

MINUTES
MAIN STREET ADVISORY BOARD
5:30 pm – March 15, 2023
Taylor City Hall Conference Room

MEMBERS PRESENT: Erwin Stauffer, Curie Humphreys, Jeff Snyder, and Chairman Doug Moss

MEMBERS ABSENT: Ashley Doss, John McRae, and Ruth Rivera

GUESTS PRESENT: Chuck Farr

STAFF PRESENT: Jan Harris, Main Street Manager

I. CALL TO ORDER AND DECLARE A QUORUM - The meeting was called to order by Chairman Moss at 7.03 pm who declared a quorum to be present.

II. CITIZEN COMMUNICATION – There was no citizen communication.

III. CONSENT AGENDA:

A. Review and approve minutes from the MSAB regular meeting held on February 13, 2023 –
MOTION: To approve the minutes as presented. E STAUFFER/C HUMPHREYS/UNANIMOUS

B. Review and receive the financial reports from March 2023 -
MOTION: To receive the financial reports as presented. D MOSS/J SNYDER/UNANIMOUS

IV. REGULAR AGENDA-New Business:

A. TRAINING MOMENT: Main Street America – Due to the lateness of the meeting's start, this will be put off until a future meeting.
ACTION: Jan will send the link to the video out to the board.

B. Parking Improvements in the Downtown District

- 1. Discuss ways to promote and advertise the new parking locations and increased number of spaces** – Jan presented several options for the board to review to promote the new parking configuration.
- 2. Discuss how best to work with businesses requiring increased "office staff" parking in the downtown** – Jan presented examples from other Main Street Cities who are dealing with this same issue.
- 3. Establish a committee to spearhead a Downtown Parking Initiative for business owners/employees and visitors** – Doug appointed the following board members to serve on the Parking Committee: Curie Humphreys, Chair; Erwin Stauffer, and Ashley Doss.
ACTION: This committee will meet and present their ideas for the board's approval.

C. Volunteers needed to assist with Easter Egg Hunt – Saturday, April 8th between 8:00 am and 11:00 am – Duties: help put up stakes and hang plastic roping for the 3 area; tap Easter signage into the ground for display; throw out Easter Eggs; help clean up afterward – Jan informed the board that she would need volunteers to help with the April 8th Easter Egg Hunt.
ACTION: The following board members volunteered to assist: Doug Moss, Jeff Snyder, and Curie Humphreys.

D. Discuss results from the Joint City Council-TIF Board meeting:

- 1. New Special Events employee** – Doug informed the board that the Special Events Coordinator position has been approved. Jan reported that she is rewriting the job description to fit with the way the City presents available positions.
- 2. Economic Development Incentives for businesses**
Façade Improvement Grant limit increases – Doug reported that the TIF #1 Board would vote in April to raise the FIG reimbursement limit.
ACTION: Doug asked Jan to add the Secretary of the Interior's 10 Standards to the packet.
ACTION: The board was asked to carefully review the FIG packet as they would vote on it at the April meeting and then it would be presented to City Council for final approval.
Development Incentive Packages – these will be drafted in the future.

- E. Discuss recommendations for banner design of cobra head banners for entryways into the downtown – Jan presented several ideas for the Board to choose from.
ACTION: Doug appointed Ashley Doss and Curie Humphreys to work with Jan on the design and select one on behalf of the board.

V. **REGULAR AGENDA - Continuing Business:**

A. **Main Street Manager's reports:**

Manager's activity report: Jan reviewed the report with the Board noting that Special Events activities were increasing dramatically.

Main Street business & property report: Jan presented the report to the board noting that two new properties have been listed for sale: The Howard Theater for \$795,000 and the T Ford Enterprises Building (113-115 E 3rd St) for an undisclosed price.

- B. **Report on the request from the February meeting to enquire about the cleaning of downtown alleys in the CBD** – Jan reported that the City did not have the manpower to clean the alleys in downtown. Alleys in the older residential areas were the responsibility of the adjacent property owners so this same responsibility could be taken up by the commercial property owners for the downtown alleys.
ACTION: No additional action was required.

- C. **Receive report from March 8th Breakfast Bites meeting** - Jan reported that Alan Green, Engineer with HDR was the program and discussed the upcoming striping project. A couple of business/property owners complained about the layout or the width of the new spaces, but the plan had been reviewed numerous times prior to the striping. The new spaces are 8.5' wide and standard is between 8' & 9.' Doug noted that he'd been in San Antonio and measured spaces throughout the area and they were all 8.5'.

- D. **Receive report on Second Saturday Shop & Stroll** – Jan reported that the project was continuing to grow in popularity both for businesses and shoppers.

E. **Receive report on Blackland Prairie Day:**

1. **Draft Budget** – Jan presented a preliminary budget to the board for review.
2. **Sponsorship Update** – Doug reported that he had sent out an initial email to those on the sponsorship list. He and Ruth will begin following up on the list in a couple of days.
3. **Antique Tractor Update** – Erv reported that the tractor restoration group in Granger would not have any tractors ready in time for BPD. He was reaching out to the tractor club in Temple. He wondered if the tractor owners would expect us to pay their transportation costs (no, this is “bragging opportunity” for the owners of these classic vehicles and we will not pay for them to come.) Jeff reported that he has several contacts he is working with to bring tractors on that day. Erv also is in communication with the Texas Farm Bureau who in conjunction with the Texas Ag. Program has a kid's display about farming. He was concerned about its size but Jan assured him that if she knew in advance how big the setup was, she could find a spot for it.
4. **Entertainment Update** – Jan reported that the following groups would perform: Czech Music Masters, Ballet Folklorico, Blue Vibe, The Jerrells, and Black Bird Sing. She also reported that Ryan Dale Davenport would perform the National Anthem.
5. **Logistics Update** – Jan made the following report
Audio Services – Boss Radio was selected for audio services.
Porta-Potties – Provided by Honey Bucket
Radios - Jan is working with MCA to provide radio coverage.
6. **Kid's Games** – Ruth Rivera has been reaching out to various church groups to provide games for the children. Jan had received a bid for 14 small animals (not barnyard animals) from Tiny Tails for \$2500 and she felt that was too expensive for what we were to receive. The board agreed.
7. **Vendor Update** – Vendors were coming in. Jan reported that she had 3 information booths, 7 arts/crafts, & 4 food vendors to date.
8. **Logo Update** – Jan was waiting for a draft from Nic Ramos.

NEEDED: a committee to develop T-shirt design/color

- F. **Update on Downtown Improvements** - Jan reported that the striping would start on March 20th.

- G. **Membershipware project update** - Update on database and video/photography – Jan received updated

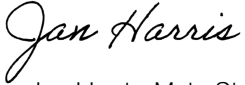
training and has several files ready to upload.

- H. **Discuss items for upcoming agendas** – Jan suggested that the board or schedule a different time to go on a walkabout in the district. Doug suggested that we try to go see a similar city such as Lockhart, Brenham, or Georgetown.

VI. **ADJOURN –**

MOTION: To adjourn the meeting at 8.35 pm. C HUMPHRIES/E STAUFFER/UNANIMOUS.

Respectfully submitted,

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

Jan Harris, Main Street Manager