AGENDA
JUSTIN COMMUNITY DEVELOPMENT TYPE B CORPORATION
IN COMPLIANCE WITH
THE TEXAS LOCAL GOVERNMENT CODE
TUESDAY, AUGUST 25, 2015
JUSTIN EDC BUILDING
117 WEST 4TH STREET
JUSTIN, TEXAS
7:00 P.M.

I. Call to Order

II. Invocation

III. Introduction of Guests

IV. Consent Items

1. Discuss, Consider and Act on Approval of the Minutes from July 21st, 2015 CDC Type B Meeting.

V. Action Items

1. Discuss Consider and Act on board member applications from Mike Holyfield and Danny Smith.

2. Discuss Consider and Act on appointing board president, vice president and secretary for Type B Board.

3. Discuss Consider and Act on exterior building improvements.

4. Executive Director’s Report
   • Budget Review
   • 156 Communication Project
   • Sales Tax Forecast
   • Sales Tax Workshop- Training
   • Comprehensive Plan
   • Enhancement Policy

Adjourn
I, the undersigned authority, do hereby certify that the above notice of the meeting of the City of Justin Community Development Corporation Type B Board is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Street, Justin, Texas, and at the Justin EDC Building at 117 West 4th St., a place of convenience and readily accessible to the general public at all times, and said notice posted this 21st day of August, 2015 by 5:00 p.m., at least 72 hours preceding the scheduled meeting time.

__________________________________________
Eliza Tellez, EDC Staff
MINUTES

State of Texas
County of Denton
City of Justin

Justin Community Development Corporation Type B – July 21, 2015

The Justin Community Development Corporation Type B convened into a regular meeting, the same being open to the public July 21, 2015 at 7:01 PM at the Justin EDC building, and notice of said meeting giving the time, place, date and subject thereof having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance:

Justin Community Development Corporation Board Members: Steve Chambers, Mike Russ, Stephen Chambers, Bonnie Knowles, and Bonnie Washburn

Absent: Elizabeth Johnson

Justin CDC Type B Executive Director Shani Ihnfeldt and Eliza Tellez

I. CALL TO ORDER

1. Introduction of Guests.

   Mike Holyfield

2. Invocation.

   Danny Smith

II. ACTION ITEMS

1. Discuss, Consider and Act on FY 2015-2016 Type B Budget.

   Board member Chambers made a motion to approve FY 2015-2016 Type B Budget with following changes: Raise cost of living by 5%, rename title for Centre Blvd and allow any changes within 5% to be approved as presented. If any changes increase by over 5% the budget must be presented to the Board. Board member Washburn seconded the motion.

   Vote:
   Ayes: Washburn, Chambers, Russ, Knowles and Smith
   Absent Not Voting: Johnson

2. Discuss Consider and Act on new board member application from Adam Ferguson.
Discussion Held.

Adam Ferguson withdrew application for Type B Board, gave written withdrawal to EDC director.

III. CONSENT ITEMS

3. Discuss, Consider and Act on Approval of the Minutes from the June 30, 2015 CDC Type B Meeting.

Board member Chambers made a Motion to Approve the minutes from June 30, 2015 CDC Type B Meeting.

Board member Smith seconded the Motion.
Vote:
Ayes: Washburn, Chambers, Russ, Knowles and Smith
Absent Not Voting: Johnson

IV. ADJOURN

Board member Chambers made a Motion to Adjourn.

Board member Knowles seconded the Motion.
Vote:
Ayes: Washburn, Chambers, Russ, Knowles and Smith
Absent Not Voting: Johnson

Justin Community Development Corporation regular meeting concluded at 8:00 pm.

___________________________
Eliza Tellez, EDC Staff
To: EDC Board Members
From: Eliza Tellez, EDC Staff
Subject: Discuss Consider and Act on board member applications from Mike Holyfield and Danny Smith.

Approval Process: The decision of the CDC Board will be forwarded to City Council for review. City Council is the final approval authority for this item.

**Item Summary:** There are two open positions on the CDC Board currently; staff has received two applications for review.

**Expenditure Requirements:**

**Staff Recommendation:** Should the CDC Board desire to select a new Board member(s) based on the application(s) provided, implementation will require the following action from Staff and the Board:

- Selection of a new board member(s) based on the application(s) received by the CDC Board *(this meeting)*
- Placement of the CDC Recommendation on a City Council workshop and regular meeting agenda, at the direction of the City Manager.
- Review and Approval of the new Board Member(s) by City Council

**Attachments:**

- Applications from:
  - Mike Holyfield
  - Danny Smith
CITY OF JUSTIN
CITY COUNCIL APPLICATION
BOARD, COMMISSION OR CORPORATION APPOINTMENT

Thank you for expressing your interest in serving on a Council-appointed Board, Commission or Corporation. Please, fill out the information below. Resumes are preferred as well but not required. All appointments shall be at the discretion of the Justin City Council.

Applicant Name: Danny Smith
Home Address: 423 S. 1st Street
Home Telephone Number: 817-994-9559
E-mail Address: 901fisega@hoo.com
Are you over the age of 18? Yes ☐ No ☐
Are you a registered voter? Yes ☐ No ☐
Are you a Justin Resident, Property or Business Owner? Yes ☐ No ☐
Current Occupation/Employer: City of Weatherford Community Relations
Education, Licenses or Certifications:
BS Entrepreneurship Texas Tech

Are you a current or past member of a Council-appointed Board, Commission or Corporation? Yes ☐ No ☐
If yes, please specify:
EDC Type B Board

What Board, Commission or Corporation are you interested in serving on?
Please, circle your first and second choice, if you have a second choice as well as a first:

Planning and Zoning Commission: 1st Choice 2nd Choice
Parks Board 1st Choice 2nd Choice
Library Board 1st Choice 2nd Choice
Economic Development Corporation 1st Choice 2nd Choice
Community Development Corporation 1st Choice 2nd Choice
What work experience, educational experience, community involvement and/or other skills do you have that would qualify you for a Council-appointed Board, Commission or Corporation?

Business owner

List any additional information which you believe would be of value for the City Council to know about you:

Past President, Texas Trustee Assn.

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any obligation to any person or entity, which might constitute a conflict-of-interest with the position for which you are applying? 

No

Have you ever been convicted of a felony, violation of law or a misdemeanor involving moral turpitude (any offense involving lying, stealing or cheating)?

Yes

Are there any criminal charges or proceedings pending against you?

Yes

By signing below, you acknowledge that the information provided is correct to the best of your ability.

Signature

Date: 26 May 2015

You will be notified upon appointment. If not selected, your application will remain on file in the City Secretary's Office for two years for consideration of future vacancies.
CITY OF JUSTIN
CITY COUNCIL APPLICATION
BOARD, COMMISSION OR CORPORATION APPOINTMENT

Thank you for expressing your interest in serving on a Council-appointed Board, Commission or Corporation. Please, fill out the information below. Resumes are preferred as well but not required. All appointments shall be at the discretion of the Justin City Council.

Applicant Name: Mike Holzfield

Home Address: 8396 McConnie Rd, Justin, TX 76247

Home Telephone Number: 817/368-2005

E-mail Address: mikeholed@swmmail.net

Are you over the age of 18? Yes ☑ No 

Are you a registered voter? Yes ☑ No 

Are you a Justin Resident, Property or Business Owner? Yes ☑ No 

Current Occupation/Employer: Retired

Education, Licenses or Certifications: B.A. With Honors, SMU - 1974

Are you a current or past member of a Council-appointed Board, Commission or Corporation? Yes ☑ No 

If yes, please specify:

What Board, Commission or Corporation are you interested in serving on? Please, circle your first and second choice, if you have a second choice as well as a first:

Planning and Zoning Commission: 1st Choice ☑ 2nd Choice

Parks Board 1st Choice ☑ 2nd Choice

Library Board 1st Choice ☑ 2nd Choice

Economic Development Corporation 1st Choice ☑ 2nd Choice

Community Development Corporation 1st Choice ☑ 2nd Choice

I would be pleased to consider my position.
What work experience, educational experience, community involvement and/or other skills do you have that would qualify you for a Council-appointed Board, Commission or Corporation?

I have been a successful student since grade school (athletic, academic scholarships). I do what I promise and if for some reason I can't I let the people I promised know why.

List any additional information which you believe would be of value for the City Council to know about you:

One of the reasons for my success was my ability to get busy. I didn't know I broke my first spell that first spell is always a major factor in ultimate success.

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any obligation to any person or entity, which might constitute a conflict-of-interest with the position for which you are applying? No

Have you ever been convicted of a felony, violation of law or a misdemeanor involving moral turpitude (any offense involving lying, stealing or cheating)? No

Are there any criminal charges or proceedings pending against you? No

By signing below, you acknowledge that the information provided is correct to the best of your ability.

Signature: [Signature] Date: [7/7/15]

You will be notified upon appointment. If not selected, your application will remain on file in the City Secretary’s Office for two years for consideration of future vacancies.
Michael W. Holyfield

Summary of Qualifications: Thirty year record of superior achievement in sales and sales management, built on honesty, common sense, common courtesy and a strong work ethic. I have spent most of my sales career directly contributing to the success of high technology start-ups. That effort contributed to three successful IPOs and three acquisitions.
To: EDC Board Members
From: Eliza Tellez, EDC Staff
Subject: Discuss, Consider and Act on Designation of Board President, Vice President and Secretary of the EDC Type B Board of Directors.

Approval Process: The EDC Board is the final approval authority for this agenda item.

Item Summary: With recent board member terms up, the positions of Board President, Vice President, and Secretary are open.

Staff Recommendation: Staff recommends approval of members for the Board President, Vice President and Secretary positions.

Action:
To: CDC Board Members
From: Eliza Tellez, EDC Staff
Subject: Discuss Consider and Act on exterior building improvements.
Approval Process: The CDC Board is the final approval authority for this item.

Item Summary:

EDC staff has received three quotes to paint the brink on the EDC building and replace the rotted wood on the roof.

Legal Considerations:

There are no legal considerations of which Staff is aware of at this time.

Staff Recommendation:

Attachments:

Affordable Perfection
ATD
360 Painting
Spectrum

Actions:
<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clean and power the building and prepare for painting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Paint all the bricks approximately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Labor and material is included in the estimate 1500 sq ft</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Material tax: 66
Total: 1566

IMPORTANT
Purchase Order Number must appear on all invoices - packaging, etc.
Please notify us immediately if you are unable to complete the order by date specified.
Proposal

Exterior

Proposal does not include doors, door frames, or soffit/fascia of building. Strictly includes prepping, priming and painting of brick.

<table>
<thead>
<tr>
<th>#COATS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body</td>
</tr>
<tr>
<td>Prime Coat</td>
</tr>
<tr>
<td>Pressure Wash</td>
</tr>
</tbody>
</table>

http://peo-cloud.com/rolesec/pepspa/ebid.html#e/07953837-568e-4f1b-8191-cdd1612c7753
7/31/2015

PREP 1
Windows 1
Materials

EXTERIOR SUBTOTAL $2,976.12

GRAND TOTAL $2,976.12

Breakown of products is as follows:
Exterior (Siding, trim, soffits, gutters, Doors) - Sherwin Williams Superpaint Exterior Satin Premium 55 year caulking

Project length to be 2-3 days, depending on weather.
**ATD Painting**

**Residential Commercial**

**Painting Staining Carpentry**

**ATDpainting.com**

**Mike Ridgway 817-891-9522**

**Customer:** Justin EDC/Eliza

**Address:** 117 W 4th St

**City, State, Zip:** Justin, Texas 76247

**Home Phone:** 940 648-3800

**Cell:** -

**Other:** -

**Reference #:** 41375800

**Pass code:** -

**MapSCO:** -

**Estimate Date:** 4/11/2013

**Expires:** 5/26/13

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**Exterior Preparation:**

- Exterior will be power washed with a commercial grade power washer. (Windows may be spattered after wash, customer is responsible for cleaning windows)
- Loose and chipping paint will be hand scraped and wire brushed.
- Doors and windows will be caulked with high quality siliconized acrylic caulk.
- Cracks, gaps, and recessed nails will be caulked with high quality siliconized acrylic caulk.
- Loose boards will be reattached, nails will be set and agreed upon repairs will be done.
- Bare wood, new wood, and significant stains will receive a primer coat.
- Most paint will be applied with a commercial grade spray using one heavy coat of an overlapping spray. Brushing will be done where appropriate, as determined by ATD Painting.

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**Value Package:** $1,829

Our value package offers top line products including: Sherwin Williams Super Paint, a lifetime warranted Behr exterior paint or Lifetime Warranted Valspar Ultra Premium.

**Signature Package:** $2,073

The latest technology in paint. High film build paints go on thicker, dry thicker, offer better protection from the elements, and providing superior adhesion and durability.

**Caulks:**

Signature Package includes DAP’s best siliconized acrylic caulk with MICROBAN. Value Package includes a 55 year rated siliconized acrylic caulk.

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**Items to Paint:**

- [ ] Fascia
- [ ] Gutters
- [ ] Back Doors
- [ ] Columns
- [ ] Cable Vents
- [ ] Roof Stacks
- [ ] Storm Doors
- [ ] Storage Shed
- [ ] Soffit
- [ ] Siding
- [ ] Shutters
- [ ] Concrete
- [ ] Brick
- [ ] Garage Doors
- [ ] Arbor / Cedar

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**Front Door:**

Additional Prep / Wood Replacement / Notes:

Just painting brick only and replacing, and 1 piece 2x8x6 at front top left of building. Building will need to be primed and painted.

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**Color**

- [ ] Front Door: Satin
- [ ] Fascia/Soffit/Tm: Satin
- [ ] Siding: Satin
- [ ] Shutters:

**Sheen**

- [ ] Exterior Warranty:
  - Painted surfaces are warranted for workmanship or product failure for a period of three years. Stained surfaces are warranted for one year. With the Signature Package the painted surface warranty is extended to 5 years. See our Advantage Brochure for additional details or limitations.

**Selected Package**

- [ ] Value $1,829
- [ ] Sign Discount
- [ ] Misc.

**Balance Due Upon Completion:** $1,829

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I authorize ATD Painting to order product on my behalf and to perform the improvements as described above.

Changes in color, sheen, or scope of work after product is ordered or work has begun will result in additional charges for both materials and labor. A 2% cash discount is included in price, add 2% when paying by credit card.

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**Customer Signature**

**Date**

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**Customer Signature**
Figure 1: 2015/2014 revenue reflects total sales tax collected by the City as a whole.