

Pantego Economic Development Corporation
March 28, 2012

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 28th day of March 2012 with the following members present:

Bill Brown	President
Nancy York	Vice President
Charlie Price	Secretary
Barbara Rogers	Treasurer
Doug Davis	Director
Bob Horak	

constituting a quorum. Staff present were:

Sean Fox	Executive Director
Lindsay Wells	City Secretary
Chad Joyce	Community Development Director
Fitzhugh Newsome	Finance Director

Also in attendance:

Jane Barrett	Councilmember
Pam Mundo	Economic Development Coordinator

REGULAR SESSION 7:00 P.M.
CALL TO ORDER AND GENERAL COMMENTS

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

INVOCATION

Treasurer Barbara Rogers gave the invocation.

PLEDGE OF ALLEGIANCE
PRESIDENT'S COMMENTS

President Brown welcomed all those in attendance.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Treasurer Barbara Rogers stated that the annual Easter Egg Hunt will be Saturday, April 7, 2012 at Bicentennial Park from 2:00-4:00 p.m. and inquired about the status of the wading pond as well as lawn care issues. Executive Director Sean Fox stated that these issues are currently being addressed.

President Bill Brown informed PEDC that he attended the Town Council meeting on Monday evening when the annual audit of the Town as well as PEDC was presented. Finance Director Fitzhugh Newsome stated that copies of the audit are available for those interested.

REGULAR BUSINESS

1. Approval of PEDC Minutes for March 14, 2012.

Director Doug Davis moved to approve the PEDC minutes from March 14, 2012. Secretary Charlie Price seconded the motion.

The vote was as follows:

Ayes: Brown, Davis, Horak, Price, Rogers, York

Nays:

Abstentions:

President Brown declared the motion passed unanimously.

2. Approval of Bills Payable for March 28, 2012.

Finance Director Fitzhugh Newsome updated PEDC on the status of payment to Whiting-Turner.

Secretary Charlie Price moved to approve the Bills Payable for March 28, 2012. Vice President Nancy York seconded the motion.

The vote was as follows:

Ayes: Brown, Davis, Horak, Price, Rogers, York

Nays:

Abstentions:

President Brown declared the motion passed unanimously.

CITIZEN'S OPEN FORUM

Mike Richards, 2304 W. Park Row Dr. Pantego, TX 76013 – Mr. Richards introduced himself as the co-owner of Its All Good catering which has been in Pantego for 6 years. Mr. Richards stated that he would like to expand his business to include a full restaurant and explained why he is requesting help from PEDC.

DISCUSS, REVIEW AND CONSIDER ANY ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS

3. Discuss and approve an agreement for Alan Plummer and Associates to provide engineering services for the Park Row water line.

Executive Director Sean Fox stated that the original budgeted amount of \$65,000 has been updated to \$67,000 after review. Changes to the contract include billable clerical hours and reimbursable expenses. Mr. Fox explained that although this survey is currently budgeted, PEDC must formally approve the agreement to direct Alan Plummer and Associates to begin work.

Secretary Charlie Price moved to approve an agreement for Alan Plummer and Associates to provide engineering services for the Park Row water line. Vice President Nancy York seconded the motion.

The vote was as follows:

Ayes: Brown, Davis, Horak, Price, Rogers, York

Nays:

Abstentions:

President Brown declared the motion passed unanimously.

4. Discuss economic development issues with Economic Development Coordinator Mundo & Associates.

Economic Development Coordinator Pam Mundo updated PEDC on initiatives being pursued including the monthly Meet & Greet events, creating a business directory and retail opportunities available.

5. Discuss and consider advertising for Shop Pantego

Economic Development Coordinator Pam Mundo discussed ShopPantego.com and Skeds.com. Ms. Mundo recommended including information about ShopPantego.com in the monthly newsletter as well as creating a page on the Town website for ShopPantego.com. The Board discussed these options and agreed with Ms. Mundo's recommendations.

Ms. Mundo also discussed advertising in the Fort Worth Star-Telegram and the Arlington Citizen-Journal.

6. Discuss and consider an April Meet & Greet event

Economic Development Coordinator Pam Mundo informed PEDC that the monthly Meet & Greet events have been successful and encouraged each PEDC Director to invite one person to the March Meet & Greet event scheduled to take place Thursday, March 29, 2012.

Ms. Mundo mentioned the April Meet & Greet event and stated that City Secretary Lindsay Wells would be presenting information on the Pantego Wellness Campaign. Ms. Wells briefly discussed the Wellness Campaign that will be launching at the next Town Council meeting scheduled for Monday, April 9, 2012.

The Board discussed the benefits of continuing the program on a monthly basis and investing in additional advertising.

7. Discuss and consider a proposed business directory

Economic Development Coordinator Pam Mundo next discussed creating a business directory and stated that Executive Director Sean Fox and City Secretary Lindsay Wells would format and create the directory as a cost saving measure. The printing cost will be approximately \$3,000.

The board discussed the cost to produce a directory as well as the benefits of electronic directories and paper directories.

8. Discuss and consider becoming certified Film Friendly

Economic Development Coordinator Pam Mundo next discussed the process to become a film friendly community and explained the economic benefits to the Town. Executive Director Sean Fox explained that the Town has received a request for a filming opportunity. Ms. Mundo explained that the certification is issued by the State of Texas and the official certification cannot be issued to the Town until the Legislature is in session

The Board discussed how properties are chosen and how many local communities are members of the filming organization.

The Board directed staff to bring this issue before PEDC at the next meeting as an action item.

PEDC MEMBER INQUIRY

None at this time.

SCHEDULED EXECUTIVE SESSION

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

- Pursuant to Government Code Section 551.087, to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body and with which the governmental body is conducting economic development negotiations.

President Brown adjourned the regular session into executive session at 7:54 p.m. and reconvened at 8:51 p.m. with President Brown requesting motions to approve economic development grant applications.

Secretary Charlie Price made a motion to accept an economic development grant application made by CKL Investments and forward to the Town Council for final approval. Vice President Nancy York seconded the motion.

The vote was as follows:

Ayes: Brown, Davis, Horak, Price, Rogers, York

Nays:

Abstentions:

President Brown declared the motion passed unanimously.

Secretary Charlie Price made a motion to accept an economic development grant application by It's All Good Catering and forward to the Town Council for final approval. Treasurer Barbara Rogers seconded the motion.

The vote was as follows:

Ayes: Brown, Davis, Horak, Price, Rogers, York

Nays:

Abstentions:

President Brown declared the motion passed unanimously.

ADJOURNMENT

President Brown adjourned the regular session at 8:53 p.m.

APPROVED:



Bill Brown, President



ATTEST:


Lindsay Wells, City Secretary