

**1. Call to Order / Roll Call.**

The meeting was called to order at 5:34 p.m.

**Committee Members Present:**

Chris Wardlaw, Chair  
Melissa Randle, Vice-Chair  
Gavin Hernandez  
Mike Pettis  
Matt Nohr  
Iris Meneley

**Committee Members Absent:**

Mike Lopez  
Don Perry  
Megan Brandon

**Councilmembers Present:**

Chris Kern  
Cameron Reeves  
Marcus Ray

**Staff Members Present:**

Mario Canizares, Town Manager  
Robyn Battle, Executive Director  
Chuck Ewings, Assistant Town Manager  
David Hoover, Development Services Director  
Dan Baker, Parks & Recreation Director

**2. Consider and act upon the minutes from the September 16, 2024, Downtown Advisory Committee meeting. (RB)**

Melissa Randle made a motion and Gavin Hernandez seconded the motion to approve the minutes from the September 16, 2024, Downtown Advisory Committee meeting. The motion was approved unanimously.

**3. Comments from the Public.**

There were no comments from the public.

The Committee was introduced to new members Matt Nohr and Iris Meneley.

**4. Update and discussion on Downtown Improvement Projects.**

**a. Electricity on Main Street (DB)**

Mr. Baker stated that installation of underground power lines is almost complete.

Councilmember Ray noted that some of the string lights on the trees on Broadway

are not working. Staff was asked to identify and repair the problem.

**b. Downtown Monumentation Project (RB)**

Ms. Battle informed the Committee that the contract with Olsson Studio for the preparation of Construction Documents is on the October 8 Town Council agenda for approval.

**c. Benches (DB)**

Mr. Baker informed the Council that the additional five benches have been received. They will be assembled and installed before the end of October. Responding to questions from the Committee, Mr. Baker said he would take another look at the placement of the benches and make adjustments if needed.

**d. Paving on lot and alley behind EDC (CE)**

Mr. Ewings informed the Committee that staff has been working with utility companies to assess the location of underground utility lines. There may be additional costs for the design of the project related to utility relocation.

**e. Lighted Bollards (CE)**

Mr. Ewings let the Committee know that the Council has approved the purchase of the bollards. The light poles have a longer lead time for delivery. Staff is working with the contractor on locating underground utility lines. The bollards will have light bulbs that can be changed out to achieve the desired lighting effect.

**f. Historical Markers (CW)**

Ms. Battle informed the Committee the Communications Director Todd Rice is working with the Community Engagement Committee (CEC) and the Prosper Historical Society on this project. Once the locations have been finalized, and markers have been selected, Mr. Rice will and Chairman Wardlaw will provide an update to the Committee on the final proposal and the cost of the markers.

**g. Wireless Outdoor Sound System (RB)**

Ms. Battle will re-advertise the Request for Proposals (RFP) later this month. Once the link to the RFP is live, she will email it to the Committee members. Vendors may be contacted directly and invited to submit a proposal. Ms. Battle will conduct research on other cities who have similar systems.

**h. Other Updates from staff**

There were no other updates from staff.

**i. Review/Discussion on Downtown Project List**

Ms. Battle reviewed the overall status of the project list, noting the projects that have been completed, those that are in progress, and those that are still under consideration.

**5. Requests for future agenda items.**

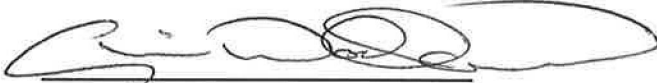
There were no requests for future agenda items.

Town staff was asked to inspect the tree on the property of the old tax office on Broadway, as it may be causing visibility problems for pedestrians.

**6. Adjourn.**

The meeting adjourned at 6:23 p.m. on Monday, October 7, 2024.

These minutes were approved on Monday, October 21, 2024.



**Chris Wardlaw, Chair**



**Robyn Battle, Executive Director**