

MINUTES
Main Street Development and Preservation Board
Meeting of January 14, 2002

The Main Street Development and Preservation Board of the City of Cedar Hill, Texas met on Monday, January 14th, 7:00 p.m. City Hall Conference Room, Cedar Hill, Texas.

Present: Chairman Steve Phillips, Vice Chairman Kenna Prior, members, Sheri Borth, Norman Patten, Bill Watkins, Phyllis Stewart, Ann Permenter and Alice Comer, also Dennis Brock.

Absent: None

I. Call the meeting to order.

Chairman Phillips called the meeting to order at 7:05 pm, declaring it an open meeting, with a quorum present and the meeting notice was duly posted.

II. Approve the minutes of the December 3, 2001 meeting.

A motion was made by Sheri Borth and seconded by Phyllis Stewart to approve the minutes of the December 3, 2001 meeting as presented. The motion was approved by all.

III. Staff reports from Main Street manager Valerie Gibson

Valerie reported that her week of training in Austin was very informative and that she would be returning for the second portion in February.

Valerie announced the upcoming National Town meeting which will be held in Fort Worth April 7-10. She suggested everyone who could attend should contact her for more information. She also informed the board that there would be an opportunity for Board training in February and encouraged all to attend if possible.

Valerie reported on the Olde Town holiday on the Hill and said it was a success. There were approximately 2500 people who attended.

Valerie handed out board training information and a general timeline and suggested all the board members read over it and offer any feedback on the current board activities.

Chair Phillips also reported on the progress of design and construction of the Phillips Lumber façade. He also presented a preliminary rendering of the proposed improvements.

He asked the board to evaluate the current property vacancies in the downtown area and suggested that a stakeholders meeting be held soon.

Chair Phillips introduced 3 students from Northwood University who will be doing research and developing a business plan for the downtown area.

Also discussed was the possibility of publishing a newspaper column and/or a newsletter informing the community of Main Street's progress and activities.

IV. Committee reports from Main Street subcommittee chairs.

Kenna Prior reported that the Promotions committee met on Monday to discuss brick sales, the possibility of a cooperative advertising effort among downtown businesses, and began preliminary plans for Small Town Saturday Night, which will be held on June 8th, from 4-8pm

It was suggested that May 31st be the deadline for brick sales.

New ideas were suggested for other promotions such as an Easter Egg Hunt in stores and an April Clean Up day

IV. Financial Report on brick Sales

Valerie reported that there was approximately \$6,200 in the Park account, which equals approximately 130 bricks sold.

It was requested that she mail some of the gift certificates to Board members.

Valerie agreed to meet with Jim and Rod and Norman about the park design this week.

Including brochures and inserts in Graduation packets was discussed. Valerie will contact Brick and Stone graphics about getting a sample brick printed with the Cedar Hill High School Longhorn on it.

V. Discussion and possible action concerning the Small Business Assistance Program Guidelines for Approval.

Valerie Gibson explained the guidelines for approval to be used when reviewing an application for the Small Business Assistance Program.

A motion was made to approve the guidelines by Sheri Borth and was seconded by Phyllis Stewart. The motion was approved by all.

VI. Report on Robert Johnson's site visit.

Valerie reported on the site visit by Main Street's Economic Development Specialist Robert Johnson. He came to Cedar Hill to familiarize himself with the current economic situation. He came with many ideas for loans and funding and visited with City administrators and the Mayor.

VII. Discussion and possible action concerning lighting design for park

Valerie reported that she met with Norman regarding the lighting design for the downtown park, and that they came to the decision that it might be best to use the same design as will be used on Belt Line improvements. Sheri Borth made a motion to accept the same design to maintain continuity in the downtown district. Kenna Prior seconded the motion. The motion was approved by all.

VIII. Discussion and possible action regarding Small Business Assistance Process.

Valerie reported that city staff requests that each grant application be approved by the Main Street Advisory Board before going to the Economic Development Corporation.

A motion was made by Kenna Prior to accept the change in approval process and was seconded by Alice Comer. The motion was approved by all.

IX. Adjourn.

A motion was made by Kenna Prior and seconded by Sheri Borth. The meeting was adjourned at approximately 8:45pm.