

NOTICE OF A REGULAR MEETING
Main Street Advisory Board
Monday, October 7, 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**

REGULAR SESSION

4. Discuss and Possibly Act Upon the Minutes from the September 5, 2024, Regular Meeting

5. Discuss and Possibly Act Upon the Recommendation from the Design Committee that the Terms of the Main Street Sign Grant for Wine Bar Brenham are Completed and Verified and Authorize Payment.

6. Administrative Updates

- **Next Board Meeting- November 4, 2024**
- **Updates from Elected/Appointed Officials**
- **Program Updates**

Adjourn

CERTIFICATION

I certify that a copy of the October 7, 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, October 4, 2024, at 4:00 p.m.

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: October 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.



**Main Street Advisory Board
Meeting Minutes
September 9, 2024**

A special meeting of the Main Street Board was held on Monday, September 9, 2024, beginning at 4:00 p.m. at Brenham City Hall, 200 W. Vulcan Street, Brenham, Texas.

Members present:

Doug Peck, Andi Liner, Dax Flisowski, Wendy Meaux, Connie Wilder, Roger Ross, Celia Haley, Lowel Ogle, Tiffany Morisak

Members absent:

Amber Briggs, Jon Hill

City Staff present:

Main Street Manager, Leigh Linden
Economic and Community Development Director, Teresa Rosales
Economic Development Administrative Assistant, Christine Simich

Others present:

None

1. Call Meeting to Order

The Main Street Board Chair, Doug Peck called the meeting to order at 4:04 pm.

2. Citizen/Visitor Comments

None

3. Reports from Main Street Committee Chairs:

- **Design-** Status of Texas Downtown Association President's Awards, Update on Incentive Grants and Sign Grants. Downtown Christmas decorations.
- **Economic Vitality-** Imagine the Possibilities Tour cancelled for October 2024, viewed It's Closer Than You Think videos, update on Texas Department of Transportation project at Business 36.
- **Organization-** Texas Downtown Association President's Awards nominees, Merchant Mixer details, Brenham, Merchant Mixer on September 26th
- **Promotions-** Scarecrow Extravaganza, Cool Nights Holiday Tunes, Shop and Stroll, Summer Sip
 - **Christmas-** Stroll weekend timeline, Christmas lights, programming events, (Wreath Decorating Contest, Store Window Decorating, Carriage Rides, Invader Rides, Wassil, Cookie Contest?, Performances, Kid Zones – Ornament painting?, Cold Nights, Holiday Tunes, Pet Parade)

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

- **Presented a 3D video of layout and plans.**
- **Discussed pedestrian sidewalk and crosswalk at the railroad tracks. The Texas Department of Transportation will forward their design for review.**

- **Discussed maintenance plans.**
- **Requested feedback from City of Brenham regarding items we would like to possibly do at a later date such as planters, benches and vegetation.**

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

Celia Haley made a motion to approve the minutes. Tiffany Morisak 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	Yes
Jon Hill	Absent
Lowell Ogle	Yes
Tiffany Morisak	Yes
Wendy Meaux	Yes
Roger Ross	Yes
Amber Briggs	Absent

6. Administrative Updates

- Next Board Meeting- October 7, 2024
- Updates from Elected/Appointed Officials – Candace Bullock
 - Presentation on Washington County Court House Grounds Project
 - Time frame for initial start and finish of the project.
- Other Updates Upcoming Main Street Events
 - Scarecrow Extravaganza Registration August 26
 - Scarecrow display/setup begins September 27
 - Merchant Mixer – September 26th
 - Brenham 101 @ 5:50 pm
 - Mask-erade on Main – October 26th
 - Sponsor is Ace Hardware

Next Board Meeting – October 7, 2024

Adjourn

There being no further business, Lowell Ogle motioned to adjourn. Dax Flisowski seconded. Doug Peck adjourned the meeting at 5:17 pm.

Doug Peck
Chair

ATTEST:

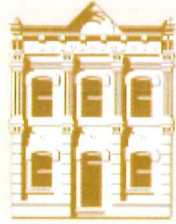
Leigh Linden
Main Street Manager



MEMORANDUM

To: Main Street Advisory Board
From: Leigh Linden, Main Street Manager
Subject: Recommendation for Main Street Sign Grant
Date: October 7, 2024

Discuss and Possibly Act Upon the Recommendation from the Design Committee that the Terms of the Main Street Sign Grant for Wine Bar Brenham are Completed and Verified, and Authorize Payment. The Committee is recommending reimbursement for the full \$750 for the sign at 301 South Baylor St. The project is completed and the paperwork is in order.



MAIN STREET
B R E N H A M

SIGN GRANT APPLICATION FORM

Date: 8/20/2024

Name of Applicant: Danielle Chavez

Name of Business: Wine Bar Brenham

Mailing Address: 301 S Baylor Brenham Tx 77833

Daytime Phone: 979-446-5065 2nd Phone: _____

Project Address: same

Email: buffaloclover24@gmail.com

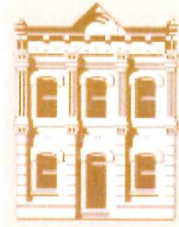
Design plans are attached, as required, showing color, size, shape and placement.

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

2024 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.

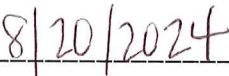
I agree to hold harmless, indemnify and defend the Brenham Main Street Advisory Board, the City, and their officers, agents and employees from and against any claims for injuries or property damage caused by myself and my agents or employees during the course of this agreement.

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.

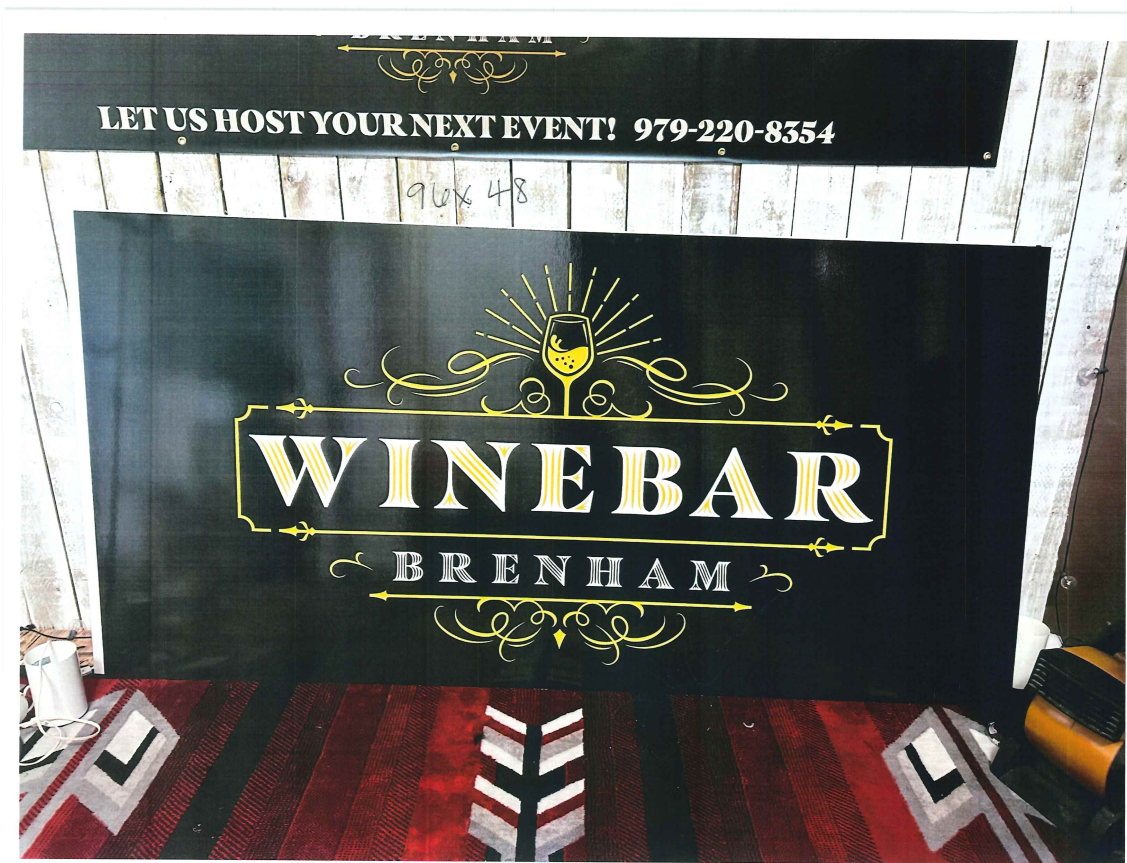
I understand that all projects must comply with the City of Brenham ordinances and building codes and that I must have a sign permit from the City of Brenham before installing signage.

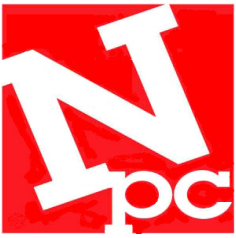


Signature



Date





Newman Printing Company, Inc.

1300 E. 29th
Bryan, TX 77802
Phone: (979) 779-7700
Fax: (979) 779-1589
Email: srandle@newmanprint.com

INVOICE

Invoice	67543
Invoice Date	6/28/24
Date Shipped	
Ship Via	Local Digital Downl
Salesperson	Zackry Simpson
Terms	COD
P.O. Number	Danielle
Job Number	S6153

Wine Bar Brenham
Danielle
979-446-5065
301 S Baylor St
Brenham, TX 77833

Quantity	Description	Unit Price	UM	Amount
1	Wine Bar Brenahm - Artwork	\$75.00		\$75.00
2	MDO Sign 96x48x1/2	\$642.00		1284.00

THANK YOU FOR YOUR BUSINESS Payment Due: 30 Days From Invoice Date Please include invoice number(s) on check.	Subtotal	\$1359.00
	Sales Tax	\$112.12
	Total Due	\$1471.12

Customer Code : 260920
Invoice Number : 67543
Invoice Date : 6/28/24
Invoice Amount : \$1472.12
Amount Paid : _____

Remit To:

Newman Printing Company, Inc.
1300 E. 29th
Bryan, TX 77802

Remitter:

Wine Bar Brenham
Danielle
301 S Baylor St
Brenham, TX 77833



MCI Contracting, Inc.
 6602 FM 390W
 Burton, TX 77835
 832-815-2156
services@mcicontracting.us

Prepared by: Dustin Sherrillson
 For: Wine Bar Brenham
 Date: August 19th, 2024

Proposal

Address: 301 S Baylor St., Brenham, TX 77833
 Legal Description: ORIGINAL TOWN ADD'N., LOT 45

Scope of Work

Hang new business sign for Wine Bar Brenham.

Product/Service	Description	Completion Hours	Quantity	Price
Product	Chains, hooks, washers, bolts, brackets, locking connectorws	-	2	\$190.00
Service	Hang business signs	2	2	\$1,500.00
Product Sales Tax			6.25%	\$12.00
TOTAL				\$1,702.00

Time Frame & Cost

Estimated time of completion is half a day and the cost is \$1,702.00.

Contractor:
MCI Contracting, Inc,
a Texas Corporation

By: *Carl D Sherrill*

DUSTIN SHERRILLSON, President


August 19th, 2024

Date


Owner: Wine Bar Brenham

Jeff Chavez

Danielle Chavez



Jeff Chavez, Owner



Danielle Chavez, Owner

8/20/2024

Date



MCI Contracting, Inc.
 6602
 FM 390 West
 Burton, TX 77835
 8328152156

INVOICE

Invoice #: 301 Sign
Invoice Date: 09/10/24
Amount Due: \$0.00

Bill To:

Winebar Brenham
 2410 Corey Street
 Brenham, TX 77833
 United States

Ship To:

301 South Baylor Street
 Brenham, TX 77833
 United States

Due Date	Terms
09/17/24	Due upon receipt

Item	Description	Quantity	Price	Amount
Paint	Prep and paint existing business sign	1	\$500.00	\$500.00
Materials-Paint	Exterior Satin custom business colors	1	\$96.00	\$96.00
Install Sign	Hang business sign	1	\$750.00	\$750.00
Materials-Sign	Bolts, chains, nuts, lock-tight washers	1	\$100.00	\$100.00

PAID in FULL

Subtotal:	\$1,446.00
Sales Tax:	\$0.00
Total:	\$1,446.00
Payments:	\$1,446.00
Amount Due:	\$0.00

To pay online, go to <https://app02.us.bill.com/p/mcicontractingllc>



MEMORANDUM

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

Updates from Leigh Linden, Main Street Manager

Administrative Updates to include:

- Next Board Meeting- November 4, 2024
- Updates from Elected/Appointed Officials
- Other Updates Upcoming Main Street Events