

STATE OF TEXAS           §  
COUNTY OF TARRANT   §  
TOWN OF PANTEGO       §

The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 23rd day of March 2011 with the following members present:

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<b>Bill Brown</b>	<b>President</b>
<b>Jim Staples</b>	<b>Vice President</b>
<b>Barbara Rogers</b>	<b>Treasurer</b>
<b>Robert "Bob" Horak</b>	<b>Director</b>
<b>Don Surratt</b>	

constituting a quorum. Director Bobbie Jo Majors and Secretary Nancy York were absent. Finance Director Fitzhugh Newsom was excused. Staff present were:

<b>Thomas Griffith</b>	<b>Interim Executive Director</b>
<b>Gayla McNair</b>	<b>City Secretary</b>
<b>Ron Edwards</b>	<b>Director of Public Works</b>

Also present:

<b>Melody Paradise</b>	<b>Mayor</b>
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**REGULAR SESSION 7:00 P.M.**  
**CALL TO ORDER AND GENERAL COMMENTS**

President Brown called the meeting to order at 7:00 p.m.

**INVOCATION: VICE PRESIDENT JIM STAPLES**

Vice President Jim Staples gave the invocation.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was given.

**REGULAR BUSINESS**

**1. Executive Director's Report**

Interim Executive Director Griffith gave his report:

- Park Row Project - CMA is continuing to complete the documentation. The plan is to outline critical path items so that everyone involved in this project is aware of timeframes and any other outstanding coordination items. This schedule will be provided the week of April 18th.
- Comprehensive Plan - The contracts for the comprehensive plan, which PEC has agreed to fund, are in transit and should be available.

**2. Approval of PEDC Minutes for March 23, 2011.**

Director Surratt moved to approve the minutes for March 23, 2011 Treasurer Barbara Rogers seconded the motion and the vote was unanimous.

**3. Approval of Bills Payable for April 20, 2011.**

Treasurer Barbara Rogers moved to approve the Bills Payable for April 20, 2011. Director Bob Horak seconded the motion and the vote was unanimous.

**4. Presentation by Mundo & Associates.**

Pamela and Jason Mundo with Mundo & Associates gave a presentation showing the Town of Pantego as it is today and then showed ways that they feel that their company can help improve and benefit our town through Economic Development expertise. They are an economic development, civil engineering, and planning consulting firm that provide a broad array of professional services with successful track records. Mundo & Associates work with public sector agencies, institutions, and municipalities and their development corporations. They also deal with expansion or relocation stages, and to retail and commercial developer and investors. Mundo & Associates Conduct Market Analysis to define competitive position, develop 12 months of marketing action, recommend update of website and they actively seek out and respond to inquiries. They work with many different entities such as Texas Governor's Office, Texas Department of Agriculture, Film Friendly, Scenic City, ONCOR, NCTCOG, Arlington Chambers of Commerce, and much more. Mundo & Associates hold some of the following certifications, Texas Historically Underutilized Business (TX HUB), Women's Business Enterprise Corporation (WBENC), and Registered by the Texas Board of Professional Engineers.

Board asked President Bill Brown to clarify cost and scope of services Mundo & Associates will provide.

**5. Discussion of the Economic Development Coordinator Position.**

Interim Executive Director Tom Griffith provided two applicant's resumes for the boards review. Mr. Griffith suggested that the board might want to consider discussing a salary when it pertains to an individual applying for the position. The question has been asked when he has spoken with some of the applicants.

Director Surratt wanted to clarify that this is a part time position and not full time. Mr. Griffith stated that the advertised position is as a contracted part time position for an individual or firm with no benefits included. It directs them to submit a resume and proposal of services.

Barbara had inquired if Mundo & Associates were aware of what the town was offering for the position. President Bill Brown stated that he had met with them weeks prior. In that discussion he informed what the position was offering, \$30,000.00 to \$40,000.00 a year, and they could fulfill the position for the amount offered. The board was very impressed with Mundo & Associates going above and beyond.

Bill Brown suggested that the board take the resumes, review them, along with any others that come in the mail or email, and he will forward onto the board. At the next meeting all applications will be discussed.

**6. Discussion of Update on W. Park Row Project.**

President Bill Brown asked for this to be on the agenda to update the board on the CMA project. Interim Executive Director Tom Griffith added that he and Director of Public Works Ron Edwards had a meeting with CMA and Alan Plummer coordinating the W. Park Row Project. They will review the timeline submitted and update PEDC. It looks like everything is moving forward as scheduled. Mr. Edwards stated that he was concerned that there may be some interference with the architecture and engineering part of it, however that is not the case. Everything is running smoothly.

**PEDC MEMBERS REPORT**

No report.

**President Brown convened into executive session from regular session at 8:15 p.m.**

**SCHEDULED EXECUTIVE SESSION**

The PEDC Board will convene in the City Secretary's Office pursuant to the Texas Government Code for an executive session as follows:

Pursuant to Government Code Section 551.087, the PEDC Board will meet to discuss or deliberate commercial or financial information the government body has received from a business prospect, and to deliberate the offer of a financial or other incentive to the business prospect.

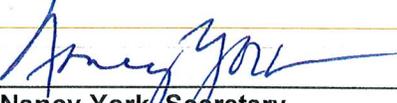
**President Bill Brown reconvened into regular session at 8:45 p.m. with no action taken.**

**ADJOURNMENT**

President Brown adjourned the meeting at 8:45 p.m.

  
Bill Brown, President

ATTEST:

  
Nancy York, Secretary