

**FARMERSVILLE COMMUNITY DEVELOPMENT CORPORATION (4B)**  
**AGENDA – October 9, 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 September 11, 2017 meeting minutes
- B. Consideration and possible approval of items for payment
- C. Consideration and possible action regarding financial statements for September 2017 and any required budget amendments
- D. Discuss Main Street Manager Search Progress
- E. City Manager Report - Ben White
- F. Main Street Manager update - Adah Leah Wolf

**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, Adah Leah Wolf, Main Street Manager of the City of Farmersville, certify that the above Farmersville Community Development Agenda for October 9, 2017 was posted in the regular posting place of the City of Farmersville on October 6, 2017 at 5:00 p.m. and remained so posted continuously at least 72 hours proceeding the scheduled time of said meeting



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Adah Leah Wolf, Main Street Manager

**FARMERSVILLE COMMUNITY DEVELOPMENT CORPORATION BOARD (4B)**

**MINUTES ~ September 11, 2017**

**5:45 P.M. City Council Chambers**

**PRELIMINARY MATTERS**

The Farmersville Community Development Corporation Board met on September 11, 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, Cynthia Craddock-Clark, Katherine Hershey, John Garcia, Jesse Nelsen, and Tobey Ferguson. Others recognized were Adah Leah Wolf, Main Street Manager; Mayor Diane Piwko; Leaca Caspari, Donna Williams, Randy Rice, Randy Smith (late arrival) and City Manager Ben White. A prayer was given by John Garcia.

**PUBLIC COMMENT**

President John Politz opened the floor for comments; no one spoke.

**CONSIDER FOR APPROVAL AUGUST 14, 2017 MEETING MINUTES**

John Garcia made a motion to approve the minutes of August 14, 2017 as written. Motion was seconded by Jesse Nelsen and passed unanimously.

**CONSIDERATION AND POSSIBLE APPROVAL OF ITEMS FOR PAYMENT**

Cynthia Craddock Clark made a motion to approve the items as presented for payment. Motion was seconded by Katherine Hershey and passed unanimously.

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

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

**CITY MANAGER REPORT / CONSIDERATION AND POSSIBLE ACTION REGARDING REQUEST FOR BUDGET AMENDMENTS FOR CHRISTMAS LIGHTING AND NOVEMBER CLEAN UP DAY**

Ben White presented a written report and explained the following:

A Rotary sign will be installed near the new shade tarp at the Splash Pad. The Gazebo will be repainted in time for the Christmas Parade. Bill Daniel continues to assist the city crew with tree pruning.

The city is facing some budget challenges this year; as a result, the money for labor for Christmas lights installation was removed from the city budget. The cost for installation of the same amount of lights as we used last year will be \$18,000. *Ben White requested a total of \$20,000 from 4B for this year's Christmas light installation.*

The fishing dock at Southlake is complete; floats to be installed next week. The Centennial Committee will be funding 35,000 for Library flooring replacement. The Public Amenities Board discussed new playground equipment. They want to come back to the 4B Board later with a specific request for new equipment.

The city is planning a community clean-up day on November 4; costs are projected to be around \$5,000. It would be for people who live within city limits. *Ben White requested that 4B fund \$5,000 for this clean-*

*up day.* The Board members discussed this project. John Politz said that we already have excellent garbage pickup services and doesn't think it is 4B's responsibility to pay for the whole amount. He suggested that 4B split the cost with the City. Toby Ferguson asked how the city educates the public on what items can be picked up, and suggested we communicate this to residents on a quarterly basis. Katherine Hershey suggested we place a notice in the newspaper for several weeks leading up to the event. It has been a few years since the last clean-up day and Ben is not sure how it was organized. Toby Ferguson recommended that 4B pay half the amount this year with the city paying the other half, so that we can see how the event goes this year since there are so many unknowns. Katherine Hershey suggested a large banner to advertise the event. *John Garcia motioned that 4B amend the FY 2018 budget to add \$2,500 for the November clean-up day. Motion seconded by Tobey Ferguson, and was passed unanimously.*

Ben reported that the Main Street sidewalk grant is going forward. The engineering is complete and we are waiting on the state for environmental clearance. We have received a Department of Agriculture Community Block Grant to rebuild Rike Street from Beach to the Railroad. Water issues will be addressed at the same time. Work has begun on Camden Park. We have received funding from the Texas Water Development Board for wastewater system improvements; environmental clearances are still waiting. Big D Concrete will receive a water line from the city. They anticipate opening in June of 2018.

The board members discussed the Christmas Lighting budget amendment request. John Politz pointed out that the 4b Board has provided funding for Christmas lights in the past: in FY 15 funding \$8,000; in FY 16 funding \$5,000; and in FY 17 funding of \$6,200. This is a total of \$19,200 over the past three years. John Politz pointed out that the city is not investing anything in this year's budget for the lighting, and is asking 4B for the entire amount of \$20,000 this year. Ben White explained that the city budget is in deficit this year. Cynthia Craddock Clark asked, "if 4b doesn't provide this funding, then there will be no lights this year?" She said that the lights are one of the city's treasures. John Politz and John Garcia said they feel this cost should be a cooperative effort with the city. Katherine Hershey asked if volunteers could provide some of the labor. Mayor Piwko suggested that we could eliminate the outlining of the buildings to save money. *After discussion, Cynthia Craddock Clark made the motion that the city be asked to contribute toward this project; and 4B would match the city's contribution. Motion seconded by Jesse Nelson and passed unanimously.*

#### **DISCUSS MAIN STREET MANAGER SEARCH PROGRESS**

Ben White explained that the job description has been posted and the city is getting some responses. A manager will not be hired unless a qualified applicant is received. The position has been posted on TML and other list serves.

John Politz requested that the 4B Board and Main Street Board have input into the hiring process in this way: he requested that Mike Goldstein, Cynthia Craddock Clark and himself (4B officers), as well as Randy Rice (Main Street Board chairman) attend the interviews. Ben White agreed that this is a good idea, and suggested that the city narrow the field first and have the group participate in the 2<sup>nd</sup> series of interviews. He asked that Ben confirm that this process does not go to City Council.

Ben White confirmed that the process does not go to city council. He is fine with the 4B/Main Street board representatives being involved in the process, particularly since the new hire will need to be able to interface with the boards.

#### **MAIN STREET MANAGER UPDATE**

Main Street Manager Adah Leah Wolf presented a written report for August 2017, and highlighted the following: Main Street files are being sorted and archived. The Sept. 2 Farmers and Fleas Market was

very busy and featured barbeque and homemade ice cream. Information was provided for 60 goody bags that the Chamber provided to the Bugtussle classic Car Trek participants were who downtown on August 26. A copy of the updated Downton Shoppers Guide was distributed. The FEDC has completed a 3 minute video to be used to attract new businesses to town. Also, Ultra Expeditions posted a YouTube link to a drone video of the Chaparral Trail. Links to both videos will be sent to the board for viewing. This group is planning a trail run on Saturday, October 21. The Post Office has re installed its windows after they have been restored. They have also replaced the glass exterior light fixtures. Kevin Brock has completed needed repairs to the façade of his building at 129 S. Main Street. The Clay Potter Auction building is getting the back wall reinforced. 110 McKinney Street is for sale or lease by owner Dixie Shinn. 124 McKinney Street is available for lease by owner Ray Feagin. Klint Rybicki has purchased 107 McKinney Street and will have offices for lease. Main Street board training will be provided in Celina in September.

**DISCUSSION OF PLACING ITEMS ON FUTURE AGENDAS**

The next board meeting will be held on October 9, 2017.

**ADJOURNMENT**

There being no further business, John Politz adjourned the meeting at 7:27 PM.

Signatures:

\_\_\_\_\_  
John Politz, President

\_\_\_\_\_  
Cynthia Craddock-Clark, Secretary

Farmersville Community Development Corporation  
 Financial Statement  
 for the Fiscal Year Ending September 30, 2017

Particulars	FY2017												Actual YTD	%	
	Budget	October	November	December	January	February	March	April	May	June	July	August			September
<b>Revenue:</b>	\$229,300	\$29,345	\$28,077	\$22,405	\$17,726	\$29,104	\$19,720	\$27,272	\$26,111	\$19,549	\$25,862	\$28,249	\$19,716.58	\$291,137	126.97%
Sales Tax Collections		\$ 5	\$ 4	\$ 4	\$ 4	\$ 4	\$ 6	\$ 6	\$ 7	\$ 8	\$ 8	\$ 10	\$10.00	\$ 76	
Interest Income															
Misc			\$ (10)		\$ (10)	\$ (10)	\$ (10)	\$ (10)	\$ (10)	\$ (10)	\$ (10)	\$ (10)	-\$10.00	\$ (100)	
Misc. account adj									\$ 6						
New Check Stock															
New Check Stock															
Reimbursement for Main Street Mgr.															
Transfer from TEXPOOL for cash in bank															
<b>Total Revenue</b>	\$ 38,762	\$ 29,351	\$ 26,071	\$ 22,408	\$ 17,720	\$ 29,098	\$ 19,716	\$ 27,268	\$ 26,114	\$ 19,547	\$ 25,860	\$ 28,249	\$ 19,716.56	\$ 291,119	108.60%
<b>Expenses</b>															
<b>Main Street Personnel &amp; Supplies</b>	\$ 72,700	\$ 63,800	\$ 75	\$ 1,075	\$ 1,209	\$ 1,715	\$ 100	\$ 240	\$ 327	\$ 800	\$ 342	\$ 330	2,138	63,800	87.76%
Personnel														8,615	
Supplies														1,232	
Miscellaneous														1,000	
Reimburse City for accounting														7,000	100.00%
Chamber of Commerce														7,000	100.00%
May Taxes														596	59.60%
Christmas Activities						\$ 596								6,273	101.18%
Land Purchase					\$ 6,273									19,992	99.98%
Fire Works					\$ 4,998		\$ 4,998		\$ 4,998					6,000	100.00%
Bain Honaker House Restoration							\$ 6,000							3,800	100.00%
Farmersville Heritage Museum														10,000	100.00%
Chamber Trick it up bike ride														5,000	100.00%
Parks Improvement Grant			\$ 50,000						\$ 1,000	\$ 1,150	\$ 675	\$ 475	675	50,000	100.00%
Chaparal Trail Promotion														7,260	50.55%
Collin College Foundation Sponsorship														2,500	100.00%
Exterio Lighting for Senior Center														2,500	100.00%
<b>Total Expenses</b>	\$ 215,582	\$ 94,873	\$ 51,075	\$ 2,081	\$ 13,115	\$ 3,135	\$ 2,988	\$ 12,013	\$ 1,327	\$ 2,050	\$ 6,015	\$ 805	\$ 3,813	\$ 193,068	89.57%
<b>Excess Revenue Over Expenses</b>	52,500	(65,322)	(25,004)	20,348	4,605	25,963	16,730	15,255	24,787	17,497	19,845	27,444	15,903	98,051	

Farmersville Community Development Corporation  
 Financial Statement  
 For the Fiscal Year Ended September 30, 2017

10/4/2017

	October	November	December	January	February	March	April	May	June	July	August	September
<b>Beginning Bank Balance</b>	166,285.82	\$100,963.52	\$75,958.82	\$98,398.00	\$100,912.66	\$126,875.92	\$143,820.82	\$156,874.65	\$183,654.58	\$201,151.82	220,986.58	248,439.91
Deposits:												
Sales tax deposits	29,345.45	28,077.17	\$22,405.42	17,726.04	29,103.92	\$19,719.79	\$27,272.05	\$26,110.60	\$19,549.47	\$25,861.87	\$28,248.95	\$19,718.56
Interest income-bank	5.22	3.93	\$3.55	4.06	4.34	\$5.61	\$5.76	\$6.78	\$7.57	\$8.41	\$9.52	\$10.29
Transfer to TexPool												
Transfer From Texpool to First Bank		(10.00)		(10.00)	(10.00)	-\$10.00	-\$10.00	-\$10.00	-\$10.00	-\$10.00	-\$10.00	(10.00)
Misc. to balance o/s check from 2015-2016						\$14.84						
Purchase new checks												
Misc. account adj												
<b>Total Revenues</b>	195,638.49	127,034.62	98,368.59	114,028.10	130,010.92	146,605.86	\$170,887.83	\$184,982.03	\$203,201.62	\$227,011.90	249,245.03	268,158.76

	October	November	December	January	February	March	April	May	June	July	August	September
<b>Disbursements:</b>												
Main Street Personnel & Supplies	\$ 63,800.00											
Personnel												
Supplies												
Miscellaneous	\$ 74.97	\$ 1,075.00	\$ 1,075.59	\$ 1,209.44		\$ 1,716.17	\$ 100.00	\$ 327.45	\$ 900.00		\$ 330.12	\$ 2,138.38
Reimburse City for accounting												
Chamber of Commerce	\$ 7,000.00			\$ 160.00	\$ 160.00		\$ 240.00			\$ 342.16		\$ 1,000.00
May Taxes						\$ 595.77						
Christmas Activities												
Land Purchase	\$ 4,998.00			\$ 6,273.00			\$ 4,998.18			\$ 4,998.18		
Fire Works							\$ 6,000.00					
Bain Honaker House Restoration	\$ 3,800.00											
Farmersville Heritage Museum	\$ 10,000.00											
Chamber Trick It up bike ride	\$ 5,000.00											
Parks Improvement Grant		\$ 50,000.00										
Chaparral Trail Promolion				\$ 475.00	475.00	\$875.00	\$ 675.00	\$1,000.00	\$1,150.00	\$ 675.00	475.00	\$ 675.00
Colin Coleife Foundation Sponsorship					2,500.00							
Exterio lighting for Senior Center												
<b>Total Expenses</b>	84,872.97	51,075.00	2,060.59	13,115.44	3,135.00	2,965.94	12,013.18	1,327.45	2,050.00	8,015.34	805.12	3,813.38

<b>Ending Bank Balance</b>	100,963.52	75,948.62	96,306.00	108,912.66	126,875.92	143,620.02	168,874.65	183,654.58	201,151.82	228,986.68	248,439.91	264,343.40
<b>TEXPOOL Balance</b>	85,154.04	\$85,181.84	\$85,214.99	\$85,253.91	\$85,290.48	\$85,335.54	\$85,385.50	\$85,441.28	\$85,503.22	\$ 85,573.80	\$85,648.38	\$ 85,717.83
Interest Income-TEXPOOL	27.67	\$ 27.80	\$ 33.05	\$ 38.92	\$ 36.55	\$ 45.06	\$49.98	\$55.78	\$61.94	\$ 70.58	\$72.50	\$ 71.47
<b>Total Available Funds</b>	186,117.58	181,141.58	181,522.99	186,186.57	212,168.38	228,985.58	244,260.15	269,095.86	286,654.04	306,570.38	334,096.27	350,061.23

Signed:

## Farmersville Community Development Corporation Budget FY 2018

est rev = \$276,000

<b>EXPENSES</b>	<b>FY 2018</b>	<b>amended 9-11-17</b>
Farmersville Main Street Program	72,700	72,700
Miscellaneous	1,000	1,000
Reimburse city for accounting services	1,000	1,000
Chamber of Commerce Banquet & Events	12,000	12,000
May building taxes	1,000	1,000
Land purchase (will be paid off 5-30-22)	20,000	20,000
Fireworks	6,000	6,000
Bain Honaker House Restoration work	1,000	1,000
Farmersville Heritage Museum	10,000	10,000
Chaparral Trail Marketing	13,100	13,100
Collin College Sponsorship	2,500	2,500
Parks Equipment	8,188	8,188
National Register Plaques	3,350	3,350
Safety Equipment	3,700	3,700
November 4 Clean Up Day		2,500
Christmas Lights*		10,000
<b>Total Expenditures</b>	<b>\$ 155,538</b>	<b>\$ 168,038</b>

\*approved match to city's budgeted amount



Main Street Monthly Report  
September 2017  
Reported by Adah Leah Wolf,  
Main Street Program Manager



**ORGANIZATION/ADMINISTRATION:**

6	Manager attends City Council - 4B budget approved.
7	Administrative assistance provided by Debbie Ranspot.
11	Main Street Board meeting.
11	Farmersville Community Development Corp. Board meeting. Meeting preparation included handouts and posting.
6, 20	City Staff meetings attended
22	Volunteer assistance received in office by Doris Cooks and Donna Williams, sorting old files.
28	Several Main Street volunteers and Manager attended Board member training in Celina, conducted by Debra Drescher, of the Texas Historical Commission. Celina Main Street Manager, Rebecca Barton, will visit Farmersville in October.
29	Meeting with Debra Drescher, Director of Texas Main Street Program regarding process for transition to new Main Street Manager.
	Main Street Buildings/Owners database has been updated.

**PROMOTION:**

1	E newsletter sent to Friends of Downtown distribution list
2	Farmers & Fleas Market-busy day with a full shed and good volunteer assistance.
21	Museum Board Meeting. Plans for donor wall and new exhibits. Several new exhibits hung and will be open for Old Time Saturday.
21	E News sent to downtown business and building owners re: upcoming Sidewalk construction meeting
	Shoppers Guides in high demand from downtown merchants-lots of out of town visitors!
27	1920s telephone booth moved to Farmersville Heritage Museum from the Bain Honaker House. It is a gift from the Farmersville Historical Society. Volunteer Marshall Furr coordinated the move
	Manager responded to numerous Old Time Saturday questions, referring them to the appropriate person or information.
	Mailing list prepared for National Register Marker dedication scheduled for Dec. 9

**DESIGN:**

	Back wall of Clay Potter Auction building is receiving structural repairs.
	Proof of National Register Marker ordered from Southwell Corporation; marker location pinpointed on square (median, to the West of the Gazebo)
	Post Office window repairs are complete!
	Gazebo needs painting; city has scheduled to complete before Christmas Parade.
	Guy Anderson has submitted Façade grant application to 4A for work he intends to complete on 103 McKinney Street.

**ECONOMIC RESTRUCTURING:**

	Space for Sale/Lease flier has been updated and placed on website.
5	Welcome notebook of reference information delivered to owners of new business, Goosehead Insurance. They are located inside Independent Bank.





**Farmersville Main Street**  
**Operating Account**  
**Financial Statement**  
**Period: September 1-30, 2017**

<b>Beginning Balance:</b>	August 31, 2017	\$ 15,977.46
<b>Plus:</b>	Farmers & Fleas Market income	\$ 505.00
	Audie Murphy Day income	\$ 16,482.46
<b>Less:</b>	Farmers & Fleas Market expenses	\$ 426.02
	Audie Murphy Day expenses	\$ -
		\$ 426.02
<b>Ending Balance:</b>	September 30, 2017	\$ 16,056.44
<b>Less:</b>	Restricted Audie Murphy Day Monies	\$ 12,528.69
	Restricted Sign & Paint Grant Monies	\$ 450.00
	Restricted Farmers & Fleas monies	\$ 2,910.68
		\$ 167.07

**Total Unrestricted Monies, September 30, 2017 \$ 167.07**

Num	Date	Payee	Category	Amount	Running Balance
					15,977.46
Month Ending 08/31/2017					
Month Ending 09/30/2017					
4035	09/01/2017	Greenville Herald Banner	Farmers & Fleas Market	(198.02)	15,779.44
4036	09/01/2017	C & S Media Inc	Farmers & Fleas Market	(128.00)	15,651.44
	09/05/2017	Farmers & Fleas Market	Farmers & Fleas Income	415.00	16,066.44
4037	09/05/2017	Mark Vincent	Farmers & Fleas Market	(100.00)	15,966.44
	09/26/2017	Farmers & Fleas Market	Farmers & Fleas Income	90.00	16,056.44
Total Month Ending 09/30/2017					