

\*\*\* 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:** Monday, September 28, 2020 at 4:30 p.m.  
**Location:** City Council Chambers, 1st Floor, City Hall, 407 Grant Street  
**Members:** Bohlken, Freiberg, Thao, Olafsson, Jackson, Berg, Xiong, Dudley-Shannon, Her, Kilian, Clark Zavadoski, Kroll, and Williams

### AGENDA ITEMS FOR CONSIDERATION AND POSSIBLE ACTION

- 1 Call to order
- 2 Introduction of committee members
- 3 Approval of minutes of November 13, 2019 and April 30, 2020 meetings
- 4 Discussion of new CDBG CV-3 funding for the City of Wausau
- 5 Update of 2020 Block Grant and CARES Funding
- 6 Proposed 2021 Block Grant Funding and scheduling of program year

Adjournment

Bruce Bohlken (Chair)

**This notice was posted at City Hall and emailed to the media on 9/24/20.**

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

Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling 1-408-418-9388. The Access Code is 146 977 4230. Password: wausau. Individuals appearing in person will either be seated in the Council Chambers or an overflow room, subject to the social distancing rules. Space available will be on a first come, first served basis. All public participants' phones will be muted during the meeting. Any person wishing to offer public comment who does not appear in person to do so, may e-mail Tammy Stratz at [tammy.stratz@ci.wausau.wi.us](mailto:tammy.stratz@ci.wausau.wi.us) with "Citizens Advisory Committee public comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6590 or [ADAServices@ci.wausau.wi.us](mailto:ADAServices@ci.wausau.wi.us) to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

**COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE**

Date and Time: Wednesday, November 13, 2019 @ 4:30 pm in Board Room, 2<sup>nd</sup> floor, City Hall, 407 Grant St.

**Citizens Advisory Committee Members Present:** Bohlken (C), Freiberg, Thao, S. Ackerman, D. Ackerman, Olafsson, Peckham, Jackson, Berg, Xiong, Dudley Shannon, Her, Clark Zavadoski

**Members Excused:**

**Others Present:** Stratz and Van Krey, Staff

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner.

COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE

**Agenda Item #1 – Call to Order**

The Community Development Citizens Advisory Committee meeting was called to order by Chairperson Bohlken at 4:37 pm.

**Agenda Item #2 – Approval of October 24 and October 28, 2019 Minutes**

*Motion made by Freiberg, second by Thao to approve minutes. Motion passed 13 – 0*

**Agenda Item#3 – Development of a proposed statement of objectives and use of funds in connection with the City of Wausau Consolidated Plan for the 2020 Community Development Block Grant Program.**

Stratz began the discussion by asking if there were any questions about the applications. The committee wanted to know what happened with Open Door’s application. Stratz explained that we did not receive their application by the deadline so staff reached out to make sure it wasn’t misplaced or ended up in the wrong office at City Hall. Anne, the executive director, thought that her staff member had dropped it off at Community Development but after checking with her it was determined that the staff member did not drop it off. Anne emailed the application to Community Development on October 30<sup>th</sup> and it was due on October 28<sup>th</sup>.

Stratz explained the breakdown of funding. CD Administration can be a maximum of 20% and public service a maximum of 15% of our grant. The estimated grant amount for 2020 is \$580,000.

Bohlken suggested to start discussion with the items “above the line” which do not include any Public Service.

CD Administration requested \$116,000. Bohlken suggested funding them fully. S. Ackerman asked what Stratz would do if Admin wasn’t fully funded. Stratz indicated that with Sara Marquardt, Admin, leaving in January that less money would be needed for salaries but she wasn’t sure what the next year will actually look like. The committee recommended funding CD Admin fully at \$116,000.

The committee asked about the request for Homeowner Rehabilitation and if Community Development would be able to use \$65,000. Stratz indicated that she still has some money from previous years that she is working on using because things have slowed down slightly with rehabilitation. The committee recommended funding Homeowner Rehabilitation at \$45,000 since Stratz felt that amount would be useful.

Parks Department fund request was next. Parks requested \$180,000 for a new playground at Marathon Park. There was discussion regarding how much the Parks Department needed for the project. Jamie Polley said previously that she would be able to work with whatever amount we gave them and depending how much was received that would determine the amount of play equipment and type of surface they use. After much discussion about other projects it was suggested to fund the project for \$97,000. Stratz added that \$20,000 of program income is expected from the sale

of two properties on N 2<sup>nd</sup> St and that could be used to fund this project for an additional \$20,000.

Sidewalk Installation project requested \$125,000. Stratz shared that this was an important project that needed to be completed next year due to an obligation we had. Concern was brought up that this project doesn't have any residential properties affected so it didn't seem like we were helping people with the special assessment burden. Discussion occurred around the fact that the area has no sidewalks, is a big safety concern and the area is a low income area. The committee agreed to fund the project fully.

McDevco requested \$100,000 for economic development. A short discussion resulted in the committee agreeing that \$70,000 should be funded.

Bridge Community requested \$74,110. Discussion occurred regarding the costs of the project. For the concrete and fencing, which were indicated to be the most important parts of this project, the cost was estimated to be \$50,000. The committee suggested to fund them for \$40,000.

The committee then moved on to the public service requests which they indicated they would like to fund at the full 15% allowed. They were reminded that ideally we do not fund public services for less than \$10,000 because the reporting requirements are so high that it can be a waste of time for small amounts of money.

Adaptive Communities, Inc requested \$18,000 for rent. This would be their third year funded which is usually our normal number of years of funding for new non-profits. After discussion, the committee decided to fund them at \$15,000 which was what they have been funded for in the past.

Childcaring, Inc. requested \$25,000. After discussion around their program, operating budget and the concern that this money would only help 3 children the committee suggested to not fund this program.

Big Brothers Big Sisters requested \$16,500. The committee discussed that BBBS has received funding several times and are a large organization with many fundraising opportunities. The committee suggested to not fund them at all.

Catholic Charities requested \$10,000. The committee agreed that addressing homelessness is one of the top priorities of this committee and they wanted to fund them fully.

Children's Hospital requested \$25,000. Discussion occurred regarding the importance of early childhood and the fact that the county could potentially be cutting their funding to Start Right which contracts with Children's Hospital for services. The committee suggested to not fund this program.

Faith in Action requested \$25,000. The committee felt like the program was very important because it was helping another vulnerable population, our seniors. The committee suggested to fund them at \$15,000.

WIPPS requested \$24,000. Discussion occurred regarding the plans to grow the program by double for this next program year. Last year they were funded at \$11,000 and this year the committee suggested \$17,000.

Hmong American Center requested \$25,000. During discussion a few concerns were brought up that it can be difficult to communicate and get needed documents from this organization, the current board president had previously sued the organization over a financial situation, that the organization is all over the place without a clear plan which has created a lack of confidence in the work being done. Because of these reasons the committee suggested to not fund them this year and give the organization a chance to regroup.

North Central CAP requested \$20,000. This is another program that addresses homelessness so the committee suggested to fund it at \$15,000.

Keep Area Teens Safe requested \$25,000. With the focus on youth and homelessness the committee agrees that this is a very important project. There was a concern that they didn't fill out the application correctly which left some questions about where the rest of their funding was coming from. Taking that into consideration the committee

suggested funding them at \$15,000.

Open Door requested \$15,000. Because they did not turn their application in on time the committee decided to not fund them this year.

After discussion the following funding decisions were made;

- Administration –\$116,000
- Economic Development - \$70,000
- Homeowner Rehabilitation - \$45,000
- Sidewalk Installation Project - \$125,000
- Parks Dept. – Marathon Park Playground - \$97,000 + \$20,000 from program income
- Bridge Community Clinic - \$40,000
- Adaptive Communities, Inc. - \$15,000
- Big Brothers Big Sisters - \$0
- Catholic Charities – Beyond Shelter - \$10,000
- Childcaring, Inc. - \$0
- Children’s Hospital – Triple P - \$0
- Faith in Action - \$15,000
- Hmong American Center - \$0
- Keep Area Teens Safe (KATS) - \$15,000
- North Central CAP – Hand in Hand Housing - \$15,000
- Open Door – One-on-Ones - \$0
- WI Institute for Public Policy – LENA - \$17,000

*Motion by D. Ackerman, second by Dudley Shannon on the final fund recommendations. Motion passed 12-0 (Peckham left meeting early).*

**Agenda Item#4 – Update of current and future projects**

Stratz gave an update on The Ponderosa Motel acquisition. The bids for asbestos abatement are due Friday, November 15<sup>th</sup>. DPW will help with the demolition unless there is interest from developers to leave the building as it stands.

**Adjournment**

*Motion by Jackson, second by S. Ackerman to adjourn the meeting. Adjourned at 6:04 pm.*

**COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE**

Date and Time: Thursday, April 30, 2020 @ 4:30 pm in Council Chambers, 1<sup>st</sup> floor, City Hall, 407 Grant St.

**Citizens Advisory Committee Members Present:** Bohlken (C), Freiberg, Thao, S. Ackerman, Peckham, Jackson, Xiong, Dudley Shannon, Clark Zavadoski

**Members Excused:** Berg, Olafsson, Her

**Others Present:** Tammy Stratz, Michelle Van Krey, Katie Rosenberg, Ben Lee, Diane Sennholz, Vicki Resech

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner.

COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE

**Agenda Item #1 – Call to Order**

The Community Development Citizens Advisory Committee meeting was called to order by Chairperson Bohlken at 4:32 pm.

**Agenda Item #2 – PUBLIC HEARING to receive comments on Addendum for Citizen's Participation Plan's Addendum.**

Bohlken opened the public hearing to receive comments on the Addendum to the Citizen's Participation Plan.

Stratz explained that because the City is receiving CDBG-CV funding from the CARES Act to be used for COVID-19 response the process we normally use for CDBG allocation can be shortened to ensure efficient distribution of funds. The Addendum to the participation plan includes allowing the public to attend meetings via WebEx or phone, applications can be submitted electronically, the working session and public hearings will be held during the same meeting, the public comment period for the projected use of funds will be changed to 5 days, the plan will not be available at the library if the library is closed and the public comment period for the consolidated plan will be changed to 5 days.

**Agenda Item#3 – Close of Public Hearing**

Bohlken asked for any other comments three times before closing the public hearing.

**Agenda Item#4 – Discussion and Approval of Citizen's Participation Plan's Addendum**

*Motion by Freiberg, second by Peckham to approve the addendum to the Citizen's Participation Plan.*

*Motion passes 9-0*

**Agenda Item #5 – PUBLIC HEARING to receive comments and applications on COVID-19, CARES Community Development Block Grant funding.**

Bohlken opened the public hearing to receive comments and applications on COVID-19 CARES Community Block Grant Funding (CDBG-CV). Stratz explained that three applications were received and invited the applicants to present their applications to the committee.

Diane Sennholz, executive director for North Central Community Action Program (NCCAP), shared their application first. NCCAP applied for \$58,000 to be used for with rent and mortgage payments to help low income individuals who have been threatened with eviction because of losing employment during the COVID-19 pandemic. The estimated number of clients to be served is 48 households.

Vicki Resech, executive director of MCDEVCO, shared their application second. MCDEVCO applied for \$330,000 to be used for small business (20 or less employees) assistance in the form of micro-grants and forgivable loans. 70 businesses could apply for \$1,500 grants for a total of \$105,000. The forgivable loan fund would have \$225,000 in which businesses could apply for a loan of up to \$20,000. The loan would be forgiven if one low to moderate income (per HUD requirements) fulltime employee was hired or reinstated for every \$5,000 received.

Tammy Stratz shared the Community Development's application last. Traditionally, 20% of the City's CDBG allocation can be used for admin expenses. The Community Development Department is requesting \$70,000 (18.8%) to be allocated to administration. These funds will also be shared with MCDEVCO for the operation of the grant and forgivable loan program.

Ben Lee, Director of Community Impact with United Way of Marathon County, offered comments on behalf of different agencies in Marathon County. After talking with Blake Opal-Wahoske, Executive Director of the Wausau River District, and Diane Sennholz, NCCAP, the United Way is encouraging the committee to allocate funds to small business relief and housing assistance. Lee also highlighted the need for assistance for child care facilities/businesses due to a loss of revenue from the increased vacancies during the COVID-19 pandemic.

#### **Agenda Item#6 – Close of Public Hearing**

Bohlken asked for any other comments three times before closing the public hearing.

#### **Agenda Item#7 – PUBLIC HEARING to receive comments on reprogramming Homeowner Rehabilitation Loan Program revolving loan funds into approved CDBG-19, CARES Program(s)**

Bohlken opened the public hearing to receive comments on reprogramming Homeowner Rehabilitation Loan Program revolving loan funds into approved CDBG-19, CARES Program(s).

Stratz explained that staff is looking to reprogram \$100,000 from our Homeowner Rehab revolving loan fund to be used with the CDBG-CV funding for COVID-19 response. Since the Safer At Home orders put a stop to our rehab work this loan has a large fund that isn't being used currently. With the reprogramming of these funds we will be able to get some money to the agencies who have applied quicker than if we were to wait for the CDBG-CV funds to be released to us. Staff recommends that the funds be split between NCCAP and MCDEVCO.

Peckham asked if during this process we could fund the applicants for what they asked for and then sit on the rest of the money to be used later. Stratz explained that when we submit our plan to HUD we have to account for how we plan to use every dollar so we have to allocate all of the money.

#### **Agenda Item #8 – Close of Public Hearing**

Bohlken asked for any other comments three times before closing the public hearing.

**Agenda Item#9 – Discussion and Approval of reprogramming Homeowner Rehabilitation Loan Program revolving loan funds into approved COVID-19, CARES Program(s)**

*Motion by Jackson, second by Ackerman to approve the reprogramming of Homeowner Rehabilitation Loan Program revolving loan funds into approved COVID-19, CARES Program(s).*

*Motion passes 9-0*

**Agenda Item#10 – Development of a proposed statement of objectives and use of funds in connection with the City of Wausau COVID-19 CARES funding for the Community Development Block Grant Program**

The committee agreed to fund all three applicants for the full amount they were asking for. This left \$13,608 in excess to be allocated. The remainder was split equally between MCDEVCO and NCCAP. The committee discussed how to split the \$100,000 of reprogrammed funds between the applicants. Stratz suggested giving MCDEVCO 75% and NCCAP 25% which was somewhat proportionate to their funding requests.

After discussion the following funding recommendations were made:

Administration –\$70,000

MCDEVCO - \$336,804 (\$75,000 of reprogrammed funds, \$261,804 of CDBG-CV funds)

NCCAP - \$64,804 (\$25,000 of reprogrammed funds, \$39,804 of CDBG-CV funds)

*Motion by Peckham, second by Xiong to approve the proposed use of funds.*

*Motion passes 9-0*

**Adjournment**

*Motion by Xiong, second by Dudley Shannon to adjourn the meeting. Adjourned at 5:15 pm.*



Planning, Community and Economic Development

## MEMO

TO: Citizens Advisory Committee Members

FROM: Tammy Stratz, Community Development Manager

DATE: September 22, 2020

RE: September 28, 2020 Citizens Advisory Committee meeting  
COVID-19 CARES III Community Development Block Grant Program

The City of Wausau has received another notification from the Department of Housing and Urban Development (HUD) that we will receive an additional \$193,945 in funding to assist with those agencies/households who were hit hard with the COVID-19 pandemic. In order to move these funds quickly, HUD is allowing us to streamline our process and shorten the public comment period. Therefore, we would like to talk about the best way to achieve this as well as the planning for our upcoming 2021 program year. For our initial CARES funding, we held one public hearing and combined it with our working session and then passed it along to the City's Finance Committee and Common Council for their approval before we could submit it to HUD.

The initial goal for these funds were to assist households with rent and mortgage assistance, that "earmark" has been lifted and can assist any COVID related, CDBG eligible activity. You will recall that through the first round we assisted small businesses with grants and forgivable loans administered through McDevco as well as assisted with rental, mortgage and utility payments for City of Wausau residents administered through North Central Community Action. We will be reaching out to all non-profits again once we have a timeline put together.

If you have any questions prior to the meeting, please call me at 715-261-6682 or e-mail me at [tammy.stratz@ci.wausau.wi.us](mailto:tammy.stratz@ci.wausau.wi.us). Thank you for your input and your continued support of our programs.



# October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 PACKER NIGHT	6	7	8	9	10
11	12	13	14	15	16	17
18	19 5:15 Public Health & Safety	20 5:00 Plan Commission	21	22	23	24
25	26	27 5:00 Finance 7:00 Council	28	29	30	31

# November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 4:30 Park/Rec	3 Election Day	4 5:15 Econ dev	5	6	7
8	9 4:30 H.R.	10 5:00 Finance 7:00 Council	11	12 5:15 CISM	13	14
15	16 5:15 Public Health & Safety	17 5:00 Plan Commission	18	19 4:15 Transit	20	21
22	23	24 5:00 Finance 7:00 Council	25	26 Thanksgiving Holiday	27 City Hall closed	28
29	30					

# December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 5:00 Econ Dev	2	3	4	5
6	7 4:30 Parks & Rec	8 5:00 Finance 7:00 Council	9	10 5:15 CISM	11	12
13	14 4:30 H.R.	15 5:00 Plan Commission	16	17 4:15 Transit	18	19
20	21 5:00 Public Health	22 5:00 Finance 7:00 Council	23	24 Christmas Eve	25 Christmas Day	26
27	28	29	30	31		