

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
October 3, 2023
First Floor Conference Room
Menasha City Center
100 Main Street, Menasha, WI 54952**

5:15PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC HEARING
- D. MINUTES TO APPROVE
 - 1. Minutes of the September 12, 2023 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. 2024 Proposed Redevelopment Authority Budget
 - 2. 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 Library
Company E Room (Downstairs)
September 12, 2023
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order by Chairman Vanderhyden at 5:15PM.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Alicia Buechler, Kim Vanderhyden, Kyle Coenen, Matt Vanderlinden, Alderperson Nichols, Gail Popp and Kip Golden.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED:

OTHERS PRESENT: CDD Schroeder, PP Larsen, and CA Struve

C. PUBLIC HEARING

None

D. MINUTES TO APPROVE

1. Minutes of the August 1, 2023, 2023 Redevelopment Authority Meeting

Coenen made a motion to approve the minutes of the August 1, 2023 RDA meeting. The motion was seconded by Vanderhyden. The motion carried.

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

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

None

F. DISCUSSION / ACTION ITEMS

1. Land Purchase and Development Agreement by and between the RDA and CMK Properties, LLC – 1133 Oneida Street/Province Terrace (Parcel 7-00001-11)

CDD Schroeder provided an overview of the drafted and presented land purchase and development agreement by and between the RDA and CMK Properties to acquire parcel 7-00001-11, 1133 Oneida Street which substantially was written based upon the terms and conditions outlined within the letter of intent.

General discussion ensued including general terms, assignment, conditions, end value, and timeline.

Coenen motioned to approve the Land Purchase and Development Agreement by and between the RDA and CMK Properties, LLC – 1133 Oneida Street/Province Terrace (Parcel 7-00001-11) as presented. Seconded by Vanderhyden. The motion was approved.

- a. **The RDA may adjourn into Closed Session pursuant to Wis. Statute 19.85(1)(e) or (g): 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 or Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Land Purchase and Development Agreement by and between the RDA and CMK Properties, LLC – 1133 Oneida Street/Province Terrace (Parcel 7-00001-11))**

No Closed Session

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

2. Set Next Meeting

The next meeting was set for October 3, 2023.

G. ADJOURNMENT

Aldersperson Nichols made a motion to adjourn the meeting to closed session at 5:35 PM. The motion was seconded by Vanderhyden. The motion carried.

Minutes respectfully submitted by CDD Schroeder

Co	Account ID	2021 Actuals	2022 Actuals	2023 Budgeted	2023 YTD	2023 Projected	2024 Budgeted	Notes
RDA Budget - Expenditures								
Conservation & Development								
Urban Redevelopment								
Community Development								
Professional Services								
	Legal	501-0304-562.21-01	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00
	Engineering	501-0304-562.21-02	\$2,550.00	\$2,300.00	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00
	Management	501-0304-562.21-06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Recording Fees	501-0304-562.21-08	\$100.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
	Marketing	501-0304-562.21-10	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00
	Development Assistance	501-0304-562.21-11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utility								
	Electricity	501-0304-562.22-03	\$1,645.02	\$1,465.50	\$2,500.00	\$714.72	\$932.07	\$2,000.00
	Water/Sewer	501-0304-562.22-05	\$527.03	\$687.40	\$500.00	\$304.50	\$397.10	\$500.00
	Storm Water	501-0304-562.22-06	\$10,636.87	\$7,133.58	\$7,600.00	\$3,248.70	\$4,236.66	\$7,600.00
Prof Materials & Dues								
	Dues/Memberships/Licenses	501-0304-562.32-01	\$21,571.94	\$18,745.60	\$14,100.00	\$6,631.47	\$7,631.47	\$0.00 *Prorated RDA Share of LPV HOA Comon Area Dues
Capital Outlay								
	Sale of Land	501-0304-562.74-01	\$14,509.28	\$264,727.00	\$60,000.00	\$0.00	\$0.00	\$0.00 *Loss on Sale vs Allocated-DevInc-BldCredit-Closing
			\$51,540.14	\$295,059.08	\$120,700.00	\$10,899.39	\$49,197.30	\$46,100.00
Debt Service-Interest								
Debt Payments								
	Interest	501-0410-571.61-02	\$172,935.00	\$161,076.73	\$148,566.00	\$0.00	\$148,566.00	\$148,566.00

**CITY OF MENASHA
Redevelopment Authority Fund
2016 - 2032 Projections**

	Audited 12/31/16	Audited 12/31/17	Audited 12/31/18	Audited 12/31/19	Audited 12/31/20	Audited 12/31/21	Audited 12/31/22	Projection 12/31/23	Projection 12/31/24	Projection 12/31/25	Projection 12/31/26	Projection 12/31/27	Projection 12/31/28	Projection 12/31/29	Projection 12/31/30	Projection 12/31/31	Projection 12/31/32
ASSETS																	
Cash & Investments	\$ 675,217	\$ 769,008	\$ 700,203	\$ 835,621	\$ 1,828,080	\$ 1,802,071	\$ 2,607,880	\$ 2,632,538	\$ 2,764,160	\$ 2,902,825	\$ 3,052,262	\$ 2,719,821	\$ 2,310,981	\$ 1,906,441	\$ 1,501,902	\$ 1,097,362	\$ 1,097,362
Receivables:																	
Special Assessments - Ponds Lots for Sale	\$ 171,899	\$ 92,099	\$ 6,599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other - Developer Agreements for Lots	\$ 245,000	\$ 210,000	\$ 140,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Received in Following Year	\$ -	\$ -	\$ -	\$ 469,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assets held for resale - Lake Park Villas	\$ 2,464,800	\$ 2,324,800	\$ 2,293,300	\$ 1,984,900	\$ 1,135,900	\$ 1,061,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Assets (2011 Manitowoc Road)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,499	\$ 77,499	\$ 77,499	\$ 77,499	\$ 77,499	\$ 77,499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Assets (Banta Building)	\$ -	\$ -	\$ 57,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Assets	\$ 3,556,916	\$ 3,395,907	\$ 3,197,532	\$ 3,325,021	\$ 2,963,980	\$ 2,941,070	\$ 2,685,379	\$ 2,710,037	\$ 2,841,659	\$ 2,980,324	\$ 3,129,761	\$ 2,719,821	\$ 2,310,981	\$ 1,906,441	\$ 1,501,902	\$ 1,097,362	\$ 1,097,362
LIABILITIES																	
Accounts Payable	\$ 11,286	\$ 14,280	\$ 24,931	\$ 18,232	\$ 1,502	\$ 1,918	\$ 6,380	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due to other governments	\$ 3,900,000	\$ 3,725,960	\$ 3,542,348	\$ 3,348,637	\$ 3,144,272	\$ 2,928,667	\$ 2,701,204	\$ 2,461,231	\$ 2,208,059	\$ 1,940,962	\$ 1,659,175	\$ 1,361,890	\$ 1,048,254	\$ 717,368	\$ 368,284	\$ -	\$ -
Total Liabilities	\$ 3,911,286	\$ 3,740,240	\$ 3,567,279	\$ 3,366,869	\$ 3,145,774	\$ 2,930,585	\$ 2,707,584	\$ 2,464,231	\$ 2,208,059	\$ 1,940,962	\$ 1,659,175	\$ 1,361,890	\$ 1,048,254	\$ 717,368	\$ 368,284	\$ -	\$ -
NET POSITION (DEFICIT)																	
Unrestricted Fund Balance (Deficit)	\$ (354,370)	\$ (344,333)	\$ (369,747)	\$ (41,848)	\$ (181,794)	\$ 10,484	\$ (22,205)	\$ 245,806	\$ 633,600	\$ 1,039,362	\$ 1,470,586	\$ 1,357,931	\$ 1,262,727	\$ 1,189,073	\$ 1,133,618	\$ 1,097,362	\$ 1,097,362
Total Net Position (Deficit)	\$ (354,370)	\$ (344,333)	\$ (369,747)	\$ (41,848)	\$ (181,794)	\$ 10,484	\$ (22,205)	\$ 245,806	\$ 633,600	\$ 1,039,362	\$ 1,470,586	\$ 1,357,931	\$ 1,262,727	\$ 1,189,073	\$ 1,133,618	\$ 1,097,362	\$ 1,097,362
Change in Net Position (Deficit)	\$ (10,827)	\$ 10,037	\$ (25,414)	\$ 327,899	\$ (139,946)	\$ 192,279	\$ (32,689)	\$ 268,011	\$ 387,794	\$ 405,762	\$ 431,224	\$ (112,655)	\$ (95,204)	\$ (73,654)	\$ (55,455)	\$ (36,256)	\$ -
REVENUES																	
Revenues:																	
TIF Admin. Fees paid to RDA for Parcel Admin. <i>(3.0% increase beginning in 2020)</i> 3.00%	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 278,100	\$ 286,443	\$ 295,036	\$ 303,887	\$ 313,004	\$ 322,394	\$ 332,066	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gain on Land Sales - Lot Sales	\$ 120	\$ 4,400	\$ -	\$ 32,531	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Temporary Easement Permit - County LP	\$ -	\$ -	\$ 2,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lot/Land Sales-Banta & Province Terrace	\$ -	\$ -	\$ -	\$ 387,570	\$ -	\$ -	\$ 600	\$ -	\$ 126,847	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc Revenues	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 2,500	\$ -	\$ -	Lot 11 Sale	Prov. Ter. - Lot #2	Prov. Ter. - Lot #3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Developer Assistance Payments from City/TIF #12	\$ -	\$ -	\$ -	\$ -	\$ 127,811	\$ 127,811	\$ 127,811	\$ 127,811	\$ 127,811	\$ 127,811	\$ 127,811	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 270,120	\$ 274,400	\$ 272,200	\$ 690,101	\$ 409,411	\$ 416,754	\$ 423,447	\$ 431,698	\$ 567,662	\$ 550,205	\$ 559,877	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES																	
Development Assistance Costs																	
Development Assistance	\$ 13,916	\$ 3,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loss on Lot Sales	\$ 9,700	\$ 3,393	\$ 27,955	\$ 80,934	\$ 291,646	\$ 14,509	\$ 264,727	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL - Development Assistance Costs	\$ 23,616	\$ 6,585	\$ 27,955	\$ 80,934	\$ 291,646	\$ 14,509	\$ 264,727	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Homeowners Association Membership Dues	\$ 31,500	\$ 35,000	\$ 34,000	\$ 31,612	\$ 27,821	\$ 21,572	\$ 18,746	\$ 8,621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Services	\$ 4,809	\$ 3,474	\$ 991	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Engineering	\$ -	\$ -	\$ -	\$ 28,312	\$ 25,353	\$ 2,550	\$ 2,300	\$ -	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
Recording Fees	\$ 2,205	\$ 448	\$ -	\$ -	\$ 364	\$ 100	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
Marketing	\$ 54	\$ 167	\$ -	\$ 993	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Electricity	\$ 46	\$ -	\$ 11,958	\$ 6,346	\$ 3,759	\$ 1,645	\$ 1,466	\$ 1,000	\$ 2,000	\$ 1,500	\$ 1,500	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Water/Sewer	\$ -	\$ -	\$ 6,489	\$ 5,830	\$ 3,723	\$ 527	\$ 687	\$ 500	\$ 500	\$ 500	\$ 400	\$ 400	\$ 300	\$ -	\$ -	\$ -	\$ -
Storm Water	\$ 4,194	\$ 4,141	\$ 11,293	\$ 13,346	\$ 12,516	\$ 10,637	\$ 7,134	\$ 5,000	\$ 6,000	\$ 5,000	\$ 4,000	\$ 4,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Postage	\$ 23	\$ 48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL - RDA Misc. Expenses	\$ 11,331	\$ 8,278	\$ 30,731	\$ 54,827	\$ 45,715	\$ 15,459	\$ 11,586	\$ 6,500	\$ 44,500	\$ 23,000	\$ 21,900	\$ 21,400	\$ 20,300	\$ 16,000	\$ 16,000	\$ 16,000	\$ -
TOTAL - RDA Expenses, before Interest Expense	\$ 66,447	\$ 49,863	\$ 92,686	\$ 167,373	\$ 365,182	\$ 51,540	\$ 295,059	\$ 15,121	\$ 44,500	\$ 23,000	\$ 21,900	\$ 21,400	\$ 20,300	\$ 16,000	\$ 16,000	\$ 16,000	\$ -
Interest Expense	\$ 214,500	\$ 214,500	\$ 204,928	\$ 194,829	\$ 184,175	\$ 172,935	\$ 161,077	\$ 148,566	\$ 135,368	\$ 121,443	\$ 106,753	\$ 91,255	\$ 74,904	\$ 57,654	\$ 39,455	\$ 20,256	\$ -
Total Expenditures	\$ 280,947	\$ 264,363	\$ 297,614	\$ 362,202	\$ 549,357	\$ 224,475	\$ 456,136	\$ 163,687	\$ 179,868	\$ 144,443	\$ 128,653	\$ 112,655	\$ 95,204	\$ 73,654	\$ 55,455	\$ 36,256	\$ -
Excess of revenues over (under) expenses	\$ (10,827)	\$ 10,037	\$ (25,414)	\$ 327,899	\$ (139,946)	\$ 192,279	\$ (32,689)	\$ 268,011	\$ 387,794	\$ 405,762	\$ 431,224	\$ (112,655)	\$ (95,204)	\$ (73,654)	\$ (55,455)	\$ (36,256)	\$ -
CASH BALANCE PROJECTION:																	
Beginning Cash Balance, January 1st	\$ 501,262	\$ 675,217	\$ 769,008	\$ 700,203	\$ 1,305,121	\$ 1,828,080	\$ 1,802,071	\$ 2,607,880	\$ 2,632,538	\$ 2,764,160	\$ 2,902,825	\$ 3,052,262	\$ 2,719,821	\$ 2,310,981	\$ 1,906,441	\$ 1,501,902	\$ 1,097,362
Total Cash Inflows (from above)	\$ 270,120	\$ 274,400	\$ 272,200	\$ 690,101	\$ 409,411	\$ 416,754	\$ 423,447	\$ 431,698	\$ 567,662	\$ 550,205	\$ 559,877	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Net Changes in Asset/Liability balances	\$ 184,782	\$ 257,794	\$ 140,221	\$ 470,730	\$ 867,270	\$ (2,683)	\$ 1,065,962	\$ (3,380)	\$ (3,000)	\$ -	\$ -	\$ 77,499	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cash Available for Outflows	\$ 956,164	\$ 1,207,411	\$ 1,181,429	\$ 1,861,034	\$ 2,581,802	\$ 2,242,151	\$ 3,291,479	\$ 3,036,198	\$ 3,197,200	\$ 3,314,365	\$ 3,462,702	\$ 3,129,761	\$ 2,719,821	\$ 2,310,981	\$ 1,906,441	\$ 1,501,902	\$ 1,097,362
Total Cash Outflows:																	
Principal Payment - Existing Debt	\$ -	\$ 174,040	\$ 183,612	\$ 193,711	\$ 204,365	\$ 215,605	\$ 227,463	\$ 239,973	\$ 253,172	\$ 267,097	\$ 281,787	\$ 297,285	\$ 313,636	\$ 330,886	\$ 349,084	\$ 368,284	\$ -
Total Expenditures (from above)	\$ 280,947	\$ 264,363	\$ 297,614	\$ 362,202	\$ 549,357	\$ 224,475	\$ 456,136	\$ 163,687	\$ 179,868	\$ 144,443	\$ 128,653	\$ 112,655	\$ 95,204	\$ 73,654	\$ 55,455	\$ 36,256	\$ -
Total Cash Outflows	\$ 280,947	\$ 438,403	\$ 481,226	\$ 555,913	\$ 753,722	\$ 440,080	\$ 683,599	\$ 403,660	\$ 433,040	\$ 411,540	\$ 410,440	\$ 409,940	\$ 408,840	\$ 404,540	\$ 404,539	\$ 404,540	\$ -
Ending Cash Balance, December 31st	\$ 675,217	\$ 769,008	\$ 700,203	\$ 1,305,121	\$ 1,828,080	\$ 1,802,071	\$ 2,607,880	\$ 2,632,538	\$ 2,764,160	\$ 2,902,825	\$ 3,052,262	\$ 2,719,821	\$ 2,310,981	\$ 1,906,441	\$ 1,501,902	\$ 1,097,362	\$ 1,097,362