



CITY OF MANSFIELD

Economic Development
301 South Main Street,
Suite 100
Mansfield, TX 76063
www.mansfield-texas.com

Meeting Agenda

Mansfield Economic Development Corporation

Tuesday, June 6, 2023

5:30 PM

City Hall - Council Chambers

1. **CALL MEETING TO ORDER**

2. **PUBLIC COMMENTS**

Citizens wishing to address the Board on non-public hearing agenda items and items not on the agenda may do so at this time. Once the business portion of the meeting begins, only comments related to public hearings will be heard. All comments are limited to 5 minutes.

In order to be recognized during the citizens comments or during a public hearing (applicants included), please complete a blue or yellow "appearance card" located at the entry to the city council chambers and present it to the board president.

3. **APPROVAL OF MINUTES**

[23-5399](#)

Approval of the February 7, 2023 Mansfield Economic Development Corporation Meeting Minutes

Attachments: [2-7-23 DRAFT Minutes](#)

[23-5400](#)

Approval of the March 7, 2023 Mansfield Economic Development Corporation Meeting Minutes

Attachments: [3-7-23 DRAFT Minutes](#)

4. **FINANCIALS**

[23-5401](#)

Presentation of the Monthly Financial Report for the Period Ending 03/31/2023

Attachments: [MEDC Cash Report 3-31-2023](#)

[23-5402](#)

Presentation of the Monthly Financial Report for the Period Ending 04/30/2023

Attachments: [MEDC Cash Report 4-30-2023](#)

5. **RECESS INTO EXECUTIVE SESSION**

Pursuant to Section 551.071, Texas Government Code, the Board reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law.

A. **ADVICE FROM ITS ATTORNEY**

Pursuant to Sec. 551.071 of the Texas Government code, the Board reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law. In addition the Board may convene in executive session to discuss the following:

1. Pending or contemplated litigation or a settlement offer including:
2. A matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the chapter.

B. REAL ESTATE DELIBERATION

Pursuant to Sec. 551.072, deliberation regarding the purchase, exchange, lease or value of real property.

C. PERSONNEL MATTERS

Pursuant to Sec. 551.074, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

D. SECURITY DEVICES

Pursuant to Sec. 551.076, deliberation regarding security personnel or devices.

E. ECONOMIC DEVELOPMENT

Pursuant to Sec. 551.087, deliberation regarding Economic Development Negotiations including (1) discussion or deliberation 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 negotiations; OR (2) deliberation of a financial or other incentive to a business prospect described in (1) above.

Economic Development Project #21-31

Economic Development Project #22-11

Economic Development Project #22-23

F. CRITICAL INFRASTRUCTURE

Pursuant to Sec. 418.183(f) of the Texas Government Code (Texas Disaster Act) regarding critical infrastructure.

6. RECONVENE INTO REGULAR SESSION

7. TAKE ACTION PURSUANT TO EXECUTIVE SESSION

8. BOARD MEMBER COMMENTS

9. **STAFF COMMENTS**

10. **ADJOURNMENT**

CERTIFICATION

I certify that the above agenda was posted on the bulletin board next to the main entrance of the City Hall building, 1200 East Broad Street, of the City of Mansfield, Texas, in a place convenient and readily accessible to the general public at all times and said Agenda was posted on the following date and time: Friday, June 2, 2023, prior to 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the schedule time of said meeting, in accordance with the Chapter 551 of the Texas Government Code.

MEDC Staff

Approved as to form



CITY OF MANSFIELD

1200 E. Broad St.
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mansfieldtexas.gov

STAFF REPORT

File Number: 23-5399

Agenda Date: 6/6/2023

Version: 1

Status: Approval of Minutes

In Control: Mansfield Economic Development Corporation

File Type: Meeting Minutes

Agenda Number:

Title

Approval of the February 7, 2023 Mansfield Economic Development Corporation Meeting Minutes

Requested Action

Approve Regular Meeting Minutes for February 7, 2023

Recommendation

Approve Regular Meeting Minutes for February 7, 2023

Description/History

N/A

Justification

N/A

Funding Source

N/A

Prepared By

Jason Moore, Executive Director, 817-728-3651



CITY OF MANSFIELD

Economic Development
301 South Main Street,
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www.mansfield-texas.com

Meeting Minutes - Draft

Mansfield Economic Development Corporation

Tuesday, February 7, 2023

5:30 PM

City Hall - Council Chambers

1. CALL MEETING TO ORDER

Vice President Vivoni called the meeting to order at 5:30 p.m.

Staff Present: Executive Director of Economic Development Jason Moore, Deputy City Manager Troy Lestina, Project Manager Theresa Ernest, and Assistant City Secretary Keera Seiger

Absent 2 - David Godin and Nicole Zaitoon

Present 5 - William Vivoni; Drew Spaulding; Juan Fresquez; Kent Knight and Todd Simmons

2. PUBLIC COMMENTS

There were no public comments.

3. APPROVAL OF MINUTES

[23-5192](#)

Approval of Regular Meeting Minutes for January 17, 2023

A motion was made by Board Member Fresquez to approve the minutes of the January 17, 2023 Meeting. Seconded by Board Member Knight. The motion CARRIED by the following vote:

Aye: 5 - William Vivoni; Drew Spaulding; Juan Fresquez; Kent Knight and Todd Simmons

Nay: 0

Absent: 2 - David Godin and Nicole Zaitoon

Abstain: 0

[23-5193](#)

Approval of Regular Meeting Minutes for December 6, 2022

A motion was made by Board Member Knight to approve the minutes of the December 6, 2022 Meeting. Seconded by Board Member Spaulding. The motion CARRIED by the following vote:

Aye: 5 - William Vivoni; Drew Spaulding; Juan Fresquez; Kent Knight and Todd Simmons

Nay: 0

Absent: 2 - David Godin and Nicole Zaitoon

Abstain: 0

4. FINANCIALS

[23-5179](#)

Presentation of Mansfield Economic Development Corporation Financials for November 2022 and December 2022

Executive Director of Economic Development Jason Moore spoke on the financials for the months of November and December 2022. There were no questions or comments.

5. RECESS INTO EXECUTIVE SESSION

Vice President Vivoni recessed the meeting into Executive Session at 5:33 p.m.

A. ADVICE FROM ITS ATTORNEY

1. Pending or contemplated litigation or a settlement offer including:
2. A matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the chapter.

B. REAL ESTATE DELIBERATION

C. PERSONNEL MATTERS

D. SECURITY DEVICES

E. ECONOMIC DEVELOPMENT

ED Project # 22-18

ED Project # 22-24

ED Project # 22-27

F. CRITICAL INFRASTRUCTURE

6. RECONVENE INTO REGULAR SESSION

Vice President Vivoni reconvened the meeting into Regular Session at 5:47 p.m.

7. TAKE ACTION PURSUANT TO EXECUTIVE SESSION

A motion was made by Board Member Spaulding to approve Economic Development Project #22-27 pursuant to executive session, and authorize the president to execute the agreement upon consideration and approval by the City Council. Seconded by Board Member Simmons. The motion CARRIED by the following vote:

Aye: 5 - William Vivoni; Drew Spaulding; Juan Fresquez; Kent Knight and Todd Simmons

Nay: 0

Absent: 2 - David Godin and Nicole Zaitoon

Abstain: 0

8. OLD BUSINESS

9. NEW BUSINESS

[23-5177](#)

Staff Update, Board Discussion, and Possible Action on a Request to Fund Eligible Infrastructure Improvements in an Amount not to Exceed \$135,000 with Hoffman Cabinets

Jason Moore spoke on the history of the agenda item and answered questions regarding the requested funding, property values, restrictions or additions to development and whether other incentives had been provided.

A motion was made by Board Member Knight to approve the request for funding as presented. Seconded by Board Member Simmons. The motion CARRIED by the following vote:

Aye: 6 - William Vivoni; Nicole Zaitoon; Drew Spaulding; Juan Fresquez; Kent Knight and Todd Simmons

Nay: 0

Absent: 1 - David Godin

Abstain: 0

[23-5178](#)

Staff Update, Board Discussion, and Possible Action Regarding Request to enter into an Economic Development Agreement and Sell Real Property to Super Studios Mansfield, LLC

Jason Moore provided the update that agreements are still in the process of being finalized for this item.

[23-5181](#)

Staff Update, Board Discussion, and Possible Action to Amend the Bylaws for the Mansfield Economic Development Corporation Board to Establish a Policy Regarding Consecutive Years of Service; the Appointment of its President; and its Purchasing Guidelines

Jason Moore presented the background of this item and spoke on the amendments to the bylaws and the purchasing guidelines.

A motion was made by Secretary Zaitoon to approve the item. Seconded by

Board Member Simmons. The motion CARRIED by the following vote:

Aye: 6 - William Vivoni; Nicole Zaitoon; Drew Spaulding; Juan Fresquez; Kent Knight and Todd Simmons

Nay: 0

Absent: 1 - David Godin

Abstain: 0

10. BOARD MEMBER COMMENTS

There were no comments from the Board Members.

11. STAFF COMMENTS

[23-5182](#)

Staff Update and Board Discussion on a Calendar of Events to consider for 2023.

Jason Moore spoke on MEDC support at the upcoming Monday, February 13, 2023 City Council meeting regarding the ballot proposition language and Super Studios project.

12. ADJOURNMENT

A motion was made by Board Member Knight to adjourn the meeting at 6:05 PM. Seconded by Secretary Zaitoon. The motion CARRIED by the following vote:

Aye: 6 - William Vivoni; Nicole Zaitoon; Drew Spaulding; Juan Fresquez; Kent Knight and Todd Simmons

Nay: 0

Absent: 1 - David Godin

Abstain: 0

ATTEST: David Godin, Board President

Keera Seiger, Assistant City Secretary



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STAFF REPORT

File Number: 23-5400

Agenda Date: 6/6/2023

Version: 1

Status: Approval of Minutes

In Control: Mansfield Economic Development Corporation

File Type: Meeting Minutes

Agenda Number:

Title

Approval of the March 7, 2023 Mansfield Economic Development Corporation Meeting Minutes

Requested Action

Approve Regular Meeting Minutes for March 7, 2023

Recommendation

Approve Regular Meeting Minutes for March 7, 2023

Description/History

N/A

Justification

N/A

Funding Source

N/A

Prepared By

Jason Moore, Executive Director, 817-728-3651



CITY OF MANSFIELD

Meeting Minutes - Draft

Economic Development
301 South Main Street,
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Mansfield Economic Development Corporation

Tuesday, March 7, 2023

5:30 PM

City Hall - Council Chambers

1. CALL MEETING TO ORDER

President Godin called the meeting to order at 5:30 p.m.

Staff Member Present: Executive Director of Economic Development Jason Moore

Present 7 - David Godin; William Vivoni; Nicole Zaitoon; Drew Spaulding; Juan Fresquez; Kent Knight and Todd Simmons

2. PUBLIC COMMENTS

Jeff Linder, 240 N Mitchell Road - Mr. Linder, Vice President of Bannister Engineering, reintroduced the company to the MEDC Board.

3. APPROVAL OF MINUTES

[23-5192](#)

Approval of Regular Meeting Minutes for January 17, 2023

No action was taken.

4. FINANCIALS

[23-5239](#)

Presentation of Monthly Financial Reports for Periods Ending 01/31/2023

Staff was available for questions.

[23-5240](#)

Presentation of Monthly Financial Reports for Periods Ending 02/28/2023

Staff was available for questions.

5. RECESS INTO EXECUTIVE SESSION

President Godin recessed the meeting into executive session at 5:35 p.m.

A. ADVICE FROM ITS ATTORNEY

1. Pending or contemplated litigation or a settlement offer including:

2. A matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the chapter.

B. REAL ESTATE DELIBERATION

C. PERSONNEL MATTERS

D. SECURITY DEVICES

E. ECONOMIC DEVELOPMENT

Economic Development Project #23-03

F. CRITICAL INFRASTRUCTURE

6. RECONVENE INTO REGULAR SESSION

President Godin reconvened the meeting into regular business session at 6:02 p.m.

7. TAKE ACTION PURSUANT TO EXECUTIVE SESSION

A motion was made by Vice President Vivoni to approve Economic Development Project #23-03 pursuant to executive session. Seconded by Secretary Zaitoon. The motion CARRIED by the following vote:

Aye: 7 - David Godin; William Vivoni; Nicole Zaitoon; Drew Spaulding; Juan Fresquez; Kent Knight and Todd Simmons

Nay: 0

Abstain: 0

8. OLD BUSINESS

9. NEW BUSINESS

[23-5236](#)

Board Discussion and Possible Action on Change of Registered Agent for Mansfield Economic Development Corporation

A motion was made by Board Member Zaitoon to approve a resolution of the Mansfield Economic Development Corporation designating Jason Moore as its registered agent and authorize the president to execute the resolution upon consideration and approval by the City Council. Seconded by Board Member Knight. The motion CARRIED by the following vote:

Aye: 7 - David Godin; William Vivoni; Nicole Zaitoon; Drew Spaulding; Juan Fresquez; Kent Knight and Todd Simmons

Nay: 0

Abstain: 0

Enactment No: RE-4026-23

10. BOARD MEMBER COMMENTS

Board Member Spaulding thanked Jason Moore for the great job he's been doing for the City and MEDC Board.

There were no other comments.

11. STAFF COMMENTS

[23-5182](#)

Staff Update and Board Discussion on a Calendar of Events to consider for 2023.

Jason Moore spoke a calendar of events for 2023 and offered the Board the opportunity to attend these events and any others that would help them in their capacity as MEDC Board Members. Mr. Moore also answered questions regarding mandatory training and event opportunities.

12. ADJOURNMENT

A motion was made by Board Member Knight to adjourn the meeting at 6:07 p.m. Seconded by Secretary Zaitoon. The motion CARRIED by the following vote:

Aye: 7 - David Godin; William Vivoni; Nicole Zaitoon; Drew Spaulding; Juan Fresquez; Kent Knight and Todd Simmons

Nay: 0

Abstain: 0

ATTEST: David Godin, President

Keera Seiger, Assistant City Secretary



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STAFF REPORT

File Number: 23-5401

Agenda Date: 6/6/2023

Version: 1

Status: To Be Presented

In Control: Mansfield Economic Development Corporation

File Type: Financials

Agenda Number:

Title

Presentation of the Monthly Financial Report for the Period Ending 03/31/2023

Requested Action

Information only

Recommendation

Information only

Description/History

Presentation of the Monthly Financial Report for the Period Ending 03/31/2023

Justification

N/A

Funding Source

4A

Prepared By

Jason Moore, Executive Director, 817-728-3651

Mansfield Economic Development Corporation
Period Ending March 31, 2023

Beginning Cash Balance 3-1-2023 **\$14,649,708**

Revenue:

Sales Tax Revenue	\$722,851
Interest Income	\$20,600
Total Monthly Revenue	\$743,451

Adjusted Cash Balance	\$15,393,159
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Operating Expenses:

Administration	\$157,069
Promotions	\$0
Retention	\$0
Workforce Development	\$0
Total Operating Expenditures	\$157,069

Debt Expense

Debt Service Payment	\$0
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Project Expenditures:

Kimball Property	\$0
Hanover	\$0
S. 2nd Ave	\$0
Total Project Expenditures	\$0

Total Monthly Expenditures	\$157,069
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Ending Cash Balance 2-28-2023	\$15,236,090.72
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MIBP Construction Fund Remaining Balance	\$77,992
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Total Cash	\$15,314,083
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Debt Expense

New Annual Total Debt Service - FY23	\$2,653,848
(January and August)	

Remaining Principal Debt Balance	\$19,785,000
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STAFF REPORT

File Number: 23-5402

Agenda Date: 6/6/2023

Version: 1

Status: To Be Presented

In Control: Mansfield Economic Development Corporation

File Type: Financials

Agenda Number:

Title

Presentation of the Monthly Financial Report for the Period Ending 04/30/2023

Requested Action

Information only

Recommendation

Information only

Description/History

Presentation of the Monthly Financial Report for the Period Ending 04/30/2023

Justification

N/A

Funding Source

4A

Prepared By

Jason Moore, Executive Director, 817-728-3651

Mansfield Economic Development Corporation
Period Ending April 30, 2023

Beginning Cash Balance 4-1-2023 **\$15,236,091**

Revenue:

Sales Tax Revenue	\$690,627
Interest Income	<u>\$20,872</u>
Total Monthly Revenue	<u>\$711,498</u>

Adjusted Cash Balance **\$15,947,589**

Operating Expenses:

Administration (5510)	\$260,962
Promotions (5520)	\$25,347
Retention (5530)	\$0
Workforce Development	<u>\$0</u>
Total Operating Expenditures	<u>\$286,309</u>

Debt Expense

Debt Service Payment **\$0**

Project Expenditures:

Kimball Property	\$0
Hanover	\$0
S. 2nd Ave	<u>\$0</u>
Total Project Expenditures	<u>\$0</u>

Total Monthly Expenditures **\$286,309**

Ending Cash Balance 4-30-2023 **\$15,661,280.19**

MIBP Construction Fund Remaining Balance \$77,992

Total Cash **\$15,739,272**

Debt Expense

New Annual Total Debt Service - FY23 **\$2,653,848**
(January and August)

Remaining Principal Debt Balance **\$19,785,000**