

COUNCIL OF THE CITY OF DIXON, ILLINOIS
SPECIAL SESSION COUNCIL MEETING
COUNCIL CHAMBERS - CITY HALL
MONDAY, OCTOBER 26, 2020
8:00 A.M.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Visitors/Public Comment
5. Motions
 - a. Discussion and possible approval of 2020 City of Dixon Small Business Grant Program (Round 2).
6. Resolutions
 - a. Amending FY2019-2020 Budget – 2020 City of Dixon Small Business Grant Program (Round 2).
7. Adjournment

The City of Dixon, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of this meeting or facilities, contact the ADA Coordinator at (815) 288-1485 to allow the City of Dixon to make reasonable accommodations for those persons.

2020 City of Dixon Small Business Grant Program (Round 2)

Guidelines and Application

Application process open: 12 pm on October 26, 2020

Applications will be accepted beginning Monday, October 26th at 12pm. The deadline to submit an application for funding is Friday, October 30th at 4pm. A Grant Committee will review applications and award grants based on the availability of funding and evaluation of the eligibility criteria and required submissions as set out below. Priority will be placed on a first come basis. Only completed applications with appropriate documentation will be considered for funding.

Program Overview

The purpose of this grant is to assist those small businesses, including restaurants and bars, within the City of Dixon that are experiencing financial hardship due to the pandemic and have been forced to close normal business operations per the Phase 4 Guidelines of Governor Pritzker's Restore Illinois Plan (the "Phase 4 Guidelines") or the Resurgence Mitigations for Region 1 ordered by Governor Pritzker and the Illinois Department of Health on October 3, 2020 (the "October 3 Resurgence Mitigations"). The maximum award a business can receive is \$3,500 for one-month of qualifying expenses.

Definitions

Brick and Mortar: A physical business address that is a separate location than the primary residence of the business owner.

Restaurant or bar: A restaurant or bar owned by a membership club or service organization shall not be eligible for the grant.

Eligibility

To be eligible for this grant, the small business, including a restaurant or bar, must meet the following criteria:

- Must have been forced to close normal business operations per the Phase 4 Guidelines (or the then applicable guidelines under Governor Pritzker's Restore Illinois Plan) or the October 3 Resurgence Mitigations.
- Operate out of a brick-and-mortar location and the business is experiencing financial hardship due to the COVID-19 mitigation measures.

- One grant award per physical address.
- Must be located within Dixon city limits.
- Must be legally capable of entering into a binding contract. A Grant Agreement with Recapture will be required that will obligate the business to repay the grant if program rules are not followed.
- Must be in compliance with the Phase 4 Guidelines (or the then applicable guidelines under Governor Pritzker’s Restore Illinois Plan and October 3 Resurgence Mitigations, as applicable. Small businesses that are not in compliance are not eligible. For example, with respect to restaurants and bars, service must be limited carryout or outdoors.
- Must NOT have received other funding from the Business Interruption Grant (BIG) or the Downstate Stabilization Grant.

Qualifying Expenses

- Rent or mortgage
- Utilities
 - Electric
 - Gas
 - Telephone
 - Internet
 - Water service
 - Garbage service

Funding

- A grant in the maximum amount of \$3,500 may be awarded to pay one month of qualifying expenses.
- The grant is intended to be funding of last resort.

Funding Sources

- The City of Dixon is allocating \$50,500 to this grant. By law, these funds may only be allocated to businesses located within the corporate city limits of Dixon.

Grant Committee

The Grant Review Committee will consist of two (2) City Council members, the Dixon City Manager, Dixon Assistant City Manager, the Dixon Finance Director, and the Executive Director of the Dixon Chamber of Commerce and Main Street. Grant applications must meet the “eligibility” requirements and receive a majority “yes” vote from the committee. Completed Grants will be awarded on a first-come basis until the total grant fund allocation is gone.

FOR FURTHER INFORMATION and TECHNICAL ASSISTANCE:

For businesses in Dixon, please contact Mary Oros, Dixon City Councilwoman mary.oros@discoverdixon.org or Jeremy Englund, Executive Director of the Dixon Chamber of Commerce and Main Street Jeremy.englund@dixonnow.com

2020 City of Dixon Small Business Grant Program (Round 2)

Servicing Dixon, IL
Application

Please complete the entire application and attach additional documents as needed. The completed application should be returned to: heather.mccarter@discoverdixon.org

Applicant Name / Title	
Business Name	
EIN Number	
Business Address	
Phone Number	
Email	
Grant Amount Requested (Not to exceed \$3500)	

Describe your funding objective. Include a detailed narrative on why the applicant is requesting funding assistance and how the award of this grant will impact future business endeavors and profitability. (Attach additional pages to this application if needed)

Give a brief narrative of your business operations.

Has your small business been forced to close normal business operations or are you a restaurant now limited to serving food for consumption off-premises?

- Yes No

Do you operate your small business out of a brick-and-mortar facility separate from your primary residence?

- Yes No

Are you currently complying with the Phase 4 Guidelines (or the then applicable guidelines under Governor Pritzker’s Restore Illinois Plan) or the October 3 Resurgence Mitigations, as applicable?

- Yes No

Do you agree that you will comply with the Phase 4 Guidelines (or the then applicable guidelines under Governor Pritzker’s Restore Illinois Plan or the October 3 Resurgence Mitigations, as applicable, for the duration of the one month period in which qualifying expenses are incurred?

Have you been awarded or received funding from the Business Interruption Grant (BIG) or the Downstate Stabilization Grant?

- Yes No

If you receive this grant, do you feel you will be able to remain open for at least 6 months? Use the space below if you need to explain further

- Yes No

If you receive this grant, which of the following qualifying expenses will the funds be used for?

Rent or Mortgage

Yes No

Electric Bill

Yes No

Gas Bill

Yes No

Water Bill

Yes No

Telephone Service

Yes No

Internet Service

Yes No

Garbage Service

Yes No

Please include the following with your application:

1. Applicant W-9
2. Most recent documentation of ALL EXPENSES that you are requesting funding for such as bills/invoice statements, and/or lease or mortgage statement.

CITY OF DIXON BUSINESSES ONLY

GRANT AGREEMENT WITH RECAPTURE

THIS AGREEMENT (this “Agreement”) is made and entered into this ____ day of _____, 2020 (the “Effective Date”), by and between the CITY OF DIXON, an Illinois municipal corporation (the “City”) and _____ (the “Recipient”).

RECITALS:

WHEREAS, an outbreak of a novel coronavirus, referred to as COVID-19, has emerged globally and spread throughout the United States of America and the State of Illinois, resulting in the declaration of a pandemic by the World Health Organization; and

WHEREAS, in response to the pandemic, the Governor of the State of Illinois has declared a state of emergency and has further issued a series of executive orders directing certain mitigation measures ; and

WHEREAS, such measures includes the Phase 4 Guidelines of the Governor’s Restore Illinois Plan (the “Phase 4 Guidelines”) and the Resurgence Mitigations for Region 1 ordered by Governor Pritzker and the Illinois Department of Health on October 3, 2020 (the “October 3 Resurgence Mitigations”); and

WHEREAS, the Mayor and City Council of the City are mindful of the economic impact of COVID-19 on small businesses within the City, in particular, due to the requirements to comply with the Phase 4 Guidelines and the October 3 Resurgence Mitigations, and have created a Small Business Grant Program (the “Program”) to aid such businesses with certain Qualifying Expenses (as such term is described in the Program Guide, a copy of which is attached to this Agreement); and

WHEREAS, Recipient is the owner of a qualifying small business located within the City (the “Business”) and has applied for a grant through the Program, and the City has approved such application.

NOW, THEREFORE, the parties, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

1. **Incorporation of Recitals.** The Recitals set forth in the preambles to this Agreement are true and correct and are hereby incorporated into this Paragraph 1 as if fully set forth herein.
2. **Term; Grant Amount.** The term of this Agreement (the “Term”) shall commence on the Effective Date and continue for a period of one (1) month. Upon the execution of this Agreement, City shall cause the disbursement of the proceeds of a grant to Recipient in the amount of \$_____ (the “Grant”). Payment shall be made by check payable to the order of the Recipient.
3. **Grant Requirements.** Recipient agrees that it shall utilize the Grant solely for the payment of Qualifying Expenses in connection with the “brick and mortar” location of the Business as described in the Program Guide.

4. Representations of Recipient. In connection with the Grant, Recipient represents and warrants that:

(a) the Business has a physical “brick and mortar” location within the City that is other than the primary residence of the owner of the Business;

(b) the Business is an eligible small business within the meaning of the Program that is financially impacted by, and in compliance with, the Phase 4 Guidelines (or the then applicable guidelines of Governor Pritzker’s Restore Illinois Plan) and the October 3 Resurgence Mitigations, as applicable;

(c) the Qualifying Expenses are not otherwise covered by proceeds of the Business Interruption Grant (BIG) or the Downstate Stabilization Grant ;

(d) the Grant is necessary for the payment of Qualifying Expenses and that, absent the Grant, Recipient would be unable to make such payments;

(e) the Business shall provide such information as may be requested by the City to document compliance with the requirements set forth in the attached Program Guide and the terms of this Agreement.

(f) the Business will adhere to the Phase 4 Guidelines (or the then applicable guidelines of Governor Pritzker’s Restore Illinois Plan) and the October 3 Resurgence Mitigations, as applicable, for the duration of the one month period during which Qualifying Expenses are incurred.

5. Breach of Grant Requirements; Recapture. In the event of Recipient’s breach of this Agreement or of any of the representations and warranties of Recipient made herein, Recipient agrees to repay the Grant to City, within thirty (30) days of demand (the “Recapture Payment”). The Recipient shall also pay to the City within thirty (30) days of demand the amount of all expenses paid or incurred by the City, including reasonable attorneys’ fees and court costs, in pursuit of the Recapture Payment. The provisions of this section shall survive the termination of this Agreement and the payment of the Recapture Payment.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

CITY OF DIXON

By: _____

Its: _____

RECIPIENT:

By: _____

Its: _____

RESOLUTION NO. _____

**RESOLUTION AMENDING 2020-2021 BUDGET
(City of Dixon Small Business Grant Program)**

WHEREAS, pursuant to 65 ILCS 5/8-2-9.6, the City Council may amend the annual budget of the City of Dixon by a vote of two-thirds of the corporate authorities then holding office; and

WHEREAS, pursuant to 65 ILCS 5/8-1-2.5, the City Council may appropriate and expend funds for economic development purposes including the making of grants to any commercial enterprise that are deemed necessary or desirable for the promotion of economic development within the municipality; and

WHEREAS, the City Council has reviewed the needs of the City of Dixon and deems it advisable and in the best interests of the City of Dixon to amend the budget for fiscal year 2020-2021 by amending line items within the Economic Development Department budget to accommodate the distribution of economic development grants to small businesses to ameliorate the effects of the COVID-19 crisis; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dixon that the Finance Director of the City is hereby authorized and directed to amend the budget for fiscal year 2020-2021 by increasing the line item for "Grant Expense" within the Economic Development budget by \$50,500.

BE IT FURTHER RESOLVED that the City Council finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by reference.

BE IT FURTHER RESOLVED that all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from and after the date of its passage and approval, and publication as required by law.

This Resolution read and approved this 26th day of October 2020.

Mayor

Attest:

City Clerk