \$45,000 and for the EDC Director \$90,745. Chris Duncan said this is only for base salary it does not include education or benefits. Chris Duncan said the Administrative Assistant salary including all the benefits which are taxes, contributions, workers compensation and insurance add up to \$72,643.

#### **b. Hiring Subcommittee**

##### **Discussion and possible action on the Administrative Assistant Position.**

Shonda Marshall said the subcommittee reached out to Kelly Services and the subcommittee decided it was going to be expensive to work with them. Shonda Marshall said Kelly Services stated they pay their administrative assistants around \$18 an hour and what the EDC will have to pay is a mark up of \$18 times 1.53 which will be about \$27.00 an hour.

Ed Garcia asked if the Administrative Assistant been posted.

Shonda Marshall said the subcommittee was instructed by the board to reach out to Kelly Services. Shonda Marshall said they did not post the position because they were instructed to go with Kelly Services.

Nicole Mireles said she recommends to the board not to go with Kelly Services and instead have the City post on their website.

Shonda Marshall said Kelly Services would like to have a contract for at least a year and if the board wants to hire the administrative assistant there will be a transfer fee which will be at least 20% of the base salary.

Nicole Mireles said the subcommittee edited and updated the job description for the Administrative Assistant.

Motion to use Kelly Services to hire an Administrative Assistant was made by Shonda Marshall and seconded by Josh Mitchell. **Motion passed.** Nicole Mireles voted Nay.

#### **c. Mowing Subcommittee**

##### **Discussion and possible action regarding mowing of EDC properties.**

David McGinty said he had two companies that were not able to make it to this meeting but will be at the next meeting. David McGinty said the BIDS the companies turned in are in each of the board members packet.

Nicole Mireles said she liked VT Enterprise Company.

David McGinty said Wells Company never picked up trash and VT Enterprise Company said it is part of the job to pick up trash on the property.

Chris Duncan said if the company does not have a standard contract he will do one.

Motion to go with VT Enterprise for a year to mow the EDC properties and seconded by Josh Mitchell. **Motion passed** unanimously.

Shonda Marshall asked if the board will be able to review the contract before running into any issues about the services not being done.

Chris Duncan said the proposed contract will go back to the EDC.

Ed Garcia said he asked Mr. Tumblenson to do the maintenance on the 2<sup>nd</sup> Street and 8 acres. Ed Garcia said these are the two properties he has received more complaints on.

#### **d. Board Item**

##### **Discussion and possible action on posting job for the EDC Director Position.**

Ed Garcia said he does not think the board has decided on the salary for this position. Ed Garcia said before posting this position the board should establish a salary range. Ed Garcia

said the subcommittee for this will be Nicole Mireles as chairman, Shonda Marshall and Josh Mitchell.

**e. Grant Request**

**Consider and take possible action regarding Business Improvement Grant Application**

- 1. 224 W. Park St. -Park Avenue Lofts, Brick**
- 2. 112 W. Broad St- Roof**
- 3. 212 W. 1<sup>st</sup> Windows/Exterior Façade**

Nicole said she would like this item to be tabled she just received the information and would like to review.

Ed Garcia said the subcommittee is composed of himself, Mingo Marquez and Jeff Pena. Ed Garcia said Mr. Pena submitted the application and he would like to suggest appointing an alternate.

Nicole Mireles said she agrees with Ed Garcia on Jeff Pena not being on the subcommittee being the grants request are for him.

Shonda Marshall said she will feel comfortable if the board confirms with legal if Jeff Pena on the subcommittee will be a problem.

Chris Duncan said the board can decide to go into executive session at the moment or it can be added to the list on executive session.

Ed Garcia said this will be moved to executive session.

**f. Board Item**

**Discussion and possible action on EDC finances.**

Jeff Pena said it was brought to his attention by Mrs. Mireles the EDC was having problems getting the checks paid. Jeff Pena said there was questions whether or the EDC should be handling their own finances or if they would like the City to facilitate the payments.

Nicole Mireles said a concern she had discussed with Jeff Pena it took the EDC a while to get Sweet T's their check. Nicole Mireles said Sweet T's had already spent the money and submitted the invoice like the EDC had asked her to do and it still took a while to get the check to her.

Ed Garcia said it is partly his fault procedures were not established and does not know how in the past they were being handled. Ed Garcia said in the future a proper procedure will be established to not only have the grants paid on a timely basis but also all the invoices. Ed Garcia said he will write up the procedure and take it to the board.

**g. Beach Subcommittee**

**Discussion and possible action- Beach update. Presentation**

Jeff Pena presented a presentation to the board and wanted to share what he shared with City Council to the EDC board regarding the beach.

Kenny Hayes said it is a waste of money and a previous City Manager tried to put pals at the beach and they just washed away.

Sabrina Brimage said she is for keeping the beach clean but the board should give back to the City. Sabrina Brimage said the EDC should get together with the City to fix areas around the City that are needed improvement.

Shonda Marshall said she appreciated Jeff Pena's presentation but would like more research and discussion regarding the beach. Shonda Marshall said the board should spend the money wisely and would like to bring more economic development to the City of Freeport.

Josh Mitchell said he seconded Shonda Marshall's comment and would like more information on this.

Ed Garcia said Jeff Pena's project is a good one but thinks it will work with the full participation of the City Council and EDC board.

#### **h. Project Subcommittee #1 (Downtown)**

##### **Discussion and possible action on subcommittee recommendations.**

##### **1. Downtown Building**

Ed Garcia said Mingo Marquez is not at the meeting tonight and this item will be tabled.

##### **2. Downtown Lighting**

Jeff Pena said he has been getting feedback from the business owner of Beach Bums Barcadia regarding lighting. Jeff Pena said the owner of Beach Bums said he is willing to help subsidize part if the EDC is wanting to make sure the lighting in downtown stays up year around. Jeff Pena said having more decorative lighting in terms of the different bridges. Jeff Pena said the subcommittee for the downtown lighting were not able to meet.

Nicole Mireles asked why is the City not keeping up with the lighting downtown and why does the EDC have to do it.

Jeff Pena said they are some fixes that are trying to be pushed. Jeff Pena said the lighting is to help enhance the downtown so it is not so dark. Jeff Pena said to keep the lighting as a marker when talking about the projects for the budget.

#### **i. Signage Subcommittee**

##### **Discussion and possible action on subcommittee recommendations**

David McGinty said LeAnn Strahan had a presentation and cost estimates for the board but the Museum is not open due to Nicholas Storm she was not able to make it. David McGinty said LeAnn will be at the next board meeting.

Ed Garcia said this item will be tabled.

**j. Project Subcommittee #2 (Pop Box)**

**Discussion and possible action on subcommittee recommendations**

Jeff Pena said the last conversation in City Council was for the subcommittee to decide what is going to happen to the Pop Box. Jeff Pena said the Pop Box has been at the levee for about a year. Jeff Pena said the Pop Box is ready for a tenant. Jeff Pena said the Pop Box subcommittee will meet and propose to the board what they fully recommend doing.

Ed Garcia said several requests have been made for the Pop Box to be moved and he made several arrangements with the company to get it moved from that location to the 8.8-acre area.

Nicole Mireles asked how many Pop Boxes did the board purchase.

Ed Garcia said the board only bought one. Ed Garcia said he believes it is in the budget to purchase more Pop Boxes if the board is still wanting to pursue the program.

**VI. Subcommittee Updates**

**Update by all subcommittees that did not request Action Items.**

Nicole Mireles said for the subcommittee for the Visitor Center they would like for this item to be on the following agenda to try to negotiate and open the EDC office in the old Visitor Center building. Nicole Mireles said the subcommittee would like to give another proposal and see what the board can come up with.

Ed Garcia said on the grant subcommittee he would like to appoint Josh Mitchell as an alternate for Jeff Pena.

**VII. Board Comments**

**Announcements and Comments**

**a. Ed Garcia- President**

Ed Garcia said in his opinion the board is still struggling to work as a unit and would like to see the board make a better effort to try to work together. Ed Garcia said he asked Chris Duncan to put together the agenda for this meeting. Ed Garcia said there will be a deadline for the board members to submit items to be put on the agenda. Ed Garcia said he will request all documentation be provided to Nicole Mireles and himself. Ed Garcia said he would like to remind the board Clarisa Molina does not work for the board and the City is being gracious enough to let her do the job. Ed Garcia said any question a board member has it will have to be brought to him or to Nicole Mireles and do not go directly to Clarisa Molina or instruct her to do anything on agenda without going to Ed Garcia or Nicole Mireles.

**b. Josh Mitchell- Vice President**

Josh Mitchell said the project is on file with the Architectural Firm in Houston and is hoping to hear more from them the upcoming week. Josh Mitchell said he has mentioned about investing in oversized checks so when a grant check is giving the dollar amount is

more noticeable. Josh Mitchell said also investing in yard or window signs that can say the business grant was sponsored by the Freeport EDC. Josh Mitchell said he will take on the project for the oversized checks.

**c. Mingo Marquez- Treasurer**

**d. Nicole Mireles-Secretary**

Nicole Mireles said what she had in mind Ed Garcia had already talked about.

**e. Shonda Marshall**

Shonda Marshall said she would like to thank those who tried in order for her to get the agenda packet on time to review. Shonda Marshall said she is looking forward to the board coming up with good projects that are visible to the City and to show the citizens the board is trying to bring economic growth to the City. Shonda Marshall said she is excited to be a part of the board. Shonda Marshall said she strongly encourages the City Council to come out and see what the EDC board is doing.

**f. David McGinty**

David McGinty said he has a vision on what Freeport can be with the beach, downtown, historical landmark districts, gulf boulevard and brazosport boulevard. David McGinty said there is a lot the board can do to help the City help itself attract more people. David McGinty said he will show the board in executive session a couple of plans.

**g. Jeff Pena**

Jeff Pena said he wants to make sure the public is aware that the EDC is trying to take on a new territory and be more creative and innovated. Jeff Pena said to not allow past failures to dictate on what can be done moving forward. Jeff Pena said this means every board member has to participate. Jeff Pena said he wants to make sure to have a discussion on the Visitor Center and the Pop Box.

**VIII. Executive Session- Adjourn into Executive Session**

Executive Session Disclosure Statement: The FEDC Board of Directors reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Government Code, Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

It is now 7:10 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation September 17, 2021 meeting and do hereby convene an executive session, said executive session authorized under the following sections of the Texas 551.071 (Consultation with Attorney).

In Accordance with the Texas Government Code:

- A. 551.071 (Consultation with Attorney) – Holman

Close Executive Session and Reconvene into Open Session

**IX. Adjourn**

Motion to close board meeting made by Jeff Pena and seconded by Josh Mitchell. **Motion passed** unanimously.

**It is now 7:37 p.m. and I hereby close the board meeting.**