



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

May 28, 2014

TOWN COUNCIL CHAMBER
1614 S. BOWEN ROAD
REGULAR SESSION 7:30 P.M.

REGULAR SESSION 7:00 P.M.
CALL TO ORDER AND GENERAL COMMENTS
INVOCATION: Danny Lakey
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
 - May 14, 2014
3. Summary of Revenues and Expenditures
 - May 28, 2013

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. Discuss and direct staff on an update from April Coltharp with Flair Events regarding PantegoFest 2014.
5. Discuss, direct, and consider action on the Arch Lighting project.
6. Discuss, direct, and consider action on the conclusion of the Spring Promotional Event Shopper Cards.

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 on the following date and time: Sunday, May 23, 2014 at 5:00 p.m., and remained so posted at least 72 hours before said meeting was held.


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 at least 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.

May 28, 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, May 23, 2014 and remained so posted at least 72 hours before said meeting convened.


Julie Arrington, City Secretary





PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, City Manager
Date: 05/28/2014
Re: Executive Director Report

There is nothing to report at this time.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 05/28/14
Re: Approval of PEDC Minutes

Attachments:

May 14, 2014 PEDC Minutes

**Pantego Economic Development Corporation
May 14, 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 14th day of May 2014 with the following members present:

Bill Brown	President
Paul Mayor	Vice President
Fred Adair	Secretary
Arsalan Gittiban	Treasurer
Danny Lakey	Director
Don Surratt	Director

Absent:

Barbara Rogers	Director
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Constituting a quorum. Staff present was:

Matt Fielder	City Manager
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 Brown called the meeting to order at 7:00 p.m.

INVOCATION

President Brown led the invocation which was followed by the Pledge of Allegiance.

PRESIDENT'S COMMENTS

President Brown informed the Board he visited Mad Mike's Ice Cream and they are open and expressed they were very busy and he enjoyed the ice cream.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Director Surratt informed the Board the Pantego Youth Leadership Council will have their yearend celebration on Tuesday, May 20, 2014. The group will visit Texas FITT and discuss economic dollars at

work and will end the night with dinner and an awards ceremony at Saljo's. He explained the Pantego Youth Leadership Council would like to invite the PEDC Board Members to join them at 6:30 p.m.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board the electrician with the Arch lights was not ready in time for tonight's meeting. Mr. Joyce explained the control box for the design they had for the Arch will not work with the Arch design. They have sent it back for re-designing and will be ready for the next meeting. There was discussion on the expense of a custom designed control box. There was discussion on the bid provided by a company in Arlington for the materials only. The Board directed Mr. Joyce to re-visit with the original bidder located in Arlington and investigate the feasibility of using one contractor for the materials and one contractor for the installation.

2. Approval of PEDC Minutes

- **April 23, 2014**

Secretary Adair made a motion to approve the minutes for April 23, 2014 as discussed. Director Lakey seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Brown, Mayo, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

- **May 14, 2014**

There was discussion on the purchase of the stamps for the Spring Promotional event and the payment of sales tax. Mrs. Carmona provided Mrs. Mundo with a tax exemption card to eliminate the payment of sales tax.

Director Lakey made a motion to approve the financials as presented. Secretary Adair seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Brown, Mayo, 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 direct staff on an update of the Spring Promotional Event Shoppers Card.

Ms. Arrington informed the Board only three cards have been received and the event ends tomorrow. There was discussion on extending the event to allow opportunity for more shoppers to participate. The Board decided to allow the three participants to come in and draw their prize then allow for a first come first serve drawing for each card that is submitted after that time. This will continue until the end of the month. There was discussion on how the Promotion was advertised and on how to get the word out regarding the extensions. President Brown informed the Board some businesses are handing cards out and some are not. The businesses are not performing their due diligence in promoting the event. The Board directed staff for any gift cards that are left over at the end of the month the cards are to be returned to the merchants.

5. Discuss, direct, and consider action on a program to welcome new businesses to Pantego.

Mrs. Mundo explained to the Board during the discussions of the strategic plan there was discussion on each director visiting one or two of the businesses each month to give them thanks and welcome them to the community. She provided a list of new businesses for 2014 to each Boardmember. President Brown requested each member to inform him who has been visited. This will ensure each business has at least one visit from a boardmember. The Board directed Mrs. Mundo to update the list with the business owner's name. There was discussion on ways to divide the list among the members. Mrs. Mundo gave each boardmember a flyer regarding the Shop Pantego website and instructions on how to place the business on the website. There was discussion on the ribbon cuttings procedures and the board informing the business of the ribbon cuttings. Ms. Arrington was directed to order business cards and name tags for each member, except President Brown and Director Surratt, after the re-appointments in June. There was discussion on vendors and sponsor for PantegoFest 2014. President Brown confirmed April Coltharp with Flair Events at the next PEDC meeting. There was discussion of ordering shirts for the boardmembers with the name tags.

6. Discuss, Direct, and consider action on the incentive guidelines currently in place.

Mr. Fielder explained during the deliberations of two recently approved incentive packages there was some items of concern that came up on the guidelines. One of the areas of concern was the geographic location consideration given to the applicant. There are some areas in town that are struggling more and need more incentive help than other areas of town; primarily the 303 corridor. The other area of concern is the level of participation of the property owner. There was discussion on the Board giving more weight to matching the application of someone who has a more contributing property owner versus someone who has a hands-off property owner. These two discussion items are not in the current guidelines. There was discussion of locking the Town into the rule and losing opportunities for a new business. The Board has some concerns regarding staff member approving or denying the eligibility of an application when this is the board's responsibility. There was discussion regarding the possible boundaries or guidelines for the staff members to make decisions on eligibility. Mr. Fielder suggested reviewing the applications and offering recommendations to the Board, reminding them all decisions of staff can be appealed to the Board. He also suggested this review allows staff to tell the applicant what they are missing that makes them ineligible giving them time to correct the issues prior to visiting the Board. Currently, when the Board claims the applicant ineligible the applicant has to wait two weeks or more before coming before the Board again to be heard. The proposed staff review process will speed this up and a report to the Board on applications found to be ineligible will be provided. There was discussion on talking to the owners of the shopping centers for opportunities that are available to them for their investments and the negative attitudes of some of the owners.

PEDC MEMBER INQUIRY

None.

ADJOURNMENT

President Brown adjourned the regular session at 8:06 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: 05/28/2014
Re: **PEDC Expenditure Approval**

Summary of Expenditures and Purchase Requisitions over \$1,000 for board approval
Statement of Revenues and Expenditures for Fiscal Year 2013/2014

Vendor Payment Listing 05/28/2014

Invoices submitted for approval:

Anything Goes	PEDC - Financial Assistance	6,882.12
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Total \$ 6,882.12

PURCHASE REQUISITIONS OVER \$1,000

NONE FOR THIS MEETING



7923 East McKinney - Denton, TX 76208
 Phone: (940) 382-8850
 Fax: (940) 387-0429

DEPOSIT INVOICE

Invoice #: DP34536

Inv Date: 03/18/14
 Customer #: 103490
 Page: 4 of 4

SOLD TO:	JOB LOCATION:
ANYTHING GOES PO BOX 13181 ARLINGTON TX 76013	ANYTHING GOES 2504 W PARK ROW STE A1 @ BOWEN PANTEGO TX 76013 REQUESTED BY: Doug Davls

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
Doug Davls			03/03/14	50.0% Due Upon Receipt	03/03/14

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #31765 Recover existing 4' tall x 1'-6" projection x 46'-6" and 33'-6" awning with Signtech #2930 blue and applied vinyl graphics per sketch #1403-046p1-2. Price includes relamping entirely and all new egg crates.	\$12,415.00	\$12,415.00
1	QUOTE #31765-S Line Item Includes an estimated cost for the following: Sales Tax, Staff Time, and Permit Fees * Sales Tax - \$ 1,024.24 * Staff Time - \$ 200.00 * Permit Fees - \$ 125.00 * Any additional required service will be at a time and materials basis.	\$1,349.24	\$1,349.24
TOTAL PROPOSAL AMOUNT *** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***			\$13,764.24

Plch #1501

←

\$6,882.12

PLEASE PAY THIS DEPOSIT AMOUNT: **\$6,882.12**



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, City Manager
Date: 05/28/14
Re: Discuss and direct staff on an update from April Coltharp with Flair Events regarding PantegoFest 2014

April Coltharp, with Flair Events, will be present to provide an update on the status of Pantego Fest planning. One of the primary considerations for this item will be the role of PEDC and strategies for involving Pantego businesses in the event.

Attachments: None.



ANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Chad Joyce, Community Development Director
Date: 05/28/14
Re: Discuss, direct, and consider action on the Arch Lighting Project

Bean Electric will be here with a demonstration on the colors available for the Arch.

Attachments:

None.



ANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 05/28/14
Re: Discuss, direct, and consider action on the conclusion of the Spring Promotional Event Shopper Cards.

We have received four cards and all four winners have drawn for their prize. The front office staff is aware this promotion is a first come first serve prize drawing until the end of May.

Attachments:

None.