



## **FARMERSVILLE TEXAS MAIN STREET BOARD**

AGENDA – August 12, 2019

4:30 P.M. Farmersville Texas City Hall

205 South Main Street, Farmersville, TX 75442

### **I. PRELIMINARY MATTERS**

- A. Call to order
- B. Roll Call
- C. Recognition of visitors
- D. Texas Main Street Summer Professional Development, June 11-14, 2019, Mt. Pleasant, TX and Tourism Training
- F. 4B Community Development Corporation Funding Request Submitted (see attached)
  - 1. Main Street Program Salary and Funding
  - 2. Main Street Downtown Repairs and Updates
  - 3. Main Street 20 Year Anniversary Celebration
  - 4. Part-Time Assistant for Main Street Program and City Events

### **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 inquires about an item, the Main Street Board or City Staff may only respond with (1) a statement of specific factual information; (2) a recital of existing policy; or (3) a proposal that the item be placed on the agenda of a future meeting.

### **III. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- A. Consider for approval the June 10, 2019 Main Street Board minutes (attached)
- B. Consider for approval the June & July, 2019 Financial Statement
- C. Consider and approve the monthly payments (attached)
- D. Consider, discuss and act upon to amend the Bylaws (attached)
- E. Consider, discuss and act upon the election of Board officers
- F. Continue discussion of roles and responsibilities of the Main Street Board members
- G. Consider, discuss and act upon to identify the Work Plan, goals and objectives of the Main Street Board for annual submission

- G. Consider, discuss and act upon the development of Core Values
- H. Consider, discuss and act upon the Board "Walk About" results
  - I. Consider, discuss and act upon the Downtown Merchants Survey
- J. Discuss any Project Updates
- K. Main Street Manager monthly report
- L. City Manager report

#### **IV. APPROVE ITEMS TO BE PLACED ON FUTURE AGENDAS (Board Members)**

#### **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. 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, Dana Mingo, Main Street Manager for the City of Farmersville, do hereby certify that this Notice of Meeting was posted in the regular posting place of the City Hall building of Farmersville, Texas in a place and manner convenient and readily accessible to the general public at all times, and said Notice was posted on August 7, 2019 by 4:30 P.M. and remained so posted continuously at least 72 hours proceeding the scheduled time of said meeting.



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Dana Mingo  
Main Street Manager

# **FARMERSVILLE MAIN STREET PROGRAM**

FARMERSVILLE COMMUNITY DEVELOPMENT CORPORATION (4B)

205 S. Main Street, Farmersville, TX 75442

SPECIAL PROJECT GRANT APPLICATION

Organization Name Farmersville Main Street Program

Contact Name Dana Mingo

Mailing Address:  
205 S. Main Street, Farmersville TX 75442

Phone 972-684-7846 Email d.mingo@farmersvilletx.com

Is this organization primarily headquartered within the city limits of Farmersville, Texas? Yes

Does this organization primarily benefit the citizens of Farmersville, Texas? Yes

Project Name Farmersville Main Street Program

Project Description:

Requesting funds to continue operating the Main Street Program for 2019-2020. Downtown revitalization program with emphasis on historic preservation.

Describe the anticipated benefits for the citizens of Farmersville, Texas:

This project has proven to be a valuable economic development tool for the city, since its inception in the year 2000. Working to revitalize and maintain our downtown shopping and dining experience, provides the community access to local businesses so that revenue can be kept here in our city, rather than other cities.

Total cost of project \$89,364 Amount requested from Farmersville  
Community Development Corporation \$89,364

Requested month/s and amounts of disbursements requested \_\_\_\_\_

List all sources of revenue for this project (including but not limited to: fund raisers, public assistance, private grants, member contributions, business contributions)

None

Is there a formal budget for this project? Yes If available, please attach a copy. The Board may ask for further details.

Is this a multi-year project? Yes

Will additional grants from FCDC be requested? No

Type of Organization (check all that apply)  Non-profit Corporation  Non-profit organization  
 For profit corporation/business  Municipality

*I hereby certify that the information contained herein and its attachments are true and correct. I hereby certify that should the Farmersville Community Development Corporation extend a grant to this organization, the funds granted will be used solely for the purposes described above. I understand that if a grant is received, the organization will be asked to give a progress report upon completion.*

Date 08/01/2019

Signature 

Printed name and Title Dana Mingo  
Main Street Manager

Applicant: please leave below area blank

<p>Evaluation Comments:</p>
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## Main Street Budget

	<i>FY2018</i>	<i>FY2019</i>	<i>FY2020 proposed</i>
<b>Professional Dues/Memberships</b>	\$ 2,100.00	\$ 2,000.00	\$ 2,500.00
Texas Historical Commission, National Trust, etc.			
<b>Advertising &amp; Marketing</b>	\$ 500.00	\$ 2,500.00	\$ 5,000.00
Facebook Marketing, Events, Printing, etc.			
<b>Professional Training/Travel</b>	\$ 900.00	\$ 1,000.00	\$ 5,000.00
Texas Historical Commission Required Training			
<b>Office Supplies &amp; Printing</b>	\$ 1,700.00	\$ 500.00	\$ 500.00
<b>Misc.</b>	\$ 200.00	\$ 500.00	\$ -
<b>IT Support &amp; Computer Upgrade</b>	\$ 2,000.00	\$ -	\$ -
<b>Admin Assistant</b>	\$ 1,500.00	\$ -	\$ -
<b>Salary &amp; Benefits</b>	\$ 63,800.00	\$ 76,000.00	\$ 76,364.00
Salary, Retirement, Healthcare for Main Street Manager			

**Main Street Program Budget Total - Supported by CDC  
Funding**

\$ 72,700.00	\$ 82,500.00	\$ 89,364.00
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**Related Income & Expenses Managed by Main Street Manager:**

<b>Farmers &amp; Fleas (Estimated Income)</b>	\$ 4,000.00	\$ 5,500.00	\$ 5,500.00
Print Advertising	\$ -	\$ 2,500.00	\$ 2,500.00
Social Media Advertising	\$ -	\$ 1,200.00	\$ 1,200.00
Labor Provided by Mark Vincent	\$ -	\$ 1,200.00	\$ 1,200.00
Supplies, Reserves, Misc.	\$ -	\$ 600.00	\$ 600.00
<b>Audie Murphy Day (Estimated Income)</b>	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
<i>Formal budget formulated by MSM prior to event, determined by gifts received.</i>			
Merchandise, Supplies, Banners, etc.	\$ -	\$ 7,000.00	\$ 7,000.00
Reserves, special projects, etc.	\$ -	\$ 2,000.00	\$ 2,000.00

**Event Budget Total**

*City Provides Office & Equipment (In-Kind Value of \$10,000)*

\$ 14,500.00	\$ 14,500.00	\$ 14,500.00
\$ 10,000.00	\$ 10,000.00	\$ 10,000.00

**Total Program Budget**

\$ 97,200.00	\$ 107,000.00	\$ 113,864.00
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**City of Farmersville**  
205 S. Main  
Farmersville, Texas 75442  
972-782-6151  
d.hamlin@farmersvilletx.com

**Bill To:**  
Farmersville CDC 4B

DESCRIPTION	AMOUNT
<b>May-June 2016 Main Street Salary/Benefits Invoice</b>	
Salary	\$ 55,000.00
Incentive Pay	\$ 800.00
3% Cost of Living	\$ 1,650.00
Workers Compensation	\$ 179.64
Phone	\$ 360.00
Fica/Med	\$ 4,394.93
Retirement	\$ 5,159.01
Medical Insurance	\$ 8,820.00
<b>Total</b>	<b>\$ 76,363.58</b>

## Dana Mingo

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**From:** Texas-ms-mgrs-l <texas-ms-mgrs-l-bounces@lists.thc.state.tx.us> on behalf of Shelly Hargrove <Shelly.Hargrove@thc.texas.gov>  
**Sent:** Monday, April 29, 2019 12:42 PM  
**To:** Texas Main Street Cities (texas-ms-mgrs-l@lists.thc.state.tx.us); Texas Downtown Members (texasdowntown@listserve.com)  
**Subject:** [Texas-ms-mgrs-l] Budget Requests for Downtown Continuing Education and Training  
**Attachments:** ATT00001.txt

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Happy Monday, Downtowners!

Many of you are in the throes of budget planning for the next fiscal year, and we wanted to send out a friendly reminder that next year will be busy, busy with added educational opportunities for you and your downtown leadership team to not only learn something new, but also build stronger relationships within our downtown revitalization network and industry.

### Trainings for the FY 2019-20:

1. Texas Downtown Conference, Georgetown – October 29 – November 1, <https://www.texasdowntown.org/revitalization-conference.html>
2. Real Places 2020 Conference, Austin – January 29-31, <https://www.thcfriends.org/realplaces> (Call for Session Proposals now Open)
3. National Main Street Now conference, Dallas – May 18-20, <https://www.mainstreet.org/howwecanhelp/mainstreetnow>
4. Texas Downtown Conference, Denton – October/November 2020

Let us know if you have any questions, but we'd love to see you at all the above, so make sure "it's in the budget"! Shelly

Shelly Hargrove  
Assistant State Coordinator/Small Business Specialist, Texas Main Street Program  
Community Heritage Development Division  
Texas Historical Commission  
P.O. Box 12276  
Austin, TX 78711-2276  
P 512.463.7465  
[shelly.hargrove@thc.texas.gov](mailto:shelly.hargrove@thc.texas.gov)  
[www.thc.texas.gov](http://www.thc.texas.gov)



**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*



**FARMERSVILLE MAIN STREET  
DOWNTOWN IMPROVEMENT  
PROJECTS**

# FARMERSVILLE COMMUNITY DEVELOPMENT CORPORATION (4B)

205 S. Main Street, Farmersville, TX 75442

## SPECIAL PROJECT GRANT APPLICATION

Organization Name Farmersville Main Street Program/Main Street Board

Contact Name Dana Mingo or Acting President Doris Cooks

Mailing Address:  
205 S. Main Street, Farmersville TX 75442

Phone 972-684-7846 Email d.mingo@farmersvilletx.com

Is this organization primarily headquartered within the city limits of Farmersville, Texas? Yes

Does this organization primarily benefit the citizens of Farmersville, Texas? Yes

Project Name Farmersville Main Street Downtown Improvement Projects and Repairs

### Project Description:

Requesting funds to make necessary repairs to the Gazebo downtown with painting and board replacements, add a few more  
trash cans on Main Street, Updated directional signage guiding visitors to the square for shopping and dining, repair the Onion  
Shed sign (it needs repainting and board fix), add more lighting in the downtown square for illumination, brick repair near the  
post office mailbox on McKinney and the gazebo and add more seating on the square to make available for shoppers and  
other events that may occur throughout the year.

### Describe the anticipated benefits for the citizens of Farmersville, Texas:

Continue with our commitment and dedication to preserving our historic downtown main street, along with providing  
the community with an awesome downtown attraction to bring their families to keep revenue in house, rather than  
out to other cities with the those particular amenities.

Total cost of project \$10,000 Amount requested from Farmersville  
Community Development Corporation \$10,000

Requested month/s and amounts of disbursements requested Payments as they arise in planning

List all sources of revenue for this project (including but not limited to: fund raisers, public assistance,  
private grants, member contributions, business contributions)

None

Is there a formal budget for this project? No If available, please attach a copy. The Board may ask for further details.

Is this a multi-year project? No

Will additional grants from FCDC be requested? No

Type of Organization (check all that apply)  Non-profit Corporation  Non-profit organization  
 For profit corporation/business  Municipality

*I hereby certify that the information contained herein and its attachments are true and correct. I hereby certify that should the Farmersville Community Development Corporation extend a grant to this organization, the funds granted will be used solely for the purposes described above. I understand that if a grant is received, the organization will be asked to give a progress report upon completion.*

Date 08/01/2019

Signature 

Printed name and Title Dana Mingo  
Main Street Manager

Applicant: please leave below area blank

Evaluation Comments:
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## 42 Gallon Stainless Steel Panel Trash Can with Dome Lid 732996199 (3 Colors, 4 Designs)

Commercial Zone

**MSRP: ~~\$601.90~~**

**Was: ~~\$601.90~~**

**Now: \$396.95**

(You save \$204.95 )

SKU: C2732996199

**Availability:** Quick Ships in 24-48 Hours

**Shipping:** Calculated at Checkout



# Flash Furniture Dining Set w/ 28"H Square Table, 4 Metal Chairs

Login ▾



(/) SKU: FDCAFFLS01

Search by keyword or SKU



Table Size: 27.5 inches

27.5 inches | 31.5 inches (/P-38994/5-Piece-Square-Aluminum-Patio-Dining-Set-Indoor-Outdoor-Use?selectedArtworkID=0)

Seat Material: Aluminum

Aluminum | Rattan (/P-38991/Square-Aluminum-Indoor-Outdoor-Table-Set-Dark-Brown-Rattan?selectedArtworkID=0)

- 5-Piece Set Includes:
- 27.5" Square Table
- Four Stackable Metal Chairs (Seat Height 17")

## IN STOCK

Ships in approximately 3 business days

**\$212.99** / Each (USD)

1

▾ More purchase options ▾

## Description

### Commercial Aluminum Bistro Furniture Set for Indoor/Outdoor Use

This commercial aluminum bistro furniture set makes a great addition to any outdoor space. With a table and chairs made from corrosion-resistant metals, it can withstand the weather in any climate. This modern-styled aluminum bistro furniture set can easily fit in with the décor of your restaurant or cafe. With a resilient stainless steel-topped table and four elegant, stackable chairs, it is a sturdy, yet stylish option for your outdoor space. Plastic guides on the feet of each piece also help to reduce damage to flooring. Great for a restaurant or any number of businesses, this aluminum bistro furniture set provides seating that is both lighter in weight and resistant to weathering and abuse.



ifications

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Search by keyword or SKU



CALIFORNIA RESIDENTS

**WARNING:** This product can expose you to Chromium (hexavalent compounds), which is known to the State of California to cause Cancer, birth defects or other reproductive harm. For more information go to [www.p65warnings.ca.gov](http://www.p65warnings.ca.gov).

## Questions & Answers



### IN STOCK

Ships in approximately 3 business days

Quantity	Price Each (USD)
1 - 10	<b>\$212.99</b>
11 - 20	<b>\$211.99</b>
21 - 30	<b>\$210.99</b>
31 +	<a href="#">Request a Quote</a>

**ADD TO CART**

[☆ Save To Wish List](#)

Contact us for expert advice, sales and all of your customer service (/ContactUs) needs



Live Chat



Phone Support  
1-800-572-2194



Email Us  
[info@displays2go.com](mailto:info@displays2go.com)  
<mailto:info@displays2go.com>

**FARMERSVILLE MAIN STREET  
PROGRAM 20 YEAR  
CELEBRATION**

FARMERSVILLE COMMUNITY DEVELOPMENT CORPORATION (4B)

205 S. Main Street, Farmersville, TX 75442

SPECIAL PROJECT GRANT APPLICATION

Organization Name Farmersville Main Street Program

Contact Name Dana Mingo

Mailing Address:

205 S. Main Street, Farmersville TX 75442

Phone 972-684-7846

Email d.mingo@farmersvilletx.com

Is this organization primarily headquartered within the city limits of Farmersville, Texas? Yes

Does this organization primarily benefit the citizens of Farmersville, Texas? Yes

Project Name Farmersville Main Street Program 20 Year Celebration

Project Description:

Requesting funds to celebrate 20 years as a nationally recognized Main Street Program. We will provide a program on the square or Onion Shed, along with free food, drinks and activities for the community to commemorate the great occasion. Also have a guest speaker and invite local main street programs to attend as well.

Describe the anticipated benefits for the citizens of Farmersville, Texas:

Celebrating a milestone of commitment and dedication to preserving our historic downtown main street and being recognized as such.

Total cost of project \$10,000

Amount requested from Farmersville  
Community Development Corporation \$10,000

Requested month/s and amounts of disbursements requested Payments as they arise in planning

List all sources of revenue for this project (including but not limited to: fund raisers, public assistance, private grants, member contributions, business contributions)

None



Is there a formal budget for this project? No If available, please attach a copy. The Board may ask for further details.

Is this a multi-year project? No

Will additional grants from FCDC be requested? No

Type of Organization (check all that apply)  Non-profit Corporation  Non-profit organization  
 For profit corporation/business  Municipality

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Date 08/01/2019

Signature 

Printed name and Title Dana Mingo  
Main Street Manager

Applicant: please leave below area blank

Evaluation Comments:

**Dana Mingo**

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**From:** Debra Drescher <Debra.Drescher@thc.texas.gov>  
**Sent:** Tuesday, August 6, 2019 12:47 PM  
**To:** Dana Mingo  
**Subject:** RE: Farmersville Main Street Program Information

Programs officially enter Jan 1 of each year, so that would be the 'start' date; however in looking at our records your First Lady's visit that kicks off the program was with Laura Bush on April 11, 2000 and your resource team visit was May 23-25, 2000. We have plenty of pictures of those activities, plus historic photos that we can provide for whatever you decide to do. We'll also do an anniversary Certificate of Recognition that we can provide for the event from our agency.

You could also pair celebrations with Small Business Week or National Preservation Month.

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Debra Drescher  
State Coordinator, Texas Main Street Program  
Community Heritage Development Division  
Texas Historical Commission  
P.O. Box 12276  
Austin, TX 78711-2276  
P 512.463.5758  
C 512.348.1331  
[www.thc.texas.gov](http://www.thc.texas.gov)



**PART-TIME PERMANENT  
ASSISTANT TO THE MAIN  
STREET PROGRAM**

FARMERSVILLE COMMUNITY DEVELOPMENT CORPORATION (4B)

205 S. Main Street, Farmersville, TX 75442

SPECIAL PROJECT GRANT APPLICATION

Organization Name Farmersville Main Street Program/Main Street Board

Contact Name Dana Mingo or Acting President Doris Cooks

Mailing Address:  
205 S. Main Street, Farmersville TX 75442

Phone 972-684-7846 Email d.mingo@farmersvilletx.com

Is this organization primarily headquartered within the city limits of Farmersville, Texas? Yes

Does this organization primarily benefit the citizens of Farmersville, Texas? Yes

Project Name Part-time Permanent Assistant to the Main Street Program

Project Description:

Requesting funds hire a position to assist on a part-time basis, the day to day operations of the program, along with the city events that take place throughout the year. This position will work no more than 20 hours a week @ \$15 an hour, assisting in areas as needed. This position will also assist with the Farmers & Fleas market day each month. The event relies only on volunteers and 1 position who hangs signs around the city, sets up for the event handling heavy loads and assist with unloading for vendors who need assistance. There is needed back up to assist during the event, along with the Main Street Manager, therefore eliminating the need to seek volunteers. The position will also assist with the downtown merchants in coordinating the annual events held on the square. No benefits, just hourly pay.

Describe the anticipated benefits for the citizens of Farmersville, Texas:

Continue with our commitment and dedication to preserving our historic downtown main street, along with providing the community with great activities, as well as reducing the burden of seeking volunteers for the management of the events.

Total cost of project \$15,600 Amount requested from Farmersville  
Community Development Corporation \$15,600

Requested month/s and amounts of disbursements requested Bi-weekly payroll

List all sources of revenue for this project (including but not limited to: fund raisers, public assistance, private grants, member contributions, business contributions)

None  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there a formal budget for this project? No If available, please attach a copy. The Board may ask for further details.

Is this a multi-year project? No

Will additional grants from FCDC be requested? No

Type of Organization (check all that apply)  Non-profit Corporation  Non-profit organization  
 For profit corporation/business  Municipality

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Date 08/01/2019

Signature 

Printed name and Title Dana Mingo  
Main Street Manager

Applicant: please leave below area blank

Evaluation Comments:
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# **FARMERSVILLE MAIN STREET BOARD MINUTES**

*June 10, 2019*

*4:30 P.M. Farmersville City Hall*

*205 S. Main St. Farmersville, TX 75442*

## **I. PRELIMINARY MATTERS**

***Call to order.*** The meeting of the Farmersville Main Street Board, was called to order at 4:33 pm by Mrs. Doris Cooks, Acting President.

***Roll Call:*** Treasurer Diane Piwko called the roll. The following board members were present: Acting President Mrs. Doris Cooks, Treasurer Diane Piwko, Board Member Jennifer Jiles and Secretary Clifford James Moss came after the meeting began. The Board Secretary reported a quorum. City Manager Mr. Ben White and Main Street Manager, Mrs. Dana Mingo, were also present. Several visitors were in the audience, as well.

***Recognition of visitors:*** Acting President Cooks welcomed the visitors and acknowledged Council Liaison Donnie Mason.

***Texas Main Street Summer Professional Development, June 11-14, 2019, Mt. Pleasant, TX:*** All Board members are welcome to attend. Main Street Manager Mingo and Acting President Cooks will be in attendance.

***Announcement of new Board Member:*** Mrs. Billie Goldstein, however she is not attendance due to plans already in place prior to the appointment.

## **II. PUBLIC COMMENT**

There were no public comments, therefore the public comments sections was closed at 4:35 pm.

## **III. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

1. **Discuss and approve the May 13, 2019 Meeting Minutes:** Minutes were approved by all.
2. **Consider for approval the April & May 2019 Financial Statements:**
  - a. Discussed the movement of the \$450 restricted sign & paint grant monies be moved to the unrestricted funds. Motioned and seconded, all were in favor to approve.
  - b. Treasurer Piwko motioned to approve April & May statements and Acting President Cooks, seconded. All approved.
  - c. Discussion that the Farmers & Fleas advertisement were included in the Farmersville Times, need to ensure this is printed each month.
  - d. Motion, seconded and approved to accept the May payments.
  - e. Discussion of the actual itemization of Home Grown Plants to ensure they donate \$1000 worth of plants, as well as them getting recognition.
  - f. Discussion on advertising and marketing, who decides on the purchasing? Manager Mingo informed the Board the current agencies have been in place since she began. However, we can explore other entities, if they request.

3. **Consider and discuss roles and responsibilities of the Main Street Board:** Acting President Cooks discussed and reminded the Board to review the roles and responsibilities outlined (attached). Refer to April 2019 minutes for detailed items.

4. **Discuss election of Board officers; see attachment for review:**

- a. Since all members are not present, table the election until all can participate. Board moved to wait until later meeting.
- b. Acting President Cooks wanted to ensure everyone understands their roles and those new coming onto the Board. Manager Mingo stated she can ensure all Board members have the accurate information available for review.
- c. Page 10 of the responsibilities need to be updated to reflect appointments are made by the City Council and not the 4B Community Development Board.
- d. There also needs to be clarification on the designations of where Board members for Main Street must reside to participate. City Manager Ben White stated this information can be brought to City Council for clarity and any actions needed.
- e. The Board also discussed the need to have a professional services agreement on file between the Main Street Manager and the City of Farmersville, since the salary is funded by 4B Community Development Corporation. Therefore, clarity needs to be addressed.
- f. City Manager Ben White will research and return to the Board with updates on whether a professional services agreement is needed to fund the Main Street program, to include the salary of the Main Street Manager.

5. **Discuss Work Plan, goals and objectives and the Core Values required:**

- a. Reminder the work plan is critical for the Main Street Program.
- b. One of the areas needing addressed is the Core Values. We have our purpose and mission in place. Will come back at the next meeting to begin developing our Core Values, which will be due the end of the year.
- c. They are constant and underline the work that is done for the program. Create a vibrant and exciting place for all to enjoy, 1, 3 and 5 year goals. What are our objectives?
- d. 4 Points is the basis of program requirements, Design, Organization, Promotion and Economic Reconstruction. Refer to April minutes for an in depth discussion relating to the requirements.
- e. Celebration of volunteer's recognition in the future. In the past there was an annual event for the volunteers, therefore there was something in place where Board members and City officials were invited to attend to show their appreciation. This can be placed on the work plan as an initiative.
- f. The work plan is the backbone of the program. Place on every agenda to ensure the target is met.

**6. Discuss results of "Walk About":**

- a. One take away were obstacles in connecting with downtown merchants with the Board to determine a means to begin discussions on strengthening the relationship with each of them.
- b. Economic evaluation from the state provided more information about what we may be lacking in our downtown area.
- c. Suggestions were conducting another workshop for the business owners and hiring an advisor or consultant to provide guidance.
- d. Main Street Farmersville's 20<sup>th</sup> Anniversary will be in 2020, therefore an idea to start planning an event to highlight our successes. We've had many successes, however we need to market more to the community and the surrounding areas to help drive business to our downtown area.
- e. Manager Mingo reminded the Board one of the tasks for the walk around and the merchant survey, is to determine those needs of our downtown area; to then put a plan together for prioritizing those tasks to be completed. Along with costs and other factors that are involved.
- f. The gazebo is needing repainting, roof repairs, posting and railing updates. Possible metal railings. Something that will last long term for the repairs.
- g. Cobblestone leveling is needed near and around the gazebo and the memorial. The gazebo will be something requiring long-term for completion. City Manager White will present options to 4B Board for review and possible funding.
- h. Add more lighting and décor for the downtown area. However, these items need to be discussed in more detail and ensure costs are factored in for any enhancements.
- i. Weeds needing attention on the sidewalks to ensure they are not growing through the cracks. City Manager White informed the Board he can work with Public Works to combat, along with Manager Mingo keeping an eye out and report any issues.
- j. Discussion about placing an art mural in the downtown area. Will have to determine where and get approval for the mural and find an artist to complete.
- k. Discussion of placing a temporary sitting area near McKinney and James Auto, until the building owner decides on what to place in the area. Encourage green space in the area to promote beautification with music and movies.
- l. City Manager White stated currently, a full street restoration is being completed on Rike Street due to a prior grant received. However, any other streets require more funds for the City to work on. Another grant cannot be requested until Rike Street is completed. High on the priority list are to ensure the streets are ADA compliant. Also City Council will be discussing ordinances for storefronts to use PODS for extra storage rather than porches and sides of their buildings, which are currently being used.

**7. Discuss and consider Downtown Merchants Survey:**

- a. Manager Mingo will review the comments from the Board and City Manager White and make the questions qualitative rather than informational.
- b. Requesting all members to provide their feedback to put into one report for review no later than Friday, June 14, 2019.



**8. Project Updates/4B Funding Application for the new fiscal year:**

- a. The Board will ask for \$5,000 for the new fiscal year for items to assist in completing some of the goals above, not requiring large funding.

**9. Main Street monthly report:**

- a. Pretty busy for the month of May. Been prioritizing projects to ensure meeting the program goals. Along with planning for the completion of our work plan and core values, in collaboration with the Board.
- b. Manager Mingo has been able to update our social media presence on Facebook with Farmers & Fleas and the Main Street Program. Will continue to share the events and successes we are accomplishing to increase community involvement.
- c. June, Farmers & Fleas was a great success with over 35 vendors in attendance and now tracking where we had 985 visitors in attendance.
- d. Still soliciting volunteers to help out with Farmers & Fleas event, it tends to get hectic during the midday from 11-2 pm and also when the vendors are shutting down at 3.
- e. Audie Murphy planning is underway, letters to Veterans have gone out, with the help of Linda Foy. Along with the ordering of hats and t-shirts for the event. The committee is continuing to make plans to ensure all areas of the day have been covered. 70 Veterans, as of June 10, 2019 have RSVP'd for the event.
- f. Reiterated the purpose and role of the Main Street Program and Manager, is to research those ideas and areas for enhancements and bring back to the merchants and Board for review.
- g. In the future, any downtown events where the merchants are impacted, communication needs to be provided to all involved so people are aware.
- h. Buildings for sale update: The Board inquired about where the sign for sale, across from the park is, do we know what possibly happened to it or did it sell? Sugar Hill is possibly being sold, however nothing sent to City Hall for documentation.

**10. City Manager Report and Comments:**

- a. Mr. White, states he is in full support of Manager Mingo working with Public Works for any service orders for the downtown area.
- b. Stay tuned regarding utilizing our lamp post banners for the light poles downtown. Currently working on securing the equipment to hold the poles and banners in place. Will ask for feedback once in place, will test out by the Onion Shed first.
- c. A discussion from the board about downtown restrooms. However, costs to start would be around \$150,000 and that is not including the full scope. More research is needed.
- d. An update on the tree being replaced by the gazebo. City Manager White, stated not at this time due to limited funding, possibly could explore submitting a request to the 4B Board for funding.
- e. The Board asked about music in the park attendance, nothing was reported at the time.
- f. The rapport is going great with the Board and City Manager White, commended those efforts being met.

**IV. APPROVE ITEMS TO BE PLACED ON FUTURE AGENDAS --**

1. Work Plan and Scheduled Timeline
2. Funding from 4B

**V. ADJOURNMENT** - The meeting was adjourned at 5:54 pm.

***SIGNATURES:***

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***Doris M. Cooks, Acting President***

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***Clifford James Moss, Secretary***

**MAIN STREET PROGRAM  
BYLAWS**

**ARTICLE I  
PURPOSE**

The Main Street Program is established by the Farmersville City Council to guide and administer the Main Street Program as outlined by the Texas State Historical Commission.

**ARTICLE II  
BOARD OF DIRECTORS**

(a) The Board shall be made up of a total number of seven (7) Board members,

(b) The ex-officio members shall consist of the Main Street Manager and one designated representative from the 4B Board.

(c) The initial terms of the Board shall consist of one member serving one-year terms, two members serving two-year terms, and two members serving three-year terms. The respective terms of the initial Board shall be determined by drawing. Thereafter, each successor member of the Board shall be appointed and shall serve for three (3) years, or until their successor is appointed.

(d) Following the above enumerated terms, subsequent terms for each newly appointed Director commence on May 1<sup>st</sup>, and are for three years, or until his or her successor is appointed by the City Council.

(e) Members may serve no more than two consecutive full three-year terms. Following one full term, retiring Board members are eligible to serve again following an absence from the Board for one full year.

(f) Any Member missing three (3) consecutive regular meetings may be immediately replaced.

(g) Each Member must be a resident of the Farmersville Independent School District, or a Main Street district merchant, or Main Street building owner. At least four (4) members of the Board shall own a building or business in the Main Street district.

(h) The officers shall be elected by the Board and are: President, Vice-President, and Secretary/Treasurer, the term of office running for one year beginning May 1<sup>st</sup>.

(i) The Members shall serve without compensation, except that they may be reimbursed for their actual expenses incurred in the performance of their duties as Board members, as budgeted.

**ARTICLE III  
CONDUCT OF BUSINESS**

a) A quorum shall consist of four (4) members.

b) All meetings and deliberations of the Board shall be called, convened, held and conducted, and notice shall be given to the public, in accordance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

- c) The Board shall have the authority to establish one or more committees comprised of interested citizens to assist the Board in the performance of its duties. Members of the committee(s) shall be selected by the Board on the basis of their personal and professional abilities and expertise related to the needs of the Main Street Program.
- d) The fiscal year of the Board shall coincide with the fiscal year of the City of Farmersville.

**ARTICLE IV  
DUTIES OF THE BOARD**

- a) No later than ninety days prior to the commencement of each fiscal year, the Board shall adopt a proposed budget necessary for the support of the Main Street Program. The proposed budget is to be forwarded to the City of Farmersville for purposes of consideration and funding.
- b) The Board shall keep and properly maintain, in accordance with generally accepted accounting principles, complete books, records, accounts and financial statements pertaining to its funds, activities, and affairs to be submitted to the City of Farmersville.

**ARTICLE V  
MISCELLANEOUS**

- a) These bylaws may be amended at a regular meeting of the Board by a majority vote of approval, providing said amendment was proposed in writing by a member of the Board at the preceding regular meeting. Final changes to the bylaws must then be approved by the City Council.

**FARMERSVILLE MAIN STREET PROGRAM  
PAYMENT APPROVALS ~ August 12, 2019**

*4:30 P.M. Farmersville City Hall  
205 S. Main St. Farmersville, TX 75442*

**Payments for Approval:**

- 1. City of Farmersville- Audie Murphy Day (AMD) postage \$371*
- 2. City of Farmersville- AMD Tshirts \$1,589.92*
- 3. C & S Media- AMD advertising \$400*
- 4. M & M Portable Toilets- AMD use \$185*
- 5. Doris Cooks Reimbursement- Texas State Main Street Training \$62.69*
- 6. Lakeside Party Rentals – AMD use \$406.25*

**Total \$3,014.86**