

MAIN STREET ADVISORY BOARD MEETING MINUTES

CITY OF TAYLOR, TEXAS MAIN STREET ADVISORY BOARD August 23, 2021

MEMBERS PRESENT: Curie Humphreys, Ashley Doss, Erwin Stauffer, Jeff Snyder (present via telephone and later in person), John McRae (present via Zoom), and Doug Moss

MEMBERS ABSENT:

STAFF PRESENT: Jan Harris, Main Street Manager

OTHERS PRESENT: Tia Stone, Greater Taylor Chamber of Commerce; and Alex Allrich

- I. **CALL TO ORDER AND DECLARE A QUORUM:** Chairman Doug Moss called the meeting, held in the Conference Room of Taylor City Hall, to order at 5:37 pm and noted that a quorum was present.
- II. **CITIZENS COMMUNICATION:**
- III. **REGULAR AGENDA: Review, Discuss, and Consider Action:**
 1. **Review and approve the minutes from the July 21, 2021, MSAB meeting –**
MOTION: To approve the July 21, 2021 Meeting Minutes as presented. J. McRAE / E. STAUFFER / UNANIMOUS
 2. **Receive the financial reports for July 2021 –**
The Board received the Financial Reports as information with no questions directed toward staff.
ACTION: No action was required.
 3. **Main Street Manager's reports** - Jan presented the following reports to the board:
 - a. **Manager's Activity Report:** Jan directed the Board's attention to the report which records the number and types of meetings she attended during the past month. She reported that in addition to the films noted on the report, she is also working with a commercial filming project and another movie.
 - b. **Downtown Property Report:** Jan reported that the Scott Family Trust properties 108-116 E. 2nd St. that include the old Taylor Station and Turning Heads Salon will close on September 1st. In addition, 421 N Main Street (former location of Hawt Spot) closes August 24th. Currently, there 14 properties/spaces currently for lease in the downtown ranging in size from 1400-16,000SF and one build-to-suit property 101 E. 1st St. which will be leased upon completion.
 - c. **Downtown Business Report:** Jan reported that James Humphreys, owner of the Wellness League did not renew her lease for 321 N. Main St. Flake Bakery (103 W. 5th) is still undergoing extensive renovations before opening. There will be 2 new businesses in the space formerly occupied by Little Liberty's Consignments: a men's store featuring clothing and gifts and in Suite C there will be a tactical supply store (no firearms). Property owner Rick Northcutt's family members will be running these stores. Another new business on that block will replace The Pink Coconut in 415 N Main. Sarah Smith will open The Studio on Main – a nail salon. The newly leased 110 N Main will house Western Darlin owned by Courtney Pittman. This majority online store will offer hip Western wear for women. Tim Kriegel, owner of Brookshire Insurance, is the person who has purchased 421 N Main (former Hawt Spot location). He will be moving his insurance office there.
 - d. **Board Member Attendance Report:** The attendance report was reviewed with the board.
 - e. **Board Action Item Report from July 21st Meeting:** Progress on the various action items from the last meeting were shared with the board.
ACTION: These reports were received by the Board as information.
 4. **Committee Report on Signage Design Guidelines project** – Susie Gibson reviewed her progress with the board saying that all text has been inputted as well as some photos. She asked for additional photos which were larger and/or higher quality.

ACTION ITEM: Susie will get a pdf of the design guidelines to the board so that they can review it more closely and make suggestions.

ACTION ITEM: Doug, John, and Jan will continue to work with Susie on this project.

ACTION: No action was required by the board.

5. **Review parliamentary procedure handbook** – Jan handed out a copy of basic parliamentary procedure rules for boards to follow. Erwin had received the booklet when he attended the CoT Board and Commission Training Session years ago. The handbook is no longer being issued at the training. Doug noted that the basic takeaway was to allow each board member to speak in turn. To accomplish this, Doug will call on board members to speak. Jan reviewed the basic steps to making a correct motion, second, discussion, and vote.

ACTION: No action was required by the board.

6. **Committee report on Open Flag Project** – Jan reported that she had received the additional flag brackets in the post that day. CoT Building Maintenance Supervisor Rick Jones may be able to install the brackets.

ACTION ITEM: Should Rick agree to install the brackets, Jan will discuss the action with his supervisor to determine whether he will be able to do this during his regular work day or on a weekend. If it is outside of his regular duties, an appropriate compensation will be determined and reported back to the board.

Jan presented the invoice from Susie Clickner Designs and reported that it was \$160 higher than the figure Jan had estimated at the last meeting when the board approved the expenditure NTE \$7800.

MOTION: To approve an increase in the funds available for this purchase and authorize Jan to purchase the 60 OPEN flag sets with 10 additional brackets for \$7960.00. D. MOSS / A DOSS / UNANIMOUS.

Jan then reviewed the Property Owner Permission Form and the Business Owner Participation Agreement Form with the board. Additions and corrections were suggested and those will be implemented.

ACTION ITEM: Jan will make the suggested changes to the forms and present to the board.

ACTION: No additional action was required

7. **Committee Report on Downtown Banner Project** – Jan reported that the committee had selected a proposed design for the “SHOP,” “DINE,” “PLAY” banners and had chosen 2 stock colors, Hunter Green and Black, as well as a custom color, Natural, for the 3 designs. She learned that the natural banner would not work for a 2-sided design, so she shifted over to vinyl rather than canvas. This brought the price down a bit, and she presented the revised designs and invoice to the board. Erwin suggested that the board purchase additional banners for the various special events the City hosts. He also suggested we add another banner to the ones Jan presented for approval that says “Visit.”

The board then began to discuss the size of our downtown pole banners as well as the banners that extend across Main Street. Erwin talked enthusiastically about the Rockport, TX banner program.

There is also funding available for a set of stock banners sized to fit Taylor’s poles

ACTION ITEM: Jan was asked to investigate the possibility of enlarging the downtown pole banners.

ACTION ITEM: Jan was also asked to investigate the possibility of hanging special event banners across Main Street.

ACTION ITEM: Jan was asked to investigate guidelines to coordinate banners with over-the-street banners for events.

MOTION: A motion was made to allow the Design Committee to determine whether to do 3 or 4 banners and to choose a stock banner for Taylor at a cost not to exceed \$2,500 each. C. HUMPHREYS / A. DOSS / UNANIMOUS

8. **Update on Music on Main Concert Series** – Jan presented a report on the 2nd concert held on August 19th as well as the next concert scheduled for September 16th. She shared the income and expenditures record showing how the funds allocated by both the MSAB and the PAAB had been spent. Erwin spoke of an entertainer called Movin Marvin who sang, tap danced, and otherwise entertained the audience when he was recently in Rockport.

ACTION ITEM: Doug suggested that Erwin present his idea to have Movin Marvin perform at a Music on Main Concert to the PAAB as he felt that was their role in the Concert series.

ACTION: No action was required by the board.

9. **Update on Main Street Car Show** – Jan directed the Board’s attention to the information included in the meeting packet regarding the upcoming Car Show. She encouraged Board members to volunteer for the Car Show as well as for the Mamma Jamma Bike Ride scheduled for September 18th.

ACTION: No action was required.

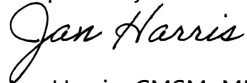
10. **Christmas Decoration Refresh** – Jan presented information on the Christmas bows which are a part of some of the downtown light pole decorations. She showed an example of a very faded bow and noted that the MSAB had funding that could be used to refresh the 32 bows. The bows she was recommending cost \$82/each.

MOTION: A motion was made to authorize Jan to purchase 32 replacement Christmas bows not to exceed \$3500.00. D. MOSS / A. DOSS / UNANIMOUS

10. **Adjournment:**

MOTION: A motion was made to adjourn the meeting at 7:00 pm. E STAUFFER / A DOSS / UNANIMOUS.

Respectfully submitted:

A handwritten signature in cursive script that reads "Jan Harris".

Jan Harris, CMSM, MHP
Main Street Manager