



## ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING

**Monday, June 29, 2026 – 6:00 PM**

109 North Kaufman Street, Mount Vernon, Texas 75457

*Our mission: to provide effective and fiscally responsible municipal services in a manner which promotes our high standard of community life.*

*Vision Statement Mount Vernon is a caring community committed to excellence and quality of life, aspiring to be the community of choice for ourselves, our children, and future generations – beautiful, clean, vibrant, and safe. We will strive to preserve our heritage, our friendly hometown atmosphere, and celebrate the diversity of all our citizens.*

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### AGENDA

#### **Call to Order**

The Chair will determine that a quorum is present and Call the meeting to order.

#### **Public Comment**

The Texas Open Meetings Act prohibits the Board from responding to any comments other than to refer the matter to a future agenda, to an existing policy, or to make a statement of factual information. Claims against the Board or employees, as well as individual personnel appeals are not appropriate for citizens' forum.

#### **Consent Agenda**

Items on the Consent Agenda may be approved by a single action of the board, with such approval applicable to all items appearing on the Consent Agenda. A member may request any item to be removed from the Consent Agenda and considered as a separate item.

1. Minutes - EDC Meeting - 05/14/2026

#### **Public Hearing**

The purpose of this hearing is to hear comments for or against a request made by the The Spot Pizza & Pub, to provide Existing Business Structure Assistance for the business located at 114 Houston Street, Mount Vernon, Texas, 75457

#### **Items to be Considered**

2. Consider Pape Dawson Proposal
3. Consider Application for Existing Business Structure Incentive for The Spot Pizza & Pub, for the business located at 114 Houston Street, Mount Vernon, Texas 75457

#### **Discussion Items**

4. Discussion regarding revisions to current Incentive Application
5. Discussion regarding Purple Tiger EDC Assistance Application

#### **Adjourn**

#### **Notes to the Agenda**

The Economic Development Corporation Board of Directors reserves the right to retire into executive session under Sections 551.071/551.074 – of the 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.

Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at 903-537-2252 two working days prior to the meeting so that appropriate arrangements can be made.

**CERTIFICATION**

I do hereby certify that this Public Meeting Notice was posted at the front entrance of City Hall located at 109 N Kaufman St., Mount Vernon, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on:

Date\_\_\_\_\_ Time\_\_\_\_\_

*Angie Pike,*  
City Secretary



## ECONOMIC DEVELOPMENT CORPORATION MEETING

**Thursday, May 14, 2026 – 6:00 PM**

109 North Kaufman Street, Mount Vernon, Texas 75457

*Our mission: to provide effective and fiscally responsible municipal services in a manner which promotes our high standard of community life.*

*Vision Statement Mount Vernon is a caring community committed to excellence and quality of life, aspiring to be the community of choice for ourselves, our children, and future generations – beautiful, clean, vibrant, and safe. We will strive to preserve our heritage, our friendly hometown atmosphere, and celebrate the diversity of all our citizens.*

### MINUTES

#### Call to Order

Board President Sachse called the meeting to order at 6:01 pm

Present: President Mark Sachse, Vice-President Julia Munoz, Secretary/Treasurer Jeff Byrnes, Board Member Gabe Sharp, Board Member Kevin Anthony

Absent: Member Don Huffstetler, Member Kristin Scott

Staff Present: City Administrator Craig Lindholm and City Secretary Angie Pike

#### Public Comment

#### Consent Agenda

1. Minutes - 03/26/2026

*Motion made to approve Consent Items as presented, made by Member Anthony, seconded by Member Sharp  
All in favor, none opposed*

#### Public Hearing

The purpose of this hearing is to hear evidence for or against a request made by Stone Café, dba the Purple Tiger, to provide assistance with Existing Business Structure Assistance for the business located at 327 South Highway 37, Mount Vernon, TX 75457

Public Hearing Opened at 6:05 pm

Public Hearing Closed at 6:07pm

#### Items to be Considered

2. Consider Application for Existing Business Structure Incentive for Stone Cafe, dba The Purple Tiger to provide assistance with Existing Business Structure Assistance for the business located at 327 South Highway 37, Mount Vernon, TX 75457

Members discussed the business and the possibility of additional funding requests by this business and existing parameters for the available funding.

*Motion to approve funding in the amount of 50% or \$1571.00 by Member Anthony, Seconded by member Munoz  
All in favor, none opposed*

#### Adjourn

*Motion made to adjourn at 6:10 pm by Member Byrnes, Seconded by Board Member Sharp  
All in favor, none opposed*

Item 1.

**Approved:**

**Attest:**

\_\_\_\_\_  
**Mark Sachse, Board President**

\_\_\_\_\_  
**Angie Pike, City Secretary**

April 29, 2026

Mr. Craig Lindholm  
City Administrator  
EDC Director  
The City of Mt. Vernon, TX  
109 N. Kaufman St.  
Mount Vernon, Tx 75457

Via E-mail: [clindholm@comvtx.com](mailto:clindholm@comvtx.com)

Re: 250-acre City Tract  
Proposal for Land Planning Services

Dear Mr. Lindholm:

**Pape-Dawson will provide Land Planning Consultant Services for the project known as 250-acre City Tract (the “Project”), as defined in the scope below.**

- **The proposed project scope known as 250-acre City Tract for Land Planning services includes working with the City to determine the goals and objectives the City has for this project, prepare a Conceptual Land Use Plan to determine the location of housing product types, commercial use areas, main road and open space networks, form the Conceptual Land Use Plan then prepare a Schematic Lotting Plan indicating the potential layout of residential streets and lots/units.**

Our proposed scope of services and associated fees are as follows:

**I. PLANNING RESEARCH INVENTORY & ANALYSIS (TASK 840) \$2,000**

The Consultant will gather information and data which might affect the development plan for the site. The information is to be analyzed by the Consultant and reviewed with the Client, as necessary, to support accuracy and avoid potential delays and conflicts. This task includes, but not limited to:

- Development code research
- Identify and analyze existing physical conditions of the site
  - Topography
  - Floodplain
  - Drainage
  - Easements
  - Unique site features
  - Opportunities/Constraints

**II. CONSULTATION (TASK 895) \$2,500**

The Consultant is to meet with the Client, his engineer, and / or other consultants, as well as, the appropriate governmental authorities to form the parameters for developing the subject property in conformance with applicable regulations while accommodating the desired goals of the Client. This task includes, but not limited to:

- All meetings with clients, their consultants or representatives, and regulatory agencies
- Meet with the Client, and their consultant team as appropriate, for a project kick-off meeting.
  - Review/prepare project goals and objectives
  - Receive Client direction as to lot sizes and mix of products
  - Review known opportunities and constraints
  - Set project schedule

**Note: This task will be billed as Time and Materials not to exceed the fee provided. If additional Consultation time is necessary an additional service request will be provided**

**III. LAND USE PLANNING (TASK 820) \$8,500**

Based upon the information collected, the Consultant is to prepare up to two (2) initial and one (1) final conceptual land use plans for the Client's review and approval. These plans may be initially prepared by hand, but are to be converted into AutoCAD, generally to scale, and indicate suggested major thoroughfare and / or collector street alignments, drainage facilities and utility easements, as well as, any other physical encumbrances affecting the overall plan for the site. Consideration to be given to the resulting tracts that are created by the physical characteristics in terms of ultimate land use and development. The plan(s) are to indicate residential cells, proposed utility, and drainage facility sites, as well as, any other special land use site required by the Client. A general indication of potential lot yield and acreage of commercial reserves, if any, is to be reflected on the conceptual plan.

- Review and discuss with Client the Conceptual Master Plans and land use summaries to determine the preferred concept.
  - Billed within the Consultation task.
- Attend and participate in strategy meetings with the Client, Client's civil engineer and other consultants.
  - Billed within the Consultation task.
- Based on the Client comments of the initial Conceptual Master Plans Consultant will develop a Final Master Plan, in an AutoCAD format, for use in preparing the entitlement documents and for marketing purposes.

**Note: Any revisions or additional scope changes to be billed as Time and Materials, unless an additional service amount is agreed upon**

#### IV. SCHEMATIC LOTTING (TASK 821)

\$18,500

The Consultant is to analyze the data collected and incorporate the design parameters using the approved Conceptual Master Plan to generate up to two (2) initial and one (1) final schematic plans for the Client’s review and approval. These plans may be initially prepared by hand, but are to be converted into AutoCAD, generally to scale, and indicate suggested street patterns and lot layout. Additionally, the acreage of reserve tracts, including recreation and landscape reserves, are to be reflected on the plan(s).

These Schematic Lotting Plans is to be developed:

- Based on the lot mix provided by the Client to evaluate the approximate development capacity;
  - Include alternative lot layouts and platting concepts that may be appropriate in responding to the site features; and
  - Prepare a land use summary that includes:
    - Residential Lot sizes, quantities, and acreages;
    - Non-residential uses and acreages; and
    - Open Space acreages.
- Attend and participate in strategy meetings with the Client, Client’s civil engineer and other consultants.
  - Billed within the Consultation task.
- Based on the Client comments of the initial Schematic Lotting Plans Consultant is to develop a Final Schematic Lotting Plan, in an AutoCAD format, for use in platting the property.

**Note: Any revisions or additional scope changes to be billed as Time and Materials, unless an additional service amount is agreed upon**

#### **THIS PROPOSAL ASSUMES AND/OR EXCLUDES THE FOLLOWING:**

- ◆ *Any professional opinions or recommendations related to our scope of work shall be provided in written format on Pape-Dawson letterhead and not solely expressed verbally in meetings or as part of any demonstrative presentation or email discussions.*
- *Compensation for Additional Services to be negotiated and agreed upon in writing by both Owner and Consultant prior to commencement of work upon the Additional Services.*
- *The following tasks are **expressly excluded** from the scope of services:*
  - *Surveys – Topographic and boundary survey. Nor construction staking.*
  - *Existing Utility Information and Plans – existing on-site and offsite public and private utility drawing and information*
  - *Base Information – Client and or project Civil engineer to provide all digital base information*
  - *Civil plans, including any utilities, mass grading, drainage that may be required.*

- *Building/Structure Architectural Plans, including any utilities, structural that may be required or other architectural plans that are not specifically described in Scope of Services*
- *Landscape Architecture.*
- *Any amendments to the program elements that result in additional design will result in an add service.*
- *Illustrative plans, models, and drawings not specifically described in Scope of Services*
- *Agency review fees and impact fees are not included herein.*
- *City, state, or county-required fees are not included herein*
- *Additional site visits/ meetings not within the Scope of Services, if required, will be billed hourly.*
- ◆ *This proposal assumes that the Owner or project Architect to submit the Pape-Dawson site/civil documents to the Texas Department of Licensing & Regulation for review of elements controlled by the Americans with Disabilities Act.*

**SUMMARY OF SCOPE AND FEES**

I.	Planning Research Inventory & Analysis	Task 840	<i>Lump Sum</i>	\$2,000
II.	Consultation	Task 895	<i>Hourly</i>	\$2,500
III.	Land Use Planning	Task 820	<i>Lump Sum</i>	\$8,500
IV.	Schematic Lotting	Task 821	<i>Lump Sum</i>	\$18,500
				<b>Total: \$31,500</b>

**Notes:**

- i. Budgets shown as hourly or allowance are estimates of the anticipated costs and will be billed on an hourly time and materials basis.*
- ii. Tasks that are shown lump sum will be billed on a percent complete basis.*

**BASIS OF COMPENSATION**

Pape-Dawson's compensation for the above services shown as hourly, allowance or Time and Materials (T&M) will be a charge on an as needed basis for personnel services plus an hourly charge for specialized equipment and computers. Pape-Dawson's compensation for the other above services will be a lump sum fee. A budget of **\$31,500** is the estimated cost of Pape-Dawson's current understanding of the services identified above. This budget figure does not include Direct Expenses (defined below. If this budget figure is exceeded, Pape-Dawson may request modification of this Agreement.

Direct Expenses include reproduction, travel, express mail, special deliveries and subcontractor expenses related to these services. Direct Expenses include a 10% markup on cost.

**AGREEMENT**

The attached Terms and Conditions set out as Exhibit A are incorporated into this Proposal by reference and become part of the agreement between the Client and Engineer by execution of this document. If the terms of this Proposal are acceptable, please acknowledge such by signing below and returning the executed document to us via e-mail or US Mail for our records. Receipt of the executed Proposal serves as authorization for us to proceed with the work.

The costs, fees, budget, and scope of work set out herein are valid for ninety (90) days from the date of this Proposal. If Pape-Dawson does not receive an executed Proposal from the Client within ninety (90) days from the date of this Proposal, the costs, fees, budget, and scope of work are subject to revision at Pape-Dawson’s sole discretion. Pape-Dawson to provide a revised Proposal with the modified costs, budget, and scope of work should revisions be made.

We appreciate the opportunity to work with you on this project.

Sincerely,  
Pape-Dawson Consulting Engineers, LLC

**THE CITY OF MT. VERNON, TX**



Elliott Richter, RLA  
Senior Project Manager

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**THE CITY OF MT. VERNON, TX  
ACCOUNTS PAYABLE CONTACT INFO**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Attachments:

- Pape-Dawson Terms & Conditions
- PD Schedule of Hourly Rates

# PAPE-DAWSON

## SCHEDULE OF REPRESENTATIVE RATES

Effective: December 30, 2024

<b><u>Classification</u></b>	<b><u>Fixed Hourly Rate</u></b>
Executive Officer	\$450.00
Executive Vice President	\$450.00
Managing Principal	\$400.00
Senior Vice President	\$400.00
Managing Vice President	\$390.00
Vice President	\$390.00
Associate Vice President	\$380.00
Practice Leader	\$380.00
Senior Associate	\$380.00
Design Leader	\$310.00
Program Control Director	\$380.00
Client Services Manager	\$355.00
Construction Operations Leader	\$350.00
Senior Project Manager	\$315.00
Principal Engineer	\$270.00
Project Manager	\$240.00
Assistant Project Manager	\$210.00
Senior Project Engineer	\$230.00
Senior Project Engineer - Ret.	\$280.00
Project Engineer	\$200.00
Engineer I	\$140.00
Engineer II	\$150.00
Engineer III	\$160.00
Engineer IV	\$180.00
Senior Designer	\$210.00
Designer	\$160.00
Technician	\$135.00
Technician - Intern	\$100.00
Platting Manager	\$250.00
Plat Coordinator	\$180.00
Senior Land Acquisition Agent	\$180.00
Senior Planner	\$275.00
Land Planner	\$160.00
Utility Coordinator	\$190.00
Landscape Architect	\$120.00
Program Manager	\$360.00
Production Manager	\$220.00
Project Controls Manager	\$275.00
Project Controls Specialist	\$165.00

Schedule of Representative Rates  
 Effective: December 30, 2024  
 Page 2 of 2

Senior Project Coordinator	\$230.00
Project Coordinator	\$185.00
Senior Construction Manager	\$270.00
Construction Manager	\$255.00
Senior Construction Inspector	\$185.00
Construction Inspector	\$150.00
Senior Construction Representative	\$190.00
Construction Representative	\$140.00
Field Manager	\$200.00
Field Coordinator	\$160.00
Senior Field Coordinator	\$220.00
Sr. Environmental Scientist / Geologist / Archaeologist	\$250.00
Project Environmental Scientist / Geologist / Archaeologist	\$160.00
Staff Environmental Scientist / Geologist / Archaeologist	\$120.00
Survey Manager	\$290.00
Project Surveyor	\$275.00
S.I.T.	\$160.00
Senior Survey Technician	\$195.00
Survey Technician	\$155.00
Geospatial Manager	\$215.00
Geospatial Staff	\$160.00
Director of GIS	\$350.00
GIS Manager	\$200.00
GIS Analyst	\$160.00
Data Analyst	\$140.00
Document Controls Specialist	\$200.00
Administrative Assistant	\$140.00
Operations/Clerical	\$90.00
<b>Survey Crew Units</b>	
Survey Crew (4 person) with equipment	\$350.00
Survey Crew (3 person) with equipment	\$310.00
Survey Crew (2 person) with equipment	\$230.00

**EXHIBIT "A"**  
**PAPE-DAWSON CONSULTING ENGINEERS, LLC**  
**RE: 250 -ACRE CITY TRACT (the "Project")**  
**TERMS AND CONDITIONS**

Pape-Dawson Consulting Engineers, LLC, hereinafter referred to as "Consultant", has agreed to provide Professional Services to **THE CITY OF MT. VERNON, TX** hereinafter referred to as "Client," pursuant to the terms set out in a Proposal Letter Agreement with Scope of Services and Compensation (the "Proposal") executed by Client and these Terms and Conditions.

**ARTICLE 1: SERVICES**

Consultant agrees to perform Professional Services (the "Services") in conformance with the descriptions, definitions, terms and conditions as set forth herein and on the Proposal and any Exhibits, rate sheets, and Additional Services Requests subsequently attached hereto or incorporated hereto by reference. This description of Services is intended to be general in nature and is neither a complete description of Consultant's Services nor a limitation on the Services that Consultant is to provide under this Agreement.

**ARTICLE 2: PROPOSAL AND ADDITIONAL SERVICES REQUESTS**

2.1 These Terms and Conditions, the Proposal and any Exhibits, rate sheets, and Additional Services Requests for this Project are hereby incorporated by reference and are collectively referred to herein as the "Agreement."

2.2 The Proposal, as amended or modified by any Additional Services Requests, shall identify the specific Scope of Services to be performed and the amount and type of compensation for the specific services.

2.3 Client shall authorize and Consultant shall commence work set out in the Proposal and any Additional Services Requests upon Client's execution of the Proposal.

**ARTICLE 3: CHANGES**

3.1 The Client may at any time, by written Additional Service Request, make changes within the general scope of the Proposal relating to services to be performed for this Project. If such changes cause an increase or decrease in the Consultant's cost of, or time required for, performance of any services, an equitable adjustment shall be made and reflected in a properly executed Amendment.

3.2 The Consultant is not obligated to begin work on a change of scope or deliver that work product until a properly executed Additional Services Request is signed by the Client.

3.3 This Agreement is based on laws and regulations in effect as of the date of execution of this Agreement by Client. Changes after this date to these laws and regulations may be the basis for modifications to Consultant's scope of Services, times of performance, or compensation. In the event that there are modifications and/or additions to legal or regulatory requirements relating to the Services to be performed under this Agreement after the date of execution of this Proposal, the scope of Services, times of performance, and compensation provided for in these Terms and Conditions, the Proposal, and any subsequent Additional Services Requests shall be reflected in an appropriate Additional Services Request.

3.4 Should commencement of the individual tasks or services set out in the Proposal not be initiated within three (3) months of the date of execution of the Proposal by Client, Consultant reserves the right to revise the costs, fees, and scope of work for the tasks or services not yet initiated.

3.5 If after the commencement of work, Consultant's performance of the individual tasks or services is suspended at the instruction of client for a period of three (3) cumulative months, Consultant may at its sole discretion submit to client an invoice for all tasks and services performed prior to suspension, and Client shall pay that invoice within thirty (30) days after receipt. If Client fails to pay the invoice in full within thirty (30) days, Consultant may terminate this Agreement in accordance with the provisions of Article 7.1 herein.

**ARTICLE 4: THE TERM**

4.1 **Term.** Consultant shall be retained by Client as of the date Client executes the Proposal, Consultant shall complete its Services within a reasonable time, and this Agreement shall remain in effect until the Services have been fully performed or until the Consultant's Services are terminated under provisions of the Agreement.

**ARTICLE 5: DUTIES**

5.1 **Access.** Client will provide Consultant with access to the Property or to any other site as required by Consultant for performance of the Services.

5.2 **Client-furnished Data.** Client shall provide all criteria and full information as to Client's requirements for the Project; designate a person to act with authority on Client's behalf in respect to all aspects of the Project, examine and respond promptly to Consultant's submissions, and give prompt written notice to Consultant whenever he observes or otherwise becomes aware of any defect in the work; and provide any recordings, transcripts, notes, and/or minutes taken during any meetings between Client and Consultant upon request, inclusive of any artificial intelligence-generated documents. If either Client or Consultant intend to record a meeting, the recording party must first notify the other party that the meeting will be recorded, so that the other party may request any such recording or other work product created from the recording.

Client shall also do the following and pay all costs incident thereto: Furnish to Consultant core borings, probings and subsurface exploration, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment and similar data; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements, and any other information previously made available to the Client, which may be required by Consultant, all of which Consultant may rely upon in performing its services.

Provide such legal, accounting, independent cost estimating and insurance counseling services as may be required for the Project, any auditing service required in respect of constructor(s)' applications for payment, and any inspection services to determine if constructor(s) are performing the work legally.

5.3 **Other Information.** Consultant will rely upon commonly used sources of data, including database searches and agency contacts. Consultant does not warrant the accuracy of the information obtained from those sources and has not been requested to independently verify such information.

5.4 **Indemnity.** The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from damages and losses arising from the negligent acts, errors or omissions of the Consultant in the performance of the professional services under this Agreement, to the extent that the Consultant is responsible for such damages and losses on a comparative basis of fault and responsibility between the Consultant and the Client. The Consultant is not obligated to indemnify the Client for the Client's own negligence.

Notwithstanding the foregoing, to the fullest extent permitted by law, Consultant shall indemnify and hold the client harmless from and against all claims arising out of or resulting from bodily injury to, or sickness, disease or death of, any employee, agent or representative of Consultant or any of its subcontractors. To the fullest extent permitted by law, Client and Consultant waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants or subconsultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

5.5 **Ownership of Documents.** All designs, drawings, specifications, documents, and other work products of the Engineer, whether in hard copy or in electronic form, are instruments of service for the Services, whether Services are completed or not. Reuse, change or alteration by the Client or by others acting through or on behalf of the Client of any such instruments or service without the written permission of the Consultant will be at the Client's sole risk. Client agrees to indemnify the Consultant, its officers, partners, employees, and subcontractors from all claims, damages, losses, and costs, including, but not limited to, litigation expenses and attorney's fees, arising out of or related to such unauthorized reuse, change or alteration.

5.6 **Reporting Obligations.** Client has responsibility for complying with all legal reporting obligations. Nothing in the Agreement precludes Consultant from providing any notices or reports that it may be required by law to give to governmental entities.

5.7 **Laboratory Services.** In performing environmental services, Consultant may make use of an independent testing laboratory. Consultant will not, and Client shall not rely upon Consultant to, check the quality or accuracy of the testing laboratory's services.

5.8 **Changed Conditions.** The Client shall rely on the Consultant's judgment as to the continued adequacy of the Agreement in light of occurrences or discoveries that were not originally contemplated by or known to the Consultant, including

but not limited to suspension of Consultant's work as set forth in Item 2. Article 3.5 herein. Should Consultant call for contract renegotiation due to such changed conditions, the Consultant shall identify the changed conditions necessitating renegotiation and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this Agreement. If terms cannot be agreed to, the parties agree that either party has the right to terminate the Agreement.

5.9 **Opinions of Cost.** Should Consultant provide any cost opinions, it is understood that those opinions are based on the experience and judgment of Consultant and are merely opinions. Consultant does not warrant that actual costs will not vary from those opinions because, among other things, Consultant has no control over market conditions.

5.10 **Construction Observation.** If construction phase services are included in the basic services, the Consultant shall visit the project at appropriate intervals during construction to become generally familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Contract Documents. The Client has not retained the Consultant to make detailed inspections or to provide exhaustive or continuous project review and observation services. The Consultant does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the project. Consultant shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s).

5.11 **Subconsultants.** Consultant may employ such Subconsultants as Consultant deems necessary to assist in the performance or furnishing of the Services, subject to reasonable, timely, and substantive objections by Client.

## ARTICLE 6: COMPENSATION OF SERVICES

6.1 **Compensation of Services.** Consultant's compensation for services shall be set forth in the Proposal and any subsequent Additional Services Requests.

**Compensation.** Client agrees to pay Consultant for Professional Services in accordance with the descriptions, definitions, terms and conditions as set forth herein and in the Proposal and any Additional Services Requests, or Amendments subsequently attached hereto or incorporated herein by reference. Expenses directly related to these services, including reproduction, travel, long distance telephone bill, express mail, special deliveries and subcontractor expenses shall include a 10% markup on cost.

Consultant reserves the right to adjust the hourly billing rates set out in the Proposal, Additional Service Requests, and/or Amendments thereto on an annual basis. Consultant shall notify Client of any hourly billing rate adjustments when they go into effect.

**Payments.** Consultant will invoice Client monthly in accordance with the terms and conditions of this Agreement, the Proposal, and any subsequent Additional Services Requests for Services and reimbursables. Client agrees to promptly pay Consultant at the address or ACH noted in the monthly invoice,

full amount of each such invoice upon receipt. In no event shall Consultant's failure to bill monthly constitute default under the terms and conditions of this Agreement.

independent contractor. Neither Consultant nor employee of Consultant shall be deemed to be employees of Client.

6.2 **Sales and Use Tax.** Any State, City and MTA Sales Tax must be collected on Surveying Fees for the establishment of Real Property Boundaries and determining the location of structures or improvements in relation to the boundaries. Charges for prints and reproductions are also subject to a Sales Tax. Client agrees to pay Consultant the applicable Sales Tax on services and said tax is not considered a part of Consultant's compensation for services. In the event subsequent taxes are levied by Federal, State or Local authorities, relating to the services in writing and such modifications as are required shall be made a part of this Agreement.

**ARTICLE 9. LIMITATION OF LIABILITY**

9.1 **Limitation of Liability.** To the fullest extent permitted by law, the total liability of Consultant and its subconsultants and subcontractors to Client for any and all injuries, claims, losses, expenses, or damages whatsoever from any cause or causes, including, but not limited to, strict liability, breach of contract, breach of warranty, negligence, or errors or omissions (collectively "Claims") shall not exceed the Consultant's total fee. In no event will Consultant, its subconsultants or subcontractors be liable for punitive, special, incidental, or consequential damages.

6.3 **Right to Stop Performance.** If Client does not pay any amount due to Consultant within thirty (30) days after the invoice date, Consultant may, upon three (3) additional days' verbal or written notice to Client, stop performance of the Services until payment of the amount owed has been received.

9.2 **No Certification.** Consultant shall not be required to sign any documents, no matter by whom requested, that would result in Consultant having to certify, guarantee, or warrant the existence of conditions whose existence Consultant cannot ascertain. The Client also agrees not to make resolution of any dispute with Consultant or payments of any amount due to Consultant in any way contingent upon Consultant's signing any such certification.

6.4 **Interest.** Payments due and unpaid to Consultant under the Agreement shall bear interest at the rate of twelve percent (12%) per annum, or lesser if required by law, calculated from the date of the invoice, if the payment is not made within thirty (30) days of the date of the invoice.

9.3 **Execution of Documents.** The Consultant shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of the Consultant, increase the Consultant's risk or the availability or cost of its professional or general liability insurance.

6.5 **Attorney's Fees:** In the event Consultants' invoices for services are given to an attorney for collection, or if suit is brought for collection, or if they are collected through probate, bankruptcy, or other judicial proceeding, then Client shall pay Consultant all costs of collection, including the maximum attorney's fees allowed by Law and court costs, in addition to other amounts due.

9.4 **No Supervision of Contractors.** Consultant shall not at any time supervise, direct, control, or have authority over any contractor work, nor shall Consultant have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.

**ARTICLE 7: TERMINATION OF SERVICES**

7.1 **Termination.** This Agreement may be terminated without cause at any time prior to completion of Consultant's services, either by Client or by Consultant, upon written notice to the other at the address of record. Upon receipt of written notice from Client to discontinue work, the Consultant shall discontinue work under this Agreement immediately. In the event Client terminates the Agreement based on Client's reasonable opinion the Consultant has failed or refused to prosecute the work efficiently, promptly or with diligence, the Consultant shall have ten (10) days, from the receipt of written notification by Client, to cure such failure to perform in accordance with the terms of this Agreement.

9.5 Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except Consultant's own agents, employees, and Subconsultants) at the Project site or otherwise furnishing or performing any work for the Project.

7.2 **Compensation in Event of Termination.** On termination, by either Client or Consultant, Client shall pay Consultant with respect to all contracted services rendered and expenses incurred before termination an amount fixed by applying the Consultant's Standard Hourly Rates, in force at the time of termination, to all services performed to date, in addition to termination settlement costs the Consultant reasonably incurs relating to commitments which had become firm before the termination.

**ARTICLE 10: MISCELLANEOUS**

10.1 **Entire Agreement.** The Agreement (including any exhibits) contains the entire agreement between Consultant and Client, and no oral statements or prior written matter shall be of any force or effect. The Agreement may be modified only by a written document executed by both parties.

**ARTICLE 8: RELATIONSHIP OF PARTIES**

8.1 **Independent Contractor:** It is understood that the relationship of Consultant to Client shall be that of an

10.2 **Governing Law.** The Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

10.3 **Venue.** Venue of any action under the Agreement shall be exclusively in the Texas County court where the Services are performed.

10.4 **Severability.** If any provision of the Agreement is held to be illegal, invalid or unenforceable under present or future la

such provision shall be fully severable and the Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision is not a part hereof, and the remaining provisions shall remain in full force and effect. In lieu of any illegal, invalid or unenforceable provision, there shall be added automatically as a part of the Agreement, a provision as similar in its terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.

**10.5 Construction of Agreement.** The parties acknowledge that each party and, if it so chooses, its counsel have reviewed and revised the Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of the Agreement or any amendments or exhibits.

**10.6 Successor and Assigns: Third Party Beneficiary.** The Agreement shall be binding upon Consultant, Client and their respective legal representatives, successors and permitted assigns. Neither Consultant nor Client may assign the Agreement nor any right or obligation under it without the prior written consent of the other party. Nothing in the Agreement restricts Consultant's ability to hire subcontractors in connection with the Services. The Services and any report prepared under this Agreement are for the sole benefit and sole use of Client and are not for the use of any other person. Only Client may rely upon the Agreement and the Services, unless Consultant gives Client prior and specific written approval.

**10.7 Dispute Resolution.** Any claim, dispute or other matter in question arising out of or related to the Agreement of the Services provided thereunder shall be subject to arbitration. Prior to arbitration, the parties shall endeavor to resolve disputes by mediation. Claims, disputes and other matters in question between the parties that are not resolved by mediation shall be decided by arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed in writing with the other Party to this Agreement and with the American Arbitration Association. No arbitration arising out of or relating to the Agreement shall include, by consolidation or joinder or in any other manner, an additional person or entity not a party to this Agreement. The foregoing agreement to arbitration shall be specifically enforceable in accordance with applicable law in any court having jurisdiction. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

**10.8 Mediation:** Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to non-binding mediation as a condition precedent to the institution of legal proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or other legal proceedings.

Each party agrees to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their respective subcontractors, suppliers, and subconsultants, thereby providing for mediation as the initial method for dispute resolution between the parties to all those agreements.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the county where the project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**10.9 No Warranty.** Consultant makes no warranty, either expressed or implied, as to Consultant's findings, recommendations, plans, specifications, or professional advice. Consultant has endeavored to perform its services in accordance with generally accepted standards of practice by recognized professional firms in performing services of a similar nature in the same locality, under similar circumstances. Client recognizes that neither Consultant nor any of Consultant's subconsultants or subcontractors owes any fiduciary responsibility to Client.

**10.10 Survival of Provisions.** Termination of the Services for any reason whatsoever shall not affect (a) any right or obligation of any party that is accrued or vested prior to such termination, and any provision of the Agreement relating to any such right or obligation shall be deemed to survive the termination of the Services or (b) any continuing obligation, liability or responsibility of Consultant and of Client which would otherwise survive termination of the Services.

**10.11 NON-SOLICITATION.** During the term of this Agreement and for a period of two (2) years thereafter, neither Client, nor its affiliates, nor any of their respective employees, agents, owners, officers, members, shareholders, or directors ("Client Entities") shall directly, or indirectly through another person or entity: (i) induce or attempt to induce any employee, agent, owner, officer, member, shareholder, director, client, customer, vendor or supplier, or other business relation of Consultant ("Business Relation") to leave the employ of, or terminate its contract, affiliation, or other business relationship with Consultant, (ii) hire or recruit away any Business Relation of Consultant, within two (2) years after such person ceased to be affiliated with Consultant, (iii) induce or attempt to induce any Business Relation of Company to cease doing business with Consultant or its other Business Relations, or (iv) otherwise interfere with, sabotage, or otherwise undermine any of the foregoing relationships.

**10.12** Complaints regarding surveying may be filed with the Texas Board of Professional Engineers and Land Surveyors, 1917 S. Interstate 35, Austin, TX 78741



# PAPE-DAWSON

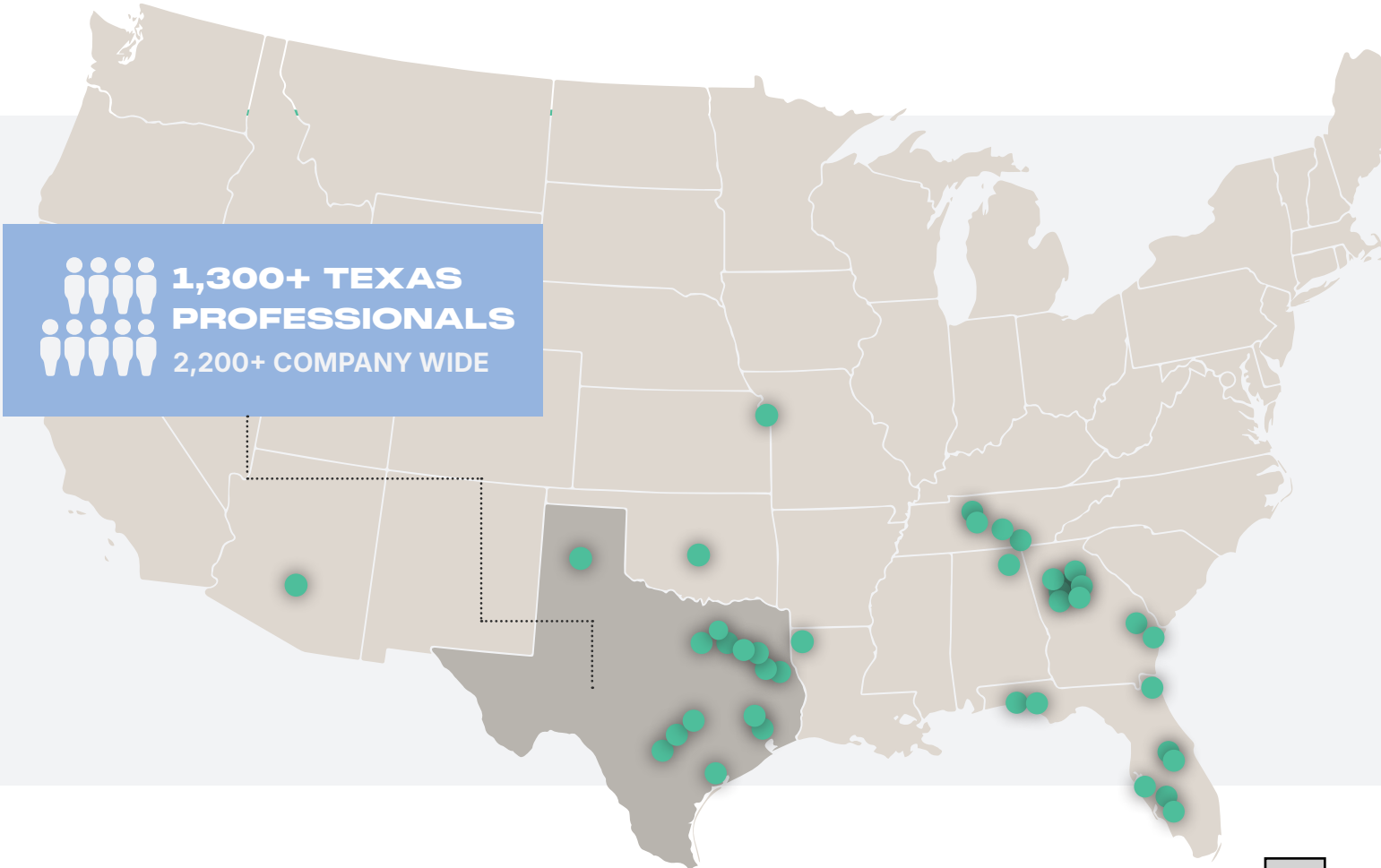
**STATEMENT OF QUALIFICATIONS**  
JANUARY 2026

# WHO WE ARE

At Pape-Dawson, we're about more than engineering. We are diligent, hardworking problem solvers with a passion for making a difference not only through our work, but also through our commitment to being community partners.

Our engineers, surveyors, planners, landscape architects, environmental scientists, archaeologists, data analysts, and construction management professionals work closely with clients and each other to deliver award-winning infrastructure and development projects that positively impact our communities.

We are proud to contribute to critical infrastructure improvement projects, thoughtful master planned communities, industrial sites, educational campuses, healthcare facilities, and retail and commercial developments that improve quality of life.



# AREAS OF SERVICE



## LAND DEVELOPMENT

Pape-Dawson specializes in the planning and design of office, retail, hospitality, industrial, education, single-family, and multi-family developments. We serve our clients at every step of the development process. Whether it is conducting feasibility or traffic studies, or helping navigate the intricacies of platting, our team has the experience to keep projects moving forward.

## LAND PLANNING

Pape-Dawson partners with clients to ensure creative land plans make economic and social sense. We ask important questions early on, carefully considering factors such as site access, visibility, accessibility, amenities, and impact, to achieve satisfaction for end users. Our goal is to understand our clients' overall vision for development, identify alternatives, and create comprehensive designs that optimize land use.

## LANDSCAPE ARCHITECTURE

Incorporating research into design, our team excels in producing landscape architecture that creates harmony between natural and manmade elements. Our designs are focused on visual aesthetics and sustainability, as we work to create thoughtful spaces that serve today's needs while respecting our land's resources for tomorrow.

## TRANSPORTATION

Pape-Dawson uses a comprehensive approach to transportation development, from planning to construction. We develop safe and efficient transportation systems by maintaining acute familiarity with local, state, and federal requirements, and through our commitment to serve as a partner to project stakeholders. From roadways, intersections, and signals to ADA compliance, sidewalks, transit, and traffic studies, our breadth and scope of experience spans a broad range of specialties.

## WATER & WASTEWATER

For more than half a century, Pape-Dawson has provided water and wastewater solutions to state and local government agencies, utility companies, and private developments. From collection and treatment to supply and distribution, our experienced team is dedicated to tackling water challenges with thoughtful planning, innovative technologies, and efficient project management tools.

## HYDROLOGY & HYDRAULICS

We are leaders in large-scale flood risk studies and utilize hydrologic and hydraulic models as a baseline for proposed infrastructure improvements. Pape-Dawson addresses the needs of urban drainage and river management by analyzing and creating plans for water cycle management, flood control, and sustainability. Our team has decades of experience performing hydrologic investigations, channel design, floodplain analysis, permitting, and more.

# AREAS OF SERVICE



## **SURVEYING & GEOSPATIAL**

Pape-Dawson's survey department conducts thousands of boundary, topographic, and improvement surveys every year. Our experience with a wide range of challenging projects equips us with a comprehensive understanding of regulations and best practices, as well as the versatility to select and apply the most appropriate surveying techniques to expertly address each client's needs. Our UAV and mobile mapping capabilities allow us to quickly and accurately map areas for site design, construction management, and asset inventory by land or air.

## **AVIATION PLANNING & DESIGN**

Our highly-skilled aviation team has completed projects for airports across the nation, from small general aviation airports to medium hub commercial service airports. Whether meeting the needs of the recreational flying community, acting as an economic catalyst for the region, or accommodating corporate aircraft, our team is dedicated to helping aviation clients meet their unique goals.

## **STRUCTURAL**

Focusing on longevity and resilience, Pape-Dawson delivers comprehensive structural designs, inspections, and rehabilitations. Our structural team specializes in detailed bridge designs encompassing a variety of beam and girder types crafted in steel and concrete. Our seasoned staff brings unmatched proficiency in the structural components of infrastructure projects, including water and wastewater treatment plants, lift and pump stations, steel control buildings, concrete masonry unit buildings, drainage outfalls, and erosion protection.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Pape-Dawson uses GIS to collect, manage, display, and analyze data in real time as we identify the geographic relationships that impact a project. Our planners, designers, and project managers use GIS for site selection analysis, planning and zoning, flood analysis, traffic mapping, utility and infrastructure management, asset tracking, project tracking, 3D mapping, and 3D analysis to help ensure each project is a success.

## **ENVIRONMENTAL**

Pape-Dawson's experience evaluating environmental resources, coupled with our familiarity with regulatory requirements, enables us to protect the environment while keeping projects moving forward. Minimizing client risk, our professional biologists, geologists, archaeologists, environmental scientists, and engineers guide clients through complex environmental regulations from initial constraints analysis to construction monitoring.

## **PROJECT DELIVERY**

Pape-Dawson has extensive experience delivering large, complex infrastructure programs. We plan ahead, assemble the right team, and develop customized processes to fit unique program requirements. Our cost-effective collaboration and project control tools maintain transparent communication across teams and expedite the decision-making process. From startup to delivery, we effectively maintain critical program elements such as cost and schedule.

# AWARDS

**ENGINEERING NEWS RECORD**

#69 in Top 500 U.S. Design Firms, 2025  
 #56 in Top 100 Pure Designers, 2025  
 #122 in Top 150 Global Design Firms, 2025

**ENGINEERING NEWS RECORD – TX & SOUTHEAST**

#11 in Top Design Firms, 2025  
 #6 in Texas, 2025  
 #9 in Tennessee, 2025  
 #2 in Commercial, 2025

**SAN ANTONIO BUSINESS JOURNAL**

#1 Engineering Firm, 2025  
 #1 Engineering Firm, 2024

**AUSTIN BUSINESS JOURNAL**

#11 Engineering Firm, 2025  
 #11 Engineering Firm, 2024

**DALLAS BUSINESS JOURNAL**

#7 Engineering Firm, 2025  
 #13 Engineering Firm, 2024

**HOUSTON BUSINESS JOURNAL**

#8 Engineering Firm, 2025  
 #11 Engineering Firm, 2024

**ACEC TEXAS ENGINEERING EXCELLENCE AWARDS**

Gold Award, 2024  
 National Recognition Award, 2024  
*Bexar County/TxDOT–State Highway 211*  
 Silver Award, 2023  
*UTSA–Roadrunner Athletics Center for Excellence*  
 Gold Award, 2022  
 Eminent Conceptor Award, 2022  
*Vista Ridge Regional Water Supply Project*

**AMERICAN PUBLIC WORK ASSOCIATION TEXAS CHAPTER**

Transportation Project of the Year, 2023  
*Bexar County/TxDOT–State Highway 211*  
 Transportation Project of the Year, 2022  
*City of New Braunfels–Elizabeth Avenue*

**PSMJ RESOURCES**

Circle of Excellence Award, 2025  
*Awarded to top 20% of firms based on outstanding achievements in profitability, staff growth, and turnover.*



# PAPE-DAWSON



## DALLAS

6105 TENNYSON PARKWAY  
SUITE 210  
PLANO, TX 75024

# LAND DEVELOPMENT

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# PAPE-DAWSON

## STATEMENT OF QUALIFICATIONS

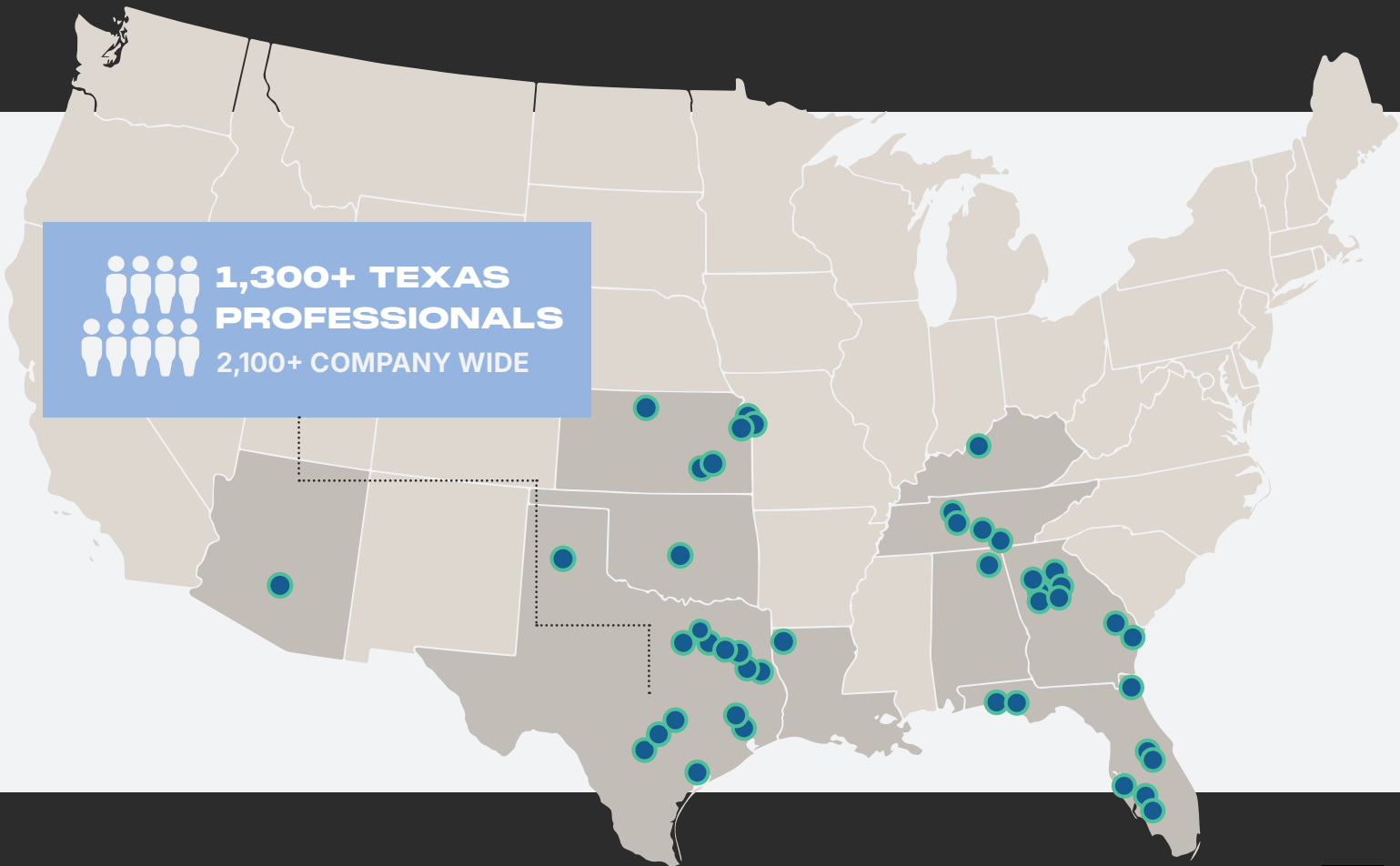
MARCH 2026

# WHO WE ARE

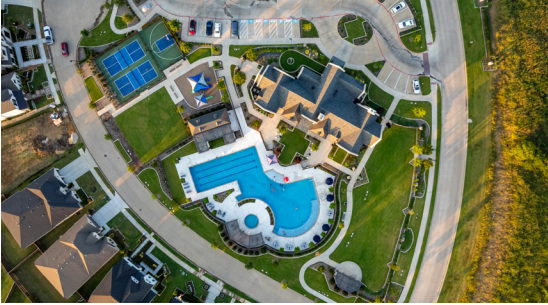
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**Pape-Dawson offers clients a full spectrum of services under one roof, providing a streamlined and efficient experience from project inception to completion.**

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# SELECTED EXPERIENCE

## SINGLE-FAMILY RESIDENTIAL



### MUSTANG LAKES

Celina, TX

Mustang Lakes is a large-scale, master-planned residential community encompassing over 1,000 acres in Celina, Texas. The development program includes approximately 3,000 residential lots, two amenity centers, two school sites, and designated commercial

parcels. The project required comprehensive civil engineering services to support phased residential development, municipal infrastructure expansion, and regional drainage compliance within a rapidly growing North Texas market.

### RICHWOODS

Frisco, TX

Richwoods is a 506-acre, 1,667-lot, gated community in Frisco. Our planning and engineering teams collaborated to develop the master plan and design documents. Richwoods features an internal ring road that connects residents with neighborhood parks, schools, landscaping, and an amenity center to minimize traffic circulation in front of the community's homes. Each gated entry into the project has its own unique visual character with varying landscaping, pavement types, and guardhouse structures.



# SELECTED EXPERIENCE

## SINGLE-FAMILY RESIDENTIAL



### **CAMBRIDGE CROSSING**

Celina, TX

Our team led planning efforts for this 455-acre master planned community consisting of mixed-use, residential, and school sites. The project consisted of more than 1,000 residential lots, off-site water and sanitary sewer, and a master drainage study.

### **MORNINGSTAR NORTH**

Parker County, TX

Morningstar North is an extension of a well-established community in Parker County, located in the ETJ of Fort Worth. This development consists of 1,300 residential lots on 350 acres. Pape-Dawson provided engineering services for multiple developers, and consultants across seven different phases of development. This project required extensive analysis of FEMA regulated floodplains for both Parker County and the City of Fort Worth.

### **LONE STAR AT LIBERTY TRAILS**

Denton County, TX

Lone Star is a master planned community consisting of approximately 1,700 residential lots, an amenity center, and room for future commercial development.

Pape-Dawson prepared detailed studies related to water and wastewater, floodplain mitigation and development, and a traffic impact analysis. These studies allowed us to expand the footprint of the existing development and work with the city to provide the necessary infrastructure that will allow for future development within this project and the surrounding areas.

In addition to the single-family development, our team designed roadway improvements for the SH 114 corridor, including turn lanes and median openings, and the two main collector roads.

Pape-Dawson also serves as the district engineer for the Brookfield Water Control and Improvement District of Denton County, which owns and maintains the infrastructure for this development. Our expertise in establishing and serving municipal districts has provided additional funding for developers and brought resources to areas that were not readily available for development previously.

# SELECTED EXPERIENCE

## SINGLE-FAMILY RESIDENTIAL



### **PATRIOT ESTATES**

Venus, TX

Pape-Dawson is the civil engineer responsible for the design and construction administration of Patriot Estates – a 1,050-lot residential project. The design included a 21" sanitary sewer interceptor and two collector roads that bifurcate the site north-south and

east-west. The site also required FEMA floodplain reclamation to increase the developable property acreage. Additionally, we led utility coordination with Enverest, Atmos, and Energy Transfer.

### **LONGHORN ESTATES**

Parker County, TX

Longhorn Estates is a master planned community consisting of approximately 1,050 residential lots, multiple parks, an amenity center, and future land for commercial growth. Pape-Dawson assisted the developer through a thoughtful zoning process which allowed us to craft a land plan that catered to the

residents in the surrounding areas, while also providing higher density areas for growth. The project required extensive offsite water and wastewater improvements, as well as improvements to existing roadways that did not currently meet city standards.

# SELECTED EXPERIENCE

## MULTI-FAMILY RESIDENTIAL



Cypress Creek (Waxahachie)

### **CYPRESS CREEK**

Waxahachie, TX

Multiple jurisdictions were involved in this project including the parks department, public works, and the Texas Department of Transportation. The 168-unit garden-style project included an extension of River Oaks Boulevard and the new construction of Cypress Creek Boulevard. A hike and bike trail was also constructed that connected the development to public streets and the City of Waxahachie park trail system. A hydraulic timing study proved that detention would adversely affect drainage downstream, so it was removed from the plans and allowed for additional building.

### **BLUEBONNET RIDGE**

Ennis, TX

Pape-Dawson served as the engineer for this unique 264-unit multi-family development along IH 45. This project required a significant amount of off-site public roadway design and coordination with adjacent property owners and the City of Ennis for easement and ROW acquisition. The project site had very little fall, so the grading and drainage design proved to be especially challenging. The design included a retention pond in the middle of the site with a water feature to serve as an amenity for residents and solve drainage issues. Other amenities include a business center, playground, dog park, fitness center, and pool overlooking the pond.

### **CABANA MULTIFAMILY**

Dallas, TX

Pape-Dawson is providing civil engineering services for this redevelopment project in the Dallas Design District. The mixed-income housing project will include an 11-story tower with 153 units, a four-story tower with 22 units, and a multilevel parking garage. Design for this project included site grading, paving, drainage and utilities. A public water main had to be routed in the TxDOT right-of-way to provide adequate fire coverage for the front of the building. Other public improvements included parking, sidewalks, and pedestrian-friendly access along Slocum Street in the rear of the facility.



Bluebonnet Ridge

# SELECTED EXPERIENCE

## MULTI-FAMILY RESIDENTIAL

### **MARIPOSA APARTMENT HOMES AT HARRIS ROAD**

Arlington, TX

In order to develop this site, the property had to go through zoning with the City of Arlington. This process included conceptual civil engineering plans with a detention pond that were used to develop the final construction documents. The detention pond had to be oversized to accommodate for flow going off-site in

other direction. The pond included retaining walls, and an off-site drainage channel in an easement had to be coordinated and negotiated with the adjacent property owner. This project site was over 12 acres, and this development added 180 affordable senior living units to the community.



### **CYPRESS CREEK**

Joshua, TX

Pape-Dawson served as the civil engineer for this 181-unit apartment complex, providing feasibility reports for the Texas Department of Housing & Community Affairs (TDHCA), planning, and surveying. We also provided civil engineering services, local representation, and construction management assistance for the community. The development includes a clubhouse, a pool, and onsite amenities for residents. Due to the site topography and other utility constraints, the entryway had to be located so access worked within the Joshua Station community. Our team's design successfully met a complex set of ADA/TAS requirements.

### **MARIPOSA APARTMENT HOMES AT SPRING HOLLOW**

Saginaw, TX

Mariposa Apartment Homes at Spring Hollow is an active adult community with 181 units comprised of 18 apartment buildings ranging from 1-story 4-plex units, and a 3-story building with attached clubhouse facilities. Pape-Dawson provided all civil design for the 14-acre site consisting of a storm drainage system, water and wastewater facilities, and grading necessary to construct the project. We represented the developer at all Planning and Zoning hearings and City Council hearings to get the project through the City of Saginaw development process, acting as the local liaison for the developer.

# SELECTED EXPERIENCE

## INDUSTRIAL



**CORE5 Logistics Center**

### **CORE5 LOGISTICS CENTER**

Hutchins, TX

Pape-Dawson served as the civil engineer for public roadway and utility improvements to serve a 762,000 SF cross-dock warehouse. Vanderbilt Road and Della Road were 16'-wide asphalt roads in need of replacement. We also led coordination efforts with the City of Hutchins Economic Development Committee to receive tax incentives for public improvements. We designed approximately 1,950 LF of 24'-wide 8" pavement for Vanderbilt Road and Della Road, and a left-turn lane median cut in Wintergreen Road. Additionally, approximately 1,100 LF of 12" water line was constructed as a parallel line to provide water service for the development and adjacent properties.

### **NIAGARA BOTTLING**

Lancaster, TX

Pape-Dawson provided surveying and civil engineering services for a 1.2 million-SF manufacturing and distribution facility for the production of flavored beverages and purified drinking water. The project required traffic impact analysis, turn lane improvements, on-site detention, new utility connections, and coordinated landscape enhancements to meet City requirements. Pape-Dawson also managed site permitting and worked closely with city staff throughout design and approvals to support successful project delivery.

### **COTTON SWAB MANUFACTURING SITE**

Ennis, TX

Pape-Dawson provided civil design services for a manufacturing facility on a 42.70-acre site. The project included private and public manufacturing infrastructure improvements and progressed from re-zoning through final permitting. Services included

platting, pond design, site grading, drainage, paving, utilities, and permitting coordination. The project also required off-site water and sanitary sewer extensions and was coordinated with City staff, TxDOT, and other project stakeholders.

# SELECTED EXPERIENCE

## COMMERCIAL/RETAIL

### JIFFY LUBE STATEWIDE EXPANSION PROGRAM

#### Various Regions in Texas

Pape-Dawson performed civil engineering services on 24 locations for this client. Our scope of service has included: concept planning, site investigation report preparation, OPC, project schedule, construction

documents, entitlement, permit coordination and construction administration. Projects have included new locations in the Houston, North Texas, Austin, and South Texas regions and in Oklahoma.



### LIVING SPACES

#### Frisco, TX

Pape-Dawson provided civil engineering, surveying, and permitting services for this 15-acre Living Spaces project. Our services included a tree and topographic survey, conceptual planning and site layout, preliminary plan, platting, drainage, easements, permitting, and construction phase services. This particular project required two (2) right turn deceleration lanes and one (1) left turn lane with median opening for the City of Frisco. TxDOT reviewed and approved a right turn deceleration lane to provide access to the proposed development.

We provided a similar scope of service for another Living Spaces site in Fort Worth.

### QUICK SERVE RESTAURANTS

#### Various Locations in North Texas

Our team has provided site design services for various quick serve restaurants across North Texas. Our typical services include site grading, erosion control, water and sanitary sewer services, paving, storm drainage facilities, platting, and coordinating with City staff for necessary approvals. Our projects include sites across the Metroplex for:

- Starbucks
- Wendy's
- Whataburger
- Dutch Bros Coffee
- McDonalds

# SELECTED EXPERIENCE

## COMMERCIAL/RETAIL



### REGAL THEATRE BENDERS LANDING

Spring, TX

Pape-Dawson provided civil engineering services for the 24-screen, 190,000-SF Regal Theatre and 32,000-SF of retail and restaurant buildings at Benders Landing. Our team’s responsibilities included site dimensional control, erosion and sedimentation control plans,

sanitary sewer layout, grading and drainage plans, and coordination with subconsultants. We also prepared detailed plans for water distribution in accordance with County and local utility district standards.

### 7-ELEVEN

Fort Worth, TX

Our team provided site design services for this 1.91-acre site, located at Sendera Ranch Boulevard and Canyon Way. Our services included site grading,

erosion control, water and sanitary sewer services, paving, and storm drainage facilities to serve the site. We also designed an off-site access drive.

# TEAM ORG CHART



**CHRISTINE GRAYGOR, P.E.**  
Managing Principal, North Texas



**SAM KNIGHT, P.E.**  
Managing Vice President,  
Fort Worth



**COLIN HELFFRICH, P.E.**  
Vice President



**BRANDON O'DONALD, P.E.**  
Vice President



**ROB SINGER, P.E.**  
Vice President, Commercial  
Land Development



**MATT GILBERSTON, P.E.**  
Associate Vice President



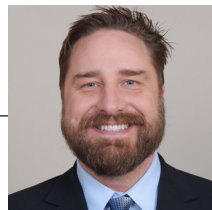
**THOMAS MOSS, P.E.**  
Associate Vice President



**MICHELLE LASA, P.E.**  
Associate Vice President



**MATT MALY, P.E.**  
Associate Vice President



**DAVID GREER, P.E.**  
Associate Vice President



**JONATHAN NEWSOM, P.E.**  
Principal Engineer

**ERIK BJORNSTROM, P.E.**  
Senior Project Manager

**LANCE STEWART, P.E.**  
Senior Project Manager

**CHRISTOPHER HERNANDEZ,  
P.E.**  
Senior Project Manager

**ANDREA SAAVEDRA, P.E.**  
Senior Project Manager

**MICAL STEPHENSON, P.E.**  
Senior Project Manager

**KEVIN MURPHY, P.E.**  
Senior Project Manager

**AJ ROSCOE, P.E.**  
Project Manager

**HEUNICE ZATARAIN, P.E.**  
Project Manager

**EDGAR MOLINA, P.E.**  
Project Manager

**GABBY VILLALOVOS, P.E.**  
Project Manager

# AWARDS

**ENGINEERING NEWS RECORD**

#69 in Top 500 U.S. Design Firms, 2025  
 #56 in Top 100 Pure Designers, 2025  
 #122 in Top 150 Global Design Firms, 2025

**ENGINEERING NEWS RECORD – TX & SOUTHEAST**

#11 in Top Design Firms, 2025  
 #6 in Texas, 2025  
 #9 in Tennessee, 2025  
 #2 in Commercial, 2025

**SAN ANTONIO BUSINESS JOURNAL**

#1 Engineering Firm, 2025  
 #1 Engineering Firm, 2024

**AUSTIN BUSINESS JOURNAL**

#11 Engineering Firm, 2025  
 #11 Engineering Firm, 2024

**DALLAS BUSINESS JOURNAL**

#7 Engineering Firm, 2025  
 #13 Engineering Firm, 2024

**HOUSTON BUSINESS JOURNAL**

#8 Engineering Firm, 2025  
 #11 Engineering Firm, 2024

**ACEC TEXAS ENGINEERING EXCELLENCE AWARDS**

Gold Award, 2024  
 National Recognition Award, 2024  
*Bexar County/TxDOT–State Highway 211*  
 Silver Award, 2023  
*UTSA–Roadrunner Athletics Center for Excellence*  
 Gold Award, 2022  
 Eminent Conceptor Award, 2022  
*Vista Ridge Regional Water Supply Project*

**AMERICAN PUBLIC WORK ASSOCIATION TEXAS CHAPTER**

Transportation Project of the Year, 2023  
*Bexar County/TxDOT–State Highway 211*  
 Transportation Project of the Year, 2022  
*City of New Braunfels–Elizabeth Avenue*

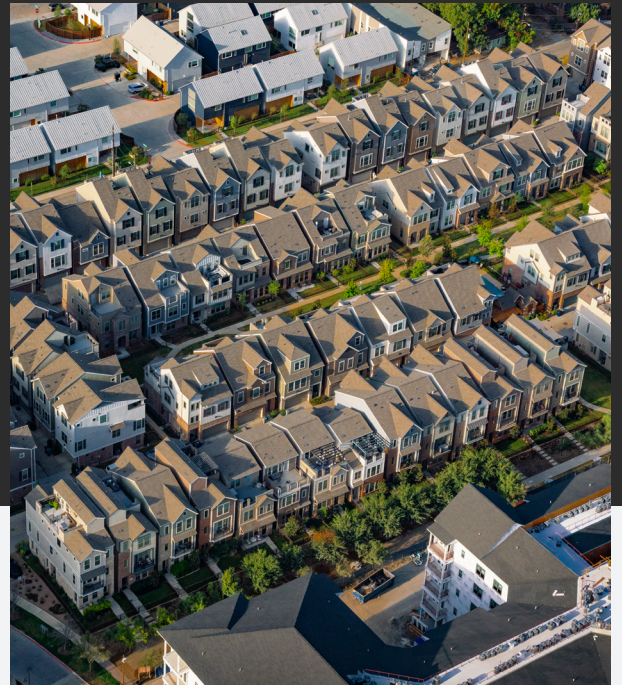
**PSMJ RESOURCES**

Circle of Excellence Award, 2025  
*Awarded to top 20% of firms based on outstanding achievements in profitability, staff growth, and turnover.*



# PAPE-DAWSON

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## DALLAS

6105 TENNYSON PARKWAY

SUITE 210

PLANO, TX 75024

214.420.8494



# Mount Vernon Economic Development Corporation

109 N. Kaufman St., Mount Vernon, TX 75457

## Application for Economic Development Assistance

**APPLICATION MUST BE FILLED OUT AND RETURNED BEFORE THE PROJECT STARTS**

The following information is requested for all projects seeking economic development assistance from the Mount Vernon Economic Development Corporation (MVEDC). Please fill in all spaces on the application form. If the information requested is not applicable, enter "N/A" in the space. Incomplete applications will not be considered for assistance. Following receipt of the application, MVEDC may require additional information to be submitted to indicate the financial abilities or other factors of the company.

<b>Applicant/Business Name</b>		<b>Business Ownership</b>	
The Spot Pizza + Pub		The Spot Pizza + Pub LLC	
<b>Business Type</b>			
Sole Proprietorship _____ Partnership _____ Corporation _____ Other (Please Explain and provide proof) LLC			
<b>Date of Business Establishment</b>		4-13-2024	
<b>Mailing Address (Business Headquarters)</b>			
Po Box 532			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	
Mount Vernon	TX	75457	
<b>Phone Number</b>		<b>Fax Number</b>	
[REDACTED]			

Applicant's Representative		Title	
Robert Rosales		LLC Member	
Mailing Address (if different from above)			
P O Box 532			
City		State	Zip Code
Mount Vernon		TX	75457
Phone Number	Fax Number	Email Address	
[REDACTED]		[REDACTED]	

Additional Authorized Representative		Title	
Mailing Address (if different from above)			
City		State	Zip Code
Phone Number	Fax Number	Email Address	

### Project Information

<b>Description of the Project</b>				
Repair Root from leaks + improve fan NEW Alc NEW Alc fan Kitchen				
<b>NAICS Code</b>		<b>NAICS Code Description (if multiple please list all that apply)</b>		
<b>Property Address</b>			<b>Legal Description (attach if necessary)</b>	
114 Houston ST				
<b>Is this Project inside the City limits?</b>		<input checked="" type="radio"/> Yes	<input type="radio"/> No	
<b>Is this Project in the Historic District?</b>		<input checked="" type="radio"/> Yes	<input type="radio"/> No	
<b>If Yes, does this Project require approval from the Landmark Commission?</b>		<input type="radio"/> Yes	<input checked="" type="radio"/> No	
<b>Date of Landmark Commission Review</b>		N/A		
<b>Will this Project generate sales tax?</b>		<input checked="" type="radio"/> Yes	<input type="radio"/> No	
<b>What is your taxpayer ID?</b>		[REDACTED]		
<b>Anticipated Total Sales</b>				
Year 1	Year 2	Year 3	Year 4	Year 5
<b>Anticipated Total Taxable Sales (excludes items that are exempt from sales tax)</b>				
Year 1	Year 2	Year 3	Year 4	Year 5

Does this Project create or retain jobs?					<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>Jobs Created (new jobs that did not exist prior to this project)</b>						
Year 1 (Positions/FTEs)	Year 2 (Positions/FTEs)	Year 3 (Positions/FTEs)	Year 4 (Positions/FTEs)	Year 5 (Positions/FTEs)		
<b>Average Annual Salary</b>						
<b>Jobs Retained (jobs that would likely be lost without this project)</b>						
Year 1 (Positions/FTEs)	Year 2 (Positions/FTEs)	Year 3 (Positions/FTEs)	Year 4 (Positions/FTEs)	Year 5 (Positions/FTEs)		
15	15					
<b>Average Annual Salary</b>						
Does the applicant own or lease the property associated with this Project?					<input checked="" type="radio"/> Own	<input type="radio"/> Lease
<b>Property Owner Information, if leased</b>						
Property Owner Name						
Property Owner Phone Number						
Property Owner Email						
Property Owner Address						
City			State	Zip Code		
Lease Amount				Period (Annually/Monthly)		

PROOF OF LEASE WILL BE REQUIRED

Current Appraised Value of Property	
Are all Property Taxes Paid on this Property?	Yes No
If No, please explain	
Are Improvements being made to the Property?	Yes No
Estimated Cost of Improvements to be Made	26,863.00
Anticipated Construction Start Date	ASAP
Anticipated Construction Completion Date	1 week
Description of Improvements to be Made	

PLEASE PROVIDE WRITTEN BIDS OR COST ESTIMATES REGARDING ANY PROPOSED IMPROVEMENTS.

Please indicate any of the following that you have consulted on this Project (check as many as apply)			
<input type="checkbox"/>	Ark-Tex Council of Governments	<input type="checkbox"/>	Franklin County
<input type="checkbox"/>	Franklin County Chamber of Commerce	<input type="checkbox"/>	Local Workforce Board
<input type="checkbox"/>	North Texas Community College	<input type="checkbox"/>	Small Business Development Administration
<input type="checkbox"/>	Texas Workforce Commission	<input type="checkbox"/>	
Other, Please specify below and provide written documentation			

Please indicate the Economic Development Assistance Programs for which you would like to apply (check as many as apply)			
<input type="checkbox"/>	Graduated Rental Assistance	<input type="checkbox"/>	Existing Business Structure Assistance
<input type="checkbox"/>	Job Creation/Retention Incentives	<input type="checkbox"/>	Business Recruitment Incentives
<input type="checkbox"/>	Business Retention Assistance	<input type="checkbox"/>	
Guidelines and Descriptions of each Incentive Are Provided as an Appendix to this Document.			

# C & S Refrigeration LLC

## Air Conditioning & Heating

407 Texas Hwy. 37  
Mt. Vernon, TX 75457  
(903) 537-4979  
TACLA00059099C

### QUOTE

Item 3.

DATE	INVOICE #	CUST #
6/3/2026	0000028153	0004494

#### BILL TO:

Lucky 7 Truck Wash  
Robert Rosales  
1316 Holbrook St  
Mount Vernon TX 75457

#### SHIP TO:

Lucky 7 Truck Wash  
Robert Rosales  
1316 Holbrook St  
Mount Vernon TX 75457

P.O. NUMBER		TERMS	SALES PERSON	
The Sport Pizza & Pu		COD		
QUAN	DESCRIPTION	PRICE EACH	AMOUNT	
1.00	Installing Carrier Weathermaker 7.5 ton Gas packaged unit, Hail guards, roof curb	16,363.00	16,363.00	
1.00	Crane service	1,000.00	1,000.00	
TOTAL			\$17,363.00	

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

Regulated by The Texas Department of Licensing and Regulation  
P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599



# J&S A/C

- INSTALLATION & REPAIR
- REASONABLE PRICES
- QUALITY & HONESTY

PH. 214.881.2725

Nº 01748

2104 HADDOCK DR • MESQUITE, TX 75149

NAME	DATE OF ORDER
ADDRESS	DATE PROMISED
PHONE	ORDER TAKEN BY
DESCRIPTION OF WORK	

114 Houston St  
Mt Vernon TX 75457

6/2/26

RTU Change Out

QUAN.	DESCRIPTION		AMOUNT
1	3 1/2 Tons RTU Carrier		
	Hail Guards Included		
	Labor and Unit Included		
	Adrian 945-208-8539		
	Total 16200 + 1050		
	OF The Crane		
	Only With Inspection		
	Not Economiser Included		
LABOR	HOURS	RATE	AMOUNT
			TOTAL MATERIALS
			TOTAL LABOR
WORK ORDERED BY		DATE COMPLETED	TAX
SIGNATURE		TOTAL	

17250.00

16200.00

All claims returned goods MUST be accompanied by this bill.  
Para cualquier reclamo DEBE de traer este recibo.

Thank You

Gmp Pro Painting-M-G construction 796012

Statement

DATE

TERMS

TO Robert Rosales

IN ACCOUNT WITH

Fix the compromised areas on metal roof includes around both A-C units the front of building all across replace all the flashing and rotten wood and all the screws damage / Silicone on all possible compromised areas labor and materials including

\$9,500

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT

# Repairs to roof and area around new Ac

Item 3.

The Spot Pizza & Pub  
114 Houston St  
Mount Vernon Tx  
75457

This contract is for the following repairs to repair all leaks on roof .

Fix the compromised areas on entire roof.

Replace rotten wood around 2 AC units and rap in flashing and caulk to prevent future rotting

Replace rotten wood along the front of building and wrap with flashing and caulk to prevent future rotting .

Replace all screws that are missing washer or are missing . Silicone the screws that are possibly compromised

Silicone all area on roof that possibly compromised

Silicone all windows in front of building

Paint wall inside where Bulldog is . ( paint match given to Gonzalo from Tom Scott's ).

This contract includes all labor ,materials and permits necessary to complete the above work to city code standards.

The price for above work is 9,500.00

Payment will be made upon completion

GMP signature

Date

Owner signature

Date

**AFFIRMATION OF APPLICANT(S)**

I (We) the undersigned do hereby acknowledge and/or certify, as the case may be, the following:

1. Prior to submission of this application, the included guidelines for all programs have been obtained, reviewed, and clearly understood by the applicant.
2. That the submission of this Application does not create any property, contract, or other legal rights in any person or entity to have the MVEDC provide grant funding.
3. That if grant funding is approved, full compliance will be maintained with all the provisions of the provided guidelines, and/or special provisions attached as a part of the grant, and that failure to do so can be grounds for ineligibility to receive previously approved grant funding and / or sales tax recapture by MVEDC or the City of Mount Vernon.
4. That before application is to be reviewed by the MVEDC, a designee(s) of the MVEDC shall have the right to inspect the business and work to be considered.
5. That the MVEDC reserves unto itself its absolute right of discretion in deciding whether or not to approve a grant relative to this application, whether or not such discretion is deemed arbitrary or without basis in fact.
6. That the laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of the provided guidelines and this Application. If any provision or provisions of these should be held invalid or unenforceable, the validity and enforceability of the remaining provisions of these shall not be affected thereby.
8. That the information provided in this Application, and all that may have been affixed hereto, is true and correct, and that the MVEDC may rely on all of the information herein contained, and all that may have been affixed hereto, as being true and correct
9. Any criminal activities involving applicant, whether on or off site premises, will render this application and / or contract null and void.

<b>Attachments That Will Be Required</b>			
	<b>Plat/Map/Elevations of Project</b>		<b>Renderings/Plans for Improvements</b>
	<b>Copies of Required Permits</b>		<b>Business Plan</b>
	<b>Financial Reports for previous years</b>		<b>IRS Reporting</b>
	<b>Tax Certificate</b>		<b>Proof of Property Ownership or Lease Agreement</b>
	<b>Property Owner's Certification</b>		<b>Receipts for Work Performed Prior to Application Submission</b>
<b>These items must be submitted with the initial application for consideration of the application. Additional documents may be requested as necessary.</b>			

Business Plans may be obtained through the Northeast Small Business Development Center in Mt. Pleasant, Texas. You may contact:

**Beverly Austin**

Business Development Specialist

Northeast Small Business Development Center

[www.northeasttxsbdc.org](http://www.northeasttxsbdc.org)

903-434-8237 Business

903-305-2277 Cell

903-645-5758 Fax

10. Where approved incentives are reimbursement recipient must present paid invoices and/or cancelled checks to vendors. Certificate of Occupancy issued by City of Mount Vernon must be issued before any MVEDC funds are expended.

11. Texas Government Code Section 2264.01 Certification

Company certifies that Company, or a branch, division, or department of Company, does not and will not knowingly employ an undocumented worker. If, after receiving a public subsidy, Company or a branch, division, or department of company is convicted of a violation under 8 U.S. C. Section 1324a(f), Company shall repay in full the amount of the public subsidy paid by MVEDC to Company.

12. The City of Mount Vernon and/or MVEDC may exercise the right to reclaim any incentives should the recipient not fulfill any portion of its stated obligation as outlined in any incentive agreement resulting from this application submission.

13. Making application and complying with specific requirements does not guarantee that requested incentives will be granted by the MVEDC Board or City Council.

I, the undersigned, understand this process may take several months and attendance of several meeting. Filing an application with the City does not guarantee approval from the City Council. The city reserves the right to retain outside consultants to review this application, all data provided, and conduct an independent evaluation. Further, the applicant understands and agrees that this application and all data and communications may be considered a public record pursuant to the Texas Public Information Act."

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Print Authorized Representative Name)

\_\_\_\_\_  
(Applicant Signature)

### Appendix A: Property Owner's Certification

Property Owner Name	The Pizza + Pub LLC		
Property Owner Phone Number	[REDACTED]		
Property Owner Email	[REDACTED]		
Property Address	114 Houston St		
	City	State	Zip Code
	Mount Vernon	TX	75457
Lease Amount		Period (Annually/Monthly)	

Anticipated Construction Start Date	ASAP
Anticipated Construction Completion Date	1 week
Description of Improvements to be Made	
NEW WOOD for front w/ flashings Repair Roof Around New Existing A/C NEW A/C	

I have reviewed all information above and certify that it is true and correct. Further, I certify that I have reviewed and approved all improvements to be made to the property as described above.

  
Owner Signature

6-5-2025  
Date

- MVEDC assumes no liability for the satisfaction of the lease agreement between the property owner and the tenant: This agreement is between the tenant and the MVEDC and will be strictly a reimbursement of the costs required to satisfy the terms of the tenant's lease agreement with the property owner.

### Existing Business Structure Assistance

- The purpose of the Existing Business Structure Assistance Program is to enhance the economic sustainability of the City of Mount Vernon by assisting for profit business building owners and lessees in business building renovation processes; thereby encouraging increased ad valorem and / or sales taxes.
- The structure on which the improvements to be made must be at least five years old.
- Owners of multiple structures may submit only one application per fiscal year and may not have existing agreements on multiple properties at any one time.
- MVEDC may approve the full amount requested, a portion of the amount requested, or no amount at all.
- All grants provided under this program are reimbursements for cash expenditures by the applicant and require the applicant provide a match of at least twice the amount awarded (2:1 match required).
- Nonprofit and governmental organizations are not eligible to receive this funding.
- Applicants cannot have more than 20 full-time employees at the time of application
- All tax obligations must be current
- Property owners must submit Appendix A: Property Owner's Certification if the applicant is a tenant at the property
- The business owner will be required to obtain all necessary city and/or state permits, zoning, inspections, etc.... prior to submitting an application for funding.
- The structure must be located within the Mount Vernon City limits.
- Applicants must have a valid Certificate of Occupancy from the City of Mount Vernon prior to receiving program funding.
- All disbursements through this program will be subject to performance requirements set forth in an incentive agreement, including but not limited to a period of time for which the business must remain in operation following the completed disbursement of funds.

## Appendix B: Economic Development Assistance Program Guidelines

### Graduated Rental Assistance

- The primary goal of the Graduated Rental Assistance Program is to reduce the burden of rental expenses on new businesses and to help offset the initial startup costs of the business.
- The business must be a for-profit venture. Nonprofit and governmental organizations are not eligible for the program.
- Grant funds cannot be used to fund rent for any portion of the property used for residential purposes. In such cases, the total rent amount may be adjusted proportionally to reflect usage of the property.
- At no point will MVEDC pay 100% of the rental expenses for any recipient of this program.
- The rental assistance is designed to gradually reduce over a period of time, and the owner will assume responsibility of the full rental costs at the end of the program.
- All disbursements through this program will be made in the form of a reimbursement following the submission of a copy of the check paid to the property owner and/or a receipt from the property owner.
- Generally, the program will span an 12-month time frame with MVEDC reimbursing 75% of the total rent cost to be paid for the first 4 months of the agreement, 50% of the total rent cost to be paid for the second 4 months of the agreement, and 25% of the total rent cost to be paid for the third 4 months of the agreement.
- The City Council or the MVEDC Board may approve a modification to the standard rate and duration of the program on a case-by-case basis.
- Recipients may receive only one Graduated Rental Assistance Agreement in any 12-month period, and it may be used to assist with only one property during that period.
- Rental amount should not exceed \$1,000 per month and must be comparable to similar rental rates for similar properties in the area of the business property. This will result in payment of rental assistance in the amount of \$6,000 to the applicant. In cases where the rent may be higher than that of comparable properties, a different rental rate may be used for the program calculations and agreement. In such case, the MVEDC Director will provide the applicant and the MVEDC Board with evidence used to calculate the comparable rate.
- All disbursements through this program will be subject to performance requirements set forth in an incentive agreement, including but not limited to a period of time for which the business must remain in operation following the completed disbursement of funds.

For projects that require an expenditure of more than \$10,000, the City Council must adopt a resolution authorizing the project after giving the resolution at least two separate readings.

### JOB CREATION INCENTIVE

Program funding will be available to new and / or expanding businesses meeting the following criteria:

1. Business must be located in Mount Vernon or Franklin County.
2. Business must be a For Profit business.
3. Owner or shareholders do not count as 'new hires.'
4. Must be Full time jobs, 32 hours per week, 52 weeks per year. No part time employees or combination of part time employees will be considered.
5. Mount Vernon Economic Development Corporation must approve all applications before business engages 'new hires.'
6. Business owners or shareholders cannot be employed by Mount Vernon Economic Development Corporation or City of Mount Vernon.
7. Business name on application must be identical to the name listed on all documents required to engage in business, including business tax receipts.
8. Mount Vernon Economic Development Corporation may grant an amount up to \$600 per job, with a bonus \$200 for every employee that resides within the city limits and earns in excess of \$10.20 per hour. Number of jobs incentivized would be no more than 20 full-time employees, unless otherwise determined by Mount Vernon EDC.
9. This is a 'reimbursement only' program; business applicant will be reimbursed 'per job' after new hire has completed 12 months employment. Texas Workforce Commission Quarterly reports required as documentation.
10. New employee hire must result in a net increase in full time employees from the time of application at the end of the 12 month period. Documentation will be required from business incentive recipient showing number of employees at MVEDC approval date vs. number of employees at the 12 month 'benchmark.'



# Mount Vernon Economic Development Corporation

109 N. Kaufman St., Mount Vernon, TX 75457

## Application for Economic Development Assistance

**APPLICATION MUST BE FILLED OUT AND RETURNED BEFORE THE PROJECT STARTS  
(emergency situations will be considered on a case by case basis)**

The following information is requested for all projects seeking economic development assistance from the Mount Vernon Economic Development Corporation (MVEDC). Please fill in all spaces on the application form. If the information requested is not applicable, enter "N/A" in the space. **Incomplete applications will not be considered for assistance.** Following receipt of the application, MVEDC may require additional information to be submitted to indicate the financial abilities or other factors of the company.

<b>Applicant/Business Name</b>		<b>Business Ownership</b>	
<b>Business Type</b>			
Sole Proprietorship_____ Partnership_____ Corporation_____ Other (Please Explain and provide proof)			
<b>Date of Business Establishment</b>			
<b>Mailing Address (Business Headquarters)</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Phone Number</b>		<b>Fax Number</b>	

<b>Applicant's Representative</b>		<b>Title</b>	
<b>Mailing Address (if different from above)</b>			
<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Phone Number</b>	<b>Fax Number</b>		<b>Email Address</b>

<b>Additional Authorized Representative</b>		<b>Title</b>	
<b>Mailing Address (if different from above)</b>			
<b>City</b>		<b>State</b>	<b>Zip Code</b>
<b>Phone Number</b>	<b>Fax Number</b>		<b>Email Address</b>

## Project Information

Description of the Project				
NAICS Code	NAICS Code Description (if multiple please list all that apply)			
Property Address	Legal Description (attach if necessary)			
Is this Project inside the City limits?	Yes	No		
Is this Project in the Historic District?	Yes	No		
If Yes, does this Project require approval from the Landmark Commission?	Yes	No		
Date of Landmark Commission Review				
Will this Project generate sales tax?	Yes	No		
What is your taxpayer ID?				
Anticipated Total Sales				
Year 1	Year 2	Year 3	Year 4	Year 5
Anticipated Total Taxable Sales (excludes items that are exempt from sales tax)				
Year 1	Year 2	Year 3	Year 4	Year 5

<b>Does this Project create or retain jobs?</b>		<b>Yes</b>			<b>No</b>				
<b>Jobs Created (new jobs that did not exist prior to this project)</b>									
<b>Year 1 (Positions/FTEs)</b>		<b>Year 2 (Positions/FTEs)</b>		<b>Year 3 (Positions/FTEs)</b>		<b>Year 4 (Positions/FTEs)</b>		<b>Year 5 (Positions/FTEs)</b>	
<b>Average Annual Salary</b>									
<b>Jobs Retained (jobs that would likely be lost without this project)</b>									
<b>Year 1 (Positions/FTEs)</b>		<b>Year 2 (Positions/FTEs)</b>		<b>Year 3 (Positions/FTEs)</b>		<b>Year 4 (Positions/FTEs)</b>		<b>Year 5 (Positions/FTEs)</b>	
<b>Average Annual Salary</b>									
<b>Does the applicant own or lease the property associated with this Project?</b>					<b>Own</b>			<b>Lease</b>	
<b>Property Owner Information, if leased</b>									
<b>Property Owner Name</b>									
<b>Property Owner Phone Number</b>									
<b>Property Owner Email</b>									
<b>Property Owner Address</b>									
<b>City</b>					<b>State</b>		<b>Zip Code</b>		
<b>Lease Amount</b>						<b>Period (Annually/Monthly)</b>			

**PROOF OF LEASE WILL BE REQUIRED**

Current Appraised Value of Property	
Are all Property Taxes Paid on this Property?	Yes                  No
If No, please explain	
Are Improvements being made to the Property?	Yes                  No
Estimated Cost of Improvements to be Made	
Anticipated Construction Start Date	
Anticipated Construction Completion Date	
Description of Improvements to be Made	

**PLEASE PROVIDE WRITTEN BIDS OR COST ESTIMATES REGARDING ANY PROPOSED IMPROVEMENTS.**

Please indicate any of the following that you have consulted on this Project (check as many as apply)			
	Ark-Tex Council of Governments		Franklin County
	Franklin County Chamber of Commerce		Local Workforce Board
	North Texas Community College		Small Business Development Administration
	Texas Workforce Commission		
Other, Please specify below and provide written documentation			

Please indicate the Economic Development Assistance Programs for which you would like to apply (check as many as apply)			
	Graduated Rental Assistance		Existing Business Structure Assistance
	Job Creation/Retention Incentives		Business Recruitment Incentives
	Business Retention Assistance		
Guidelines and Descriptions of each Incentive Are Provided as an Appendix to this Document.			

Attachments That Will Be Required			
	Plat/Map/Elevations of Project		Renderings/Plans for Improvements
	Copies of Required Permits		Business Plan
	Financial Reports for previous years		IRS Reporting
	Tax Certificate		Proof of Property Ownership or Lease Agreement
	Property Owner's Certification		Receipts for Work Performed Prior to Application Submission
<p style="text-align: center;">These items must be submitted with the initial application for consideration of the application. Additional documents may be requested as necessary.</p>			

Incentive Process and Timeline

1. Completed application must be returned to the EDC office at Mt. Vernon City Hall prior to work commencing.
2. For projects involving incentives between \$1.00 - \$4,999.00 the EDC must hold a public hearing on the project and allow 60 days to pass since the first public notice of the project prior to expending funds.
3. For projects from \$5,000 - \$9,999, the EDC must hold a public hearing on the project and allow 60 days to pass since the first notice of the project, and the City Council must approve the project and incentives, prior to expending EDC funds on the project.
4. For projects \$10,000 and above, the EDC must hold a public hearing on the project and allow 60 days to pass since the first notice of the project, and the City Council adopts a resolution authorizing the project after giving it two separate readings, prior to expending EDC funds on the project.

Business Plan Assistance may be obtained through the Northeast Small Business Development Center in Mt. Pleasant, Texas.

**Amber Keith**

Business Advisor

Northeast Small Business Development Center

[www.northeasttxsbdc.org](http://www.northeasttxsbdc.org)

903-490-0822 Office

903-490-2826 Cell

### **AFFIRMATION OF APPLICANT(S)**

I (We) the undersigned do hereby acknowledge and/or certify, as the case may be, the following:

1. Prior to submission of this application, the included guidelines for all programs have been obtained, reviewed, and clearly understood by the applicant.
2. That the submission of this Application does not create any property, contract, or other legal rights in any person or entity to have the MVEDC provide grant funding.
3. That if grant funding is approved, full compliance will be maintained with all the provisions of the provided guidelines, performance agreements, and/or special provisions attached as a part of the grant, and that failure to do so will be grounds for ineligibility to receive previously approved grant funding and / or sales tax recapture by MVEDC or the City of Mount Vernon.
4. The Mt. Vernon City Council shall approve any incentive involving expenditures exceeding \$5,000.
5. That before application is to be reviewed by the MVEDC, a designee(s) of the MVEDC shall have the right to inspect the business and work to be considered.
6. That the MVEDC reserves unto itself its absolute right of discretion in deciding whether or not to approve a grant relative to this application, whether or not such discretion is deemed arbitrary or without basis in fact.
7. That the laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of the provided guidelines and this Application. If any provision or provisions of these should be held invalid or unenforceable, the validity and enforceability of the remaining provisions of these shall not be affected thereby.
8. That the information provided in this Application, and all that may have been affixed hereto, is true and correct, and that the MVEDC may rely on all information herein contained, and all that may have been affixed hereto, as being true and correct
9. Any criminal activities involving applicant, whether on or off-site premises, will render this application and / or contract null and void.
10. Where approved incentives are reimbursement recipient must present paid invoices and/or cancelled checks to vendors. Certificate of Occupancy issued by City of Mount Vernon must be issued before any MVEDC funds are expended.
11. Texas Government Code Section 2264.01 Certification

Company certifies that Company, or a branch, division, or department of Company, does not and will not knowingly employ an undocumented worker. If, after receiving a public subsidy, Company or a branch, division, or department of company is convicted

of a violation under 8 U.S. C. Section 1324a(f), Company shall repay in full the amount of the public subsidy paid by MVEDC to Company.

12. The City of Mount Vernon and/or MVEDC may exercise the right to reclaim any incentives should the recipient not fulfill any portion of its stated obligation as outlined in any incentive agreement resulting from this application submission.

13. Making application and complying with specific requirements does not guarantee that requested incentives will be granted by the MVEDC Board or City Council.

I, the undersigned, understand this process may take several months and attendance of several meeting. Filing an application with the City does not guarantee approval from the City Council. The city reserves the right to retain outside consultants to review this application, all data provided, and conduct an independent evaluation. Further, the applicant understands and agrees that this application and all data and communications may be considered a public record pursuant to the Texas Public Information Act."

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Print Authorized Representative Name)

\_\_\_\_\_  
(Applicant Signature)

**Appendix A: Property Owner’s Certification**

<b>Property Owner Name</b>			
<b>Property Owner Phone Number</b>			
<b>Property Owner Email</b>			
<b>Property Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code</b>	

<b>Lease Amount</b>		<b>Period (Annually/Monthly)</b>	
---------------------	--	--------------------------------------	--

<b>Anticipated Construction Start Date</b>	
<b>Anticipated Construction Completion Date</b>	
<b>Description of Improvements to be Made</b>	

I have reviewed all information above and certify that it is true and correct. Further, I certify that I have reviewed and approved all improvements to be made to the property as described above.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**Appendix B: Economic Development Assistance Program Guidelines**

**Graduated Rental Assistance**

- The primary goal of the Graduated Rental Assistance Program is to reduce the burden of rental expenses on new businesses and to help offset the initial startup costs of the business.
- The business must be a for-profit venture. Nonprofit and governmental organizations are not eligible for the program.
- Grant funds cannot be used to fund rent for any portion of the property used for residential purposes. In such cases, the total rent amount may be adjusted proportionally to reflect usage of the property.

- At no point will MVEDC pay 100% of the rental expenses for any recipient of this program.
- The rental assistance is designed to assist the business owner with rental expense over a period of time, but the owner will assume responsibility of the full rental costs at the end of the rental assistance period as determined by the MVEDC
- All disbursements through this program will be made in the form of a reimbursement following the submission of a copy of the canceled check paid to the property owner and/or a receipt from the property owner, or direct payment of rental assistance to the property owner/landlord.
- Generally, the program can span any amount of time up to 12 months with MVEDC reimbursing the business owner's rental expense in four installments: 25% of the total rent cost to be paid for the first installment; 50% of the total rent cost to be paid for the second installment; and 75% of the total rent cost to be paid for the third installment of the rental agreement term. Rental assistance from the MVEDC to the business owner shall not be granted until the termination of free or subsidized rent from the property owner. Term of assistance and length of payment installments shall be negotiated between business and MVEDC, with the decision of the MVEDC being final.
- The City Council upon recommendation by the MVEDC Board may approve a modification to the standard rate and duration of the program on a case-by-case basis.
- Recipients may receive only one Graduated Rental Assistance Agreement per business.
- Rental amount and must be comparable to similar rental rates for similar properties in the area of the business property.
- Rental assistance shall not exceed \$6,000 for any business.
- All disbursements through this program will be subject to requirements set forth in an incentive performance agreement, including but not limited to a period for which the business must remain in operation following the completed disbursement of funds.
- MVEDC assumes no liability for the satisfaction of the lease agreement between the property owner and the tenant. This agreement is between the tenant and the MVEDC and will be strictly a reimbursement of the costs required to satisfy the terms of the tenant's lease agreement with the property owner.

### Existing Business Structure Assistance

- The purpose of the Existing Business Structure Assistance Program is to enhance the economic sustainability of the City of Mount Vernon by assisting for profit business building owners and lessees in business building renovation processes; thereby encouraging increased ad valorem and / or sales taxes.
- The structure on which the improvements to be made must be at least five years old.
- Owners of multiple structures may submit only one application per fiscal year and may not have existing agreements on multiple properties at any one time.
- MVEDC may approve the full amount requested, a portion of the amount requested, or no amount at all.
- All grants provided under this program are reimbursements for cash expenditures by the applicant and require the applicant provide a match of at least twice the amount awarded (2:1 match required).
- Nonprofit and governmental organizations are not eligible to receive this funding.
- Applicants cannot have more than 20 full-time employees at the time of application
- All tax obligations must be current
- Property owners must submit Appendix A: Property Owner's Certification if the applicant is a tenant at the property
- The business owner will be required to obtain all necessary city and/or state permits, zoning, inspections, etc.... prior to applying for funding.
- The business owner must demonstrate best effort in obtaining at least 3 bids for improvements. The bids or documentation of best effort must be included in the application.
- The structure must be located within the Mount Vernon City limits.
- Applicants must have a valid Certificate of Occupancy from the City of Mount Vernon prior to receiving program funding.
- All disbursements through this program will be subject to performance requirements set forth in an incentive agreement, including but not limited to a period for which the business must remain in operation following the completed disbursement of funds.

For projects that require an expenditure of more than \$10,000, the City Council must adopt a resolution authorizing the project after giving the resolution at least two separate readings.

## **JOB CREATION INCENTIVE**

Program funding will be available to new and / or expanding businesses meeting the following criteria:

1. Business must be in Mount Vernon.
2. Business must be a For Profit business.
3. Owner or shareholders do not count as 'new hires.'
4. Must be Full time jobs, 32 hours per week, 52 weeks per year. No part time employees or combination of part time employees will be considered.
5. Mount Vernon Economic Development Corporation must approve all applications before business engages 'new hires.'
6. Business owners or shareholders cannot be employed by Mount Vernon Economic Development Corporation or City of Mount Vernon.
7. Business name on application must be identical to the name listed on all documents required to engage in business, including business tax receipts.
8. Mount Vernon Economic Development Corporation may grant an amount up to \$600 per job, with a bonus \$200 for every employee that resides within the city limits and earns more than \$13.00 per hour for unskilled and \$20.00 per hour for skilled labor. Number of jobs incentivized would be no more than 20 full-time employees, unless otherwise determined by Mount Vernon EDC.
9. This is a 'reimbursement only' program; business applicant will be reimbursed 'per job' after new hire has completed 12 months employment. Texas Workforce Commission Quarterly reports required as documentation.
10. New employee hire must result in a net increase in full time employees from the time of application at the end of the 12-month period. Documentation will be required from business incentive recipient showing number of employees at MVEDC approval date vs. number of employees at the 12-month 'benchmark.'



Mount Vernon Economic Development Corporation  
**Matching Grant Programs**

**Guidelines and Application**

Please return completed application with necessary attachments and signature to:

Mount Vernon Economic Development Corporation  
109 N. Kaufman Street  
Mount Vernon, TX 75457

If you have questions, please contact MVEDC at 903-586-2102.

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## Matching Grant Programs

### OVERVIEW and PURPOSE

The Mount Vernon Economic Development Corporation (MVEDC) offers three matching grant programs to promote new or expanded business development. The programs provide financial assistance to property and/or business owners, or their tenants.

Matching grant programs:

**Façade Program** provides up to \$5,000 for exterior improvements to commercial structures.

**Demolition Program:** provides up to \$10,000 for demolition of structures on commercially zoned property.

**Downtown Revitalization Program:** provides up to \$50,000 for the redevelopment of downtown structures. Requires a sales tax generating business occupy the redeveloped property.

**Graduated Rental Assistance:** provides up to \$6,000 for any business. To be paid on a graduated scale for periods not longer than 12 months in duration.

**Larger Scale Commercial and Industrial Development:** provides direct and indirect financial assistance to commercial and industrial developments which have been determined to have a significant impact on the city's tax base through investment, sales tax generation, or employments. Projects may include new projects, expansions, and renovations. Amount of financial assistance is based on economic impact of project.

### NOTICES

MVEDC will not reimburse Applicants for partially completed projects. Any, and all, deviations from the approved Agreement must be approved by MVEDC.

MVEDC has the right to terminate any agreement under its matching grant programs if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed Agreement and the receipt of a Notice to Proceed.

MVEDC reserves the right to amend the conditions and parameters outlined in these guidelines.

MVEDC is solely responsible for determining if a proposed project meets the intent and spirit of

the program.

MVEDC has the right to discontinue its matching grant programs, at any time, for any reason.

## **DEFINITIONS**

The following definitions shall apply to the terms used in this Policy:

**Applicant:** the Property owner or business occupant signing the Application

**Bar:** A commercial enterprise whose primary activity is the sale of alcoholic beverages to be consumed on the premises. Food may be served or sold only as accessory to primary use. Bars include taverns, night clubs, private clubs, and similar facilities serving alcohol.

**Demolition Permit:** City of Mount Vernon permit required for demolition (see pg. 12)

**Dilapidated:** a structure which through neglect or injury lacks necessary repairs or otherwise is in a state of decay or partial ruin to such an extent that the structure is unfit for human occupancy due to the lack of necessary repairs and is considered uninhabitable.

**Façade:** the front or side of a building facing a public way or space and finished accordingly

**MVEDC:** Mount Vernon Economic Development Corporation

**Notice to Proceed:** a written notice from MVEDC Staff authorizing the Applicant to commence the project

**Property:** the physical lot and/or building to which improvements are being made

**Staff:** MVEDC Director or designee

**Vacant:** Any building or structure that is not occupied, used, or inhabited on a regular and continuing basis for a period of more than 180 days.

## Façade Program (FP)

### **ELIGIBILITY – FP**

The following criteria must be met for participation in the Façade Program:

1. Applicant must be commercial property owner or commercial tenant located in the Mount Vernon city limits or ETJ;
2. Tenants must have written approval from property owners to participate in program;
3. Applicants must be up to date on all municipal taxes prior to participation in the program;
4. Applicant must not have any City liens filed against any property owned by Applicant, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens;
5. Applicant must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
6. Understanding that the overall objective of the Façade Program is to improve the exterior, visibility and presentation of a property; MVEDC has the discretion to decline an application while suggesting enhancements that would enable future acceptance;
7. Ineligible businesses: government offices, residences, home businesses, bars/taverns, liquor stores, tattoo parlors, vape/smoke shops, and sexually oriented businesses.

### **GUIDELINES – FP**

Improvements to be funded by MVEDC must be compatible with the character and architecture of the individual building and meet City standards with regard to latest construction and design trends. Buildings with significant architectural qualities are strongly encouraged to restore and maintain these features. Improvements for buildings not having such architectural features should still be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes.

#### **Qualifying Façade Improvements:**

1. Restoration of details in historically contributing or significant buildings, and removal of elements which cover architectural details;

2. Window replacement and window framing visible from the street which is appropriately scaled to the building;
3. New City-approved signage, including monument signage, pole signage, electronic message boards and other signage as specified in the City's codes;
4. Lighting which is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade;
5. Awnings or canopies which can be both functional and visually appealing;
6. Curbing, irrigation, approved trees, landscaping beds (not including planting material) or other landscaping features attached to the building where appropriate;
7. Cleaning, repainting or residing of buildings (colors to be approved by staff);
8. Resurfacing and/or restriping of parking lots visible from street;
9. New storefront construction, appropriately scaled within an existing building;
10. Replacement or repair of the portions of the roof that are visible from an adjacent public street;
11. Replacement or repair of existing gutters and/or downspouts;
12. Installation of new sidewalks and/or the replacement or repair of existing sidewalks.

**Non-Qualifying Façade Improvements/Expenses:**

1. Unless it is highly visible from the primary street or adjacent streets, exterior improvements located on the sides or rear of buildings are considered ineligible;
2. Interior improvements;
3. Outdoor dining/seating;
4. Playground or recreational equipment;
5. Structural changes;
6. Burglar bars;
7. Security alarm system;
8. "Sweat equity";
9. New commercial construction;
10. Benches/porch swings;
11. Umbrellas;
12. Gazebos;
13. Trellises;
14. Window boxes;
15. Permitting fees;
16. Architectural survey or other professional fees;
17. Asbestos testing, removal, abatement, or remediation; or
18. Improvements for which insurance monies are received.
19. Improvements made prior to receiving a "Notice to Proceed" are ineligible for reimbursement.

**ASSISTANCE – FP**

MVEDC will reimburse Applicant fifty percent (50%) of total eligible project costs, up to a \$5000.00 maximum.

Applicant's match may be in the form of other financial aid (grant or loan) received from other agencies and/or banks but may not be "in-kind." MVEDC will only provide reimbursement after Applicant has paid their architect, contractor and vendor(s) in full and after the project is determined to have been completed in accordance with the contract between MVEDC and Applicant.

**PROCEDURES – FP**

All prospective applicants must follow the procedures in the order outlined below:

1. Applicant submits a completed application to MVEDC (consultation with Staff prior to submission is strongly recommended).
2. Staff reviews application. Pending approval, Applicant is issued a Notice to Proceed and fully executed Agreement. Any work completed prior to receiving the Notice to Proceed will not be reimbursed.
3. Applicants have ninety (90) days from the date the Notice to Proceed is issued to commence approved project. Applicant must provide Staff with copies of all required permits and certifications for the project.
4. Contractor conducts project as specified in the Agreement. Any changes to the approved plan must be approved by Staff.
5. Applicant notifies Staff once project is completed.
6. Staff certifies the improvements comply with the approved Agreement.
7. Applicant must submit copies of all invoices paid to MVEDC.
8. Reimbursement for eligible and verified expenses to be made by MVEDC within 30 days of receipt.
9. In the event the Applicant is denied, the Applicant will not be allowed to reapply to the program for 180 days from the original application date.

## **Demolition Program (DP)**

### **ELIGIBILITY – DP**

1. Application must be submitted by the property owner(s);
2. Property on which demolition is to take place must be commercially zoned and in the Mount Vernon city limits or ETJ;
3. Property owners must obtain a City of Mount Vernon demolition permit;
4. Applicants must be up to date on all municipal taxes prior to participation in the program;
5. Applicants must not have any City liens filed against any property owned by Applicant, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens;
6. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
7. Understanding that the overall objective of the Demolition Program is to beautify Mount Vernon and promote future business development; MVEDC has the discretion to decline an application while suggesting enhancements that would enable future acceptance.

### **GUIDELINES – DP**

Demolition to be funded by MVEDC must be deemed in the best interest of the public and to serve to promote future business development in Mount Vernon.

#### **Qualifying Demolition Projects/Expenses:**

1. Demolition and removal of structures on commercially zoned property is highly visible from major thoroughfares.
2. Demolition and removal of above ground site improvements such as sign supports/poles, fencing, etc.
3. Asbestos survey/testing as required by City permit.
4. Asbestos abatement.
5. Permit fees.

#### **Non-Qualifying Demolition Projects:**

1. Demolition for which insurance monies are received.

2. Demolition was made prior to receiving a Notice to Proceed.
3. Removal of debris and trash unrelated to demolition.
4. Demolition is required by law, ordinance, code, or other means of enforcement.

### **ASSISTANCE – DP**

MVEDC will reimburse Applicants 50% of the eligible costs. Maximum reimbursement does not exceed \$10,000.

Should asbestos testing identify the presence of asbestos, which results in a demolition/abatement quote or bid that is cost prohibitive, the cost of asbestos survey/testing is reimbursable up to 50%, or a maximum of \$500.

Applicant's match may be in the form of other financial aid (grant or loan) received from other agencies and/or banks but may not be "in-kind." MVEDC will only provide reimbursement after Applicant has paid their architect, contractor and vendor(s) in full and after the project is determined to have been completed in accordance with the contract between MVEDC and Applicant.

### **PROCEDURES – DP**

All prospective applicants must follow the procedures in the order outlined below:

1. Applicant submits a completed application to MVEDC (consultation with Staff prior to submission is strongly recommended).
2. Staff reviews application. Pending approval, Applicant is issued a Notice to Proceed and fully executed Agreement. Any work completed prior to receiving the Notice to Proceed will not be reimbursed.
3. Applicants obtain required City Demolition Permit. Permit application attached (see page 18).
4. Applicants have ninety (90) days from the date the Notice to Proceed is issued to commence approved project. Applicant must provide Staff with copies of all required permits and certifications for the project.
5. Contractor conducts project as specified in the Agreement. Any changes to the approved plan must be approved by Staff.
6. Applicant notifies Staff once project is completed.
7. Staff certifies the improvements comply with the approved Agreement.
8. Applicants must submit copies of all invoices paid to MVEDC.
9. Reimbursement for eligible and verified expenses to be made by MVEDC within 30 days of receipt.
10. In the event the Applicant is denied, the Applicant will not be allowed to reapply to the program for 180 days from the original application date.

## **Downtown Redevelopment Program (DRP)**

### **ELIGIBILITY – DRP**

The following criteria must be met for participation in the DRP:

1. Applicant/tenant must be a legal sales tax generating business entity, registered with the State Comptroller’s Office.
2. Tenant must have written approval from property owner(s) to participate in program.
3. Applicants and property owners must be up to date on all municipal taxes prior to participation in the program.
4. Applicants and property owners must not have any City liens filed against any property they own, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens.
5. Applicant and property owner must comply with all State and local laws, and regulations pertaining to licensing, permits, building code and zoning requirements.
6. Ineligible businesses: government offices, bars/taverns, liquor stores, tattoo parlors, sexually oriented businesses, smoke/vape shops, title/short-term loan stores, and pawn operations.

### **GUIDELINES – DRP**

1. Grant shall apply to dilapidated, underutilized, or vacant buildings within the “Program Boundary” (see page 14).
2. Grant shall only apply to new sales tax generating businesses entering the “Program Boundary”.
3. Businesses operating from redeveloped property shall generate sales tax as a result of their primary product or service.
4. Minimum total project cost eligible for grant reimbursement shall be \$15,000.
5. Property purchase/lease price shall not be considered a reimbursable expense.
6. No applications will be accepted for work that has already been started or completed, or for work that is covered by insurance.
7. Grant Funds shall be disbursed to the Recipient only when Improvements are completed, inspected, and approved by an agent for the City of Mount Vernon as being in accordance with the City’s Building Codes and Standards and Recipient’s business is open for normal business operations. Upon completion of the Improvements, the Recipient shall submit an itemized invoice and evidence of payment thereof, with

copies of all contractor's invoices to MVEDC for payment. Payment will be made to the Recipient subject to the terms and conditions of signed Agreement.

8. All submitted plans and completed work shall comply with the City of Mount Vernon's municipal codes and ordinances.
9. If an applicant is awarded a grant for any work performed pursuant to this program and the work is altered for any reason within one year from the date of construction, the applicant may be required to reimburse MVEDC immediately for the full amount of the grant. Furthermore, if a property is listed for sale and/or leased to a tenant for a purpose not originally intended by the grant application within one year of reimbursement, the applicant may be required to reimburse MVEDC immediately for the full amount of the grant.

### **ASSISTANCE – DRP**

Assistance is weighted to defray the costs associated with code, structural, environmental, and mechanical system improvements. Additionally, the maximum award is structured to encourage businesses to own their property.

The minimum total project cost eligible for grant reimbursement shall be \$15,000.

### **Examples of qualifying Code/Structural/Environmental/Mechanical expenditures**

- Permit, architectural, engineering, and environmental assessment fees
- Electrical improvements
- Fire suppression systems
- Roof replacement/repairs
- Foundation repairs
- Abatement of lead, mold, asbestos
- Americans with Disabilities Act (ADA) improvements
- Insulation
- Plumbing repairs and upgrades
- HVAC system upgrades
- Water heater upgrades

### **Examples of qualifying Aesthetic expenditures**

- Interior remodel
  - Painting
  - Flooring
  - Ceilings
  - Windows
  - Lighting

### **PROCEDURES – DRP**

1. Contact MVEDC staff to discuss the project and determine eligibility.
2. Schedule meeting to discuss the City of Mount Vernon building permit

- application process.
3. Present project to MVEDC Board of Directors for consideration.
  4. Complete building permit application and receive permit.
  5. MVEDC Board approval or denial.
  6. If approved, sign MVEDC contract and commence project.
  7. Complete project within 1 year of MVEDC approval.
  8. Reimbursement shall be a single payment after the project has been completed and inspected for compliance with approved project and Recipient's business is open for normal business operations.

## **Graduated Rental Assistance**

### **ELIGIBILITY – GRA**

The primary goal of the Graduated Rental Assistance Program is to reduce the burden of rental expenses on new businesses and to help offset the initial startup costs of the business.

1. Applicant/tenant must be a legal sales tax generating business entity, registered with the State Comptroller's Office.
2. Tenant must have written approval from property owner(s) to participate in program.
3. Applicants and property owner must be up to date on all municipal and state taxes and municipal utility accounts prior to participation in the program.
4. Applicants and property owners must not have any City liens filed against any property they own, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens.
5. Applicant and property owner must comply with all State and local laws, and regulations pertaining to licensing, permits, building code and zoning requirements.
6. Ineligible businesses: government offices, bars/taverns, liquor stores, tattoo parlors, sexually oriented businesses, smoke/vape shops, title/short-term loan stores, and pawn operations.

### **GUIDELINES - GRA**

1. Grant funds cannot be used to fund rent for any portion of the property used for residential purposes. In such cases, the total rent amount may be adjusted proportionally to reflect usage of the property.
2. At no point will MVEDC pay 100% of the rental expenses for any recipient of this program.
3. The rental assistance is designed to assist the business owner with rental expense over a period of time, but the owner will assume responsibility of the full rental costs at the end of the rental assistance period as determined by the MVEDC
4. All disbursements through this program will be made in the form of a reimbursement following the submission of a copy of the canceled check paid to the property owner and/or a receipt from the property owner, or direct payment of rental assistance to the property owner/landlord.

5. Generally, the program can span any amount of time up to 12 months with MVEDC reimbursing the business owner's rental expense in four installments which are determined by the MVEDC Board. : 25% of the total rent cost to be paid for the first installment; 50% of the total rent cost to be paid for the second installment; and 75% of the total rent cost to be paid for the third installment of the rental agreement term. Rental assistance from the MVEDC to the business owner shall not be granted until the termination of free or subsidized rent from the property owner. Terms of assistance and length of payment installments shall be negotiated between business and MVEDC, with the decision of the MVEDC being final.
6. Recipients may receive only one Graduated Rental Assistance Agreement per business.
7. Rental amount must be comparable to similar rental rates for similar properties in the area of the subject business property.
8. Rental assistance shall not exceed \$6,000 for any business.
9. All disbursements through this program will be subject to requirements set forth in an incentive performance agreement, including but not limited to a period for which the business must remain in operation following the completed disbursement of funds.
10. MVEDC assumes no liability for the satisfaction of the lease agreement between the property owner and the tenant. This agreement is between the tenant and the MVEDC and will be strictly a reimbursement of the costs required to satisfy the terms of the tenant's lease agreement with the property owner.

#### **PROCEDURES – GRA**

All prospective applicants must follow the procedures in the order outlined below:

1. Applicant submits a completed application to MVEDC (consultation with Staff prior to submission is strongly recommended).
2. Staff reviews application.
3. Applicant submits cancelled checks or other verified proof of payment to City staff.
4. Staff certifies the proof of payment and will Agreement.
5. Reimbursement for eligible and verified expenses to be made by MVEDC within 30 days of receipt.
6. In the event the Applicant is denied, the Applicant will not be allowed to reapply to the program for 90 days from the original application date.

## **INDUSTRIAL AND COMMERCIAL LARGE-SCALE DEVELOPMENT**

The MVEDC and MV City Council may provide direct assistance to the industrial and commercial developments which they determine to have a significant impact on the city's tax base through investment, sales tax generation or employment. These project will be considered on a case-by-case basis and may include direct or indirect financial assistance. For additional information on eligibility for assistance and types of incentives contact the MVEDC at 903-537-2252.



## Matching Grant Application

(Façade, Demolition, Downtown Redevelopment, Parks & Recreation)

Please complete the form-fillable application including the necessary attachments.  
If you have any questions, please contact MVEDC at 903.537-2252.

**Applicant Name:**

**Date:**

**Business Name:**

**Organization:**

**Mailing Address:**

**Contact Phone:**

**Email Address:**

**Building/Property Owner (if different than Applicant):**

**Historical/Current Building Name:**

**Project Site/Address:**

**Program Requested**

**Façade:**

**Downtown Redevelopment:**

**Demolition:**

Description of planned improvements (attach additional information if necessary):

Façade Program		Demolition Program	
Expenditures	Estimated Cost	Expenditures	Estimated Cost
Façade/Building Rehab	\$	Asbestos Survey	\$
Signage/Lighting	\$	Demolition	\$
Architectural Elements	\$	Asbestos Abatement	\$
Parking/Driveways	\$	Other	\$
<b>Total</b>	\$	<b>Total</b>	\$
Downtown Redevelopment Program			
Expenditures	Estimated Cost	Expenditures	Estimated Cost
Professional Services	\$	Mechanical	\$
Permits	\$	Structural	\$
Plumbing	\$	Aesthetic	\$
Electrical	\$	Other	\$
<b>Total</b>		\$	

**Highlight the project's expected impacts and benefits and address all of the items described in the project application information and evaluation criteria sections of the Matching Grant Document.**

**Please describe:**

- **The type of project, the identified need this project addresses, and how this will increase/diversify economic development.**
- **Who will the project serve, and how will this positively affect underserved areas or the general population of the community?**
- **The extent to which the project will leverage financial or in-kind support from sources in the public, private, and/or non-profit sectors. Include any information about partners and the extent to their contribution.**

---

Applicant Signature

Date

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Building Owner Signature (If Applicant is Tenant)

\*By signing, you agree to the proposed improvements to the property by the Applicant (Tenant).



# Mount Vernon Economic Development Corporation

109 N. Kaufman St., Mount Vernon, TX 75457

## Application for Economic Development Assistance

**APPLICATION MUST BE FILLED OUT AND RETURNED BEFORE THE PROJECT STARTS**  
(emergency situations will be considered on a case by case basis)

The following information is requested for all projects seeking economic development assistance from the Mount Vernon Economic Development Corporation (MVEDC). Please fill in all spaces on the application form. If the information requested is not applicable, enter "N/A" in the space. **Incomplete applications will not be considered for assistance.** Following receipt of the application, MVEDC may require additional information to be submitted to indicate the financial abilities or other factors of the company.

Applicant/Business Name		Business Ownership	
The Purple Tiger		Stone Café, LLC	
Business Type			
Sole Proprietorship _____ and provide proof)		Partnership _____ LLC	Corporation _____ Other (Please Explain
Mailing Address (Business Headquarters)			
P.O. Box 840			
City		State	Zip Code
Mount Vernon		Texas	75457
Phone Number		Fax Number	
903-537-2000 (Cafe)		n/a	

Applicant's Representative		Title	
Tina Stone		Member	
Mailing Address (if different from above)			
Same			
City		State	Zip Code
Mount Vernon		Texas	75457
Phone Number	Fax Number	Email Address	
[REDACTED]	n/a	[REDACTED]	

Additional Authorized Representative		Title	
Lloyd J Stone		Member	
Mailing Address (if different from above)			
Same			
City		State	Zip Code
Mount Vernon		Texas	75457
Phone Number	Fax Number	Email Address	
[REDACTED]	n/a	[REDACTED]	

### Project Information

Description of the Project		<i>South end 2 ADA + more seating</i>		
We would like to provide for our customers with a family restroom and vestibule, a small entry area to serve as a transition space between the café seating area and the restroom itself to provide more privacy.				
<ul style="list-style-type: none"> <li>- I would like to renovate existing restrooms to storage only.</li> <li>- office + merchandise storage N End of Bldg</li> <li>Restroom + Employee Break area, cooler area</li> </ul>				
NAICS Code	NAICS Code Description (if multiple please list all that apply)			
Property Address	Legal Description (attach if necessary)			
327 S-SH 37, Mount Vernon, Tx 75457				
Is this Project inside the City limits?	Yes	X	No	
Is this Project in the Historic District?	Yes		No	X
If Yes, does this Project require approval from the Landmark Commission?	Yes		No	X
Date of Landmark Commission Review				
Will this Project generate sales tax?	Yes	X	No	
What is your taxpayer ID?				
Anticipated Total Sales				
Year 1	Year 2	Year 3	Year 4	Year 5
240K	360K			
Anticipated Total Taxable Sales (excludes items that are exempt from sales tax)				
Year 1	Year 2	Year 3	Year 4	Year 5

*open 20 days/mth avg  
 x 1K = 20K x 12*

Does this Project create or retain jobs?		Yes <input checked="" type="checkbox"/>		No	
Jobs Created (new jobs that did not exist prior to this project)					
Year 1 (Positions/FTEs)	Year 2 (Positions/FTEs)	Year 3 (Positions/FTEs)	Year 4 (Positions/FTEs)	Year 5 (Positions/FTEs)	
3-4					
Average Annual Salary					
21-25K					
Jobs Retained (jobs that would likely be lost without this project)					
Year 1 (Positions/FTEs)	Year 2 (Positions/FTEs)	Year 3 (Positions/FTEs)	Year 4 (Positions/FTEs)	Year 5 (Positions/FTEs)	
1					
Average Annual Salary					
20K					
Does the applicant own or lease the property associated with this Project?		Own <input checked="" type="checkbox"/>		Lease	
Property Owner Information, if leased					
Property Owner Name		n/a			
Property Owner Phone Number					
Property Owner Email					
Property Owner Address					
City			State	Zip Code	
Lease Amount	n/a	Period (Annually/Monthly)			

**PROOF OF LEASE WILL BE REQUIRED**

Current Appraised Value of Property	
Are all Property Taxes Paid on this Property?	Yes <input checked="" type="checkbox"/> No
If No, please explain	
Are Improvements being made to the Property?	Yes <input checked="" type="checkbox"/> No
Estimated Cost of Improvements to be Made	100K - 200K
Anticipated Construction Start Date	asap
Anticipated Construction Completion Date	END of May 2026 or June 2026
Description of Improvements to be Made	
<p>South end of Bldg.                  2 ADA restrooms with vestibule w/ Storage Room.                  Additional space for more tables/chairs - seating. Open up one wall to make rooms more unified. Storage (existing one) would like to have more prep space - kitchen + dish room very small. Would like office space w/ Employee break area + rest room - merchandise storage and hopefully a cooler. N end of Bldg</p>	

PLEASE PROVIDE WRITTEN BIDS OR COST ESTIMATES REGARDING ANY PROPOSED IMPROVEMENTS.

**Please indicate any of the following that you have consulted on this Project  
(check as many as apply)**

<input type="checkbox"/>	Ark-Tex Council of Governments	<input type="checkbox"/>	Franklin County
<input type="checkbox"/>	Franklin County Chamber of Commerce	<input type="checkbox"/>	Local Workforce Board
<input type="checkbox"/>	North Texas Community College	<input type="checkbox"/>	Small Business Development Administration
<input type="checkbox"/>	Texas Workforce Commission	<input type="checkbox"/>	
<b>Other, Please specify below and provide written documentation</b>			

**Please indicate the Economic Development Assistance Programs for which you would like to  
apply (check as many as apply)**

<input type="checkbox"/>	Graduated Rental Assistance	<input checked="" type="checkbox"/>	Existing Business Structure Assistance
<input type="checkbox"/>	Job Creation/Retention Incentives	<input type="checkbox"/>	Business Recruitment Incentives
<input type="checkbox"/>	Business Retention Assistance	<input type="checkbox"/>	
<b>Guidelines and Descriptions of each Incentive Are Provided as an Appendix to this Document.</b>			

Attachments That Will Be Required	
Plat/Map/Elevations of Project:	Renderings/Plans for Improvements
Copies of Required Permits	Business Plan
Financial Reports for previous years	IRS Reporting
Tax Certificate	Proof of Property Ownership or Lease Agreement
Property Owner's Certification	Receipts for Work Performed Prior to Application Submission

These items must be submitted with the initial application for consideration of the application. Additional documents may be requested as necessary.

**Incentive Process and Timeline**

1. Completed application must be returned to the EDC office at Mt. Vernon City Hall prior to work commencing.
2. For projects involving incentives between \$1.00 - \$4,999.00 the EDC must hold a public hearing on the project and allow 60 days to pass since the first public notice of the project prior to expending funds.
3. For projects from \$5,000 - \$9,999, the EDC must hold a public hearing on the project and allow 60 days to pass since the first notice of the project, and the City Council must approve the project and incentives, prior to expending EDC funds on the project.
4. For projects \$10,000 and above, the EDC must hold a public hearing on the project and allow 60 days to pass since the first notice of the project, and the City Council adopts a resolution authorizing the project after giving it two separate readings, prior to expending EDC funds on the project.

Business Plan Assistance may be obtained through the Northeast Small Business Development Center in Mt. Pleasant, Texas.

**Amber Keith**

Business Advisor

Northeast Small Business Development Center

[www.northeasttxsbdc.org](http://www.northeasttxsbdc.org)

903-490-0822 Office

903-490-2826 Cell

**AFFIRMATION OF APPLICANT(S)**

I (We) the undersigned do hereby acknowledge and/or certify, as the case may be, the following:

1. Prior to submission of this application, the included guidelines for all programs have been obtained, reviewed, and clearly understood by the applicant.
2. That the submission of this Application does not create any property, contract, or other legal rights in any person or entity to have the MVEDC provide grant funding.
3. That if grant funding is approved, full compliance will be maintained with all the provisions of the provided guidelines, performance agreements, and/or special provisions attached as a part of the grant, and that failure to do so will be grounds for ineligibility to receive previously approved grant funding and / or sales tax recapture by MVEDC or the City of Mount Vernon.
4. The Mt. Vernon City Council shall approve any incentive involving expenditures exceeding \$5,000.
5. That before application is to be reviewed by the MVEDC, a designee(s) of the MVEDC shall have the right to inspect the business and work to be considered.
6. That the MVEDC reserves unto itself its absolute right of discretion in deciding whether or not to approve a grant relative to this application, whether or not such discretion is deemed arbitrary or without basis in fact.
7. That the laws of the State of Texas shall govern the interpretation, validity, performance, and enforcement of the provided guidelines and this Application. If any provision or provisions of these should be held invalid or unenforceable, the validity and enforceability of the remaining provisions of these shall not be affected thereby.
8. That the information provided in this Application, and all that may have been affixed hereto, is true and correct, and that the MVEDC may rely on all information herein contained, and all that may have been affixed hereto, as being true and correct
9. Any criminal activities involving applicant, whether on or off-site premises, will render this application and / or contract null and void.
10. Where approved incentives are reimbursement recipient must present paid invoices and/or cancelled checks to vendors. Certificate of Occupancy issued by City of Mount Vernon must be issued before any MVEDC funds are expended.
11. Texas Government Code Section 2264.01 Certification

Company certifies that Company, or a branch, division, or department of Company, does not and will not knowingly employ an undocumented worker. If, after receiving a public subsidy, Company or a branch, division, or department of company is convicted

of a violation under 8 U.S. C. Section 1324a(f), Company shall repay in full the amount of the public subsidy paid by MVEDC to Company.

12. The City of Mount Vernon and/or MVEDC may exercise the right to reclaim any incentives should the recipient not fulfill any portion of its stated obligation as outlined in any incentive agreement resulting from this application submission.

13. Making application and complying with specific requirements does not guarantee that requested incentives will be granted by the MVEDC Board or City Council.

I, the undersigned, understand this process may take several months and attendance of several meeting. Filing an application with the City does not guarantee approval from the City Council. The city reserves the right to retain outside consultants to review this application, all data provided, and conduct an independent evaluation. Further, the applicant understands and agrees that this application and all data and communications may be considered a public record pursuant to the Texas Public Information Act."

Signed this 5th day of June, 2026

Tina Stone  
(Print Authorized Representative Name)

[Signature]  
(Applicant Signature)

**Appendix A: Property Owner's Certification**

Property Owner Name	Stone Cafe, LLC dba The Purple Tiger		
Property Owner Phone Number	[REDACTED]		
Property Owner Email	[REDACTED]		
Property Address	327 S-SH 37		
	City	State	Zip Code
	mt Vernon	TX	75457

Lease Amount	N/A	Period (Annually/Monthly)	
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Anticipated Construction Start Date	July - August 2026
Anticipated Construction Completion Date	
Description of Improvements to be Made	

I have reviewed all information above and certify that it is true and correct. Further, I certify that I have reviewed and approved all improvements to be made to the property as described above.

  
Owner Signature

06/05/2026  
Date

### Appendix B: Economic Development Assistance Program Guidelines

#### Graduated Rental Assistance

- The primary goal of the Graduated Rental Assistance Program is to reduce the burden of rental expenses on new businesses and to help offset the initial startup costs of the business.
- The business must be a for-profit venture. Nonprofit and governmental organizations are not eligible for the program.
- Grant funds cannot be used to fund rent for any portion of the property used for residential purposes. In such cases, the total rent amount may be adjusted proportionally to reflect usage of the property.

- At no point will MVEDC pay 100% of the rental expenses for any recipient of this program.
- The rental assistance is designed to assist the business owner with rental expense over a period of time, but the owner will assume responsibility of the full rental costs at the end of the rental assistance period as determined by the MVEDC
- All disbursements through this program will be made in the form of a reimbursement following the submission of a copy of the canceled check paid to the property owner and/or a receipt from the property owner, or direct payment of rental assistance to the property owner/landlord.
- Generally, the program can span any amount of time up to 12 months with MVEDC reimbursing the business owner's rental expense in four installments: 25% of the total rent cost to be paid for the first installment; 50% of the total rent cost to be paid for the second installment; and 75% of the total rent cost to be paid for the third installment of the rental agreement term. Rental assistance from the MVEDC to the business owner shall not be granted until the termination of free or subsidized rent from the property owner. Term of assistance and length of payment installments shall be negotiated between business and MVEDC, with the decision of the MVEDC being final.
- The City Council upon recommendation by the MVEDC Board may approve a modification to the standard rate and duration of the program on a case-by-case basis.
- Recipients may receive only one Graduated Rental Assistance Agreement per business.
- Rental amount and must be comparable to similar rental rates for similar properties in the area of the business property.
- Rental assistance shall not exceed \$6,000 for any business.
- All disbursements through this program will be subject to requirements set forth in an incentive performance agreement, including but not limited to a period for which the business must remain in operation following the completed disbursement of funds.
- MVEDC assumes no liability for the satisfaction of the lease agreement between the property owner and the tenant. This agreement is between the tenant and the MVEDC and will be strictly a reimbursement of the costs required to satisfy the terms of the tenant's lease agreement with the property owner.

### Existing Business Structure Assistance

- The purpose of the Existing Business Structure Assistance Program is to enhance the economic sustainability of the City of Mount Vernon by assisting for profit business building owners and lessees in business building renovation processes; thereby encouraging increased ad valorem and / or sales taxes.
- The structure on which the improvements to be made must be at least five years old.
- Owners of multiple structures may submit only one application per fiscal year and may not have existing agreements on multiple properties at any one time.
- MVEDC may approve the full amount requested, a portion of the amount requested, or no amount at all.
- All grants provided under this program are reimbursements for cash expenditures by the applicant and require the applicant provide a match of at least twice the amount awarded (2:1 match required).
- Nonprofit and governmental organizations are not eligible to receive this funding.
- Applicants cannot have more than 20 full-time employees at the time of application
- All tax obligations must be current
- Property owners must submit Appendix A: Property Owner's Certification if the applicant is a tenant at the property
- The business owner will be required to obtain all necessary city and/or state permits, zoning, inspections, etc.... prior to applying for funding.
- The business owner must demonstrate best effort in obtaining at least 3 bids for improvements. The bids or documentation of best effort must be included in the application.
- The structure must be located within the Mount Vernon City limits.
- Applicants must have a valid Certificate of Occupancy from the City of Mount Vernon prior to receiving program funding.
- All disbursements through this program will be subject to performance requirements set forth in an incentive agreement, including but not limited to a period for which the business must remain in operation following the completed disbursement of funds.

For projects that require an expenditure of more than \$10,000, the City Council must adopt a resolution authorizing the project after giving the resolution at least two separate readings.

## JOB CREATION INCENTIVE

Program funding will be available to new and / or expanding businesses meeting the following criteria:

1. Business must be in Mount Vernon.
2. Business must be a For Profit business.
3. Owner or shareholders do not count as 'new hires.'
4. Must be Full time jobs, 32 hours per week, 52 weeks per year. No part time employees or combination of part time employees will be considered.
5. Mount Vernon Economic Development Corporation must approve all applications before business engages 'new hires.'
6. Business owners or shareholders cannot be employed by Mount Vernon Economic Development Corporation or City of Mount Vernon.
7. Business name on application must be identical to the name listed on all documents required to engage in business, including business tax receipts.
8. Mount Vernon Economic Development Corporation may grant an amount up to \$600 per job, with a bonus \$200 for every employee that resides within the city limits and earns more than \$13.00 per hour for unskilled and \$20.00 per hour for skilled labor. Number of jobs incentivized would be no more than 20 full-time employees, unless otherwise determined by Mount Vernon EDC.
9. This is a 'reimbursement only' program; business applicant will be reimbursed 'per job' after new hire has completed 12 months employment. Texas Workforce Commission Quarterly reports required as documentation.
10. New employee hire must result in a net increase in full time employees from the time of application at the end of the 12-month period. Documentation will be required from business incentive recipient showing number of employees at MVEDC approval date vs. number of employees at the 12-month 'benchmark.'

A Owens Construction	5-19-26
607 Highland Oaks	
Mt. Vernon Texas 75457	
903-563-4687	
Addition to Purple Tiger Café	
Demo Block Wall	3,000.00
Permits	800.00
Cement Slab	12,000.00
Cement Block for Walls	12,000.00
AC Unit	10,000.00
Framing	8500.00
Plumbing and bathroom Fixtures	30,000.00
Flooring	7,000.00
Electrical	12,000.00
Roof	8,000.00
Septic	7,000.00
Framing materials, windows and doors	8,000.00
Paint	10,000.00
Total	128,300.00
15% of total for Owens Construction	19,245.00
Total cost	147,545.00

# ROGERS CONSTRUCTION, LLC

## Construction Proposal – 620 Sq. Ft. Building Renovation / Finish-Out

Customer: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Date: May 22, 2026

Description	Amount
Concrete Work	\$6,000.00
Block Work (Labor & Materials)	\$5,150.00
Additional Block Materials	\$1,350.00
Demolition	\$4,000.00
Tape, Bed & Texture (Labor)	\$5,500.00
Flooring Installation	\$4,725.00
Paint (Materials & Labor)	\$6,500.00
Metal Roof (Materials & Labor)	\$12,000.00
Open Cell Spray Foam Insulation	\$3,500.00
Side Room Concrete	\$3,300.00
Framing Labor	\$8,000.00
Framing Materials	\$3,000.00
Table Setup / Labor	\$1,500.00
Interior Doors & Trim (Labor)	\$2,250.00
Exterior Doors & Trim (Labor)	\$1,500.00
Cove Base Installation	\$675.00
HVAC – Two Mini Split Systems	\$9,500.00
Two Glass Window Installations	\$1,800.00
Miscellaneous Allowance	\$2,500.00

**Total Contract Price: \$87,250.00**

### **Exclusions**

Electrical work is excluded from this proposal.  
 Plumbing work is excluded from this proposal.

### **Payment Terms**

Progress draws to be paid based on work completed and materials purchased. Final balance due upon completion and customer satisfaction.

**Customer Acceptance**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

5/11/26

This has been prepared for Tina Stone- The Purple Tiger  
327 S-SH 37 Mount Vernon, TX 75457

This bid is based on cutting and removal of blocked walls and square footage to be added, as well as finishing out the office space, ADA compliant bathrooms, and storage.

Total for job- \$260,820.00

A contractor fee of 15% is included.

Please let me know at your earliest convenience if you are ready to move forward with this project. I appreciate the opportunity to bid your job and look forward to working with you. Thank you for your business. Let me know if you have any questions.

Thank you,  
Chad Pascoe  
Pascoe Carpentry and Maintenance  
[pascoeiii@me.com](mailto:pascoeiii@me.com)  
(775)430-1641



Re: Received bid

From : Chad Pascoe [Redacted]

Wed, May 13, 2026 12:27 PM

Subject : Re: Received bid

To : Tina Stone [Redacted]

Good afternoon Mrs. Stone. I'm reaching out to address some questions you expressed. Once we get started on this project, we will try to complete it within 120 days. We do not give a break down for our list of materials, suppliers, or subcontractors when we bid against other contractors. The bid we gave you is free and to appease the EDC. If you want a more detailed bid, we can break it down for an additional fee if you decide to give us the job. Once we get started, we will bill biweekly for the work completed and materials to be purchased in the next two weeks. Hopefully this has addressed your concerns. Let me know if you have any more questions.

Thank you,  
Kami Pascoe  
Pascoe Carpentry And Maintenance

> On May 11, 2026, at 9:14 PM, Tina Stone [Redacted] wrote:

>  
> Do you have any kind of timeline?  
>  
>  
>

>> On May 11, 2026, at 7:24 PM, Tina Stone [Redacted] wrote:

>>  
>> Got it.  
>> Thank you very much.