



**City of Blue Springs
903 W. Main
Blue Springs, Missouri 64015**

**CDBG ADVISORY COMMITTEE
MINUTES
Thursday, May 14, 2020**

A State of Emergency for Jackson County, Missouri was declared on March 12, 2020 and subsequent amendments by Jackson County Executive Order requiring residents to stay at home and limiting public gatherings to reduce the spread of the COVID-19 virus. As provided in Sections 610.020(1) and 610.020(4) RSMo., the CDBG Advisory Committee participated in this meeting via video-conference and telephone to ensure safe social distancing measures were taken. The public was able to attend via telephone conference.

A meeting of the CDBG Advisory Committee of the City of Blue Springs was held at 6:00 p.m. on Thursday, May 14, 2020 via video-conference and telephone. The following members, guests and staff were in attendance:

**VOTING MEMBERS
PRESENT**

Susan Stokenbury, PC Rep.
Keith Hannaman, Vice Chair
Cindy Miller, Chairperson

Jason Ellis, Downtown Resident
Galen Ericson, Council Dist. 1
Kent Edmondson, Council Dist. 2

STAFF / OTHERS

Matt Wright, Com. Dev.
Chris Sandie, Public Works
Dennis Dovel, Parks
Susan Culpepper, Councilmember
Dist. 3
Melodie Chrisman, Comm. Svc.
League
Karen Findora, CDBG Liaison

**VOTING MEMBERS
ABSENT**

Ron Fowler, Council Dist. 3

CALL TO ORDER

Chairperson Cindy Miller called the meeting to order at 6:00 p.m.

ROLL CALL

Karen Findora, Liaison called the roll.
Committee Member Keith Hannaman called in at 6:12 p.m.

APPROVAL OF MINUTES

Chairperson Miller requested action on the November 20, 2020, meeting minutes. Councilmember Kent Edmondson made a motion to approve the minutes, a second from Councilmember Galen Ericson, and a unanimous vote, the minutes for November 20, 2020, were approved as submitted.

Chairperson Miller opened the public hearing for the Annual Action Plan at 6:08 p.m.

**PUBLIC HEARING /
SUBSTANTIAL
AMENDMENTS TO 2017-
2021 CONSOLIDATED
PLAN & CITIZEN
PARTICIPATION PLAN
& 2019-2020 ANNUAL
ACTION PLAN**

2021 Consolidated Plan and Citizen Participation Plan as well as the 2019-2020 Annual Action Plan. Page 8 & 9 of the staff report which were made part of the agenda packet are the amendments that are proposed for the Consolidated Plan. These amendments will respond to the COVID-19 pandemic. The priority is to reinvest in Downtown and existing neighborhoods. Staff would like to add to that section that the City would provide resources for microenterprise and small businesses to retain and/or create jobs for low-moderate income residents and business owners. The second priority is for Public Services for LMI Persons and Areas. Funds may be allocated to public services to assist low-moderate income persons and household impacted with employment changes and supplies, including subsistence payments for housing and utilities.

Mr. Wright stated that the City will utilize CDBG-CV funds received through the CARES Act in response to the COVID-19 pandemic to provide assistance to microenterprises and small businesses for low-moderate income jobs retention and public services to assist low-moderate income persons and household impacted by employment losses or reductions.

Priority Table

Added "Other – CDBG-CV" to Source of Funds

- Source: Public – Federal
- Uses of Funds: Economic Development, Public Services
- Expected Amount Available: \$158,235
- Narrative Description: CDBG-CV funds received through the CARES Act in response to the COVID-19 pandemic.

The City is recommending the allocation of \$100,000 to be reinvested in microenterprise and small businesses. This amount would assist up to 20 businesses and create/retain 20 jobs, with up to \$5,000 per business. Under Public Services the City is proposing \$58,235 to assist the Community Services League, as they are the primary provider in Blue Springs for assistance payment with housing, food and utilities. The funding would help up to 250 households.

A public notice was published on May 2, 2020 announcing the public hearing. The public hearing is also the official opening of the minimum 15-day public comment period. A final public comment period will be provided between May 16, 2020 and May 25, 2020 with a final public hearing being held by the City Council on June 1, 2020.

Mr. Wright stated that the Citizen Participation Plan was adopted with the Consolidated Plan in August 2017. This would be the first set of amendments to that plan. On page 17 of the plan under the Citizen Participation Table, staff added some clarification that that table doesn't apply to the review and allocation of these funds. This change was directed by HUD. Staff was directed to add a new Section G, "Urgent Needs." This explains the expedited process to receive funds.

The City is proposing 20 loans up to \$5,000 each for small businesses. This would require a qualify small business that has 5 or few employees, one employee has to be the owner, and the owner has to be low income, or if a small business with up to 15 employees, then the owner doesn't have to be low income, but at least the majority of their employees do. There is quite a bit of documentation that is required by HUD for these loans.

The City identified CSL early on in the process due to the number of people unemployed and the uncertainty of future employment for some households. CSL is also very good at reporting how funds are distributed. Ms. Chrisman provided the City with a letter that stated since the pandemic began CSL has seen at least a 200% increase in need throughout the city. They are up to 100 requests for assistance a week.

Mr. Wright stated that there is a special provision that the normal 15% cap on public services funding has been removed for CDBG-CV funds. This would be a rare time to allow CSL more funding than the city normally could.

QUESTIONS

Councilmember Kent Edmondson asked how soon staff could have those business applications available. Mr. Wright stated that before they could release any applications staff would request Council approval on June 1st then that approval would be submitted to HUD for their review and approval. Mr. Wright stated that HUD has been extremely responsive through this process. Once HUD approves it, they will send a grant agreement for the Mayor to sign. Mr. Wright noted that there can't be any duplication of benefits for these businesses. In other words, if a business applies and receives the funds then they can't go to another source and request more funds. HUD will be monitoring this.

Councilmember Galen Ericson asked if the plan could be approved without the numbers. Mr. Wright stated that he would recommend the Commission figure out the budget numbers first, then staff can tailor the wording to that amount.

Chairperson Miller asked if the Commission could increase the microenterprise and small business assistance program from \$100,000 to \$125,000 to let more businesses have the availability to the additional funding. This may give those businesses the opportunity to add to their employee staff so that they won't need CSL funds.

Melodie Chrisman, Community Services League, stated that organizational wide they have seen a 400% increase in needs. What they normally serve in a month they have served in a week. This would be direct assistance for Blue Springs residents to go for their rent or utilities.

Councilmember Edmondson stated that maybe if all of the business loans are not used the funds could be rolled over to CSL. Mr. Wright stated that HUD would like the funding to be as flexible as possible and open ended.

Committee Member Susan Stokenbury stated that the goal is to get folks back to work. She stated that it's a balancing act.

HEARING CLOSED

Chairperson Cindy Miller closed the public hearing at 6:58 p.m.

MOTION

Councilmember Kent Edmonson recommended approval of the Substantial Amendments to the 2017-2021 Consolidated Plan & Citizen Participation Plan & 2019-2020 Annual Action Plan as presented by staff.

SECOND

Councilmember Galen Ericson.

VOTE

Galen Ericson – Aye
Kent Edmondson – Aye

Susan Stokenbury - Aye
Jason Ellis - Aye

Cindy Miller – Aye
(APPROVED 6-Aye, 0-No)

OTHER BUSINESS

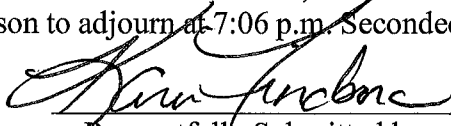
Chairperson Cindy Miller asked if she could change her vote. Karen Findora, Liaison stated that due to the fact it's a public hearing, a roll call was conducted, and the vote was announced then there could not be any changes made to the vote.

It is noted that Chairperson Miller would have rather voted no on the recommendation of the Substantial Amendments to the 2017-2021 Consolidated Plan & Citizen Participation Plan & 2019-2020 Annual Action Plan.

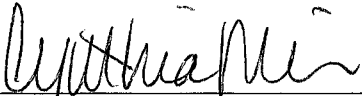
Mr. Wright stated that HUD has given Cities a one (1) year delay for their submittals of the Annual Action Plans if they so choose. Mr. Wright stated that the City would have a slight delay but would like to stay on as normal of a schedule as possible. Staff will have a hearing with this Committee in July/August and then forward it on to the Council to be heard at their September/October meeting.

MEETING ADJOURN

With no further discussion, a motion was made by Councilmember Galen Ericson to adjourn at 7:06 p.m. Seconded by Councilmember Kent Edmondson.



Respectfully Submitted by,
Karen Findora, Recording Secretary



Cindy Miller, Chairperson

5/14/2020

Date