



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

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NOTICE OF SPECIAL MEETING

COMMITTEE: FINANCE MEETING

TIME: 9:00 a.m.

PLACE: Justice Center
Monroe County Board Assembly Room
(South Side/Oak Street Entrance)
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656

DATE: Wednesday, October 30, 2019

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Resolution Authorizing to Adopt a Citizen Participation Plan - Discussion/Action
3. Citizen Participation Plan Committee – Discussion/Action
4. 2020 Budget Addendum(s) – Discussion/Action
5. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: October 22, 2019

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

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Resolution Authorizing to Adopt a Citizen Participation Plan

WHEREAS, the Monroe County Board approved resolution 08-19-13 authorizing the purchase of the Monroe County Revolving Loan Fund (RLF); and

WHEREAS, the Wisconsin Department of Administration (DOA) will have to approve the use of the RLF Close dollars; and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hears, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the County of Monroe has prepared and publicly reviewed a Citizen Participation Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Monroe County Board of Supervisors officially adopts the attached Citizen Participation Plan.

Dated this 6th day of November 2019

Offered by the Finance Committee

Purpose: To create a Citizen Participation Plan for the Community Development Block Grant Program that will keep the Citizens of Monroe County informed and provide an open processor citizen participation.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent ***** Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Plan

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

COUNTY OF MONROE

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the **COUNTY** the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The **COUNTY** shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the **COUNTY** Board/Council. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

The **COUNTY** shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the **COUNTY** shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

CITIZEN PARTICIPATION

1. The **COUNTY** shall establish a committee composed of person's representative of the **COUNTY** demographics. This committee must include at least one LMI person.

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Plan

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the COUNTY.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the MONROE COUNTY PUBLISHERS, TOMAH JOURNAL, CASHTON RECORD AND COUNTY LINE CONNECTION at least fourteen days prior to the hearing. In addition, the public notice shall be posted at the COUNTY municipal building. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Plan

3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held halfway through the two year program.

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by COUNTY staff in the Community Development Department. A COUNTY staff member will meet with citizens on request.
2. The COUNTY will maintain, in the FINANCE DEPARTMENT a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

The COUNTY staff will respond to all such requests within 15 days after the COUNTY FINANCE COMMITTEE has met to discuss the request.

COMPLAINTS

The COUNTY will handle citizen complaints about the program in a timely manner. By federal regulation the COUNTY will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to ELIZABETH BRADFORD, FINANCIAL & SYSTEM CONTROL COORDINATOR, MONROE COUNTY.

Division of Energy, Housing and Community Resources

Community Development Block Grant – Citizen Participation Plan

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
WI Department of Administration
Division of Energy, Housing and Community Resources, 5th Floor
P.O. Box #7970
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) Community Development Block Grants for Community Development (CDBG – Community Development)
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

The COUNTY will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.