



**WELCOME**

Economic Development Advisory  
Board  
May 7, 2020

# AGENDA

## Part I

- Welcome and Call to Order
- Approve Meeting Minutes – April 23, 2020
- Board member comments/Updates

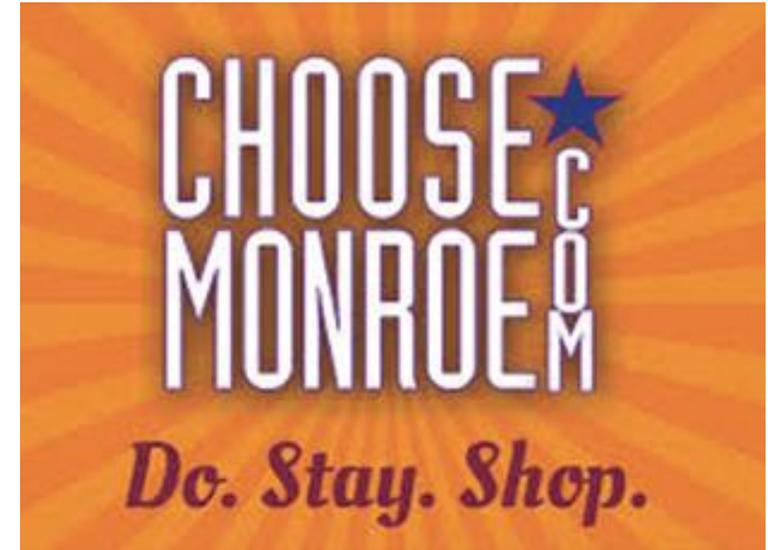
## Part 2 – Old Business

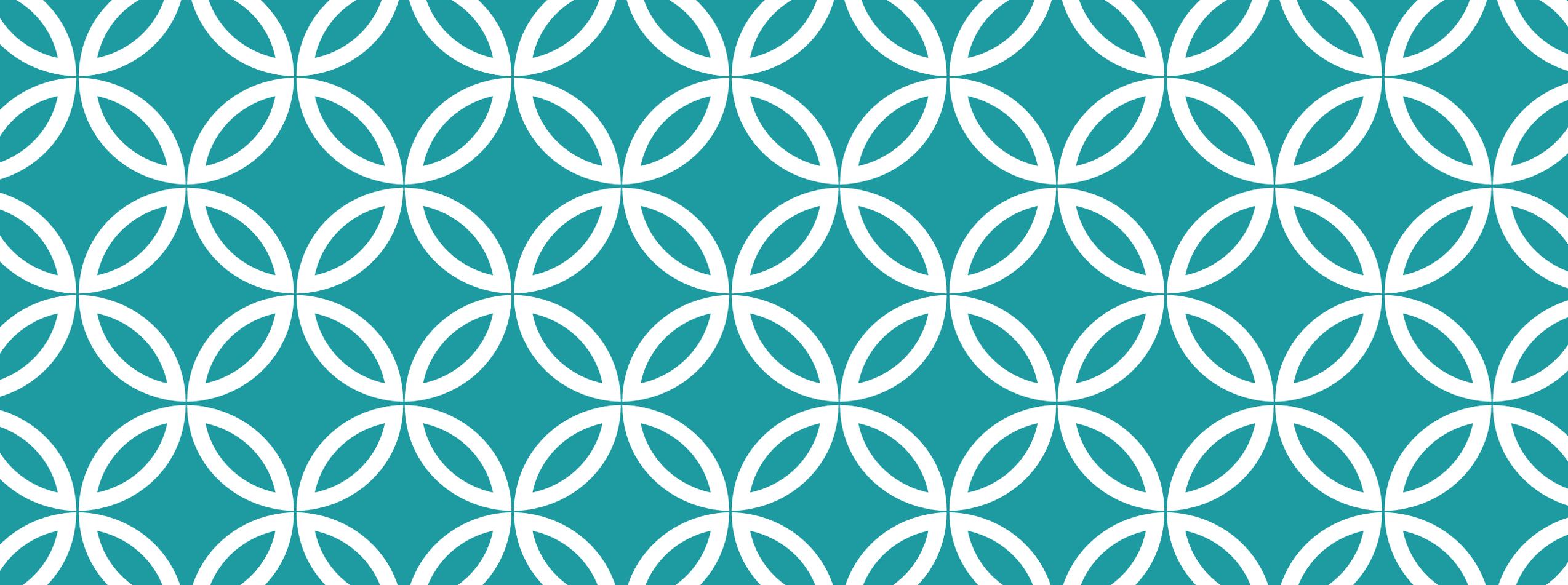
- WWSBG grant applications
- City Economic Stimulus – Utility Fee Waiver Update
- Wayfinding Signs

## Part 3 – New Business

- New Stimulus Funding
- May 7 Town Hall Agenda

## Part 4 Next Meeting – May 14





# APPROVE MEETING MINUTES

April 23, 2020

Economic Development Advisory  
Board

May 7, 2020

**CALL TO ORDER**

The April 23, 2020 Monroe Economic Development Advisory Board Meeting was called to order at 8:03 a.m.; Zoom Meeting Platform.

**ROLL CALL**

Members present: Allan Dye, Sally King, Liz Nugent, Bridgette Tuttle, Katy Woods; and ex-officio members Janelle Drews and Jim Watt

Staff present: Deborah Knight, James Palmer, Rich Huebner and Ben Swanson

**APPROVAL OF THE MINUTES**

Rich Huebner noted that the date under “Call to Order” was incorrect and recommended correction in the final approved minutes. Board member Bridgette Tuttle made a motion to approve the minutes of the April 16, 2020 meeting as amended. The motion was seconded by Board member Sally King. Motion carried 4-0.

**BOARD MEMBER COMMENTS/UPDATES**

Ms. King commented that she is looking forward to assisting in the scoring of Working Washington Small Business Emergency Grants, and to further discussions of potential areas that Advisory Board members could contribute to economic recovery efforts.

Ms. Tuttle commented that she has seen a great deal of appreciation expressed on social media for the efforts of Ms. Woods and Coastal Community Bank in regards to processing applications for federal relief programs. Ms. Tuttle further commented that it seems a majority of local businesses that received federal funding in the first round were those businesses that bank with and applied through Coastal Community Bank.

Ms. Tuttle commented she has yet to hear back on any relief program applications other than the Paycheck Protection Program (PPP).

Ms. Tuttle also provided an update on the Senior Class Picture project; she has placed the class picture of several seniors in the windows of her business establishment, as well as a picture of the high school lacrosse team on pizza boxes.

Ms. Tuttle commented that additional senior class support programs are in development, including a four foot by 24 banner to be placed on Main Street, and a “Paint the Town Orange” campaign.

In response to a question from Ms. King, Ms. Tuttle stated that her landlord for Monroe Pizza and Pints is working with her on prorating the rent for any months unpaid during the shutdown, beginning after the reopening of the state’s economy. Ms. Tuttle also commented that she has heard of some businesses, including her whiskey bar, that are unable to submit applications for relief programs due to one or more co-owners unwilling to sign the application.

Mr. Dye shared that he has heard from fellow business owners of frustration with the application process for federal relief programs, which require a Schedule C form that itself is not due until July and thus some businesses may not have ready.

Ms. Woods commented that a majority of her recent work focus has been assisting commercial clients with preparing and submitting their PPP applications.

Ms. Nugent expressed appreciation to Ms. Woods for the support offered by Coastal Community Bank to Ms. Nugent's clients. Ms. Nugent commented that only one of her clients has received funding thus far, and other clients are considering placing employees into unemployment due to this issue.

Ms. Drews commented that she has heard frustration from multiple Chamber members of multiple application processes which become overloaded and websites crash; she has been receiving a high number of questions from members regarding unemployment processes.

Ms. Drews commented that the Chamber of Commerce is in the planning stages for the Farmers Market, which has been approved to open as an "essential" function. Ms. Drews commented that she is working within the Snohomish Health District and state guidelines, which continue to change as more information becomes available; she hopes to have an online ordering system for the Market this year so that customers will be able to do curbside pick-up.

Mr. Watt commented that his efforts are ongoing to engage with downtown businesses, many of which have expressed frustration with the first round of federal funding assistance but cautious optimism about the anticipated second round.

## **OLD BUSINESS**

### **A. City Small Business Stimulus Package**

Ms. Knight opened discussion of the potential City Small Business Stimulus Package and asked the Board for a recommendation vote on each of the potential elements identified thus far. The five elements and Board votes are listed individually below:

#### **a. Staff Gift Cards**

This program would give all full-time equivalent (FTE) employees of the City \$100 to spend at businesses in Monroe. The funds would be issued as a reimbursement to employees for either \$100 or the full value of eligible expenses, whichever is less. Reimbursements would be issued for expenses spent at businesses within the city limits of Monroe on purchases consistent with public funds limitations. Employees would submit receipts verifying their expenses to receive the reimbursement, and would retain the right to request their \$100 be donated to a local 501(c)(3) non-profit agency.

Board members voted unanimously to approve this element for recommendation to the City Council.

**b. Waiver of Building Fees City-wide**

The City has currently waived all city-imposed building fees in the Downtown area; state-mandated fees and Fire District inspection fees are still being collected.

This proposal would extend the program through the end of the year and expand it to include all commercial projects within city limits; city fees would still be collected on single and multi-family residential construction.

Ms. Tuttle commented that she was not in favor of this proposal as she does not believe the projects impacted were related to the COVID-19 economic shutdown.

Mr. Dye commented that he does not believe such a waiver would stimulate related projects.

Ms. King commented that she does not believe this proposal would be immediately helpful to business owners.

Board members voted unanimously to not recommend this element to the City Council.

**c. Utility Late Fee Waivers**

Ms. Tuttle and Ms. King both expressed support for a payment plan for past due accounts, in addition to the late fee waiver.

Board members voted unanimously to approve this element for recommendation to the City Council.

**d. Waiver of Mandatory Garbage Pick-up for Closed Businesses**

This element is already in place for the duration of the Stay Home/Stay Healthy Order. If approved by the City Council, this element would be extended for a period of time established by the Council.

Board members voted unanimously to approve this element for recommendation to the City Council.

**e. Proclamation Urging the Governor to Issue a Moratorium on Commercial Lease Payments**

Ms. Tuttle commented that this is a complex issue, as a property owner would be unable to pay their mortgage obligations if tenant business owners fail to pay rent.

Ms. Tuttle asked what length of time the Board would recommend a potential proclamation suggest. Discussion ensued and consensus was for a period of six months beyond the lifting of the Stay Home/Stay Healthy Order.

Board members voted unanimously to approve this element for recommendation to the City Council.

f. Program Duration

Ms. Tuttle suggested the Board formalize a recommendation to the City Council that, if enacted by the Council, elements (a), (c) and (d) all be enacted through December 31, 2020.

Board members voted unanimously to formalize Ms. Tuttle's recommendation.

**NEW BUSINESS**

A. Update on Reopening of the Economy

Ms. Knight shared that she and Mayor Geoffrey Thomas have heard frustration with Governor Inslee's presentations on this topic, which have provided no defined timeline or metrics by which a reopening will occur.

Discussion ensued and all members expressed hearing similar frustrations from their peers. Unanimous agreement was expressed that communities are approaching a tipping point in which this frustration, amongst business owners and residents alike, will exceed willingness to follow the Stay Home/Stay Healthy guidelines.

Ms. Knight commented that the mayors of Snohomish County municipalities met remotely and all shared hearing similar frustrations in their communities. This group of mayors will be sending a letter to Governor Inslee to share the frustrations of their communities and offer to assist the governor in building out a recovery plan for Washington State.

B. Next Federal Stimulus Plan

Mr. Palmer commented that Congress was close to finalizing a next round of federal COVID-19 stimulus legislation, which is anticipated to be completed by the end of the week. Mr. Palmer commented that the legislation is anticipated to include a focus on ensuring assistance is available to un-banked and single proprietor small businesses.

Ms. Woods commented that she anticipates a 2019 Schedule C form will still be required for all applications, even if the form hasn't been filed yet.

Mr. Palmer commented that he will be putting out an announcement to encourage businesses to be ready for a reopening of funding and to be prepared to submit applications.

C. Next Town Hall Meeting

Mr. Palmer commented that the next virtual Town Hall Meeting is tentatively scheduled for Thursday, May 7. Mr. Palmer anticipates federal legislation will be completed by then and he will be able to provide additional details during the meeting.

**ADJOURNMENT**

The meeting adjourned at 9:30 a.m.

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Deborah Knight, City Administrator

# BOARD MEMBER COMMENTS/UPDATES



Janelle Drews  
Sally King

## Tourism

Geofencing  
Tourism Data  
Choose Monroe  
LTAC Funding Priorities  
Wayfinding/Gateway Signs



Mike Buse  
Allen Dye  
Katy Woods

## Business Recruitment

North Kelsey (Tjerne Place)  
Recruitment Strategies  
ED Webpage Update  
Data  
Business Survey  
Small Business Development  
Workforce Development



Bridgette Tuttle  
Meghan Wirsching

## Growth & Development

Vision 2050  
Zoning  
Land Use  
Infrastructure  
ED Element Comp Plan  
Growth Management Act  
Airport Zone

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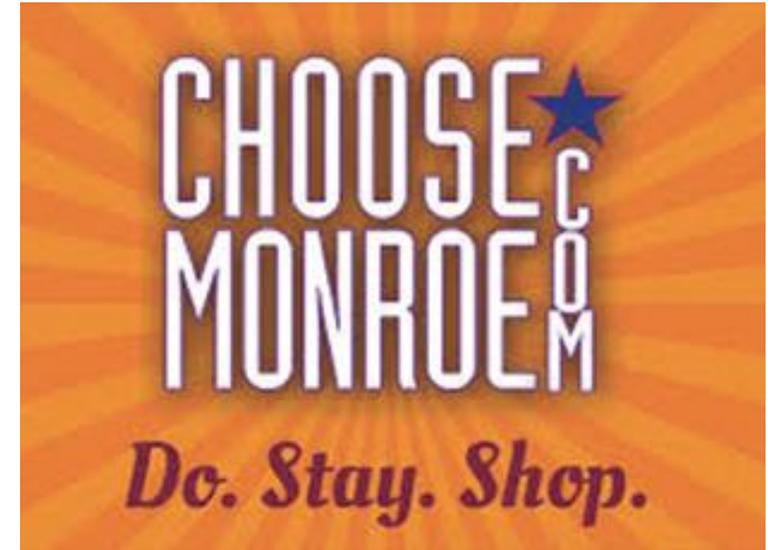
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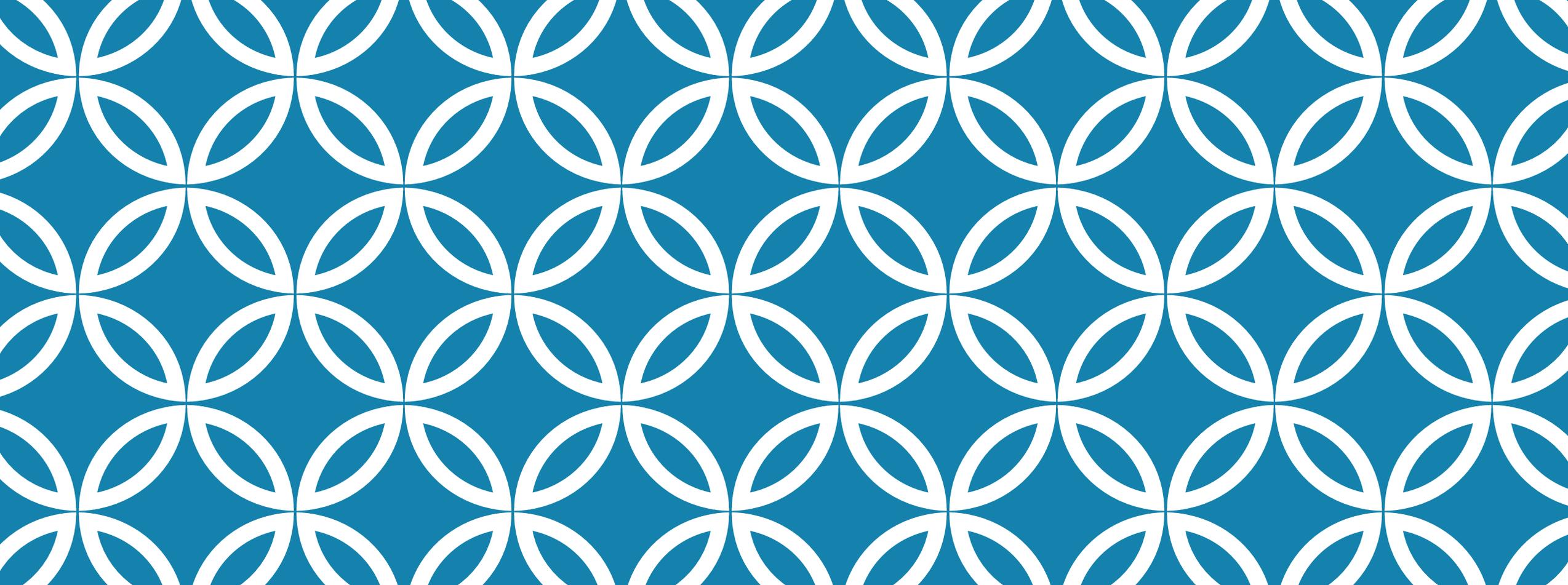
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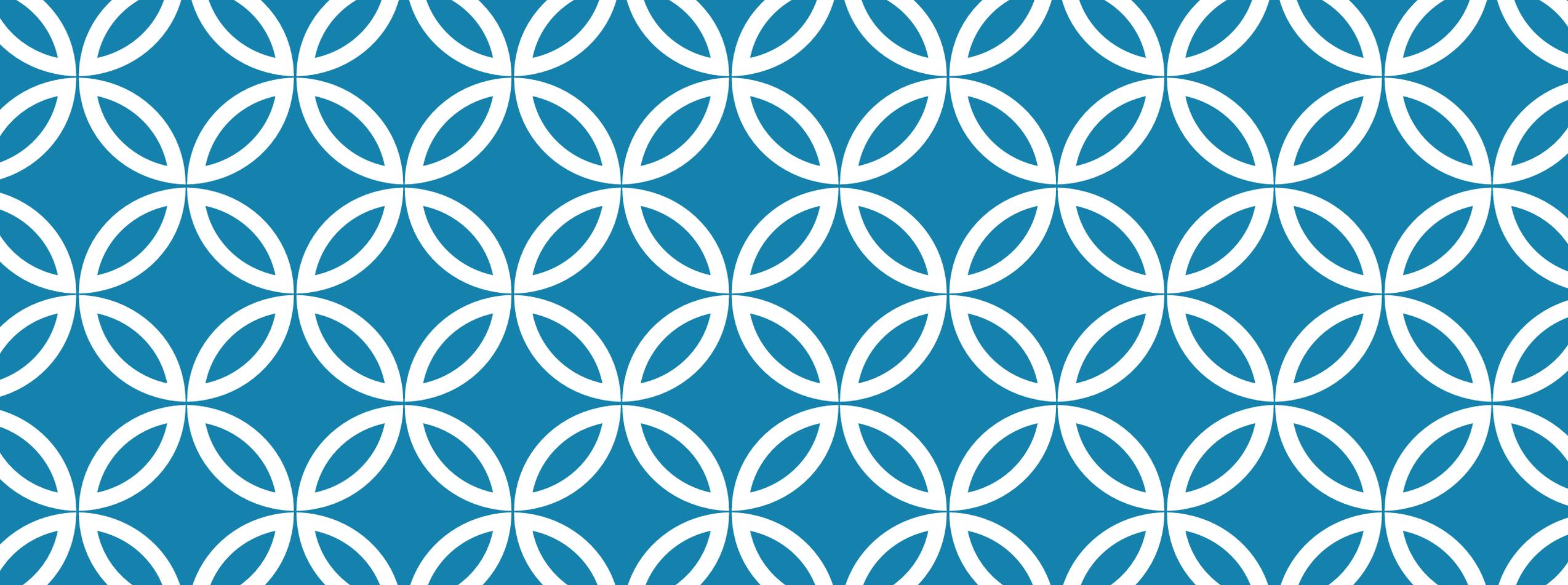
# WWSBE GRANT APPLICATIONS

Economic Development Advisory  
Board  
May 7, 2020

# WWSBE GRANT APPLICATIONS

- ❑ Available Funding
  - ❑ Initial \$5 million – April 7, 2020
  - ❑ Additional \$5 million – April 23, 2020
- ❑ Monroe Allocation
  - ❑ \$15,503
- ❑ Monroe Applications
  - ❑ 119 applications received
  - ❑ > \$1 million requested
- ❑ Scoring and submission
  - ❑ EASC's scoring matrix
  - ❑ Top 6 applications submitted





# CITY ECONOMIC STIMULUS — UTILITY FEE WAIVER UPDATE

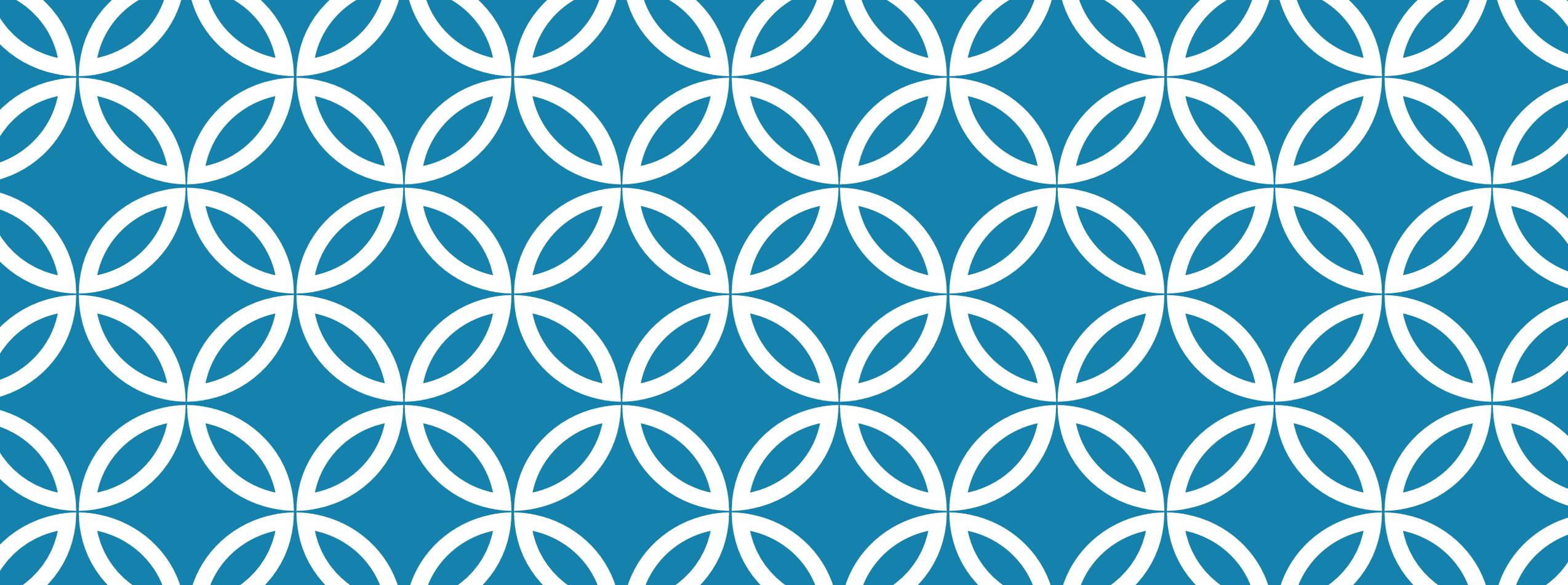
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# UTILITY FEE WAIVER UPDATE

- ❑ Multiple Mixed-Use Buildings
  - ❑ Commercial and residential spaces
  - ❑ Generally one meter
- ❑ Multi Unit Commercial Buildings with one meter
  - ❑ Property owner is utility customer
- ❑ Additional Considerations:
  - ❑ Unable to shutoff without previous notice of delinquency
  - ❑ Fee Schedule revision
- ❑ May 5 City Council Meeting Cancelled
  - ❑ Scheduled for discussion at May 5 Meeting





# WAYFINDING SIGNS

Economic Development Advisory  
Board  
May 7, 2020

# WAYFINDING SIGNAGE

1A



2A



1B



2B



3



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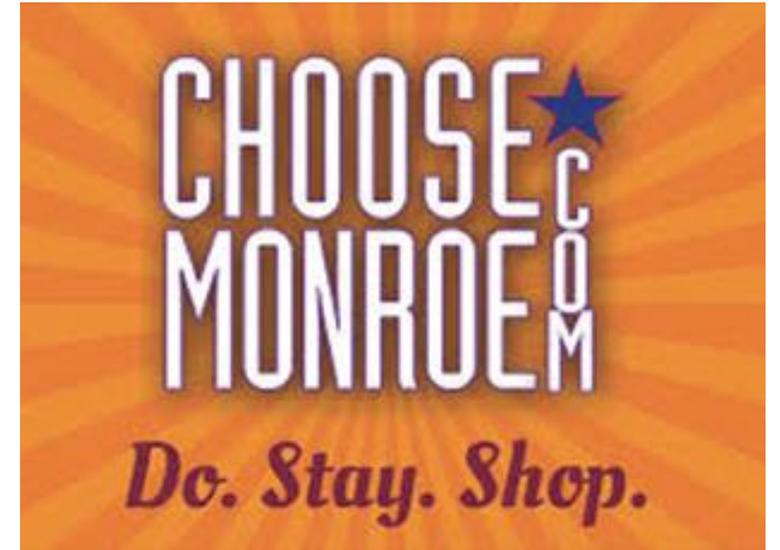
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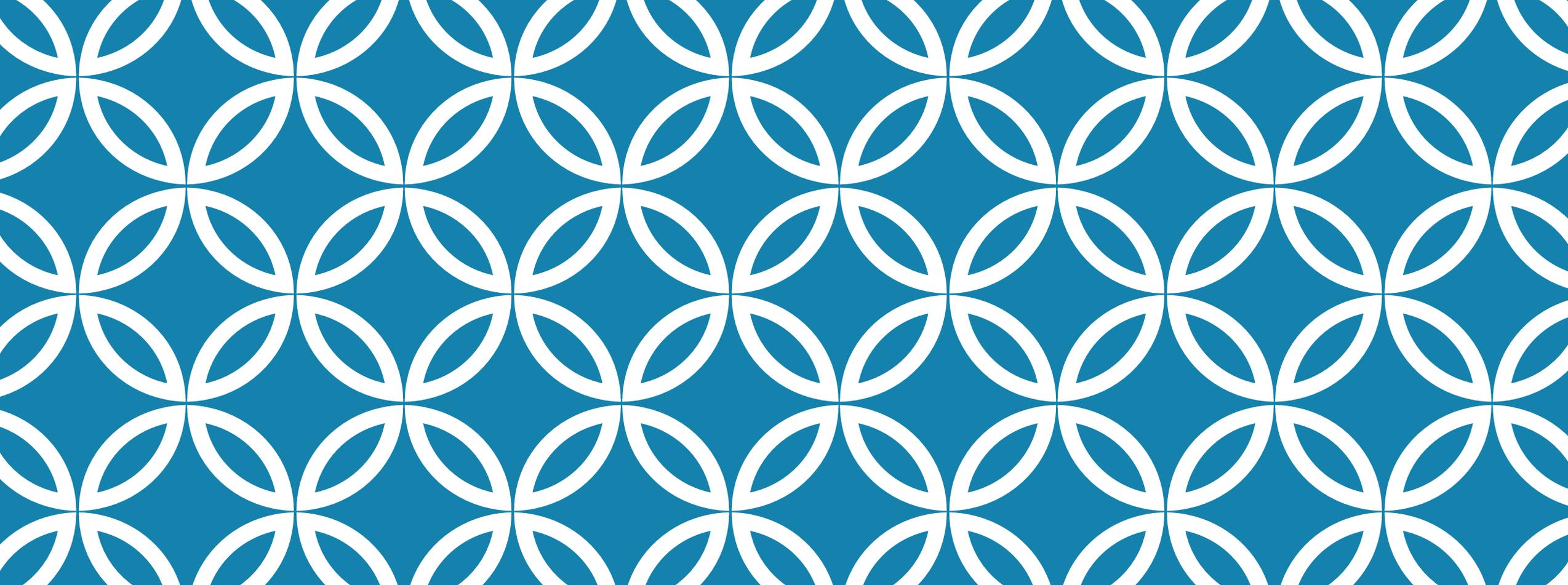
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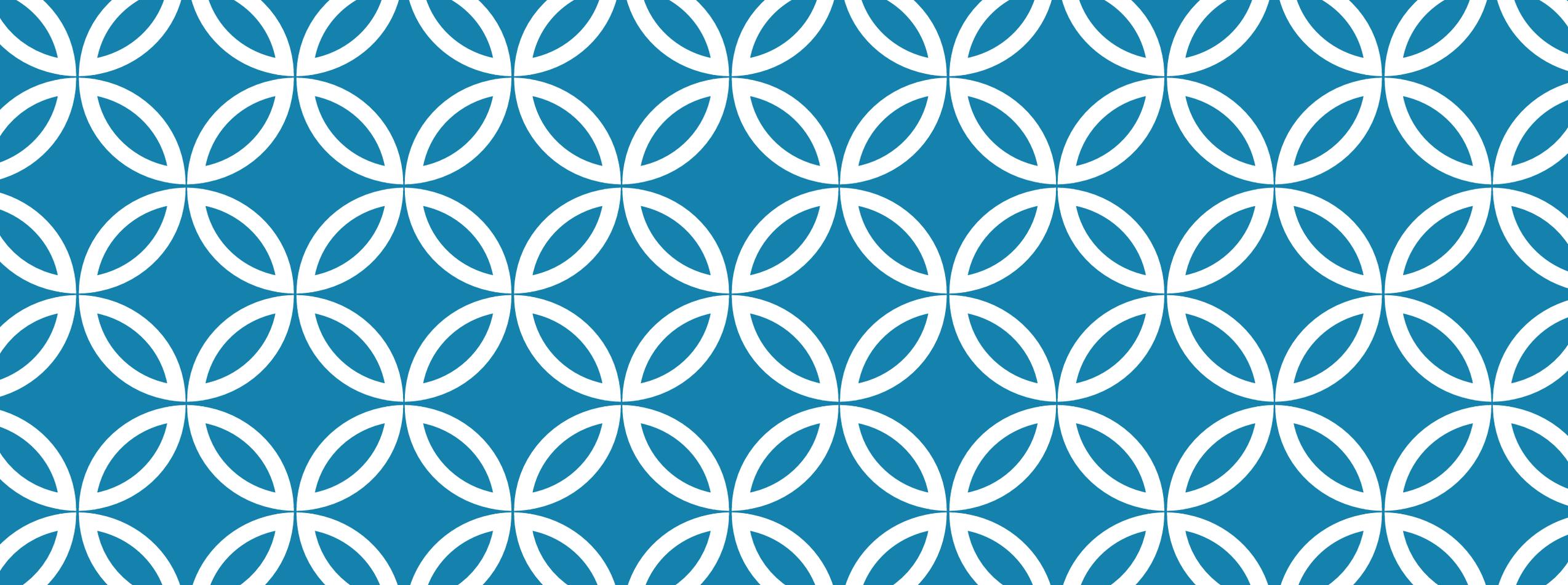
# NEW STIMULUS FUNDING

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# NEW FEDERAL STIMULUS FUNDING

- Paycheck Protection Program
  - \$310 billion to PPP
    - \$250 billion through traditional lenders
    - \$30 billion to smaller lenders with assets between \$10 billion and \$50 billion
    - \$30 billion to community lenders with assets under \$10 billion
- Economic Injury Disaster Loans
  - \$60 billion to SBA-administered program

**Paycheck  
Protection Program  
and Health Care  
Enhancement Act**



# TOWN HALL

Economic Development Advisory  
Board  
May 7, 2020

# TOWN HALL MEETING AGENDA

- Welcome and Introductions
- Address by Mayor Thomas
- Recent Federal Stimulus
  - Paycheck Protection Program (PPP)
  - Economic Injury Disaster Loans
- Working Washington Small Business Emergency Grant
- Unemployment Security Department handling of claims
- Phased economic re-opening



**New Covid Relief Package  
(Covid 3.5)**



# NEXT MEETING THURSDAY, MAY 14, 2020

8:00AM-9:30AM

Zoom Meeting

