
Ripon City Council

Special Meeting Minutes

June 2, 2020

The Special Meeting was called to order by Mayor Parks at 11:09 AM.

1. ROLL CALL

| Attendee Name | Title | Status | Arrived |
|-------------------|----------------|---------|---------|
| Jacob Parks | Mayor | Present | |
| Daniel de Graaf | Vice Mayor | Present | |
| Dean Uecker | Council Member | Present | |
| Michael Restuccia | Council Member | Present | |
| Leo Zuber | Council Member | Present | |

OTHERS PRESENT:

City Administrator Kevin Werner, City Attorney Tom Terpstra, Planning Director Ken Zuidervaart, Recreation Director Kye Stevens, Director of Public Works James Pease, City Clerk Lisa Roos, Deputy City Clerk Jane Kilgore, Information Systems Technician Dan Brannon

2. RESOLUTIONS

A. RESOLUTION NO. 20-27

A RESOLUTION OF THE RIPON CITY
COUNCIL OF THE CITY OF RIPON
ADOPTING THE SMALL BUSINESS
ASSISTANCE GRANT PROGRAM

This resolution approves the City of Ripon's COVID-19 Small Business Assistance Grant Program. Recommended Action is to adopt the resolution and authorize staff to proceed with unveiling the program.

Planning Director Zuidervaart presented the resolution to the Council. He said this resolution is for a small business grant program that would offer eligible local businesses \$3,000 to help with rent, payroll, and utilities. The requirements are in the guidelines presented to the Council. The business must have a current business license, be in good standing with the City, and be considered non-essential. He said there is also a list businesses that will not be eligible.

Council Member Uecker asked if insurance premiums were included.

Zuidervaart said Council could add that if they desired.

Council Member Zuber asked if insurance premiums would be going down because businesses were not open.

Council Member Uecker said no, probably not.

Zuber asked if the total of the grant would cover what the business needed to meet their needs. The intent of the grant is to keep them in business.

Vice Mayor de Graaf asked if mortgages versus rent was included.

Zuber said if the business has an expense to pay, they can use the grant to pay for that expense. He asked about the range of employees listed in the resolution and why it was 0-40.

Zuidervaart explained that during their examination of local businesses, many of the businesses list zero employees because they are sole proprietor businesses. The maximum of forty employees is due to many of the restaurants in town having numerous part time employees.

Zuber reiterated that the number is a cap.

Council Member Restuccia asked if the zero employee number included sole proprietors.

Zuidervaart said yes.

Zuber asked if the number of businesses that qualified was still 100.

Zuidervaart said yes, there were about 108 businesses that may qualify, but if the grant excluded drive thru fast food chains, the number was about 100.

Parks asked if the grant included drive thru coffee businesses.

Zuidervaart said no, because they have a drive thru.

de Graaf asked if they were excluded because they were able to stay open and the majority of restaurants are major fast food chains. He asked if the grant could be reworded to exclude major fast food chains.

Zuidervaart said that change would be difficult due to the fact that there are major chain restaurants in town that are sole proprietor franchises and have no drive thru.

Parks said he would hate to exclude a small business because they have a drive thru.

Zuber remarked there are only about nine businesses with a drive thru.

de Graaf and Zuber said they would like to leave drive thrus on the list of eligible businesses.

City Administrator Werner remarked most of the 24 hour restaurants have more than 40 employees.

Parks and Zuber agreed to take out drive thru restriction and leave the number of employees.

Parks asked if the business must be in good standing at the time of application and are they eligible to apply if they did pay their outstanding delinquencies. He asked what if they had fallen behind during the past couple months.

Zuidervaart said the City would like to see the business had been in good standing before March.

Zuber said the business might be using this money to pay to be in good standing because the business might have hit hardship since March.

Zuidervaart said yes, if the business pays their fines and is up to date they can apply for the grant.

Parks asked that those changes be made.

de Graaf asked what the recourse would be if a business felt they had been wrongfully excluded.

Zuber said if the business wanted to appeal, there is nothing that stops someone from bringing items to the Council.

Terpstra said language can be added giving the applicant the right to appeal the decision to the City Administrator or the City Council.

de Graaf said staff should have the discretion to approve if they feel the business should have been approved.

Parks said that the appeals should be handled through the City Administrator.

Werner said there is always the one business that meets all criteria but might be off by something small.

Uecker suggested creating a small board consisting of 3-4 people to review appeals.

Zuber said it does not matter where the line is drawn, there will always be someone who wants to move the line. Appeals should be reserved for businesses who might have missed something in the application process.

Restuccia suggested that if the application is missing an item, staff reach out to the business before rejecting the application.

De Graaf agreed.

Terpstra said there can be language that whoever is issuing the grant can approve or deny applications if they are not overall consistent with the purpose of the program.

de Graaf, said he wants to include businesses that meet the purpose of the program but may not qualify for some reason.

Terpstra said he understands and that is a policy question for Council.

Zuber confirmed the limit is \$300,000 and when the funds are gone, the grants are done. The grants will be issued on a first come, first served basis.

Uecker asked if the applications were ready.

Restuccia asked if there was a deadline for applications to be turned in.

Zuidervaart confirmed there is a June 24, 2020 deadline or until the money is gone. He said if the application is incomplete, staff would reach out to the applicant.

Parks confirmed staff had the direction needed.

Motion to approve the Resolution approving the City of Ripon’s COVID-19 Small Business Assistance Grant Program with the changes that businesses with drive thrus and businesses who cure any delinquencies they may have with the City are eligible to apply for the grant.

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|------------------|--------------------------------|
| RESULT: | ADOPTED [4 TO 1] |
| MOVER: | Leo Zuber, Council Member |
| SECONDER: | Dean Uecker, Council Member |
| AYES: | Parks, de Graaf, Uecker, Zuber |
| NAYS: | Restuccia |

3. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:31 AM.

(Signed) Jacob Parks
Mayor

ATTEST:

(Signed) Lisa Roos
City Clerk