

**CITY OF MENASHA**  
**Redevelopment Authority**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
**May 12, 2014**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 5:35 p.m. by Chairman Kim Vanderhyden.

**B. ROLL CALL/EXCUSED ABSENCES**

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Sue Smith

OTHERS PRESENT: CDD Keil and PP Homan, Mona Boulos, Gary Bath, Barbara Bath, Jeff Marlow, and Tom Maxymek

**C. MINTUES TO APPROVE**

1. **Minutes of the March 4, 2014 Redevelopment Authority Meeting**

Motion by Gail Popp, seconded by Linda Kennedy, to approve the March 4, 2014 Redevelopment Authority meeting minutes.

The motion carried 6-0.

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

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

No one spoke.

**E. DISCUSSION ITEMS**

1. **Update on Land Purchase and Development Agreements with Cypress Homes and Realty, Inc. and Mark Winter Homes**

PP Homan provided a status update regarding the agreements. Cypress has applied for a building permit, and Mark Winter Homes is seeking final approval from their financial institution.

2. **Status of Second Restated Covenants for Lake Park Villas Homeowners Association Phase II**

CDD Keil provided an update regarding previous meetings between the HOA and city staff. Final details of the restated covenants have been agreed to in concept and will be included in the final document to be reviewed and approved by the full HOA at a future meeting.

3. **Consideration of Development Incentives-Contributions of Commercial Lots – Lake Park Villas Plat**

Community Development staff provided details on a land transaction that is being contemplated between Community First Credit Union and the proposed grocery store @ 205 Milwaukee St, which Community First currently owns. A deal is being proposed whereby they would transfer title to the grocery store to the grocers for a negligible amount in exchange for land at Lake Park Square whereby they would build, at the very least, a credit union branch.

CDD Keil stated that the final purchase terms would reflect the contribution of Community First to the Grocery store deal, and provide provisions to ensure the construction of the branch or other facility. The final terms and conditions of any proposed agreement would need approval from the RDA.

Motion by Kip Golden, seconded by Linda Kennedy to authorize Community Development staff to proceed with negotiations with Community First Credit Union regarding the proposed land transaction. The motion carried.

## F. ACTION ITEMS

### 1. Election of Officers

Motion by Linda Kennedy, seconded by Kip Golden, to nominate Kim Vanderhyden for Chairman. The motion carried 6-0.

Motion by Ald. Englebert, seconded by Linda Kennedy, to nominate Bob Stevens for Vice Chairman. The motion carried 6-0.

### 2. Disposition of Outlot 2 of CSM 3277 – Pond

CDD Keil discussed the outcome from a meeting between Community Development staff, Lexington Homes, HOA leadership and abutting property owners to the pond. They had discussed an option for transfer of ownership of the pond parcel to the neighboring property owners in the HOA and have decided to proceed with finalizing those negotiations and details in the next month.

Motion by Linda Kennedy, seconded by Kip Golden to table this item. The motion carried 6-0.

### 3. Renewal of Listing Agreements

#### a. Commercial

CDD Keil provided a memorandum he prepared that will be sent to commercial realtors in the area offering commission for bringing buyers to the RDA owned commercial properties. He indicated previous periods of time where the city marketed their commercial lots without a realtor have proven successful.

PP Homan noted properties will be added to Loopnet, Costar, Locate in Wisconsin, and the Fox Cities Regional Partnerships website.

Motion by Kim Vanderhyden, seconded by Ald. Englebert to proceed with marketing the properties without a realtor.

#### b. Residential (Listing Contract Amendment to be Received)

PP Homan distributed an extension to the listing agreement provided by Coldwell Homes.

RDA members discussed the general merits of listing the properties with a realtor. Members weighed the benefits of going without a realtor given the recent deals that have been reached with builders for model homes.

Motion by Linda Kennedy, seconded by Bob Stevens to not list the residential lots with a realtor.

The motion carried 5-0; Gail Popp abstaining.

### 4. Reallocation of Budgeted Funds

#### Apply \$6,000 of Marketing Funds to Dues and Subscriptions (RDA share of Proposed Common Area Landscape Improvements)

CDD Keil explained that the Lake Park Villas HOA desires to replant several landscape areas in the common area, and were requesting additional funds from the RDA beyond the yearly HOA fees. This would benefit the development by creating a more aesthetic environment for the overall development.

Motion by Linda Kennedy, seconded by Kip Golden to approve reallocating \$6,000 in budgeted funds from Marketing to Dues and Subscriptions.

The motion carried 6-0.

5. **Disposition of Lake Park Villas Garage**

CDD Keil stated that there was no city, RDA, or HOA purpose for the garage. His intention is to post it on Craigslist for sale, to be sold to the highest amount offered by a date certain, with conditions that all required permits for moving or disassembly of the structure be obtained.

Motion by Ald. Englebert, seconded by Kim Vanderhyden to authorize staff to dispose of the Lake Park Villas Garage via craigslist advertisement for sale.

The motion carried 6-0.

Gail Popp left the meeting @ 6:15pm.

6. **Consideration of Preliminary Determination of Blight Relating to the Acquisition of 447 Ahnaip Street and Vicinity by the Redevelopment Authority**

CDD Keil indicated that staff has been in discussions with RR Donnelley for several years about potential acquisition of their properties on Ahnaip St. Issues to acquisition include the need for environmental assessment, abatement and demolition costs. Should acquisition be pursued, the most appropriate manner would be via friendly condemnation, of which a blight determination is required.

Motion by Linda Kennedy, seconded by Kip Golden to make a Preliminary Determination of Blight for the parcels in and around the former RR Donnelley Plant on Ahnaip St as depicted on the Map (Parcel #'s 3-00546-00, 3-00548-00, 3-00550-00, 3-00545-00, 3-00481-00, 3-00482-00, and 3-00475-00).

The motion carried 5-0.

7. **Moved by Linda Kennedy, seconded by Chairman Vanderhyden to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (447 Ahnaip Street and Vicinity – RR Donnelly)**

The motion carried on roll call 5-0.

**G. ADJOURNMENT**

Motion by Kim Vanderhyden, seconded by Ald. Englebert to adjourn at 6:41 p.m.

The motion carried.

*Minutes respectfully submitted by Kara Homan, Principal Planner*