

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 Public Library
440 First Street, Menasha
Company E Room, Lower Level**

June 25, 2019

5:15 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. Minutes of the June 4, 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. Banta/RR Donnelley Property – 460 Ahnaip Street
 - 2. Lawson Canal Update
 - 3. Lake Park Villas Listing Update
 - 4. 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 132
June 4, 2019
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order by Chairperson Kim Vanderhyden.

B. ROLL CALL/EXCUSED ABSENCES

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kip Golden.

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

C. MINUTES TO APPROVE

1. Minutes of the May 7, 2019 Redevelopment Authority Meeting

Matt Vanderlinden made a motion to approve the minutes of May 7, 2019 Redevelopment Authority Meeting. The motion was seconded by Alderperson Nichols. The motion carried.

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

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

No comments were made.

E. DISCUSSION / ACTION ITEMS

1. Banta/RR Donnelley Property – 460 Ahnaip Street

CDD Schroeder gave an update on 460 Ahnaip Street and the WDOT appraisal of the property.

The Redevelopment Authority entered into a discussion with the following items being discussed:

- WDOT appraisal.
- The time line to have our own appraisal done for 460 Ahnaip Street.
- Potential uses of the property.
- The Racine Street Bridge timeline.
- Next steps for environmental investigation of 460 Ahnaip Street.

No action was taken.

2. Lawson Canal Discussion

There was no new update for the Lawson Canal.

3. USDA Loan Public Works Facility –

Item E3 was moved ahead of item E1 and E2 by the chair at 5:17PM

a. Letter of Intent to Meet Conditions: Form 1942-46

DPW Radomski gave an update on the Public Works Facility and USDA Loan.

- b. Request for Obligation of Funds: Form 1940-1 *[does not commit the RDA to approve the project; however, causes the USDA to commit funding to the Public Works Facility Project with the understanding that details of the agreements are forthcoming and will be mutual benefit the City and the RDA]***

ASD Jacobs gave an update on the USDA loan, as it relates to the public works facility and the Redevelopment Authority.

The RDA entered into a conversation and discussed the following:

- Other options to fund the Public Works Facility.
- When an agreement will be finalized between the City and RDA.
- Who owns the Public Works Facility during and after construction.
- Background information on the Public Works Facility.

As explained by DPW Radomski and ASD Jacobs, authorizing the signature of these documents by the RDA allows the funds to be set aside, however, it is not a final approval of the project by the RDA. The City Council and the RDA will still need to come to terms with a lease agreement and a development agreement detailing the transaction and relationship over the course of the loan.

Aldersperson Nichols made a motion to approve the letter of intent to meet conditions on form 1942-46 and approve the request for obligation of fund on form 1940-1. The motion was seconded by Shane Correl. The motion carried.

4. Set Next Meeting

The next meeting was set for June 25, 2019 at 5:15PM.

F. ADJOURNMENT

A motion was made by Aldersperson Nichols to adjourn the meeting at 6:51 PM. The motion was seconded by Gail Popp. The motion carried.

Minutes respectfully submitted by AP Stephenson.