

1 THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF
2 SEABROOK MET ON **THURSDAY, NOVEMBER 17, 2022 AT 6:00 P.M.** AT SEABROOK
3 CITY HALL TO CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT
4 TO THE AGENDA ITEMS LISTED BELOW.

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6 **BOARD MEMBERS PRESENT:**

7 PAUL R. DUNPHEY (exc. absence)

8 TERRY CHAPMAN

9 KEVIN FERGUSON

10 ERNIE DAVIS

11 GARY BELL

12 BUDDY HAMMANN

13 THOMAS KOLUPSKI (exc. absence)

CHAIR

VICE-CHAIR

TREASURER

SECRETARY

MEMBER

COUNCIL REPRESENTATIVE

MAYOR

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15
16 **ALSO PRESENT WERE:**

17 GAYLE COOK

18 STEVE WEATHERED

19 PAUL CHAVEZ

20
21 PAT PATEL

CITY MANAGER

CITY/EDC ATTORNEY

DIRECTOR OF ECONOMIC

DEVELOPMENT

ADMIN COORDINATOR

22
23 EDC Vice-Chair Terry Chapman called the meeting to order at 6:00 p.m. and declared that a
24 quorum was present.

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26 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS**

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28 *There were no public comments.*
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31 **2. PRESENTATIONS**

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33 **2.1 EDC Director's report on economic development activities for October 2022.**

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35 Director Paul Chavez presented the monthly activities for October.
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38 **3. BID AWARD**

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40 **3.1 Consider and take all appropriate action on the approval of Freese and**
41 **Nichols for the SEDC Request for Qualifications (RFQ) #2022-19-708,**
42 **Engineering Services for Grant Funded Livable Center Projects.**
43

44 *EDC Director, Paul Chavez explained to the board that the City of Seabrook's Finance*
45 *Department posted the RFQ for Engineering Services related to the Seabrook Livable*
46 *Centers Project and received one bidder. The RFQ was posted on September 15th and*
47 *again on September 22nd. A total of 52 vendors downloaded the documents for*
48 *review. Bid opening was held on October 13th with Freese and Nichols being the only*
49 *bid received. Based on the experiences our team has experienced with Freese &*
50 *Nichols with the Livable Centers Project and the updates to the Comprehensive*
51 *Master Plan, Mr. Chavez recommend the EDC board award Freese & Nichols the*

Engineering Services contract for RFQ 2022-19-708. Funding for this project was established via the EDC's Capital Improvement Plan (CIP) with the creation of CIP S17 and S20 for the Old Seabrook District. EDC budgeted \$512,000 in 707-5617 (Projects) for the initial funding of this item.

Motion made by Ernie Davis and seconded by Gary Bell.

To approve Freese and Nichols for the SEDC Request for Qualifications (RFQ) #2022-19-708, Engineering Services for Grant Funded Livable Center Projects.

MOTION CARRIED BY UNANIMOUS CONSENT

4. NEW BUSINESS

4.1 Consider and take all appropriate action on the renewal of the Incentives Policy SEDC Resolution 2022-01 "Update and Renewal of the Seabrook Economic Development Corporation (SEDC) Incentives Policy".

Presentation of proposed updates:

- **Commercial Façade Incentive**
Target: Sites in Old Seabrook and along NASA Parkway where buildings are in good condition but need updating / renovations.
Maximum of 40% reimbursement of costs or \$40,000 per location (for owner of multiple sites) along city streets.
- **New Construction & Development Incentive**
Target: New developments in commercial areas. Mainly geared towards retail developments over individual retail sites. Individual retail can still apply, but should be a regional attraction. Also includes a retention incentive option. Focus on quality job growth and higher quality development projects.
- **New Construction & Development Incentive**
No more than 5% of total project cost or total request does not exceed \$250,000 total reimbursement (not including sales tax rebates). Any request higher than \$250,000 must provide a detailed cost benefit analysis.
- **Retail Redevelopment Incentive**
Target: Retail centers in need of a more substantial renovation beyond a façade improvement. Site must be at least 15 years old at time of application. Should incorporate public improvement such as trail connection, public art, common areas.
- **Sales Tax Rebate**
Target: Retail Businesses. Business will be required to show an increase and retain at minimum five employees.
- **Small Business Development**
Target: Independent Businesses Owners New To Seabrook. Focus on employment growth to qualify for consideration:
(a) 1 to 5 new employees – no greater than \$10,000
(b) 6 to 10+ new employees – no greater than \$50,000

Board Member Discussion/Comments:

- **Commercial Façade Incentive** – suggestion to encourage building inspections to look for certain improvements for façade incentives.
- **New Construction & Development Incentive** – suggest to adjust the payroll figure for small businesses.

- On page 9, minimum qualifications for small businesses, if they are not going to have 10 jobs or they are not going to have a payroll of over a million dollars, we are putting in writing that they are not eligible. To not exclude small businesses. When you are putting a minimum qualifications table, you're putting in writing these are the types of projects that we will incentivize and the ones that don't meet these qualifications or the ones that we will not incentivize.
- Suggestion to keep incentive policy vague and take applications on a project-by-project basis. Let City staff recommend projects to bring forward to the Board. Each small business that comes forward is different and to not limit small businesses by setting minimum requirements. Listening to all ideas, not necessarily funding all ideas.

EDC Director: These requirements are more of a guideline for small businesses to realize how far they can go and what they can expect as a starting point moving forward.

- Clarify on page 8, section B small business owners have this parameter to go by. Don't want to exclude small businesses but don't want to expose us to a lot of risk of multiple businesses who barely make it. Not to exclude small businesses but also not able to fund every single mom & pop business.
- For funding on maximum of façade improvements, to take the maximum amount (\$40,000) out.
- New Construction - remove the "no more than 5% or does not exceed \$250,000" or increase the limits.

Board members recommended this agenda item be brought back to the EDC Board for further review and discussion in January.

4.2 Consider and take all appropriate action on nominating an EDC Board Member to serve as a liaison to the Clear Lake Chamber of Commerce.

Motion made by Ernie Davis and seconded by Kevin Ferguson.

To nominate EDC Board Member Gary Bell to serve as a liaison to the Clear Lake Chamber of Commerce.

MOTION CARRIED BY UNANIMOUS CONSENT

5. ROUTINE BUSINESS

5.1 Approve minutes of the October 13, 2022 regular meeting.

Motion made by Ernie Davis and seconded by Kevin Ferguson.

To approve the minutes as presented.

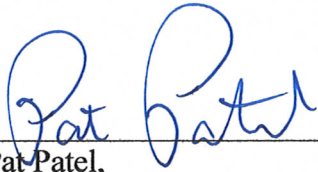
MOTION CARRIED BY UNANIMOUS CONSENT

5.2 Establish future meeting dates and agenda items.

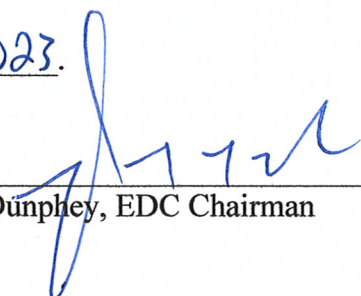
159 *Next meeting: January 12, 2023 at 6:00 p.m .*
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162 Upon motion duly made, the meeting was adjourned at 6:48 p.m.
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165 APPROVED ON THE 2nd DAY OF March 2023.
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171 Pat Patel,
172 EDC Administrative Coordinator
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Paul Dünphrey, EDC Chairman