MAIN STREET ADVISORY BOARD MEETING MINUTES

CITY OF TAYLOR, TEXAS
MAIN STREET ADVISORY BOARD
July 21, 2021

MEMBERS PRESENT: Curie Humphreys, Ashley Doss, Erwin Stauffer, and Doug Moss
MEMBERS ABSENT: Jeff Snyder, Steve Truex, and John McRae
STAFF PRESENT: Jan Harris, Main Street Manager
OTHERS PRESENT: Tia Stone, Greater Taylor Chamber of Commerce

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 5:52 pm and noted that a quorum was present.

II. CITIZENS COMMUNICATION: Tia Stone, President of the Greater Taylor Chamber of Commerce thanked the downtown businesses who welcomed Rodeo fans to Taylor by painted welcoming artwork on their storefront windows. Three businesses who participated were Frills Boutique, Vintage Affaire, and Hawt Spot.

III. REGULAR AGENDA: Review, Discuss, and Consider Action:

1. **Review and approve the minutes from the June 16, 2021, MSAB meeting –**
   <u>MOTION:</u> To approve the May 19, 2021 Meeting Minutes as presented. E. STAUFFER / A. DOSS / UNANIMOUS

2. **Receive the financial reports for June 2021 – ACTION ITEM:** As members had questions regarding the working specifics of both Main Street financial accounts, Staff will provide in-depth information on the specifics of the report at the August meeting.
   <u>MOTION:</u> To receive the June Financial Reports as information. E. STAUFFER / C. HUMPHREYS / UNANIMOUS

3. **Main Street Manager's reports** - Jan presented the following reports to the board:
   a. **Manager's Activity Report:** Jan reported that she has met with members of the Correa family who are opening a restaurant where The Shack was. She provided them with information on the FIG and Signage Grants available to them through the Main Street office. Several large events have either taken place or are in the planning stages: Taylor Pride was held in June while the Mamma Jamma Bike Ride will take place on September 18th, and the MSCS will be held on October 30th. She has been participating in Main Street Summer Camp – online workshops on topics of interest to T MS Managers. Jan also reported that she had spoken to the Taylor Lions Club. Doug asked if she had a prepared presentation for such events and wondered if a 1-page report might be useful to hand out at such gatherings.
   <u>ACTION ITEM:</u> Jan will work on developing a 1-page informational sheet for the public.
   b. **Downtown Property Report:** Jan reviewed the two reports indicating properties for sale and those for lease in the downtown district. She reported that there was one property is still under contract (the Scott Family Trust properties 108-116 E. 2nd St. that include the old Taylor Station and Turning Heads Salon). She reported that 112 N Main has leased starting August 1st. This leaves There 12 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 along with Curio Mrvosa, Flake Bakery & Larder, and Haley's Grains which are in the process of opening, two businesses are now located in the Black Sparrow building – 113 W. 2nd St.: Greenhouse Craft Food, owned by Robert Snow is in the front of the building and the rear portion formerly used as an apartment Waxplant is selling records and booking the musical entertainment for the front. Shaun Avants owns Waxworks. The newly leased 112 N Main will house Western Darlin owned by Courtney Pittman. This majority online store will offer hip Western wear for women. No businesses closed during May, and none relocated.
   d. **Board Member Attendance Report:** The attendance report was reviewed with the board.

ACTION: These reports were received by the Board as information.

4. **Mural Application – 120 W. 2nd St (mural on Talbot St.) from Judy Blundell –** The Board was presented with an application for a 9' mural located at the far-left doorway of the Titsworth Building on Talbot Street. It is comprised of a dark brown circle disappearing in the doorway with 3 stalks of grain painted diagonally across the circle. The muralist is Adam Davenport.
MOTION: A motion to approve the mural design as presented was made. C HUMPHREYS / A. DOSS / UNANIMOUS

5. **Committee report on Signage Design Guidelines Project –** Doug reviewed the scope of work presented by Susie Gibson to put the guidelines written by Jan Harris into a format suitable for printing and online viewing. Jan presented the proposed Table of Contents for the entire Signage Design Guidelines packet as requested by the Board at the June meeting.
MOTION: To accept the Scope of Work and fee as presented. A. DOSS / E STAUFFER / UNANIMOUS

6. **Committee report on Open Flag Project –** Ashley reported to the Board that she has received information from the manufacturer that the flags are both durable and colorfast and will stand up to the Texas sun. Jan showed the Board a survey of the types of businesses in the DT District and presented her recommendations for those types of businesses that should receive the Open Flags. There are currently 28 Retail Businesses, 14 Food Service (Restaurants), 6 Food Retail (take-aways), and 7 Personal Service (barbers, salons) for a total of 55. She recommended ordering 10 additional units to have on hand for new businesses. The estimated cost of 65 Open Flags (less the 30% bulk discount) and including S/H is $6831.50. The Board suggested that ½ dozen brackets be ordered as well.
ACTION ITEMS: Jan to develop an Approval and Release document for business owners and property owners to sign. Since there are 55 businesses slated to receive the flags, these will be divided among the committee into 4 groups.
MOTION: To approve the purchase of Open Flags, poles, and brackets plus 6 additional brackets not to exceed $7800. E. STAUFFER / A. DOSS / UNANIMOUS.
The Board discussed who would install the brackets.
ACTION ITEM: Jan to approach PW to see if staff can install. If that is not doable, then she will seek bids for service from 3 sign companies.
ACTION ITEM: Develop a bid sheet for the project.
ACTION ITEM: Curie and Ashley will undertake a PR blitz to promote the project.

7. **Update on Music on Main Concerts –** Jan reported that the first concert was very successful with approximately 250 people in attendance. She had asked Council to allow the sale and consumption of alcohol in Heritage Square for City-sponsored Special Events through the end of the calendar year. Because of the timing of the Council approval of this request, Texas Beer Company gave away beer at this concert. Jan reported that $500 of the funds previously allocated for the Series had been used to pay Marshall Hood Band for their services. She reported that the budget for this music series would fall short of funds and requested that the Board consider allocating additional money for the series. Doug noted that events such as Music on Main was in direct alignment with the Board's Mission & Vision Statements and would be a good use of unallocated funding.
MOTION: A motion was made to provide an additional $1,500 for the Music on Main Concert Series. This would bring the MSAB monetary support of the series to $2,600 in FY 21. C HUMPHREYS / A DOSS / UNANIMOUS

8. **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.

9. **Date for Board Training / Work Plan Development –** Chairman Doug had asked for a Board retreat to establish a work plan for the coming year. Jan suggested that the retreat be held at the library and that it starts at 1 pm, break for a brought in supper, followed by a wrap up and adjournment around 8 pm. Doug suggested that the Board adjourn for dinner at La Scala, but staff wondered if it would be more difficult to get the board back together at the library afterward for wrap up. It was then decided that that the retreat could begin at 10 am with

a lunch brought in, continue through the afternoon, and wrap before dinner which could be held at La Scala. The dates determined as best for the Board are September 23 and 24, 2021.
<u>ACTION ITEM:</u> Jan will check with THC-Main Street Staff in Austin to see if either of those dates are available and report back.
<u>ACTION ITEM:</u> She will reserve the meeting room and AV equipment at the library for the date chosen.

10. **Discuss rescheduling the September 15^{th} meeting to September 14^{th}:** Jan reported that she will be in Seguin for Main Street Managers' Professional Development Training from September 15-17. September 14^{th} was not a good date for the board; therefore, Doug suggested that the September meeting be held in conjunction with the Board Retreat.
<u>ACTION ITEM:</u> Jan will put only critical items on the September agenda with non-critical items being added to the October agenda.

11. **Adjournment:**
<u>MOTION:</u> A motion was made to adjourn the meeting at 8:15 pm. E STAUFFER / A DOSS / UNANIMOUS.

Respectfully submitted:

Jan Harris

Jan Harris, CMSM, MHP
Main Street Manager