

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
Menasha City Center
100 Main Street, Menasha
Room 133**

March 5, 2019

5:15 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the February 5, 2019 Redevelopment Authority Meeting
- D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA
(five (5) minute time limit for each person)
- E. DISCUSSION / ACTION ITEMS
 - 1. Promissory Note and Loan Agreement – 835 Kelsey Brook Court – Cypress Homes
 - 2. Lake Park Villas Listing Agreement
 - 3. Authority to Grant Use and Access of the Banta Property - 460 Ahnaip Street
 - 4. Banta/RR Donnelley Property – 460 Ahnaip Street
 - 5. Lawson Canal Discussion
 - 6. Set Next Meeting
- F. 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
100 Main Street – Room 133
February 5, 2019
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 5:00 PM by Chairperson Kim Vanderhyden.

B. ROLL CALL/EXCUSED ABSENCES

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kip Golden.

OTHERS PRESENT: CDD Sam Schroeder, AP Joe Stephenson, Attorney Pam Captain, and ASD John Jacobs.

C. MINUTES TO APPROVE

1. Minutes of the January 8, 2019 Redevelopment Authority Meeting

Matt Vanderlinden made a motion to approve the meeting minutes from January 8, 2019 Redevelopment Authority Meeting.

Alderperson Rebecca Nichols made a motion to amend the minutes stating "Alderperson Nichols made a motion to approve the intent of the agreement and direct staff for work with Van's Realty and Construction to draft the final agreement." The motion to amend the minutes was seconded by Matt Vanderlinden. The motion to amend the minutes from January 8, 2019 was carried.

A motion to approve the meeting minutes from January 8, 2019 Redevelopment Authority with the approved amendment was seconded by Shane Correll. The motion carried.

PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA

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

Public comments were taken throughout the entire meeting.

D. DISCUSSION / ACTION ITEMS

1. Lots 10 and 11 Lake Park Road Update and Ingress/Egress Easement Release

At 5:04 Kim Vanderhyden gave the chair to Alderperson Rebecca Nichols and Kim Vanderhyden left the room.

CDD Schroeder informed the Redevelopment Authority that the CSM for lots 10 and 11 of Lake Park Road was approved by Plan Commission. This agreement will release the ingress and egress easement and allow the site to be marketed as one large parcel. This agreement will not affect utility easements.

A motion was made by Matt Vanderlinden to approve the releases of the ingress and egress Easement for lots 3, 4, 5, 6, 7, 8, 9, 10, and 11 of Lake Park Villas upon

closing of Lots 10 and 11. The motion was seconded by Bob Stevens. The motion carried with Kim Vanderhyden abstaining from the vote.

2. Banta/RR Donnelley Property – 460 Ahnaip Street

At 5:10 PM Alderperson Rebecca Nichols gave the chair to Kim Vanderhyden.

CDD Schroeder informed the Redevelopment Authority that staff had been talking with the DOT and the DOT was considering the Redevelopment Authority's offer. The DOT is getting a quote for environmental remediation of the Banta property as well as figuring out the fair market value of the site.

Alderperson Tom Grade told the commission that there are still a number of historic items in the Banta building that need to come out before any demolition occurs.

The Redevelopment Authority instructed staff to add Banta's historic items to the next agenda.

No action was taken.

3. Lawson Canal Discussion

CDD Schroeder informed the Redevelopment Authority that staff has been having conversations with Neenah Menasha Power and Sonoco. Staff is working with both entities to come to an agreement on the canal.

Attorney Captain suggested that we test the soil on each end of the canal but not in the canal itself. We would get a general idea of what contaminations, if any, exist in the canal from these tests.

The Redevelopment Authority directed staff to get a quote to have soil testing done in the area immediately upstream and downstream of the canal.

4. Set Next Meeting

The next meeting was set for March 5, 2019.

E. ADJOURNMENT

Kim Vanderhyden made a motion to adjourn the meeting at 5:35 PM. The motion was seconded by Alderperson Rebecca Nichols. The motion carried.

Minutes respectfully submitted by AP Stephenson.



MEMORANDUM

Date: March 5, 2019

To: Redevelopment Authority

From: Community Development Department/SS

RE: **836 Kelsey Brook Court – Cypress Homes**

On February 25 of 2016, the RDA executed the sale of 836 Kelsey Brook Court, Lot 118 of Lake Park Villas, to Cypress Homes. As part of this closure the RDA granted Cypress Homes a zero percent interest loan in the amount of the lot cost, \$35,000. This loan was to mature after three years or upon the transfer of a lot from Cypress Homes to a third party whichever came first.

While Cypress Homes does have a buyer lined up, the lot currently remains vacant and is in the process of pricing and building design in order to close later this Spring. With the closure of the lot in site, Cypress Homes has requested a 2 month extension to the promissory note and loan agreement in order to allow the closure to be completed. Should the RDA deny the request, a check in the amount of the loan has been received which would not put them in default.

Staff recommends the RDA table the request and continues conversations with Cypress Homes about the construction of additional lots to be brought back at the following meeting.



MEMORANDUM

Date: March 5, 2019

To: Redevelopment Authority

From: Community Development Department/SS

RE: **Lake Park Villas Listing Agreement**

For the past several years the City of Menasha Redevelopment Authority has had a listing contract with Coldwell Banker the Real Estate Group (Coldwell) including Richard DeKleyn as the listing agent. Most recently a one year extension was approved by the RDA and executed on June 1, 2018.

On February 27, 2019, staff was contacted by Coldwell who informed us that the listing agent Richard DeKleyn is no longer with the company leaving our listing agreement in a state of unknown. The company has informed us that we have several options:

- We could continue the listing agreement with no change and be assigned a new listing agent
- We could void the agreement and move our listings elsewhere, including but not limited to the following:
 - Work with Mr. DeKleyn in his new ventures
 - Look for a new agency to contract with
 - Stop listing the properties all together

Staff would recommend the RDA see the listing contract through June 1, 2019 with Coldwell and be assigned a new point of contact. If this is the prerogative of the authority, staff and the RDA can continue to look at other options moving forward over the next several months.



MEMORANDUM

Date: March 5, 2019

To: Redevelopment Authority

From: Community Development Department/SS

RE: **Authority to Grant Use and Access of the Banta Property – 460 Ahnaip Street**

Since the acquisition of the Banta property by the Redevelopment Authority there have been multiple requests for temporary use and or access to the building. These requests include, but are not limited to:

- Site Visits by potential Developers
- Consultants including environmental, construction, marketing, etc.
- WisDOT
- Police and/or Fire Training

To formally grant execution of access/use, staff is requesting that the RDA grant the Chairperson and/or Executive Director the authority to grant professional use and/or access to the Banta facility at 460 Ahnaip Street on a case by case basis.