

FARMERSVILLE MAIN STREET BOARD
AGENDA - November 13, 2017
4:45 P.M. City Council Chambers

I. PRELIMINARY MATTERS

- A. Call to Order
- B. Roll Call
- C. Recognition of Visitors

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 inquires about an item, the 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.

II. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- A. Consider for approval October 9, 2017 meeting minutes
- B. Consider for approval October 2017 Financial Statement
- C. Chairman's comments re Open Meetings
- D. Resolution for Independent Bank Account Signatures
- E. Review Farmers & Fleas Market
- F. New Manager Search process
- G. Treats for Tatum
- H. Shop Local for Holidays
- I. Snowmen
- J. National Register District Plaque
- K. Main Street Manager Report

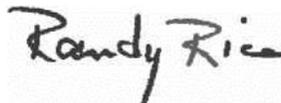
III. DISCUSSION OF PLACING ITEMS ON FUTURE AGENDAS

IV. 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.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at 972/782-6151 or FAX 972/782-6604 for further information.

I, Randy Rice, Main Street Board Chairman of the City of Farmersville, certify that the above Main Street Board Agenda for November 13, 2017 was posted in the regular posting place of the City of Farmersville on November 9, 2017 at 5:00 p.m.



Farmersville Main Street Board Minutes October 9, 2017 City Hall

Call to Order, Roll Call, Recognition of Visitors:

Meeting called to order at 4:45 PM by President Randy Rice. Present were board members Doris Cooks, Glenda Hart, Kim Smith-Cole, Randy Rice, and 4B representative John Politz. Also present were Main Street Manager Adah Leah Wolf, Leaca Caspari, Steve Caspari, Lisa Eastman, Clay Potter, Donna Williams, Brady Cottle, and Councilman Donny Mason.

Under Recognition of Visitors, Leaca Caspari commended the accomplishments of the Main Street Program over the past 14 years, and wished Main Street Manager Adah Leah Wolf a happy retirement.

Consider for approval September 11, 2017 Meeting Minutes:

There was no discussion regarding the September 11, 2017 meeting minutes; motion to approve by Kim Smith-Cole, second by Doris Cooks. Minutes were approved as presented.

Consider for approval September 2017 Financial Statement:

The statement was approved as presented.

National Register District Plaque Unveiling Plan:

Adah Leah reported that she has made plans for the unveiling which will be on December 9, *Vi* hour before the Christmas parade. She has an address label list ready for sending invitations. A hood is ready for covering the marker. A simple program will be crafted. Jim Foy will be asked to MC the ceremony. The location on the west side of the median has been approved by the city for the installation location. The marker proof has been ordered and we have paid 50% down on the marker. Everyone was encouraged to attend the event.

Transition Plans:

Adah Leah has been working on wrapping up files. She thanked Donna Williams and Doris Cooks, who have helped with tasks in the office. The items in the annex have been sorted and labeled. The Audie Murphy Day files have been archived; the Farmers & Fleas Committee will meet again before the end of the month to go over November and December. A file guide has been created for all the drawers. The data base on building and business owners is up to date, as are all the scrapbooks. The downtown map is updated. The Marker is ordered. Adah Leah will begin working on the annual report for the Texas Main Street; it is due at the end of November. The submission of this report is a requirement of the Main Street Program, and is used in the determination of National Main Street Recognition. Farmersville has obtained national Main Street recognition each year we have been in the program. Adah Leah is open to suggestion on other loose ends that might need explanations. She will show Randy Rice the Monthly report that needs to be submitted monthly to the Texas Historical Commission; there is a template.

New Manager Search process update: Ben White

Ben White reported that the Main Street Manager job description had been posted at the end of August. There have been several applicants. Last week he met with Debra Drescher of the Texas

Main Street Program; she has offered her assistance with the process, which is part of the assistance provided to cities in the Main Street Program. He is dedicated to hiring the right person for the job. There may not be a person hired before Adah Leah leaves. There is Main Street training provided for new hires. Doris Cooks commented that she likes the idea of not hiring until the right candidate is identified.

Main Street Manager Monthly Update:

Several volunteers attended the new Main Street Board training held in Celina. Their manager will visit Farmersville in October. The meeting with Debra Drescher was reassuring; she will be able to travel back to assist the city. Debra suggested that if there is a gap that the board members continue the monthly Main Street reporting requirements. We have two new businesses downtown, and they need to be welcomed-something the board members can do. An E-news has been sent out and handouts distributed about the sidewalk improvements meeting in the morning; it will be at 8:30 AM in the Civic Center. The 1920s telephone booth from upstairs in the Bain Honaker House was moved to the Farmersville Heritage Museum with several men helping. Adah Leah responded to many Old Time Saturday vendor questions; for next year we may want to publicize the contact person's name more prominently. Guy Anderson is applying for a 4A facade grant for his building at 103 McKinney. Last weekend there was a BBC Film crew at the Farmersville Post Office, they are working on a Post Office story. Clay Potter's back wall is receiving structural repairs. The Post Office had their original windows restored and are now in place. Adah Leah's last day of work will be on October 31.

Discussion of placing items on future agendas:

The next meeting will be on November 13. Ben White thanked Adah Leah for her service as Main Street Manager. The Main Street Board members presented Ms. Wolf with a certificate of appreciation and a gift for her service.

Adjournment: With no further business to discuss, the meeting was adjourned by Randy Rice at 5:23 PM



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



ORGANIZATION/ADMINISTRATION.

5, 13, 17, 26	Administrative assistance provided by Debbie Ranspot. Files management, Farmers & Fleas Market assistance.
9	Main Street Board meeting.
9	Farmersville Community Development Corp. Board meeting. Meeting preparation included handouts and posting. Daphne Hamlin will be the incoming staff liaison for this board.
4, 11, 18,25	City Staff meetings attended
31	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.

PROMOTION:

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.
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-

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 Facade grant application to 4A has been approved for work he intends to complete on 103 McKinney Street.

19 **ECONOMIC RESTRUCTURING:**

Manager and Randy Rice met with Rebecca Barton, Celina's new Main Street Manager, and gave her
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a brief tour of downtown, highlighting the program's successes over the years. _____