



CITY COUNCIL MEETING AGENDA  
TUESDAY SEPTEMBER 1, 2020

**CITY COUNCIL MEETING TIME: 6:30 PM**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. \*\*\*\*Consent Agenda\*\*\*\*  
All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.
  - a. Approval of City Council Minutes from the August 18, 2020 Regular City Council Meeting.
  - b. Approval of City Council Minutes from the August 13, 2020 City Council Workshop.
  - c. Approval of Accounts Payable; Checks Numbered 19846-19876 (Checks 19830-19845 were voided).
5. Set Agenda – Anyone Not on the Agenda can be Placed Under Open/Misc.
6. Reports of Boards and Committees by Council and Staff.
7. Cares Act Funding for Local Businesses.
  - a. Review draft program criteria and provide direction to staff.
8. Consider Regular City Council Meeting Date Change for the November 3, 2020 Meeting due to the National Election.
9. Open/Misc.
10. Adjourn.

MINUTES OF A REGULAR MEETING OF THE  
INDEPENDENCE CITY COUNCIL  
TUESDAY, AUGUST 18, 2020 –6:30 P.M.

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a regular meeting of the Independence City Council was called to order by Mayor Johnson at 6:30 p.m.

3. PLEDGE OF ALLEGIANCE.

Mayor Johnson led the group in the Pledge of Allegiance.

2. ROLL CALL

PRESENT: Mayor Johnson, Councilors Betts, Spencer, McCoy and Grotting

ABSENT: None

STAFF: City Administrator Kaltsas, Assistant to Administrator Horner

VISITORS: WHPS Kroells

3. \*\*\*\*Consent Agenda\*\*\*\*

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of City Council Minutes from the August 4, 2020 Regular City Council Meeting.
- b. Approval of Accounts Payable; Checks Numbered 19802-19829.
- c. Approval of Mayors Attendance at the Virtual National League of Cities Conference November 18<sup>th</sup>-21<sup>st</sup>, 2020.
- d. Pay Request #1 and #2 from Wm. Mueller and Sons, Inc. for work completed on the 2020 Overlay Project Through July 31, 2020.

**Motion by Spencer, second by McCoy to approve the Consent Agenda. Ayes: Johnson, Betts, Spencer, McCoy and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.**

4. SET AGENDA – ANYONE NOT ON THE AGENDA CAN BE PLACED UNDER OPEN/MISC.

5. REPORTS OF BOARDS AND COMMITTEES BY COUNCIL AND STAFF

**Spencer attended the following meetings:**

- City Council Workshop
- Personnel Committee Meeting

**Grotting attended the following meetings:**

- City Council Workshop
- LMCC Quarterly Meeting

**McCoy attended the following meetings:**

- City Council Workshop

**Betts attended the following meetings:**

- City Council Workshop
- Highway 55 Coalition Meeting

**Johnson attended the following meetings:**

- Met with a resident
- West Hennepin Chamber of Commerce Meeting
- NLC met with Congressman Phillips
- NLC Fall Cities Conference Call
- City Council Workshop
- Highway 55 Coalition (virtual meeting)
- Congressman Phillips (zoom meeting)
- Personnel Committee Meeting

**Horner attended the following meetings:**

- City Council Workshop
- Met with BKV architects
- Primary Election
- NFP

**Kaltsas attended the following meetings:**

- Highway 12
- Met with BKV architects

6. West Hennepin Public Safety – Director Gary Kroells: Presentation of the July 2020 Activity Report.

Kroells stated at the end of July 31, 2020 WHPS handled year-to-date a total of 502 incident complaints. For the month of July 298 incidents were in the City of Independence and 195 in the City of Maple Plain. Kroells noted Officer Raskin left for Cuba for at least ten months.

\*for a complete report see the Council packet\*

7. Consider Approval of the Petition and Waiver of Objection to Special Assessment for Installation of Drain Tile in Klaers Drive for Four Properties.

Kaltsas said the City has been working with the residents living on Klaers Drive to develop solutions to address the perennial maintenance issues associated with the road. The road is a minimal maintenance road that was not built to City standards. A short section of the road is located in Greenfield; however, no Greenfield residents live on the road.

The City has prepared a plan to tile the road and establish working ditches on both the north and south side. These improvements are intended to reduce annual maintenance and keep the road in a passable and working conditioning through the spring and fall seasons. The City has discussed the proposed project with residents and offered to complete the ditch work (grading and seeding) and resurface the top of the road following the

drain tile installation. The residents have agreed to pay for the cost of the drain tile installation. It was estimated that the cost of the tiling would be \$7,500. There are four properties located on Klaers Drive.

The properties included are as follows:

- 4915 Klaers Drive
- 4985 Klaers Drive
- 5215 Klaers Drive
- 5210 Klaers Drive

Staff has prepared a Petition and Waiver of Objection to Special Assessment for Installation of Drain Tile in Klaers Drive for each of the properties included in the area. All three properties owners (Vanbeuekoms own two properties) have approved and signed the agreement. Due to Covid, staff is in the process of obtaining notarized signatures which is a bit more complicated at this time.

Grotting said this was a great solution. Johnson thanked Bode for his work. Kaltsas noted this solution should be good for at least ten years. Betts noted buses had issues on this road too. Johnson said it was a great solution and Bode had done a lot of leg work on this and a great job solving the issues.

**Motion by Betts, second by Grotting to approve the Petition and Waiver of Objection to Special Assessment for Installation of Drain Tile in Klaers Drive for the following properties: 4915 Klaers Drive, 4985 Klaers Drive, 5215 Klaers Drive and 5210 Klaers Drive. Ayes: Johnson, Betts, Grotting, McCoy and Spencer. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.**

#### 8. Wayzata Cross Country Team Request to Use Pioneer Community Park.

Kaltsas said the City has been approached by the Cross-Country Coach for the Wayzata High School team (Independence Resident) about the possibility of holding meets at Pioneer Creek Park this fall. They have visited the park and determined that they could create a course that would accommodate their needs throughout the park. The City has not received all details for the request, but understands that the following would occur:

- Meets held on Friday and Saturday.
- Races would occur one at a time based on various competition levels. Races would be spaced so that only one group would be at the park at a time.
- No spectators would be permitted at the races.

Staff would like to have a general discussion with Council prior to entertaining the request in any further detail. Issues that staff has considered include:

- Could portions of the park (frisbee golf course, playground) remain open to the public during the meets.
- Cost for park rental (currently \$300 per day).
- Hours of use.
- Number of participants during the events.
- Parking and drop off logistics.

**Motion by Spencer, second by McCoy to approve the use of Pioneer Community Park by the Wayzata Cross Country Team per the conditions assigned by Staff. Ayes: Johnson, Betts, Grotting, McCoy and Spencer. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.**

9. OPEN/MISC.

10. ADJOURN.

**Motion by McCoy, second by Spencer to adjourn at 7:14 p.m. Ayes: Johnson, Betts, Grotting, McCoy and Spencer. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.**

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Respectfully Submitted,  
Trish Gronstal/ Recording Secretary

DRAFT

MINUTES OF A WORK SESSION OF THE  
INDEPENDENCE CITY COUNCIL  
THURSDAY AUGUST 13, 2020 –7:00 A.M.

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a work session of the Independence City Council was called to order by Mayor Johnson at 7:00 a.m.

2. ROLL CALL

PRESENT: Mayor Johnson, Councilors Betts, Spencer and McCoy  
 ABSENT: Councilor Grotting (arrived at 8:00 p.m.)  
 STAFF: City Administrator Kaltsas, Public Works Supervisor Bode, Assistant to Administrator Horner  
 VISITORS: Steve McDonald (ABDO), WHPS Chief Kroells

3. General Administration

a. 2020 Budget/Finance

- Preliminary Budget and Levy Review/Discussion
  - Police/Fire Budget Updates
  - Updated Sewer Rate Study

Kaltsas said Council is being asked to consider and provide direction relating to the preliminary budget goals. For the past three years, Council has directed staff to prepare a budget using a flat tax rate of ~40%. Abdo, Eick & Meyers and staff have prepared a draft preliminary budget which reflects an overall increase of 9% or \$288,000. A large percentage of the total increase (\$150,000) would be a transfer into the general fund. The draft budget and associated budget memo provide additional information relating to the budget.

Several highlights of the draft preliminary budget are as follows:

The budget includes initial public safety increases prepared by all public safety entities. The City has not yet received estimated budgets from Maple Plain and Delano Fire Departments. Loretto Fire and West Hennepin Public Safety has provided preliminary budgets. The preliminary proposed 2020 public safety and fire contract amounts are as follows:

	2021	2020	2019	2018
Maple Plain Fire	<b>N/A</b>	\$250,684.00	\$250,684.00	\$215,401.00
Delano Fire	<b>N/A</b>	\$65,279.62	\$65,279.62	\$66,072.73
Loretto Fire	<b>\$93,605.48</b>	\$94,564.12	\$89,000.96	\$75,138.85
WHPS	<b>\$1,158,505</b>	\$1,145,343	\$1,119,531	\$1,118,860

Several minor adjustments have been made to the capital plan to keep the cash flow in the positive. Staff has changed the purchase of a new single axel truck to a tandem axel and pushed back the purchase until 2026 from 2025. The City’s capital equipment plan projects how the City will be able to fund capital equipment purchases moving forward using a flat budget number of \$60,000 per year (see capital equipment plan). Once again, the capital improvement plan for City Hall shows no significant expenditures as a result

of the current improvement projects. The budget reflects a 2% cost of living increase and no increase to benefit amounts per employee. It should be noted that health insurance costs are estimated to be increasing by 8%.

The City has a capital road improvement plan that includes seal coating and gravel road tiling. In order to fund the plan, the City needs to budget approximately \$100,000 to \$125,000 per year. The budget reflects an increased place holder for 2021 of \$100,000 (\$50,000 in seal coating and \$50,000 in tiling). Note that the City has determined that in practice, it would focus all funds in both line items towards either seal coating or tiling in alternating years to achieve an economy of scale.

McDonald noted Council should approve the preliminary by September 30<sup>th</sup> and then certify with the county and state by the end of the year. Kaltsas said the increase in administration is due to the increased phone coverage by Trish through end of the days on Fridays. Johnson asked about the increase in financial administration and Kaltsas noted that was the place holder and would transfer out into the general fund. Betts asked about an increase in Mayor and Council pay for the coming year. She noted there could be a comparison with other cities and how they much others in the area are salaried. Betts noted it would be important over the next few years to attract interest. Kaltsas noted it was important to remember this is an initial round of numbers and there are a few unknowns as they wait for quotes to come in from various entities like recycling. Spencer asked about Hennepin's contribution towards recycling and Horner noted the City received \$7000 from Hennepin. McCoy asked about the money towards the streets and Kaltsas stated it was \$77,250 towards capital improvements.

McDonald noted he would make a change in the worksheet and the general fund will go up a couple points. Johnson noted that if the state would pass the roads bill some of that money could be recouped. Spencer noted they have been cutting administration costs significantly and referenced the Pioneer Sarah Creek Watershed.

McDonald said he liked the capital portion that will see an uptick in the next few years. He noted it is always good to have reserves. Kaltsas noted in 2026 they will have a new tandem axle truck without having to bond for capital equipment. Kaltsas noted that Public Works would like to rent a mini excavator to dig culverts as right now they have to rely on companies and always running behind because we have to go according to the contractor's schedule.

McDonald said in 2006 bond drops out and then the 2020 bond gets added making the bonds stay the same. He noted staff will get a 2% increase in wages for cost of living as well as their step increase. The police budget is built into the numbers. Kaltsas noted they try to true up every year by using year to date actuals, so this represents and actual budget.

Johnson asked about the WHPS increase of 3% versus City COL at 2%. Kaltsas stated the officers go through the steps a lot faster. He feels the City compensation is good. Kroells stated 3% is the market. Kaltsas noted the Capital Improvement Plan is underfunded and that is a concern. McCoy said he has concerns about Independence picking up Maple Plain's slack. He noted the Bryant house will be in the 2022 budget and will triple the population. McCoy said Maple Plain should allow for this shift. McCoy said he likes holding the tax levy and Spencer agreed. McDonald said the overall comes to 9.6%. Spencer said he liked the capital plan and is nice to be able to explain it to people.

- b. Cares Act Covid 19 Funding Discussion
  - o Overview of Funding and Potential Grants/Loans

Kaltsas said \$283,505 has been allocated to the City of Independence through the Cares Act Funding being

handed down by the state. The City has been tracking eligible expenses that can be reimbursed by the funding. To date, the City has expended approximately \$40,000 towards eligible expenditures associated with Covid - 19. The City anticipates that an additional \$25,000 will be required to accommodate continued operations during the pandemic. That would leave the City with a balance of approximately \$215,000 that could be utilized by the City. There are two different possible uses that staff would like to further discuss with Council:

- Several area police departments have been talking about eligible expenses that can be reimbursed utilizing the Cares Act Funding. One “discover” that came out of this discussion was the possibility of utilizing Cares Act funding to reimburse payroll costs for police officers between March 2020 and the end of the year. The City has confirmed that the funds can be utilized in this manner. Staff would like to further discuss this option with the Council.
- Many cities have looked at offering Cares Act funding to local businesses to help offset costs incurred due to Covid 19. Types and amounts of funding ranges from City to City. Several types of funding that I have been working on relate to grants that can be utilized by local businesses for reimbursement for:
  - PPE, cleaning and similar supplies associated with the need to provide a safe working environment.
  - Technology upgrades associated with improving infrastructure to accommodate remote employees and digital interface with customers Rebate of licensing fees and utility fees I have generally seen cities allocate a certain amount of funding to cover the costs of the grants and have seen grant amounts consistently in the \$5,000 per category amount. Staff would like to further discuss the possibility of offering grants to local businesses.

McDonald noted documentation is critical with these funds especially in the event they are used to reimburse payroll. It would need to be noted why the job is different related to COVID. Kaltsas noted they could also offer grants to local, qualifying businesses and noted Watertown was doing so. Kaltsas said the monies could also be used to support purchasing PPE, technology improvements, touchless entrances, touchless payments. He said it would have to be completed through the end of the year. Kaltsas said maybe it could be one-time contribution to a capital plan with the support of Maple Plain. He noted it was a population-based formula. Spencer noted the Senior Center may be able to use the help and Johnson noted community ed may too. McCoy said he has heard of other cities getting separate vehicles for Public Works so they may drive separately. McDonald said that could probably be an appropriate use for social distancing parameters. Spencer noted maybe we could put in ultrasonic air filters with the remodel much like doctor’s offices. Kaltsas said he has brought that up to the architects and they are looking into it. Kaltsas said he would report back to Council with a go-forward plan based on criteria and best options for the City.

Kaltsas said he would bring back information at the next meeting for the sewer rate study. Johnson said that would be fine.

#### c. City Hall Facility Renovations Update

Kaltsas outlined the site plan and building plans with supporting visual documents. He noted there would be a new vestibule as one enters the building. The kitchen would be upgraded with new appliances, new cabinetry and countertops. He outlined the Council chambers and Betts asked how close they would be sitting by each other at the dais? Kaltsas said it could be up to 6’ apart.

\*for visual documents of the remodel please see the packet\*

#### d. Pioneer Park Development

Kaltsas said the City has had discussions with several local youth athletic organizations regarding the

possibility of partnering to develop a portion of the park. At this point, the City has not found a partner for park development. Staff has previously prepared plans for the development of soccer fields in the park (see plans attached). The concept plans contemplated one field or up to three fields. The cost per field is approximately \$100,000. Staff would like to generally discuss development of the park, the City's interest in applying for grants this fall and any other ideas or considerations relating to the park development. The City currently has approximately \$95,000 in the park fund.

Betts stated if there was a shelter that would draw more people in, and Johnson said he felt that would make them feel better about scheduling events. McCoy stated he liked baseball and softball fields or a field that would to use soccer and balls events. Spencer said the expense for a baseball field would be quite a lot and without a long-term partnership for maintenance it could be a nightmare. He felt it would be best to hold off until we figure out what this looks like and people aren't clamoring for fields now anyway. Johnson said it is not a priority and should be shelved for a year.

e. CSAH 90/92 and Highway 12 Project Update:

Staff will provide a brief update relating to several current project items with Council. Generally, the project is moving forward as expected. The design of the project is almost 100% complete and land acquisition is about to begin. The City has been meeting regularly with Hennepin County and MNDOT to review project status and provide feedback relating to the plan development.

He noted the 7899-driveway access now has an alternative design. Kaltsas said the constructions on 92 will be a 2-year project whereas 90 and 12 will be one year.

4. Adjourn

**Mayor Johnson adjourned the work session at 9:48 a.m.**

Respectfully submitted,

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Trish Gronstal, Recording Secretary



***DRAFT***

## **CITY OF INDEPENDENCE**

### **BUSINESS CORONAVIRUS RELIEF GRANT**

#### **PURPOSE:**

The City has determined that the encouragement and the financial support of economic development and redevelopment in the City is in the best interests of the health, safety, success and common welfare of the citizens of Independence. The 2020 COVID-19 Pandemic has presented significant challenges and economic impacts to many residents and businesses.

In March 2020, the World Health Organization declared the worldwide outbreak of COVID-19 coronavirus to be a pandemic (the "Pandemic" or "COVID-19" or "virus"). The Governor of Minnesota has issued a series of executive orders to help limit the spread of COVID-19. (the "Executive Orders"). The U.S. Center for Disease Control and Prevention (the "CDC") has issued a series of directives to limit personal interaction to slow the spread of COVID-19. These actions have had significant adverse effects on local businesses, including closure, significant reduction in revenues, and loss of employees. The continuation of these events will have short- term and long-term effects on the well-being of the community.

After evaluating alternative means of assistance to help local businesses adapt common practices to protect the health of customers and employees and thereby establishing the means for successful operation, the City has determined that this assistance conforms with federal law, Department of Treasury guidance, and state law governing business subsidies and advances the general health, safety and welfare of the community as a whole.

## PROGRAM DESCRIPTION

Qualifying City of Independence businesses eligible to receive a grant in the following amounts:

- Reimbursement for Protection Related Equipment, Updates, Training: ***\$1,000***
- Reimbursement for Technology Related Equipment/Software Updates: ***\$1,000***

The total amount of grant funds available is \$50,000.

## ELIGIBLE ACTIVITIES

The grant may only be used for costs directly related to activities needed to adapt the business to operations related to COVID-19. Eligible activities include:

### ***Protection Related Equipment, Updates, Training***

- Building improvements, equipment and furnishings
- Personal protective equipment
- Sanitizing supplies
- Signage
- Employee training
- Printing
- Advertising
- Supplies needed to restart operations
- Other extraordinary costs directly related to COVID-19 – such as loss in revenue due to mandated closures, etc.

### ***Technology Related Equipment Updates***

- Development or enhancement of a business website
- Development or enhancement of an online ordering or delivery system utilizing a web or mobile application-based service.
- Development or enhancement of a Point of Sale (POS) system, inventory management system, Human Resource Information System (HRIS), or accounting system, that allow a business to more efficiently and effectively operate and manage their business.

Grant funds may be used to reimburse a business for expenditures made for eligible activities after March 1, 2020 and prior to the receipt of the grant if used for approved costs and can be documented.

Grant funds may be used to pay for regular business expense including payroll, rent, or to supplement lost revenue due to closures and or reduced operations to support social distancing. The grant cannot be used to pay taxes or utilities. The grant application must include a description of the plan for operating under the restrictions of COVID-19, the proposed use of

grant funds and the relationship to COVID-19.

Documentation of expenses requested for reimbursement must accompany the application if already incurred. In submitting the application, the business will commit to using the grant funds only for these approved uses. Grant funds awarded shall not be used to pay expenses that have been paid for with other state or federal sources.

The City Council will make the final determination of eligibility and the amount of the requested grant to approve.

### ELIGIBLE BUSINESSES

Businesses that meet the following criteria are eligible to submit grant applications:

- The business must be in operation at the current location within the City at the time of application and have been operating since at least January 1, 2020.
- Eligible businesses must be within the city limits of Independence and in a commercial zoned district or allowed by conditional or interim use permit as defined by the City's approved Land Use Map.
- The business must be registered with the Minnesota Secretary of State unless it is a sole proprietorship or partnership that is not required to file with the Secretary of State's Office to do business in Minnesota.
- The business cannot be delinquent on any fees or charges with the City.
- The grant application must be signed by the business owner.

### INELIGIBLE BUSINESSES

- Non-profit or religious organizations.
- Corporate or multi-state chains. Franchisees are considered eligible businesses.
- Businesses in default conditions prior to March 1, 2020.
- Businesses that primarily derive income from any of the following: passive investment, real estate transactions, property rentals/property management.

### APPLICATION

Applications will be accepting during a three-week period beginning September 4, 2020 and ending September 25, 2020. If applications exceed the funding available, the grant administrator will select loan recipients using a lottery system. Failure to submit required documentation will result in ineligibility for the grant award. Notices of award will be made the week of October 5, 2020.

**AGREEMENT AND REPORTING**

Upon acceptance of the application and notice of award of grant funds, the business will enter into a grant agreement with the City of Independence prior to the disbursement of funds.

Grant recipients must agree to complete and submit all applicable documentation requested by the City.

**TAX IMPLICATIONS**

The City of Independence makes no claims or can offer any tax advice on how grant funds will be recognized or treated by others. Applicants are encouraged to speak to an accountant, attorney, or other trusted advisor as to these effects.

**BUSINESS INFORMATION**

Legal Business Name:

State Tax ID:

Federal EIN:

Corporation  Partnership  LLC  Individual  Other

Physical Address:

Phone:

**OWNER INFORMATION**

Owners Full Name:

Address:

Phone:

**EXPENSE INFORMATION**

1. Has your business been in operation since January 1, 2020? \_\_\_\_\_
2. When did you open your business? Date: \_\_\_\_\_
3. Do you own other businesses in the City of Independence? If so, please list. \_\_\_\_\_
4. Did your business revenue between March 1, 2020 and May 31, 2020 decline by 10% or more as a result of COVID-19 compared to the same period in 2019?  
 Yes  
 No

*Applicant should submit documentation that best demonstrates the impact and is deemed acceptable to the fund administrator. Examples of acceptable documentation include Sales Tax Reports, Period Statements from 3rd party Sales Platforms, Merchant Services Statements, and Point of Sale or Register Reports.*

5. Did your business take any of these measures as a result of COVID-19? Select all that apply.  
 Reduced hours for staff on payroll  
 Permitted staff to volunteer to take unpaid leave (rather than layoffs, furloughs, etc.)  
 Staff reassignments (e.g. by role, by business location, etc.)  
 Staff furloughs  
 Staff layoffs  
 Other, please describe: \_\_\_\_\_

6. How many people were employed on March 1, and how many are currently employed (on date of application), at your business?

March 1, 2020 Part-time employees: \_\_\_\_\_

March 1, 2020 Full-time employees: \_\_\_\_\_

Current Part-time employees: \_\_\_\_\_

Current Full-time employees: \_\_\_\_\_

7. Did your business experience any of these impacts as a result of Executive Orders related to COVID-19? *Select all that apply.*  
 Business was directly restricted from operating, in whole or part, by an Executive Order.  
 Employees were restricted from working by an Executive Order.  
 Customers and/or revenue decreased related to activities restricted by an Executive Order.  
 Other impacts, please describe \_\_\_\_\_

8. How has COVID-19 financially affected your business? Please include information on

current operations. \_\_\_\_\_

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9. For what purpose(s) will these funds be used?

Eligible Activities	Estimated Cost	Source of Estimate
Building improvements, equipment and furnishings.		
Personal protective equipment (PPE)		
Sanitizing supplies		
Employee training		
Interior signage		
Advertising		
Printing		
Supplies needed to restart operations		
Other extraordinary expenses due COVID- 19		
Technology Updates		
Software Updates		
POS, HRIS Systems		

10. What is your main industry

- Arts, entertainment, recreation
- Accommodation, food services
- Construction
- Education, related support services
- Finance, real estate
- Healthcare, social services (includes childcare)
- Manufacturing
- Professional services
- Personal services
- Retail
- Other services, please specify: \_\_\_\_\_
- Other industry, please specify: \_\_\_\_\_

**Include the following attachments:**

- A copy of your COVID-19 Preparedness Plan
- Proof you own or lease the space your business is located in.
- Other supporting documentation you wish to provide to the EDA to assist in understanding the applicant's situation.

**STATEMENT OF UNDERSTANDING AND AUTHORIZATION FOR RELEASE OF INFORMATION**

*I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. By submitting this application, I acknowledge that an approved application is subject to State and Federal data practices information laws, and I am bound to comply with the guidelines of the Business Relief Grant. Falsifying information or failure to comply with these guidelines will result in immediate repayment of grant funds to the City of Independence. The City and its staff have the right to verify any information contained in this application.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_