

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

SPECIAL 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 Thursday, October 8, 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
Mingo Marquez
Ed Garcia

Tim Kelty: City Manager
Chris Duncan: Attorney

Visitors in Attendance:

David McGinty
Nicole Mireles
Melanie Oldham
Keith Stambaugh
Sam Reyna

- I. **CALL TO ORDER:**
 Mr. Jeff Pena opened the meeting at 6:12P.M. A quorum was present. Mingo Marquez, Jeff Pena, Marinell Music and Ed Garcia.

- II. **INVOCATION AND PLEDGE**
 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. Discussion and Action

a) Update to Pop Box Plan

Mr. Chris Duncan said the pop box sign is in Houston and has been prepared to go on the outside. Mr. Duncan said the sign will be mounted this weekend and electrical completed hooked up to the generator. Mr. Duncan stated Mr. Holman ordered the generator and should arrive from seven to ten days. Mr. Duncan said by the next week lease applications will be able to be submitted from the public.

b) Update to Fountain

Mr. Jeff Pena said the subcommittee has met and wants the fountain to be fixed and functioning trying to work through that with some volunteers in the downtown community, and at this point there is a requirement by the City to get engineering plans.

Mr. Courtland Holman said Mr. Campbell is dropping his participation in the fountain because he feels the engineering drawings are unnecessary. Mr. Holman said the City is requiring engineering drawings and are necessary for the safety of the public.

Mrs. Nicole Mireles said she is confused because Mr. Keith Stambaugh had volunteered had drawings also and everything put together for the board to review. Mrs. Mireles said if the board is not letting citizens help out and why have to spend money if Mr. Stambaugh is willing to do it.

Mr. Keith Stambaugh said he is also confused because he thought he was under the impression that the board members stated there would be a subcommittee board and they were going to call a meeting and he would be invited to it but he was never invited to any discussion regarding the fountain. Mr. Stambaugh said he is willing to participate and he does have an extensive engineering background.

Mr. Jeff Pena said the whole intent and motivation behind the EDC becoming involved was really a function of the EDC trying to improve the downtown area. Mr. Pena said the case was brought to the EDC and the board was told it had been two years the fountains have not been working and that's when the board decided to get the fountains fixed.

Mr. Tim Kelty said in regard to the fountain itself it has been down for a couple of years and the City has spent between \$7,000-\$10,000 trying to get the fountain fixed. Mr. Kelty said Mrs. Kim Townsend was the parks director and the last quote she got to fix the fountain was about \$30,000. Mr. Kelty said Mr. Campbell went to him and told him he had people to donate money and bring in the equipment and do what needs to be done and will get it fixed and it would not cost the city anything. Mr. Kelty asked Mr. Campbell to get him some plans of what he proposed to and have

the engineer review it and it would not cost much at all. Mr. Kelty said he wants the fountain to be maintained and safe for the public to be able to enjoy.

Mr. Courtland Holman suggested the board to allocate funds to go to the City for them to hire a contractor to repair both fountains in the Downtown.

Mr. Jeff Pena asked Mr. Courtland Holman if the EDC board would be able to choose the contractor because he would like to keep it all on the EDC side instead of going back and forth.

Mr. Courtland asked Mr. Jeff Pena if he would like the license contractor to be through the EDC or through the City.

Mr. Jeff Pena replied to Mr. Courtland Holman and said he would like for the licensed contractor to be through the EDC just to get it done.

MOTION to allocate up to \$10,000 to hire a licensed contractor to go towards both of the fountains in Downtown Freeport was made by Mr. Mingo Marquez, **seconded** by Mrs. Marinell Music. Motion **PASSED** unanimously.

c) Update to Beach Entry

Tabled for next meeting.

d) Discussion and Take Action regarding development of FEDC personnel policy

Mr. Jeff Pena said over the course of a few board meetings in the last summer in those meetings the board created a job performance of Mr. Courtland Holman in various categories. Mr. Pena said the EDC provided feedback with Mr. Courtland Holman discussing the items he succeeded and where he needed to show improvement. Mr. Pena stated Mr. Courtland Holman said he needed more direction from the board set goals and expectations for his position. Mr. Pena said during Mr. Courtland Holman's job evaluation during that EDC meeting the board presented to Mr. Holman a list of goals and expectations such expectations address specific concerns for the EDC board. Mr. Pena said the board placed this item on the agenda for consideration during open session and a motion to adopt the written document that contains specific goals and expectations for the Executive Director as written personnel policy of the EDC and require Mr. Holman to immediately sign such document during open session at this meeting.

Mr. Chris Duncan said he took the document from last time which there was already a motion and a second vote in open session to approve the goals, rules and expectations for Mr. Courtland Holman. Mr. Duncan said as discussed previously whenever standard Human Resource practice guidelines, job expectations and personnel policy it is important for it to be in writing so there is no confusion about what the rules and expectations were and also for those items to be signed by the employee. Mr. Duncan said he talked to Human Resource Director and she said the

same procedure is used for employees of the City of Freeport so when they receive employee handbook they sign a document showing they received the handbook and are aware of what the rules are and also if there is any change in the personnel policy the employees are required to sign the document to acknowledge they have received it and are aware of what the rules are.

MOTION to approve the performance evaluation with goals and expectations for the Executive Director was made by Mr. Mingo Marquez, **Motion died from lack of second.**

Mr. Courtland Holman said he has issues with items 1-4 and is not prepared to discuss that in open session and would like for it to be talked about in Executive Session for next Tuesday regular board meeting.

Mr. Chris Duncan said adoption of the personnel policy should be discussed in open session and would only be able to talk in executive session if taking a specific action against an employee and is up to the choice of the board to have discussion in open or executive session.

Mr. Courtland said he has a set of written statements that would like to present to the board for review before acting.

Mr. Jeff Pena said for the public to know the performance review has the goals and expectations for the upcoming year for Mr. Courtland Holman. Mr. Pena said the documents are required to be signed by two of the officers on the board, president, vice president and Mr. Holman.

Mr. Mingo Marquez said he would like to give the opportunity for Mr. Courtland Holman to share the issues with items 1-4 next board meeting.

e) Discussion and Action regarding By-Laws

Tabled for next meeting.

f) Discussion regarding Board and City Council Liaison representation

Tabled for next meeting.

V. EXECUTIVE SESSION-ADJOURN INTO EXECUTIVE SESSION

It is now 7:03 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation October 8, 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. EDC Riverfront Property**

Reconvene into Open Session

Board President's statement:

It is now 7:33 p.m. and I hereby close the executive session of the Freeport Economic Development Corporation and do hereby reconvene the regular open session

MOTION by Ed Garcia to have the City Liaison Ken Green excused from Executive session due to possible conflict of interest in regards to the EDC Riverfront Property. Marinell Music seconded and the Motion Passed unanimously.

It is now 7:35 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation October 8, 2020 meeting and do hereby reconvene executive session.

Reconvene into Open Session

Board President's statement:

It is now 8:00 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 discussion
- 2. Discussion and possible action on EDC Riverfront potential projects.**

MOTION by Marinell Music to determine the riverfront area lights on EDC property are maintained by CenterPoint and if not hire a contractor to an amount up to \$9500 to have them working again, **seconded** by Mr. Mingo Marquez. Motion **PASSED** unanimously.

VI. Director's Notes

Directors Report given by FEDC Director Courtland Holman.

VII. ADJOURN

MOTION to adjourn was made by Mr. Mingo Marquez, **seconded** by Mr. Ed Garcia.
Motion **PASSED** unanimously. Meeting adjourned at 8:03 p.m.



Lesa Girouard
Lesa Girouard - Secretary