

**Notice of Meeting for the
Main Street Advisory Board
of the City of Georgetown
April 9, 2021 at 9:00 AM
at Virtual**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Consistent with Governor Greg Abbott's suspension of various provisions of the Open Meetings Act, effective August 1, 2020 and until further notice, to reduce the chance of COVID-19 transmission, all City of Georgetown Advisory Board meetings will be held virtually. Public comment will be allowed via teleconference; no one will be allowed to appear in person.

To participate, please copy and paste the following web link into your browser:

Web link:

**[https://georgetowntx.zoom.us/j/99074491840?
pwd=OE0xSzgzaHdwOFg2MUdpK3JaQ0YyZz09](https://georgetowntx.zoom.us/j/99074491840?pwd=OE0xSzgzaHdwOFg2MUdpK3JaQ0YyZz09)
Meeting ID: 990 7449 1840
Passcode: 050661**

Dial by your location

833-548-0276; 833-548-0282; OR 877-853-5257 US Toll-free

Citizen comments are accepted in three different formats:

- 1. Submit written comments to kim.mcauliffe@georgetown.org by 5 p.m. on the day before the meeting and the Recording Secretary will read your comments into the recording during the item that is being discussed.**
- 2. Log onto the meeting at the link above and "raise your hand" during the item**
- 3. Use your home/mobile phone to call the toll-free number**

To join a Zoom meeting, click on the link provided and join as an attendee. You will be asked to enter your name and email address (this is so we can identify you when you are called upon). To speak on an item, click on the "Raise your Hand" option at the bottom of the Zoom meeting webpage once that item has opened. When you are called upon by the Recording Secretary, your device will be remotely un-muted by the Administrator and you may speak for three minutes. Please state your name clearly, and when your time is over, your device will be muted again.

Use of profanity, threatening language, slanderous remarks or threats of harm are not allowed and will result in you being immediately removed from the meeting.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Call to order - *Christine Tomaszewski, Board Chair*
- B Discussion on how this virtual conference will be conducted, to include options for public comments and how the public may address the Commission – *Kim McAuliffe, Downtown Development Manager*
- C Introduction of new board members: Lauren Mendoza, Michele Jaroszewski-webb, Bobby Weisbrod - *Christine Tomaszewski, Board Chair*
- D Consideration and possible action to elect a Vice-chair and Secretary - *Christine Tomaszewski, Board Chair*
- E Review of Main Street Advisory Board bylaws - *Christine Tomaszewski, Board Chair*
- F Review of the City Council’s Boards and Commissions Attendance Policy – *Christine Tomaszewski, Board Chair*
- G Discuss dates/times for future Main Street Advisory Board Meetings – *Christine Tomaszewski, Board Chair*
- H Consideration and possible action on the minutes of the February 12, 2021 board meeting - *Christine Tomaszewski, Board Chair*
- I Discussion on Project Teams, Partner updates, and BRE Visits
- J Staff Report - *Kim McAuliffe, Downtown Development Manager*

Adjournment

Adjournment

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2021, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Main Street Advisory Board
April 9, 2021

SUBJECT:

Review of Main Street Advisory Board bylaws - *Christine Tomaszewski, Board Chair*

ITEM SUMMARY:

Review of Main Street Advisory Board bylaws - *Christine Tomaszewski, Board Chair*

FINANCIAL IMPACT:

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SUBMITTED BY:

Sharon Parker

ATTACHMENTS:

| | Description | Type |
|---|-----------------------------------|-----------------|
| □ | Main Street Advisory Board Bylaws | Backup Material |

**CITY OF GEORGETOWN
MAIN STREET ADVISORY BOARD
BYLAWS**

ARTICLE I. NAME AND PURPOSE

Section 1.1. Name. The Main Street Advisory Board (the “Board”).

Section 1.2. Purpose. The Board is created to work with the Main Street Manager. The Board will assist the Main Street Manager in a number of ways including the following: (1) expand interest base/support group; and (2) fund raising for the Main Street Program or for special projects organized through Main Street, including identifying and utilizing local, state, federal, and private sources including grants and contributions; (3) make recommendations as to Main Street program policy; (4) developing a strategic plan and setting goals of the Main Street Program; (5) administering monies from the Main Street Façade Fund; and (6) providing a report to the City Council on its programs on a timely basis.

ARTICLE II. MEMBERSHIP

Section 2.1. Number of Members. The Board will be comprised of seven (7) Members.

Section 2.2. Eligibility. Members of the Board shall represent public and private sector interests. Additionally, through public advertising, nominations will be requested from downtown commercial property owners and downtown business owners.

Section 2.3. Appointment of Board Members. Members of the Board shall be appointed pursuant to and in accordance with the City Charter.

Section 2.4. Terms of Office. Generally, terms of office for each Member shall be two (2) years. Generally, a Member may serve two (2) consecutive terms. Refer to *Ordinance Section 2.36.030A* for additional provisions regarding terms of office.

Section 2.5 Vacancies. Vacancies that occur during a term shall be filled as soon as reasonably possible and in the same manner as an appointment in accordance with the City Charter. If possible, the Member shall continue to serve until the vacancy is filled. An appointment to fill a vacated term is not included as a term for purposes of counting consecutive terms.

Section 2.6. Compensation and Expenditure of Funds. Members serve without compensation. The Board and its Members have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by the City Council. Members may be reimbursed for expenses authorized and approved by the City Council and the Board.

Section 2.7. Compliance with City Policy. Members will comply with City Ordinances, Rules and Policies applicable to the Board and the Members, including but not limited to *Ethics Ordinance Chapter 2.20* and *City Commissions, Committees and Boards Ordinance Chapter 2.36*.

Section 2.8. Removal. Any Member may be removed from their position on the Board for any reason, or for no reason, by a majority vote of the City Council.

ARTICLE III. BOARD OFFICERS

Section 3.1. Officers. The Board Officers are Chairman, Vice-Chairman and Secretary. The Chairman is recommended by the Mayor and the City Council shall approve the recommendation by a vote of the majority of the Council during the annual appointment process. Should the Mayor fail to recommend a Chairman for each board, committee, or commission, and/or the Council fails to approve any Chairman recommended by the Mayor, a majority of the Council plus one may approve appointment of a Chairman to serve as Chairman without a recommendation of the Mayor. The other Board Officers are elected by a majority vote of the Members at the first meeting after the annual appointment process.

Section 3.2. Terms of Office for Board Officers. Board Officers serve for a term of one year. In the event of vacancy in the office of Chairman, the Vice-Chairman shall serve as Chairman until the City Council appoints a replacement Chairman. A vacancy in the other offices shall be elected by majority vote of the Members at the next regularly scheduled meeting, or as soon as reasonably practical for the unexpired term. If possible, a Board Officer shall continue to serve until the vacancy is filled.

Section 3.3. Duties.

- a. The Chairman presides at Board meetings. The Chairman shall generally manage the business of the Board. The Chairman shall perform the duties delegated to the Chairman by the Board.

- b. The Vice-Chairman shall perform the duties delegated to the Vice-Chairman by the Board. The Vice-Chairman presides at Board meetings in the Chairman's absence. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence of disability.
- c. The Secretary shall perform the duties delegated to the Secretary by the Board.

ARTICLE IV. MEETINGS

Section 4.1. Time and Date of Regular Meeting. The Board shall meet once a month on the same week of the month, the same day of the week, at the same time, and at the same place. The regular date, time and place of the Board meeting will be decided by the Members at the first meeting of the Board after the annual appointment process.

Section 4.2. Agenda. Items may be placed on the agenda by the Chairman, the City Manager or designee, or at the request of a Member. The party (or individual) requesting the agenda item will be responsible for preparing an agenda item cover sheet and for the initial presentation at the meeting. Items included on the agenda must be submitted to the Staff Liaison no later than one week before the Board meeting at which the agenda item will be considered. Agenda packets for regular meetings will be provided to the Members in advance of the scheduled Board meeting. Agenda packets will contain the posted agenda, agenda item cover sheets, and written minutes of the last meeting.

Section 4.3. Special Meetings. Special meetings may be called by the Chairman or by three (3) of the Members.

Section 4.4. Quorum. A quorum shall consist of a majority of the Members. A quorum is required for the Board to convene a meeting and to conduct business at a meeting.

Section 4.5. Call to Order. Board meetings will be called to order by the Chairman, or if absent, by the Vice-Chairman. In the absence of both the Chairman and Vice-Chairman, the meeting shall be called to order by the Secretary, and a temporary Chairman shall be elected to preside over the meeting.

Section 4.6. Conduct of Meeting. Board meetings will be conducted in accordance with these Bylaws and City Council Meeting Rules and Procedures, as applicable to the Board. See *Ordinance Chapter 2.24*.

Section 4.7. Voting. Each Member shall vote on all agenda items, except on matters involving a conflict of interest, substantial financial interest or substantial economic interest under state law, the City's Ethics Ordinance, or other applicable Laws, Rules and Policies. In such instances the Member shall make the required disclosures and shall refrain from participating in both the discussion and vote on the matter. The Member may remain at the dais or leave the dais, at the Member's option, while the matter is being considered and voted on by the other Board Members. Unless otherwise provided by law, if a quorum is present, an agenda item must be approved by a majority of the Board Members present at the meeting.

Section 4.8. Minutes. A tape recording or written minutes shall be made of all open sessions of Board meetings. The Staff Liaison is the custodian of all Board records and documents.

Section 4.9. Attendance. Members are required to attend Board meetings prepared to discuss the issues on the agenda. A Member shall notify the Chairman and the Staff Liaison if the Member is unable to attend a meeting. Excessive absenteeism will be subject to action under Council policy and may result in the Member being replaced on the Board. See *Ordinance Section 2.36.010D*. Excessive absenteeism means failure to attend at least 75% of regularly scheduled meetings, including Board meetings and Subcommittee meetings. If a Member is removed from the Board that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.5 above.

Section 4.10. Public Participation. In accordance with City policy, the public is welcome and invited to attend Board meetings and to speak on any item on the agenda. A person wishing to address the Board must sign up to speak in accordance with the policy of the Council concerning participation and general public comment at public meetings. Sign-up sheets will be available and should be submitted to the Chairman prior to the start of the meeting. If any written materials are to be provided to the Board, a copy shall also be provided to the Staff Liaison for inclusion in the minutes of the meeting. Speakers shall be allowed a maximum of three minutes to speak, but may take up to six minutes if another individual who signs up to speak yields the time to the speaker. If a person wishes to speak on an issue that is not posted on the agenda, they must file a written request with the Staff Liaison no later than one week before the

scheduled meeting. The written request must state the specific topic to be addressed and include sufficient information to inform the Board and the public. A person who disrupts the meeting may be asked to leave and be removed.

Section 4.11. Open Meetings. Public notice of Board meetings shall be provided in accordance with the provisions of the Texas Open Meetings Act. All Board meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

Section 4.12. Closed Sessions. The Board may conduct closed sessions as allowed by law, on properly noticed closed session matters, such as consultation with attorney on legal matters, deliberation regarding the value of real property, competitive utility matters, and economic development negotiations. A recording or certified agenda shall be made of all closed sessions of Board meetings.

ARTICLE V. REPORTS TO CITY COUNCIL

The Board shall meet with City Council, as requested, to determine how the Board may best serve and assist City Council. City Council shall hear reports from the Board at regularly scheduled Council meetings.

ARTICLE VI. SUBCOMMITTEES

Section 6.1. Formation. When deemed necessary by a majority of the Board, Subcommittees may be formed for specific projects related to Board matters. Subcommittees comprised of non-Members may only be formed with the prior consent and confirmation of the City Council.

Section 6.2. Expenditure of Funds. No Subcommittee, or member of a Subcommittee, has the authority to expend funds or incur an obligation on behalf of the City or the Board. Subcommittee expenses may be reimbursed if authorized and approved by the Board or by City Council.

Section 6.3. Open Meetings. Subcommittee meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

ARTICLE VII. BYLAW AMENDMENTS

These Bylaws may be amended by majority vote of the Board Members at any regular meeting of the Board. The Board’s proposed amendments to the Bylaws must be approved by City Council. Bylaw amendments are not effective until approved by City Council.

Approved and adopted at a meeting of the City Council on the ____ day of _____, 2015.

ATTEST:

THE CITY OF GEORGETOWN

City Secretary

Mayor

Approved and adopted at a meeting of the Board on the ____ day of _____, 2015.

ATTEST:

BOARD

Board Secretary

Board Chairman

City of Georgetown, Texas
Main Street Advisory Board
April 9, 2021

SUBJECT:

Review of the City Council's Boards and Commissions Attendance Policy – *Christine Tomaszewski, Board Chair*

ITEM SUMMARY:

Review of the City Council's Boards and Commissions Attendance Policy – *Christine Tomaszewski, Board Chair*

FINANCIAL IMPACT:

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SUBMITTED BY:

Sharon Parker

ATTACHMENTS:

| | Description | Type |
|---|------------------------------------------|-----------------|
| □ | Boards and Commissions Attendance Policy | Backup Material |



SEC 2.36.010 DUTIES OF COMMISSION, COMMITTEE & BOARD MEMBERS

Attendance by Members is integral to success of the commission, committee or board. It is Council policy to require a minimum of 75 percent attendance of each Member at each regularly scheduled meeting including subcommittee meetings. A Member shall be allowed two excused absences for the Member's personal medical care, required medical care of a Member's immediate family member (as defined by City Ordinance), or Member's military Service that shall not count against the 75 percent attendance requirement. Written notice shall be sent to a Member and the Member's City Council representative when it appears the Member may violate the attendance policy by being absent from more than 25 percent of regularly scheduled meetings, including subcommittee meetings. Excessive absenteeism may result in the Member being replaced by the Council. If a Member is removed from a committee, commission or board, that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.36.040

City of Georgetown, Texas
Main Street Advisory Board
April 9, 2021

SUBJECT:

Consideration and possible action on the minutes of the February 12, 2021 board meeting - *Christine Tomaszewski, Board Chair*

ITEM SUMMARY:

Consideration and possible action on the minutes of the February 12, 2021 board meeting - *Christine Tomaszewski, Board Chair*

FINANCIAL IMPACT:

NA

SUBMITTED BY:

Sharon Parker

ATTACHMENTS:

| | Description | Type |
|---|--------------------|-----------------|
| ☐ | Minutes | Backup Material |

**Minutes of a Meeting of the
Main Street Advisory Board of the
City of Georgetown, Texas
Friday, February 12, 2021**

The Main Street Advisory Board met on Friday, February 12, 2021, at 9:00 AM virtually over a Zoom Meeting.

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Kate Hill called the meeting to order at 9:03 AM. Members, T. Tallman, K. Hill, D. Gaume, S. Rodocker and D. Wilks were in attendance. A Adams and C. Tomaszewski were absent.

Staff in attendance: Kim McAuliffe, Downtown Development Manager, Sharon Parker, Board Liaison.

Guests in attendance: Nathan Garcia, Interning with Economic Development and Amanda Still, Arts & Culture Coordinator

Regular Session

(This regular session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A. Call to order at 9:03 a.m.

- B. Discussion on how this virtual conference will be conducted, to include options for public comments and how the public may address the Commission – Kim McAuliffe, Downtown Development Manager

Staff reviewed the virtual conduct for the meeting, reminded the board that the meeting was open and visible to the public and would be recorded.

- C. Discussion and possible action regarding approval of the January 8, 2021 board meeting minutes – *Kate Hill*,
Motion by T. Tallman to approve the minutes as presented. Second by D. Wilks.

Approved: 5-0

A. Adams and C. Tomaszewski absent

- D. Sign application request for Hydrate, LLC – 711 S. Main Street - *Kim McAuliffe, Downtown Development Manager*

Staff reported on the request for a sign grant with planned improvements to include creation and installation of a 1'x3" MDO digitally-printed blade sign and a 3"x6" primary wall sign. The applicant has Affordable Signs to perform the required work for the improvements. The estimate provided by applicant totals \$1,183.71 and applicant seeks a grant for the maximum award they are eligible for of 50% or \$500.

Motion by D. Gaume to approve an award of \$500, as determined by the maximum award. Second by K. Hill.

Approved: 5-0

A. Adams and C. Tomaszewski absent

- E. Discussion and possible action regarding a façade grant request for 711 S. Main Street - *Kim McAuliffe, Downtown Development Manager*

Staff reported on the request for a grant with planned improvements to include replacing second-floor windows, replacing the interior double doors with a single aluminum door, and painting the front façade of the building. The applicant has selected Cris Cash Contracting to manage the project and perform the required

work. The applicant will be investing \$24,415.71 in façade and sign related improvements at this time and seeks a grant for the maximum award they are eligible for of 50% or \$11,616.00.

Motion by D. Wilks to approve an award of \$10,000, as determined by the maximum eligible award based on scoring criteria, with the approval of the window repair and replacement contingent on the Texas Historical Commission's recommendation. Second by K. Hill.

Approved: 5-0

A. Adams and C. Tomaszewski absent

- F. Consider transferring mural administration of *The Square* mural from the Main Street Program to Arts & Culture – *Kim McAuliffe, Downtown Development Manager and Amanda Still, Arts & Culture Coordinator*

The mural was sponsored by the City of Georgetown's Main Street Program, before the creation of the Arts & Culture Program. Main Street no longer does much administration of public art now it may be appropriate to transfer the administration to the Arts & Culture program.

Motion by D. Gaume to transfer mural administration of *The Square* to the Arts & Culture program. Second by D. Wilks.

Approved: 5-0

A. Adams and C. Tomaszewski absent

- G. Discussion on Project Teams, Partner updates, and BRE visits

- a. Fundraising Team – K. McAuliffe reported that revenues from the sales of the ornaments and holiday cards has been deposited in the grant fund account. D. Gaume – we are looking for additional fundraisers and exploring using Pixil.com to have prints of buildings available for purchase. There are several buildings that are having significant anniversaries this year. We are diving in to get more details.
- b. Breakfast Bites – scheduled for March 25th. We are still looking to do a hybrid event where the council chambers would be utilized for up to 40 in person attendees and then a virtual option would be available. Guest speaker will be Sydney Decker from Hello Georgetown.
- c. Georgetown Swirl – K. McAuliffe reported we are working on "Swirl To-Go" and should have everything together in May. What we are looking into now is the packaging piece of things.
- d. BRE visits – We did visits with To Have & To Hold and Fuego Latino Gastropub, they both went well. Rescheduled Divine Treasures due to the weather. Also trying to get an appointment scheduled with Sweet Lemon and 6 Whiskey.

- H. Acknowledgement and appreciation for outgoing board members, Trisha Tallman and Diane Gaume for their service to the City of Georgetown Main Street Program – *Kim McAuliffe, Downtown Development Manager*

- I. Staff Report – *Kim McAuliffe, Downtown Development Manager*

Department Changes – Convention and Visitors Bureau and the Arts & Culture Program are now under Economic Development. Introduced Nathan Garcia, Economic and Development Spring Intern.

New developments: Hydrate is hoping to open by the 1st or 2nd week of March. City Post is looking to open their event venue. Poppy Fest has been moved to October 3rd.

Adjourn

Motion by T. Tallman to adjourn the meeting. Second by, D. Wilks. The meeting was adjourned at 10:13 AM.

Approved by the Main Street Advisory Board on _____
Date

Main Street Advisory Board Chair

Main Street Advisory Board Secretary