

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

**May 5<sup>th</sup>, 2020  
MINUTES**

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**A. CALL TO ORDER**

CDD Schroeder called the meeting to order at 5:15 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED:

OTHERS PRESENT: CDD Schroeder, PP Stephenson, CA Captain, Dan Klister (FORE Development), Jack Klister (FORE Development), Tom Klister (FORE Development) and Listing Agent Elizabeth Ringgold (NAI).

**C. PUBLIC HEARING**

No public hearing at this time.

**D. MINUTES TO APPROVE**

1. Minutes of the April 14 and April 16, 2020 Redevelopment Authority Meeting  
A motion was made by Comm. Vanderhyden to approve the minutes of April 14<sup>th</sup> and April 16<sup>th</sup> Redevelopment Authority Meeting. The motion was seconded by Comm. Stevens. The motion carried.

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

(five (5) minute time limit for each person)  
No public comments at this time.

**F. DISCUSSION / ACTION ITEMS**

**1. Election of Officers**

**a. Chairperson**

Alderperson Nichols nominated Kim Vanderhyden as Chairperson.

Having no other nominations, a unanimous ballot was cast to reinstate Kim Vanderhyden as the Chairperson of the Redevelopment Authority.

*Kim Vanderhyden assumed the chair at 5:23 PM.*

**b. Vice-Chairperson**

Chairperson Vanderhyden nominated Kip Golden as the Vice-Chairperson.

Having no other nominations, a unanimous ballot was cast to instate Kip Golden as the Vice-Chairperson of the Redevelopment Authority.

2. **Offer to Purchase – Lots 13 and 15 of Lake Park Square – Silver Street Properties, LLC – Update**

CDD Schroeder gave an update on the Offer to Purchase Lots 13 and 15 of Lake Park Square noting the counter offer was accepted and the closing date is set for May 13, 2020.

**3. Purchase and Development Agreement – Lake Park Villas Lots 18 through 25 – Cypress Homes, Inc. – Update**

CDD Schroeder gave an update on the Development Agreement for Lake Park Villas Lots 18 through 25 noting that the Plan Commission and Common Council approved the Final Plat and disposition of property. Once the plat is recorded the RDA and Cypress shall execute the sale of the remaining 7 residential lots.

**4. Offer to Purchase – Lots 3 and 4 of Lake Park Square – Lakeshore Ridge Apartments, LLC (FORE Development and Investment Group)**

Item 4 was moved after item 10 by the Chair at 5:37 PM.

- a. 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 – Lot 3 and 4 of Lake Park Square).

Chairperson Vanderhyden made a motion to 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. The motion was seconded by Comm. Vanderlinden. The motion carried.

*The RDA moved into closed session at 6:14 PM.*

- b. The RDA may adjourn into Open Session to take action on items discussed in closed session.

**5. Residential Lot Sale Update – Lake Park Villas (Gail Popp)**

Comm. Popp gave an update on the Lake Park Villas lot sales noting that the RDA had received an offer to purchase Lot 107 on May 5, 2020.

**6. Listing Agreement Amendment (Extension) – Lake Park Villas Residential Lots**

CDD Schroeder gave an update on the existing and past listing agreements.

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

- The number of lots owned by the RDA.
- The pace at which lots are selling in the development compared to other developments.

A motion was made by Chairperson Vanderhyden to extend the listing agreement and include a provision that the RDA will not provide gap insurance to any buyers. The motion was seconded by Alderperson Nichols. The motion carried.

**7. Outlot 1R – Lake Park Villas Replat**

CDD Schroeder presented the proposal for the future of Outlot 1R which is currently underutilized and unmaintained. The Association is proposing to dissolve this outlot and give half to each abutting property, one of which is vacant and owned by the RDA and the other that is private and developed.

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

- The use of each lot.
- The value of the lots if combined with Outlot 1R.

A motion was made by Alderperson Nichols to direct staff to work with the HOA to bring forward a Certified Survey Map to dissolve Outlot 1R as presented. The motion was seconded by Comm. Popp. The motion carried

#### **8. Financial Budget Report – Pending Projects**

CDD Schroeder gave an update on the potential projects that will require RDA funding in the future.

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

- DOT timeline and project details.
- Oversight of the DOT demolition project.
- Ground penetrating radar.

A motion was made by Alderperson Nichols to move forward with the Wisconsin DOT Project Oversight, the Site Investigation, excluding the GPR survey, and Site Closure, including the additional fee of \$1,750 to expedite the site closure, for the demolition of the Former Banta Building. The motion was seconded by Comm. Golden. The motion carried.

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

##### **a. Demolition Update**

CDD Schroeder updated the RDA on the Banta demolition noting that the DOT has executed a contract with a firm to conduct the asbestos removal and demolition of the building. Following the removal of the asbestos, demolition of the building will likely start in June and go through August of 2020.

#### **10. Set Next Meeting**

The next meeting was set for June 2<sup>nd</sup> at 5:15 PM.

#### **G. ADJOURNMENT**

A motion was made by Comm. Golden to adjourn the meeting in closed session at 6:54PM. The motion was seconded by Comm. Vanderlinden. The motion carried.

*Minutes respectfully submitted by PP Stephenson.*