

A G E N D A

A regular meeting of the Waxahachie Community Development Corporation to be held on ***Tuesday, July 10, 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 June 12, 2018
3. Consider award of bid for Civic Center Star and Fountain projects and associated budget amendment
4. Discuss safety policy concerns at Civic Center 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, June 12, 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
Bob Lynn
Daniel Morton
Layne Ballard

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

Others Present: Albert Lawrence, Assistant City Manager
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 May 8, 2018

President Sanders requested to amend the minutes of May 8, 2018 under Item 6 being:

“Discuss Fountain Plaza and Civic Center Star (and shade structure options) at Civic Center and take any necessary action”

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

To: *After discussion, President John Sanders moved to approve the construction of the Fountain Plaza and Civic Center Star and to approve Option A being a 3-point large sail structure. Mr. Daniel Morton seconded, All Ayes.*

Action:

President Sanders moved to approve minutes of the WCDC meeting of May 8, 2018 as amended. Mayor Kevin Strength seconded, All Ayes.

3. Hear update on Amphitheater

City Manager Michael Scott reported staff has been working with Oncor Electric to relocate some powerlines, charge cable, and fiber. He reported this should begin in the next three weeks and in that time staff will have the final design from Halff Associates. Mr. Scott stated the design will be reviewed internally with staff and be ready to bid in July with anticipated bid opening on August 2, 2018. He stated it should go to City Council on August 20th for formal approval with groundbreaking on August 29th. Mr. Scott stated it is an exciting project and one the community is looking forward to.

President Sanders stated he appreciates staff's time and effort. Mr. Scott thanked the Board for their participation.

4. Hear update on Little Creek Trail and take any necessary action

Mr. Scott reported the city issued debt for this project the last go around and the money is in the bank waiting for it to go to fruition.

Ms. Chelsey Gordon, Assistant to City Manager, reviewed an access easement map noting staff has been working since February to contact nine property owners to gain access and to date three property owners responded willing to agree to the access easements. Ms. Gordon stated staff has been discussing some alternate routes for Phase I of the project. She presented a schematic layout of the trail noting in light of having only three property owners on board, staff thought it might be a good idea to look into a Phase I project eliminating all of those access easements and look at going a different route. Ms. Gordon reported Indian Drive comes behind the 9th Grade Center around the practice fields connecting Chapman Park to Brown-Singleton Park. She explained this route has two easements with one being a WISD access easement. Ms. Gordon stated staff spoke with the District and they are agreeable at this point. She stated there is potentially an access easement with a property owner. Ms. Gordon stated staff will continue discussion with the original property owners and they may get a better understanding of what is going on.

Mr. Scott stated staff has been talking to WISD about coming between what is currently the 9th Grade Center and HEB. He stated the 9th Grade Center is going to be turned into Global High and in discussion with that campus the parking is underutilized. He stated there is potential for parking and creating a trail connection. Additionally, this will allow us to fix the concerns we had. Essentially in Chapman Park we have a sidewalk that needs to be replaced so this will allow us to connect those parks and stay east of Highway 77 and hopefully get the ball rolling on Phase I.

A lengthy discussion was held and Mr. Scott stated 3.2 million is estimated for this project. President Sanders asked what the percent was for this piece of the project and it was determined it is approximately two-thirds of the trail with the total trail being approximately 2 miles. He stated hopefully this sparks an interest in property owners.

Action:

President Sanders motioned to move forward with the approval of the modification of the trail as presented being approximately two-thirds of the original trail and to move forward with construction. Mayor Kevin Strength seconded, All Ayes.

5. Hear and discuss monthly activity updates from city staff

Ms. April Ortiz, Civic Center Director, reported May closed with 58 events booked and June currently has 66 events booked. She reported the Senior Maintenance Tech position has been filled. Ms. Ortiz reported she is working on the Customer Feedback Survey and reaching out to her association on the best way to get it distributed and received feedback.

Ms. Laurie Mosley, Director of Convention and Visitors Bureau, presented a festival and events update noting on June 16 from noon until 8:30 p.m. there will be a Waxahachie Craft Beer & Music Festival in downtown with several brewing companies participating. She reported there will be a live radio broadcast with Sports Radio 1310/96.7 FM The Ticket promoting the event. Ms. Mosley reported the Crape Myrtle Festival will be held June 3rd with Memphis Soul (Motown) concert and fireworks at the Sports Complex and the parade downtown on July 4. Ms. Mosley announced a selfie spot sticker is located outside the Ellis County Museum promoting the "Gonzo247 Mural". She stated tourism project included customer service training for over 300 city employees. Ads for the month of June can be found in Texas Highways, Texas Co-Op Power Magazine, Texas Monthly and 360 West. Ms. Mosley stated at the end of the month she will receive her Certified Tourism Executive certification from the Texas Travel Industry Association's Travel & Tourism College.

Mr. James Villarreal, Recreational Superintendent, reported on June 7th – 10th, the Sport Complex hosted the Senior Slow Pitch Tournament and several teams from the metroplex participated. He reported in July 149 teams will participate in the Junior National Fast Pitch tournament and on July 5th the teams will be in Waxahachie for their opening ceremony. Mr. Villarreal presented photos of sprigs around the track and playground noting they are in the process of germinating. He reported the Felty Elementary mural has been painted and is complete. Mr. Villarreal stated he has received many compliments pertaining to the beautification of the Sports Complex.

President Sanders asked Mr. Villarreal if he has received any feedback from the new parking and traffic flow. Mr. Villarreal stated the response to the parking is very positive but patrons realize the boundaries near the soccer fields and therefore some vehicles are parking outside the gates on the service road. He stated there are employees at the entrance to prevent it.

Mr. John Smith, Director of Parks and Recreation, presented the Beautification report noting it is a busy month with change outs and preparing to plant. He stated the Sports Complex had a change out and the Civic Center is scheduled for June 14, 2018. Mr. Smith stated irrigation and meters are being set at Broadhead Road leading up to the Sports Complex entrance gate

6. Public Comments

None

7. Adjourn

There being no further business, Mr. Bob Lynn moved to adjourn at 3:46 p.m. Mr. Layne Ballard seconded, All Ayes.

(2)

Waxahachie Community Development Corporation

June 12, 2018

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Respectfully submitted,

Lori Cartwright

City Secretary



Memorandum

To: WDC Board and City Council

From: April Ortiz

Thru: Michael Scott *MS*

Date: 7-5-18

Re: Award of bid for Civic Center Star and Fountain Plazas and associated budget amendment

The bid opening for the Star and Fountain Plazas was held on June 28th. Two bids were received and included base bids of-

J&K Const. - \$719,833.00

Wall Enterprises - \$654,360.00

These base bids include work to demo the existing areas. Construction of Civic Center Star, raised planter with cast stone sign, concrete pavers, stamped colored concrete pavement, 3-Point Sail Shade Structure, 8' diameter fountain with sugar kettle bowl and brick veneer exterior, custom Dumor curved benches, relocate existing light pole, circulation and filter system, landscape, irrigation, area drains/storm sewer and lighting. Wall Enterprises is the apparent low bidder. Bob Stoffels, Project Manager, has reviewed the bids and vetted Wall Enterprises offer. Mr. Stoffels' letter of recommendation is attached.

Staff concurs and recommends the acceptance of the Wall Enterprises base bid of \$654,360.

(3)

The original budget for this project was \$450,000. An additional \$45,000 was anticipated when the shade structure was added to the scope. Therefore, this project is actually about \$159,000 more than the architect's estimates.

In sum, a budget amendment is necessary to fund this project as presented. Staff requests an additional \$204,360 to complete this project which will not only enhance the entry to the Civic Center, but provide two additional outdoor (rentable) spaces to host events. There is available funding from WCDC working capital to fund this request.

Thank you for your consideration.

(3)



July 5, 2018

Ms. April Ortiz, Director
Waxahachie Civic Center
2000 Civic Center Lane
Waxahachie, Texas 75165

Subject: Waxahachie Civic Center Plazas

Dear Ms. Ortiz:

Bids for the referenced project were read publicly at 2:00 p.m. on Thursday, June 28, 2018. A total of two (2) bids were received for the construction of improvements within the Waxahachie Civic Center Plazas. Wall Enterprises of Garland, Texas was the apparent low bidder, with a base bid of \$654,360.00. Wall Enterprises remains the apparent low bidder with any combination of the seven alternates included within the project bid.

Having reviewed their bid, discussed the project with Don Mims and Dustin Wall of Wall Enterprises, to confirm their understanding of the project scope and based upon Wall Enterprises' prior performance on projects of similar scope to the Waxahachie Civic Center Plazas and performance as related by their references, it appears that Wall Enterprises is qualified to perform the construction services outlined for the Waxahachie Civic Center Plazas Project. Award of the contract to Wall Enterprises should be considered by the Waxahachie Community Development Corporation Board and by City Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Stoffels", is written over a horizontal line.

Bob Stoffels, RLA, ASLA



Memorandum

To: Waxahachie Community Development Corporation

From: Waxahachie Sports Complex

CC:

Thru: Michael Scott, City Manager

Date: 7-5-2018

Re: June Sports Complex Report

Crape Myrtle Festival – July 3rd

Tournaments 2018 July

Virtual Tournament Girls' Fast Pitch National – July 5th – 8th

Texas Sporting Events Baseball – July 14th

July 21st

Arlington Grand Slam Softball – July 21st

3xtreme Sports Softball – July 28th

1st Annual Zane Walker Soccer Tournament – July 14th

Leagues

YMCA T-Ball League

Adult Softball League

Tomahawk Youth Track Program

Girls' Fast Pitch Softball League

Projects

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

HEAVY watering continues throughout the complex on all fields due to lack of rain.



Memorandum

To: Waxahachie Community Development Corporation

From: Chris Seale

Thru: Michael Scott, City Manager

A handwritten signature in black ink, appearing to read "Michael Scott", is written over the "Thru:" line.

Date: 7/5/2018

Re: WCDC Beautification Report

Beautification Department Report:

July 10th, 2018

Completed Projects

- The Downtown planters have been changed out. (Vinca, Sweet Potato Vine, Sun Coleus, Purslane)
- Sports Complex planters have been changed out. (Red Bananna, Bougainvilla, Vinca, Sweet Potato Vine, Lantana, Canna Lily)
- The sleeves at Broadhead medians have been plumbed and wired
- The Christmas light displays were delivered Monday 9th.
- The planters at the bypass intersections have been changed out. I left the petunias in there over the 4th of July holiday because they still looked great with it being as hot as it has been.
- New Water Building landscape design.

Projects Currently Working On

- Parking Garage- Planters and plant material will be delivered Tuesday 10th. Work will continue following that delivery.
- Park Schoolhouse Road- The Utility department's site investigation is complete. They marked the locations for the new water meters. Just waiting for the work order to go through.
- Broadhead Road Medians- The plants have been ordered and delivery set for the week of the 16th. Possibly sooner depending on parking garage work.
- Civic Center- Flower replacements for a couple of beds.

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



(5)





Memorandum

To: Waxahachie Community Development Corporation

From: April Ortiz

Thru: Michael Scott, City Manager

Date: July 5, 2018

Re: Civic Center – June 2018 Update

June: closed with 69 events booked including

- Baylor Scott & White (*9 total event days*)
- N. Texas District Council Luncheon & Dinner
- Just Between Friends Children's Resale Event (*returning fall 2018*)
- 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 (*sold out vendor space, returning Sept. 2018*)

July: currently has 42 events booked including

- VTD Coaches Meeting
- Carter BloodCare "Battle of the Badges" Blood Drive; *Sat. July 7th from 9am-4pm*
- Vision Global
- Waxahachie Daily Light
- Edward Jones
- Workforce Solutions

Up & Coming

August: The Texas Northeast Department of Women Conference will start on July 31st and run till August 2nd, the Last Call "The Ultimate Boutique Sale" will be Friday, August 3rd and Saturday, August 4th; and due to a date change the Coleman Spa Expo will now be Friday, August 24th – Sunday, August 26th.

Facility

We currently have a part-time event coordinator position open, as Megan Richards put in her notice; she is moving to College Station. We have received several applications and will start interviewing next week.






(5)



Memorandum

To: Waxahachie Community Development Corporation
From: Laurie Mosley
Thru: Michael Scott, City Manager 
Date: July 5, 2018
Re: Convention & Visitors Bureau July 2018 Update

FESTIVAL & EVENT UPDATES

There has not been a shortage of events to attract visitors to Waxahachie, including the **Waxahachie Craft Beer & Music Festival** hosted by the Waxahachie Downtown Merchants on Father's Day weekend, the Waxahachie Rotary Club's **Cow Creek Country Classic Bike Ride** the fourth Saturday of June and most recently, the **Crape Myrtle Festival & Parade**.

Still to Come:

Summer Moonlight Movies: Finding Dory - July 13; 9 pm
and

Summer Moonlight Movies: The Avengers - August 10; 9 pm
Hosted by Waxahachie Main Street Department

C10s in the Park Truck Show - September 15; Getzendaner Park
The event is sold-out with 900 registered trucks

Other Events in Motion:

- Texas Country Reporter Festival
- Christmas 2018
- Crossroads of Texas Film & Music Festival 2019
- Lions Club State Convention – May 29-June 1, 2019

ADVERTISING, PR & MEDIA UPDATES

- Our marketing partnership with **VisitDFW.com** resulted in a nice article that included Farm Luck - [*We All Scream for Ice Cream: Unique Treats to Try This Summer.*](#)
- The Crape Myrtle Festival was included in the ***Dallas Morning News Guide*** Live "40 Top Fourth of July Fireworks, Parades and Festivals in North Texas" article - [https://www.guidelive.com/fourth-of-july/2018/06/15/40-top-fourth-july-fireworks-parades-festivals-north-texas-dallas-fort-worth.](https://www.guidelive.com/fourth-of-july/2018/06/15/40-top-fourth-july-fireworks-parades-festivals-north-texas-dallas-fort-worth)
- “**Good Morning Texas,**” a program produced by WFAA 8, did a nice piece LIVE on-air (Monday, July 2) featuring Waxahachie as the Crape Myrtle Capital of Texas and planted the seed with viewers about the events that will take place on July 3-4. It is now available on-line and was shared via social media.
- The Visit Waxahachie, Texas Facebook page now has 9,629 likes.

VISITOR CENTER, GROUP TOUR, CONVENTION & SPORTS UPDATES

- VTD Softball Tournament - July 5-8; Waxahachie Sports Complex
- O'Reilly TOPMA Outlaw Pro Mod Series - July 7; Texas Motorplex
- Ultimate Street Night - July 20; Texas Motorplex

OTHER NEWS

- As part of the City's commitment to customer service, Laurie will teach a customer service session for the Waxahachie Downtown Merchants Association on July 11.

- Comments tracked on Facebook for the Crape Myrtle Festival were extremely positive and support that the work of so many city departments does not go unnoticed. Examples include:

“We had a great time. The band Memphis Soul was great. The fireworks were definitely worth the wait!! Thanks for everyone’s hard work!” – Ginnie Dormody-Piechocniski

“It was a beautiful day for a beautiful parade! We enjoyed it!! . . . We absolutely LOVE our new cute little home town!!” - Karin Todd

“Parade was awesome! Extra special seeing all of the Veterans recognized.” – Vicki Kunke











