

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**CITY OF STEVENS POINT
PUBLIC POLICY AND GENERAL GOVERNMENT**

August 9, 2021 - 6:00 PM

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 852 5404 2711 | Passcode: 725284

By Computer: <https://us02web.zoom.us/j/85254042711>

By Phone: +1-312-626-6799 (US Chicago)

(A quorum of the City Council may attend this meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. License List:
 - A. Temporary Extension of Premise: **212 Fitness**, 3217 John Joanis Drive, Stevens Point for August 28, 2021.
3. Request to Hold Event/Street Closing:
 - A. Pointoberfest and Blubber Run on September 18, 2021. (Recurring)
 - B. Give & Live Better 5K Fun Run/Walk on August 28, 2021. (New Event)
 - C. 5th Annual Purple Ribbon Walk on October 1, 2021. (Recurring)
4. Discussion and consideration of an updated public participation plan for Community Development Block Grant funding.
5. Adjournment.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00 p.m.

LICENSE LIST
PUBLIC POLICY AND GENERAL GOVERNMENT
Monday, July 12, 2021

Temporary Extension of Premise:

1. **212 Fitness** at 3217 John Joanis Dr, Stevens Point, request extension of licensed premise for a special event, August 28, 2021 to include the approximately 19,532 square foot area on the South Side of the building (167.6' x 116.54'—See Attached Map)



July 21st, 2021

Re: Temporary Extension of Premise

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
715-346-1569

City Committee & Council members,

We are planning first annual charity fun run called the Give & Live Better 5K Fun Run with all proceeds being donated to the Stevens Point Salvation Army Hope Center. This event is meant to celebrate the anniversary of our club's opening in August of 2007. Below are the details of this event:

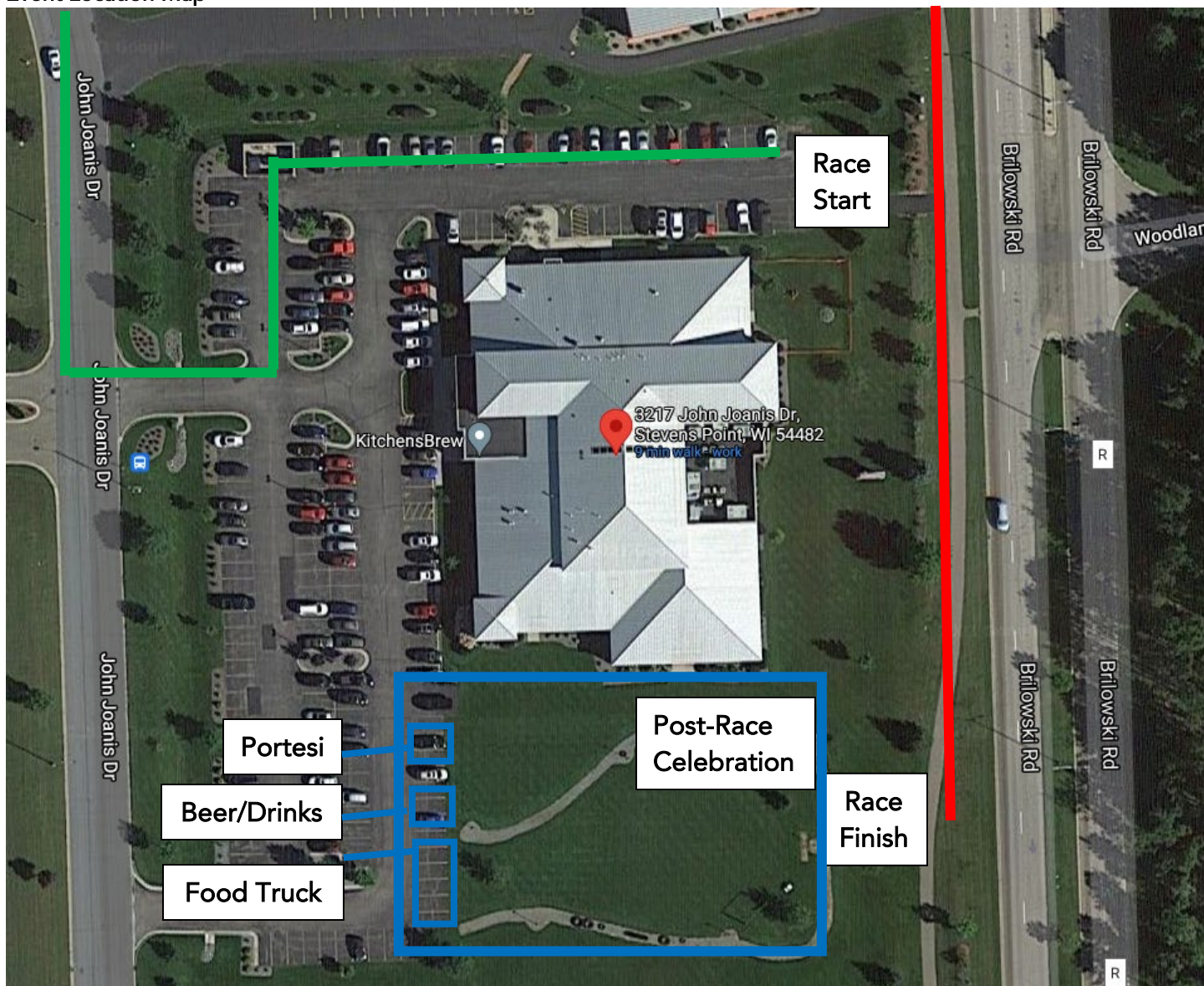
- Date: Saturday August 28th
- Timeline
 - o 9:30am: Participants arrive for a warm-up.
 - o 10:00am: Race Starts
 - o 1:00pm: Event Concludes.
- Event Location: 212 Fitness, 3217 John Joanis Dr, Stevens Point WI 54481 *See second page for map.
- Temporary Extension of License Detail Map: Apprx 19,532 Sq Ft on the South Side of the building. 167.6' x 116.54' *See third page for map.
- Route *See fourth page for route.

We are so fortunate to have a great group of sponsors who've helped donate to the event, necessary materials, and/or a raffle prize. This event is open to both our members and the entire community. Raffle prizes are open to participants and the community (their "cheering committee") as well. We're excited for a fun post-race celebration where participants and cheering committee can purchase food from Smokehound BBQ & Portesi, beer, non-alcoholic beverages. Raffle prizes along with any attending vendors will be setup at our post-race celebration. We want people to relax, eat, drink, and purchase raffle tickets at the event following the run. There will be yard games and shade setup. I have not yet finalized this layout as this is my first event. The goal is to utilize this space to allow people to mingle, relax, and purchase more raffle tickets!

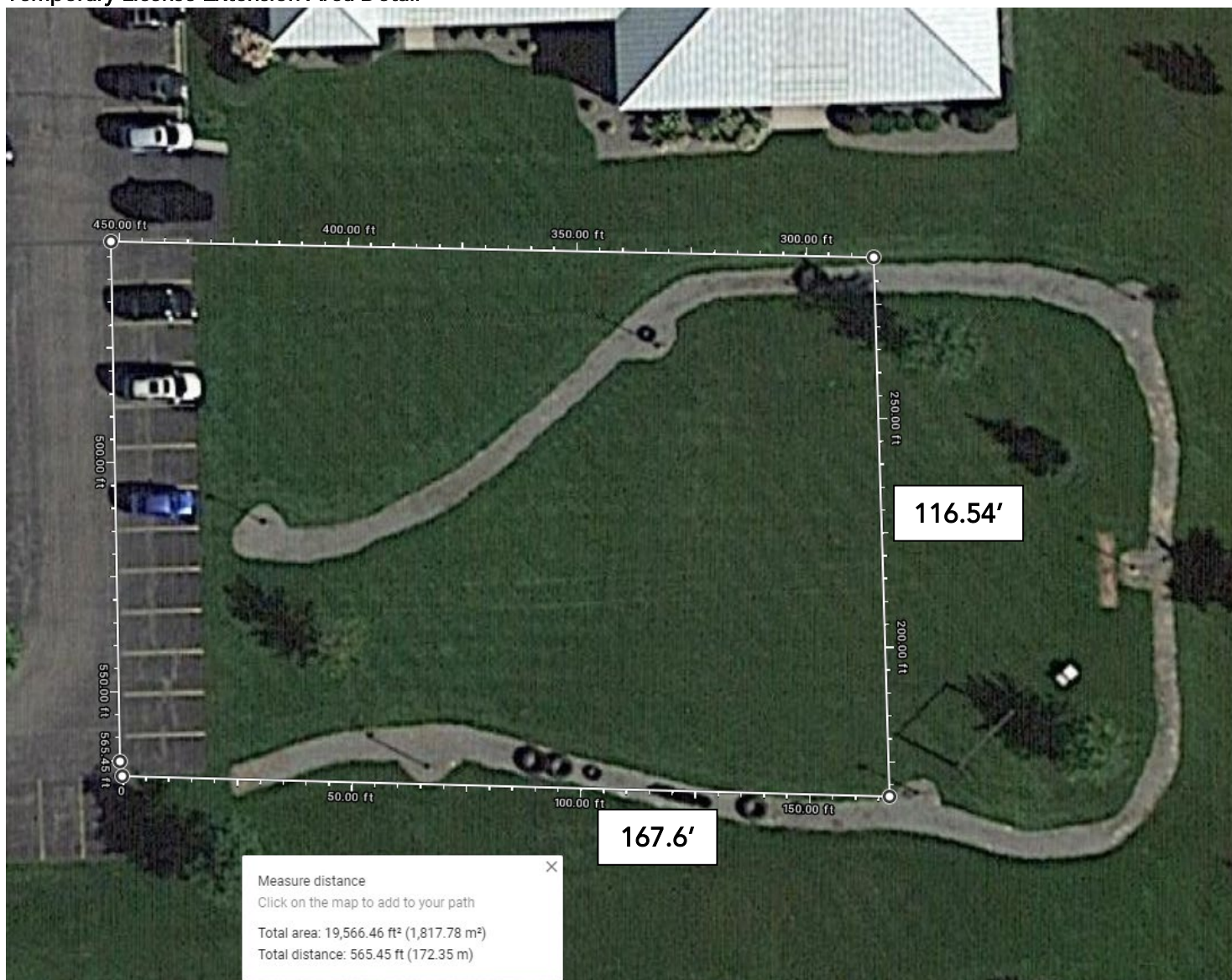
This our first time organizing an event like this, and we are excited to continue this on the fourth Saturday of every year to fundraise for this great organization and provide a fun, healthy activity for our community! Please let us know what additional information or documents are required from us for this event to proceed. Thank you for your time and consideration.

Sincerely,
Caitlin Sparling
Member Engagement Manager
Caitlin@212fitnessclub.com
715-343-0212 x228

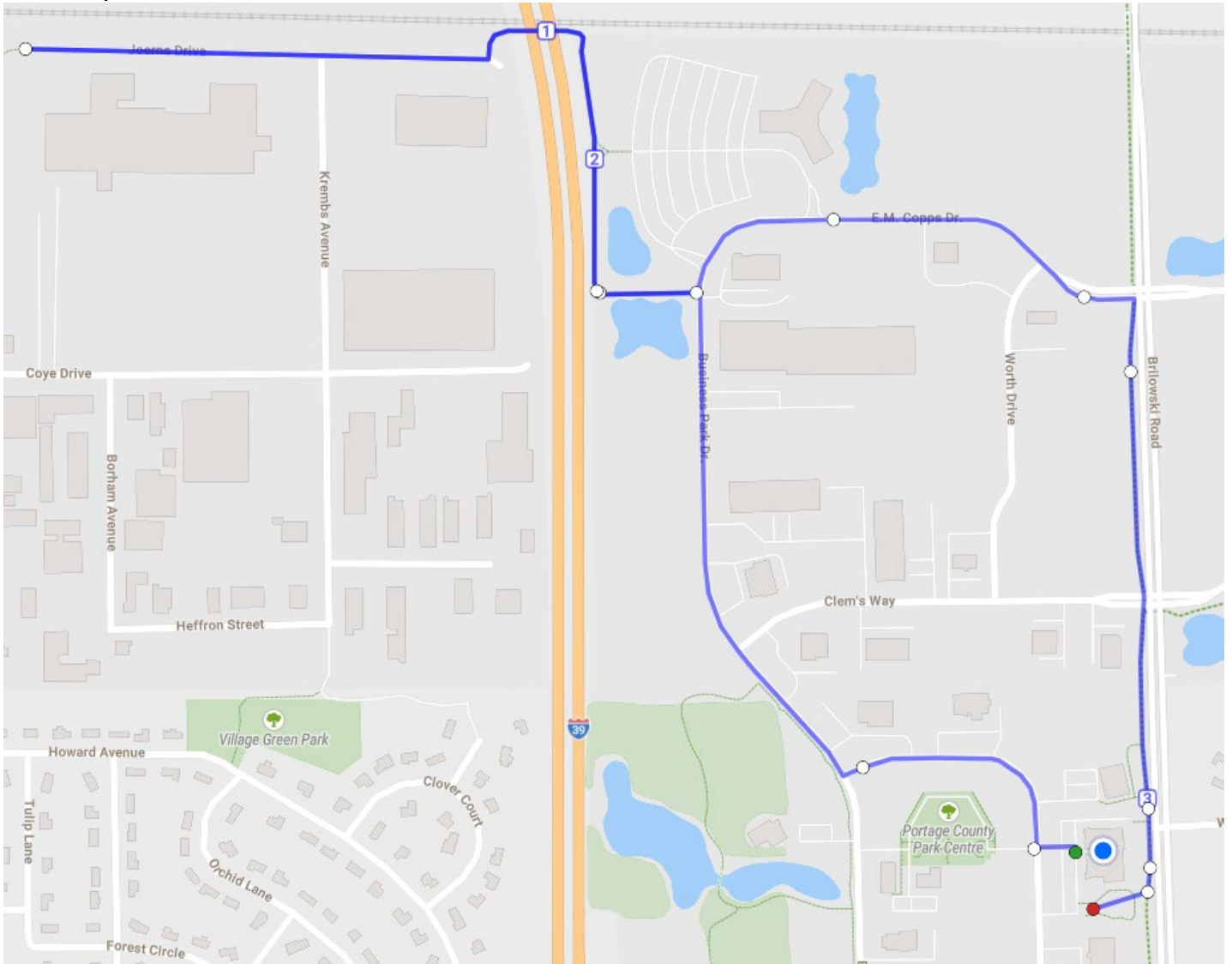
Event Location Map



Temporary License Extension Area Detail



Route Map



CITY OF STEVENS POINT
APPLICATION FOR SPECIAL EVENT PERMIT

City of Stevens Point, 1515 Strongs Ave. Stevens Point, WI 54481

Answer all questions completely Please print clearly.
This application must be on file in the City Clerk's Office at least **60 days** prior to the event.

- 1.) Please Check One: ☐ New Event ☒ As Previously Presented ☐ Changed Since Last Event
- 2.) Request is for: ☐ Parade ☒ Run/Walk ☐ Exhibition ☒ Other Festival
- 3.) Name of Event: Pointoberfest and Blubber Run Date of Event 09/18/2021
- 4.) Name of Sponsoring Organization: Stevens Point Brewery
Address: 2617 Water St. City: Stevens Point State: WI Zip Code: 54481
- 5.) Contact Person: Julie Birrenkott
Phone: 715-544-1107 Fax: _____ Email: julie@pointbeer.com
Address: 2617 Water St. City: Stevens Point State: WI Zip Code: 54481
- 6.) Assembly Time: _____ Start Time: Registration 1:30 PM End Time: Festival 4-8 PM
Race time 3:00 PM
Specific Location of Event: 2617 Water St., Stevens Point, WI
- 7.) Map of the Event Attached? ☒ Yes ☐ No Street Closures Required? ☒ Yes ☐ No
List of Street Blocks that will need to be closed: See attached
- 8.) Estimated Number of Participants: 500 Runners 2000 Festival Spectators: _____ Vehicles: _____ Animals: _____
- 9.) Food Prepared/Served at event? ☒ Yes ☐ No *If yes, contact Portage County Health Dept. at 715-345-5350 and Fire Dept. at 715-344-1833*
- 10.) Will alcoholic beverages be served? ☒ Yes ☐ No *If yes, contact City Clerk's Office 715-346-1569*
- 11.) Will the event utilize any City Facilities? ☐ Yes ☒ No *Note: Park facilities handled by Parks Dept. 715-346-1531*
- 12.) Check which services are needed: ☒ Police ☒ Auxiliary Officer *Contact Lt. Mueller at jmueller@stevenspoint.com*

Please explain: traffic control, festival security

- 13.) Will any fireworks or other pyrotechnic devices be used during the event? ☐ Yes* ☒ No

*If yes, Please explain: _____

- 14.) Will tents as described below* or other temporary structures be erected? ☒ Yes* ☐ No

*If yes, you will need a permit from the Fire Department. Please contact them at 715-344-1833 and ask for the officer on duty.

*You will be erecting a tent or other temporary structure over 400 square feet or the aggregate area of smaller tents installed within 12 feet of each other is greater than 400 square feet. A tent is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air.

*You will be erecting a canopy over 700 square feet or the aggregate area of smaller canopies installed within 12 feet of each other is greater than 700 square feet. A canopy is defined as a tent that is open on all sides.

- 15.) Will smaller tents or other temporary structures be erected? ☐ Yes ☒ No

- 16.) Are Inflatables or Bounce Houses part of your event? ☐ Yes* ☒ No

*If yes, you must have a certificate of insurance on file. Contact the Treasurer's Office (715-346-1573) for more information.

APPLICATION CONTINUED ON THE BACK

17.) Briefly describe your Event (you may attach additional pages):

See attached

18.) Is any other special assistance from the City needed?

No

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

HOLD HARMLESS INDEMNIFICATION AND DEFENSE

THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF STEVENS POINT AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ON BEHALF OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:


Signature of Applicant

6/24/2021

Date

Street Closures / Traffic Control:

2:30 – 8:30	Close Water St. from Matilda St. to Francis St. – For Pointoberfest and Run
2:30 – 3:15	Close Water St. from Matilda St. to Whiting Ave. – For start of Blubber Run
3:00 – 3:30	Use Whiting Ave, Howard Ave, and Echo Dells - for Blubber Run - Traffic control volunteers at all intersections (Do not close roads)
3:00 – 4:00	Use Bliss Ave. from Green Circle Trail to Prairie Street, Prairie Street from Bliss Ave. to Francis St. Francis St. from Prairie St., west to dead-end Traffic control volunteers at all intersections (Do not close roads)
4:00 – 8:30	Close Water St. from Matilda St. to Francis St. – For Pointoberfest

Description of the event:

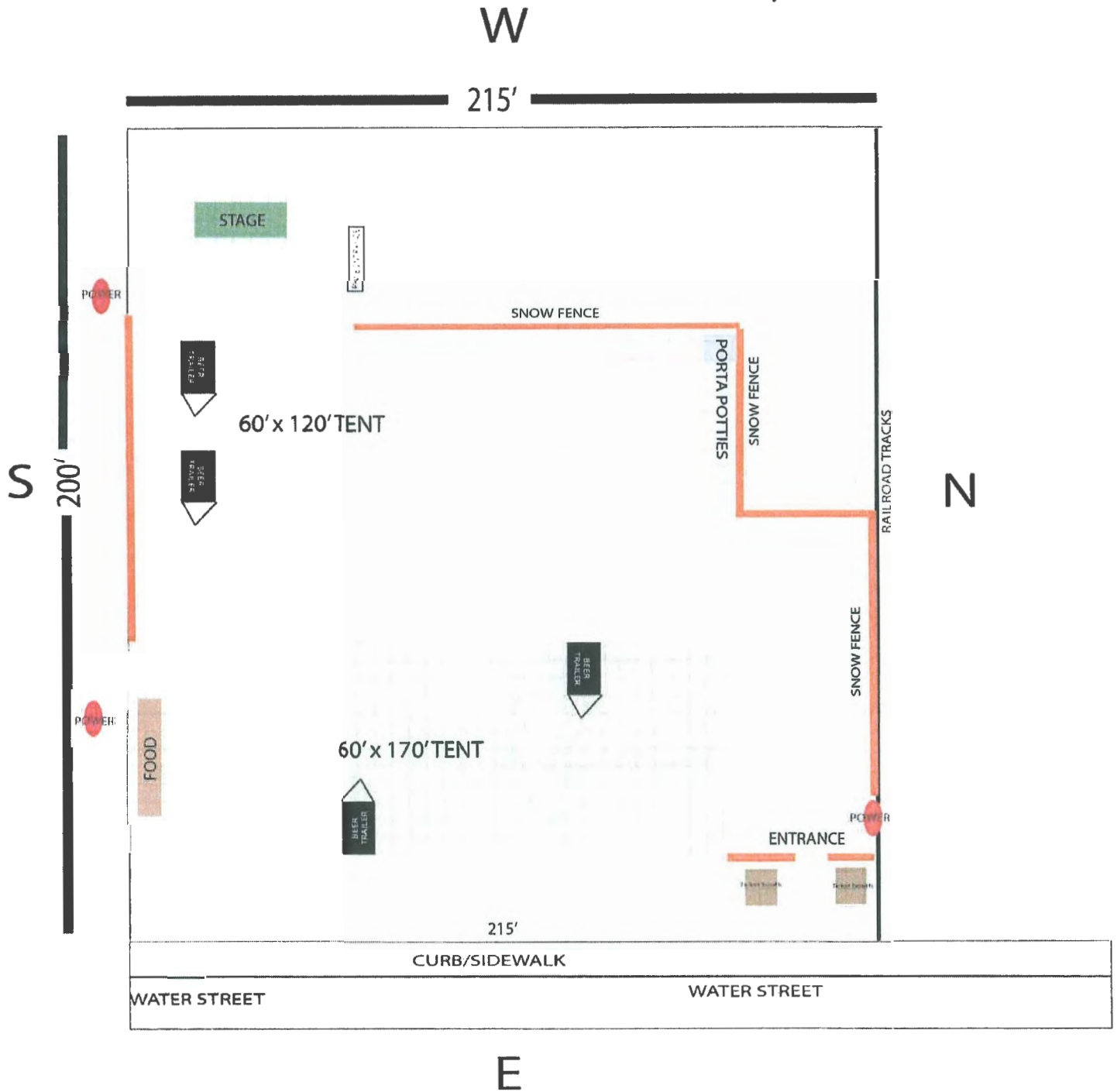
The Stevens Point Brewery is proud to announce its 9th annual Pointoberfest and Blubber Run 5K Saturday, September 18th, 2021. The run will begin at the brewery, Saturday afternoon at 3PM and finish around 4:30PM. This year's run will draw 500 runner over 21 years of age, with proceeds donated to promote and support the sport of running and healthy lifestyles in Central Wisconsin.

The Stevens Point Brewery Pointoberfest Celebration to benefit Pints for Prostates/Oktoberfest For a Cure will take place at Brewery Park from 4PM – 8PM. Festival participants will be able to sample Stevens Point Brewery products, listen to live music and enjoy German-themed foods. This is a ticketed event and all participants must be 21 year of age or older.

וְשֵׁנִי עֲלֵי מִסְכָּא



Festival Lay-Out



CITY OF STEVENS POINT
APPLICATION FOR SPECIAL EVENT PERMIT

City of Stevens Point, 1515 Strong's Ave. Stevens Point, WI 54481

Answer all questions completely. Please print clearly.
This application must be on file in the City Clerk's Office at least **60 days prior** to the event.

- 1.) Please Check One: ☒ New Event ☐ As Previously Presented ☐ Changed Since Last Event
- 2.) Request is for: ☐ Parade ☒ Run/Walk ☐ Exhibition ☐ Other _____
- 3.) Name of Event: Give & Live Better 5K Fun Run/Walk Date of Event 08/28/2021
- 4.) Name of Sponsoring Organization: 212 Fitness (formerly Adventure 212 Fitness LLC)
Address: 3217 John Joanis Dr City: Stevens Point State: WI Zip Code: 54481
- 5.) Contact Person: Caitlin Sparling
Phone: 715-343-0212 x228 Fax: Cell: 3034373345 Email: caitlin@212fitnessclub.com
Address: 3217 John Joanis Dr City: Stevens Point State: WI Zip Code: 54481
- 6.) Assembly Time: 8:30AM Start Time: 9:30AM End Time: 1:00pm
Specific Location of Event: 3217 John Joanis Dr, Stevens Point, WI 54481
- 7.) Map of the Event Attached? ☒ Yes ☐ No Street Closures Required? ☐ Yes ☒ No
List of Street Blocks that will need to be closed: _____
- 8.) Estimated Number of Participants: 100 Spectators: 100 Vehicles: 50 Animals: 20
- 9.) Food Prepared/Served at event? ☒ Yes ☐ No *If yes, contact Portage County Health Dept. at 715-345-5350 and Fire Dept. at 715-344-1833*
- 10.) Will alcoholic beverages be served? ☒ Yes ☐ No *If yes, contact City Clerk's Office 715-346-1569*
- 11.) Will the event utilize any City Facilities? ☐ Yes ☒ No *Note: Park facilities handled by Parks Dept. 715-346-1531*
- 12.) Check which services are needed: ☐ Police ☐ Auxiliary Officer *Contact Lt. Mueller at jmueller@stevenspoint.com*

Please explain: _____

- 13.) Will any fireworks or other pyrotechnic devices be used during the event? ☐ Yes* ☒ No

*If yes, Please explain: _____

- 14.) Will tents as described below* or other temporary structures be erected? ☐ Yes* ☒ No

*If yes, you will need a permit from the Fire Department. Please contact them at 715-344-1833 and ask for the officer on duty.

*You will be erecting a tent or other temporary structure over 400 square feet or the aggregate area of smaller tents installed within 12 feet of each other is greater than 400 square feet. A tent is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air.

*You will be erecting a canopy over 700 square feet or the aggregate area of smaller canopies installed within 12 feet of each other is greater than 700 square feet. A canopy is defined as a tent that is open on all sides.

- 15.) Will smaller tents or other temporary structures be erected? ☒ Yes ☐ No

- 16.) Are Inflatables or Bounce Houses part of your event? ☐ Yes* ☒ No

*If yes, you must have a certificate of insurance on file. Contact the Treasurer's Office (715-346-1573) for more information.

APPLICATION CONTINUED ON THE BACK

17.) Briefly describe your Event (you may attach additional pages):

We're excited for our first annual Give & Live Better 5K Fun Run/Walk on Saturday August 28th which we're organizing to celebrate our club opening in August of 2007. All proceeds from the event will be donated to our local Salvation Army Hope Center. We selected the Hope Center as an extension of our mission to help our community to live better. They assist our neighbors in a time of need covering basics like food, shelter, and clothing. Without these essential securities covered, people can't reach their highest potential. Everyone has needed helped at some point in their lives. We wanted to support an organization that lifts people up for happier, healthier society.

We're hoping to have at least 212 people join us for the 5K! Participating is simple and fun! It's a 5K or 3.1 mile fun run which will not be timed. People are welcome to walk or run and strollers & dogs are allowed. The run will start and end at 212 Fitness and take place completely within the business park. Route attached.

The celebration after the run/walk will have a food truck, Portesi Pizza, & the Bottle Stop beer trailer providing food and refreshments.

18.) Is any other special assistance from the City needed?

We shouldn't need anything from the city.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

HOLD HARMLESS INDEMNIFICATION AND DEFENSE

THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF STEVENS POINT AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ON BEHALF OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

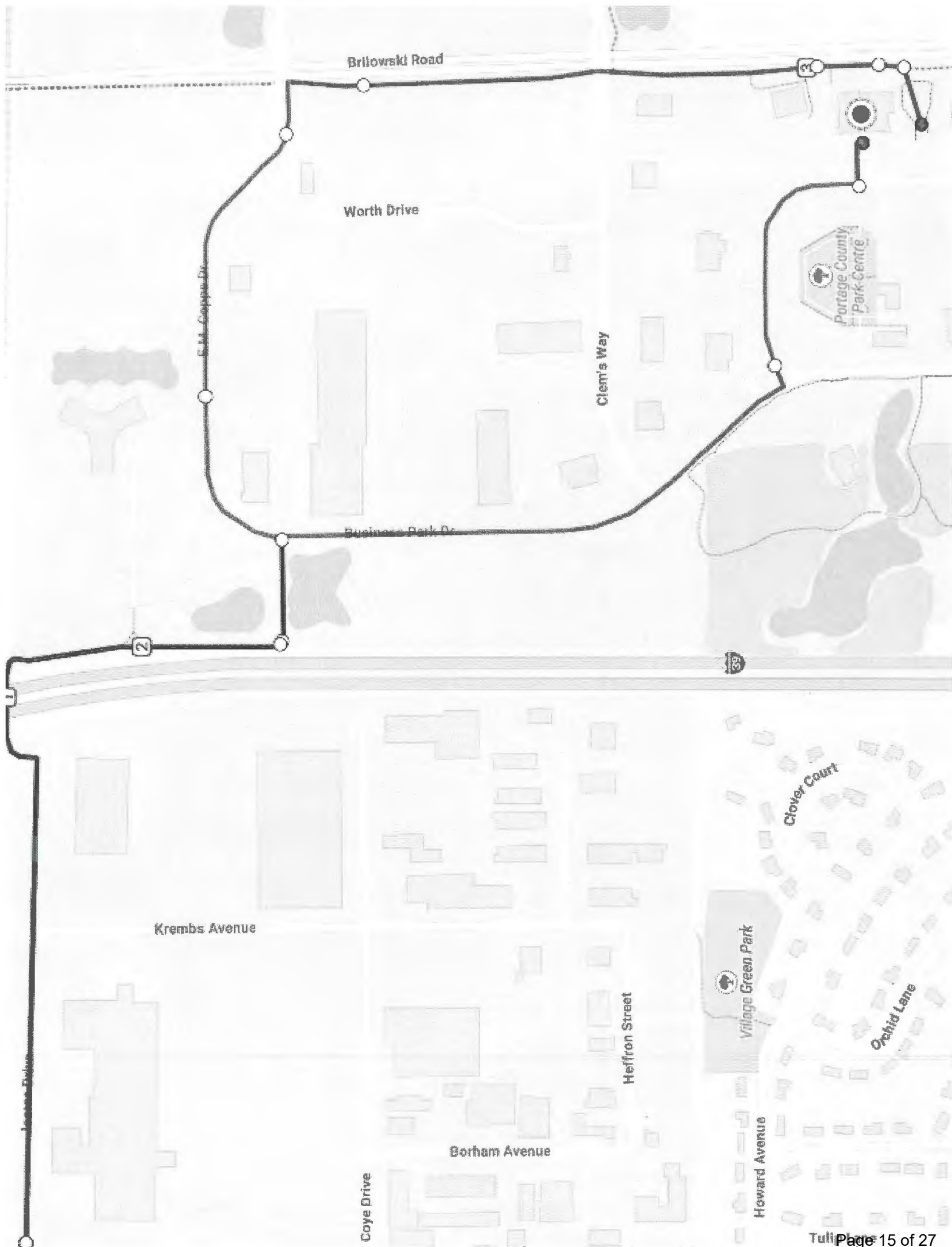
I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Caitlin Sparling

Signature of Applicant

06/23/2021

Date





July 21st, 2021

Re: Temporary Extension of Premise

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
715-346-1569

City Committee & Council members,

We are planning first annual charity fun run called the Give & Live Better 5K Fun Run with all proceeds being donated to the Stevens Point Salvation Army Hope Center. This event is meant to celebrate the anniversary of our club's opening in August of 2007. Below are the details of this event:

- Date: Saturday August 28th
- Timeline
 - o 9:30am: Participants arrive for a warm-up.
 - o 10:00am: Race Starts
 - o 1:00pm: Event Concludes.
- Event Location: 212 Fitness, 3217 John Joanis Dr, Stevens Point WI 54481 *See second page for map.
- Temporary Extension of License Detail Map: Apprx 19,532 Sq Ft on the South Side of the building. 167.6' x 116.54' *See third page for map.
- Route *See fourth page for route.

We are so fortunate to have a great group of sponsors who've helped donate to the event, necessary materials, and/or a raffle prize. This event is open to both our members and the entire community. Raffle prizes are open to participants and the community (their "cheering committee") as well. We're excited for a fun post-race celebration where participants and cheering committee can purchase food from Smokehound BBQ & Portesi, beer, non-alcoholic beverages. Raffle prizes along with any attending vendors will be setup at our post-race celebration. We want people to relax, eat, drink, and purchase raffle tickets at the event following the run. There will be yard games and shade setup. I have not yet finalized this layout as this is my first event. The goal is to utilize this space to allow people to mingle, relax, and purchase more raffle tickets!

This our first time organizing an event like this, and we are excited to continue this on the fourth Saturday of every year to fundraise for this great organization and provide a fun, healthy activity for our community! Please let us know what additional information or documents are required from us for this event to proceed. Thank you for your time and consideration.

Sincerely, |
Caitlin Sparling
Member Engagement Manager
Caitlin@212fitnessclub.com
715-343-0212 x228

Event Location Map



Temporary License Extension Area Detail



Route Map



CITY OF STEVENS POINT
APPLICATION FOR SPECIAL EVENT PERMIT

City of Stevens Point, 1515 Strongs Ave. Stevens Point, WI 54481

Answer all questions completely. Please print clearly.

This application must be on file in the City Clerk's Office at least 60 days prior to the event.

- 1.) Please Check One: ☐ New Event ☒ As Previously Presented ☐ Changed Since Last Event
- 2.) Request is for: ☐ Parade ☒ Run/Walk ☐ Exhibition ☐ Other _____
- 3.) Name of Event: 5th Annual Purple Ribbon Walk Date of Event October 1, 2021
- 4.) Name of Sponsoring Organization: Portage County CCRT
- Address: _____ City: _____ State: _____ Zip Code: _____
- 5.) Contact Person: Gail Zalewski, Chair, Portage County CCRT Community Awareness Subcommittee
- Phone: 715-570-3108 Fax: _____ Email: gailzale@mwwb.net
- Address: 1303 Hwy 66 W City: Stevens Point State: WI Zip Code: 54481
- 6.) Assembly Time: 11:45 am Start Time: noon End Time: 1:00 pm
- Specific Location of Event: corner of Arlington and Church St.
- 7.) Map of the Event Attached? ☐ Yes ☐ No Street Closures Required? ☐ Yes ☒ No
- List of Street Blocks that will need to be closed: none
- 8.) Estimated Number of Participants: 50? Spectators: _____ Vehicles: _____ Animals: _____
- 9.) Food Prepared/Served at event? ☐ Yes ☒ No *If yes, contact Portage County Health Dept. at 715-345-5350 and Fire Dept. at 715-344-1833*
- 10.) Will alcoholic beverages be served? ☐ Yes ☒ No *If yes, contact City Clerk's Office 715-346-1569*
- 11.) Will the event utilize any City Facilities? ☐ Yes ☒ No *Note: Park facilities handled by Parks Dept. 715-346-1531*
- 12.) Check which services are needed: ☐ Police ☐ Auxiliary Officer *Contact Lt. Mueller at jmueller@stevenspoint.com*

Please explain: _____

- 13.) Will any fireworks or other pyrotechnic devices be used during the event? ☐ Yes* ☒ No

*If yes, Please explain: _____

- 14.) Will tents as described below* or other temporary structures be erected? ☐ Yes* ☒ No

*If yes, you will need a permit from the Fire Department. Please contact them at 715-344-1833 and ask for the officer on duty.

*You will be erecting a tent or other temporary structure over 400 square feet or the aggregate area of smaller tents installed within 12 feet of each other is greater than 400 square feet. A tent is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air.

*You will be erecting a canopy over 700 square feet or the aggregate area of smaller canopies installed within 12 feet of each other is greater than 700 square feet. A canopy is defined as a tent that is open on all sides.

- 15.) Will smaller tents or other temporary structures be erected? ☐ Yes ☒ No
- 16.) Are Inflatables or Bounce Houses part of your event? ☐ Yes* ☒ No

*If yes, you must have a certificate of insurance on file. Contact the Treasurer's Office (715-346-1573) for more information.

APPLICATION CONTINUED ON THE BACK

17.) Briefly describe your Event (you may attach additional pages):

The 5th Annual Purple Ribbon Walk will be held on Monday, October 1, 2021 after the release of the 2020 WI Domestic Violence Homicide Report by End Abuse Wisconsin. A silent walks will also be held in Milwaukee (at City Hall), and possibly in other cities in Wisconsin. After the walks, the names of the 2020 victims will be read. We held a walk in Stevens Point to coincide with these walks in 2016 - 2019, and would like to continue this tradition to keep the memories of the victims alive and demonstrate our collective commitment to end domestic violence.

We will walk around the Courthouse block beginning at noon, carrying flags with the names of all victims. This will be followed by a brief ceremony on the Courthouse steps on Strongs Av. with comments by a CCRT member, CAP Services Family Crisis Center staff, a local government official and a member of local law enforcement. A victim impact statement may also be read. We will send out speaker invites once the event is approved.

18.) Is any other special assistance from the City needed?

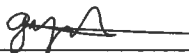
No

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

HOLD HARMLESS INDEMNIFICATION AND DEFENSE

THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF STEVENS POINT AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HERIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ON BEHALF OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:



Signature of Applicant

07-20-2021

Date



MEMORANDUM

To: Public Policy & General Government Committee

From: Ryan Kernosky, Director of Community Development 

Date: August 2, 2021

RE: **Updated Citizen Participation Plan for CDBG Funding**

Background: As Council members may recall, the City has applied for a Community Development Block Grant ("CDBG") funding to assist General Capital Group in acquisition of the Convent property for conversion into affordable senior and family housing. After the grant application was submitted, the Wisconsin Department of Administration, who oversees this grant, provided three additional directions and corrections that will need to be made in order to receive the grant. One of the directions/corrections included updating the City's Citizen Participation Plan ("CPP") for the CDBG funding. The existing CPP was adopted in 2009, with the most recent iteration from WI-DOA being updated in 2021.

Enclosed in the resolution adopting the newest CPP and the actual plan, included as "Attachment A" to the plan. WI-DOA has reviewed both the resolution and the updated CPP and have verified that they are consistent with CDBG funding requirements.

I recommend approval as presented. Please let me know if you have any additional questions or concerns.

www.stevenspoint.com

Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.

**RESOLUTION
ADOPTING A CITIZEN PARTICIPATION PLAN**

WHEREAS, the City of Stevens Point has applied for a Community Development Block Grant ("CDBG"); and,

WHEREAS, the City of Stevens Point, in 2009, adopted a Citizen Participation Plan ("CPP") for CDBG funding; and,

WHEREAS, the 2009 approved CPP no longer meets federal and state guidelines for CDBG funds; and,

WHEREAS, the State of Wisconsin Department of Administration and the U.S. Department of Housing and Urban Development require recipients of CDBG monies to have in place a CPP; and,

WHEREAS, the CPP 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 and provide for a complaint procedure; and,

WHEREAS, the City of Stevens Point has prepared and publicly reviewed a CPP.

NOW, THEREFORE, BE IT RESOLVED, that the City of Stevens Point officially adopts the attached Citizen Participation Plan, identified as "Attachment A" to this Resolution.

BE IT FURTHER RESOLVED, that the City of Stevens Point 2009 Citizen Participation Plan is hereby replaced by the Citizen Participation Plan attached to this resolution.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Authored By: R. Kernosky
Dated: August 9, 2021
Adopted: August 16, 2021



City of Stevens Point

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

Purpose: In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the City of Stevens Point, 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 Stevens Point shall create a Citizen Participation Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the City's Common Council. This Committee shall be responsible for implementation of the Citizen Participation Plan (CPP), as well as offering guidance in preparation of the grant application.

The City of Stevens Point 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 of Stevens Point 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 of Stevens Point shall establish a committee composed of persons representative of the City of Stevens Point 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 Stevens Point.

Notice of Hearings

1. Official notice of hearings will be by public notice in the City of Stevens Point's official newspaper of record at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the City of

Stevens Point City Hall (1515 Strongs Avenue, Stevens Point, WI 54481). 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 of Stevens Point 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 of Stevens Point staff in the Community Development Department. A City of Stevens Point staff member will meet with citizens on request.

2. The City of Stevens Point 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 of Stevens Point staff will respond to all such requests within 15 days after the City of Stevens Point Citizen Participation Committee has met to discuss the request.

Complaints

The City of Stevens Point 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 of the City of Stevens Point.

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

Attention: Executive Staff Assistant
Wisconsin Department of Administration
Division of Energy, Housing and Community Resources, 9th 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), Community Development Block Grant Close Program (CDBG-CL), 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 of Stevens Point 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.