

NOTICE OF PUBLIC MEETING

TO THE PUBLIC AND RESIDENTS OF VERNAL CITY

Notice is hereby given that the Vernal City Council will hold a Special Meeting on **Wednesday, June 24, 2020 at 5:30 p.m.** in the Vernal City Planning Conference Room – 2nd Floor at 374 East Main Street, Vernal, Utah.

A G E N D A

1. Acknowledgment and Approval of Special Meeting
2. Public Hearing for Fy2020 Budget Reopener #2 – Ordinance No. 2020-06 – Mike Davis
3. Request for Approval of Flooring Bid for Innovation Center – Quinn Bennion
4. Request for Approval of a Small Business Grant Program with Uintah County to Assist Businesses with Interruptions due to COVID-19 Pandemic Funded with CARES Act Funds – Quinn Bennion
5. Request for Approval of Exempt Employees – Resolution No. 2020-04 – Quinn Bennion

ADJOURN

NOTE: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Quinn Bennion at 374 East Main Street, Vernal, Utah 84078, telephone: 789-2255.

MEMORANDUM

TO: Mayor & City Council

FROM: Quinn Bennion, City Manager

RE: *Agenda Items for June 24, 2020 Council Meeting*

1. **Acknowledgement and Approval of Special Meeting**
2. **Public Hearing for FY2020 Budget Reopener #2 – Ordinance No. 2020-06** – Mike Davis. At the end of each budget year, a budget reopener is proposed and discussed to finalize the ending year's budget. The budget year ends June 30, 2020. The budget reopener adjusts all the line items to match actual and estimated expenditures through the end of the active budget.
3. **Request for approval of flooring bid for Innovation Hub** – Quinn Bennion. The Innovation Hub is advancing closer to opening at the end of July. The flooring project was bid to include procurement and installation of carpet tiles and LVP (luxury vinyl plank). The flooring will cover approximately 7,100 square feet of the Hub. The funding will come from the rural co-working center grant awarded to the city last fall. Three bids were received. Staff recommends accepting the low bid of Basin Appliance & Floor Coverings.
4. **Request approval of a small business grant program with Uintah County to assist businesses with interruptions due to COVID-19 pandemic funded with CARES Act funds** – Quinn Bennion. Vernal City received their first allotment of the CARES-Act funds of \$306,000. The first priority of the funds will be COVID related and eligible costs to date. The CARES Act fund is very restricted in its use and cannot be used by cities or counties to compensate for lost revenue. The rest of the funds will be combined with Uintah County, Naples and Ballard funds to implement a small business grant program. The program is ready to launch for applications and online submission by the end of June. Approval from the Council is sought for the program and use of the CARES Act funds.
5. **Request for approval of exempt employees – Resolution No. 2020-04** – Quinn Bennion. This item is a follow-up to approve changes to the exempt positions and adding Airport Manager and potential of a Public Works Director.

ORDINANCE 2020-06

AN ORDINANCE ADOPTING THE VERNAL CITY BUDGET RE-OPENER #2 FOR FISCAL YEAR 2019-2020.

BE IT ORDAINED BY THE CITY COUNCIL OF VERNAL, UTAH:

SECTION 1. Adoption of Budget Reopener #2. Pursuant to the laws of the State of Utah, the Vernal City Council hereby approves and adopts the Vernal City Budget Reopener #2 for Fiscal Year 2019-2020 by reference including the general fund, water fund, sewer fund, solid waste fund, Municipal Building Authority Fund, strike force fund, wage and salary schedules, and other miscellaneous funds in the City. Three copies of said Budget Reopener are on file for use and examination by the public in the office of the Vernal City Recorder at 374 East Main Street.

SECTION 2. Repealer. All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance or of the code are hereby repealed.

SECTION 3. Severability. The provisions of this ordinance shall be severable and if any provision thereof or the application of such provision under any circumstances is held invalid and it shall not affect the validity of any other provision of this ordinance or the application in a different circumstance.

SECTION 4. Effective Date. This ordinance shall become effective the last day of June, 2020.

PASSED, ADOPTED AND ORDERED published this 24th day of June 2020.

Mayor Doug Hammond

ATTEST:

Quinn Bennion, City Recorder

(S E A L)

Date of Publication: June 30, 2020



Flooring and Tile for Innovation Center
June 22, 2020
4:50 P.M.

IN ATTENDANCE: Quinn Bennion
Nicole Uasilaa
Jenny Brailsford

Administration
Finance Dept
Finance Dept

BIDS:

Carpets By Cal	\$	29,800.00
Basin Appliance & Floor Coverings	\$	26,634.00
Economy Floor Coverings	\$	38,043.50

Vernal City, Utah
Sealed Bids for Flooring at the Innovation Hub

Attachment A
Bid Proposal & Scope of Work

Vendor Name Basin Appliance & Floor coverings

Contact Name Corey M Foley Email: Corey@basinappliance.biz

The cost presented in Attachment A: Proposed Bid is to be based on the information provided. The vendor may use a different format or illustration to represent their bid.

Project Components	Estimated area	\$ Bid Amount
Tile LVP (luxury vinyl plank) Flooring By Shaw Style: In The Grain II WPC (Floating Interlocking) Style Number: 5542V Color: 00568 Flaxseed 20 Mil 15 Year Commercial Wear Layer. 7"x48" Planks Price includes installation	1550 sq. ft. (5 - 7% overage)	8,244. ⁵⁰ ₋
Carpet Tiles / Squares Carpet (Nylon Carpet 24"x24" In Size Required) Minimum Requirement 17 oz Face Weight Price includes installation	595 sq. yards (15% overage)	15,820. ⁰⁰ ₋
Roll Carpet Specs "Roll Goods" Carpet (Nylon Carpet) Minimum Requirement 26 oz Face Weight (Materials cover 15 stairs & 2 landings) Price includes installation	29.5 sq. yards	819. ⁵⁰ ₋
Repair floor sheeting with floor leveler / floor patch (Web 95 or similar product) prior to installation of flooring		1750. ⁰⁰ ₋
Other		
Total		26,634. ⁰⁰ ₋

Floor Prep to Install

Vendor will properly prepare the floor for installation of flooring. The property formerly had an aggressively glued carpet. Upon removal, some backing and webbing remains and there are resulting dings and nicks in subflooring.

Vernal City, Utah
Sealed Bids for Flooring at the Innovation Hub

A site visit to the Innovation Hub is strongly encouraged.

Bidder must include a 6"x6" sample of the Carpet & LVP in the bid packet.

Estimated Schedule:

Bid award: June 25, 2020

Start date of installation of flooring: July 20, 2020

Project completion date: July 31, 2020 *Pretty Flexible*

I certify that with regard to the Bid Packet for Flooring and Tiles for the Innovation Hub issued by Vernal City:

- I have read the bid packet.
- I have contacted appropriate City staff members regarding any need for clarifications.
- I am entitled to represent the above named company. I am empowered by the above named company to submit the above bid.
- I have not colluded or coordinated my submittal with another submitter to this bid.
- All information presented in the Bid Proposal Sheet or alternate form submitted by the above named company is true and accurate.
- The above named company can and will provide the materials and the work as described on Attachment A, if selected to do so.

I understand that the bid amount presented below will not necessarily be the final contractual fee amount and that the fee amount to be included in the agreement between the Vendor and the City will be negotiated based on a final scope of work. The bid is lump sum.

Signature: *Cory M. Foley* Date: 6/18/2020

Company Officer Name / Title: CEO Cory M. Foley

City Acceptance of the Bid Proposal and Award of the Project

Signature: _____ Date: _____

Quinn Bennion / City Manager



Small Business Economic Recovery Grant

June 2020

Uintah County, Vernal City, Naples City and Ballard City are pleased to provide small business grants in an effort to assist businesses through the COVID-19 hardship. Small businesses are critical to the success of our Basin's economy. The funds originate from the CARES Act fund approved by Congress and passed through the Utah Governor's Office of Management and Budget.

To qualify, a business must have experienced a significant impact as a result of the Public Health Order on April 2, 2020 (or subsequent health orders). The business must have a business presence in Uintah County that was financially impacted due to a health order associated with the COVID pandemic.

Grant Eligibility Requirements (ALL must apply):

1. Entity must be a registered business in Uintah County with an active business license as of April 1, 2020. Exception given for a home business that does not require a business license and faith-based organizations.
2. Entity must be a For-profit or Non-profit business in good standing with the Utah Division of Corporations
3. Business must be current on property taxes through April 1, 2020, if the business owns property or the owner's residence for a home business.
4. Business must have incurred a business loss from April 1 through June 30, 2020 as a result of interruption caused by required closure as the result of the public health order, closed voluntarily to promote social distancing measures or decreased customer demand as a result of the COVID-19 public health emergency.
5. Business incurred business expenses from April 1 to June 30, 2020, in the amount at least totaling the requested grant amount (\$1,000 to \$10,000). Regular business expenses include, but not limited to, utilities, rent, payroll, payroll taxes, employee health benefits, insurance, improvements to business to encourage social distancing and the purchase of PPE.
6. Business must operate with less than 500 employees.
7. Business is not a publicly traded company. Exception given for a franchise owner with a business that is locally owned.

Grant Funding Preferences

The selection committee will review the submitted applications to determine recipients and grant amount. The following preferences will be a factor, but not limited to, in the determinations and are listed in order of priority.

1. Business experienced interruption caused by a required closure (examples: dine-in restaurants, health club, gymnastics or dance studio)
2. Business experienced interruption caused by decreased customer demand as a result of the COVID-19 public health emergency (example: hotel)
3. Business experienced interruption caused by voluntary closure or partial closure to promote social distancing measures (example: retail store)
4. Business made efforts to comply with the public health orders from the State of Utah and Tri-County Health Department.
5. Priority will be given to businesses with higher business losses attributed to the public health orders.
6. Preference will be given to a business that has not received other recovery grant funding.
7. Preference will be given to a business with a storefront versus a home based business.

Grant Request: \$1,000 to \$10,000

Grant Submission Deadline: Friday, July 10, 2020; 5pm MST

Applicant must submit a W-9 form as part of this application. The grant award is likely taxable and reported as income by the awarding entity.

Applications can be submitted online at _____ or will be accepted by email or mail to Sylvia Wilkins, Uintah County Economic Development, 152 East 100 North, Vernal, Utah 84078. Email: swilkins@uintah.utah.gov Paper copies available at the Vernal Area Chamber of Commerce or Uintah County Economic Development office.

Applications will be reviewed by representatives of each local government entity and other financial professionals. Grant awards will be from \$1,000 to \$10,000 based on the preferences listed in the application, number of applications received and grant funding available.

Anticipated Schedule:

July 10 Round 1 grant application due by 5pm MST
July 20 Starting of Round 1 grant awards and release of funds

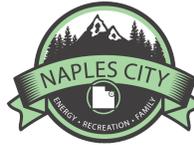
It is anticipated that a second round of funding will be available in August after the State of Utah releases additional recovery funds to local governments. The grant award amount and recipient business name are subject to public record laws.

If you have questions, contact:

Laura Chynoweth, grants consultant
laura@grantedfundraising.com
501.269.1607

Sylvia Wilkins, Uintah County Economic Development
swilkins@uintah.utah.gov
435.630.4505
Address:
152 East 100 North
Vernal, Utah 84078

Vernal Area Chamber of Commerce
435.789.1352
134 W Main St
Vernal, UT 84078



UINTAH COUNTY SMALL BUSINESS ECONOMIC RECOVERY GRANT

APPLICATION - Round 1 Grant 2020

Due: Friday, July 10, 5pm

The Small Business Economic Recovery Grants are intended to assist businesses that have been negatively affected by the COVID-19 epidemic. Businesses may apply for their losses to be covered by these grants, and all awards are only to be used for incurred expenses. Applications will be processed by the Economic Development Office of Uintah County. Funds will be awarded at the discretion of the selection committee until the funds are depleted.

I request a total of \$ _____ in grant funding to cover business costs incurred as a result of business interruption caused by health orders (between \$1,000 and \$10,000).

The following documentation must accompany this application:

- 1) W-9 form for applying entity

ENTITY INFORMATION

Business Legal Name:

Business Trade Name (DBA):

Business Address:

City:

State:

ZIP:

Mailing Address (If different):

City:

State:

ZIP:

EIN / SSN:

PRINCIPAL CONTACT INFORMATION

First Name:

Last Name:

Title:

Email:

Work Phone:

Mobile:

1. I own a registered business in Uintah County with a business license as of April 1, 2020. My business license is with (check one):
 - Uintah County
 - Vernal City
 - Naples City
 - Ballard City
 - I am exempt from a business license with my home business and I am in good standing with Utah Division of Corporations
 - Non-for-profit entity
 - Faith-based organization

2. At my business location (check two):
 - I operate my business out of a storefront
 - I operate a home business
 - I am the property owner where my business is located and I am current on my property taxes through April 1, 2020
 - I lease or rent

3. I incurred a business loss from April 1 through June 30, 2020 as a result of (check all that apply):
 - My business experienced interruption caused by required closure as the result of the public health order
 - My business was affected by decreased customer demand as a result of the COVID-19 public health emergency
 - My business was closed voluntarily to promote social distancing measures

4. I operate a small business with the following number of employees in Uintah County:
 - As of April 1, 2020:
 - _____ full-time employees (including owner)
 - _____ part-time employees
 - As of June 30, 2020:
 - _____ full-time employees (including owner)
 - _____ part-time employees

5. My business is:
 - A franchise with a business that is locally owned
 - Not a franchise

6. Date Business Established: _____

7. My business experienced an economic loss from April 1 to June 30, 2020.
 - a. Estimated gross business revenue from April 1 to June 30, 2019
\$ _____
 - b. Estimated gross business revenue from April 1 to June 30, 2020
\$ _____

c. Estimated economic loss as a result of COVID crisis and public health orders ('a' minus 'b'):
\$ _____

Businesses that do not show a revenue loss during this time (comparing 2019 to 2020) are not eligible for this recovery grant. Exception given for a first year business or explained hardship. Space provided for explanation in #10.

8. This small business grant must be used to reimburse a business for regular business expenses such as utilities, rent, payroll, payroll taxes, employee health benefits, insurance, improvements to business to encourage social distancing, PPE, etc.

My business experienced business expenses from April 1 to June 30, 2020, in the amount at least totaling the requested grant amount (\$1,000 to \$10,000). List your estimated business expenses experienced from April 1 to June 30:

Ave. monthly lease, rent or mortgage \$ _____

Ave. monthly utilities \$ _____

Ave. monthly payroll \$ _____

Ave. monthly health benefits \$ _____

Ave. monthly insurance \$ _____

Ave. monthly - other expenses \$ _____

My business did not experience business expenses from April 1 to June 30, 2020, in the amount of my grant request (not eligible for this grant)

Documentation is not required to be attached to this application. Receipts must be provided upon request or during audit.

9. My business applied for and received the following compensation from other sources as a result of the disaster in 2020. These amounts do not include loans, only grant awards. Check all that apply:

Economic Injury Disaster Loan (EIDL) funds. Amount received in grant funds (advance) \$ _____

Payroll Protection Program (PPP) / SBA. Grant amount received (forgiven) \$ _____

State business recovery grant. Grant amount received \$ _____

BEAR recovery grant by Uintah County. Grant amount received \$ _____

Other grant(s) for COVID recovery. Name of grant _____
Grant amount received \$ _____

10. Comments or other hardship considerations for the selection committee to review:

Contact: Sylvia Wilkins Phone: 435.630.4505 Email: swilkins@uintah.utah.gov

Acceptance of the Grant Agreement by Business Owner

I authorize the Uintah County Economic Development Office or its designee to verify the information provided in this application and the accompanying documentation of my business expenses and income. I agree that an audit may be performed to verify the information and representations set forth herein.

I have read and agreed to be bound by this grant agreement for accepting Coronavirus Relief Fund monies from Uintah County, Vernal City, Naples City or Ballard City. I affirm that the documentation provided is correct and the estimates set forth herein are actual business expenses and income incurred from April 1, 2020 to June 30, 2020. I agree to retain documentation related to this application and to any uses of the funds, including but not limited to invoices, sales receipts, payroll expenditures, income and bank statements, for a period of not less than 3 years. I agree to retain receipts of business expenses incurred from April 1 to June 30, 2020, in the amount at least totaling the amount of grant received. Receipts reflect business expenses such as utilities, rent, payroll, payroll taxes, employee health benefits, insurance, improvements to building to encourage social distancing, PPE, etc.

I have read and understand the eligibility requirements for accepting this Small Business Economic Recovery Grant funded through Coronavirus relief fund monies from Uintah County, Vernal City, Naples City or Ballard City. I am authorized to submit this application and accept this grant on behalf of the business named in this application. Funds provided through this agreement and application are considered government financial assistance. If audit findings determine that any funds were obtained or expended by the recipient in violation of this program or application I agree to make full repayment of those funds.

Knowingly and willfully providing false information for the purpose of obtaining these public funds is a violation of law and could subject you to fines, imprisonment, or both.

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the _____ day of _____, 2020.

I have included the following documentation:

- W-9 form for submitting entity

Signature of applicant:

Name:

Title:

Approval of Grant Award	
Entity:	
Grant award amount:	
Name:	Title:
Signature:	Date:

PASSED AND ADOPTED BY THE VERNAL COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Councilmember Nicholas Porter	_____	_____	_____	_____
Councilmember Travis Allan	_____	_____	_____	_____
Councilmember Dave Everett	_____	_____	_____	_____
Councilmember Bert Clark	_____	_____	_____	_____
Councilmember Ted Munford	_____	_____	_____	_____

Presiding Officer

Attest

Doug Hammond, Mayor, Vernal

QUINN B BENNION, City Manager
/ Recorder Vernal