

MEETING MINUTES

MAIN STREET ADVISORY BOARD CITY OF TAYLOR, TEXAS

April 16, 2020

5:30 P.M.

MEMBERS PRESENT: Scott Dean, Chairman; Steve Truex, Erwin Stauffer, and Stacey Smith

MEMBERS ABSENT: Sharla Gola, Shannon Grace, and Michael Van Jones

STAFF PRESENT: Tom Yantis, Planning Services Director and Jan Harris, Main Street Manager

OTHERS PRESENT: None

I. CALL TO ORDER AND DECLARE A QUORUM: Chairman Scott Dean called the April meeting of the Main Street Advisory Board to order at 5:32 pm and noted that a quorum was present. All members were present via the Zoom meeting format.

II. CITIZENS COMMUNICATION: There was no communication from the citizenry.

III. CONSENT AGENDA

1. **REVIEW AND APPROVE MINUTES FOR THE FEBRUARY 25, 2020 MEETING.** Jan noted that there was a typographical error in the February minutes and that error would be corrected for the record.
2. **RECEIVE THE FEBRUARY AND MARCH 2020 MAIN STREET PROGRAM FINANCIAL REPORTS.** Jan reported that the vendor fees paid for Blackland Prairie Days in the amount of \$2,275.00 had been reimbursed. She also reported that the \$25,000.00 Sprinkler and Fire Suppression Grant awarded to 2nd & Main Lofts had been paid. Ed Hile's grant is still outstanding as that project is still ongoing. Jan reported that several of the Rental Assistance Grants were close to sunseting. **MOTION: E. STAUFFER made a motion to approve the Consent Agenda as presented noting that the typographical error in the 2/25/2020 minutes would be corrected. S. SMITH seconded the motion and it carried unanimously.**

REGULAR AGENDA – REVIEW/DISCUSS & CONSIDER/ACTION:

- III. MAIN STREET MANAGER'S REPORT AND UPDATE:** Jan reviewed the February and March reports with the board. **NO ACTION WAS REQUIRED BY THE BOARD.**
- IV. UPDATE ON TAYLOR HERITAGE SQUARE FARMERS MARKET, A MAIN STREET PROJECT – 2020 SEASON:** Jan reviewed the updated application and other documentation developed in conjunction with On-Site Market Manager Molly Pantalone. She shared the weekly vendor and sales report noting that there were now 20 vendors on the Roster but due to COVID-19, only those vendors who were selling food items were allowed to participate in market days as of 3/21/2020. The highest number of participating vendors to date was on 3/6/2020 with 9 vendors (2 Cottage Food Vendors, 3.5 Farmer/Growers, and 3.5 Artisans). There were 133 transactions totaling \$1970.52 in

sales. The COVID-19 Markets have had between 4-7 Cottage Food or Farmer/Growers participating. Sales figures continue to be strong for these Markets. **NO ACTION WAS REQUIRED BY THE BOARD.**

- V. DISCUSS AND CONSIDER MAIN STREET ADVISORY BOARD OFFICERS:** After discussion, Stacey Smith agreed to serve as Vice Chairperson and Scott Dean would continue to serve as Chairperson. **MOTION: THE BOARD AGREED UNANIMOUSLY ON THIS SLATE OF OFFICERS.**

- VI. UPDATE AND DISCUSSION OF ASSISTANCE FOR SMALL BUSINESSES DUE TO COVID-19:** Jan reported that a Small Business Support & Recovery Grant had been established with \$50,000 from the Taylor EDC, \$15,000 from the City of Taylor, and additional donations from private individuals. Grant applications had been distributed to the local businesses. Applications would be reviewed on April 21, 2020 with checks being written to the recipients on April 23-24, 2020. The Chamber was administering the grant and representatives of the Chamber, City, EDC, and business community were serving on the various committees. The grant was open to all brick & mortar businesses regardless of Chamber membership. She also reported that the City was working with utility customers to help them through this difficult time. Scott Dean reported that the grants from the SBA were depleted of original funds including the Payroll Protection Plan (PPP). He also reported that it was difficult for single proprietorships, and other businesses with no employees outside of the business owners to be eligible for these grants. Jan reported that she was monitoring various entities including Main Street America, the SBA, the Office of the Governor, and others to continue searching for funding options to assist Taylor small businesses.

- VI. DISCUSS, REVIEW AND VOTE ON POSSIBLE REVISIONS TO THE FOLLOWING GRANT APPLICATIONS AND GUIDELINES:**

- A. FAÇADE IMPROVEMENT GRANT (FIG) WHICH COMBINES THE SIGN, FAÇADE, AND PAINT GRANTS**
- B. FIRE SUPPRESSION SYSTEM**
- C. RENTAL ASSISTANCE**

Jan reported that the presented draft reflected the changes requested by the Board. Grant funds were not affected by the City's spending freeze as they were not a part of the General Fund. **MOTION: TO APPROVE THE FAÇADE IMPROVEMENT GRANT PACKET AS PRESENTED. S. TRUEX/S. SMITH/APPROVED UNANIMOUSLY**

- VII. DISCUSS WAYS TO INCREASE THE USE OF HERITAGE SQUARE AND PIERCE PARK SKATE PARK ONCE THE SOCIAL ISOLATION POLICIES DUE TO COVID-19 ARE LIFTED: ACTION ITEM: This item was tabled until the May meeting.**

- VIII. DISCUSS ITEMS FOR THE UPCOMING AGENDA:**

1. Potential impact of 2020 WILCO property tax increase upon some building tenants already hard hit by COVID-19.
2. Update on COVID-19, its impact upon small businesses, and assistance opportunities.

- IX. ADJOURN:** With no further items to be discussed, Chairman Scott called for a motion to adjourn the meeting at 6:18 pm. **MOTION: S. SMITH/E. STAUFFER/UNANIMOUS**

NEXT MEETING DATE: Wednesday, May 20, 2020 at 5:30 pm

Respectfully submitted,

Jan Harris
Main Street Manager