



CITY OF ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MINUTES

Thursday, April 09, 2020

On April 9, 2020 at 10:00 a.m., the Rollingwood Community Development Corporation of the City of Rollingwood conducted a video conference and telephonic meeting, open to the public, via video conference and telephone, in accordance with an order of the Office of the Governor issued March 16, 2020.

The public was able to watch this meeting live and had the opportunity to comment via audio devices at the following link: <https://meetings.ipvideotalk.com/130450053>

The public was also able to participate in this meeting by dialing one of the following numbers: 1(617) 315- 8088 or toll free at 1(888) 330-2489 and entering Meeting ID: 130450053. The public was permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. The following items were discussed at this meeting:

CALL ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MEETING TO ORDER

1. Roll Call

President Michael Dyson called the meeting to order at 10:04 a.m.

Present Members: President Michael Dyson, Barry Delcambre, Rebecca Tongsinoon, and Pat Sheehan.

Also Present: City Administrator Amber Lewis, City Attorney Megan Santee and City Secretary Ashley Wayman.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the March 13, 2020 meeting.

Barry Delcambre motioned to approve the consent agenda. Pat Sheehan seconded the motion. The motion passed 4-0.

(Note: the agenda item states that the meeting date is March 13, 2020 in error. The minutes were from the February 13, 2020 meeting. These minutes will be approved at the next meeting.)

REGULAR AGENDA

2. Discussion and possible action on establishing a grant program for businesses inside the city limits of the City of Rollingwood, and to earmark \$100,000 for the program.

President Michael Dyson discussed that the intent behind this program is to help businesses within the city that have been affected by COVID-19. He stated there have not been any other project requests this year and that this seems to be a good use of this money. He discussed the specifics of this program.

Barry Delcambre questioned whether those that receive grants could also get federal or SBA grants as well and essentially “double dip.” President Michael Dyson discussed the performance agreement that is in the packet, and that this issue is not addressed.

President Michael Dyson went over the process of how this program would work. City Administrator Amber Lewis clarified the process as it relates to RCDC and City Council meetings.

Barry Delcambre stated that he wants to make sure that the RCDC grant money goes to those that are most in need and not to those that would have already received funds and may be less in need of funds.

City Attorney Megan Santee explained that in many other cities, program administrators are being given the discretion to decide need.

The board discussed asking on the application whether the business had applied for SBA loans.

Pat Sheehan stated that in giving these grants, which do not have to be repaid, the applicants need to be ranked by need and that sales tax revenue and employee retention are the most important things to the City of Rollingwood.

Rebecca Tongsinoon asked how many businesses in Rollingwood would qualify for this grant program and how we would reach out to them to let them know that this program is available. City Administrator Amber Lewis stated that she could find out this information and get a list together.

City Attorney Megan Santee explained that because of the timelines and the way that the program is being put together, to provide authority for each individual project, and given that there will be more need than supply, these projects will each need to come back before the city to be individually approved.

President Michael Dyson stated that there would be a budget review at the April 30th meeting so that the board could be comfortable with expending these funds.

City Administrator Amber Lewis stated that she spoke to Finance Manager Abel Campos and that they did feel comfortable with this program. She stated that a budget amendment would be brought to the next meeting. She also asked the board about what timeline they felt was best.

President Michael Dyson stated that he wants businesses to have enough time to submit and that he wants the board to have adequate time to review the applications. He also explained that there could be multiple phases in this project. He also discussed that if the city got this info to Leslie and Bryan they would more than likely help get this program out to the community in a timely fashion.

The board discussed potential timelines for this program. City Administrator Amber Lewis clarified the current timeline as the program is written now.

President Michael Dyson stated that he wants to keep the current timeline for now so that the board has adequate time to review the documents that have been submitted. He also said that this program would be pushed out over social media, and that he would like to reach out to local papers before this is approved by City Council.

Barry Delcambre motioned to approve establishing a grant program for businesses inside the city limits of the City of Rollingwood, and to earmark \$100,000 for the program. Pat Sheehan seconded the motion. President Michael Dyson took a roll call vote.

**Rebecca Tongsinoon – Yes
Pat Sheehan - Yes
Barry Delcambre – Yes
Michael Dyson - Yes**

The motion passed 4-0.

ADJOURNMENT OF MEETING

The meeting was adjourned at 10:40 a.m.

Minutes Adopted on the _____ day of _____, 2020.

Michael R. Dyson, President

ATTEST:

Ashley Wayman, City Secretary