

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, October 13, 2020 at 6:00 p.m. in the Freeport Police Department Municipal Court Room, located at 430 North Brazosport Boulevard, Freeport, TX, for the purpose of considering the agenda items.

MEMBERS OF THE BOARD PRESENT: Quorum Present

Jeff Pena President
Marinell Music Vice President
Mingo Marquez Finance
Lesa Girouard Secretary
Trey Sullivan
Ed Garcia

Courtland Holman: Executive Director
Christopher Duncan: Attorney
Stephanie Russell: Finance Director

Visitors in Attendance:

David McGinty
Nicole Mireles
Melanie Oldham
Keith Stambaugh
Eric Hayes

I. CALL TO ORDER:

Mr. Jeff Pena opened the meeting at 6:07P.M. A quorum was present. Mingo Marquez, Jeff Pena, Marinell Music and Ed Garcia.

II. INVOCATION AND PLEDGE

Mr. Courtland Holman led the invocation and Mr. Jeff Pena the Pledge.

III. CITIZEN COMMENTS:

Mr. Jeff Pena announced the opportunity for any visitors present to address the board. No citizens commented.

IV. CONSENT AGENDA

a) Approve Meeting Minutes for September 15 Regular Board Meeting.

MOTION to Approve Meeting Minutes for September 15 Regular Board Meeting as they are with the inclusion on the Motion made by Mr. Mingo Marquez to add goals for next year's Executive Director's Review to include the rules also was made by Mrs. Marinell Music, **seconded** by Mr. Ed Garcia. Motion **PASSED** unanimously.

b) Approve July Financial Statement..

MOTION to approve July Financial Statement was made by Mrs. Marinell Music, **seconded** by Mrs. Lesa Girouard. Motion **PASSED** unanimously.

V. DISCUSSION AND ACTION

A. Discussion and potential Action to City's 192 lots. Request that two members from Planning and Zoning attend for their input.

Mr. Courtland Holman said within the 19 acres the City owns, 11 single 25X125 foot lots not owned by the city with all but two lots not adjacent with another which make the development of 50-foot-wide lot difficult as that also eliminates an addition nine 25X125 foot lots un-buildable. Mr. Holman recommends the property to be rezoned and re-platted into a Planned Development to accommodate a minimum 25 foot wide lot development that a developer will design, build the infrastructure and either sell the lots to home builders or build the lots themselves within 2 years from a signed agreement with the city. Mr. Holman stated he is not if this plan will work but is making the recommendation to at least explore it at this point and get the input from planning and zoning.

Mr. Erik Hayes said the Planning Commission tried to pass something similar like this before, they tried to do something with 25 foot lots and it was taken to council and it was not approved. Mr. Hayes said when the board took this to council a lot of residents went to complain that they did not want the 25-foot lot to be build on because they did not want their neighbors living that close. Mr. Hayes said he believes this is a really good idea.

Mr. Jeff Pena asked what would be the process to take this to Council by the EDC or by the EDC and Planning Commission.

Mr. Erik Hayes said probably a motion by the EDC board, a few members from the board present before the planning commission and then make a recommendation to council.

Mr. Courtland Holman said he thinks the EDC and planning commission should joined together and present to the City Council.

Mr. Chris Duncan said legally they are two separate steps one being zoning which EDC can take the lead on going to the planning commission to try to get the area rezoned and the other step would be getting a plat.

Mr. Courtland said a step is missing which is bringing a couple of developers to get their critique in a workshop setting between the EDC and Planning Commission. Mr. Holman said he would prefer the developer replats it because the developer can design the redevelopment to maximize his cost not maximize our cost. Mr. Holman stated that he thinks the goal here is to bring in homes, maximize the lots, bring in as many people as possible so retail can be attracted.

Mrs. Nicole Mireles suggested or recommends for the board to try to find local builders.

Mr. Jeff Pena said he thinks this is a great opportunity. Mr. Pena said what he thinks needs to be done is get with a design group to come up with a site plan.

Mr. Courtland Holman said a workshop should be scheduled and invite a couple of developers. Mr. Holman said a couple of round meetings will have to be made also which include planning and zoning, city staff, a couple of developers, EDC board and maybe a council member.

MOTION to allot \$8,000 from the budget to get an architectural concept in place for the potential housing development was made by Mrs. Marinell Music, **seconded** by Mr. Mingo Marquez. Motion **PASSED** unanimously.

B. Discussion and possible action on Budget

Mr. Jeff Pena said the subcommittee put a list together of various projects the board has. Mr. Jeff Pena stated he wanted to make sure the projects are identified, what the budgets are and get them off the ground and moving.

Mr. Chris Duncan stated the sign and generator are ready for the pop box. Mr. Duncan said the subcommittee will meet and then a press release will be made following with an announcement to start taking applications.

Mr. Courtland said to Mr. Jeff Pena the pop box will probably have to be moved off the levee to a different location

Mr. Chris Duncan said all those details will be covered in the subcommittee.

Mr. Jeff Pena said utilizing the EDC space for fish market there has been discussion to promote and having a fish market event also reach out to a couple of local fish markets.

Mr. Jeff Pena said social media using Facebook for marketing and branding for the EDC.

Mr. Jeff Pena stated another project that he wanted to make sure was on the budget was window signage.

Mr. Mingo Marquez said for the window signage budget he does not think \$5,000 is not enough to cover all the windows with signage in the downtown. Mr. Marquez said he would like to bump it up to maybe \$9,000 so if the owner agrees to let the EDC do signage on there window this amount will cover it.

Mr. Chris Duncan said the amount to cover every window in downtown can be budgeted but certainly don't print out for all the windows without the permission of the owner first.

MOTION to approve \$62,500 for the total near term items was made by Mrs. Marinell Music, **seconded** by Mr. Mingo Marquez. Motion **PASSED** unanimously.

Mr. Courtland said on the motion the board just made it identified some of the items on the handout given out. Mr. Holman stated he thinks the board would want to approve misc. training, TEDC board, training for the sales tax workshop, ICSC Dallas, ICSC Vegas and additional training TBD (retreat) the total for this bucket is \$24,860. Mr. Holman said the board should meet for a workshop to work on the professional services category, publication and advertising.

Mr. Jeff Pena said he would like to make a recommendation to clean this up to only have the items the motion will be made on.

C. Discussion and Take Action regarding development of FEDC personnel policy.

Mr. Jeff Pena said the discussion on this was the function of the policy being signed and agreed to by Mr. Courtland Holman which he had signed the day before of this meeting. Mr. Pena said the discussion of this matter in terms of presenting to the board the reasons why this needed to be signed.

Mrs. Lesa Girouard said she wanted to discuss this item and had a lot of questions. Mrs. Girouard asked when the effective date of this personnel policy.

Mr. Chris Duncan replied to Mrs. Girouard it is effective the date it was passed by the board on September 15th, 2020.

Mrs. Lesa Girouard said one thing that concerns her is Mr. Courtland Holman is a staff member and she feels like she should be able to talk to him about a project to get some clarity and information on it but according to the personnel policy Mr. Holman would be terminated and she does not like that.

Mr. Jeff Pena said part of the discussion for this particular item was to get to Mr. Courtland Holman to sign and then have a workshop to go over the policy. Mr. Pena said the purpose of this item was for the board to be prepared and get their questions ready for the Workshop that will be made. Mr. Jeff Pena said Mr. Holman agreed on signing the policy and having a workshop to discuss this.

Mrs. Lesa Girouard said she had some issues with the goals because some of them do not make any sense to her or they are too general and a little vague.

D. Update to Bryan Beach Entry

Mr. Jeff Pena said the update on this is getting some preliminary work on site plan for the beach entry and addition to that Mr. Holman has initiated meaningful meetings that will be coming up that are very important.

Mr. Courtland Holman said he is in initiation with Mr. Jeff Pena, people from Quintana and LNG since the property lines are shared and how can they work together in making a best use for all of the properties.

Mr. Chris Duncan said Mr. Pena when they talk to the Freeport LNG to let them know it would be helpful if they would allow to have an antenna there for private LTE WIFI.

E. Discussion regarding Vacant Board member position.

Mr. Jeff Pena said Mr. Kenny Hayes has resigned from the EDC board and City Council will have to consider a new candidate for the board. Mr. Pena said he wanted to make sure this was on the agenda to think about maybe providing a letter of recommendation for who the board would want to include on the EDC board. Mr. Pena said for him to recommend someone they must attend the EDC board meetings have interest in the EDC and that they are active and wanting to participate and commit their time to attend the meetings and the work that is needed on the outside.

Mrs. Marinell Music said since she has been a part of the board there has been one person that she knows has put in his application for this year to be on the EDC board and had many meetings with this individual and he has a genuine desire to see Freeport move forward and support what the board is trying to do and this individual is Mr. David McGinty. Mrs. Music said he would be one of the ones she would like to recommend to council.

Mr. Ed Garcia said he would like for the board to consider a person who has served in an elected position in the City Council for the City of Freeport and has served in various boards and commissions and is currently chairman of the planning commission and thinks she has a lot of experience not only in industry with their job but with city government and that is Mrs. Nicole Mireles.

Mrs. Lesa Girouard said she would like to make a recommendation of Keith Stambaugh he has been to multiple meetings and is also an engineer and she believes he would add value to the EDC board.

Mr. Mingo Marquez asked if the City is still taking applications for this position.

Mr. Courtland Holman said the applications are always open to be submitted throughout the year. Mr. Holman said the board can recommend to the City Council all three individuals and let them know they would like them to be on the board.

MOTION for the EDC board to recommend Mr. David McGinty, Mrs. Nicole Mireles and Mr. Keith Stambaugh to City Council was made by Mr. Mingo Marquez, **seconded** by Mrs. Marinell Music. Motion **PASSED** unanimously.

F. Discussion and possible action regarding subcommittee and special projects as related to the FEDC Workshop of which the budget was based upon.

G. Discussion and possible action regarding City Council Liaison representation.

MOTION to table till after the elections was made by Mr. Ed Garcia, **seconded** by Mr. Mingo Marquez. Motion **PASSED** unanimously.

H. Discussion and possible action on invoices and contracts.

- i. Approve Invoice for Expansion Solutions**
- ii. Approve Invoice for FDI Alliance**
- iii. Approve Invoice for Conway Data for Texas Wide Open for Business Magazine and website side bar advertisement.**
- iv. Approve Invoice for ZoomProspector**
- v. Approve Invoice for Retail Strategies**

Items i, ii, iii, and v were pulled from agenda discussion

Mr. Courtland Holman said ZoomProspector is the property locator it is also located on the website and have about 19 to 20 sites on there both retail as well as industrial. Mr. Holman said as retail comes up he will be putting more of those on once a new staff member is hired.

Mr. Jeff Pena asked Mr. Courtland Holman what percentage of ZoomProspector listings are residential, industrial or retail.

Mr. Courtland Holman replied to Mr. Jeff Pena and said right now he has quite a little of the industrial on there. Mr. Holman said he started to propagate more retail.

Mrs. Lesa Girouard said she will go with Mr. Courtland Holman's recommendation of using ZoomProspector.

MOTION to approve the \$9,000 for ZoomProspector was made by Mr. Mingo Marquez, **seconded** by Mrs. Marinell Music. With all present voting, "Aye" 5-0. Mr. Jeff Pena voted "Nay".

VI. EXECUTIVE SESSION-ADJOURN INTO EXECUTIVE SESSION

It is now 7:58 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation October 13, 2020 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), 551.074 (Personnel Matters).

In Accordance with the Texas Government Code:

A. Section 551.087 (Economic and Community Development Matters)

- 1. Review of current Contracts and/ or 380 agreements**
 - a. Realty World Contract**
- 2. Review of Samer Tawakkol potential projects**
- 3. Discussion regarding 380 Agreement with Mr. Elliot Cundieff for a 9-lot housing development on 2nd Street.**

Reconvene into Open Session

Board President's statement:

It is now 9:01 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 Action

- 1. Discussion and potential Actions on Realty World**

No Action
- 2. Discussion and possible action on Samer Tawakkol potential projects.**

MOTION made by Marinell Music to have Attorney Chris Duncan write a letter that states we are severing relations with Samer and potential investors until he demonstrates financial capacity. Motion was seconded by Lesa Girouard. Motion **Passed** unanimously.

3. Discussion and possible action to recommend approval to city council on 380 Agreement with Mr. Elliot Cundieff regarding a 9-lot housing development on 2nd Street.

No Action assigned to Contract Workshop

VII. Director's Notes

Directors Report given by FEDC Director Courtland Holman.

VIII. ADJOURN

MOTION to adjourn was made by Mr. Mingo Marquez, **seconded** by Mrs. Marinell Music. Motion **PASSED** unanimously. Meeting adjourned at 9:04 p.m.


Les Girouard- Secretary