

Brian Darby, Member
Melissa Diorio, Member
Stephanie Novak, Vice Chairperson



Tracie Merchant-Leatherwood, Chairperson

Alicia Young, Member
Sharon McTernan, Member
Elizabeth Ellenbecker, Member

**ROANOKE ART & HISTORY
TRAIL COMMITTEE AGENDA
AUGUST 16, 2023
6:30 PM**

**ROANOKE CITY HALL
FIRST FLOOR - CONFERENCE ROOM #102
500 S. OAK STREET
ROANOKE, TEXAS 76262**

A. CALL TO ORDER

B. PUBLIC INPUT

This item is available for citizens to address the Art and History Trail Committee on any issues that are not the subject of a public hearing. No action by law may be taken on the topic. The presiding officer reserves the right to impose a time limit on this portion of the agenda. In order to provide the highest quality audio, all speakers need to speak at the podium.

C. APPROVAL OF THE MINUTES

1. Consideration and action on approval of the minutes from the regular Art and History Trail Committee meeting held on July 19, 2023.

D. NEW BUSINESS

1. Consideration and action to approve a sign manufacturer for Historical Map Project.
2. Consideration and action to permit staff to finalize text and photo selection for the Historic Map Project
3. Staff Update on Fiscal Year 23-24 Budget Requests

E. ADJOURNMENT

CERTIFICATION



**AGENDA FOR THE ROANOKE
ART & HISTORY TRAIL COMMITTEE
MEETING**

**August 16, 2023
Page 2 of 2**

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Thursday, August 10, 2023, by 5:00 pm, in accordance with Chapter 551, Texas Government Code.

April S. Hill, City Secretary

*Any person planning to attend this meeting that may require auxiliary aids or services should request accommodations two (2) days prior to the meeting by calling (817) 491-8152. **BRILLE IS NOT AVAILABLE.**

A public wireless network is now available in the Council Chambers for use during meetings. It is available from 7am to 11pm Monday thru Friday. The name of the network is: COR-Guests



Roanoke Art & History Trail Committee **AGENDA ITEM**

TO: Art & History Trail Committee Members

SUBJECT: 07/19/2023 - AHTC Minutes

MEETING DATE: August 16, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action on approval of the minutes from the regular Art and History Trail Committee meeting held on July 19, 2023.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. AHTC Min 07-19-2023

Brian Darby, Member
Melissa Diorio, Member
Stephanie Novak,, Vice Chairperson



Tracie Merchant-Leatherwood, Chairperson

Alicia Young, Member
Sharon McTernen, Member
Elizabeth Ellenbecker, Member

**ROANOKE ART AND HISTORY TRAIL
COMMITTEE MINUTES
JULY 19, 2023
6:30 P.M.**

**ROANOKE CITY HALL
FIRST FLOOR – COMMUNITY ROOM #102
500 S. OAK STREET
ROANOKE, TEXAS 76262**

Present: Chairperson Tracie Merchant-Leatherwood; Committee Members: Alicia Young, Elizabeth Ellenbecker, Sharon McTernen, Stephanie Novak, and Melissa Diorio.

Dept. Staff: Library Director Kelly Holt.

Absent: Committee Member Brian Darby.

A. CALL MEETING TO ORDER

The meeting was called to order at 6:34 p.m.

B. PUBLIC INPUT

No one wished to speak.

C. PRESENTATION

1. Presentation of Revised Oak Street Historic Map Design by Matt Kaser.

Matt Kaser gave an overview of the Revised Oak Street Historic Map Design Project and shared renderings for the Walking Tour Plan.

D. APPROVAL OF THE MINUTES

1. Motion made by Stephanie Novak second by Alicia Young to approve the minutes from the regular Art and History Trail Committee meeting held on June 21, 2023. Motion carried unanimously.

E. NEW BUSINESS



**AGENDA FOR THE ROANOKE
ART & HISTORY TRAIL COMMITTEE
MEETING**

**July 19, 2023
Page 2 of 2**

1. Motion made by Stephanie Novak second by Melissa Diorio to approve Kaser Design's Oak Street Historical Walking Trail Kiosk plans for presentation to City Council's August 8, 2023 meeting.
Motion carried unanimously.

F. ADJOURNMENT

- Motion made by Stephanie Novak second by Alicia Young to adjourn the meeting at 7:11 p.m.
Motion carried unanimously.

Tracie Merchant-Leatherwood, Chairperson

Sharon McTernen, Secretary



Roanoke Art & History Trail Committee **AGENDA ITEM**

TO: Art and History Trail Committee Members

SUBJECT: Consideration and action to approve a sign manufacturer.

MEETING DATE: August 16, 2023

DEPARTMENT: Visitor Center/Museum

ITEM SUMMARY:

Consideration and action to approve a sign manufacturer for the Historical Map Project.

INFORMATION:

Kaser Design has presented two options for sign manufacturing, including:

1. Comet Signs direct purchase. This vendor has worked with Kaser Design, is a verified Texas electrical sign contractor, and holds the required UIL license. Benefits include:

- No middle man regarding ownership e.g. warranty
- Establish relationship directly with license(s) holder

2. Comet Signs purchase via Kaser Design. Benefits include:

- Kaser Design is already approved
- Single vendor
- Quicker

STAFF RECOMMENDATION:

Staff recommends purchasing through Kaser Design for speed and ease.

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

Either option will fit within the project budget.



Roanoke Art & History Trail Committee **AGENDA ITEM**

ATTACHMENTS:

None



Roanoke Art & History Trail Committee **AGENDA ITEM**

TO: Art and History Trail Committee Members

SUBJECT: Consideration and action to permit staff to finalize text and photo selection for Historic Map Project

MEETING DATE: August 16, 2023

DEPARTMENT: Visitor Center/Museum

ITEM SUMMARY:

Consideration and action to permit staff to finalize text and photo selection for the Historic Map Project

INFORMATION:

RVCM and Library Staff have synthesized committee discussions to work with Kaser Design to present a design for the Historic Map Project approved by City Council at the 8/8/2023 City Council Meeting. Council expressed support for the current design plan.

Through their contact with committee members and other staff in other city departments, staff liaisons to the committee Library Director Kelly Holt and RVCM Curator Kelli Thomerson have a thorough understanding of the committee's vision, the knowledge of how to use city resources to achieve it, and a commitment to honoring the committee's effort to beautify, preserve, and grow Roanoke.

STAFF RECOMMENDATION:

Staff recommends the committee permit Library and Museum staff to make final decisions regarding the text, photographs, and layout of the Historic Map Project.

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

Permitting staff to make final approval of text, photos, and layout will not affect the project's cost.

ATTACHMENTS:

None



Roanoke Art & History Trail Committee **AGENDA ITEM**



Roanoke Art & History Trail Committee **AGENDA ITEM**

TO: Art & History Trail Committee Members

SUBJECT: Staff Update on Fiscal Year 23-24 Requests

MEETING DATE: August 16, 2023

DEPARTMENT: Visitor Center/Museum

ITEM SUMMARY:

Staff will present information about budget requests for the upcoming fiscal year and share the information presented to the Type A Board on behalf of the Committee.

INFORMATION:

On August 7, 2023, the Type A Board met to consider requests for next fiscal year's budget. On behalf of the Art & History Trail Committee, City Manager Cody Petree presented a request for \$60,000 for two projects. Details of that request are attached.

STAFF RECOMMENDATION:

Staff recommends the committee prioritize the projects and begin to suggest ideas and/or vendors for the work that city staff can research.

SPECIAL CONSIDERATION:

The budget request must be approved as part of adopting the City's Proposed Fiscal Year 23-24 Budget at the 8/21/23 City Council Meeting.

FINANCIAL CONSIDERATION:

Projects must not exceed the \$60,000 budget if approved at the 8/21/23 City Council Meeting

ATTACHMENTS:

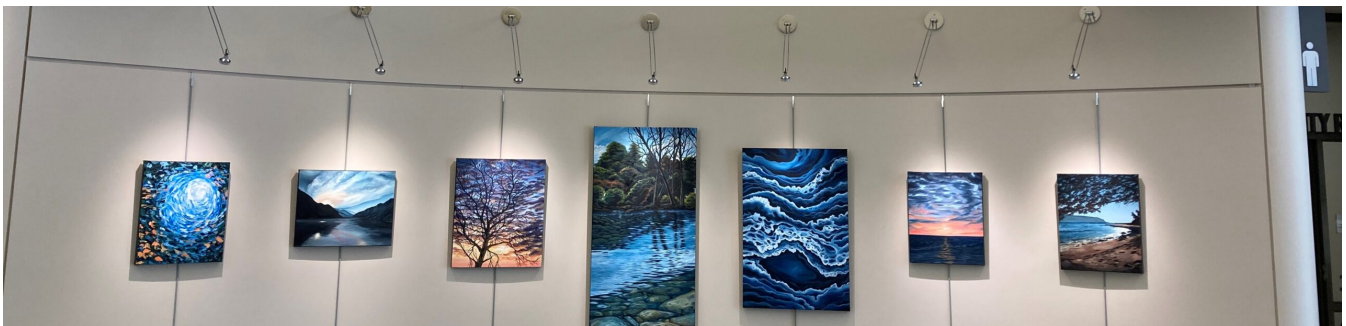
1. Library & RVCM Budget Notes

ART & HISTORY TRAIL COMMITTEE TYPE A BOARD BUDGET REQUESTS FY24 AUGUST 7, 2023



Gallery Style Art Installation Hardware & Equipment \$30,000

Roanoke's Art & History Trail Committee (AHTC) requests funds to install gallery-style display hardware and equipment at Roanoke City Hall and Roanoke Public Library to enable community art shows.



Funds would be used to purchase a hanging cable system to display two-dimensional pieces, a variety of pedestals for three-dimensional art, and custom lighting. This equipment provides flexibility when changing art, minimizes damage to walls and ceilings, and can be mounted on a variety of surfaces.

AHTC Type A Board Budget Request (cont.)

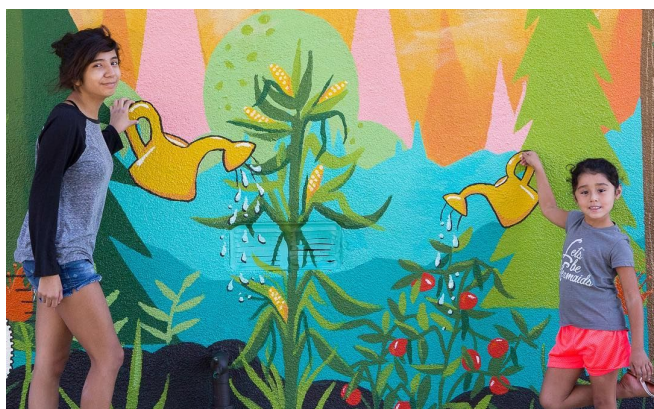


AHTC believes art will beautify public spaces like the ones above (City Hall at left and the library at right) and will enhance Roanoke's cultural appeal.

Interactive Selfie Stations in Roanoke \$30,000

Roanoke's Art & History Trail Committee (AHTC) requests funds to design and install one or more selfie stations to promote Roanoke's unique charm in and around the Oak Street corridor.

AHTC Type A Board Budget Request (cont.)



Striking murals, objects, or frames would enliven Roanoke's outdoor space, spark attention, and invite visitors to share their fun experience in Roanoke, Texas on social media platforms.