

A G E N D A

A regular meeting of the Waxahachie Community Development Corporation to be held on ***Tuesday, May 14, 2019 at 3:00 p.m.*** in the Council Chamber, 401 S. Rogers, Waxahachie, Texas.

Board Members: Daniel Morton, President
John Sanders, Vice President
Mike Ramsey
Kevin Strength, Mayor
Michael Scott, City Manager
Bob Lynn
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 April 16, 2019
3. Hear update of activities from Convention & Visitors Bureau Director
4. Hear update of activities at the Civic Center
5. Hear update of Community Beautification
6. Hear update of activities at the Sports Complex
7. Consider proposals for Sand Volleyball Courts at Sports Complex
8. Public Comments
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.

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.***

Waxahachie Community Development Corporation
April 16, 2019

(2)

A regular meeting of the Waxahachie Community Development Corporation was held on Tuesday, April 16, 2019 at 3:00 p.m. in the Council Chamber, 401 S. Rogers, Waxahachie, Texas.

Members Present: Daniel Morton, President
Mike Ramsey
Kevin Strength, Mayor
Michael Scott, City Manager
Bob Lynn
Layne Ballard

Member Absent: John Sanders, Vice President

Ex-Officio

Member Present: Sandy King, President/CEO Chamber of Commerce

Ex-Officio

Members Absent: Charles Harris, Director of Finance
Lori Cartwright, City Secretary

Others Present:

Albert Lawrence, Assistant City Manager
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 Dan Morton called the meeting to order.

2. Approval of minutes of the Waxahachie Community Development Corporation meeting of March 12, 2019

Action:

Mayor Kevin Strength moved to approve minutes of the WCDC meeting of March 12, 2019. Mr. Mike Ramsey seconded, All Ayes.

3. Discuss Sports Complex Parking and take any necessary action

Mr. James Villarreal, Recreational Superintendent, discussed Phase 2 of the Sports Complex Parking improvements noting Kimley-Horn has provided a cost estimate for the improvements.

Ms. Misty Christian, engineer with Kimley-Horn, reviewed the scope of the project and cost estimate noting the figures were based upon the cost of Phase 1. She explained the bidding process is an unknown when it comes to how many contractors will bid and what their numbers will be. At the discretion of the board, the bid would include two inches of asphalt and six inches of lime-stabilized subgrade. Phase 2 would add 100 additional parking spaces. She explained the high traffic area will have ongoing maintenance to seal and repair cracks to extend the life of the surface.

If approved by the board, the project will bid in May and construction will hopefully start in June/July and continue for about three months.

Mr. Layne Ballard inquired about the east end of the parking lot and Ms. Christian noted there will not be a concrete curb because it would obstruct the water flow to the detention pond.

Mayor Kevin Strength asked if the two inches of asphalt is adequate and Ms. Christian noted it has been successful with Phase 1 but will require maintenance. She explained the project will have concrete curb and gutter.

Action:

Mr. Layne Ballard moved to accept and proceed with Phase 2 of the Sports Complex Parking improvements. Mayor Kevin Strength seconded, All Ayes.

Mr. Villarreal thanked the board for their continued support.

4. Discuss WCDC contribution to Chamber Strategic Plan initiative and take any necessary action

President Morton explained the Chamber is in the process of updating the Economic Strategic Plan. He noted the initiative was first led by Mr. Mike Ramsey and the new steering committee will be chaired by Mr. Kevin Chester.

Mr. Mike Ramsey explained in 2012 the Economic Strategic Plan was finalized. On behalf of the Waxahachie Chamber of Commerce Economic Development Committee, the City of Waxahachie engaged TIP Strategies to assist in developing an economic development strategic plan for the city. The nine-month process incorporated input and ideas from key stakeholders and organizations throughout the city. The plan was designed with the overall goal of positioning Waxahachie for long-term growth and prosperity by identifying and prioritizing the needs of Waxahachie.

President Morton reported the cost of the study is \$100,000 and the group is looking for contributions. Mayor Strength explained the last plan was a five-year study and the new one will be a ten-year plan.

Mr. Bob Lynn expressed the positive economic development impact of the study and the connection to the Waxahachie Community Development Corporation.

Mayor Strength expressed his views on WCDC being a proponent of economic development. He noted the plan initially brought the unity of banks, schools, and businesses in Waxahachie together to discuss the future and community efforts. There needs to be a plan recognizing the needs for the children in the community as well as the future of new schools, and highway corridors. He encouraged the board to contribute what they can but requested to see what additional contributions come in. Buy-ins from different businesses, organizations, and schools is imperative for the success of the plan.

Ms. Sandy King explained the importance of having the Strategic Plan in place as a guide and direction for Waxahachie. She noted Waxahachie is very fortunate to have a plan and cohesiveness with other organizations and schools in the community.

Mr. Ballard expressed his support for committing \$10,000.00 now and consider additional funding in the future.

City Manager Michael Scott spoke in support of Mr. Ballard's recommendation noting it is imperative to have a broad base of contributions for it to be a successful community plan.

Action:

Mr. Mike Ramsey moved to approve a \$10,000 contribution from the Waxahachie Community Development Corporation to Chamber Strategic Plan initiative contingent on revisiting in the future. Mayor Kevin Strength seconded, All Ayes.

5. Hear Amphitheater Update (including construction and operational strategy) and take any necessary action

Assistant City Manager Albert Lawrence presented an Amphitheater Update noting construction is progressing and dirt is moving. He explained they have finished bore under the creek, utilities are being installed, and formwork for the concrete will begin soon.

Mr. Lawrence explained additional staff is needed for the Amphitheater and a Cultural Arts and Programming Manager will be hired, under the direction of the Convention and Visitors Bureau, to handle marketing, scheduling, and talent recruitment. He noted the goal is to fill the position quickly so the employee can be present for the completion of the Amphitheater. Additional staffing in the Parks Department will also be needed and utilized at the Amphitheater. The scheduled completion is on track for early fall, contingent on the weather.

The board expressed their anticipation for the completion of the project.

6. Public Comments

None

7. Adjourn

There being no further business, Mayor Kevin Strength moved the meeting adjourn at 3:58 p.m. Mr. Mike Ramsey seconded, All Ayes.

Respectfully submitted,

Amber Villarreal
Assistant City Secretary

(3)



Memorandum

To: Waxahachie Community Development Corporation
From: Laurie Mosley
Thru: Michael Scott, City Manager
Date: May 8, 2019
Re: Convention & Visitors Bureau April-May 2019 Update

FESTIVAL & EVENT UPDATES

Crossroads of Texas Film & Music Festival joined forces with the **Wonderful Women in Waxahachie Girl Camper Event** on April 25-28 for another successful year! On the girl camper side of the event, we received coverage from Go RVing again with promise of even bigger things to come next year. Plus, the event will be an episode on The Don't Wait Project to air this summer. The host of the show and her camera man camped with the group for several days/nights.

The event is also has a strong tie-in with other influencers like cookbook author, Kate Dunbar (The Campground Gourmet) and bloggers like Camper Groove, Where is Tiffany.

Plus, the positive word of mouth from the 100 women posting to their individual social media audiences about how great Waxahachie is creates a lot of Facebook/Instagram envy.

On April 17, Bob & Kelli Phillips made a big announcement on social media pertaining to the headlining entertainer for the **2019 Texas Country Reporter Festival!** Other details are also in motion.

Upcoming Events:

Waxahachie Old Fashioned Singing - May 17-18; Chautauqua Auditorium

Paint Historic Waxahachie - May 17-25

Gingerbread Trail Historic Home Tour - June 1-2

Pancake Breakfast Fly-In - June 1; 8:00 am – 11:00 am

Junk in the Trunk - June 15; 9 am-1 pm

ADVERTISING, PR & MEDIA UPDATES

- Poston Gardens rounded out the end of their tulip season on a media high with 1/3 page editorial in “People Magazine” and dominating the front page of the Metro section in the “Dallas Morning News.”
- Not only did we receive all of the digital media exposure from the Wonderful Women in Waxahachie Girl Camper event, 99.5 the Wolf was a promotional partner of the Crossroads of Texas Film & Music Festival which resulted in promotional ads and coverage on Hondo’s Front Porch Texas Music Show that airs on Sunday evenings.
- Ads have been placed in the major state of Texas travel publications (Texas Highways, Texas Monthly, Texas Co-Op Power) for the June issues to promote the summer events in Waxahachie.
- E.C.H.O was featured on WFAA’s “Good Morning Texas” on Friday, May 2.
- Our digital marketing co-op partnerships with Visit DFW has resulted in the following articles:
<https://visitdfw.com/renaissance-fair-waxahachie/>
- County Line Magazine featured Waxahachie in their May-June 2019 publication:
<http://www.countylinemagazine.com/May-June-2019/Waxahachie-A-Place-in-Your-Heart-Texas/>
- The CVB now has an Instagram account with 596 followers and counting. The Visit Waxahachie, Texas Facebook page has 11,052 fans.
- The homepage of www.waxahachiecvb.com now features user generated photos from Instagram.
- Laurie attended the TACVB Marketing Symposium the first week of May to keep her knowledge of digital marketing trends fresh.

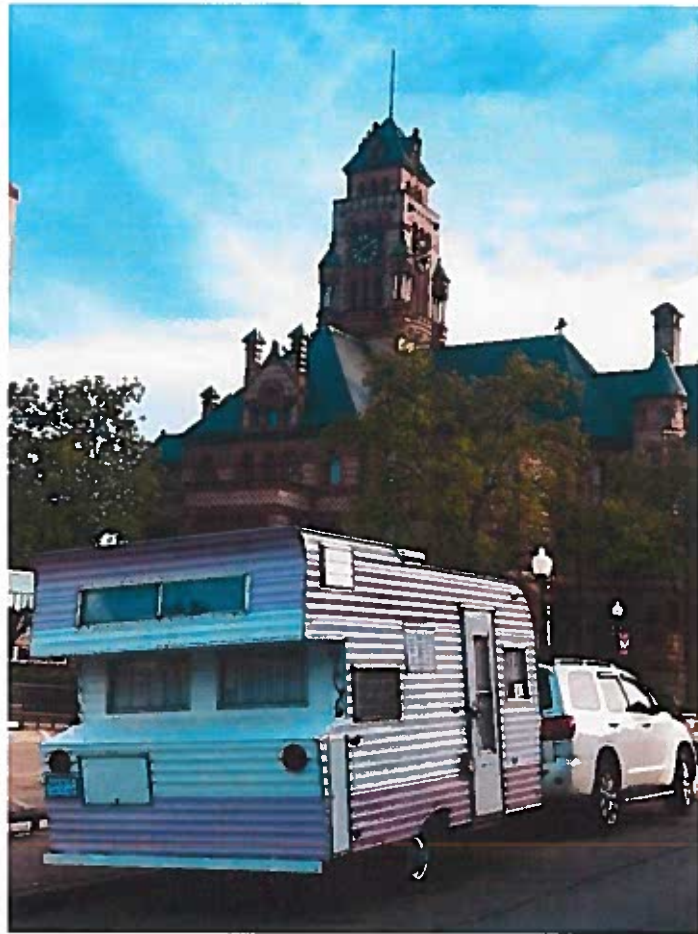
VISITOR CENTER, GROUP TOUR, CONVENTION & SPORTS UPDATES

The Waxahachie Running Club's partnership with the Waxahachie Lions Club to host the **Hachie 50** results in great tourism for the city of Waxahachie. There were 350 runners from 12 states and Thailand that participated in the event. Even the participants from the DFW area stayed overnight in the Waxahachie hotels.

Lions Club State Convention will be May 30-June 1 at the Waxahachie Civic Center. The Civic Center staff is working hard on the details inside the Civic Center and the CVB staff is working hard on the details and events that take place outside the building. There are around 400 attendees registered at the time of the report.



(3)



(3)



(3)



(3)





Memorandum

To: Waxahachie Community Development Corporation
From: April Ortiz
Thru: Michael Scott, City Manager
Date: May 8, 2019
Re: Civic Center – May 2019 Update

March: closed with 60 events booked including

- Waxahachie Guitar Show
- Premier Gun Show
- Baylor Scott & White
- Vision Global
- Texas Mosquito Control Association
- Elliott Electric
- Desoto Police Department
- Ellis County Master Gardeners Lawn & Garden Expo

April: closed with 38 events booked including

- CASA Share the LOVE Gala (*Rebooked for 2020*)
- Victron/Exxon
- Baylor Scott & White (*4 Event Days*)
- WHS Prom
- WHS Band Boosters Banquet
- Red Oak Band Boosters Banquet
- City Limits Championships

May: currently has 49 events booked including

- TSTC Spring Graduation
- Red Oak Hawkette Drill Team Banquet
- Baylor Scott & White (9 Event Days)
- Local Proms (*Duncanville, Red Oak, Cedar Hill*)
- TX DOT
- Palmer Graduation
- Lions Club State Convention

(4)

Up & Coming

Just Between Friends Children's Resale Event: Friday, June 7, 9am – 6pm
 Saturday, June 8, 9am – 6pm
 All Ellis County Best of Preps: Tuesday, June 11, 6pm – 9pm
 Premier Gun Shows: Saturday, June 15, 9am – 5pm
 Sunday, June 16, 10am – 4pm

Facility

We have completed our interviews and are making an offer for the part-time event coordinator position.

Star and Fountain Plazas Project

Fountain Plaza

- Completed the fountain basin & brick work
- Installed capstone on fountain
- Installed the light poles
- Completed the irrigation and landscaping
- Installed the benches

Star Plaza

- Completed the irrigation and landscaping
- Sealed star and star banner

- Installed pavers
- Completed brick work on sign planter
- Installed sign on planter
- Installed capstone on sign planter
- Installed lighting around sign
- Planted flowers in star

(4)



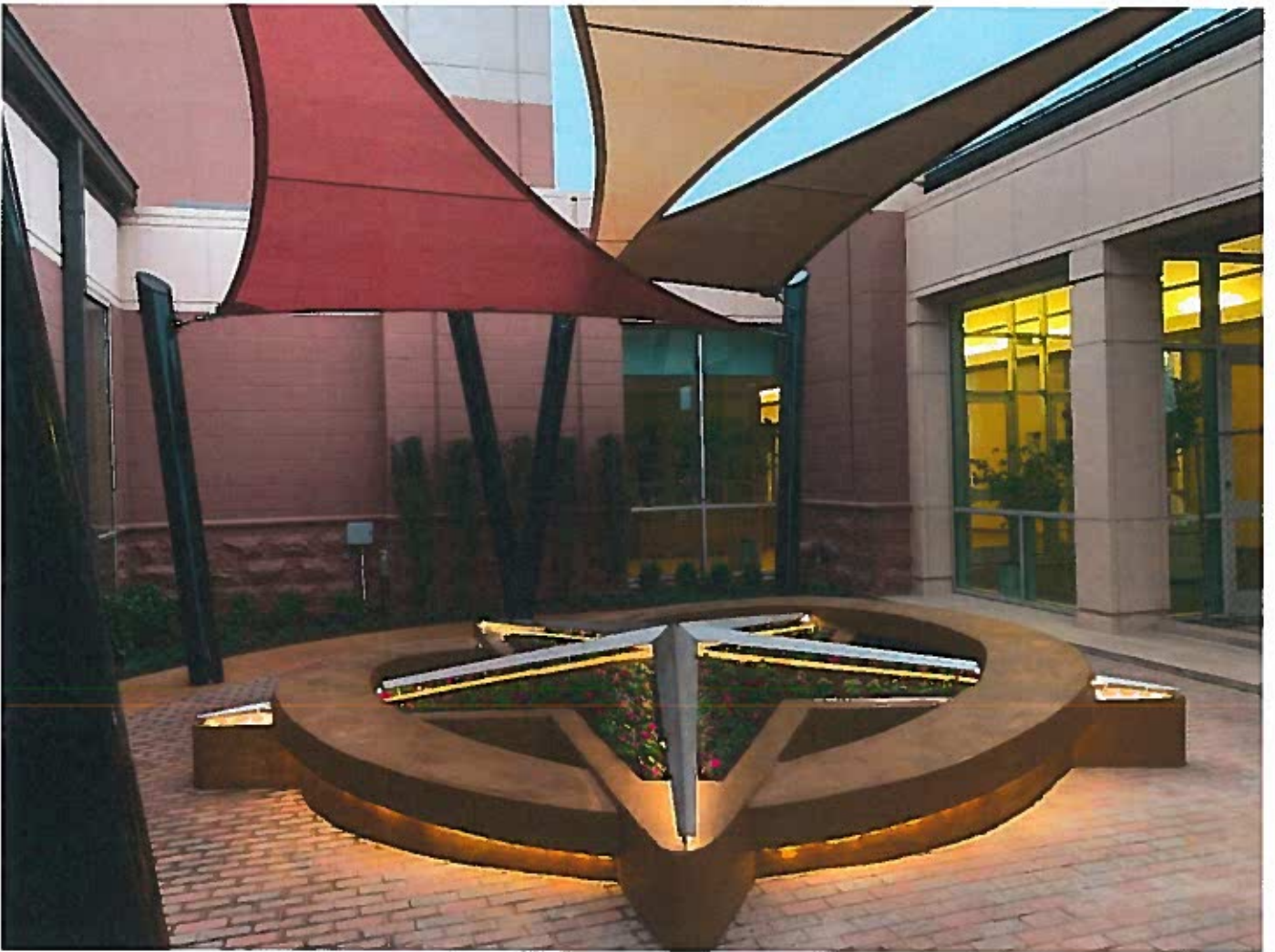
(4)



(4)



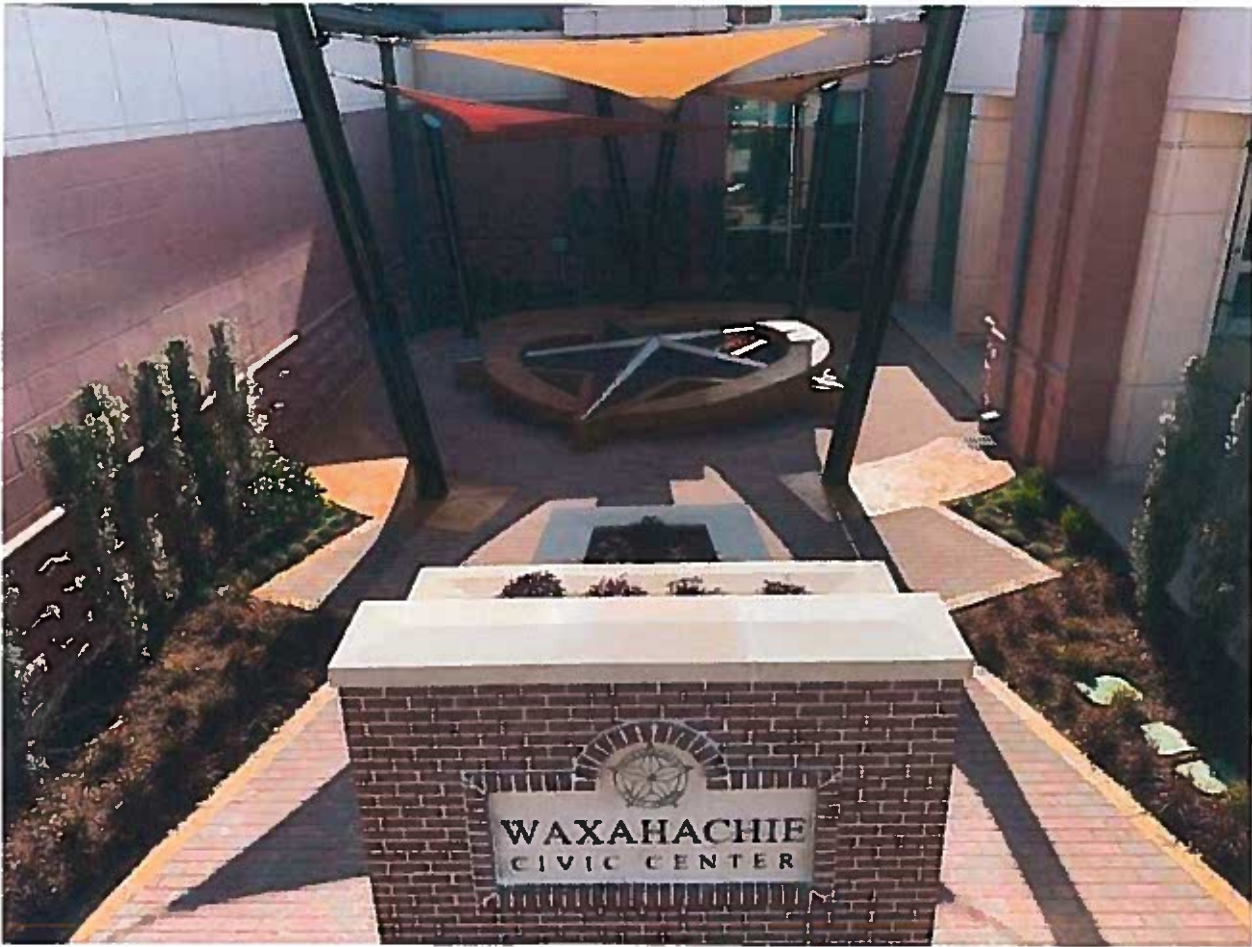
(4)



(4)



(4)





Memorandum

To: Waxahachie Community Development Corporation

From: Chris Seale

Thru: Michael Scott, City Manager

Date: 5/8/2019

Re: WCDC Beautification Report

Beautification Department Report:

May 14th, 2019

Completed Projects

- Spring Color Change Outs - All of the planters and landscape beds that didn't have tulips received spring color change outs.
- Bynum Plaza Lighting

Current Projects

- Early Summer Color Change Outs – Cemetery entrance, City Hall, Getzendaner Park entrance, Rogers Street bed, Parks building, Bypass Planters, Downtown Planters, Bynum Plaza, University Street bed, Pocket Park, , Chautauqua, Park Place entrance (Sports Complex), Pond bed (Sports Complex), Broadhead Road Median#1, MKT Railway parking lot, Hwy 77 Median Planters.
- Senior Center Landscape Improvements - Replacing dead shrubs and trees and installing colorful perennials and annual color in beds.

(5)

- Streets Building Landscape Improvements – The buildings' front beds will receive a xeriscape style landscape. The design and budget are completed and approved.
- SoCo Depot Landscape Improvements - TIRZ funding was approved. The planters have been ordered. Plant material and concrete pads will be installed as soon as possible (weather permitting).
- Chapman Addition Wall Planter - Waiting for Oncor to drop down a power line to the back of the wall. Once the electrical work is completed, Lantana can install irrigation, soil and plant material.
- Park Schoolhouse Road - Waiting for the soil to dry before sleeve location and irrigation plumbing starts.
- Broadhead Road Median #2 - I'm waiting for the soil to dry up before bed prep and plant installation.

Future Projects

- City Hall Landscape Improvements - July
- Oak Lawn Beautification - Trees, Irrigation, Shrubs, Flower beds
- Broadhead Rd Median #2 – Landscape installation, May-June
- Parks Schoolhouse Rd – Landscape installation, June-July



(5)



MANOR 74

Dimensions:
188 cm Dia x 45.7 cm H
(74" Dia x 18" H)

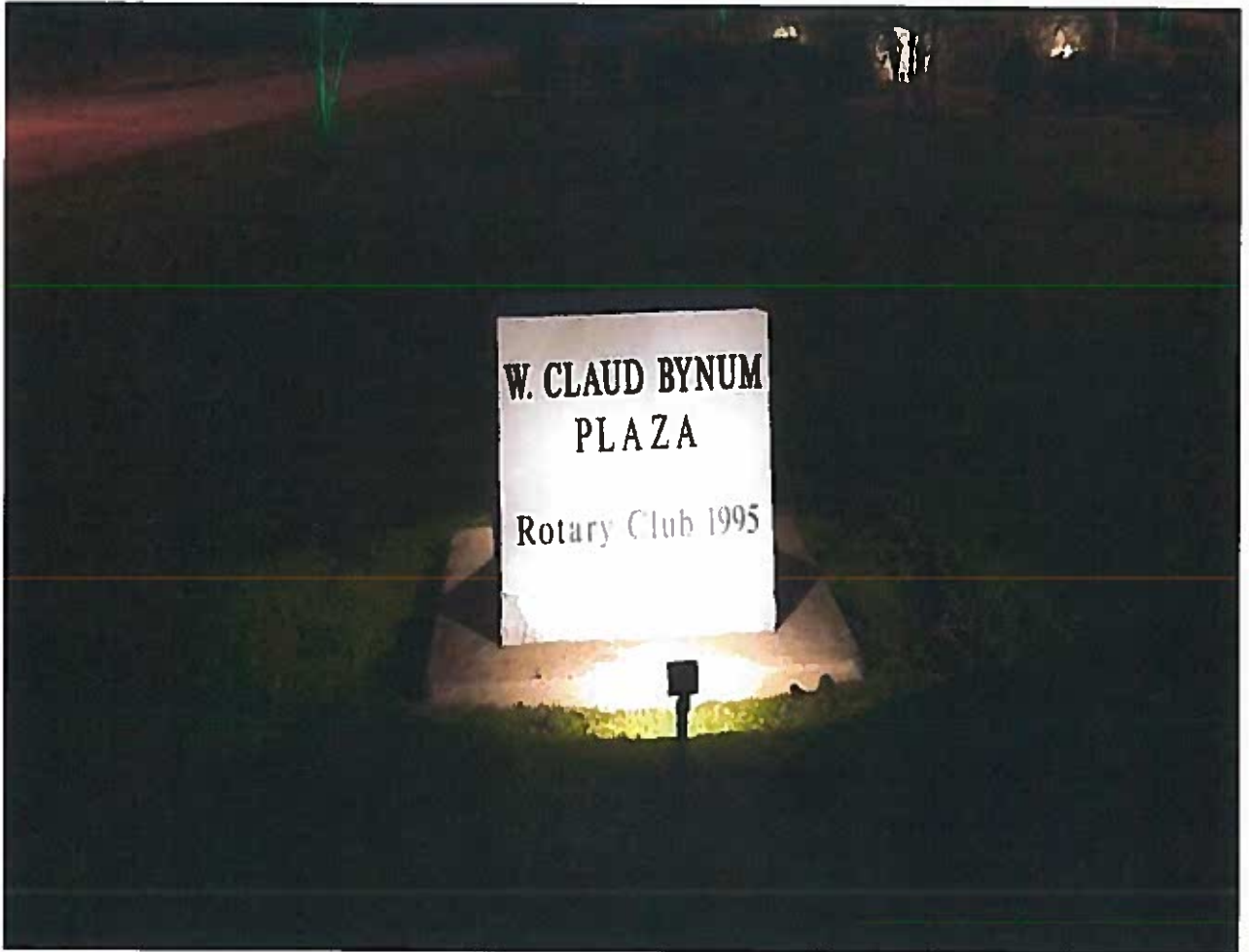
Water Reservoir:
146 L (38½ U.S. Gal)

Soil Capacity: .65 m³
(0.85 cubic yards)



MANOR 60

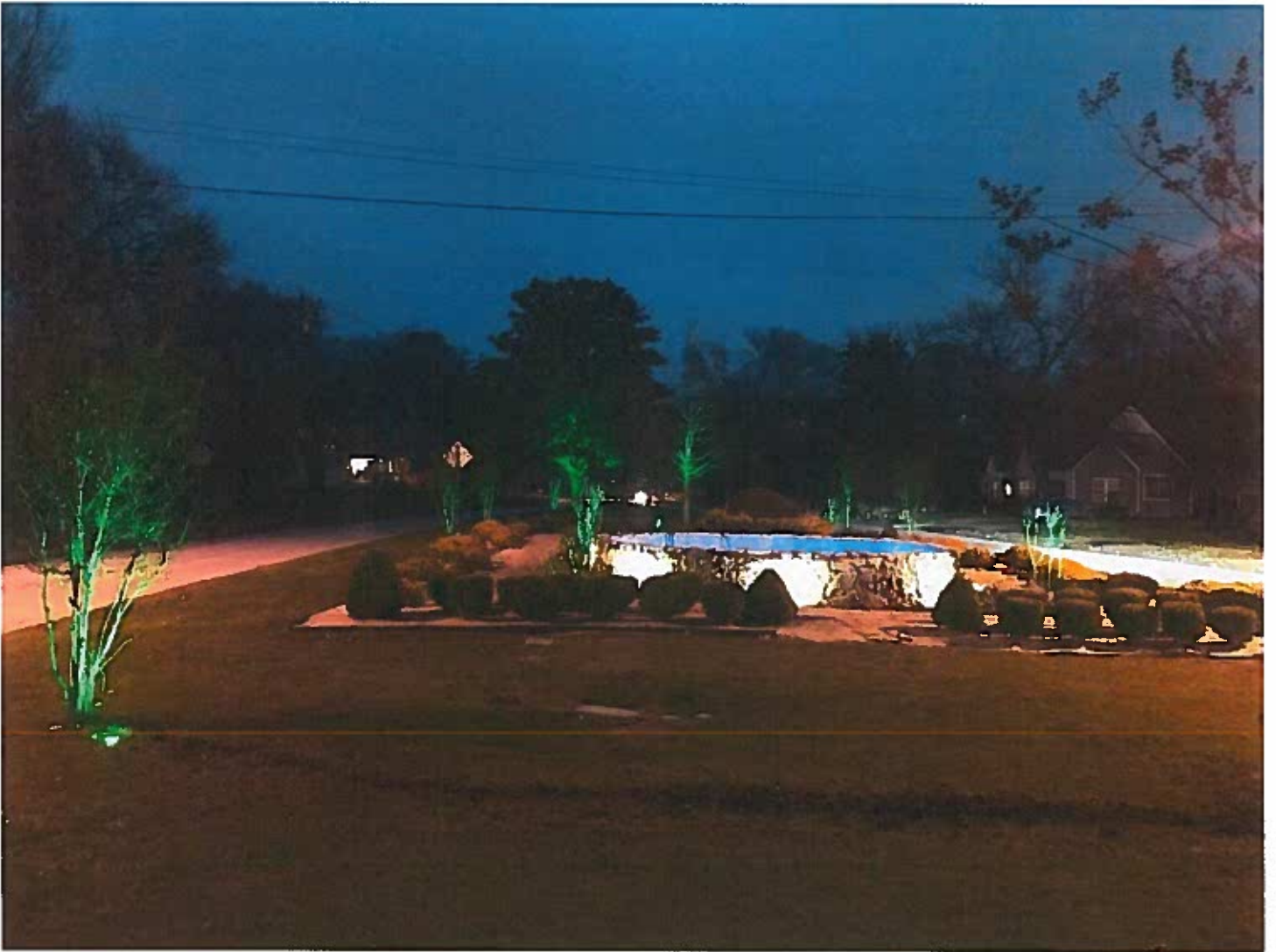
(5)



(5)



(5)





Memorandum

To: Waxahachie Community Development Corporation
From: Waxahachie Sports Complex
CC:
Thru: Michael Scott, City Manager
Date: 5-8-2019
Re: March Sports Complex Report

Tournaments 2019 May

Texas Sporting Events Baseball – 25th & 26th

Grand Slam Girl's Fast Pitch Softball – 4th & 5th (Rained Out)
18th & 19th

American Sporting Events Baseball – 4th & 5th (Rained Out)

Play For Slade Baseball – 18th & 19th

(11)

Leagues

Waxahachie Youth Girl's Fast Pitch Softball League

Waxahachie Youth Baseball Boys 15-18yr Division

Adult Spring Softball League

Waxahachie Youth Soccer League

Red Oak Youth Soccer League

YMCA Soccer League

Games

Ovilla Christian Softball

SAGU Softball

Projects

Continuing our spring maintenance program with weed control throughout the complex as well as applying ant bait throughout the complex.

New outfield windscreens have been installed.

Parking Lot Phase II is design is complete and is set to advertise.

The perimeter of the small soccer fields have been sprayed and will begin the sprigging process the end of this month.

Concession Building Soffits have been painted.

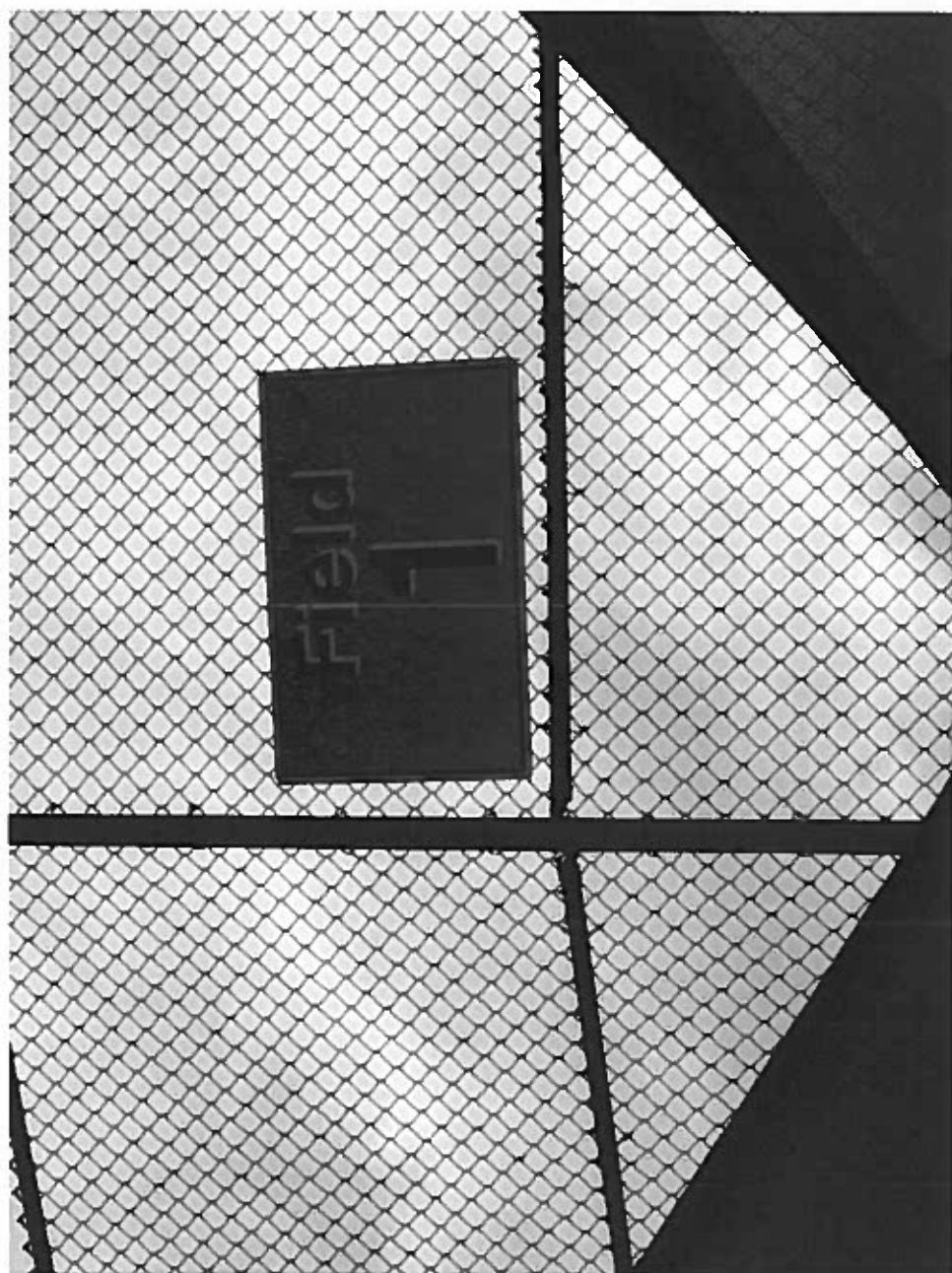
(10)



(10)



(v)



(6)



(4)





(1)

Dean Construction, LLC
 701 Hall St.
 Cedar Hill, TX 75104

BID TO	Waxahachie Sports Complex James Villarreal Waxahachie, TX 75165	COMMENTS	
-----------	---	----------	--

DATE	DESCRIPTION		AMOUNT
4-21-2019	2 - Waxahachie Sand Volleyball		
	Mobilization / Equipment		\$4,000.00
	Excavation		\$2,325.00
	Concrete border wall 360'		\$15,400.00
	30 piers 12" x 4'		\$3,000.00
	Drainage gravel/ Filter fabric		\$2,300.00
	Masonry sand		\$17,550.00
	Haul off spoils		\$1,200.00
	Poles and nets		\$1,200.00
	Fine grade / tractor work		\$3,000.00
		Total	\$49,975.00

(7)

Quote

Project: City of Waxahachie Sand Volleyball
Waxahachie, TX
Ref: 197586
Date: March 21, 2019

BuyBoard
Master Project: 146396, Contract Number: 512-16, Expiration: 09/30/2019
Commodity: Parks and Recreation Equipment and Field Lighting Products and Installation

Quotation Price – Materials Delivered to Job Site and Installation

Sand Volleyball Court Lighting -\$ 51,900

Sales tax (if applicable) is not included.
Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.

Light-Structure System with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Guaranteed light levels of 30 foot-candles and uniformity of 2.5:1.0

Light-Structure System

- (2) Pre-cast concrete bases with integrated lightning grounding
- (2) Galvanized steel poles
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- Factory wired poletop luminaire assemblies
- (6) Factory aimed and assembled luminaries
- UL Listed as a complete system

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco's Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

Installation Services Provided

See scope of work below.

Payment Terms

Email or fax a copy of the Purchase Order to Musco Sports Lighting, LLC & BuyBoard:

Musco Sports Lighting, LLC
Attn: Ryan Tighe
Fax: 800-374-6402
Email: musco.contracts@musco.com

BuyBoard Cooperative Purchasing
Attn: Sharon McAfee
Fax: 800-211-5454
Email: info@buyboard.com

All purchase orders should note the following:
BuyBoard purchase – Contract Number: 512-16

(7)

Quote

Delivery Timing

Approximately 6 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

Notes

Quote is based on:

- Shipment of entire project together to one location.
- 208 Volt, 3 Phase electrical system requirement.
- Structural code and wind speed = 2012 IBC, 115 mi/h, Importance Factor 1.0.
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees.
- Includes supply and installation of Musco system including underground wiring and conduit, service entrance panel board, and controls by a licensed contractor.
- Standard soil conditions – rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost.
- Confirmation of pole locations prior to production.
- Controls that are on-site to be reused.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or need additional details.

Frank Heys
Texas Field Sales Representative
Musco Sports Lighting, LLC
Phone: 641-660-6377
E-mail: frank.heids@musco.com

(7)

Quote

City of Waxahachie Sand Volleyball Waxahachie, TX Turnkey Scope of Work

Customer Responsibilities:

1. Complete access to the site for construction using standard two-wheel drive rubber tire equipment.
2. Locate existing underground utilities not covered by "One Call" and mark all irrigation systems and sprinkler heads. Musco or Subcontractor will not be responsible for repairs to unmarked utilities.
3. Locate and mark field reference points per Musco supplied layout.
4. Owner to pay for extra costs associated with foundation excavation in non-standard soils (rock, caliche, high water table, collapsing holes, etc.). Standard soils are defined as soils that can be excavated using standard earth auguring equipment.
5. Owner responsible for any power company fees and requirements. (If necessary).
6. Owner responsible for all permitting fees (payment). Contractor will obtain the required permitting.
7. Provide area on site for disposal of spoils from foundation excavation.
8. Provide sealed Electrical Plans. (If required)

Musco Responsibilities:

1. Provide required poles, fixtures, and foundations.
2. Provide layout of pole locations and aiming diagram.
3. Provide Project Management as required.
4. Provide stamped foundation designs based on 2500psf soils.
5. Musco shall provide Performance and Payment Bonds in an amount equal to the total amount of bid. (included in quote)

Musco Subcontractor Responsibilities:

1. Provide equipment and materials to off load equipment at jobsite per scheduled delivery.
2. Provide storage containers for material, (including electrical components enclosures), as necessary and waste disposal.
3. Provide adequate security to protect Musco delivered products from theft, vandalism or damage during the installation.
4. Obtain any required permitting.
5. Provide materials and equipment to install electrical service panels as required or necessary.
6. Provide materials and equipment to install all underground conduit, wiring, pull boxes etc. and terminate wiring as required per electrical design.
7. Confirm the existing underground utilities and irrigation systems have been located and are clearly marked so as to avoid damage from construction equipment. Repair any such damage during construction.
8. Provide materials and equipment to install (2) Light Structure® System foundations as specified on Layout.
9. Remove spoils to owner designated location at jobsite.
10. Provide materials and equipment to assemble (6) TLC-LED fixtures and terminate all necessary wiring.
11. Provide equipment and materials to assemble and erect (2) Light Structure® System Poles.
12. Keep all heavy equipment off of playing fields when possible. Repair damage to grounds which exceeds that which would be expected. Indentations caused by heavy equipment traveling over dry ground would be an example of expected damage. Ruts and sod damage caused by equipment traveling over wet grounds would be an example of damage requiring repair.
13. Provide startup and aiming as required to provide complete and operating sports lighting system.

(7)



PROPOSAL

FIG ENTERPRISES

"Fields in Grass"

P.O. BOX 1468
JACKSONVILLE, TX 75766

SOUTH OF SMALL SOCCER PARKING IN
VOLLEYBALL COURT AREA

Waxahachie Sports Complex
151 Broadhead Road
Waxahachie, Texas 75165

DATE	DESCRIPTION		AMOUNT
4-12-2019	Sprig small area near Volleyball Courts		\$6,200
	Irrigation Repair Volleyball Courts		\$4,050
		Total	\$10,250