

**AGENDA
MAIN STREET ADVISORY BOARD
6:00 pm – July 19, 2023
Taylor City Council Chambers**

Main Street is a grassroots effort of Economic Development through Historic Preservation.

The Main Street Movement is based on the 4 Point Process:

1. ORGANIZATION - Bringing together your stakeholders (property & business owners, residents, employees, schools, government, organizations, etc.) to work toward a goal of a revitalized OT.
2. DESIGN - Improving the curb appeal of downtown and creating a safe, welcoming, and inviting environment both in the overall district and in the individual stores.
3. PROMOTION - Telling your downtown's story. So much more than special events - it is marketing to your residents, workers, visitors, and shoppers.
4. ECONOMIC VITALITY - Supporting your existing business mix while actively recruiting new businesses to bolster your Downtown business stock.

I. CALL TO ORDER AND DECLARE A QUORUM

II. CITIZEN COMMUNICATION

(The Main Street Advisory Board welcomes public comment on items not listed on the agenda. However, the Board cannot respond until the item is posted on a future agenda. All public comments are limited to 3 minutes.)

III. CONSENT AGENDA:

(The Consent Agenda includes non-controversial and routine items that the Commission or Board may act on with a single vote. The Chairman or a Board member may pull any item from the Consent Agenda to discuss and act upon it individually as part of the Regular Agenda.)

- A. Review and approve minutes from the MSAB regular meeting held on June 27, 2023 (Doug Moss)
- B. Review and receive the financial reports from July 2023 (Jan Harris)

IV. REGULAR AGENDA - New Business:

- A. Introduce Ruby Fisher – Special Events Coordinator (Jan Harris)
- B. Review/Discuss and Consider Action on the Façade Improvement Grant application for the Preslar-Hewitt Building (321 N Main; 323 N Main; 103 W 4th); owned by Jayroe Management Trust and managed by Monica Luxon Realty Services. This is a 3-phase project – (1) repairing/replacing mortar; (2) repairing/reglazing/repainting 35 windows; and (3) repairing the roof. (Jan Harris)
- C. Review/Discuss and Consider Action on the Façade Improvement Grant application for 519 North Main Street (Sweet & Southern Finds); owned and operated by Karen Morris. The purpose of this project is to repair/replace rotten wood, repaint the building in a new color scheme, and replace 3 exterior light fixtures. (Jan Harris)
- D. Review/Discuss and Consider Action on the upcoming Taylor Downtown Revitalization Workshop scheduled for August 25th from 2-6 pm at the Taylor ISD Event Center (Jan Harris)
- E. Review/Discuss & Consider Action on proposed special event combining Shop Small Saturday (November 25, 2023) with a Wine/Beer Stroll Activity downtown to kick off the Holiday Shopping Season (Ruby Fisher)

V. REGULAR AGENDA - Continuing Business:

- A. Main Street Manager's reports (Jan Harris):
 1. Manager's activity report
 2. Main Street business & property report
- B. Update on downtown directory signage (Jan Harris)

- C. Update on "sidewalk sticker" project (Jan Harris)
- D. Update on Tax Credit Workshop (Jan Harris/Doug Moss)
- E. Discuss items for upcoming agendas (Doug Moss)

VI. ADJOURN

NEXT MEETING DATE: AUGUST 16, 2023

I certify that the notice of this meeting was posted in the Taylor City Hall Lobby continuously for 72 continuous hours before the scheduled time of said meeting. I further certify that the following news media was notified of this meeting: Taylor Daily Press.

Posted by:  Date: 

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

JULY 19, 2023

CONSENT AGENDA

III-A

Review and approve minutes from the MSAB regular meeting held on June 27, 2023

**AGENDA
MAIN STREET ADVISORY BOARD
6:00 pm – June 27, 2023
Taylor City Hall Conference Room**

MEMBERS PRESENT: Jeff Snyder, Ruth Rivera, Curie Humphreys, and Chairperson Doug Moss

MEMBERS ABSENT: John McRae and Erwin Stauffer

GUESTS PRESENT: Chuck Farr, Jenn Lopez, and Hayley Blundell

I. CALL TO ORDER AND DECLARE A QUORUM – Chairperson Moss called the meeting to order at 6 pm and noted that a quorum was present.

II. CITIZEN COMMUNICATION – There was no communication.

III. CONSENT AGENDA:

A. Review and approve minutes from the MSAB regular meeting held on May 17, 2023 –
MOTION: To approve the minutes as presented: R RIVERA / C HUMPHREYS / UNANIMOUS

B. Review and receive the financial reports from June 2023 – The reports were received as information by the board.

IV. REGULAR AGENDA-New Business:

A. Review/Discuss and Consider Action on the Sign Grant application presented by Jenn Lopez for her business Alchemy located at 119 W. 2nd St. (formerly located at 211 N Main in the Hawt Spot Building) – Jan informed the board that the property in question is owned by Nic Armstrong. Jenn is relocating from a space in the Hawt Spot building on Main Street to her own store. The sign painter is Casey Anderson who will be using gold leaf. The permit has already been obtained for the sign. The cost of the project is \$2,250.00 and 50% is \$1,125.00. Staff recommends that the grant be approved and that \$1,125 be awarded.

MOTION: To approve the sign grant as presented by Jenn Lopez and award a reimbursement grant of \$1,125.00. Ms. Lopez must present proof of the project's payment in full before the process of issuing the reimbursement check may begin. R RIVERA / C HUMPHREYS / UNANIMOUS.

B. Review/Discuss and Consider Action on the Sign Grant application presented by Hayley Blundell for her business Hayley's Grains located at 100 N Main St. (formerly located in Suite G of the Titworth Building and accessed from Talbot St.) – Jan informed the board that the property in question is owned by 2nd and Main LLC. Hayley is relocating from a space in the Titworth Building to a larger and more visible space. The sign painter is Adam Davenport who will be using gold paint. Hayley is in the process of obtaining her CO and then her sign permit for this project. The cost of the new signage is \$2,000 with 50% being \$1,000. Staff recommends that the board approve the grant reimbursement for \$1,000 upon Ms. Blundell's submission of a CO and Sign Permit.

MOTION: To approve the sign grant as presented by Hayley Blundell and award a reimbursement grant of \$1,000. Ms. Blundell must present a copy of the business' CO and a sign permit before the project begins and then proof of the project's payment in full before the process of issuing the reimbursement check may begin. J SNYDER / R RIVERA / UNANIMOUS

C. Review/Discuss and Consider Action on the request by the Heritage Square Farmers Market that the Main Street Board agree to make a budget adjustment in their 123 Main Street Revenue Account in the amount of \$1,000 to cover the shortfall in their budget line item for

this fiscal year – Staff suggested they take \$1000 from the Christmas Fair on the Square as the P&R Dept. will be increasing the activities with the Tree Lighting after the Parade to include a festival and Main Street will be heavily involved in running the Parade. Members of the board are still in favor of the Christmas Fair, so it was discussed to take the funds from the Wine Swirl instead.

MOTION: To move \$2,000 from the Wine Swirl into the Farmers Market line item. D MOSS / R RIVERA / UNANIMOUS

V. REGULAR AGENDA - Continuing Business:

A. Main Street Manager's reports -

1. Manager's activity report -

2. Main Street business & property report

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

B. Review/Discuss and Consider Action on additional revisions to the Façade Improvement Grant
– Chuck Farr had suggested some minor revisions to the wording in the Façade Improvement Grant to help make the document more easily understandable by applicants.

MOTION: To accept the changes and direct staff to send the updated application to City Attorney Mark Schroeder for review. J SNYDER / R RIVERA / UNANIMOUS

C. Receive update on progress made with the 2nd Saturday Shop & Stroll Totes – Jan showed the totes to the board and informed them that the final cost was \$1,782.18. She will reach out to Channing Kingery-Boles for input regarding distribution.

D. Receive update on progress made with the "Shop Downtown Taylor" sign – The board discussed ways to take the sign down.

ACTION ITEM: Jan was asked to see if the City had a back hoe and a fork lift that could be used.

E. Receive preliminary report on Blackland Prairie Day – Jan presented an updated budget for the event. Income was \$9475.00 and expenditures for Main Street were \$11,134.16 for an overage of \$1,659.16. City costs for the event were \$12,842.91.
The impact on businesses varied – if you were adjacent to the Square, you did well. Otherwise, your day was either normal or flat.

ACTION ITEM: Use the August 9th Breakfast Bites to discuss the Spring Festival and how to get people walking through the downtown and make it feel like a whole Downtown event for the entire community.

ACTION ITEM: Doug called for a committee to develop a plan for the Spring Festival. Ruth Rivera and Curie Humphries volunteered.

F. Receive update on the Events Coordinator hiring process – Jan reported that Ruby Fisher has been hired and will start on July 10th. No action required by the board.

G. Update on downtown directory signage – Jan reported that there have been orange markings on the sidewalk noting the locations of the signs and which way the maps will be facing. The locations for these signs are SW corner of W 4th and N Main; NE corner of E 4th and N Main; NW corner of W 2nd & N Main ; SE corner of E 2nd & N Main; NW corner of W 2nd & Talbot; and SE corner of MLK & S Main.

H. Update on "sidewalk sticker" project – The stickers need to go before Council for approval.

ACTION ITEM: Jan needs to get the dimensions of the circles to Doug.

ACTION ITEM: Doug to get pricing back to Jan for insertion in the TL for Council.

ACTION ITEM: Jan will work to get it on an upcoming Council agenda where she and Doug will present.

- I. **Update on Tax Credit Workshop** – Jan reported that she had spoken with Austin Lukes, THC and Tax Credit Specialist as well as Jamie Crawley, THC, TMS Design Lead, about the workshop and the 4th week in August works for them. The reason we can bring these professionals here is we can (should) expand the scope to invite nearby Main Street Managers and any of their interested property owners to attend. This justifies the state staff's time.

Doug has a member of Architexas and also Terry O'Connell ready to attend along with Cliff Olle. The target date is Wednesday, August 23rd during the day.

ACTION ITEM: Jan will reach back out to Jamie and Austin for their input on the duration of this presentation.

ACTION ITEM: Jan/Kendra will develop a flyer and distribute once the date/time is nailed down.

- J. **Receive any updates on the downtown property appraisal increases** – Doug reported that other comparables were able to be used for the downtown properties and this resulted in immediate reductions in tax bills for the downtown properties. It was a great example of the downtown property owners working together to achieve a goal that benefited each individually and the district as a whole.

- K. **Discuss items for upcoming agendas** –

1. Promoting for a Breakfast Bites topic – Improving the curb appeal of downtown through interesting A-frame signage.
2. Work toward a collaborating relationship with OTH/Cliff/Q. Do we seek to expand the Main Street District via signage, advertising, promotion of the area being pedestrian/bicycle friendly?

VI. **ADJOURN** – The meeting was adjourned at 8.30 pm until July 19, 2023 at 6 pm by acclamation.

Respectfully submitted,

Jan Harris

Jan Harris, CMSM MHP MA
Main Street Manager

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

JULY 19, 2023

CONSENT AGENDA

III-B

Review and approve minutes from the MSAB regular meeting held on MAY 17, 2023

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

PAG 1

100-GENERAL FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
***	TOTAL REVENUES ***	0.00	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>							
	524-MAIN STREET PROGRAM	112,128.00	3,689.78	80,257.04	73.28	1,905.58	29,965.38
***	TOTAL EXPENDITURES ***	112,128.00	3,689.78	80,257.04	73.28	1,905.58	29,965.38
***	TOTAL PROFIT / (LOSS) ***	(112,128.00)	(3,689.78)	(80,257.04)	73.28	(1,905.58)	(29,965.38)

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

100-GENERAL FUND
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
*** TOTAL REVENUES ***		0.00	0.00	0.00	0.00	0.00	0.00

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

PAG 3

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>100-EMPLOYEE SERVICES</u>							
<u>WAGES & SALARIES</u>							
524-111	REGULAR FULL TIME	69,225.00	2,727.43	52,789.51	76.26	0.00	16,435.49
524-114	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
524-115	LONGEVITY PAY	144.00	0.00	144.00	100.00	0.00	0.00
524-118	INSURANCE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00
524-119	CERTIFICATION PAY	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		69,369.00	2,727.43	52,933.51	76.31	0.00	16,435.49
<u>PAID BENEFITS</u>							
524-120	UNUM LIFE	190.00	0.00	165.36	87.03	0.00	24.64
524-121	FICA SOCIAL SECURITY	5,400.00	203.14	3,939.43	72.95	0.00	1,460.57
524-122	WORKERS COMPENSATION	160.00	0.00	171.11	106.94	0.00	(11.11)
524-123	STATE UNEMPLOYMENT TAXES	162.00	0.00	9.00	5.56	0.00	153.00
524-124	RETIREMENT- TMRS	9,030.00	713.14	6,543.92	72.47	0.00	2,486.08
524-126	HEALTH INSURANCE	7,575.00	0.00	6,309.90	83.30	0.00	1,265.10
524-127	DENTAL INSURANCE	300.00	0.00	233.10	77.70	0.00	66.90
524-128	LONG TERM DISABILITY	205.00	0.00	177.98	86.82	0.00	27.02
524-129	VISION INSURANCE	50.00	0.00	31.68	63.36	0.00	18.32
* SUB-CATEGORY TOTAL *		23,072.00	916.28	17,581.48	76.20	0.00	5,490.52
<u>ALLOWANCES/REIMBURSEMENTS</u>							
524-133	BUSINESS- TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
524-135	BUSINESS MEALS	1,000.00	0.00	857.97	85.80	0.00	142.03
* SUB-CATEGORY TOTAL *		1,000.00	0.00	857.97	85.80	0.00	142.03
<u>TRAINING/PROFESSIONAL DEVELOPM</u>							
524-141	WORKSHOP TRAINING	1,250.00	0.00	85.00	6.80	0.00	1,165.00
524-142	PROFESSIONAL CONFERENCES	1,600.00	0.00	450.00	28.13	0.00	1,150.00
524-143	MEMBERSHIPS AND DUES	1,325.00	0.00	1,260.00	95.09	0.00	65.00
524-144	SUBSCRIPTIONS AND BOOKS	2,949.00	0.00	2,791.47	94.66	0.00	157.53
524-146	TRAINING- TRANSPORTATION	1,100.00	0.00	58.21	5.29	0.00	1,041.79
524-147	TRAINING- LODGING	2,050.00	0.00	1,053.66	51.40	0.00	996.34
524-148	TRAINING- MEALS	850.00	0.00	216.96	25.52	0.00	633.04
* SUB-CATEGORY TOTAL *		11,124.00	0.00	5,915.30	53.18	0.00	5,208.70

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

PAG 4

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
** CATEGORY TOTAL **		104,565.00	3,643.71	77,288.26	73.91	0.00	27,276.74
200-OPERATIONAL SUPPLIES							
OFFICE SUPPLIES							
524-211	GENERAL OFFICE SUPPLIES	1,030.00	0.00	856.54	83.16	0.00	173.46
524-213	PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
524-214	COMPUTER SUPPLIES	300.00	0.00	305.52	101.84	0.00	(5.52)
524-215	POSTAGE	100.00	0.00	4.02	4.02	0.00	95.98
* SUB-CATEGORY TOTAL *		1,430.00	0.00	1,166.08	81.54	0.00	263.92
PROGRAM/SPECIAL EVENTS							
524-232	FOOD/MEALS	0.00	0.00	0.00	0.00	0.00	0.00
524-233	CITY SPONSORED EVENTS	0.00	0.00	0.00	0.00	0.00	0.00
524-235	PROMOTIONAL SUPPLIES	1,288.00	0.00	0.00	0.00	0.00	1,288.00
* SUB-CATEGORY TOTAL *		1,288.00	0.00	0.00	0.00	0.00	1,288.00
OPERATIONAL EQUIPMENT (ADMIN)							
524-261	OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
524-267	COMPUTERS	0.00	0.00	0.00	0.00	1,905.58	(1,905.58)
524-269	OTHER OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	1,905.58	(1,905.58)
** CATEGORY TOTAL **		2,718.00	0.00	1,166.08	113.01	1,905.58	(353.66)
300-FACILITIES OPERATIONS/MAIN							
UTILITIES							
524-323	TRUNK TELEPHONE SYSTEM	10.00	0.00	0.00	0.00	0.00	10.00
524-324	CELL PHONES	600.00	0.00	385.89	64.32	0.00	214.11
* SUB-CATEGORY TOTAL *		610.00	0.00	385.89	63.26	0.00	224.11
** CATEGORY TOTAL **		610.00	0.00	385.89	63.26	0.00	224.11

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>400-EQUIPMENT OPERATIONS/MAINT</u>							
<u>OFFICE EQUIPMENT</u>							
524-461	OFFICE EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
524-462	OFFICE EQUIPMENT MAINT/REPAIR	1,030.00	46.07	1,254.51	121.80	0.00	(224.51)
	* SUB-CATEGORY TOTAL *	1,030.00	46.07	1,254.51	121.80	0.00	(224.51)
** CATEGORY TOTAL **		1,030.00	46.07	1,254.51	121.80	0.00	(224.51)
<u>500-CONTRACT SERVICES AND FEES</u>							
<u>PROFESSIONAL SERVICES</u>							
524-512	ENGINEERING SERVICES	1,425.00	0.00	0.00	0.00	0.00	1,425.00
524-519	OTHER PROFESSIONAL SERVICES	600.00	0.00	0.00	0.00	0.00	600.00
	* SUB-CATEGORY TOTAL *	2,025.00	0.00	0.00	0.00	0.00	2,025.00
<u>FEES FOR SERVICES</u>							
524-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
524-528	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
<u>CONTRACT SERVICES</u>							
524-532	SOFTWARE MAINT/LICENSING	980.00	0.00	162.30	16.56	0.00	817.70
524-539	OTHER CONTRACT SERVICES	200.00	0.00	0.00	0.00	0.00	200.00
	* SUB-CATEGORY TOTAL *	1,180.00	0.00	162.30	13.75	0.00	1,017.70
** CATEGORY TOTAL **		3,205.00	0.00	162.30	5.06	0.00	3,042.70

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

PAG 6

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>700-CAPITAL OUTLAY</u>							
OFFICE FURNITURE/EQUIPMENT							
524-714	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>800-CONTRIBUTIONS & CONTINGENC</u>							
CONTRIBUTIONS/TRANSFERS							
524-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
*** DEPARTMENT TOTAL ***		112,128.00	3,689.78	80,257.04	73.28	1,905.58	29,965.38
*** TOTAL EXPENSES ***		112,128.00	3,689.78	80,257.04	73.28	1,905.58	29,965.38
*** TOTAL PROFIT / (LOSS) ***		(112,128.00)	(3,689.78)	(80,257.04)	73.28	(1,905.58)	(29,965.38)

*** END OF REPORT ***

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

PAG 1

123-MAIN STREET REVENUE FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
330-	INTERGOVERNMENTAL REV	60,625.00	0.00	0.00	0.00	0.00	60,625.00
430-	USE OF MONEY AND PROP	0.00	0.00	0.00	0.00	0.00	0.00
440-	DONATIONS FROM PRIVAT	46,600.00	295.00	43,232.00	92.77	0.00	3,368.00
450-	INTERFUND OPERATING T	49,600.00	12,400.00	49,600.00	100.00	0.00	0.00
***	TOTAL REVENUES ***	156,825.00	12,695.00	92,832.00	59.19	0.00	63,993.00
<u>EXPENDITURE SUMMARY</u>							
615-	CONTRIBUTE TO CIVIC P	156,825.00	0.00	114,186.06	85.29	19,567.18	23,071.76
***	TOTAL EXPENDITURES ***	156,825.00	0.00	114,186.06	85.29	19,567.18	23,071.76
***	TOTAL PROFIT / (LOSS) ***	0.00	12,695.00	(21,354.06)	0.00	(19,567.18)	40,921.24

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

PAG 2

123-MAIN STREET REVENUE FUND
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>330-INTERGOVERNMENTAL REVENUES</u>							
330-234	TEDC CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
330-235	GENERAL CONTRIBUTIONS	60,625.00	0.00	0.00	0.00	0.00	60,625.00
330-236	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		60,625.00	0.00	0.00	0.00	0.00	60,625.00
<u>430-USE OF MONEY AND PROPERTY</u>							
430-331	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00
430-335	REFUNDS AND REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>440-DONATIONS FROM PRIVATE SOU</u>							
440-351	TAYLOR PRIDE	0.00	0.00	0.00	0.00	0.00	0.00
440-352	FARMERS' MARKET RENTAL FEES	7,000.00	295.00	4,721.00	67.44	0.00	2,279.00
440-353	MAIN STREET CAR SHOW	22,000.00	0.00	28,786.00	130.85	0.00	(6,786.00)
440-354	WINE SWIRL	0.00	0.00	0.00	0.00	0.00	0.00
440-355	HERITAGE SQ CHRISTMAS LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00
440-356	CHRISTMAS BAZAAR	1,600.00	0.00	0.00	0.00	0.00	1,600.00
440-357	SALES AND OTHER FUNDRAISINGS	0.00	0.00	0.00	0.00	0.00	0.00
440-358	TAYLOR BLACKLAND PRAIRIE DAYS	16,000.00	0.00	9,725.00	60.78	0.00	6,275.00
440-359	SPOOKTACULAR	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		46,600.00	295.00	43,232.00	92.77	0.00	3,368.00
<u>450-INTERFUND OPERATING TRANSF</u>							
450-361	TRANSFER FROM TIF	30,000.00	7,500.00	30,000.00	100.00	0.00	0.00
450-362	TRANSFER FROM H.O.T.	5,000.00	1,250.00	5,000.00	100.00	0.00	0.00
450-365	TRANSFER FROM GENERAL FUND	14,600.00	3,650.00	14,600.00	100.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		49,600.00	12,400.00	49,600.00	100.00	0.00	0.00
*** TOTAL REVENUES ***		156,825.00	12,695.00	92,832.00	59.19	0.00	63,993.00

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

PAG 3

123-MAIN STREET REVENUE FUND
615-CONTRIBUTE TO CIVIC PROGRA
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>100-EMPLOYEE SERVICES</u>							
<u>WAGES & SALARIES</u>							
615-111	REGULAR FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
	** CATEGORY TOTAL **	0.00	0.00	0.00	0.00	0.00	0.00
<u>200-OPERATIONAL SUPPLIES</u>							
<u>PROGRAM/SPECIAL EVENTS</u>							
615-231	TAYLOR PRIDE	14,500.00	0.00	16,241.53	112.01	0.00	(1,741.53)
615-232	FARMERS' MARKET	2,000.00	0.00	2,738.12	136.91	0.00	(738.12)
615-233	CITY SPONSORED EVENTS	5,225.00	0.00	5,161.56	98.79	0.00	63.44
615-235	MAIN ST CAR SHOW	25,000.00	0.00	33,941.40	206.17	17,600.00	(26,541.40)
615-236	TAYLOR BLACKLAND PRAIRIE DAYS	25,000.00	0.00	20,096.18	80.38	0.00	4,903.82
615-237	WINE SWIRL	5,000.00	0.00	0.00	0.00	0.00	5,000.00
615-238	CHRISTMAS BAZAAR	1,000.00	0.00	0.00	0.00	0.00	1,000.00
615-239	SPOOKTACULAR	1,500.00	0.00	1,139.79	75.99	0.00	360.21
	* SUB-CATEGORY TOTAL *	79,225.00	0.00	79,318.58	122.33	17,600.00	(17,693.58)
<u>PUBLIC SAFETY SUPPLIES</u>							
615-240	CITY PARADES	25,000.00	0.00	11,684.54	46.74	0.00	13,315.46
	* SUB-CATEGORY TOTAL *	25,000.00	0.00	11,684.54	46.74	0.00	13,315.46
<u>SPECIALTY SUPPLIES</u>							
615-259	MISC. SUPPLIES	3,000.00	0.00	1,273.38	108.02	1,967.18	(240.56)
	* SUB-CATEGORY TOTAL *	3,000.00	0.00	1,273.38	108.02	1,967.18	(240.56)
	** CATEGORY TOTAL **	107,225.00	0.00	92,276.50	104.31	19,567.18	(4,618.68)

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

PAG 4

123-MAIN STREET REVENUE FUND
615-CONTRIBUTE TO CIVIC PROGRA
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>500-CONTRACT SERVICES AND FEES</u>							
<u>PROFESSIONAL SERVICES</u>							
615-519	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
<u>FEES FOR SERVICES</u>							
615-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
615-528	ADVERTISING	5,000.00	0.00	219.94	4.40	0.00	4,780.06
	* SUB-CATEGORY TOTAL *	5,000.00	0.00	219.94	4.40	0.00	4,780.06
** CATEGORY TOTAL **		5,000.00	0.00	219.94	4.40	0.00	4,780.06
<u>700-CAPITAL OUTLAY</u>							
<u>OFFICE FURNITURE/EQUIPMENT</u>							
615-719	OTHER CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>800-CONTRIBUTIONS & CONTINGENC</u>							
<u>CONTRIBUTIONS/TRANSFERS</u>							
615-811	RENTAL ASSISTANCE	14,600.00	0.00	802.12	5.49	0.00	13,797.88
615-813	FACADE GRANT	30,000.00	0.00	20,887.50	69.63	0.00	9,112.50
615-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	44,600.00	0.00	21,689.62	48.63	0.00	22,910.38
** CATEGORY TOTAL **		44,600.00	0.00	21,689.62	48.63	0.00	22,910.38

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

123-MAIN STREET REVENUE FUND
615-CONTRIBUTE TO CIVIC PROGRA
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
***	DEPARTMENT TOTAL ***	156,825.00	0.00	114,186.06	85.29	19,567.18	23,071.76
***	TOTAL EXPENSES ***	156,825.00	0.00	114,186.06	85.29	19,567.18	23,071.76
***	TOTAL PROFIT / (LOSS) ***	0.00	12,695.00	(21,354.06)	0.00	(19,567.18)	40,921.24

*** END OF REPORT ***

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

JULY 19, 2023

REGULAR AGENDA – New Business

IV-A

Introduce Ruby Fisher - Special Events Coordinator

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

JULY 19, 2023

REGULAR AGENDA – New Business

IV-B

Review/Discuss and Consider Action on the Façade Improvement Grant application for the Preslar- Hewitt Building (321 N Main; 323 N Main; 103 W 4th); owned by Jayroe Management Trust and managed by Monica Luxon Realty Services.

This is a 3-phase project –

- (1) repairing/replacing mortar;
- (2) repairing/reglazing/repainting 35 windows; and
- (3) repairing the roof.

APPENDIX A

SECRETARY OF INTERIOR'S STANDARDS FOR THE REHABILITATION OF HISTORIC STRUCTURES

REHABILITATION IS DEFINED as the act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural or architectural values.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
 2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
 3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
 4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
 5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
 6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
 7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
 8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.
 10. New additions and adjacent or related new construction will be undertaken in a such manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
-

TO: MSAB
FROM: Jan Harris, Main Street Manager
DATE: July 15, 2023

IV-B: FIG Application for Preslar-Hewitt Building

Property owned by Jayroe Management Trust and Managed by Luxon Realty Services.
Multi-Tenant building – 2 retail ground level spaces and 1 upper level living space.

This is a 3-phase project that is predominantly straightforward with one exception.

Phase 1 deals with the repair and repointing of the brick façade of the building. The building will be power washed to remove “mould” and loose mortar. (Staff strongly recommends that rather than power washing which can damage a brick building, the contractor should instead employ water at NTE 200 PSI combined with a Muriatic Acid solution and a soft brush to remove dirt and grime embedded in the mortar and brick.) There are several locations around the façade of the building where the mortar has been totally worn away from between the bricks. The contractor proposed to remove all of the mortar above the cornice on the north and east sides of the building and replace “sloping away from the building on north and east side.” The contractor will also repair all cracks and gaps on the building's façade where the mortar has failed. At this point, the contractor proposes to seal the entire exterior of the Preslar-Hewitt Building with Prima-A-Pell. The board will receive presentations from both Craig Eulenfeld and representatives from the Texas Historical Commission and the National Parks Service Historic Preservation Division on the pros and cons of encasing a brick building in an impervious material.

The Owner's Representative has submitted an Addendum which removes the application of Prime-A-Pell from the project if it is determined that this product would harm the building. Ms. Luxon, representing Mr. Calvin Jayroe will be in attendance to make that decision.

The cost of this phase is \$36,937.00 with the Prime-A-Pell and \$34,737.00 without.

Phase 2 deals with the repair of the 35 windows in the building including replacement of rotten wood, reglazing of window glass, and repainting window frames..

The cost of this phase is \$18,367.00.

Phase 3 deals with the roof. It will be cleaned of all debris and two coats of Elastomeric roof coating will be applied to parapet walls and roof top.

The cost of this phase is \$13,230.00.

The charge of the Main Street Board is to review this project against the Secretary of the Interior's 10 Standards for Rehabilitation of Historic Buildings. The standard that applied in this case is Standard 7:

CHEMICAL OR PHYSICAL TREATMENTS, IF APPROPRIATE, WILL BE UNDERTAKEN USING THE GENTLEST MEANS POSSIBLE. TREATMENTS THAT CAUSE DAMAGE TO HISTORIC MATERIALS WILL NOT BE USED.

The total amount of this project (minus taxes) is \$68,534.00 (with the Prima-A-Pell sealant) and \$66,334.00 (without the Prima-A-Pell sealant). 50% of each amount is \$34,267 and \$33,167 respectively. Both of these exceed the maximum amount allowable for reimbursement.. The board needs to determine whether it would adhere to the Secretary of the Interior's guidelines and only award a grant to a project that follows those guidelines which protect the integrity of historic buildings.



TAYLOR MAIN STREET

Façade Improvement Grant (FIG) Program Application

We are delighted you are considering improving your building in historic downtown Taylor. Downtown Taylor is the heart of our city, and it beats with life and vibrancy. The buildings are a large part of what gives downtown the charm and character people enjoy. One of the goals of the Main Street Advisory Board is to help building owners maintain, improve, and rehabilitate their buildings. This Façade Improvement Grant is funded by the downtown Taylor "TIF (Tax Increment Financing) District 1". An important aspect of this grant is that it be provided to building owners that use the United States Secretary of the Interior's Rehabilitation Standards as the renovation guideline. This ensures that the building will continue to contribute to the excellent building stock that is in downtown Taylor.

If you are planning a large renovation project for your property beyond paint or awning/canopy repair/replacement, we also encourage you to discuss with the Main Street Manager the potential use of Texas Historic Tax Credits and the National Park Service Tax Credits. A large portion of downtown Taylor is listed as a National Register Historic District, and this automatically qualifies most buildings within it to be qualified for these tax credits. The tax credits are substantial (25% for the State and 20% for the Federal based on construction costs) and can greatly assist you in the improvement and transformation of your building.

This is a program of the Main Street Advisory Board (of which members are appointed by the Taylor City Council) and administered by the Taylor Main Street Manager, Jan Harris. Funding for this program is provided by the downtown Tax Increment Financing (TIF) District #1.

Should you have any questions as you complete this application, please contact the Main Street Manager (Jan Harris) at 512-352-3463. Please return the completed application with requested attachments and signatures to the Main Street office at Taylor City Hall.



Applicant Name:	MONICA LUXON	Date:	7/10/2023
Business Name:	LUXON REALTY SERVICES, PROPERTY MANAGER		
Mailing Address:	P.O. Box 91357 AUSTIN, TX 78709		
Phone:	(512) 203-7663	Email:	monica@luxonrealtyservices.com
Building Owner:	JAYROE MANAGEMENT TRUST		
Contact Phone:	SEE ABOVE	Email:	
Project Site/Address:	PRESLAR - HEWITT BUILDING 321 N. MAIN ST. TAYLOR, TX 76574 323 N. MAIN ST. TAYLOR, TX 76574 103 W. 4TH ST. TAYLOR, TX 76574		

SCOPE OF WORK (see required attachments):

- | | |
|--|-----------|
| 1. Clean and/or repair brick | \$ 42,149 |
| 2. Sand and paint weathered boards | \$ |
| 3. Repair/replace storefront window and/or door system | \$ |
| 4. Repair/replace upper floor windows | \$ 19,882 |
| 5. Repair/replace transom windows | \$ |
| 6. Repair/replace awnings or canopy | \$ |
| 7. Paint stucco, wood or painted masonry | \$ |
| 8. Repair roof, parapet, and /or flashing | \$ 14,322 |
| 9. Other: _____ | \$ |
| 10. Other: _____ | \$ |
| 11. Other: _____ | \$ |

TOTAL ESTIMATED COSTS: \$ 76,353

DETAILS OF PLANNED IMPROVEMENTS RELATING TO GRANT REQUEST (attach additional information if necessary).

PLEASE SEE ATTACHED NARRATIVE

**AMENDMENT/ADDENDUM TO FIG SUBMISSION FOR THE PRESLAR HEWITT BUILDING
(JAYROE MANAGEMENT TRUST – OWNER)**

During the review of the application submission with the Main Street Manager, a potential issue arose specific to the use of sealant as a component of the Mortar/Sealant Bid totaling \$42,149 inclusive of tax. In speaking with the vendor, Eulenfeld Construction and Interiors, \$4200 of the base price (excluding tax) is attributable to the Prime A Pell water base sealant included in the bid.

Accordingly, the Owner respectfully requests that the Board approve the mortar work exclusive of the sealant component. Eliminating the sealant component of the bid brings the base price to \$34,737 plus tax of \$2,865.53 for a total of \$37,602.53.

The intent is to comply with the National Park Service Resources for assessing, cleaning, and water repellent treatments for historic masonry buildings. To the extent sealant is not deemed to be appropriate, it will not be used.

A summary of the modified total approval request is as follows:

Total Cost of proposed Project: \$71,806.53

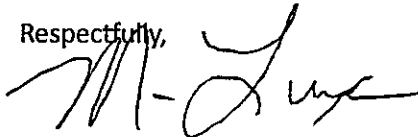
Total Grant Request: \$25,000

Contractor Proposals and Total amounts:

1. Eulenfeld Construction & Interiors: \$14,322 (roof)
2. Eulenfeld Construction & Interiors: \$19,882 (windows)
3. Eulenfeld Constructions & Interiors: \$37,602.53 (brick/mortar)

Thank you in advance for your consideration.

Respectfully,



Monica Luxon, OBO Jayroe Management Trust

REQUIRED ATTACHMENTS:

- ✓ 1. Color photographs, showing the entire façade(s) where work will take place.
- ✓ 2. A detailed narrative describing the scope of work for each enumerated section listed on the application sheet. This brief narrative should describe accurately how the proposed work is to be conducted and the materials to be used.
- N/A 3. Detailed drawings showing the proposed work to be done. Drawings must be drawn to scale.
- N/A 4. If adding or changing materials, include a sample of the product to be used.
- ✓ 5. Signed and ITEMIZED estimate(s) on company letterhead from contractor(s) covering ALL proposed work. All construction bids/estimates must be current and must be dated no earlier than thirty (30) days prior to the Application request.

** If you are unable to provide any of the items listed above, you must submit a written explanation as to why this information is unavailable. ***

TOTAL COST OF PROPOSED PROJECT: \$ 76,353

TOTAL GRANT REQUEST: \$ 25,000

(Maximum grant reimbursement is 50% of the total project no to exceed \$25,000 – for example: \$50,000 project = \$25,000 reimbursement grant; \$20,000 project = \$10,000 reimbursement grant; \$100,000 project = \$25,000 reimbursement grant)

LIST CONTRACTOR PROPOSALS AND TOTAL AMOUNTS (please attach original proposals):

1. EULENFELD CONSTRUCTION & INTERIORS (ROOF) - \$14,322
2. EULENFELD CONSTRUCTION & INTERIORS (WINDOWS) - \$19,882
3. EULENFELD CONSTRUCTION & INTERIORS (BRICK) - \$42,149

Complete Façade Grant Application packets must be received by the Main Street Manager no later than the first (1st) Friday of the month for the Main Street Advisory Board to consider it at their regularly scheduled meeting on the third (3rd) Wednesday of the month.

Please initial below to attest that you have read and understand the following:

ML

I have met with the Main Street Manager, and I have read and fully understand the Façade Improvement Grant procedures established by the Taylor Main Street Advisory Board. I intend to use this grant program for a renovation project to advance the efforts of revitalization and historic preservation of Taylor's historic downtown.

ML

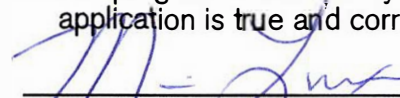
I attest that I have not received, nor will I receive insurance monies for this revitalization project.

ML

I understand that if I am awarded a Façade Improvement Grant by the Taylor Main Street Board and/or the City of Taylor, any deviation from the approved project may result in the partial or total withdrawal of the grant. (If I am awarded a facade improvement grant for façade work and the facade is altered for any reason within one (1) year from construction, I may be required to reimburse the City of Taylor immediately for the full amount of the grant.)

ML

I hereby certify that I have been informed and understand the regulations regarding this program. I also certify that to the best of my knowledge all data in this application is true and correct.


Applicant's Signature, under authority
of executed PROPERTY MANAGEMENT
AGREEMENT

7/10/2023
Date

If the applicant is not the building owner, the following approval must be provided by the building owner:

OWNER APPROVAL FOR TENANT APPLICANT:

I, (please print clearly) _____, owner of the building at _____, give my consent to the applicant to go forward with the façade work on the building as outlined in the Scope of Work section of this application.

Signature: _____ Date: _____

(For official use only)

Date FIG Packet was received: 7/12/2023

Is the FIG Packet complete:

YES NO

Date FIG Packet was considered by the MSAB: 7/19/2023

Results of MSAB's consideration:

Main Street Manager's Signature: _____

Date: _____

MSAB Chairman's Signature: _____

Date: _____

Eulenfeld Construction and Interiors
604 E. Lake Dr.
Taylor, TX 76574
512-365-7174 Fax 512-352-7174

Calvin Jayroe
103 W. 4th St. Taylor TX, 76574
Monica Luxon (512) 203-7663
monica@luxonrealtyservices.com

Page 1

Proposal

7/10/2023

Description

Total

Mortar and seal exterior of building

Carefully chip and remove all mortar above cornice on north and east side of building.
(Mortar above cornice is cracked, brittle and separated from the building holding water and moisture)
Power wash complete building to remove all mold and loose mortar.
(Power washing will help with bonding new mortar to existing brick and mortar. Also allowing -
sealer to penetrate deeper into brick and mortar)
Replace mortar on top of cornice sloping away from building. North and east side.
(Eliminates standing water trying to work back towards building)
Mortar all cracks and gaps around building.
(Eliminates water getting into building)
Seal exterior of building with Prime-A-Pell water base sealer.
(Seals building from water penetrating the building)

Materials and Labor

\$ 38,937.00

Tax

\$ 3,212.00

Total

\$ 42,149.00

KINDLY NOTED

- (1) Equipment to perform above scope of work are aerial lifts, scaffold and extension ladders.
- (2) Project will be fenced off for customers and public safety, while still allowing business to remain open.
- (3) plastic and carpet will be used to protect neighbors roof while performing above scope of work.
- (4) work to be done on south side of building assumes cooperation with neighbor to utilize his adjoining roof for workers, ladders and scaffolds.

Any details not specified will be left to the discretion of the contractor.
This proposal may be withdrawn, full or in part, at any time.
50% down, balance upon completion.

Thank You!

David A. Lucero

Signature acknowledges acceptance of proposal.


Signature

7/10/2023
Date

Eulenfeld Construction and Interiors
604 E. Lake Dr.
Taylor, TX 76574
512-365-7174 Fax 512-352-7174

Calvin Jayroe
103 W. 4th St. Taylor TX, 76574
Monica Luxon (512) 203-7663
monica@luxonrealtyservices.com

Page 1

Proposal

7/10/2023

North side of building
(18 windows on north side)

Total

Prepare all windows and frames for paint.
Remove and replace exterior brick mold. (1 window on west end)
Remove and rebuild one sash. (2nd window from the west)
Remove all loose glazing from all 18 windows.
Prime all areas where glazing was removed.
Re glaze all areas where glazing was removed and primed.
Prime new glazing that was replaced.
Prime all new wood and bare wood.
Paint all 18 windows and frame with 2 coats. (color to match existing colors)

East side of building
(12 windows on east side)

Prepare all windows and frames for paint.
Remove all loose glazing from all 12 windows.
Prime all areas where glazing was removed.
Re glaze all areas where glazing was removed and primed.
Prime all areas where glazing was replaced.
Paint all 12 windows and frame with 2 coats. (color to match existing colors)

South side of building
(5 windows on south side)

Prepare all windows and frames for paint.
Remove and rebuild sash and sill plate. (4th window from the west)
Remove all loose glazing from all 5 windows.
Prime all areas where glazing was removed.
Re glaze all areas where glazing was removed and primed.
Prime all areas where glazing was replaced.
Paint all 5 windows and frame with 2 coats. (color to match existing colors)
Note: work to be done on south side of building assumes cooperation with neighbor to utilize his adjoining roof for workers, ladders and scaffolds.

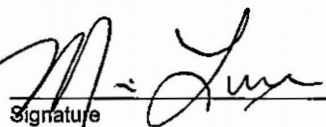
Materials and Labor
Tax
Total

\$ 18,367.00
\$ 1,515.00
\$ 19,882.00

Any details not specified will be left to the discretion of the contractor.
This proposal may be withdrawn, full or in part, at any time.
50% down, balance upon completion.

Thank You!
David A. Lucero

Signature acknowledges acceptance of proposal.


Signature

7/10/2023
Date

Eulenfeld Construction and Interiors 804 E. Lake Dr. Taylor, TX 76574 512-365-7174 Fax 512-352-7174			
Calvin Jayroe 103 W. 4th St, Taylor TX. 76574 Monica 512-203-7663 monica@luxonrealtyservices.com		Page 1	Proposal
			7/10/2023

Description

Total

Roof coating

Blow off and wash down roof to remove all loose materials.
(Allows new roofing material to bond to existing)
Apply two coat of Elastomeric roof coating to parapet walls and roof top.

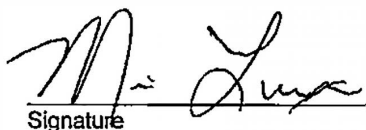
Materials and Labor	\$ 13,230.00
Tax	\$ 1,092.00
Total	\$ 14,322.00

KINDLY NOTED

Elastomeric roof coating may need to be re applied 60-90 days later depending if old roofing material absorbs the new roof coating. The above estimate does not include three coats

Any details not specified will be left to the discretion of the contractor.
This proposal may be withdrawn, full or in part, at any time.
50% down, balance upon completion.
Thank You!
David A. Lucero

Signature acknowledges acceptance of proposal.


7/10/2023
Signature Date

TMS FIG APPLICATION NARRATIVE FOR PRELAR-HEWITT BUILDING SUBMISSION AND CONSIDERATION AT THE JULY 19, 2023 BOARD MEETING

The Jayroe Management Trust, represented by Monica Luxon of Luxon Realty Services, acting under written authority of the executed Commercial Property Management Agreement (attached as an exhibit to the submission herein) respectfully requests the Taylor Main Street Board's review and approval of matching grant funds in the amount of \$25,000 to help offset the significant expense the owner will incur, estimated at \$76,353, exclusive of interior repair to preserve the building's façade, including brick, windows and roof.

Color photographs of the façade reflecting the existing condition of the building, are included as an exhibit to this submission. The owner intends to engage Eulenfeld Construction to perform all work following Eulenfeld Construction's extensive assessment of damage to the building and their specific identification of the work required to restore the building to its historically preserved and acknowledged condition. Eulenfeld Construction has vast experience with the Preslar-Hewitt Building and has consistently provided bids over the years that are significantly less than competitor bids. The owner has a high level of trust in Eulenfeld's competency to perform the work and takes comfort in their familiarity with the building and their previously demonstrated competitive pricing.

The Jayroe Management Trust does not intend to modify materials used or to alter the façade in appearance in any way, thus drawings are not included in this submission.

The bids presented herein for roof, brick and window repair reflect restoration using like-kind materials with no alteration in physical appearance. No change in color scheme is contemplated.

The brick scope of work contemplates removing existing damaged mortar on the north and east side of the building. The existing mortar above the cornice is cracked, brittle and has separated from the building. Following mortar removal, the building will be power washed to assist with bonding new mortar to the existing brick and mortar, and allowing sealer to penetrate deeper into the brick and mortar. All cracks and gaps around the building will be mortared and sealed.

The window scope of work addresses 18 windows on the north side of the building, 12 windows on the east side of the building and 5 windows on the south side of the building. The scope of work is detailed fully on the bids attached to the submission.

The roof scope of work includes cleaning the roof and then applying two coats of elastomeric roof coating, if needed. It is possible the roof will need only one coating, in which case, the final price will be lower than this bid. It is also possible that the roof will require three coats, in which case the final price will be higher than this bid. The owner and contractor will not know how many coats will be required until 60-90 days following roof installation. *Please note that the

roofing bids are included in this submission based upon the fact that the work is eligible for reimbursement under FIG guidelines; however, the brick and window bids provided already meet the maximum threshold for grant reimbursement of \$25,000.

The current condition of the brick and mortar, windows, and the roof allows for water penetration to the interior of the building; pictures of some of the interior damage caused by this water penetration are attached. The owner is not seeking reimbursement from TMS/FIG for those additional interior repairs but plans to complete them once the exterior repairs have been completed. The exterior repairs must be completed prior to interior repairs; otherwise, damage to the interior will perpetuate.

Accordingly, time is of the essence and the owner respectfully requests grant funds in the amount of \$25,000 to assist in the continued efforts to preserve this historic gem for the benefit of the community and the beautification efforts set forth by Taylor Main Street.

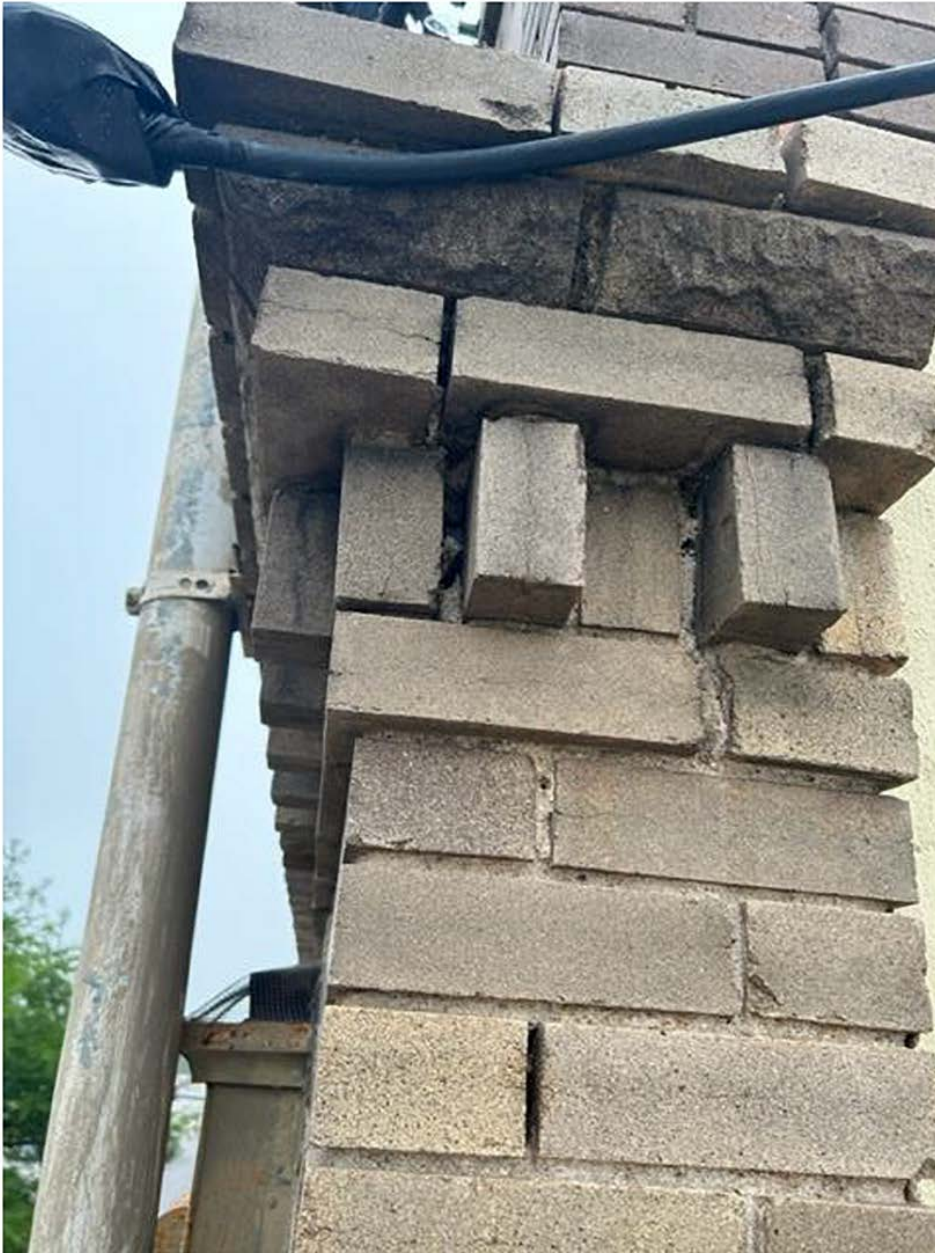
Thank you in advance for your consideration. Monica Luxon will be available remotely during the meeting to address any questions the Board may have.

Respectfully,

The Jayroe Management Trust

Owner – Preslar-Hewitt Building encompassing 103 W. 4th, 321 N. Main and 323 N. Main Street



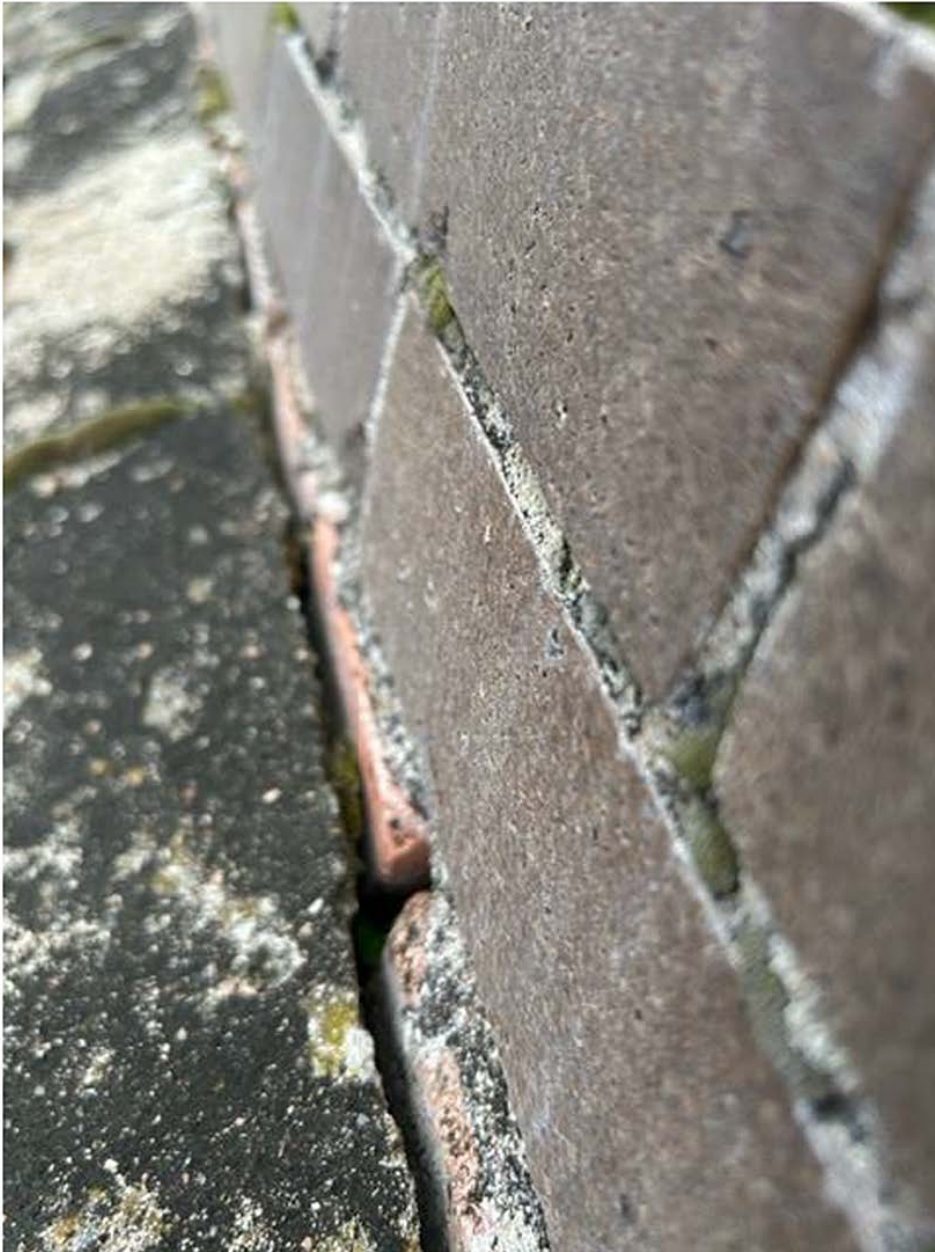




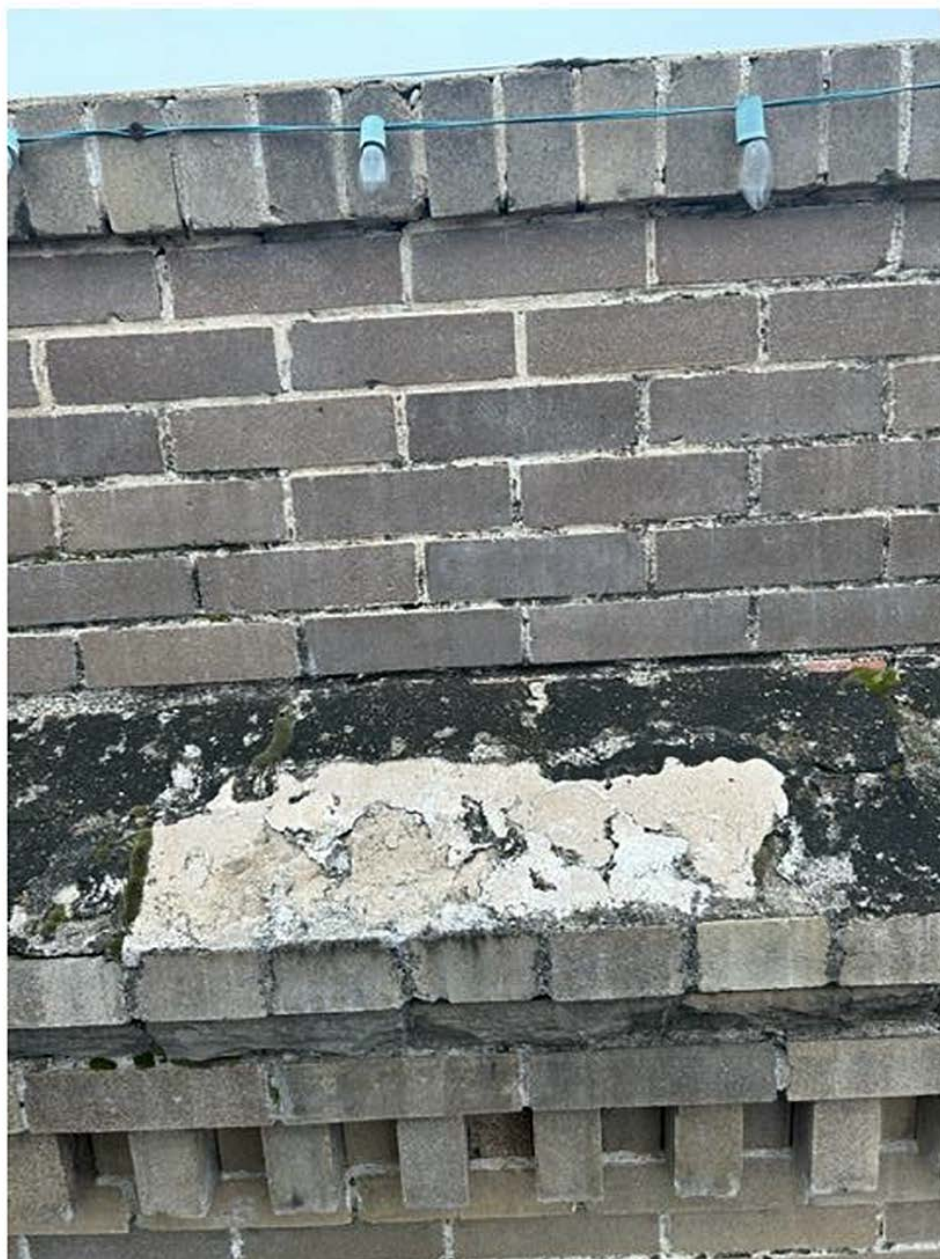










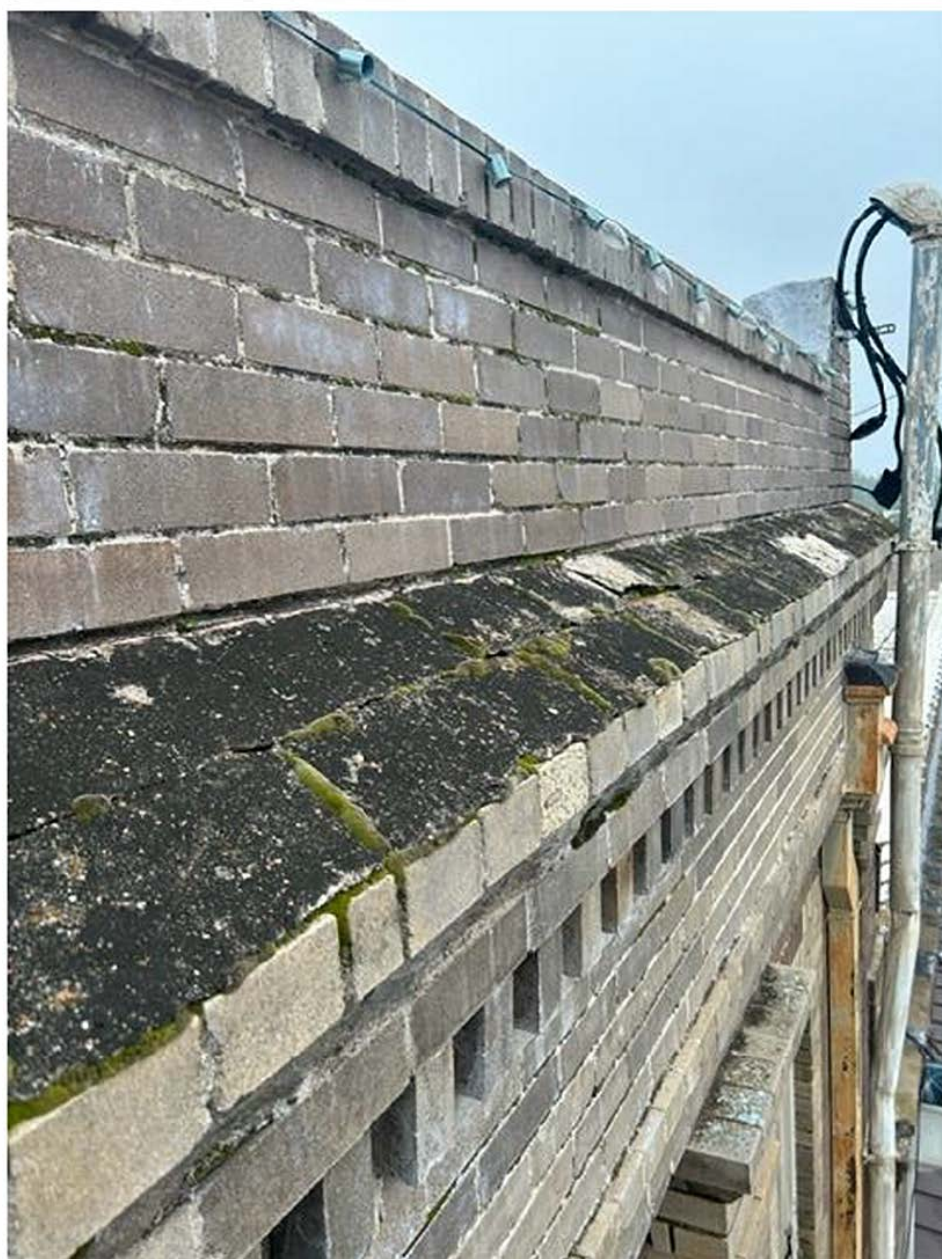


























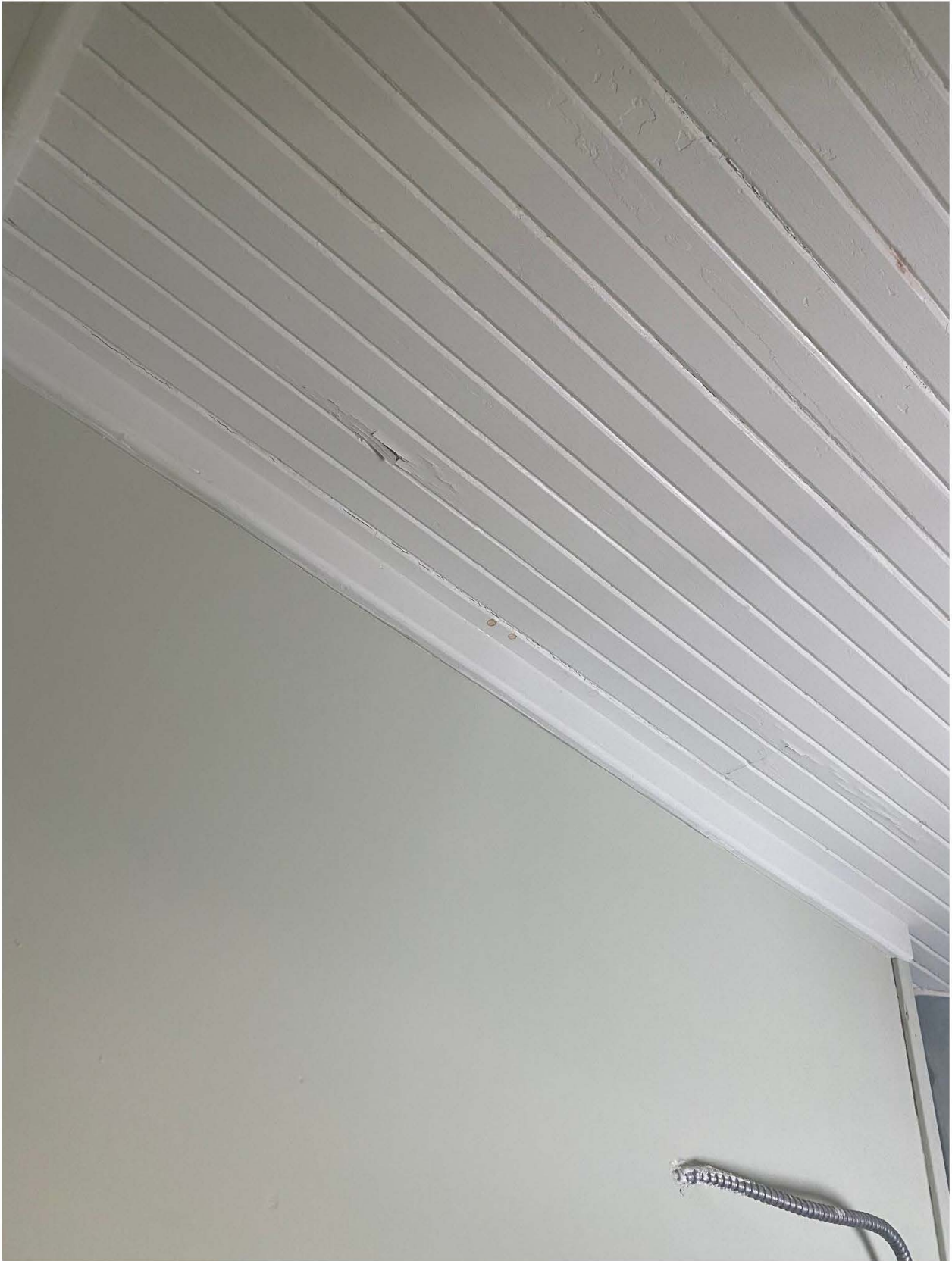


















COMMERCIAL PROPERTY MANAGEMENT AGREEMENT

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.
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1. PARTIES:

A. The parties to this agreement are:

Owner: Jayroe Management Trust c.o. Calvin W. Jayroe

Calvin W. Jayroe, Anna T. Jayroe

Address: 12501 Longhorn Pkwy Apt A361

City, State, Zip: Austin, TX 78732-1279

Phone: (512)433-6133

Fax: _____

E-Mail: cjayroe@prismnet.com, luannajayroe@me.com

Broker: Luxon Realty Services

Address: P.O. Box 91357

City, State, Zip: Austin, TX 75209-1357

Phone: (512)203-7663 mobile

Fax: _____

E-Mail: monica@luxonrealtyservices.com, marlah@luxonrealtyservices.com

B. If Owner is not an individual, Owner is an: ☐ estate ☐ corporation ☐ limited liability company (LLC) ☒ trust ☐ partnership ☐ limited liability partnership (LLP), which entity was chartered or created in Texas (State). The individual signing this agreement for the owner represents to Broker that he or she has the authority to bind Owner to this agreement, to act for Owner, and is acting under his capacity as Trustee/Authorized Representative (title) for the Owner.

C. Owner appoints Broker as Owner's sole and exclusive agent of the real property described in Paragraph 2 to:

☐ (1) manage the Property, but not lease the Property.

☒ (2) manage and lease the Property.

2. PROPERTY: "Property" means:

Address: 321/323 N. Main & Loft@103 W. 4th, Taylor, TX 76570

legally described as: Preslar-Hewitt Building City of Taylor Block 16, Lot 6E

In Williamson County, Texas, together with the following non-real property items: Washer, Dryer, Refrigerator, Dishwasher, Stove, Oven, Microwaves

"Property" also includes any other Property described in any attached Multiple Property Addendum.

3. TERM:

A. Primary Term: The primary term of this agreement begins and ends as follows:

Commencement Date: December 1, 2020

Expiration Date: November 30, 2021

B. Automatic Extension: Unless either party provides written notice of termination to the other party at least 30 days before the Expiration Date, this agreement will automatically extend on a monthly basis until either party terminates by providing at least 30 days written notice to the other party.

(TXR-2202) 4-1-14

Initialed for Identification by Owner CSJ

and Broker/Associate MY

Page 1 of 9

4. AUTHORITY OF BROKER:

A. Management Authority: Owner grants to Broker the following authority which Broker may exercise when and to the extent Broker determines to be in Owner's interest:

- (1) collect and deposit for Owner rents and other charges (for example, returned check charges and late charges) from tenants in the Property in a trust account;
- (2) collect and deposit security deposits from tenants in:
 - ☐ (a) a trust account separate from the account described under Paragraph 4A(1);
 - ☒ (b) the same trust account described under Paragraph 4A(1);
- (3) pay from the account described under Paragraph 4A(1) expenses to operate the Property, including but not limited to, maintenance, taxes, insurance, utilities, repairs, security, management fees, leasing fees, and expenses authorized under this agreement;
- (4) hire contractors to renovate, remodel, or redecorate the Property provided that Broker does not expend more than \$ \$2,500.00 for any single renovation, remodel, or redecoration without Owner's consent;
- (5) terminate leases for the Property, negotiate lease terminations, and serve notices of termination;
- (6) institute and prosecute, at Owner's expense, actions to: (a) evict tenants in the Property; or (b) recover possession of the Property;
- (7) settle, compromise, or withdraw any action described in Paragraph 4A(6);
- (8) negotiate and make reasonable concessions to tenants or former tenants in the Property;
- (9) report payment histories of tenants in the Property to consumer reporting agencies;
- (10) obtain information from any holder of a note secured by a lien on the Property and any insurance company insuring all or part of the Property;
- (11) authorize inspectors, appraisers, contractors, and other brokers and their associates to access the Property at reasonable times for purposes contemplated by this agreement and to lend keys and disclose security codes to such persons to enter the Property;
- (12) display or remove signs, as broker determines appropriate, on the Property in accordance with applicable laws, ordinances, and restrictions; and
- (13) perform other necessary services related to the management of the Property.

B. Leasing Authority: This Paragraph 4B applies only if Broker has the authority to lease the Property under Paragraph 1C. Owner grants to Broker the following authority which Broker may exercise when and to the extent Broker determines to be in Owner's interest:

- (1) advertise the Property for lease by means and methods that Broker determines are reasonably competitive, including but not limited to creating and placing advertisements with interior and exterior photographic and audio-visual images of the Property and related information in any media, including the Internet;
- (2) place "For Lease" signs, "For Information" signs, or other signs on the Property in accordance with applicable laws, regulations, ordinances, restrictions, and owners' association rules;
- (3) remove all other signs offering the Property for sale or lease;
- (4) submit the Property as a listing with one or more listing services at any time the Property is marketed for lease and to change or terminate such listings;
- (5) authorize other brokers, their associates, and their clients to access the Property at reasonable times and to lend keys and disclose security codes to such persons to enter the Property;
- (6) duplicate keys and access devices to facilitate convenient and efficient showings of the Property and to lease the Property;
- (7) verify information and references in rental applications from prospective tenants;
- (8) offer to pay another broker from the compensation Broker receives under this agreement a portion of the compensation received by Broker;



- (9) negotiate and execute leases on Owner's behalf for the Property at market rates and on competitively reasonable terms for initial terms of not less than 24 months and not more than 60 months and in accordance with any instructions in Paragraph 20;
- (10) negotiate and execute any amendments, extensions, or renewals to any leases for the Property on Owner's behalf;
- (11) collect application fees from prospective tenants; and
- (12) perform other necessary services related to the leasing of the Property.

C. Record Keeping: Broker will:

- (1) maintain accurate records related to the Property and retain such records for not less than 4 years;
- (2) file reports with the Internal Revenue Service which Broker may be required to file concerning funds received on behalf of Owner under this agreement (for example, Form 1099);
- (3) send to Owner each ☐ quarter ☒ month a statement of receipts, disbursements, and charges; and
- (4) remit to Owner the funds collected by Broker for Owner under this agreement, less authorized deductions:
 - ☒ (a) on a ☐ quarterly ☒ monthly basis;
 - ☐ (b) as Owner may instruct from time to time.

D. Security Deposits:

- (1) Broker will:
 - (a) maintain security deposits received from tenants in the trust account described under Paragraph 4A(2); and
 - (b) in accordance with applicable law and the leases for the Property, account to the tenants for the security deposits, make lawful deductions from the security deposits, and return the security deposit balances to the tenants from the trust account.
- (2) After this agreement ends, Broker will deliver to Owner or the Owner's designee the security deposits held by Broker under leases of the Property, less deductions authorized by this agreement, and will send written notices to the tenants that state:
 - (a) that this agreement has ended;
 - (b) the contact information for the Owner or the Owner's designee; and
 - (c) that Owner is responsible for accounting for and returning the tenant's security deposit.
- (3) If Broker complies with this Paragraph 4D, Owner will indemnify Broker from any claim or loss from a tenant for the return of a security deposit. This Paragraph 4D survives termination of this agreement.

E. Performance Standard: Broker will:

- (1) use reasonable care when exercising Broker's authority and performing under this agreement; and
- (2) exercise discretion when performing under this agreement in a manner that Broker believes to be in Owner's interest, provided that Broker will treat any tenant honestly and fairly.

F. Deductions and Offset: Broker may disburse from any funds Broker holds in trust for Owner:

- (1) any compensation due Broker under this agreement;
- (2) any funds Broker is authorized to expend under this agreement; and
- (3) any reimbursement Broker is entitled to receive under this agreement.

G. Insurance and Attorneys:

- (1) Broker may not file a claim for a casualty loss with the carrier insuring the Property. Broker may communicate with the carrier to facilitate the processing of any claim Owner may file or other matters that Owner instructs Broker to communicate to the carrier.
- (2) Broker may not directly or indirectly employ or pay a lawyer to represent Owner. Broker may communicate with Owner's attorney in accordance with Owner's Instructions.

5. **RELATIONSHIP OF THE PARTIES:** This agreement does not create a partnership or joint venture between the parties. Broker is an independent contractor.
6. **LEGAL COMPLIANCE:** The parties will comply with all obligations, duties, and responsibilities under the Texas Property Code, fair housing laws, and any other statute, administrative rule, ordinance, or restrictive covenant applicable to the use, leasing, management, or care of the Property.
7. **RESERVES:** Upon execution of this agreement, Owner will deposit the following amount with Broker to be held in a trust account as a reserve for Owner: \$ 2,500.00. Broker may, at Broker's discretion, use the reserve to pay any expense related to the management of the Property (including but not limited to Broker's fees). If the balance of the reserve becomes less than the amount stated, Broker may: (a) deduct an amount that will bring the balance to the amount stated from any subsequent rent received on behalf of Owner and deposit the amount into the reserve; or (b) notify Owner that Owner must promptly deposit additional funds with Broker to bring the balance to the amount stated.
8. **ADVANCES:** Owner will, in advance, provide Broker all funds necessary for the leasing and management of the Property. Broker is not obligated to advance any money to Owner or to any other person.

9. **OWNER'S REPRESENTATIONS:**

A. **General:** Except as disclosed in Paragraph 20, Owner represents that:

- (1) Owner has fee simple title to and peaceable possession of the Property and all its improvements and fixtures, unless rented, and the legal capacity to lease the Property;
- (2) Owner is not bound by another agreement for the management of the Property that is or will be in effect during this agreement;
- (3) if Broker has the authority to lease the Property under Paragraph 1C, Owner is not bound by: (a) another agreement with another broker for the lease of the Property that will be in effect during this agreement; or (b) any agreement or covenant that prohibits owner from leasing the Property;
- (4) Owner is not delinquent in the payment of any property taxes, owners' association fees, property insurance, mortgage, or any encumbrance on or affecting the Property;
- (5) the Property is not subject to the jurisdiction of any court; and
- (6) all information related to the Property that Owner provides to Broker is true and correct to the best of Owner's knowledge.

B. **Property Condition:** (select (1) or (2) below)

- ☒ (1) Except as stated below, in this agreement, or in any addendum, Owner is not aware of: (1) any condition affecting the Property that materially affects the health or safety of an ordinary tenant; (2) any environmental hazard on the Property; or (3) any violation of any ordinance, statute, restriction, or law related to the Property.

- ☐ (2) Owner has completed a Commercial Property Condition Statement (TXR-1408) which is attached to this Agreement.

10. **OWNER'S COOPERATION:**

A. Owner agrees to:

- (1) cooperate with Broker to facilitate the management of the Property;
- (2) not deal with or negotiate with any tenant in the Property concerning any matter related to the management of the Property but refer all such dealings to Broker;
- (3) not enter into a management agreement with another broker for the management of the Property to become effective during this agreement;
- (4) provide Broker with copies of any existing leases or rental agreements related to the Property;
- (5) provide Broker with keys and access devices to the Property;

- (6) provide Broker with copies of all warranties related to the Property or any item in the Property;
- (7) tender to Broker any security deposits paid by any existing tenants in the Property;
- (8) complete any disclosures or notices required by law or a lease of the Property;
- (9) amend applicable notices and disclosures if a material change occurs during this agreement; and
- (10) notify Broker if Owner becomes delinquent in the payment of: (a) any mortgage or other encumbrance secured by the Property; (b) property taxes; (c) property insurance; or (d) owners' association fees.

- B. If Broker has the authority to lease the Property under Paragraph 1C, Owner further agrees to
- (1) cooperate with Broker to facilitate the showing, marketing, and lease of the Property;
 - (2) not rent or lease the Property to anyone without Broker's prior written approval;
 - (3) not negotiate with any prospective tenant who might contact Owner directly, but refer all prospective tenants to Broker;
 - (4) not deal with or negotiate with any tenant in the Property concerning any matter related to the leasing of the Property but refer all such dealings to Broker; and
 - (5) not enter into a listing agreement with another broker for the rental or leasing of the Property to become effective during this agreement.

11: INSURANCE:

- A. At all times during this agreement, Owner must maintain in effect:
- (1) a public liability insurance policy that names Broker as a co-insured or additional insured and covers losses related to the Property in an amount of not less than \$ 1,000,000.00 on an occurrence basis; and
 - (2) an insurance policy for the Property in an amount equal to the reasonable replacement cost of the Property's improvements and that contains endorsements which contemplate the leasing of the Property with vacancies between lease terms.
 - (3) rental replacement insurance in an amount not less than the annual expected rentals of the Property.
- B. Not later than the 15th day after the Commencement Date, Owner must deliver to Broker copies of certificates of insurance evidencing the coverage required under Paragraph 11A. If the coverage changes at any time during this agreement, Owner must deliver to Broker a copy of the insurance certificate evidencing the change not later than 10 days after the change.
- C. If Owner fails to comply with Paragraphs 11A or 11B, Broker may:
- (1) purchase insurance that will provide Broker the same coverage as the required insurance under Paragraph 11A(1) and Owner must promptly reimburse Broker for such expense; or
 - (2) exercise Broker's remedies under Paragraph 17.
- D. Owner will comply with all the requirements of the insurance policies obtained in compliance with Paragraph 11A.

12. BROKER'S FEES: All fees to Broker under this agreement are payable in Travis County, Texas. This Paragraph 12 survives termination of this agreement with regard to fees earned during this agreement which are not payable until after its termination. Broker may deduct any fees under this Paragraph 12 from any funds Broker holds in trust for Owner. If more than one property or unit is made part of and subject to this agreement, each of the provisions below will apply to each property or unit separately.

- ☒ A. **Management Fees:** Each month Owner will pay Broker the greater of \$ (minimum 500.00 management fee) or: (Check one box only.)
- ☒ (1) 6.000 % of the base monthly rents ☐ and additional rents, collected that month.
- ☐ (2) _____

A vacancy in the Property or failure by a tenant to pay rent does not excuse payment of the minimum management fee. Management fees under this Paragraph 12A are earned daily and are payable not later than the last day of each month.

☒ B. Leasing Fees for New Tenancies: Each time the Property is leased to a new tenant, Owner will pay Broker a leasing fee equal to: (Check one box only.)

☒ (1) 6.000 % of the base rents ☐ and additional rents, to be paid under the lease.

☐ (2) _____

The leasing fees under this Paragraph 12B are earned and payable at the time the lease is executed.

☒ C. Renewal or Extension Fees: Each time a tenant in the Property renews or extends a lease, Owner will pay Broker a renewal or extension fee equal to: (Check one box

☒ (1) 4.000 % of the base rents ☐ and additional rents, to be paid under the renewal or extension.

☐ (2) _____

The renewal or extension fees under this Paragraph 12C are earned at the time the renewal or lease is executed by the parties to the lease and are payable at the time the renewal or extension is effective. For the purposes of this paragraph, a new lease for the same Property with the same tenant then occupying the Property is an extension or renewal. This Paragraph 12C does not apply to month-to-month renewals or month-to-month extensions.

☒ D. Fees in the Event of a Sale:

(1) Fee if a Tenant Purchases Property: If at any time during this agreement or within 180 days after it ends, Owner sells the Property to a tenant who occupied the Property during the term of this agreement, Owner will pay Broker a fee equal to: (Check one box only.)

☒ (a) 3.000 % of the sales price.

☐ (b) _____

Fees under this Paragraph 12D(1) are earned at the time Owner agrees to sell the Property and are payable at the time the sale closes.

(2) Fee if Buyer is Procured through Broker: If during this agreement, Owner agrees to sell the Property to a person other than a tenant who occupied the Property and Broker procures the buyer, directly or through another broker, Owner will pay Broker a fee equal to: (Check one box only.)

☐ (a) _____ % of the sales price.

☒ (b) To be addressed in a separate listing agreement if Owner chooses to engage Broker to sell Property

Fees under this Paragraph 12D(2) are earned at the time Owner agrees to sell the Property and are payable at the time the sale closes.

(3) Sale Coordination Fees: If at any time during this agreement Owner agrees to sell the Property and Broker is not paid a fee under Paragraph 12D(1) or (2), Owner will pay Broker _____ for Broker's time and services to coordinate showings, inspections, appraisals, repairs, and other related matters. Fees under this Paragraph 12D(3) are earned at the time such services are rendered and payable upon Owner's receipt of Broker's invoice.

(4) Definition: "Sell" means to agree to sell, convey, transfer or exchange any interest in the Property whether by oral or written agreement or option.

(5) Separate Listing Agreement Controls: If Owner sells the Property and pays Broker the fee under a separate written listing agreement between Owner and Broker this Paragraph 12D will not

☐ E. Service Fees: Each time Broker arranges for the Property to be repaired, maintained, redecorated, or altered as permitted by this agreement, Owner will pay Broker a service fee equal to: (Check one box only.)

☐ (1) _____ % of the total cost of each repair, maintenance, alteration, or redecoration.

☐ (2) _____

The service fees under this Paragraph 12E are earned at the time the repair, maintenance, redecoration, or alteration is made and are payable upon Owner's receipt of Broker's invoice.

☐ F. Interest on Trust Accounts: Any trust account Broker maintains under this agreement may be an interest-bearing or income producing account. Broker may retain any interest or income from such account as compensation under this agreement. Broker will remove any interest or income payable under this Paragraph 12F from the trust account not later than the 30th day after the interest or income is paid.

- ☐ G. Administrative Fees: If Broker collects administrative charges from tenants or prospective tenants, including but not limited to, application fees, returned check fees, or late charges (as authorized under Paragraph 4A), Broker will retain such fees as compensation under this agreement. The administrative fees under this Paragraph 12G are earned and payable at the time Broker collects such fees.
- ☒ H. Fees Related to Legal Proceedings: If Owner requests or instructs Broker to appear in any legal proceeding or deposition related to the Property (including, but not limited to, evictions, tenant disputes, security deposit disputes, and suits for damages), Owner will pay Broker \$ 50.00 per hour for Broker's time expended in such matters and in preparation of such matters. Fees under this Paragraph 12H are earned at the time the services are rendered and payable upon Owner's receipt of Broker's invoice.
- ☐ I. Other: _____

13. RESERVED.

14. EXPENSE REIMBURSEMENT: Upon Owner's receipt of Broker's invoice, Owner will reimburse Broker the following expenses that are related to the leasing or management of the Property: (a) copy charges; (b) charges for long distance telephone calls or facsimile transmissions; (c) regular, express, or certified mail charges; (d) notary fees; (e) photo and video; (f) reasonable travel expenses, including but not limited to mileage reimbursement (at the standard mileage rate published by the IRS), parking expenses, and tolls; and (g) any other expenditures Broker is authorized to make under this agreement for Owner or that Owner otherwise authorizes Broker to make for Owner.

15. FUNDS RECEIVED AFTER TERMINATION: If Broker receives any funds on behalf of Owner after this agreement ends (for example, rent, damages, past due amounts, and others), Broker will deposit those funds in Broker's trust account and will: (a) pay _____ % of the funds received to Broker as compensation for services (for example, research, accounting, communicating, and processing) rendered at that time; and (b) pay the balance of the funds to Owner. This provision survives termination of this agreement.

16. LIABILITY AND INDEMNIFICATION:

- A. Broker is not responsible or liable in any manner for personal injury to any person or for loss or damage to any person's real or personal property resulting from any act or omission not caused by Broker's negligence, including but not limited to injuries or damages caused by:
- (1) other brokers, their associates, inspectors, appraisers, and contractors who are authorized to access the Property;
 - (2) acts of third parties (for example, vandalism, theft, or other criminal acts);
 - (3) freezing or leaking water pipes;
 - (4) a dangerous condition or environmental condition on the Property; or
 - (5) the Property's non-compliance with any law or ordinance.
- B. Broker is not responsible or liable in any manner for:
- (1) any late fees or other charges Owner incurs to any creditor caused by late or insufficient payments by any tenant in the Property; or
 - (2) damages to Owner caused by a tenant's breach of a lease.
- C. Owner agrees to protect, defend, indemnify, and hold Broker harmless from any damage, costs, attorney's fees, and expenses that:
- (1) are caused by Owner, negligently or otherwise;
 - (2) arise from Owner's failure to disclose any material or relevant information about the Property;

- (3) are caused by Owner giving incorrect information to any person; or
(4) are related to the management of the Property and are not caused by Broker, negligently or otherwise.

D. Owner is responsible and liable for all contracts and obligations related to the Property (for example, maintenance, service, repair and utility agreements) entered into before or during this agreement by Owner or by Broker under Broker's authority under this agreement. Owner agrees to hold Broker harmless from all claims related to any such contracts.

17. DEFAULT: A party is in default of this agreement if the party fails to cure a breach or any violation of this agreement within 10 days after receipt of written demand to cure the breach from the other party. If either party is in default, the non-defaulting party may: (a) terminate this agreement by providing at least 10 days written notice; (b) recover all amounts due to the non-defaulting party under this agreement; (c) recover reasonable collection costs and attorney's fees; and (d) exercise any other remedy available at law. Broker is also entitled to recover any compensation Broker would have been entitled to receive if Owner did not breach this agreement.

18. MEDIATION: The parties agree to negotiate in good faith in an effort to resolve any dispute related to this agreement that may arise between the parties. If the dispute cannot be resolved by negotiation, the dispute will be submitted to mediation. The parties to the dispute will choose a mutually acceptable mediator and will share the cost of mediation equally.

19. ATTORNEY'S FEES: If Owner or Broker is a prevailing party in any legal proceeding brought as a result of a dispute under this agreement or any transaction related to or contemplated by this agreement, such party will be entitled to recover from the non-prevailing party all costs of such proceeding and reasonable attorney's fees.

20. SPECIAL PROVISIONS:

This Agreement may be cancelled by either Party, for any reason, with thirty (30) days written notice.

Owner will maintain control over any Security Deposits.

21. ADDENDA: Incorporated into this agreement are the following addenda, exhibits, and other information:

- ☒ A. Information About Brokerage Services (TXR-2501)
☐ B. Multiple Property Addendum (TXR-2204)
☐ C. Addendum for Authorization to Act for Owner before Owners' Association (TXR-2205)
☐ D. Copy of Rules and Regulations of an Owners' Association
☐ E. Copy of the Owners' Association Bylaws and Deed Restrictions affecting the Property
☐ F. Commercial Property Condition Statement (TXR-1408)
☐ G. Documents authorizing execution of this agreement by the person signing
☐ H. _____

Note: Complete and deliver to Broker IRS W-9 Form or similar form.

(TXR-2202) 4-1-14

Initiated for Identification by Owner  and Broker/Associate 

Page 8 of 9

22. AGREEMENT OF PARTIES:

- A. **Entire Agreement:** This document contains the entire agreement of the parties and may not be changed except by written agreement.
- B. **Assignments:** Neither party may assign this agreement without the written consent of the other party.
- C. **Binding Effect:** Owner's obligation to pay Broker an earned fee is binding upon Owner and Owner's heirs, administrators, executors, successors, and permitted assignees.
- D. **Joint and Several:** All Owners executing this agreement are jointly and severally liable for the performance of all its terms. Any act or notice to, refund to, or signature of, any one or more of the Owners regarding any term of this agreement, its extension, its renewal, or its termination is binding on all Owners executing this agreement.
- E. **Governing Law:** Texas law governs the interpretation, validity, performance, and enforcement of this agreement.
- F. **Severability:** If a court finds any clause in this agreement invalid or unenforceable, the remainder of this agreement will not be affected and all other provisions of this agreement will remain valid and enforceable.
- G. **Context:** When the context requires, singular nouns and pronouns include the plural.
- H. **Notices:** Notices between the parties must be in writing and are effective when sent to the receiving party's address, fax, or e-mail address specified in Paragraph 1.

23. INFORMATION:

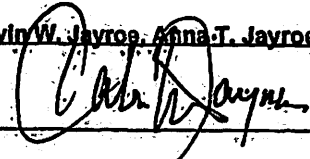
- A. **Broker's fees or the sharing of fees between brokers are not fixed; controlled; recommended; suggested; or maintained by the Association of REALTORS® or any listing service.**
- B. **The Property must be shown and made available to all persons without regard to race, color, religion, national origin, sex, disability, or familial status. Local ordinances and the National Association of REALTORS® Code of Ethics may provide for additional protected classes (for example, creed, status as a student, marital status, sexual orientation, or age).**
- C. **Broker cannot give legal advice. READ THIS AGREEMENT CAREFULLY. If you do not understand the effect of this agreement, consult an attorney BEFORE signing.**

Owner: Jayroe Management Trust c.o. Calvin W. Jayroe

Broker:

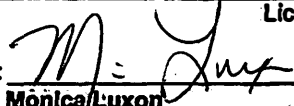
Calvin W. Jayroe, Anna T. Jayroe

Broker / Company Name: Luxon Realty Services

By: 

License No. 9002103

By (signature):

By (signature): 

Printed Name: Calvin W. Jayroe

Printed Name: Monica Luxon

Title: Trustee

Date: 10/21/20

Title: Broker Associate

License No. 569538

Date: 10/23/2020

By: _____

By (signature): _____

Printed Name: _____

Title: _____

Date: _____



MULTIPLE PROPERTY ADDENDUM

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.
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ADDENDUM TO LEASING AND MANAGEMENT AGREEMENT BETWEEN THE UNDERSIGNED PARTIES COMMENCING December 1, 2020

In addition to the Property described in Paragraph 2 of the above-referenced agreement, the term "Property" also includes the following properties.

Address (include unit nos.): 303 N. Main Street, Taylor, TX. 76574

legally described as: Block 16, Lot 1, City of Taylor

in Williamson County, Texas, together with the following non-real-property items:

Notes: Management Fee to equal 6% of base rent collected monthly. Owner reserves to be transferred between each property as needed.

Address (include unit nos.): _____

legally described as: _____

in _____ County, Texas, together with the following non-real-property items:

Notes: _____

Address (include unit nos.): _____

legally described as: _____

in _____ County, Texas, together with the following non-real-property items:

Notes: _____

Address (include unit nos.): _____

legally described as: _____

in _____ County, Texas, together with the following non-real-property items:

Notes: _____

Luxon Realty Services

Broker's Printed Name

By: _____

Broker's Associate's Signature

Monica Luxon

Date

10/23/2020

Jayroe Management Trust c/o Calvin W. Jayroe, Trustee

Owner

By: _____

Date

8/21/20

Owner

By: _____

Date

(TXR-2204) 8-26-04

Page 1 of 1



11/2/2015

Information About Brokerage Services

Texas law requires all real estate licensees to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

TYPES OF REAL ESTATE LICENSE HOLDERS:

- A **BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- A **SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of each party to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
 - that the owner will accept a price less than the written asking price;
 - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

AS SUBAGENT: A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

<u>RLMK W.O.L.F. Real Estate Solutions, LLC</u>	<u>9002103</u>	<u>monica@luxonrealtyservices.com</u>	<u>(512)203-7663</u>
Licensed Broker /Broker Firm Name or	License No.	Email	Phone
Primary Assumed Business Name			
<u>S&P Management Group/Luxon Realty Services</u>	<u>9002103</u>	<u>monica@luxonrealtyservices.com</u>	<u>(512)203-7663</u>
Designated Broker of Firm	License No.	Email	Phone
<u>Monica Luxon</u>	<u>569538</u>	<u>monica@luxonrealtyservices.com</u>	<u>(512)203-7663</u>
Licensed Supervisor of Sales Agent/	License No.	Email	Phone
Associate			
<u>Mariah Watkins</u>	<u>625263</u>	<u>mariah@luxonrealtyservices.com</u>	<u>(512)382-9965</u>
Sales Agent/Associate's Name	License No.	Email	Phone
		<u>8/12/19</u>	
		Date	

Regulated by the Texas Real Estate Commission

Information available at www.trec.texas.gov

IABS 1-0 Date

RLMK WOLF Real Estate Solutions, LLC, PO BOX 91357 Austin TX 78709
Monica Luxon

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48028 www.ziplogix.com

Phone: (512)203-7663

Fax: (512)919-4055

Broker Policy and

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

JULY 19, 2023

REGULAR AGENDA – New Business

IV-C

Review/Discuss and Consider Action on the Facade Improvement Grant application for 519 North Main Street (Sweet & Southern Finds); owned and operated by Karen Morris. The purpose of this project is to repair/replace rotten wood, repaint the building in a new color scheme, and replace 3 exterior light fixtures.

TO: MSAB
FROM: Jan Harris, Main Street Manager
DATE: July 15, 2023

IV-C - FIG Application for 519 N Main Street

Property owned by Karyn Morris.

Business is Sweet & Southern Finds also operated by Karyn Morris

Project is repainting the building in a new color scheme – alabaster with black trim, minor repair work and the updating and replacement of outdoor light fixtures to illuminate existing wall signage.

This is a straightforward renovation project. Repainting already painted brick masonry and keeping unpainted brick as is. (Staff strongly recommends that the building be cleaned by the gentlest means possible in keeping with Standard 7 of the Secretary of the Interior's Standards for Building Rehabilitation. Use no more than 200PSI water pressure and a Muriatic Acid solution to remove stubborn stains. Otherwise, a gentle biodegradable detergent should suffice for cleaning the surface in preparation for painting.)

The project cost is \$6,290.63 – 50% is \$3,145.31.



Taylor Main Street Façade Improvement Grant (FIG) Program

Taylor Main Street is excited to launch the **Façade Improvement Grant (FIG) Program**. This program is designed to assist property and business owners in rehabilitating the commercial facades of their buildings for the purpose of creating a positive visual impact, stimulating private investment, and complementing other community development efforts.

Our goal is simple. We want to provide you with the resources needed to improve the exterior appearance of your building or business. Research has shown that exterior building improvements result in an increase in sales in the year after the improvements are made (and this increase is often sustained for several years). Additionally, improvements will motivate owners/tenants of other properties in surrounding areas to make similar investments.

APPLICATION PARAMETERS, PROCESS AND PROCEDURES:

A. ELIGIBILITY AREA:

In order to be eligible for the FIG Program, you must be located within the Taylor Main Street Program boundaries. (See Attachment 1 – Map)

B ELIGIBLE AND INELIGIBLE GRANT USES:

Eligible Improvement include but are not limited to:

- Complete façade rehabilitation
- Repair and/or replacement of broken windowpanes, aluminum or wooden windows, and broken storefront window glass
- Repair and/or replacement of original building materials and decorative details that are deteriorated or missing (cornices, eaves, parapets, and other architectural features)
- Cleaning and/or re-pointing of brick, and other masonry by the gentlest means possible.

Sandblasting is not an option for brick surfaces.

- Repair, restoration, or replacement of façade masonry, brickwork, or wood.
- Repair or replacement of entrances, doors, display windows, transoms or upper story windows
- Removal of metal slipcovers to expose original materials
- Painting of brick facades where the brick has been previously painted
- Roof repair
- Removal and/or installation of awnings, canopies or shutters
- Outdoor lighting (installation of new exterior lighting fixtures, repair or replacement of existing lighting fixtures)
- Work on cornices, gutters and down spouts

Ineligible Improvements include but are not limited to:

- New construction
- Structural additions to existing buildings
- Murals
- Interior improvements and modifications not related to building facades
- Non-façade improvements such as billboards, security systems, non-permanent fixtures, parking lots, landscaping, security bars, interior window coverings
- Items related to business operations (i.e. inventory, business equipment, etc.)
- Property acquisition
- Expansion of building area
- Conversion of use
- Refinance of existing debt
- Payment of delinquent taxes
- Improvements to structures outside of the Façade Improvement Grant boundary

C WHAT YOU NEED TO KNOW:

- A total of \$5,000 is available to be awarded in *matching* grant funding. Grants are required to have a 1:1 match (50% up to \$5,000).
- Grants will be awarded up to \$5,000 per business or property (the maximum a single business or property can receive).

- A business or property owner/tenant may apply for a grant from \$500 to \$5,000 but please note that the business or property owner/tenant must spend an equal amount or more on the project.
- The FIG is a reimbursement grant. The Main Street Program will reimburse eligible expenses that have been paid for by the grantee. In order to obtain a reimbursement, the grantee must submit copies of receipts clearly itemizing eligible expenses and indicating that they have been paid. Taylor Main Street will not advance funds for work that has not been completed.
- Applications will be considered by the Main Street Manager to determine grant recipients and to ensure, through an equitable process, that the application meets all applicable design-guidelines.
- Applicants will also be required to adhere to all requirements as prescribed by the City of Taylor, including review by the Taylor Main Street Advisory Board prior to any work being done and any permits that are required. Taylor Main Street staff will assist you in this process.
- The completed work must adhere to the final design plans agreed to with the Main Street Advisory Board to ensure final payment.
- All improvements must meet local, state and federal codes. All applicable permits **MUST** be obtained before work begins! Applicants will have the grant rescinded if work is begun without the proper permits.
- Grants must be submitted and obtain all approvals from Taylor Main Street Advisory Board and Staff as well as the City of Taylor before work begins.
- **Taylor Main Street will not reimburse for work on a building that was commenced prior to the approval of the grant.**
- Unless the applicant receives an extension from the Main Street Office, work approved for grant funding must be completed within one year of the approval of the grant.
- A minimum period of three (3) years must lapse before an owner or tenant may apply for a new façade grant for a specific building or property.
- Applicants who own multiple buildings in the allowable area may submit multiple Façade Improvement Grant Applications.
- Applicants must have a signed Grant Agreement with Taylor Main Street prior to commencing work on the primary facade. Funds spent on primary façade before the Grant Agreement is signed by both parties are not eligible for reimbursement.
- Funding awards cannot be increased after the Grant Agreement is signed. However, if a grant recipient reduces the level of investment, Taylor Main Street must reduce the grant amount previously approved, for a grant cannot equal more than 50% of the façade grant project.

- Applicants delinquent in property taxes, fees, and/or fines owed to the City of Taylor are disqualified from applying for the Façade Improvement Grant Program unless delinquency is remedied.

D. APPLICATION PROCESS:

1. Applicant obtains application and a copy of the Secretary of the Interior's Standards from Taylor Main Street.
2. Applicants are strongly encouraged to consult with the Texas Main Street Design Team for renderings and technical assistance with the proposed project. The Taylor Main Street Office has files on many of our downtown properties with renderings and design information from the TX Main Street Office.
3. Applicant should obtain at least 2 project bids from their contractors of choice. All bids submitted must be current and must be dated no earlier than 30 days prior to the application request.
4. Upon receipt of a completed application, the Main Street Manager will review the application and supporting documents to ensure it meets the design standards and eligibility requirements.
5. The Taylor Main Street Advisory Board will review the proposed project using the evaluation criteria set forth below and decide as to whether to recommend the approval of the grant request. It may receive recommendations from committees, such as the Design Committee. Committee recommendations shall be advisory only and no recommendation shall be binding to the Main Street Advisory Board.
6. Upon approval, Taylor Main Street will notify the Applicant of the award, and a letter of commitment will be issued. The Applicant may then begin work on the project. If the application is not approved, the Applicant will be notified of the reasons for rejection, and what, if any, steps may be taken to obtain approval.

E. EVALUATION CRITERIA:

Façade grant applications will be reviewed and evaluated based on the Secretary of the Interior Standards. Proposed improvements that meet these criteria and are "shovel-ready" will be most competitive for grant funding.

F. POST APPLICATION PROCEDURE:

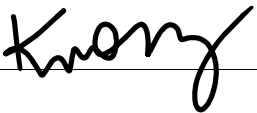
1. Projects MUST be started within 2 months of approval and completed within 12 months, unless otherwise agreed to, in writing, between the parties. Failure to do so may result in the loss of the grant award. It is strongly recommended that projects be "shovel-ready" at the time of application.
2. Changes in the approved work specifications must be approved, in writing, by Taylor Main Street.
3. Taylor Main Street shall be notified within 10 days of the completion of the project, so that staff may

confirm that the work was done in accordance with the terms of the grant.

4. Within 60 days of the completion of the project, the Applicant shall submit to Taylor Main Street proof of payment for all expenses related to the project, both labor and materials, for which it is seeking reimbursement. Such proof of payment may include copies of paid invoices, lien waivers, cancelled checks, etc.
5. Upon receipt of proof of payment and verification that the work was completed in accordance with the terms of the grant, a check shall be issued to the Applicant for the amount awarded.

I/We affirm to have read this Application Parameters, Process and Procedures document and understand its content.

NAME(S): Karyn Morris

SIGNED:  DATE: 7/5/2023

TAYLOR MAIN STREET
Façade Improvement Grant (FIG) Program Application

Please return completed the application with necessary attachments and signatures to the Main Street Office in Taylor City Hall. If you have any application questions, please contact the Main Street Manager at 512-352-3463.

Applicant Name	Karyn Morris	Date	7/5/2023
Business Name	Sweet & Southern Finds		
Mailing Address	519 N Main Street Taylor, TX 76574		
Contact Phone	(512) 415-1653	Email Address	karyn@sweetandsouthernfinds.com
Building Owner (if different from applicant)			
Historical/Current Building Name			
Project Site/Address	519 N Main Street Taylor, TX 76574		

Type of Work: (check all that apply)

- | | |
|---|--|
| <p>☒ Paint Only</p> <p>☐ Masonry Cleaning/Paint Removal</p> <p>☐ Facade & Building Renovation</p> | <p>☐ Awning/Canopy</p> <p>☒ Uncovering/Replacing Windows</p> <p>☒ Other: Lighting</p> |
|---|--|

Details of planned improvements relating to grant request (attach additional information if necessary).

Updating exterior paint and lighting on building.
See additional pages for colors and design.

How will this project benefit Downtown?

Improves the aesthetic and gives a positive impression for downtown.

Project Categories	Estimated Costs	Grant Requested
Facade/Building Rehab	5003.19	2501.59
Awning/Canopy		
Masonry Clean/Paint Removal		
Paint		
Uncovering/Replacing Windows		
Other:	1287.44	643.72
Totals		

TOTAL COST OF PROPOSED PROJECT \$ 6290.63

TOTAL GRANT REQUEST \$ 3145.31
(May not exceed 50% of TOTAL COST up to \$5,000)

List Contractors' Itemized Proposals and Total Amounts (please attach original proposals):

1. Hill Country Painting \$4653.19 (Plus \$350 for Painting Metal Fencing discussed via text message after bid was submitted. Text message can be provided on request.) Total \$5003.19
2. Ark Roofer LLC \$8660.00

Attach all required color samples of paint, awning/canopy, sign design, etc., as well as photographs of building's exterior facade, roof and foundation.


Applicant's Signature

7/5/2023

Date

OFFICE USE ONLY:

Date completed packet was received: _____

DOWNTOWN REINVESTMENT GRANT AGREEMENT FORM

Please complete and return with the Façade Improvement Grant Application to the Main Street Office in City Hall; 400 Porter Street. If you have any questions, please contact the Main Street Manager at 512-352-3463.

Please place your initials where indicated so show you have read, understand, and agree to each statement.

I have met with the Main Street Manager, and I have read and fully understand the Façade Improvement Grant procedures established by the Taylor Main Street Advisory Board. Km

I intend to use this grant program for renovation projects to advance the efforts of revitalization and historic preservation of Taylor's historic downtown. Km

I have not received, nor will I receive insurance monies for this revitalization project. Km

I (or my Contractor) will apply for and receive all applicable permits for this project. Km

I understand that if I am awarded a Façade Improvement Grant by the City of Taylor, any deviation from the approved project may result in the partial or total withdrawal of the grant. (If I am awarded a reinvestment grant for façade or awning work and the façade or awning is altered for any reason within **one (1) year** from construction, I may be required to reimburse the City of Taylor immediately for the full amount of the grant.) Km

Business/Organization Name (please write legibly)

Km Morris
Applicant's Signature

Karyn Morris
Printed Name

7/5/2023
Date

Building Owner's Signature
(if different from applicant)

Printed Name

Date

This section is to be completed by Taylor Main Street staff:

7/12/2023
Date considered by MS Mgr.

to Approve
Recommendation

Staff Signature

Date considered by Main Street
Advisory Board

Recommendation

Chairman Signature



Façade Improvement Grant Applicant Checklist

Date: 7/5/2023

Name of Applicant: Karyn Morris

_____ Application Received

_____ Meeting – overview of process _____ (date)

_____ Grant is not retroactive; must be approved prior to start of work

_____ Applicant is current on all taxes, utilities, and fees

_____ Permission from Property Owner, if needed _____ Yes _____ No

_____ TMS Guidelines (if applicable) _____ (date emailed)

_____ Submit overview of work/façade renderings to Main Street Office

_____ Submit Itemized Bids for work/who is conducting the work

_____ Permits pulled (provide verification to the Main Street Office)

_____ Additional applications as needed

_____ Improvements must be maintained for a minimum of one year

_____ Final meeting/MOU/approval to begin after all conditions are met

_____ Closeout statement signed by both parties _____ (date)

If you have any questions, please do not hesitate to contact Jan Harris at 512-352-3463 or via email at Jan.Harris@TaylorTX.gov. We look forward to working with you!

519 N MAIN STREET



TRI CORN

PAINT COLORS: SHERWIN WILLIAMS

TRI CORN — ACCENT / TRIM

ALABASTER — BRICK SIDING



ALABASTER

INSPIRATION PICTURE:



UPDATED EXTERIOR LIGHTING:



519 N MAIN STREET



UPPER TRIM: TRI CORN

BRICK SIDING: ALABASTER

WINDOW TRIM: TRI CORN



UPDATE LIGHTING



UNPAINTED BRICK + GALVANIZED METAL AWNINGS WILL NOT BE PAINTED.



Joshua Cross
512.537.2078
info@hillcopaint.com

Quote

Hill Country Painting
512.240.2246

CONTACT

Karyn Morris
519 N Main St
Taylor, TX 76574
karyn@sweetandsouthernfinds.com
512.415.1653

JOB ADDRESS

Karyn's Address
519 N Main St
Taylor, TX 76574

QUOTE ID

2526

DATE

06/20/2023

Quote

Item

PAINT EXTERIOR

\$4,328.19

Front Side

Previously Painted Brick, Fascia Trim, Doors (3)

Left Side

Previously Painted Brick, Fascia Trim

Right Side

Previously Painted Brick, Fascia Trim, Doors (1)

Back Side

Previously Painted Brick, Fascia Trim

- Do not paint unpainted brick
- Awnings will not be painted
- Entire body to be one color; trim and upper facade fascia to be second color

Carpentry/Repairs

\$325.00

- Rotted or damaged wood shown in attached photos will be repaired or replaced as detailed in photo notes
- If additional areas are added to be repaired, there will be an additional charge

Emerald Upgrade

- Paint upgraded for free to Sherwin Williams Emerald if job is scheduled by July 17

Exterior Preparation

- Power wash prior to painting

- Caulk any wood to wood joints and fill holes
 - Scrape or sand any areas of loose or flaking paint as needed
 - Mask and protect surfaces that will not be painted
-

Exterior General Notes

- Price includes all paint, labor, and materials.
- Product: Sherwin Williams SuperPaint/Benjamin Moore Ultra Spec Exterior
- Sheen: TBD (Flat recommended)
- Color: White body, dark colored trim TBD
- Peak Height: 15 feet
- Number of Tones: Two Tone

Final Walkthrough:

Job lead will perform a final walkthrough upon completion of the project to ensure customer satisfaction and to address any final questions or concerns. Touchups will be scheduled if needed.

Total\$4,653.19

Media

Carpentry/Repairs



Repair with bondo



Repair with bondo



Replace 4 vertical trim pieces



Replace rotted door jamb pieces
(2 pieces)

Exterior Preparation



Scrape any areas of loose paint
and spot prime as needed before
painting



Scrape any areas of loose paint
and spot prime as needed before
painting

ADDITIONAL DETAILS

- Punchlist created for touch ups as needed
- End of job walkthrough
- Application subject to condition of substrate
- Product brushed, rolled, or sprayed onto substrate
- Proper masking
- Hand scrape leftover loose paint
- Pressure wash prior to painting exterior
- Closets not included on interior jobs unless specified
- Responsibility of customer to move all furniture/wall items to center of rooms being painted unless otherwise noted

TERMS & CONDITIONS

CUSTOMER SERVICE: We commit to being professional and courteous, by communicating clearly with the customer, and to respect the customer's property and home. Our painters promise to give their best effort on every job.

WARRANTY: We warranty our workmanship for two years. Simply call us up and we'll return to your property promptly to address and correct the issue. Warranty does not include work involving stain, flooring/patios or rotted wood.

PROJECT OVERVIEW :

- This estimate is based on the condition of the substrates mentioned at the time of the estimate with regards to amount of prep work needed, cleanliness, etc. Any deviation from the current conditions quoted out by our estimators will result in a reassessment of the project and could result in a higher or lower cost.
- Surfaces to be painted include up to 2 coats in order to achieve adequate coverage unless noted. Stain, one coat unless requested or required and noted. If additional coats are needed, additional cost will be advised and applied as needed.

CHANGES TO CONTRACT (change order):

1. If you request a change to be made to the work being done, including the amount of prep work or changes in products, finishes (sheen), number of colors, or number of coats, then the price will be adjusted to reflect the changes in the change order.
2. All paints and stains (once tinted) are not returnable, if you decide to change your mind on a color after the color has been selected and ordered, then you will be charged for the extra material as well as the extra labor involved (if any) to achieve your newly requested color/sheen.
3. Any specialty finish, such as a dry erase wall, faux finish, venetian plaster, lacquer, glitter paint, or anything of this nature outside of the scope of brushing and rolling two coats of standard paint on a wall ceiling or trim will result in an extra cost outside of a standard pricing.

REPAIRING DAMAGED WALLS: Please keep in mind that it is near impossible to match textures exactly. When our painting crews fix holes in walls and ceilings they will give their best effort to repair and retexture over the problem area. Please be aware that we are not a drywall/texturing company, and do not specialize in drywall/texture repair. It is possible that a drywall/ texture specific

company could do a better job than us at texturing. If you feel that you'd rather have a professional texturing/drywall company fix patches please have them do so prior to our arrival.

HOW COLORS AFFECT YOUR PRICE: The pricing shown in the quote is based on using up to 2 sheens on the project unless otherwise specified (walls/trim). For any additional colors/sheens or accent walls, additional charges will apply. We charge \$75 for each additional color or sheen as well as \$125 for each accent wall. All additional costs pertaining to additional colors/sheen are reflective of extra work/material. Examples; extra tools being cleaned, extra paint, extra tape and masking supplies, extra time required to break away from the standard way of painting a room or house.

UNFORESEEN CONDITIONS: We do our best to identify every aspect of the painting project in the original quote to provide you with an accurate price on the project. However, there may be some unforeseen conditions out of our control that occur. These may include: poor lighting, rotten wood that we may not see until after we pressure wash and start scraping, errors made on the customers behalf by bumping walls or marring up a freshly painted surface, etc. Additional work will be charged at \$65 per man hour plus material or will be quoted out by the project manager.

Moving furniture that has not been moved previously by the customer unless otherwise specified in the estimate will also be done at a rate of \$65 per man hour.

DELAYS (Does not include weather):

If delays occur that prevent us from completing the work ie colors not chosen, or other contractors on site, an additional scheduling conflict fee of \$150 per day may be incurred. If job is in process and is not allowed to be finished for any reason, a scheduling conflict fee of \$150 per day delayed may be incurred as well. Our goal is to provide you with a top-notch service and we can not be delayed during our project. Delay fee does not apply to weather.

PRICING: We have quoted you a fixed price estimate for your painting project- the price you see on your quote is the price you will pay. Any variances from the original quote in regards to number of colors/sheens, amount of prep work, additional surfaces, etc. will result in an increased price. All quotes are good for 90 days. After 90 days, a new estimate may need to be conducted and a new quote issued as prices may change.

PAYMENT TERMS: We request a 30% down payment upon booking the project. The remaining 70% is due on the day of completion. If the job total is over \$7000, an additional 30% is due after the second day of work is completed. The remainder will be due after the project has been completed. If for any reason payment for the completed work is not paid in full within 24 hours of the completion of the project, then a \$50 late penalty will be added for each day that invoice is past due. A lien may be placed for extreme circumstances.

PAYMENT OPTIONS: Cash, check, all major credit cards. We waive the processing fee on all deposit payments. There is a 2.9% processing fee added to all final payments made via credit card. Checks should be made payable to Hill Country Painting and will be collected on the final walk through.

3 DAY RIGHT OF REFUSAL - You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. The law requires that the contractor give you a notice explaining your right to cancel. If you choose to cancel this contract after the proscribed 3 day period, the 30% deposit is non-refundable. However, if job is cancelled after 3rd day, the deposit may be used for a different job of equal or greater value within 12 months of the payment of the deposit.

ESTIMATOR SIGNATURE

DATE

CUSTOMER SIGNATURE

DATE

Quote #2526 for Karyn Morris
Total value: \$4,653.19



Ark Roofer LLC
3555 W. State Highway 29
Georgetown, TX 78628
Phone: 512-948-1638

Company Representative
Sam Chavez
Phone: (737) 738-4142
s.chavez@arkroofer.com

06/28/2023
Claim Information

Karyn Morris
Sweet & Southern Finds
519 North Main Street
Taylor, TX 76574
(512) 415-1653

Job: Karyn Morris

Exterior Painting Section

- House Pressure Wash
Whole home pressure wash.
- Painting - Siding: Primer
Provides a strong foundation layer.
- Painting- Brick :Loxon
- Painting - 2nd Story Fee
- Paint -- Columns or Posts

Sub Total	\$9,460.00
Discount: F & F	(\$800.00)
TOTAL	\$8,660.00

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date

Stefek Electric LLC
PO BOX 768
TAYLOR, TX 76574

Estimate

Date	Estimate #
7/12/2023	43

Name / Address
Sweet & Southern Finds Karyn Morris 519 N Main St Taylor, TX 76574

			Project
Description	Qty	Rate	Total
Purchase and install 3 new down light fixtures specified by customer in locations where existing fixtures are located, utilize existing circuitry and elevate new fixtures accordingly. Permit not including if paid by credit car a 3% fee will be added		1,287.44	1,287.44
Regulated by Texas Dept of Licensing and Regulations, PO BOX 12157 Austin, TX 78711, 800-803-9202,		Subtotal	\$1,287.44
		Sales Tax (8.25%)	\$0.00
		Total	\$1,287.44

TAYLOR MAIN STREET ADVISORY BOARD

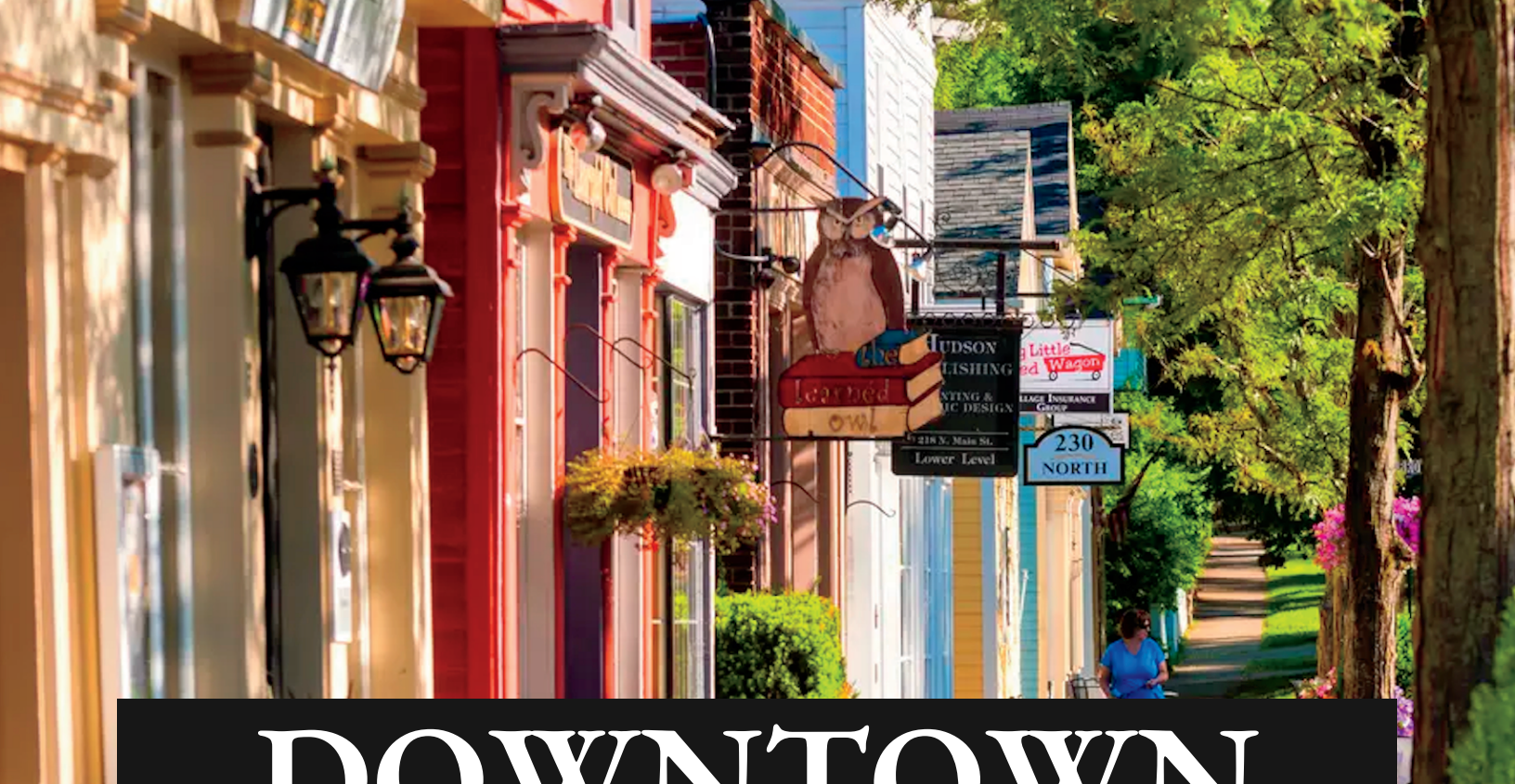
AGENDA ITEM COVER SHEET

JULY 19, 2023

REGULAR AGENDA – New Business

IV-D

Review/Discuss and Consider Action on the upcoming Taylor Downtown Revitalization Workshop scheduled for August 25th from 2-6 pm at the Taylor ISO Event Center



DOWNTOWN REVITALIZATION

Bringing New Life To Old Bricks

This 4 hour comprehensive workshop is designed to help communities reimagine, repurpose and revitalize their downtown business district. Participants will drill down and take away tangible strategies, ideas, resources and a new vision on how their downtown area can become the vibrant and exciting heart of their community.

Perfect for economic developers, chambers of commerce, main street officials, downtown organizations, cities, counties, utility representatives, state agency representatives, entrepreneurs & community volunteers

acceleration

BY DESIGN

MONDAY | SEPTEMBER 25 | 2023
TAYLOR ISD EVENT CENTER | 3101 N MAIN
2 to 6 PM | REGISTRATION REQUIRED

WWW.ACCELERATIONBYDESIGN.COM



DOWNTOWN REVITALIZATION

Bringing New Life to Old Bricks

SAMPLE OF TOPICS COVERED IN THIS DOWNTOWN REVITALIZATION WORKSHOP...

Downtown Assessments

Boundaries

Reality Checks & Gaps

RePurposing & ReImagining

Aesthetics & First Impressions

Lights, Trash, Parking & Restrooms

Pedestrian Friendly Sidewalks

Permitting & Ordinances

Color Schemes

Identity Development

Murals & Art

Traffic, Medians & Landscaping

Green Space

Renditions

Upper Floor Development

Mixed Use Ideas

Historical Preservation

Community Initiatives

Digital Marketing

Paint & Repairs

Signage & Facades

Building Owner Engagement

Business Development & Recruitment

Setting Lofty Goals

Marketing Strategies

Maximizing Your Uniqueness

Responsibility & Accountability

Necessary Tools & Resources

Partners & Politics

Policies

Hard Conversations

Events

Fundraising

Tourism

Action Plans

Gathering Space

And more...

MONDAY, SEPTEMBER 25, 2023

TAYLOR ISD EVENT CENTER

3101 N MAIN | TAYLOR 76574

2:00 PM TO 6:00 PM



Registration Required.



TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

JULY 19, 2023

REGULAR AGENDA – New Business

IV-E

Review/Discuss & Consider Action on proposed special event combining Shop Small Saturday (November 25, 2023) with a Wine/Beer Stroll Activity downtown to kick off the Holiday Shopping Season

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

JULY 19, 2023

REGULAR AGENDA – Continuing Business

V-A

Main Street Manager's reports:

1. Manager's activity report
2. Main Street business & property report

Main Street Monthly Report for June through July 14, 2023

Downtown Property & Business Report:

Property:

- Number of properties listed for sale: 6
 - Assembly Square Footage: 7,515/SF
 - Industrial Square Footage: 0/SF
 - Retail/Service/Professional Square Footage: 23,350/SF
 - 1 Unit Apartment Building: 3,458/SF
- Number of properties listed for lease: *17 (+ 1 apartment) **Note: some of these are small spaces within larger buildings with other occupied spaces.*
 - Commercial Square Footage: 26,453/SF
 - Assembly Square Footage: 11,265/SF
 - Build to Suit Rental Space on a Vacant Lot: 6600/SF
 - Residential Square Footage: 2900/SF
 - Mixed Use Square Footage: 1,360/SF
- Leased properties during reporting period: 0
 - Square footage of lease properties:
 - Property uses –

Businesses:

- New businesses in development: 2
 - Square footage: 6,636/SF
 - Property uses - Bakery (1); Office (1)
- New businesses opened during reporting period: 2
 - Square footage: 5,460/SF
 - Property uses – Full-Service Restaurants
- Businesses Relocating: 2 (*both relocating to larger spaces within the district*)
 - Square footage: 2000/SF
 - Property uses: Retail
- Businesses Closed: 5
 - Square Footage: 3,620/SF
 - Property uses – 2-Retail; 3-Office

Community Outreach / Meetings Attended:

- Main Street Advisory Board meeting – 6/27
- Public Arts Advisory Board meeting – 6/28
- Heritage Square Farmers Market Committee – 6/12; no quorum in July
- TAB Meeting – 6/27
- Special Events Committee Meeting – 6/20; 6/21

Local Business / Owner Visits:

- Met with Karyn Morris re: FIG for 519 N Main – 7/5
- Met with Nancy Lozano re: new signage for El Corral Lozano – 7/6

Event Planning:

- Special Events Policy Meeting – 6/1
- Taylor Pride Music & Arts Festival Planning Meeting – 6/16
- Main Street Car Show meeting – 6/28; 7/6
- Christmas Parade Planning Meeting – 6/13

Special Events:

- Every Saturday – check on Farmers Market
- 2nd Saturday Shop & Stroll – 10 am – 4 pm – 6/10; 7/8
- Juneteenth Parade and Observance – 6/19
- Taylor Pride Arts & Music Festival – 6/24
- July 4th Parade and Fireworks – 7/4

Special Events Permits Issued or Pending:

- Michelle's Hot Peeps CC 5K
- Taylor International BBQ Cook Off
- Mamma Jamma

Film Friendly Taylor –Film Events in Taylor:

- None during the reporting period

Professional Development:

- Leadership Meeting – 7/3
- TX Main Street Managers Annual Retreat – 6/20-6/23
- National Main Street Network Online Training - Get Hyped – Turn District Cheerleaders into Influencers – 6/12
- Interviews for the Events Coordinator: 6/2; 6/5; 6/13

Other Duties:

- Development Team Meetings – Every Monday at 9am
- Updating Directory Map for downtown business directories
- Updating Taylor property database on DowntownTX.org – ongoing
- Fielding telephone, email and in-person enquiries; providing technical assistance as needed
- Updating available property database
- Updating incoming/outgoing business database

Upcoming Projects:

- Digital map & Main Street business directory project underway
- Breakfast Bites monthly downtown business meetings (2nd Wednesday of each month)

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

JULY 2023

PROPERTY FOR SALE:	ADDRESS:	OWNER/REALTOR	CONTACT INFO	±2	PRICE	STATUS
T Ford Enterprises Building	113-115 E. 3rd St	Tommy M ford/Joe Williams Redevelopment	Richard Gary - 512-415-9367	est 8584 SF total: 113 1st fl: 1590 SF office/retail; 2301 SF warehouse w/ 11' pull up door 113 2nd fl 2818 SF office 115 1875 SF office/retail pvt parking lot in rear	unpriced	
Urban Threads bldg	117 E. 3rd St	Cliff Samuels/Brasfield Realty	512-947-5713	2464 SF	\$975,000	
Eanes/Prewett Building	119 E 3rd St	Richard Torres/Shahzaib Lalani		9916 SF	unpriced	
Howard Theater	308 N Main St	Steve Turner-Turner Properties	512-930-2800	7515 SF	\$795,000	
1 Unit Apt Building	402 E 4th St	Nikolaus Mokry/Brad Robbins (Top Notch Realty)	512-269-5278	3,458 SF	\$650,000	
Restaurant building	405 S Main St	Johan Borge			\$950,000	
PROPERTY FOR LEASE:	ADDRESS	OWNER/REALTOR	CONTACT INFO	±2	PRICE	
upstairs apartment	103 W 4th St	Monica Luxon	monica@luxonrealtyservices.com	2900/SF	reduced to \$2495/mo + \$173/mo preventative maint.	was \$2900/mo
Mixed-Use space	114 N Main St	2nd & Main Lofts/Julie Downs (Tierra Grande Realty)	juliedowns4@gmail.com	1360/SF		

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

JULY 2023

PROPERTY FOR LEASE:	ADDRESS	OWNER/REALTOR	CONTACT INFO	F2	PRICE	
Taylorsville Hall	115 W 2nd St	JB Goodwin Realtors			\$7,500/mo	
117-119 N Main St	Suite 109	Ujjal Ghostagore/Julie Downs		875SF	\$1,437.92/mo	
117-119 N Main St	Ste 217 (1st floor)	Ujjal Ghostagore/Julie Downs		1007 SF	Upon Request	
117-119 N Main St	Ste 219 (1st Floor)	Ujjal Ghostagore/Julie Downs		1007 SF	Upon Request	
117-119 N Main St	Ste 221	Ujjal Ghostagore/Julie Downs		2364 SF	Upon Request	
117-119 N Main St	Back Bar	Ujjal Ghostagore/Julie Downs		1800 SF	Upon Request	
fmr Downtown Social	119-B E 3rd	Richard Torres	209-605-4155	950/SF	call for pricing	

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

JULY 2023

PROPERTY FOR LEASE:	ADDRESS	OWNER/REALTOR	CONTACT INFO	F2	PRICE	
120 W 2nd St - McCrory-Timmerman/Titsworth Buildings	Ste 105 (1st Floor)	Judy Blundell/Julie Downs		600 SF	Upon Request	
120 W 2nd St - McCrory-Timmerman/Titsworth Buildings	Ste G (1st Floor)	Judy Blundell/Julie Downs		455 SF	Upon Request	
120 W 2nd St - McCrory-Timmerman/Titsworth Buildings	Ste 104 (2nd Floor)	Judy Blundell/Julie Downs		420 SF	Upon Request	
120 W 2nd St - McCrory-Timmerman/Titsworth Buildings	Ste 201 (2nd Floor)	Judy Blundell/Julie Downs		2148 SF	Upon Request	
Howard Theater	308 N Main St	Steve Turner-Turner Properties	512-930-2800	7515 SF	\$12/PSF/YR	\$1/SF/MO
fmr 46 & 2 Apothecary	313 N Main St	Ian Reddy/JB Goodwin Properties	512-502-7715	3278SF	NNN - \$3800/mo	\$1.16/SF
Restaurant building	405 S Main St	Johan Borge	713-464-7656		\$3,500/SF/MO	

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

JULY 2023

PROPERTY FOR LEASE:	ADDRESS	OWNER/REALTOR	CONTACT INFO	F2	PRICE	
Retail Space	417-A N Main St	Jarrell & Shannon Boles and Chan & Rebecca McMakin - Chris Cottle is the property manager	cdcottle@gmail.com	2381 SF		
Large Office Building	700 N Main St	Daniel Reuter	512-991-2849	7202 SF	\$3.49/SF/MO	
SOLD PROPERTIES	ADDRESS	PURCHASER	CONTACT INFO	PROPOSED USE	SALES PRICE	
NONE - but the following properties are no longer listed for sale:	301 W 2nd St - Erwin Teggemann building; 417 W 2nd St - Old Taylor Bedding; Vacant Commercial Lot - 503 S Main St	407 S Main - Johan Borge 409 S Main - Johan Borge				

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

JULY 2023

LEASED PROPERTIES	ADDRESS	TENANT	CONTACT INFO	PROPOSED USE	LEASE \$	
NONE						
PROPOSED NEW CONSTRUCTION/MAJOR RENOVATION	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE		
One building with 4 subdivisions (offices and storage behind)	W 1st Street	Jay McNabb		Office space for contractors, etc.		
Two building to be constructed for tenant finish out	104 N Main St	Public Sketch	(512) 365-8563	offices, bars, restaurants	\$30.SF.Y \$2.50/SF/MO	will build 2-800-SF buildings to suit
NEW CONSTRUCTION/MAJOR RENOVATION PROJECTS	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE		
Bohl's Building	104 E. 2nd St	Ed & Betty Hile	ed.hile@swbell.net	future offices for Edward Jones	\$350,000 remodel project	
Talbot Commons Pocket Hotel	114 W 6th St	Public Sketch	Julie Downs 512-365-8653	pocket hotel in a mixed use development		

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT
JULY 2023

NEW BUSINESS COMING ON LINE	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE	# EMPLOYEES GAINED	
Flake Bakery & Larder	103 W 5th St	Leisha Dowers	512-643-5989	bakery	TBD	1346 SF HAS CO
The Builder Gallery	113 W 4th St	Mary Mariano-The Builder Gallery	marym.vkdesigns@gmail.com	showroom and offices	TBD	1176/SF Has CO
Top Hat Chimney Sweeps	115 W 4th St	Royal Pore - Top Hat Chimney Sweeps	royal@tophatchimney.com	offices	TBD	264/SF Has CO
Second Street Station	201 N Main St	William Hogan - Second Street Station	whogan@austin.rr.com	bar-restaurant	TBD	3850/SF Has CO
NEW BUSINESSES OPEN	ADDRESS	OWNER	CONTACT INFO	PROPOSED USE	# EMPLOYEES GAINED	
Second Street Station Kitchen & Bar	101 N Main St	Bill Hogan	whogan@austin.rr.com	Full Service Restaurant		
BUSINESS CLOSING	ADDRESS	OWNER	CONTACT INFO	FORMER USE	# EMPLOYEES LOST	YEARS IN BUSINESS
NONE						

TAYLOR MAIN STREET PROPERTY BUSINESS REPORT

JULY 2023

BUSINESS EXPANDING	ADDRESS	OWNER	CONTACT INFO	USE	GAINED OR	
NONE						
BUSINESS RELOCATING	NEW ADDRESS	OWNER	CONTACT INFO	OLD ADDRESS	# EMPLOYEES GAINED OR LOST	
NONE						
BUSINESS BEING SOLD	ADDRESS	NEW OWNER	CONTACT INFO	OLD OWNER	# EMPLOYEES GAINED OR LOST	
NONE						

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

JULY 19, 2023

REGULAR AGENDA – Continuing Business

V-B

Update on downtown directory signage

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

JULY 19, 2023

REGULAR AGENDA – Continuing Business

V-C

Update on "sidewalk sticker" project

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

JULY 19, 2023

REGULAR AGENDA – Continuing Business

V-D

Update on Tax Credit Workshop

TAYLOR MAIN STREET ADVISORY BOARD

AGENDA ITEM COVER SHEET

JULY 19, 2023

REGULAR AGENDA – Continuing Business

V-E

Upcoming Agenda Items