

**CITY OF MENASHA**  
**Redevelopment Authority**  
**100 Main Street – Room 133**  
**March 5, 2019**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chairperson Kim Vanderhyden at 5:16 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: None.

OTHERS PRESENT: CDD Sam Schroeder, AP Joe Stephenson, Attorney Pam Captain, Alderperson Tom Grade, and Alderperson Mark Langdon.

**C. MINTUES TO APPROVE**

1. **Minutes of the February 5, 2019 Redevelopment Authority Meeting**

Matt Vanderlinden made a motion to approve the meeting minutes from February 5, 2019 Redevelopment Authority Meeting. The motion was seconded by Shane Correll. The motion carried.

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

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

Public comments were taken throughout the meeting.

**E. DISCUSSION ITEMS**

1. **Promissory Note and Loan Agreement – 835 Kelsey Brook Court – Cypress Homes**

CDD Schroeder gave an update on the Promissory Note and Loan for 835 Kelsey Brook Court. 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.

The Redevelopment Authority directed staff to draft a proposal and bring it back to the Redevelopment Authority next month. In addition, The Redevelopment Authority directed staff to not cash the check for promissory note at this time.

2. **Lake Park Villas Listing Agreement**

CDD Schroeder gave a brief update on the 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. We

can stay with Coldwell Bankers, look for a new agency, or stop listing the property.

The Redevelopment Authority felt that staying with Coldwell Banker would be beneficial. Coldwell Banker gave the RDA adequate services at a reasonable price. There was no change made to the current agreement.

No action was taken.

3. **Authority to Grant Use and Access of the Banta Property - 460 Ahnaip Street**

CDD Schroeder gave a brief background on authority to grant use and access of the Banta Property. 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

It would be beneficial to have one or two main points of contact for situations like these. Those points of contact could then provide access to the building without needing to bring the request to the Redevelopment Authority.

The Redevelopment Authority had a brief discussion and agreed they needed to grant the Chairperson and Executive Director authority to grant access or use to the Banta facility.

Kip Golden made a motion granting the Chairperson or the 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. The motion was seconded by Kim Vanderhyden.

The motion carried.

4. **Banta/RR Donnelley Property – 460 Ahnaip Street**

CDD Schroeder updated the Redevelopment Authority on the Banta Site. Staff has been having conversations with the Wisconsin DOT. They are having the building appraised. If we do not like the appraisal we have the ability to find our own appraiser and have the building appraised. The state will pick up any cost associated with the appraisal.

There was no action taken.

5. **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. In addition, staff presented the canal plan to the Common Council and they were pleased with the plan.

6. **Set Next Meeting**

Next meeting was set for April 2, 2019 at 5:00 PM.

**F. ADJOURNMENT**

Alderson Nichols made a motion to adjourn the meeting at 6:12 PM. The motion was seconded by Bob Stevens. The motion carried.

*Minutes respectfully submitted by AP Stephenson.*