

AGENDA
FERRIS MAIN STREET BOARD
CITY OF FERRIS
A MUNICIPAL CORPORATION OF THE
STATE OF TEXAS, ELLIS COUNTY
AT THE
FERRIS PUBLIC LIBRARY
301 E. TENTH STREET, FERRIS, TEXAS 75125
7:00 P.M. MONDAY, JUNE 8, 2015

NOTICE IS HEREBY GIVEN THAT THE FERRIS MAIN STREET BOARD OF THE CITY OF FERRIS WILL MEET IN REGULAR SESSION AT 7:00 P.M. ON THE 8TH DAY OF JUNE, 2015 AT THE FERRIS PUBLIC LIBRARY LOCATED AT 301 E. TENTH STREET, FERRIS, TEXAS 75125 FOR THE PURPOSE OF CONSIDERING:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
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MAIN STREET BOARD BUSINESS

- | | | |
|----|--|---|
| 1. | Call to order. | 0 |
| 2. | Roll call to determine the presence of a quorum. | 1 |
| 3. | Discussion of volunteer hour reporting. | 2 |

APPROVAL OF MINUTES

- | | | |
|----|---|---|
| 4. | Consider approval of Main Street Board meeting minutes of May 11, 2015. | 6 |
|----|---|---|

DISCUSSION

- | | | |
|----|---|---|
| 5. | Discussion regarding the proposed Veterans Memorial in Downtown Ferris. | 0 |
| 6. | Discussion of Gateway Monument. | 0 |
| 7. | Discussion of the Alley Park. | 0 |
| 8. | Discussion of downtown street light pole banners. | 0 |
| 9. | Discussion of end of year 2014-2015 work plan items. | 0 |

06-08-2015 MAIN STREET AGENDA

OLD BUSINESS

10. Discussion, consideration and action as may be appropriate regarding the Main Street by-laws. 10

NEW BUSINESS

11. Discussion, consideration and action as may be appropriate regarding 2015-2016 work plan items. 0

CLOSING

12. Discuss items to be placed on next meeting's agenda. 0
13. Adjourn. 0

Executive Session Reservation

The Ferris Main Street Board reserves the right to convene into an Executive Session (closed to the public) as authorized by Section 551.071(2) of the TEXAS GOVERNMENT CODE, for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

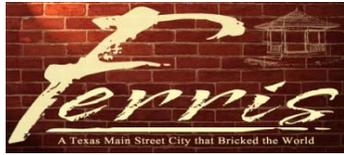
Disability Assistance and Accommodation

Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at (972) 544-2110 two working days prior to the meeting so that appropriate arrangements can be made.

I, DESTINY WRIGHT, HEREBY CERTIFY THAT THE FOREGOING NOTICE WAS POSTED ON OR BEFORE THE 5TH DAY OF JUNE, 2015 BY 5:00 P.M.



DESTINY WRIGHT
CITY SECRETARY



MAIN STREET BOARD MEETING ATTENDANCE RECORD

2014-2015

Main Street Board			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Place	Name	Title	13	10	8	12	9	30	13	11	8	13	10	14
Place 1	Shai Roos	Board Member	P	P	A	P	P	A	A	A				
Place 2	Donna Shaw	Board Member	P	P	P	P	P	P	P	P				
Place 3	Karmin Thomas	Board Member	A	P	A	P	P	A	P	P				
Place 4	Connie Bratcher	Board Member	P	P	A	A	P	P	P	R				
Place 5	Karen Carreon	Board Member	P	P	P	P	A	P	P	P				
Place 6	Frankie Abrego	Board Member	P	P	A	P	P	A	P	P				
Place 7	Angela Bruner	Board Member				P	A	P	P	A				
Place 8	Jay Walsh	Board Member	P	A	A	A	A	P	P	P				
Place 9	Carol Wright	Board Member	A	P	A	A	P	A	P	P				
Youth 1	Taylor Frontera	Youth Adviser	P	P	A	A	P	P	P	P				
Youth 2	Mitzy Moreno	Youth Adviser	P	P	A	P	A	P	P	P				

Total Present: 6 8 2 7 7 7 10 6

A quorum of the board is 5 members. (Does not include youth advisors)

City Staff			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Title	Name		13	10	8	12	9	9	13	11	8	13	10	14
E.D. Coordinator	Chuck Dart		P	P	P	P	P	P	P	P				

Total Present: 1 1 1 1 1 1 1 1

Chairman- "Will the Secretary please call the roll."
 The Secretary calls each member's position and name.
 They respond if they are present.
 Secretary- "A quorum is present."

P	Present
A	Absent
R	Resigned
D	Deceased
E	End of Term

Volunteer Log Sheet

Include board and committee meetings for the calendar month

Month	Place	MS Board	Project Name #1	Month hours	Project Name #2	Month hours
Oct-14	1	Shai Roos				
Oct-14	2	Donna Shaw				
Oct-14	3	Karmin Thomas				
Oct-14	4	Connie Bratcher				
Oct-14	5	Karen Carreon				
Oct-14	6	Frankie Abrego				
Oct-14	7	Michael Martinez				
Oct-14	8	Jay Walsh				
Oct-14	9	Carol Wright				
Oct-14	YA1	Taylor Frontera		1.00		
Oct-14	YA2	Mittzy Moreno				
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Nov-14	1	Shai Roos	litter grant report	9 hours		
Nov-14	2	Donna Shaw		1.5 hours		
Nov-14	3	Karmin Thomas		1 hour		
Nov-14	4	Connie Bratcher		2.10		
Nov-14	5	Karen Carreon				
Nov-14	6	Frankie Abrego				
Nov-14	7	Michael Martinez				
Nov-14	8	Jay Walsh				
Nov-14	9	Carol Wright				
Nov-14	YA1	Taylor Frontera		1.00		
Nov-14	YA2	Mittzy Moreno				
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Dec-14	1	Shai Roos	litter grant report	12 hours		
Dec-14	2	Donna Shaw		6 hours		
Dec-14	3	Karmin Thomas		3 hours		
Dec-14	4	Connie Bratcher		2.10		
Dec-14	5	Karen Carreon		1.5 hours		
Dec-14	6	Frankie Abrego	COTS	6 hours		
Dec-14	7	Michael Martinez				
Dec-14	8	Jay Walsh				
Dec-14	9	Carol Wright				
Dec-14	YA1	Taylor Frontera	COTS	3-Feb		
Dec-14	YA2	Mittzy Moreno	COTS	6 hours		

Volunteer Log Sheet

Include board and committee meetings for the calendar month

Month	Place	MS volunteer	Project Name #1	Month hours	Project Name #2	Month hours
Jan-15	1	Shai Roos				
Jan-15	2	Donna Shaw		2.00		
Jan-15	3	Karmin Thomas				
Jan-15	4	Connie Bratcher				
Jan-15	5	Karen Carreon				
Jan-15	6	Frankie Abrego	litter	1.00		
Jan-15	7	Angela Bruner				
Jan-15	8	Jay Walsh				
Jan-15	9	Carol Wright				
Jan-15	YA1	Taylor Frontera				
Jan-15	YA2	Mittzy Moreno				
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Feb-15	1	Shai Roos				
Feb-15	2	Donna Shaw		1.00		
Feb-15	3	Karmin Thomas		1.50		
Feb-15	4	Connie Bratcher		1.50		
Feb-15	5	Karen Carreon				
Feb-15	6	Frankie Abrego				
Feb-15	7	Angela Bruner				
Feb-15	8	Jay Walsh				
Feb-15	9	Carol Wright				
Feb-15	YA1	Taylor Frontera		1.00		
Feb-15	YA2	Mittzy Moreno				
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Mar-15	1	Shai Roos				
Mar-15	2	Donna Shaw		3.00		
Mar-15	3	Karmin Thomas				
Mar-15	4	Connie Bratcher		1.00		
Mar-15	5	Karen Carreon		2.00		
Mar-15	6	Frankie Abrego				
Mar-15	7	Michael Martinez				
Mar-15	8	Jay Walsh				
Mar-15	9	Carol Wright				
Mar-15	YA1	Taylor Frontera		1.00		
Mar-15	YA2	Mittzy Moreno		2.00		

Volunteer Log Sheet

Include board and committee meetings for the calendar month

Apr-15	1	Shai Roos	
Apr-15	2	Donna Shaw	
Apr-15	3	Karmin Thomas	3.00
Apr-15	4	Connie Bratcher	
Apr-15	5	Karen Carreon	11.00
Apr-15	6	Frankie Abrego	10.00
Apr-15	7	Angela Bruner	
Apr-15	8	Jay Walsh	4.00
Apr-15	9	Carol Wright	
Apr-15	YA1	Taylor Frontera	
Apr-15	YA2	Mittzy Moreno	
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May-15	1	Shai Roos	3.00
May-15	2	Donna Shaw	9.00
May-15	3	Karmin Thomas	
May-15	4	Connie Bratcher	
May-15	5	Karen Carreon	
May-15	6	Frankie Abrego	
May-15	7	Angela Bruner	
May-15	8	Jay Walsh	
May-15	9	Carol Wright	
May-15	YA1	Taylor Frontera	
May-15	YA2	Mittzy Moreno	
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Jun-15	1	Shai Roos	
Jun-15	2	Donna Shaw	
Jun-15	3	Karmin Thomas	
Jun-15	4	Connie Bratcher	
Jun-15	5	Karen Carreon	
Jun-15	6	Frankie Abrego	
Jun-15	7	Angela Bruner	
Jun-15	8	Jay Walsh	
Jun-15	9	Carol Wright	
Jun-15	YA1	Taylor Frontera	
Jun-15	YA2	Mittzy Moreno	

Volunteer Log Sheet

Include board and committee meetings for the calendar month

Jul-15	1	Shai Roos
Jul-15	2	Donna Shaw
Jul-15	3	Karmin Thomas
Jul-15	4	Connie Bratcher
Jul-15	5	Karen Carreon
Jul-15	6	Frankie Abrego
Jul-15	7	Angela Bruner
Jul-15	8	Jay Walsh
Jul-15	9	Carol Wright
Jul-15	YA1	Taylor Frontera
Jul-15	YA2	Mittzy Moreno
Aug-15	1	Shai Roos
Aug-15	2	Donna Shaw
Aug-15	3	Karmin Thomas
Aug-15	4	Connie Bratcher
Aug-15	5	Karen Carreon
Aug-15	6	Frankie Abrego
Aug-15	7	Angela Bruner
Aug-15	8	Jay Walsh
Aug-15	9	Carol Wright
Aug-15	YA1	Taylor Frontera
Aug-15	YA2	Mittzy Moreno

**STATE OF TEXAS
COUNTY OF ELLIS**

THE FERRIS MAIN STREET BOARD MET IN A REGULAR SESSION MAY 11, 2015 AT 7:00 P.M. AT THE FERRIS PUBLIC LIBRARY, LOCATED AT 301 E. TENTH STREET, FERRIS, TEXAS 75125.

MEMBERS PRESENT

Donna Shaw, Place 2
Karmin Thomas, Place 3
Karen Carreon, Place 5
Frankie Abrego, Place 6
Jay Walsh, Place 8
Carol Wright, Place 9
Taylor Frontera, Youth 1
Mitzzy Moreno, Youth 2

STAFF PRESENT

Chuck Dart, Eco. Dev. Coordinator

MEMBERS ABSENT

Shai Roos, Place 1
Connie Bratcher, Place 4 RESIGNED
Angela Bruner, Place 7

STAFF ABSENT

MAIN STREET BOARD BUSINESS

1. Call to order.

Karen Carreon called the meeting to order at 7:03 P.M.

2. Roll call to determine the presence of a quorum.

The roll was called and a quorum was determined to be present.

3. Discussion of volunteer hour reporting.

Volunteer hours were logged.

05-11-2015 MAIN STREET MINUTES

- 4. Discussion, consideration, and action as may be appropriate regarding 2015 summer meeting schedule.**

Frankie Abrego moved to cancel the July and August meetings. Seconded by Karmin Thomas. For: Unanimous. Motion carried 6-0-0.

APPROVAL OF MINUTES

- 5. Consider approval of Main Street Board meeting minutes of April 13, 2015.**

Jay Walsh moved to approve the meeting minutes for the Main Street Board meeting of April 13, 2015. Seconded by Karmin Thomas. For: Unanimous. Motion carried 6-0-0.

DISCUSSION

- 6. Discussion of Main Street Board involvement in the Brick Festival on April 5, 2015.**

Community and board involvement in the Main Street booth continues to expand.

- 7. Discussion of Brick Festival post mortem results.**

Board members suggested adding the following to the list: Expand Brick Festival to Thursday through Sunday to attract a carnival. Other suggestions were to have a greater selection of vendors as well as have more children's activities.

- 8. Discussion of Gateway Monument.**

- The 4B E.D.C. was given the Main Street Board's recommendations.
- TxDOT requires engineered drawings.
- Request for Qualifications – Chuck Dart is preparing.
- The City Council will finalize and approve the project once the 4B E.D.C. approves it.

- 9. Discussion of the Alley Park**

The board will continue working on this project without the shade structures.

OLD BUSINESS

10. Discussion, consideration and action as may be appropriate regarding the downtown street light pole banners.

Karen Carreon is gathering designs and will send to the board members for consideration.

11. Discussion, consideration and action as may be appropriate regarding 2014 work plan items.

- Main Street Board's involvement with the Gateway Monument is complete.
- Chuck Dart will contact Connie Bratcher regarding the tri-fold image.
- Banner selection will be completed soon.

NEW BUSINESS

12. Discussion, consideration and action as may be appropriate regarding the Main Street by-laws.

Jay Walsh moved to make the following changes to the Main Street by-laws:

- a. Change references from FABA to Main Street Board
- b. Change from FABA president to FABA officer as member of the Main Street Board
- c. Change the number of Main Street board members from 9 to 7 (Reduce 1 City Council Member and 1 At Large)

Seconded by Karmin Thomas. For: Unanimous. Motion carried 6-0-0.

CLOSING

13. Discuss items to be placed on next meeting's agenda.

- Second vote on changes to Main Street Board by-laws.
- Alley park progress
- Final banner results
- Review of 2014-2015 action plan.
- Preliminary discussion of action plan for 2015-2016.

14. Adjourn.

05-11-2015 MAIN STREET MINUTES

With no further business to come before the board, Frankie Abrego moved to adjourn the meeting. Seconded by Karmin Thomas. For: Unanimous. Motion carried 6-0-0. Meeting adjourned at 8:30 P.M.

APPROVED THIS, THE 8TH DAY OF JUNE, 2015.

ATTEST:

Chuck Dart
Economic Development Coordinator

Terri Childers
Secretary to City Manager

**Important administrative notation:
These minutes have been composed by using meeting notes provided to Terri Childers.*

FERRIS MAIN STREET PROGRAM BY-LAWS FOR BOARD OF DIRECTORS

Article I - Name

- Section 1.1 The name of the organization shall be:
FERRIS MAIN STREET BOARD OF DIRECTORS
- Section 1.2 The Main Street Association shall be non-partisan, non-sectional and non-sectarian. It shall not be committed to the support or endorsement of any political party or candidate for political office.
- Section 1.3 This organization operates under the City of Ferris 501 (c)6 Internal Revenue Service tax code and Texas Main Street of the Texas Historic Commission.

Article II - Objective

- Section 2.1 The objectives of the Main Street Board of Directors and the City Council of Ferris, Texas are:
- a) Organize, promote and assist in revitalization of the designated historic are of Ferris, Texas
 - b) Develop, encourage, promote and protect the commercial, professional, financial and general business interest of the City of Ferris and surrounding area
 - c) Extend and promote trade, commerce, tourism, and in general the quality of life for all ages in Ferris
 - d) Foster development and protect the agricultural economy of the area
 - e) Procure laws and regulations desirable for the benefit of business in general
 - f) Promote growth through a solid foundation of preservation of our heritage
- Section 2.2 In order to help the Main Street Association meet it's goals and objectives, the City Council will work hand in hand with the Main Street Board of Directors. Whenever possible the City Council will: make funds available for projects, provide man power and/or materials, make appointments and pass rules and ordinances. It should always be kept in mind that the shared purpose of the Main Street Board of Directors and Ferris City Council is the revitalization and development of a strong economy which in the long run will pay huge dividends to the citizens of Ferris.

Article III - Requirements and Responsibilities

- Section 3.1 Purpose of the position:
The Main Street Board of Directors are responsible for assisting in policy, review of the annual program budget and determining the goals of the program. The board also should be representative of the community, lending support to the local program and director and should be an advocate of downtown revitalization.

Section 3.2 Requirements of position

Each board member should have or provide one or more of the following:

- a) A demonstrated interest in the program's purpose and its goals
- b) Specific experience in and/or knowledge of administration, finance, program development, advertising, public relations, downtown business activity, communications, design or economic restructuring
- c) Representation of a public or private organization in the community or a segment of the community
- d) Four to Ten hours per month of time available to be given to the Main Street Program

Section 3.3 Major Responsibilities of the Board

The board members are jointly responsible for:

a) Policy Administration

- 1) Ensuring that the program fulfills its commitment to the community in areas of standards and policy
- 2) Adopting and administering by-laws
- 3) Adopting policies that determine the program's purposes, governing principles, functions and activities, and courses of action
- 4) Developing a partnership with city council and respecting the final decisions of the council in an effort to build community consensus
- 5) Working as a cohesive group to resolve conflict of opinion on decision matters that relate to the board as a whole or the city council

b) Finance

- 1) Approving and monitoring the finances of the program within the approved budget
- 2) Helping raise sufficient funds to ensure that the program can meet its objectives
- 3) Developing a self-audit system
- 4) Educating community and city council about budget needs i.e. Public Relations
- 5) Understanding and interpreting the program's work to the community
- 6) Relating the services of the program to the work of other organizations and agencies
- 7) Giving sponsorship and prestige to the program and inspiring confidence in its activities
- 8) Serving as advocates of economic development through historic preservation in the downtown area
- 9) Promoting the local heritage of the community

c) Evaluation

- 1) Regularly reviewing and evaluating the program's operations and maintaining standards of performance
- 2) Monitoring the program's activities
- 3) Counseling and providing good judgment on plans adopted by committees and the program director

d) Personnel

- 1) In some cases, making recommendations to mayor on the selection of the Main Street Director
- 2) Participating in the recruitment, recommendation and development of individuals to serve on the board as approved by city council
- 3) Encourage and support the efforts of the Main Street Director

Section 3.4 Individual Standards for Board Members

- a) Supports board decisions, even when he or she may disagree with the majority decision
- b) Understands the mission of the Main Street program and promotes its goals and activities to the community as a whole
- c) Attends board meetings and adheres to bylaws of board
- d) Participates in ongoing training that pertains to board member responsibilities and goals of the program
- e) Contributes one or more of the following: knowledge, financial resources, or labor to the Main Street program
- f) Respects the need for the program director to report to only one "boss"
- g) Offers opinions honestly, without reservation and in a constructive way
- h) Does not commit more time to the Main Street program than he or she can realistically afford
- i) Delegates responsibilities to the committees when appropriate
- j) Promotes unity within the organization and seeks to resolve internal conflicts
- k) Encourages orderly, systematic and incremental implementation of the Main Street program's work plan, discouraging the board from being distracted by secondary issues or projects not included in the program's annual agenda
- l) Encourages staff and other board members to express their opinions openly in board meetings
- m) Is loyal to the program and honors his or her commitment to it
- n) Understands that their actions in public or directly linked to the perception of the program

Article IV - Board of Directors

Section 4.1 Number and Composition

Ferris Main Street Board of Directors shall consist of nine members: six (6) members shall be appointed by the City Council upon the recommendation of the Main Street Director for a term of three (3) years; two (2) members of the City Council shall be appointed to serve for the length of the term of office, two (2) years; and one (1) member shall be the president of the Ferris Downtown Association.

Section 4.2 Officers

Ferris Main Street Board of Directors shall elect officers for the organization: President, Vice President and Secretary/Treasurer. These officers shall serve for one year unless re-elected by Board Members. Election of officers will be in July at the regular meeting.

Section 4.3 Replacement

In the event a board member resigns by written notice or his position becomes vacant due to illness or death, the City Council shall appoint a replacement upon recommendation by the Main Street Director. This replacement shall serve the unfulfilled term unless re-elected for another term.

Section 4.4 Attendance

A board member will be subject to removal from the board upon absence of three (3) consecutive meetings.

Section 4.5 Removal

Any board member may be removed by the board whenever a vote of two-thirds (2/3) of the current board judges it to be in the best interest of the board.

Section 4.6 Meetings

Ferris Main Street Board of Directors shall meet quarterly on the second Monday of January, April, July and October. These shall be regular meetings. The board shall also meet when called on by the Main Street Director or Ferris City Council. These shall be Called Meetings. Notice shall be posted three (3) days prior to the called meeting at Ferris City Hall.

Section 4.7 Quorum

At the meeting of the Board a majority of the members of the then existing board shall constitute a quorum.

Section 4.8 Other Appointments

Ferris Main Street Board of Directors may be called on by the City Council to serve on an Economic/Industrial Development Committee and should be prepared to accept.

Section 4.9 Responsibilities for Committees

The Board of Directors should be prepared to facilitate and/or chair the committees designated by the board as necessary to accomplish the goals of the Ferris Main Street Program.

Section 4.10 Responsibilities for Ferris Downtown Association

The Ferris Main Street Board members shall oversee and sponsor the functions/special events of the Ferris Downtown Association and attend as many meetings of that organization as possible.

Article V – Amendments to the By-Laws

Section 5.1 The Ferris Main Street Program By-Laws for the Board of Directors may be amended by a Majority vote in two (2) consecutive meetings and by subsequent approval of the Ferris City Council.

Article VI - Branches and organizational flow

Section 6.1 The branches of the Ferris Main Street Association are as follows:

- a) Ferris City Council as a hand in hand association
- b) Main Street Board of Directors
- c) Main Street Director
- d) Appointed Committees
- e) Ferris Downtown Association

Main Street Board By-Laws change

8/10/10

Section 4.1 shall be changed to read:

Ferris Main Street Board of Directors shall consist of nine members: six (6) members shall be appointed by the city council upon the recommendation of the Main Street Director for a term of two (2) years; two (2) members of the City Council shall be appointed to serve for the length of the term of office, two (2) years; and one (1) member shall be the president of the Ferris Downtown Association. The board will also include, upon recommendation of the Main Street Director, two (2) non-voting student advisors, enrolled in the seventh through 11th grades, residing within Ferris ISD boundaries. The term length of student advisors shall be one (1) year beginning in August.

Section 4.2 shall be changed to read:

Ferris Main Street Board of Directors shall elect officers for the organization: President, Vice President, and Secretary/Treasurer. The officers shall serve for one year unless re-elected by Board Members. Election of Officers will be in the third calendar quarter after selection of new board members.