

**HAMILTON HISTORIC MAIN STREET ADVISORY BOARD
REGULAR MEETING MINUTES**

**July 21, 2026
5:30 p.m.
Hamilton City Hall
200 East Main Street
Hamilton, Texas 76531**

I. CALL TO ORDER

The Hamilton Historic Main Street Advisory Board was called to order at 5:30 p.m.

Board Members Present:

Mary Owen
Kristi Collett
Kathleen Anglin
Liz Graves
Emery McElroy
Alicia Saldana-Stephens

Board Members Absent:

Joshua Anderson (joined virtually)

Staff Present:

Debbie Grieve, Executive Director
Bonnie Harle, Administrative Assistant

Guests Present:

Debbie Sanford

II. CITIZENS' COMMENTS

No formal citizen comments were presented.

III. CONSENT AGENDA

A. Kathleen made a motion to approve the minutes of the June 23, 2026, regular meeting as presented. Liz seconded the motion. The motion carried unanimously.

IV. REGULAR AGENDA

A. Prospective board applicant Debbie Sanford introduced herself to the Board. Sanford was invited to observe the remainder of the open meeting before the Board's executive-session deliberations. No action was taken under this item.

B. Staff reported that the proposed Main Street T-shirt design was not yet ready for presentation. Additional design refinement and pricing options will be obtained. The Board also discussed possible future merchandise, including: Main Street T-shirts, Embroidered or printed hats, Tumblers and drinkware, Dove ornaments and other existing inventory, Merchandise connected to specific downtown projects or fundraising initiatives. Staff will continue refining the design, obtain pricing information, review existing merchandise inventory, and coordinate with the Chamber of Commerce to avoid duplicating Dove Fest merchandise. No formal action was taken.

C. Staff presented an initial concept for a multi-year downtown public-art strategy developed following a meeting with mural artist Steven Stephens. The proposed strategy included the following components:

1. “Spot the Dove” Initiative
2. Main Street Office Signature Artwork
3. Community Art Beneath Park Bridges
4. Long-Term Gallery Wall Project
5. Community Participation
6. Grant Strategy

Downtown Visitor Information Signs: The Board discussed the possibility that wooden visitor information signs had been purchased previously and directed staff to research past records and storage locations. Potential locations included the Tesla charging station, airport, and Circle T Arena, to help direct visitors to downtown attractions. No formal action was taken.

D. Staff presented the Dove Fest Parade planning materials included in the Board packets. The Board discussed the following:

- **Parade Announcers:** The Board supported inviting Grant Lengefeld and Kevin Gilmore to return as parade announcers. Board members will contact the announcers and coordinate the preferred location near Wenzel's, with adjustments if construction requires.
- **Parade Awards:** The Board discussed continuing the Best in Theme and Crowd Favorite awards while exploring additional award categories for future years. Members favored plaques over trophies and will research award options for further discussion.
- **Parade Registration and Promotion:** Staff reported that parade registration is open, with seven entries received to date, and outreach efforts are underway through past participants, the newspaper, and social media. Board members were encouraged to recruit participants while staff continues promotion and shares registration updates.
- **Special Participants:** Staff is coordinating with Hardin-Simmons University, chuck wagon groups, and other organizations to secure special parade participants. The Board also discussed inviting military groups through regional contacts.
- **Parade Check-In and Lineup:** The Board reviewed updates to the parade check-in and lineup process to improve traffic flow and reduce confusion. Staff will coordinate participant staging, volunteer assignments, and band arrival procedures.

- **Lineup Markings:** The Board supported marking numbered lineup spaces on the roadway again this year. Staff will update the registration form to collect entry lengths for improved spacing and schedule roadway marking before the parade.
- **Volunteers:** Approximately six volunteers will be needed to assist with parade operations. Board members will recruit additional volunteers as needed, with setup beginning at 8:00 a.m.
- **Main Street Booth:** The Board discussed operating a Main Street booth during Dove Fest to distribute promotional materials and sell merchandise if available. Staff will coordinate booth staffing and logistics with the Chamber of Commerce.
- **Parade Crew Shirts:** The Board supported customized Dove Fest shirts identifying Main Street Parade Crew volunteers. Staff will coordinate the final design, logo placement, quantities, and sizes with the Chamber of Commerce. No formal action was taken.

V. EXECUTIVE SESSION

The Hamilton Historic Main Street Advisory Board convened into executive session at 6:41pm pursuant to Texas Government Code Section 551.074, Personnel Matters, for the interview, discussion, and deliberation regarding prospective Hamilton Historic Main Street Advisory Board applicants and recommendations to the Hamilton City Council for Board appointments.

VI. RECONVENE INTO OPEN SESSION AND TAKE POSSIBLE ACTION

The Board reconvened into open session at 6:45pm. Liz made a motion to recommend Debbie Sanford to the Hamilton City Council for appointment to the Hamilton Historic Main Street Advisory Board. Alicia seconded the motion. The motion carried unanimously.

The Board discussed continuing to advertise the remaining anticipated vacancy through social media, the newspaper, and direct outreach. Staff has contacted additional prospective applicants, including representatives of downtown businesses and the local newspaper.

VII. BOARD MEMBER AND STAFF UPDATES

Staff explained that this agenda item provides an opportunity for Board members and staff to share informational updates and discuss matters of general interest when no formal action is required.

A. Halloween on the Square-The Board discussed beginning preparations for Halloween on the Square, scheduled for Friday, October 30, 2026, from 4:00 p.m. to 6:00 p.m.

Topics discussed included:

1. Asking City Hall staff whether they would again distribute popcorn or candy.
2. Recruiting National Honor Society students or other youth volunteers to assist with setup and decorations.
3. Decorating the bridge area and exploring a temporary tunnel or arch structure that could potentially be reused and decorated with lights for Christmas.

4. Completing major bridge decorations before the event rather than on the day of the event.

The Board agreed to continue Halloween planning at the next meeting.

B. Future Agenda Items and Follow-Up

Items identified for future discussion or staff follow-up included:

1. Main Street T-shirt design and vendor pricing.
2. Hats, tumblers, and other merchandise options.
3. Continued development of the downtown public-art strategy and possible formation of a public-art committee.
4. Proposed locations and installation options for visitor-information signs.
5. Dove Fest Parade.
6. Halloween on the Square planning.
7. Recruitment of additional Board applicants.

VIII. ADJOURNMENT

Kristi made a motion to adjourn the meeting. Alicia seconded the motion. The motion carried unanimously. The meeting adjourned at 6:52pm.

Prepared by: Bonnie Harle, Administrative Assistant

Approved by the HHMS Board of Directors on August 18, 2026.

/s/ Mary Owen

President

Hamilton Historic Main Street

EXECUTIVE SESSION CERTIFICATION

I certify that a Certified Agenda for the Executive Session held during this meeting was prepared and is maintained in accordance with Texas Government Code Section 551.103.

/s/ Mary Owen

President

Hamilton Historic Main Street