



NOTICE OF A SPECIAL MEETING
Main Street Advisory Board
Monday, June 10, 2024, 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 or potential conflict of interest, they must disclose the conflict and refrain from participating in discussions 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. Presentation and discussion by Texas Department of Transportation on Downtown Business-36 Design Options, Funding and Maintenance Partnership

REGULAR SESSION

5. Discuss and Possibly Act Upon the Minutes from the April 1, 2024 Regular Meeting and the May 13, 2024 Special Meeting

6. Discuss and Possibly Act Upon the Main Street Vision and Mission Statements

7. Discuss and Possibly Act Upon the Main Street Financial Report

8. Discuss and Possibly Act Upon a Recommendation from the Main Street Board Design Committee Related to the Main Street Grant Incentive for Yellow Truck, LLC

9. Administrative Updates

- **Next Board Meeting- August 5, 2024**
- **Updates from Elected Officials**
- **Other Updates Upcoming Main Street Events**
 - i. **Merchant Mixer – June 26th**
 - ii. **Hot Nights, Cool Tunes- July 6, 13, 20, and 27**

Adjourn

CERTIFICATION

I certify that a copy of the June 10, 2024 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, June 7, 2024 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 _____, 2024 at _____ AM PM.

Signature

Title



MEMORANDUM

To: Main Street Advisory Board
From: Leigh Linden, Main Street Manager
Subject: Reports from Committee Chairs
Date: June 7, 2024

Reports provided by each of the Main Street Committees by the 2024 Committee Chair with information regarding activity updates and recommendations to the Board.

- Design, Dax Flisowski
 - Meets at City Hall the 3rd Tuesday at 4 pm
- Economic Vitality, Lowel Ogle
 - Meets at City Hall the 2nd Tuesday at 4 pm
- Organization, Tiffany Morisak
 - Meets at City Hall the 4th Monday at 10 am
- Promotions, Andi Liner
 - Meets at various Downtown locations the 1st Wednesday at 5:15 pm.



Memorandum

Date: Friday, May 31, 2024
To: Main Street Manager, Leigh Linden
Main Street Advisory Board
Fr: Texas Department of Transportation
Re: Downtown BS 36 Design Options, Funding and Maintenance Partnership

Dear Board Members,

The Texas Department of Transportation (TxDOT) is planning for improvements on BS 36 in Downtown Brenham from W. Main Street to W. Alamo Street. In addition to safety and mobility improvements for drivers, pedestrians, and bicyclists, TxDOT is preparing aesthetic design options that could potentially create a space for residents and visitors to enjoy downtown Brenham in a new way.

TxDOT requests the input and guidance of the Main Street Advisory Board on design elements and funding opportunities to ensure enhancements align with the vision outlined in the City of Brenham's Downtown Master Plan.

More information will be shared on the following topics:

- Project Overview and Objectives
- Current Status and Feedback to Date
- Design Options and Preliminary Costs
- Funding and Maintenance Partnership
- Feedback on Design Elements and Funding

We look forward to meeting with you and gathering your input.

Sincerely,

The BS 36 Downtown Brenham Project Team



**Main Street Advisory Board
Meeting Minutes
April 1, 2024**

A regular meeting of the Main Street Board was held on Monday, April 1, 2024, beginning at 4:00 p.m. at Brenham City Hall, 200 W. Vulcan Street, Brenham, Texas.

Members present:

Doug Peck, Andi Liner, Jon Hill, Celia Haley, Wendy Meaux, Connie Wilder, Lowel Ogle, Tiffany Morisak, Roger Ross, Amber Briggs

Members absent:

Dax Flisowski

City Staff present:

Main Street Manager, Leigh Linden

Economic and Community Development Director, Teresa Rosales

Economic Development Administrative Assistant, Christine Simich

Others present:

Sherry Harbor

1. Call Meeting to Order

The Main Street Board Chair, Doug Peck called the meeting to order at 4:06 pm.

2. Citizen/Visitor Comments

None

3. Reports from Main Street Committee Chairs:

- **Design-** Grant (red lined) given to committee, Egg Art Walk - committee judged on 3/25, Ride Around was postponed. TDA grant – Austin Ally (*not this year*),
- **Economic Vitality-** Parklet moving forward – April target for completion, Imagine the Possibilities in Brenham April 25th with application process starting in May, staying current with downtown climate.
- **Organization-** 25th Anniversary Celebration update. RSVP's at 60 to date.
- **Promotions-** HNCT and 20th year anniversary - All sponsors secured. Mimosa's on Main-Mother's Day, May 12th. Summer Sip June 8th with Hawaiian themed. Sunday Funday – overall success in bringing business to downtown.

4. Discuss and Possibly Act Upon the Minutes from the March 4, 2024, Regular Meeting

Jon Hill made a motion to approve the minutes. Roger Ross seconded the motion. The Chair called for a vote. The motion passed with the Board voting as follows:

Chair Doug Peck	Yes
Andi Liner	Yes
Celia Haley	Yes
Connie Wilder	Yes
Dax Flisowski	Absent
Jon Hill	Yes
Lowell Ogle	Yes
Tiffany Morisak	Yes
Wendy Meaux	Yes
Roger Ross	Yes
Amber Briggs	Yes

5. Discuss and Possibly Act Upon the Main Street Incentive and Sign Grants

Roger Ross made a motion to approve the Incentive Grant. Jon Hill seconded the motion. Doug Peck suggested removing language under Grant Guidelines, Item 5, last sentence which reads ‘*Approval from this Board must be obtained before any eligible work may begin.*’ The Chair called for a vote. The motion passed with the Board voting as follows:

Chair Doug Peck	Yes
Andi Liner	Yes
Celia Haley	Yes
Connie Wilder	Yes
Dax Flisowski	Absent
Jon Hill	Yes
Lowell Ogle	Yes
Tiffany Morisak	Yes
Wendy Meaux	Yes
Roger Ross	Yes
Amber Briggs	Yes

6. Administrative Updates

- **Next Board Meeting and Main Street Training- May 13, 2024**
- **Updates from Elected Officials - None**
- **Other Updates Upcoming Main Street Events**
 - i. **Spring Eggs Art Walk – Voting ends 4/13**
 - ii. **Summer Sip & Art Walk – June 8th, Hawaiian Themed**
 - iii. **HNCT – Looking for a way to celebrate 20th anniversary.**

Next Board Meeting – May 13, 2024

Adjourn

There being no further business, Celia Haley motioned to adjourn. Roger Ross seconded. Doug Peck adjourned the meeting at 4:44 pm.

Doug Peck
Chair

ATTEST:

Leigh Linden
Main Street Manager

DRAFT



SPECIAL MEETING MINUTES
Main Street Advisory Board
Monday, May 13, 2024, at 1:00 PM
Blinn College Brenham Campus
Student Services, Rooms 2 & 3
Brenham, Texas

1. Call Meeting to Order

2. Main Street America Update

3. Main Street Board Training

- Agenda
- Main Street Board roles and responsibilities
- Main Street Committee oversight
- The Main Street Approach
- The Main Street refresh (2017)
 - The National Trust for Historic Preservation created the National Main Center in 1980
 - To be most effective, revitalization programs need to prioritize strategy and outcomes over process
- The National Main Street Center has made three key changes in the Main Street approach
- Transformational strategies
 - Aligning your work around transformation strategies
- Mission and vision
 - Mission versus vision
 - A good mission statement
 - Inspires you
 - Motivates you
 - Unites you
 - Is Distinctive
- 2024-2025 work plan
 - Main Street transformation strategy work plan FY25
 - Transformation strategy 1
 - Transformation strategy 2

Adjourned

Andi Liner

Vice-Chair

ATTEST:

Leigh Linden
Main Street Manager



MEMORANDUM

To: Main Street Advisory Board
From: Leigh Linden, Main Street Manager
Subject: Proposed New Mission and Vision Statements
Date: June 7, 2024

Discuss and Possibly Act Upon the Main Street Vision and Mission Statements. The new statements are being proposed as written:

- Vision Statement-“Continuous revitalization to preserve the unique character of downtown Brenham.”
- Mission Statement- “Strengthen and facilitate economic development of historic downtown for everyone.”



MEMORANDUM

To: Main Street Advisory Board
From: Leigh Linden, Main Street Manager
Subject: Main Street Financial Report
Date: June 7, 2024

The Main Street Brenham financial report is attached below.

The 2023-2024 fiscal year Total Revenue is \$34,407.00
Total revenues from donations, item sales and others is \$717.34
The Sip/Swirl revenue totals as of June 5, 2024 is \$33,689.66

Total Expenses for the same fiscal year are \$21,316.48
Summer Sip (to date) \$324.00 and Downtown Christmas Decorations \$5,603.67

The fund balance as of June 5, 2024 is \$51,838.58

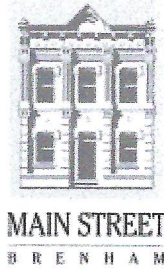


MEMORANDUM

To: Main Street Advisory Board
From: Leigh Linden, Main Street Manager
Subject: Board Consideration of the Main Street Facade Grant for Yellow Truck, LLC
Date: June 7, 2024

Discuss and Possibly Act Upon a Recommendation from the Main Street Board Design Committee Related to the Main Street Grant Incentive for Yellow Truck, LLC.

The Design Committee is recommending approval of reimbursement of the full \$4,175 for exterior work at 101 East Main St. The project is completed and the paperwork is in order.



DOWNTOWN INCENTIVE REIMBURSEMENT GRANT PROGRAM APPLICATION

Please return completed with necessary attachments and signature to Main Street Brenham offices at 200. W. Vulcan. If you have any application questions, please contact the Main Street staff at 337.7239. If you have any building permit questions, please contact the City of Brenham's Building and Permits Department at 337.7220.

- ❖ Applicant Name: Tiffany Memordie Date: 2/5/2024
- ❖ Business Name: YellowTruck LLC
- ❖ Mailing Address: 4441 Winecup ct. Chappell Hill, TX 77426
- ❖ Contact Phone: 254.744.5454 Email Address: brenhamyellowtruck@gmail.com
- ❖ Building Owner (if different than applicant) _____
- ❖ Historical/Current Building Name: Bode & Tony/ yellowTruck
- ❖ Physical Building Address: 101 E. main
- ❖ Type of Work: (check all that apply)
 - Façade Rehabilitation
 - Façade paint only
 - Awnings

Details of Planned Improvements for Downtown Reimbursement Grant: (attach additional sheets if necessary.)

Stucco will need to be redone where there are cracks & places water can get in (North & South walls (main & Vulcan) will be re-stuccoed) New elastomeric paint will be applied to the entire building in order to seal & protect the building from water getting into the building.

List Contractor/Project Architect proposals and Total amounts (please attach copies of original proposals.)

1. William Collins - \$4,000 (stucco), \$11,800 (paint)

2. Hospitality Construction Services - 281-772-4485 \$350 (re-stain & seal doors)

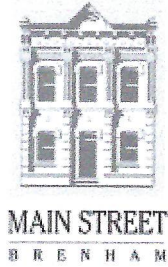
Total Cost of Proposed Project: \$16,150

Amount of Grant Requested (50% of Total Cost Above, within stated limits): \$4,175

Attach with all required color samples of paint, awning/canopy design, etc., as well as current and historical photographs (when available) of building's exterior façade.

Tiffany Memordie
Applicant's Signature

2/5/2024
Date



DOWNTOWN INCENTIVE REIMBURSEMENT GRANT AGREEMENT FORM

I have met with the Brenham Main Street staff, and I fully understand the Downtown Incentive Reimbursement Grant Procedures and Detail established by Main Street Brenham. I intend to use this grant program for the aforementioned renovation projects to forward the efforts of revitalization and historic preservation of Brenham's historic downtown. I have not received, nor will I receive insurance monies for this revitalization program.

I have read the Downtown Incentive Reimbursement Grant Application Procedures including the Downtown Incentive Reimbursement Grant Details.

I understand that if I am awarded a reimbursement 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 Brenham immediately for the full amount of the Downtown Reimbursement Grant.

YellowTruck LLC
Business/Organization Name

Tiffany Mcmordie
Applicant's Signature

Tiffany McMordie 2/15/2024
Printed Name *Date*

Building Owner's Signature (if different from applicant) *Printed Name* *Date*

DAK Flisowski Board approval
Design Committee signature *Recommendation* *Date*

Main Street Board signature *Recommendation* *Date*

City Manager signature *Action* *Date*



Sign off

Transaction details

\$19,214.00

Transaction: 04/08/2024

Posted: 04/08/2024

Check info

[View check image](#)

Account

YellowTruck...6018

Check number

1075

Additional info

Category

Checks Written

Transaction description

CHECK # 1075

YELLOWTRUCK, LLC
TIFFANY K MCMORDIE
4443 WINECUP CT
CHAPPELL HILL, TX 77426-5357

1075
37-05/1119 2447

4.2.24 Date

Pay to the Order of Hospitality Construction Services \$ 19,214⁰⁰
Nineteen thousand two hundred fourteen & 00/100ths



Wells Fargo Bank, N.A.
Texas
wellsfargo.com

For 101 E. Main Yellow Truck Strucco ^{Painting} Tiffany McMordie



Proposal

Hospitality Construction Services
P.O. Box 1677
Friendswood, Texas 77546
(281) 772 4485

Feb. 11, 2024

Yellow Truck LLC
Via E-Mail

Ref: 101 E. Main, Brenham

Scope of work:

- 1) Install new stucco to damaged walls, waterproof rooftop coping, repair damaged roofing membrane at parapet walls. Price \$5600. (only \$4,000 is facade work)
 - 2) Repaint existing walls with 2 coats of elastomeric paint to prevent further water leaks. Price \$11,800.
 - 3) ~~Apply 2 coats of elastomeric paint to adjoining neighbor wall. Owner to approval all colors. Price \$1600.~~
 - 4) Restain and reseal 3 front doors. Price \$350.
- Contractor to supply all labor, equipment and materials.
Owner to supply any permits if required. Price does not include sales tax if applicable.

total project = \$17,750

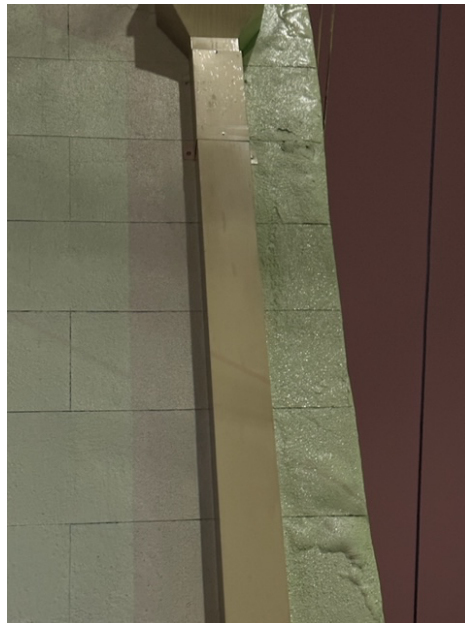
total eligible expenses = \$16,150 (\$4350/stucco & doors)
(+\$11,800 paint)

Amount Requested: \$2,000 paint
\$2,175 stucco/door repair

\$4,175 total Requested

Vulcan Street Façade: Both, first and second story walls need significant stucco repair and will be repainted the same color with elastomeric paint. SW 6178 Clary Sage (exterior wall) and SW 2833 Roycroft Vellum (exterior trim)

Cracks in the current stucco are allowing significant amounts of water behind the first layer of stucco when it rains. This can be seen by the bubbling of the stucco in the pictures. The water runs down the wall between the first and second layers of stucco and enters the building at places behind the stucco. The first floor storage room behind this wall has water leaks into the building when it rains.



This second story wall causes the most damage inside the building when it rains. The water runs down this wall and enters the building at the first story roof/attic space where the first and second stories meet. The water collects in the attic space and comes into the offices below.

2/1/24, 5:33 PM

AOL Mail - 101 E. Main St.

101 E. Main St.

Hospitality Construction Services 281.772.4485

From: William Collins (hscollins@aol.com)

To: [REDACTED]

Date: Wednesday, January 31, 2024 at 11:48 AM CST

Proposal from William Collins, Ref 101. E Main St., Brenham Scope of work: 1) Repair damaged stucco with mesh, base coat and texture finish. 2) Review rooftop coping tiles for cracks, leaks. Etc., apply elastomeric coating to cracks. 3) Apply 2 coats of Sherwin Williams elastomeric paint to all stucco surfaces. Price \$15,800. Price includes all labor, equipment and materials. Price excludes sales tax if applicable. Option #1: price to paint adjoining neighbor wall \$1600. Option #2 restain and reseal 3 wood doors. Price \$350.

2/1/24, 5:35 PM

AOL Mail - 101 E. Main

101 E. Main

Hospitality Construction Services 281.772.4485

From: William Collins (hscollins@aol.com)

To: [REDACTED]

Date: Thursday, February 1, 2024 at 07:25 AM CST

Breakdown is Stucco \$4,000. Paint \$11,800

***William Collins
D.B.A. Hospitality Construction Services
P.O. Box 1677
Friendswood, Texas 77546
(281) 772-4485***

March 18,2024

Invoice 30524

***To: Tiffany Morisak
101 E. Main, Brenham
Ref: Yellow Truck building***

Repairs and painting exterior

Scope of Work:

Repair damaged stucco walls. Repair damaged rooftop membrane. Price \$5,600.

Repaint exterior walls with 2 coats of elastomeric paint to prevent further leaks.

Price \$11,800

Restain and reseal front entry doors. Price \$350.

Subtotal \$17,750.

Sales tax @8,25% \$1464

Total invoice \$19,214

SELECTIONS *Same Color/no change*

Exterior

SW 6178 Clary Sage Exterior Wall Color

SW 2833 Roycroft Vellum Exterior Trim Color

Interior

SW6385 Dover White Interior sheetrock, bead board and column panels

SW7103 Whitetail Trim and upper column, beam, crown mold, cabinets, under stairs closet doors

SW9101 Tres natural All interior stucco walls

SW2808 Rookwood Dark Brown Front door to be stained like this color

SW2807 Rookwood Medium Brown Interior office doors



MEMORANDUM

To: Main Street Advisory Board
From: Leigh Linden, Main Street Manager
Subject: Administrative Updates
Date: June 7, 2024

Updates from Leigh Linden, Main Street Manager

Administrative Updates

- Next Board Meeting- August 5, 2024
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