

\*\*\* All present are expected to conduct themselves in accordance with our City's Core Values \*\*\*



## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

**Meeting:** COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE  
**Date/Time:** Thursday, September 29, 2016 at 4:30 p.m.  
**Location:** Board Room, 2nd Floor, City Hall, 407 Grant Street  
**Members:** Bohlken, Peckham, Freiberg, Thao, Reif, S. Ackerman, D. Ackerman, Olafsson, Campbell, Jackson, Lenz

### AGENDA ITEMS FOR CONSIDERATION AND POSSIBLE ACTION

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- 1 Call to order
- 2 PUBLIC HEARING to receive comments on program performance and the 2017 Annual Plan for Community Development Block Grant and Public Housing.
- 3 Close of Public Hearing
- 4 PUBLIC HEARING to receive comments on the re-programming of Community Development Block Grant Homeowner Rehabilitation Loan Program (program income funds) into Neighborhood Revitalization Program
- 5 Close of Public Hearing
- 6 Approval of August 31, 2016 minutes
- 7 Re-allocation of program funds: Program income Homeowner Rehabilitation Loan Program into Neighborhood Revitalization Program

Adjournment

Bruce Bohlken (Chair)

**This notice was posted at City Hall and emailed to the media on 9/23/16.**

Questions regarding this agenda may be directed to the Community Development Office, (715)261-6680.

It is possible that members of, and possibly a quorum of the Council and/or members of other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting to gather information. **No action will be taken by any such groups.**

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at (715) 261-6620.

Other Distribution: Media, Alderpersons, Mayor and Department Heads

## COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE

Time and Place: The Community Development Citizens Advisory Committee met on Wednesday, August 31, 2016 at 4:30 p.m. in the Birch Room of City Hall

Members Present: Chairman Bohlken, Freiberg, S. Ackerman, Thao, Campbell, Reif, D. Ackerman, Olafsson, Peckham

Members Excused: None

Others Present: Pamela Jackson and Brad Lenz; Christian Schock, Travis Lepinski and Tammy Stratz, Community Development staff

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the Daily Herald in the proper manner.

### (1) **Call to Order and Introductions**

Chairman Bruce Bohlken called the meeting to order at 4:33 pm in the Birch Room of City Hall due to the Board Room being previously occupied. Since there were many new faces in the room, the Committee members introduced themselves as well as the other attendees. Brad Lenz, City Planner is interested in learning the Community Development Block Grant process and will be sitting in working with the Committee members to develop the 2017 Block Grant program. Pamela Jackson is interested in joining the committee and filling the vacancy of Brian Gumness as his term has ended. Pamela wanted to visit to better understand the process and learn what the committee is responsible for. Christian Schock was introduced as the Interim Community Development Department Director taking the place of retired Ann Werth. A sympathy card was passed around due the sudden passing away of Committee member, Patricia Bloomquist.

### (2) **Approval of minutes from Monday, June 20, 2016.**

Motion by S. Ackerman to approve the minutes as presented. Peckham mentioned that Gumness's name was missed under the Member's Present list. Motion amended by S. Ackerman to approve the minutes as corrected. Motion seconded by Freiberg, motion passed unanimously.

### (3) **Update of 2016 Block Grant Funding.**

Stratz indicated that a couple of weeks ago, the City just received its allocation for 2016 and is in the process of signing contracts and releasing funds as quickly as possible. Even though the federal funds were late to arrive, the City still has to meet its timeliness factor by October 31<sup>st</sup> which only gives two months instead of the ten months it should have if the funds were received according to our fiscal year start date of January 1<sup>st</sup>. Stratz explained how HUD requires funding to be expended in a quick manner and how there can only be 1 ½ times the previous year's allocation in the municipality's pipeline in order to stay in compliance.

### (4) **Proposed 2017 Block Grant Funding and Scheduling of Program Year.**

Stratz indicated since this is an election year, staff has not heard of any proposed changes for the 2017 proposed budget. Therefore, for budgeting purposes we will anticipate an approximate 5% decrease from the 2016 program year. Committee members discussed the upcoming process and planning of meeting dates. To give proper notice and time for potential sub-recipients, the following dates were agreed upon:

First Public Hearing	-	Thursday, September 29th at 4:30
Second Public Hearing	-	Wednesday, October 5 <sup>th</sup> at 4:30
Working Session	-	Thursday, November 2 <sup>nd</sup> at 4:30

All meetings will be held in the Board Room as long as that room is available. Stratz will keep committee members informed. After the meetings are held and the committee has a proposed 2017 program year, no more meetings will be held until the City receives confirmation of the exact funding amount the City will be receiving. At that point, if the funding amount is 10% more or less than what was anticipated, another Working Session will be held to reallocate accordingly. From there the proposed plan will go forward to the City's Finance Committee and onto Council for approval before the plan can be submitted to HUD for their approval.

With no other business to come before the committee, D. Ackerman moved to adjourn the meeting and Campbell seconded. The meeting was adjourned.

Respectfully Submitted,

Bruce Bohlken  
Chairman

## MEMO

TO: Citizens Advisory Committee

FROM: Tammy Stratz, Community Development

DATE: September 23, 2016

RE: Reprogramming Community Development Block Grant Funds

As you are aware, the City of Wausau offers a Homeowner Rehabilitation Loan Program for income qualifying homeowners. This program has been the cornerstone of Community Development Block Grant and has been able to assist almost 500 homeowners over the past 30 years. This program has been consistently funded over the years with new funds as well as utilizing recycled program income funds as loans are repaid. This year the following things have occurred:

1. The waiting list has dwindled to which there are currently only four (4) homeowners on the list.
2. Contractors have been so incredibly busy that many on our approved list have told us NOT to solicit bids from them until the beginning of next year.
3. To date this year, the City has received over \$140,000 in loan repayments – in comparison to previous years' of \$50,000 - \$60,000.
4. There is still almost \$300,000 in new funding waiting to assist applicants.

Through the Neighborhood Revitalization Program city staff has been working towards the creation of a Tot Lot in the Longfellow Neighborhood Association's boundaries - at the corner of Single and Prospect Avenues. That project has hit several road bumps throughout the years but we are finally in the bidding stages. Due to the time of the year, we are anticipating the project to begin late spring and should be completed by early summer. We have set aside two years of Neighborhood Revitalization funding (\$52,475) for this project. We anticipate this project to cost approximately \$75,000.

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Community Development Department staff is recommending \$30,000 of Homeowner Rehabilitation program income funds be reprogrammed into the Neighborhood Revitalization program to assist the development of the Longfellow Neighborhood Tot Lot. This will allow additional funds (if needed) for extras – signage, vegetation, picnic tables, etc. Any funds not needed for this project would stay in the Homeowner Rehabilitation Loan program fund.

If you have any questions regarding this request, please feel free to call me at 715-261-6682.

Thank you.

*Tammy Stratz*