



AGENDA OF THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY

TUESDAY, FEBRUARY 14, 2023, 1:30 PM
City Hall, Room 604 - The Harry Maeir Room.
Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

- I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

- I. Members: Gary Delveaux, Chair; Matt Schueller, Vice-Chair; Ald. Randy Scannell, Deby Dehn, Kathy Hinkfuss, Melanie Parma, and Jessica Ganther.
Liaisons: Jeff Mirkes, Leah Weycker, and Brooke Hafs.

C. Approval of the Agenda.

- I. Approval of the agenda for the February 14, 2023, meeting of the Redevelopment Authority.

D. Approval of Minutes.

- I. Approval of the minutes from the January 10, 2023 and February 2, 2023, meetings of the Redevelopment Authority.

E. Regular Business.

- I. Consideration with possible action on the award of a Fair Housing Services three-year contract to Metropolitan Milwaukee Fair Housing Council with Community Development Block Grant funding.
2. Consideration with possible action on a substantial amendment to the 2022 Annual Action Plan to reallocate \$332,449.00 of Single Family Housing Rehabilitation Loans to Housing Development Advancement Projects.
3. Consideration with possible action to approve a six-month planning option to NeighborWorks Green Bay for the development of single family housing on the sites located adjacent to Mary Street and Gallagher Avenue.

F. Informational.

1. Financial report and check register.
2. Director's report and project updates.
3. Next Regular Meeting: March 14, 2023 at 1:30 PM

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Redevelopment Authority meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Redevelopment Authority Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/83188044732?pwd=YUducEM2VUZWOGVYZzMyNTA0c1FJQT09>

Meeting ID: 831 8804 4732

Passcode: 084117

One tap mobile

+13017158592,,83188044732# US (Washington DC)

+13126266799,,83188044732# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 831 8804 4732

Passcode: 084117

Find your local number: <https://us02web.zoom.us/j/kc4U7kFumh>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a “waiting room.”
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You'll receive another email confirming that you're registered for the meeting.
 - b. If you're using a phone, your registration will be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the “raise your hand” tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the “raise your hand” tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to “open the floor for interested parties to speak.” Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users--if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking will prevent your background noise from interfering with others' ability to listen to and participate in the meeting.
 - b. If you're using a telephone, please identify yourself with your phone number and state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button





Report to the
**Redevelopment Authority
of the City of Green Bay**

MEETING DATE

February 14, 2023

PREPARED BY

Krista Cisneroz, Staff

AGENDA ITEM # E.I

Consideration with possible action on the award of a Fair Housing Services three-year contract to Metropolitan Milwaukee Fair Housing Council with Community Development Block Grant funding.

BACKGROUND

The City of Green Bay used a competitive application process to make a portion of its 2022 Community Development Block Grant funds available to non-profit groups who could administer a fair housing services program for the City of Green Bay. A Fair Housing Services Request for Proposals (RFP) was sent out and one application was received, from Metropolitan Milwaukee Fair Housing Council (MMFHC).

We have contracted with them for the last several years and staff have been satisfied with their performance. MMFHC proposes to conduct the following activities in Green Bay through its satellite office, Fair Housing Center of Northeast Wisconsin (FHCNW): Enforcement Services, Training and Technical Assistance, Education and Outreach Services, and Marketing Campaign.

RECOMMENDATION

To award a Fair Housing Services three-year contract to Metropolitan Milwaukee Fair Housing Council with Community Development Block Grant funding.

FISCAL IMPACT**ATTACHMENTS**

None



Report to the
**Redevelopment Authority
of the City of Green Bay**

MEETING DATE

February 14, 2023

PREPARED BY

Krista Cisneroz, Staff

AGENDA ITEM # E.2

Consideration with possible action on a substantial amendment to the 2022 Annual Action Plan to reallocate \$332,449.00 of Single Family Housing Rehabilitation Loans to Housing Development Advancement Projects.

BACKGROUND

As part of the City of Green Bay's 2022 Annual Action Plan under the HOME Investment Partnership Program (HOME), the City allocated \$100,000.00 to Single Family Rehabilitation Loans along with \$267,384.00 in Program Income received during the year. The staff is recommending a substantial amendment to the 2022 Plan with a transfer of \$367,384.00 to the Housing Development Advancement Projects budget to support the development of affordable housing units in the City of Green Bay.

The Housing Development Advancement budget is experiencing an increase in HOME applications to subsidize affordable housing developments in Green Bay. The Housing Study recently conducted has identified a lack of affordable housing units in Green Bay. In an effort to support these new affordable housing units, staff recommends a transfer of \$367,384.00 from the Single Family Rehabilitation Loans to Housing Development Advancement Projects to create more affordable housing in Green Bay.

Although the Single Family Rehabilitation Loan program has been and continues to be very successful with assisting homeowners in making needed repairs to their properties at an affordable rate, there are supply delays and contractor shortages that are occurring, and the HOME funds are not being spent in a timely manner. The program will still have a budget of \$450,000.00 plus after the transfer.

RECOMMENDATION

To approve the substantial amendment to the 2022 Annual Action Plan to reallocate \$332,449.00 of Single Family Housing Rehabilitation Loans to Housing Development Advancement Projects.

FISCAL IMPACT**ATTACHMENTS**

None



Report to the
**Redevelopment Authority
of the City of Green Bay**

MEETING DATE

February 14, 2023

PREPARED BY

Ronda Bitney

AGENDA ITEM # E.3

Consideration with possible action to approve a six-month planning option to NeighborWorks Green Bay for the development of single family housing on the sites located adjacent to Mary Street and Gallagher Avenue.

BACKGROUND

Parcels 18-766 (930 Mary Street), 18-757 (1121 Gallagher Avenue), and 18-48 (Gallagher Avenue) were gifted to the RDA in July 2021. Parcels 18-49 to 18-52 were purchased in June 2016 and have been used by the UW Extension for the Veteran's Gardens.

This site is currently in a floodplain and is in need of infrastructure update to improve stormwater management. Per FEMA, this site is proposed to be part of the modifications to their floodplain maps that are not yet released.

NeighborWorks is requesting a 12-month planning option to explore options to design and develop 14 single family homes, with 7 more units proposed in the future. This is contingent on the site being removed from the floodplain and the development of stormwater management.

NeighborWorks has asked for parcel 18-766 (930 Mary Street) to be donated for a future adopt-a-home project. Staff is not comfortable with the disposition of this individual parcel without knowing the plan for the entire development area.

Staff is recommending a six-month planning option with the ability for staff to extend another six-months upon request from the applicant.

RECOMMENDATION

To approve a six-month planning option with the staff being able to extend another six-months if needed.

FISCAL IMPACT

ATTACHMENTS

- I. CGB RDA Planning Option Request_COMPILED_20221212

December 12, 2022

**Cheryl Renier-Wigg
Redevelopment Authority of the City of Green Bay
100 North Jefferson Street
Green Bay, WI 54301**

Re: Planning Option Request at Emmett and Gallagher and 930 Mary Street

Dear Ms. Renier-Wigg and Members of the Authority,

NeighborWorks Green Bay is seeking a planning option for the sites adjacent to the Emmet Street and Gallagher Avenue intersection. Parcel ID's 18-48 through 18-52, 18-754-B, 18-757 and 18-766 currently managed by the Redevelopment Authority of the City of Green Bay. (See attached preliminary site plan/vicinity map of the area under review).

As discussed in previous meetings, we are aware that the properties described are part of a comprehensive, infrastructure upgrade to improve stormwater management and public works design in the area. Plus, we understand that the area is part of a floodplain designation as well. However, FEMA is proposing modifications to these property designations soon, which would allow us to continue our design and development options with a local veteran's housing organization. As such, we are requesting a 12-month planning option for this region beginning in January 2023 through December 2023.

Finally, in addition to this Planning Option request, NeighborWorks would like to request the donation of the southwest corner of the 930 Mary Street property (18-766). This parcel would be an excellent candidate for a new single-family residence as part of our Adopt-A-Home program.

Thank you for your consideration.

Sincerely,



David W. Erickson

david@nwgreenbay.org

920-593-3709

Real Estate Development Project Manager

VETERANS 1ST OF NEW

EMMET / GALLAGHER

Green Bay, WI 54301

v.3

ISSUE DATE: 12/12/22
ISSUED FOR: REVIEW

REVISION LOG

© NEIGHBORWORKS GREEN BAY



VETERANS 1ST OF NEW
GREEN BAY, WI
PROJECT NAME

SITE PLAN

SHEET NAME

PROJECT NUMBER: -

DRAWN BY: DE CHECKED BY: TD

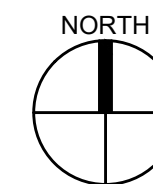
SCALE: AS NOTED

0.2

SHEET NUMBER



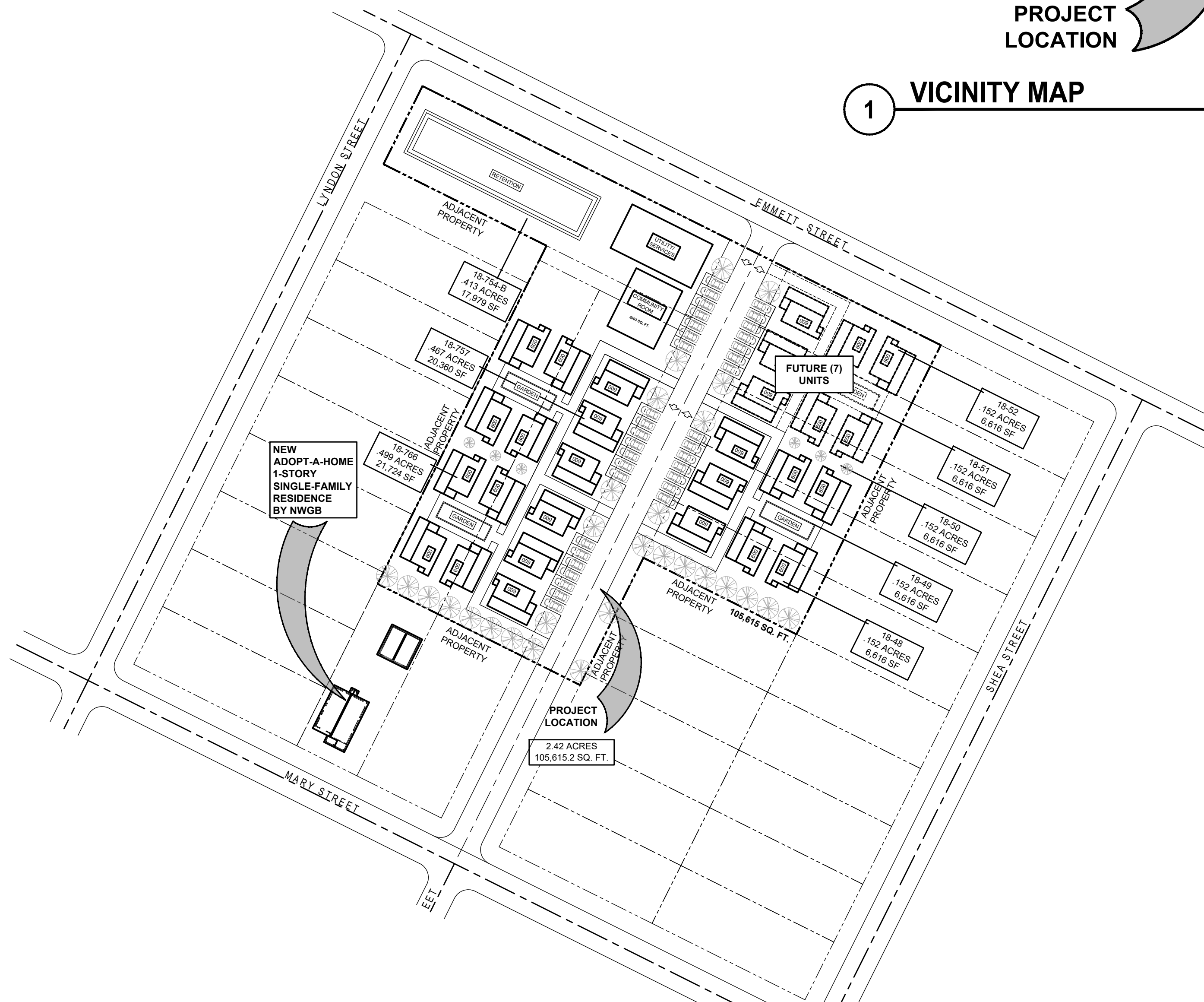
PROJECT
LOCATION



N.T.S.

1

VICINITY MAP



1

SITE PLAN



N.T.S.

VETERANS 1ST OF NEW
EMMET / GALLAGHER
Green Bay, WI 54301
v.3

ISSUE DATE: 12/12/22
ISSUED FOR: REVIEW

REVISION LOG

© NEIGHBORWORKS GREEN BAY



VETERANS 1ST OF NEW
GREEN BAY, WI
PROJECT NAME

ENLARGED
SITE PLAN
SHEET NAME

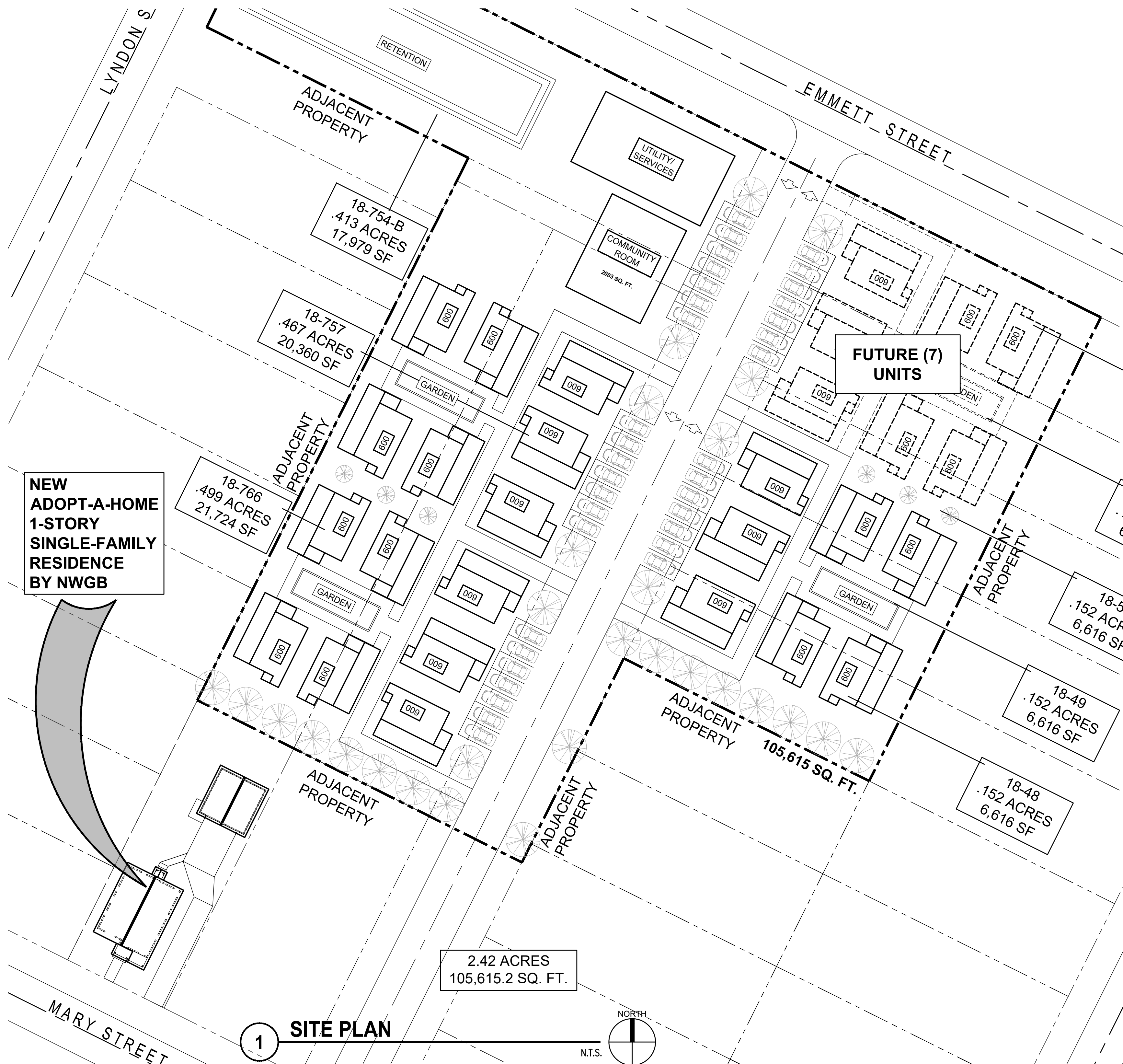
PROJECT NUMBER: -

DRAWN BY: DE CHECKED BY: TD

SCALE: AS NOTED

0.3

SHEET NUMBER





Report to the
Redevelopment Authority
of the City of Green Bay

MEETING DATE

February 14, 2023

PREPARED BY

Krista Cisneroz, Staff

AGENDA ITEM # F.I

Financial report and check register.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Check Report
2. RDA Financial Report 2023

City of Green Bay RDA
Check Register
31-Jan-23

CHECK #	CHECK DATE	VENDOR NAME	AMOUNT
21652	01/17/2023	BROWN COUNTY TREASURER	4,000.00
21653	01/17/2023	CITY OF GREEN BAY	24,997.16
21654	01/17/2023	NEIGHBOR-WORKS GREEN BAY	21,872.00
21655	01/26/2023	COLE DUCTAN	1,810.00
21656	01/26/2023	GREATER GREEN BAY HABITAT FOR HUMANITY, INC.	23,500.00
21657	01/26/2023	HOUSE OF HOPE GREEN BAY, INC.	4,988.96
21658	01/26/2023	METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL, INC.	8,000.00
21659	01/26/2023	NEIGHBOR-WORKS GREEN BAY	3,067.50
21660	01/26/2023	SARAH ELIZABETH COOPER	6,518.00
			<u>\$ 98,753.62</u>

Redevelopment Authority
Financial Report
CDBG
1/31/2023

CDBG Entitlement Funds	2023 Budget	2022 Carry Over	Program Income	Expenses	Obligated	Remaining Balance
Fair Housing		28,000.00	-	8,000.00	-	20,000.00
Public Services		164,698.03	-	8,179.33		156,518.70
CDBG Eligible Areas HILP Program		249,375.49	4,000.00	-	150,400.00	102,975.49
CDBG Eligible Areas Public Facilities and Infrastructure		182,343.74	-	-	-	182,343.74
CDBG Eligible Areas-Beautification/Art		137,054.77	-	-	-	137,054.77
Economic Development		120,000.00	-	-	-	120,000.00
ED Façade & Demo Loans		65,484.08	-	8,328.00	34,112.35	23,043.73
Administration		176,573.81	-	19,705.88	-	156,867.93
	\$ -	\$ 1,123,529.92	\$ 4,000.00	\$ 44,213.21	\$ 184,512.35	\$ 898,804.36

CARES CDBG-CV Funds	2023 Budget	2022 Carry Over	Program Income	Expenses	Obligated	Remaining Balance
Business Improvement Districts		1,455.78	-	-	-	1,455.78
Broadband		124,693.39	-	-	124,693.39	-
Rental/Mortgage Assistance Program LMI		114,948.04	-	-	-	114,948.04
	\$ -	\$ 241,097.21	\$ -	\$ -	\$ 124,693.39	\$ 116,403.82

Redevelopment Authority
Financial Report
HOME
01/31/2023

	2023 Budget	2022 Carry Over	Program Income	Expenses	Obligated	Remaining Balance
Single Family Rehab Loan Program		881,944.96	-	21,872.22	471,547.00	388,525.74
CHDO Projects		288,000.00	-	-	-	288,000.00
Downpayment Closing Cost Assistance		-	-	-	-	-
Housing Development Projects		1,067,892.03	-	23,500.00	670,500.00	373,892.03
Administration		144,118.97	-	-	3,882.07	140,236.90
HOME-ARP Admin		97,410.80	-	-	-	97,410.80
	\$ -	\$ 2,479,366.76	\$ -	\$ 45,372.22	\$ 1,145,929.07	\$ 1,288,065.47