

**CITY OF MENASHA
Redevelopment Authority
Menasha City Center
100 Main Street, Room 133
October 4, 2022
DRAFT MINUTES**

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Alderperson Nichols, Chairperson Kim Vanderhyden, Kyle Coenen, Matt Vanderlinden, Gail Popp and Bob Stevens.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kip Golden

OTHERS PRESENT: CDD Schroeder, PP Yang, Susan and Richard Carlson (1131 W. Thorn Creek Drive, Hilbert 54129)

C. PUBLIC HEARING

D. MINUTES TO APPROVE

1. **Minutes of the September 13, 2022 Redevelopment Authority Meeting**

Chair Vanderhyden made a motion to approve the minutes of September 13, 2022 RDA meeting. The motion was seconded by Coenen.

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

CDD Schroeder and Gail Popp provided an update to the RDA in regards to the Lake Park Villas available residential lands. Cypress executed on their option for all five lots along the South side of Georgetown Place matching the single \$34,000 offer for the single lot. Another lot closed last Friday, September 30th and there are currently two lots with accepted offers closings expected by the end of the month and one pending offer. That leaves five lots left with potentially having an offer on one lot or having an offer for all five lots which will be discussed further under Item 2.

2. **Offer to Purchase – Carlson Contracting – Lots 22R, 71, 72, 94, and 112.**

a. **Draft Land Purchase and Development Agreement by and between Carlson Contracting and The Redevelopment Authority of the City of Menasha**

CDD Schroeder said that Ms. Carlson of Carlson Contracting has put in an offer letter to purchase all five lots. The offer is to purchase the lots at \$24,500 each, Carlson Contracting will pay all the closing costs and develop each lot within 3 years. One of the lots is next to an outlot which Carlson Contracting will be requesting to purchase from the Homeowners Association (HOA), do a certified survey map to combine both lots and will do additional plantings on the outlot. If the RDA accepts this offer, CDD Schroeder will bring to the HOA Board on Monday for their approval.

Action item 3 was also discussed as the RDA could not accept both the offer by Carlson Contracting and by Eric and Michelle Kelley for Lot 71.

Ald. Nichols made a motion to approve a land purchase and development agreement including the terms provided within by and between The Redevelopment Authority of the City of Menasha and Carlson Contracting for the purchase and development of Lots 22R, 71, 72, 94 and 112. The motion was seconded by Coenen. The motion carried.

3. Offer to Purchase – Eric and Michelle Kelly – Lot 71 (909 Clover Court)

Gail Popp presented the offer for Lot 71. She said there was a bump clause where the buyers would have to sell their house first and work with their builder to get a plan approved by the HOA. There is not date or deadline when that would happen.

Chair Vanderhyden made a motion to reject the offer from Eric and Michelle Kelly on Lot 71. The motion was seconded by Ald. Nichols. The motion carried.

4. Draft Request for Proposal - Vacant Banta Parking Lot South of Ahnaip Street (477 Ahnaip Street)

CDD Schroeder presented the draft for the Request for Proposals (RFP) for the vacant Banta parking lot. General discussion of the specifics of the RFP were discussed.

Members of the RDA wanted to make the following changes to the RFP:

1. Remove the parking in the rear
2. Remove the minimum of 8 units reference
3. Add in “enclosed parking”
4. Add in the Development Goals, how the developer plans to meet the housing needs

Chair Vanderhyden made a motion to release the RFP with the changes the RDA requested in mid-October and having a mid-November deadline. The motion was seconded by Coenen. The motion carried.

5. Brownfield Advisory Committee – US EPA Brownfield Site Assessment Grant Update

CDD Schroeder gave an update on the status of the EPA Brownfield Grant. He said that they will be starting a Brownfield Site Inventory on Water Street. This is just a window survey, looking through historical aerials, and determining if any properties need further investigation that may need to be looked into further for phase 1 and phase 2. Additional information will be compiled for the Lawson Canal Development, the Gilbert Site and the former Becher Electric Building.

6. 2023 Proposed Redevelopment Authority Budget

CDD Schroeder said that this budget draft will be approved here before going to Council. The 2023 budget will be using some engineering budget to do a certified survey map for the Banta parking lot. He also mentioned that if all lots are sold by the end of October, by this time next year, there will be no more HOA membership dues.

Ald. Nichols made a motion to approve the 2023 Proposed Redevelopment Authority Budget. The motion was seconded by Stevens. The motion carried.

7. Set Next Meeting

The next meeting was set for November 1, 2022.

G. ADJOURNMENT

Chair Vanderhyden made a motion to adjourn the meeting at 6:38 PM. The motion was seconded by Ald. Nichols. The motion carried.

Minutes respectfully submitted by PP Yang.