



City Hall, Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

**SPECIAL MEETING OF THE
BARTLESVILLE CITY COUNCIL**

**Monday, June 14, 2021
12:00 p.m. (noon)**

**Mayor Dale Copeland
918-338-4282**

AGENDA

1. Call to order the business meeting of the Bartlesville City Council by Mayor Copeland.
2. Roll Call and Establishment of a Quorum.
3. Invocation.
4. Citizens to be heard.
5. City Council Announcements and Proclamations.
6. Discuss and take possible action to approve a Citizen Participation Plan for the 2021 Community Development Block Grant (CDBG) Small Cities Set Aside Program. Presented by Nancy Warring, Assistant City Planner, Community Development.
7. Hold a public hearing for the purpose of obtaining citizen views of CDBG needs and the development of activities being proposed for CDBG funding for submission of a FY 2021 CDBG Small Cities Program application; take possible action to approve a specific project for which staff shall submit a CDBG application; and take possible action on a Resolution requesting financial assistance from the Oklahoma Department of Commerce for participatory grant funding through the FY 2021 CDBG Small Cities Program. Presented by Nancy Warring, Assistant City Planner, Community Development.
8. City Manager and Staff Reports.
9. City Council Comments and Inquiries.
10. Adjournment.

The Notice of Meeting and Agenda was received and filed in the Office of the City Clerk, 401 S. Johnstone Ave., Bartlesville, Oklahoma, at 10:30 a.m. on Wednesday, June 9, 2021 and posted Thursday, June 10 at 11:00 a.m. in prominent public view at City Hall.

Jason Muninger
Jason Muninger, CFO/City Clerk

/s/ Elaine Banes
by Elaine Banes, Deputy City Clerk

*City of Bartlesville Webcast of meeting: <https://www.cityofbartlesville.org/city-government/city-council/webcast/> and Channel 59 on Sparklight. All discussion items are subject to possible action by the City Council. Agenda items requiring a public hearing as required by law will be so noted. The City Council may at their discretion change the order of the business agenda items. City of Bartlesville encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least one working day prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive this rule if signing is not the necessary accommodation.

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Consider and take action to approve a Citizen Participation Plan for the 2021 Community Development Block Grant (CDBG) Small Cities Set Aside Program.

Attachment: 2021 CDBG Citizen Participation Plan

II. STAFF COMMENTS AND ANALYSIS

The City of Bartlesville is eligible to apply for funding from the 2021 CDBG Program. As part of the CDBG grant application and administration process, the City of Bartlesville is required to adopt an updated Citizen Participation Plan which sets forth opportunities for citizen involvement and input in this process.

As set forth in the Plan, a public hearing will be held at the City Council Special Meeting of June 14, 2021 to receive input on how the Program funds should be used. At that time, Council will determine how to best utilize the grant funds and will direct staff to proceed with the writing and submittal of a grant application. The updated Citizen Participation Plan will be submitted with the application.

III. RECOMMENDED ACTION

Staff recommends approval of the attached 2021 Citizen Participation Plan for the 2021 CDBG Small Cities Set Aside Program.

COMMUNITY DEVELOPMENT BLOCK GRANT 2021 Small Cities Program

CITY OF BARTLESVILLE CITIZEN PARTICIPATION PLAN

The City of Bartlesville, hereinafter referred to as "the City," intends to implement a citizen participation program for its 2021 application process to accomplish the following objectives:

- A. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas where CDBG-CV funds are proposed to be used. This will be accomplished by:
 - 1. Providing frequent and timely public notice of CDBG-CV program activities in the *Examiner-Enterprise* newspaper, the *City Beat* newsletter, and/or by posting at City Hall.
 - 2. Adopting a comprehensive CDBG Statement of Needs.
 - 3. Conducting a Special Public Hearing in a City Council meeting on June 14, 2021 to inform citizens of the proposed 2021 CDBG project activities and authorizing the City Manager to submit a CDBG application.

- B. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to proposed and actual use of funds, including, but not be limited to:
 - 1. The amount of CDBG-CV funds to be made available for the current fiscal year, if the proposed project is approved.
 - 2. The range of activities that may be undertaken with those funds.
 - 3. The estimated amount of those funds proposed to be used for activities that will benefit low and moderate income persons.
 - 4. The proposed CDBG activities likely to result in displacement and any anti-displacement and relocation plans developed by the City in accordance with Section 104(d)(1) and (2) of the Act.
 - 5. The basis on which the City may provide technical assistance to groups representative of persons of low and moderate income that may request assistance in developing proposals. The level and type of assistance to be provided is at the discretion of the City and does not necessarily include providing funding to such groups.
 - 6. This requirement will be accomplished by discussing the CDBG proposal during regular Council meetings and in one formal public hearing prior to the submittal of the 2021 CDBG application. During the hearing the five (5) items listed above will be explained to the public. Records of the 2021 CDBG process will be maintained in the Bartlesville City Hall office of the Community Development Director and will be available upon request for

COMMUNITY DEVELOPMENT BLOCK GRANT 2021 Small Cities Program

review by the public. A brief summary of the proposed 2021 CDBG project will be available for public review after the Council has made its final selection.

- C. Provide for a minimum of two (2) public hearings; one (1) prior to submission of the application for funding of the project for the purpose of obtaining citizen views and formulating or responding to proposals and questions, and the other at the end of the grant period if the City receives funding, that discusses the City's accomplishments in relation to initial plans. The application stage hearing will include discussion of CDBG needs, and the development of activities being proposed for CDBG funding. There will be reasonable notice of all hearings, which will be scheduled for times and locations convenient to the potential and actual beneficiaries and which will accommodate the handicapped. Regularly scheduled Council meetings will not be used for this purpose.
1. This requirement will be met through scheduling a Special Public Hearing on June 14, 2021 to discuss the City's CDBG proposal. At this hearing, the proposed project will be reviewed for the public and further citizen input will be solicited. Notice will be given seven (7) working days in advance of this hearing in the Bartlesville *Examiner-Enterprise* newspaper and by posting at Bartlesville City Hall. It will also be announced in the *City Beat* newsletter. A second hearing will be held at the end of the grant period if the City is funded in the 2021 CDBG process.
- D. Meet the needs of non-English speaking residents in those instances where a significant number of non-English speaking residents can reasonably be expected to participate in the CDBG process. The City does not currently have a significant population of non-English speaking citizens. However, every effort will be made to accommodate the needs of any non-English speaking citizens who wish to participate.
- E. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously described in the City's funding request and on activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries.

The proposed seven (7) working day notice for all public meetings and hearings in connection with the City's 2021 CDBG application process is believed by the City to afford citizens with reasonable advance notice. In addition, if any change is proposed to the purpose, scope, location, or beneficiaries of the proposed project or if the CDBG project budget changes by more than 25%, the public will be notified and afforded an opportunity for additional input.

- F. Provide the place, telephone number, and times when citizens are able to submit written complaints or grievances and the process the City will use to provide a timely, written response to such complaints or grievances. For example: Citizens with comments or grievances on the 2021 CDBG process may submit them in writing or in person at Bartlesville City Hall during regular business hours or may call (918) 338-4238. The City will

**COMMUNITY DEVELOPMENT BLOCK GRANT
2021 Small Cities Program**

respond to such comments or grievances within fifteen (15) working days, where practicable.

By formally adopting this Citizen Participation Plan, the Bartlesville City Council accepts the responsibility for implementing its provisions. The Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the spirit of the citizen participation requirements of the 2021 CDBG program.

Adopted this 14th day of June, 2021 by the City Council of the City of Bartlesville.

Dale Copeland, Mayor
Name and Title of Chief Elected Official

Date

Signature of Chief Elected Official

[S E A L]

Attest:

Subscribed and sworn to before me _____, 20____. My commission

expires _____, 20____.

Commission No. _____

Clerk Signature

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

- Hold a Public Hearing for the purpose of obtaining citizen views of CDBG needs and the development of activities being proposed for CDBG funding for submission of a FY 2021 CDBG Small Cities Program application;
- Approve a specific project for which staff shall submit a CDBG application; and
- Consider and take action on a Resolution requesting financial assistance from the Oklahoma Department of Commerce for participatory grant funding through the FY 2021 CDBG Small Cities Program.

Attachments:

- Exhibit A Low to Moderate Income Census Tracts
- Exhibit B Historical Use of CDBG Funds
- Exhibit C Proposed Project Location
- Resolution

II. STAFF COMMENTS AND ANALYSIS

The City of Bartlesville has participated in the Community Development Block Grant Small Cities Set Aside program for over 20 years and has been awarded grant funds totaling \$2,177,828.80. These funds were matched with City funds in the amount of \$3,061,561.81 to assist in public infrastructure improvements in three Census Tracts within west Bartlesville, which are eligible as low-moderate income areas: Census Tracts 2, 3, and 9 (Exhibit A). The attached spreadsheet provides details on the historical use of these grant funds (Exhibit B).

The City of Bartlesville is one of 9 communities eligible to apply for 2021 CDBG Small Cities funds, with Bartlesville's allocation being \$228,333.00. A one to one match is required for CDBG projects. So, the city will match the CDBG funding with \$228,333.00 from the FY 2021-22 budget, giving a total of \$456,666.00 for project funding.

For consideration for the FY 2021 CDBG grant application, staff proposes improvements to 5th Street from Sunset Boulevard to Santa Fe Avenue, along with the installation of a 4-foot sidewalk on the north side. This is approximately three-quarters of a mile of improvements and is shown in Exhibit C. This stretch of 5th Street is a major non-profit corridor, providing social services to numerous residents in the area.

In order to proceed with a grant application, the City is required to hold a public hearing for the purposes of soliciting public input and informing citizens of the proposed grant project scope of activities.

III. RECOMMENDED ACTION

The City Council is requested to hold a public hearing on June 14 to provide citizens with information regarding the city's desire to seek funding through the FY 2021 CDBG Small Cities Set-Aside Program and give them the opportunity to provide input on potential projects. The Council is also requested to approve a specific project and adopt the attached resolution, which authorizes staff to submit a 2021 CDBG grant application.

EXHIBIT A
Low to Moderate Income Areas: Census Tracts 2, 3, 9

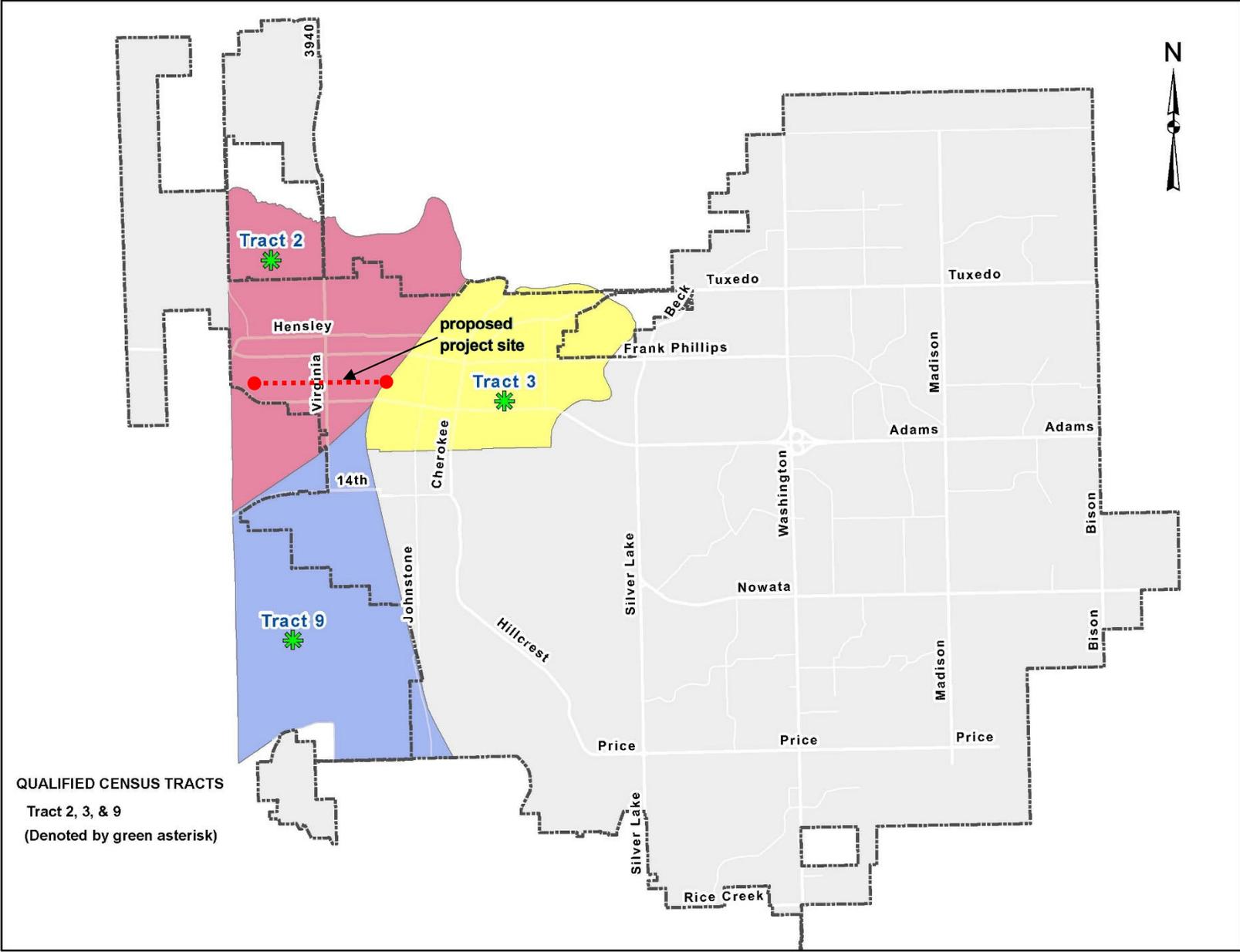


EXHIBIT B

Bartlesville's Historical Use of CDBG Grant Funds

YEAR	Contract #	CDBG	Match	Total	Project	Census Tract	Type
1997	8170 CDBG 97	\$103,925.00	\$166,751.23	\$270,676.23	Morton Drainage Phase I	2	Drainage
1998	8554 CDBG 98	\$105,965.00	\$166,751.23	\$272,716.23	Morton Drainage Phase I	2	Drainage
1999	9304 CDBG 99	\$105,965.00	\$166,751.23	\$272,716.23	Morton Drainage Phase I	2	Drainage
2000	9709 CDBG 00	\$100,288.67	\$100,288.67	\$200,577.34	Asphalt Street Improvements	2	Streets
2001	10155 CDBG 01	\$103,605.00	\$151,953.50	\$255,558.50	Morton Drainage Phase II	2	Drainage
2002	10596 CDBG 02	\$103,605.00	\$103,605.11	\$207,210.11	Water Line Rehab; Douglas Park Improvements	3	Parks
2003	10967 CDBG 03	\$103,605.00	\$114,930.00	\$218,535.00	Street Improvements - Jane Phillips Area	9	Streets
2004	11453 CDBG 04	\$95,238.00	\$354,762.86	\$450,000.86	West Frank Phillips Street Improvements	2	Streets
2005	11939 CDBG 05	\$95,238.00	\$400,981.07	\$496,219.07	Adams Boulevard - Cul-de-sac project	3	Streets
2006	12375 CDBG 06	\$95,238.00	\$119,875.00	\$215,113.00	West Frank Phillips Sidewalk Improvements	2	Sidewalks
2007	12995 CDBG 07	\$68,972.00	\$95,028.00	\$164,000.00	Downtown Street Improvements	3	Streets
2008	13444 CDBG 08	\$105,886.00	\$109,114.00	\$215,000.00	Veteran's Park Improvements	2	Parks
2009	13896 CDBG 09	\$78,360.00	\$78,360.00	\$156,720.00	West Bartlesville Redevelopment Plan	2 & 9	Planning
2010	14413 CDBG 10	\$79,338.00	\$84,662.00	\$164,000.00	Asphalt Street Improvements - Virginia	2	Streets
2011	14835 CDBG 11	\$79,338.00	\$73,442.00	\$152,780.00	14th Street Sidewalk	9	Sidewalks
2012	15243 CDBG 12	\$84,719.13	\$84,719.14	\$169,438.27	Virginia Ave Sidewalks	2 & 9	Sidewalks
2013	15656 CDBG 13	\$77,190.00	\$86,867.30	\$164,057.30	Virginia Ave Sidewalks	9	Sidewalks
2014	16078 CDBG 14	\$106,152.00	\$106,315.00	\$212,467.00	Johnstone Park Pavilion	3	Parks
2015	16433 CDBG 15	\$124,848.00	\$124,856.00	\$249,704.00	Johnstone Park Pavilion & Restroom	3	Parks
2016	16750 CDBG 16	\$129,384.00	\$139,482.00	\$268,866.00	Johnstone Park Plaza	3	Parks
2017	17027 CDBG 17	\$84,125.00	\$85,000.00	\$169,125.00	Johnstone Park Parking Lot	3	Parks
2018	17281 CDBG 18	\$67,962.00	\$68,000.00	\$135,962.00	Johnstone Park Playground	3	Parks
2019	17567 CDBG 19	\$78,882.00	\$79,066.47	\$157,948.47	Veteran's Park Playground & Sidewalk	2	Parks
Total		\$2,177,828.80	\$3,061,561.81	\$5,239,390.61			

EXHIBIT C

Proposed Location of 5th Street Improvement Project



RESOLUTION NO. _____

A RESOLUTION REQUESTING FINANCIAL ASSISTANCE FROM THE OKLAHOMA DEPARTMENT OF COMMERCE FOR PARTICIPATORY GRANT FUNDING THROUGH THE FY 2021 COMMUNITY DEVELOPMENT BLOCK GRANT SMALL CITIES PROGRAM.

WHEREAS, Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, authorized by the Secretary of Housing and Urban Development, as representative of the United States of America, to grant to the State of Oklahoma funds and administrative responsibility for the "Small Cities Community Development Block Grant" program; and

WHEREAS, the Oklahoma Department of Commerce, pursuant to designation by the governor as the administering agency of the Community Development Block Grant Program for Small Cities in Oklahoma, is directed to further the purposes of community development in the State, and is authorized and empowered to accept funds from the Federal Government or its agencies and to enter into such contracts and agreements as are necessary to carry out the functions of the Department; and

WHEREAS, the City of Bartlesville is a local unit of general purpose government that will provide opportunity for input by residents in determining and prioritizing community development needs through its written Citizen Participation Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BARTLESVILLE, OKLAHOMA:

That the City of Bartlesville desires to obtain assistance in community development and hereby requests the Oklahoma Department of Commerce to provide assistance under the policies, regulations, and procedures applicable to local communities in Oklahoma; and

That the City of Bartlesville affirms its commitment to take all action within its power to facilitate the receipt of the assistance of community development funds if the City of Bartlesville is awarded a Community Development Block Grant, and upon receipt to administer said grant by the rules and regulations established by the United States of America, the State of Oklahoma, and all empowered agencies thereof.

ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 14th DAY OF JUNE, 2021.

Mayor Dale Copeland

Subscribed and sworn to before me this _____ day of _____, 2021.

My commission expires on _____,

Commission No. _____

Elaine Banes, Assistant City Clerk