



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

November 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: Gloria Van Zandt
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
 - September 9, 2015
 - October 28, 2015
3. Summary of Revenues and Expenditures
 - November 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 from the Arlington Chamber of Commerce
5. Discuss, direct, and consider action on an update on the International Council of Shopping Centers Texas Deal Making Event.
6. Discuss, direct, and consider action on the American Express Small Business Saturday event.
7. Discuss, direct, and consider action on the PEDC incentive loans.

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 _____ on the date and time: Sunday, November 8, 2015 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 ensure 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.

November 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, November 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: November 11, 2015

Arch Lighting

I met with a facilities lighting vendor who is developing a cost estimate for LED lighting on the arch. That estimate should be available at your December meeting.

Tree Lighting

This event will be held at Bicentennial Park on Saturday, November 28th at 6:00 p.m.

Town Christmas Party

The Board is invited to the Town Christmas Party on Friday, December 11th at 6:30 p.m.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 11/11/15
Re: Approval of PEDC Minutes

Attachments: 09/09/15 PEDC Minutes

10/28/15 PEDC Minutes

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 9th day of September 2015 with the following members present:

Danny Lakey	President
Don Surratt	Vice President
Arsalan Gittiban	Treasurer
Fred Adair	Secretary
Robert Jordan	Director
Stephanie Springer	Director
Gloria Van Zandt	Director

Members Absent:
None.

Constituting a quorum. Staff present was:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Scott Williams	Public Works Director

Also in attendance:

Pam Mundo	Consultant, Mundo & Associates, Inc.
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REGULAR SESSION 7:00 P.M.
CALL TO ORDER AND GENERAL COMMENTS

President Danny Lakey called the meeting to order at 7:03 p.m.

INVOCATION

Secretary Fred Adair led the invocation which was followed by the Pledge of Allegiance.

PRESIDENT'S COMMENTS

President Lakey announced he visited a few businesses and received mixed reviews from them. Some were happy about the American Express Small Business Day event the Town is participating in.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Director Van Zandt inquired on the responsibility of the care taking of the cul-de-sacs and medians of the residential streets.

Director Jordan informed the Board the ACI private school moved to Dallas West, the old Trinity Church Building and they are trying to grow within the community. He would like to help support them and promote them.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board on the following information:

Ribbon cuttings scheduled for Colonial Bank on Saturday, September 19th beginning at 10:00 am with a shredding event and Escapades on Saturday, October 3rd at 5:00 p.m.

The playground improvements started yesterday and the start date for the painting of the Gazebo is not confirmed yet.

2. Approval of PEDC Minutes

- August 26, 2015

Vice President Surratt made a motion to approve the PEDC minutes dated August 26, 2015 as presented. Director Springer seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

- September 9, 2015

Mr. Fielder confirmed to the Board some of the statues were fixed onsite but some were taken back to go to the shop to be repaired and confirmed the insurance claim will cover the costs. There was discussion on installing security cameras in the park.

Secretary Adair made a motion to approve the payment listing as submitted. Director Van Zandt seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

CITIZENS OPEN FORUM

None.

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

4. Discuss and review the North Texas Commercial Association of Realtors Tradeshow event.

Mrs. Mundo provided a copy of the information she handed out at the booth. There was discussion on the vacant properties in Pantego. Mrs. Mundo informed the board of several conversations she had with current shopping owners of Pantego, prospective businesses, and networking opportunities. She suggested networking more with the surrounding Cities and not just the Chamber.

5. Discuss, direct, and consider action on the involvement and attendance of the Deal Making Tradeshow in November.

Mrs. Mundo informed the Board the booth will cost \$625 with additional costs for the carpet and electricity.

Director Van Zandt made a motion to participate in the deal making trade show in the amount of \$625 plus the carpet and electricity not to exceed \$800.00 on November 5th & 6th. Director Springer seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

6. Discuss, direct, and consider action on planning and organizing of PEDC's involvement in PantegoFest 2015.

Mrs. Mundo announced the time and place for stuffing the shopping bags. There was discussion on the survey. The booth will need to be next to Shirtwerx for Wi-Fi service. There was discussion on supplying stickers to those who participated in the survey so that they were not asked twice and the goal of is to be as electronic as possible; therefore, only a few paper copies were needed. The Board added a question to the survey for first time visitors. There was discussion on volunteers and the time schedules. Mr. Fielder announced the arrangement with Pantego Bay to sell beer fell through and Angelo's will sell the beer instead.

7. Discuss, direct, and consider action on the PEDC Incentive Program.

Mr. Fielder informed the Board he followed up with some local banks. Colonial Bank has a lot of experience in public and private financing and will continue to explore on how this can be set up on a multi-year model. A municipality cannot commit funds to a future expenditure; however, they can earmark funds for a special account to cover the loans. Mr. Fielder was directed to communicate with the Arlington Chamber of Commerce for suggestions.

8. Discuss, direct, and consider action on attending the Arlington Chamber Foundation Annual Dinner and Business Meeting.

Mr. Fielder reminded the board they attended this meeting last year and sponsored a table for \$1,500.00. This year the cost for sponsorship is \$1,000.00. He explained there was a change in the leadership of the Arlington Chamber of Commerce. The focus has changed back to the small business and local community. Ms. Arrington confirmed the number of board members that will attend.

Director Van Zandt made a motion to participate in the Arlington Chamber Foundation Award Dinner at \$1,000.00. Director Springer seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

PEDC MEMBER INQUIRY

Director Springer inquired on the how Escapades is doing.

Director Gittiban inquired on Perna's Cajun Kitchen grand opening. Mr. Fielder stated she is waiting on the health department inspection.

ADJOURNMENT

President Lakey adjourned the regular session at 8:07 p.m.

APPROVED:

Danny Lakey, President

ATTEST:

Fred Adair, Secretary

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 October 2015 with the following members present:

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

Members Absent:

Robert Jordan	Director
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Constituting a quorum. Staff present was:

Matt Fielder	Executive Director
Julie Arrington	City Secretary
Dennis Jobe	Community Development Director
Scott Williams	Public Works Director

Also in attendance:

Pam Mundo	Mundo and Associates
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REGULAR SESSION 7:00 P.M.
CALL TO ORDER AND GENERAL COMMENTS

President Danny Lakey called the meeting to order at 7:04 p.m.

INVOCATION

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

PRESIDENT'S COMMENTS

President Lakey welcomed the audience stating he stopped by Joe Hall Roofing earlier in the week to promote PEDC.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Director Surratt thanked the directors for attending the joint session with Council on Saturday. He informed the Board it was a very informative session and he believes both Council and the Board are now working in the same direction for the Town.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board on the following items:

Mr. Fielder and the Mayor attended the State of the City luncheon with the Arlington Chamber of Commerce. He feels the City of Arlington is working through some of the same economic development issues the Town of Pantego is dealing with just on a bigger scale.

Mr. Fielder announced there are several new openings around town. The Dollar Tree opened on October 17, 2015; the Gypsy Resale shop at 3216 Park Row is open; and Perna's has opened. There are three scheduled ribbon cuttings: October 30th Dr Jeckyll's at 7:00 p.m.; October 31st Dollar Tree at 1:00 p.m.; and November 7th Perna's at 11:00 a.m.

2. Approval of PEDC Minutes

• October 14, 2015

Vice President Surratt requested to add the words "verified with staff" to the first sentence. Vice President Surratt made a motion to approve the minutes dated October 14th with changes. Director Springer seconded the motion.

The Vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

CITIZENS OPEN FORUM

None.

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

3. Discuss, direct, and consider action on participation in the American Express Small Business Saturday event.

Mrs. Mundo informed the Board she received notice today that the Town's application to become a Neighborhood Champion for Small Business Saturday has been accepted. The Town's role is to schedule events or plan activities for businesses to participate. The information will be in the PEDC newsletter and on the website promoting the sidewalk sale for Saturday, November 28, 2015. There was discussion on the permitted outdoor sales and displays as outlined in the Zoning ordinance. The Board agreed the hours of the event would be 10:00 a.m. to 6:00 p.m. Mrs. Mundo stated she would speak with key businesses around the town to help spread the word and will ensure the businesses are aware of the fire lane requirements and the parking lot restrictions. The Board made sure she informed the businesses there should not be an overflow of their displays impeding their neighboring business. Mrs. Mundo answered the Boards inquiries on the purpose of the event informing them the event is to counteract the effect of the Black Friday sales of the large chain stores on the small businesses. There was discussion on including Christmas festivities; such as the Candy Train or an appearance by Santa, and adding other events to the shopping centers to bring in shoppers; such as kids making ornaments. The Board requested Public Works to have the PEDC feather flags set out for the weekend event.

4. Discuss, direct, and consider action on an update on the International Council of Shopping Centers Texas Deal Making Show.

Mrs. Mundo informed the Board this event begins next week on Wednesday, Thursday, and Friday. She will be marketing primarily to realtors to promote Pantego.

5. Discuss, direct, and consider action on the planning of the Christmas Decoration contest.

Mrs. Mundo inquired on the dates and times for the judging of the contest and the awards. The Board discussed the future of this event due to the lack of participation dwindling over the years and decided to keep the event for another year. There was discussion regarding the purpose of the contest to promote businesses and how to gain participation from the businesses and motivating them to get involved. They discussed making the judging date sooner so that the decorations are up for Christmas creating a more festive atmosphere to the shopping centers. The Board decided to judge the contest on November 28th and 29th from 6:30 p.m. to 8:30 p.m. The Board discussed the total financial awards of the previous years and suggested to set this years at a total of \$1,000 split by: Best Theme first place, Best Theme second place, Best Theme third place, Griswold (most effective use of lighting), and Best Tree (can be a painted tree). At the next meeting the Board will finalize the awards and costs.

6. Discuss, direct, and consider action on the cancellation of the regularly scheduled meeting on November 25, 2015 and December 23, 2015 due to holidays.

Director Springer made a motion to cancel the regularly scheduled meetings on November 25th and December 23rd due to the holidays. Vice President Surratt seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

President Lakey recessed the regular meeting for the executive session at 7:53 p.m.

President Lakey reconvened the regular meeting at 8:24 p.m.

Following the Scheduled Executive Session, the PEDC will reconvene in public session and may take any and all action necessary concerning the Executive Session.

SCHEDULED EXECUTIVE SESSION

The PEDC may 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 business prospects 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. New JBK Corp, Inc.**

President Lakey directed staff to enter into negotiations for a performance agreement with New JBK Corp., Inc.

PEDC MEMBER INQUIRY

Vice President Surratt requested an update on the PEDC loans for the next meeting.

President Lakey requested the Arlington Chamber of Commerce address PEDC with benchmarks and discussed the turf at the park that is matting under the slide.

ADJOURNMENT

President Lakey adjourned the regular session at 8:28 p.m.

APPROVED:

Danny Lakey, President

ATTEST:

Fred Adair, Secretary



Memo

To: President Danny Lakey and PEDC Board Members
From: Cherie Charboneau, Accounts Payable
Date: 11/11/2015
Re: PEDC Expenditure Approval

Summary of Expenditures and Purchase Requisitions over \$1,000 for board approval

Vendor Payment Listing 11/11/2015**Invoices submitted for approval:**

Mundo & Associates	October Professional Services	<u>\$ 3,000.00</u>
	Total	<u><u>\$ 3,000.00</u></u>

PURCHASE REQUISITIONS OVER \$1,000

MUNDO & ASSOCIATES

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

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214.773.0966
ROCKWALL, TX 75082 214.642.5352
972.415.4596
fax 972.771.6915

November 2, 2015

Danny Lakey, Vice President
danny.lakey@Texasshirtwerx.com

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.

October Services (see description attached)	\$3,000.00
Total	\$3,000.00

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 CANADA COURT 214-773-1066
ROCKWALL, TX 75082 214-642-5352
972-415-4596
fax 972-771-6915

Description of Work

Pantego

October 2015

October 1, 2015 Completed upload/download of the grant application and application to USB for files and worked on Festival survey.	3 hrs
October 7, 2015 Input the paper responses from the PantegoFest survey and began analysis And preparation of the survey results, worked on the Small Business Saturday web site	5 hrs
October 9, 2015 Completed survey responses and report and sent to J Arrington	4 hrs
October 12, 2015 Made updates for the Business directory and property listings on Town web site	2 hrs
October 14, 2015 Prepared for meeting and attended meeting of PEDC, spoke with Ginny of VIP Grooming regarding her payments on the loan and reported to Matt.	3 hrs
October 20, 2015 Updated advertising and listings for the Texas conference and Dealmaking	2 hrs
October 21, 2015 Worked on agenda items and plans for Small Business Saturday, worked on Orders for Texas Conference and deal making including sending of insurance forms	5 hrs
October 27, 2015 Worked on flyers for commercial property availability for Texas Deal Making show	4 hrs
October 28, 2015 Prepared for meeting and attended meeting	4 hrs
Total	32 hrs

Contract requirements is for 30 hours

Pantego Economic Development Corporation (PEDC)
Project / Operating Fund Financials
As of November 4, 2015

	Budget 2015/2016	YTD Actual 2015/2016
ESTIMATED BEGINNING FUND BALANCE	\$ 131,883	\$ 131,883
REVENUES		
Sales Tax Revenue	\$ 341,659	\$ -
Interest Revenue	1,000	226
Gas Royalty Revenue	750	-
TOTAL REVENUE	\$ 343,409	\$ 226
EXPENDITURES		
Professional Services		
Contract Services (Engineering & Legal)	\$ 2,500	\$ -
Professional Services (EDC Consultant)	36,000	3,000
Professional Services	38,500	3,000
Marketing and Advertising		
Arlington Chamber of Commerce	10,000	-
Other Marketing and Advertising	15,000	625
Marketing & Advertising	25,000	625
Activities		
Seasonal Decorations(Tree Lighting)	8,500	-
Activities	8,500	-
Maintenance		
Landscaping and Improvements	20,000	436
Sprinkler System Maintenance	500	-
General Maintenance and Repair(Bldg & Park)	12,000	343
Statue Maintenance Agreement	5,500	-
Maintenance	38,000	779
Other		
Training/Travel	2,500	-
Miscellaneous	1,500	-
Other	4,000	-
Projects		
Economic Development Grants	31,009	-
Bicentennial Park Project	75,000	-
Projects / Economic Incentives	106,009	-
TOTAL EXPENDITURES	220,009	4,404
Transfers Out		
Transfer to General Fund (Adm. Fees)	\$ 54,759	\$ -
Transfer to General Fund (Park Maint)	56,641	-
Transfer to General Fund (CRB)	12,000	-
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 343,409	\$ 4,404
CHANGE IN FUND BALANCE	-	(4,178)
ESTIMATED ENDING FUND BALANCE	\$ 131,883	\$ 127,705



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 11/11/15
Re: Discuss, direct, and consider action on an update on the Arlington Chamber of Commerce

Henry Lewcyk will be present to provide an update on the activities of the Arlington Chamber of Commerce.

Attachments:

N/A



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Pam Mundo, Economic Development Consultant
Date: 11/11/15
Re: Discuss, direct, and consider action on an update on the International Council of Shopping Centers Texas Deal Making Event

The purpose of this item is to discuss the PEDC's participation in the ICSC Texas Deal Making Event, which was held from November 4th through the 6th in Dallas.

Attachments:

N/A



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Pam Mundo, Economic Development Consultant
Date: 11/11/15
Re: Discuss, direct, and consider action on the American Express Small Business Saturday

The purpose of this item is to discuss activities associated with American Express Small Business Saturday, which is scheduled for November 28, 2015.

Attachments:

N/A



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 11/11/15
Re: Discuss, direct, and consider action on an update on PEDC Loans

The purpose of this item is to review the status of PEDC loans.

Attachments:

PEDC Loan Report is located in Drop Box