

**MINUTES**  
**REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY**  
**Tuesday, April 9, 2013**  
**City Hall, Room 207**  
**1:30 p.m.**

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

**MEMBERS EXCUSED:** Melanie Parma, Tom Weber

**LIAISON REPRESENTATIVES EXCUSED:** Jeff Mirkes, Christopher Naumann

**OTHERS PRESENT:** Rob Strong, Andy Rosendahl, Krista Baeten, Cheryl Renier-Wigg, Dawn Foeller, Noel Halvorsen, Garritt Bader, David and NeCole Oshefsky, Tim Denissen, Scott Schoeneman, media, and others

**APPROVAL OF AGENDA:**

Approval of the agenda for the April 9, 2013, meeting of the Redevelopment Authority.

A motion was made by J. Moore and seconded by J. Blumreich to approve the agenda for the April 9, 2013, meeting of the Redevelopment Authority. Motion carried.

**APPROVAL OF MINUTES:**

Approval of the minutes from the March 12, 2013, regular meeting and March 19, 2013, special meeting of the Redevelopment Authority.

A motion was made by J. Blumreich and seconded by M. Schueller to approve the minutes from the March 12, 2013, regular meeting and March 19, 2013, special meeting of the Redevelopment Authority. Motion carried.

**COMMUNICATIONS:**

None.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

It was requested that Item 6 be taken out of order.

6. Discussion and action on creation of a \$205,000 line-of-credit for the Clarion Hotel property.

R. Strong stated that the City and RDA are co-owners of the Clarion property and a management agreement with AHM has been executed. AHM has asked that the City/RDA set up a line-of-credit to cover day to day operations in the event that revenues coming in aren't adequate to pay the bills.

D. Foeller stated two separate bank accounts would be set up; one with \$5,000 for the general manager for small purchases needed on a day to day basis and another with \$200,000 for operations. The KI Maintenance Fund would be used to temporarily fund this.

R. Strong stated that the line-of-credit would be replenished by operating profits.

D. Foeller stated that both she and the City Treasurer have complete access to the accounts and they will be reconciled monthly. She clarified that the City Treasurer will be overseeing these accounts.

A motion was made by J. Blumreich and seconded by G. Delveaux to approve the creation of a \$205,000 line-of-credit for the Clarion Hotel property. Motion carried.

1. Review and possible action on proposal from NeighborWorks Green Bay for Mather Street Townhomes CHDO project.

A. Rosendahl stated that NeighborWorks Green Bay is currently the only certified Community Housing Development Organization (CHDO). A minimum of 15% of the annual allocation of HOME funds must be set aside to support CHDO eligible projects. There is currently about \$244,000 in the CHDO reserve. The proposed project is at the northeast corner of Mather and Ashland and is a vacant property that the RDA owns. The property is zoned R2 and the proposed project would require a conditional use permit.

A motion was made by J. Blumreich and seconded by J. Moore to open the meeting for public discussion. Motion carried.

Noel Halvorsen introduced Scott Schoeneman, Director of Operations, and Tim Denissen, Project Manager for NeighborWorks Green Bay. N. Halvorsen stated that the project site is a lot to the west of three properties that NeighborWorks has done over the years in various partnerships with the Redevelopment Authority, the City, and Brown County Housing Authority.

T. Denissen provided an overview of the proposal, which is envisioned as a three-unit townhome. They propose a design to match what was done on the three other lots, therefore giving the entire block a similar style. The townhome units would be two-story side-by-side units with two units having three bedrooms, one unit a two bedroom, and all with attached garages. Two units will have driveway access off the alley parallel to Mather Street. One unit would have driveway access off of Ashland. Each unit will be approximately 1,000 sq. ft. The current design has a basement, but consideration is being given to doing a slab on grade because of the full two-stall garages for storage and the need to stay within a budget.

The proposed timetable was reviewed. Completion for certificate of occupancy is proposed for November 2013 with lease-up in January 2014.

It was noted that consideration will need to be given to marketability and square footage if there are no basements. Price per square foot for the build is approximately \$90. N. Halvorsen stated that the units will have to operate as rental units for a period of time to

cover the construction costs, but with this design there is the potential of selling the units as owner-occupied in the future.

A. Rosendahl stated that the request of the Authority is for \$150,000 in HOME CHDO funds, which would be secured with a 15-year period of affordability. Any request to sell would need to come before the Authority. In addition, NeighborWorks is requesting the RDA-owned lot. Staff recommendation is to approve the request.

A motion was made by G. Delveaux and seconded by J. Moore to approve the request from NeighborWorks Green Bay for \$150,000 in HOME CHDO funds and the RDA-owned lot for the Mather Street Townhomes project as proposed. Motion carried.

2. Review and possible action on proposal from NeighborWorks Green Bay for Bader Street Apartments CHDO project.

The Authority may convene in closed session pursuant to Section 19.85(1)(e), Wis. Stats., 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. The Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

Since this property is not yet under contract and due to the sensitive nature of the negotiations, closed session was requested.

A motion was made and the closed session notice was read by G. Delveaux, motion seconded by J. Blumreich, and carried to convene in closed session. Roll call was taken and present were M. Schueller, J. Moore, J. Blumreich, G. Delveaux, and H. Maier. Motion carried.

A motion was made by J. Blumreich and seconded by G. Delveaux to return to open session. Motion carried.

It was reported that during the closed session the Authority reviewed the proposal from NeighborWorks Green Bay for the Bader Street Apartments CHDO project.

A motion was made by J. Moore and seconded by G. Delveaux to approve \$75,000 in HOME CHDO funds for NeighborWorks Green Bay for the Bader Street Apartments project contingent on final purchase of the property. Motion carried.

3. Request to approve Development Agreement and related design concept for N. VanBuren Street Townhome project.

A. Rosendahl stated that in January the RDA tentatively approved this project with contingencies that the developer put together financing and work on the design. The developer is present to provide an update and ask for final approval.

A motion was made by J. Moore and seconded by J. Blumreich to open the meeting for public discussion. Motion carried.

Garritt Bader provided an overview of his three-phase townhome project (Whitney Park Townhomes) on N. VanBuren Street. Phase one, at the south end of the block, is scheduled to begin and be completed this summer. The items that needed to be finalized at the January meeting have been completed and final approval is being requested on the design, the development agreement terms, the financing, the Baird Street property sale/swap, and the donation of the RDA-owned lot on Stuart Street for the house move. The project has been marketed since February. The updated project plan and design was reviewed. The colors have been toned down from an orange color to a beige color called "wheat". The units will have garage access from the back and a patio above the garage. Some units will have a side door. The units are three-bedroom and a second bathroom has been added to give each unit 2-1/2 baths. The units have full basements. Enhancements were made to the rooflines to make them look heavier with a dark brown color, "eyebrows" were added over the doors and windows to act as a mock eave, and bump-outs were incorporated to add character. The idea is for a modern, clean design. The estimated timeline was reviewed with construction beginning around June 1 with completion around Labor Day.

G. Bader stated the marketing is going well. The townhomes are about 1,600 sq. ft. and being marketed at \$159,900 for corner units and other units at \$127,900 (there are some HOME funding requirements).

The draft agreement was reviewed for the project and consists of the creation of six townhome style residential units with not less than 9,100 sq. ft. of residential building space and cost not less than \$887,000 including acquisition and construction costs. Commencement date is no later than June 30 with one year for completion. The RDA shall provide final design plan approval prior to releasing any financial contributions. The RDA will provide the developer with the vacant lot at 1126 Stuart Street, 251-253 N. Baird Street (two-family), and \$220,000 in HOME funds broken into two phases (\$110,000 at this time and the other \$110,000 contingent upon completion of phase one).

The requirements due to the use of HOME program funds were reviewed and include that two HOME-eligible units are each sold to a buyer at or less than 80% of median income. The fixed units have been identified to be the middle units of each phase. Those units carry a 15-year period of affordability.

M. Schueller questioned that the developer is planning to proceed with phase one and the agreement contemplates at least two phases. It was clarified that the RDA will transfer Stuart Street to the developer under the agreement and the property at 251-253 N. Baird would not transfer until the purchase of 324-326 N. VanBuren and it would be transferred to the former owner of 324-326 N. VanBuren. Also, the funds are released to the developer on a pro-rated basis based on project completion.

A motion was made by J. Moore and seconded by G. Delveaux to approve the design concept for the Whitney Park Townhomes project on N. VanBuren Street and that any design changes be reviewed by staff. Motion carried.

A motion was made by G. Delveaux and seconded by M. Schueller to approve the Whitney Park Townhomes development agreement for one year subject to revisions as discussed and legal staff review and approval. Motion carried.

4. Review and action on request by David and NeCole Oshefsky to purchase 1124 S. Broadway for \$1,000 for additional green space.

A. Rosendahl stated that the RDA acquired 1124 S. Broadway in February 2010 using Neighborhood Enhancement funds. The vacant lot is 50 ft. x 120 ft. and zoned Special-Residential/Light Industrial. David and NeCole Oshefsky are willing to purchase the lot for \$1,000 to attach it to their adjacent property at 1130 S. Broadway for additional green space. The RDA plan for the property was to land bank for a future change in use in the area. The sale of the lot would put the property back on the tax rolls and relieves the RDA of maintenance of the lot. A new assessment would be done by the City Assessor's office as part of the combining of the lots.

A motion was made by J. Blumreich and seconded by M. Schueller to approve the sale of 1124 S. Broadway for \$1,000. Motion carried.

5. Review and action on request by Department of Public Works for 5' easement at the corner of Baird and Walnut Streets for intersection improvements.

A. Rosendahl stated that intersection improvements are going on at Baird and Walnut Streets. The RDA owns the property at the northwest corner and Department of Public Works has requested a 5 ft. easement for placement of an electric meter, a signal controller, and a pedestrian signal station.

A motion was made by J. Blumreich and seconded by J. Moore to approve the 5 ft. easement. Motion carried.

#### **BILLS:**

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

A motion was made by G. Delveaux and seconded by J. Blumreich to accept the financial report and check register as provided. Motion carried.

#### **INFORMATIONAL:**

8. Director's Report.

- The Authority was reminded of the ribbon cutting for C.H. Robinson tomorrow evening at 6:00 p.m.
- An update was provided on the remodeling project in Room 604.
- A different ground cover is being looked at for the area around the artwork at the southeast corner of Hubbard and Broadway. The Parks Dept. is looking into different options and if the cost is under \$5,000, R. Strong will authorize the work. If the cost is more than that, it will come to the Authority.

Chair ruled for adjournment at 2:39 p.m.