



Lavon Economic Development Corporation Meeting Agenda

P.O. Box 340 - 120 School Rd.
Lavon, TX 75166 Ph. (214) 934-7190

**Lavon City Hall
120 School Rd
Lavon, Texas**

Feb.10, 2020

7:00PM

NOTICE OF ATTENDANCE

NOTICE is hereby given that members of the Lavon City Council, Lavon Planning and Zoning Commission, Tax Increment Financing Zone # 1 Board, Parks & Recreation and/or Infrastructure Facilities Commission may attend at the Lavon Economic Development Corporation Board Meeting on Feb.10, 2020 at 7:00PM held at the Lavon City Hall.

- 1. Presiding Officer to call the Economic Development Corporation Board meeting to order and announce that a quorum is present.**
- 2. Presiding Officer to lead the Economic Development Corporation Board and visitors in the pledge of allegiance.**
- 3. Invocation**
- 4. Items of interest and communications.**
Members of the Economic Development Corporation Board have the opportunity to notify others of community events, functions and other activities including the CISD Foundation Fiesta, March 28 and the Lavon Area Chamber Banquet on April 30.
- 5. Presentation of David Piekarski Service Plaque**
- 6. Consent Agenda**
Approval of the 1/13/2020 Economic Development Board meeting minutes*
- 7. Public Comments**
Citizens may provide comments. The response regarding items that are not on the agenda may be to request the items placed on a future agenda. There is a 3-minute time limit per person.
- 8. Items for discussion**
 - A. Discuss economic development and marketing activity and prospect updates including meeting with the owners of the property at Geran & Main, attended by EDC and City staff.



Lavon Economic Development Corporation Meeting Agenda

P.O. Box 340 - 120 School Rd.
Lavon, TX 75166 Ph. (214) 934-7190

- B. Discuss the Small Business Bazaar for the April 18, 2020 including finding options to get the envelopes stuffed for the mailers.
- C. Discuss board Financials including financial report and announce that the TEXSTAR account is now open.
- D. Discuss updates to aerial maps and the updates.
- E. Discuss option elections (beer, wine, and alcohol), potential election and role of the EDC.

9. Items for consideration and action

- A. Consider and act on electing a Board Secretary.
- B. Consider and act on the Treasurer to send \$55,000.00 funds to the now open TEXSTAR account.
- C. Consider and act on purchasing Lavon EDC and City folder for Welcome Packets for new residents, and sending to City Council for approval and recommendations.
- D. Consider and act on inviting eastern Collin County area EDC representatives from Blue Ridge, Farmersville, Fate and Josephine to a regional workshop to discuss economic development issues for that area and ideas for collaboration.
- E. Consider and act on the re-imburement of 2019 Workman comp. claims from Mundo & Associates from the administrative staff unemployment claims.
- F. Consider and act on participation in upcoming events, including the Chamber of Commerce and Education Foundation.
- G. Consider and act on approving the Annual Report and Strategic plan and to send the reports to City Council.

10. Setting future meetings and agenda

The Economic Development Corporation Board members and staff may request items be placed on a future agenda or request a special meeting be called.

11. Presiding Officer to adjourn the Economic Development Corporation Board meeting

Notes to the Agenda:

- 1. Items marked with an * are consent items considered to be non-controversial and will be voted on in one motion unless a Board member asks for separate discussion.
- 2. The Board may vote and/or act upon each of the items listed in this Agenda except for discussion items.
- 3. The Board reserves the right to recess into executive session under Sections 551.071 – 551.088 of the Texas Government Code (Texas Open Meetings Act) concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.

This is to certify that the agenda was posted in the notification cabinet at City Hall at 120 School Road, the city's website at www.cityoflavon.org, the Lavon EDC website at www.lavonedc.com and on the city's bulletin board on or before Feb.7 by 7:00PM

By: _____

POSTED THIS 6th DAY OF February 2020, AT 4:00 A.M/P.M.



Lavon Economic Development Corporation Meeting Minutes

January 13, 2020

- 1. Kay Wright, President called the Economic Development Corporation Board meeting to order at 7:00 p.m. and announced that a quorum was present.**

Directors Present: Place One, Kay Wright, President
Place Two, Manzelle Williams
Place Three, Vicki Sanson, Secretary
Place Four, Rachel Dumas
Place Five, Joe Serpette
Place Six, John Kell, Treasurer
Place Seven, Open position

Council Liaison, Vicki Sanson

Directors Absent: Place Two, Manzelle Williams

Executive Director Present: Pamela Mundo

- 2. President Kay Wright led the Economic Development Corporation Board in the Pledge of Allegiance.**

- 3. Invocation was led by Treasurer John Kell.**

- 4. Items of Interest and Communications**

The Board of Director noted the start of the Community Village program that is a volunteer group of Mom's and Seniors meeting periodically from 11am to 1pm at the Community Center.

- 5. Consent Agenda**

Through a motion by Director Vicki Sanson and a second to the motion by Director John Kell the meeting minutes of 12/09/19 were approved with a vote unanimous vote of the Directors attending the meeting.



Lavon Economic Development Corporation Meeting Minutes

6. Public Comments

Kamil Kell spoke to express she believes the Lavon Economic Development Corporation is doing an awesome job!

7. Items for discussion

A. Discuss economic development and marketing activity and prospect updates.

Pam Mundo reported that the Lavon EDC trade show booth at the International Council of Shopping Center Red River States Deal Making show Jan 8-10 attracted interest for area developers, retailers and restaurants including Subway, Auto Zone, Yes Way, Valvoline and two developer organization. Mayor Vicki Sanson attended the trade show with Pam Mundo. Pam Mundo noted she continues to seek out developers for a medical services facility for Lavon. Pam Mundo reviewed the information sheets of available commercial properties with the Board of Directors. The inventory sheets were updated for the trade show. Land prices are increasing.

B. Discuss the Small Business Bazaar for April 18, 2020.

The Board asked Pam Mundo to begin to plan for and design the advertising flyer and set the schedule for its publication. Director Rachel Dumas will start social media advertising of the bazaar. President Kay said she would order the bazaar signs with arrows on one side to direct traffic to the location.

C. Discuss board Financials including financial report.

Treasurer John Kell reported on the November, December and January revenues with sales tax revenues continuing to grow. Expenditures remain few but in s\$13,433 due Feb 1 that was for development of the sanitary sewer line to Lavon Circle. There remains just one more year on this note.

D. Review Progress on the Aerial Brochure

The Board reviewed the updated aerial brochure and recommended changes and agreed to have the City Thoroughfare Plan and LU plan placed on the reverse side as well as the zoning map and demographic information. The additional cost is \$1,100 for the reverse side printing.

E. Discuss recognitions needed for past members.

The Board discussed the need for a recognition plaque for David Piekarski service of some 10 years of service. President Kay Wright will ask for him to attend a forthcoming meeting to receive his plaque.

F. Discuss eliminating the EDC cell phone.

The Board discussed and generally agreed upon eliminating the EDC cell phone. Telephone contact will be through the City Hall.



Lavon Economic Development Corporation Meeting Minutes

G. Discussion on Establishing an EDC Facebook Page.

The Board agreed to establish an EDC Facebook Page and asked Director Rachel Dumas and Joe Serpette to work to establish the Facebook Page and keep it up to date. The Board also asked Joe Serpette to assist Pam Mundo in updating as needed the Web Site.

8. Items for consideration and action

A. Consider and act on appointing a Public Information Office and Vice President.

Through a nomination by Joe Serpette and a Second of John Kell the Board of Directors unanimously agreed to elect Director Vicki Sanson as Vice President of the Board of Directors and to appoint Rachel Dumas as the Public Information Officer. The Board noted the position for Board Secretary will be considered at the next meeting.

9. Workshop

A. The Board of Directors reviewed the draft annual report and provided suggestions noting that approval of the annual report be scheduled for the next meeting and then the annual report presented to City Council.

10. Setting future meetings and agenda

A. The Economic Development Corporation Board members, after discussion, agreed that the next meeting would be February 10, 2020.

11. President Kay Wright adjourned the Economic Development Corporation Board meeting at 8:50 p.m.

Duly passed and approved on this ___ day _____ 2019

Kay Wright, Board President

Vicki Sanson, Secretary

Agenda item 8A Discuss economic development and marketing activity and prospect updates including meeting with owners of the property at Geran & Main attended by EDC and City Staff .

Property information on 2 lots at Main St (Business 78) and FM 2577

Property at SH78 and Burleson updates

Casey's General Store Contacted

Corner of Geran and Main, 724 Main is 2.19 acres, owners are seeking ways to obtain sanitary sewer . City Engineer has provided an estimate of the engineering.

TASK ORDER No. 4

This Task Order is made part of and governed by the terms and provisions of the Agreement between Owner and Engineer for Professional Services, dated June 5, 2018 ("Agreement"), by and between the City of Lavon ("OWNER") and Freeman-Millican, Inc. ("ENGINEER"). All capitalized terms used but not otherwise defined herein shall have the meanings given to them in the Agreement.

PROJECT: MAIN STREET SANITARY SEWER (GEREN TO MUSTANG CT)

SCOPE OF SERVICES:

1. The proposed sanitary sewer will consist of a gravity sewer line along Main Street to a new duplex lift station which will pump the wastewater to an existing manhole located on the south side of Main across from Mustang Ct. The system will be sized to serve existing non-served lots along Main Street west of Lake Rd. The Lavon EDC will be sponsoring this project.
2. Topographic survey has previously been performed and paid for by the City of Lavon. Any additional survey required will be approved prior to performing these services.
3. Prepare construction plans and specifications suitable for bidding. This project may bid separately or in combination with other similar projects.
4. Prepare documents required for TxDOT permit.
5. Prepare easement documents, as necessary. There could be 6 – 8 easements required.
6. Assist City/Lavon EDC in procurement of sealed bids.
7. Provide a recommendation for award of the bid.
8. Provide construction administration services including submittal review, Request for Information (RFI) response, preparation of Record Drawings. Construction inspection will be performed by the City of Lavon.

PAYMENT BASIS:

Compensation for professional services for the lift station and pipeline outlined above shall be on a lump sum basis.

Preliminary Design	\$3,300	Lump Sum
Final Design	\$6,100	Lump Sum
Bid Services	\$1,200	Lump Sum
Construction Administration	\$2,300	Lump Sum
Easement Preparation (\$1,400 per each)	\$7,000	Per Each – Estimated 5 easements total
Topographic Survey	\$0	Completed

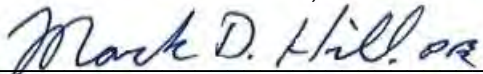
Invoices for the work performed shall be submitted on a monthly basis by FMI. Invoices are due and payable on receipt.

APPROVAL/ACCEPTANCE

Acceptance of the terms of this Task Order is acknowledged by the following signatures of the authorized representatives of the parties to the Agreement. This Task Order consists of this document and any supplemental pages attached and referenced hereto.

ENGINEER: Freeman-Millican, Inc.

OWNER: City of Lavon

By:  By: _____

Name: Mark D. Hill, P.E. Name: Vicki Sanson

Title: Project Manager Title: Mayor

Date: 04 FEB 20 Date: _____



Date Submitted _____

Small Business Bazaar Vendor Registration

Saturday, April 18, 2020, 10 am to 3 pm, (Setup @ 8am)
Lavon City Hall Gymnasium & Park Pavilion Area, 120 School Rd.

Name of Business _____

Type of Sales Products or Services _____

Name of contact/Owner _____

Telephone _____ Email _____

Web site _____ FB _____

Address _____, City _____ Zip _____

Reserve 8' x 6' Booth in Gymnasium, with table \$25/ _____ without table \$20 _____

Reserve 10' x 10' Booth in Park Pavilion, with table \$25/ _____ without table \$20 _____

Reserve 10' x 10' Booth around Park Area, with table \$25/ _____ without table \$20 _____

Reserve 10 x 10 Booth in Community Center, with table \$25 _____ without table \$20 _____

****NO REFUNDS** RAIN OR SHINE**

 *To pay by PayPal go to paypal.me/lavonedc Bank Check to be written to Lavon EDC.

Email the completed application to: info@lavonedc.com , OR mail completed form to LEDC P.O. Box 340, Lavon, 75166 , OR Visit City Hall 120 School Rd. Lavon TX

See Page 2 of this application for Bazaar rules and regulations

For question and information contact Pam Mundo Lavon EDC 214 773 0966 or info@lavonedc.com

Date Approved _____ Booth Number _____ Table _____ Paid _____



Bazaar Rules and Regulations

Safe handling of food or food items: The City of Lavon has a permit requirement for food vendors preparing food on site and selling the food to the public. Please contact the City of Lavon for the permit requirements at 972 843 4220. Note: samples are ok to be handed out, not sold. If you are planning on selling food items for sale that are prepackaged and not in open package, at the Bazaar, you will need to comply with the Texas Cottage Law. See www.texascottagelaw.com for more information. You will need a food handlers license which can be obtained on line. See <http://texascottagefoodlaw.com/Resources/Food-Handlers-Certification>.”

There is no electricity in the Gym. Electricity in the Park Pavilion is limited to use by food trucks.

There is to be no drink or food service in the Gym

Food Service is permitted in the Community Center or Food Truck in Parking Lot at Pavilion

Vendors are responsible for clean up and disposal of trash from their assigned space

LOCAL OPTION ELECTION Info

http://www.tabc.state.tx.us/local_option_elections/election_issues.asp

Local Option Election Issues

The Election Code sets out the issues that a community can vote on.

Below is an explanation of those issues in simple terms.

1. "The legal sale of beer for off-premise consumption only."
Beer in a grocery or convenience store.
2. "The legal sale of beer."
Beer in a grocery or convenience store AND beer in a bar or restaurant.
3. "The legal sale of beer and wine for off-premise consumption only." **APPROVED** by Lavon voters 11/2010
Beer, malt liquor and wine in a grocery or convenience store.
4. "The legal sale of beer and wine."
Beer, malt liquor and wine in a grocery or convenience store AND beer, malt liquor and wine in a bar or restaurant.
5. "The legal sale of all alcoholic beverages for off-premise consumption only." Beer, malt liquor and wine in a grocery or convenience store AND beer, malt liquor, wine and distilled spirits in a liquor store.
6. "The legal sale of all alcoholic beverage except mixed beverages."
Beer, malt liquor and wine in a grocery or convenience store AND beer, malt liquor, wine and distilled spirits in a liquor store AND beer, malt liquor and wine in a bar or restaurant.
7. "The legal sale of all alcoholic beverages including mixed beverages."
Beer, malt liquor and wine in a grocery or convenience store AND beer, malt liquor, wine and distilled spirits in a liquor store AND beer, malt liquor, wine and distilled spirits in a bar or restaurant.
8. "The legal sale of mixed beverages."
Beer, malt liquor, wine and distilled spirits in a bar or restaurant.
9. "The legal sale of mixed beverages in restaurants by food and beverage certificate holders only."
Beer, malt liquor, wine and distilled spirits only in a restaurant.
10. "The legal sale of wine on the premises of a holder of a winery permit."
The sale of wine at a winery.

An election must be initiated by a petition. Each measure requires a petition.

<http://www.sos.state.tx.us/elections/laws/liquorelections.shtml>

Obtaining a Petition Form

A petition must be applied for by 10 or more qualified voters. An "Application for Petition for Local Option to Legalize" must state clearly the issue (Sec 501.035) and be accompanied by proof of publication of intent to circulate a petition. See code for specific petition requirements.

How many signatures are needed for a valid local option liquor petition? [Sec. 501.032]

Section 501.032 provides that the number of required signatures depends on the category of local option liquor election the petitioners are seeking. The number of signatures required to be on a petition is equal to or greater than:

1. 25 percent of the registered voters in the political subdivision who voted in the most recent **general** election (as indicated by the official returns for that election), if the ballot issue involves voting for or against "The legal sale of wine on the premises of a holder of a winery permit."
2. 35 percent of the registered voters in the political subdivision who voted for governor in the most recent **gubernatorial** election (as indicated by the official returns for that election), for an election on any other local option ballot issue.

NOTE: The number of signatures required is **based on turnout** in the most recently held general or gubernatorial election (as applicable, see above), and is **not based on the current number of registered voters** in the applicable territory.

How long may a petition be circulated? [Sec. 501.032, 1.006]

A petition must be filed no later than 60 days after it is issued. If the 60th day after the petition is issued falls on a Saturday, Sunday, or legal holiday, the petition may be timely filed on the next regular business day. The day after the petition is issued should be considered as day 1.

Can a circulator of a petition copy the pages provided to the circulator by the county clerk or city secretary and fax (or scan and email) them to individuals registered in the jurisdiction covered by the election, so that the individuals can sign a page and send the petition page back to the circulator, by mail or other form of transmission? [Secs. 501.026 – 501.028, 501.035]

No. The county clerk or city secretary must supply as many copies of the petition as may be required by the applicants. However, the county clerk or city secretary cannot supply more than one petition page for every 10 registered voters in the city. Additionally, each petition page must bear the actual seal of the county clerk or city secretary; the page cannot merely contain a facsimile of the seal. (234 pages on 10-22-2018; 2333 registered voters)

When must a local option liquor election be ordered? [Secs. 3.005, 501.032]

The last day to order a local option liquor election is the **78th** day before election day.

- 2020:** May 2, 2020 Election order deadline: Feb 14, 2020 (CC mtg – Feb 4)
Nov 3, 2020 Election order deadline: Aug 17, 2020 (CC mtg - Aug 4)
- 2021:** May 1, 2021 Election order deadline: Feb 12, 2021 (CC mtg – Feb 2)
Nov 2, 2021 Election order deadline: Aug 16, 2021 (CC mtg - Aug 3)

Petition due **30 days prior to City Council meeting** to order an election. The first day the commissioners court or city, as applicable, must order an election is at its next **regular session** occurring 30 days on or after the petition was filed with the voter registrar, elections administrator, or city secretary, as applicable.

For property outside of the City on the date of the local option election but subsequently annexed.

** TABC Sec. 251.725. CHANGE OF STATUS FOR CERTAIN TERRITORY ANNEXED BY MUNICIPALITY.

(a) This section applies only to a municipality whose local option status allows for the legal sale of beer and wine for off-premise consumption only as a result of a local option election on the applicable ballot issue held on or after January 1, 1985.

(b) The governing body of a municipality described by Subsection (a) may adopt an ordinance authorizing the sale of beer and wine for off-premise consumption in an area annexed by the municipality after that election if at the time the ordinance is adopted:

- (1) the annexed area is not more than one percent of the total area covered by the municipality;
- (2) all of the land in the annexed area is zoned for commercial use only; and
- (3) the annexed area is not adjacent to residential, church, or school property.