

A G E N D A

A regular meeting of the Waxahachie Community Development Corporation to be held on ***Tuesday, November 13, 2018 at 3:00 p.m.*** in the Council Chamber, 401 S. Rogers, Waxahachie, Texas.

Board Members: Dan Morton, President
 John Sanders, Vice President
 Kevin Strength, Mayor
 Michael Scott, City Manager
 Bob Lynn
 Mike Ramsey
 Layne Ballard

Ex-Officio Members: Lori Cartwright, City Secretary
 Charles Harris, Director of Finance
 Sandy King, President/CEO Chamber of Commerce

1. Call to Order
2. ***Public Comments:*** Persons may address the Waxahachie Community Development Corporation on any issues. This is the appropriate time for citizens to address the Corporation on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Corporation may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
3. Approval of minutes of the Waxahachie Community Development Corporation meeting of October 9, 2018
4. Discuss funding for Downtown Christmas Lighting Project and take any necessary action
5. Hear update of activities from Convention & Visitors Bureau Director
6. Hear update of activities at the Civic Center
7. Hear update of activities at the Sports Complex
8. Hear update of Community Beautification
9. Adjourn

The Board of Directors of the Waxahachie Community Development Corporation reserves the right to go into Executive Session on any posted item.

This meeting location is wheelchair-accessible. Parking for mobility impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at (469) 309-4005 or (TDD) 1-800-RELAYTX.

<p style="text-align: center;"><i>Notice of Potential Quorum</i> <i>One or more members of the Waxahachie City Council may be present at this meeting.</i> <i>No action will be taken by the City Council at this meeting.</i></p>

Waxahachie Community Development Corporation
October 9, 2018

(3)

A regular meeting of the Waxahachie Community Development Corporation was held on Tuesday, October 9, 2018 at 3:00 p.m. in the Council Chamber, 401 S. Rogers, Waxahachie, Texas.

Members Present: Dan Morton, President
John Sanders, Vice President
Kevin Strength, Mayor
Bob Lynn
Mike Ramsey
Layne Ballard

Member Absent: Michael Scott, City Manager

Ex-Officio Charles Harris, Director of Finance
Members Present: Sandy King, President/CEO Chamber of Commerce

Ex-Officio
Member Absent: Lori Cartwright, City Secretary

Others Present: Amber Villarreal, Assistant City Secretary
Laurie Mosley, Director of Convention & Visitors Bureau
April Ortiz, Civic Center Director
James Villarreal, Recreational Superintendent
Chris Seale, Horticulturist

1. Call to Order

President John Sanders called the meeting to order at 3:00 p.m.

2. Reorganize the Board

President Sanders reviewed a list of the board's recent enhancements at the Civic Center and Sports Complex as well as the joint efforts with the Convention and Visitors Bureau and Community Beautification. He explained he is proud of the Board's progress and looks forward to continuing to enhance the quality of life for the community.

Action:

Mr. John Sanders nominated Mr. Dan Morton as President. Mr. Bob Lynn seconded, All Ayes.

Mr. Dan Morton nominated Mr. John Sanders as Vice President. Mr. Layne Ballard seconded, All Ayes.

3. Public Comments

Parks and Recreation Director John Smith introduced Mr. Gumaro Martinez, the new Assistant Parks Director. He noted Mr. Martinez transferred from the city's Finance Department.

Mr. Martinez explained he is looking forward to working with the Board and is thankful to work for the City of Waxahachie.

4. Approval of minutes of the Waxahachie Community Development Corporation meetings of August 14, 2018 and August 23, 2018

Action:

Mayor Kevin Strength moved to approve minutes of the WCDC meetings of August 14, 2018 and August 23, 2018. Mr. Layne Ballard seconded, All Ayes.

5. Hear update of activities from Convention & Visitors Bureau Director

Ms. Laurie Mosley, Director of Convention & Visitors Bureau, reviewed her monthly reporting highlighting the following: C10 Truck Show, NHRA Fall Nationals, SCREAMS, Vintage Market Days, Texas Country Reporter Festival including a concert by Shenandoah and a guest appearance by Barry Williams (The Brady Bunch), Trick or Treat on the Square, Waxahachie WWII Weekend & Reenactment, Marketing package with VisitDFW.com, #HachieHeart video created by a member of the Waxahachie Chamber of Commerce, Arlington Women's Club Group Tour, 2018 DFW Area Beekeepers Conference, and the joint meeting with Waxahachie hoteliers.

Mr. Bob Lynn updated the Board on the fundraising efforts for The Nutcracker explaining the Pow Wow Club is applying for a \$5,000 grant to the Waxahachie Foundation and a \$2,500 grant to the Waxahachie Education Foundation. Mayor Pro Tem David Hill made a \$1,000 donation leaving \$500 to raise for the Pow Wow Club's portion.

6. Hear update of activities at the Civic Center

Ms. April Ortiz, Civic Center Director, reviewed her monthly report:

- September closed with 45 events
- 57 events are booked for October
- November: Waxacon, November 3rd & 4th from 10am-6pm; Ellis County Veterans Ceremony, November 10th at 10am; WX Leaders Summit, November 14th at 1pm
- We will also be starting to plan for the Annual Daddy Daughter Dance in February
- Civic Center is fully staffed and completed our successful 15th Annual Bridal Extravaganza Market
- Star and Fountain Plazas Project: The work on the plazas started on September 18th. The rain has delayed the work several days but they continue to work when they can and the progress is exciting! Just some notes: They have completed the fencing for the equipment area behind the building; and installed the fencing around the plaza areas at the star and fountain areas, installed the temporary walkway by the meeting room entrance. The Crape Myrtle Trees in the fountain plaza area were removed, and we saved several trunk pieces to recycle into a plaque/frame as discussed. Also, we will have the first construction meeting on October 10th.

7. Hear update of activities at the Sports Complex

Mr. James Villarreal, Recreational Superintendent, presented his monthly report:

- Scheduled Tournaments: Texas Sporting Events Baseball – October 6th–7th and October 20th–21st; Arlington Grand Slam Fast Pitch Softball – October 6th–7th and October 20th–21st; American Sporting Events Baseball - October 13th–14th; 3xtreme Adult Slow Pitch Softball – October 13th
- Current Leagues: Waxahachie Youth Girl's Fast Pitch Softball League, Fall Adult Softball League, Waxahachie Youth Soccer League, Red Oak Youth Soccer League, YMCA Soccer League, and YMCA Flag Football League
- Project Updates: Reliable Paving has completed the parking lot project; FIG Enterprises has completed the baseball common area sprigging; Began working with the irrigator to set the wheels in motion to irrigate the north end of the sports complex near the Park Place Entry gate. Plans are to start this project the end of this month; Began to scalp and vacuum clippings on playing fields for preparation to seed winter perineal rye grass.
- Notes: The sports complex held up very well during the heavy rains on the night of 9/21. We did have to cancel ALL games on 9/22 but suffered no damage.

President Dan Morton asked about the progress of the sand volleyball courts and Mr. Villarreal noted he is waiting on First Baptist Church to continue the joint project.

8. Hear update of Community Beautification

Mr. Chris Seale, Horticulturist, presented his monthly report:

- Completed Project: Pumpkin, Hay and Cornstalks have been delivered
- Current Projects: Broadhead Road Median- 1 of 3 plant deliveries has arrived. Soil delivery set for the 6th. Plant delivery set for the 8th. Installation of plant material set for the 8th weather permitting; Fall color change outs are in progress. City Hall and the Downtown planters will be complete by Friday. The Bypass planters will remain the same with exception to 4 planters receiving cornstalk topiaries; Parking area across from the Depot- I have the plant material. Lantana is working on this project on Saturdays. Rain has been a factor in the delays; Have 6 Lighted Christmas trees being made for Bynum Plaza; I had a landscape lighting expert, from Ewing Irrigation, come out to take a look at Bynum Plaza. He is working on a lighting design for me.
- Future Projects: City Hall Landscape Improvements (November); Upper Chautauqua landscape Improvements (May); Broadhead median #2 landscape install (June); Park Schoolhouse Road landscape install (June)
- Sports Complex and Mustang Creek will be stocked with catfish next week.
- Update on Downtown Lighting: approximately \$4,000 for lighting materials not including install labor.

Vice President John Sanders reported the Downtown Merchants Association is currently obtaining bids on the Downtown light install and has received verbal approval from all building owners.

9. Adjourn

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October 9, 2018
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Action:

*There being no further business, Mr. Mike Ramsey moved the meeting adjourn at 4:12 p.m.
Mayor Kevin Strength seconded, All Ayes.*

Respectfully submitted,

Amber Villarreal
Assistant City Secretary

(4)

Crocker, Clarice

From: Cartwright, Lori
Sent: Wednesday, October 31, 2018 8:33 AM
To: Crocker, Clarice
Subject: Fwd: Downtown Christmas Lighting

Good morning,

Will you print this and put it in the WCDC pending meeting folder that is in my credenza?

Thank you!

Sent from my iPad

Begin forwarded message:

From: Dan morton <waxahachiepawn@sbcglobal.net>
Date: October 30, 2018 at 3:14:21 PM CDT
To: Lori Cartwright <lcartwright@waxahachie.com>
Subject: Downtown Christmas Lighting
Reply-To: Dan morton <waxahachiepawn@sbcglobal.net>

Good afternoon Lori,
Melissa Chapman and the current Downtown Merchants Association President have requested to present a proposal to the WCDC for funding the downtown Christmas lighting project.
Would you please add this to the agenda for November 13, 2018 meeting?
Thank you,

Dan Morton Jr
Waxahachie Pawn
972-938-7296

(4)

Villarreal, Amber

From: Dan morton <waxahachiepawn@sbcglobal.net>
Sent: Thursday, November 08, 2018 9:41 AM
To: Villarreal, Amber
Subject: Fw: Christmas Light Bids - Downtown

Here you go. Anything else that I need to be aware of?

Dan Morton Jr
Waxahachie Pawn
972-938-7296

----- Forwarded Message -----

From: Dan morton <waxahachiepawn@sbcglobal.net>
To: John Sanders <jsanders@lawn-master.com>
Sent: Tuesday, October 30, 2018, 3:01:21 PM CDT
Subject: Re: Christmas Light Bids - Downtown

Will do John.
Thank You

Dan Morton Jr
Waxahachie Pawn
972-938-7296

On Tuesday, October 30, 2018 2:27 PM, John Sanders <jsanders@lawn-master.com> wrote:

Hi Dan,
Please see below from Melissa Chapman. Looks like McElroy is definitely cheaper in years two and three. Melissa has received verbal approval from all building owners except for Billy Getzendaner. Melissa and the current Downtown Merchants Assoc. President are willing to present the proposal at the next WDCD meeting, which I believe will be scheduled for Tuesday, November 13, 2018. I wanted to request that you have the City Secretary add this project to the Meeting Agenda. I have discussed the process with Melissa and suggested they ask the WDCD for the entire amount to secure a timely install with the understanding, as we did with the Nutcracker, that they would attempt to raise at least half from the TIRZ/Downtown Merchants as a reimbursement to the WDCD.
Thanks for your consideration.

John

(4)

From: Melissa Chapman <melissacbaire@yahoo.com>
Sent: Monday, October 29, 2018 12:50 PM
To: John Sanders <jsanders@lawn-master.com>
Subject: Christmas Light Bids

I have received three bids for the Christmas Lights Downtown. Only two that I would realistically consider. There is a significant difference in the cost for subsequent years between McElroy and Griffin. Let's discuss.
M

McElroy Lawns

Year 1 - \$5,514
Year 2 & more - Labor \$2,250 + any repair costs
They light Ennis Main Street. I have a call into their Main Street Director for their feedback.
They cover general liability for \$2 million.

Specialized Landscape Service - Clyde Griffin

Year 1 - \$5,625
Year 2 - \$4,781.25
Year 3 - \$4,542.19
SAGU.
They cover general liability for \$2.5 million.

Inception Lighting

Year 1 - \$8,000
I didn't request more information as I felt they were out of line with our other bids and the others we had more local contacts with. They have done lighting in downtown Waco.

Lentz Lighting - declined
Highland Park Village lighting.

Melissa Baird Chapman 210-865-6185 melissacbaire@yahoo.com



Memorandum

To: Waxahachie Community Development Corporation
From: April Ortiz
Thru: Michael Scott, City Manager
Date: November 7, 2018
Re: Civic Center – November 2018 Update

October: closed with 57 events booked including

- Baylor Scott & White
- Waxahachie Chamber Annual Auction "WaxSafari"
- Just Between Friends Children's Resale Event; *Rebooked for June 2019*
- Action Fire Pros
- Vision Global
- Empowerment Ministries

November: currently has 47 events booked including

- Waxacon; *Rebooked for November 2019*
- WX Leaders Summit; November 14th at 1pm
- Baylor Scott & White (*6 total event days*)
- Workforce Solutions
- Vision Global
- Coal City Cobb
- Refrigeration Design Technologies

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Up & Coming

We will end our November and start our December with the Waxahachie Jr. Service League Christmas Market Show; Friday November 30th 6pm-9pm (***sold-out/tickets sold out in a little over 24 hrs.***), Saturday December 1st 9am-4pm. Life Line Screenings will be here Wednesday December 5th 8am-5pm, TSTC Graduation will be December 17th, as well as several Christmas parties.

As we gear up for the holidays, our decorating will start as well, you will start to notice our decorations going up the last couple weeks of November.

Facility

Margo Gordon, our F/T Event Coordinator put in her resignation and will be taking a position with the City of Dallas. As she completes her degree next month, she will be moving into her field, Sports & Recreation Management. It is bittersweet, but we wish her the best.

We posted the position within Neogov and have had a great response. Hoping to start interviewing within the next couple weeks.

Star and Fountain Plazas Project

The rain is continuing to play havoc with the work schedule, but has given us a few days of good weather.

A few things that have been started and/or completed; rough grading/excavation, electrical work (west end), remove white rock, import select fill. They are really in need of a week of a dry weather pattern for the next phase, but knowing that isn't in the forecast they have started on the manhole, drainage catch basins and pipe this week (Monday-Wednesday).

We have also selected the pole and fabric (shade sails) colors. We will be going with a black pole, and for the fabric colors; Terracotta, Desert Sand and Cinnamon.

We also had a sign made for each entrance to ask our clients "Please excuse our mess as we continue to make improvements to better serve you."

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Image Credit Waxacon/Lucas Dooley FaceBook Page

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Image Credit Waxacon/Henry Melton FaceBook Page



Image Credit Waxacon/Henry Melton FaceBook Page



Memorandum

To: Waxahachie Community Development Corporation

From: Waxahachie Sports Complex

CC:

Thru: Michael Scott, City Manager

Date: 11-5-2018

Re: November Sports Complex Report

Tournaments 2018 November

Texas Sporting Events Baseball – November 3-4

Arlington Grand Slam Fast Pitch Softball – November 3

November 17

American Sporting Events Baseball - November 17-18

USA Softball of Texas – November 10-11

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Leagues

Waxahachie Youth Girl's Fast Pitch Softball League – **Finishes November 13th**

Fall Adult Softball League – **Finishes December 5th**

Waxahachie Youth Soccer League – **Finishes November 18th**

Red Oak Youth Soccer League – **Finishes November 18th**

YMCA Soccer League – **Finishes November 17th**

YMCA Flag Football League – **Finishes November 15th**

Projects

Began working with the irrigator to set the wheels in motion to irrigate the north end of the sports complex near the Park Place Entry gate. The irrigator began to bore under the drive on Wednesday November 7th.

All playing fields normally over seeded with winter rye have been completed.

Notes

The sports complex was rained out for 6 weekends in row from the weekend of Sept 22/23 through the weekend of Oct 27/28.







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Memorandum

To: Waxahachie Community Development Corporation
From: Chris Seale
Thru: Michael Scott, City Manager
Date: 11/7/2018
Re: WCDC Beautification Report

Beautification Department Report:

November 13th, 2018

Completed Projects

- Broadhead Road first island
- Fall decorations
- Rogers Street color change out
- Civic Center color change out
- Parks and Recreation office color change out
- Park Place color change out

Projects Currently Working On

- I'm meeting with the landscape lighting expert from Ewing to finalize the design and fixtures for Bynum Plaza on Friday.
- I'm putting together an order for winter shrub and flowers to go down in the bypass planters. We are expected to get a couple of early freezes in the next couple of days that will melt most of the plants currently down there.
- Lantana is on the ready to pull out any plants affected by the upcoming frost/freeze.
- John Smith and I met with Lantana to discuss the first phase of the Chautauqua landscape improvements.
- I'm currently working on a plant list for the courtyard area at City Hall. I've been playing around with different designs for the north side but I'm not happy with what I've come up with.

Future Projects

- City Hall Landscape Improvements. January-February
- Upper Chautauqua landscape Improvements. May
- Broadhead median #2 landscape install. June
- Park Schoolhouse Road landscape install. June

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