

**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, JULY 11, 2016**

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 11TH DAY OF JULY, 2016 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. | Ø |
| 2. | Roll call to determine the presence of a quorum. | 1 |
| 3. | Recording of volunteer hour reporting. | 2 |

APPROVAL OF MINUTES

- | | | |
|----|---|---|
| 4. | Consider approval of Main Street Board meeting minutes of June 13, 2016 | 5 |
|----|---|---|

DISCUSSION

- | | | |
|----|--|---|
| 5. | Discussion, consideration and action as may be appropriate regarding changing the Bylaws of the Main Street Board to monthly meetings not quarterly. | Ø |
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OLD BUSINESS

- | | | |
|----|--|---|
| 6. | Discussion, consideration and action as may be appropriate regarding façade grant approval process. | |
| 7. | Discussion, consideration and action as may be appropriate regarding the design and purchase of light pole banners and brackets. | Ø |

07-11-2016 MAIN STREET AGENDA

- 8. Discussion, consideration and action as may be appropriate regarding the status of the Alley Park project. Ø
- 9. Discussion, consideration and action as may be appropriate regarding 2015-2016 work plan items. Ø

CLOSING

- 10. Discuss items to be placed on next meeting's agenda. Ø
- 11. Adjourn. Ø

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, CALLIE GREEN, HEREBY CERTIFY THAT
THE FOREGOING NOTICE WAS POSTED ON
OR BEFORE THE 8TH DAY OF JULY, 2016 BY
5:00 P.M.

CALLIE GREEN
CITY SECRETARY



MAIN STREET BOARD MEETING ATTENDANCE RECORD

2015-2016

Main Street Board			Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Place	Name	Title	14	12	9	14	11	8	14	11	9	13	11	8
Place 1	Shai Roos	Board Member	P	A	P	-	P	-	-	A	A	A		
Place 2	Donna Shaw	Secretary	P	P	P	-	P	-	-	P	P	P		
Place 3	Karmin Thomas	Vice Chair	P	P	A	-	A	-	-	P	A	P		
Place 4	Frankie Abrego	Board Member	A	P	A	-	P	-	-	A	A	P		
Place 5	Karen Carreon	Chair	P	P	P	-	P	-	-	P	P	P		
Place 6	Tina Miller	FABA President	P	A	P	-	P	-	-	A	A	P		
Place 7	Carol Wright	City Council Member	A	A	A	-	A	-	-	P	P	P		
Youth 1	Matthew Hipshire	Youth Adviser	P	P	A	-	A	-	-	A	A	A		
Youth 2	Andrea Arvizu	Youth Adviser	A	A	P	-	P	-	-	A	P	P		

Total Present: **6** **5** **5** **-** **6** **-** **-** **4** **4** **7**

A quorum of the board is 4 members. (Does not include youth advisors)

City Staff			Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Place	Name	Title	14	12	9	14	11	8	14	11	9	13	11	8
Staff	Bill Jordan	Chief Building Official	P	P	P	-	P	-	-	P	P	P		

Total Present: **7** **6** **6** **-** **7** **-** **-** **5** **5** **8**

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."

-	Cancelled
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	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
Sep-15	1	Shai Roos		1.00			*Record in 1/2 hour increments			
Sep-15	2	Donna Shaw					*Record for previous month			
Sep-15	3	Karmin Thomas		1.00			*Record hours for calendar month			
Sep-15	4	Frankie Abrego					*Hours to include:			
Sep-15	5	Karen Carreon		3.00			Board & Committee Meetings			
Sep-15	6	Tina Miller					Council Meetings			
Sep-15	7	Carol Wright					Board Trainings			
Sep-15	YA1	Matthew Hipshire		3.50			Festivals			
Sep-15	YA2	Andrea Arvizu					Travel Time			
Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
Oct-15	1	Shai Roos		2.00						
Oct-15	2	Donna Shaw		12.00						
Oct-15	3	Karmin Thomas		3.00						
Oct-15	4	Frankie Abrego								
Oct-15	5	Karen Carreon		16.00						
Oct-15	6	Tina Miller		2.00						
Oct-15	7	Carol Wright								
Oct-15	YA1	Matthew Hipshire		0.50						
Oct-15	YA2	Andrea Arvizu								
Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
Nov-15	1	Shai Roos		3.00						
Nov-15	2	Donna Shaw		4.00						
Nov-15	3	Karmin Thomas		3.00						
Nov-15	4	Frankie Abrego								
Nov-15	5	Karen Carreon								
Nov-15	6	Tina Miller								
Nov-15	7	Carol Wright								
Nov-15	YA1	Matthew Hipshire								
Nov-15	YA2	Andrea Arvizu		1.00						
Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
Dec-15	1	Shai Roos	COTS(2 HRS DECORATING)	6.00	MTGS(4A/MAIN/CM)	4.00				
Dec-15	2	Donna Shaw	COTS	9.00						
Dec-15	3	Karmin Thomas								
Dec-15	4	Frankie Abrego								
Dec-15	5	Karen Carreon		3.00						
Dec-15	6	Tina Miller								
Dec-15	7	Carol Wright								
Dec-15	YA1	Matthew Hipshire								
Dec-15	YA2	Andrea Arvizu		5.00						

Volunteer Log Sheet
(Include board and committee meetings for the calendar month)

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
Jan-16	1	Shai Roos					*Record in 1/2 hour increments			
Jan-16	2	Donna Shaw					*Record for previous month			
Jan-16	3	Karmin Thomas					*Record hours for calendar month			
Jan-16	4	Frankie Abrego					*Hours to include:			
Jan-16	5	Karen Carreon		1.00			Board & Committee Meetings			
Jan-16	6	Tina Miller					Council Meetings			
Jan-16	7	Carol Wright					Board Trainings			
Jan-16	YA1	Matthew Hipshire					Festivals			
Jan-16	YA2	Andrea Arvizu					Travel Time			
Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
Feb-16	1	Shai Roos								
Feb-16	2	Donna Shaw		1.00						
Feb-16	3	Karmin Thomas								
Feb-16	4	Frankie Abrego								
Feb-16	5	Karen Carreon		1.00						
Feb-16	6	Tina Miller								
Feb-16	7	Carol Wright								
Feb-16	YA1	Matthew Hipshire								
Feb-16	YA2	Andrea Arvizu								
Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
Mar-16	1	Shai Roos								
Mar-16	2	Donna Shaw		1.00						
Mar-16	3	Karmin Thomas								
Mar-16	4	Frankie Abrego								
Mar-16	5	Karen Carreon		1.00						
Mar-16	6	Tina Miller								
Mar-16	7	Carol Wright								
Mar-16	YA1	Matthew Hipshire								
Mar-16	YA2	Andrea Arvizu								
Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
Apr-16	1	Shai Roos								
Apr-16	2	Donna Shaw		2.00		10				
Apr-16	3	Karmin Thomas								
Apr-16	4	Frankie Abrego				10				
Apr-16	5	Karen Carreon		2.00		10				
Apr-16	6	Tina Miller								
Apr-16	7	Carol Wright				6				
Apr-16	YA1	Matthew Hipshire								
Apr-16	YA2	Andrea Arvizu				9				

Volunteer Log Sheet
(Include board and committee meetings for the calendar month)

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
May-16	1	Shai Roos					*Record in 1/2 hour increments			
May-16	2	Donna Shaw		12.00			*Record for previous month			
May-16	3	Karmin Thomas					*Record hours for calendar month			
May-16	4	Frankie Abrego					*Hours to include:			
May-16	5	Karen Carreon		12.00			Board & Committee Meetings			
May-16	6	Tina Miller					Council Meetings			
May-16	7	Carol Wright					Board Trainings			
May-16	YA1	Matthew Hipshire					Festivals			
May-16	YA2	Andrea Arvizu					Travel Time			
Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
Jun-16	1	Shai Roos								
Jun-16	2	Donna Shaw		2.00						
Jun-16	3	Karmin Thomas		2.00						
Jun-16	4	Frankie Abrego		2.00						
Jun-16	5	Karen Carreon		2.00						
Jun-16	6	Tina Miller		2.00						
Jun-16	7	Carol Wright		2.00						
Jun-16	YA1	Matthew Hipshire								
Jun-16	YA2	Andrea Arvizu		2.00						
Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
Jul-16	1	Shai Roos								
Jul-16	2	Donna Shaw								
Jul-16	3	Karmin Thomas								
Jul-16	4	Frankie Abrego								
Jul-16	5	Karen Carreon								
Jul-16	6	Tina Miller								
Jul-16	7	Carol Wright								
Jul-16	YA1	Matthew Hipshire								
Jul-16	YA2	Andrea Arvizu								
Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours				
Aug-16	1	Shai Roos								
Aug-16	2	Donna Shaw								
Aug-16	3	Karmin Thomas								
Aug-16	4	Frankie Abrego								
Aug-16	5	Karen Carreon								
Aug-16	6	Tina Miller								
Aug-16	7	Carol Wright								
Aug-16	YA1	Matthew Hipshire								
Aug-16	YA2	Andrea Arvizu								

**STATE OF TEXAS
COUNTY OF ELLIS**

THE FERRIS MAIN STREET BOARD MET IN A REGULAR SESSION JUNE 13, 2016 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
Frankie Abrego, Place 4
Karen Carreon, Place 5
Tina Miller, Place 6
Carol Wright, Place 7
Andrea Arvizu, Youth 2

STAFF PRESENT

Bill Jordan, Building Official

MEMBERS ABSENT

Shai Roos, Place 1
Matthew Hipshire, Youth 1

STAFF ABSENT

MAIN STREET BOARD BUSINESS

1. Call to order.

Karen Carreon called the meeting to order at 7:06 P.M.

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

The roll was called and a quorum was present.

3. Recording of volunteer hour reporting.

APPROVAL OF MINUTES

4. Consider approval of Main Street Board meeting minutes of April 11 and May 9, 2016.

May 9, 2016- No quorum
.

Donna Shaw moved to approve the meeting minutes for the Main Street Board meeting of April 11, 2016. Seconded by Karmin Thomas. For: Unanimous. Motion carried 6-0-0.

DISCUSSION

- 5. Discussion, consideration, and action as may be appropriate regarding Brick Fest outcome.**

No action taken. Discussion only: Good outcome, ask City Manager to visit booths, vendors, etc. and to not leave early.

- 6. Discussion, consideration, and action as may be appropriate regarding trash can placement.**

Frankie Abrego made motion to approve trash can placement. Second by Tina Miller. For: Unanimous. Motion carried 6-0-0.

- 7. Discussion, consideration and action as may be appropriate regarding façade grant approval process.**

No action taken. Discussion only: To have a professional architect to advise regarding changes and or improvements and who will hold a place on the board.

- 8. Discussion, consideration, and action as may be appropriate regarding approval of disbursing matching funds for a façade improvement project related to Façade Improvement Program Application #11 for 201 S. Main Street in an amount not to exceed \$5,000.00, subject to successful completion of the project as approved by the Main Street Board, and to the terms and conditions of the façade improvement program.**

Karmin Thomas moved to for this item to be tabled until the next meeting. Seconded by Frankie Abrego. For: Unanimous. Motion carried 6-0-0.

- 9. Discussion, consideration, and action as may be appropriate regarding approval of disbursing matching funds for a façade improvement project related to Façade Improvement Program Application #12 for 204 W. Sixth Street in an amount not to exceed \$5,000.00, subject to successful completion of the project as approved by the Main Street Board, and to the terms and conditions of the façade improvement program.**

Karmin Thomas moved to for this item to be tabled until the next meeting. Seconded by Frankie Abrego. For: Unanimous. Motion carried 6-0-0.

10. **Discussion, consideration, and action as may be appropriate regarding approval of disbursing matching funds for a façade improvement project related to Façade Improvement Program Application #13 for 206 W. Sixth Street in an amount not to exceed \$5,000.00, subject to successful completion of the project as approved by the Main Street Board, and to the terms and conditions of the façade improvement program.**

Karmin Thomas moved to for this item to be tabled until the next meeting. Seconded by Frankie Abrego. For: Unanimous. Motion carried 6-0-0.

11. **Discussion, consideration, and action as may be appropriate regarding approval of disbursing matching funds for a façade improvement project related to Façade Improvement Program Application #14 for 208 W. Sixth Street in an amount not to exceed \$5,000.00, subject to successful completion of the project as approved by the Main Street Board, and to the terms and conditions of the façade improvement program.**

Karmin Thomas moved to for this item to be tabled until the next meeting. Seconded by Frankie Abrego. For: Unanimous. Motion carried 6-0-0.

12. **Discussion, consideration, and action as may be appropriate regarding approval of disbursing matching funds for a façade improvement project related to Façade Improvement Program Application #15 for 210 W. Sixth Street in an amount not to exceed \$5,000.00, subject to successful completion of the project as approved by the Main Street Board, and to the terms and conditions of the façade improvement program.**

Karmin Thomas moved to for this item to be tabled until the next meeting. Seconded by Frankie Abrego. For: Unanimous. Motion carried 6-0-0.

13. **Discussion, consideration, and action as may be appropriate regarding selecting candidates and making a recommendation to City Council to appoint the selected candidates as youth advisors to the Main Street Board for the 2016/17 cycle.**

Frankie Abrego moved to accept Ieshia Dickerson and Samantha Garcia as next year's Youth Advisors. Seconded by Carol Wright. For: Unanimous. Motion carried 6-0-0.

OLD BUSINESS

- 14. Discussion, consideration and action as may be appropriate regarding the design and purchase of light pole banners and brackets.**

No action taken. Discussion only: Bill will check on prices and what we have in our budget.

- 15. Discussion, consideration and action as may be appropriate regarding the status of the Alley Park project.**

No action taken. Discussion only: \$35,000 for Alley Park. John Wills gave permission to attach murals to side of building. Progress is being made.

- 16. Discussion, consideration and action as may be appropriate regarding the 2015-2016 work plan items.**

Frankie Abrego moved to for this item to be tabled until the next meeting. Seconded by Karmin Thomas. For: Unanimous. Motion carried 6-0-0.

CLOSING

- 17. Discuss items to be placed on next meeting's agenda.**

- Discuss changing the Bylaws-
 - A. Monthly meetings not quarterly
 - B. Add architect on board. 8 members
- Alley Park
- Banners
- Work Plans

18. Adjourn.

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 7:35 P.M.

APPROVED THIS, THE 11th DAY OF JULY, 2016.

ATTEST:

Callie Green
City Secretary

Karen Carreon
Chair, Main Street Board

**Important administrative notation:
These minutes have been composed by using meeting notes provided to Callie Green,
City Secretary*