



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, March 7, 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**

[23-5192](#)

Approval of Regular Meeting Minutes for January 17, 2023

Attachments: [Meeting Minutes 01-17-23](#)

4. **FINANCIALS**

[23-5239](#)

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

Attachments: [MEDC Cash Report 1-31-2023](#)

[23-5240](#)

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

Attachments: [MEDC Cash Report 2-28-2023](#)

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 #23-03

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. OLD BUSINESS

9. NEW BUSINESS

[23-5236](#)

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

Attachments: [Registered Agent Resolution-002](#)

10. BOARD MEMBER COMMENTS

11. **STAFF COMMENTS**

[23-5182](#)

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

Attachments: [MEDC2023EventsCalendar](#)

12. **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, March 3, 2023, prior to 5:00 PM 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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STAFF REPORT

File Number: 23-5192

Agenda Date: 2/7/2023

Version: 1

Status: Passed

In Control: Mansfield Economic Development Corporation

File Type: Meeting Minutes

Agenda Number:

Title

Approval of Regular Meeting Minutes for January 17, 2023

Requested Action

Approve Regular Meeting Minutes for January 17, 2023

Recommendation

Approve Regular Meeting Minutes for January 17, 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,
Suite 100
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www.mansfield-texas.com

Mansfield Economic Development Corporation

Tuesday, January 17, 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 Members Present: Executive Director of Economic Development, Jason Moore;
Director of Marketing and Innovation of Economic Development, Rachel Bagley;
Project Manager of Economic Development, Theresa Ernest; Assistant City
Secretary, Keera Seiger; and Deputy City Manager, Troy Lestina.*

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

2. PUBLIC COMMENTS

There were no public comments.

3. RECESS INTO EXECUTIVE SESSION

President Godin recessed the meeting into Executive Session at 5:31 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 #22-19

Economic Development Project #22-27

Economic Development Project #21-13

F. CRITICAL INFRASTRUCTURE

4. RECONVENE INTO REGULAR SESSION

President Godin reconvened the meeting into Regular Session at 6:11 p.m.

5. TAKE ACTION PURSUANT TO EXECUTIVE SESSION

A motion was made by Vice President Vivoni to approve funding for Economic Development Project #21-13 by the lesser of 89% of project completion or \$311,500. Seconded by Member Kent Knight. The motion CARRIED by the following vote:

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

Nay: 0

Abstain: 1 - Todd Simmons

6. OLD BUSINESS

7. NEW BUSINESS

8. BOARD MEMBER COMMENTS

President Godin reminded the Board to provide RSVP to the upcoming State of the City Address on Thursday, January 19, 2023, and thanked staff for their diligence and commitment.

Board Member Kent Knight welcomed Member Todd Simmons to the Board.

No other Board Members commented.

9. STAFF COMMENTS

[23-5149](#)

Discussion Regarding Potential Ballot Propositions

Jason Moore provided a presentation regarding the potential ballot propositions. Troy Lestina provided additional detail on the usage of sales tax. Discussion was held on the flexibility of funds and verbage of the ballot propositions.

[23-5151](#)

Discuss Future Annual Report

Jason Moore gave a presentation on the Annual Report and requested feedback

from the Board. Board Members desired a recap of incentives and support to existing businesses to be provided in a Quarterly Report.

10. ADJOURNMENT

A motion was made by Vice President Vivoni to adjourn the meeting at 6:36 p.m. Seconded by Board Member Juan Fresquez. 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, Board President

Theresa Ernest, Project Manager



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STAFF REPORT

File Number: 23-5239

Agenda Date:

Version: 1

Status: Passed

In Control: Mansfield Economic Development Corporation

File Type: Financials

Title

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

Requested Action

Information only

Recommendation

Information only

Description/History

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

Justification

N/A

Funding Source

4A

Prepared By

Jason Moore, Executive Director, 817-728-3651

Mansfield Economic Development Corporation
Period Ending January 31, 2023

Beginning Cash Balance 1-1-2023	\$13,128,806
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Revenue:

Sales Tax Revenue	\$770,652
Interest Income	<u>\$18,182</u>
Total Monthly Revenue	<u>\$788,833</u>

Adjusted Cash Balance	<div style="border: 2px solid black; padding: 2px;">\$13,917,639</div>
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Operating Expenses:

Administration	\$249,690
Promotions	\$35,000
Retention	\$0
Workforce Development	<u>\$0</u>
Total Operating Expenditures	<u>\$284,690</u>

Debt Expense

Debt Service Payment	\$374,424
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Project Expenditures:

Kimball Property	\$0
Hanover	\$450,000
S. 2nd Ave	<u>\$0</u>
Total Project Expenditures	<u>\$450,000</u>

Total Monthly Expenditures	<u>\$1,109,114</u>
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Ending Cash Balance 1-31-2023	<div style="border: 2px solid black; padding: 2px;">\$12,808,524.99</div>
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MIBP Construction Fund Remaining Balance	\$77,992
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Total Cash	\$12,886,517
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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: 23-5240

Agenda Date:

Version: 1

Status: Passed

In Control: Mansfield Economic Development Corporation

File Type: Financials

Title

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

Requested Action

Information only

Recommendation

Information only

Description/History

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

Justification

N/A

Funding Source

4A

Prepared By

Jason Moore, Executive Director, 817-728-3651

Mansfield Economic Development Corporation
Period Ending February 28, 2023

Beginning Cash Balance 2-1-2023 **\$12,808,525**

Revenue:

Sales Tax Revenue	\$1,036,653
Interest Income	<u>\$0</u>
Total Monthly Revenue	<u>\$1,036,653</u>

Adjusted Cash Balance	<div style="border: 2px solid black; padding: 2px;">\$13,845,178</div>
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Operating Expenses:

Administration	\$71,416
Promotions	\$0
Retention	\$0
Workforce Development	<u>\$0</u>
Total Operating Expenditures	<u>\$71,416</u>

Debt Expense

Debt Service Payment	\$0
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Project Expenditures:

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

Total Monthly Expenditures	<u>\$71,416</u>
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Ending Cash Balance 2-28-2023	<div style="border: 2px solid black; padding: 2px;">\$13,773,761.38</div>
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MIBP Construction Fund Remaining Balance	\$77,992
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Total Cash	\$13,851,753
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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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CITY OF MANSFIELD

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STAFF REPORT

File Number: 23-5236

Agenda Date: 3/7/2023

Version: 1

Status: New Business

In Control: Mansfield Economic Development Corporation

File Type: Resolution

Title

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

Requested Action

Approve designating Jason Moore as the Registered Agent for the Mansfield Economic Development Corporation

Recommendation

Approve designating Jason Moore as the Registered Agent for the Mansfield Economic Development Corporation

Description/History

MEDC staff became aware that Richard Nevins, former MEDC Director, was still shown as the designated Registered Agent for the Mansfield Economic Development Corporation. It is important that a new Registered Agent be identified. Staff recommends designating Executive Director, Jason Moore as the Registered Agent for MEDC. Approval of the attached Resolution making this change is requested.

Justification

The Registered Agent needs to be current.

Funding Source

4A

Prepared By

Jason Moore, Executive Director Economic Development, 817-728-3651

RESOLUTION NO. _____

A RESOLUTION OF THE MANSFIELD ECONOMIC DEVELOPMENT CORPORATION DESIGNATING JASON MOORE AS ITS REGISTERED AGENT.

WHEREAS, the Mansfield Economic Development Corporation (“MEDC”) is a Texas non-profit corporation operating as a Type A Economic Development Corporation under the Development Corporation Act, codified in Subtitle C1 of Title 12 of the Texas Local Government Code, Chapters 501 through 505 (the “Act”), the Texas Non-Profit Corporation Act, as amended, and other applicable laws; and

WHEREAS, the MEDC promotes economic development within the City of Mansfield (the “City”) to eliminate unemployment and underemployment, and to promote and encourage employment and the public welfare of, for and on behalf of the City by developing, implementing, providing, and financing projects under the Act; and

WHEREAS, Section 501.351 of the Act requires the MEDC to continuously maintain a registered agent; and

WHEREAS, the current listed registered agent for the MEDC is no longer employed by the City; and

WHEREAS, the MEDC board desires to designate Jason Moore as the new registered agent for the MEDC.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MANSFIELD ECONOMIC DEVELOPMENT CORPORATION, THAT:

SECTION 1.

Jason Moore is designated as the registered agent of the MEDC.

SECTION 2.

The MEDC’s attorney is authorized to file a statement with the Secretary of State, as required by the Act, and MEDC staff and the MEDC President are authorized to take all actions necessary to effectuate the change of the registered agent.

SECTION 3.

This Resolution shall become effective from and after its passage.

Passed and Approved this _____ day of _____, 2023.

**MANSFIELD ECONOMIC DEVELOPMENT
CORPORATION:**

By: _____
David Godin, President

ATTEST:

Board Secretary



CITY OF MANSFIELD

1200 E. Broad St.
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STAFF REPORT

File Number: 23-5182

Agenda Date: 2/7/2023

Version: 1

Status: Staff Comments

In Control: Mansfield Economic Development Corporation

File Type: Discussion Item

Agenda Number:

Title

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

Requested Action

None

Recommendation

Staff Presentation

Description/History

To be Presented

Prepared By

Jason Moore, Executive Director, 817-728-3651

MEDC Conference and Event CALENDAR 2023

<u>Event</u>	<u>Location</u>	<u>Organization</u>	<u>Dates</u>	<u>Link to Register/Details</u>
ULI DFW Emerging Trends in Real Estate	The Fort Worth Club	Urban Land Institute DFW	1/10	https://dallas-fortworth.uli.org/events/detail/1F55BA3B-63E1-40F8-A9DE-7F1F5D298991/
The Real Estate Forecast (REC)	Fort Worth Convention Center	(REC) The Real Estate Council of Fort Worth	1/19	https://www.icsc.com/attend-and-learn/events/details/red-river-2023
ICSC Red River Conference	Dallas @ Kay Bailey Hutchison Convention Center	(ICSC) Innovation Commerce Serving Communities	1/18-1/20	https://www.icsc.com/attend-and-learn/events/details/red-river-2023
P3 Conference	Dallas Hyatt Regency	P3	3/6-3/8	https://www.thep3conference.com/
ICSC Recon	Las Vegas, NV @ Las Vegas Convention Center	(ICSC) Innovation Commerce Serving Communities	5/21-5/23	https://www.icsc.com/attend-and-learn/events/details/las-vegas-2023
TEDC Mid-Year Conference	Allen, TX @ Delta Marriott	(TEDC) Texas Economic Development Council	6/21-6/23	https://texasedc.org/programs/conferences
SelectUSA Investment Summit	National Harbor, MD @ Gaylord national Resort and Convention Center	SelectUSA	5/1-5/4	https://www.selectusasummit.us/
TEDC Annual Conference	Houston, TX @ JW Marriott	TEDC Texas Economic Development Council	10/11-10/13	https://texasedc.org/programs/conferences
TWC Annual Conference	Houston, TX @ Marriott Marquis	Texas Workforce Commission	11/29-12/1	https://www.twc.texas.gov/events
IEDC Annual Conference	Dallas, TX @ Hilton Anatole	International Economic Development Council	9/17-9/20	https://www.iedconline.org/events/2023/09/17/conferences/2023-annual-conference-in-dallas-tx/