

# **A G E N D A**

A regular meeting of the Waxahachie Community Development Corporation to be held on ***Tuesday, June 12, 2018 at 3:00 p.m.*** in the Council Chamber at City Hall, 401 S. Rogers, Waxahachie, Texas.

Board Members:

John Sanders, President  
Mike Ramsey, Vice President  
Kevin Strength, Mayor  
Michael Scott, City Manager  
Bob Lynn  
Daniel Morton  
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. Approval of minutes of the Waxahachie Community Development Corporation meeting of May 8, 2018
3. Hear update on Amphitheater
4. Hear update on Little Creek Trail and take any necessary action
5. Hear and discuss monthly activity updates from city staff
6. Public Comments
7. 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.

A regular meeting of the Waxahachie Community Development Corporation was held on Tuesday, May 8, 2018 at 3:00 p.m. in the Council Chamber at City Hall, 401 S. Rogers, Waxahachie, Texas.

Members Present: John Sanders, President  
Mike Ramsey, Vice President  
Kevin Strength, Mayor  
Michael Scott, City Manager  
Daniel Morton  
Layne Ballard

Members Absent: Bob Lynn

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

Others Present: John Smith, Director of Parks and Recreation  
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.

**2. Approval of minutes of the Waxahachie Community Development Corporation meeting of April 10, 2018**

**Action:**

*Mr. Layne Ballard moved to approve minutes of the WCDC meeting of April 10, 2018. Mr. Daniel Morton seconded, All Ayes.*

**3. Consider Waxahachie Community Development Corporation Financial Report for year ended September 30, 2017**

Mr. Charles Harris, Director of Finance, presented the Waxahachie Community Development Corporation Financial Report for year ended September 30, 2017. Financial Highlights included:

- At the close of the fiscal year, the assets and deferred outflows of resources of the Corporation exceeded its liabilities and deferred inflows of resources by \$1,974,734 (net position). Of this amount, unrestricted net position was \$2,806,224. Total revenues were \$5,054,184 and total expenses were \$5,457,379, including depreciation.
- The Corporation's net position decreased by \$403,195, primarily as a result of increased general government expenses offset by an increase in sales tax revenues.
- At the end of the fiscal year, the total fund balance of all governmental funds was \$7,973,473, down \$1,466,546 which was less than the prior year increase of \$5,740,878.

This was due to certificate of obligation bonds issued during 2016 for park improvements and an increase in capital outlay expenditures in the current fiscal year.

- As of the close of the current fiscal year, unassigned fund balance for the Corporation's General Fund was \$3,421,641, or 117.94% of General Fund expenditures not including transfers out.

President Sanders thanked Mr. Harris and his staff for working through the bonds allowing for more available funds for future projects. He stated the city had a great sales tax year and that continues to improve. He thanked Mr. James Villarreal, Recreational Superintendent and Ms. April Ortiz, Civic Center Director, for overseeing their budgets noting the budget reflected an increase for the year which means we are starting to exceed the budget on revenues from actual operation not just from the sales tax revenue.

President Sanders referenced the beautification program and asked if the Tax Increment Reinvestment Zone #1 (TIRZ) will reimburse the fund or is it a net number of what was actually paid. Ms. Gail Turner, Assistant Finance Director, stated a Journal Entry was posted reimbursing the Corporation noting the amount is included in the financials.

**Action:**

*Vice President Mike Ramsey moved to accept the Waxahachie Community Development Corporation Financial Report for year ended September 30, 2017. Mayor Kevin Strength seconded, All Ayes.*

**4. Hear update on Amphitheater and take any necessary action**

City Manager Michael Scott reported staff is working on a solution to include restrooms noting Halff Associates will provide a proposal because it is an add-on service. Mr. Scott stated he has requested we move forward with the bid process and the restrooms can be added as an alternate or change order.

Mr. Scott referenced how Oncor is going to be serviced from an electricity standpoint. He stated staff thought we had a solution on the route, and then Oncor engineers looked at it again and came up with another option. We are continuing to way out different options. Essentially we are looking to be in agreement of the power crossing the creek along Rogers Street. The question right now is whether it is on the east side or west side and boring from that point over to the east side of the train depot. So, eliminating the feeder that will come across the main part of the park is our objective. Once we get the best solution Halff Associates will incorporate that into their plans.

Mr. Scott referenced the trail coming across a piece of private property. He reported staff had conversations and there may still be an opportunity to keep the originally planned route. President Sanders stated there have been positive conversations with the property owner.

Mr. Scott stated staff hopes to reach a conclusion and be ready to go out for bid.

President Sanders asked about scheduling a ground breaking. Mr. Scott stated once we get closer to completing these items a ground breaking will be scheduled.

**5. Discuss regulating smoking at Sports Complex and take any necessary action**

Mr. James Villarreal, Recreational Superintendent, reported he contacted twelve cities to see if they regulate smoking at their sports complexes. Eight cities responded ranging from no tobacco at all on the premises to designated areas in the complex. He stated the City of Waxahachie currently has a smoking Ordinance that reflects smoking at outdoor facilities you must be 25 feet from the bleachers. Staff recommended to start with the current ordinance regulating the 25 foot rule in the form of signage near bleachers and concession stand noting it is a good step to get visitors in compliance. Mr. Villarreal stated most sports complexes he visits are smoke free.

Discussion was held with some members recommending cigarette trash stands to be located around the complex. Others recommended moving forward with a smoke free complex by placing signage at the entrance announcing a smoke free facility.

**Action:**

*After further discussion, Mr. Layne Ballard moved to make the Sports Complex a smoke free complex. Vice President Mike Ramsey seconded, All Ayes.*

**6. Discuss Fountain Plaza and Civic Center Star (and shade structure options) at Civic Center and take any necessary action**

City Manager Michael Scott presented three (3) options of shade structures to provide better coverage of the Civic Center Star:

- Option 1: rectangle style structure
- Option 1A: 3-point large sail structure
- Option 1B: 4-point large sail structure

Staff recommended the 3-point large sail structure noting it provides more shade. Mr. Scott stated the cost is \$45,000 noting it will be added to the budget. He stated once staff receives direction, the project will go out for bid noting the preferred option can be added as an alternate.

**Action:**

*After discussion, President John Sanders moved to approve Option A being a 3-point large sail structure. Mr. Daniel Morton seconded, All Ayes.*

**7. Hear and discuss monthly activity updates from city staff**

Mr. Villarreal reported murals are being painted on the trash dumpsters by the Howard Jr. High students and the newspaper is going to do an article.

Ms. Laurie Mosley, Director of Convention and Visitors Bureau (CVB), reported this year is the 50<sup>th</sup> Anniversary of the Gingerbread Trail and museum and the events will include a golf tournament. She stated the CVB is advertising on billboards promoting the event that will take place the first week of June. She announced the city received the Texas Travel Industry Association Best of Texas Award for Best City during the 2017 Texas Study Tour. Ms. Mosley



stated May 6 – May 12 is National Tourism Week. She stated in April of 2019 the girl campers will be back in Getzendaner Park.

Mr. Chris Seal, Horticulturist, reported color changes have been completed in several parks and new Earth Planter self-watering hanging baskets have been planted and hung in the lot next to Courthouse Park. He stated grant funds will be used at the Garden Estates location to install new sod, irrigation, defined mulch beds, and larger annual display in front of the sign.

President Sanders referenced the accent lighting for Bynum Plaza by spring of 2019 on Mr. Seal's report and asked if that can be completed by Christmas of 2018. Mr. Seale compared changer bulbs noting white bulbs cost approximately \$30 per bulb and colored bulbs cost approximately \$300 per bulb. President Sanders suggested using white lights in and around the trees and putting more plugs and outlets across the park for seasonal coloring.

#### **8. Public Comments**

Mr. Chuck Tenant, 319 Magnolia Drive, Waxahachie, thanked the Board for implementing the no smoking policy at the Sports Complex.

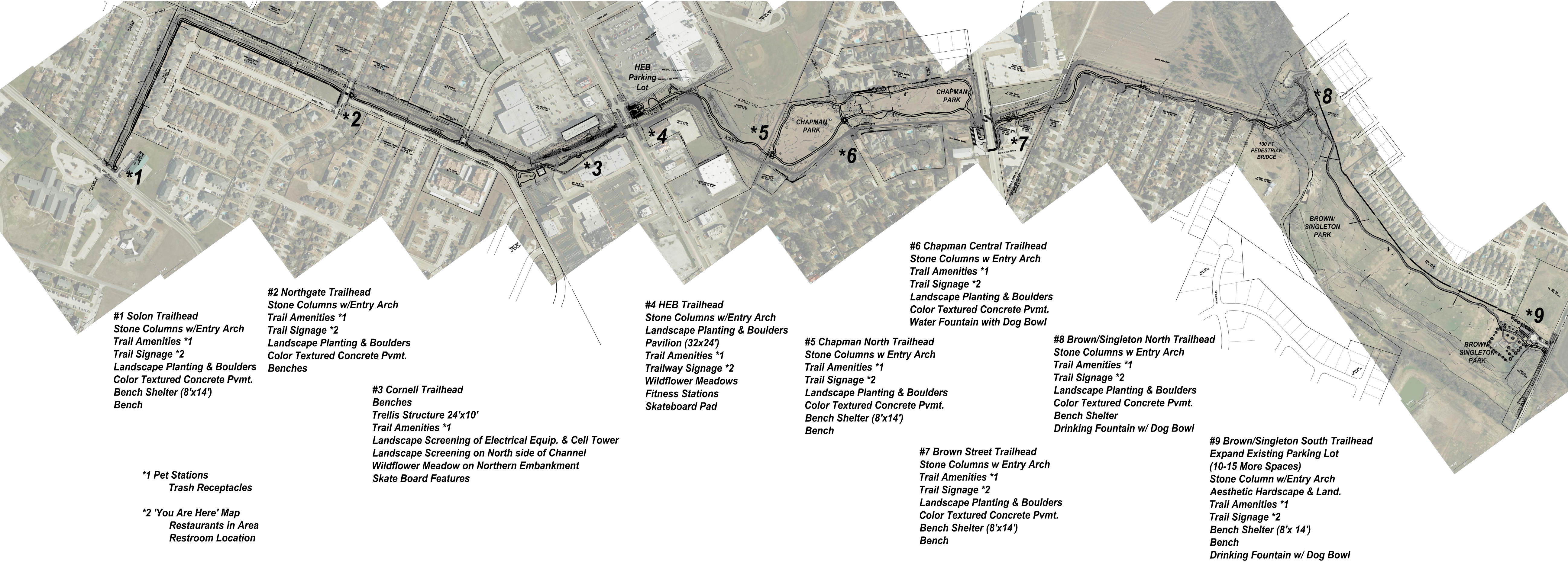
#### **9. Adjourn**

*There being no further business, Vice President Mike Ramsey moved the meeting adjourn at 4:14 p.m. Mr. Layne Ballard seconded, All Ayes.*

Respectfully submitted,

Lori Cartwright  
City Secretary





LITTLE CREEK TRAIL  
CITY OF WAXAHACHIE, TEXAS

Issue Date:

JULY 2017

Revisions:

SITE LAYOUT

SL-1






These plans and related specifications were prepared for construction of this specific project only. Reuse of these documents is not permitted without written authorization of Birkhoff, Hendricks & Carter, L.L.P. If this drawing is converted to an electronic file, if any discrepancy occurs between the electronic file and the Birkhoff, Hendricks & Carter, L.L.P. original document, the original document will govern in all cases.

**BIRKHOFF, HENDRICKS & CARTER, L.L.P.**  
PROFESSIONAL ENGINEERS  
TBPE Firm No. 526; TBPLS Firm No. 10031800  
11910 Greenville Ave., Suite 600  
Dallas, Texas 75243 (214) 361-7900

PRELIMINARY  
THIS DOCUMENT SHALL NOT BE  
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GARY C. HENDRICKS, R.P.L.S.  
NO. 5073  
DATE: October 2017

**CITY OF WAXAHACHIE, TEXAS**  
**LITTLE CREEK LINEAR PARK**

**ACCESS EASEMENT LOCATION MAP**

BHC  
PROJECT NO.  
2016-112

JANUARY 2018

SHEET NO.

**1**





## Memorandum

To: Waxahachie Community Development Corporation

From: James Villarreal

Thru: Michael Scott, City Manager

Date: June 7, 2018

Re: Waxahachie Sports Complex - June Report

### **Tournaments 2018 June**

Texas Sporting Events Baseball – June 8th – 10th

June 30th – July 1st

Arlington Grand Slam Softball – June 2nd

June 16th

June 23

3xtreme Sports Softball – June 30th

American Sporting Events Baseball – June 16th -17th

Senior Slow Pitch Association – June 7th – 10th

### **Leagues**

YMCA T-Ball League

Adult Softball League

Tomahawk Youth Track Program

**Projects**

Parking lot is complete.

FIG Enterprises sprigged all the common area around the baseball fields and is watering to commence germination.

The No Smoking signs have been ordered for throughout the complex and will be installed this month.

The Felty Elementary mural has been painted and is complete.











Felty Elementary 2015





## Memorandum

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

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### Completed Projects

- The Sports Complex has been changed out
- Civic Center is scheduled for a change out on the 14th

### Projects Currently Working On

- Flowers for the Spots Complex planters have been ordered. I will change those out June 15th.
- Lantana will start the wiring and plumbing of Broadhead Road sleeves week of June 11<sup>th</sup>.
- The water meter has been requested as the first phase for Park Schoolhouse Road. Lantana will plumb and wire the sleeves after Broadhead road is done.
- Planters have been ordered for the Parking Garage landscape. The concrete pads have been poured and Lantana will begin work the week of June 18<sup>th</sup>.
- The planters at the intersections of the Bypass will be replanted the week of June 18<sup>th</sup>.
- I'm in the process of ordering flowers for the Downtown planters as well as flowers for all other properties for summer change outs.

**Future Projects**

- Broadhead medians landscape install. By August
- Park Schoolhouse Road water meter installs and plumbed sleeves. By August
- Parking Garage Landscape. By July
- Accent lighting for Bynum Plaza. By Fall 2018



(15)





(5)



(5)





(5)





## Memorandum

To: Waxahachie Community Development Corporation

From: April Ortiz

Thru: Michael Scott, City Manager

Date: June 7, 2018

Re: Civic Center - June 2018 Update

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**May:** closed with 58 events booked including:

- Proms (*Duncanville, Life School, Red Oak, Cedar Hill, \*all have rebooked for 2019*)
- OnCor Training
- TxDot Safety Luncheon
- North Texas Home Health
- Baylor Scott & White Health
- Kernow Storm FC
- Palmer High School Graduation (*rebooked for 2019*)
- WHS Project Graduation

**June:** currently has 66 events booked including:

- Baylor Scott & White (*9 total event days*)
- N. Texas District Council Luncheon & Dinner
- Just Between Friends Children's Resale Event
- Lone Star Ag Credit Employee Dinner
- Impact Communities Town Hall Mtg. (*Drug Prevention Panel*)

- Crape Myrtle Queens Tea
- New Holland New Product Showcase
- Premier Gun Show; *Saturday, June 30th 9am-5pm and Sunday, July 1st 10am-4pm*

### **Up & Coming**

We have finalized the artwork for the Bridal Extravaganza Market, and are getting all the materials ordered.

July: we will be hosting a Carter BloodCare Blood Drive, the VTD Coaches Mtg. for the 2018 Junior National Championship Tournament, a Coleman Spa Expo and the Texas Northeast Department of Women Conference.

### **Facility**

The Sr. Maintenance Tech position has been filled by Vern Knowles, he spent 20 years with the City of Desoto and previously worked for CCMC.

Royer & Schutts installed the new office furnishings last week.

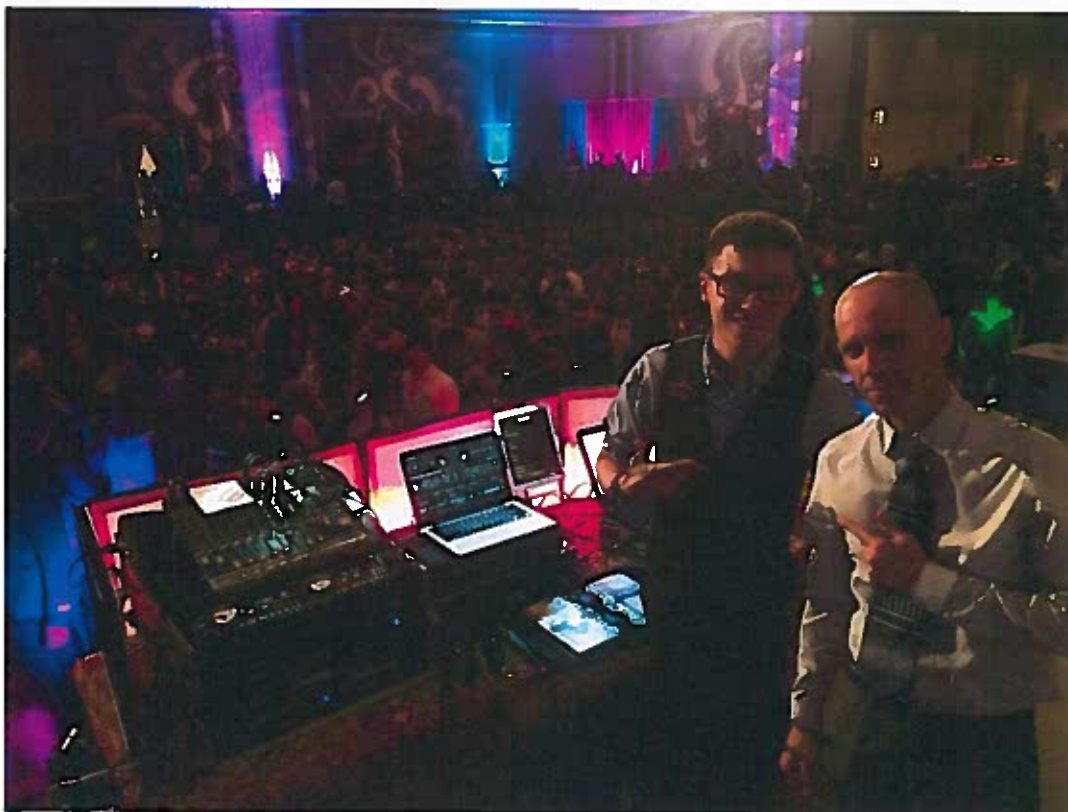
Lantana will be doing the June color change out next week; banana trees, lime coleus, lilac and magenta mix vinca.

### **Patio Project Update**

Advertisement for bid was run on May 30th, and will be run again on June 8th. There is a pre-bid meeting scheduled for June 19th and bid opening is scheduled for June 28th.




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## Memorandum

To: Waxahachie Community Development Corporation  
From: Laurie Mosley  
Thru: Michael Scott, City Manager   
Date: June 7, 2018  
Re: Convention & Visitors Bureau June 2018 Update

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### **FESTIVAL & EVENT UPDATES**

The past 30 days have proved to be successful for our Waxahachie events with great numbers being reported from Scarborough Renaissance Festival, Waxahachie Downtown Farmer's Market activities AND Gingerbread Trail Home Tour as it celebrated 50 years!

#### ***Still to Come:***

**Waxahachie Craft Beer & Music Festival** - June 16; Noon-8:30 pm; Downtown Waxahachie

**Waxahachie Cow Creek Country Classic Bike Ride** - June 23; Sponsored by the Waxahachie Rotary Club

#### **Cape Myrtle Festival & Parade**

July 3 – Memphis Soul (Motown) Concert & Fireworks at the Waxahachie Sports Complex

July 4 - Parade downtown

**Texas Country Reporter Festival** continues to present cool opportunities that are in the works. Mark your calendars for October 27, 2018.

## **ADVERTISING, PR & MEDIA UPDATES**

- The CVB will be sponsoring a radio broadcast with Sportsradio 1310/96.7 FM The Ticket to promote the Waxahachie Craft Beer & Music Festival on June 16 so it will be exciting to see a whole new audience experience downtown Waxahachie en masse.
- **#HachieHeart**, the social initiative of our "Place in Your Heart, Texas" campaign and part of Laurie's Tourism Capstone project, continues to blossom including:
  - o A selfie spot sticker promoting the "Gonzo247 Mural" and the new hashtag was installed on the sidewalk outside the Ellis County Museum to promote people taking their photo downtown and posting their pics online. We will look at more opportunities like as a means of interactive art.
  - o Several businesses agreed to use the #HachieHeart drink coasters in their place of business in exchange of helping us promote the campaign – College Street Pub, Big Al's Down the Hatch, Railport Brewery and Fresh Market Coffee.
  - o Another round of Customer Service Training classes for the remainder of the City of Waxahachie employees (300+) were conducted by the CVB which also ties into the #HachieHeart project.
- Ads for the month of June can be found in Texas Highways, Texas Co-Op Power Magazine, Texas Monthly and 360 West.
- Plus, our marketing co-op with VisitDFW.com resulted in nice coverage for Gingerbread Trail and ShopAcrossTexas.com recently promoted the June Junk in the Trunk event.

## **VISITOR CENTER, GROUP TOUR, CONVENTION & SPORTS UPDATES**

- The CVB team is getting super geared up to host the 2019 Lions Club State Convention. They manned a booth at the 2018 convention to promote Waxahachie as the destination for 2019. The attendance goal for the convention is 400 which will fill the Waxahachie hotels May 30—June 2, 2019.

### ***Upcoming Sports Events:***

**Lonestar Summer Shootout** - June 22-24; Texas Motorplex

**VTD Softball Tournament** - July 5-8; Waxahachie Sports Complex

**O'Reilly TOPMA Outlaw Pro Mod Series** - July 7; Texas Motorplex



### OTHER NEWS

Laurie's Capstone Project, the final assignment for TTIA's Travel & Tourism College to be completed to earn a "Certified Tourism Executive" designation after completing the 3-year program of coursework, has been APPROVED; therefore, Laurie will be presented with her CTE certificate on June 28. The project will also be added to the Tourism College website as a good example for the new Seniors to review as they plan their Capstone Projects.



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