



**Clearwater EDA
Regular Meeting August 19, 2020
Zoom Web Conference**

**Call to Order: 8:00 a.m.
Roll Call**

- 1. Approval of Agenda**
- 2. Approval of Minutes from July 22, 2020 Meeting**
- 3. Revisit EDA By-laws**
- 4. CARES Act Program Update**
- 5. 2021 Growth Incentive Program**
- 6. 2021 Budget Discussion**
- 7. Next Meeting Date – September 16, 2020**
- 8. Adjournment**

To: Honorable Members of the Clearwater EDA

From: Annita Smythe, City Administrator

Date: August 12, 2020

Re: August 19, 2020 EDA Meeting

1. Approval of Agenda

2. Approval of Minutes from July 22, 2020 Meeting

3. Revisit EDA By-laws

Attached are a new draft of the by-laws which reflect the changes we discussed at the last meeting. I did touch base with the attorney regarding spending powers. He confirmed that while the EDA does have power to spend EDA funds exclusive of the city council, there was no need to have a separate bank account. There are several good reasons to not have a separate bank account, including cost savings and the additional administrative work to maintain separate accounts.

4. CARES Act Program Update

The city attorney is drafting a grant agreement for the city to use with CARES fund applicants. It includes an indemnity provision requiring the recipient to certify the funds will be used for authorized purposes. While not complete, I have asked the attorney to use Big Lake's program as an example – I have included theirs in the packet. The Board should next consider how to promote the program, what the application deadline would be, and how to allocate the funds.

5. 2021 Growth Incentive Program

The Board should consider whether or not to extend the Growth Incentive Program for 2021, and if so, at what dollar amount. The current program provides a credit of \$2,688 towards the WAC/SAC charges for each new home that is built until the funds are exhausted. Please review the program outline attached for discussion at the meeting.

6. 2021 Budget Discussion

Please see attached budget template for use in discussing plans for the budget and levy for the EDA.

7. Next Meeting Date – September 16, 2020

8. Adjournment

CLEARWATER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
JULY 27, 2020

Call to Order: 8:00 a.m. via Zoom Web Conference

- Mayor Lawrence called the Clearwater EDA to order Wednesday, July 22, 2020 at 8:03 a.m. via Zoom Web Conference. Members present were Mayor Lawrence, Council Members Scott and Crandall. Also present was Administrator Smythe. A quorum was present.

1. Selection of Officers

- **MOTION** by Lawrence to appoint Crandall as President, seconded by Scott, all voted aye. **MOTION CARRIED.**
- **MOTION** by Crandall to appoint Scott as Vice President, seconded by Lawrence, all voted aye. **MOTION CARRIED.**
- Current By-laws designate the City Clerk as Secretary. Members did not wish to make a change.
- Current By-laws also have the positions of Treasurer and Assistant Treasurer. These offices were deferred for further discussion under item 4.

2. Approval of Agenda

- **MOTION** by Lawrence to approve agenda as presented, seconded by Scott, all voted aye. **MOTION CARRIED.**

3. Approval of Minutes from October 13, 2015 Meeting

- Smythe explained that these are the draft minutes from the last meeting that we are able to confirm actually took place. There were agendas created for two additional meetings after this one, but it appears that they were cancelled due to a lack of quorum.
- **MOTION** by Lawrence to approve minutes, seconded by Crandall, all voted aye. **MOTION CARRIED.**

4. Revisit By-laws

- Members discussed proposed changes to the old by-laws. Smythe was directed to bring a new draft to the next meeting which reflects the changes and revisions proposed.
- There was additional discussion about whether a Treasurer is needed, as the EDA's funds are currently included in the city's books and bank accounts and managed by the city. The EDA also has its own bank account, which is not used. There were questions about whether the EDA has authority to expend funds without city council approval. Members directed Smythe to get an opinion from our attorney, then revisit the question of Treasurer and the EDA bank account at the next meeting.

5. Discuss Use of CARES Act Funds

- The agenda packet included an email from the city attorney outlining the authorized uses of the CARES funds the city received. Funds must be used by November or are forfeited. Smythe suggested we use an amount necessary to cover the city's costs to date, then use the remainder for grants to businesses. Members suggested we would need some sort of program outline and application and a plan for how to distribute the funds. Smythe will contact the city attorney to see if he has drafted a similar program for other cities. It might make sense to accept applications from businesses up until a specific deadline, then allocate the funds based on the applications

received. There were additional questions about the reporting requirements. The City/EDA would need to confirm that businesses receiving the grant funds used them for authorized purposes only. Smythe will ask the attorney about this as well and bring the information to the next meeting.

6. Discuss Work Plan for Remainder of 2020

- Members discussed our Work Plan for 2020. Members consensus was to focus on these three items: 1) Amending and updating our by-laws, 2) Program creation and distribution of CARES Act funds, and 3) Recruitment of three members to serve on the Board.
- Members suggested putting out a press release and sending letter to past members to assist with member recruitment.

7. Adjournment

- **MOTION** to adjourn by Lawrence, seconded by Scott, all voted aye.
- **Meeting** adjourned at 8:49 a.m.

ATTEST

APPROVED

Annita M. Smythe, City Administrator

Kris Crandall, EDA President

BY-LAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY
IN AND FOR THE
CITY OF CLEARWATER, MINNESOTA

1. The Authority

Section 1.1. Name of the Authority. The name of the Authority shall be the Clearwater Economic Development Authority (hereinafter, “Authority”) in and for the City of Clearwater, Minnesota (hereinafter “City”), and its governing body shall be called the Board of Commissioners (hereinafter, “Board”).

Section 1.2. Office. The principal office of the Authority shall be the Clearwater City Hall.

Section 1.3. Seal. The official seal of the City of Clearwater shall be the Authority’s official seal.

2. Organization

Section 2.1. Officers. The officers of the Authority shall consist of a President, a Vice President, a Secretary, Treasurer, and Assistant Treasurer. The President and the Vice President shall be members of the Board and shall be elected annually, and no Commissioner may serve as President and Vice President at the same time. The offices of Secretary, Treasurer, and Assistant Treasurer shall be appointed as set forth herein.

Section 2.2 President. The President shall preside at all meetings of the Board.

Section 2.3 Vice President. The Vice President shall preside at any meetings of the Board in the absence of the President and may exercise or perform the same due to absence or other inability.

Section 2.4. Treasurer. The Treasurer shall receive and be responsible for Authority money, shall disburse authority money by check only (in accordance with Section 4.3 herein), keep an account of all Authority receipts and disbursements and the nature and purpose relating thereto, shall file the Authority’s financial statement with its Secretary at least once a year as set by the Authority, and be responsible for the acts of the Assistant Treasurer.

Section 2.5. Secretary. The Secretary shall be the City Clerk. The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 2.6. Assistant Treasurer. The Assistant Treasurer shall be the Deputy City Clerk. The Assistant Treasurer shall have all the powers and duties of the Treasurer if the Treasurer is absent or disabled.

3. Procedures of Board of Commissioners

Section 3.1. Regular Meetings. The Board shall hold regular meetings on the 3rd Wednesday of each month, commencing at 8 am or at such other time as the Board may determine.

Section 3.2. Special Meetings. Special meetings of the Board may be called by the President or, in the event of the President's absence or inability, by the Vice President at any time, upon three days prior notice to all Commissioners and the Secretary. Upon the same notice, special meetings of the Board may also be called by any two Commissioners. The Secretary shall post notice of any special meeting in the principal office of the Authority no less than three days prior to such special meeting.

Section 3.3. Quorum. A quorum of the five-member Board shall consist of three Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority.

Section 3.4. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may, but need not be, read aloud prior to a vote taken thereon. All resolutions shall be executed after passage.

Section 3.5. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

4. Miscellaneous

Section 4.1 Fiscal Year. The fiscal year of the Authority shall be the calendar year. The City shall be the fiscal agent for the Authority and shall establish a separate fund for the purpose of maintaining all financial and accounting records of the Authority, including the nature of all receipts and disbursements, money on hand and the purposes to which it may be applied, and records of Authority's debits and credits. The City shall establish such other funds as may be properly authorized and necessary for conduct of the Authority's business.

Section 4.2. Checks. An authority check must be signed by the Treasurer and the President. The check must state the name of the payee and the nature for which the check was issued.

Section 4.3. Financial Statements. The City shall provide the Authority with such financial information as may be necessary for the proper conduct of the Authority's business. The funds established for the benefit of the Authority shall be audited annually, and included as part of the City annual financial report. The City shall file such financial reports with the State and any other organizations or agencies as may be required for proper operation of the Authority.

Section 4.4. Report to City. The Authority shall annually, or more often if requested by the City Council, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year.

Section 4.5. Budget to City. The Authority shall annually send its budget to the City Council, no later than September 1, which budget includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Section 4.6. Employees. The Authority may recommend employment of an executive director, a chief engineer, technical experts and agents and other employees as it may require and determine their duties, qualifications and compensation.

Section 4.7. Services. The Authority may contract for the services of consultants, agents, public accountants and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority.

Section 4.8. Supplies, Purchasing, Facilities, and Services. The Authority shall purchase such supplies and materials as it needs. The Authority shall follow such procedures as are applicable to other City departments and agencies. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

Section 4.9. Execution of Contracts. All contracts, notes and other written agreements or instruments to which the Authority is a part or signatory or by which the Authority may be bound shall be executed by the President or Vice President, and the Secretary-Treasurer, or by such other Commissioners or Officers of the Authority as the Board may by resolution prescribe. All contracts will be signed after review by legal counsel.

Section 4.10 Appointment, terms; vacancies. Five member authority: the commissioners constituting a five-member authority, two of whom must be members of the city council, shall be appointed by the mayor with the approval of the city council. Alternately, the city council may elect to serve as the EDA Board. Terms of commissioners shall be staggered so that all terms do not expire at the same time. Members shall serve terms of office of up to six years, as appointed by the city council.

Subd 2. A vacancy is created in the membership of an authority when a city council member of the authority ends council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term, in the manner in which the original appointment was made. The city council may set the term of the commissioners who are members of the city council to coincide with their term of office as members of the city council.

Subd 3. Compensation and reimbursement. A commissioner, including the president, shall be paid for attending each regular or special meeting of the authority in an amount commiserate with other city agencies. In addition to receiving pay for meetings the commissioners may be reimbursed for actual expense incurred in doing official business of the authority. All money paid for compensation or reimbursement must be paid out of the authority's budget.

Subd 4. Removal for cause. A commissioner may be removed by the city council for inefficiency, neglect of duty, or misconduct in office. A commissioner shall be removed only after a hearing. A copy of the charges must be given to the commissioner at least ten days before the hearing. When written charges have been submitted against a commissioner, the city council may temporarily suspend the commissioner. If the city council finds that those charges have not been substantiated, the commissioner shall be immediately reinstated. If a commissioner is removed, a record of the proceedings, together with the charges and finding, shall be filed in the office of the city clerk.

Section 4.11. Conflict of Interest. Except as authorized in section 471.88 a commissioner, officer, or employee of an authority must not acquire any financial interest, direct or indirect, in any project or in any property included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or service to be furnished or used in connection with any project.

Section 4.12. Liable in Contract or Tort. Subject to the provisions of chapter 466, an authority shall be liable in contract or in tort in the same manner as a private corporation. The commissioners of an authority shall not be personally liable as such on its contracts, or for torts, not committed or directly authorized by them. The property or funds of an authority shall not be subject to attachment, or to levy and sale on execution, but, if an authority refuses to pay a judgment entered against it in any court of competent jurisdiction, the district court for the county in which the authority is situated may, by writ or mandamus, direct the treasurer of the authority to pay judgment from any unencumbered funds available for that purpose. (MN State Statute 469.1081)

Section 4.13. Amendment of By-Laws. These By-Laws may be amended by the Board by majority vote of all the Commissioners, or by a majority vote of the city council, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is considered.



COVID-19 EMERGENCY GRANT PROGRAM POLICY

Adopted Big Lake EDA: July 13, 2020

Adopted City Council: July 22, 2020

Application Timeline:

Deadline 4:00 pm on August 5, 2020 (application must be in Big Lake City Hall by deadline)

Review Week of August 10, 2020

Approval Special BLEDA Meeting August 17, 2020

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I. INTRODUCTION

Small businesses and non-profits are integral and vital to the economic and social fabric of the City of Big Lake (City). Accordingly, the Big Lake Economic Development Authority (BLEDA) has determined to offer locally owned and operated businesses and non-profits, within the community, a grant opportunity to address working capital needs upon the declaration of a state of emergency by the State of Minnesota (State) and the City. The COVID-19 Emergency Grant Program is administered by the BLEDA.

II. PURPOSE AND AUTHORITY

- The purpose of this policy is to establish the BLEDA's position relating to the use of the COVID-19 Emergency Grant Program. This policy shall be used as a guide in the processing and review of applications requesting grant funds.
- The criteria are to be used in conjunction with other relevant policies of the City and/or BLEDA.
- The BLEDA reserves the right to approve or reject projects on a case-by-case basis, taking into consideration factors considered appropriate by the City, in addition to established policies, criteria, and potential benefits. Meeting the criteria does not guarantee a COVID-19 Emergency Grant Program application shall be approved. Approval or denial of an application is at the sole discretion of the BLEDA.

III. OBJECTIVES

The objective of the COVID-19 Emergency Grant Program is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. This may be accomplished by some or all of the following means:

- Provide needed finances to small businesses and non-profits within the community which have been negatively affected financially as a result of the COVID-19 pandemic;
- Ensure the viability of Big Lake businesses and non-profits moving past this crisis;
- Limiting the number of job losses as a direct result of the pandemic by assisting small businesses and non-profits in returning to their pre-pandemic employment levels;
- Limiting the number of small businesses and non-profits which would potentially permanently close due to COVID-19 pandemic impacts. Thereby also limiting the total number of potential vacancies in key commercial and industrial areas of the City.

IV. GENERAL CRITERIA

A. ELIGIBLE EXPENDITURES

The COVID-19 Emergency Grant Program may be used for working capital purposes defined as:

1. Paying fixed debts;
2. Payroll costs;
3. Accounts payable;
4. Utility payments;
5. Inventory costs;
6. Paying other direct business-related bills.

B. ELIGIBLE BUSINESS DETAILS

To be eligible to receive a COVID-19 Emergency Grant, a business or non-profit must demonstrate that its operations have been negatively affected by the COVID-19 Health Pandemic. All applicants must meet the following criteria:

1. Have been “in business by March 1, 2020” (BLEDA shall have authority to determine “been in business”);
2. Be considered an eligible business type, as defined in IV. C of this policy;
3. Have no more than 100 FTE (full-time equivalent) employees at the location address. Special consideration may be given to businesses and non-profits which utilize independent contractors and sole proprietors within their business;
4. The small business or non-profit must have a physical address within the City. Proof of address shall be required when applying;
5. All small business or non-profit applicants must be an allowed use through zoning of the property or be a legally non-conforming use;
6. The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing;
7. Any applicant must not have delinquent taxes, bills, or charges due to the City from February 1, 2020 or prior.
8. The applicant must demonstrate, through their narrative, how the use of funds will be used to assist in recovery of the small business or non-profit.
9. Applicants are strongly encouraged to claim all applicable private and public insurance and utilize all other sources of applicable assistance available from other private and public sources. Applicants are strongly encouraged to apply for an Economic Injury Disaster Loan through the Small Business Administration (SBA), the Paycheck Protection Program (PPP) loan through the SBA, a Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED), and for a grant through Sherburne County prior to applying for

this grant. **Utilizing other funds does not disqualify an applicant from being awarded a COVID-19 Emergency Grant from the BLEDA.**

C. ELIGIBLE BUSINESS TYPES

Eligible small businesses which may apply for the COVID-19 Emergency Grant Program include businesses which have been deemed non-essential by the State of Minnesota, those which have faced mandated closures per State of Minnesota orders, and those that can demonstrate their business has been interrupted by the COVID-19 pandemic.

The BLEDA may allow for non-profits to apply to the COVID-19 Emergency Grant Program if they also have been deemed non-essential by the State of Minnesota, have faced mandated closures per State of Minnesota orders, or can demonstrate their organization has been interrupted by the COVID-19 pandemic.

D. INELIGIBLE ACTIVITIES

The COVID-19 Emergency Grant Program may not be used for the following activities:

1. Agriculture (crop or livestock production, etc.);
2. Purchasing of machinery or vehicles;
3. Moving expenses;
4. Payment of property taxes;
5. Land acquisition for speculation.

F. REQUIRED DOCUMENTS

Application requirements include:

1. Basic details about the business;
2. Basic employment and annual gross revenue information;
3. Information on current operations including whether the business is currently closed or is providing reduced services;
4. Narrative descriptions and estimated calculations of the negative impacts on the business due to COVID-19;
5. Articles of Incorporation, or proof of business existence;
6. Information on the intended use of the grant funds.

H. CONFLICT OF INTEREST

An officer of the City will not have a personal financial interest or personally benefit financially from the business to be assisted. Minn. Stat. 471.87 and 471.88 provide guidance on conflict of interest.

I. GOVERNMENT DATA PRACTICES

Information contained in the application for assistance will become a matter of public record with the exception of those items protected under Minn. Stat. 13.591.

V. **PROGRAM GUIDELINES**

- GRANT AMOUNT
 - Actual loss (subject to total funds available and number of application submitted).
- PROOF OF NEED
 - All applicants shall be required to provide proof of financial need for grant funds prior to approval. This includes but is not limited to the previous year's annual gross revenue, average monthly gross revenue prior to COVID-19, and projected monthly gross revenue for the next two months.
- PROOF OF EXPENSES
 - Applicant shall provide proof of eligible expenses requested to be paid with grant funds (see eligible expenses in IV. A).
- DISBURSEMENT OF FUNDS:
 - Funds shall be distributed within one to two weeks after a fully executed grant agreement has been received depending on how grant recipients elect to receive funds.
- TERMINATION:
 - The BLEDA retains the right to terminate any agreement under the COVID-19 Emergency Grant Program if a grant recipient is found to be in violation of any conditions set forth in the grant guidelines or grant agreement.
- RIGHT TO DENY:
 - The BLEDA retains the right to deny any application for grant funding.

- GRANT AGREEMENT:
 - Upon a successful grant application being awarded funds, the grant recipient shall enter into a Grant Agreement with the BLEDA. Funds will not be distributed for any grant award until a grant agreement has been executed by all required parties.

- REPORTING:
 - As a condition for receiving grant funding, all grant recipients are required to submit a brief report to the BLEDA within 60-days after an executed grant agreement, specifying how the grant funds were utilized thus far and providing evidence in the form of paid invoices, statements, or similar documentation.

- FUNDING AVAILABILITY:
 - The COVID-19 Emergency Grant Program has a limited amount of funds available. Awards will be provided after an application deadline and selection process has occurred.

- INDEMNIFICATION:
 - All grant recipients shall be required to indemnify the City, the BLEDA, and any officers acting on their behalf.

VI. APPLICATION PROCESS

All applications for funding from the COVID-19 Emergency Grant Program will be accepted until 4 pm on August 5, 2020. **Applications must be physically in Big Lake City Hall by the deadline.** Applications will be required to be submitted to the BLEDA (contact information is listed below). Upon submission of an application, BLEDA Staff will review the application to ensure complete information is provided. If additional information is needed, Staff will request the needed information.

Big Lake Economic Development Authority

Attn: Hanna Klimmek, Executive Director
 160 Lake Street North
 Big Lake, MN 55309
hklimmek@biglakemn.org
 763-251-2979

Application Timeline:

Deadline	4:00 pm on August 5, 2020
Review	Week of August 10, 2020
Approval	August 17, 2020



Big Lake Economic Development Authority (BLEDA) Small Business Emergency Grant Application

Program Information: The objective of the COVID-19 Emergency Grant Program is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. Such costs may include paying fixed debts, payroll costs, accounts payable, utility payments, inventory costs, and other critical business expenses that can't be paid as a result of business interruption.

Eligibility Notes: To be eligible to receive a COVID-19 Emergency Grant, a business or non-profit must demonstrate that its operations have been negatively affected by the COVID-19 Health Pandemic.

Application Timeline:

Deadline 4:00 pm on August 5, 2020 (application must be in Big Lake City Hall by deadline)
Review Week of August 10, 2020
Approval Special BLEDA Meeting August 17, 2020

Please review and complete entire application prior to submittal.

Applicant Information

1. Business legal name:

_____ *(Name should be the officially registered name of the business entity.)*

Business operating name
(if different)

Type of Business:

NAICS Code (if available):

Business street address:

City: _____

State: _____

Zip Code: _____

Mailing address (if different):

City: _____

State: _____

Zip Code: _____

Telephone: _____

Email: _____

Business website:

2. Individual completing the application:

Name: _____

Title: _____
(Owner, Founder, CEO, General Manager, Partner, etc.)

Address: _____

Telephone: _____ Email: _____

3. Is your business registered with the Minnesota Secretary of State?

Yes No

4. Do you own the building where your business is located or have a lease for the space?

Own Lease

Applicants will need to provide a copy of a lease or statement of lease terms, mortgage statement, property tax statement, or other documentation to show site control within the city.

5. Business description (product, hours, customers, clients, number of locations, etc.), type (industry) and brief history of business:

6. What year did this business begin operating in Big Lake? _____

a. Does the business operate (have a physical presence) in another city?

Yes No

If yes, please specify other location(s): _____

7. Employment (please include all W-2 employees):

On March 1, 2020:

Full-time employees: _____ **# Part-time employees:** _____

Current:

Full-time employees: _____ **# Part-time employees:** _____

Financial Information

8. Annual gross revenue last year? \$ _____

9. Average monthly gross revenue prior to March 16th? \$ _____

10. Projected monthly gross revenue? \$ _____
(Average of next three months)

11. Estimated monthly gross revenue loss due to COVID-19: \$ _____

12. Insurance claims filed? Yes No Not Applicable

13. Evidence of submittal, acceptance, approval and/or denial of State and federal emergency financing program application. Has applicant applied for an Economic Injury Disaster Loan through the SBA, the Paycheck Protection Program (PPP) loan through the SBA, and Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED) and/ or other government financing prior to applying for this grant?

Yes No

14. Evidence of submittal, acceptance, approval and/or denial of a grant opportunity through Sherburne County. Has applicant applied for a grant through Sherburne County?

Yes No

Please explain below:

COVID-19 Impact

15. Was your business ordered to close or had to significantly reduce its operations by a State of Minnesota Emergency Executive Order in 2020?

- Yes No

16. Current operating status of business:

- open for business and/or operating online
- open for business but with reduced hours
- reduced operations and/or operating online
- closed but still operating onsite, online or remotely
- closed but products and or services redeployed to assist current health crisis
- completely closed
- Other: please explain current status of business if none of the above apply.

17. Briefly explain how the business has been impacted by COVID 19 health pandemic and/or related Executive Orders and what challenges it is facing.

18. What are your plans to reopen and/or resume operations following the COVID-19 crisis?

19. Grant amount requested _____

20. Please describe how you intend to use awarded grant funds to support your business during the COVID-19 crisis. Eligible expenses include paying fixed debts, payroll costs, accounts payable, utility payments, inventory costs, and other critical business expenses that can't be paid as a result of business interruption. Please specify eligible expenses expected to be paid with funds. Include proposed expenses requested to be paid using total amount of grant. For example: Payroll – 2 employees, 2 weeks: \$3,000, May Rent - \$2,000.

21. Is there anything else that we should be aware of in relation to your application or business?

Preference for Receipt of Funds

Upon notification of any award of funds, the City of Big Lake will issue a check.

Please choose one of the following options:

Allow 14 days for processing once application is approved and fully-executed grant agreement has been received.

Please provide payee name and mailing address:

Check payable to: _____

Mailing address: _____

Supporting Documents

The following documents must accompany an application for it to be deemed complete:

1. Evidence that you own or lease the space your business is located in. Example documentation includes: copy or statement of lease including terms, mortgage statement, property tax statement or other document to show proof of occupancy within City of Big Lake. This could also include photograph or web map street image of the business location with evidence of business signage, if applicable.
2. Proof of eligible expense requested to be paid with grant funds. This includes, but is not limited to paying fixed debts, payroll costs, accounts payable, utility payments, inventory costs, and other critical business expenses that can't be paid as a result of business interruption.
3. A W-9 Form (with signature).
4. Other supporting documentation deemed necessary by the EDA to assist in understanding the applicant's situation.

Grant Report

All grant recipients are required to submit a brief report to the Big Lake EDA 60 days after the date of the executed grant agreement, specifying how the awarded grant funds have been utilized thus far. Grant Recipients will be required to provide the following information:

Business name: _____

Business street address: _____

City: _____ State: _____ Zip Code: _____

Name and title of person completing form: _____

1. What was the total amount of grant you received? \$ _____

2. Did you utilize the funds as expected and stated in your application?

Yes

No, please explain

3. Please specify how grant funds were utilized. Include expenses and amounts up to total amount of grant. For example: Payroll – 2 employees, 2 weeks: \$3,000, May Rent - \$2,000.

4. Please describe benefits received from the awarded funds.

5. Briefly explain any ongoing business impacts from the COVID-19 pandemic:

Applicant Acknowledgements

1. The Applicant shall hold the BLEDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
2. The Applicant recognizes and agrees that the BLEDA retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
3. The Applicant acknowledges that it has read the COVID-19 Emergency Grant Program policy and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses.
4. **Financial Assistance Certification:** I hereby certify that the COVID-19 Emergency Grant Program is necessary due to business interruption as a result of the COVID-19 pandemic.

The undersigned, a duly authorized representative of the Applicant, hereby certifies the foregoing information is true, correct, and complete as of the date hereof; and agrees that:

- All proceeds from the grant will be used for eligible business expenses under the COVID-19 Emergency Grant Program;
- Applicant will file a report with the City of Big Lake within 60-days after the date of the executed grant agreement stating how awarded funds were spent;
- Applicant shall be bound by all terms and provisions of the COVID-19 Emergency Grant Program.

Name/Title of Authorized Business Representative

Signature of Authorized Business Representative

Date

ECONOMIC ASSISTANCE POLICY 9-10-2018

THE CITY OF CLEARWATER, MINNESOTA

1. The City imposes water and sewer accessibility charges (“WAC/SAC fees”) in conjunction with the construction of new residential charges.
2. An inventory of vacant residential lots exists in the City, carried over from the great recession.
3. The City believes that construction of new single-family homes on the vacant residential lots is in the best interest of the community, and will increase the tax base of the City.
4. The City further believes that development of single-family homes on the vacant lots, given current market conditions, may not occur but for the City’s grant of development assistance under this Agreement; and
5. The City wishes to adopt a program that will allow prospective permit applicants to apply for WAC/SAC fee reductions in exchange for a commitment to construct homes on currently vacant residential lots.

Based on the above, the City Council will consider WAC/SAC fee reduction requests provided they meet the following guidelines:

- a. The City will waive no more than \$2,688 per lot of the combined WAC/SAC Fees in conjunction with the construction of homes on the vacant lots
- b. The permit applicant must agree to promptly pay all fees and charges imposed by the City in conjunction with construction of dwellings on the vacant lots, and shall not otherwise be delinquent on City fees and charges in order to receive reimbursement for WAC/SAC fees.
- c. To be eligible for a WAC/SAC fee reduction, permit applicants must construct a home that will have a market value (home and land value) exceeding \$180,000 as determined by the City Building Official/City staff. An appraisal or sworn construction statement may be used to determine value.
- d. All new homes shall be connected to City water and sewer services.
- e. The permit applicants must install a 2nd water meter at each home.

Economic Development Authority - Fund 250
2021 Preliminary Budget

Revenues

<u>Account</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 YTD</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>Chg</u>
250-41200-31010	Current Ad Valorem Taxes	5,838.00	12,904.00	41,879.50	83,759.00		
250-41200-33601	Other Grants	-	-	-	-	-	
250-41200-33800	Municipal Contributions	-	-	-	-	-	
250-41200-36210	Interest Earnings	1,039.67	984.52	543.42	-	500.00	
250-41200-37310	Penalties	-	-	-	-	-	
250-41200-39350	EDA Loan Repayments	-	-	-	-	-	
Total Revenues		6,877.67	13,888.52	42,422.92	83,759.00	500.00	

Expenditures

<u>Account</u>		<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 YTD</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>Chg</u>
250-41200-100	Wages and Salaries (General)	-	-	-	3,000.00		
250-41200-101	Full Time Employee	-	-	-	-		
250-41200-121	PERA	-	-	-	-		
250-41200-122	FICA/Medicare	-	-	-	230.00		
250-41200-123	Operating Supplies	48.77	48.78	-	-		
250-41200-137	Signs & Sign Material	-	-	-	40,000.00		
250-41200-182	Bank Fees	-	-	-	40.00		
250-41200-208	Training & Instruction	-	-	-	-		
250-41200-305	Contracted Services	-	-	-	-		
250-41200-306	MDS Test Fee	-	-	-	-		
250-41200-323	Website	-	-	-	27,199.00		
250-41200-331	Travel Expenses	-	-	-	-		
250-41200-340	Advertising/Marketing	-	-	-	-		
250-41200-351	Legal Notices Publishing	-	-	-	-		
250-41200-430	Miscellaneous	-	-	-	-		
250-41200-433	Dues and Subscriptions	798.30	822.00	872.00	1,249.00		
250-41200-596	Capital Outlay - Oth Impr	-	-	-	-		
250-41200-650	Loan Fund Distribution	-	-	-	-		
250-41200-720	Operating Transfers	-	-	-	-		
250-41200-721	Contributions to Enterprise Funds	8,064.00	40,335.00	-	12,041.00		
Total Expenditures		8,911.07	41,205.78	872.00	83,759.00	-	