

TOWN OF NORTH WILKESBORO

Agenda



Special Meeting
Monday, May 18, 2020

5:30 p.m.

Zoom Meeting ID: 838 9192 8415

Or use the link below

<https://us02web.zoom.us/join/91928415>

Password: 262761

“Any individual with a disability who needs an interpreter or other auxiliary aids, please contact Debbie Pearson at 336-667-7129 ext. 3001 or email at townclerk@north-wilkesboro.com. Please make this request 48 hours in advance of the scheduled meeting.”

Town of North Wilkesboro Board of Commissioners
Regular Meeting
May 18, 2020 – 5:30 PM
Zoom Meeting ID: 838 9192 8415

Or use the link below

<https://us02web.zoom.us/join/91928415?pwd=ZlclfuihrDMuG9HHJEGks6wYcLgJWGIVnbGv>

Password: 262761

I. Call to Order

II. Invocation

III. Pledge of Allegiance

IV. Approval of Agenda (action)

V. Public Hearing

A.) Wilkes Small Business Recovery Program Public Hearing

VI. Recess until 6:00 PM, Tuesday May 19, 2020.

Public comments may be submitted for twenty-four (24) hours following the public hearing in writing by e-mail to townhall@north-wilkesboro.com or by calling 336-667-7219 ext. 7129 prior to 6:00 p.m. on May 19, 2020.

VII. Policy/Business

B.) Wilkes Small Business Recovery Program Contribution (action)

VIII. Mayor and Commissioner Topics

Board members may bring up topics not listed on the agenda for discussion or staff follow up

IX. Adjourn

A. WILKES COUNTY SMALL BUSINESS RECOVERY PROGRAM PUBLIC HEARING

Hear a presentation on the Wilkes EDC's Small Business Recovery Program, and;

Hold a public hearing on the Town of North Wilkesboro's proposed contribution to the Wilkes EDC for the program.

STAFF RESOURCE: Wilson Hooper, Town Manager

Connie Bauguess, Finance

LeeAnn Nixon, Wilkes Economic Development Corporation

FUNDING SOURCE: FY20 contingency fund

BACKGROUND:

- Despite entering phase 1 reopening, local businesses have suffered due to the stay-at-home order related to the coronavirus.
- Countywide, the unemployment rate may reach 20%.
- Federal and state programs designed to provide relief to small businesses are not funded well enough to provide to all who need it, and are therefore ultra-competitive. Few local businesses have received funds from these programs.
- Therefore, local leaders proposed establishing a local relief program, available only to Wilkes County businesses.
- A subcommittee of the Wilkes EDC board, which included Town Manager Wilson Hooper, reviewed similar programs across the state and country and put together guidelines for a local program, which are included here.
- Applications opened on May 11, 2020.
- A selection committee, which includes the town's representative to the EDC board Commissioner Ferguson, reviewed the first applications on May 14, 2020.
- The EDC has received pledges of approximately \$180,000 from private contributors, other local governments, and LEAP economic development funds.
- If this goal is met, there is potential to award grants to around 100 small businesses.
- The Town Manager proposes contributing \$30,000 from FY20 contingency funds.
- This would leave the balance of the contingency fund at \$219,157.
- These funds would assist small businesses with their operating expenses during the stay at home-related downturn, and perhaps be the difference between surviving the downturn or going out of business.

ACTIONS

- NCGS 158-7.1(c) requires a public hearing for any appropriation of public dollars for economic development purposes. The law also requires 10 days of public notice before the hearing can be held. An ad was published in the *Journal-Patriot* on Friday, May 8, 2020. The meeting was posted on the Town's website on Wednesday, May 6, 2020.

- NCGS 166A-19.24 permits virtual meetings during states of emergency, but requires that any public hearings include a 24-hour period for the public to submit written comments before action can be taken. Individuals who wish to comment may email townhall@north-wilkesboro.com or call 336-667-7129 ext. before 6:00 PM May 19, 2020
- After the public hearing, the Board is asked to recess the meeting for 24 hours and virtually reconvene tomorrow evening at 6:00 PM.

ATTACHMENTS:

- 1.) Wilkes Small Business Recovery Program description

B. WILKES COUNTY SMALL BUSINESS RECOVERY PROGRAM DONATION

Approve a resolution supporting the program and contributing \$30,000 to the Wilkes EDC for use in the program, and;

Approve a budget amendment reallocating the funds from FY20 Contingency Fund to Special Appropriations Fund.

STAFF RESOURCE: Wilson Hooper, Town Manager
Connie Bauguess, Finance
LeeAnn Nixon, Wilkes Economic Development Corporation

FUNDING SOURCE: FY20 contingency fund

BACKGROUND:

- See above

ACTIONS

- Staff requests the Board approve of a resolution stating the Board's policy position and recording its approval of the contribution.
- A budget amendment is required to move dollars from the town's FY20 contingency fund into the Special Appropriations fund for appropriation.

ATTACHMENTS:

- 1.) Wilkes Small Business Recovery Program support resolution
- 2.) Budget amendment

PRESS RELEASE

CONTACT INFORMATION:

LeeAnn Nixon, WEDC President
336-838-1501
lnixon@wilkesedc.com



RELEASE DATE:

Monday, May 4, 2020

New assistance program offers help to small businesses

North Wilkesboro, N.C. — The Wilkes Economic Development Corporation (Wilkes EDC) introduced the Wilkes Small Business Recovery Program on Monday to assist small businesses impacted during the COVID-19 crisis and the mandated closures to allow for social distancing. The program was created in 2020 using funds from the Local Expansion & Attraction Program (LEAP), the private funding side of the public/private partnership of Wilkes EDC and in partnership with local government, private donors including the Herring Foundation, Lowe’s Corporation and undisclosed donors. Wilkes EDC will administer the small business recovery program assisted by a review committee that consists of board members, local government and business community representatives.

According to program guidelines, this funding is primarily intended to assist retail and service establishments, including businesses that serve food, with two but no more than 15 employees. This incentive is available on a first come, first served basis, until funding is fully committed.

“Currently, we have funding available to assist up to 67 businesses. However, with support from local governments and possibly additional private business donations in the coming week, our goal is to be able to help 100 businesses. We welcome the opportunity for other donors to join in funding this new program,” said LeeAnn Nixon, president of the Wilkes Economic Development Corporation. “If we exceed our target goal, we will keep the program active for as long as funds are available. We realize that small businesses are hurting and want to help as many as possible.”

Eligible businesses may receive monthly payments of \$500 for up to four months for a total of \$2,000 to be used for rent, lease, mortgage, utility payments and/or potentially other fixed payments upon approval of application. Utility payments include power, telecommunications, internet, water and sewer. Other fixed payments could include personal protective equipment, payroll, equipment rentals and insurance. Incentives will be considered a grant to encourage the business to continue to operate and maintain current employment levels.

Business owners can locate the eligibility requirements, an application and application instructions on the Wilkes EDC website at www.WilkesEDC.com. For more information about LEAP or to help fund the program, contact LeeAnn Nixon at 336-838-1501 or lnixon@wilkesedc.com.

ELIGIBILITY REQUIREMENTS:

- 1) Eligible businesses must demonstrate how the mandated closures due to COVID-19 has impacted their business.
- 2) Recipient businesses must provide a current lease agreement, mortgage or utility statement.
- 3) Recipient businesses must provide Federal Tax ID#.
- 4) Recipient businesses must have at least two but no more than 15 employees. A list of employees, hours worked, and total monthly payroll since January 2020 and throughout the duration of the grant program must be provided.
- 5) The business must be locally owned and physically located in Wilkes County, North Carolina.
- 6) Recipient businesses must be an existing commercial enterprise that has been in operation for more than six months.
- 7) Recipient businesses must provide proof of taxes paid and be in good tax standing with local governmental entities.
- 8) Recipient businesses must provide bank statement summaries for the last three months.
- 9) Recipient businesses are encouraged to work with the Small Business Administration to access Federal assistance.
- 10) Financial institutions, chain establishments, non-profits or home-based businesses are not eligible.

**All content submitted will be kept confidential and only reviewed by individuals on the economic development leadership team.*

ABOUT

The **Wilkes Economic Development Corporation**, a 501 c3 public-private partnership, aims to facilitate the creation of new jobs and capital investment in Wilkes County through the retention and expansion of existing businesses and the recruitment of new businesses. The EDC is located at 213 Ninth Street in historic downtown North Wilkesboro, North Carolina.

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RESOLUTION OF INTENT TO APPROPRIATE TOWN OF NORTH WILKESBORO FUNDS TO
WILKES ECONOMIC DEVELOPMENT CORPORATION FOR USE IN THE WILKES SMALL
BUSINESS RECOVERY PROGRAM

WHEREAS, in spring 2020 the nation was beset by the Coronavirus, a highly contagious virus which can lead to an illness with severe respiratory and other symptoms known as COVID-19; and

WHEREAS, public health authorities and medical experts warned that the virus could quickly spread through the population and overwhelm the capacity of the state's healthcare system if measures to prevent its spread were not undertaken; and

WHEREAS, state, county, and municipal governments across the nation declared States of Emergency giving them legal authority to take measures deemed necessary for the health and safety of their citizens; and

WHEREAS, state, county, and municipal governments implemented measures intended to prevent the spread of the virus; and

WHEREAS, these measures included a statewide "stay at home" order, bans on non-essential travel, the closure of certain businesses, and limits on the operations of remaining businesses; and

WHEREAS, the measures had a chilling effect on the economy, particularly small businesses; and

WHEREAS, leaders from the Wilkes Economic Development Corporation established a grant program designed to help small businesses affected by the changing economy cover expenses incurred during the state of emergency; and,

WHEREAS, the North Wilkesboro Board of Commissioners recognizes the importance of small businesses to the town's economy and wishes to support the program with a financial contribution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of North Wilkesboro, with the adoption of this Resolution, appropriates \$30,000 from the town's FY20 Contingency Fund to the Wilkes Economic Development Corporation for use in the Wilkes Small Business Recovery Program.

Adopted this _____ day of May, 2020.

Robert L. Johnson, Mayor

ATTEST:

Debra W. Pearson, Town Clerk

TOWN OF NORTH WILKESBORO
 AMENDMENT TO BUDGET ORDINANCE
 FISCAL YEAR ENDING 6/30/2020
 BUDGET AMENDMENT #11

BE IT ORDAINED by the Governing Board for the Town of North Wilkesboro, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

SECTION 1. To amend the General Fund budget as follows:

<u>DEPARTMENT</u>	<u>BUDGET</u>	<u>AMENDMENT</u>	<u>FINAL BUDGET</u>
<u>Expenses</u>			
10-9990-9900 Provision for Contingencies	\$249,157	-\$30,000	\$219,157
	<u>\$249,157</u>	<u>-\$30,000</u>	<u>\$219,157</u>
10-6800-9000 Contributions to Other Agencies	\$86,750	\$30,000	116,750
	<u>\$86,750</u>	<u>\$30,000</u>	<u>\$116,750</u>

Increase Allocation to Wilkes EDC for Wilkes Small Business Recovery Program.

SECTION 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and the Finance Officer for their direction.

Adopted this _____ day of May, 2020.

Robert Johnson, MAYOR

ATTEST:

Debra W. Pearson, Town Clerk