

A quorum of the Administration Committee, Board of Public Works, Park Board, and/or Common Council may attend this meeting; (Although it is not expected than any official action of any of those bodies will be taken).

**CITY OF MENASHA
REDEVELOPMENT AUTHORITY
Menasha City Center
100 Main Street, Menasha
Room 133**

February 4, 2020

5:15 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC HEARING
- D. MINUTES TO APPROVE
 - 1. Minutes of the January 7, 2020 Redevelopment Authority Meeting
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA
(five (5) minute time limit for each person)
- F. DISCUSSION / ACTION ITEMS
 - 1. Limited English Proficiency Policy Statement
 - 2. Lake Park Villas Lots 3 and 4 – FORE Real Estate Holdings, LLC – Update
 - 3. Banta/RR Donnelley Property – 460 Ahnaip Street
 - a. Environmental Overview (OMNNI)
 - b. General Discussion/Update
 - 4. Set Next Meeting
- G. ADJOURNMENT

If you have questions, please call the Community Development Department at (920) 967-3650 between 8:00 AM – 4:00 PM, Monday through Friday.

**CITY OF MENASHA
Redevelopment Authority
Menasha City Center
100 Main Street, Menasha**

**January 7, 2020
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 5:17 PM by Chairperson Vanderhyden.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Chairperson Kim Vanderhyden, Alderperson Nichols, Matt Vanderlinden, Bob Stevens, Shane Correll, Kip Golden, and Gail Popp.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED:

OTHERS PRESENT: CDD Schroeder and PP Stephenson.

C. PUBLIC HEARING

None

D. MINUTES TO APPROVE

1. Minutes of the December 3, 2019 Redevelopment Authority Meeting

Comm. Popp made a motion to approve the minutes of the December 3, 2019 Redevelopment Authority Meeting. The motion was seconded by Comm. Vanderlinden. The motion carried.

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA

(five (5) minute time limit for each person)

No public comments at this time.

F. DISCUSSION / ACTION ITEMS

1. Purchase and Development Agreement – Lake Park Villas Lots 18 through 25 – Cypress Homes, Inc.

CDD Schroeder gave an update of the proposed development agreement for Lots 18 through 25. Cypress would agree to purchase 8 lots within the Lake Park Villas development, closing on one lot immediately with the remaining 7 lots contingent upon a plat revision and the acquisition of property from the City of Menasha.

Chairperson Vanderhyden made a motion to approve the purchase and development agreement selling 8 lots at a reduced price finding it necessary to stimulate the sale of these lots and construction of the homes in the development. The motion was seconded by Comm. Vanderlinden. The motion carried.

2. Letter of Intent – Lake Park Villas Lots 3 and 4 – FORE Real Estate Holdings, LLC

CDD Schroeder gave an update on the proposed letter of intent to purchase Lots 3 and 4 of Lake Park Villas. CDD Schroeder explained the developer wishes to secure a letter of intent to bring back a purchase and development agreement to acquire the two properties to develop high end, age restricted living facility with an estimated end value of roughly \$7,000,000.

The redevelopment authority entered into a conversation with the following being discussed:

- The developers vision for lots 3 and 4.
- The height and size of the proposed development.
- The need for visualize for the RDA to make a decision.

- The proposed use of the site.
- The impact of the development on neighboring properties.

Alderson Nichols made a motion to approve the proposed letter of intent to sell Lots 3 and 4 of Lake Park Villas. The motion was seconded by Comm. Popp. The motion carried.

3. Banta/RR Donnelley Property – 460 Ahnaip Street – General Discussion/Update

CDD Schroeder gave a brief update on the Banta facility.

4. Set Next Meeting

The next meeting was set for February 4, 2020 at 5:15 PM.

G. ADJOURNMENT

A motion was made by Comm. Golden to adjourn the meeting at 6:45 PM. The motion was seconded by Comm. Popp. The motion carried.

Minutes respectfully submitted by PP Stephenson.

THE REDEVELOPMENT AUTHORITY LEP POLICY STATEMENT

LIMITED ENGLISH PROFICIENCY POLICY STATEMENT

THE REDEVELOPMENT AUTHORITY OF THE CITY OF MENASHA is committed to providing equal opportunity in all programs, services and activities to individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English. Those individuals are referred to as limited English proficient, or "LEP." Meaningful access to Federally funded programs and activities is required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Meaningful access to LEP individuals is provided in two ways: Oral interpretation and written translation. Oral interpretation can range from on-site interpreters for critical services provided to a high volume of LEP persons, to access through commercially-available telephonic interpretation services. Written translation can range from translation of an entire document to translation of a short description of the document.

The Redevelopment Authority fulfills this obligation by one or more of the following: hiring bilingual staff, hiring staff interpreters/translators, contracting for interpreters/translation services, using telephone interpreter lines, and/or using community volunteers. The Redevelopment Authority understands that the interpretation/translation must be performed in a competent, confidential, ethical, and accurate manner at no cost to the LEP individual. The Redevelopment Authority does not rely on the LEP individual to provide an interpreter.

If an LEP person requests to use a family member, friend or other adult as an interpreter, the entity makes the LEP person aware that the entity will provide a qualified interpreter at no cost to the LEP person. The Redevelopment Authority respects the LEP person's choice of interpreters. If the LEP person chooses a family member, friend, or other adult to interpret instead of one provided by the entity, the entity makes a record of that decision. If The Redevelopment Authority believes the interpreter selected by the LEP person is not competent or appropriate, The Redevelopment Authority supplements with its own qualified interpreter. Minors should not act as interpreters unless there is an emergency situation and another interpreter is not immediately available.

The Redevelopment Authority records the number and date of instances in which interpretation was offered, what service was offered (e.g., staff, in-person contracted, telephone, etc.), whether it was accepted or whether the LEP individual selected their own interpreter, and in what language group the service was needed.

The Redevelopment Authority monitors its changing demographics and population trends on an annual basis, to ensure awareness of the language needs in its service area.

The Redevelopment Authority requires its subrecipients to comply with the LEP policies requirements.

To assist us in complying with all applicable limited English proficiency rules, regulations and guidelines, the LEP Coordinator is: Pamela A. Captain, City Attorney/HR Director Phone: 920-967-3608. LEP customers are encouraged to ask for language assistance or discuss any perceived discrimination problems with her. Information about discrimination complaint resolution process is available upon request.

DECLARACIÓN DE POLÍTICA LEP Y RECONOCIMIENTO/RECHAZO DE LOS SERVICIOS DE INTERPRETES [DE LA ENTIDAD]

THE REDEVELOPMENT AUTHORITY OF THE CITY OF MENASHA LEP POLICY STATEMENT

DECLARACIÓN DE POLÍTICA DE DOMINIO LIMITADO DEL INGLÉS

La (Entidad) se compromete a brindar igualdad de oportunidades en todos los programas, servicios y actividades a las personas que no hablan el idioma inglés como su idioma principal y que tienen una capacidad limitada para leer, escribir, hablar o entender inglés. A esas personas se les conoce como con dominio limitado del inglés, o "LEP". El Título VI de la Ley de Derechos Civiles de 1964 (Title VI of the Civil Rights Act of 1964) y sus reglamentos de implementación exigen un acceso significativo a los programas y las actividades financiadas con fondos federales.

El acceso significativo a las personas LEP se proporciona de dos maneras: interpretación oral y traducción escrita. La interpretación oral puede abarcar desde intérpretes en el lugar para los servicios críticos proporcionados a un alto volumen de personas LEP, hasta el acceso a través de los servicios de interpretación telefónica disponibles comercialmente. La traducción escrita puede ser desde la traducción de un documento completo hasta la traducción de una breve descripción del documento.

La entidad cumple con esta obligación mediante uno o más de los siguientes: contrata personal bilingüe, contrata intérpretes/traductores, contrata servicios de intérpretes/traducción, usa líneas telefónicas de intérpretes y/o utiliza voluntarios de la comunidad. La entidad entiende que la interpretación/traducción debe realizarse de manera competente, confidencial, ética y precisa, sin costo para la persona LEP. La entidad no depende de la persona LEP para proporcionar un intérprete.

Si una persona LEP solicita utilizar a un miembro de la familia, amigo u otro adulto como intérprete, la entidad le informa a la persona LEP que la entidad proporcionará un intérprete calificado sin costo para la persona LEP. La entidad respeta la elección de intérpretes de la persona LEP. Si la persona LEP elige a un miembro de la familia, amigo u otro adulto para interpretar en lugar de uno proporcionado por la entidad, la entidad hace un registro de esa decisión. Si la entidad cree que el intérprete seleccionado por la persona LEP no es competente o apropiado, la entidad suple con su propio intérprete calificado. Los menores no deben actuar como intérpretes a menos que haya una situación de emergencia y no haya otro intérprete disponible de inmediato.

La entidad registra la cantidad y la fecha de los casos en que se ofreció la interpretación, qué servicio se ofreció (por ejemplo, miembro del personal, persona contratada, teléfono, etc.), si fue aceptada o si la persona LEP seleccionó su propio intérprete, y en qué grupo de idiomas se necesitó el servicio.

Esta entidad monitorea los cambios demográficos y las tendencias de la población cada año, para asegurar que estén conscientes de las necesidades lingüísticas en su área de servicio.

La entidad requiere que sus subreceptores cumplan con los requisitos de las políticas LEP

Para ayudarnos a cumplir con todas las reglas, normas y pautas de dominio limitado del inglés aplicables, el Coordinador LEP es: Pamela A. Captain Teléfono: 920-967-3608. Se les recomienda a los clientes LEP que soliciten ayuda con el idioma o que traten con el coordinador LEP cualquier problema de discriminación percibido. Información sobre el proceso de resolución de quejas por discriminación está disponible bajo petición.