



ADOPT A CITIZEN PARTICIPATION PLAN

RUSK COUNTY

TO THE RUSK COUNTY BOARD OF SUPERVISORS

ROLL CALL Board Members	AYE (Yes)	NAY (No)	Abstain / Excused
1. ALEC HAMPTON	✓		
2. JERRY BILLER	✓		
3. KATHY HALBUR	✓		
4. JOHN MOORE	✓		
5. TERRY WEDWICK	✓		
6. KEITH JACOBSON	Absent		
7. SUZANNE VOHS	✓		
8. TOM CUDO	✓		
9. PHIL UNTERSCHUETZ	✓		
10. BRIAN COGGINS	✓		
11. PHIL SCHNEIDER	✓		
12. JIM MEYER	✓		
13. KURT GORSEGNER	✓		
14. JOHN KALEPP	✓		
15. TOM HANSON	✓		
16. LOIS GOODE	✓		
17. DAVE WILLINGHAM	✓		
18. MIKE RUSSELL	✓		
19. DAN GUDIS	✓		
TOTAL	18	0	1

1 **WHEREAS**, Rusk County has applied for a Community Development Block Grant
2 (CDBG); and,
3
4 **WHEREAS**, the State of Wisconsin Department of Administration (DOA) and the U.S.
5 Department of Housing and Urban Development (HUD) require recipients of Community
6 Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan;
7 and,
8
9 **WHEREAS**, the Citizen Participation Plan shall encourage citizen participation
10 (especially by person of low and moderate income (LMI)), provide citizens reasonable
11 and timely access to local meetings and information, provide for technical assistance,
12 provide for public hearings, provide for complaint procedures, and accommodate non-
13 English speaking residents; and,
14
15 **WHEREAS**, Rusk County has prepared and publicly reviewed a Citizen Participation
16 Plan.
17
18 **NOW, THEREFORE, BE IT RESOLVED**, that the Rusk County Board of Supervisors
19 do hereby officially adopt the Citizen Participation Plan.
20

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Willingham Defeated

2nd Moore

No: 0 Yes: 18 Exc: 1

Reviewed by: _____, Corp. Counsel

Reviewed by: Jaimie Wille, Finance Director

FISCAL IMPACT: (Note if there is any fiscal impact or not)

\$0

Certification:

I, Connie Meyer, Clerk of Rusk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 17 day of December, 2024 by the Rusk County Board of Supervisors.

Connie Meyer
 Connie Meyer
 County Clerk, Rusk County

SUBMITTED BY:

Rusk County Land Info/Surveyor, Zoning Committee

[Signature]
 Dave Willingham, Chairman

[Signature]
 Kurt Gorsegner, Vice Chairman

[Signature]
 John Moore

[Signature]
 Mike Russell

[Signature]
 Brian Coggins

RUSK COUNTY

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

Adopted December 17, 2024

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the County of Rusk, 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 of Rusk shall create a Citizen Participation Committee, members of which shall be appointed by the County Board Chair and confirmed by the County Board. 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 County of Rusk 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 of Rusk 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 of Rusk shall establish a committee composed of persons representative of the County of Rusk 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 County of Rusk.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the *Ladysmith News* as a 2-week (14 days) notice prior to the hearing date. In addition, the public notice shall be posted at the County of Rusk in the County Courthouse. These notices will include the 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.

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Community Development Block Grant – Citizen Participation Plan TEMPLATE

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.
4. The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held after construction, demolition, and/or rehabilitation has begun and is in progress.
5. The County of Rusk will attempt to have at least one of the public hearings in the service area.

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance via in person or by appointment will be provided by the County Clerk's Office.
2. The County of Rusk will maintain, in the County Courthouse, a record of all citizen participation efforts including minutes of meetings 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 of Rusk staff will respond to all such requests within 15 days after the County of Rusk Citizen Participation Committee has met to discuss the request.

COMPLAINTS

The County of Rusk will handle citizen complaints about the program in a timely manner. By federal regulation the County of Rusk will respond in writing to all written letters of complaint within 15 days

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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 County Clerk.

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
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.

ACCOMMODATIONS

The County of Rusk will respond to residents' requests for reasonable accommodations to participate in CDBG public hearings in accordance with state and federal laws; and include instructions for making accommodation requests in hearing notices.

NON-ENGLISH SPEAKING PERSONS

The County of Rusk will regularly review the demographic data of the municipality and survey a CDBG project area and/or service area if deemed necessary to identify non-English speaking persons; and will take steps to assure them equal opportunity in the citizen participation process.