



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, August 7, 2018

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. Please refrain from "personal criticisms."

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**

[18-2802](#)

Approval of Regular Meeting Minutes for July 10, 2018

Attachments: [MeetingMinutes 7-10-18.pdf](#)

4. **FINANCIALS**

[18-2806](#)

Presentation of Monthly Financial Report for Period Ending 6/30/2018

Attachments: [MEDC Cash Report 6-30-2018.xlsx](#)

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.

1. Staff Update and Board Discussion Regarding Project 16-10, The Value and Potential Lease of MEDC Owned Property at 106 E. Kimball.

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.

1. Staff Update and Board Discussion Regarding Project 18-06, Revised Request for Assistance with Proposed New Office/Warehouse.

2. Staff Update and Board Discussion Regarding Project 18-13, Proposed Expansion of Existing Business.

3. Staff Update and Board Discussion Regarding Project 18-14, Proposed Expansion of Existing Industrial Business.

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

- [18-2805](#) Staff Update, Board Discussion and Possible Action on the Sale of MEDC Owned Property to the City of Mansfield Parks and Recreation Department.

Attachments: [Legal Description of Property.pdf](#)
[Property Appraisal Summary.pdf](#)

- [18-2812](#) Consider Approval of Funding for Contracts with Evolving, Texas, LP and Brittain & Crawford, LLC for Engineering and Related Services Regarding the Design of Infrastructure to Serve the MEDC Owned 155+ Acre Tract Located off Easy Drive; Authorize Staff to Negotiate the Final Terms of the Contracts; and Authorize the Board President to Execute Same.

10. **BOARD MEMBER COMMENTS**

11. **STAFF COMMENTS**

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, August 3, 2018, 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.
Mansfield, TX 76063
mansfieldtexas.gov

STAFF REPORT

File Number: 18-2802

Agenda Date: 8/7/2018

Version: 1

Status: Approval of Minutes

In Control: Mansfield Economic Development Corporation

File Type: Meeting Minutes

Title

Approval of Regular Meeting Minutes for July 10, 2018

Requested Action

Approve Regular Meeting Minutes for July 10, 2018

Recommendation

Approve Regular Meeting Minutes for July 10, 2018

Description/History

N/A

Justification

N/A

Funding Source

N/A

Prepared By

Natalie Phelps, MEDC



CITY OF MANSFIELD

Economic Development
301 South Main Street,
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Meeting Minutes

Mansfield Economic Development Corporation

Tuesday, July 10, 2018

5:30 PM

MEDC Conference Room - 301 S. Main St.

1. CALL MEETING TO ORDER

The meeting was called to order by Larry Klos at 5:30 pm.

Absent 1 - Randy Hamilton

Present 6 - Brian Fuller; Larry Klos; Robert Putman; John Phillips; Selim Fiagome and David Godin

2. PUBLIC COMMENTS

There were no comments.

3. APPROVAL OF MINUTES

[18-2762](#)

Approval of Regular Meeting Minutes for June 5, 2018

Natalie Phelps informed the Board the minutes had been amended to reflect the funding for Project 18-11 not to exceed \$112,000. David Godin made the motion to approve the regular meeting minutes of June 5, 2018. Seconded by John Phillips. Larry Klos confirmed the motion was to approve the amended meeting minutes. The motion carried by the following vote:

Aye: 6 - Brian Fuller; Larry Klos; Robert Putman; John Phillips; Selim Fiagome and David Godin

Nay: 0

Absent: 1 - Randy Hamilton

Abstain: 0

4. FINANCIALS

[18-2776](#)

Presentation of Monthly Financial Report for Period Ending 05/31/2018

There were no comments.

5. RECESS INTO EXECUTIVE SESSION

The meeting recessed into executive session at 5:31 pm.

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

1. Staff Update and Board Discussion Regarding Project 18-06, Proposed Office/Warehouse Prospect

F. CRITICAL INFRASTRUCTURE

6. RECONVENE INTO REGULAR SESSION

The meeting reconvened into regular session at 5:36 pm.

7. TAKE ACTION PURSUANT TO EXECUTIVE SESSION

Larry Klos made the motion to authorize reimbursement for project 18-06 not to exceed \$8,000 for the retention pond. Seconded by Selim Fiagome. The motion carried by the following vote:

Aye: 6 - Brian Fuller; Larry Klos; Robert Putman; John Phillips; Selim Fiagome and David Godin

Nay: 0

Absent: 1 - Randy Hamilton

Abstain: 0

8. OLD BUSINESS

9. NEW BUSINESS

[18-2741](#)

Board Discussion and Possible Action on Request To Approve MEDC FY2018-2019 Budget

Richard Nevins explained the MEDC FY 2018-2019 Budget to the Board. Robert Putman made the motion to approve the MEDC FY 2018-2019 Budget. Seconded by Brian Fuller. The motion carried by the following vote:

Aye: 6 - Brian Fuller; Larry Klos; Robert Putman; John Phillips; Selim Fiagome and David Godin

Nay: 0

Absent: 1 - Randy Hamilton

Abstain: 0

10. BOARD MEMBER COMMENTS

There were no comments.

11. STAFF COMMENTS

There were no comments.

12. ADJOURNMENT

Lary Klos adjourned the meeting at 5:38 pm.

Larry Klos, President



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STAFF REPORT

File Number: 18-2806

Agenda Date: 8/7/2018

Version: 1

Status: To Be Presented

In Control: Mansfield Economic Development Corporation

File Type: Financials

Title

Presentation of Monthly Financial Report for Period Ending 6/30/2018

Requested Action

Information only

Recommendation

Information only

Description/History

Presentation of Monthly Financial Report for Period Ending 6/30/2018

Justification

N/A

Funding Source

4A

Prepared By

Richard Nevins, Assistant Director, 817-728-3652

Mansfield Economic Development Corporation
Period Ending June 30, 2018

Beginning Cash Balance 06-01-2018 **\$2,294,618**

Revenue:

Sales Tax Revenue	437,339
Oil and Gas Royalties	-
Interest Income	2,158
Misc Income	-
Total Monthly Revenue	<u>\$439,497</u>

Adjusted Cash Balance **\$2,734,115**

Operating Expenses:

Administration	67,114
Promotion	10,019
Retention	200
Workforce Development	59
Total Operating Expenditures	<u>\$77,392</u>

Debt Expense

Debt Service Payment (Principal & Interest) **\$0**

Project Expenditures:

Kimball Property	<u>\$1,000</u>
Total Project Expenditures	<u>\$1,000</u>

Total Monthly Expenditures **\$78,392**

Ending Cash Balance 06-30-2018 **\$2,655,722**

Proceeds From Bond Sale **\$6,000,000**

Total Cash **\$8,655,722**

Debt Expense

New Annual Total Debt Service - FY18 **\$2,201,040**

(January and August)

Remaining Principal Debt Balance **\$28,230,000**



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STAFF REPORT

File Number: 18-2805

Agenda Date: 8/7/2018

Version: 1

Status: New Business

In Control: Mansfield Economic Development Corporation

File Type: Discussion Item

Title

Staff Update, Board Discussion and Possible Action on the Sale of MEDC Owned Property to the City of Mansfield Parks and Recreation Department.

Requested Action

Approve the sale of 0.159 acres of the MEDC owned property located near 106 E. Kimball as depicted on the attached survey to the City of Mansfield Parks and Recreation Department for the sales price of \$10,000.

Recommendation

Approve the sale of 0.159 acres of the MEDC owned property located near 106 E. Kimball as depicted on the attached survey to the City of Mansfield Parks and Recreation Department for the sales price of \$10,000.

Description/History

In August 2016, MEDC purchased the property located at 106 E. Kimball. At that time the City of Mansfield Parks and Recreation Department expressed interest in obtaining a portion of the site to incorporate into the Pond Branch linear trail. The Parks Department had an appraisal done of this portion and it appraised for \$18,150. The Parks Department has now decided they need to acquire less property and have offered to pay \$10,000 based on a proration of the appraised value for the land they need. Staff is seeking approval of the sale of this land to the City of Mansfield Parks Department for \$10,000.

Justification

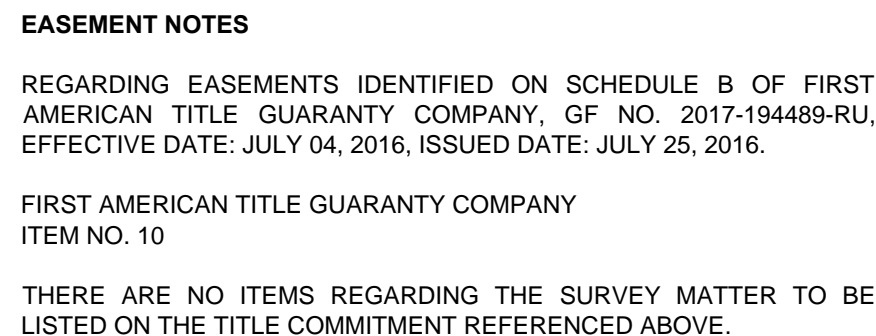
The land will be utilized by the Parks Department and will provide additional cash to MEDC.

Funding Source

4B

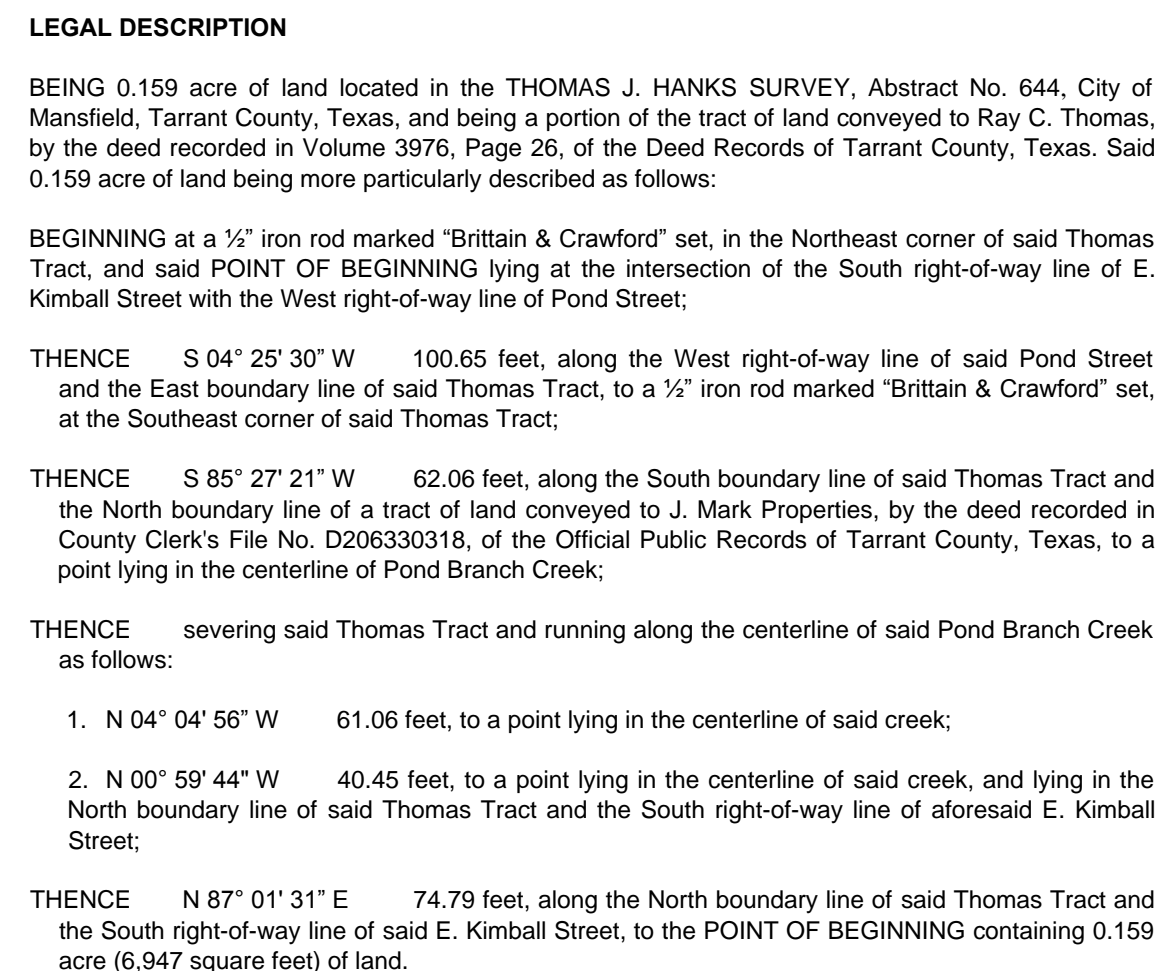
Prepared By

Richard Nevins, Assistant Director, 817-728-3652



BEARING BASIS NOTE:

THE BEARINGS INDICATED HEREON ARE BASED UPON OUR FIELD SURVEYED ANGLES RELATED TO THE ORIGINAL RECORDED PLAT OF THIS LOT



CERTIFICATION

TO: MANSFIELD ECONOMIC DEVELOPMENT CORPORATION, A TEXAS CORPORATION, REUNION TITLE AND THEIR UNDERWRITERS FIRST AMERICAN TITLE GUARANTY COMPANY

The undersigned does hereby certify that a survey was this day made on the ground on the property legally described hereon or in attached field notes prepared by the undersigned, and is correct; that there are no visible discrepancies, conflicts, shortages in area, boundary line conflicts, encroachments, overlapping of improvements, easements or rights-of-way, except as shown on the plat hereon; that said property has access to and from a public roadway; and, that the plat hereof is a true, correct and accurate representation of the property described hereinabove. Further, the undersigned hereby certifies that he has calculated the quantity of land or acreage contained within the tract shown on this plat of survey and described hereon or in said attached field notes, and certifies that the quantity of land shown hereon is correct.

SURVEYED ON THE GROUND
JULY 9, 2018



CHRIS L. BLEVINS
REGISTERED PROFESSIONAL
LAND SURVEYOR
STATE OF TEXAS No. 5792

BOUNDARY SURVEY MAP
OF
0.159 ACRE OF LAND
LOCATED IN THE
THOMAS J. HANKS SURVEY
ABSTRACT No. 644
CITY OF MANSFIELD, TARRANT COUNTY,
TEXAS

HANES APPRAISAL COMPANY LLC

REAL ESTATE APPRAISAL AND CONSULTATION SERVICES

1404 West Mayfield Road, Suite A
Arlington, Texas 76015

Phone (817) 445-1025
Fax (817) 468-8283

January 11, 2016

Mr. Bart VanAmburgh
City Engineer
City of Mansfield
1200 East Broad Street
Mansfield, Texas 76063

Dear Mr. VanAmburgh:

In accordance with your request, I have prepared an appraisal of a right-of-way parcel for a linear trail project along Pond Branch in Mansfield, Texas. This parcel is a part of a basically vacant tract of land that is located along the north side of East Kimball Street, approximately 200 feet east of South Main Street in Mansfield, Texas. The whole tract has a municipal address of 113 East Kimball Street, Mansfield, Texas, and per the metes and bounds description provided to me, is legally described as a tract of land in the T. J. Hanks Survey, Abstract No. 644, City of Mansfield, Tarrant County, Texas. The property is owned by William C. Thomas and Alice F. Kuykendall.

The purpose of the appraisal was to estimate the total compensation to which the owners of the subject property are entitled for the proposed acquisition by the City of Mansfield. The definition of value used in this appraisal is market value as defined by the courts of Texas. The definition of the property rights appraised are given in the report. The function, or use, of the appraisal is as an aid to the client in making decisions regarding acquiring the needed portion of the subject property, and the intended client and intended users of the report are the proper officials of the City of Mansfield, and anyone they designate. I inspected the property on December 29, 2015, and this is the effective date of this appraisal. I prepared the appraisal during the period between December 15, 2015 and January 11, 2016.

I have inspected the property, the neighborhood and comparable data and am submitting herewith a report which describes the property and sets forth the analysis used in arriving at the estimated compensation to which the owners are entitled for the proposed acquisition. The report is an appraisal report, as defined in the Uniform Standards of Professional Appraisal Practice. The appraisal is subject to numerous assumptions and limiting conditions which are stated in the report.

In my opinion, the estimated total compensation for the acquisition, as of December 29, 2015, was:

EIGHTEEN THOUSAND ONE HUNDRED FIFTY DOLLARS

\$18,150

I appreciate this opportunity to be of service to you.

Respectfully submitted,

HANES APPRAISAL COMPANY LLC

By: 

James S. Hanes, MAI



CITY OF MANSFIELD

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STAFF REPORT

File Number: 18-2812

Agenda Date: 8/7/2018

Version: 1

Status: New Business

In Control: Mansfield Economic Development Corporation

File Type: Discussion Item

Title

Consider Approval of Funding for Contracts with Evolving, Texas, LP and Brittain & Crawford, LLC for Engineering and Related Services Regarding the Design of Infrastructure to Serve the MEDC Owned 155+ Acre Tract Located off Easy Drive; Authorize Staff to Negotiate the Final Terms of the Contracts; and Authorize the Board President to Execute Same.

Requested Action

Approval of funding not to exceed \$609,000 for final negotiation of engineering and related services contracts with Evolving Texas, LP and surveying services contract with Brittan & Crawford, LLC for development of construction plans for infrastructure to serve the MEDC 155+ acres off Easy Drive.

Recommendation

Staff recommends approval of funding not to exceed \$609,000 for final negotiation of engineering and related services contracts with Evolving Texas, LP and surveying services contract with Brittan & Crawford, LLC for development of construction plans for infrastructure to serve the MEDC 155+ acres off Easy Drive.

Description/History

MEDC acquired 155 ± acres of land in June 2017 with the intent to develop the land into a Class A industrial business park by constructing the necessary infrastructure required to create viable industrial sites. Staff has been working with the Director Public Works to engage qualified engineering services firms to prepare the necessary engineering construction documents and is now seeking approval of funding not to exceed a total of \$609,000 for final negotiation of engineering and related services contracts with Evolving Texas, LP and Brittain & Crawford, LLC.

Justification

This contract will produce the construction documents necessary to bid the project for construction

Funding Source

4A

Prepared By

Richard Nevins, Assistant Director, 817-728-3652