

**CITY OF MENASHA  
Redevelopment Authority  
Menasha City Center  
100 Main Street, Room 133  
August 1, 2023  
MINUTES**

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**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, and Kip Golden.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Alderperson Nichols and Gail Popp

OTHERS PRESENT: CDD Schroeder

**C. PUBLIC HEARING**

None

**D. MINUTES TO APPROVE**

**1. Minutes of the June 6, 2023, 2023 Redevelopment Authority Meeting**

Coenen made a motion to approve the minutes of the June 6, 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. Letter of Intent to Purchase – 1133 Oneida Street (Parcel 7-00001-11)**

CDD Schroeder provided an overview of the drafted and presented Letter of Intent by CMK Properties to acquire parcel 7-00001-11, 1133 Oneida Street, from the RDA. The terms were generalized as follows: purchase price of \$126,847.00; deposit of \$10,000; 120 day contingency period with up to two 30 day extension with an additional deposit of \$5,000 for each extension; closing shall take place 30 days after closing; intent is to develop the property into traditional retail.

Schroeder provided further detail, generalizing conversations with the realtor and the developer that the estimated size of the retail development would be roughly 9,000 to 11,000 square feet. This would be a permitted use and scalable to the property to which the RDA has discussed in the past with other interested parties. Similar to all developments, a land purchase and development agreement would be brought back to the RDA for their full review and consideration upon the execution of a Letter of Intent including standard RDA language.

Buechler motioned to execute the Letter of Intent as presented and direct staff to bring back a Land Purchase and Development Agreement as generally outlined in the Letter of Intent for further consideration. Motion was seconded by Vanderlinden. The motion was approved.

- 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 (Letter of Intent to Purchase – 1133 Oneida Street (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 tentatively set for August 29, 2023. Director Schroeder noted this date may be pushed back depending on when the RDA and Developer would finalize a purchase agreement.

**G. ADJOURNMENT**

Golden made a motion to adjourn the meeting to closed session at 5:40 PM. The motion was seconded by Vanderlinden. The motion carried.

*Minutes respectfully submitted by CDD Schroeder*