



# CITY OF MANSFIELD

Economic Development  
301 South Main Street,  
Suite 100  
Mansfield, TX 76063  
[www.mansfield-texas.com](http://www.mansfield-texas.com)

## Meeting Agenda

### Mansfield Economic Development Corporation

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Tuesday, March 17, 2020

5:30 PM

City Hall - Council Chambers

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Meeting cancelled due to lack of quorum.

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**

[20-3426](#)

Approval of Regular Meeting Minutes for January 7, 2020

**Attachments:** [MeetingMinutes 1-7-2020.pdf](#)

4. **FINANCIALS**

[20-3429](#)

Presentation of Monthly Financial Report for Period Ending 12/31/19

**Attachments:** [Copy of MEDC Cash Report 12-31-2019.xlsx](#)

[20-3469](#)

Presentation of Monthly Financial Report for Period Ending 01/31/2020

**Attachments:** [Copy of MEDC Cash Report 01-31-2020.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.

1. Economic Development Agreement with LG Broad Cannon, LLC

**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.*

1. Staff Update and Board Discussion Regarding Project 19-02, Potential New Industrial Company

**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**

[20-3479](#) Staff Update, Board Discussion and Possible Action Regarding Project 15-09 Hoffman Cabinets Request for Extension

**Attachments:** [Hoffman Extension Request.pdf](#)

[20-3480](#) Staff Update, Board Discussion and Possible Action Regarding Project

18-14 Hoffman Cabinets Request for Extension

Attachments: [Hoffman Extension Request.pdf](#)

- 9. **NEW BUSINESS**
- 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, March 13, 2020, 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.

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MEDC Staff

Approved as to form



# CITY OF MANSFIELD

1200 E. Broad St.  
Mansfield, TX 76063  
mansfieldtexas.gov

## STAFF REPORT

File Number: 20-3426

**Agenda Date:** 3/17/2020

**Version:** 1

**Status:** Approval of Minutes

**In Control:** Mansfield Economic Development Corporation

**File Type:** Meeting Minutes

### Title

Approval of Regular Meeting Minutes for January 7, 2020

### Requested Action

Approve Regular Meeting Minutes for January 7, 2020

### Recommendation

Approve Regular Meeting Minutes for January 7, 2020

### 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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Mansfield, TX 76063  
www.mansfield-texas.com

## Meeting Minutes

### Mansfield Economic Development Corporation

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Tuesday, January 7, 2020

5:30 PM

City Hall - Council Chambers

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#### 1. CALL MEETING TO ORDER

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

**Present** 7 - Brian Fuller; Larry Klos; Selim Fiagome; David Godin; William Vivoni; Timothy Schipper and Jason Jacobus

#### 2. PUBLIC COMMENTS

*There were no comments.*

#### 3. APPROVAL OF MINUTES

[19-3391](#)

Approval of Regular Meeting Minutes for December 3, 2019

**David Godin made the motion to approve the regular meeting minutes of December 3, 2019. Seconded by Selim Fiagome. The motion carried by the following vote:**

**Aye:** 7 - Brian Fuller; Larry Klos; Selim Fiagome; David Godin; William Vivoni; Timothy Schipper and Jason Jacobus

**Nay:** 0

**Abstain:** 0

#### 4. FINANCIALS

[19-3396](#)

Presentation of Monthly Financial Report for Period Ending 11-30-2019

*There were no comments.*

#### 5. RECESS INTO EXECUTIVE SESSION

*The meeting recessed into executive session at 5:30 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.**

1. Economic Development Agreement with LG Broad Cannon, LLC

**B. REAL ESTATE DELIBERATION**

1. Staff Update and Board Discussion Regarding Possible Land Swap For Mansfield International Business Park

**C. PERSONNEL MATTERS**

**D. SECURITY DEVICES**

**E. ECONOMIC DEVELOPMENT**

1. Staff Update and Board Discussion Regarding Project 19-02, Potential New Industrial Company

**F. CRITICAL INFRASTRUCTURE**

**6. RECONVENE INTO REGULAR SESSION**

*The meeting reconvened into regular session at 5:47 pm.*

**7. TAKE ACTION PURSUANT TO EXECUTIVE SESSION**

Brian Fuller made the motion to authorize the board president to execute the "Deed without Warranty" document for the land swap to accomodate the development of the Mansfield International Business Park. Seconded by David Godin. The motion carried by the following vote:

**Aye:** 7 - Brian Fuller; Larry Klos; Selim Fiagome; David Godin; William Vivoni; Timothy Schipper and Jason Jacobus

**Nay:** 0

**Abstain:** 0

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**10. BOARD MEMBER COMMENTS**

*There were no comments.*

11. **STAFF COMMENTS**

*There were no comments.*

12. **ADJOURNMENT**

*Larry Klos adjourned the meeting at 5:48 pm.*

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**Larry Klos, President**



# CITY OF MANSFIELD

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## STAFF REPORT

File Number: 20-3429

**Agenda Date:** 3/17/2020

**Version:** 1

**Status:** To Be Presented

**In Control:** Mansfield Economic Development Corporation

**File Type:** Financials

### Title

Presentation of Monthly Financial Report for Peroid Ending 12/31/19

### Requested Action

Information only

### Recommendation

Information only

### Description/History

Presentation of Monthly Financial Report for Peroid Ending 12/31/19

### Justification

N/A

### Funding Source

4A

### Prepared By

Richard Nevins, Director Economic Development, 817-728-3652



**Mansfield Economic Development Corporation**  
**Period Ending December 31, 2019**

Beginning Cash Balance 12-01-2019 **\$4,211,281**

**Revenue:**

Sales Tax Revenue \$532,671  
Interest Income \$0  
Misc Income (Land Sale)  
Total Monthly Revenue **\$532,671**

Adjusted Cash Balance **\$4,743,953**

**Operating Expenses:**

Administration \$59,817  
Promotion \$1,000  
Retention \$52  
Workforce Development \$0  
Total Operating Expenditures **\$60,869**

**Debt Expense**

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

**Project Expenditures:**

Kimball Property \$190  
**\$190**

Total Monthly Expenditures **\$61,059**

Ending Cash Balance 12-31-2019 **\$4,682,893**

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

**Total Cash **\$10,682,893****

**Debt Expense**

**New Annual Total Debt Service - FY19 **\$2,657,375****  
(January and August)

**Remaining Principal Debt Balance **\$26,775,000****



# CITY OF MANSFIELD

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## STAFF REPORT

File Number: 20-3469

**Agenda Date:** 3/17/2020

**Version:** 1

**Status:** To Be Presented

**In Control:** Mansfield Economic Development Corporation

**File Type:** Financials

### Title

Presentation of Monthly Financial Report for Period Ending 01/31/2020

### Requested Action

Information only

### Recommendation

Information only

### Description/History

Presentation of Monthly Financial Report for Period Ending 01/31/2020

### Justification

N/A

### Funding Source

4A

### Prepared By

Richard Nevins, Director Economic Development, 817-728-3652

**Mansfield Economic Development Corporation**  
**Period Ending January 31, 2020**

Beginning Cash Balance 01-01-2020 **\$4,680,011**

**Revenue:**

Sales Tax Revenue \$519,965  
Interest Income \$0  
Total Monthly Revenue **\$519,965**

Adjusted Cash Balance **\$5,199,976**

**Operating Expenses:**

Administration \$62,797  
Promotion \$7,750  
Retention \$0  
Workforce Development \$0  
Total Operating Expenditures **\$70,547**

**Debt Expense**

**Debt Service Payment ( Interest) **\$455,563****

**Project Expenditures:**

RMA Holdings, Inc ( AM-C Warehouse) Incentive \$250,000  
Basic Components Incentive \$112,000  
Mansfield International Business Park (MIBP) \$4,763  
Kimball Property \$95  
**\$366,858**

Total Monthly Expenditures **\$892,968**

Ending Cash Balance 01-31-2020 **\$4,307,008**

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

**Total Cash **\$10,307,008****

**Debt Expense**

**New Annual Total Debt Service - FY20 **\$2,657,375****  
(January and August)

**Remaining Principal Debt Balance **\$26,775,000****



# CITY OF MANSFIELD

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## STAFF REPORT

File Number: 20-3479

**Agenda Date:** 3/17/2020

**Version:** 1

**Status:** Old Business

**In Control:** Mansfield Economic Development Corporation

**File Type:** Discussion Item

### Title

Staff Update, Board Discussion and Possible Action Regarding Project 15-09 Hoffman Cabinets Request for Extension

### Requested Action

Approve Hoffman Cabinets (Hoffman) Request for Extension

### Recommendation

Staff Recommends Approving Extension to September 30, 2020

### Description/History

The MEDC Board approved an incentive amount not to exceed \$75,000 for fire lane and electrical service upgrade. The electrical upgrade was completed prior to Hoffman moving into the building located at 1205 Antler Dr. Hoffman worked with MEDC and City staff to delay the installation of the fire lane to run concurrently with the new 81,000 SF facility. Due to delays with Oncor and City staff, Hoffman has requested an extension to obtain Certificate of Occupancy to June 30, 2020. Staff recommends granting an extension to September 30, 2020.

### Justification

Hoffman has met their benchmarks to date.

### Funding Source

N/A

### Prepared By

Laurie Fleiner, MEDC, 817-728-3653



204 Sentry Dr • Mansfield, Texas 76063

To: Mansfield Economic Development Corporation

Our agreement states that we have to obtain a C/O by March 31, 2020. Hoffman Cabinets Inc. is requesting a 3 month extension on our agreement due to set backs we have experienced due to Oncor getting power to our building.

Thank you for your consideration,

A handwritten signature in black ink, appearing to be "Jon Hoffman", with a stylized, flowing script.

Jon Hoffman, President



# CITY OF MANSFIELD

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## STAFF REPORT

File Number: 20-3480

**Agenda Date:** 3/17/2020

**Version:** 1

**Status:** Old Business

**In Control:** Mansfield Economic Development Corporation

**File Type:** Discussion Item

### Title

Staff Update, Board Discussion and Possible Action Regarding Project 18-14 Hoffman Cabinets Request for Extension

### Requested Action

Approve Hoffman Cabinets (Hoffman) Request for Extension

### Recommendation

Staff Recommends Approving Extension to September 30, 2020

### Description/History

The MEDC Board approved an incentive amount not to exceed \$514,000 for improvements associated with the construction of their new 81,000 SF facility located at 1210 Antler Dr. Due to delays with Oncor and City staff, Hoffman has requested an extension to obtain Certificate of Occupancy to June 30, 2020. Staff recommends granting an extension to September 30, 2020.

### Justification

Hoffman has met their benchmarks to date.

### Funding Source

N/A

### Prepared By

Laurie Fleiner, MEDC, 817-728-3653



204 Sentry Dr • Mansfield, Texas 76063

To: Mansfield Economic Development Corporation

Our agreement states that we have to obtain a C/O by March 31, 2020. Hoffman Cabinets Inc. is requesting a 3 month extension on our agreement due to set backs we have experienced due to Oncor getting power to our building.

Thank you for your consideration,

A handwritten signature in black ink, appearing to be "Jon Hoffman", written over a horizontal line.

Jon Hoffman, President