

**NOTICE OF COMMON COUNCIL MEETING TO BE HELD  
6:30 P.M., MONDAY, APRIL 23, 2018  
LADYSMITH COUNCIL CHAMBER  
107 WEST SECOND STREET SOUTH  
LADYSMITH, WISCONSIN**



Invitations to: Council members, Mayor, City Atty., Adm., DPW, Asst. DPW, Police Chief, media.

**AGENDA**

- 1) Call to order at 6:30 p.m.
- 2) Roll call and Pledge of Allegiance.
- 3) Approve April 17, 2018 Council minutes.
- 4) Approval of the evening's agenda.
- 5) Introductions, hearings, appearances and public comments.
  - a. Public Hearing in regard to planned CDBG project application.
  - b. May 28-Lions Proclamation.
- 6) Action on Resolutions, Ordinances and other selected matters.
  - a. Action on Resolution #2018-05 to authorize submission of a CDBG application seeking assistance with a project to rebuild portions of Fritz and Worden Avenues.p.3
  - b. Action on Resolution #2018-06 committing local matching funds to the project referenced in a., above.p.4
  - c. Action on Resolution #2018-07 to adopt a revised Citizen Participation Plan pp. 5-8
  - d. Action to commit to new fair housing actions. pp.9-10
  - e. Action to adopt new residential anti-displacement and relocation assistance plan. pp.11-13
  - f. Action on Resolution #2018-07 authorizing the Mayor, as City representative to, in turn, authorize Cooper Engineering to work on-line on application referenced in a., above.
- 7) District One/Finance Comm./Library Board/Plan. Comm.
  - a. Report on Library Board/Plan. Comm. business/meeting.
  - b. Report on Finance Comm. business/meeting.
  - c. Action on monthly invoices.
- 8) District Two/Personnel Comm./Rail Display.
  - a. Report on Personnel Committee meeting/business.
  - b. Report on rail display activities.
  - c. Report on Animal Control/Highway Safety meetings/business.
- 9) District Three/Property/ Emergency Government/Joint Management.
  - a. Report on Property and All Committees meeting/business.
  - b. Report on Joint Management Committee meeting/business.
  - c. Report on Emergency Gov't./Emergency Plan. meeting/business.
- 10) District Four/Farmer's Mkt./Community Dev./Tourism Commission.
  - a. Report on Community Dev. Comm. meeting/business.
  - b. Report on Farmer's Market meeting/business.
  - c. Report on Tourism Comm. meeting business.

- 11) District Five/Legal Affairs/Police and Fire/RLF Board.
  - a. Report on Legal Affairs meeting/business.
  - b. Report on RLF Board meeting/business.
  - c. Report on Police and Fire meeting/business
- 12) District Six/Public Works Committee/Cemetery/Ethics/Transit.
  - a. Report on Public Works Committee meeting/business.
  - b. Report on Cemetery meeting/business
  - c. Report on Ethics meeting/business.
  - d. Action on recommendation to increase seasonal worker pay to attract more candidates.
- 13) District Seven/Youth and Rec./Park Board.
  - a. Report on Park Board meeting/business.
  - b. Report on Youth and Rec. Comm. meeting/business.
  - c. Report on Zoning Appeals meeting/business.
- 14) Police and Fire Department Report.
- 15) Public Works and Building Inspection Report.
  - a. Action to authorize expenditure of \$1,000 to have SEH prepare WPDES permit required "Operational Evaluation Report" for phosphorous removal.
- 16) Administrative Report.
  - a. Thoughts, if any, on change of Council meeting time.
  - b. Action to expend \$345 from Council grants and aids to sponsor City ad in this year's Northwoods Escape insert to the Ladysmith News.
  - c. Action on bids to do various sidewalk, exterior stair and drainage repair and replacement around exterior of Rockwell plant.
  - d. Note CN clarification to latest OCR ruling on Lake Ave.
- 17) Attorney's Report.
- 18) Mayor's Comments.
- 19) Licenses and Permits.

Action on operator's license applications, for changes of agent, on application for fermented malt beverage or liquor licenses, including picnic licenses, and including requests for new alcohol beverage licenses.
- 20) Action to go into Closed Session under authority granted in S. 19.85 (1) (e) Wis. Stats. to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session; to wit; to consider level of expenditure that might be justifiable, if any, to attract regional juvenile facility.
- 21) Return to open session.
- 22) Action on matter considered in closed session.
- 23) Adjourn.

Prepared on 04/18/2018 by A. Christianson

*The City of Ladysmith is an Equal Opportunity Employer.*

**AUTHORIZING RESOLUTION**  
for the Submission of a  
Community Development Block Grant (CDBG) Application

Relating to the City of Ladysmith's participation in the Community Development Block Grant – Public Facilities (CDBG-PF) program;

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or improvement of public facilities (CDBG-PF); and

WHEREAS, after public meeting and due consideration, the City Council has recommended that an application be submitted to DOA for the following project:

\_\_\_\_\_ ; and

WHEREAS, it is necessary for the City Council to approve the preparation and filing of an application for the City to receive funds from this programs; and

WHEREAS, the City Council has reviewed the need for the proposed project and the benefit(s) to be gained therefrom;

NOW, THEREFORE, BEIT RESOLVED, that the City Council does hereby approve and authorize the preparation and filing of an application for the above-named project; and

That the Mayor is hereby authorized to sign all necessary documents on behalf of the City; and that authority is hereby granted to the City Council to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

ADOPTED ON THIS \_\_\_\_\_ DAY OF APRIL, 2018.

Attest: \_\_\_\_\_  
Clerk

The governing body of the City of Ladysmith has authorized the above resolution by Resolution No.: \_\_\_\_\_, dated \_\_\_\_\_.

\_\_\_\_\_  
*Signature of the Chief Elected Official*

**Mayor**  
\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**Alan Christianson**

\_\_\_\_\_  
*Typed Name of the Chief Elected Official*

# Authorizing Resolution to Commit Match Fund

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LADYSMITH, providing a Guarantee of Matching Funds for the 2018 CDBG-PF Application

Related to the City of Ladysmith's participation in the Community Development Block Grant (CDBG) Program;

WHEREAS, federal monies are available under the CDBG Annual Public Facilities Competition, administered by the State of Wisconsin Department of Administration, for the purpose of the provision or improvement of public facilities; and

WHEREAS, the City Council of the City of Ladysmith has authorized the submission of a Community Development Block Grant Public Facilities Application to the State of Wisconsin for the following project: Fritz Avenue and Worden Avenue Water and Sewer Improvements and Street Reconstruction; and

WHEREAS, an adequate local financial match must be provided for the proposed Public Facilities project by the City of Ladysmith.

NOW, THEREFORE, BE IT RESOLVED, that the City of Ladysmith does hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for the match amount of \$1,430,000, from the following pending/potential source(s): DNR Safe Drinking Water Loan Program \$815,000 and DNR Clean Water Fund \$615,000; and local sources for grant administration.

ADOPTED on this 23<sup>rd</sup> day of April, 2018.

ATTEST: \_\_\_\_\_  
Shari Kavanagh, Clerk

The governing body of the City of Ladysmith has authorized the above resolution dated April 23, 2018.

\_\_\_\_\_  
Alan Christianson, Mayor

(A)



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

City of Ladysmith

## **PURPOSE**

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the City, 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 City shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the City 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 City shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the City 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 City shall establish a committee composed of persons representative of the city demographics. This committee must include at least one LMI person.

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 City.

## **NOTICE OF HEARINGS**

1. Official notice of hearings will be by public notice in the *Ladysmith News* at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the City 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.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. The City will attempt to have at least one of the public hearings in the service area (if applicable).

### **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 City staff in the Community Development Department. A City staff member will meet with citizens on request.
2. The City will maintain, in the city hall, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures. The City Hall is open Monday through Friday from 8:00 a.m. to 5:00 p.m.
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 City staff will respond to all such requests within 15 days after the City Council has met to discuss the request.

### **COMPLAINTS**

The City will handle citizen complaints about the program in a timely manner. By federal regulation the City 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 the City Clerk, City of Ladysmith.

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, 5<sup>th</sup> 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) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
- 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 City 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.



# Division of Energy, Housing and Community Resources

## Community Development Block Grant – Potential Fair Housing Actions

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME: City of Ladysmith  
 DOA-DEHCR Grant Agreement #: \_\_\_\_\_

# POTENTIAL FAIR HOUSING ACTIONS

According to 24 CFR 570.487(b), the Unit of General Local Government (UGLG) must take some action to affirmatively further fair housing during the contract period if the UGLG receives a CDBG Grant. **Indicate (by checking the appropriate boxes) at least THREE (3) of the actions listed below that will be completed if the UGLG is awarded a CDBG Grant.** If your project is funded, the actions selected (below) will be included in the Grant Agreement (i.e. contract) timetable and will be required to be implemented in accordance with the timetable of the signed Grant Agreement. **Fair housing actions may include, but are not limited to the following:**

Selection(s)	Actions
<input type="checkbox"/>	1. Enact, strengthen, or advertise a local fair housing law;
<input type="checkbox"/>	2. Make area-wide zoning revisions to facilitate the dispersal of multi-family housing outside of minority-concentrated areas;
<input type="checkbox"/>	3. Initiate or fund any studies examining current housing opportunities for minority persons, handicapped persons, and families with children and have these studies form the basis of an affirmative action program providing greater housing opportunities for minorities, handicapped persons and families with children;
<input type="checkbox"/>	4. Send letters from the chief elected official of the local government to those in the business of selling, renting, or financing housing, encouraging them to adhere fully to the fair housing law;
<input type="checkbox"/>	5. Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance;
<input type="checkbox"/>	6. Improve community facilities and public services in racially integrated neighborhoods to help preserve their mixed character;
<input checked="" type="checkbox"/>	7. Display a fair housing poster or provide fair housing information at an appropriate public place;
<input type="checkbox"/>	8. Initiate a public education program on fair housing, involving, for example, representatives of fair housing groups, human relations' bodies, minority organizations, the real estate industry, and government, through the local media. This could include talks on the community's housing opportunities;

# Division of Energy, Housing and Community Resources

## Community Development Block Grant – Potential Fair Housing Actions

<input type="checkbox"/>	9. Fund a fair housing organization (such as a local housing authority) to conduct studies and/or to aggressively investigate rental and/or realtor practices;
<input type="checkbox"/>	10. Suggest the use of affirmative marketing and advertising practices by private developers as a condition for obtaining local licenses and permits; and
<input type="checkbox"/>	11. Enlist the participation of local associations (realtors, real estate brokers, home builders, and mortgage lenders) in approved voluntary programs to promote affirmative fair housing marketing and to review mortgage credit and underwriting criteria that may have an adverse impact on minorities, women, handicapped persons, and families with children.
<input type="checkbox"/>	12. OTHER:
<input type="checkbox"/>	13. OTHER:

UGLG Name: City of Ladysmith

Date by which  
the actions will  
be completed: December 2020  
(Date)

Office of Fair Housing and Equal Opportunity: <http://www.hud.gov/offices/fheo/>  
Fair Housing ads and other materials: <http://www.fairhousinglaw.org/>

## Division of Energy, Housing and Community Resources

Community Development Block Grant – **SAMPLE** Anti-Displacement and Relocation Assistance Plan

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# Residential Anti-Displacement and Relocation Assistance Plan

## WISCONSIN RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Ladysmith in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG<sup>1</sup> projects.

### **Minimize Displacement**

Consistent with the goals and objectives of activities assisted under the Act, the City of Ladysmith will take the following steps to minimize the direct and indirect displacement of persons from their homes: *(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities. Include in this plan the actions the local jurisdiction will take.)*

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement

(continued on the next page)

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<sup>1</sup> CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).



## Division of Energy, Housing and Community Resources

### Community Development Block Grant – **SAMPLE** Anti-Displacement and Relocation Assistance Plan

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- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.
- Additional action that will be taken to address local needs & priorities, as determined by the Unit of General Local Government (UGLG).
- Additional action that will be taken to address local needs & priorities, as determined by the Unit of General Local Government (UGLG).

#### **Relocation Assistance to Displaced Persons**

The City of Ladysmith will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

#### **One-for-One Replacement of Lower-Income Dwelling Units**

The City of Ladysmith will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Ladysmith to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Ladysmith will make public by publication in the Ladysmith News and submit to HUD [the State, under the State CDBG Program] the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. **NOTE: See also 24 CFR 42.375(d).**
5. The source of funding and a time schedule for the provision of the replacement dwelling units;

## **Division of Energy, Housing and Community Resources**

Community Development Block Grant – **SAMPLE** Anti-Displacement and Relocation Assistance Plan

6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City of Ladysmith will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

### **Replacement not Required Based on Unit Availability**

Under 24 CFR 42.375(d), the City of Ladysmith may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

### **Contacts**

The Clerk, Shari Kavanagh, 715-532-0564 is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The Clerk, Shari Kavanagh, 715-532-0564 is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted by the City of Ladysmith Council on: \_\_\_\_\_ (date adopted).

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Mayor  
Title of Authorized Official

Alan Christianson  
PRINTED NAME of Authorized Official

