

**Village of Sherwood Community Development Authority Meeting Minutes
January 24th, 2024**

- 1) Call to Order/Roll Call. – *Chairperson Laux called the meeting to order at 6:30 pm with roll call:*

Present

Cheryl Dewing

Jack Kruse

Tony Genisot

Joyce Laux

Todd Thiel

Tom Vande Hey

Jeff Zuleger

Absent

None

Others Present

Nick Halbach, Clerk-Treasurer

Sadie Slotke, Deputy Clerk

Mike Kaster, Cedar Corp.

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Vande Hey moved to approve the agenda. Thiel seconded. Motion carried without dissent.***
- 4) Approval of Minutes: November 22, 2023. – ***Kruse moved to approve the minutes of the 11-22-23 meeting. Dewing seconded.***

Commissioner Genisot questioned how the Reserve at High Cliff passed after being voted down by the CDA earlier in November. He added the Village Board has a rule noting the same agenda item cannot be put back on the agenda for another six months. Genisot added the info submitted by Boris that changed came from feedback from former administrator Friday that came out of closed session.

Motion carried. Genisot – Nay.

- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report. – Nothing new to report.
- 7) Treasurer’s Report.

Clerk-Treasurer Halbach noted the treasurer’s report provided in the packet is updated for the 2024 budget, noting the transfer of the former Condon Road money showing as future revenue for the CDA budget.

Halbach also noted he made a mistake in the creation of the agenda, stating the Reserve at High Cliff deserved at least an Old Business agenda item for purpose of providing an update to the CDA about the progress of a developer’s agreement and the financial terms with Ehlers. He noted the feedback from Ehlers was positive as the only factor the has potential to change would be the discussion if the 12% of tax increment staying with the Village would be enough

for the expanse of infrastructure for the project. Halbach added that would be discussed in a developer's agreement.

Halbach noted he initially sent over Jim Boris's proposed developer's agreement to the Village's legal counsel in December, but noted there has been quite a lot going on now from a legal perspective in the Village. Commissioner Genisot noted the Village had a meeting Monday night with a potential candidate for the administrator role that would normally be handling this process. He added there will be another meeting the following Monday to interview more potential candidates. Commissioner Thiel advised potentially reaching out to a third party to keep the process moving.

Developer Jim Boris suggested a third party firm from his recent development with the city of Kaukauna as the city reached out to an outside source to draft their developer's agreement. In responding to a question from Chairperson Laux, Engineer Kaster noted Cedar Corp had met with former administrator Friday in the past to discuss the architectural and engineering aspects of a developer's agreement. Boris commented he would not spend any more money on drawings for the project until he feels comfortable that the board is moving forward with the project. Thiel advised Halbach to build a team to help move the process forward, noting Cedar Corp, Laux, Village's legal counsel, and a potential third party legal counsel should all be involved.

8) Old Business:

a. *Design Charette:* Discuss options or parameters of potential charette.

Engineer Kaster of Cedar Corp noted he was looking for clarifications on what the CDA wants out of a potential charette. He mentioned the Village has had four previous downtown plans, and added he would like to avoid repeating the same processes from previous studies. Commissioner Dewing suggested working with previous plans to make amendments to account for new challenges and opportunities. Commissioner Genisot noted he envisioned the charette as a tool to get input from residents, but added the Village currently has a lot of input from the recent Village survey and past studies.

Kaster noted he would advise the CDA wait until there is an administrator in place before moving forward with a charette, as the Village has received feedback from Mary Kohrell commenting that a charette would not be the best use of resources. Commissioner Vande Hey stressed the need for the next administrator to be the lead cheerleader for the Village, and be someone who can properly market Sherwood with the great opportunities the Village has available to developers.

Dewing noted the CDA should reach out to developers for the downtown area to generate more interest. Vande Hey stated when Roger Kaas was chair of the CDA, he sent out 30-35 letters to potential developers to market Village properties for development. Genisot noted when something happens, more attention comes to the Village, which increases the opportunity for a developer to be interested. Commissioner Thiel stressed the importance

of the CDA being willing to provide financial incentives to developers as the market will continue to be competitive between municipalities to attract prospective developers.

9) New Business:

a. *Asbestos abatement proposals.*

Deputy Clerk Slotke noted the RFP went out to four companies, and that each of the submittals were apples to apples comparisons. She noted she reached out to Environet to confirm the breakdown of their submission as they were the only firm that did not officially have a breakdown. Slotke noted she only included a memo in the packet for the CDA meeting, but has a full submittal from each company, as some CDA members were surprised that information was not included in the packet. Commissioner Thiel noted he trusts Slotke's feedback if the bids are final. Commissioner Zuleger noted the CDA should go with the low bid if they provide the same service. Slotke added the abatement will take place in February with the final razing of the building taking place in March or April.

Kruse moved to go with Environet for the asbestos abatement at the former Mueller property after checking references. Zuleger seconded. Motion carried without dissent.

b. *Request to purchase door from former Stumpf garage (Wnek).*

Chairperson Laux noted she was approached by an interested party who wished to keep the door on the garage to preserve a piece of history. Commissioner Genisot suggested having the party sign a hold harmless agreement to avoid any liabilities. Zuleger noted DPW staff should remove the door before the interested party takes the door.

Vande Hey moved to allow resident to have the door. Dewing seconded. Motion carried without dissent.

10) Correspondences. None

11) Adjournment.

Seeing no other business on the agenda, Laux adjourned the meeting at 7:38 pm.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.