

City of Mt. Vernon, Iowa

Meeting:	Mt. Vernon City Special Council Meeting
Place:	Mt. Vernon City Hall, 213 First Street NW, Mt. Vernon, Iowa 52314
Date/Time:	March 30, 2020 – 5:30 PM
Web Page:	www.cityofmtvernon-ia.gov
Posted:	March 27, 2020

Mayor:	Jamie Hampton	City Administrator:	Chris Nosbisch
Mayor Pro-Tem:	Tom Wieseler	City Attorney:	Robert Hatala
Councilperson:	Stephanie West	Assis. Admin/City Clerk:	Sue Ripke
Councilperson:	Scott Rose	Deputy City Clerk:	Marsha Dewell
Councilperson:	Deb Herrmann	Chief of Police:	Doug Shannon
Councilperson:	Eric Roudabush		

The City Council meeting will be brought to you by Zoom. Please call 1-312-626-6799 and enter the meeting ID 736 290 562 and password 282198 to enter into the meeting. If you are having problems entering the meeting, please contact 319-359-8613.

A. Call to Order

B. Agenda Additions/Agenda Approval

C. Resolutions for Approval

1. Resolution #3-30-2020A: Approving the Allocation of \$75,000 to the Mounty Vernon-Lisbon Community Development Group for Economic Development Funding Assistance for the Mount Vernon Small Business Relief Program

D. Adjournment

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

If anyone with a disability would like to attend the meeting, please call City Hall at 895-8742 to arrange for accommodations.

RESOLUTION NO. 3-30-2020A

A RESOLUTION APPROVING THE ALLOCATION OF \$75,000 FROM FRANCHISE FEES TO THE MT. VERNON-LISBON COMMUNITY DEVELOPMENT GROUP FOR ECONOMIC DEVELOPMENT FUNDING ASSISTANCE FOR THE MOUNT VERNON SMALL BUSINESS RELIEF PROGRAM

WHEREAS, Novel Coronavirus, now known as COVID-19, is causing much anxiety in our community, state and the world; and

WHEREAS, the Mt. Vernon business community has been impacted and faces untold stresses; and

WHEREAS, the need to assist our local small business community has never been more critical; and

WHEREAS, under Iowa Code 15A.1 funds spent by cities on economic development activities are considered a public purpose.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mt. Vernon, Iowa, that \$75,000 from Franchise Fees be allocated to the Mt. Vernon-Lisbon Community Development Group for economic development funding assistance for the Mt. Vernon Small Business Relief Program.

PASSED AND APPROVED this 30th day of March, 2020.

Jamie Hampton, Mayor

ATTEST:

Sue Ripke, City Clerk

RESOLUTION NO. 3-30-2020A (alternative)

**A RESOLUTION APPROVING THE ALLOCATION OF \$75,000 FROM FRANCHISE FEES
FOR ECONOMIC DEVELOPMENT FUNDING ASSISTANCE FOR THE MOUNT VERNON
SMALL BUSINESS RELIEF PROGRAM**

WHEREAS, Novel Coronavirus, now known as COVID-19, is causing much anxiety in our community, state and the world; and

WHEREAS, the Mt. Vernon business community has been impacted and faces untold stresses; and

WHEREAS, the need to assist our local small business community has never been more critical; and

WHEREAS, under Iowa Code 15A.1 funds spent by cities on economic development activities are considered a public purpose.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mt. Vernon, Iowa, that \$75,000 from Franchise Fees be allocated for economic development funding assistance for the Mt. Vernon Small Business Relief Program.

PASSED AND APPROVED this 30th day of March, 2020.

Jamie Hampton, Mayor

ATTEST:

Sue Ripke, City Clerk

AGENDA ITEM # C - 1

**AGENDA INFORMATION
MT. VERNON CITY COUNCIL COMMUNICATION**

DATE:	March 30, 2020
AGENDA ITEM:	Resolution #3-30-2020A – Mt. Vernon Small Business Relief Program
ACTION:	Motion

SYNOPSIS: There is no doubt the Covid pandemic is disrupting the everyday lives of all Americans. Small business, the life blood of this community, is being hit especially hard as many have been forced to temporarily close their doors. Programs have been introduced by both State and Federal Agencies; however, some of this aid may come too late. In order to help our local businesses, staff is proposing a program that was born in the City of Carroll, Iowa. The Mt. Vernon Small Business Relief Program will offer up to \$5,000 to eligible business to help offset monies lost due to the Covid pandemic.

Staff is recommending Council transfer \$75,000 from franchise fees to the Mount Vernon-Lisbon Community Development Group. A review committee, made up of the following members, would oversee the individual allocations to small business applicants:

Review Committee:

1. Mayor
2. City Council Member
3. City Administrator
4. Joe Jennison
5. CDG Chairperson
6. Dave Ryan, Mt Vernon Bank and Trust

This would be a competitive program and not a first come first served situation. Grant amounts will vary and be determined by the level of impact including loss in sales revenue, employees, and financial need of the business. The maximum award will be \$5,000 per business. The goal is to reach as many businesses as possible with the limited amount of funds available.

The first review of all submitted applications will occur the afternoon of Thursday, April 2 for all applications received by Noon on Thursday, April 2, 2020. Application reviews will happen on an ongoing basis and will be accepted until all available funding is exhausted.

Reports of the awards would be made to the City Council each Monday. Applicants would need to include the enclosed application and supply required documents to be eligible for the funds. I HAVE ENCLOSED TWO VERSIONS OF THE RESOLUTION. ONE WOULD HAVE CDG BE THE RECIEVER OF FUNDS (THIS WOULD BE EASIEST FOR THE APPLICANTS) AND THE SECOND IS IF THE CITY CONTROLLED THE PROGRAM. CDG HAS NOT AGREED TO BE THE RECIPIENT OF THESE FUNDS BUT THEY ARE INTERESTED IN THE PROGRAM. The difference would be in the questions that need to be identified by each applicant. If you look at Iowa Code 15A.1, there is criteria each applicant would need to account for during individual applications. If we transferred the funds to CDG, we could by-pass the individual questions as we have identified this as an economic development grant program.

BUDGET ITEM: Franchise Fees

RESPONSIBLE DEPARTMENT: City Administrator

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolutions and Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 3/27/20

Mt. Vernon Small Business Relief Program Guidelines

Explanation

The City of Mt. Vernon has made funding available in the form of emergency grants to assist small businesses in maintaining or reopening business operations impacted by the COVID-19 virus. Businesses operating in Mt. Vernon, who were directly impacted will be eligible to apply. These funds are to be administered by Mount Vernon-Lisbon Community Development Group, following approval through a review committee. This assistance is only intended to provide businesses with immediate, short-term cash flow assistance for approximately the next 30 days. The funds are not to be used to pay debts incurred prior to March 17, 2020. While there is a limited amount of funding available, the committee will do their best to distribute funds to provide temporary assistance amid changes to businesses, including partial or full closure.

Who is Eligible?

- Businesses employing under 25 employees prior to March 17, 2020
- Businesses impacted by the COVID-19 virus

Grant Amounts

Grants will be made available to Mt. Vernon businesses that fill out complete applications and submit necessary documentation. Applications will be evaluated by a review committee, with approval/denial contacts being made immediately upon determination. Grant amounts will vary and be determined by the level of impact including loss in sales revenue, employees, and financial need of the business. The maximum award will be \$5,000 per business. The goal is to reach as many businesses as possible with the limited amount of funds available.

Application Process

Along with application form, the applicant needs to submit to CDG the requested sales summary and statement of impact by the owner.

- Application reviews will happen on an ongoing basis. Applications will be accepted until all available funding is exhausted. First review of all submitted applications will occur the afternoon of Thursday, April 2 for all applications received by Noon on Thursday, April 2, 2020.
- Following successful review, applicants will be notified, with payments happening on an ongoing basis. It is the intention of the review committee to do adequate due diligence to make informed decisions, while also acting in an expedited manner to provide relief to our local businesses. Some funds will be available as soon as April 2, 2020.
- While the committee expects applications to exceed available funding, determination will be made on demonstration of financial need, extent of impact and number of employees directly impacted. Criteria may include, but is not limited to: business classification, business type, demonstration of financial need, extent of impact to revenue and other applicable information.

Notification Process

Following decision of the committee, applicant will be contacted of decision by a committee member.

Requested Documentation:

_____ Weekly Sales Summary for the last 6 weeks and from February and March 2019
(to demonstrate impact)

_____ Statement of Economic Impact by Owner (short narrative of impact)

_____ Completed Mt. Vernon Business Relief Program Application

Contact Information

All questions, completed applications, etc should be directed to Joe Jennison at CDG or Chris Nosbisch, City Administrator at the information provided below. Digital submittals are preferred although paper copies may be dropped in the Mt. Vernon City Hall drop box.

Joe Jennison, Director
Mount Vernon-Lisbon Community Development Group
PO Box 31
Mount Vernon, IA 52314
(319) 210-9935

Chris Nosbisch
City of Mt. Vernon
213 1st St NW
Mt. Vernon, IA 52314
(319) 359-8613

Mt. Vernon Small Business Relief Program Application

Business Name:	
Federal ID #:	
Contact Name:	
Contact Phone:	
Contact E-mail:	
Business Website:	
Address:	
City, State, ZIP	
Requested Grant Amount:	

Business Classification:

Retail

Service

Restaurant

Tourism

Other (If so, explain) _____

Number of Years In Business: _____ Number of Employees Impacted: _____

Currently, are you,

Operating on an adapted or limited basis? (Adapted practices, online sales, etc)

Temporarily Closed?

Does your business have other sources of revenue?

No

Yes (If so, explain) _____

Are there other sources of household income (owner)?

No

Yes (If so, explain) _____

To the best of my knowledge, all information provided in this application is accurate.

I understand that: the information will be distributed to review committee members for consideration, but otherwise will be kept confidential. Information provided may be used in aggregate for tracking purposes, but will never be shared on an individual basis. There is no requirement of follow-up or reporting by the business, but CDG staff will check in with businesses periodically for updates.

Signed: _____ Date: _____