

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
April 7, 2020**

Pursuant to Executive Order 2020-07 signed by Governor Pritzker and Guidance Provided by Legal Counsel, the Village of Oswego may conduct all or portions of this meeting by use of telephonic or electronic means. Instructions on public access to this meeting are available through the link within the agenda.

CALL TO ORDER

President Troy Parlier called the meeting to order at 6:03 p.m.

ROLL CALL

Board Members Physically Present: President Troy Parlier and Trustees James Marter, Terry Olson, Luis Perez and Brian Thomas.

Board Member Attended Electronically: Trustee Pam Parr, Judy Sollinger

Staff Physically Present: Dan Di Santo, Village Administrator; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Mark Horton, Finance Director; Julie Hoffman, Community Engagement Coordinator, Special Events; and Joe Renzetti, IT/GIS Director.

Staff Attended Electronically: Christina Burns, Asst. Village Administrator; Jennifer Hughes, Public Works Director; Rod Zenner, Community Development Director; Corinna Cole, Economic Development Director; Karl Ottosen, Village Attorney; and Ryan Morton, Village Attorney.

PUBLIC FORUM

Public Forum was opened at 6:03 p.m. There was no one who requested to speak; the Public Forum was closed at 6:03 p.m.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

G.1. COVID-19 Crisis Small Business Financial Assistance Programs

Director Cole addressed the Board regarding small business financial assistance programs. She provided an overview of the proposed measures for responding to the urgent needs of our small business community, the Village's response to Oswego businesses and the Federal and State resources available.

- Organized phone outreach to at least 200+ businesses
 - Asking how the business is impacted by the situation
 - Taking note of the impact
 - Offering to connect those businesses with follow up assistance
- Outreach campaigns to:
 - Restaurants, bars, and hospitality businesses
 - Pharmacies
 - Health care providers, senior centers, and childcare centers
 - Businesses in industrial parks
 - Planning for more outreach to other businesses
 - Mass emails sent
 - Chamber has been an excellent source of information
- Follow-up via email with links to resources and additional contact information

- Follow up calls and emails from businesses that need more direct assistance
- Page on Oswegrow for COVID-19 resources
 - Contains up to date information
 - Posted a new COVID 19 financial assistance guide
 - ✓ Outlines the programs that are available to Oswego businesses
 - ✓ Federal government has rolled out significant assistance to the business community
 - Economic Injury Disaster Loans and Forgivable Loan Advance (IDEL)
 - Pre-COVID19 loan product used by the SBA (Small business Administration) to provide loans to small businesses for their lost revenue during a crisis
 - Businesses can apply for an advance of \$10,000, which is forgivable even if the business is not approved for the loan
 - Payroll Protection Plan (PPP)
 - New and well-funded with \$349 billion
 - Allows small businesses to receive loans of up to 8 weeks of broadly defined payroll expenses
 - Principal of those loans may be forgiven, if used for payroll costs
 - Many different types of businesses are eligible
 - Administered through banks who are approved SBA lenders
 - Payroll tax credits and SBA bridge loans and existing SBA loan debt relief
 - ✓ State level
 - Small Business disaster loans of up to \$50,000
 - Opportunity for hospitality businesses, such as hotels, bars and restaurants to apply for a grant to offset losses; deadline passed on April 1st
 - Downstate Stabilization Grant
 - provides working capital grants to qualifying businesses of up to \$25k
 - program re-packages Community Development Block Grants and requires the local unit of government to apply to the State on behalf of qualifying businesses
 - has many requirements for both the business and the Village
 - Village will have to pass a Fair Housing Resolution and complying with other requirements
 - Staff working with my colleagues, throughout the county, to vet the program
 - ✓ Local level
 - Grants
 - Marketing grant to the Downtown Association; \$3,000 for during the crisis and \$3,000 for promoting awareness afterwards; funds from the TIF District Economic Incentive Award fund
 - Rent Assistance Loan Program
 - Eligible businesses may apply for up to 50% of their monthly lease value; up to \$5,000 for 2 months, or 50% of 1 month up to \$2,500 (whichever is less)
 - Only small businesses, that had to close due to the disaster or substantially reduce daily operations, can apply
 - Businesses must be in good standing with the Village, be able to demonstrate reduced hours/operation and have an existing lease with a remaining 6-month duration; landlord must give assurance in writing that tenant is in good standing
 - Repayment will be spread out over 6-month period, proposed low interest rate 2%; collateral waived; may be retroactive to the stay-at-home order
 - Must be able to demonstrate they can make the remaining payment and have firm plans to reopen
 - Total: \$50K
 - Restart Loan Program
 - Up to \$5,000 in ramp up costs for businesses that had to close or substantially reduce hours/operations during the stay-home closure
 - Eligible costs may include purchase of additional inventory, early payroll costs, some marketing expenditures, etc.
 - Business can have no more than 10 full-time equivalent employees prior to the crises; must have been in operation for 2 years prior to the application; applicant must be in good standing with the Village

- Loan may not be used for capital costs; all costs must be documented by the business; half up-front and half after to address cashflow; non-retroactive to cost before/during stay-at-home order
- Term of loan 12-month period; low interest rate 2% proposed; collateral waived
- Total: \$50k
- Loan repayment holiday for the existing borrowers from the RLF
 - Will not be required to make payments and will not accrue additional interest
 - Payments will resume one calendar month after the Stay at Home Order has been lifted to allow for normal business to resume
 - Missed payment(s) will be added to the length of the loans
- Transfer the remaining \$29,000 of the Economic Incentive Award fund to the Revolving Loan Fund
 - New non-committed loan fund balance will be \$203,000 and will be available for future loans; including new programs as needed

Board and staff discussion focused on federal and state programs are better funded than what the Village can currently offer; must assist businesses in accessing resources; local executive orders have addressed help for businesses; who will benefit the marketing grant for the downtown; promotes brand awareness; being creative; whether a marketing plan needs to be submitted; print ads; Facebook ads; search engine optimization when they re-open; grant can only be used for the downtown; anything the Village can do to help is good; not knowing what's next; built in flexibility; how a partial lift of the State at Home Order will affect the loan holiday; help is being provided for completing forms for programs; first time the federal government has provided a program so fast; AACVB has created a website that links to Oswego, has a targeted mobile app program, is working with the Chamber and Kendall County GIS, is helping promote online classes, taking the lead with local hotels and is working on providing technical assistance for the hotels; whether funds can be shifted around or more funds added; restart loans could be helpful; rent assistance; more working capital; whether outstanding receivables are having to be repaid; whether to proceed with some or all of the local assistance initiatives. There was no further discussion.

G.2. Discuss FY 21 Budget

Board and staff discussion focused on 2021 budget is intact; heavily dependent on sales tax; expenses are 15% less; \$1.65 million surplus at end of the year; sold two properties this year; not included in the budget; MFT funds; whether the Village will be getting the grant money from legislators; waiting to get reimbursed; FEMA reimbursements and how much the Village may receive; expense accounts that haven't been spent; \$243,000 revenue savings; 50% cut for accounts where 50% of the account has not been spent; 25% cut for accounts where 25% of the account has not been spent; delaying capital improvement projects; reserves; move forward with budget and adjust going forward; fiscal year ends on April 30th; higher market should benefit the Village; market will affect the FY22 budget; will know more in the Fall; non-essential list; entertainment venue is still in the budget; road maintenance; oil prices are at the lowest now; Phase 2 & 3 of Wolf's Crossing; need to get moving on the Wolf's Crossing to protect the \$2.5 million; Washington St. traffic lights; what the hurry is on the entertainment venue; have three years; potential of getting money from the CARES Act; lot next to the new PD was purchased for future public use; potential cuts; don't have data on what is going to happen in two months; identifying additional funding; \$5 million to Hudson Reserve for public improvements and land acquisition; worry about optic issues with the entertainment venue; needing a solution; venue is still in process; still need to do steps and keep it going; can be delayed a year; include in the capital plan; architect contract for the venue to be brought to the Board for approval at the April 21st Board meeting; working for several months on the design; Board will vote on whether to go out to bid for construction; \$750,000 budgeted for the venue; simple community stage and park like setting; \$750,000 now instead of \$1.5 million later; return on investment for the venue; concerned about the venue; safety nets at each step; bulk of \$750,000 is the construction; never asked to vote on a project that the Board does not have enough information on; community concert venue and not a money making venue; will not be a money maker for the Village; bringing acts and operational help discussed as a possibility; community amenity; Village staff would be responsible for the upkeep of the venue; venue near where Metra is going in; concerts will not be held every Friday and Saturday; forecasting what will be good for the community; venue project to be kept in the budget; whether the Village still needs to pay \$40,000 to the Senior Center since they are closed; \$10,000

payments are made quarterly; next payment due in June; will not write check without consulting the Board; haven't heard of any changes at the Senior Center; consulting budget; new IT employee starts on Monday; need IT right now with everything going on; oil prices; fuel prices are up; engineering contract at next meeting; \$1.3 million letting shortly; reduction in operating costs due to crisis; local and state projects; Finance Director to keep Board posted on trends; some construction projects pulled on private side; vigilant about watching budget and staying on top of it; before COVID-19, TRF and MFT dropped; 19 cents fixed; 2.5% sales tax; MFT right on budget; anticipated a drop in MFT; revenues still strong. There was no further discussion.

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

The meeting adjourned at 7:32 p.m.

Tina Touchette
Village Clerk