

FARMERSVILLE COMMUNITY DEVELOPMENT CORPORATION (4B)
AGENDA ~ November 13th, 2017
5:45 P.M. City Council Chambers

I. PRELIMINARY MATTERS

Call to Order, roll call, recognition of Citizens and Visitors

II. PUBLIC COMMENT

Anyone wanting to speak is asked to speak at this time, with an individual time limit of three (3) minutes. This forum is limited to a total of thirty (30) minutes. If a speaker enquires about an item, the CDC 4B Board or City staff may only respond with (1) a statement of specific factual information, (2) a recitation of existing policy, or (3) a proposal that the item be placed on the agenda of a future meeting.

III. BUSINESS ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- A. Consider for approval October 9th, 2017 meeting minutes
- B. Consideration and possible approval of items for payment
- C. Consideration and possible action regarding financial statements for October 2017 and any required budget amendments
- D. Discuss Main Street Manager Search Progress
- E. City Manager Report - Ben White
- F. Main Street Manager update

IV. DISCUSSION OF PLACING ITEMS ON FUTURE AGENDAS

V. ADJOURNMENT

- No action may be taken on comments received under "Recognition of Visitors".
- The Board may vote and/or act upon each of the items listed in the Agenda.

Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at 972-782-6151 or Fax 972-782-6604 at least two (2) working days prior to the meeting so that the appropriate arrangements can be made. Handicap Parking is available in the front and rear parking lot of the building.

I, Daphne Hamlin, Staff Liaison of the City of Farmersville, certify that the above Farmersville Community Development Agenda for November 13th, 2017 was posted in the regular posting place of the City of Farmersville on November 9th, 2017 at 5:00 p.m. and remained so posted continuously at least 72 hours preceding the scheduled time of said meeting



Daphne Hamlin/Staff Liaison

FARMERSVILLE COMMUNITY DEVELOPMENT CORPORATION BOARD (4B)

MINUTES ~ October 9, 2017

5:45 P.M. City Council Chambers

PRELIMINARY MATTERS

The Farmersville Community Development Corporation Board met on October 9, 2017 in the City Council Chambers at City Hall. President John Politz called the meeting to order at 5:45 p.m. and announced that a quorum was present after roll call. The following board members were present: John Politz, Katherine Hershey, John Garcia, Jesse Nelsen, Tobey Ferguson, and Mike Goldstein. Others recognized were Adah Leah Wolf, Main Street Manager; Clay Potter, Brady Cottle, Leaca Caspari, Donna Williams, Randy Rice, City Manager Ben White, and councilman Craig Overstreet

PUBLIC COMMENT

President John Politz opened the floor for comments. No comments were given.

CONSIDER FOR APPROVAL SEPTEMBER 11, 2017 MEETING MINUTES

Katherine Hershey made a motion to approve the minutes of September 11, 2017 as written. Motion was seconded by Jesse Nelsen and passed unanimously.

CONSIDERATION AND POSSIBLE APPROVAL OF ITEMS FOR PAYMENT

President Politz explained that the City Council had approved \$10,000 for Christmas lights; therefore 4B's portion will also be \$10,000. In addition, 4B has placed \$2,500 in the budget for the November 4 city wide clean up.

CONSIDERATION AND POSSIBLE ACTION REGARDING FINANCIAL STATEMENTS FOR SEPTEMBER 2017 AND ANY REQUIRED BUDGET AMENDMENTS

Tobey Ferguson made a motion to approve the September 2017 financial statements as presented. John Garcia seconded the motion, which passed unanimously.

DISCUSS MAIN STREET MANAGER SEARCH PROGRESS

Ben White reported that there have been some applications received, but no interviews yet. He explained that he will wait to hire until he has a quality candidate. There could be a few months gap before a replacement is hired. He has met with Debra Drescher, Texas Main Street Director, who has indicated she will be available to assist with the hiring process. This is a service provided to cities in the Main Street Program. The Main Street Board President and 4B representatives will be invited to assist in the interview process. Ben thanked Adah Leah for her years of service to the city.

CITY MANAGER REPORT- BEN WHITE

Ben White provided a written report, and explained the following: The City is receiving bid documents for the Spain Complex project. The Rotary sign for the Splash pad has been received and needs to be installed. The Gazebo needs to be repainted. The tree pruning program continues along Farmersville Parkway. The city approved a Christmas light budget of \$10,000 which will be matched by 4B. The turn on day will be the day before Thanksgiving. Lights will go up within the next few weeks. Fishing dock has been completed. The park equipment at Southlake needs some repairs or updating; 4B will receive a future request from the amenities board for new equipment. Centennial Committee will be funding the Senior Citizen parking lot and the flooring replacement in the Library. There are several other large projects going on including a water line project. November 4 will be the city clean up event; 4B will match up to \$2500 in costs. We have been approved a Community Block Grant to rebuild Rike Street, it

will probably be next year before construction begins. Camden Park construction has begun. The city has received funding for the wastewater treatment system; the preliminary environment clearance is in the works. The west side lift station will need to be completed in 180 days. The waterline for the concrete plant will be paid for by TIRZ monies. The silent railroad crossing is on the priority list.

Katherine Hershey asked about recent complaints about the Camden development regarding tree removal. Toby Ferguson asked if trees would be planted with each house, and the price range of the homes. John Garcia asked if there would be apartments, and what level they would be. Ben White indicated that Phase I is for the homes. Future apartments will be three level. John Garcia asked if the Fire Department knows about the three level apartments planned. The builder is D.R. Horton.

CONSIDERATION AND POSSIBLE APPROVAL OF ITEMS FOR PAYMENT

The board will consider reimbursement for the November clean up date at their November meeting. John Garcia made a motion to approve the items as presented for payment. Motion was seconded by Mike Goldstein and passed unanimously.

MAIN STREET MANAGER UPDATE

Main Street Manager Adah Leah Wolf presented a written report for September 2017, and highlighted the following: Adah Leah has been wrapping things up. Filing systems have been cleaned up; the map of downtown has been updated; the downtown data base has been updated; there is now a file guide for every drawer; the city annex storage items have been organized; the marker upcoming dedication has an invite list and labels. A Farmers & Fleas Committee will meet again and will be prepared to cover Nov. and Dec. Files have been archived. The Main Street board will be asked to complete monthly reports to Texas Main Street. She will begin to work on the ten criteria report which is due at the end of November. A complete report makes the city eligible for National Main Street recognition, which the city has received each year it has been in the Main Street Program.

Volunteer assistance has been received in the office which is appreciated. A sidewalk construction meeting will be held tomorrow morning at 8:30 AM (grant is primarily for ADA compliance for sidewalks). Clay Potter building still receiving structural work on the back side. The Post Office windows were reworked and are beautiful. The BBC was filming last week at the Post Office; it will be a program about post offices. Guy Anderson has submitted a Façade grant application to the 4A board for the building that Dr. Gamboa is in. Adah Leah's last day will be October 31. The Main Street manager for Celina will visit FV on Oct. 19. Several people attended the Main Street Board training session held in Celina last week, including Randy Rice, Leaca Caspari, Donna Williams, and Doris Cooks.

DISCUSSION OF PLACING ITEMS ON FUTURE AGENDAS

The next board meeting will be held on November 13, 2017. Randy Rice photographed the board and Main Street Manager.

ADJOURNMENT

There being no further business, John Politz adjourned the meeting at 6:32 PM.

Signatures:

John Politz, President

Cynthia Craddock-Clark, Secretary



TO: Community Development Corp
FROM: Daphne Hamlin, Finance Director
DATE: November 13th, 2017
SUBJECT: Items for payment

| <i>Vendor</i> | <i>Check#</i> | <i>Amount</i> | <i>Description</i> |
|----------------------|---------------|---------------|--------------------|
| Office Depot | 2727 | \$189.27 | Office supplies |
| Farmersville Rotary | 2728 | \$166.50 | Dues |
| Farmersville Times | 2729 | \$33.00 | Subscription |
| TLC Netcon | 2730 | \$50.00 | IT support |
| C&S Media | 2731 | \$477.00 | Ads |
| Texas Historical | 2732 | \$1,750.00 | Restoration |
| Deborah Ranspot | 2733 | \$240.00 | Staff |
| Brown Outdoor | 2734 | \$475.00 | Marketing |
| City of Farmersville | 2735 | \$600.00 | TX Downtown Event |
| Texas Bulletins | 2736 | \$200.00 | Marketing |
| Zoll | 2737 | \$1,977.00 | Safety Equip. |

**Farmersville Community Development Corp 4B
Investment and Budget Report**

October 2017

Prepared by: Daphne Hamlin

Farmersville Community Development Corp 4B
October 2017

| | |
|------------------------------------|----------------------|
| Statement Balance 10-2-2017 | \$264,342.12 |
| Deposits: | |
| Sales Tax: | \$19,322.84 |
| New Checking Int. .05% | \$10.42 |
| Wire Fee | \$(10.00) |
| Checks 2717-2725 | \$(29,600.64) |
| <hr/> | |
| Balance 10-31-2017 | \$254,064.74 |

Outstanding Transactions

| | |
|----------------------------|---------------------|
| Sales Tax | |
| Transfer to Texpool | |
| CD Interest | |
| check 2726 | \$(50.00) |
| <hr/> | |
| Balance 11-06-2017 | \$254,014.74 |

Farmersville Community Development Corporation
 Financial Statement
 For the Fiscal Year Ended September 30, 2018

11/6/2017

| Particulars | FY2018 | | | | | | | | | | | | Actual YTD | % | | | |
|--|-------------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|-------------|-------------|------------------|---------------|
| | Budget | October | November | December | January | February | March | April | May | June | July | August | | | September | | |
| Revenue: | | | | | | | | | | | | | | | | | |
| Sales Tax Collections | \$276,000 | \$19,323 | | | | | | | | | | | | | | | 0.00% |
| Interest Income | | \$ 10 | | | | | | | | | | | | | | | |
| Misc | | \$ (10) | | | | | | | | | | | | | | | |
| Misc. account adj | | | | | | | | | | | | | | | | | |
| New Check Stock | | | | | | | | | | | | | | | | | |
| Reimbursement for Main Street Mgr. | | | | | | | | | | | | | | | | | |
| Transfer from TEXPOOL for cash in bank | | | | | | | | | | | | | | | | | |
| Total Revenue | \$ 276,000 | \$ 19,323 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 19,323 | 7.00% |
| Expenses | | | | | | | | | | | | | | | | | |
| Main Street Personnel & Supplies | \$ 72,700 | | | | | | | | | | | | | | | | |
| Personnel | | | | | | | | | | | | | | | | | |
| Supplies | | | | | | | | | | | | | | | | | |
| Miscellaneous | \$ 1,000 | \$ 274 | | | | | | | | | | | | | | 274 | 27.40% |
| Reimburse City for accounting | \$ 1,000 | | | | | | | | | | | | | | | | 0.00% |
| Chamber of Commerce | \$ 12,000 | \$ 12,000 | | | | | | | | | | | | | | 12,000 | 100.00% |
| May Taxes | \$ 1,000 | | | | | | | | | | | | | | | | 0.00% |
| Land Purchase | \$ 20,000 | \$ 4,998 | | | | | | | | | | | | | | 4,998 | 24.99% |
| Fire Works | \$ 6,000 | | | | | | | | | | | | | | | | 0.00% |
| Bain Honaker House Restoration | \$ 1,000 | \$ 1,000 | | | | | | | | | | | | | | 1,000 | 100.00% |
| Farmersville Heritage Museum | \$ 10,000 | | | | | | | | | | | | | | | | 0.00% |
| Chamber Trick it up bike ride | \$ 13,100 | | | | | | | | | | | | | | | | 0.00% |
| Chaparral Trail Marketing | \$ 2,500 | \$ 675 | | | | | | | | | | | | | | 675 | 27.00% |
| Colln College Sponsorship | \$ 8,188 | | | | | | | | | | | | | | | | 0.00% |
| Parks Equipment | \$ 3,350 | | | | | | | | | | | | | | | | 0.00% |
| National Register Plaques | \$ 3,700 | \$ 704 | | | | | | | | | | | | | | | 0.00% |
| Safety Equipment | | | | | | | | | | | | | | | | | 0.00% |
| November 4th clean up day | | | | | | | | | | | | | | | | | 0.00% |
| Christmas Lights | | | | | | | | | | | | | | | | | 0.00% |
| Total Expenses | \$ 155,538 | \$ 29,651 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 18,947 | 12.18% |
| Excess Revenue Over Expenses | 120,462 | (10,327) | - | - | - | - | - | - | - | - | - | - | - | - | - | 376 | |

Farmersville Community Development Corporation
 Financial Statement
 For the Fiscal Year Ended September 30, 2018

11/6/2017

| | October | November | December | January | February | March | April | May | June | July | August | September |
|-------------------------------------|-------------------|----------|----------|---------|----------|-------|--------|--------|--------|--------|--------|-----------|
| Beginning Bank Balance | 264,342.12 | | | | | | | | | | | |
| Deposits: | | | | | | | | | | | | |
| Sales tax deposits | 19,322.84 | | | | | | | | | | | |
| Interest income-bank | 10.42 | | | | | | | | | | | |
| Transfer to TexPool | | | | | | | | | | | | |
| Transfer From Texpool to First Bank | | | | | | | | | | | | |
| Misc | (10.00) | | | | | | | | | | | |
| Purchase new checks | | | | | | | | | | | | |
| Misc. account adj | | | | | | | | | | | | |
| Total Revenues | 283,665.38 | | | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Disbursements: | | | | | | | | | | | | |
| Main Street Personnel & Supplies | | | | | | | | | | | | |
| Personnel | | | | | | | | | | | | |
| Supplies | | | | | | | | | | | | |
| Miscellaneous | \$ 273.76 | | | | | | | | | | | |
| Reimburse City for accounting | \$ 12,000.00 | | | | | | | | | | | |
| Chamber of Commerce | | | | | | | | | | | | |
| May Taxes | \$ 4,998.18 | | | | | | | | | | | |
| Land Purchase | \$ 1,000.00 | | | | | | | | | | | |
| Fire Works | | | | | | | | | | | | |
| Bain Honaker House Restoration | | | | | | | | | | | | |
| Farmersville Heritage Museum | | | | | | | | | | | | |
| Chamber Trick it up bike ride | | | | | | | | | | | | |
| Chaparral Trail Marekting | \$ 675.00 | | | | | | | | | | | |
| Coltn College Sponsorship | | | | | | | | | | | | |
| Parks Equipment | | | | | | | | | | | | |
| National Register Plaques | 703.70 | | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | | | |
| November 4 clean up day | | | | | | | | | | | | |
| Christmas Lights | 10,000.00 | | | | | | | | | | | |
| Total Expenses | 29,650.64 | | | | | | | | | | | |
| Ending Bank Balance | 254,014.74 | | | | | | | | | | | |
| TEXPOOL Balance | 86,792.96 | | | | | | | | | | | |
| Interest income-TEXPOOL | \$ 75.12 | | | | | | | | | | | |
| Total Available Funds | 339,807.69 | | | | | | | | | | | |

Signed:



MONTHLY ACTIVITY REPORT

For the local program, monthly reports are a way to track and document progress of both the program and the downtown revitalization effort. It is also an effective tool to use for updating the board on the program's overall activities and for communicating your progress to stakeholders, such as City Council and other funding entities. For the state office, monthly reports help us provide more direct and effective services by giving us a way to spot trends, challenges, issues etc. The report should reflect BOTH the work of staff and volunteers. While not all programs use the traditional four-committee structure any longer, the work of all programs should still be able to be reflected in the four-point categories below.

The Monthly Report is **due by the 10th of each month**. Please use electronic version, type or print legibly. Please use this electronic version and email to mainstreet-reports@thc.texas.gov

CITY: _____ Farmersville _____
MONTH/YEAR: _____ October 2017 _____
DATE SUBMITTED: _____ 10-31-2017 _____

1. Updates on Projects, Activities for the month.

MAIN STREET BOARD: (After typing, TAB to the next cell)

| Meeting Dates: | Update on projects or activities |
|----------------|--|
| 9 | Plans for National Register plaque for median; plans for hiring Main Street Manager replacement; plans for volunteers to continue Farmers & Fleas Market |

ORGANIZATION: (After typing, TAB to the next cell)

| Meeting Dates: | Update on projects or activities |
|----------------|---|
| | October 31 is Adah Leah's last day of work. Her position vacancy has been posted. The <i>Farmersville Times</i> ran an article on October 19. She has worked as Main Street Manager since July of 2003. |
| 9 | Farmersville Community Development Corp. Board meeting. Meeting preparation included handouts and posting. Daphne Hamlin will be the incoming staff liaison for this board. |
| 5, 13, 17, 26 | Administrative assistance provided by Debbie Ranspot. Files management, Farmers & Fleas Market assistance. |

PROMOTION:

| Meeting Dates: | Update on projects or activities |
|----------------|--|
| 3 | Police and Fire Departments celebrated National Night Out at the Onion Shed, with a good turnout. |
| 6 | E newsletter sent |
| 6 | BBC filmed at the Farmersville Post Office for an upcoming program about Post Offices |
| 7 | Centennial Committee's Old Time Saturday event. Great weather and wonderful turnout. Many Farmers & Fleas vendors participated-over 200 vendors! Main Street fielded many calls from OTS vendors this year. This year, Manager responded to numerous Old Time Saturday questions, referring them to the appropriate person or information. Manager spoke to new business owners in advance of event to let them know about the day's events and parking situation. |
| 13, 18, 27 | Farmers & Fleas Market Committee meeting |
| 19 | "Ultra Expeditions" organized a trail run on the Chaparral Trail. City police and fire department coordinated with them. |
| 3, 17, 19 | Museum Meetings. |
| 25, 26 | Farmersville Heritage Museum open for tours during the Farmersville Historical Society's day camp for 4 th graders, "Farmersville 1900." |
| 26 | Farmers & Fleas ads ordered and press releases sent. |

Email to: mainstreet-reports@thc.texas.gov

| | |
|----|---|
| 28 | Chamber's annual Trick it Up Bike Ride brings many to downtown. The Rotary Club provided lunch for the participants. Main Street provided handouts for the goodie bags. |
| 28 | Scare on the Square, organized by the Chamber's Member Initiated Events Committee. |
| | Updates made on city website. |
| | Invitations prepared for National Register Marker dedication scheduled for Dec. 9 |

DESIGN:

| | |
|----------------|--|
| Meeting Dates: | Update on projects or activities |
| 10 | Meeting with downtown business owners and building owners regarding Main Street Capital Fund Grant that has been received. Details regarding plans to make sidewalks more accessible, and improve drainage in area south of old candy kitchen. |
| | Marker celebrating National Register District has been ordered from Southwell Company. |
| | Guy Anderson's Façade grant application to 4A has been approved for work he intends to complete on 103 McKinney Street. |

ECONOMIC RESTRUCTURING:

| | |
|----------------|---|
| Meeting Dates: | Update on projects or activities |
| 19 | Manager and Randy Rice met with Rebecca Barton, Celina's new Main Street Manager, and gave her a brief tour of downtown, highlighting the program's successes over the years. |

2. Program Commentary (*list critical issues, problems, and successes/completed projects of the past month*): City has received few applications for Main Street Manager position; Adah Leah's last day is October 31. City Manager may need Debra's assistance with process. Lack of urgency in filling position does not bode well for future of program in this city.
3. Outlook. *Goals and challenges; plans for upcoming major projects such as public improvements etc.:*
4. Suggestions for Texas Main Street Center (*list suggestions on services or training topics; new resources; questions*): New board member training in Celina was very good for our volunteers, right on target!
5. Main Street in the News. *We would love to spotlight your upcoming events in our Main Street Matters e-newsletter, please email mainstreet-reports@thc.texas.gov with the information. We ask that you do not send in events that have already taken place, send in future events for as many months as possible.*

Farmers & Fleas Market: First Saturday of the month at the Historic Onion Shed. A combination Farmers Market and Flea Market. Sales Hours are 9 am – 3 pm. For information: 972-784-6846 Or see Facebook page: <https://www.facebook.com/Farmersville-Farmers-Fleas-Market>

Email to: mainstreet-reports@thc.texas.gov