

**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, DECEMBER 12, 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 12TH DAY OF DECEMBER, 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 October 10, 2016. | 11 |
|----|---|----|

**INTRODUCTION**

- |    |  |   |
|----|--|---|
| 5. | Introduction of the new Board liaison, Scott Metcalfe, Community Development Director. | Ø |
|----|--|---|

**OLD BUSINESS**

- |    |  |    |
|----|--|----|
| 6. | Discussion, consideration and action as may be appropriate regarding changing the bylaws of the Main Street Board. | 14 |
|----|--|----|

**NEW BUSINESS**

12-12-2016 MAIN STREET AGENDA

7. Discussion, consideration and action as may be appropriate regarding the outcome of Christmas on the square.

**CLOSING**

8. Discuss items to be placed on next meeting's agenda. Ø
  9. Adjourn. Ø
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**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.

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**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.

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I, CALLIE GREEN, HEREBY CERTIFY THAT  
THE FOREGOING NOTICE WAS POSTED ON  
OR BEFORE THE 9<sup>TH</sup> DAY OF DECEMBER,  
2016 BY 5:00 P.M.

\_\_\_\_\_  
CALLIE GREEN  
CITY SECRETARY



# MAIN STREET BOARD MEETING ATTENDANCE RECORD 2016-2017

Main Street Board			Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Place	Name	Title	12	10	14	12	9	13	13	10	8	12	10	14
Place 1	Shai Roos	Board Member	-	P	-									
Place 2	Donna Shaw	Secretary	-	P	-									
Place 3	Karmin Thomas	Vice Chair	-	A	-									
Place 4	Frankie Abrego	Board Member	-	A	-									
Place 5	Karen Carreon	Chair	-	P	-									
Place 6	Tina Miller	FABA President	-	P	-									
Place 7	Carol Wright	City Council Member	-	P	-									
Youth 1	Ieshia Dickerson	Youth Adviser	-	A	-									
Youth 2	Samantha Garcia	Youth Adviser	-	A	-									
Total Present:			-	5	-									

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	12	10	14	12	9	13	13	10	8	12	10	14
Staff	Bill Jordan	Chief Building Official	-	P	-									
Total Present:			-	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."

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

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
Sep-16	1	Shai Roos	Alley Park	8 Hrs	Main St. Architect	3 Hrs
Sep-16	2	Donna Shaw		2 Hrs		
Sep-16	3	Karmin Thomas				
Sep-16	4	Frankie Abrego				
Sep-16	5	Karen Carreon	Brick Festival	4 Hrs		
Sep-16	6	Tina Miller		2 Hrs		
Sep-16	7	Carol Wright				
Sep-16	YA1	Ilesia Dickerson				
Sep-16	YA2	Samantha Garcia				

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
Oct-16	1	Shai Roos	Façade Imp.	2 Hrs	FABA	3 Hrs
Oct-16	2	Donna Shaw		12 Hrs		
Oct-16	3	Karmin Thomas				
Oct-16	4	Frankie Abrego				
Oct-16	5	Karen Carreon		14 Hrs.		
Oct-16	6	Tina Miller		2 Hrs		
Oct-16	7	Carol Wright		12 Hrs		
Oct-16	YA1	Ilesia Dickerson				
Oct-16	YA2	Samantha Garcia				

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
Nov-16	1	Shai Roos				
Nov-16	2	Donna Shaw				
Nov-16	3	Karmin Thomas				
Nov-16	4	Frankie Abrego				
Nov-16	5	Karen Carreon				

Nov-16	6	Tina Miller
Nov-16	7	Carol Wright
Nov-16	YA1	Ileshia Dickerson
Nov-16	YA2	Samantha Garcia

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
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Dec-16	1	Shai Roos	COTS(2 HRS DECORATING)			
Dec-16	2	Donna Shaw	COTS			
Dec-16	3	Karmin Thomas				
Dec-16	4	Frankie Abrego				
Dec-16	5	Karen Carreon				
Dec-16	6	Tina Miller				
Dec-16	7	Carol Wright				
Dec-16	YA1	Ileshia Dickerson				
Dec-16	YA2	Samantha Garcia				

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
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Jan-17	1	Shai Roos				
Jan-17	2	Donna Shaw				
Jan-17	3	Karmin Thomas				
Jan-17	4	Frankie Abrego				
Jan-17	5	Karen Carreon				
Jan-17	6	Tina Miller				
Jan-17	7	Carol Wright				
Jan-17	YA1	Ileshia Dickerson				
Jan-17	YA2	Samantha Garcia				

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
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Feb-17	1	Shai Roos				
Feb-17	2	Donna Shaw				

Feb-17	3	Karmin Thomas
Feb-17	4	Frankie Abrego
Feb-17	5	Karen Carreon
Feb-17	6	Tina Miller
Feb-17	7	Carol Wright
Feb-17	YA1	Ileshia Dickerson
Feb-17	YA2	Samantha Garcia

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
Mar-17	1	Shai Roos				
Mar-17	2	Donna Shaw				
Mar-17	3	Karmin Thomas				
Mar-17	4	Frankie Abrego				
Mar-17	5	Karen Carreon				
Mar-17	6	Tina Miller				
Mar-17	7	Carol Wright				
Mar-17	YA1	Ileshia Dickerson				
Mar-17	YA2	Samantha Garcia				

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
Apr-17	1	Shai Roos				
Apr-17	2	Donna Shaw				10
Apr-17	3	Karmin Thomas				
Apr-17	4	Frankie Abrego				10
Apr-17	5	Karen Carreon				10
Apr-17	6	Tina Miller				
Apr-17	7	Carol Wright				6
Apr-17	YA1	Ileshia Dickerson				
Apr-17	YA2	Samantha Garcia				9

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
May-17	1	Shai Roos				
May-17	2	Donna Shaw				
May-17	3	Karmin Thomas				
May-17	4	Frankie Abrego				
May-17	5	Karen Carreon				
May-17	6	Tina Miller				
May-17	7	Carol Wright				
May-17	YA1	Ileshia Dickerson				
May-17	YA2	Samantha Garcia				

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
Jun-17	1	Shai Roos				
Jun-17	2	Donna Shaw				
Jun-17	3	Karmin Thomas				
Jun-17	4	Frankie Abrego				
Jun-17	5	Karen Carreon				
Jun-17	6	Tina Miller				
Jun-17	7	Carol Wright				
Jun-17	YA1	Ileshia Dickerson				
Jun-17	YA2	Samantha Garcia				

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
Jul-17	1	Shai Roos				
Jul-17	2	Donna Shaw				
Jul-17	3	Karmin Thomas				
Jul-17	4	Frankie Abrego				
Jul-17	5	Karen Carreon				
Jul-17	6	Tina Miller				
Jul-17	7	Carol Wright				

Jul-17	YA1	Ieshia Dickerson Samantha
Jul-17	YA2	Garcia

Month	Place	Main Street Board Member	Project Name #1	Month hours	Project Name #2	Month hours
Aug-17	1	Shai Roos				
Aug-17	2	Donna Shaw				
Aug-17	3	Karmin Thomas				
Aug-17	4	Frankie Abrego				
Aug-17	5	Karen Carreon				
Aug-17	6	Tina Miller				
Aug-17	7	Carol Wright Ieshia				
Aug-17	YA1	Dickerson Samantha				
Aug-17	YA2	Garcia				



\*Record in 1/2 hour increments

\*Record for previous month

\*Record hours for calendar month

\*Hours to include:

Board & Committee Meetings

Council Meetings

Board Trainings

Festivals

Travel Time

\*Record in 1/2 hour increments

\*Record for previous month

\*Record hours for calendar month

\*Hours to include:

Board & Committee Meetings

Council Meetings

Board Trainings

Festivals

Travel Time



\*Record in 1/2 hour increments

\*Record for previous month

\*Record hours for calendar month

\*Hours to include:

Board & Committee Meetings

Council Meetings

Board Trainings

Festivals

Travel Time

**STATE OF TEXAS  
COUNTY OF ELLIS**

**THE FERRIS MAIN STREET BOARD MET IN A REGULAR SESSION OCTOBER 10, 2016 AT 7:00 P.M. AT THE FERRIS PUBLIC LIBRARY, LOCATED AT 301 E. TENTH STREET, FERRIS, TEXAS 75125.**

**MEMBERS PRESENT**

Shai Roos, Place 1  
Donna Shaw, Place 2  
Karen Carreon, Place 5  
Tina Miller, Place 6  
Carol Wright, Place 7

**STAFF PRESENT**

Bill Jordan, City Manager

**MEMBERS ABSENT**

Karmin Thomas, Place 3  
Frankie Abrego, Place 4  
Ieshia Dickerson, Youth 1  
Samantha Garcia, Youth 2

**STAFF ABSENT**

**MAIN STREET BOARD BUSINESS**

**1. Call to order.**

Donna Shaw called the meeting to order at 7:05 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 August 8, 2016 and September 6, 2016.**

Shai Roos moved to approve the meeting minutes for the Main Street Board meeting of August 8, 2016 and September 6, 2016. Seconded by Tina Miller. For: Unanimous. Motion carried 5-0-0.

### **PRESENTATION**

- 5. Introduction and presentation of architect to potentially be a candidate for the Main Street Board.**

### **DISCUSSION**

- 6. Discussion, consideration, and action as may be appropriate regarding the authorization of expenditures from funds for improving the pavilion landscape.**

Tina Miller makes a motion to not exceed \$1,600.00 to improve the landscape around the pavilion. Seconded by Carol Wright. For: Unanimous. Motion carried 5-0-0.

- 7. Discussion, consideration, and action as may be appropriate regarding changing the bylaws of the Main Street Board.**

Shai Roos moved to approve the changes to the bylaws. Seconded by Carol Wright. For: Unanimous. Motion carried 5-0-0.

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

Shai Roos makes a motion to direct staff to write a program for the façade grant program. Seconded by Tina Miller. For: Unanimous. Motion carried 5-0-0.

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

Carol Wright makes a motion to approve the banner presented by the school and to purchase 25. Seconded by Donna Shaw. For: Unanimous. Motion carried 5-0-0.

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

Tina Miller makes a motion to allow Bill Jordan and Cynde Franks to come up with a proposal for the Alley Park to be presented to 4B E.D.C for funding. Seconded by Shai Roos. For: Unanimous. Motion carried 5-0-0.

Proposal will be presented to Board at next meeting.

**CLOSING**

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

- Bylaws
- COTS – Christmas on the square

**12. Adjourn.**

With no further business to come before the board, Tina Miller moved to adjourn the meeting. Seconded by Shai Roos. For: Unanimous. Motion carried 5-0-0. Meeting adjourned at 9:11 P.M.

**APPROVED THIS, THE 12<sup>th</sup> DAY OF DECEMBER, 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*

# FERRIS MAIN STREET PROGRAM BY-LAWS FOR BOARD OF DIRECTORS

(Adopted by Ordinance #O-16-\_\_\_\_\_)

## Article I –Name

### Section 1.1 Name

The name of the organization shall be:

### **FERRIS MAIN STREET BOARD OF DIRECTORS**

### Section 1.2 Affiliation

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 Oversight

This organization operates under the City of Ferris and the Texas Main Street Program of the Texas Historic Commission.

## Article II- Objective

### Section 2.1 Objectives

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 Cooperation

In order to help the Main Street Association meet its 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 for the Main Street Program

### Section 3.3 Major Responsibilities of the Board

The board members are jointly responsible for:

#### (a) Policy Administration

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

#### (b) Finance

- (i) Approving and monitoring the finances of the program within the approved budget
- (ii) Helping raise sufficient funds to ensure that the program can meet its objectives
- (iii) Developing a self-audit system
- (iv) Educating community and city council about budget needs i.e. Public Relations
- (v) Understanding and interpreting the program's work to the community
- (vi) Relating the services of the program to the work of other organizations and agencies
- (vii) Giving sponsorship and prestige to the program and inspiring confidence in its activities
- (viii) Serving as advocates of economic development through historic preservation in the downtown area
- (ix) Promoting the local heritage of the community

#### (c) Evaluation

- (i) Regularly reviewing and evaluating the program's operations and maintaining standards of performance
  - (ii) Monitoring the program's activities
  - (iii) Counseling and providing good judgment on plans adopted by committees and the program director
- (d) Personnel
- (i) In some cases, making recommendations to mayor on the selection of the Main Street Director
  - (ii) Participating in the recruitment, recommendation and development of individuals to serve on the board as approved by city council
  - (iii) 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
  - (i) Encourages staff and other board members to express their opinions openly in board meetings
- (l) Is loyal to the program and honors his or her commitment to it
- (m) 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 seven (7) voting members and three (3) advisory members. Voting members shall include: five (5) members appointed by the city council upon the recommendation of the Main Street Director for a term of two (2) years; one (1) member of the City Council shall appointed to serve for the length of the term of their office; and one (1) officer of the Ferris Area Business Association. Advisory members shall 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, and one (1) architectural advisor who is a licensed architect or structural engineer who has a background in historic preservation. The term length of student advisors shall be one (1) year beginning in August, and two (2) years for the architectural advisor.

#### Section 4.2 Officers

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

#### 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 on the second Monday of each month. 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 voting 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 Ferris Area Business Association

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

### **Article V Amendments to the By-Laws**

#### Section 5.1 Amendments

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 Branches

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