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 Titsworth 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 Titsworth 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