



NOTICE AND AGENDA

**NOTICE IS HEREBY GIVEN
THAT A COMMITTEE OF THE WHOLE MEETING**

WILL BE HELD ON

April 21, 2020

6:00 PM

Location: Oswego Village Hall

MEETING INFORMATION

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 without a physical quorum present in the Boardroom. Instructions on public access to this meeting are available through the link within the agenda.

[Electronic Meetings and Public Comment Instructions.docx](#)

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. CONSIDERATION OF AND POSSIBLE ACTIONS ON ANY REQUESTS FOR ELECTRONIC PARTICIPATION IN MEETING**
- D. PUBLIC FORUM**

Posted:
Date: _____
Time: _____
Place: _____
Initials: _____

Tina Touchette
Village Clerk

E. OLD BUSINESS

F. NEW BUSINESS

F.1. Update on COVID-19 Small Business Financial Assistance Programs

[Memo_UpdateCovid19_FinancialAssistancePrograms_April15.docx](#)

G. CLOSED SESSION

- G.1. a. Pending and Probable Litigation [5 ILCS 120/2(c)(11)]
- b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Personnel [5 ILCS 120/2(c)(1)]
- c. Collective Bargaining, Collective Negotiating Matters, Deliberations Concerning Salary Schedules [5 ILCS 120/2(c)(2)]
- d. Sale, Lease, and/or Acquisition of Property [5 ILCS 120/2(c)(5) & (6)]
- e. Security Procedures and the Use of Personnel and Equipment to Respond to an Actual, Threatened, or a Reasonably Potential Danger to the Safety of Employees, Staff, the Public, or Public Property [5 ILCS 120/2(c)(8)]

H. ADJOURNMENT



Tina Touchette,
Village Clerk

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Website: www.oswegoil.org

April 16, 2020

In March, Illinois Gov. Pritzker announced a temporary change to the state's Open Meetings Act that waives the requirement that a physical quorum of elected officials be present to hold a public meeting. Remote participation for elected officials, staff, and the public is expected to continue until the order is lifted.

The Village of Oswego will hold its regularly scheduled Committee of the Whole and Village Board meetings on Tuesday, April 21st, with changes to allow elected officials, staff, and the public to participate remotely in compliance with the statewide Stay at Home Order. The Committee of the Whole will meet at 6 p.m. on Tuesday, April 21st. The Village Board meeting begins at 7 p.m. (or immediately following the Committee of the Whole meeting). Village Hall will be opened for the meeting; however, residents are strongly encouraged to watch or participate remotely. Here's how:

How to watch meetings live:

Visit www.oswegoil.org/government/village-board/agendas.aspx. Scroll down to Upcoming Events. Once the meeting begins, an *In Progress* link will appear. Click on it to watch the meeting.

To give a comment at the meetings, you have multiple options:

- Email your comment to publiccomment@oswegoil.org by 4 p.m. on the day of the meeting. Your comment will be read aloud during the Public Forum portion of the Village Board meeting by a Village staff member.
- Join our webinar by video. Visit StreamUS.oswegoil.org. If you access the video webinar on a smart phone, you'll be prompted to download the Zoom app.
- Join our meeting by phone call. Call (312) 626-6799 just prior to the meeting. When prompted, enter passcode **508 193 215** from your phone. You'll then hear the audio of the meeting through our webinar service.

Residents are strongly encouraged to stay home and participate remotely, however, they may also attend meetings in person at Village Hall. If attending, members of the public are required to stay six feet from any other person. As always, those giving public comment are asked to fill out the Public Participation form and abide by the Village's civility code, which is available on the Village's [website](#).

Thank you,
Tina Touchette, RMC, CMC
Village Clerk

AGENDA ITEM

MEETING TYPE: Committee of the Whole

MEETING DATE: April 21, 2020

SUBJECT: Update on COVID-19 Small Business Financial Assistance Programs

ACTION REQUESTED:
 Discussion of the Oswego response to the COVID-19 crisis and its impact on small businesses

BOARD/COMMISSION REVIEW:
 N/A

ACTION PREVIOUSLY TAKEN:

Date of Action	Meeting Type	Action Taken
04/21/20	COW	

DEPARTMENT: Economic Development

SUBMITTED BY: Corinna Cole, Economic Development Director

FISCAL IMPACT: TBD

BACKGROUND:

At the Committee of the Whole on April 7th, 2020, the Village Board voiced support for the repurposing of economic development funds to assist small businesses adversely impacted by the COVID19 crisis. Director Cole also discussed available Federal and State programs and stated she would keep the Village Board apprised of Village efforts to help Oswego businesses.

DISCUSSION:

Since the April 7th Committee of the Whole, the Village has proceeded with the marketing grant to the Downtown Association and the implementation of the two loan programs.

- Marketing grants to the Oswego Downtown Association: The Downtown Association has purchased several print ads in local papers, is creating a promotional video, and is proceeding with a Facebook ad campaign.
- Loan Programs: The Rent Assistance and Restart Loan application went live on April 14th. By 8pm the same day, a dozen businesses had begun their applications.

Below is a summary of the two loan programs:

- Rent Assistance Loan Program: This loan is designed to assist small businesses struggling to pay rent because of a temporary business closure or because of substantially reduced revenue due to the COVID-19 pandemic. Eligible businesses may apply for up to 50% of two months of lease payments, or up to \$5,000, whichever is less; or, 50% of one month of lease payments, up to \$2,500, whichever is less. The loan is retroactive to rent costs from March 13th onward. Eligible applicants must have at least six month's duration on their lease
 - Restart Loan Program: This program is designed to assist small businesses re-open or ramp-up business operations after a temporary closure or substantially reduced hours due to the COVID-19 pandemic. The loan provides up to \$5,000 in working capital for costs such as purchase of inventory, early payroll costs, some marketing expenditures, etc. The loan may not be used for capital costs.
 - Common terms and conditions: Both loan programs prescribe a 2% interest rate with no collateral required. The business must have a two-year operating history, and no more than 10 full time equivalent prior to March 13th. Businesses must demonstrate financial need, provide operational projections, be in good standing with the Village, and have a plan for reopening. The loan repayment term is no more than 12 months.
- Downstate Stabilization Grant: Also discussed at the April 7th meeting, the Downstate Stabilization Grant ("DSG") is a State managed program which uses federal Housing and Urban Development ("HUD") Community Development Block Grant ("CDBG") funds. The DSG requires the local government, in this case the Village, to apply on behalf of a business to the State. The grant would then pass from the State through the Village to the business

To receive any CDBG funds, HUD requires the recipient local government to pass a Fair Housing Resolution, which staff will present to the Board at tonight's meeting. Passing the resolution will not require the Village to pursue the Downstate Stabilization Grant; however, it keeps open the possibility and shortens the application process should staff decide that the DSG is an effective program for Oswego businesses. Staff is still researching the various requirements of the grant.

RECOMMENDATION:

Staff recommends discussion and the business assistance programs

ATTACHMENTS:

N/A