

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

**November 5, 2019  
MINUTES**

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**A. CALL TO ORDER**

Chairperson Kim Vanderhyden called the meeting to order at 5:16PM.

**B. ROLL CALL/EXCUSED ABSENCES**

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kip Golden and Gail Popp

OTHERS PRESENT: CDD Schroeder, AP Stephenson, Attorney Captain, DPW Alix and ASD Jacobs.

**C. MINUTES TO APPROVE**

**1. Minutes of the October 8, 2019 Redevelopment Authority Meeting**

Matt Vanderlinden made a motion to approve the minutes of the October 8, 2019 Redevelopment Authority Meeting. The motion was seconded by Alderperson Nichols. Alderperson Nichols noted a correction to item 4.a.  
The motion carried with correction.

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

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

No public comments at this time.

**E. DISCUSSION / ACTION ITEMS**

**1. General Update Public Works Facility – 455 Baldwin Street**

CDD Schroeder and DPW Alix gave a brief background on the Public Works Facility and the USDA Loan stating the final documents will be brought forward to the December 3<sup>rd</sup> RDA meeting.

The RDA entered into a conversation with the following being discussed:

- Terms of the USDA loan.
- The financial package between the City and RDA.
- Responsibility of the RDA with the new Public Works Facility.

No action was taken.

**2. Consideration Additional of Blighted Properties – City Owned Lands**

CDD Schroeder and Attorney Captain gave an update on the consideration of blighted properties. Per State Statutes in order for the RDA to acquire properties, each property must first be designated as blighted. As part of the agreements between the RDA and the City for the Public Works Facility, the RDA will be the owners of 455 Baldwin Street and the vacant City owned properties near Province Terrace. In reviewing the adjoining properties, staff suggested considering adding three additional parcels near the vacant Province Terrace lot in order to define an urban renewal area as per statutes. These properties included 2011 Manitowoc Road, 2035 Manitowoc Road, and 2043 Manitowoc Road.

The RDA entered into a conversation with the following being discussed:

- The process for blighting a property.
- What blighting a property means.
- Blighting the region vs spot blighting properties.
- The need to blight the property for the RDA to be authorized to redevelop the site.

Shane Correll made a motion for the consideration of blight, Pursuant to §66.1333(5)(c)2, Wis. Stats., to hold a public hearing to determine if the following properties are blighted: Parcels 5-00497-00 (455 Baldwin St), 7-00001-10 (1173 Province Ter), 7-00001-12 (1148 Province Ter), 7-00001-11 (1133 Province Ter), 7-00015-02 (1109 Province Ter), 7-00015-04 (1100 Province Ter), 7-00015-01 (1101 Province Ter), 7-00011-08 (2027 Manitowoc Rd), 7-00011-06 (2011 Manitowoc Road), 7-00012-00 (2035 Manitowoc Road), and 7-00013-00 (2043 Manitowoc Road). The motion was seconded by Alderperson Nichols.

The RDA further discussed concerns of adding the additional properties. Staff noted that adding them to the consideration does not designate these properties as blighted and any of the properties could be removed following the public hearing at the following meeting.

The motion carried.

### **3. Listing Agreement Amendment – Lake Park Square – NAI Pfefferle**

CDD Schroeder gave an update on the proposed listing agreement amendment with NAI Pfefferle extending the service for an additional year.

A motion was made by Kim Vanderhyden to approve the extension of the listing agreement with NAI Pfefferle for Lake Park Square for one year. The motion was seconded by Shane Correll. The motion carried.

### **4. Offer to Purchase – Lots 18 through 24 – Cypress Homes**

CDD Schroeder updated the RDA on the offer to purchase Lots 18 through 24 by Cypress Homes.

Alderperson Nichols made a motion to accept the offer proposed by Cypress Homes for lots 18 through 24 of Lake Park Villas for \$171,500 and direct staff to draft a development agreement with Cypress Homes with the following:

1. Cypress Homes estimates a minimum home value per lot will be around \$329,900.
2. Cypress Homes will start construction on the first home following plat approval which includes the City transferring some of the green space to Cypress Homes.
3. Cypress shall pay for all associated costs of expanding the lot widths.
4. Cypress Homes shall construct a minimum of 2 homes per year.

Cypress Homes shall construct the first home by December 31, 2020.

The motion was seconded by Shane Correl. The motion carried.

### **5. Lake Park Villas Listing Update (Agent Gail Popp)**

There is no update at this time.

### **6. Easement – Lake Park Villas Lot 130 – 849 Fountain Way (Parcel No. 7-01701-30)**

CDD Schroeder gave an update on the easement for Lake Park Villas for the vacant lot 130. The easement would allow for the repair of the existing water line that supplies water from a well to the north to the southern pond.

Alderperson Nichols made a motion to accept the easement. The motion was seconded by Matt Vanderlinden. The motion carried.

### **7. Banta/RR Donnelley Property – 460 Ahnaip Street**

#### **a. General Discussion/Update**

CDD Schroeder gave an update on the existing status of the Banta/RR Donnelley Property. Further discussions regarding the direction of future development should be on-going in the coming meetings.

**b. Wisconsin Department of Transportation Real Estate Acquisition – Racine Street Bridge Project**

CDD Schroeder gave an update on the DOT real estate acquisition. Upon completion of the real estate acquisition, the DOT will work towards bidding the demolition of the building anticipating on starting in early 2020 through the summer of 2020.

- 8. The RDA may adjourn into Closed Session pursuant to Wis. Statute 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. (Offer to Purchase – Lots 18 through 24 and/or Wisconsin Department of Transportation Real Estate Acquisition – Banta – Racine Street Bridge)**

The RDA did not enter into closed session for any items.

- 9. The RDA may adjourn into Open Session to take action on items discussed in Closed Session.**

The RDA did not enter into closed session for any items.

**10. Set Next Meeting**

The next meeting was set for December 3, 2019 at 5:15 PM.

**F. ADJOURNMENT**

A motion was made by Alderperson Nichols to adjourn the meeting at 6:54 PM. The motion was seconded by Kim Vanderhyden. The motion carried.

*Minutes respectfully submitted by AP Stephenson.*