

MAIN STREET ADVISORY BOARD MINUTES

Main Street Advisory Board

City of Caldwell

City Hall

107 S. Hill St. Caldwell, Texas 77836

Tuesday, August 11, 2020 @ 6:00 pm

AGENDA:

A. **CALL TO ORDER @ 6:08 pm**

B. INVOCATION AND PLEDGE - Janice and Taylor

C. INTRODUCTION OF GUESTS –

1. Board Members in attendance: Janice Easter, Taylor Locke, Catherine Bell-Groce, Nancy B. Stewart, Debbie conferenced in, Charlsa Wine.
2. Board members absent: Kim Proctor-Evers, Lina Reyes-Burns.
3. Zoom: Beverly Lilie, Lana Szenda, Erin Lockhart, Katy Lane, Faith Schrieders,
4. In City Hall: Kathy Locke, Juan Zermeno, and Lia Zaccagnino.

D. **PUBLIC COMMENT (Must Sign-in to speak, 5-minute limit)**

1. The purpose of this item is to allow citizens an opportunity to address the Main Street Board on issues that are not on the agenda. No discussion can be carried out on the guests' comment.

E. **CONSENT AGENDA**

(The Consent Agenda includes non-controversial and routine items that the Commission or Board may act on with one single vote. The Chair or Board member may pull any item from the Consent Agenda in order to discuss and act upon it individually as part of the Regular Agenda.)

1. Approval of the minutes from the Main Street Advisory Board meeting for July 14, 2020.
 - i. Catherine moved to approve the minutes and Debbie seconded, the motion was approved unanimously.

F. **REGULAR AGENDA – REVIEW/DISCUSS & CONSIDER ACTION**

1. Reminder to complete and send your certificates for the Texas Open Meeting Act and Public Information Act Online Trainings to Forrest.
 - i. Still need Lina, and Taylor to send in certificates.
2. Discussion and possible action on Main Street Committee Volunteers and Board Member. Below are the current applications that have been submitted for volunteers.
 - a. Lia Zaccagnino
 - b. Beverly Lilie
 - c. Mary (Kathy) Cornett
 - d. Tracy Pieper
 - e. Juan Zermeno
 - f. Lana Szenda
 - g. Erin Lockhart
 1. Nancy moved to accept all of the volunteers and Taylor seconded. The motion was approved unanimously.
- ii. Vote in new/existing board members and/or volunteers to be committee chairs:
 1. Design - _____
 2. Economic Vitality - _____
 3. Promotion - _____
 4. Organization - _____

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5. Friends of Caldwell Main Street - _____
 6. Youth Ambassador - _____
 7. The board voted to convene in an executive session to discuss the appointments of the committee chairs.
- iii. Recommend the appointment of a new board member to fill the vacant position on the board, this person will serve until December 31, 2022. Council will make the final action on the recommended appointment of the new board member.
 1. Vacant Board Member Position - _____
 2. The board voted to convene in an executive session to discuss the appointments of the committee chairs.
3. Community Development Director Update –
 - i. Downtown Survey, survey is closing on Friday August 17, 2020. Looking at doing another survey that focuses on the building owners, lease holders, and business owners.
 - ii. Schedule Committee Meeting Standing Date and Time, need to be thinking about this for upcoming meeting to discuss with the committees.
 - iii. Community Core Values, City is participating in Core Values. We are encouraging businesses to sign up and participate in the program as well.
 - iv. Small Business Saturday (November), Forrest is taking care of the small business Saturday merch and promotional materials.
- G. Board questions, comments, or concerns.
1. Janice gave the new volunteers the history of the main street program and board and what the vision is going forward.
 2. Questions about funding sources.
- H. FUTURE AGENDA ITEMS (This is where the board can request additional items for future agendas)**
1. Discussion of a proposed Downtown Ordinance. Forrest explained how this type of ordinance cannot be accomplished until after the comprehensive plan, due to state law a city cannot adopt a zoning ordinance unless there is an adopted comprehensive plan.
 2. Explained a comprehensive plan and the process that we are going through with TXTC, the City is going to need a task force of 8-12 people.
- I. REQUEST FOR CLOSED MEETING @ 7:30 pm**
1. The Advisory Board to convene into closed meeting pursuant to Texas Government Code Chapter 551, including, but not limited to, Sections 551.071, 551.072, 551.074, and 551.087 for consultation with attorney, and to discuss matters relating to real property, personnel, and economic development negotiations, as follows:
 - i. Discuss and consider resignations, appointments, evaluations, reassignments, discipline, or dismissals for the following committees: Design, Economic Vitality, Promotion / Organization, Friends of Caldwell Main Street, Youth Ambassador.
 2. Adjourn Closed Meeting @ 7:50 pm
- J. RECONVENE TO REGULAR MEETING** The Advisory Board to reconvene into an open meeting to take any action deemed necessary as a result of the closed meeting.
- i. Appoint and Vote on committee chairs Item I.2. Vote in new/existing board members and/or volunteers to be committee chairs:
 1. Design - _____
 2. Economic Vitality - Janice made a motion to appoint Cathy Locke and Juan Zermeno to the economic vitality committee co-chair, and Debbie seconded the motion, the motion was approved unanimously.

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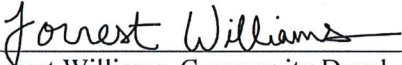
3. Promotion / Organization - Janice made a motion to appoint Kathy Cornett to the youth ambassador committee chair, and Debbie seconded the motion, the motion was approved unanimously.
 4. Friends of Caldwell Main Street - _____
 5. Youth Ambassador – Janice made a motion to appoint Beverly Lilie to the youth ambassador committee chair, and Debbie seconded the motion, the motion was approved unanimously.
- ii. Recommend the appointment of a new board member to fill the vacant position on the board, this person will serve until December 31, 2022. Council will make the final action on the recommended appointment of the new board member.
1. Vacant Board Member Position – Janice made a motion to recommend that Lia Zaccagnino be appointed by Council to fill the vacant position on the MSAB. Debbie Seconded the motion and it was unanimously approved.

K. **ADJOURN @ 7:59 pm**

This Meeting Minutes are posted online at www.caldwelltx.gov/agendas-minutes/



Janice Easter, Main Street Advisory Board Chair



Forrest Williams, Community Development Director