



NOTICE OF A REGULAR MEETING

Main Street Advisory Board

Monday, August 5, 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. Discussion and Update on the 2024 Hot Nights, Cool Tunes Summer Concert Series

5. Discussion and Update on the 2024 Summer Sip & Art Walk

6. Discussion and Update on the Main Street Financial Report

REGULAR SESSION

7. Discuss and Possibly Act Upon the Minutes from the June 10, 2024 Special Meeting

8. Administrative Updates

- **Next Board Meeting- September 9, 2024**
- **Updates from Elected/Appointed Officials**
- **Other Updates Upcoming Main Street Events**
 - i. **Scarecrow Extravaganza Registration August 26**
 - ii. **Merchant Mixer – September 26th**
 - iii. **Mask-erade on Main – October 26th**

Adjourn

CERTIFICATION

I certify that a copy of the August 5, 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, August 2, 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: August 5, 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

To: Main Street Advisory Board
From: Leigh Linden, Main Street Manager
Subject: Discussion and Update on 2024 Hot Nights, Cool Tunes
Date: August 5, 2024

Main Street Brenham celebrated its 20th Anniversary of Hot Nights, Cool Tunes this July. The event was very well attended and feedback from Downtown businesses has been positive.



MEMORANDUM

To: Main Street Advisory Board
From: Leigh Linden, Main Street Manager
Subject: Discussion and Update on 2024 Summer Sip
Date: August 5, 2024

Main Street Brenham hosted its annual fundraiser, the Summer Sip & Art Walk, on June 8, 2024. Over 35 businesses participated and there were 4 sponsors. I will provide an update on ticket sales and have attached a financial statement for the event.

| SUMMER SIP 2024 | | | Total Income | \$14,425.00 |
|------------------------|--------------------|-------------------|----------------|-------------|
| | | | Total Expenses | \$5,327.06 |
| | | | Revenue | \$9,097.94 |
| Name | Income (\$) | Expenses (\$) | Notes | |
| Sponsorships | \$4,250.00 | | | |
| Ticket sales | \$10,175.00 | | | |
| Expenses | | \$4,707.06 | | |
| Merchant Reimbursments | | \$620.00 | | |
| Total amounts: | \$14,425.00 | \$5,327.06 | | |

| VENDOR | | DESCRIPTION | AMOUNT |
|-----------------------------|-----------|---------------------------|-------------------|
| Branded1st | | glasses and totes | \$2,965.06 |
| Melinda Faubion Designs | | rack cards, map | \$674.00 |
| Marketing | KTEX/KWHI | | \$843.00 |
| | Facebook | | \$225.00 |
| Merchant Reimbursements | | tickets sold by merchants | \$620.00 |
| Total Cost for Event | | | \$5,327.06 |

Sponsorship

| Underwriters | | Total Underwriters | Notes |
|--------------------|-------------------|--------------------|-----------------------------------|
| Da Vinci - \$1,500 | \$1,500.00 | 0 | |
| Van Gogh- \$1,000 | \$2,000.00 | 2 | Deep in the Heart Farms, Hermanns |
| Picasso - \$500 | \$500.00 | 1 | Dream Dental |
| Monet - \$250 | \$250.00 | 1 | Altman DDS |
| Donations | \$4,250.00 | 4 | |

Reservations

\$14,425.00

| Reservations | | Reservations | Notes |
|----------------------------|--------------------|--------------|-------|
| Glass Sales - day of event | \$2,345.00 | 69 | |
| Glass Pre-sales | \$4,380.00 | 146 | |
| Merchant glass sales | \$3,450.00 | 138 | |
| Total amounts: | \$10,175.00 | 353 | |



MEMORANDUM

To: Main Street Advisory Board
From: Leigh Linden, Main Street Manager
Subject: Discussion and Update on the Main Street Financial Report
Date: August 5, 2024

The latest financial report reflects an increase in our funds due to the success of the June fundraiser, Summer Sip & Art Walk. The report shows an increase of over \$9,000 in the Main Street Raised fund account.

The attached report will also show that expenditures have remained relatively low. To date, we have disbursed approximately \$5,590 in facade grants.

INCLUDED IN DONATIONS FUND 232

| FYE 9/30/24 | DOWNTOWN IMPROVEMENTS |
|-----------------------------|--|
| REVENUES | |
| Donations/Item Sales/Other | 845.87 |
| Sip/Swirl Revenue | 43,080.46 |
| Total Revenue | 43,926.33 |
| EXPENSES | (27,708.54) |
| FUND BALANCE 9/30/24 | 54,965.85 <i>as of 07/29/24</i> |

Per Donations Fund Recap 46,027.71 *as of 07/29/24*
(8,938.14)

| FY24 Expenses | | |
|------------------------------------|----|-----------|
| Grants | \$ | 5,587.50 |
| Uptown Swirl | \$ | 8,905.06 |
| Summer Sip | \$ | 4,628.56 |
| Downtown Christmas Decorations | \$ | 5,603.67 |
| Oral History Project-Recollections | \$ | 2,500.00 |
| Other | \$ | 483.75 |
| | \$ | 27,708.54 |

FY24 DOWNTOWN IMPROVEMENT EXPENSES-232-5-100-959.10 / 232-5-100-959.00

updated 07/29/2024

| DATE | CHECK # | VENDOR/DESCRIPTION | AMOUNT |
|------|---------|--------------------|--------|
|------|---------|--------------------|--------|

GRANTS

| | | | |
|-----------|-------|---|----------|
| 3/13/2024 | 75929 | Downtown Incentive Reimbursement Grant - 100 Alamo Investments, LLC | 3,500.00 |
| 6/26/2024 | 77795 | Incentive Grant - Yellow Truck, LLC | 2,087.50 |
| | | | 5,587.50 |

DOWNTOWN CHRISTMAS STREET DECORATIONS

| | | | |
|-----------|-------|-----------------------|-------------------------------------|
| 4/11/2024 | 76518 | Christmas Decorations | 5,315.70 |
| 4/11/2024 | 76518 | Christmas Decorations | 287.98 <i>from 9 30, 2023 order</i> |
| 4/11/2024 | 76518 | Christmas Decorations | (0.01) |
| | | | 5,603.67 |

UPTOWN SWIRL

| | | | |
|------------|-------------|---|----------|
| 12/6/2023 | 74426 | Downtown Swirl Ads-KTTX/KWHI | 179.00 |
| 12/6/2023 | 74426 | Uptown Swirl Ads-KTTX/KWHI | 168.00 |
| 12/6/2023 | 74426 | Uptown Swirl Ads-KTTX/KWHI | 90.00 |
| 12/13/2023 | 74527 | Uptown Swirl Rack Card | 385.00 |
| 1/10/2024 | 74947 | Uptown Swirl-Michelle Hand (performer during Swirl) | 250.00 |
| 1/17/2024 | 75044 | Uptown Swirl-KTTX/KWHI | 304.00 |
| 1/17/2024 | 75044 | Uptown Swirl-KTTX/KWHI | 190.00 |
| 1/17/2024 | 74992 | Swirl Wine Glasses | 2,700.00 |
| 1/17/2024 | 74992 | Swirl Wine Glasses Freight | 534.60 |
| 1/17/2024 | 74992 | Swirl Wine Glasses Art | 55.00 |
| 1/17/2024 | 74992 | Swirl Wine Glasses-Coupon Code | (275.50) |
| 1/23/2024 | DFT: 001820 | Wine Swirl wrist bands | 20.88 |
| 1/31/2024 | 75253 | Spit Buckets-Uptown Swirl | 25.95 |
| 1/31/2024 | 75208 | 2024 Wine Swirl Bags | 1,183.00 |
| 1/31/2024 | 75208 | 2024 Wine Swirl Bags-Add'l Location Run Charge | 455.00 |
| 1/31/2024 | 75208 | 2024 Wine Swirl Bags-Set-Up Charge | 55.00 |
| 1/31/2024 | 75208 | 2024 Wine Swirl Bags-Add'l Set-Up Charge | 55.00 |
| 1/31/2024 | 75208 | 2024 Wine Swirl Bags-Freight | 117.40 |
| 1/31/2024 | 75208 | 2024 Wine Swirl Bags-Buyboard Discount | (174.80) |
| 2/7/2024 | 75346 | Ticket Reimbursement | 50.00 |
| 2/7/2024 | 75430 | Ticket Reimbursement | 50.00 |
| 2/7/2024 | 75382 | Ticket Reimbursement | 70.00 |
| 2/7/2024 | 75428 | Ticket Reimbursement | 120.00 |
| 2/7/2024 | 75336 | Ticket Reimbursement | 160.00 |
| 2/7/2024 | 75435 | Ticket Reimbursement | 90.00 |
| 2/7/2024 | 75405 | Ticket Reimbursement | 160.00 |
| 2/7/2024 | 75412 | Ticket Reimbursement | 80.00 |
| 2/7/2024 | 75429 | Ticket Reimbursement | 200.00 |
| 2/7/2024 | 75432 | Ticket Reimbursement | 80.00 |
| 2/7/2024 | 75436 | Ticket Reimbursement | 70.00 |
| 2/7/2024 | 75452 | Ticket Reimbursement | 180.00 |
| 2/7/2024 | 75402 | Ticket Reimbursement | 20.00 |
| 2/7/2024 | 75356 | Ticket Reimbursement | 110.00 |
| 2/7/2024 | 75375 | Ticket Reimbursement | 70.00 |
| 2/7/2024 | 75345 | Ticket Reimbursement | 20.00 |
| 2/7/2024 | 75380 | Ticket Reimbursement | 140.00 |
| 2/7/2024 | 75374 | Swirl Map | 300.00 |
| 2/7/2024 | 75374 | Skinny Banner Swirl | 75.00 |
| 2/7/2024 | 75387 | Swirl Ads-KTTX/KWHI | 112.00 |
| 2/28/2024 | 75709 | Wine Swirl Balloons | 400.53 |
| 3/6/2024 | 75813 | Ticket Reimbursement | 30.00 |
| | | | 8,905.06 |

SUMMER SIP

| | | | |
|-----------|-------------|---|----------|
| 5/8/2024 | 76893 | Summer Sip Rack Card | 324.00 |
| 6/5/2024 | 77402 | Summer Sip - Tasting Glasses | 2,965.06 |
| 6/12/2024 | 77534 | Copies | 197.50 |
| 6/20/2024 | 77617 | Summer Sip Map | 150.00 |
| 6/26/2024 | 77730 | Summer Sip Advertisement - KTTX/KWHI | 232.00 |
| 6/26/2024 | 77730 | Summer Sip Advertisement - KTTX/KWHI | 120.00 |
| 7/3/2024 | CHK: 077839 | Ticket Reimb-Brenham Heritage Museum | 35.00 |
| 7/3/2024 | CHK: 077838 | Ticket Reimb-Miscellaneous Vendor | 40.00 |
| 7/3/2024 | CHK: 077948 | Ticket Reimb-The Pomegranate | 20.00 |
| 7/3/2024 | CHK: 077873 | Ticket Reimb-Hermann Furniture | 45.00 |
| 7/3/2024 | CHK: 077945 | Ticket Reimb-The Book Nook | 35.00 |
| 7/3/2024 | CHK: 077819 | Ticket Reimb-Anatomy Clothing Boutique | 45.00 |
| 7/3/2024 | CHK: 077953 | Ticket Reimb-Tres Chic Boutique | 20.00 |
| 7/3/2024 | CHK: 077920 | Ticket Reimb-Puppy Dawgs And Cat Tails, Llc | 25.00 |

| | | | |
|-----------|-------------|--|-------|
| 7/3/2024 | CHK: 077930 | Ticket Reimb-Scrubs N Stuff Boutique Llc | 55.00 |
| 7/3/2024 | CHK: 077946 | Ticket Reimb-The Canyon Chick | 10.00 |
| 7/3/2024 | CHK: 077949 | Ticket Reimb-Timeless Designs Market | 30.00 |
| 7/3/2024 | CHK: 077831 | Ticket Reimb-Ballad Of The Bird Dog | 55.00 |
| 7/3/2024 | CHK: 077915 | Ticket Reimb-Pioneer Smokehouse Llc | 75.00 |
| 7/3/2024 | CHK: 077843 | Ticket Reimb-Brown Water Cigar Bar, Llc | 55.00 |
| 7/3/2024 | CHK: 077865 | Ticket Reimb-Floyd'S Llc | 30.00 |
| 7/3/2024 | CHK: 077900 | Ticket Reimb-Main Street Uncorked, Llc | 15.00 |
| 7/10/2024 | CHK: 078033 | Summer Sip Banner-Faubion Advertising And Design | 50.00 |

4,628.56

ORAL HISTORY PROJECT - RECOLLECTIONS

| | | | |
|-----------|-------|------------------------------|----------|
| 12/6/2023 | 74421 | Recollections Vol 3 Pmnt 2/2 | 2,500.00 |
|-----------|-------|------------------------------|----------|

2,500.00

OTHER

| | | | |
|-----------|-------|-----------------------------------|--------|
| 2/7/2024 | 75430 | Main Street Board Christmas Party | 393.75 |
| 2/7/2024 | 75447 | Engraved 8X8 Brick | 45.00 |
| 3/27/2024 | 76274 | Engraved 8X8 Brick | 45.00 |

483.75

TOTAL

27,708.54

per GL 27,708.54 -

| | |
|-----------------------------------|------------------|
| 232-5-100-959.00 balance (per GL) | 5,587.50 |
| 232-5-100-959.10 balance (per GL) | <u>22,121.04</u> |
| | 27,708.54 |



**Main Street Advisory Board
Meeting Minutes
June 10, 2024**

A special meeting of the Main Street Board was held on Monday, June 10, 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, Dax Flisowski, Wendy Meaux, Connie Wilder, Tiffany Morisak, Roger Ross, Amber Briggs

Members absent:

Lowel Ogle, Celia Haley

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-** Recommendation for façade grant for Yellow Truck
- **Economic Vitality-** Did not meet
- **Organization-** Stuffed bags and volunteered for Summer Sip
- **Promotions-** Summer Sip presale tickets, 340 approx. Hot Nights Cool Tunes celebration of 20 years first night and final night but there will be something every night and each night has a theme.

4. Presentation and discussion by Texas Department of Transportation, TxDOT, on Downtown Business-36 Design Options, Funding and Maintenance Partnership

TxDOT is planning for the 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 vision outlined in the City of Brenham's Downtown Master Plan.

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

Andi Liner made a motion to approve the minutes. Dax Flisowski 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 | Absent |
| Connie Wilder | Yes |
| Dax Flisowski | Yes |
| Jon Hill | Yes |
| Lowell Ogle | Absent |
| Tiffany Morisak | Yes |
| Wendy Meaux | Yes |
| Roger Ross | Yes |
| Amber Briggs | Yes |

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

Tiffany Morisak made a motion to approve the Main Street Vision and Mission Statements. The Chair called for a vote. The motion passed with the Board voting as follows:

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

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

Nothing was acted upon

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

Andi Liner made a motion to approve the Main Street Grant Incentive for Yellow Truck, LLC. Board Member Tiffany Morisak recused herself from this item due to a conflict of interest and left the room. The Chair called for a vote. The motion passed with the Board voting as follows:

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

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

Next Board Meeting – August 5, 2024

Adjourn

There being no further business, Jon Hill motioned to adjourn. Dax Flisowski seconded.
Doug Peck adjourned the meeting at 5:10 pm.

Doug Peck
Chair

ATTEST:

Leigh Linden
Main Street Manager

DRAFT



MEMORANDUM

To: Main Street Advisory Board
From: Leigh Linden, Main Street Manager
Subject: Administrative Updates on the Main Street Brenham Program
Date: August 5, 2024

Updates from Leigh Linden, Main Street Manager

Administrative Updates to include:

- Next Board Meeting- September 9, 2024
- Updates from Elected/Appointed Officials
- Other Updates Upcoming Main Street Events
 - i. Scarecrow Extravaganza Registration Begins August 26
 - ii. Merchant Mixer – September 26th
 - iii. Mask-erade on Main – October 26th