

VILLAGE OF DRESSER
RESOLUTION NO. 01-2017

ADOPTING A CITIZEN PARTICIPATION PLAN

WHEREAS, the Village of Dresser has applied for a Community Development Block Grant; and

WHEREAS, the Wisconsin Department of Administration and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant 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 and provide for a complaint procedure; and

WHEREAS, the Village of Dresser has prepared and publicly reviewed a Citizen Participation Plan;

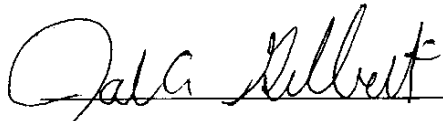
NOW THEREFORE BE IT RESOLVED that the Village of Dresser officially adopts the Citizen Participation Plan.

Adopted at Dresser, Wisconsin, this 3rd day of April, 2017.



Bryan Beseler, Village President

ATTEST:



Jodi A Gilbert, Clerk/Treasurer

BY ROLL CALL VOTE: 7 AYE 0 NO 0 ABSTAIN 0 ABSENT

**Village of Dresser
Citizen Participation Plan
for the
Community Development Block Grant Program**

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the Village of Dresser, 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 Village Board shall be responsible for the implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the Grant Application. The Village Board shall oversee the preparation of the Community Development Block Grant (CDBG) application.
2. To insure responsiveness to the needs of its citizens, the Village 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 Village shall establish a committee composed of persons representative of the Village 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 Village.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Inter-County Leader at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the Village 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 Village 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 Village staff in the Community Development Department. A Village staff member will meet with citizens on request.
2. The Village will maintain, in the Village municipal building, 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 Village staff will respond to all such requests within 15 days after the Village Board has met to discuss the request.

COMPLAINTS

The Village will handle citizen complaints about the program in a timely manner. By federal regulation the Village 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 Village Clerk.

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 Village 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.

CERTIFICATE OF CLERK

Motion by Richard Durand and seconded by Cathy Frandsen that Resolution No. 01-2017 is adopted. Passed with seven (7) votes in the affirmative, zero (0) votes abstained, zero (0) votes in the negative, zero (0) absent votes constituting at least a 2/3rds vote of the elected members of the governing body of the Village of Dresser, at the regular and duly called meeting of the Board of Trustees of the Village of Dresser held on the 3rd day of April 2017.

I further certify that the above is a true and correct copy of the original on file in the office of the Village Clerk of the Village of Dresser, Polk County, Wisconsin.

A handwritten signature in cursive script, reading "Jodi A. Gilbert", written over a horizontal line.

Jodi A. Gilbert
Village Clerk
Village of Dresser
Polk County, Wisconsin

Dated this 4th Day of April 2017