

**City of Oconomowoc
Special Utility Committee**

Aldermen: Kowieski, Chairman / Mulder, Secy / Zapfel

**Tuesday September 15, 2020 - 5:45 PM
City Hall - Conference Room 3**



Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Clerk's office at least 48 hours in advance to request adequate accommodations. Tel: 569-2186

- 1. Call to Order, Roll Call and Confirmation of appropriate Meeting Notification**
- 2. Committee Business**
 - a. Consider/act on Covid-19 Small Business Grant Program
- 3. Adjourn**

Diane Coenen, City Clerk
City of Oconomowoc

Members of other City governmental bodies (boards, commissions, committees, council, etc.) may attend the above noticed meeting of the Utility Committee to gather information. The only action to be taken at the above noticed meeting will be action by the Utility Committee. Utility Committee members should notify the City Clerk's Office at 569-2186 if they are unable to attend.



MEMORANDUM

DEPARTMENT - ELECTRIC UTILITY

Date: 09/10/2020
To: Utility Committee
From: Joe Pickart, Utility Manager
Re: Consider Act on Covid-19 Relief Fund Small Business Grant Program

RELATES TO THE STRATEGIC PLAN

Strategic Goal- III Focus on Economic Development

BACKGROUND

WPPI Energy, a partner of Oconomowoc Utilities, made available to its members grant monies to assist in Covid-19 relief funding. Oconomowoc Utilities is accepting the sum of \$23,500 from WPPI and is adding \$500 to provide a total of \$24,000 to Economic Development and Oconomowoc Responds for disbursement to area small businesses. This grant program is designed to benefit area businesses impacted by the Covid-19 pandemic of 2020.

ADDITIONAL ANALYSIS

The Covid-19 Relief Fund grant outline and application have been developed and are attached for review. Each eligible small business may apply for and be granted the sum of \$1,000 to be used to assist in recovery from restrictions imposed during the pandemic. Economic Development will manage the applications and disbursement of funds.

FINANCIAL IMPACT

Funds made available are in the form of a donated grant from WPPI in the amount of \$23,500 with additional \$500 provided by the Utility's community contribution accounts

RECOMMENDATION

Staff recommends approving the Covid-19 Relief Fund Small Business Grant Program

SUGGESTED MOTION

Motion to approve the Covid-19 Relief Fund Small Business Grant Program

The City of Oconomowoc and Utility and Oconomowoc Responds COVID-19 Relief Fund (the “Relief Fund”) is a public-private grant program through the efforts of Oconomowoc Responds, the City of Oconomowoc, and Oconomowoc Utilities. It is designed to benefit locally owned and operated small businesses directly impacted by restrictions imposed on operations during the pandemic of 2020.

Grant Amounts

The Relief Fund will provide discretionary funds of up to \$1,000 for those businesses in operation prior to March 1, 2020.

Eligibility

Restaurants and retail businesses affected by the COVID-19 pandemic and the safer-at-home mandates at any employment level beyond a single employee operation.

Other small for-profit businesses* which employ on average not less than 1 to not more than 10 full time equivalent employees based on 30 hours per week.

* Those not eligible are businesses not serviced by the Oconomowoc Utilities or with parcels outside the taxing boundaries of the City of Oconomowoc, service organizations, non-profits, property management companies, businesses beginning operations after March 1, 2020, and businesses that have been subjected to criminal or civil fines and penalties including those from local city code or regulatory violations. Businesses must be current with the State of Wisconsin Department of Financial Institutions as well as expense payments, taxes, and utilities due prior to March 15, 2020 prior to applying.

Timing

The program application process will be on a first come, first served approach and is open ended until funds are depleted or it is determined there is no longer a need for this recovery support. The funding cooperative is attempting to make the grant application as simple and as quick as possible.

Application Process

CLICK HERE FOR THE APPLICATION

PDF of application is available for hard copy submission. Please note that because funds are distributed on a first come-first served basis, paper application process could delay submission and approval process. PDF applications should be submitted to: business@oconomowoc-wi.gov or dropped off at Oconomowoc City Hall, 174 E. Wisconsin Ave., Oconomowoc, WI 53066.

Those applying will be required to provide the following information.

Business Summary – Please provide all information required. The review team reserves the right to require an up-to-date business plan, credit reports, or proof of other expenses for all requests. At a minimum, business summaries should include:

Contact information and physical address of each facility of the applicant

Authorized majority owner and FEIN or Social Security number

Date of establishment

Include the number of full-time employees (based on 30 hours)

History of the business and demonstration of why the Small Business COVID-19 grant assistance is needed (attach documents as needed)

Narrative of how the grant will positively impact your business and other factors that should be considered in evaluating this request (e.g., impact on Wisconsin suppliers, national/international sales, and other prospects for future expansions, etc.)

Required documents including:

Jan-March 2020 paid utility bills (electricity/water/sewer)

Proof of paid rent/mortgage Jan-March 2020

Budget of the planned use of the funds requested

Evidence that you are in good standing with the State of Wisconsin Department of Financial Institution. Forms may be found at: <https://www.wdfi.org/apps/CorpSearch/Search.aspx?> A screen print will be an acceptable form of documentation. Not applicable to sole proprietors and partnerships.

Businesses must be current with the State of Wisconsin Department of Financial Institutions as well as expense payments, taxes, and utilities due prior to March 15, 2020 prior to applying.

Digital signature of the authorized representative of the business applying.

If you have any questions regarding the Small Business Covid -19 Relief Fund please email: business@oconomowoc-wi.gov or call (262) 569-2185.



COVID-19 SMALL BUSINESS GRANT APPLICATION

Eligibility: Any retail, restaurant, or service business within the City of Oconomowoc area is eligible to apply. To determine if you are in the City of Oconomowoc boundaries visit:

[City of Oconomowoc Map](#)

Use of Grants: Funds may be used for either rental or utility assistance, or to meet operating expenses.

How to Apply: Mail completed applications along with required documentation to:

Business@oconomowoc-wi.gov

Review Process: Applications will be accepted until August ??, 2020. Businesses will be notified within five business days on the status of their application.

Contact Name: _____

Business Name: _____

Business Address: _____

Phone Number: _____

Email: _____

Amount Requested (max \$?,???): _____

Intended Use of Funds:

- Rent
- Utility Payments (Sewer, Water & Electric)
- Other Operating Expense: Describe: _____

How has your business been impacted by COVID-19:

Tell us a little bit more about your business:

Business type: Retail Restaurant Service

Brief description of your business: _____

of Employees on December 31, 2019: _____ (full-time) _____ (part-time)

of Employees on March 30, 2020: _____ (full-time) _____ (part-time)

Annual Sales Revenue in 2019: _____

What is your gross annual income? _____

Do you rent or own your property? Rent Own

Monthly Rent or Mortgage payment: _____

Required Documentation:

- If applying for rent assistance you must submit this form with a copy of your lease, along with a signed W9 form.
- If applying for operating cost assistance you must submit this form with a copy of the obligation intended to assist with.
- If awarded a grant you will be required to provide proof of payment along with a signed letter from the property owner indicating they are aware that the business received a grant through the City of Oconomowoc. You will have 30 days to provide this documentation.

Send all documents to: business@oconomowoc-wi.gov Applications will be reviewed as they are received. Businesses will be notified of their application status within five business days.

For Reviewers:

Date: _____ : _____ Documentation Provided: Yes No

Notes: _____

Reviewers Name: _____ Approval Status: _____ Amount: _____