

**MINUTES**  
**Main Street Development and Preservation Board**  
**Meeting of February 11th, 2002**

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*The Main Street Development and Preservation Board of the City of Cedar Hill, Texas met on Monday, February 11, 6:00 p.m. Library Conference Room, Cedar Hill, Texas.*

*Present: Chairman Steve Phillips, Vice Chairman Kenna Prior, members, Sheri Borth, Norman Patten, Bill Watkins, Phyllis Stewart, Robin Boyce, Ann Permenter and Alice Comer, also Dennis Brock, Whitney Spillman, and Chris Parvin.*

*Absent: None*

**I. Call the meeting to order.**

Chairman Phillips called the meeting to order at 6:12 pm, declaring it an open meeting, with a quorum present and the meeting notice was duly posted. Chair Phillips introduced new member Robin Boyce and noted that Ann Permenter would be moving soon, and expressed the hopes that Chris Parvin would be filling her position.

**II. Approve the minutes of the January 11, 2002 meeting.**

A motion was made by Ann Permenter and seconded by Alice Comer to approve the minutes of the January 11, 2002 meeting subject to addition of Ann Permenter being noted as present. 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. She learned many things about streetscapes, business plans, and architecture.

Valerie asked the board if they would like to place an ad in Lamar High School's baseball booster program for Main Street. The board decided not to place the ad.

Valerie reported that flyers for bricks went in both the newspaper and the Chamber newsletter. She will also be putting it in the Friday update for the School Board, and in graduation packets that go home to high school seniors.

Valerie mentioned that the board would need to have a workshop soon to reevaluate the work plan, and mission and vision statements. She will meet with Chair Phillips to discuss the work plan and the board will meet sometime in February or March to finalize it.

It was reported that Main Street has been contacted by 11 businesses in the past 2 weeks about opening in downtown. This is thought to be a result of the Small Business Assistance Program and other incentives.

Gibson mentioned that she had talked with city and state staff about re-application to the Texas main Street Program, and it was decided at this time not to re-apply.

Bray Elementary has asked Main Street to donate a brick to their auction and they will allow Main Street to have a booth to sell bricks at their carnival. The board will take a vote at the next posted meeting on March 4<sup>th</sup>.

The Waterford Oaks Homeowners Association has asked Valerie to speak at their next meeting on February 12<sup>th</sup>.

The website was also discussed briefly. The board will take a vote at the March 4<sup>th</sup> meeting whether to maintain the current website or create a page attached to the city website.

Valerie reported on the progress of coming businesses including the new salon on Cedar Street, Friske's for Kids, and the salon on Belt Line.

The Chamber has hired a new Convention and Visitors Bureau and Tourism director named Karen White.

The grant awarded to Charmed, I'm Sure will be finalized as soon as the mayor and involved parties sign the grant agreement.

Valerie also mentioned to the board that they should look through the brick orders already received to seek new people to sell to as well as to check for any obvious errors.

Valerie reported on the progress of Wal-Mart, the Quilter's Retreat, and Cedar Hill Village. All are progressing nicely.

**IV. Committee reports from Main Street subcommittee chairs.**

Kenna Prior reported that the Promotions committee would meet on Tuesday to discuss plans for Small Town Saturday Night, which will be held on June 8<sup>th</sup>, from 4-8pm. She also reported that Valerie has talked with Today Newspapers, and that Main Street will begin to submit a column once a month to the paper. The column will run on the first week of the month beginning in March.

Bill reported on the activities of the Economic Development committee. He reported that new downtown business owner Paul Friske joined the last committee meeting at which the language of the grant program was discussed as well as the need for a business plan and pro forma financial statements.

Whitney reported that the Community Resources committee met to discuss their role in Small Town Saturday night. It was decided that they would do the scheduling for volunteers. They also discussed brick Sales, and the website.

Chair Phillips gave an update on the progress of his building rehab.

**IV. Financial Report on brick Sales.**

Valerie reported that there was approximately \$8,100 in the Park account, which equals approximately 175 bricks sold.

**VI. Discussion and possible action concerning the Small Business Assistance Program.**

There was some discussion about the need for business plans and pro forma financial statements when applying for a Small Business Assistance Grant. It was decided that pro forma statements would be needed to determine the seriousness of a business and it's likelihood of success.

The Economic Development committee would like to meet with the Small Business Development Center.

No action was taken on this issue, and it will be further reviewed at the March 4<sup>th</sup> board meeting.

**VII. Discussion and possible action concerning phases of park construction.**

Chair Phillips noted that he met with City manager Alan Sims regarding the construction of the park. There is close to \$9,000 in the park account, which would be enough to get the park started. Main Street will save money by having materials donated, and using employees from the Parks Department to lay foundation and bricks.