

AGENDA

A regular meeting of the Waxahachie Community Development Corporation (WCDC) to be held in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas on ***Tuesday, December 12, 2023 at 3:00 p.m.***

Board Members: Daniel Morton, President
Elizabeth Tull, Vice President
David Hill, Mayor
Michael Scott, City Manager
Bob Lynn
David McSpadden
Jim Phillips

Ex-Officio Members: Amber Villarreal, City Secretary
Gail Turner, Assistant Director of Finance
Kevin Strength, 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 regular meeting of November 14, 2023
4. Consider approving a Service Agreement for an HVAC Compressor Replacement and authorizing a supplemental appropriation to the FY23-24 Civic Center Budget
5. Consider authorizing the use of Convention Visitors Bureau FY24 Contingency Funds for the Waxahachie Cowboy Poet Gathering 2024
6. Discuss future Capital Improvement Projects and initiatives
7. Adjourn

The Board of Directors of the Waxahachie Community Development Corporation reserves the right to go into Executive Session as authorized by Section 551.071(2) of the Texas Government Code, for the purpose of seeking confidential legal advice from legal counsel on any agenda item listed herein. 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) 309-4006 or (TDD) 1-800-RELAYTX.

Notice of Potential Quorum

***One or more members of the Waxahachie City Council may be present at this meeting.
No action will be taken by the City Council at this meeting.***

A regular meeting of the Waxahachie Community Development Corporation (WCDC) was held in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas on Tuesday, November 14, 2023 at 3:00 p.m.

Members Present: Daniel Morton, President
Elizabeth Tull, Vice President
David Hill, Mayor
Michael Scott, City Manager
Bob Lynn
David McSpadden
Jim Phillips

Ex-Officio Amber Villarreal, City Secretary
Members Present: Kevin Strength, President/CEO Chamber of Commerce

Others Present: Gumaro Martinez, Executive Director of Parks & Leisure Services
April Ortiz, Civic Center Director
Chris Seale, Horticulturist
James Villarreal, Assistant Director Sports Complex

1. Call to Order

President Dan Morton called the meeting to order.

2. Public Comments

None.

3. Reorganize the Board

Action:

David McSpadden moved to nominate Dan Morton as Chairman. Motion was seconded by Jim Phillips and carried unanimously (7-0).

David McSpadden moved to nominate Elizabeth Tull as Vice Chairman. Motion was seconded by Dan Morton and carried unanimously (7-0).

4. Approval of minutes of the Waxahachie Community Development Corporation regular meeting of September 12, 2023 and special meeting of October 9, 2023

Action:

Elizabeth Tull moved to approve minutes of the WCDC regular meeting of September 12, 2023 and special meeting of October 10, 2023. Motion was seconded by David Hill and carried unanimously (7-0).

5. Consider bid award for the Synthetic Turf Improvements Project Phase IV

The Item was presented by Assistant Director, Sports Complex, James Villarreal.

Action:

David McSpadden moved to approve the bid award to Sports Fields, Inc. in the amount of \$647,743.00, and authorize the City Manager to execute all necessary documents. Motion was seconded by Dan Morton and carried unanimously (7-0).

6. Hear update on mural project and take any necessary action

The Item was presented by City Manager Michael Scott. He explained the mural committee has met to discuss potential locations and concepts for murals downtown. The City Attorney is currently drafting a contract with Leighton Autrey to serve as the Mural Curator for the downtown project. Within the contract, Mr. Autrey would subcontract with two (2) additional artists to complete the murals at three different locations. Mr. Scott requested approval for the City Manager to execute a contract with Mr. Autrey and requested funding from the WCDC unrestricted fund, in the amount of \$100,000.

Action:

Dan Morton moved to authorize the City Manager to enter into a contract agreement with Leighton Autrey, A.C.E.S. Art LLC, and authorize funding from the WCDC unrestricted funds in the amount of \$100,000. Motion was seconded by David McSpadden and carried unanimously (7-0).

7. Hear presentation related to basketball courts and baseball fields and take any necessary action

The Item was presented by Senior Director of Parks and Recreation Kyle Cooper. Mr. Cooper reviewed potential locations and estimated costs for basketball courts and baseball backstops.

After a brief discussion, it was the general consensus of the Board to continue the discussion at the December meeting and requested Staff to provide more detailed information on future Capital Projects.

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

Director of Convention & Visitors Bureau Laurie Mosley's report served as her update.

9. Hear update of activities at the Civic Center

The Item was presented by April Ortiz, Civic Center Director.

10. Hear update of Community Beautification

The Item was presented by Chris Seale, Horticulturist.

11. Hear update of activities at the Sports Complex

The item was presented by Mr. Villarreal.

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12. Adjourn

There being no further business, the meeting adjourned at 3:51 p.m.

Respectfully submitted,
Amber Villarreal, City Secretary



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Memorandum

To: Waxahachie Community Development Corporation

From: April Ortiz, Director – Civic Center

Thru: Michael Scott, City Manager

Date: December 12, 2023

Re: Consider Approving a Service Agreement for an HVAC Compressor Replacement and Authorizing a Supplemental Appropriation to the FY23-24 Civic Center Budget

Motion: "I move to approve the service agreement from Daikin in the amount of \$69,651.77, and authorize a supplemental appropriation in the amount of \$76,620 as presented by staff, and authorize the City Manager to execute all necessary documents."

Item Description: Staff is recommending approving a proposal with Daikin in the amount of \$69,651.77, and authorizing a supplemental appropriation to the FY23-24 Civic Center budget in the amount of \$76,620, which includes a 10% contingency above the proposal amount, to cover any costs associated with replacing refrigerant lost during the installation process or any additional repairs needed for the electrical components related to the compressor.

Item Summary: The Civic Center has two McQuay magnetic bearing chillers as part of the HVAC chilled water system. The compressor in chiller #2 is not working, and has a fault alarm that will not reset. Daikin has performed tests and pulled the data from the computer for the compressor in chiller #2 and is recommending replacing the compressor due to it being demagnetized. It is important to note that normally the two chiller systems would cycle back and forth when both are working. Having chiller #2 non-operational is adding additional workload to chiller #1.

Staff solicited proposals for the replacement of the damaged HVAC compressor and were received as follows:

- Moses Mechanical – No Bid
- Texas Air – No Bid
- Daikin (McQuay) - \$69,651.77

Daikin is identified as the best-value for the replacement of the compressor in the amount of \$69,651.77. The replacement of major HVAC components is within the Civic Center's Capital Improvement Plan, but not programmed until FY25. This replacement would be considered part of the FY25 budget requests, but due to its current condition it needs to be replaced this year. The lead time is currently less than 30 days and staff will need to coordinate the installation of this unit around the schedule of events.

Fiscal Impact: The proposed supplemental appropriation would increase the GL account 208-520-54310 – Maintenance, Building (Upkeep) by \$76,620. The Waxahachie Community Development Corporation's unrestricted fund balance has sufficient capacity to cover the supplemental appropriation request.



Memorandum

To: Waxahachie Community Development Corporation
From: Laurie Mosley, Director – CVB
Thru: Michael Scott, City Manager
Date: December 12, 2023
Re: Authorize Use of Convention Visitors Bureau FY24 Contingency Funds for the Waxahachie Cowboy Poet Gathering 2024

Motion: "I move to approve the funding request from the CVB's contingency budget in the amount of \$7,500 for the Waxahachie Cowboy Poet Gathering, and authorize the City Manager to execute all necessary documents."

Item Description: Discuss and act on authorizing the use of \$7,500 from the CVB's contingency budget, funded by hotel occupancy tax revenues, for the sponsorship of the Waxahachie Cowboy Poet Gathering 2024.

Item Summary: The CVB was approached by David Smith, a Waxahachie community leader, in regards to the Waxahachie CVB sponsoring the Waxahachie Cowboy Poet Gathering tentatively to take place April 12-13, 2024.

Mr. Smith has first-hand experience with this event as he has been the lead organizer of the Waxahachie Cowboy Poet Gathering the past two years - October 2022 and September 2023. Plus, he travels Texas and beyond as a sought-after cowboy poet performer promoting Waxahachie every mile of the way.

One of the most critical items identified as contributing to hosting a successful event, is having the ability to pay each performer an appearance fee. Last year, there were 15 performers with a fee of \$500 per performer. The performance fees were paid for by the Chautauqua Preservation Society as "Cowboy Poetry" was the theme for their Waxahachie Chautauqua Assembly in 2022 and 2023.

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The past performances were well received within the community and garnered quite the audience and following for cowboy poetry and music. The event is being moved from the fall to the month of April to better align with National Poetry Month. Hosting the event in April will lend itself to expand to an even larger audience, use multiple venues, create new collaborative partners, and possibly become a leading cowboy poetry event in the state of Texas.

Fiscal Impact: The CVB budget line item 202-610-57800 – Contingency Fund has sufficient capacity to fund the \$7,500 request.