



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, February 2, 2021

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**

[20-3905](#)

Approval of Regular Meeting Minutes for December 1, 2020

Attachments: [MeetingMinutes 12-1-2020.pdf](#)

4. **FINANCIALS**

[21-3922](#)

Presentation of Monthly Financial Report For Period Ending 12/31/2020

Attachments: [MEDC Cash Report 12-31-2020.xlsx](#)

[21-3923](#)

Presentation of Monthly Financial Report for Period Ending 11/30/2020

Attachments: [MEDC Cash Report 11-30-2020.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.

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 Possible Land Sale of MEDC Owned Property in the Mansfield International Business Park

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 21-02, New Spec Warehouse Facility

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

[21-3940](#)

Staff Update, Board Discussion and Possible Action Regarding Approval of Funding and Execution of Surface Use Agreement for MEDC owned property

Attachments: [MEDC Mail - FW_Mansfield Eco Dev Corp_155 acres_Luttrell Unit.pdf](#)

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, January 29, 2021, 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



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1200 E. Broad St.
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STAFF REPORT

File Number: 20-3905

Agenda Date: 2/2/2021

Version: 1

Status: Approval of Minutes

In Control: Mansfield Economic Development Corporation

File Type: Meeting Minutes

Title

Approval of Regular Meeting Minutes for December 1, 2020

Requested Action

Approve Regular Meeting Minutes for December 1, 2020

Recommendation

Approve Regular Meeting Minutes for December 1, 2020

Description/History

N/A

Justification

N/A

Funding Source

N/A

Prepared By

Natalie Phelps, MEDC



CITY OF MANSFIELD

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Meeting Minutes

Mansfield Economic Development Corporation

Tuesday, December 1, 2020

5:30 PM

City Hall - Council Chambers

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 Nicole Zaitoon

2. PUBLIC COMMENTS

There were no comments.

3. APPROVAL OF MINUTES

[20-3877](#)

Approval of Regular Meeting Minutes for November 10, 2020

Brian Fuller made the motion to approve the regular meeting minutes of November 10, 2020. 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 Nicole Zaitoon

Nay: 0

Abstain: 0

4. FINANCIALS

[20-3884](#)

Presentation of Monthly Financial Report for Period Ending 10/31/2020

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.

B. REAL ESTATE DELIBERATION

1. Staff Update and Board Discussion Regarding Project 20-07, Possible Land Sale of MEDC Owned Property in the Mansfield International Business Park

C. PERSONNEL MATTERS

D. SECURITY DEVICES

E. ECONOMIC DEVELOPMENT

F. CRITICAL INFRASTRUCTURE

6. RECONVENE INTO REGULAR SESSION

The meeting reconvened into regular session at 5:49 pm.

7. TAKE ACTION PURSUANT TO EXECUTIVE SESSION

No action taken pursuant to executive session.

8. OLD BUSINESS

9. NEW BUSINESS

[20-3838](#)

Staff Report, Board Discussion and Possible Action Regarding the Approval of Documents Related to the Formation of a Property Owners Association for Mansfield Business Park

Brian Fuller made the motion to approve the documents related to the formation of a Property Owners Association for Mansfield International Business Park and to authorize the Board President to sign all documents during closing. 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 Nicole Zaitoon

Nay: 0

Abstain: 0

10. BOARD MEMBER COMMENTS

There were no comments.

11. **STAFF COMMENTS**

Richard Nevins wished the Board of Directors a Merry Christmas.

12. **ADJOURNMENT**

Larry Klos adjourned the meeting at 5:51 pm.

Larry Klos, President



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STAFF REPORT

File Number: 21-3922

Agenda Date: 2/2/2021

Version: 1

Status: To Be Presented

In Control: Mansfield Economic Development Corporation

File Type: Financials

Agenda Number:

Title

Presentation of Monthly Financial Report For Period Ending 12/31/2020

Requested Action

Information only

Recommendation

Information only

Description/History

Presentation of Monthly Financial Report For Period Ending 12/31/2020

Justification

N/A

Funding Source

4A

Prepared By

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

Mansfield Economic Development Corporation
Period Ending December 31, 2020

Beginning Cash Balance 12-01-2020 **\$5,708,828**

Revenue:

Sales Tax Revenue \$568,810
 Interest Income \$0
 Total Monthly Revenue **\$568,810**

Adjusted Cash Balance **\$6,277,638**

Operating Expenses:

Administration \$55,984
 Promotions \$225
 Retention \$0
 Workforce Development \$0
 Total Operating Expenditures **\$56,209**

Debt Expense

Debt Service Payment **\$0**

Project Expenditures:

Steeltex ED Agreement Payment \$100,000
 Kimball Property \$285
\$100,285

Total Monthly Expenditures **\$156,494**

Ending Cash Balance 12-31-2020 **\$6,121,144**

Proceeds From Bond Sale - Remaining Balance \$2,516,037

MIBP Construction \$1,567,215

Remaining Proceeds From Bond Sale **\$948,822**

Total Cash **\$7,069,966**

Debt Expense

New Annual Total Debt Service - FY21 **\$2,663,484**

(January and August)

Remaining Principal Debt Balance **\$23,430,000**



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STAFF REPORT

File Number: 21-3923

Agenda Date: 2/2/2021

Version: 1

Status: To Be Presented

In Control: Mansfield Economic Development Corporation

File Type: Financials

Title

Presentation of Monthly Financial Report for Period Ending 11/30/2020

Requested Action

Information only

Recommendation

Information only

Description/History

Presentation of Monthly Financial Report for Period Ending 11/30/2020

Justification

N/A

Funding Source

4A

Prepared By

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

Mansfield Economic Development Corporation
Period Ending November 30, 2020

Beginning Cash Balance 11-01-2020 **\$5,072,238**

Revenue:

Sales Tax Revenue \$711,706
Interest Income \$0
Total Monthly Revenue **\$711,706**

Adjusted Cash Balance **\$5,783,944**

Operating Expenses:

Administration \$45,660
Promotions \$2,100
Retention \$0
Workforce Development \$0
Total Operating Expenditures **\$47,760**

Debt Expense

Debt Service Payment **\$0**

Project Expenditures:

Kimball Property \$190
\$190

Total Monthly Expenditures **\$47,950**

Ending Cash Balance 11-30-2020 **\$5,735,994**

Proceeds From Bond Sale - Remaining Balance \$4,196,152
MIBP Construction \$1,680,115
Remaining Proceeds From Bond Sale **\$2,516,037**

Total Cash **\$8,252,031**

Debt Expense

New Annual Total Debt Service - FY21 **\$2,663,484**
(January and August)

Remaining Principal Debt Balance **\$23,430,000**



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STAFF REPORT

File Number: 21-3940

Agenda Date: 2/2/2021

Version: 1

Status: New Business

In Control: Mansfield Economic Development Corporation

File Type: Discussion Item

Agenda Number:

Title

Staff Update, Board Discussion and Possible Action Regarding Approval of Funding and Execution of Surface Use Agreement for MEDC owned property

Requested Action

Approve payment of \$5,000 to United Production Partners Resources, LLC and authorize the MEDC Board President to execute the Surface Use Agreement

Recommendation

Approve payment of \$5,000 to United Production Partners Resources, LLC and authorize the MEDC Board President to execute the Surface Use Agreement

Description/History

United Production Partners Resources, LLC, a gas well operator, owns the surface rights on the property within Mansfield International Business Park. In order to make the property more desirable to potential buyers MEDC is working with legal counsel to obtain a waiver of these surface rights from United. There is a \$5,000 fee for relinquishing the surface rights, which is the industry standard. Staff is seeking Board authorization for the \$5,000 fee and approval for the Board President to execute the Surface Use Agreement upon direction of legal counsel.

Justification

Obtaining the surface rights waiver will make the property more attractive to potential buyers.

Funding Source

4A

Prepared By

Richard Nevins, Director Economic Development, 817-728-6352



Richard Nevins <richard.nevins@mansfield-texas.com>

FW: Mansfield Eco Dev Corp_155 acres_Luttrell Unit

1 message

Raymond Meeks <raymond@meekslaw.com>
To: Richard Nevins <richard.nevins@mansfield-texas.com>

Tue, Jan 26, 2021 at 4:29 PM

Will the email below with these attachments work?

Raymond M. Meeks
Attorney at Law
[1000 N. Walnut Creek Dr., Suite 120](#)
Mansfield, Texas 76063
(817)473-1119
Fax (817)473-1532

From: Doyle, Blake <bdoyle@EnerVest.net>
Sent: Tuesday, January 26, 2021 11:11 AM
To: Raymond Meeks <raymond@meekslaw.com>
Subject: RE: Mansfield Eco Dev Corp_155 acres_Luttrell Unit

Mr. Meeks

Attached is a copy of the Surface Use Agreement for the release of surface rights around our "Luttrell Unit". The agreement is at our Houston office ready to be executed upon the receipt of the payment of \$5,000 payable to United Production Partners Resources, LLC.

Thanks,

Blake Doyle

Contract Landman

Office: 817-212-3186



From: Raymond Meeks [<mailto:raymond@meekslaw.com>]
Sent: Thursday, January 21, 2021 11:25 AM
To: Doyle, Blake <bdoyle@EnerVest.net>
Subject: [External] Mansfield Eco Dev Corp_155 acres_Luttrell Unit