



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

March 11, 2015

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: Arsalan Gittiban
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
 - February 25, 2015
3. Summary of Revenues and Expenditures
 - March 11, 2015

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, direct, and consider action on an update on the Bicentennial Park Improvements and projects for the 2014-2015 fiscal year.
5. Discuss, direct, and consider action on the pending Texas Parks & Wildlife grant application and items related to the applications.
6. Discuss, Direct, and consider action on the planning of a Spring Marketing Event.

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, March 8, 2015 at 5:00 p.m., and remained so posted at least 72 hours before said meeting on March 11, 2015.


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.

March 11, 2015

**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, March 8, 2015 and remained so posted at least 72 hours before said meeting convened.


Julie Arrington, City Secretary





Executive Director's Report

To: PEDC Board of Directors
From: Matt Fielder, Executive Director
Date: March 11, 2015

Park Row Project

The bidding process for the water line phase of the Park Row Project is scheduled to begin in mid-March with the intent of starting construction on or around May 1st.

Incentive Application

Staff has received an application for an economic development grant to improve signage at a shopping center. The application was received on 3/6/15, and will be scheduled for the 3/25/15 meeting for a discussion in executive session.

New Business Update

The re-plat of the Westbury Square Shopping Center is underway. This is the future site of the Family Dollar Tree store.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 3/11/15
Re: PEDC Minutes

Attachments: 022515 PEDC Minutes

Pantego Economic Development Corporation
February 25, 2015

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 6:30 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 25th day of February 2015 with the following members present:

Bill Brown	President
Danny Lakey	Vice-President
Fred Adair	Secretary
Arsalan Gittiban	Treasurer
Stephanie Springer	Director
Gloria Van Zandt	
Don Surratt	

Constituting a quorum. Staff present was:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Ariel Carmona	Finance Director
Chad Joyce	Community Development Director
Scott Williams	Public Works 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

Vice President Danny Lakey called the meeting to order at 6:31 p.m.

INVOCATION

Director Van Zandt led the invocation which was followed by the Pledge of Allegiance.

PRESIDENT'S COMMENTS

Vice President Lakey welcomed everyone and informed the Board President Brown asked him preside over the meeting. He reminded the Board Daylight Savings Time begins before the next meeting; therefore, the meeting on March 11, 2015 will begin at 7:00 p.m.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

None.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder updated the Board on the Park Row project and informed them the engineers are working on the bid documents. They are expected to start bidding mid March. The paving will

begin right behind the water line. At that time he will re-evaluate the finances and will begin the streetscape project. If the streetscape project can be completed before PantegoFest it will start after the paving; otherwise, the Town will wait until after PantegoFest.

2. Approval of PEDC Minutes

• **February 11, 2015**

Director Surratt made a motion to approve the minutes dated February 11, 2015 as presented. President Brown seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Brown, Springer, Van Zandt, and Gittiban

Nays: None

Abstention: None

Vice President Lakey declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

• **February 25, 2015**

The Board clarified the invoice from Christmas by Zenith regarding the installation of the Christmas lights at the park. They were concerned with the number of lights in the original estimate versus the number of lights installed. Mr. Williams informed the Board the original estimate was based on 500 lights and the town actually owns 1500 lights, which was the amount installed. He also explained the invoice is historically less than previous years invoices.

President Brown made a motion to approve the expenses. Director Springer seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Brown, Springer, Van Zandt, and Gittiban

Nays: None

Abstention: None

Vice President Lakey declared the motion passed unanimously.

CITIZEN'S OPEN FORUM

None.

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

4. Discuss, direct, and consider action on an update on the Bicentennial Park Improvements and projects for the 2014-2015 fiscal year.

Mr. Fielder introduced this item informing the Board he discussed the construction of a splash pad with a contractor who builds smaller pads for homeowner associations. According to him a 1500 square foot pad with 3 water features costs approximately \$100,000 to build. Stainless steel features are required above the ground due to safety issues. This size with these features will use approximately 400 gallons of water per minute and on a hot summer day could potentially use 150,000 to 200,000 gallons of water a day. This would put the Town into drought restrictions. The town's pumping capacity is a little over a million gallons. There was discussion on using a re-circulating pump to keep the water usage from the Town down to a minimum.

Mr. Fielder informed the Board he has spoken to two different companies. One is in another state working at the moment and they have the interlocking tiles. He sent them an aerial map and other information for an estimate. As of today, Mr. Fielder has not received an estimate back. The other company representative suggested an artificial turf that lays over the padding and would be less expensive than the padding replacement. They have a meeting set up for tomorrow.

Mr. Fielder informed the Board he has discussed the construction of a sand volleyball court with Volleyball USA. They sell a kit used for the construction of the volleyball courts and suggested replacing the sand every five years. The typical size of the court is 50 feet by 80 feet. The price of the kit ranges from \$750 to \$2,500, depending on the size and the materials used, plus the cost of the sand at 200 tons. The excavation contractor is estimated at \$3,500.00 giving a total range cost of approximately \$13,750 to \$22,500. The master plan contains two courts at \$70,000 to \$80,000. There was discussion on adding a concrete curb around the perimeter.

5. Discuss, direct, and consider action on the pending Texas Parks and Wildlife grant application and items related to the application.

Mrs. Mundo discussed the point system used by the Texas Parks and Wildlife Department (TPWL) and calculated the various points the Town would receive if the Board followed her suggestions. Mr. Fiedler advised the area of the park south of the creek is owned by the Board and not the Town. There was discussion on the parcels of land around town that PEDC receives royalties on. The Board discussed the best location for the volleyball court on the south end of the park and a Butterfly Garden on the north end of the park where the old merry-go-round used to be located. The Butterfly Garden will need 100 square feet.

There was discussion on the 50 year obligation of the Town for maintaining the improvements and how to calculate the volunteer costs for the grant application. TPWL would like as much money possible designated for recreation. There was discussion on the line item budget and the match being composed of volunteer hours and materials; such as donated plants and mulch, instead of just cash. The additional funds above and beyond the grant amount from in-kind services and donations would give additional points to the Town. She informed the board once the grant is awarded the splash pad and the volleyball court would require engineered stamped plans. There was discussion on the increase in cost for the engineered drawings and the possible requirement of a Corp of Engineer letter due to the proximity of the volleyball court to the creek. The Board requested Mrs. Mundo to obtain more information regarding the obligations of the Town in regards to the grant.

6. Discuss, direct, and consider action on the Boards participation in the North Texas Commercial Association of Realtors tradeshow scheduled for September 2, 2015.

Mrs. Mundo verified with the Board the date of the tradeshow, location, and cost of \$895 for the booth space on or before April 17, 2015. If the payment is received by this deadline the Board will keep the space they occupied last year at the tradeshow, The Board clarified there was additional costs for the carpet of \$200.00 and the electricity of \$50.00. The Board verified this was budgeted. The cost is \$10 per attendee with the first two attendees free.

Director Van Zandt made a motion to approve the Board participation in the NTCAR Tradeshow. President Brown seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Brown, Springer, Van Zandt, and Gittiban.

Nays: None.

Abstentions: None.

Vice President Lakey declared the vote passed unanimously.

PEDC MEMBER INQUIRY

None.

ADJOURNMENT

Vice President Lakey adjourned the regular session at 7:42 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: 03/11/2015

Re: PEDC Expenditure Approval

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- Summary of Expenditures and Purchase Requisitions over \$1,000 for board approval
 - Statement of Revenues and Expenditures for Fiscal Year 2014/2015

MUNDO & ASSOCIATES

Economic Development, Planning and Civil Engineering
www.mundoandassociates.com

MUNDO & ASSOCIATES, INC. 5542 CASADA COURT 214-773-0966
ROCKWALL, TX 75087 214-947-5352
972-415-4506
fax 972-771-0915

March 2, 2015

Bill Brown, President
Wm.brown@sbcglobal.net

Arsalan Gittiban, Treasurer
dragittiban@yahoo.com

Cherie Charboneau
ccharboneau@townofpantego.com

Ariel Carmona
acarmona@townofpantego.com

Town of Pantego
1614 S. Bowen Road
Pantego, TX 76013

Invoice for Services from Mundo and Associates, Inc. for the Pantego EDC.

February Services (see description attached)	\$3,000.00
NTCAR Booth and Electrical Service for Sept 2, 2015	970.00
Total	\$3,970.00
Description of Work and Receipt Attached	

Thank you for the opportunity to serve the Pantego EDC
Pamela J. Mundo, President
Mundo and Associates, Inc.

TX HUB



MUNDO & ASSOCIATES

Economic Development, Planning and Civil Engineering
www.mundoandassociates.com

MUNDO & ASSOCIATES, INC. 5542 CANARY COURT 214.773.0906
 ROCKWALL, TX 75087 214.642.5352
 972.415.4506
 fax 972.771.0915

Description of Work

Pantego EDC

February 2015

2/2/15 – uploaded Rhavda’s Shoppe events on Shop Pantego and made plans for the newsletter	2 hrs
2/4/15- reviewed Park Master plan and worked on ideas for the grant to consider	3 hrs
2/10/15 Researched information on the TPWD application and began the upload of information And prepared documents for the application	6 hrs
2/11/15 Worked on TPWD application for BiCentennial Park, toured park, attended meeting And worked with Staff and Board on the grant application and choices for the application	8 hrs
2/12/15 Contacted Crosstimbers and sent information on Park Plans for volunteering and Began newsletter	3 hrs
2/18/15 Worked on grant application and potential agenda items	3 hrs
2/19/15 Met with Matt Fielder and Bill Brown on the park grant application and the agenda Visited with Timeless Treasures and Rhvada’s Shoppe, updated business inventory due to changes In the field.	6 hrs
2/20/15 Prepared information on Shop Pantego and Ribbon Cuttings for Timeless Treasures, Sent information to Timeless Treasures and Rhvada's Shoppe, prepared information for Newsletter and prepared newsletter on constant contact.	8 hrs
2/27/15 Worked on grant application and project budget	3 hrs
Total Service Hours	42 hrs

Contract requirements is for 30 hours

TX HUB





31ST ANNUAL

COMMERCIAL REAL ESTATE EXPO

2015 Advanced Booth Reservation Form

Register early to secure your space!

Company Name: Pantego Economic Development Corporation
 Authorized Contact: Pam Munde Email: pmunde@mundeandassociates.com
 Phone: 214 773 0966 Fax: _____
 Contact Address: 5542 Canada Court
 City: Rockwall State: Tx Zip Code: 75032
 Signature: [Signature] Date: 3/2/15

Single Booth - \$895

Double Booth - \$1,795

- We would like to pre-reserve our booth space for the 2014 Expo. (Your Booth Number is listed on the Advanced Registration Letter.) 2014 Booth Number: 103 (Reservation requires submission of this form, completed and signed, \$200 deposit, on or before April 17, 2015)
- We want to reserve a different booth for the 2015 Expo. Please place our company on the Returning Exhibitor Booth Reservation List. NTCAR will contact you to discuss booth options. Preferred Booth Options: _____ Please contact Haili Rumsey at NTCAR if you are interested in a Platinum Booth (booths 101D, 100D or 98 D)
- Yes I would like to add electricity to my booth for an additional \$75. (Please include this in your payment below)

PAYMENT INFORMATION
Credit Card Authorization

I authorize NTCAR to charge a deposit of \$200 for my reservation for the 2015 Commercial Real Estate Expo. (Only a \$200 deposit is necessary to reserve your booth - An invoice will be sent with the remaining balance).

[Signature] I authorize NTCAR to charge the full amount \$ 970.00 for my 2015 NTCAR Expo booth reservation.

VISA MC AMEX DISCOVER Check # _____

Credit Card #: [Redacted] Exp. Date: [Redacted]

Name Printed on Card: Pam Munde Signature: [Signature]

Billing Address: 5542 Canada Court

City: Rockwall State: Tx Zip Code: 75032

Please see rental agreement for terms of cancellation and refund

Please return this form to the NTCAR office no later than **April 17, 2015**

700 N Pearl St, Ste 1625 Dallas, TX 75201
Fax: 214-638-5523 | Email Haili Rumsey: Haili@ntcar.org

Pantego Economic Development Corporation
Construction/ Operating Fund Budget for Fiscal Year 2014/2015
As of March 11, 2015

	Budget FY 2014/2015	Actual FY 2014/2015
ESTIMATED BEGINNING FUND BALANCE	\$ 94,006	\$ 276,182
REVENUES		
Sales Tax Revenue	318,104	-
Interest Revenue	500	275
Gas Royalty Revenue	750	331
Other Revenue	-	-
TOTAL REVENUE	\$ 319,354	\$ 606
EXPENDITURES		
Professional Fees		
Contract Services (Engineering & Legal)	\$ 2,500	\$ -
Professional Services (EDC Consultant)	36,000	15,000
TOTAL PROFESSIONAL FEES	38,500	15,000
Marketing and Advertising		
Arlington Chamber of Commerce	10,000	-
Miscellaneous Marketing and Advertising	15,000	2,837
TOTAL MARKETING & ADVERTISING	25,000	2,837
Activities		
Seasonal Decorations(Tree Lighting)	8,500	3,404
TOTAL ACTIVITIES	8,500	3,404
Maintenance		
Landscaping and Improvements	20,000	1,579
Sprinkler System Maintenance	500	5
General Maintenance and Repair (Bldg & Park)	12,000	1,490
Statue Maintenance Agreement	4,050	-
TOTAL MAINTENANCE	36,550	3,074
Training/Travel		
Miscellaneous	3,500	1,632
TOTAL OTHER	1,000	115
TOTAL OTHER	4,500	1,746
Projects		
Unidentified Grants 2014	130,000	-
Pantego Arch Lighting	20,000	-
Park Row Redevelopment Project	-	1,030
Engineering - Park Row	-	9,003
TOTAL PROJECTS / INCENTIVES	150,000	10,033
TOTAL EXPENDITURES	\$ 263,050	\$ 36,095
Transfer to General Fund (Adm. Fees)	\$ (49,637)	\$ (49,637)
Transfer to General Fund (Park Maint)	(48,252)	(48,252)
Transfer to General Fund (CRB & PantegoFest)	(17,500)	(17,500)
Net Change in Fund Balance	\$ (59,085)	\$ (150,878)
Estimated Ending Fund Balance	\$ 34,921	\$ 125,304



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 03/11/15
Re: Discuss, direct, and consider action on an update on the Bicentennial Park Improvements and projects for the 2014-2015 fiscal year.

At the last meeting, staff was directed to gather more information on playground matting and a splash pad. Meetings were held with vendors in both areas. A sample splash pad quote is attached. It's based on filling the former location of the fountain and utilizing sprayers shooting up from the ground. It would not have any "features" constructed above ground, but those could be added a later date with the existing hardware. It also utilizes a re-circulating system, similar to a pool, with a 1,100 gallon underground tank. This would require only 300 to 400 gallons per day to be added to the system.

The quote for the padding is still outstanding, but is expected before the meeting on Wednesday.

Attachments:

Splash Pad Quote

CUSTOMER INFORMATION:

CITY OF PANTEGO -SPLASH PAD

ALPHA POOL SERVICE

SPLASH PAD EQUIPMENT LIST

DESCRIPTION	QTY	MATERIAL DESCRIPTION
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SPLASH PAD EQUIPMENT

FEATURES		
STAINLESS STEEL BASE FOOTINGS	2	
SPRAY PLATES	2	CROWN SPRAYER
DECK NOZZLES INSERTS	12	
DECK MATERIALS		
16" DRAINS	2	
DECK NOZZLE HOUSING	12	MISC. MIX
SPLASH PAD EQUIPMENT		
2 HP PENTAIR PUMP	2	
3/4 PENTAIR PUMP	1	
FEATURE MANIFOLD	1	
DECK NOZZLE MANIFOLD	1	
SOFT TOUCH CONTROLLER	1	
PENTAIR TIMER W/SCREEN LOGIC	1	
SAND FILTER	1	
CARTRIDGE FILTER	2	200 SQ. FT UNITS
O-ZONE SYSTEM	2	NON ANSI-50 RATING
2"-2 1/2" VALVES	2	
CHECK VALVES	3	
INTELLI-CHEM SYSTEM	1	
CHEM-TANKS	2	
STORAGE TANK		
1200 TANK	1	
AUTO FILL SYSTEM	1	
2" BULK HEADS	4	

1 1/2" BULK HEADS	1	
TANK INSTALLATION	1	
TOTAL INSTALLATION COST		

CUSTOMER INFORMATION:

CITY OF PANTEGO
 ATTN: MATT FIELDER
 PANTEGO, TX. 76013

ALPHA POOL SERVICE

SPLASH PAD QUOTE

DESCRIPTION	QTY	PRICE	TOTAL COST	MATERIAL DESCRIPTION
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SPLASH PAD PRICING

FEATURES				
SPRAY PLATES	2	\$75.00	\$150.00	
DECK NOZZLES INSERTS	12	\$42.00	\$504.00	
SPLASH PAD INSTALLATION	1	\$13,750.00	\$13,750.00	
TOUCH SENSOR	1	\$850.00	\$850.00	
STAINLESS STEEL BASE	2	\$625.00	\$1,250.00	
DECK MATERIALS				
16" DRAINS	2	\$132.00	\$264.00	
DECK NOZZLE HOUSING	12	\$43.00	\$516.00	
SPLASH PAD EQUIPMENT				
2 HP PENTAIR PUMP	2	\$770.00	\$1,540.00	
3/4 PENTAIR PUMP	1	\$650.00	\$650.00	
DECK NOZZLE MANIFOLD	1	\$950.00	\$950.00	
RAINDECK CONTROLLER-MULTI FUNC.	1	\$1,295.00	\$1,295.00	
SOFT TOUCH CONTROLLER	1	\$1,325.00	\$1,325.00	
PENTAIR TIMER W/SCREEN LOGIC	1	\$1,595.00	\$1,595.00	
SAND FILTER	1	\$995.00	\$995.00	
CARTRIDGE FILTER	2	\$795.00	\$1,590.00	
O-ZONE SYSTEM	2	\$995.00	\$1,990.00	
2"-2 1/2" VALVES	2	\$89.00	\$178.00	
CHECK VALVES	3	\$75.00	\$225.00	
INTELLI-CHEM SYSTEM	1	\$1,950.00	\$1,950.00	
CHEM-TANKS	2	\$595.00	\$1,190.00	
STORAGE TANK				
1200 TANK	1	\$2,100.00	\$2,100.00	

AUTO FILL SYSTEM	1	\$75.00	\$75.00	
2" BULK HEADS	4	\$22.00	\$88.00	
1 1/2" BULK HEADS	1	\$21.00	\$21.00	
TANK INSTALLATION	1	\$1,500.00	\$1,500.00	
DECK SURFACE	665	\$11.00	\$7,315.00	SPLASH PAD ONLY
				SPRAY DECK FINISH
TOTAL INSTALLATION COST			\$43,856.00	



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members

From: Pam Mundo, Consultant

Date: 3/11/2015

Re: TPWL Grant

This item is placed on the agenda for Pam Mundo to discuss participation in the TPWL Grant Application.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Pam Mundo, Consultant
Date: 3/11/2015
Re: Discuss, direct, and consider action on the planning of a Spring Marketing event.

Pam would like to discuss the possibility of holding a spring marketing event for PEDC in an effort to draw in customers and spending into the Town of Pantego.