

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 that any official action of any of those bodies will be taken).

**CITY OF MENASHA
REDEVELOPMENT AUTHORITY
Council Chambers, 3rd Floor, City Hall
140 Main Street, Menasha**

December 9, 2014

5:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the September 22, 2014 Redevelopment Authority Meeting](#)
- D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA
(five (5) minute time limit for each person)
- E. COMMUNICATIONS
 - 1. None.
- F. DISCUSSION
 - 1. RR Donnelley Terms for Purchase
- G. ACTION ITEMS
 - 1. Amendment to Land Purchase and Development Agreement – Cypress Homes & Reality, Inc. (*to be received*)
- H. ADJOURNMENT

CITY OF MENASHA
Redevelopment Authority
Council Chambers, 3rd Floor, City Hall – 140 Main Street
September 22, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 5:02 PM by Chairman Kim Vanderhyden.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Ald. Jim Englebert, Chairman Kim Vanderhyden, Linda Kennedy, Bob Stevens, and Gail Popp.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Tim Caudill and Kip Golden.

OTHERS PRESENT: CDD Keil, PP Homan, Mayor Merkes, DAS Steeno, Ald. Dan Zielinski, and Tom Maxymek.

C. MINTUES TO APPROVE

1. **Minutes of the July 23, 2014 Redevelopment Authority Meeting**

Motion by Linda Kennedy, seconded by Bob Stevens, to approve the July 23, 2014 Redevelopment Authority meeting minutes.

The motion carried 5-0.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

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

No one spoke.

E. COMMUNICATIONS

1. **Second Restated Protective Covenants for Lake Park Villas – Draft**

CDD Keil gave an update on the covenants. HOA annual meeting is set for late October where review and vote on covenant revisions will be made. Revised covenants have been provided to the HOA attorney.

F. DISCUSSION ITEMS

1. **RR Donnelley Acquisition**

CDD Keil provided an overview of the next steps needed to proceed with acquisition of the RR Donnelley properties. Based on staff analysis, next steps include preparation of a purchase agreement that addresses items such as environmental investigation & remediation, demolition, and dealing with costs associated with these items. CDD Keil & PP Homan advocated for securing the services of an attorney that specializes in municipal brownfield/redevelopment issues to ensure all risks are addressed during the negotiations with RR Donnelley.

Motion by Linda Kennedy, seconded by Ald. Englebert to contact entities with professional expertise in environmental and legal matters relating to brownfield redevelopment and bring back cost estimates for retaining their services.

The motion carried 5-0.

2. **Update on Land Purchase and Development Agreement – Mark Winter Homes, Inc.**

PP Homan gave an update on the land purchase and development agreement with Mark Winter

Homes (MWH). MWH is still very interested; however demand for their services has maxed out their capacity. They are currently waiting for a hole in the schedule before they can commit to a timeline to commence.

3. **Update on TID 12**

CDD Keil provided an update on activities and performance of TID #12. Increment for 2014 is approximately \$7 million, building permits have been issued for nearly all lots in Phase I of the Ponds of Menasha, only one lot remains in the Cottages at Lake Park, and Cypress Homes is nearing completion of their model home in Lake Park Villas.

4. **2015 Budget**

CDD Keil discussed 2014 expenses and revenues, and projected 2015 expenditures. 2015 expenses include development incentive, debt payments to the city, development incentives to Mark Winter Homes & Cypress for the Villas development, Lexington Homes for the Ponds of Menasha, property transaction fees, and potential survey work.

Tom Maxymek discussed the forthcoming Homeowners Association budget.

DAS Steeno gave an update on payables and receivables and how they are accounted for.

G. ACTION ITEMS

1. **Lake Park Square Access**

PP Homan distributed the executed intergovernmental agreement between Calumet County, Town & Village of Harrison, City of Menasha, and City of Appleton. This agreement outlines reconstruction of CTH LP to urban standards, provisions for bike and pedestrian accommodations, jurisdictional transfer of the road to local control upon reconstruction, and two access points for the City of Menasha to facilitate development of Lake Park Square.

A general discussion of the access to lake park, and need for an additional road connect to the residential neighborhoods to the west were discussed.

G. ADJOURNMENT

Motion by Ald. Englebert, seconded by Kim Vanderhyden to adjourn at 5:55 p.m.

The motion carried 5-0.

Minutes respectfully submitted by Kara Homan, Principal Planner.