

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

GOVERNMENTAL BODY: Carroll City Council

DATE OF MEETING: March 26, 2020

TIME OF MEETING: 4:30 P.M.

LOCATION OF MEETING: City Hall Council Chambers

www.cityofcarroll.com

NOTICE

In support of Iowa Governor Kim Reynolds' proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation makes it "impossible and impractical" to meet in one location. Due to this the Carroll City Hall will remain closed to the public for the March 26, 2020 City Council meeting. However, the meeting will be made available telephonically. The public will be able to hear and participate in the Council meeting by calling:

United States: +1 (312) 757-3117

United States (Toll Free): 1 (866) 899-4679

Then when prompted, enter the following Access Code: 419 726 077 #

Individuals may start calling in at 4:15 PM for the meeting.

Individuals may also join the meeting from your computer, tablet or smartphone by using the following link:

<https://global.gotomeeting.com/join/419726077>

While the phones will be muted through most of the meeting, the phones will be unmuted at various points to receive feedback from the community, similar to a regular City Council meeting.

The public can watch the meeting live from the City's YouTube channel by going to: <https://tinyurl.com/t64juzk> To ensure you can access the meeting when we go live we suggest that you subscribe to the City's YouTube channel. The YouTube meeting is a view only option and you will not be able to participate in the meeting via YouTube.

We thank you for your understanding of this change during the current situation.

AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Oral Requests and Communications from the Audience
- IV. Resolutions
 - A. Carroll Small Business Relief Program
- V. Comments from the Mayor
- VI. Comments from the City Council
- VII. Comments from the City Manager
- VIII. Adjourn

April/May Meetings:

- Board of Adjustment – April 6, 2020 – City Hall – 627 N Adams Street
- Planning and Zoning Commission – April 8, 2020 – City Hall - 627 N Adams Street
- City Council – April 13, 2020 – City Hall – 627 N Adams Street
- Airport Commission – April 13, 2020 – Airport Terminal Building - 21177 Quail Avenue
- Library Board of Trustees – April 20, 2020 – Carroll Public Library – 118 E 5th Street
- City Council – April 27, 2020 – City Hall – 627 N Adams Street
- Board of Adjustment – May 4, 2020 – City Hall – 627 N Adams Street
- City Council – May 11, 2020 – City Hall – 627 N Adams Street
- Airport Commission – May 11, 2020 – Airport Terminal Building - 21177 Quail Avenue
- Planning and Zoning Commission – May 13, 2020 – City Hall - 627 N Adams Street
- Library Board of Trustees – May 18, 2020 – Carroll Public Library – 118 E 5th Street
- Parks, Recreation and Cultural Advisory Board – May 18, 2020 – City Hall - 627 N Adams Street
- City Council – Tuesday, May 26, 2020 – City Hall – 627 N Adams Street

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The City of Carroll will make every attempt to accommodate the needs of persons with disabilities, please notify us at least three business days in advance when possible at 712-792-1000, should special accommodations be required.

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MEMO TO: Honorable Mayor and City Council Members
FROM: Mike Pogge-Weaver, City Manager *MJPW*
DATE: March 25, 2020
SUBJECT: Carroll Small Business Relief Program

The Novel Coronavirus, now known as COVID-19, is causing much anxiety in our community, state and the world. This is a situation that many of us in our lifetimes have not experienced. Our business community has been impacted and faces untold stresses. To that end, programs by the State and Federal government are being ramped up to help struggling businesses during this challenging time; however, some of this aid will be too late. In an effort to help our small business community, who are the economic engine of our community, discussions have been occurring between the Carroll Area Development Corporation (CADC) and the City to develop a Carroll Small Business Relief Program. The request is for the City to provide an initial allocation of \$100,000 from Local Option Sales Taxes (LOST) funds to support the program. As the engine that generates the LOST funds, it makes sense to invest in these businesses in hopes that they can be part of the future recovery once we are past the current situation.

Attached are the program guidelines that have been developed in consultation between the CADC and the City. The program would be operated and administered by CADC. Assistance through this program is only intended to provide businesses with immediate, short-term cash flow assistance for approximately the next 30 days. Eligible businesses would include those employing 25 employees or fewer as of March 17, 2020.

This is a competitive program and not a first come first served program. 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.

RECOMMENDATION: Mayor and City Council consideration and approval of providing funding to the Carroll Area Development Corporation for economic development funding assistance for the Carroll Small Business Relief Program in the amount of \$100,000 from Local Option Sales Taxes.

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE ALLOCATION OF \$100,000 TO CARROLL AREA
DEVELOPMENT CORPORATION FOR ECONOMIC DEVELOPMENT FUNDING
ASSISTANCE FOR THE CARROLL 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 Carroll 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 Carroll, Iowa, that \$100,000 from Local Option Sales Taxes be allocated to Carroll Area Development Corporation for economic development funding assistance for the Carroll Small Business Relief Program.

PASSED AND APPROVED this 26th day of March, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

Eric P. Jensen, Mayor

Attest:

Laura A. Schaefer, City Clerk

Carroll Small Business Relief Program Guidelines

Explanation

The City of Carroll 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 Carroll, who were directly impacted will be eligible to apply. These funds are to be administered by Carroll Area Development Corporation (CADC), 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 Carroll 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 amount 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 CADC 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 Carroll Business Relief Program Application

Contact Information

All questions, completed applications, etc should be directed to Shannon Landauer at the Carroll Chamber of Commerce at the information provided below. It is the request of the committee that the application process be done in electronic format to the best of our ability given efforts to meet distancing recommendations.

Shannon Landauer
Carroll Area Development Corporation

s.landauer@carrolliowa.com

O-712.792.4383

C-712.790.3584

Carroll 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 CADC staff will check in with businesses periodically for updates.

Signed: _____ Date: _____