

**MINUTES**  
**REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY**  
**Tuesday, February 12, 2013**  
**City Hall, Room 604**  
**1:30 p.m.**

**MEMBERS PRESENT:** Harry Maier, Chair; Gary Delveaux, Vice-Chair; Jim Blumreich, Joe Moore, Melanie Parma, Matt Schueller, Tom Weber

**MEMBERS EXCUSED:** Gary Delveaux, Vice-Chair; Jim Blumreich

**LIAISON REPRESENTATIVES PRESENT:** Jeff Mirkes

**OTHERS PRESENT:** Rob Strong, Andy Rosendahl, Krista Baeten, Kevin King, Dawn Foeller, Greg Flisram, Nic Sparacio, Mayor Jim Schmitt

**APPROVAL OF AGENDA:**

Approval of the agenda for the February 12, 2013, meeting of the Redevelopment Authority.

A motion was made by M. Schueller and seconded by T. Weber to approve the agenda for the February 12, 2013, meeting of the Redevelopment Authority. Motion carried.

**APPROVAL OF MINUTES:**

Approval of the minutes from the January 8, 2013, regular meeting of the Redevelopment Authority.

A motion was made by J. Moore and seconded by M. Parma to approve the minutes from the January 8, 2013, regular meeting of the Redevelopment Authority. Motion carried.

**COMMUNICATIONS:**

1. Communication from January 16, 2013, of the Common Council by Ald. Moore to look into spending available funds in Olde North Crossing before funds expire, including a special request to include a memorial for Bonnie Homan or a dedication to the Homan family, or in the name of the Homan Family.

J. Moore indicated that there is about \$10,000 in the Olde North Crossing fund that has not been spent. The Olde North neighborhood association no longer exists. Mike Homan had been the president of Olde North and worked hard on Olde North Crossing. He would like to send the request to staff to look into options.

A motion was made by T. Weber and seconded by J. Moore to refer to staff. Motion carried.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

2. Request by Ald. Moore to use \$12,000 from the Neighborhood Enhancement Fund to purchase computers for four (4) Community Service Intern (CSI) vehicles.

J. Moore explained that there is money in the Neighborhood Enhancement fund. The Community Service Interns were recently given authority to handle animal calls, citations for parking, etc. and they need computers in their vehicles to communicate with the rest of the police staff. The computers requested would be the same as what is used in the police vehicles, which allows data to be recorded from the vehicle into the police system.

A motion was made by J. Moore and seconded by M. Schueller to use \$12,000 from the Neighborhood Enhancement Fund to purchase computers for four (4) Community Service Intern vehicles. Motion carried.

3. Discussion and action on the Request for Proposals for the Downtown Master Plan Update.

R. Strong explained that various changes downtown such as the mall demolition, Schreiber Foods, and Associated Bank have strayed from the previous plan, which is about 10 years old. An update to the plan is needed and there are funds set aside. The Request for Proposals (RFP) would go out seeking a consultant to do the plan update.

N. Sparacio stated that he has put together the process for the plan update and the RFP to hire a consultant. The RFP outlines the project and the study area.

H. Maier questioned the timeline for the plan update. N. Sparacio indicated a consultant should be on board by late March or early April.

A motion was made by J. Moore and seconded by M. Parma to direct staff to proceed with the Request for Proposals for the Downtown Master Plan Update. Motion carried.

4. Review bids and award contract CD 13-03 Razing Buildings – Navarino Park to low qualified bidder.

K. Baeten stated that seven bids were received. The bids were reviewed by the Department of Public Works and Parks Department and they recommend awarding the contract to the low qualified bidder, Ostrenga Excavating, Inc. for \$81,443.00

A motion was made by T. Weber and seconded by M. Parma to award the contract CD 13-03 Razing Buildings – Navarino Park to Ostrenga Excavating, Inc. for \$81,443.00. Motion carried.

5. Review and action on acquisition of 301-303 S. Oakland Avenue using Neighborhood Stabilization funds.

A. Rosendahl stated that staff continues to administer the Neighborhood Stabilization program through contracts with the state Department of Administration and NeighborWorks Green Bay. The Neighborhood Stabilization funds are revolving into the programmed income funds and staff continues to look for eligible projects that meet the criteria of the program. The property at 301-303 S. Oakland Avenue was built as a

two-family flat more than 100 years ago. The home has significant features with good reasons to save it. The house is assessed at \$120,600 and there is an accepted offer of \$35,000. Approximately \$85,000 in rehab is planned per unit, including new garages, foundation repair, new windows and doors, electrical service, furnaces, duct work, plumbing, new kitchen and new baths, etc. The property is zoned R1 and is a legal non-conforming use for the next two months. The property has been vacant since April. A conditional use permit will be requested through the Green Bay Plan Commission.

T. Weber questioned how much of the \$85,000 per unit goes into design and management fees.

A. Rosendahl stated that the development/design fees will be taken off of rent proceeds. The square footage is 1,410 per unit. It was noted that the RDA owns a lot across the alley from this property and there might be an opportunity to coordinate parking and/or backyard uses. There is room on the site for a two-stall garage and staff are currently working with the Planning staff. Staff is seeking authorization to purchase the property and sell it to NeighborWorks Green Bay.

T. Weber questioned if the property will fit in well with the neighborhood and hold the value of the investment. It was noted that there are two-family rentals on the same block and the block to the north.

A motion was made by M. Parma and seconded by T. Weber to approve the acquisition of 301-303 S. Oakland Avenue for \$35,000 using Neighborhood Stabilization funds. Motion carried.

#### 6. Discussion and action on private water issue at 614-620 Mather Street.

K. King stated that the RDA owns the property on the northeast corner of Mather and Ashland. The private water line goes across the alley and services two other properties. The RDA-owned building was torn down and some private water stops were cut off. The line was exposed and is leaking on occasion. Staff is looking for direction on what to do. The property is being looked at for redevelopment and at some point the water line will have to go. It is a common issue in certain neighborhoods in the City that people would tap into a neighbor's water line. The cost is approximately \$700.00 per property for the Water Dept. to connect them to the main with a 1" line and \$3,975.00 per property to connect the water to the residences.

Possible options were discussed and the consensus was to offer interest-free loans to the affected property owners. D. Foeller suggested that when the property transfers, the loan should be paid for up front at closing.

A motion was made by J. Moore and seconded by T. Weber to refer to staff to pursue the possibility of an interest-free loan with the affected property owners. Motion carried.

#### 7. Update and possible action on KI Expansion project.

The closed session notice was read. A motion was made by M. Schueller and seconded by J. Moore to convene in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or

conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call was taken and present were T. Weber, M. Schueller, M. Parma, J. Moore, and H. Maier.

A motion was made by M. Parma and seconded by T. Weber to return to open session. Motion carried.

H. Maier reported that during the closed session the RDA heard information relating to the KI Convention Center expansion. No formal action was taken.

8. Review and authorization to purchase technology upgrades for improvements to Conference Room 604 using CDBG funds.

R. Strong explained that money was included in the 2012 City budget for a number of improvements to the building, including upgrades to Room 604. Upgrades to the room would include painting, carpet, window treatments, ceiling replacement, new guest chairs, and new technology.

Approval is being requested to use up to \$6,000 in CDBG funds for the technology portion, which would include a 70" television monitor and tablet computer.

Mayor Schmitt indicated the City Council bonded for City Hall improvements, which includes Conference Room 604. If the CDBG can fund the technology portion, the City will cover the rest.

A motion was made by J. Moore and seconded by M. Schueller to authorize up to \$6,000 in CDBG funds for technology upgrades in Conference Room 604. Motion carried.

#### **BILLS:**

9. Acceptance of financial report and check register as provided.

A financial report was not available due to year-end. A motion was made by T. Weber and seconded by M. Parma to accept the check register as provided. Motion carried.

#### **INFORMATIONAL:**

10. Director's Report.

R. Strong provided the following updates:

- Donor Monument for the Packers Heritage Trail fundraising is going well.
- C.H. Robinson was announced as the first tenant in the Watermark. They will occupy the entire 5<sup>th</sup> floor. The ribbon cutting is coming up on April 10, 2013.
- Applications are being received for the Senior Accountant position and interviews will be in the next couple weeks.
- A special RDA meeting was planned for Tuesday, February 26 at 1:30 p.m.
- Positive things are happening regarding the Northland Hotel.

There being no further business, the Chair ruled for adjournment at 2:31 p.m.