



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

January 22, 2014

**TOWN COUNCIL CHAMBER
1614 S. BOWEN ROAD
REGULAR SESSION 7:00 P.M.**

REGULAR SESSION 7:00 P.M.

CALL TO ORDER AND GENERAL COMMENTS

INVOCATION: Julie Arrington, City Secretary

PLEDGE OF ALLEGIANCE

PRESIDENT'S WELCOMING COMMENTS

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

REGULAR BUSINESS

1. Executive Director Report
2. Approval of PEDC Minutes
 - January 8, 2014
3. Summary of Revenues and Expenditures
 - January 22, 2014

CITIZENS OPEN FORUM

This is a time for the public to address the PEDC on any subject not on this agenda. However, in accordance with the Open Meetings Act Section 551.042, the PEDC cannot discuss issues raised or make any decisions on that subject at this time. The PEDC or an appropriate Town official may make a statement of factual information or policy on the subject in response to an inquiry by a member of the public. Issues raised may be referred to Town Staff for research and possible future action.

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

4. Discussion and Action upon the election of a new Treasurer
5. Discussion on the organizing and planning of a Spring event for March
6. Discussion and make recommendations for the 2014 Strategic Plan.
7. Discuss VIP Grooming and the possible relocation of the store

SCHEDULES 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 seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.VIP Grooming

PEDC MEMBER INQUIRY

If a member of the PEDC makes a spontaneous inquiry about a subject not on this agenda, then the PEDC or an appropriate Town official may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the PEDC cannot discuss issues raised or make any decisions on that subject at this time. Issues raised may be referred to Town Staff for research and possible future action.

ADJOURNMENT

CERTIFICATION

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and

readily accessible to the general public at all times, and said Notice was posted by the following date and time: Sunday, January 19, 2014 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.



Julie Arrington, City Secretary

Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in Town functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight (48) hours prior to the scheduled starting time by calling the City Secretary's Office at (817) 548-5852

Complete PEDC Agenda and background information are available for review at the City Secretary's Office and on the Town's website: www.townofpantego.com

**NOTICE
of
POTENTIAL QUORUM**

NOTICE IS HEREBY GIVEN THAT A POTENTIAL QUORUM OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO MAY BE PRESENT DURING THE REGULAR MEETING OF THE PANTEGO ECONOMIC DEVELOPMENT CORPORATION.

January 22, 2014

**TOWN COUNCIL CHAMBER
1614 SOUTH BOWEN ROAD
PANTEGO, TEXAS**

BEGINNING AT 7:00 P.M.

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Sunday, January 19, 2014 and remained so posted at least 72 hours before said meeting convened.


Julie Arrington, City Secretary



Memo

To: President Bill Brown and PEDC Directors
From: Tom Griffith, Interim City Manager
Date: 01/22/14
Re: Executive Directors Report

ATTACHMENTS:

Nothing to report at this time



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 01/22/2014
Re: Minutes January 8, 2014

Attached for your review and approval are:

- Minutes January 8, 2014

Pantego Economic Development Corporation
January 8, 2014

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 8th day of January 2014 with the following members present:

Bill Brown	President
Fred Adair	Secretary
Don Surratt	Director
Arsalan Gittiban	

Constituting a quorum. Staff present was:

Tom Griffith	Interim Executive Director
Julie Arrington	City Secretary
Ariel Carmona	Finance Director
Chad Joyce	Community Development Director

Also in attendance:

Pam Mundo	Economic Development Coordinator
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REGULAR SESSION 7:00 P.M.
CALL TO ORDER AND GENERAL COMMENTS

President Bill Brown called the meeting to order at 7:04 p.m.

INVOCATION

Community Development Director Chad Joyce gave the invocation.

PLEDGE OF ALLEGIANCE
PRESIDENT'S COMMENTS

President Brown thanked Mr. Griffith and staff for fixing the lights on the Arch located on Park Row.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

The Directors had nothing to report at this time.

The Board discussed with Mr. Joyce the Park Row Project updates regarding the right of way and the bidding timeline on the project.

REGULAR BUSINESS

1. Executive Director Report

Mr. Griffith had anything to report at this time.

2. Approval of PEDC Minutes

- October 23, 2013

Pantego Economic Development Corporation
January 8, 2014

The Board requested changes to the discussion on the PantegoFest Budget; correcting the days of the residential and business Christmas light judging; and changing the words Park Row Court to Park Row Project.

Director Gittiban made a motion to approve the minutes from October 23, 2013 with the above changes. Director Surratt seconded the motion.

The vote was as follows:

Ayes: Directors Surratt, Adair, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

- **November 13, 2013**

The Board requested changes replacing Park Row Court with Park Row Project; removing the word "The" from item number three and changing the vote on item number two; Summary of Expenditures, to unanimous and correcting the Ayes with the members in attendance. The final change was to add the Motion to the Grand Start Loan item instead of failing for lack of motion there was an actual motion.

Director Surratt made a motion to approve the November 13, 2013 minutes with the changes outlined by the Board. Secretary Adair seconded the motion.

The vote was as follows:

Ayes: Directors Surratt, Adair, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

- **December 11, 2013**

Secretary Adair made a motion to pass the December 11, 2013 minutes as written. Director Gittiban seconded the motion.

The vote was as follow:

Ayes: Directors Surratt, Adair, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

- **January 8, 2014**

The Board questioned the necessity of the tree removal located at the park. Mr. Joyce addressed their concerns. The discussion on the Microplex invoice from the last meeting was continued. Mr. Joyce assured the Board the work was completed according to the invoice. The Board directed staff for future electrical work on all jobs, not involving the water wells, to obtain bids from other electrical contractors prior to using Microplex.

Director Adair made a motion to approve the Vendor Payment List including the Microplex invoice. Director Surratt seconded.

The vote was as follows:

Ayes: Directors Surratt, Adair, and Gittiban
Nays: None
Abstention: None

President Brown declared the motion passed unanimously

CITIZEN'S OPEN FORUM

None at this time.

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

4. Discuss and take possible action on the Resignation of Treasurer Karen Kuzcek residential judging.

The Board expressed their sorrow in seeing Ms. Kuzcek's resignation.

Mr. Griffith informed the board there are two people who have expressed interest in the PEDC Board. He stated he would talk with them and inform them there is an opening.

Director Surratt made a motion to accept Treasurer Kuzcek's resignation from the PEDC Board. Director Gittiban seconded the motion.

The vote was as follows:

Ayes: Directors Surratt, Gittiban, and Adair
Nays: None
Abstention: None

President Brown Declared the motion passed unanimously and the board will elect a new Treasurer next meeting.

5. Discuss the Decorating Contest Winners

Ms. Mundo informed the Board she has received six gift baskets from local businesses for the residential winners. This was a donation from a total of 20 businesses, plus Treasurer Kuzcek donated six \$25 savings bonds. There was a correction to the address of the honorable mention residents. Their address is 2303 Stockbridge not Stonebridge. Staff will invite the CRB to the award presentation on January 13th at the Council Meeting. The board discussed the reimbursement to be received by the CRB and how they would like to apply it.

6. Discuss the 2013 Strategic Plan and setting the items to be highlighted in the Annual Report.

Ms Mundo requested an updated report of the Certificate of Occupancy for 2013. The Board looked over the 2012 Annual Report and compared the similarities and differences among the goals and achievements within each goal for 2013. They discussed the information to be included in the 2013 Report for each goal and which corresponding pictures to use. The board

discussed holiday banners and the PEDC Facebook page. Mr. Griffith informed the Board the City has the information technology contractor working on the Facebook situation.

The Board discussed the past grants and loans given out to local businesses. The board made a request of Ms. Carmona to prepare a quarterly report in April for the First Quarter of 2014 containing the updated PEDC grant and loan information.

Ms. Mundo and Town Staff will work together to get the 2013 Annual Report together for the meetings in February. President Brown suggested a work session for the 2014 Strategic Plan.

7. Discussion and Recommendations for the 2014 Strategic Plan.

This item was tabled until the next meeting allowing for a full board discussion.

8. Discussion adding LED lights across the Arch on Park Row and leaving them there full time.

The Board discussed the existing electrical panel and wires used to bring electricity to the existing lights. They also discussed the use of solar power versus electrical power. The Board directed staff to obtain bids and pricing information for the lights and installation of the lights. The Board also requested staff to obtain the information on the electricity cost from the electric provider for the lights.

9. Discuss the meet and greet on January 30th at Texas Fitt and propose a speaker from SBDC

Ms. Mundo informed the Board the speaker scheduled to speak at the Texas Fitt Meet and Greet is from the Small Business Administration (SBA) and will speak on the services the SBA offers small companies. President Brown requested Ms. Mundo to attempt some one-on-one invites to local business to foster good participation.

PEDC MEMBER INQUIRY

The Board discussed the possible re-location of VIP Grooming and the requirement for a re-application due to the owner's needs and/or amount of the loan may change based on the new location. The Board inquired about the reason for the move and why the move was still a possibility and not a guarantee.

Director Surratt informed the Board the City Council has extended an offer to a new City Manager and he has accepted. His start date is January 27th.

Ms. Mundo informed the Board Papillon Nails scheduled their ribbon cutting for January 11th at 11:00 a.m. There was some discussion on the ribbon cutting with Ms. Arrington and the Board regarding the event preparation.

ADJOURNMENT

President Brown adjourned the regular session at 8:40 p.m.

APPROVED:

Bill Brown, President

ATTEST:

Fred Adair, Secretary



Memo

To: President Bill Brown and PEDC Board Members

From: Ariel Carmona, Finance Director

Date: 01/22/2014

Re: **PEDC Expenditure Approval**

Summary of expenditures for board approval

Statement of Revenues and Expenditures for Fiscal Year 2013/2014

Summary of outstanding loans and payment schedule

Vendor Payment Listing 01/22/2014

Invoices submitted for approval:

Bronze Confirmation Services	Conservation maintenance of park statues	\$ 4,050.00
Bill Brown	Reimbursement	19.01
Brown & Hofmeister, LLP	Dec 2013 - Legal Fees	437.50
D Automation Corporation	Jan 2014 Web Access	99.95
Ferguson Enterprises, Inc.	Repair parts for restroom fixtures	<u>138.12</u>
	Total	<u>\$ 4,744.58</u>

Brown & Hofmeister, L.L.P.

740 E. Campbell, Suite 800, Richardson, TX 75081

214-747-6100

Fax 214-747-6111

Tax ID No

75-2929278

January 10, 2014

Billed through December 31, 2013

Bill number - 0156-001 - 27934 MSH

Pantego Economic Development Corporation
PO Box 13210
Pantego, Texas 76094

Approved
[Signature]

Attention: Accounts Payable

In connection with 4B Counsel

Balance forward as of last billing cycle	\$665.00
Payments received since last bill	\$665.00
Net balance forward	\$0.00

FOR PROFESSIONAL SERVICES RENDERED

12/02/13	JLM	Preparation of loan agreement and note for Mad Mike's Ice Cream (1.3); Preparation of loan agreement and note for VIP Grooming (.7).	2.0 hrs
12/04/13	JLM	Preparation, review and revision of Mad Mike's Ice Cream and VIP Grooming loan agreements.	0.3 hrs
12/05/13	JLM	Preparation, review and revision of VIP Grooming agreement and correspondence to A. Carmona re: VIP Grooming agreement.	0.1 hrs
12/09/13	JLM	Review and reply to A. Carmona re: Mad Mike's Ice Cream agreement.	0.1 hrs

BILLING SUMMARY

Jeff L. Moore	2.5/hrs	\$175.00/hr	\$437.50
TOTAL FEES			\$437.50
TOTAL DISBURSEMENTS			\$0.00
TOTAL CHARGES FOR THIS BILL			\$437.50
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			\$437.50

Bronze Conservation Services

Bronze Conservation Services
PO Box 181136
DALLAS, TX 75218

(214)674-7265
mandythomas77@gmail.com

Invoice

01/06/2014

1028

Due on receipt

01/06/2014

Ron Johnston
Town of Pantego
1614 S Bowen RD
Pantego, TX 76013

PEDC/PARK/Ron J.
(PLEASE PAY)
WORK COMPLETED

\$4,050.00

Please detach top portion and return with your payment.

• Conservation Maintenance of all Bicentennial Park Statue Collection ("Tug of War" boys, Little Girl w/puppy, Boy w/ice cream conc, Little Girl on Bench, Boy & Girl Swinging, Ballerina, Boy w/2 Cats & Butterfly, Boy Pushing Girl in Swing, Boy w/puppy, Girl w/Baby, Boy w/Dog Pulling on Ribbon, Girl w/Wheel Barrow, Kids Walking on Log at Fountain, Mountain Climbing Kids, Boy on Bicycle at Entrance) Work performed 1/3/14	3,700.00
• Material Cost	300.00
• Travel Fee	50.00
• Two live pond resets \$75X2 *\$150 Waived*	

We appreciate your business! Please make checks payable to Bronze Conservation Services. Call Mandy if you have any questions, 214-674-7265. Thank you!

Total

\$4,050.00

Panlego Economic Development Corporation
 Construction/ Operating Fund Budget for Fiscal Year 2013/2014
 As of January 17, 2014

	Budget FY 2013/2014	Actual FY 2013/2014
Estimated		
Beginning Fund Balance	\$ 236,821	\$ 413,681.18
 REVENUES		
Sales Tax Revenue	285,000	-
Interest Revenue	500	31.94
Gas Royalty Revenue	750	-
Other Revenue	1,500	-
Total Revenue	\$ 287,750	\$ 31.94
 EXPENDITURES		
Professional Fees		
Contract Services(Engineering & Legal) (EDC Consultant)	\$ 2,750	\$ 1,102.50
	36,000	6,000.00
Total Professional Fees	38,750	7,102.50
Marketing and Advertising		
Miscellaneous Marketing and Advertising	25,000	6,024.12
Total Marketing & Advertising	25,000	6,024.12
Activities		
Seasonal Decorations(Tree Lighting)	10,000	8,530.26
Total Activities	10,000	8,530.26
Maintenance		
Landscaping and Improvements	20,000	5,099.86
Sprinkler System Maintenance	500	-
General Maintenance and Repair (Bldg & Park)	12,000	3,036.78
Statue Maintenance Agreement	3,500	4,050.00
Total Maintenance	36,000	12,186.64
Other Training/Travel		
Miscellaneous	3,500	1,102.56
	1,000	-
Total Other	4,500	1,102.56
Projects		
Commercial Revitalization Grants (Cross Fit and Faith)	35,000	35,000.00
Commercial Revitalization Grant/Loan (Boulique U, LLC)	9,500	9,500.00
Commercial Revitalization Grant/Loan (VIP Grooming)	-	-
Commercial Revitalization Loan (Mad Mike's Ice Cream)	15,000	15,000.00
Unidentified Grants 2014	90,500	-
 Park Row Project Redevelopment Project	 5,000	 4,938.60
Park Painting Project	20,000	-
Total Projects	175,000	64,438.60
Total Expenditures	289,250	99,384.68
 Transfer to General Fund (Adm. Fees)	 (96,607)	 (24,151.74)
Transfer to General Fund (Park Board)	(17,500)	(4,374.00)
Net Change in Fund Balance	\$ (115,607)	\$ (127,878)
 Estimated		
Ending Fund Balance	\$ 121,214	\$ 285,802.70

**SUMMARY
OUTSTANDING LOANS
PAYMENT SCHEDULE**

Issued date	Cross Fit & Faith	Cross Fit & Faith	Boutique U	Dr. Jeckyll's	It's All Good	Mad Mike's Ice Cream	TOTAL Loans/Grants Issued
	12/11/2012	10/18/2013	10/24/2013	8/16 & 8/30/2012	3/26/2012	11/13/2013	
Loan	\$ 7,000.00	\$ 35,000.00	\$ 8,500.00	\$ 20,000.00	\$ 16,000.00	\$ 15,000.00	\$ 101,500.00
Grant	\$ 2,500.00	\$ -	\$ 1,000.00	\$ 10,000.00	\$ 15,000.00	\$ -	\$ 28,500.00
LOAN PMTS (FY)	Cross Fit & Faith (Princ & Int)	Cross Fit & Faith (Princ & Int)	Boutique U (Princ & Int)	Dr. Jeckyll's (Princ & Int)	It's All Good (Princ & Int)	Mad Mike's Ice Cream (Princ & Int)	TOTAL DUE
2012-13	\$ -	\$ -	\$ -	\$ 867.80	\$ 4,828.60	\$ -	\$ 5,696.40
2013-14	2,680.03	-	-	5,206.80	7,657.20	-	15,544.03
2014-15	3,573.38	8,521.70	2,719.09	5,206.80	5,104.80	4,362.18	29,487.95
2015-16	893.35	9,296.40	2,966.28	5,206.80	-	5,234.62	23,597.45
2016-17	-	9,296.40	2,966.28	4,339.00	-	5,234.63	21,836.31
2017-18	-	9,296.40	247.19	-	-	872.42	10,416.01
2018-19	-	774.70	-	-	-	-	774.70
	<u>\$ 7,146.76</u>	<u>\$ 37,185.60</u>	<u>\$ 8,898.84</u>	<u>\$ 20,827.20</u>	<u>\$ 17,590.60</u>	<u>\$ 15,703.85</u>	<u>\$ 107,352.85</u>



Memo

To: President Bill Brown and PEDC Board Members
From: Julie Arrington – City Secretary
Date: 01/22/2014
Re: **Discussion and Action upon the election of a new Treasurer**

Nothing at this time



Memo

To: President Bill Brown and PEDC Board Members
From: Julie Arrington – City Secretary
Date: 01/22/2014
Re: **Discussion on the organizing and planning of a Spring event for March**

Nothing at this time



Memo

To: President Bill Brown and PEDC Board Members
From: Julie Arrington – City Secretary
Date: 01/22/2014
Re: **Discussion and make recommendations for the 2014 Strategic Plan**

Nothing at this time



Memo

To: President Bill Brown and PEDC Board Members
From: Julie Arrington – City Secretary
Date: 01/22/2014
Re: **Discuss VIP Grooming and the possible relocation of the store**

Nothing at this time