



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

May 11, 2016

**TOWN COUNCIL CHAMBER
1614 S. BOWEN ROAD
REGULAR SESSION 6:30 P.M.**

REGULAR SESSION 6:30 P.M.
CALL TO ORDER AND PRESIDENT'S WELCOMING COMMENTS
INVOCATION: Stephanie Springer
PLEDGE OF ALLEGIANCE
PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

REGULAR BUSINESS

1. Executive Director Report
2. Approval of PEDC Minutes
 - April 13, 2016
3. Summary of Revenues and Expenditures
 - May11, 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:

4. Discuss, direct, and consider action on improvements to Bicentennial Park.
5. Discuss, direct, and consider action on upcoming events.
6. Discuss, direct, and consider action on a subsequent joint session with the Town Council.

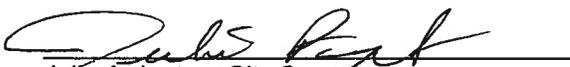
PEDC MEMBER INQUIRY

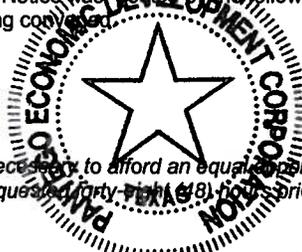
If a member of the PEDC makes a spontaneous inquiry about a subject not on this agenda, then the PEDC or an appropriate Town official may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the PEDC cannot discuss 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 on the following date and time: Sunday, May 6, 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

**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 11, 2016

**TOWN COUNCIL CHAMBER
1614 SOUTH BOWEN ROAD
PANTEGO, TEXAS**

BEGINNING AT 6:30 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 6, 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: May 11, 2016

Arlington Chamber of Commerce Small Business of the Year Awards

Camp Thurman received the Small Business of the Year Award in the Not for Profit category after having been nominated by PEDC.

New Businesses

Lisa's Chicken and Rice is replacing Chicken Express at Bowen and Pioneer. Chicken Express moved to a location on Cooper Street. Di Forte, an Italian restaurant, has opened in the former Dixie Café location. An automobile service business has expressed an interest in the empty lot next to D-Two BBQ.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members

From: Matt Fielder, City Manager

Date: 5/11/16

Re: Approval of PEDC Minutes.

Attachments: 04/13/16 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 13rd day of March 2016 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
Karen Hollingsworth	Finance Director
Dennis Jobe	Community Development Director
Scott Williams	Public Works Director

Also in attendance:

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 7:01 p.m. and welcomed the audience.

INVOCATION

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

PRESIDENT’S COMMENTS

President Lakey thanked Council, the Board and staff for the flowers and support this past week.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

None.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board of the following items:

Karen Hollingsworth has started as the new Finance Director today and gave a brief overview of her past employment experience. He also announced Erica Williams as the new accounts payable

person.

2. Approval of PEDC Minutes
• **March 23, 2016**

Director Van Zandt made a motion to approve the minutes. Secretary Adair 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 improvements to Bicentennial Park.

Mr. Williams summarized the electrical issues at the park and stated he is currently obtaining estimates from contractors. Staff agreed with the Board to repair the consistent issues and corrections to the existing electrical only. There was discussion with staff on the forecasted expenses. Mr. Fielder confirmed the bid process would be completed for the selection of a contractor.

Mr. Williams informed the Board there have been some recent vandalism incidents at the park with damage to some of the statutes. Mr. Fielder stated that staff is currently researching the installation of game cameras as a temporary solution to evaluate the costs and effectiveness of placing cameras at the park. The Board directed staff to have the electrical quotes include the installation of a monitoring system. There was discussion on the different types of monitoring systems for this purpose and their different features.

Mr. Williams informed the board of damage to the flooring at the exercise area. There was discussion on replacing the existing flooring with the artificial turf used for the playgrounds. Staff was directed to obtain quotes. There was discussion on the installation of hazard tape around the affected areas to decrease the trip/fall hazards and on the creation of a park improvement fund to allow for encumbrances of funds that are not spent the prior year.

Ms. Mundo announced the Texas Park & Wildlife Department has scheduled a walkthrough of the park next week.

4. Discuss, direct, and consider action on an update regarding the loan incentives.

Mr. Fielder stated the updated report was through March 31, 2016. There was a missed payment on the report for Mad Mike's Ice Cream. This payment was made but was not placed in the report and has been corrected. Mr. Fielder was informed by Pat Myers that he plans to change the name of the Beer Lab to the corporation, which will continue to hold the loan and is up to date at this time. V.I.P. Grooming has made a \$1,000 payment towards their loan and is continuing to make sizeable payments in an attempt to get caught up. At this time Boutique U is the only business with a large outstanding loan. He has attempted to meet with the owner of Boutique U but has been unsuccessful so far. The Board requested to drop *It's All Good* off the Loan report.

5. Discuss, direct, and consider action on a subsequent joint session with the Town Council.

Mr. Fielder informed the Board that Council discussed this item at their last Council meeting and agreed to hold the session at the next PEDC meeting on April 27th. There was discussion on beginning the meeting at 6:30 p.m.

Director Springer made a motion to start the PEDC Town Council joint session at 6:30 p.m. Director Van Zandt 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.

PEDC MEMBER INQUIRY

Director Springer informed staff the hair cutting place in her complex has a life size doll that states "I will cut you" and signs back out on the weekend for advertisement. Staff will follow up with this information.

ADJOURNMENT

President Lakey adjourned the regular session at 7:45 p.m.

APPROVED:

Danny Lakey, President

ATTEST:

Fred Adair, Secretary



Memo

To: President Danny Lakey and PEDC Board Members
From: Karen Hollingsworth, Finance Director
Date: May 11, 2016
Re: PEDC Expenditure Approval

Please see the attached Summary of Expenditures and Purchase Requisitions over \$1,000 for the month of March 2016, for board approval.

Vendor Payments over \$1,000 for March 2016:

None

Purchase Requisitions over \$1,000 for March 2016:

None

Pantego Economic Development Corporation (PEDC)
Project / Operating Fund Financials
As of March 31, 2016

	Budget 2015/2016	YTD Actual 2015/2016
ESTIMATED BEGINNING FUND BALANCE	\$ 131,883	\$ 131,883
 <u>REVENUES</u>		
Sales Tax Revenue	\$ 341,659	\$ 308,990
Interest Income	1,000	1,239
Gas Royalty Income	750	1
TOTAL REVENUE	\$ 343,409	\$ 310,231
 <u>EXPENDITURES</u>		
Professional Services		
Contract Services (Engineering & Legal)	\$ 2,500	\$ 280
Professional Services (EDC Consultant)	36,000	12,000
Professional Services	\$ 38,500	\$ 12,280
 Marketing and Advertising		
Arlington Chamber of Commerce	\$ 10,000	\$ -
Other Marketing and Advertising	15,000	1,353
Marketing & Advertising	\$ 25,000	\$ 1,353
 Activities		
Seasonal Decorations(Tree Lighting)	\$ 8,500	\$ 3,409
Activities	\$ 8,500	\$ 3,409
 Maintenance		
Landscaping and Improvements	\$ 20,000	\$ 2,364
Sprinkler System Maintenance	500	4
General Maintenance and Repair(Bldg & Park)	12,000	3,202
Statue Maintenance Agreement	5,500	-
Maintenance	\$ 38,000	\$ 5,569
 Other		
Training/Travel	\$ 2,500	\$ -
Miscellaneous	1,500	97
Other	\$ 4,000	\$ 97
 Projects		
Economic Development Grants	\$ 31,009	\$ -
Bicentennial Park Project	75,000	-
Comprehensive Plan	-	4,770
Projects / Economic Incentives	\$ 106,009	\$ 4,770
TOTAL EXPENDITURES	\$ 220,009	\$ 27,477
 <u>TRANSFERS OUT</u>		
Transfer to General Fund (Adm. Fees)	\$ 54,759	\$ 54,759
Transfer to General Fund (Park Maint)	56,641	56,641
Transfer to General Fund (CRB)	12,000	12,000
TOTAL TRANSFERS OUT	\$ 123,400	\$ 123,400
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 343,409	\$ 150,877
 CHANGE IN FUND BALANCE	 \$ -	 \$ 159,354
 ESTIMATED ENDING FUND BALANCE	 \$ 131,883	 \$ 291,237



Memo

To: President Danny Lakey and PEDC Board Members
From: Karen Hollingsworth, Finance Director
Date: May 11, 2016
Re: PEDC Expenditure Approval

Please see the attached Summary of Expenditures and Purchase Requisitions over \$1,000 for the month of April 2016, for board approval.

Vendor Payments over \$1,000 for April 2016:

New JKB Corporation Inc.	4/4/2016	PEDC Loan Agreement	\$	18,000.00
Mundo and Associates	4/4/2016	February 2016	\$	3,000.00
Mundo and Associates	4/28/2016	March 2016	\$	3,000.00
			Total	<u>\$ 24,000.00</u>

Purchase Requisitions over \$1,000 for April 2016:

None

Pantego Economic Development Corporation (PEDC)
Project / Operating Fund Financials
As of April 30, 2016

	Budget 2015/2016	YTD Actual 2015/2016
ESTIMATED BEGINNING FUND BALANCE	\$ 131,883	\$ 131,883
REVENUES		
Sales Tax Revenue	\$ 341,659	\$ 368,485
Interest Revenue	1,000	2,127
Gas Royalty Revenue	750	1
TOTAL REVENUE	\$ 343,409	\$ 370,613
EXPENDITURES		
Professional Services		
Contract Services (Engineering & Legal)	\$ 2,500	\$ 280
Professional Services (EDC Consultant)	36,000	18,000
Professional Services	\$ 38,500	\$ 18,280
Marketing and Advertising		
Arlington Chamber of Commerce	\$ 10,000	\$ -
Other Marketing and Advertising	15,000	1,428
Marketing & Advertising	\$ 25,000	\$ 1,428
Activities		
Seasonal Decorations(Tree Lighting)	\$ 8,500	\$ 3,409
Activities	\$ 8,500	\$ 3,409
Maintenance		
Landscaping and Improvements	\$ 20,000	\$ 3,136
Sprinkler System Maintenance	500	4
General Maintenance and Repair(Bldg & Park)	12,000	3,653
Statue Maintenance Agreement	5,500	98
Maintenance	\$ 38,000	\$ 6,890
Other		
Training/Travel	\$ 2,500	\$ -
Miscellaneous	1,500	97
Other	\$ 4,000	\$ 97
Projects		
Economic Development Grants	\$ 31,009	\$ -
Commercial Revitalization	-	18,000
Bicentennial Park Project	75,000	-
Comprehensive Plan	-	4,770
Projects / Economic Incentives	\$ 106,009	\$ 22,770
TOTAL EXPENDITURES	\$ 220,009	\$ 52,873
TRANSFERS OUT		
Transfer to General Fund (Adm. Fees)	\$ 54,759	\$ 54,759
Transfer to General Fund (Park Maint)	56,641	56,641
Transfer to General Fund (CRB)	12,000	12,000
TOTAL TRANSFERS OUT	\$ 123,400	\$ 123,400
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 343,409	\$ 176,273
CHANGE IN FUND BALANCE	\$ -	\$ 194,339
ESTIMATED ENDING FUND BALANCE	\$ 131,883	\$ 326,222



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 05/11/16
Re: Discuss, direct, and consider action on improvements to Bicentennial Park.

The Board previously requested a quote for the resurfacing of the workout pavilion. We are still working to schedule the contractor for an on-site visit for a formal quote, but based on the area of the pavilion (1,296 s.f.) and the cost of the previous project, an estimate is \$8,300.

Attachments:

None.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members

From: Matt Fielder, Executive Director

Date: 05/11/16

Re: Discuss, direct, and consider action on PantegoFest 2016 and the Shop Small Event.

Pam Mundo requested that this item be placed on the agenda in order to discuss PEDC participation in the PantegoFest and Shop Small events.

Attachments:

None.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 05/11/16
Re: Discuss, direct, and consider action on a subsequent joint session with the Town Council.

Due to the cancellation of the April 27th joint meeting with Town Council, staff is requesting that it be rescheduled in place of the May 25th regular meeting.

Attachments:

None.