



# Redevelopment Authority

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

## Regular Meeting

### Final Minutes

Monday, January 22, 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	Excused	
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 Development Services Director Daniel Lindstrom, Community & Economic Development Specialist Quasan Shaw and members of the public.

- Approval of the minutes of the January 23, 2023 Redevelopment Authority meeting.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Julie Van Straten, Vice Chair
<b>SECONDER:</b>	Lisa VandenAvond, Board Member
<b>AYES:</b>	Carol Karls, Ted Penn, Lisa VandenAvond, Julie Van Straten
<b>EXCUSED:</b>	Kendall Dworak, 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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- Discussion and Overview of the “Deeper Roots - Housing Stock Improvement Program  
Development Services Director Daniel Lindstrom provided an overview of the Deeper Roots Housing Stock Improvement Program. TID No. 6 was created in 1998 as an industrial TID on the west side. The TID has a maximum life of March 2021 and was extended for one year to capture funds for affordable housing. In 2022, the City received \$1,968,527 to use in affordable housing and for general housing stock improvement. In 2023, the Council created the "Deeper Roots" housing stock improvement program with AARPA and affordability funds. The goal of the program is to modernize and improve the housing stock in De Pere while maintaining affordability for targeted homeowners and buyers. The loan program offers zero interest loans over the life of the loan and act as a deferred second mortgage with no principle or interest payments due until after five years following the award of the loan, or at the sale or refinancing of the home, whichever comes first. The maximum amount of any loan award will be \$20,000 or 50% of the total improvement costs for owner-occupied single or two-family units. There are three limiting factors to the program which are: homes must be constructed prior to 1980, household income must be 100% or less than the area county median income reported by HUD, and the homes must be occupied by the applicant for no less than two years after

the time improvements are made. Eligible properties include owner-occupied homes whose most recent assessed value is at or below 100% of the median assessed value of single family residential property in the City. For example, on January 1, 2023, the median assessed value of an owner-occupied single family residential property was \$250,400.

Eligible expenses include:

Expansion/addition to accommodate families.

Upgrades to home systems including electrical, plumbing, mechanical, or other systems or functionally outdated systems, to bring them into compliance with current standards and codes, or to modernize them to current quality, efficiency, and performance levels.

In addition to home upgrades, funds may also be used for sump pump connection, window replacement and insulation improvements, or other measures that will increase the heating and cooling efficiency and overall performance of the home.

Lisa VandenAvond asked how the program is communicated to residents. The applicants were notified by their alderpersons. Daniel added that the City recently hired a new position, the Community & Economic Development Specialist to help develop other programs like this and communicate them to the public. Julie Van Straten asked if anything is done after the improvements are made to make sure the home is properly maintained. Daniel replied that staff would be conducting status checks on the applicants throughout the process. Carol Karls asked where the money collected for loan payments will go. Daniel stated that the payments will go back into the pool of funds to use for future loans.

<b>RESULT:</b>	<b>DISCUSSED</b>
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5. Consideration and Possible Action on the Housing Stock Improvement Loan for Abbey Kleinert and Jared Fink, property owners at 120 S Ontario Street (ED-1097)\*

Development Services Director Daniel Lindstrom reviewed the first application for 120 S Ontario Street. The homeowners have owned the home for a little over two years. A lot of the structural work was completed prior to applying since the program hadn't started yet. The total eligible expenses are over \$90,000. The homeowners are requesting the full \$20,000 loan, which they are eligible for. Items they are proposing:

- Addition to add an upstairs bathroom and an extension of the kitchen.
- Fix the water flooding issue in the basement by digging a new foundation under the addition and installing a sump pump.
- Replace the old rotting deck.

Staff recommended approval of the loan request in an amount not to exceed \$20,000 to be funded from the ARPA funding and that the recommendation be forwarded to Council, subject to the following conditions:

1. Final income verifications submitted to the City (2 most recent paystubs for both owners or if possible 2023 Tax Filing summary page).
2. Verification with the Primary Lender that they are in good standing.
3. City Attorney final review and preparation of loan agreements.

Carol Karls moved, seconded by Julie Van Straten, to approve the Housing Stock Improvement loan for the owners at 120 S Ontario Street and forward it to the Common Council for final approval. Upon vote, motion carried unanimously.

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

6. Consideration and Possible Action on the Housing Stock Improvement Loan for Susan and Steven Karner, property owners at 903 Jordan Road (ED-663-26)\*

Development Services Director Daniel Lindstrom reviewed the application for 903 Jordan Road. The property owners have owned the home for 30 years. Proposed work to be done include:

- Facade improvements: remove all siding and replace with board and batten siding and install new soffit and fascia, install white aluminum porch ceiling, and wrap brick window molding to weather protect.

- Replace the front steps and add a 14 foot wide front porch.

Staff recommended approval of the loan request in an amount not to exceed \$20,000 to be funded from the ARPA funding and that the recommendation be forwarded to Council, subject to the following conditions:

1. Final income verifications submitted to the City (2 most recent paystubs for both owners or if possible 2023 Tax Filing summary page.

2. Verification with the Primary Lender that they are in good standing.

3. City Attorney final review and preparation of loan agreements.

Lisa VandenAvond moved, seconded by Carol Karls, to approve the Housing Stock Improvement loan for the owners at 120 S Ontario Street and forward it to the Common Council for final approval. Upon vote, motion carried unanimously.

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

### Adjournment

Julie Van Straten moved, seconded by Ted Penn, to adjourn the meeting at 6:25 PM. Upon vote, motion carried unanimously.

Respectfully submitted,  
Kelly Barker