

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 3, 2020**

**5:15 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC HEARING
- D. MINUTES TO APPROVE
  - 1. Minutes of the February 4, 2020 Redevelopment Authority Meeting
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA  
(five (5) minute time limit for each person)
- F. DISCUSSION / ACTION ITEMS
  - 1. Lawson Canal Property Acquisition
    - a. Update from Parks and Recreation Director Tungate
  - 2. Banta/RR Donnelley Property – 460 Ahnaip Street
    - a. Presentation from Menasha Utilities – Proposed Utility Relocate – Racine Street Bridge
    - b. Memorandum of Understanding between the City of Menasha and EM Strategic Development – Hotel Development – 430/460 Ahnaip Street
    - c. General Discussion/Update
  - 3. Set Next Meeting
- G. 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  
Menasha City Center  
100 Main Street, Menasha**

**February 4<sup>th</sup>, 2020  
DRAFT MINUTES**

---

**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 Nichols, Matt Vanderlinden, Bob Stevens, and Gail Popp.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kip Golden and Shane Correll

OTHERS PRESENT: CDD Schroeder, PP Stephenson, Tom Klister (FORE Real Estate), and Dan O'Connell (OMNNI).

**C. PUBLIC HEARING**

No public comments at this time.

**D. MINUTES TO APPROVE**

**1. Minutes of the January 7, 2020 Redevelopment Authority Meeting**

Alderperson Nichols made a motion to approve the minutes of the January 7<sup>th</sup>, 2020 Redevelopment Authority meeting. The motion was seconded by Comm. Popp. The motion carried.

**E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA  
(five (5) minute time limit for each person)**

Tom Klister (FORE Real Estate) verbally presented to the RDA the preliminary plans for Lots 3 and 4 of Lake Park Villas.

**F. DISCUSSION / ACTION ITEMS**

**1. Limited English Proficiency Policy Statement**

CDD Schroeder explained the Limited English Proficiency Policy to the RDA.

A motion was made by Alderperson Nichols to adopt the LEP policy for the Redevelopment Authority. The motion was seconded by Comm. Popp. The motion carried.

**2. Lake Park Villas Lots 3 and 4 – FORE Real Estate Holdings, LLC – Update**

Tom Klister gave additional background passed around imagery of the proposed development for independent living facilities. The preliminary proposal included (3) – three story buildings with underground parking.

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

- Use of the property
- How tall the buildings would be.
- Building proposal on lot 4 abutting the pond and single family homes
- Potential for expansion or repositioning of the buildings to better accommodate the space and aesthetics of the area.
- Addressing for the new units.

No action was taken but the RDA felt that the proposed facility was a good use for the property and agreed with the majority of the developer's vision.

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

#### **a. Environmental Overview (OMNNI)**

Dan O'Connell (Omni) gave a presentation regarding the environmental findings for the Banta facility and adjacent peninsula. The adjacent peninsula site had favorable findings, with fewer than expected environmental issues. The RDA anticipates working with OMNNI and the Wisconsin DNR to obtain case closure on portions of the site.

#### **b. General Discussion/Update**

CDD Schroeder gave an update on the Banta Property and adjacent canal/development. Indicating that the City Parks Department would like to continue to work with the RDA to move forward on the canal project. In addition, the timeline for the DOT demolition of the Banta facility which has been delayed due to state review to whereas they are requesting the RDA to extend the Temporary Limited Easement.

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

- Acquisition of the Lawson Canal.
- Water rights associated with the canal.
- Vision for the Banta Property.
- Keeping the 4 story building versus demolishing it.

The RDA gave staff direction to move forward with acquiring the Lawson Canal.

### **4. Set Next Meeting**

The next meeting was set for March 3<sup>rd</sup> at 5:15 PM.

### **G. ADJOURNMENT**

Comm. Popp made a motion to adjourn the meeting at 6:57 PM. The motion was seconded by Comm. Stevens. The motion carried.

*Minutes respectfully submitted by PP Stephenson.*



Date: February 27, 2020

To: Redevelopment Authority

From: Steve Grenell, Engineering Manager  
Melanie Krause, General Manager

RE: Racine Bridge Project

The following is a brief description of the upcoming Menasha Utilities Fox River Crossing project and its impacts to the Menasha RDA and Banta Properties. This project has been brought about to accommodate DOT reconstruction of the Racine Street Bridge. An existing overhead powerline crosses the Fox River, but it must be relocated due to the path of the proposed bridge. Simply removing the line is not an option as this could reduce reliability for homes and businesses south of the Fox River. It has been determined that an underground crossing of the river is a practical solution to relocating this line. Beyond the river crossing itself, additional facilities must be relocated or modified to connect to the existing grid, and the information below summarizes these modifications.

A set of drawings has been developed to aid in the project layout. Within these drawings, items shown in red are existing facilities that are to be removed by contractors, items shown in green are existing facilities that are to be removed by Menasha Utilities crews, and items shown in blue are new proposed facilities that are to be installed by contractors. Furthermore, solid lines indicate overhead construction, and dashed lines indicate underground construction

The drawing labeled "Racine Street Bridge North Underground Install" shows the project area on the north side of the river. The drawing indicates existing overhead facilities will be removed from the intersection of Racine and Broad Streets to a steel tower near the existing bridge, and across the river. Additionally, existing underground facilities within the intersection of Racine and Main Streets will be removed or abandoned to accommodate reconstruction of this intersection as a roundabout. New underground facilities will be installed such that they radiate out from the labeled "Electric Utility Area" next to the Headwaters Condos. This area will contain electric utility equipment and will be screened by landscaping. As indicated on the drawing, several new underground lines exit the utility area in order to connect the new river crossing to the existing grid. Also indicated on the drawing, the proposed crossing of the river is to be completed with the use of an underground bore; this activity will be below the riverbed and through bedrock.

The drawing labeled "Racine Street Bridge South Underground Install" shows the project area on the south side of the river. The drawing indicates existing overhead facilities will be removed including the river crossing, a steel tower in the path of the proposed bridge, and all the way to the intersection of Racine and Ahnaip Streets. Additionally, overhead and underground facilities on the Menasha RDA property will be removed or abandoned in favor of a relocated route. This new route originates where the river crossing bore

terminates at one end of the Menasha RDA property. New facilities will be installed underground crossing the proposed and existing bridge routes, through the Menasha RDA property, and through the Banta property. After crossing the Banta property, these new underground facilities will tie into new and reconstructed overhead facilities along Ahnaip Street. Additionally, existing overhead facilities with the intersection of Racine, Ahnaip, Keyes, and Naymut Streets will be replaced with underground facilities to accommodate reconstruction of this intersection as a roundabout.

Much of the Menasha Utilities construction focuses on two circuits – one rated at 35kV which serves larger businesses, and one rated at 15kV which serves homes. These circuits make up the existing overhead river crossing which will be replaced underground. When installed underground, each circuit will be made up of three cables installed in pipe – one pipe for the three 35kV cables and one pipe for the three 15kV cables. The pipes will be installed next to each other underground.

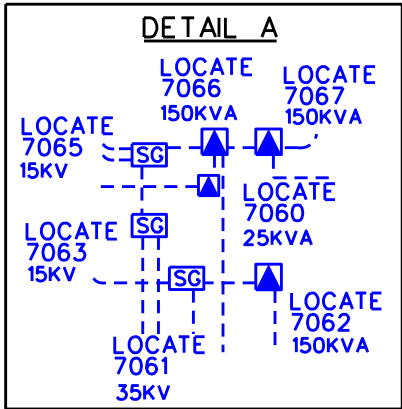
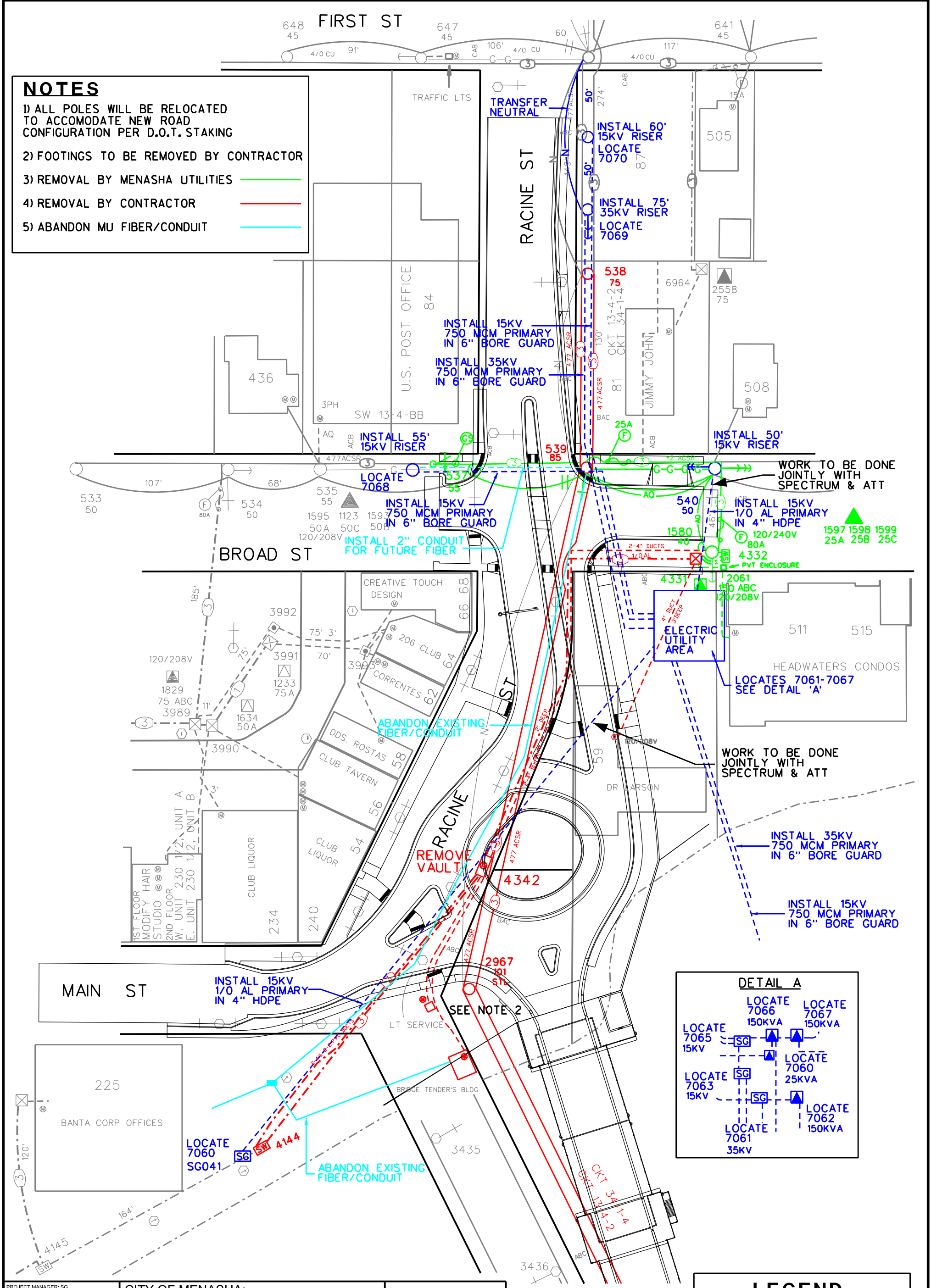
- NOTES
- 1) ALL POLES WILL BE RELOCATED TO ACCOMODATE NEW ROAD CONFIGURATION PER D.O.T. STAKING




2) FOOTINGS TO BE REMOVED BY CONTRACTOR

3) REMOVAL BY MENASHA UTILITIES

4) REMOVAL BY CONTRACTOR

5) ABANDON MU FIBER/CONDUIT



PROJECT MANAGER: SG			
PROJECT ENGINEER: SG			
DRAWN BY: DH		REVIEWED BY: SG	
			
	02/06/20	DH	REV. - 1
	07/09/19	DH	DRAFT - 1
REV.	DATE	APPRD	DESCRIPTION
DRAWING: RACINEBRIDGEURD_ NORTH_INSTALL.DGN			
PROJECT NO.  01-15-069			
DRAWING SHEET NO.  1 OF 1			

CITY OF MENASHA:

RACINE STREET BRIDGE NORTH UNDERGROUND INSTALL

NE 1/4, SECTION 22, T20N, R17E, WINNEBAGO COUNTY, WI



LEGEND

— INSTALL

TRANSFORMER

SWITCH GEAR

JUNCTION CABINET

50 / 60 OLD SIZE / NEW SIZE

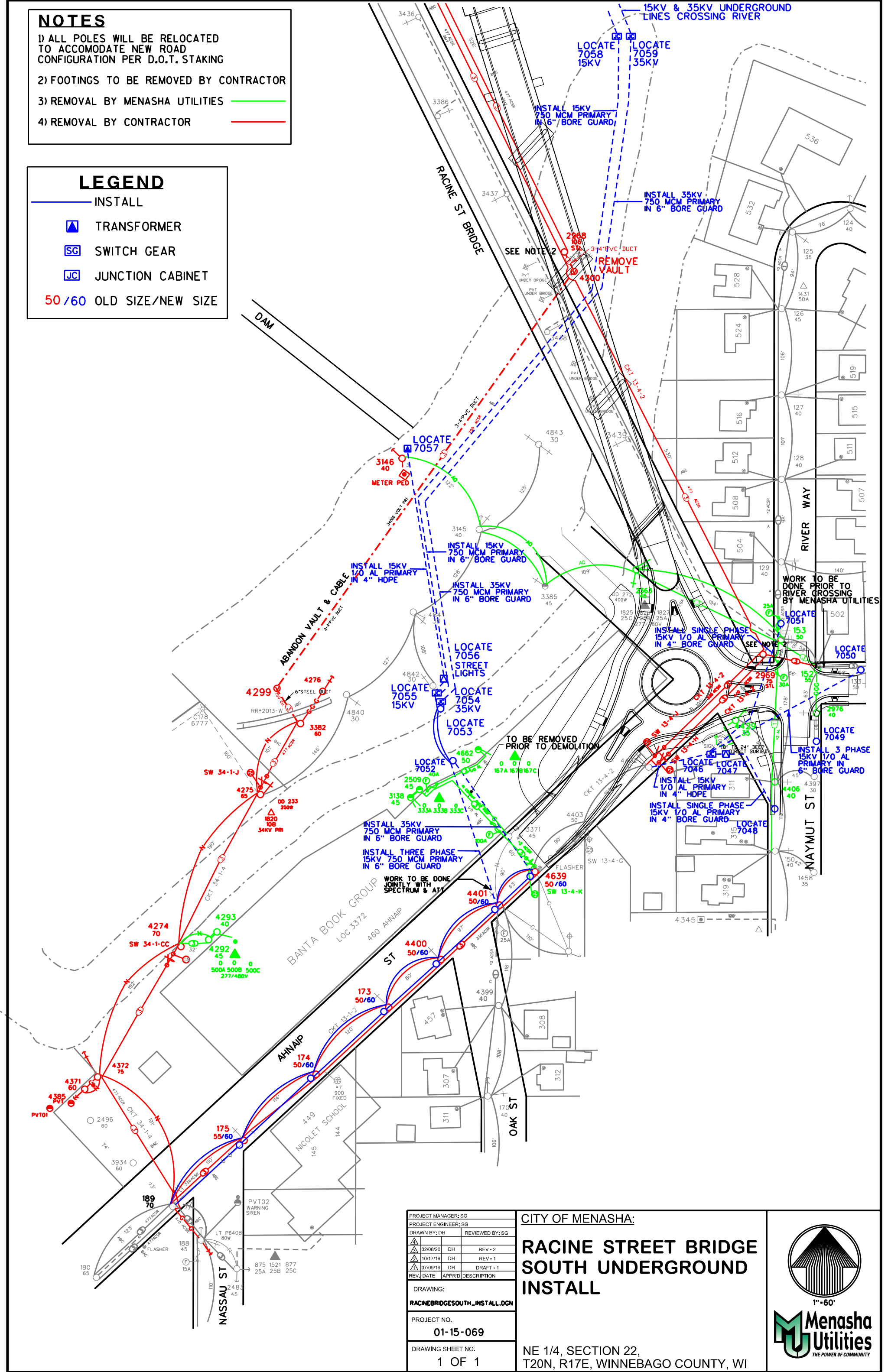


NOTES

- 1) ALL POLES WILL BE RELOCATED TO ACCOMMODATE NEW ROAD CONFIGURATION PER D.O.T. STAKING
- 2) FOOTINGS TO BE REMOVED BY CONTRACTOR
- 3) REMOVAL BY MENASHA UTILITIES
- 4) REMOVAL BY CONTRACTOR

LEGEND

- INSTALL
- TRANSFORMER
- SWITCH GEAR
- JUNCTION CABINET
- 50 / 60 OLD SIZE / NEW SIZE



PROJECT MANAGER: SG	
PROJECT ENGINEER: SG	
DRAWN BY: DH	REVIEWED BY: SG
02/06/20 DH REV - 2	
10/17/19 DH REV - 1	
07/09/19 DH DRAFT - 1	
REV. DATE	APPROD DESCRIPTION
DRAWING:	
RACINEBRIDGESOUTH_INSTALL.DGN	
PROJECT NO.	
01-15-069	
DRAWING SHEET NO.	
1 OF 1	

CITY OF MENASHA:

**RACINE STREET BRIDGE  
SOUTH UNDERGROUND  
INSTALL**

NE 1/4, SECTION 22,  
T20N, R17E, WINNEBAGO COUNTY, WI





**MEMORANDUM**

To: Redevelopment Authority

From: Community Development Department/SS

Date: March 3, 2020

**Re: Memorandum of Understanding between the City of Menasha and EM Strategic Development to analyze the feasibility of a hotel development at 430/460 Ahnaip Street**

---

Last year the City Council conducted a hotel study to examine the feasibility of a hotel and/or banquet hall facility within the City and determine what might be the opportune location. Since the completion of that study, staff has been in conversations with individual hotel brands and hotel developers.

One of those developers, EM Strategic Development, a Chicago based development company feels that Menasha, specifically the Gilbert/Banta area has the capability of supporting a well-known hospitality branded hotel with the support of the City and additional development to enhance the immediate area. Prior to investing further resources into the project, EM Strategic Development is requesting the City of Menasha execute a memorandum of understanding (MOU) to further analyze the feasibility of the project.

This MOU is being presented to the Common Council on Monday, March 2, 2020. Due to the Redevelopment Authority ownership of the property in question, this MOU is attached to this memo.



## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is hereby entered into by and between the City of Menasha, Wisconsin ("City") and E.M. Strategic Development, LLC ("Developer") pertaining to the development of approximately 5 to 10 acres of property at 430/460 Ahnaip Street, Menasha ("Property"). Both parties are desirous of determining the feasibility of developing the Property with a hotel development in addition to other commercial/retail/restaurant uses ("Project"). The parties hereby agree, stipulate and acknowledge the following:

1. Developer and the City shall jointly commission a feasibility study by mutually agreed upon consultant, to provide a professional, third party assessment of the viability of a development which shall include a well-known hospitality branded hotel and additional businesses that would enhance the immediate area. The cost of the feasibility study shall not exceed \$10,000. The City shall be responsible for half of the cost of the study.
2. If the feasibility study yields information the Developer believes warrant the Project's development from a business/profitability standpoint, and the City agrees the Project is mutually beneficial, the parties will enter into negotiations on the terms and conditions of a "Development Agreement". The parties shall have one hundred eighty (180) days from the agreed and accepted date of this MOU to finalize a Development Agreement. If no such Development Agreement is executed within the timeframe, this MOU is null and void and the feasibility study becomes the property of the City of Menasha.
3. Assuming the Project proceeds to execution of a "Development Agreement" between the City and Developer, any such Development Agreement will include terms for the City to initiate procedural steps necessary to create a Tax Increment Finance District (TIF) which incorporates the selected development site within the boundary of the TIF. Nothing herein shall be construed as limiting the Developer from pursuing purchase of land to be included in the TIF with City approval.
4. The TIF Project Plan shall include but not limited to financing incentives, construction timetables and types of users for the Project. The Developer acknowledges that the City will not issue any type of General Obligation debt/bond with respect to the Project.

**AGREED and ACCEPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**CITY OF MENASHA**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EM STRATEGIC DEVELOPMENT, LLC.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_