

**CITY OF FREEPORT  
ECONOMIC DEVELOPMENT CORPORATION**

430 North Brazosport, Freeport, TX  
Tuesday, November 08, 2022 at 6:00 p.m.

**REGULAR MEETING MINUTES**

**FEDC BOARD MEMBERS:** Quorum Present

Directors:

Mingo Marquez	President	
Josh Mitchell	Vice-President	
David McGinty	Secretary	Absent
George Matamoros		
Shonda Marshall		
Ken Tyner		
Sandra Loeza		

Tim Kelty: City Manager

Chris Duncan: Attorney

Jerry Cain: Council Liaison      Absent

Kaytee Ellis: EDC Assistant

**Visitors in Attendance:**

Karla Clark

**I. Call to Order**

Mingo Marquez called the meeting to order at 6:05 PM. A quorum was present.

**II. Invocation and Pledge**

Shonda Marshall led the invocation and Ken Tyner led the pledge.

**III. Citizens Comments**

There were no citizen comments.

**IV. Consent Agenda**

- 1. Approve Meeting Minutes for October 11, 2022**
- 2. Approve September Financials**
- 3. Approve Invoices**

Sandra Loeza asked if there was a dollar amount budgeted for overtime.

Cathy Ezell stated that there was not but the board could allow it and then make an amendment at the end of the year to do clean up.

George Matamoras asked who Chris Duncan was referring to by “Tobias” on his invoices.

Chris Duncan responded this was in reference to a number of public information requests received in the EDC office.

Ken Tyner made a motion to approve the consent agenda. Josh Mitchell seconded.

**MOTION PASSED UNANIMOUSLY.**

**V. Public Hearing- EDC Local Small Business Grant Project.  
Mingo Marquez opened the public hearing at 6:21pm.**

Josh Mitchell reviewed the Business Improvement Grant Program.

Mingo Marquez reviewed the grants issued the previous year and suggested keeping the total project amount at \$150,000.

Tim Kelty suggested adding a criterion for proof of receiving a paid building permit.

Shonda Marshall suggested adding a criterion for a business plan to be included with the application.

**Mingo Marquez closed the public hearing at 6:43pm.**

**VI. Discussion & Action Items**

**1. Discuss and take possible action on EDC Project-Local Small Business Grant Program -Marquez**

Ken Tyner made a motion to approve the Business Improvement Grant Project with all modifications suggested during the public hearing. Josh Mitchell seconded. **MOTION PASSED UNANIMOUSLY.**

**2. Discuss and take possible action on EDC Downtown building maintenance and alley - McGinty**

Mingo Marquez said there is one bid for the alley work needed downtown for the board to review. The committee is still waiting on two other bids.

Shonda Marshall asked who came up with the scope of work and stated the same needed to be followed for the other two bids.

Tim Kelty suggested using the current bid to create the scope.

Mingo Marquez tabled this item until additional bids are received.

**3. Discuss and take possible action on Construction policy, RPFs and RFBs -Marshall**

Shonda Marshall said that it is important to review this policy now that the board is discussing working on the EDC buildings. Shonda Marshall said the board needs to ensure they are staying consistent and conducting business in accordance with the policy.

Tim Kelty informed the board they are not required to get sealed bids, but competitive quotes.

Mingo Marquez added the EDC is not required to take the lowest quote.

Chris Duncan encouraged the board to create an organized game plan and use a formal process.

Mingo Marquez said he would like to table this for the director.

## **VII. Subcommittee Updates**

Mingo Marquez said the downtown committee has met to go over drainage issues regarding the EDC buildings.

Shonda Marshall asked Mingo Marquez if he still intended to restructure subcommittees.

Mingo Marquez responded yes. Mingo Marquez asked for an update from the website committee.

Kaytee Ellis said the website has been meeting regularly, is in the finishing stages, and will have a better update at the next board meeting.

## **VIII. Board Comments**

### **1. President Mingo Marquez:**

Mingo Marquez welcomed the new businesses and reminded the board of the grand opening for Texas Rivers Distilling on Friday the 18<sup>th</sup>. Mingo Marquez thanked David McGinty for his work downtown decorating for Halloween and the Ghost Walk. Mingo Marquez said he met with the Main Street Advisory Board and is looking forward to working together more with the new Main Street Director, Ana Silbas.

### **2. Vice President Josh Mitchell:**

Josh Mitchell said he wanted to acknowledge the article in the paper today and encouraged the board to read it.

### **3. Secretary David McGinty:**

David McGinty was absent.

### **4. Sandra Loeza:**

Sandra Loeza said she had so much fun helping with Fright Night and asked the board to keep this event in mind for next year and would like to see participation from the EDC. Sandra Loeza said she wanted to give a shout out to the city for their work on lighting, the palm trees, and updated fall décor.

**5. Shonda Marshall:**

Shonda Marshall thanked Sandra Loeza and Jerry Cain for their hard work on the Halloween event at Riverplace. Shonda Marshall said she would like the new Executive Director, Robert Johnson, to be introduced at the next City Council meeting. Shonda Marshall said she would like to also plan a meet and greet for key players within the city and county to meet Mr. Johnson. Shonda Marshall also thanked Kaytee Ellis for her work over the past year in the absence of a director building positive relationships with the community, businesses, and making the EDC visible to the city and county.

**6. Ken Tyner:**

Ken Tyner said he read a tremendous article in today's paper about Freeport and suggested everyone else go read it. Ken Tyner said he is looking forward to future progress with the new director.

**7. George Matamoros:**

George Matamoros welcomed Drini Italian Grill, Mom's Liquor, and Sin-Tex Tacos to Freeport. George Matamoros said he is excited to see the construction taking place for Starbucks. George Matamoros requested the board host a dinner with the new director so they may get to know him better.

**IX. 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 7:23 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation August 09, 2022 meeting and do hereby convene an executive session, said executive session authorized under the following sections of the Texas 551.071 (Consultation with Attorney.)

**Executive Session**

- 1. Discussion on Project 2021F pursuant to Texas Government Code Chapter, Section 551.087 (Economic Development) -[Marquez](#)**

**Board President's statement:**

It is now 8:15 p.m. and I hereby close the executive session of the Freeport Economic Development Corporation and do hereby reconvene the regular open session.

**X. Discussion and Possible Action**

- 1. Discussion on Project 2021F pursuant to Texas Government Code Chapter, Section 551.087 (Economic Development)**

No Action.

**XI. Adjourn**

Motion to close board meeting was made by Sandra Loeza and seconded by Josh Mitchell.

**Motion passed** unanimously.

**Mingo Marquez closed the board meeting at 8:15pm.**