



AGENDA PANTEGO ECONOMIC DEVELOPMENT CORPORATION

April 13, 2016

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

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CALL TO ORDER AND GENERAL COMMENTS
INVOCATION: Robert Jordan
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
• March 23, 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.

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

- 3. Discuss, direct, and consider action on improvements to Bicentennial Park.
- 4. Discuss, direct, and consider action on an update regarding the loan incentives.
- 5. Discuss, direct, and consider action on a subsequent joint session with the Town Council.

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, April 10, 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 from 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.

April 13, 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, April 10, 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: April 13, 2016

New Staff

Karen Hollingsworth joins us as the Town's new Finance Director, beginning April 11th.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members

From: Matt Fielder, City Manager

Date: 4/13/16

Re: Approval of PEDC Minutes.

Attachments: 03/23/16 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 23rd day of March 2016 with the following members present:

Danny Lakey	President
Fred Adair	Secretary
Arsalan Gittiban	Treasurer
Gloria Van Zandt	Director

Members Absent:

Don Surratt	Vice President
Stephanie Springer	Director
Robert Jordan	Director

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:

Jeff Moore	PEDC Attorney
Pam Mundo	Mundo and Associates
Tori Roemmich	Planning & Zoning Commission Alternate

REGULAR SESSION 7:00 P.M.
CALL TO ORDER AND GENERAL COMMENTS

President Danny Lakey called the meeting to order at 7:00 p.m. and welcomed the audience.

INVOCATION

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

PRESIDENT'S COMMENTS

None.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Secretary Adair reminded the Board and the audience the Easter event for the Town is this Saturday, March 27th from 2:00 p.m. to 4:00 p.m. at Bicentennial Park.

President Lakey read the caption of the Executive Sessions for the record and recessed the regular meeting for the executive session at 7:02 p.m.

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 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – PEDC Loan Agreements – Boutique U and Dr. Jekyll's, Inc.
- 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. Silver Leaf Resorts
- 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. Potential Grocery Store prospect

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

President Lakey reconvened the meeting at 7:55 p.m.

President Lakey announced there was no action taken for Silver Leaf Resorts or the potential grocery store.

President Lakey announced direction was given to staff on Boutique U.

President Lakey made a motion to send a default letter to Dr. Jeckyll's, Inc. on the terms as discussed in the executive session. Treasure Gittiban seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board of the following items:

He met with the new President and CEO of the Arlington Chamber of Commerce. The focus is to get back to the core and strategic planning. They want to get away from lobbying at the federal and state level and hit local issues instead.

He informed the Board of new prospective businesses. One being an internet car sales company with no outside sales allowed. A combination gun store and gun range on Park Row near Nora. A ballroom has been trying to locate in the Pecan Park Shopping Center but there are issues with the fire codes. Barbara Brown, property manager of Park Row West, is recruiting for an art gallery. Mr. Fielder commented this would generate sales tax by bringing in outside customers to Pantego. Kids Kloset is closing and will re-open next to Anything Goes as a women's resale clothing store. Over the last few weeks, there has been an influx of roofing companies and repair shops for vehicles interested in locating in Pantego.

2. Approval of PEDC Minutes

- **March 9, 2016**

Secretary Adair made a motion to approve the PEDC minutes as submitted for March 9, 2016. Director Van Zandt seconded the motion.

The vote was as follows:
Ayes: 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 improvements to Bicentennial Park and the grant application with the Texas Parks and Wildlife Department.

President Lakey explained the Texas Parks and Wildlife Department will vote tomorrow on the grant submissions. The Town was ranked number two on the scorecard. The funds will not be available for approximately six months just in time for the new budget year. Public Works will obtain a cost for the repair of electrical issues at the park. Mrs. Mundo advised the Board not to spend the money until all contracts have been signed. The Board would like a letter to all the volunteer groups thanking them for their support and stating with their help the Town received this grant and the Town plans to complete this project over the next two years. There was discussion on the next steps and the processes for beginning this project.

PEDC MEMBER INQUIRY

None.

ADJOURNMENT

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

APPROVED:

Danny Lakey, President

ATTEST:

Fred Adair, Secretary



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 04/11/16
Re: Discuss, direct, and consider action on improvements to Bicentennial Park.

Staff will provide an update on the scope of the electrical improvements to the Park, as well as a summary of damages incurred due to vandalism to statues. Additionally, the padded surface for the exercise area is now in a condition that could cause a trip/fall, and poses a potential liability. The current condition is due to age, wear and tear, and vandalism (pulling up/ripping the pad). Staff is seeking direction from the Board for repairing or replacing. Last year the playground padded surfaces' were covered with a grass/turf product, which is a viable option for the exercise area as well.

Attachments:

Park Electrical Assessment
Exercise Area Photos

PARK ELECTRICAL EVALUATION

- 1) Rehab and/or secure all broken and rusted conduit and mounting hardware at ground level on the main/minor breaker and outlet boxes at (9) locations. Central Park at circle flower bed area, Central Park at old splash pad area, Central Park at back of restrooms, Central Park at Christmas tree, Central Park at pond area, South Park at Gazebo, North Park pond side outlet boxes, Central Park flagpole photo cell, North Park box at girl with wheelbarrow.
- 2) Label all breakers in system.
- 3) Rehab/raise underground power supply outlet boxes in (8) locations. All located in Central Park making a large circle in the area around the central fountain.
- 4) Repair electrical issues (power) (transformers) (light fixtures) for statues in (7) locations. Central Park in trees by restrooms, Central Park in trees by fountain, South Park (4 statues) in trees at approach to middle bridge, South Park in trees at "boy with net", South Park in trees at "ballerina girl", North Park in trees at north fountain, North Park in ground at "girl with wheelbarrow".
- 5) Remove or upgrade tie-in electrical boxes at ground level (with no outlets) in (10) locations. (1) at North Park, (6) at South Park and (3) at Central Park.
- 6) Upgrade power needs at main breaker boxes if needed for upcoming park improvements.

This is a list of breakers and power in each of the main breaker box feeds:

- a) Central Park at circle flower bed area, box 1 contains 1 main@200 amp, 5@20 amp, 2@ 30 amp
- b) Central Park at circle flower bed area, box (2a) contains 1 main@ 200amp, (2b) contains 5 @ 60 amp, 15 @ 20 amp
- c) Central Park at old splash pad area, box contains 1 main@ 200amp, 1 @ 30 +30 amp, 1 @ 60 + 60amp, 5 @ 20 amp
- d) Central Park at patio, box contains 1 @ 30+30 amp, 1 @ 50+50 amp, 1@ 30 amp, 1@ 20 amp
- e) Central Park at patio and handicap parking area ,box contains 2 @ 20 amp, 1 at 30 amp plug
- f) Central Park at back of restrooms, box contains 1 main@200 amp, 11@20 amp, 2@ 30 amp

- g) South Park at Gazebo, box contains 1 main@200 amp, 14@20 amp
- h) South Park gator barn, box contains 1 main@200 amp, 18@20 amp, 2@ 15 amp
- i) South Park pavilion area, , box contains 1 main@200 amp, 3@20 amp, 4@ 30 amp, 1 @ 15 amp
- j) North Park at rear of restroom, , box contains 2 main@100 amp, 6@20 amp, 1 @25 amp, 1@ 30 amp, 1 @ 15 amp

This is a list of available 110 outlets: (57 total)

- a) Central Park. At entrance to middle bridge, at main breaker box fenced in area, at sidewalk near central fountain, at sidewalk near central fountain, at top pond at fountain, at bottom pond at fountain, at Christmas tree area, behind central restrooms, on wall at restroom, at patio area at handicap parking, at patio area, at old splash pad area.
- b) North Park. At wall on restroom, (3) ea. at pavilion, (2) ea. at bridge on fountain side, (2) ea. at fenced area fountain side, at top pond of north fountain, at bottom pond of north fountain
- c) South Park. (3) ea. at south pavilion, (2) ea. at breaker box area at south pavilion, (4) ea. at pavilion, (2) ea. at pavilion flower bed, (8) ea. at breaker box area at Gazebo, (2) ea. at parking lot fence by exercise area, (2) ea. at parking lot fence by rock climbing area, (1) ea. at bridge by south pavilion
- d) South Park restrooms. (1) ea. at women's room sink, (1) ea. at men's room sink, (1) ea. at restroom outside wall, (3) ea. inside gator storage barn, (4) ea. at "concession stand" side of building, (2) ea. inside of "park office" area.

This is a list of available 220 volt outlets:

Central Park: At main parking lot near "girl feeding dog" statue, at patio area breaker box. May need to add additional electrical for new splash pad.











PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 04/11/16
Re: Discuss, direct, and consider action on an update regarding the loan incentives.

The purpose of this item is to give an update as to the status of PEDC loans.

Attachments:

Loan Receivable Report as of 3/31/16

LOAN AGREEMENT RECEIVABLE DETAIL
FOR FISCAL YEAR 2015-2016

	<u>DR. JECKYLL</u>	<u>IT'S ALL GOOD</u>	<u>CROSS FIT #1</u>	<u>11/1/2014 CROSS FIT #2</u>	<u>11/1/2014 BOUTIQUE U</u>	<u>3/1/2015 VIP GROOMING</u>	<u>12/1/2015 MAD MIKE'S ICE CREAM</u>
Loan Payable including interest	\$ 20,827.32	\$ 16,314.40	\$ 7,146.76	\$ 37,185.67	\$ 8,898.85	\$ 17,797.70	\$ 15,703.85
COLLECTED IN FY 2013	433.90	4,828.60	-	-	-	-	-
COLLECTED IN FY 2014	3,930.15	4,466.70	2,680.04	-	-	-	-
COLLECTED IN FY 2015	4,167.14	5,742.90	2,977.82	6,972.30	500.00	2,000.00	4,362.20
Outstanding at 9/30/2015	<u>\$ 12,296.13</u>	<u>\$ 1,276.20</u>	<u>\$ 1,488.90</u>	<u>\$ 30,213.37</u>	<u>\$ 8,398.85</u>	<u>\$ 15,797.70</u>	<u>\$ 11,341.65</u>
COLLECTED:							
OCT	50.00	638.10	297.78	774.70	300.00	750.00	436.22
NOV	-	-	297.78	774.70	-	750.00	436.22
DEC	100.00	638.10	595.56	1,549.40	-	550.00	436.22
JAN	-	-	297.78	774.70	-	-	436.22
FEB	-	-	-	774.70	-	-	436.22
MAR	4,780.00	-	-	774.70	-	1,000.00	-
APR	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-
JUN	-	-	-	-	-	-	-
JUL	-	-	-	-	-	-	-
AUG	-	-	-	-	-	-	-
SEP	-	-	-	-	-	-	-
Total Collected in FY 2016	<u>\$ 4,930.00</u>	<u>\$ 1,276.20</u>	<u>\$ 1,488.90</u>	<u>\$ 5,422.90</u>	<u>\$ 300.00</u>	<u>\$ 3,050.00</u>	<u>\$ 2,181.10</u>
TOTAL OUTSTANDING	<u>\$ 7,366.13</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24,790.47</u>	<u>\$ 8,098.85</u>	<u>\$ 12,747.70</u>	<u>\$ 9,160.55</u>
PAST DUE AS OF 2/08/2016	\$ -	\$ -	\$ -	\$ -	\$ 3,402.23	\$ 1,376.94	\$ -
Monthly payment	\$ 433.90	\$ -	\$ -	\$ 774.70	\$ 247.19	\$ 494.38	\$ 436.22



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 04/11/16
Re: Discuss, direct, and consider action on a subsequent joint session with the Town Council.

The purpose of this item is to discuss holding another joint meeting with Town Council in order to continue to develop the strategic plan.

Attachments:

None