



# Redevelopment Authority

335 South Broadway  
De Pere, WI 54115  
<https://www.deperewi.gov/>

## Regular Meeting

### Final Minutes

Monday, June 24, 2024

6:00 PM

Council Chambers and Virtual

#### Call to Order

The meeting was called to order at 6:00 PM by Chairman Ted Penn

Attendee Name	Title	Status	Arrived
Kendall Dworak	Board Member	Present	
Jerry Henrigillis	Board Member	Excused	
Carol Karls	Board Member	Present	
Ted Penn	Chairman	Present	
Lisa VandenAvond	Board Member	Present	
Joe Van Deurzen	Board Member	Excused	
Julie Van Straten	Vice Chair	Present	

Also present: Community & Economic Development Specialist Quasan Shaw, City Planner Peter Schleinz, and members of the public.

- Approval of the minutes of the January 22, 2024 Redevelopment Authority meeting.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Julie Van Straten, Vice Chair
<b>SECONDER:</b>	Carol Karls, Board Member
<b>AYES:</b>	Dworak, Karls, Penn, VandenAvond, Van Straten
<b>EXCUSED:</b>	Jerry Henrigillis, Joe Van Deurzen

- Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the RDA. §6-3(f) DPMC.

There were no public comments.

<b>RESULT:</b>	<b>DISCUSSED</b>
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- Consideration and Possible Action on the Housing Stock Improvement Loan for Danielle Jauquet, property owner at 719 N Michigan St (ED-16).\*

Community & Economic Development Specialist Quasan Shaw filled in for Development Services Director Daniel Lindstrom. He reviewed the Housing Stock Improvement Loan for Danielle Jauquet, who resides at 719 N Michigan Street. Carol Karls asked if the homeowner can apply more than once. Quasan noted that a homeowner can apply for the maximum amount of \$20,000. At this time, Ms. Jauquest is requesting \$3600, so she could apply for another loan in the future if she wished. Staff recommended approval of the loan request in amount not to exceed \$3,682.00 and that the recommendation be forwarded to the Common Council, subject to the conditions in the report. Julie Van Straten moved, seconded by Kendall Dworak, to approve the loan. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Julie Van Straten, Vice Chair
<b>SECONDER:</b>	Kendall Dworak, Board Member
<b>AYES:</b>	Dworak, Karls, Penn, VandenAvond, Van Straten
<b>EXCUSED:</b>	Jerry Henrigillis, Joe Van Deurzen

5. Consideration and Possible Action on a Requested Amendment to Resolution #22-91 Approving Facade Improvement Project and Authorizing Disbursement of Grant for 407 Main Avenue (Parcel WD-885).\*

Community & Economic Development Specialist Quasan Shaw explained the amendment request to Resolution #22-91. The original facade grant was approved in 2022. The amendment is being requested to remove some of the previously stated costs so they can receive the grant funds for the work completed to date so they can continue the renovations to the rear of the property. Staff recommended approval of the amendment to reduce eligible project costs from \$37,818 to \$28,225. Development Services staff has already reviewed the invoices and receipts. There were several questions asked by the commission members. Upon further discussion, Ted Penn moved, seconded by Julie Van Straten, to approve the amendment and forward it to Common Council for final approval. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ted Penn, Chairman
<b>SECONDER:</b>	Julie Van Straten, Vice Chair
<b>AYES:</b>	Dworak, Karls, Penn, VandenAvond, Van Straten
<b>EXCUSED:</b>	Jerry Henrigillis, Joe Van Deurzen

6. Consideration and Possible Action on a Requested Amendment to Resolution #22-92 Approving Facade Improvement Project and Authorizing Disbursement of Grant for 409 Main Avenue (Parcel WD-886).\*

Community & Economic Development Specialist Quasan Shaw explained the amendment request to Resolution #22-92. This request is for the building adjacent to the prior amendment request for 407 Main Avenue and also involves reducing the eligible project costs from \$37,894 to \$24,926. Staff recommended approval of the amendment and that it be forwarded to Common Council for final approval. Ted Penn moved, seconded by Kendall Dworak, to approve the amendment request. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ted Penn, Chairman
<b>SECONDER:</b>	Kendall Dworak, Board Member
<b>AYES:</b>	Dworak, Karls, Penn, VandenAvond, Van Straten
<b>EXCUSED:</b>	Jerry Henrigillis, Joe Van Deurzen

7. Discussion on the Future Meeting Schedule of the RDA.

Since the RDA typically does not meet every month anymore, staff wanted to propose an alternative meeting schedule. Instead of meeting monthly, staff suggested moving to an as-needed basis when the need arises for the RDA to meet. Discussion followed and it was decided that the members would prefer to keep Monday at 6 pm as the preferred meeting time, whether it be held the fourth Monday of the month or another Monday of the month. Going forward, staff will only reach out to the RDA members when a

meeting needs to be scheduled and the monthly meeting schedule will no longer continue.  
This is a discussion-only item, so no action was needed.

<b>RESULT:</b> <b>DISCUSSED</b>
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Adjournment

Julie Van Straten moved, seconded by Carol Karols, to adjourn the meeting at 6:24 PM. Upon vote, motion carried unanimously.

Respectfully submitted,  
Kelly Barker