

PUBLIC HEARING NOTICE

WINNEBAGO COUNTY
County Administrative Building
112 Otter Ave, Oshkosh
Thursday, July 23, 2020
at 1:30 p.m.

To attend by Zoom:

Meeting ID: 839 0622 5227

Zoom Link: <https://us02web.zoom.us/j/83906225227>

Dial by your location

#1 312-626-6799 US (Chicago)

Meeting ID: 839 0622 5227

Find your local number: <https://zoom.us/u/ablo4VfKay>

Additional Instructions for making a virtual appearance can be found at:

<https://www.co.winnebago.wi.us/planning-and-zoning>. (use the above meeting ID No.)

The Industrial Development Board of Winnebago County will conduct a public hearing regarding its proposed application for Community Development Block Grant – CLOSE - Public Facilities Program (CDBG-CL-PF) funds. The public is invited to attend to learn about the CDBG program, to help identify additional community development needs, and to comment on the activities proposed to be included in the CDBG application.

The agenda for the public hearing is:

1. Identification of total potential funds
2. Eligible CDBG activities
3. Presentation of identified community development needs
4. Identification of any community development needs by public
5. Presentation of activities proposed for CDBG application, including potential residential displacement.
6. Citizen input regarding proposed and other CDBG activities

Residents of the County of Winnebago are encouraged to attend, especially residents with low to moderate incomes.

The meeting room is handicapped accessible. Persons needing additional accommodations should contact the County Clerk via telephone at (920) 232-3430, or via email: sertmer@co.winnebago.wi.us.

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(IDB RESOLUTION 3)

RESOLUTION: Create a Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)

TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:

WHEREAS, in accordance with the Housing and Community Development Act of 1974, as amended, and HUD Regulations at 24 CRF 42.325, a Residential Anti-Displacement and Relocation Assistance Plan (RADRAP), prepared by Winnebago County, applicable to the Winnebago County Community Development Block Grant (CDBG) Project is created (see attached).

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby creates the attached Residential Anti-Displacement and Relocation Assistance Plan (RADRAP), which is made a part of this Resolution and incorporated herein by reference.

Respectfully submitted by:

INDUSTRIAL DEVELOPMENT BOARD

Committee Vote: _____

Vote Required for Passage: _____

Approved by the Winnebago County Executive this _____ day of _____, 2020.

Mark L Harris
Winnebago County Executive

WINNEBAGO COUNTY

WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN (RADRAP) FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS

This Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) is prepared by Winnebago County 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 Community Development Block Grant (CDBG)¹ projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974 ("the Act"), Winnebago County will take the following steps to minimize the direct and indirect displacement of person from their homes:²

- 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 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.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- 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.

¹ 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).

² The steps provided 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.

- 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.

Relocation Assistance to Displaced Persons

Winnebago County 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

Winnebago County 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 Winnebago County to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the County will make public by publication in the *Oshkosh Northwestern* newspaper and submit to the U.S. Department of Housing and Urban Development (HUD) through 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 low-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. (See also 24 CFR 42.375(d).);
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least ten (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, Winnebago County 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), Winnebago County 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 Winnebago County Clerk ((920) 232-3430) is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The Winnebago County Clerk ((920) 232-3430) 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 Winnebago County Board of Supervisors on _____.

BY:

Mark L. Harris,
Winnebago County Executive

ATTEST:

Susan T. Ertmer
Winnebago County Clerk

Date Adopted: _____

Date Published: _____

Date Effective: _____

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(IDB Resolution 4)

RESOLUTION: Authorize the Adoption of a Citizen Participation Plan

TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:

WHEREAS, Winnebago County has applied for 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 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 and 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, Winnebago County has prepared and publicly reviewed a Citizen Participation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby adopts the attached Citizen Participation Plan, which is incorporated herein by reference and made a part of this Resolution.

Respectfully submitted by:

INDUSTRIAL DEVELOPMENT BOARD

Committee Vote: _____

Vote Required for Passage: **Majority of Those Present**

Approved by the Winnebago County Executive this ____ day of _____, 2020.

Mark L Harris
Winnebago County Executive

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

PURPOSE

In order for the Community Development Block Grant (CDBG) Program to operate effectively, and to address the needs of the citizens of Winnebago County, 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 follow plan will be followed:

PROGRAM OVERSIGHT

1. Winnebago County shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Winnebago County Executive and confirmed by the Winnebago County Board of Supervisors. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

Winnebago County shall oversee the preparation of the CDBG grant application.

2. To insure responsiveness to the needs of its citizens, Winnebago County shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low-to-moderate income.

CITIZEN PARTICIPATION

Winnebago County shall establish a committee composed of persons representative of the County's demographics. This committee must include at least one person of low-to-moderate income.

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 Winnebago County.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the *Oshkosh Northwestern* at least two (2) full weeks prior to the hearing. In addition, the public notice shall be posted at the County Administration 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 low-to-moderate income participation. In addition, all meeting announcements shall include where, and during what time, formation 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 citizens 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, 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. Winnebago County 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

Winnebago County staff in the Planning and Zoning Department. A County staff member will meet with citizens on request.

2. Winnebago County will maintain, in the County Administration 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 fifteen (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 Winnebago County staff will respond to all such requests within fifteen (15) days after the Industrial Development Board has met to discuss the request.

COMPLAINTS

Winnebago County will handle citizen complaints about the program in a timely manner. By federal regulation, the County will respond in writing to all written letters of complaint within fifteen (15) days after receipt of the complaint. The nature and disposition of verbal complaints will be recorded in a complaint log. The first contact for complaints should be made to the Winnebago County Clerk.

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

Wisconsin Department of Administration
Division of Energy, Housing, and Community Resources, 9th Floor
Attention Executive Staff Assistant
PO 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.
4. The complainant's name, address, email address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

Winnebago County 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.

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(IDB Resolution 6)

RESOLUTION: Authorize Winnebago County to Commit Other Funds for the 2019 Community Development Block Grant CLOSE-PUBLIC FACILITIES (CL-PF) Application Related to Winnebago County’s Participation in the Community Development Block Grant (CDBG) Program

TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:

WHEREAS, federal monies are available under the Community Development Block Grant Close-Public Facilities (CDBG, CL-PF) Program, administered by the State of Wisconsin Department of Administration, for the purpose of improvement of public facilities; and

WHEREAS, the Winnebago County Board of Supervisors has authorized the submission of a CDBG Public Facilities Application to the State of Wisconsin for the following project: County Highway Y Reconstruction; and

WHEREAS, adequate local financial funds (other funds) must be provided for the proposed Public Facility project by Winnebago County.

NOW, THEREFORE, BE IT RESOLVED by the Winnebago County Board of Supervisors that it hereby authorizes the commitment of other funds to be used as outlined in the CDBG application, for the match amount of \$23,500 from the following secured source(s): Industrial Development Board 2020 Budget.

Respectfully submitted by:

INDUSTRIAL DEVELOPMENT BOARD

Committee Vote: _____

Vote Required for Passage: _____

Approved by the Winnebago County Executive this ____ day of _____, 2020.

Mark L Harris
Winnebago County Executive

TOWN of Omro

Town Officials Serving You:

Brian Noe, Chairman

David Friess, Supervisor

Mark Krings, Supervisor

Elizabeth Jackson, Treasurer

Paula Beulen, Clerk



4205 Rivermoor Road

Omro, WI 54963

(920) 685-2111

www.townofomro.us

February 3, 2020

Jerry Bougie
Winnebago County IDB Coordinator
112 Otter Ave
PO Box 2808
Oshkosh, WI 54903-2808

Re: 2020 Per Capita Funding Allocations Request.

As requested in your January 3rd letter we have attached the completed Plan Submittal Form to this letter to serve as the application for the Town of Omro.

This is the first time the Town of Omro is applying for the available IDB funds that the Town is eligible to receive so there is no Prior Use of Funds to Report. Previously we allocated funds to the City of Omro.

The Proposed use of the 2020 funds is to use these funds for seed money to establish a Town economic development program.

The Town of Omro has several locations that have been designate in the future land map contained in the Town Comprehensive Plan for commercial development in the future. We are working to establish a development program that will work toward encouraging commercial development that is compatible with adjoining properties and assist us with encouraging commercial development that will expand the Town tax base and provide an opportunity for local employment. We wish to use these funds to establish a program that can be added to in future budgets and help us grow this into a sustainable program.

Town of Omro Chairman,


Brian Noe

(over →)

Plan Submittal Form

Please fill out the form below and return with your application.

Please identify one or more of the following Eligible Economic Development Program/Project(s) (**Column 1**) that best match your proposed use of the funds, and include the total cost of each program/project (**Column 2**) and amount of IDB Per Capita funding you propose to allocate for each program/project (**Column 3**):

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Eligible Economic Development Programs / Projects	Total Cost (\$) of Program / Project	Amount (\$) of your proposed IDB Funding to offset (partially or entirely) the Total cost of each Program/ Project
1. Brochures / Marketing Materials		
2. Seed Money for Econ. Dev. Financing Programs(s)		2603.00
3. Studies directly related to Econ. Dev. Programs/Projects		
4. Other Promotional Programs (example: trade show booths)		
5. Interaction with Business Prospects (i.e. Meeting / Visiting / Hosting)		
6. Funding of Administrative Activities and/or Positions		
7. Membership dues in Econ. Dev. Organizations		
8. Other Econ. Dev. Projects / Programs: Itemize below:		
8a.		
8b.		
8c.		
TOTAL \$ (for items 1 – 8) (note: total in Column 3 should equal your Per Capita Funding Request from IDB)		2603.00

Town of Clayton

Bougie, Jerry

From: Public Works Director, Town of Clayton <PWDirector@townofclayton.net>
Sent: Monday, February 3, 2020 1:31 PM
To: Bougie, Jerry
Cc: Town Administrator, Town of Clayton
Subject: CY 2020 IDB Funding Application from the Town of Clayton
Attachments: CY 2020 IDB Application REVISED.pdf; Town of Clayton Public Works Director Job Description.pdf; Town of Clayton Economic Development Director Job Description.pdf

Hello Jerry:

Attached please find a copy of the Town's CY 2020 IDB Funding Application. Also attached are the job descriptions for the Town's Public Works Director and Economic Development Director. As explained in the Funding Application the Town intends to use the IDB Funding to partially offset the for the Economic Development Director. Should you have any questions relative to these documents please feel free to call or e-mail me, additionally would you please confirm the receipt of this e-mail.

Sincerely,

Richard

P.S. do you need a hard copy of the Town's IDB Funding Application?

Plan Submittal Form

Column 1	Column 2	Column 3
Eligible Economic Development Programs / Projects	Total Cost (\$) of Program / Project	Amount (\$) of your proposed IDB Funding to offset (partially or entirely) the Total cost of each Program/ Project
1. Brochures/Marketing Materials		
2. Seed Money for Econ. Dev. Financing Programs(s)		
3. Studies directly related to Econ. Dev. Programs/Projects		
4. Other Promotional Programs (example: trade show booths)		
5. Interaction with Business Prospects (i.e. Meeting/Visiting/Hosting)		
6. Funding of Administrative Activities and/or Positions	In the Town's CY 2020 Budget the Town Board funded a fulltime Public Works and Economic Development Director Position at a full burden rate of \$110,000.00. The budget is split equally between the two positions. The Economic Development Director position funded at \$55,000.00.	The Town Board intends to use \$4,688.00 or 100% of the Town's IDB Funding to offset the cost of funding the Economic Development Director Position.
7. Membership dues in Econ. Dev. Organizations		
8. Other Econ. Dev. Projects / Programs: Itemize below:		
8a.		
8b.		
8c.		
TOTAL \$ (for items 1-8) (note: total in Column 3 should equal your Per Capita Funding Request from [DB])	The Economic Development Director position funded at \$55,000.00.	\$4,688.00 or 100% of the Town's IDB Funding will be used to offset the cost of funding the Economic Development Director Position

1. Prior Year use of funds: Summarize prior year use of funds and tangible economic development results such as jobs, tax base, tourist/consumer spending, etc. (please provide the best information you have available).

In CY 2019 the Town Board split the Town's IDB Funding equally between the two regional Economic Development Agencies in Appleton (Fox Cities Regional Partnership) and Oshkosh (Greater Oshkosh Economic Development Corporation). The division of the funds was based on the fact that the Town had no real economic development function and limited economic development. In CY 2019 the Town did not provide either municipal sanitary sewer or municipal water, both services that are needed for high value added commercial and industrial development. The Town Board took the position that regional economic development will benefit the region and by definition that development would provide a benefit for the Town. As the Fox Valley and Oshkosh Region develop some of that benefit will filter down to the Town in the form of residential development.

2. 2020 use of funds: Detail intended use of funds for the current year and the strategy and objectives to accomplish including potential tangible economic impacts (i.e. jobs, tax base, consumer spending, etc.) from the funding allocation for your proposed project and program(s) for the current year.

As part of the Town's efforts to protect itself from annexation by the newly created Village of Fox Crossing, the Town purchased approximately \$7,000,000.00 of land on the east end of the USH 10 corridor. Over the past 3 years the Town has negotiated access to municipal sanitary sewer and municipal water on the east side of the Town. With the advent of Inter-municipal agreements with the Village of Fox Crossing that will allow the Town to provide municipal sanitary sewer and municipal water to the east side of the Town the Board is now intent on fostering economic development along the USH 10 corridor. The first step in fostering commercial and industrial development was to create a Tax Increment Finance District (TID) which was approved by the State Department of Revenue with an effective date of January 1st, 2019. The next step the Board took was to fund the Public Works Director/Economic Development Director Position with the intent of selling the approximately \$7,000,000.00 in land it owns. The provision of municipal utilities and the sale of the land will allow for development that will fund the TID development costs. The Economic Development Director will be charged with selling the land and soliciting development that will create tax base for the Town. The tax base developed in the TID will allow the Town to fund the costs of extending utilities in the TID. The tax base developed outside the TID will allow the Town Board to fund infrastructure maintenance and development projects outside the TID.

TOWN OF CLAYTON

ECONOMIC DEVELOPMENT DIRECTOR

JOB DESCRIPTION

The Economic Development Director provides leadership and direction for Economic Development, Planning, Building Services, and Project Management. Provides leadership to the physical development of the Economic Development of the Town. Provides guidance to the Town Board, Town Administrator, Commissions, Committees and staff as they direct the plans for the Economic Development of the Town. A significant part of the job is serving in a leadership role in pursuit of assigned initiatives. The Economic Development Director position establishes functional policies, makes tactical decisions within overall strategic directions, and provides oversight for the budget of the departments that are assigned. As an active member of the Town's Executive Leadership Team this position maintains strong, productive, and cooperative relationships with other Town Departments to maximize use of Town resources and talent.

The Economic Development Director must be creative and engaging with the ability to build trusting relationships. This position will be considered an integral part of the Economic Development of the Town who will engage the Town Board, Town Administrator, Town Staff, The Public and Economic groups. Duties are performed with significant latitude for independent judgment in accordance with Department and Town Policies, Federal, State and Local Regulations.

Essential Job Functions (under the direction of the Town Board and/or Town Administrator):

- Serves as a point of contact for businesses, developers and contractors who use Town Economic Development services including financial assistance, site selection assistance, tax increment financing, and other municipal actions and services related to a specific project.
- Promotes economic development in the Town of Clayton through personal contacts with existing/new businesses and professional development groups.
- Direct the Town's overall built environment and long-range plan through Town Policies, Town Ordinances, building inspections, property inspections and zoning, updates to the Comprehensive Plan.
- Provide land use planning and development expertise to the Town and stakeholders.
- Conducts negotiations with developers, businesses, and others regarding the public participation necessary for desired economic development.
- Negotiate large scale development contracts including both residential and commercial projects.
- Establish and maintain business and other outside relationships for the Town.

- Coordinates input from neighborhood and economic stakeholder groups on a wide variety of issues.
- Analyzes both short-term and long-term opportunities and constraints facing the local economy.
- Monitors project schedules, project budgets, and compliance requirements.
- Works with others to assemble cost estimates for various public actions such as land acquisition, relocation, demolition, and public improvements.
- Manages the preparation of Development Agreements.
- Provides input in the refinement of the Town's development-related standards, procedures, and ordinances to help meet the needs of business and industry.
- Manages the oversight of developing and maintaining a comprehensive inventory of available buildings and sites for economic development purposes.
- Seeks, prepares and implements grants and/or funding sources for economic development projects.
- Demonstrate excellent problem solving, public presentation, communication and organizational skills.
- Prepares memoranda, reports and other documents for a range of audiences and present recommendations to policy making bodies.
- Serves as a liaison on wide variety of public boards dealing with economic issues and a liaison to a variety of departments. Specifically, the Town Plan Commission, and Board of Appeals.
- Performs work in a confidential nature.
- Performs other related duties as necessary to forward the mission of the Town.

Knowledge, Skills and Abilities:

- Supports the Town's Mission/Vision/Values by personal example and encourages other staff to do so.
- Is a proactive visionary who thinks globally, sees the "big picture" and serves as a "salesperson" for the Town.
- Knowledge of current principles and practices involved in the operations of land use planning, housing, neighborhood development, permitting and inspections.
- Is a personable individual with excellent communication skills and the ability to facilitate dialogue.
- A respectful, approachable leader who listens carefully and thoughtfully to others.
- An effective manager able to offer and execute practical ideas while fostering a climate/culture of innovation.
- A person of empathy who is a good listener, shows compassion, and creates an inclusive environment that values everyone.
- Able to prepare and present accurate and reliable reports containing findings and recommendations.
- Strong research, analytical, and problems solving skills.
- Able to inspire confidence in citizens, staff, and Town Board.
- Able find a balance point for conflicting political goals and directions with an outcome of positive direction for the organization.

- Able to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Able to demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Able to maintain highest confidentiality when dealing with sensitive or private information.

Qualifications & Working Conditions:

Minimum

- Bachelor's Degree from an accredited college or university in Business Administration, Real Estate, Marketing, Economics, Public Administration, Finance, Economic and Regional Planning or related field
- Three years' experience in supervision and/or administration
- Eight years' experience in the field of Economic Development, redevelopment, real estate, business financing, or related field.
- Valid driver's license

Desirable

- Master's degree in Business Administration, Marketing, Economics, Public Administration, Finance, Economic and Regional Planning or related field.
- Certified Economic Developer (CED), graduate of the Economic Development Institute, National Development Council certification.
- ICMA-CM/AICPA Certification.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Work is primarily performed indoors. Occasional work outdoors which would involve working in all weather conditions (cold, rain, humidity) to multiple locations in the Town.
- Physical effort is light, with lifting or carrying limited to 25 pounds intermittently.
- There is a need to deliver information, which may involve public speaking in front of groups impacted by projects.
- Report preparation and writing will at times require extended use of a keyboard.
- Work interruptions are frequent.
- The job may involve dealing with and calming individuals who are emotionally charged over an issue.
- Requires a high-degree of skill in conflict/resolution and an ability to deal with developers and the general public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



The WCCRRLF REPORT: Winnebago County COVID-19 Rapid Recovery Loan Fund June 2020

FUNDS DISTRIBUTED:

Company	Amount Loaned	Amount Outstanding	Business Location
Ballroom at the Reserve Conference Center	\$10,000.00	\$10,000.00	Neenah
My Place Tavern	\$5,000	\$5,000.00	Neenah
<i>2 loans: Total</i>	<i>\$15,000.00</i>	<i>\$ 15,000.00</i>	

FUND OVERVIEW:

COVID-19 Emergency Response Loan Fund:

The Fund Partnership continues to meet weekly to review applications (when they are received) before information is shared with the Loan Committee for approval/denial. Greater Oshkosh EDC, the Oshkosh Chamber of Commerce and Fox Cities Regional Partnership continue to follow up with the loan applicants to understand their current state of affairs, as well as share new programs that might be helpful to small business owners trying to navigate the business climate of the pandemic.

This past month, only two (2) applications were received and processed in the month of June. In consultation with the other EDO's involved with the program, most people believe many smaller businesses held off from applying because of the following reasons: the State of Wisconsin opened-up in late May and business owners wanted to gauge the results of opening their doors to determine cash-flow needs (first) before borrowing funds from the WCCRRLF Program. Secondly, the WEDC "*We're All In*" Grant Program was launched in mid-June and many small businesses would rather apply for "free" grant dollars than a loan program (regardless how attractive/affordable the loan program is for borrowers). Additionally, we feel many businesses are still using "saving reserves" and holding off from borrowing, should they be able to afford to do this and avoid a loan payment. However, the loan partners will feel a much more dramatic pinch on cash flow resources will be felt by local businesses once the end of July arrives (the time when EAA-AirVenture normally takes place). After which, we feel several businesses may take a second look at our loan program to help themselves financially (August and September, 2020). Lastly, similar with the information shared from the **May 2020 Report**, both loan applicants that closed in June did not apply for or receive Federal/State funding assistance.



The Winnebago County COVID-19 Rapid Recovery Loan Fund continues to make an impact as 5 businesses contacted us in May; two of the loan applications were closed in June, the other June loans that were approved were scheduled to close in early July. Of the 5 loans approved, 3 loans were from Neenah businesses, 1 loan from Menasha and 1 loan from Omro.

As of June 30, 2020

- 28 loans approved for \$263,000.00 (total)
- 7 loans awarded to businesses within the City of Oshkosh (\$70,000.00)
- 21 loans awarded to Winnebago County Businesses (\$193,000.00)

AWARENESS:

Greater Oshkosh EDC, Oshkosh Chamber of Commerce, and Fox Cities Partnership continue to promote the WCCRRLF through various channels including Facebook, weekly newsletters, and web-blasts.

The loan program also continues to provide gap financing and cash-flow during these challenging times. With the slow “reopening” of the State of Wisconsin in late-May, many businesses are still sharing with Greater Oshkosh EDC various/different degrees to a return to business success. All program partners still believe the loan program will be used as a future resource as numerous businesses struggle their way through the summer months with “lackluster” sales and financial resurgence.

Greater Oshkosh EDC, the Oshkosh Chamber of Commerce and the Fox Cities Regional Partnership continues to thank Winnebago County board members and Winnebago County staff members for supporting this partnership/outreach effort. We also encourage potential borrowers, with whom you interact, to contact us for assistance.

PROGRAM PARTNER INFORMATION:

- Art Rathjen, Greater Oshkosh EDC: art.rathjen@greateroshkosh.com
- Rob Kleman, Oshkosh Chamber of Commerce: rob@oshkoshchamber.com
- Jennifer Brown, Fox Cities Regional Partnership: jennifer@foxcitiesregion.com

Bougie, Jerry

From: Art Rathjen <art.rathjen@greateroshkosh.com>
Sent: Thursday, June 25, 2020 8:29 AM
To: Bougie, Jerry
Cc: Art Rathjen; Jason White; Tricia Rathermel
Subject: Winnebago County Rapid Recovery Loan Fund

County Loan Fund	
Curve Crest Kennels	Nekimi
Encore Dance Studio	Menasha
Green 3*	Oshkosh
Healing Place	Neenah
Kaehne, Cotttle, Pasquale Law Group	Neenah
Living Dharma Yoga	Neenah
MAGi Senior Living	Neenah
Murphy & Associates PT	Neenah
Crazy Donkey Burrito Grill	Menasha
Fox Valley Entertainment	Winneconne
New Era Pallet & Recycling	Oshkosh
Stellar Blue Technology	Neenah
Change Management LLC	Oshkosh
Star Protection and Patrol	Oshkosh
Salon 183	Omro
Copper Mule Bar & Grill	Oshkosh
Valley Spine and Sports, PT	Neenah
Rumars Sports Bar	Neenah
Plank Road Pub	Menasha
NextJen Studios	Oshkosh
Jet Functional Fitness	Oshkosh
Cinderella 21	Menasha
Critters Wolf River Sports	Winneconne
Emprize Brewing LLC	Menasha
Great Estates	Neenah
Ballroom at the Reserve	Neenah
My Place Tavern	Neenah
Ilyas International LLC	Menasha

- 28 loans approved for \$263,000 (total)

- 7 loans awarded to City of Oshkosh businesses (\$70,000 total)
- 21 loans awarded to businesses throughout the Winnebago County (\$193,000 total)

Remaining funds available in the program: \$487,000

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