

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

The meeting was called to order at 5:33 p.m.

**Committee Members Present:**

Chris Wardlaw, Chair  
Melissa Randle, Vice-Chair  
Don Perry  
Iris Meneley  
Charles Cotten  
Mike Pettis

**Committee Members Absent:**

Matt Nohr  
Gavin Hernandez  
Teague Griffin

**Staff Members Present:**

Mario Canizares, Town Manager  
Robyn Battle, Executive Director  
Chuck Ewings, Assistant Town Manager  
David Hoover, Development Services Director  
Todd Rice, Director of Community Engagement & Experiences

**2. Consider and act upon the minutes from the January 5, 2026, Downtown Advisory Committee meeting. (RB)**

Melissa Randle made a motion and Don Perry seconded the motion to approve the minutes from the January 5, 2026, meeting. The motion was approved unanimously.

**3. Citizen Comments.**

There were no comments from the public.

**4. Email Security Discussion and Training. (LJ)**

Harold Keith, Assistant Director of Information Technology, provided an overview of cybersecurity policies. He provided information on preventing cyber-attacks and protecting Town devices and networks. More information will be provided at the Joint Work Session on February 10.

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

**a. Additional Parking at EDC, Broadway, McKinley (CE)**

Mr. Ewings informed the Committee that bid award for the project will be presented to Council for approval on February 10. One more power pole needs to be relocated, then the sewer relocation can proceed and construction on the project can begin.

**b. Historical Markers (RB)**

Mr. Rice informed the Committee that updates are still being made to the website and a vendor has been identified to do the installation sometime in February. A dedication ceremony will be scheduled after the markers are installed.

**c. Downtown Monumentation (RB)**

Ms. Battle informed the Committee that five vendors submitted proposals for the project, and they are currently under review. Once the bids are scored, the winning bid will be presented to Council for approval on either February 10 or February 24.

**6. Project Idea Survey. (RB)**

Ms. Battle reminded the Committee about the survey link and encouraged everyone to submit their ideas. Two projects have been submitted to date. An overall long-term parking strategy is still a top priority for the Committee.

**7. Downtown Events Update. (RB)**

Ms. Battle provided an overview of the Downtown Block Party scheduled for May 30, 2026 in Downtown. The Prosper On Tap Series will continue this year as well.

**8. America 250**

Mr. Rice informed the Committee that the Town is considering a variety of initiatives to celebrate the 250<sup>th</sup> anniversary of our country. The Community Engagement Committee (CEC) is considering ideas, as well as several Town departments. The celebration will take place through July 4.


**9. Requests for future agenda items.**

- Parking Strategies
- Wayfinding Signage
- Billboard Signage
- Long-Term Plan

**10. Adjourn.**

The meeting was adjourned at 6:22 p.m. on February 2, 2026.

These minutes were approved on March 2, 2026.



**Chris Wardlaw, Chair**



**Robyn Battle, Executive Director**