

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, May 14, 2019 at 6:00 p.m. in the City Hall Conference Room, located at 200 West 2nd Street, Freeport, TX, for the purpose of considering the agenda items.

MEMBERS OF THE BOARD PRESENT: Quorum Present

Trey Sullivan – President
Ed Garcia
Lesa Girouard
Marinell Music
Jeff Pena
Mingo Marquez

Courtland Holman: Executive Director of FEDC
Tim Kelty: City Manager
Stephanie Russell: City Finance Manager
Chris Duncan: Attorney

Visitors in Attendance:
Melanie Oldham
David Towers

1. **OPEN SESSION:**
Mr. Sullivan opened the meeting at 6:00 P.M. A quorum was present. Sullivan, Garcia, Girouard, Music, Pena, and Marquez.

2. **CITIZEN COMMENTS:**
Mr. Sullivan announced the opportunity for any visitors present to address the board. No citizens commented.

3. APPROVE MEETING MINUTES FOR APRIL 9, APRIL 13, APRIL 18, AND APRIL 30:

The meeting minutes that Chris Duncan originally sent and were placed in the packet were the agendas. This item was tabled until Chris's arrival to the meeting whereupon the minutes were printed, read and approved. There was one correction for Meeting Minutes on April 18 as Open Session stated that the opened at 6:00AM. This was corrected to read 6:00 P.M.

MOTION to approve Meeting Minutes for April 9, April 13, April 18, and April 30, with typographical correction was made by Marinell Music and second by Lesa Girouard. Motion **Passed** unanimously.

4. DISCUSSION AND POSSIBLE ACTION REGARDING FEDC BYLAWS:

After City Manager Tim Kelty discussed one of the changes to the FEDC Bylaws it was unknown if there were other changes. This item was tabled until Chris's arrival to the meeting whereupon Chris presented two changes to the Bylaws. Mr. Ed Garcia had questions regarding ex-officio and their attendance for executive sessions.

MOTION to Table amendment of the Bylaw as presented to the board, with correction of typographical errors was made by Ed Garcia and seconded by Mingo Marquez. Motion **Passed** unanimously.

5. DISCUSSION AND CONSIDERATION OF ADVERTISING STRATEGIES:

Courtland Holman presented the need for advertising both domestically and internationally. He presented two firms that he is most confident in that will expand the City of Freeport recognition throughout the industry in the USA and European Union. Courtland also discussed being involved in the Texas Wide Open for Business Magazine that is the Governor's sponsored magazine. Lesa Girouard was concerned that the City of Freeport already has enough industrial currently and marketing for more may not accomplish the need to develop local housing and retail. Courtland explained that housing developers need to see industrial job growth in order to sell their housing developments. Retailers need to see housing being developed in order to justify retail development. Courtland explained this is just one tool out of many that we need to in order to attract retail, housing and industry to Freeport.

6. DISCUSSION AND AUTHORIZATION REGARDING FEDC WEB SITE DEVELOPMENT:

Courtland Holman presented the need that the FEDC needs a web site to that will direct developers, businesses, homeowners, and others to seek information regarding the City of Freeport and allow businesses and developers to obtain qualified information in order to make a determination to pursue Freeport Texas as a possible location to open their business. Courtland explained that he has talked to the Governor's office of Economic Development and Tourism to obtain a login for the

State version of ZoomProspector and have new business leads that come from the State offices to be directed to Courtland. They have also asked that we have a web site. Courtland presented Civic Plus as an example only based on what they did for his last City and FEDC. Courtland will ask Civic Plus to do a presentation to the board at our next board meeting. Ms. Girouard mentioned another firm that makes websites for Brazoria County.

7. DISCUSSION AND CONSIDERATION AND POSSIBLE ACTION OF FREEPORT TRADE DAYS:

Marinell Music presented the concept of having “Freeport Trade Days” on various times of the year with the first to hopefully start in September. Marinell has reached out and received great positive feedback and possible participation from vendors, assistants, costs, and rentals. Marinell has bought a domain name and will need to have a web site formed. Marinell is working towards obtaining a 501 C 3 in order to receive tax deductible donations. She will be generating income via advertisement. Tim discussed how the city can be involved. Christopher Duncan explained that obtaining a non-profit designation is relatively easy and that the FEDC could participate in advertisements. Trey asked Marinell for more information on how the FEDC could be able to participate.

8. DISCUSSION AND ACTION OF FEDC EXECUTIVE DIRECTOR AUTHORIZATION OF SPENDING LIMITS AND USE OF CREDIT CARD:

Courtland discussed the need for the Executive Director to have a City Credit card as he will be going to conferences with the board or separately, hosting developers, and other local events that will require the use of a credit card rather than obtain an invoice for payment to be submitted and a check cut by the finance department. This will be more efficient for the FEDC and City. Use of the credit card is only possible if there is sufficient funds in our budget categories. Lesa brought up the concern regarding miss-use of the card. Either or both President Trey Sullivan of the FEDC and city’s Finance Director Stephanie Russell will have the invoices and receipts of transactions for review to verify appropriate use of the card. Discussed was the dollar limits that Courtland can use per transaction based upon the approved budget. Stephanie recommended, based upon my duties, a \$3000 limit per transaction.

MOTION to approve to authorize Mr. Courtland to use a credit card with a \$5000 limit, to make purchases up to \$3000 per transaction, for expenses contained within the approved EDC budget was made by Marinell Music and seconded by Lesa Girouard. Motion **Passed** unanimously.

9. CONSIDERATION AND POSSIBLE ACTION OF MIDYEAR BUDGET ADJUSTMENT:

Courtland and Stephanie presented an amended budget based upon Courtland's past experience and Stephanie's inclusion of updated financial information and Courtland's hiring. Stephanie presented the new hire increase and debt services. Courtland presented the operational needs that will allow him to obtain tools needed to properly represent Freeport and attract development to the community. If approved the amended budget will still need to be approved by City Council.

MOTION to approve Amended Budget was made by Lesa Girouard and second by Marinell Music. Motion **Passed** unanimously.

10. UPDATE OF SURVEYS RELATED TO OLD RIVER DEVELOPMENT:

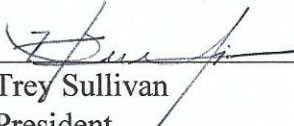
Tim updated the board regarding appraisals for the Old River Development. There are three specific surveys that were requested and have been completed. The appraisals for the properties have been ordered and expected to be presented at the next board meeting.

11. EXECUTIVE DIRECTOR'S REPORT:

Courtland presented his director's notes. He stated in the future he intends to have weekly notes sent to the board by Friday then combine all notes for the monthly meeting. By that time the majority of the information will have been seen by the board. Courtland also stated that once he has the appropriate computer and tools to create and send out the entire board packet on Friday before the monthly meeting so that the board has time to review the information that will be presented and discussed during the monthly meeting.

MOTION TO ADJOURN made by Ms. Girouard, seconded by Mr. Marquez. Motion **PASSED** unanimously.

Meeting Ended at 8:50 p.m.



Trey Sullivan
President