



# AGENDA PANTEGO ECONOMIC DEVELOPMENT CORPORATION

October 26, 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
  - September 28, 2016
  - October 12, 2016
3. Summary of Revenues and Expenditures
  - October 26, 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 Small Business Saturday event.
5. Discuss, direct, and consider action on a presentation from Aquatic Interactive, LLC.
6. Discuss, direct, and consider action on setting a date for splash pad proposal reviews.
7. Discuss, direct, and consider action on the planning of the splash pad at Bicentennial Park.
8. Discuss, direct, and consider action on the cancellation of the regularly scheduled meetings on November 23, 2016 and December 28, 2016 due to the Holidays.
9. Discuss, direct, and consider action on the 2016 Business Holiday Light Contest.

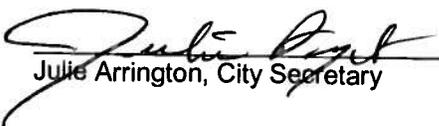
PEDC MEMBER INQUIRY

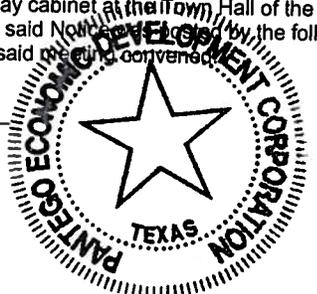
If a member of the PEDC makes a spontaneous inquiry about a subject not on this agenda, then the PEDC or an appropriate Town official may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the PEDC cannot discuss 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, October 23, 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**

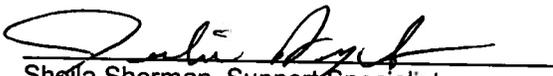
**NOTICE IS HEREBY GIVEN THAT A POTENTIAL QUORUM OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO MAY BE PRESENT DURING THE REGULAR MEETING OF THE PANTEGO ECONOMIC DEVELOPMENT CORPORATION.**

**October 26, 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, October 23, 2016 and remained so posted at least 72 hours before said meeting convened.

  
Sheila Sherman, Support Specialist





# Executive Director's Report

**To:** PEDC Board of Directors  
**From:** Matt Fielder, Executive Director  
**Date:** October 26, 2016

## **Texas Economic Development Council Annual Conference**

A report on the Texas Economic Development Council Annual Conference will be given.

## **Ribbon Cuttings**

The following ribbon cuttings have been scheduled:

- The Waterford on Thursday, November 3<sup>rd</sup> at 8:30 a.m.;
- Perna's Cajun & Soul Food on Saturday, November 12<sup>th</sup> at 1:00 p.m.;
- Arlington Chiropractic on Tuesday, November 29<sup>th</sup> at 4:00 p.m.

Cake Bliss is in the process of scheduling a ribbon cutting. The date is to be determined. They will be featured on a program called Cake Wars that will air on Halloween on the Food Network channel.



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members

From: Matt Fielder, City Manager

Date: 10/26/16

Re: Approval of PEDC Minutes.

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**Attachments: 09/28/16 Minutes**

**10/12/16 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 28<sup>th</sup> day of September 2016 with the following members present:

Danny Lakey	President
Don Surratt	Vice President
Fred Adair	Secretary
Arsalan Gittiban	Treasurer

**Members Absent:**

Robert Jordan	Director
Mickey Scott	Director
Stephanie Springer	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**

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

**INVOCATION**

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

**PRESIDENT'S COMMENTS**

President Lakey welcomed the audience.

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

President Lakey informed the Board there is a sandwich shop looking to re-locate in Pantego and purchase the old Velocity location. He was approached earlier this week by someone interested in purchasing the shopping center across the street from him. He advised the person to talk to the City Manager.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board of the following items:

Velocity Fitness next to the Lions' Club has closed. There is a brewery that is interested in the

location.

DiForte Restaurant on Pioneer has scheduled a ribbon cutting for October 4<sup>th</sup> from 4:00 p.m. to 6:00 p.m. However, this may be rescheduled due to a conflict.

Perna's Cajun & Soul Food has re-located to a different suite within the same shopping center and has scheduled a re-grand opening for November 12<sup>th</sup> at 1:00 p.m.

Timeless Treasures will hold a ribbon cutting but the date and time are still to be determined.

The Arlington Chamber of Commerce Dinner will begin with cocktails at 5:30 p.m. and dinner at 7:00 p.m.

**2. Approval of PEDC Minutes**  
• **September 14, 2016**

Secretary Adair made a motion to approve the minutes for September 14, 2016, as submitted. Treasurer Gittiban seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, and Gittiban.

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

**CITIZENS OPEN FORUM**

None.

**3. Discuss, direct, and consider action on a report of PantegoFest 2016.**

Mr. Fielder stated the attendance at the festival was approximately 3,500 people. There were 72 sponsorships sold, 24 steak dinners, and 17 VIP tickets. The Board discussed the bands and the positive feedback received from some vendors, cooking teams, and the businesses across the street. All of the expenses not all reflected in the budget due to some items have not been invoiced yet. There was a discussion on the steak cook-off details. Mr. Fielder informed the Board that Mrs. Potter-Harvey suggested working with a 501(c)(3) non-profit next year to boost attendance and sponsorship. There was a discussion on signage within the festival; increasing the number of smaller sponsors; and beer sales logistics.

**4. Discuss, direct, and consider action on PEDC's Small Business Saturday event.**

Mrs. Mundo suggested hiring a Santa for the day to make appearances to the different shopping centers. There was a discussion on the expected participation of the centers and the availability plus cost of renting a Santa for the day with a photographer. The Board addressed their concerns with participation and suggested that Mrs. Mundo discusses the idea with the different businesses and obtains an idea of participation and to discuss a selfie photo campaign for the participating stores.

**5. Discuss, direct, and consider action on the planning of the splash pad at Bicentennial Park.**

Mrs. Mundo informed the Board she met with Heartland Recreation & Playground at the park today to discuss the project. They will follow up with a material cost and ideas for operations. They have the ability to build the volleyball court and are a part of the Texas Interlocal Purchasing Systems Board. There was a discussion on the underground plumbing; staff was directed to perform the required land

survey with a cost estimate and to create the temporary project sign. This will be on the agenda for each meeting.

**6. Discuss, direct, and consider action on a past due loan from Boutique U, LLC.**

Mr. Fielder informed the board at their direction Jeff Moore created and sent a demand letter with a thirty (30) day resolution deadline. There has not been a response from Boutique U. He is requesting from the Board the next course of action to take. There was a discussion on filing a small claims suit with the Justice of the Peace Court.

Vice President Surratt made a motion to terminate the loan agreement with Boutique U, LLC and to authorize the City Manager to seek recovery of the past due amounts including filing a lawsuit as needed in small claims court. Secretary Adair seconded the motion.

There was a discussion on the necessary steps to file a lawsuit.

Vice President Surratt amended the motion to include authorizing the City Manager to take any and all steps needed for the recovery of the past due amounts for the PEDC loan including taking legal action as needed. Secretary Adair seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, 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 8:28 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 12<sup>th</sup> day of October 2016 with the following members present:

Danny Lakey	President
Don Surratt	Vice President
Fred Adair	Secretary
Arsalan Gittiban	Treasurer
Mickey Scott	Director

**Members Absent:**

Stephanie Springer	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 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**

President Lakey welcomed the audience.

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

Vice President Surratt commented on the Texas Municipal League Conference he attended and informed the Board he had the opportunity to speak to several splash pad vendors.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board of the following items:

Perna's Cajun and Soul Food has relocated to a new store within the Lakewood Village Shopping Center and has scheduled a ribbon cutting for November 12<sup>th</sup> at 1:00 p.m.

DiForte Restaurant will reschedule their ribbon cutting due to a conflict in the Town's schedule.

Hank & Ellie's is expanding and took over the two suites next to them on the East.

Anton Cabinets is looking to expand their facility on Pioneer Parkway.

**CITIZENS OPEN FORUM**

None.

**2. Discuss, direct, and consider action on PEDC's Small Business Saturday event.**

Ms. Mundo updated the Board on her discussions with the shopping center managers and owners regarding Santa at their centers for this event. There was a discussion on the time of the event; the locations for Santa at each center; and the number of Santa's needed. The Board directed Mrs. Mundo to obtain costs for other Santa's. There was a discussion on the social media advertising; utilizing the cost of the Christmas Light Contest funds for this event instead; and an inclement weather plan.

**3. Discuss, direct, and consider action on the planning of the splash pad at Bicentennial Park.**

Mrs. Mundo stated she had a contractor lined up to speak to the Board this evening but he had to reschedule for the meeting on October 26<sup>th</sup>. The Board discussed a break in the next meeting to relocate the meeting to the park for a discussion on the size and shape of the splash pad stating this could help decide the number of features and help control the price. There was a discussion for each board member to visit the park and report back to the City Manager with a size recommendation.

There was a discussion on obtaining the meets & bounds and the cost difference between a simple or extensive survey showing the points and property lines. The Board directed the City Manager to obtain a simple survey to satisfy the needs of the grant.

**PEDC MEMBER INQUIRY**

None.

**ADJOURNMENT**

President Lakey adjourned the regular session at 8:10 p.m.

**APPROVED:**

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**Danny Lakey, President**

**ATTEST:**

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



# Memo

To: President Danny Lakey and PEDC Board Members  
From: Karen Hollingsworth, Finance Director  
Date: October 12, 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 September 2016, for board approval.



# MUNDO & ASSOCIATES

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

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214.773.0966  
ROCKWALL, TX 75032 214.642.5352  
972.415.4596  
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October 5, 2016

Karen Hollingsworth  
[khollingsworth@townofpantego.com](mailto:khollingsworth@townofpantego.com)

Danny Lakey, Vice President  
[danny.lakey@Texasshirtwerx.com](mailto:danny.lakey@Texasshirtwerx.com)

Arsalan Gittiban, Treasurer  
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Erica Williams  
[ewilliams@townofpantego.com](mailto:ewilliams@townofpantego.com)

Town of Pantego  
1614 S. Bowen Road  
Pantego, TX 76013

**Invoice for Services from Mundo and Associates, Inc. for the Pantego EDC.**

September 2016 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.



**Pantego Economic Development Corporation (PEDC)**  
**Project / Operating Fund Financials**  
**As of September 30, 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	\$ 653,076
Interest Revenue	1,000	3,148
Gas Royalty Revenue	750	1
Other Revenue	-	703
<b>TOTAL REVENUE</b>	<b>\$ 343,409</b>	<b>\$ 656,929</b>
<b>EXPENDITURES</b>		
Professional Services		
Contract Services (Engineering & Legal)	\$ 2,500	\$ 1,190
Professional Services (EDC Consultant)	36,000	33,000
<b>Professional Services</b>	<b>\$ 38,500</b>	<b>\$ 34,190</b>
Marketing and Advertising		
Arlington Chamber of Commerce	\$ 10,000	\$ 10,000
Other Marketing and Advertising	15,000	4,028
<b>Marketing &amp; Advertising</b>	<b>\$ 25,000</b>	<b>\$ 14,028</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	\$ 10,886
Sprinkler System Maintenance	500	774
General Maintenance and Repair(Bldg & Park)	12,000	6,922
Statue Maintenance Agreement	5,500	4,098
<b>Maintenance</b>	<b>\$ 38,000</b>	<b>\$ 22,680</b>
Other		
Postage Service/Maintenance	\$ -	\$ 26
Training/Travel	2,500	-
Miscellaneous	1,500	1,763
<b>Other</b>	<b>\$ 4,000</b>	<b>\$ 1,789</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	54,401
<b>Debt Service</b>	<b>\$ 194,401</b>	<b>\$ 194,401</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 414,410</b>	<b>\$ 293,272</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>\$ 416,672</b>
<b>CHANGE IN FUND BALANCE</b>	<b>\$ (194,401)</b>	<b>\$ 240,256</b>
<b>ESTIMATED ENDING FUND BALANCE</b>	<b>\$ 501,848</b>	<b>\$ 936,505</b>



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members  
From: Matt Fielder, City Manager  
Date: 10/26/16  
Re: Discuss, direct, and consider action on PEDC's Small Business Saturday event.

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The purpose of this item is to finalize the planning for the Small Business Saturday event to be held on November 26, 2016.

**Attachments: N/A**



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members  
From: Matt Fielder, City Manager  
Date: 10/26/16  
Re: Discuss, direct, and consider action on a presentation from Aquatic Interactive, LLC.

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Keith Brown, with Aquatic Interactive, LLC, will deliver a presentation outlining the services his company offers and answer any questions regarding the construction of the splash pad at Bicentennial Park.

**Attachments: N/A**



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members  
From: Matt Fielder, City Manager  
Date: 10/26/16  
Re: Discuss, direct, and consider action on setting a date for splash pad proposal reviews.

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This item will allow the Board to set a meeting date to invite consultants for the splash pad to give a presentation and answer questions.

**Attachments: N/A**



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members  
From: Matt Fielder, City Manager  
Date: 10/26/16  
Re: Discuss, direct, and consider action on the planning of the splash pad at Bicentennial Park.

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The Executive Director and Pam Mundo will give an update on the planning for the Splash Pad in Bicentennial Park.

**Attachments: N/A**



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members

From: Matt Fielder, City Manager

Date: 10/26/16

Re: Discuss, direct, and consider action on the cancellation of the regularly scheduled meetings on November 23, 2016 and December 28, 2016 due to the holidays.

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This item will allow the Board to set the meeting dates for November and December due to the Holiday schedule. Thanksgiving is Thursday, November 24<sup>th</sup>. Christmas is on Sunday, December 25<sup>th</sup>.

**Attachments: N/A**



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members  
From: Matt Fielder, City Manager  
Date: 10/26/16  
Re: Discuss, direct, and consider action on the 2016 Business Holiday Light Contest.

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This item will allow the Board to decide if this event will be cancelled and if the funds set aside for this annual event will be spent on the Small Business Saturday event instead.

**Attachments: N/A**