



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 29, 2021

4:00 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**

[21-4119](#)

Approval of Regular Meeting Minutes for June 1, 2021

Attachments: [MeetingMinutes 6-1-2021.pdf](#)

4. **FINANCIALS**

[21-4116](#)

Presentation of Monthly Financial Report for Period Ending 05/31/21

Attachments: [MEDC Cash Report 05-31-2021.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. Land Acquisition for Future Development

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 21-21, New Industrial Facility

2. Staff Update and Board Discussion Regarding Project 21-22, New Industrial 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

[21-4141](#)

Staff Update, Board Discussion, and Possible Action Regarding Request to Modify Completion Date for Mouser Electronics, Inc.

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

9. NEW BUSINESS

[21-4115](#) Staff Report, Board Discussion and Possible Action on MEDC FY 21-22 Budget.

Attachments: [MEDC Budget Comparison.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, June 25, 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



CITY OF MANSFIELD

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

STAFF REPORT

File Number: 21-4119

Agenda Date: 6/29/2021

Version: 1

Status: Approval of Minutes

In Control: Mansfield Economic Development Corporation

File Type: Meeting Minutes

Title

Approval of Regular Meeting Minutes for June 1, 2021

Requested Action

Approval of Regular Meeting Minutes for June 1, 2021

Recommendation

Approval of Regular Meeting Minutes for June 1, 2021

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, June 1, 2021

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.

Absent 2 - Selim Fiagome and David Godin

Present 5 - Brian Fuller; Larry Klos; William Vivoni; Timothy Schipper and Nicole Zaitoon

2. PUBLIC COMMENTS

There were no comments.

3. APPROVAL OF MINUTES

[21-4077](#)

Approval of Regular Meeting Minutes for May 4, 2021

Brian Fuller made the motion to approve the regular meeting minutes of May 4, 2021. Seconded by William Vivoni. The motion carried by the following vote:

Aye: 5 - Brian Fuller; Larry Klos; William Vivoni; Timothy Schipper and Nicole Zaitoon

Nay: 0

Absent: 2 - Selim Fiagome and David Godin

Abstain: 0

4. FINANCIALS

[21-4094](#)

Presentation of Monthly Financial Report for Period Ending 4/30/2021

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. Project 21 -17, Staff Report and Board Discussion Regarding Possible Acquisition of Property for Commercial Development

C. PERSONNEL MATTERS

D. SECURITY DEVICES

E. ECONOMIC DEVELOPMENT

1. Staff Update and Board Discussion Regarding Incentives for Straumann Manufacturing, Inc.

F. CRITICAL INFRASTRUCTURE

6. RECONVENE INTO REGULAR SESSION

The meeting reconvened into regular session at 6:00 pm.

7. TAKE ACTION PURSUANT TO EXECUTIVE SESSION

Brian Fuller made the motion for Project 21-17 to approve the acquisition of property as discussed in executive session, authorizing the Board President to execute the sales contract and approved fees associated with the sale.

Seconded by Timothy Schipper. The motion carried by the following vote:

Aye: 5 - Brian Fuller; Larry Klos; William Vivoni; Timothy Schipper and Nicole Zaitoon

Nay: 0

Absent: 2 - Selim Fiagome and David Godin

Abstain: 0

Timothy Schipper made the motion to approve the terms of the amended agreement between MEDC and Straumann Manufacturing, Inc and authorized the Board President to execute the revised agreement.

Seconded by William Vivoni. The motion carried by the following vote:

Aye: 5 - Brian Fuller; Larry Klos; William Vivoni; Timothy Schipper and Nicole Zaitoon

Nay: 0

Absent: 2 - Selim Fiagome and David Godin

Abstain: 0

8. OLD BUSINESS

[21-4095](#)

Staff Update, Board Discussion and Possible Action on Request for Additional Funding For Construction of Mansfield International Business Park Infrastructure.

Larry Klos made the motion to approve the additional \$100,000 requested for the construction of infrastructure for the Mansfield International Business Park. Seconded by Brian Fuller. The motion carried by the following vote:

Aye: 5 - Brian Fuller; Larry Klos; William Vivoni; Timothy Schipper and Nicole Zaitoon

Nay: 0

Absent: 2 - Selim Fiagome and David Godin

Abstain: 0

9. NEW BUSINESS

10. BOARD MEMBER COMMENTS

There were no comments.

11. STAFF COMMENTS

Richard Nevins confirmed the date for the next board meeting, July 6, 2021.

12. ADJOURNMENT

Larry Klos adjourned the meeting at 6:02 pm.

Larry Klos, President



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STAFF REPORT

File Number: 21-4116

Agenda Date: 6/29/2021

Version: 1

Status: To Be Presented

In Control: Mansfield Economic Development Corporation

File Type: Financials

Title

Presentation of Monthly Financial Report for Period Ending 05/31/21

Requested Action

Information only

Recommendation

Information only

Description/History

Presentation of Monthly Financial Report for Period Ending 05/31/21

Justification

N/A

Funding Source

4A

Prepared By

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

Mansfield Economic Development Corporation
Period Ending May 31, 2021

Beginning Cash Balance 5-01-2021 **\$13,412,552**

Revenue:

Sales Tax Revenue \$819,081
 Interest Income \$0
 Total Monthly Revenue **\$819,081**

Adjusted Cash Balance **\$14,231,633**

Operating Expenses:

Administration \$106,200
 Promotions \$700
 Retention \$0
 Workforce Development \$0
 Total Operating Expenditures **\$106,900**

Debt Expense

Debt Service Payment \$0

Project Expenditures:

Purchase of 17.9 acres (Regency Parkway) \$5,023,284
 Southern Champion Tray incentive payment \$130,000
 Kimball Property \$190
\$5,153,474

Total Monthly Expenditures **\$5,260,374**

Ending Cash Balance 5-31-2021 **\$8,971,259**

MIBP Construction Fund Remaining Balance \$100,000

Total Cash \$9,071,259

Debt Expense

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

Remaining Principal Debt Balance \$23,430,000



CITY OF MANSFIELD

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STAFF REPORT

File Number: 21-4141

Agenda Date: 6/29/2021

Version: 1

Status: Old Business

In Control: Mansfield Economic Development Corporation

File Type: Discussion Item

Title

Staff Update, Board Discussion, and Possible Action Regarding Request to Modify Completion Date for Mouser Electronics, Inc.

Requested Action

Request to Extend Completion Date for Mouser Electronics, Inc. Customer Service Center

Recommendation

Extend Completion Date to November 30, 2020 and disperse the \$172,000 incentive

Description/History

In September 2018, the MEDC board entered into an Economic Development and Performance Agreement with Mouser Electronics, Inc. (Mouser) for the construction of a new 50,000 SF customer service center. Mouser exceeded the 100 employees required within 5 years and exceeded the capital investment by \$2MM. Due to multiple circumstances beyond their control, they missed the completion date by eight months. Mouser received their certificate of occupancy in November 2020 after delayed commencement of construction, weather delays during construction, change of scope regarding safety of employees crossing Mouser Way, and ultimately supply chain and labor shortage due to COVID-19.

Staff recommends extending the completion date to November 30, 2020 and releasing the \$172,000 incentive.

Justification

Mouser has exceeded the other minimum requirements in the agreement.

Funding Source

4A

Prepared By

Laurie Fleiner, MEDC, 817-728-3653



US Headquarters
1000 N. Main Street
Mansfield, TX 76063
USA
(817) 804-3800
mouser.com

June 1, 2021

MEDC Board of Directors
C/O Laurie Fleiner
Via email

RE: Certificate of Occupancy Extension

Dear Board Members:

I am writing to ask for an extension for obtaining our Certificate of Occupancy to satisfy the requirements of the Economic Development Agreement for the Mouser Electronics, Inc. Customer Service Center. Per the agreement, the CO was due March 2020. The CO was actually received in November 2020.

There were several reasons this project was delayed and we were unable to meet the deadline:

- A. Unanticipated delay at start of construction to obtain necessary permits
- B. Weather delays
- C. Added scope /change order work throughout construction. The main culprit being the crosswalk and signals added on Mouser Way working jointly with City Engineers. The crosswalk was issued as part of this permit
- D. Supply Chain and labor delays due to COVID 19

We have already met the investment and employment requirements.

Thank you for your consideration of our request. Feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Shopp, Jr.', written over a blue horizontal line.

Peter F. Shopp, Jr.
SVP, Business Operations.

pete.shopp@mouser.com
817-804-3604 (direct)



CITY OF MANSFIELD

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

STAFF REPORT

File Number: 21-4115

Agenda Date: 6/29/2021

Version: 1

Status: New Business

In Control: Mansfield Economic Development Corporation

File Type: Discussion Item

Title

Staff Report, Board Discussion and Possible Action on MEDC FY21-22 Budget.

Requested Action

Approval of the MEDC FY 21-22 Budget

Recommendation

Approval of the MEDC FY 21-22 Budget

Description/History

Staff will be presenting the FY21-22 Budget to the MEDC Board for approval. A copy of the proposed budget is attached to this report.

Justification

N/A

Funding Source

4A

Prepared By

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

FY21-22 Budget Comparison

Account	Description	FY 20-21 Budget	FY 20-21 Year to Date Thru 4/12/21	FY 20-21 Remaining Dollars	FY 20-21 Remaining percentage	FY 21-22 Proposed Budget	FY 21-22 Variance	FY 21-22 Variance %
	Personnel Budget Totals	\$544,922				\$553,075	\$8,153	1.50%
	Post Employment Benefits	\$38,629				\$43,300	\$4,671	

OPERATIONS BUDGET (01)

Account	Description	FY 20-21 Budget	FY 20-21 Year to Date Thru 4/12/21	FY 20-21 Remaining Dollars	FY 20-21 Remaining percentage	FY 21-22 Proposed Budget	FY 21-22 Variance	FY 21-22 Variance %
8100-01	Computer Supplies	\$2,232	\$4,493	-\$2,261	-101.31%	\$2,232	\$0	0.00%
8101-01	Office Supplies	\$2,000	\$436	\$1,564.23	78.21%	\$2,000	\$0	0.00%
8102-01	Janitorial Supplies	\$250	\$46	\$204	81.50%	\$250	\$0	0.00%
8103-01	Miscellaneous Supplies	\$100	\$0	\$100	100.00%	\$100	\$0	0.00%
8110-01	Botanical	\$100	\$0	\$100	0.00%	\$100	\$0	0.00%
8115-01	Postage - Supplies	\$100	\$92	\$8	8.18%	\$100	\$0	0.00%
	Supplies Budget Totals	\$4,782	\$5,067	-\$285	-5.96%	\$4,782	\$0	0.00%

Account	Description	FY 20-21 Budget	FY 20-21 Year to Date Thru 4/12/21	FY 20-21 Remaining Dollars	FY 20-21 Remaining percentage	FY 21-22 Proposed Budget	FY 21-22 Variance	FY 21-22 Variance %
8301-01	Building & Maint	\$7,000	\$498	\$6,502	92.89%	\$7,000	\$0	0.00%
8502-01	Mileage	\$580	\$58	\$522	89.99%	\$580	\$0	0.00%
8506-01	Travel/Training	\$7,000	\$0	\$7,000	100.00%	\$7,000	\$0	0.00%
8507-01	Publications	\$220	\$22	\$198	90.16%	\$220	\$0	0.00%
8510-01	Contractual Services	\$79,740	\$17,990	\$61,750	77.44%	\$79,740	\$0	0.00%
8511-01	Associations	\$14,831	\$5,830	\$9,001	60.69%	\$14,831	\$0	0.00%
8519-01	Legal Cost	\$25,000	\$11,917	\$13,083	52.33%	\$25,000	\$0	0.00%
8520-01	Advertising	\$2,600	\$0	\$2,600	100.00%	\$2,600	\$0	0.00%
8523-01	Recognition	\$0	\$0	\$0	0.00%	\$0	\$0	0.00%
8525-01	Reproduction	\$1,650	\$155	\$1,495	90.62%	\$1,650	\$0	0.00%
8526-01	TXU Electric	\$6,000	\$352	\$5,648	94.14%	\$6,000	\$0	0.00%
8527-01	Atmos Gas	\$600	\$246	\$354	59.05%	\$600	\$0	0.00%
8528-01	AT&T	\$780	\$415	\$365	46.78%	\$780	\$0	0.00%
8530-01	Cellular/Mobile	\$3,384	\$1,006	\$2,378	70.28%	\$3,384	\$0	-0.01%
8531-01	COM Water & Sewer	\$7,117	\$1,926	\$5,191	72.93%	\$7,117	\$0	0.00%
8535-01	Meeting Expense	\$600	\$105	\$495	82.50%	\$600	\$0	0.00%
8807-01	Audit Fees	\$17,000	\$5,406.20	\$11,594	68.20%	\$17,000	\$0	0.00%
	Operations Budget Total	\$174,102	\$45,926	\$132,958	74.33%	\$174,102	\$0	0.00%
	Operations / Supplies Budget Totals	\$178,884				\$178,884		0.00%

DEBT

Account	Description	FY 20-21 Budget	FY 20-21 Year to Date Thru 4/12/21	FY 20-21 Remaining Dollars	FY 20-21 Remaining percentage	FY 21-22 Proposed Budget	FY 21-22 Variance	FY 21-22 Variance %
8902-01	Principle & Interest Expense	\$2,651,125	\$0	\$2,651,125	100.00%	\$2,657,375	\$6,250	0.24%
	Debt Expense Totals	\$2,651,125	\$0	\$2,651,125	100.00%	\$2,657,375	\$6,250	0.24%

PROJECTS

Account	Description	FY 20-21 Budget	FY 20-21 Year to Date Thru 4/12/21	FY 20-21 Remaining Dollars	FY 20-21 Remaining percentage	FY 21-22 Proposed Budget	FY 21-22 Variance	FY 21-22 Variance %
8903-01	Project Funds*	\$5,289,650	\$0	\$5,289,650	100.00%	\$5,289,650	\$0	0.00%
	Capital Budget Totals	\$5,289,650	\$0	\$5,289,650	100.00%	\$5,289,650	\$0	0.00%

PROMOTIONS BUDGET (02)

Account	Description	FY 20-21 Budget	FY 20-21 Year to Date Thru 4/12/21	FY 20-21 Remaining Dollars	FY 20-21 Remaining percentage	FY 21-22 Proposed Budget	FY 21-22 Variance	FY 21-22 Variance %
8115-02	Postage - Supplies	\$100	\$0	\$100	100.00%	\$100	\$0	0.00%
8506-02	Travel/Training	\$16,900	\$50	\$16,850	99.70%	\$16,900	\$0	0.00%
8517-02	Promotions	\$23,500	\$5,944	\$17,556	74.71%	\$23,500	\$0	0.00%
8520-02	Advertising	\$11,500	\$2,325	\$9,175	79.78%	\$11,500	\$0	0.00%
8535-02	Meeting Expense	\$1,200	\$253	\$947	78.88%	\$1,200	\$0	0.00%
	Promotions Budget Totals	\$53,200	\$8,572	\$44,628	83.89%	\$53,200	\$0	0.00%

RETENTION BUDGET (03)

Account	Description	FY 20-21 Budget	FY 20-21 Year to Date Thru 4/12/21	FY 20-21 Remaining Dollars	FY 20-21 Remaining percentage	FY 21-22 Proposed Budget	FY 21-22 Variance	FY 21-22 Variance %
8115-03	Postage	\$0	\$0	\$0	0.00%	\$0	\$0	0.00%
8510-03	Contractual Services	\$24,000	\$0	\$24,000	100.00%	\$24,000	\$0	0.00%
8535-03	Meeting Expense	\$600	\$32	\$568	94.62%	\$600	\$0	0.00%
	Retention Budget Totals	\$24,600	\$32	\$24,568	99.87%	\$24,600	\$0	0.00%

WORKFORCE DEVELOPMENT BUDGET (04)

Account	Description	FY 20-21 Budget	FY 20-21 Year to Date Thru 4/12/21	FY 20-21 Remaining Dollars	FY 20-21 Remaining percentage	FY 21-22 Proposed Budget	FY 21-22 Variance	FY 21-22 Variance %
8510-04	Contractual Services	\$20,000	\$0	\$20,000	0.00%	\$20,000	\$0	0.00%
8535-04	Meeting Expense	\$2,000	\$8	\$1,992	99.58%	\$2,000	\$0	0.00%
	Workforce Develop Budget Totals	\$22,000	\$8	\$21,992	99.96%	\$22,000	\$0	0.00%

Account	Description	FY 20-21 Budget	FY 20-21 Year to Date Thru 4/12/21	FY 20-21 Remaining Dollars	FY 20-21 Remaining percentage	FY 21-22 Proposed Budget	FY 21-22 Variance	FY 21-22 Variance %
Gen Fund	Shops at Broad Drainage Reimbursement	\$241,400				\$241,400	N/A	
Gen Fund	Property / Casualty Insurance	\$17,000				\$17,000	N/A	
	Total General Fund Transfers	\$258,400				\$258,400		

TOTAL BUDGET	\$8,764,381	\$59,606	\$8,704,775	99.32%	\$9,080,484	\$14,403	3.61%
Personnel Budget Totals	\$544,922				\$553,075	\$8,153	1.50%
Operation / Supplies Budget Totals	\$178,884				\$178,884	\$0	0.00%
Promotions Budget Totals	\$53,200				\$53,200	\$0	0.00%
Retention Budget Totals	\$24,600				\$24,600	\$0	0.00%
Workforce Development Budget Totals	\$22,000				\$22,000	\$0	0.00%
Project Budget Totals	\$5,289,650				\$5,289,650	\$0	0.00%
Debt Expense	\$2,651,125				\$2,657,375	\$6,250	0.24%
Total Budget	\$8,764,381				\$8,778,784	\$14,403	0.16%
Projected Sales Tax Receipts	\$5,627,944				\$7,475,803		32.83%
Projected Interest Income					\$15,000		
Projected FY 20-21 Unexpended Cash	\$5,776,353				\$6,489,383		
Net + Cash Balance	\$2,639,916				\$5,201,402		