

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
SUSTAINABILITY BOARD
Common Council Chambers
100 Main Street, Menasha
Room 132
February 21, 2019**

1:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD
(five (5) minute time limit for each person)
- D. MINUTES TO APPROVE
 - 1. January 17, 2019
- E. COMMUNICATIONS
- F. REPORTS
- G. ACTION ITEMS
- H. DISCUSSION
 - 1. City of Menasha Energy Usage
 - a. DPW Baldwin Street Facility
 - 2. Waste Management
 - 3. Spring Electronics Recycling Event (May 11, 2019)
 - 4. Livable Communities
 - a. Urban Chickens
 - b. Rock the Block
 - c. Strong Neighborhoods Menasha
 - d. CORP (5 year comprehensive outdoor recreation plan)
 - 5. Menasha Farm Fresh Market
 - 6. Transportation
 - a. Province Terrace Trail
 - 7. Website
 - 8. Member Recruitment
- I. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

**CITY OF MENASHA
SUSTAINABILITY BOARD
100 Main Street, Menasha
Room 206**

January 17, 2019

Minutes

A. CALL TO ORDER

Meeting called to order by Kathy Thunes at 1:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

Present: Roger Kanitz, Kathy Thunes, Ronnie Kasperek,
Also Present: Donald Merkes

C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD
(five (5) minute time limit for each person)

No one spoke

D. MINUTES TO APPROVE

1. Sustainability Board minutes, 9/20/2018 & 12/20/2018

Motion made by Roger Kanitz and seconded by Kathy Thunes to approve the minutes of the September 20th 2018, and December 20th 2018, meetings. Motion carried.

E. COMMUNICATIONS

Evergreen CU is planning to do seminars in 2019 potential topics include invasive species and solar gardens, would like to partner with UWEX

Energy Conference in Appleton next week

Sierra Club is planning a Loop the Lake Earth Day walk on April 20th

F. REPORTS

None

G. DISCUSSION ITEMS

1. City of Menasha Energy Usage

Applying for grants for solar project as part of PWF building project. Hope to be able to have solar garden on rooftop as well.

2. Waste Management

Some members believe that having infrequent recycling pickup sends wrong message with increased cardboard.

3. Spring Electronics Recycling Event

Discussion regarding best dates for 2019 dates.

4. Livable Communities

Urban Chickens ordinance is currently under development, invite Health Department to next meeting.

CORP survey out

5. Menasha Farm Fresh Market
Vendor applications should go out soon
6. Province Terrace Trail
Trail bids have come in under budget
7. Website
Plan for updating during meeting in February
8. Member Recruitment
Requests a Common Council representative for the board

H. ADJOURNMENT

Motion made by Roger Kanitz and seconded by Ronnie Kasperek to adjourn at 1:59 p.m.
Motion carried.

Minutes submitted by DJM



ORDINANCE O-XX-18

AN ORDINANCE AMENDING TITLE 7, CHAPTER 1 OF THE CODE OF ORDINANCES
(Licensing of Dog, Cat, or Ferret and Regulation of Animals)

INTRODUCED BY _____.

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 7, Chapter 7, SEC 7-1-13 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 7
Licensing and Regulation
Chapter 1
Licensing of Dog, Cat, or Ferret and Regulation of Animals

...

SEC 7-1-13 PROHIBITED AND PROTECTED ANIMALS, FOWL, REPTILES, AND INSECTS

...

(D) **KEEPING OF CHICKENS IN THE CITY.** In addition to all other regulations in this Chapter, the following shall apply to the keeping of chickens within the City.

(1) **Definitions.** The following terms, when used in this section, shall have the meanings set forth below:

- a. **Chicken**—a domestic chicken of the sub-species *Gallus gallus domesticus*.
- b. **Keep**—the owning, keeping, possessing, or harboring of a chicken.
- c. **Rooster**—a male chicken of any age, including a capon or otherwise neutered male chicken.
- d. **Coop**—a new or existing enclosed accessory structure designed or modified for the keeping of chickens and meeting the requirements of this section.
- e. **Chicken Run**—a fenced cage attached to a coop.
- f. **Hen**—a female chicken of any age.
- g. **Yard, Front**—A yard extending along the full width of the front lot line between the side lot lines and extending from the abutting street right-of-way to the depth required in the setback regulations for the zoning district in which such lot is located. Where irregular lot lines exist, the front yard shall be determined by the Department of Community Development.

(2) **Permit Required.**

- a. Any person who keeps chickens on land in the city which the person owns, occupies, or controls shall obtain a permit issued by the Finance Department. The permit is valid January 1st – December 31st and the fee shall be as established by resolution of the Common Council and shall be consistent with the fee established for a spayed or neutered dog or cat.
- b. All permit applications shall be accompanied by satisfactory evidence that the applicant has registered the proposed location with the Wisconsin Department of Agricultural Trade and Consumer Protection pursuant to Wis. Stats. §95.51 and ATCP 17 Wis. Admin. Code.

(3) **Keeping of Chickens Allowed.**

- a. Up to six (6) chickens are allowed with a permit.
- b. One permit per R-1 Single Family Residence District, R-1A Low Density Single Family Residential District and R-2 Two-Family Residence District zoned parcel is allowed.
- c. No person shall keep any rooster.
- d. Chickens shall be provided with fresh water at all times and adequate amounts of feed.
- e. All coops and chicken runs shall require a zoning review before being placed. Coops or runs placed by a person other than the recorded title owner shall provide written consent of the property owner with the zoning review application.
- f. Coops shall be constructed in a workmanlike manner, be moisture-resistant, and either raised up off the ground or placed on a hard surface.
- g. Coops with or without a chicken run shall be constructed and maintained to reasonably prevent the collection of standing water and shall be cleaned of hen droppings, uneaten feed, feathers, and other waste daily and as is necessary to ensure the coop and yard do not become a health, odor, or other nuisance. All feed containers shall be vermin-proof.
- h. Coops shall be large enough to provide at least four (4) square feet per chicken. Coops and chicken runs shall have an aggregate maximum of sixty four (64) square feet and the height of the coop shall not exceed seven (7) linear feet.
- i. No chicken coop shall be located closer than twenty (20) feet to any principal residential structure on an adjacent lot and must be three (3) feet from any accessory structure or detached garage on either the adjacent lot or the permit holder's lot. No chicken coop shall be located within any front yard setback. All coops and runs shall be located at least three (3) feet off of the side and back yard property line.

- j. No chicken coop shall be located in front yard of a home, whether outside the setback or not.
- k. In addition to compliance with the requirements of this section, no one shall keep chickens that cause any other nuisance associated with unhealthy condition or create a public health threat.
- l. All coops that house chickens must be adequately weather proofed and insulated to allow the comfortable living of chickens within the coop year round.
- m. The placement of a coop or run must abide by all applicable ordinances within Title 13 – Zoning of the City of Menasha Municipal Code.

(4) **Public Health Requirements.**

- a. Chickens shall be kept and handled in a sanitary manner to prevent the spread of communicable diseases among birds or to humans.
- b. Any person keeping chickens shall immediately report any unusual illness or death of chickens to the City of Menasha Health Department.
- c. The Health Officer may order testing, quarantine, isolation, vaccination, or humane euthanasia of ill chickens or chickens believed to be a carrier of a communicable disease. The owner of the chicken shall be responsible for all costs associated with the procedures ordered hereunder.
- d. No person may slaughter any chickens within the city.
- e. Sale of Eggs and Baby Chicks Prohibited. No person may offer to sell eggs or chicks accumulated from the activities permitted hereunder.
- f. The breeding of any chickens is strictly prohibited.

(5) **Permit Revocation.** A permit is subject to revocation by the Health Officer upon failure to comply with any provisions of sub. (3) or (4). Such revocation is subject to appeal by the Board of Health. Once a permit is revoked, a permit shall not be reissued

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ____ day of _____, 2018.

Recommended by:

Motion/Second:

Vote: _____

Pass/Fail: _____

Requires: ___ Majority Vote
 ___ 2/3 Vote

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk

DRAFT



January 2, 2019

Habitat is proud to announce that Rock the Block is coming to your Heart of Menasha neighborhood to help homeowners make improvements to the exteriors of their properties. This includes but is not limited to: window replacement, roof and siding replacement, porch releveling, painting, gutter installation, handrails, doors, vegetation removal and more. Do you have any exterior needs that you are concerned about? Maybe we can work together to fix them.

The goal of neighborhood revitalization is to work with residents in an effort to maintain and improve this fine neighborhood. We have several programs that may be of benefit to homeowners such as yourself. We will have **two informational neighborhood meetings** to choose from held at the **Menasha Public Library: 440 First St** in the Gegan Room (downstairs) **Thursday, January 10th at 5pm or Saturday, January 12th at 10am.**

We will have a limited number of projects we can complete in this neighborhood and will fill on a first come-first serve basis. Whether you are looking to participate or not, feel free to join us and meet your neighbors and see what changes are coming. If you would like to volunteer, join a neighborhood association, or learn more about Habitat please feel free to reach out.

Within the next few months I will also be stopping by each home to speak with each of you about the Rock the Block event coming to your neighborhood Summer/Fall, 2019. We also have programs that address interior improvements and critical home repairs, if needed.

Habitat for Humanity has long been a leader in providing safe, decent and affordable housing. With these programs our volunteers hope to help the many fine Fox Cities neighborhoods, such as yours, continue to be a safe and wholesome environment in which to live and raise families.

Feel free to contact me with any questions at: rocktheblock@foxcitieshabitat.org or by phone at [920-268- 8561](tel:920-268-8561).

Sincerely,

Sarah Wylie | Rock the Block Outreach Coordinator
Greater Fox Cities Area Habitat for Humanity
921 Midway Rd, Menasha WI 54952





Dear Homeowner,

We are excited to partner with homeowners in the Heart of Menasha neighborhood. Habitat for Humanity is excited to announce that there will be a special event called Rock the Block ® happening the summer/fall of 2019.

All homeowners wishing to participate in this event will need to complete the attached application and provide the additional documents listed below. Project participants' eligibility is based on income and proof of home ownership. The cost of the exterior repairs can be secured by a zero-interest deferred loan or be paid for upfront. Habitat will do exterior home repairs including: painting, landscape maintenance, roofing, siding, and window replacement, to name a few.

Habitat for Humanity is:

- Providing lower-income homeowners with affordable exterior home preservation services.
- Committed to protecting your personal information.
- Offering up to \$3,000 in a 0% interest deferred loan. Homeowner will have a 10% down payment.
- Depending on repairs, you may be eligible for up to \$7,500

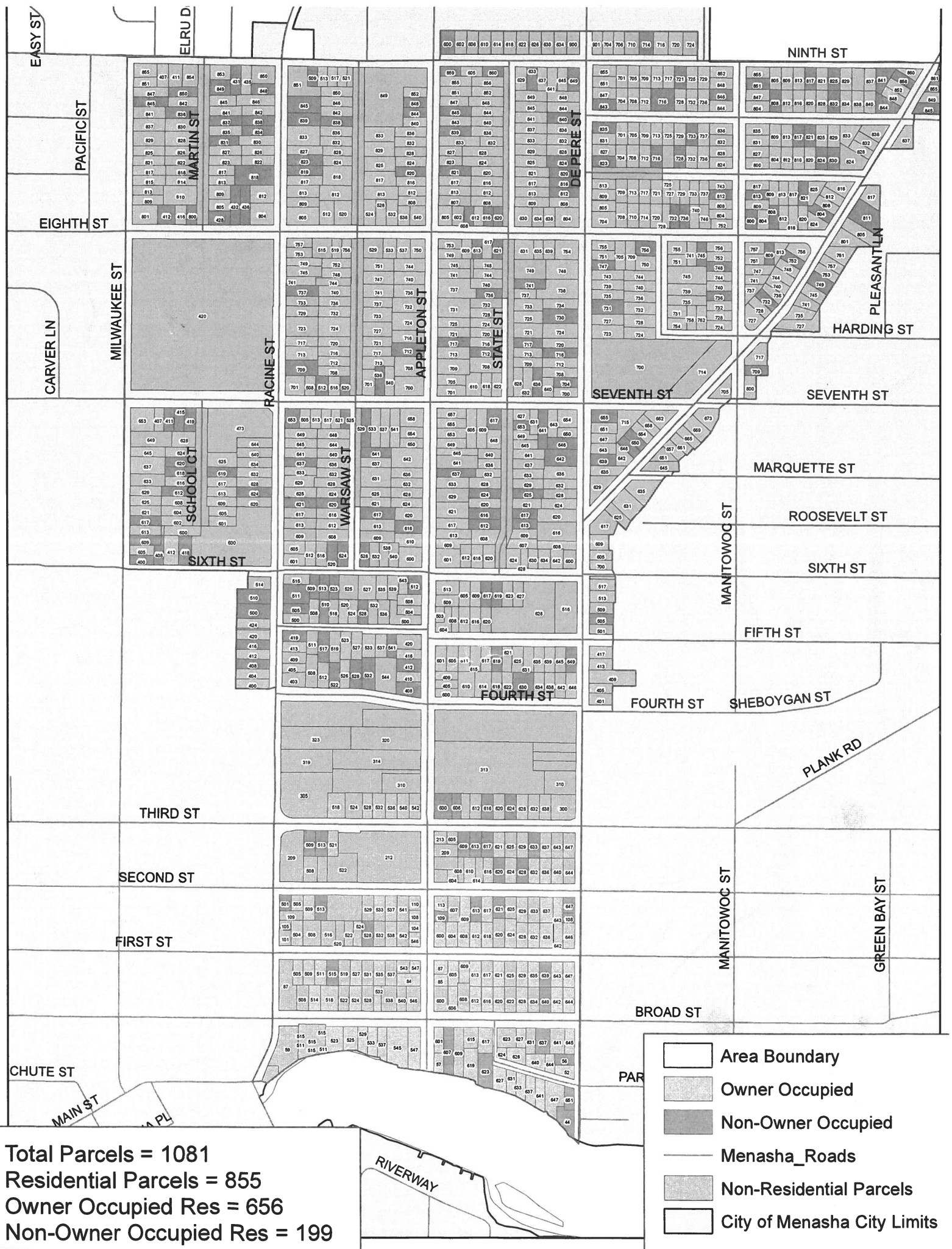
Sincerely,

Sarah Wylie
Rock the Block Outreach Coordinator
920-268-8561 or SarahW@FoxCitiesHabitat.org

DOCUMENTS TO ACCOMPANY APPLICATION

- ☐ Copy of current mortgage statement or proof of mortgage paid
- ☐ Copy of current homeowner's insurance policy – declaration summary page
(If you do not have homeowner's insurance, Habitat will work with you to obtain it.)
- ☐ Copy of proof of income from all sources for each applicant
 - Wages - Three (3) recent, consecutive paycheck stubs from employer(s)
 - Social Security - Current SSI award letter
 - Self Employed -Three (3) years of Income Tax - 1040 Schedule C – (Profit or Loss)
 - Other income sources
- ☐ Copy of most recent year's Federal Tax Return
- ☐ Copy of proof of U.S. residency for ADULTS only. One of the following:
 - Birth Certificate
 - Driver's License AND Social Security Card
 - US Passport
 - Perm Resident/Green Card
- ☐ For any other adults (over 18) living in the household: Supplemental Application and General Release Authorization Form (for background checks)

80% Area Median Income Guidelines (maximum)	
1	\$43,680
2	\$49,920
3	\$56,160
4	\$62,320
5	\$67,360
6	\$72,320
7	\$77,280
8	\$82,320



2019

Strong Neighborhoods Menasha

A Housing Renovation Initiative



Joe Stephenson
Associate Planner
City of Menasha
100 Main Street
Menasha, WI 54952

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INTRODUCTION

Overview

Strong Neighborhoods Menasha is an initiative developed by the City of Menasha to help increase the attractiveness and affordability of Menasha's housing stock. Strong Neighborhoods aims to work with citizens to invest in both them and their homes. Currently the City runs a Community Development Block Grant (CDBG) program and a Paint and Restore Program. The Strong Neighborhoods Initiative will combine these programs along with four new programs, Curb Appeal, Major Renovation, First Time Homebuyer, and Property Acquisition. The new programs will be financed through a TIF financing law known as the "Affordable Housing Extension" that allows the extension of a TIF to benefit a municipalities housing stock. Funds for these programs will be available in the form of grants and loans. Investing in the city's housing stock will result in a ripple effect that will benefit everyone within the City.

Goals and Objectives

Strong Neighborhoods Menasha is aimed at updated the City's residential homes. Two main goals have been proposed; with a number of objectives to help us define what success looks like. These goals are based upon the findings in Appendix (A).

Goal One: Increase the quality of Menasha's housing stock.

1. Increase median property values within the city from \$118,400 to \$120,000 by 2025
2. See a downward trend in property survey violations.

Goal Two: Increase home ownership stability.

1. Return an average of two historically single family homes, that were converted to multi-family homes, back to single family homes per year by 2025.
2. Decrease the number of residence changes per year from (XX) to (XX) by 2025.
3. Increase the percentage of students who start in Menasha School District and graduate from Menasha School District from (XX) % to (XX) % by 2025.

Administration

The Community Development Department will administer the Strong Neighborhoods Initiative. Administration includes, but is not limited to, promoting and advertising the program, accepting and reviewing completed applications, interpreting program guidelines, approving or disapproving property acquisitions, and reviewing reimbursement requests.

Any grant funds that were allocated but not used in full by an approved applicant and/or any unused funds within the calendar year will either be reprogramed to another grant application with an eligible project(s) or will be carried over to the next calendar year's budget.

Approving or disapproving applicants, loans, and grants for Curb Appeal and Major Renovation will be done on a quarterly basis. The Menasha Housing Authority will have final determination on amount and who receives funds from the Curb Appeal and Major Renovation programs.

Program Summary

The Housing Initiative's wide range of programs intend to rebuild the City's aging housing stock and increase home ownership and stability. The following is a list of programs administered through this initiative:

1. **Paint and Restore:** Minor program to assist in the repair and replacement of various exterior housing improvements. Administered by Community Development Department.
 - a. Up to \$1,000 Grant.
 - b. 100% match for owner occupied – 200% match for non-owner occupied.
2. **Curb Appeal:** Major program to assist in the repair and replacement of various exterior housing improvements. Administered by Community Development Department and Housing Authority
 - a. Up to \$5,000 Grant – minimum \$5,000 project.
 - b. 100% match for owner occupied – 200% match for non-owner occupied.
3. **Major Renovation:** Program designating funds for large exterior and interior home improvement projects. Administered by the Community Development Department and the Housing Authority.
 - a. Up to \$15,000 Forgivable Loan – minimum \$15,000 project.
 - b. 50% match for owner occupied homes.
 - c. Optional additional \$15,000 for conversions from historically single family homes back to a single unit.
4. **First Time Homebuyer:** A down payment assistance program for first time home buyers. Administered by the Community Development Department.
 - a. Up to \$5,000 forgivable loan.
5. **Property Acquisition:** Program designated to assist the City in the acquisition, demolition, or rehabilitation of blighted properties. Administered by the Community Development Department and the Common Council.

Other programs offered by the City of Menasha include the following:

1. **Community Development Block Grant (CDBG):** Low to Moderate Income (LMI) restricted program to assist in the Repair and replacement of roofs, doors, windows, plumbing, electrical, HVAC, siding, accessibility. Administered by Housing Specialist.
 - a. Deferred loan due at the time of sale
2. **Lead Lateral Replacement:** Program designed to assist property owners in replacement of lead laterals servicing the home. Administered by Menasha Utilities.
 - a. Up to \$2,000 Grant
 - b. 33% match from property owner

PROGRAM DETAILS

Paint and Restore Program

The paint and restore program is a grant program to help eligible single and two-family homes increase the curb appeal of their home. The program is a matching grant program and will provide funds of up to \$1,000 for eligible expenses.

Home Type	Total Project Amount	City Grant	Private Match
Owner Occupied	\$2,000	\$1,000	\$1,000
Non-owner Occupied	\$3,000	\$1,000	\$2,000
Owner Occupied	\$1,500	\$750	\$750
Non-owner Occupied	\$1,500	\$500	\$1,000

- A. **Eligible Properties:** Properties that meet the following criteria may apply for up to \$1,000, 100% matching for owner occupied and 200% for non-owner-occupied units:
 - a. Single Family or Two-Family Residence use properties.
 - b. Property owner or tenant cannot spend more than 30% of their gross monthly household income on housing related expenses.
- B. **Ineligible Properties:** *See Additional Program Details*
- C. **Eligible Projects:** *See Additional Program Details*
- D. **Grant Guidelines:**
 - a. The applicant must submit a completed application packet, including before photos, prior to any work being completed in order to be considered for a Grant Program.
 - b. A project timeline must be submitted to the Community Development Department.
 - c. This program is a reimbursement grant. The applicant is required to pay all expenses related to their approved project and then submit for reimbursement from the City.
 - d. Must provide 100% matching funds if owner occupied and 200% is non-owner occupied.
 - e. The homeowner must agree to obtain all necessary permits (e.g. building, plumbing, electrical, roofing, permits, etc.).
 - f. All work must meet local, state and national standards including but not limited to lead and asbestos.
 - g. For painting or staining projects applicants are required to scrape and prime all surfaces prior to painting or staining. Photo documentation of the finished prep work is required.
 - h. Up to 10% of the total project grant reimbursement can be for trees and shrubs planted in the front yard.
 - i. Projects must be substantially completed within six (6) months of loan approval.
- E. **Ineligible Grant Expenditures:** Items/projects that are not eligible for reimbursement under the Grant Program include, but are not limited to, the following:
 - a. The repair or replacement of dog houses or any other structure for animals.
 - b. Any interior projects to the primary building, detached garage, or accessory building.
 - c. Rental companies or other organizations may not use this program to reimburse their own staff's labor expenses to complete their project.

- d. Materials that have been purchased or projects that are completed or underway prior to issuance of a signed Contract for Services and Grant Award Letter by Community Development Staff.
- e. The purchasing of permanent equipment or tools (ladder, paint sprayers, etc.) is not an eligible expense.

F. Reimbursement Procedures:

- a. A completed Final Reimbursement Form/Worksheet. This form must include a description of the proposed project(s) and the final cost for each project. Any items for projects not listed on the Pre-Documentation Form are not considered for reimbursement.
- b. Copies of receipts/paid invoices showing proof of purchase of the approved/ completed items/materials for each project. The applicant is required to mark on their receipt which item(s) is/are being requested for reimbursement and what project they were for.
- c. Final photo documentation of the complete project. ("After" Photos). Photos shall be taken in a similar manner to the "Before" photos.
- d. After the applicants submit all of the required information for reimbursement, the Community Development Department shall review all information submitted to ensure it is eligible for reimbursement and will determine the amount awarded, if any, to the applicant.
- e. Once the request is complete, copies are made of the reimbursement form and all receipts and/or paid invoices are forwarded to the City of Menasha's Finance Department and the dollar amount to be reimbursed back to the applicant.

Curb Appeal Program

The curb appeal program is a grant program to help eligible single and two-family homes increase the curb appeal of their home. The program is a matching grant program and will provide funds of up to \$5,000 for eligible expenses.

Home Type	Total Project Amount	City Grant	Private Match	Eligible Landscape Expenses
Owner Occupied	\$5,000	\$2,500	\$2,500	\$250
Non-owner	\$5,000	\$1,667	\$3,333	\$167.70
Owner	\$15,000	\$5,000	\$10,000	\$500
Non-owner	\$15,000	\$5,000	\$10,000	\$500

- A. **Eligible Properties:** Properties that meet the following criteria may apply for up to \$5,000 grant, 100% matching for owner occupied and 200% for non-owner-occupied units:
 - a. Single Family or Two-Family Residence use properties.
 - b. Property owner or tenant cannot spend more than 30% of their gross monthly household income on housing related expenses.
 - c. Minimum project value of \$5,000.

- B. **Ineligible Properties:** *See Additional Program Details*
- C. **Eligible Projects:** *See Additional Program Details*
- D. **Grant Guidelines:** *See Grant Guidelines under Paint and Restore*
- E. **Ineligible Grant Expenditures:** *See Ineligible Grant Expenditures under Paint and Restore*
- F. **Reimbursement Procedures:** *See Reimbursement Procedures under Paint and Restore*

Major Renovation Program

The Major Renovation Program will help eligible homes increase their value and assist with needed upgrades. The program provides 50% matching funds in the form of a forgivable loan of up to \$15,000. Any project that reduces the number of units to one (1) is eligible for an additional \$15,000 of funding. The forgivable loans will act as a deferred second mortgage with no principal or payments due until the sale of the house. If the applicant lives in the home for five (5) consecutive years the entire loan is forgiven.

Total Project Amount	Conversion of Single Family	City Loan	Private Match
\$15,000	NO	\$10,000	\$5,000
\$45,000	YES	\$30,000	\$15,000
\$30,000	YES	\$20,000	\$10,000
\$22,500	NO	\$15,000	\$7,500

- A. **Eligible Properties:** Properties that meet the following criteria may apply for the Major Renovation Program:
 - a. Single Family or Two-Family Residence use properties
 - b. Homes that are or will be owner occupied within one (1) year of loan distribution.
 - c. Property owner cannot spend more than 30% of their gross monthly household income on housing related expenses.
 - d. Minimum project value of \$15,000.
- B. **Ineligible Properties:** *See Additional Program Details*
- C. **Eligible Projects:** *See Additional Program Details*
- D. **Loan Guidelines:**
 - a. The applicant must submit a completed application packet, including before photos, prior to any work being completed in order to be considered for a Major Renovation Program loan.
 - b. A project timeline must be submitted to the Community Development Department.
 - c. Loans will consist of a 0% interest over the life of the loan, and act as a deferred second mortgage. After five consecutive years of living in the home that received the loan funds, the loan will be 100% forgiven.
 - d. If the property owner sells before the five year time period or is no longer the primary place of residence, the loan is required to be paid back in full.

- e. Properties may receive a loan, not to exceed \$15,000 for home improvements and \$30,000 for home improvements that reduce the number of livable units to one (1) on an existing multi-unit property.
 - f. The homeowner must agree to obtain all necessary permits (e.g. building, plumbing, electrical, roofing, permits, etc.).
 - g. All work must meet local, state and national standards including but not limited to lead and asbestos.
 - h. The loan can be transferred to a new owner one (1) time over the life of the loan and must be transferred within one (1) year of loan distribution. If an individual does not use the home as their primary residence after the one (1) year period the loan is required to be paid back in full.
 - i. Projects must be substantially completed within six (6) months of loan approval.
- G. Ineligible Loan Expenditures:** Items/projects that are not eligible for reimbursement under the Program include, but are not limited to, the following:
- a. The repair or replacement of dog houses or any other structure for animals.
 - b. Any interior projects to the primary building, detached garage, or accessory building.
 - c. Rental companies or other organizations may not use this program to reimburse their own staff's labor expenses to complete their project.
 - d. Materials that have been purchased or projects that are completed or underway prior to issuance of a signed Contract for Services and Award Letter by Community Development Staff.
 - e. The purchasing of permanent equipment or tools (ladder, paint sprayers, etc.) is not an eligible expense.
 - f. Proposed projects that are solely demolition.
 - g. Project costs that demolish a structure or part of a structure and do not replace the structure in kind to protect the character of the home and neighborhood.

First Time Homebuyer

First Time Homebuyer program is an incentive that provides first time homebuyers with down payment assistance. The incentive will be provided in the form of a forgivable loan of up to \$5,000. The loan will accrue no interest and after five (5) consecutive years of living in the home the loan will be 100% forgiven.

- A. Eligible Properties:**
 - a. Owner occupied homes.
 - b. Individuals purchasing their first home.
 - c. Property owner cannot spend more than 30% of their gross monthly household income on housing related expenses.
 - d. Single Family or Two-Family Residence use properties.
- B. Ineligible Properties:** *See Additional Program Details*
- C. Loan Guidelines:**

- a. The applicant must submit a completed application packet.
- b. Loans will consist of a 0% interest over the life of the loan, and act as a deferred second mortgage. After five consecutive years of living in the home that received the loan funds, the loan will be 100% forgiven.
- c. The individual who received the loan must use the property as their primary place of residency.
- d. If the property owner sells before the five year time period or is no longer the primary place of residence, the loan is required to be paid back in full.
- e. The loan can be paid in full or in part at any time before the sale of the home.
- f. Properties may receive a loan, not to exceed \$5,000.

Property Acquisition

The Property Acquisition Program is a tool the City of Menasha can use to help remove blighted properties within the city. The intent of the property acquisition program is to acquire strategically located or blighted properties. The acquired properties would then be demolished or sold to a qualified contractor that would work with the City of Menasha to rehabilitate the property. All costs associated with acquiring the property and rehabilitating the site is eligible under this program.

- A. **Eligible Properties:** Properties deemed eligible by the Community Development Director shall be presented to the Menasha Common Council. It is the discretion of the Menasha Common Council on which properties to acquire. Properties that meet the following criteria may be considered by the Menasha Common Council for acquisition through the Property Acquisition Policy:
 - a. Any properties that is blighted or in disrepair.
 - b. Properties that present an economic benefit to acquire.
 - c. Properties, that when acquired, will further the goals of the City of Menasha Comprehensive Plan.
 - d. Properties, that when acquired, will further the goals of the City of Menasha Downtown Vision Plan.
 - e. Properties that have an active raze order.
 - f. Any property that will benefit the City of Menasha's housing stock.
- B. **Eligible Expenditures:**
 - a. Property acquisition.
 - b. Demolishing/razing costs.
 - c. Costs associated with the sale of a property.
 - d. Costs associated with the maintenance of a property.
 - e. Utility costs.
 - f. Any costs associated with ensuring the house are not a health or sanitation risk, including but not limited to: asbestos removal, well abatement, removal of hazardous material, and lead removal.
 - g. Safety costs.
 - h. Bringing non-compliant features up to code.

ADDITIONAL PROGRAM DETAILS

Income Requirements

No loan or grant shall be given to an individual who does not meet the state requirement of affordable housing as defined in section 66.1105(2) (ab). No more than 30% of the household's gross monthly income can be spent on housing related expenses. Housing related expenses include: mortgages, property taxes and home insurance. (\$5,000 Gross Monthly Household Income = \$1,500 maximum amount spent on housing costs)

Housing Standards

In order to maintain the historic character and quality of Menasha's older homes, all houses that use program funds must abide by the guidelines set forth in Appendix (B).

Ineligible Properties

A property which has any one or more of the following conditions is ineligible for the rehabilitation program:

- A. A property is not located within the corporate limits of the City of Menasha.
- B. Any property where the owner of that property is delinquent on any debt it owes to the City of Menasha.
- C. Properties owned in part or in whole by a tax exempt entity.
- D. A property that has an open or issued Correction Notice. Applications that are submitted for projects will close a Correction Notice may be considered on a case by case basis.
- E. Property that has received past housing funds, excluding the Community Development Block Grant Program, in the previous 5 years or has a Major Housing Renovation Loan open with the City of Menasha.

Eligible Projects

Eligible items for include, but are not limited to, the following:

- A. Bringing non-compliance features up to code.
- B. Replacing the roof.
- C. Repair/Replacing windows.
- D. Exterior masonry repair/replace.
- E. Front porch repair.
- F. Replace/ repair existing siding.
- G. Install guards and handrails.
- H. Paving of driveway.
- I. Replace, repair, or install garage.
- J. Demolition and removal of structures deemed dilapidated by the City Building Inspector as part of a larger project.

- K. Repair, replacement, or installation of fences.
- L. Repair or replacement of gutters or trim.
- M. Repair or replacement of soffit and fascia.
- N. Lead and asbestos remediation.
- O. Shrubs and Trees within the front yard (not to exceed 10% of total project reimbursement).
- P. Other projects may be eligible for reimbursement upon approval of the Community Development Director.
- Q. Additional Projects Permitted for Major Renovation:
 - a. Foundation repair.
 - b. Interior Remodel
 - c. Upgrading electrical.
 - d. Upgrading plumbing.
 - e. Upgrading mechanical systems.

Labor

Only professional labor can be claimed for reimbursement. Professional labor is considered work done by an individual who is trained and engaged in such work for a career. All work must meet the housing standards set forth in Appendix (B).

Application Process

The Community Development Department shall ensure a complete application is submitted and then will process them.

- A. Administration and Approval:
 - a. Paint and Restore – Community Development Department review and approval
 - b. Curb Appeal – Community Development Department review and Housing Authority Approval on a quarterly basis
 - c. Major Renovation – Community Development Department review and Housing Authority Approval on a quarterly basis
 - d. First Time Homebuyer – Community Development Department review and approval
- B. A complete Pre-Documentation project Form. For renovation projects, this Form must include an itemized description of the proposed project and an estimated cost for each item. Any item not listed on the worksheet will not be considered for reimbursement or a loan. If the project is being completed by a contractor, a copy of their estimate to complete the work must be attached.
- C. Submit a timeline outlining when the project will be completed.
- D. A completed W-9 Form. A completed W-9 form must be completed and submitted in order to be eligible for the program.
- E. The Community Development Department determines whether the applicant owes money to the City and if there are any Correction Notices on the property.

- F. It is anticipated that an applicant will receive a response whether they are eligible or ineligible for the Program within 30 days from the date received.
- G. Before photos of the proposed project. Items will not be considered if before photos are not submitted.
- H. A signed Contract for Services Form. Submit a signed Contract for Services Form. If approved, a signed copy of the Contract from the City will be sent back to the applicant.
- I. Additional Requirements for Loan Programs:
 - a. Three (3) recent consecutive months of paycheck stubs.
 - b. Last one (1) year full tax return (federal) and W2s and 1099s.
 - c. Recent 6 months checking/savings statements and recent retirement/financial asset statements.
 - d. Most recent mortgage loan statement (if any) and homeowner's insurance policy coverage page. Along with a statement of all current debt.

Housing Authority Approval

The Housing Authority on a quarterly basis shall review and approve all applications for the Curb Appeal and Major Renovation Programs. The Community Development Department will make a recommendation to the Housing Authority on all projects. The recommendation will be considered by the Housing Authority for approval or denial of the project. The following criteria will be taken into consideration by the Community Development Department and the Housing Authority:

- The applicant's financial history.
- History of the applicant and/or listed contractors including past ordinance violations and/or citations.
- The quality of work performed by the applicant in any other applicable home renovation.
- The Project quality.
- The neighborhood impact of the project.

Program Amendments

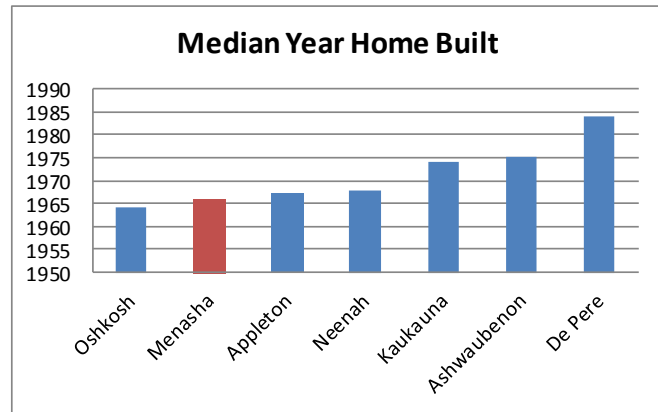
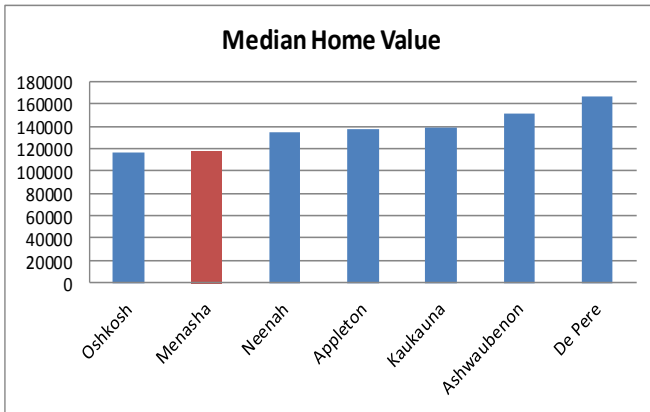
Any update clarifying the intent of the document and/or process that does not drastically change the program details or the programs intent may be made by the Community Development Department. Those changes that would alter the programs intent, drastically change the review and approval process, or alter a funding amount shall require consent of the Common Council.

Marketing Funds

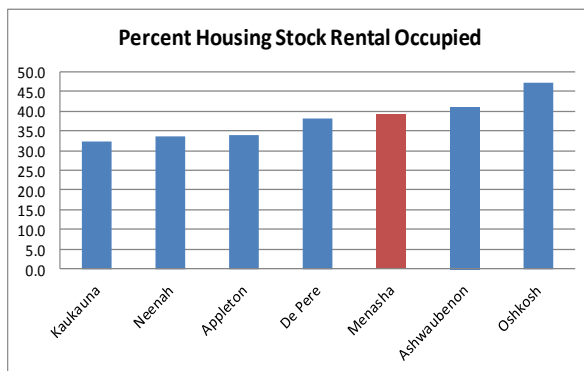
It is the expressed intent of this initiative that up to \$1,500 shall be budgeted per calendar year to market and advertise the initiative. The Community Development Department will determine how best to use the budgeted marketing funds to promote the initiative.

APPENDIX A

A person's home is their largest asset and thus the City's housing stock is its largest asset. Menasha's housing stock varies widely in style, age, and value. Much of the City's housing was built before 1950. The median age of a home in Menasha is 1966. In fact, compared to our neighbors Menasha has the second oldest housing stock. The City of Oshkosh had the oldest housing stock in the comparable City's. When comparing median housing value the City of Menasha also trends lower. Menasha's median home value is \$118,400, the second lowest in the study group. Oshkosh has the lowest median, \$116,900, home value and De Pere has the highest, \$167,400, in the study group.

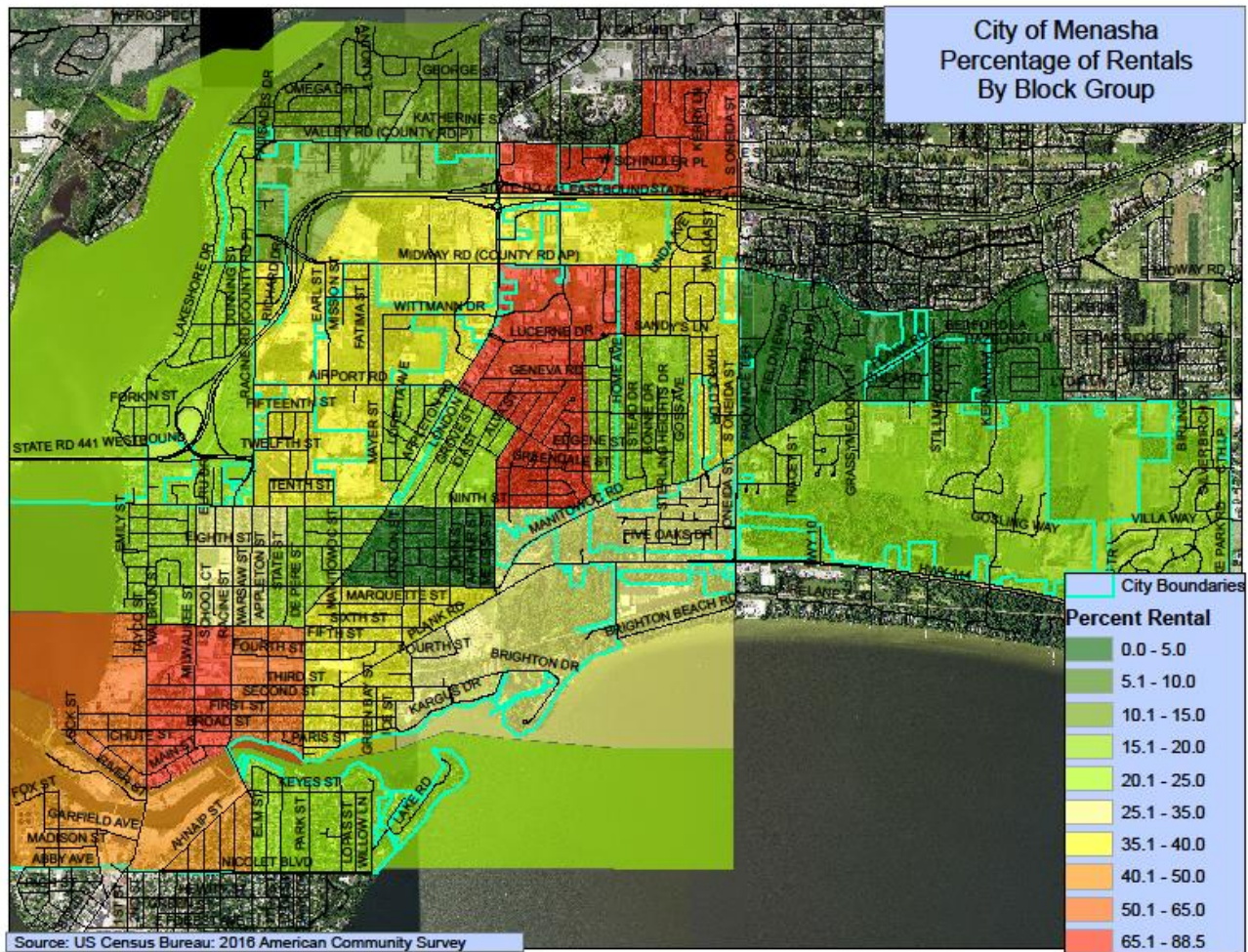
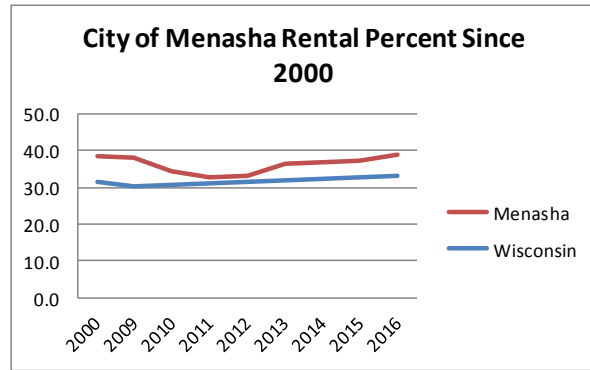


The final metric gathered was rental percentage. Menasha's rental percentage has remained fairly steady since 2000 and the non-owner occupied ratio is not out of line with similar communities. Menasha's current rental rate is 38.5%. De Pere, Menasha, Ashwaubenon, and Oshkosh all have a rental rate right around 40%. Appleton, Neenah, and Kaukauna have a rental rate around 33%. The State of Wisconsin's rental rate as a whole is 33%. A mix of homeowner and tenant occupied units is considered healthy for a city. A rental rate of 35% is considered to be a healthy ratio for a city. While Menasha does not have an inordinate number of tenant occupied units, it does have a significant concentration of rental units in certain areas. Both the downtown and the north central part of the city have higher than average rates.



The north central block group has an elevated rental rate because a number of apartment complexes are in this area. These apartment complexes artificially elevate the region's rental rate. The second area with an elevated rental rate is the downtown. This region is split between three different block groups. The rental rate in the downtown is the highest in the City at 78%. While the city overall has only a slightly elevated rental rate, these key areas of majority tenant occupied units need to be addressed.

These issues must be addressed. Home quality must be increased and rental rates in the center city must be reduced. Menasha may have older homes with lower home values but with proper investment by the City, these homes can be fixed up and become a healthy vibrant part of our community and Menasha will become a place every wants to live.



APPENDIX B

The City's housing programs are primarily aimed at renovated existing homes. These homes have a character that is unique and should be preserved and enhanced when at all possible. When a structure is renovated, with the use of City of Menasha funds, the purpose of the renovation is not to make an old house new but to improve or repair the existing features. The original home's design, structure, and style should be maintained when at all possible. The following is a design guideline to ensure that the aesthetics of existing homes are not lost with renovation projects.

A. Siding:

- When existing wood siding exists it is preferred that the existing siding is maintained opposed to replacing it with new siding.
- New siding shall be applied in a manner that preserves all existing distinguishing architectural features and ornamentation.
- Width of new siding is consistent with the type, age and style of the house.

B. Brick and other Exterior Masonry:

- When at all possible, all existing exterior masonry will be preserved and repaired. Only in cases of irreparable damage can the exterior masonry be removed.
- New masonry shall be applied in a manner that preserves all existing distinguishing architectural features and ornamentation.

C. Porches:

- Existing porches will be maintained and repaired. In no case should a salvageable porch be removed.
- Existing front porches will be maintained and repaired to original appearance and condition. Salvageable front porches will not be removed.

D. Windows and Doors:

- The style and design of any new window or door should match the original.
- The removal of a window or door shall not be permitted unless the removal of the window or door is vital to the completion of the project.
- The replacement of windows shall not destroy any distinguishing features or architectural ornamentation.
- A new window or door may not be smaller than the existing window or door.

E. Outbuildings:

- Any outbuilding, shed, garage or other structure will conform in style and color to the principal structure on the lot.



FOR IMMEDIATE RELEASE

Contact:

Donald Merkes
Mayor, City of Menasha
140 Main Street
Menasha, WI 54952
Phone: 920-967-3608
<http://www.cityofmenasha-wi.gov>
dmerkes@ci.menasha.wi.us

Partnership with Fox Cities Convention and Visitors Bureau paves way for new trail in Menasha

MENASHA, WI – February 4, 2019. The City of Menasha has received a \$100,000 grant from the Fox Cities Visitor and Convention Bureau to complete a crucial segment of the Fox Cities Paper Trail. With no safe options connecting the east and west sides of Menasha, the proposed trail bypasses busy thoroughfares and instead runs through the scenic Menasha Conservancy.

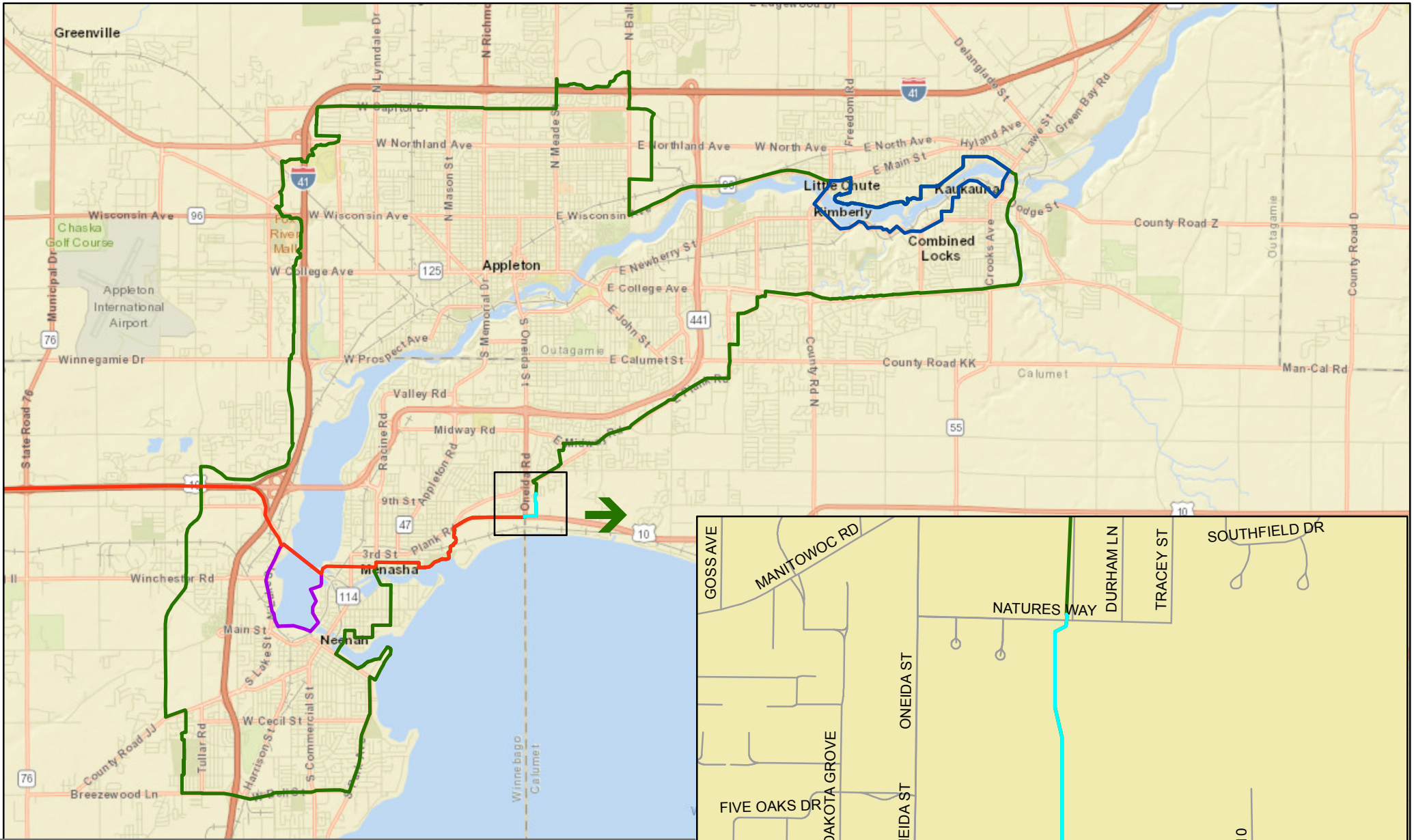
As demonstrated by the hugely successful Fox Cities- Friendship (Trestle) Trail and more recently the Loop the Little Lake system, trails are economic and tourism drivers. Hundreds of thousands of people visit these trails on an annual basis, some live in the area and walk or bike to the trail, while others are visitors coming from outside the area to experience the trail network while they are here. This new segment will allow people to safely navigate to several connecting trails as well as having direct access to destinations like the Heckrodt Wetland Reserve, Jefferson Park, Downtown Menasha and destinations to the north and east in Appleton.

As pictured in the attached map, the trail connects with existing off street trails at both ends, the new segment will allow for safe pedestrian crossing beginning at the intersection of Plank Road and Oneida Street. It will run east and north through the Menasha Conservancy and end at the intersection of Nature's Way and Province Terrace. The 2,600 foot trail is approximately half boardwalk and lighted for its entirety.

Construction is set to begin immediately with completion in the summer of 2019.

The Fox Cities Convention and Visitor's Bureau has given back over \$8 million to communities to promote visitor attractions since 1988 through grants funded by hotel room taxes.

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Paper Trail Province Terrace Trail Extension

- Friendship Trail
- Loop The Locks
- Loop The Lake
- PaperTrail

