



# AGENDA

## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

February 10, 2016

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: Fred Adair  
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 27, 2016
3. Summary of Revenues and Expenditures
  - February 10, 2016

### 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.

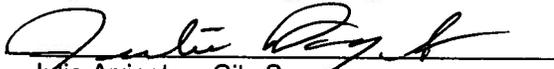
### PEDC MEMBER INQUIRY

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

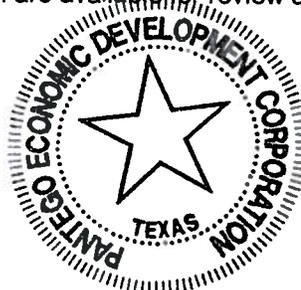
### CERTIFICATION

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, February 7, 2016 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](http://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.**

**February 10, 2016**

**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, February 7, 2016 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:** February 8, 2016

## **Business Updates**

A mini-warehouse business is seeking to develop the property behind the Village Shopping Center, Southern Flair Photography, and Braum's. Mercantile Bank has submitted a replat of the portion of Westbury Square adjacent to the creek that they believe addresses the drainage concerns on the property. It appears that First Dixie Café has closed.



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Danny Lakey and PEDC Board Members

From: Julie Arrington, City Secretary

Date: 2/10/16

Re: Approval of PEDC Minutes

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**Attachments: 1/27/16 PEDC Minutes**

**Pantego Economic Development Corporation**  
**January 27, 2016**

**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 27<sup>th</sup> day of January 2016 with the following members present:**

<b>Danny Lakey</b>	<b>President</b>
<b>Don Surratt</b>	<b>Vice President</b>
<b>Fred Adair</b>	<b>Secretary</b>
<b>Arsalan Gittiban</b>	<b>Treasurer</b>
<b>Gloria Van Zandt</b>	<b>Director</b>

**Members Absent:**

<b>Stephanie Springer</b>	<b>Director</b>
<b>Robert Jordan</b>	<b>Director</b>

**Constituting a quorum. Staff present was:**

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

**Also in attendance:**

<b>Pam Mundo</b>	<b>Mundo and Associates</b>
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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 7:01 p.m.

**INVOCATION**

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

**PRESIDENT'S COMMENTS**

President Lakey welcomed the audience and informed staff of a heavy chemical smell in the area.

**PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST**

None.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board of the following items:

A default letter has been sent to Boutique U and staff is still monitoring the sale of Mom's Liquor.

The Chamber of Commerce has hired a new President/CEO and is in the process of preparing for his arrival on February 8<sup>th</sup>. The Mayor of Arlington has launched a new initiative to host a monthly prayer

breakfast with the Chamber. Mr. Fielder was placed on the Public Policy Board and met with them to help assist in evaluating the Chamber's public policy efforts. They are essentially performing a S.W.O.T. analysis.

**2. Approval of PEDC Minutes**  
• **January 13, 2016**

Secretary Adair requested additional clarification in the President's Comments for Bicentennial Park.

Vice President Surratt made a motion to approve the PEDC minutes dated January 13<sup>th</sup> with changes. Treasurer Gittiban seconded the motion.

The Vote was as follows:

Ayes: Surratt, Adair, Lakey, 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 the nomination of the Small Business of the Year Award.**

Mr. Fielder informed the Board the Chamber of Commerce has extended an invitation to join in their annual awards for Small Businesses, Veteran Owned Businesses, and Non-Profit Businesses. The Board discussed the different businesses located within the town that fit each criterion; which ones added employees, and which ones experienced growth.

President Lakey made a motion to nominate Texas Fitt for Outstanding Small Business of the Year and Camp Thurman for the Non-Profit Organization Award. Director Van Zandt seconded the motion.

The Vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

**4. Discuss, direct, and consider action on setting a date for a joint session with the Pantego Economic Development Corporation to discuss the Economic Development Strategic Planning Report.**

Mr. Fielder informed the Board at the last council meeting, Council proposed conducting the joint session after the PEDC meeting on February 10<sup>th</sup> at 7:30 p.m. Director Van Zandt announced she will be unavailable but will forward any comments she may have to President Lakey or the City Secretary. The Board agreed to the date and time of the joint session.

**SCHEDULES EXECUTIVE SESSION**

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

**Pantego Economic Development Corporation**  
**January 27, 2016**

- 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. The New JBK Corp
- Pursuant to Government Code Section 551.072 to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.  
**Expansion of Bicentennial Park**

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

President Lakey recessed the regular meeting for the executive session at 7:25 p.m.

President Lakey reconvened the regular meeting at 8:02 p.m. and announced there was no action taken on the expansion of Bicentennial Park.

The Board discussed landscaping options and plans with the applicant, Bill Harvey, for the New JBK Corp. There was discussion on the type of plants; the size of the landscaping; and installing decorative rock that matches the sign for protection to the flower bed.

President Lakey made a motion to accept the loan agreement with the addition of an exhibit to require the borrower to add and maintain landscaping under the sign, the landscaping should be some type of a raised flowerbed with no conditions to the height of the raising, the flowerbed should have water that extends to it to aid in the maintaining of the landscaping, and the flowerbed should be no less than 36 square feet and that any stone used should be similar in color and design to the stone used for the sign itself. After some discussion, the Board agreed to remove the requirement to be irrigated.

President Lakey amended his motion to accept the loan agreement with the addition of an exhibit to require the borrower to add and maintain landscaping under the sign, the landscaping should be some type of a raised flowerbed with no condition to the height of the raising, the flowerbed should be no less than 36 square feet and that any stone used should be similar in color and design to the stone used for the sign itself. Secretary Adair seconded the motion.

The Vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

**PEDC MEMBER INQUIRY**

None.

**ADJOURNMENT**

President Lakey adjourned the regular session at 8:18 p.m.

**APPROVED:**

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**Danny Lakey, President**

**ATTEST:**

\_\_\_\_\_  
**Fred Adair, Secretary**



# Memo

To: President Danny Lakey and PEDC Board Members  
From: Ariel Carmona, Finance Director  
Date: 02/10/2016  
Re: PEDC Expenditure Approval

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

**Vendor Payment Listing 02/10/2016**

**Invoices submitted for approval:**

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

**PURCHASE REQUISITIONS OVER \$1,000**

NONE

# MUNDO & ASSOCIATES

*Economic Development, Planning and Civil Engineering*

[www.mundoandassociates.com](http://www.mundoandassociates.com)

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214.773.0966  
ROCKWALL, TX 75032 214.642.5352  
972.415.4596  
fax 972.771.6915

February 3, 2016

Danny Lakey, Vice President

[danny.lakey@Texasshirtwerx.com](mailto:danny.lakey@Texasshirtwerx.com)

Arsalan Gittiban, Treasurer

[dragittiban@yahoo.com](mailto:dragittiban@yahoo.com)

Ariel Carmona

[acarmona@townofpantego.com](mailto: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.

January 2016 Services (see description attached)	\$3,000.00
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Total	\$3,000.00
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Thank you for the opportunity to serve the Pantego EDC

Pamela J. Mundo, President

Mundo and Associates, Inc.

TX HUB



## Description of Work

Pantego

January 2016

January 6, 2016	Reviewed strategic plan report in preparation for next meeting. Worked on Review of existing demographic data and plans for updating web site and demographic profile	6 hrs
January 13, 2016	Talked with business owners on plans for Pantegofest and what they would Want for actions this year. Prepared for meeting and attended PEDC meeting.	5 hrs
January 22, 2016	Contact leasing agents on Park Row Retail Centers and updated vacancy rates. Prepared spreadsheet analysis of the interviews with the leasing agents. Started analysis of Opportunity gaps from the 2014 gap analysis.	4 hrs
January 27, 2016	Continued review of gap analysis, updated inventory sheets, field review sheets Prepared for meeting with format market analysis of farmers market, attended meeting.	8 hrs
January 28, 2016	Continued work on a gap analysis for discussion at future meeting related To the development of actions as per the newer strategic planning session & closer define target businesses	4 hrs
January 29, 2016	Continue work on the gap analysis for discussion at the strategic planning session at next meeting.	4 hrs
Total		31 hrs

*Contract requirements is for 30 hours*

**Pantego Economic Development Corporation (PEDC)**  
**Project / Operating Fund Financials**  
**As of February 10, 2016**

	Budget 2015/2016	YTD Actual 2015/2016
<b>ESTIMATED BEGINNING FUND BALANCE</b>	\$ 131,883	\$ 131,883
<b>REVENUES</b>		
Sales Tax Revenue	\$ 341,659	\$ 203,107
Interest Revenue	1,000	838
Gas Royalty Revenue	750	1
<b>TOTAL REVENUE</b>	<b>\$ 343,409</b>	<b>\$ 203,946</b>
<b>EXPENDITURES</b>		
Professional Services		
Contract Services (Engineering & Legal)	\$ 2,500	\$ 280
Professional Services (EDC Consultant)	36,000	12,000
<b>Professional Services</b>	<b>38,500</b>	<b>12,280</b>
Marketing and Advertising		
Arlington Chamber of Commerce	10,000	-
Other Marketing and Advertising	15,000	1,353
<b>Marketing &amp; Advertising</b>	<b>25,000</b>	<b>1,353</b>
Activities		
Seasonal Decorations(Tree Lighting)	8,500	2,641
<b>Activities</b>	<b>8,500</b>	<b>2,641</b>
Maintenance		
Landscaping and Improvements	20,000	2,364
Sprinkler System Maintenance	500	4
General Maintenance and Repair(Bldg & Park)	12,000	1,825
Statue Maintenance Agreement	5,500	-
<b>Maintenance</b>	<b>38,000</b>	<b>4,192</b>
Other		
Training/Travel	2,500	-
Miscellaneous	1,500	82
<b>Other</b>	<b>4,000</b>	<b>82</b>
Projects		
Economic Development Grants	31,009	-
Bicentennial Prak Project	75,000	-
Comprehensive Plan	-	4,770
<b>Projects / Economic Incentives</b>	<b>106,009</b>	<b>4,770</b>
<b>TOTAL EXPENDITURES</b>	<b>220,009</b>	<b>25,319</b>
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	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ 343,409</b>	<b>\$ 25,319</b>
<b>CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>178,627</b>
<b>ESTIMATED ENDING FUND BALANCE</b>	<b>\$ 131,883</b>	<b>\$ 310,510</b>