

**CITY OF FREEPORT**  
**ECONOMIC DEVELOPMENT CORPORATION**  
200 West 2<sup>nd</sup> 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 Wednesday, September 2, 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	
Kenny Hayes	(Absent)
Ed Garcia	

Tim Kelty: City Manager  
Chris Duncan: Attorney  
Stephanie Russell: Finance Director

**Visitors in Attendance:**

David McGinty  
Ruben Renobato  
Nicole Mireles  
Sandra Leavey  
Darlene Wier

I. **CALL TO ORDER:**

Mr. Jeff Pena opened the meeting at 6:06 P.M. A quorum was present. Lesa Girouard, Mingo Marquez, Jeff Pena, Marinell Music, Trey Sullivan and Ed Garcia.

II. **INVOCATION AND PLEDGE**

Mr. Chris Duncan led the invocation and Mr. Jeff Pena the Pledge.

III. **CITIZEN COMMENTS**

Mrs. Sandra Leavey said she saw the house at 318 west Second was on the agenda for this day. Mrs. Leavey said she had a talked with Mr. Courtland Holman and told him she is looking for a building to put in a flower shop. Mrs. Leavey said she owns the lot across the street and is also looking to put in an urban flower farm and putting some flower fields across the street. Mrs. Leavey said she thinks it would be a good location to put a flower shop and would like the opportunity to put together a proposal for the building.

IV. **CONSENT AGENDA**

A) **Approve Meeting Minutes for August 18 Regular Board Meeting.**

**MOTION** made by Mrs. Lesa Girouard to Approve Meeting Minutes for August 18 Regular Board Meeting, **seconded** by Mr. Ed Garcia. Motion **PASSED** unanimously.

V. **DISCUSSION AND ACTION**

A) **Discussion and Action to move Regular Board Meeting from September 8<sup>th</sup> to September 15<sup>th</sup> due to City Council will be on September 8<sup>th</sup>.**

**MOTION** made by Mr. Mingo Marquez to move Regular Board Meeting from September 8<sup>th</sup> to September 15<sup>th</sup> due to City Council will be on September 8<sup>th</sup>, **seconded** by Mrs. Lesa Girouard. Motion **PASSED** unanimously.

B) **Discussion and Action to Review Bylaws**

a. **Review of Attendance**

Mr. Jeff Pena said Mr. Courtland Holman put together an attendance sheet.

Mr. Courtland Holman said based on the meeting minutes record shows who has been attending regular board meeting versus the special meetings and workshops. Mr. Holman said the attendance per the Bylaws that is counted is for the regular board meetings the special meeting and workshop absence is not counted.

b. **New Meeting Schedule- 2x a month- Regular Meetings like City Council.....may need to revise attendance requirements...**

Mr. Jeff Pena said the EDC board has had special meetings consistently. Mr. Pena said a lot of meetings have been made because there is a lot of work to get done. Mr. Pena said he recommends for the EDC board to move to a similar schedule as City Council and meet biweekly.

Mr. Mingo Marquez said he would like to keep the Bylaws the same and meet only once a month. Mr. Marquez said at one time the idea of having an advisory board was brought up and he would like to get on that to have more people involved and also more ideas.

Mr. Courtland Holman said one of the things he proposed about a year ago was the addition of a couple advisory members to the board that would be non-voting but participants of the entire board so if anyone on the board resigns that person can fill in the shoes at the City Councils discretion. Mr. Holman said if changes are made to the Bylaws it will have to be approved by City Council.

Mrs. Lesa Girouard said she would like to keep meetings to only meet once a month. Mrs. Girouard said if there was a way for some of the agenda items to be moved to consent agenda to not have much discussion on items that do not need a lot of discussion.

Mr. Courtland Holman said the intent for the consent agenda is to approve everything at one time to speed up the process. Mr. Holman said the point of sub committees is to plan as best possible for the board and make a presentation to show what has been done so the board can have the trust they placed on the sub committees to make the recommendations and can act on agenda items quicker.

Mr. Ed Garcia said he wanted to review section 3.07 in the Bylaws which says Ex officio members shall not be included in the calculation of a quorum, and shall not have any rights of a board member, except the right to attend open board meetings. Such Ex officio members shall attend closed session of board meetings unless a majority of a quorum of the Board of Directors attending such closed session votes to exclude them. Mr. Garcia stated every council and other types of organization does not let anybody except the board members attend executive session.

Mr. Chris Duncan said Mr. Ed Garcia is correct when City Council, public entity board, or government related board open meeting rules have to be followed. Mr. Duncan said open meeting rules say only board members can attend executive session unless somebody is invited to executive session and only people can be invited if it pertains to the business being talked about in executive session. Mr. Duncan stated if the board wanted to change the Bylaws they would have to undo the designation of being an Ex Officio board member.

Mrs. Lesa Girouard said she agreed with what Mr. Ed Garcia said about only having board members in executive session.

Mr. Chris Duncan said he would recommend the board for the final wording and changes of the Bylaws be presented to the board and then make a motion and second to be presented to the City Council.

**MOTION** made by Mr. Ed Garcia to change the Bylaws to say excluding Ex Officio and Liaison or anybody else that is not a voting member eligible to vote in executive session, **seconded** by Mrs. Lesa Girouard. Motion **PASSED** unanimously.

**c. Review of Sub Committee Lists**

Mr. Courtland Holman said they are three sub committees one is the grand and contract review, second is EDC project 1 as proposed by Chris Duncan (fog on the river and modular retail boxes) and the third is EDC project 2 as proposed by Jeff Pena (City Wi-Fi, development of Bryan beach, fountain and bridge lighting).

Mr. Jeff Pena said the reason he wanted this item on the agenda is so the board be reminded of what they volunteered for and who is volunteering so the public can be aware of these subcommittees also.

Mr. Courtland Holman said when an alternate is in place on an item the person has to stay on that subcommittee and not the assigned person because then there would be quorum.

Mr. Mingo Marquez asked Mr. Trey Sullivan if he would be interested in being in the Grant and Contract Review subcommittee.

Mr. Trey Sullivan replied to Mr. Mingo Marquez and said he will respectfully decline and is going to wait for City Council to reappoint and before he makes any kind of commitment he wants to make sure he gets reappointed.

**d. Discuss Potential EDC Advisory Board...how they are selected, and what their roles might/would be.**

Mr. Courtland Holman said about a year ago when looking at the Bylaw changes one of the things that he presented to the board was two advisory members that were non-voting but participate in all aspects of the board and that would include executive session. Mr. Holman said Council can pick one of the members to be a voting member. Mr. Holman stated the advisory members will also be accountable to the attendance record, advise the board, will have a voice but no vote.

Mr. Chris Duncan said if there is a resident that the board believes it is helpful to get information from the board is able to do that without having to appoint him as an advisory board member.

**C) Invitation to Speak Present by Riverway Properties Builder/Developer**

Mr. Jeff Pena said Riverway Properties would no be there because they had a conflict and will try to reschedule to be there next meeting.

**D) Invitation to Speak/ Present by Mr. Ruben Renobato**

Mr. Jeff Pena said Mr. Renobato would not be able to present and will try to reschedule

**E) Revisit of Mission and Brand Strategy**

Mr. Jeff Pena said as the board is moving into discussion of the new budget year for the fiscal year he wanted to revisit the mission and brand strategy for the EDC. Mr. Pena said the current that is online is not the same as the one that was drafted a couple of weeks ago.

Mr. Courtland Holman said if the board decides to change the existing mission and brand strategy a subcommittee should be formed so they can present to the board.

Mr. Jeff Pena asked Mr. Courtland Holman if this item can be added to the existing subcommittee that is reviewing the budget.

Mr. Courtland Holman replied to Mr. Jeff Pena and said yes because it requires to talk about budget also. Mr. Holman said this item will have to be approved by next board meeting and then to City Council on September 21, 2020.

Mr. Chris Duncan said he thinks a new sub committee should be made to revisit the mission and brand strategy. Mr. Duncan said the opportunity to serve in this subcommittee should be given to each of the board members.

Mr. Jeff Pena said the board members that will revisit of mission and brand strategy are Mr. Ed Garcia, Mrs. Marinell Music, Mrs. Lesa Girouard (Alternate) and himself. Mr. Pena said the subcommittee will meet on September 9, 2020 at 5:30PM.

**F) Special Projects-updates**

Mr. Jeff Pena said to Mr. Courtland Holman if he could add a section to his director's notes that talks about the on-going projects.

**a. Popup.**

Mr. Chris Duncan said the subcommittee met and worked out the details of a pre-detailed lease and policy of what will happen when being rent out. Mr. Chris Duncan said it will almost be a free rental. Mr. Duncan said a big round sign was made also that will be put on the popup. Mr. Duncan said he is having trouble finding a generator due to Hurricane Laura that was going to hit that week and believes all generators were all being shipped out to Louisiana. Mr. Duncan stated the sign and lease is ready but the only thing that is left to do is pick up the sign in Houston and get ahold of a generator. Mr. Duncan said an announcement will be made and will then be able to start taking applications for people that want to use the popup box.

**b. Downtown fountain**

Mr. Jeff Pena said he got feedback from the community and they are interested in helping the board financially to help remodel the fountains. Mr. Pena said the financial help will help the City and the EDC.

Mr. Mingo Marquez said he would like for the EDC to take the lead and get started on fixing the fountain downtown.

Mr. Chris Duncan said the EDC can come up with changes, repairs, and estimates to fix the fountain. Mr. Duncan said it is up to the community if they would like to donate to get the fountain fix they may do so. Mr. Duncan recommended to figure out what change will have to be done, get bids, figure out how much it will cost to fix the fountain and then get the okay from the City.

Mr. Ed Garcia said he volunteers to work with Mr. Stambaugh.

Mrs. Darlene Weir said she left Freeport for thirty-five years and came back. Mrs. Weir said the fountain is part of Freeport and a lot of the history has been lost already. Mrs. Weir said the fountain has been down for almost three years, she is a photographer and said the fountain is a very important part of Freeport. Mrs. Weir said the fountain has been talked about for years already and nothing has been done. Mrs. Weir said she wanted applaud Mr. Mingo Marquez for wanting to fix the fountain as soon as possible.

**c. Lighting-Bridge & Streets**

Mr. Chris Duncan said most retail spending occurs after 5:00PM on the weekends and if people are encouraged to be in town it is important to have a city with lighting and not a dark city. Mr. Duncan said a lot of popular places that people visit have lighting that makes it seem you are at an important cool place. Mr. Duncan stated the task is to look into the different parts of town and consider different lighting options and come up with some recommendations.

**d. Freeport Beach Entry**

Mr. Courtland Holman said the Freeport Beach Entry and City WIFI was talked about in the Workshop but at this point the subcommittee needs to meet to determine what they want to do. Mr. Holman said the subcommittee has seen conceptual drawings in the past that have to be considered by the subcommittee when they meet. Mr. Holman recommends the subcommittee to come up with a plan to present to the board.

**e. City WIFI**

Mr. Jeff Pena said he is looking for possible free WIFI space for students and would like the EDC to help provide this.

**f. Windowscape**

Mr. Jeff Pena said there is some windowscape downtown already at the Arcadia/Pizzeria. Mr. Pena said this agenda item was brought up in the budget meeting and would like to increase the budget for the windowscape in downtown.

**g. Mixers**

Mr. Jeff Pena said he is looking into doing some workshops with different businesses at the outreach of the EDC.

Mrs. Marinell Music said she thinks Bridge Harbor will be one of the places to put something out there monthly.

Mr. Jeff Pena said the first mixer will be held at Bridge Harbor on September 23, 2020.

Mr. Courtland Holman said this will be taking out the existing budget marketing account. Mr. Holman said this will be posted on the EDC's website, City's Facebook page and The Facts.

**G) Budget review, Continuation of Discussion for 1<sup>st</sup> Edits to be proposed and discussed.**

Mr. Jeff Pena said the subcommittee met last night and will meet a second time to review the budget.

Mr. Mingo Marquez said in the first budget meeting they reviewed projects. Mr. Marquez said he would like more money in the window signage account whether it happens or not.

Mr. Jeff Pena said the subcommittee met last night to evaluate what Mr. Courtland Holman had put together originally for them to review and understand what category different items fell in.

**VI. EXECUTIVE SESSION-ADJOURN INTO EXECUTIVE SESSION**

**It is now 8:04 p.m. and I hereby recess the regular session of the Freeport Economic Development Corporation September 2, 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. Discuss potential plans or disposition regarding 318 Second Street.
2. Review of current contracts and/or 380 agreements
  - a. 602 W 1<sup>st</sup> Street Brazos-Chris Duncan to provide full timeline of events to date.
  - b. Realty World contract
3. Round Table Format for builders
4. Bond capacity review and Bond Rating of EDC-preliminary discussion/planning

**B. Section 551.074 (Personnel Matters)**

5. Executive Director's annual review-continued

**Reconvene into Open Session**

**Board President's statement:**

It is now 9:30 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. Possible action regarding Executive Director's Annual Review.  
No Action
2. Discuss potential plans or disposition regarding 318 Second Street  
**MOTION** made by Mrs. Lesa Girouard to give Courtland the authority to get a quote to either demo the structure or 'move with sale' of the structure to a location outside city limits, **seconded** by Mr. Mingo Marquez. Motion **PASSED** unanimously
3. Discuss potential Actions on 602 W 1<sup>st</sup>  
No Action
4. Discuss potential Actions on Realty World  
No Action
5. Discuss potential Actions on 212 W Park Ave  
No Action



VII. ADJOURN

**MOTION** to adjourn was made by Mr. Mingo Marquez, **seconded** by Mr. Ed Garcia. Motion **PASSED** unanimously.



Lisa Girouard - Secretary