



NOTICE OF A REGULAR MEETING

Main Street Advisory Board

Monday, September 11, at 4:00 PM

City Hall – 2nd Floor Conference Room

200 West Vulcan St.

Brenham, Texas

1. Call Meeting to Order

[Board members shall not use their position on the Board for a purpose that is or gives the appearance of being a conflict of interest. If a Member becomes aware of a conflict of interest, or potential conflict of interest, they shall immediately notify the Chairman and shall abstain from participation in and voting on the item. A "conflict of interest" is defined as a situation in which a Board member's personal interests might be served or financial benefits gained as a result of or relating to, a decision of the Board.]

2. Citizens' Comments

[At this time, anyone will be allowed to speak on any matter concerning this Board that is not on the agenda, for a length of time not to exceed three (3) minutes. No Board discussion or action may take place on a matter until such has been placed on an agenda and posted in accordance with the law.]

WORK SESSION

3. Reports from Main Street Committee Chairs:

- **Design**
- **Economic Vitality**
- **Organization**
- **Promotions**

4. Update on First Fridays Farmer & Artisan Market

REGULAR SESSION

5. Discuss and Possibly Act Upon the Minutes from the August 21, 2023 Regular Meeting

6. Discuss and Possibly Act Upon the Recommendation from the Design Committee that the Terms of the Main Street Sign Grant for Brenham Heritage Museum are Completed and Verified, and Authorize Payment

7. Administrative Updates

- **Next Board Meeting- October 2, 2023**
- **Updates from Elected Officials**
- **Other Updates Upcoming Main Street Events**
 - i. Mask-erade on Main**
 - ii. Scarecrow Extravaganza**
 - iii. Christmas Stroll**

Adjourn

CERTIFICATION

I certify that a copy of the September 11, 2023 agenda of items to be considered by the Main Street Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, September 8, 2023 at 4:00pm.

Leigh Linden
Main Street Manager

Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that the attached notice and agenda of items to be considered by the Main Street Board was removed by me from the City Hall bulletin board on the _____ day of _____, 2023 at _____ AM PM.

Signature

Title



AGENDA ITEM 3

DATE OF MEETING: September 11, 2023	DATE SUBMITTED: September 8, 2023
SUBMITTED BY: Leigh Linden	
MEETING TYPE: <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL	CLASSIFICATION: <input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> WORK SESSION
AGENDA ITEM DESCRIPTION: Reports from Main Street Committees: <ul style="list-style-type: none"> ➤ Design ➤ Economic Vitality ➤ Organization ➤ Promotions 	
SUMMARY STATEMENT: Reports provided by each of the Main Street Committees by the 2023 Committee Chair with information regarding activity updates and recommendations to the Board. <ul style="list-style-type: none"> ➤ Design, Elizabeth Price <ul style="list-style-type: none"> ○ Meets at City Hall the 3rd Tuesday at 4 pm ➤ Economic Vitality <ul style="list-style-type: none"> ○ Meets at City Hall the 2nd Tuesday at 4 pm ➤ Organization, Tiffany Morisak <ul style="list-style-type: none"> ○ Meets at City Hall the 4th Monday at 10 am ➤ Promotions, Wendy Meaux <ul style="list-style-type: none"> ○ Meets at various Downtown locations the 1st Wednesday at 5:15 pm 	
STAFF ANALYSIS: A. PROS: B. CONS:	
ALTERNATIVES (In Suggested Order of Staff Preference):	
ATTACHMENTS: None	
RECOMMENDED ACTION: Work Session item, no action required.	
APPROVALS:	



AGENDA ITEM 4

DATE OF MEETING: September 11, 2023	DATE SUBMITTED: September 8, 2023 SUBMITTED BY: Leigh Linden
MEETING TYPE: <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL	CLASSIFICATION: <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> WORK SESSION
AGENDA ITEM DESCRIPTION: Update on First Friday Farmer & Artisan Market	
SUMMARY STATEMENT: Report on attendance, vendors, and sponsorship regarding Brenham’s First Friday Farmer & Artisan Market	
STAFF ANALYSIS: A. PROS: B. CONS:	
ALTERNATIVES (In Suggested Order of Staff Preference):	
ATTACHMENTS: none	
RECOMMENDED ACTION: Work Session item, no action required.	
APPROVALS:	



AGENDA ITEM 5

DATE OF MEETING: September 11, 2023		DATE SUBMITTED: September 8, 2023	
		SUBMITTED BY: Leigh Linden	
MEETING TYPE: <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL		CLASSIFICATION: <input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> WORK SESSION	
AGENDA ITEM DESCRIPTION: <p align="center">Discuss and Possibly Act Upon the Minutes from the August 21, 2023 Regular Meeting</p>			
SUMMARY STATEMENT: <p align="center">Please review the included minutes.</p>			
STAFF ANALYSIS: A. PROS: B. CONS:			
ALTERNATIVES (In Suggested Order of Staff Preference):			
ATTACHMENTS: <p align="center">Draft of the minutes from August 21, 2023.</p>			
RECOMMENDED ACTION: <p align="center">Approval of minutes</p>			
APPROVALS:			



Main Street Advisory Board Meeting Minutes

A regular meeting of the Main Street Board was held on Monday, August 21, 2023, beginning at 4:00 p.m. at Brenham City Hall, 200 W. Vulcan Street, Brenham, Texas.

Members present:

Andi Linder, Doug Peck, Celia Haley, Tiffany Morisak, Wendy Meaux, Elizabeth Price, Lowell Ogle, Pete Simpson, Connie Wilder

Members absent:

Dax Flisowski,

City Staff present:

Main Street Manager Leigh Linden
Economic Development Specialist Teresa Rosales
City of Brenham Councilman Albert Wright

Others present:

Nathan Rowland, Sherry Harber

1. Call Meeting to Order

The Main Street Board Chair, Doug Peck called the meeting to order at 4:01 pm.

2. Citizen/Visitor Comments

There were no citizen comments.

3. Reports from Main Street Committee Chairs:

- a. Design-** Elizabeth Price gave an update on the Christmas wreath. One was hung for training/reference. A Reimbursement Grant for painting at 209 S Market was recommended for approval by the MS Board.
- b. Economic Vitality-** Lowell Ogle reported that EIIG Grants for Doug Peck Studio and Easy Drifter were both recommended to be approved by the MS Board.
- c. Organization-** Tiffany Morisak reported that the committee is underway in planning the 25th Anniversary Celebration of Main Street.
- d. Promotions-** Andi Linder reported that Summer Sip was successful. The event was sold out. More info to be given during Agenda Item 4. Hot Nights, Cool Tunes was also a success. There was discussion on moving it to June for better weather.

4. Discussion and Update on Summer Sip

Andi Liner said again that the Summer Sip event was successful. The event sold over 500 glasses. Main Street Manager Leigh Linden reported that the event raised \$20,479 for the Main Street Raised Funds account.

5. Discussion and Update on Hot Nights, Cool Tunes

Main Street Manager, Leigh Linden was able to estimate close to 2,000 people in attendance during the first HNCTs concert. The second night was approximately the same. The third week saw about 500 people. The fourth week was roughly 2,500 concertgoers. Food Truck vendors paid \$100 per night for their location. There was a total of 8 each night. This gave HNCTs added income going toward advertising, hospitality, and other costs.

6. Discussion and Update on Main Street Raised Funds Balance

The report on current Main Street funds was given along with the financial report attachment. Leigh Linden shared how many grants have been given and the dollar amount of each. There has also been a purchase of Christmas décor for downtown.

7. Discuss and Possibly Act Upon the Minutes from the June 12, 2023 Regular Meeting

Elizabeth Price made a motion to approve the minutes as written. Celia Haley made a second motion.

Board Chair Doug Peck called for a vote.

Chair Doug Peck	Yes
Vice-chair Pete Simpson	Yes
Dax Flisowski	Absent
Celia Haley	Yes
Andi Liner	Yes
Wendy Meaux	Yes
Tiffany Morisak	Yes
Lowell Ogle	Yes
Elizabeth Price	Yes
Connie Wilder	Yes

8. Discuss and Possibly Act Upon the Recommendation from the Design Committee that the Terms of the Main Street Downtown Reimbursement Grant for 209 South Market (Adrienne Schwartz) are Completed and Verified, and Authorize Payment

The Design Committee Chair Elizabeth Price said that the committee was recommending the board approve the Incentive Grant Application made by Adrienne Schwartz for 209 S Market. Lowell Ogle made the first motion to approve. Andi Liner made a second motion. Chair Doug Peck called for a vote.

Chair Doug Peck	Yes
Vice-chair Pete Simpson	Yes
Dax Flisowski	Absent
Celia Haley	Yes
Andi Liner	Yes
Wendy Meaux	Yes

Tiffany Morisak	Yes
Lowell Ogle	Yes
Elizabeth Price	Yes
Connie Wilder	Yes

9. Discuss and Possibly Act Upon the Recommendation from the Economic Vitality Committee that the Terms of the Main Street Economic Impact & Innovation Grant for Green Grain Events (Doug Peck Studio) are Completed and Verified, and Authorize Payment

Doug Peck recused himself by leaving the room and taking no part in the discussion. Pete Simpson, as Vice-Chair led the meeting. Lowell Ogle explained that the Economic Vitality Committee met several times to go over the grant application. They were satisfied and recommended the board approve the grant. Elizabeth Price pointed out that this agenda packet was missing some of the paid invoice documentation. Leigh Linden said that it was included in the last agenda packet and was reviewed by the committee. Lowell Ogle made a motion to approve the grant pending the documentation is verified by staff. Wendy Meaux made the second motion.

Vice-Chair Pete Simpson called for a vote.

Chair Doug Peck	No Vote
Vice-chair Pete Simpson	Yes
Dax Flisowski	Absent
Celia Haley	Yes
Andi Liner	Yes
Wendy Meaux	Yes
Tiffany Morisak	Yes
Lowell Ogle	Yes
Elizabeth Price	Yes
Connie Wilder	Yes

10. Discuss and Possibly Act Upon the Recommendation from the Economic Vitality Committee that the Terms of the Main Street Economic Impact & Innovation Grant for Easy Drifter are Completed and Verified, and Authorize Payment.

Chair of Economic Vitality Lowell Ogle said that after a presentation made by Jared Anderson, of Easy Drifter, the committee recommended the Main Street Board approve the Economic Impact & Innovation Grant. Jared brought his team members along to show the committee the educational training they are receiving in order to host classes on hat making and leather working. His maker-space will be home to both instructional classes and retail items.

Elizabeth Price voiced her opinion by saying that the equipment being purchased with the grant funds should be for items that will stay in Downtown Brenham no matter the business occupying the building. Connie Wilder agreed saying that the items are not affixed to the building and could later be sold. Pete Simpson made a motion to award the grant with only Main Street Raised funds and not any BCDC funds. Wendy Meaux agreed and made a second motion.

Chair Doug Peck	Yes
Vice-chair Pete Simpson	Yes

Dax Flisowski	Absent
Celia Haley	Yes
Andi Liner	Yes
Wendy Meaux	Yes
Tiffany Morisak	Absent
Lowell Ogle	Yes
Elizabeth Price	No
Connie Wilder	No

11. Administrative Updates

➤ **New Main Street Businesses**

Due to the September 3rd holiday for Labor Day, the next board meeting will be September 11th.

➤ **Updates from Elected Officials-** none

➤ **Other Updates** – Teresa Rosales made a statement on behalf of City Manager, Carolyn Miller that EIIG grants should be put on hold. Pending a rewrite and modifications, Main Street will no longer be accepting Economic Impact & Innovation Grants.

Adjourn

There being no further business, Doug Peck adjourned the meeting at 4:57 pm.

Doug Peck
Chair

ATTEST:

Leigh Linden
Main Street Manager



AGENDA ITEM 6

DATE OF MEETING: September 11, 2023	DATE SUBMITTED: September 8, 2023 SUBMITTED BY: Leigh Linden
MEETING TYPE: <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL	CLASSIFICATION: <input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> WORK SESSION
AGENDA ITEM DESCRIPTION: <p align="center">Discuss and Possibly Act Upon the Recommendation from the Design Committee that the Terms of the Main Street Sign Grant for Brenham Heritage Museum are Completed and Verified, and Authorize Payment</p>	
SUMMARY STATEMENT: <p align="center">The Design Committee has recommended the Main Street Board approve the application from The Brenham Heritage Museum for a sign grant.</p>	
STAFF ANALYSIS: A. PROS: B. CONS:	
ALTERNATIVES (In Suggested Order of Staff Preference):	
ATTACHMENTS: Brenham Heritage Museum Sign Grant application	
RECOMMENDED ACTION: Approval of Brenham Heritage Museum’s Sign Grant Application	
APPROVALS:	

Rec'd 6/6/23
AM



MAIN STREET
B R E N H A M

SIGN GRANT APPLICATION FORM

Date: 6-5-23

Name of Applicant: David Thomas

Name of Business: Brenham Heritage Museum

Mailing Address: 310 E. MAIN ST., BRENHAM, TX 77833

Daytime Phone: 979-830-8445 2nd Phone: 281-386-1377

Project Address: 105 S. MARKET ST., BRENHAM, TX 77833

Email: director@brenhamheritagemuseum.org

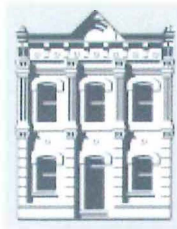
Design plans are attached, as required, showing color, size, shape and placement.

BUILDING OWNER APPROVAL

I have seen a copy of the proposed signage that will be installed on my building. I approve the signage and its proposed location.

Building Owner's Signature

Date



MAIN STREET
B R E N H A M

2020 Sign Grant Program

APPLICATION AGREEMENT FORM

I have met with the Main Street Manager and I fully understand the established procedures.

I understand that if I receive a Sign Grant, any deviation from this agreement may result in the withdrawal of the grant.

I understand the sign Grant will be administered as a reimbursement once the project has been completed as agreed upon, receipts are shown for the work completed and a photo is provided showing the completed project.

I agree to hold harmless, indemnify and defend the Brenham Main Street Advisory Board, the City, and their officers, agents and employees from and against any claims for injuries or property damage caused by myself and my agents or employees during the course of this agreement.

I understand that the Sign Grant will be administered on first-come, first-served basis as long as funds are available. All decision of the Design Committee and Main Street Advisory Board are final.

I understand that all projects must comply with the City of Brenham ordinances and building codes and that I must have a sign permit from the City of Brenham before installing signage.

David Thomas

Signature

6-5-23

Date

CORE DESIGN STUDIO



ESTIMATE

DATE	March 14, 2023
CLIENT	Brenham Heritage Museum
PROJECT	Exterior Corner Sign and Banners

PROJECT OVERVIEW
Design, production and installation of Brenham Heritage Museum corner sign and 2 banners with armature attached to building.

EXHIBITS AND DELIVERABLES	
1. CORNER SIGN Design, and Fabrication and installation Installation requires excavation and concrete foundation.	\$ 2,700
2. TWO BANNERS ON BUILDING Design, Fabrication and Installation. (See specs) 1 - 1/2" aluminum tubing framework attached inside of brick recess with anchor bolts. Banner to be screwed to aluminum armature with washers. Price includes banner printing.	\$ 3,000
TOTAL	\$ 5,700





310 E Main St
Brenham, TX 77833
979-830-8445

Brenham National Bank
2211 S Day St
Brenham, TX 77833
88-1719/1131

1586

8/25/2013

\$ 3,750.00

DOLLARS

Security features included. Details on back.

PAY TO THE ORDER OF

Core Design Studio
Three thousand seven hundred fifty ¹⁰/₁₀₀

Tiffany Mcmondie
[Signature]
AUTHORIZED SIGNATURE

MEMO

invoice BHM 8.25.13



⑈001586⑈ ⑆113117194⑆ 062634102⑈

Brenham Heritage Museum

1586

8/25/2013

Thank - Appreciation for the work *[Signature]*

Core Design Studio

Three thousand seven hundred fifty ¹⁰/₁₀₀

\$3,750.00

INVOICE # BHM 8.25.13



AGENDA ITEM 7

DATE OF MEETING: September 11, 2023	DATE SUBMITTED: September 8, 2023
SUBMITTED BY: Leigh Linden	
MEETING TYPE: <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL	CLASSIFICATION: <input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> WORK SESSION
AGENDA ITEM DESCRIPTION: Administrative Updates <ul style="list-style-type: none"> ➤ Next Board Meeting- October 2, 2023 ➤ Updates from Elected Officials ➤ Other Updates Upcoming Main Street Events <ul style="list-style-type: none"> i. Mask-erade on Main ii. Scarecrow Extravaganza iii. Christmas Stroll 	
SUMMARY STATEMENT:	
STAFF ANALYSIS: A. PROS: B. CONS:	
ALTERNATIVES (In Suggested Order of Staff Preference):	
ATTACHMENTS: none	
RECOMMENDED ACTION: The Board may provide direction to staff or forward to committees, but no action is taken on items discussed.	
APPROVALS:	