

Special Council Meeting
August 17, 2020 7:00PM

Mayor Scott Schultz called the special meeting to order at 7:00 pm. Present were Council Members David Butler, Kale Dankenbring, Amanda Milne, Dara Carmichael, and Larry Finley. City Clerk Lila Whitmore was also present.

The meeting was called to formulate a plan for the use of the CDBG-CV funds the City has received. The total amount received was \$173,600 with \$15,000 of this for grant administration, \$35,000 for meals programs, and \$123,600 for economic development.

Zona Potter, representing the Cheyenne County Food Bank, was present to talk with the Council about how the funds might be used in support of the food bank. Recently the food bank was asked to relocate out of the Cheyenne County Courthouse. Ms. Potter has offered the use of a building she owns at 405 S. Lorraine. There will need to be renovations made to make it a useable space, but they are applying for local grant funding for this. A letter of support from the Council has been written for this. Lila indicated that her understanding was that the CDBG funds could only be used for the purchase of food. Ms. Potter explained where the food bank purchases food and how it is paid for, which currently includes some grant funds from other sources. However, this grant funding will not be available much longer. Mayor Schultz thanked Ms. Potter for attending and indicated the Council would be in touch with more details on the funding they can apply for.

Justine Benoit joined the meeting via conference call. She explained that the Council would need to develop a plan on how they are going to disburse funding to local businesses. Justine offered a few options to consider and clarified the eligibility requirements. The Council decided that every business that applies and is eligible should receive some amount of funding and the actual amount will be based on need and number of employees retained. Once applications are received, they will be sent to Justine. She will evaluate the applications and ensure eligibility. She will then create a spreadsheet for the Council to work from that will show the businesses, their expenses, the funding being requested, and other information pertinent to the application process. At that point, the Council can decide how to divide the available funds. Information about the grant will be mailed to all businesses with the September utility bills as well as being published in the St. Francis Herald and posted online on the City's Facebook page and website. The deadline for application submission to the City Clerk will be September 30.

Justine confirmed that the funding for the meals portion can only be used for the purchase of food. Local entities potentially eligible would be the food bank, senior center, and meals on wheels which is part of the senior center. The funds that the City has available can be used until June 30, 2021 so eligible organizations could be reimbursed for food purchases from now until then.

Lila will contact Zona Potter and someone at the Senior Center to discuss the grants. Justine will put together a draft application and send it to Lila.

A motion was made by Dara and seconded by Kale to adjourn the special meeting. Motion passed.

City Clerk