



# AGENDA

## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

August 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 PRESIDENT'S WELCOMING COMMENTS  
INVOCATION: Danny Lakey  
PLEDGE OF ALLEGIANCE  
PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

REGULAR BUSINESS

1. Executive Director Report
2. Approval of PEDC Minutes
  - July 27, 2016
3. Summary of Revenues and Expenditures
  - August 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.

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

4. Discuss, direct, and consider action on PEDC's involvement in PantegoFest.

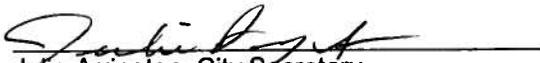
PEDC MEMBER INQUIRY

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, August 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**

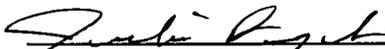
**NOTICE IS HEREBY GIVEN THAT A POTENTIAL QUORUM OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO MAY BE PRESENT DURING THE REGULAR MEETING OF THE PANTEGO ECONOMIC DEVELOPMENT CORPORATION.**

**August 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, August 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:** August 10, 2016

## **Park Grant**

Council approved the Bicentennial Park agreement with Texas Parks and Wildlife.

## **Business Changes**

Timeless Treasures is moving into the space formerly occupied by Mom's Liquor Cabinet. Perna's is looking to move in the space vacated by Escapades. Hank and Ellie are expanding in the adjacent space. A banquet hall is moving into the space formerly occupied by the Veteran's Thrift Store. Meineke is open at 3201 W. Pioneer Parkway.

## **New JBK Corporation Sign**

The New JBK Corporation sign that PEDC provided assistance for is scheduled for installation the week of August 8<sup>th</sup>.



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members

From: Matt Fielder, City Manager

Date: 8/10/16

Re: Approval of PEDC Minutes.

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**Attachments: 07/27/16 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 27<sup>th</sup> day of July 2016 with the following members present:

Fred Adair	Secretary
Arsalan Gittiban	Treasurer
Mickey Scott	Director
Stephanie Springer	Director

**Members Absent:**

Danny Lakey	President
Don Surratt	Vice President
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:**

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

Secretary Adair called the meeting to order at 7:03 p.m. and welcomed the audience.

**INVOCATION**

Julie Arrington, City Secretary, led the invocation which was followed by the Pledge of Allegiance.

**PRESIDENT'S COMMENTS**

None.

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

Secretary Adair informed the Board the ribbon cutting for Hank & Ellie was last Saturday over by David's Barbeque. It is a new shop that sells a lot of different types of gifts and small items.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board of the following items:

The ribbon cutting was a nice event. The Arlington Chamber of Commerce participated and there was a good turnout.

**3. Swearing in of new members and the annual election of officers**

Secretary Adair moved the swearing in of the new officer to the beginning to allow his vote on the agenda items. Ms. Arrington invited Mr. Scott to the front of the Dias and delivered the Oath of Office.

**2. Approval of PEDC Minutes**

• **July 13, 2016**

Treasurer Gittiban made a motion to approve the minutes of the last meeting as stated. Director Springer seconded the motion.

The vote was as follows:

Ayes: Adair, Springer, Scott, Gittiban.

Nays: None.

Abstentions: None.

Secretary Adair declared the motion passed unanimously.

**3. Swearing in of new members and the annual election of officers**

Ms. Arrington stated who the current officers are. Director Springer made a motion to leave the PEDC officers elected as they currently are. Director Scott seconded the motion.

The vote was as follows:

Ayes: Adair, Springer, Scott, Gittiban.

Nays: None.

Abstentions: None.

Secretary Adair declared the motion passed unanimously.

**4. Discuss, direct, and consider action on PEDC's involvement in PantegoFest.**

Holly Potter-Harvey gave a brief overview for Director Scott and an update to the PEDC Board on PantegoFest. There was discussion on the sponsorship levels and ticket sales being placed online; as well as the new sponsorships that have been received. There was discussion on the preliminary layout. There was a discussion on the number of cooking locations. Mrs. Potter-Harvey informed the Board that Division Brewery will be unable to participate this year. There was discussion on the marketing direct mailers in regards to the amount needed, the estimated costs, and the delivery locations to target. The Board discussed a drawing give-away where festival goers can enter by dropping a PantegoFest coupon in a bucket for selection. There was discussion on the awards for the Steak Cook-Off winners. Mr. Fielder informed the board of the quote he has received for the T-shirts.

Mrs. Potter-Harvey informed the Board the entertainment insurance quote was \$1200.00 but will cover all expenses. There was discussion on the beer vendor and Mrs. Potter-Harvey will meet with Angelo's tomorrow. The Board agreed on the \$20.00 entry fee for the VIP tent and giving a ticket to the customers for beer and wine. There will not be liquor at the festival.

Mrs. Potter-Harvey informed the Board she has received complaints from the Chop House regarding parking. Mr. Fielder received a call from the property owner at the Villages Shopping Center on behalf of Chop House Burgers stating her tenants do not want PantegoFest parking in their parking lot due to the negative affect on their business. She inquired on No Parking signs. Mr. Fielder informed her that he has reason to believe her other tenants do not feel the same way and suggested she speak with more of her tenants. Mrs. Potter-Harvey has reached out to Nu2U Resale, All Paws, and Hank & Ellie to discuss their involvement as they expressed excitement for PantegoFest. There was

discussion on the lack of power the Town has to enforce the no parking request for the Village Shopping Center.

The Board requested to have the PEDC letter and sponsorship packets emailed to them so that they can hand them out to businesses.

**5. Discuss, direct, and consider action on the 2016-2017 Fiscal Year PEDC Budget.**

Mr. Fielder briefly reviewed the budget in an attempt to catch Director Scott up to the decisions and discussions of the last meeting over the budget. He informed the Board there was a 2% increase in salaries after passing last year's budget and an increase overall in the Fund Balance. There is \$150,000 set aside for the park. The Debt Service Fund is made up of the outstanding bonds that will be paid off in 2022. The loan incentives amount needs to be carried over. There was discussion on the park lighting and the electrical issues.

Treasurer Gittiban made a motion to approve the 2016-2017 Budget provided all changes are made as written and discusses. Director Springer seconded the motion.

The vote was as follows:

Ayes: Adair, Springer, Scott, Gittiban.

Nays: None.

Abstentions: None.

Secretary Adair declared the motion passed unanimously.

**6. Discuss, direct, and consider action on the Boutique U Loan Agreement.**

Mr. Fielder reminded the Board this item was discussed at a previous meeting with Council. Council suggested having the PEDC Attorney sent another letter threatening legal actions. The Board discussed previous actions of Mr. Fielder by sending default letters. The Board agreed to direct Mr. Fielder to contact the attorney to draft a default letter with a deadline, but adding a threat of legal action to this letter.

**CITIZENS OPEN FORUM**

None.

**PEDC MEMBER INQUIRY**

None.

**ADJOURNMENT**

Secretary Adair adjourned the regular session at 8:07 p.m.

**APPROVED:**

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**Fred Adair, Secretary**

**ATTEST:**

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**Arsalan Gittiban, Treasurer**



# Memo

To: President Danny Lakey and PEDC Board Members  
From: Karen Hollingsworth, Finance Director  
Date: August 10, 2016  
Re: PEDC Expenditure Approval

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

**Vendor Payments over \$1,000 for July 2016:**

Mundo and Associates	7/14/2016 June 2016 Services	\$ 3,000.00
		Total <u>\$ 3,000.00</u>

**Purchase Requisitions over \$1,000 for July 2016:**

Signarama	Acrylic sign pieces for marquees	\$ 1,031.10
Arlington Chamber of Commerce	Annual Membership	<u>10,000.00</u>
		Total <u>\$ 11,031.10</u>

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

	Budget 2015/2016	YTD Actual 2015/2016
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>\$ 696,249</b>	<b>\$ 696,249</b>
<b>REVENUES</b>		
Sales Tax Revenue	\$ 341,659	\$ 525,856
Interest Revenue	1,000	2,835
Gas Royalty Revenue	750	1
Other Revenue	-	703
<b>TOTAL REVENUE</b>	<b>\$ 343,409</b>	<b>\$ 529,395</b>
<b>EXPENDITURES</b>		
Professional Services		
Contract Services (Engineering & Legal)	\$ 2,500	\$ 1,190
Professional Services (EDC Consultant)	36,000	27,000
<b>Professional Services</b>	<b>\$ 38,500</b>	<b>\$ 28,190</b>
Marketing and Advertising		
Arlington Chamber of Commerce	\$ 10,000	\$ -
Other Marketing and Advertising	15,000	1,728
<b>Marketing &amp; Advertising</b>	<b>\$ 25,000</b>	<b>\$ 1,728</b>
Activities		
Seasonal Decorations(Tree Lighting)	\$ 8,500	\$ 3,414
<b>Activities</b>	<b>\$ 8,500</b>	<b>\$ 3,414</b>
Maintenance		
Landscaping and Improvements	\$ 20,000	\$ 5,386
Sprinkler System Maintenance	500	769
General Maintenance and Repair(Bldg & Park)	12,000	5,455
Statue Maintenance Agreement	5,500	98
<b>Maintenance</b>	<b>\$ 38,000</b>	<b>\$ 11,708</b>
Other		
Postage Service/Maintenance	\$ -	\$ 23
Training/Travel	2,500	-
Miscellaneous	1,500	833
<b>Other</b>	<b>\$ 4,000</b>	<b>\$ 857</b>
Projects		
Economic Development Grants	\$ 31,009	\$ 18,000
Bicentennial Park Project	75,000	-
Comprehensive Plan	-	4,770
<b>Projects / Economic Incentives</b>	<b>\$ 106,009</b>	<b>\$ 22,770</b>
Debt Service		
Principle	\$ 140,000	\$ 140,000
Interest	54,401	29,103
<b>Debt Service</b>	<b>\$ 194,401</b>	<b>\$ 169,103</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 414,410</b>	<b>\$ 237,770</b>
<b>TRANSFERS OUT</b>		
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
<b>TOTAL TRANSFERS OUT</b>	<b>\$ 123,400</b>	<b>\$ 123,400</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ 537,810</b>	<b>\$ 361,170</b>
<b>CHANGE IN FUND BALANCE</b>	<b>\$ (194,401)</b>	<b>\$ 168,226</b>
<b>ESTIMATED ENDING FUND BALANCE</b>	<b>\$ 501,848</b>	<b>\$ 864,474</b>



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members  
From: Matt Fielder, City Manager  
Date: 8/10/16  
Re: Discuss, direct, and consider action on PEDC's involvement in PantegoFest.

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The purpose of this item is to continue the discussion on PantegoFest participation and marketing.

**Attachments: N/A**