

NOTICE

ECONOMIC DEVELOPMENT AUTHORITY MEETING

There will be a public meeting of the Economic Development Authority (EDA) in and for the City of Albany, Stearns County, Minnesota at 6:30 o'clock in the evening on Thursday, August 20, 2020, in the Council Room at 400 Railroad Avenue for the said City.

AGENDA

1. Appointment of Chairman and Acting Chairman
2. Act on minutes of February 20th
3. CARES Act funding update
 - Allocation of funds to the City.
 - i. Necessary expenditures incurred by City due to the public health emergency (March 1st – December 30th)
 - Small business relief program
 - i. criteria and application (Stearns Co. HRA)

Tom Schneider
Clerk/Adm.

Pursuant to due call and notice thereof a meeting of the Economic Development Authority (EDA) in and for the City of Albany, Stearns County, Minnesota, was called to order by Chairman Mayor Tom Kasner at 6:30 o'clock in the evening on Thursday, February 20, 2020, in the Council Room at 400 Railroad Avenue for the said City.

Other EDA Board members present for the meeting were: Councilor John R. Harlander, Jon Stueve, and Paul Wellenstein. Todd Horton was absent.

Chairman Mayor Tom Kasner called for any additions or corrections to the minutes of the meeting December 5, 2019 and hearing none declared them approved.

Catherine Wolf and Rachael Buttweiler, Montessori on Main, 521 Railroad Avenue, were present for the meeting.

Ms. Wolf appeared before the Board to present to the Board a Business Assistance application for a Commercial Rehabilitation Deferred Loan/Grant (CRDL) to be reimbursed for the following building efficiency improvements: asbestos abatement, new electric, new HVAC, and a front door. Ms. Wolf noted the cost of the improvements per bid estimates received is \$59,000+/. Ms. Wolf noted the following additional improvements will be done to the building: 1) storefront awning will be removed due to poor condition, 2) new door to be installed on the east storefront similar materials to the adjoining door installed by the neighboring property owner last year, and 3) wood painted white above the awning will be re-painted to a natural wood grain appearance. Mr. Harlander noted re-painting existing painted wood exterior will require on-going maintenance and questioned if covering the wood with a decorative metal would be a better option. Mr. Schneider noted other buildings on Railroad Avenue have used black brake metal to cover wood exteriors or added stucco, but stucco can require future maintenance too. Mr. Stueve questioned if the metal roof cap could be re-painted. Ms. Wolf noted there were no plans to paint the metal roof cap and all the improvements are necessary to bring the building up to code so it can be insurable. Ms. Wolf also noted a sign would be installed on the front of the building in the future and their plans are to open in the fall of 2021. After due discussion, a motion was made by John R. Harlander and seconded by Jon Stueve to recommend to the Council the application for a Commercial Rehabilitation Deferred Loan/Grant (CRDL) submitted by Montessori on Main be approved as follows:

- The total of the improvements if \$59,000+/- or the EDA's share to be \$24,999, the maximum.
- The awning on the front of the building shall be removed.
- The painted "white" wood storefront may not be repainted, but replaced with a decorative metal; whereas installation would include non-exposed fasteners.
- Remove pop machine from west building entrance.
- Owner shall comply with building code requirements consistent with the use of building.
- Remove wood painted "blue" storefront on the east side of the building and replace with a new door to match the adjoining door installed in 2019.
- The metal roof cap on the front of the building to be painted if possible.
- Improvements related to, but not limited to, increase tax base, new main entrance door, asbestos removal, new HVAC, and new electric. Improves efficiencies of building. A large capital investment on Railroad Avenue. The goals of the program are to improve the useful life of a building and keep downtown vital.

- The request meets the City's 2014 Criteria for Business Subsidy.
- Upon completion, applicant to submit to City evidence of payment to contractor(s) and completion of aforesaid improvements prior to the City releasing EDA funds.
- The loan is a deferred loan that will be forgiven after seven years if the applicant maintains ownership of building. A Deferred Loan Payment Agreement will be executed. A 1099-C will be issued to the applicant and a satisfaction of mortgage upon completion of the said Agreement.

Chairman Tom Kasner adjourned the meeting at 7:00 PM.

Tom Schneider
Clerk/Adm.

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CITY OF ALBANY

COVID-19 EMERGENCY GRANT PROGRAM POLICY

I. INTRODUCTION

Small businesses are integral and vital to the economic and social fabric of the City of Albany (City). Accordingly, the City, through its EDA, has determined to offer locally owned and operated businesses, within the community. The COVID-19 Emergency Grant Program is administered by Stearns County.

II. OBJECTIVES

The objective of the COVID-19 Emergency Grant Program is to support local small businesses in order to ensure the viability of the businesses as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations.

III. GENERAL CRITERIA

A. ELIGIBLE EXPENDITURES

The COVID-19 Emergency Grant Program may be used for:

1. Mortgage and rent payments for the principal place of business;
2. Vehicle and equipment leases;
3. Utility payments;
4. Property, casualty and liability insurance during full or partial closure;
5. Purchase of PPE, sanitizing products and other social distancing measures;
6. Cost of perishable inventory disposal due to required closures;
7. Paying other costs related to interruption of the business caused by the pandemic.

B. ELIGIBLE BUSINESS DETAILS

To be eligible to receive a COVID-19 Emergency Grant, a business must demonstrate that its operations have been directly and adversely affected by the COVID-19 Health Pandemic and/or that it operates in a category named in Executive Orders 20-04 and 20-08. All applicants must meet the following criteria:

1. Was "in business by March 1, 2020"

2. Has no more than 50 FTE (full-time equivalent) employees at the location address. Special consideration may be given to businesses which utilize independent contractors and sole proprietors within their business;
3. Must have a physical address within the City.
4. Must be a legal entity registered with the Minnesota Secretary of State, and be in good standing;
5. Must be current on property taxes as of July 15, 2020

C. INELIGIBLE BUSINESSES

1. Corporate chains, multi-state chains.
2. Businesses that primarily sell pawned merchandise, guns, tobacco or vaping products.
3. Businesses that primarily generate revenue from gambling activities and businesses that generate any part of income from adult-oriented activities.
4. Businesses that derive income from passive investments; business-to-business transactions; real estate transactions; property rentals or property management; billboards; or lobbying.

IV. PROGRAM GUIDELINES

➤ GRANT AMOUNT SHALL BE BASED UPON THE FOLLOWING:

- The number of employees
- The number of eligible applications
- Consideration of need
- Grants will not exceed the amount of eligible expenses requested

➤ RIGHT TO DENY:

- The City retains the right to deny any application for grant funding.

CARES Act Small Business Relief Application

Program Information:

Stearns County is implementing this program under the federal CARES Act in order to provide relief to small businesses who suffered temporary business closure or interruption caused by required closures imposed by the State. Payments to eligible businesses will range from \$500 to \$7,500 based on costs submitted and funds available. Timeframe to apply is August 3 through August 28, 2020

Eligibility Requirements

- All applicants must be a Minnesota business physically located in Stearns County Minnesota. Business includes non-profit, for profit, corporation, partnership, LLC, and sole proprietor entity types.
- The business shall have 50 or less employees to be eligible. Number of employees is calculated on a full-time equivalent basis. For the purpose of this program, Full Time Equivalent will be equal to at least 32 hours per week. Sole proprietors are eligible.
- Business must be in operation longer than 6 months prior to March 1, 2020 with a change in ownership to an existing business still being eligible
- Applicants' business license must be in good standing.
- Applicants must be current on their property taxes as of July 15, 2020.
- Applicants must demonstrate that they were directly and adversely affected by the COVID-19 related peacetime emergency.
- If the business receives other funding for expenses reported within this application, these funds must be returned immediately.

Ineligible Businesses

- Corporate chains, multi-state chains.
- Businesses that primarily sell pawned merchandise, guns, tobacco or vaping products.
- Businesses that primarily generate revenue from gambling activities and businesses that generate any part of income from adult-oriented activities.

- Businesses that derive income from passive investments; business-to-business transactions; real estate transactions; property rentals or property management; billboards; or lobbying.

Application Requirements

- Documentation supporting evidence of employment prior to March 1, 2020. Acceptable documentation may include the applicant's Federal Form 941/Employer's Quarterly Federal Tax Return or other State or Federal payroll-related filing.
- Upload of the business' 2019 federal business tax return to support the annual revenue of the business in the most recent calendar year.
- IRS form W9 in order to provide documentation for the County to make a payment to an approved business
- Documentation of costs associated with COVID-19 business interruption through the County's Eligible Expenses Spreadsheet, which can be found on the program's website.

For questions, call 320-685-7771 or email Nicole Bottelberghe at nicoleb@stearnshra.com

Stearns County Housing and Redevelopment Authority
P.O. Box 484
Cold Spring, MN 56320

Please complete the following information:

I acknowledge I have read the Program Information and Application Requirements

I have not received other assistance for expenses submitted within this application*

I acknowledge I have not received other assistance for expenses submitted within this application

Legal Name of the Business:*

Federal Tax ID #*

Name of Applicant*

Type your name

Business type*

Please select your business type

-Please Select- ▼

YES

NO

Jurisdiction of business*

Stearns County City or Township where business resides
If business is in St Cloud - use the [St Cloud CARES Act survey](#)

-Please Select- ▼

Mailing Address:*

Place you receive business mail
Need to include: Address, City, Zip Code

1000 ▼

Business location address*

Address number and street name:

Business location city*

City:

Business location zip code*

Zip code:

Contact Name:*

Contact Title:

Email Address:*

Business website address:

Business Phone:

Please describe the business interruption experienced by your business as a result of the Coronavirus public health emergency such as full or partial closure experienced or alternate forms of business

operations. Include effective dates of any closures or alternate business practices*

What was your business' annual revenue for the most recent calendar year 2019?*

Attach prepared 2019 financial statements or tax returns, if available. If not available, company prepared profit-and-loss statement (income and expense statement) and balance sheet for 2019 (or since the business start, if operating less than 12 months).*

Select file (Support: pdf, doc, docx, xls, xlsx, pptx, ppt, txt)

Provide documentation supporting the estimated loss of revenue, if able. Such documentation could include March - July monthly profit and loss statement or other report of revenue to verify a decrease from 2019 amounts.*

Estimated revenue loss should be in dollars

Please upload your supporting documentation for loss of revenue here:

Select file (Support: pdf, doc, docx, xls, xlsx, pptx, ppt, txt)

Was your business fully closed, partially closed, or was it open with alternate practices?*

Select the start date the business experience alternate practices (including dates of closure if applicable)*

Select the end date the business experience alternate practices (including dates of closure if applicable)*

Use the "Eligible Expense Spreadsheet" to describe the costs incurred that were necessary expenditures as a result of this business interruption. This spreadsheet and instructions can be found at the following link:*

Please upload your completed "Eligible Expense Spreadsheet" here

If you haven't completed the spreadsheet yet, you can copy this location to a new browser tab to get a copy of it:

[https://co.stearns.mn.us/Portals/0/docs/Department Files/EmergencyMgmt/New Website/CARES Eligible Expense Spreadsheet.xlsx?ver=erfV8rzcA_yhAP1ukD4uQg==](https://co.stearns.mn.us/Portals/0/docs/Department%20Files/EmergencyMgmt/New%20Website/CARES%20Eligible%20Expense%20Spreadsheet.xlsx?ver=erfV8rzcA_yhAP1ukD4uQg==)

Based on the spreadsheet uploaded in the last question what amount are you requesting for reimbursement? Dollar amount should be between \$500 and \$7500*

IRS form W-9*

Please upload your W-9 form in order for the County to issue payment

copy & paste this link in a new browser
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Specify the number of employees as of a date prior to March 1.
Employee count should be in full-time equivalents***

Proof of employee numbers with form such as Form 941 or other payroll-related filing with state or feds (if applicable)

Please upload documentation

FEDERAL CARES ACT SUBAWARD NOTIFICATIONS

The business completing this application (the Recipient) is acknowledging that they are the subrecipient of federal Coronavirus Relief Fund dollars. Stearns County and its municipalities received individual allocations of this funding from Minnesota Management and Budget Office in July 2020. The period of performance for this subaward to the recipient is a reimbursement for expenses incurred from March 1, 2020 through the date of this application submission. The Recipient acknowledges that this subaward may only be used for costs incurred due to the business interruption related to required closures of the public health emergency. This program cannot be used for expenses for which the Recipient has received any other emergency supplemental funding (whether state, federal, county, or private in nature) for that same expense.

Recipient agrees that it is responsible for ensuring that all funds it receives from the County

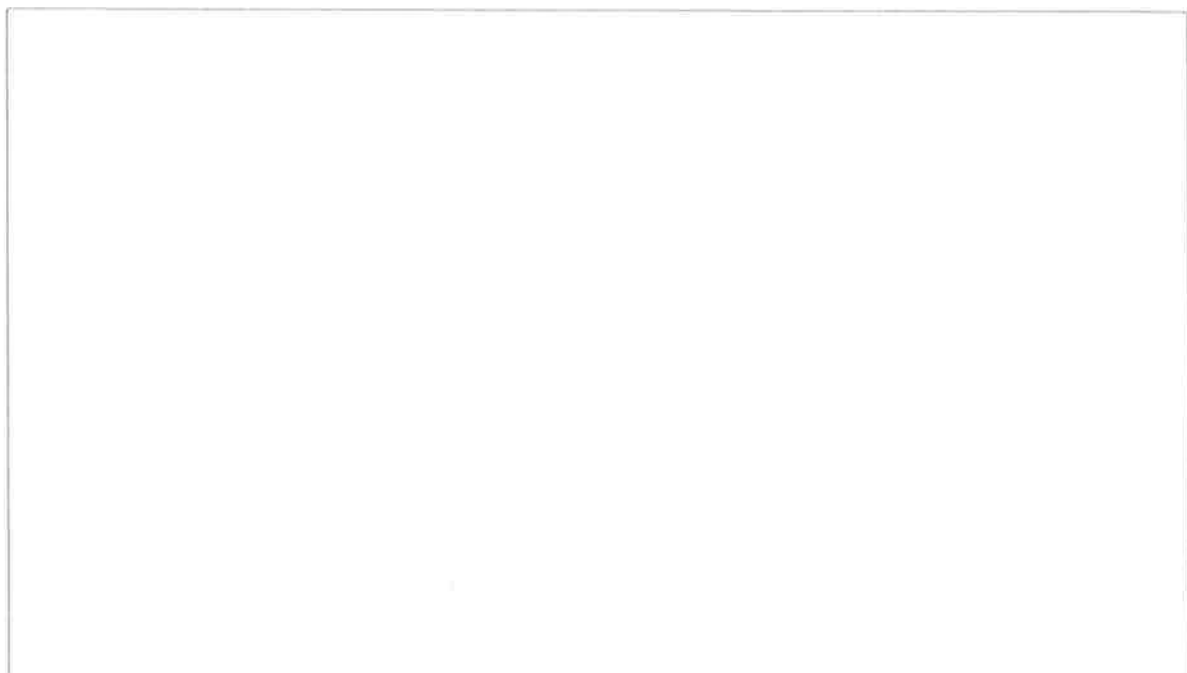
Coronavirus Relief Fund, identified as federal CFDA #21.019, and the federal guidance issued on June 30, 2020 for State, Territorial, Local and Tribal Governments, including any amendments, clarifications or updates thereto that may be issued by the federal government or the State. Additionally, Recipient agrees that it is responsible for ensuring compliance with the following sections in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200), as applicable: 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding Single Audit requirements.

AUTHORIZATION FOR RELEASE OF INFORMATION

I declare that the information provided in this application and on the accompanying documents is true and complete to the best of my knowledge. I declare that no other state or federal assistance has been received by the business for the costs reported within the application. Stearns County Housing and Redevelopment Authority has the right to verify any information contained in this application and may contact any individuals listed in this application. Additional information may be requested at a later date as more state and federal guidance becomes available. Failure to provide the information required may result in repayment of the funds. Lastly, should the county be audited and it be found that the business payment is not allowable under federal guidelines, such business shall repay the funds to the county within three months of notification.

Signature of Applicant:*

Use finger on touch screens or mouse on a non-touch screen



Instructions:

Complete the shaded cells below for eligible costs incurred by the business during the timeframe of March 1 through the date of the application submission. Applicant must list the vendor, a description of the expense including the relationship of the expense to the business interruption. All amounts entered must be able to be substantiated by a valid receipt or invoice, should that be required by means of an audit. Examples of eligible costs by category are listed below. Expenses must be necessary as a result of business interruption. Note: The business must not have received any other funding for the expenses detailed below.

The program will only pay for up to \$7,500 of eligible expenses listed based on the program criteria.

Examples of eligible costs:

Expense Category: Building	Expense Category: Public Health
Mortgage or rental payments for business's place of business within Stearns County. Mortgage payments for businesses that are located in owner's primary residence not eligible.	Expenses for communication and enforcement of public health orders such as signage and markings for social distancing measures.
Utility payments - electric, gas, sewer, water, trash removal - for the business's place of business within Stearns County during a time of business interruption.	Personal Protective Equipment (PPE) purchases for employees, customers including sanitizing products, masks, face shields, gloves, etc.
Property and casualty and liability insurance payments during time of full or partial closure	Expense Category: Other
	Vehicle and equipment lease or rental payments for items rented that were unable to be used due to business interruption or new leases that were incurred in order to facilitate change in business operations.
	Cost of perishable inventory disposal due to required closure.

SAMPLE:

Expense Category	Vendor	Description	Date of Expense	Amount
Public Health	Walmart	3 gallons of hand sanitizer for public counters	4/15/2020	\$ 15.25
Building	ABC Rental	Building rent for March - June. Business was fully closed March 15-April 1 and then operating at 25% capacity through June 30.	3/1/2020-6/30/2020	\$ 4,000.00
Other	DEF Rental	Rental of 2 vans for delivery of meals due to closure of building for month of March	3/1/2020 - 3/27/2020	\$ 355.00
Expense Category	Vendor	Description	Date of Expense	Amount
TOTAL COSTS OF BUSINESS INTERRUPTION SUBMITTED:				\$ -