



Village Manager’s Office

SUBJECT: Approval of Economic Relief Grant Expenditures

MEETING DATE: April 28, 2020

FROM: Erik Hallgren, Assistant Village Manager

BUDGET IMPACT:

Total Economic Relief Program Budget:	\$ 531,000.00
Total Economic Relief Program Expense:	\$ 202,611.06
Total Remaining Funds:	\$ 328,388.94

Background

The Village of Wilmette recognizes that coronavirus (COVID-19) has put a substantial burden on the Village’s small business community. The Governor of Illinois issued a ‘Stay at Home’ order that started on Saturday, March 21 and is expected to remain in effect for the duration of the Gubernatorial Disaster Proclamation. This order which requires all “non-essential” businesses to close and prevents other businesses such as restaurants from operating as they typically do (carryout, curbside pick-up, and delivery only), will continue to place economic pressure on the Wilmette business community.

To combat the economic impact of COVID-19, the Village Board approved an economic relief program on Tuesday, March 24, 2020 in the amount of \$375,000. On Tuesday, April 14, the Village Board approved extending the economic relief program to service based businesses in the Village in the amount of \$156,000. Combined the two programs offer \$531,000 in grants to local businesses. The intent of the economic relief program is to provide immediate assistance to support small businesses impacted by the current public health crisis. Eligible local businesses can use these grants for short-term financial needs such as payroll, paying vendors, and paying suppliers. The program has the intent of preserving the Wilmette business community and local economy.

Discussion

The application process for both programs have been promoted through a variety of means including direct emails, coordination with the Chamber of Commerce, social, media, E-News, press releases, and posting to the Village website. Applications for the sales tax rebate program opened on March 26, 2020 and the applications for the service business grant program opened on April 16, 2020.

Included in this request for approval of economic relief grant expenditures are applications that were submitted and processed through April 20, 2020. Applications submitted and processed after this date will be included in future expenditure approval requests.

Sales Tax Rebate Grant Program

Through Monday, April 20, there were a total of sixty-one (61) applications, which were all reviewed by staff. Fifty (50) applications have been approved for disbursement; Sixteen (16) were approved by the Village Board at the April 14 meeting and this disbursement requests includes thirty-four (34) applications. There has been a total of \$196,712.51 approved through the sales tax program, with \$110,956.43 included in this disbursement request.

Service Business Grant Program

Through Monday, April 20, there were a total of ten (10) applications, which were all reviewed by staff. Five (5) applications have been approved for disbursement at a total value of \$5,898.55 and are included in this disbursement request

The total disbursements included in this request is \$116,854.98. Attachment #1 includes a summary of the businesses receiving grants through both programs.

Budget Impact

The economic relief grant programs are funded by General Fund reserves. The below chart shows the breakdown of budget and expense for each grant program

	Budget	Expenses	Remaining
Sales Tax Rebate Grant	\$375,000	\$196,712.51	\$178,287.49
Service Business Grant	\$156,000	\$5,898.55	\$150,101.45
Totals	\$531,000	\$202,611.06	\$328,388.94

Attachments

1. Listing of Business Grants
2. Accounts Payable Warrant 040820-1, dated April 8, 2020 - \$58,089.41
3. Accounts Payable Warrant 041520-1, dated April 15, 2020 - \$43,061.32
4. Accounts Payable Warrant 042220-3, dated April 22, 2020 - \$14,704.25

SALES TAX GRANT PROGRAM

Business Name	Amount	Disbursement
Yogaview	548.46	040120-2 APPROVED
Love's Yogurt	816.90	040120-2 APPROVED
Salon Fusion	979.30	040120-2 APPROVED
Fuel	1,268.00	040120-2 APPROVED
Ross Wetzel Studio	1,458.70	040120-2 APPROVED
Bella Cosa Jewelers	1,935.37	040120-2 APPROVED
Thai Inbox	3,071.85	040120-2 APPROVED
Hanig's Footwear	3,204.77	040120-2 APPROVED
Kashian Bros	3,479.37	040120-2 APPROVED
Yellow Bird	5,721.35	040120-2 APPROVED
Nick's Neighborhood Bar & Grill	7,306.95	040120-2 APPROVED
Homer's Ice Cream, Inc	7,313.78	040120-2 APPROVED
Heart Auto Care	7,829.92	040120-2 APPROVED
Napolita Pizzeria & Wine Bar	9,988.77	040120-2 APPROVED
Convito Café & Market	14,663.67	040120-2 APPROVED
Pescadero Seafood & Oyster Bar	16,168.92	040120-2 APPROVED
Wilmette Theater	442.05	040820-1
Shabahang Royal Carpet	1,016.96	040820-1
H. Marion Framing Studio	1,091.21	040820-1
Hubba Hubba	1,411.10	040820-1
Gordon Salon	1,432.25	040820-1
Wilmette Flowers	1,444.45	040820-1
JP McCarthy's Pizza & Grill	1,853.75	040820-1
Irvings For Red Hot Lovers	2,257.40	040820-1
John Plunkett Interiors	2,663.70	040820-1
Lambrecht's Jewelers	2,700.65	040820-1
Village Audio Video	3,731.75	040820-1
Wilmette Auto Body	4,580.30	040820-1
Torino Ramen	4,811.61	040820-1
The Noodle Café	5,397.55	040820-1
Complete Birkenstock	5,942.54	040820-1
Depot Nuevo	7,346.10	040820-1
The Backyard Barbecue Store	10,966.04	040820-1
Akai Hana	10,249.20	041520-1
Al's Meat	1,939.05	041520-1
Fuenfer Jewelers	6,987.20	041520-1
Valley Lodge	10,355.44	041520-1
Velosmith	2,936.00	041520-1
Ridgeview Grill	6,428.60	041520-1
Exhibit	607.15	041520-1
Chuck Wagon	597.90	041520-1
Mona Lisa Stone & Tile	766.55	041520-1
Vibrato	2,194.23	041520-1
Akira Sushi	1,295.88	042220-3
Alchemy	1,082.21	042220-3
Cigary	1,312.19	042220-3
DDK Kitchen Design	1,509.53	042220-3
Hotcakes	1,242.44	042220-3
Morning Glory	1,355.45	042220-3
Trendy Taco	1,008.00	042220-3
TOTAL	\$ 196,712.51	

SERVICE BUSINESS GRANT PROGRAM

Business Name	Amount	Disbursement
Salon Fusion	1,500.00	042220-3
Center for Oriental Medicine	1,500.00	042220-3
Jon Kailey Salon	1,056.42	042220-3
OutatTime	342.13	042220-3
Wilmette Massage Therapy	1,500.00	042220-3
TOTAL	\$ 5,898.55	

Paid Warrant Report #: 040820-1 Grants

Checks prepared on: 4/8/20

Check range: 74142 to 74158

Number of checks: 17

Number of invoices paid in warrant: 17

Total amount of check batch: \$ 59,089,41

I have reviewed the accompanying Warrant Report and approve the checks to be issued.

Village Manager

PAID WARRANT REPORT

WARRANT: 040820-1

TO FISCAL 2020/04 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
4530 THE BACKYARD BARBECUE STORE	90185	04/06/20	123965		74142	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	10,966.04
	INVOICE: 4530-040620									
VENDOR TOTALS			10,966.04	YTD INVOICED				10,966.04	YTD PAID	10,966.04
4522 FUNCTIONALS, INC.	90164	04/06/20	123944		74143	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	5,942.54
	INVOICE: 4522-040620									
VENDOR TOTALS			5,942.54	YTD INVOICED				5,942.54	YTD PAID	5,942.54
1938 DEPOT NUEVO	90182	04/06/20	123962		74144	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	7,346.10
	INVOICE: 1938-040620									
VENDOR TOTALS			7,346.10	YTD INVOICED				7,346.10	YTD PAID	7,346.10
4526 GORDON IN WILMETTE, INC.	90168	04/06/20	123948		74145	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	1,432.25
	INVOICE: 4526-040620									
VENDOR TOTALS			1,432.25	YTD INVOICED				1,432.25	YTD PAID	1,432.25
2597 H. MARION FRAMING STUDIO, INC.	90171	04/06/20	123951		74146	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	1,091.21
	INVOICE: 2597-040620									
VENDOR TOTALS			1,091.21	YTD INVOICED				1,091.21	YTD PAID	1,091.21
4527 JULIE A. COHEN	90169	04/06/20	123949		74147	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	1,411.10
	INVOICE: 4527-040620									
VENDOR TOTALS			1,411.10	YTD INVOICED				1,411.10	YTD PAID	1,411.10
4523 IRVING'S FOR RED HOT LOVERS	90165	04/06/20	123945		74148	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	2,257.40
	INVOICE: 4523-040620									
VENDOR TOTALS			2,257.40	YTD INVOICED				2,257.40	YTD PAID	2,257.40
4528 JOHN PLUNKETT DESIGN, LLC	90170	04/06/20	123950		74149	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	2,663.70
	INVOICE: 4528-040620									
VENDOR TOTALS			2,663.70	YTD INVOICED				2,663.70	YTD PAID	2,663.70
4524 KLAVDIA, INC.	90166	04/06/20	123946		74150	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	1,853.75
	INVOICE: 4524-040620									

PAID WARRANT REPORT

WARRANT: 040820-1

TO FISCAL 2020/04 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		1,853.75 YTD INVOICED		1,853.75 YTD PAID		1,853.75				
13728	MATTHEW G. LAMBRECHT									
	90183	04/06/20	123963		74151	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	2,700.65
	INVOICE:	13728-040620								
VENDOR TOTALS		2,700.65 YTD INVOICED		2,700.65 YTD PAID		2,700.65				
1104	THE NOODLE									
	90186	04/06/20	123966		74152	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	5,397.55
	INVOICE:	1104-040620								
VENDOR TOTALS		5,397.55 YTD INVOICED		5,397.55 YTD PAID		5,397.55				
4529	AFSHIN N&S, INC.									
	90184	04/06/20	123964		74153	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	1,016.96
	INVOICE:	4529-040620								
VENDOR TOTALS		1,016.96 YTD INVOICED		1,016.96 YTD PAID		1,016.96				
4531	TORINO FOODS, INC.									
	90187	04/06/20	123967		74154	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	4,811.61
	INVOICE:	4531-040620								
VENDOR TOTALS		4,811.61 YTD INVOICED		4,811.61 YTD PAID		4,811.61				
4525	BLAIR HOME TECHNOLOGIES, INC.									
	90167	04/06/20	123947		74155	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	3,731.75
	INVOICE:	4525-040620								
VENDOR TOTALS		3,731.75 YTD INVOICED		3,731.75 YTD PAID		3,731.75				
24465	WILMETTE AUTO BODY									
	90172	04/06/20	123952		74156	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	4,580.30
	INVOICE:	24465-040620								
VENDOR TOTALS		4,580.30 YTD INVOICED		4,580.30 YTD PAID		4,580.30				
4532	WILMETTE FLOWERS, INC.									
	90188	04/06/20	123968		74157	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	1,444.45
	INVOICE:	4532-040620								
VENDOR TOTALS		1,444.45 YTD INVOICED		1,444.45 YTD PAID		1,444.45				
44450	WILMETTE THEATRE									
	90173	04/06/20	123953		74158	P	04/08/20	11191060 449500	CONTINGENCY - REGULAR	442.05
	INVOICE:	44450-040620								
VENDOR TOTALS		442.05 YTD INVOICED		742.05 YTD PAID		442.05				

PAID WARRANT REPORT

WARRANT: 040820-1

TO FISCAL 2020/04 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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REPORT TOTALS 59,089.41

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	17	59,089.41

** END OF REPORT - Generated by Lucy Pristovnik **

Paid Warrant Report #: 041520-1 Grants

Checks prepared on: 4/15/20

Check range: 74208 to 74217

Number of checks: 10

Number of invoices paid in warrant: 10

Total amount of check batch: \$ 43,061.32

I have reviewed the accompanying Warrant Report and approve the checks to be issued.

Village Manager

PAID WARRANT REPORT

WARRANT: 041520-1

TO FISCAL 2020/04 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
4538 HANA SEA FOODS, INC.	90344	04/14/20	124126		74208	P	04/15/20	11191060 449500	CONTINGENCY - REGULAR	10,249.20
	INVOICE:	4538-041420								
VENDOR TOTALS			10,249.20	YTD INVOICED				10,249.20	YTD PAID	10,249.20
2684 JOE SPERA	90345	04/14/20	124128		74209	P	04/15/20	11191060 449500	CONTINGENCY - REGULAR	1,939.05
	INVOICE:	2684-041420								
VENDOR TOTALS			1,939.05	YTD INVOICED				1,939.05	YTD PAID	1,939.05
4543 ALEKSANDAR DJORDJEVIC	90351	04/14/20	124134		74210	P	04/15/20	11191060 449500	CONTINGENCY - REGULAR	597.90
	INVOICE:	4543-041420								
VENDOR TOTALS			597.90	YTD INVOICED				597.90	YTD PAID	597.90
4540 MARI-ROSE MCMANUS	90347	04/14/20	124130		74211	P	04/15/20	11191060 449500	CONTINGENCY - REGULAR	607.15
	INVOICE:	4540-041420								
VENDOR TOTALS			607.15	YTD INVOICED				607.15	YTD PAID	607.15
4539 FUENFER JEWELERS, INC	90346	04/14/20	124129		74212	P	04/15/20	11191060 449500	CONTINGENCY - REGULAR	6,987.20
	INVOICE:	4539-041420								
VENDOR TOTALS			6,987.20	YTD INVOICED				6,987.20	YTD PAID	6,987.20
4544 MONA LISA STONE & TILE, INC	90352	04/14/20	124135		74213	P	04/15/20	11191060 449500	CONTINGENCY - REGULAR	766.55
	INVOICE:	4544-041420								
VENDOR TOTALS			766.55	YTD INVOICED				766.55	YTD PAID	766.55
4537 JOHN THANOS	90350	04/14/20	124133		74214	P	04/15/20	11191060 449500	CONTINGENCY - REGULAR	6,428.60
	INVOICE:	4537-041420								
VENDOR TOTALS			6,428.60	YTD INVOICED				6,428.60	YTD PAID	6,428.60
4542 BAG TAVERN, LLC.	90349	04/14/20	124132		74215	P	04/15/20	11191060 449500	CONTINGENCY - REGULAR	10,355.44
	INVOICE:	4542-041420								
VENDOR TOTALS			10,355.44	YTD INVOICED				10,355.44	YTD PAID	10,355.44
4541 VELOSMITH BICYCLE STUDIO, INC.	90348	04/14/20	124131		74216	P	04/15/20	11191060 449500	CONTINGENCY - REGULAR	2,936.00
	INVOICE:	4541-041420								

PAID WARRANT REPORT

WARRANT: 041520-1

TO FISCAL 2020/04 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		2,936.00		YTD INVOICED		2,936.00		YTD PAID		2,936.00
4545 IAN MARK & JANICE M. SAMBERG	90353	04/14/20	124136		74217	P	04/15/20	11191060 449500	CONTINGENCY - REGULAR	2,194.23
		INVOICE: 4545-041420								
VENDOR TOTALS		2,194.23		YTD INVOICED		2,194.23		YTD PAID		2,194.23
									REPORT TOTALS	43,061.32

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	10	43,061.32

** END OF REPORT - Generated by Lucy Pristovnik **

Paid Warrant Report #: 042220-3 - Grants

Checks prepared on: 4/22/20

Check range: 74345 to 74356

Number of checks: 12

Number of invoices paid in warrant: 12

Total amount of check batch: \$ 14,704.25

I have reviewed the accompanying Warrant Report and approve the checks to be issued.

Village Manager

PAID WARRANT REPORT

WARRANT: 042220-3

TO FISCAL 2020/04 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
4547 5B2F, INC.	90451	04/21/20	124234		74345	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	1,295.88
	INVOICE:	4547-042120								
VENDOR TOTALS			1,295.88	YTD INVOICED				1,295.88	YTD PAID	1,295.88
4548 ALCHEMY COFFEE HOUSE	90452	04/21/20	124235		74346	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	1,082.21
	INVOICE:	4548-042120								
VENDOR TOTALS			1,082.21	YTD INVOICED				1,082.21	YTD PAID	1,082.21
4554 JASON BUSSELL	90459	04/21/20	124242		74347	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	1,500.00
	INVOICE:	4554-042120								
VENDOR TOTALS			1,500.00	YTD INVOICED				1,500.00	YTD PAID	1,500.00
4549 CIGARY, INC.	90453	04/21/20	124236		74348	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	1,312.19
	INVOICE:	4549-042120								
VENDOR TOTALS			1,312.19	YTD INVOICED				1,312.19	YTD PAID	1,312.19
4550 DDK KITCHEN DESIGN GROUP, INC.	90454	04/21/20	124237		74349	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	1,509.53
	INVOICE:	4550-042120								
VENDOR TOTALS			1,509.53	YTD INVOICED				1,509.53	YTD PAID	1,509.53
4551 HOTCAKES IN WILMETTE, INC.	90455	04/21/20	124238		74350	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	1,242.44
	INVOICE:	4551-042120								
VENDOR TOTALS			1,242.44	YTD INVOICED				1,242.44	YTD PAID	1,242.44
4555 A&E SALONS PC	90460	04/21/20	124243		74351	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	1,056.42
	INVOICE:	4555-042120								
VENDOR TOTALS			1,056.42	YTD INVOICED				1,056.42	YTD PAID	1,056.42
15699 MORNING GLORY LTD	90456	04/21/20	124239		74352	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	1,355.45
	INVOICE:	15699-042120								
VENDOR TOTALS			1,355.45	YTD INVOICED				1,355.45	YTD PAID	1,355.45
4556 OUTATIME GAMES ESCAPE ROOM PRODUCTIONS LLC	90461	04/21/20	124244		74353	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	342.13
	INVOICE:	4556-042120								

PAID WARRANT REPORT

WARRANT: 042220-3

TO FISCAL 2020/04 01/01/2020 TO 12/31/2020

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		342.13 YTD INVOICED		342.13 YTD PAID		342.13				
4516 SALON FUSION, LTD.	90462	04/21/20	124245		74354	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	1,500.00
		INVOICE: 4516-042120								
VENDOR TOTALS		2,479.30 YTD INVOICED		2,479.30 YTD PAID		1,500.00				
4552 THE TRENDY TACO	90457	04/21/20	124240		74355	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	1,008.00
		INVOICE: 4552-042120								
VENDOR TOTALS		1,008.00 YTD INVOICED		1,008.00 YTD PAID		1,008.00				
4557 WILMETTE MESSAGE THERAPY CENTER, INC.	90463	04/21/20	124246		74356	P	04/22/20	11191060 449500	CONTINGENCY - REGULAR	1,500.00
		INVOICE: 4557-042120								
VENDOR TOTALS		1,500.00 YTD INVOICED		1,500.00 YTD PAID		1,500.00				
									REPORT TOTALS	14,704.25

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	12	14,704.25

** END OF REPORT - Generated by Lucy Pristovnik **