

NOTICE OF COMMON COUNCIL MEETING TO BE HELD
5:15 P.M., MONDAY, JULY 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 **5:15 p.m.**
- 2) Roll call and Pledge of Allegiance.
- 3) Minutes.
 - a. Approve July 9, 2018 Council minutes. pp.3-7
- 4) Approval of the evening's agenda.
- 5) Introductions, hearings, appearances and public comments.
- 6) Action on Resolutions, Ordinances and other selected matters.
 - a. Action on Resolution #2018-16 a final resolution authorizing sidewalk curb and gutter and sanitary sewer installation and street reconstruction and levying special assessments against benefited property pursuant to special assessment police powers under Section 66.0703, Wisconsin Statutes. p.8
 - b. Action on Resolution #2018-17 to adopt a Citizen Participation Plan. pp.9-12
 - c. Action on Resolution #2018-18 to authorize submission of a Community Development Block Grant Planning application. pp.13-14
 - d. Action on Resolution #2018-19 to commit match funds in a CDBG Planning Grant application. p.15
- 7) District One/Finance Comm./Library Board/Plan. Comm.
 - a. Report on Library Board business/meeting.
 - b. Report on Finance Comm. business/meeting.
 - c. Report on Planning commission meeting/business.
 - d. 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.
 - d. Action to authorize seeking bids for roof for caboose and boxcar.
- 9) District Three/Property/ Emergency Government/Joint Management.
 - a. Report on Property and All Committees meeting/business. pp.16-19
 - 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. pp. 20-22
 - 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 July 19, Public Works Committee meeting/business. Handout.
 - b. Report on Cemetery meeting/business
 - c. Report on Ethics meeting/business.
 - d. Action on recommendations from July 19, Public Works meeting.
- 13) District Seven/Youth and Rec./Park Board.
 - a. Report on Park Board meeting/business. pp. 23-26
 - b. Report on Youth and Rec. Comm. meeting/business. p. 27
 - c. Report on Zoning Appeals meeting/business.
- 14) Police and Fire Department Report.
- 15) Public Works and Building Inspection Report.
 - a. Action to authorize
 - b. Action on recommendation to approve
 - c. Action to authorize
 - d. Action to approve
 - e. Action on recommendation to
 - f. Current project updates.
- 16) Administrative Report.
 - a. Action on recommendation to pay invoices of \$150 for painting of Falge Park footbridge as a cost to TIFD #9, and \$225 for painting supplies for Brooklyn Memorial Bridge as a cost to TIFD #8.
- 17) Attorney's Report.
- 18) Mayor's Comments.
- 19) Licenses and Permits.
 - a. 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) Closed Session. Action to go into closed Session under authority cited in S. 19.85 (1) (f) Wis. Stats. to consider financial, medical, social or personal histories or disciplinary data of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in in public, would be likely to have a substantial adverse effect on the reputation of any person referred to in such histories or data, or involved in such problems or investigations; to wit; to consider actions to recover or protect City housing loan funds where borrowers are not in compliance with their loan agreements.
- 21) Adjourn.

Prepared on 07/18/2018 by A. Christianson

The City of Ladysmith is an Equal Opportunity Employer.

RESOLUTION NO. 2018 - _____

FINAL RESOLUTION AUTHORIZING SIDEWALK, CURB & GUTTER, AND SANITARY SEWER INSTALLATION AND STREET RECONSTRUCTION AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY PURSUANT TO SPECIAL ASSESSMENT POLICE POWERS UNDER SECTION 66.0703, WISCONSIN STATUTES

WHEREAS, the Common Council of the City of Ladysmith, Wisconsin, held a public hearing at the City Hall at 5:15 p.m. on the 11 day of September, 2017 for the purpose of hearing all interested persons concerning the preliminary resolution and report of the Director of Public Works on proposed sidewalk, curb & gutter, and sanitary sewer installation in conjunction with reconstruction of the following described streets.

1. ALL PROPERTY FRONTING CENTER AVE EAST BETWEEN EAST 4th STREET SOUTH & EAST 6th STREET SOUTH
2. ALL PROPERTY FRONTING EAST 8th STREET SOUTH BETWEEN LINDOO AVE. EXTENDING NORTH APPROX. 640'
3. ALL PROPERTY FRONTING PEDERSON AVE WEST BETWEEN WEST 5th STREET NORTH & WEST 2nd STREET NORTH
4. ALL PROPERTY FRONTING WEST 2nd STREET NORTH BETWEEN LAKE AVE WEST & PEDERSON AVE WEST

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Ladysmith, as follows:

1. That the report of the Director of Public Works pertaining to the construction of the above-described public improvements is adopted and approved.
2. That the City of Ladysmith has advertised for bids and will carry out the improvements in accordance with the report of the Director of Public Works.
3. That payment for the improvements shall be made by assessing the cost to the property benefited as indicated in the report.
4. That the assessments shown on the report, representing an exercise of the police power, have been determined on a reasonable basis and are hereby confirmed.
5. That the assessments for all the projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.
6. That the assessments may be paid in cash or in up to 20 annual installments to the City Clerk, deferred payments to bear interest at the rate of 4% per annum on the unpaid balance. Installments or assessments not paid when due shall bear additional interest on the amount due at the rate of 4% per annum.
7. That the City Clerk shall publish this resolution as a Class 1 notice in the assessment district and mail a copy of the final assessment against the benefited property to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

_____ by a vote of _____ for and _____ against at a regular meeting of the Common Council held the ___ day of _____, 2018.

Dated: _____

Signed: _____
Alan Christianson, Mayor

Attest: _____
Shari Kavanagh, City Clerk

Published: _____

Resolution to Adopt a Citizen Participation Plan

WHEREAS, the City of Ladysmith has applied for
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)
a Community Development Block Grant (CDBG); 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 hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the City of Ladysmith has prepared and publicly reviewed a Citizen Participation Plan;
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)

NOW, THEREFORE, BE IT RESOLVED, that City Council
(City Council, County Board, Village Board, Town Board)
of the City of Ladysmith officially
(County, City, Village, or Town) (UGLG/Unit of General Local Government's Name)
adopts the Citizen Participation Plan.

ADOPTED on 23 day of July, 2018. ATTEST:
this (Day) (Month) (Year) (Signature of Clerk)

The governing body City of Ladysmith has authorized the above
of (UGLG/Unit of General Local Government's Name) resolution
by Resolution No.: _____, dated _____
(Resolution Number) (Date Authorized)

Signature of the Chief Elected Official Title Date Signed
Alan Christianson, Mayor
Typed Name of the Chief Elected Official

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 of Ladysmith, 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 of Ladysmith 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 of Ladysmith 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 person's 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 of Ladysmith.

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 of

Ladysmith 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.
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 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 Al Christianson, City Administrator.

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) 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 – Authorizing Resolution for CDBG Application Submission

AUTHORIZING RESOLUTION

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

Relating to the City of Ladysmith participation in the
(County, City, Village, or Town) *(UGLG/Unit of General Local Government's Name)*
Community Development Block Grant – Public Facilities (CDBG–PF) / Planning (CDBG-PLNG)
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
development of a City of Ladysmith
(County, City, Town, Village)
plan (CDBG-PLNG), or for the provision or improvement of public facilities (CDBG-PF); and

WHEREAS, after public meeting and due consideration, City of Ladysmith
the City of Ladysmith
(Name of Appropriate Committee)
has recommended that an application be submitted to DOA for the following project(s):
Community Center Feasibility Study ; and
(CDBG Proposed Project Title)

WHEREAS, it is necessary for City Council to
the City Council
(County Board, City Council, Village Board, Town Board)
approve the preparation and filing of an application for City to
the City
(County, City, Town, Village)
receive funds from this program; and

WHEREAS, the City Council has reviewed the
(County Board, City Council, Village Board, Town Board)
need for the proposed project(s) and the benefit(s) to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that City Council
the City Council
(City Council, County Board, Village Board, Town Board)

Division of Energy, Housing and Community Resources

Community Development Block Grant – Authorizing Resolution for CDBG Application Submission

does hereby approve and authorize the preparation and filing of an application for the above-named project(s); and that **Mayor** is hereby the _____
(Council President, Mayor, Board Chair, Village President)

authorized to sign all necessary documents on behalf of **City**; and the _____
(County, City, Village, Town)

that authority is hereby granted to **The City of Ladysmith**
(Name of Appropriate Committee)

to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

ADOPTED on **23** day of **July**, **2018**. ATTEST:
this _____
(Day) (Month) (Year) (Signature of Clerk)

The governing body **City of Ladysmith** has authorized the above resolution of _____
(UGLG/Unit of General Local Government's Name)

by Resolution No.: _____, dated _____
(Resolution Number) (Date Authorized)

Signature of the Chief Elected Official **Mayor** _____
Title Date Signed

Alan Christianson

Typed Name of the Chief Elected Official

RESOLUTION #2018-19

COMMITTING MATCH FUNDS

A resolution of the Common Council of the City of Ladysmith providing a guarantee of matching funds for the 2018 CDBG Planning Grant application.

WHEREAS, federal monies are available under the CDBG ongoing planning grant competition, administered by the State of Wisconsin Department of Administration, for the purpose of planning for improvement of public facilities; and

WHEREAS, the Common Council of the City of Ladysmith has authorized the submission of a Community Development Block Grant Planning Application to the State of Wisconsin for the following project: Evaluate the feasibility of converting either the former U.S. Army Reserve Center located along Summit Avenue, or the former Ladysmith Elementary School located along Lindoo Avenue into a community center; and

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

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ladysmith that it does hereby commit match funds in the amount of \$25,000 from its general fund balance to be used to undertake this project, along with such additional monies from the fund balance as may be needed to administer it.

_____ by the following roll call vote at a regular meeting of the Common Council held the 13th day of August, 2018.

Signed: _____

Alan Christianson, Mayor

Attest: _____

Shari Kavanagh, Clerk