

Village of Sherwood Community Development Authority

Agenda

Wednesday, January 24, 2024 – 6:30pm

Sherwood Village Hall – W482 Clifton Rd., Sherwood, WI.

To 'join' the meeting at 6:30pm via Webex: Go to the Village home page at www.villageofsherwood.org. The Webex meeting link is located in the upper right-hand side of your computer screen. You may print or save a copy of the complete meeting packet.

Join via telephone (without video): Tel #: 1-408-418-9388. Access Code: 628 186 722# Attendee ID: 51#

- 1) Call to Order/Roll Call.
- 2) Pledge of Allegiance.
- 3) Approval of the Agenda.
- 4) Approval of Minutes: November 22, 2023.
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer's Report.
- 7) Treasurer's Report.
- 8) Old Business:
 - a. *Design Charette:* Discuss options or parameters of potential charette.
- 9) New Business:
 - a. *Asbestos abatement proposals.*
 - b. *Request to purchase door from former Stumpf garage (Wnek).*
- 10) Correspondences. None
- 11) Adjournment.

Welcome to the Community Development Authority Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the rear of the room.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Board Members during their deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the CDA meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance should be made to the Clerk (989-1589).

Community Development Authority Meeting Minutes

November 22nd, 2023

- 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

Joyce Laux

Todd Thiel

Tom Vande Hey

Absent

Tony Genisot

Jeff Zuleger

Others Present

Nick Halbach, Clerk-Treasurer

Sadie Slotke, Deputy Clerk (virtual)

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Thiel moved to approve the agenda. Kruse seconded. Motion carried without dissent.*
- 4) Approval of Minutes: 10-25-23 and 11-1-23. – *Kruse moved to approve the 10-25-23 meeting minutes. Dewing seconded. Motion carried without dissent. Thiel moved to approve the 11-1-23 meeting minutes. Vande Hey seconded. Motion carried without dissent.*
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer's Report. – *Nothing new to report.*
- 7) Treasurer's Report.

Clerk-Treasurer Halbach gave a brief update regarding the treasurer's report, as he noted the CDA earned a few extra dollars in interest this year, while the FY2024 Budget was formally approved by the Village Board.

- 8) Old Business:

A. *The Reserve at High Cliff (Boris):* Revised proposal and TIF request of proposed 104-unit, luxury, independent-living community across from Village Hall.

Jim Boris noted he submitted a revised proposal for The Reserve, with the main change being a reduction of his TIF request from 100% to 88% of the increment generated by the development. Also, Boris noted the previous request of a three-year extension to TID #2 remains with the new proposal. Boris noted the Village would retain approximately \$750,000 in net tax increment compared to \$0 from the previous proposal. Travis Dudovick noted that he and Boris would have been willing to negotiate in a closed session as they want to satisfy the CDA's concerns to keep the project moving forward.

Commissioner Thiel noted the process of approvals is an imperfect one, but added negotiations happen at an administrative level instead of in front of the group in a closed

session. He added the CDA tries to make determinations based on the material presented for that meeting.

B. *Post Office Lease: Update.*

C. *Design Charette: Review data from previous charette (SEH).*

Clerk-Treasurer Halbach noted he went back to documents from 2014 to review the work performed by SEH leading up to the downtown master plan. He noted there was a charette held, but most of the documentation from SEH's presentations discussed prior resident meeting held earlier in the process.

Thiel commented the survey results from the Village survey as well as the results from 2014 can be utilized to find a better way to collect feedback. He noted from Calumet County Economic Development Coordinator Mary Kohrell's feedback that a charette may not be the way to proceed. Commissioner Kruse suggested revisiting the topic at the CDA's January meeting.

9) **New Business:**

A. *Sherwood Assisted Living & Memory Care and High Cliff Apartments (Boris): Proposal and TIF request for affordable 55+ active adult rental community.*

Jim Boris noted he listened to the feedback from previous CDA meetings, and noted the survey results asked for more affordable senior housing and assisted living options. He noted both the assisted living facility proposed and the proposed apartments would include memberships to the clubhouse of the Reserve. In responding to a question from Commissioner Thiel, Boris noted Commercial Horizons had terminated their purchase contract with the land owner, and that he now has a contract with the land owner.

Commissioner Kruse commented that the schedule of building in August of 2024 and occupying the properties by January of 2025 seemed rather fast to which Boris noted he will continue to be present to keep the project moving forward. Thiel noted the developer's agreement is where the rubber truly meets the road as the CDA has to approve it before the Village Board.

Boris noted the assisted living facility would consist of 70 beds across 56 rooms which would be operated by American Health Care Group, which has 30 year experience at 12 different properties across the country. Boris added the rooms would be of the social model where each room is basically just the bedroom with separate common living areas with a 24/7 nursing staff. He also noted the apartments would consist of 36 units in a three story building with detached parking garages.

When questioned by Kruse, Boris noted the project will be financed as a separate project from the Reserve while both projects will be taking place at the same time. He explained in Wisconsin it is far easier to finance two separate projects instead of one mega-project.

Boris noted his desire to complete both projects at once, as it would add approximately 70 to 80 million dollars' worth of value to the Village. When pressed by Thiel regarding priority of projects, Boris indicated that he believes in the ability of both projects independently, and opined the CDA should do what they feel is appropriate for the Village.

Commissioner Vande Hey noted he is pleased to see that Boris was able to incorporate some cheaper rents compared to those previously proposed in the Reserve project. He also noted his appreciation of Boris for keep coming back and listening to the feedback of the CDA.

- B. *50/50 Matching Grant Program: Consider reimbursement for ROK LLC for their property build out. (\$5,000).*

Thiel moved to approve reimbursement for ROK LLC for \$5,000 as requested. Kruse seconded. Motion carried without dissent.

- 10) Correspondences:

A. *Design Charette Feedback (Kohrell, Nov 6).*

- 11) *Closed Session: Consider Development proposals and funding requests: The Reserve at High Cliff (104-unit luxury, independent-living community), and Sherwood Assisted Living & Memory Care and High Cliff Apartments (affordable 55+ active adult rental community). Request 3-year extension of TIFD #2 and Pay-Go financing supporting proposed independent-living facilities (across from Village Hall & adjacent to Community Center). Note: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.*

Thiel moved to enter closed session at 7:23 pm. Dewing seconded. Motion carried without dissent.

- 12) *Open Session: The Board may act on any item discussed in Closed Session.*

Kruse moved to enter open session at 7:56 pm. Vande Hey seconded. Motion carried without dissent.

Thiel moved to contingently approve Sherwood Assisted Living & Memory Care and High Cliff Apartments contingent upon TIF financing, formal renderings or plans that identify workmanship and quality of product, and completion of a developer's agreement. Vande Hey seconded. Motion carried without dissent.

Thiel moved to contingently approve The Reserve at High Cliff contingent upon TIF financing, formal renderings or plans that identify workmanship and quality of product,

and completion of a developer's agreement. Vande Hey seconded. Motion carried without dissent.

13) *Adjourn*

Seeing no other business, Laux declared the meeting adjourned at 7:58 pm.

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

**Village of Sherwood
Economic Development Resources
1/24/2024**

Current available cash as of 1/24/2023

TIF #2 and 3 \$ 413,583

	Approved Budget	YTD Transactions	Committed	Running Balance
Revenue				
Increment	\$ 48,170			
State Grants	\$ 3,018			
Interest Income	\$ 700			
Transfer from Condon Road	\$ 244,538			
Expenses				
Administrative	\$ 50,793	\$ 7,337.71		\$ 43,455.29
Principal on Debt	\$ 51,503			\$ 51,503.00
Interest on Debt	\$ 644			\$ 644.00
Capital Outlay	\$ -			\$ -
Construction/Razing	\$ 30,000	\$ 101.23		\$ 29,898.77
Conservation/Development	\$ 20,000			\$ 20,000.00
Stormwater Engineering	\$ 15,000			\$ 15,000.00
Stormwater Capital Expense	\$ 100,000			\$ 100,000.00
50/50 Matching Grant Program	\$ 50,000			\$ 50,000.00
Year End 2023		\$ 7,438.94		\$ 310,501.06

Current	
Beginning Cash FY 2024	\$ 413,582.78
Revenues	\$ -
Expenses	\$ 7,438.94
Current Cash 1/24/2024	\$ 406,143.84

Projected (Detailed Above)	
Beginning Cash FY 2024	\$ 413,582.78
Revenues	\$ 296,426.00
Expenses	\$ 317,940.00
Cash Year End 2024	\$ 392,068.78

**Village of Sherwood
50/50 Matching Grant Program**

		Released Funds	Approved Funds
2015			
Sherwood Animal Hospital	Dental suite	\$ 10,000.00	
Granary Supper Club	Interior remodeling	\$ 10,000.00	
Castle Square Condo Association	Resurface parking lot	\$ 1,771.00	
Friends of High Cliff State Park	Sherwood Business Brochure	\$ 2,339.99	
Sherwood Elevator	Resurface parking lot	\$ 10,000.00	
2016			
Head Insurance	Pylon sign	\$ 7,239.13	
Froggs Ice Cream	Solar panels	\$ 3,376.00	
Hilltop Investors/High Cliff Studio	Roof	\$ 10,000.00	
Granary	Partial resurface parking lot	\$ 222.22	
2017			
High Cliff Public Golf Course	Pro Shop upgrade	\$ 5,661.71	
Friends of High Cliff - Paul Preissner	Sherwood books publication	\$ 315.87	
Absolute Wash	Strip and sealcoat drive	\$ 2,462.00	
Castle Square Condo Association	Roof replacement	\$ 10,000.00	
Lugnuts Bar & Grill	Asphalt parking lot	\$ 10,000.00	
Corey Feller Golf Academy	Academy building	\$ 10,000.00	
2018			
Absolute Wash	Garage door	\$ 2,497.00	
High Cliff Public Golf Course & Event	Re-asphalt parking lot	\$ 10,000.00	
Froggs Ice Cream	Parking lot & landscaping	\$ 8,000.00	
2019			
MT Solution Services	Interior improvements	\$ 10,000.00	
Frogg's Ice Cream	Widening of Driveway	\$ 3,210.50	
2020			
Dick's Family Foods	Storm Water Remediation	\$ 10,000.00	
2021			
MT Solution Services	Drive-thru amenities	\$ 10,000.00	
Mud Creek Coffee	Coffee Shop Equipment	\$ 10,000.00	
Frogg's Ice Cream	Solar Panels	\$ 4,575.00	
Christ the King Lutheran Church	Sign Replacement	\$ 4,867.50	
2022			
St. John Sacred Heart Parish	Sign Replacement	\$ 10,000.00	
2023			
High Cliff Properties	Central Air Addition	\$ 2,300.00	
KOR LLC	Property Build Out	\$ 5,000.00	
High Cliff Golf & Event Center LLC	Greens Mower		\$ 10,000.00
Total Funds Disbursed (program to date)		\$ 183,837.92	
Funds Available as of January 24th, 2024			
2024 Budget		\$ 50,000.00	
Funds Approved in 2024		\$ -	
Funds Disbursed in 2024		\$ -	
Projected Amount Remaining		\$ 50,000.00	

Clerk Treasurer

From: Mary Kohrell <mary.kohrell@gmail.com>
Sent: Monday, November 6, 2023 10:36 AM
To: Randy Friday
Cc: Jason Pausma; Clerk Treasurer
Subject: Re: Sherwood: Design Charette.

Hi Randy,

I appreciate the offer, but I would not have the skills to facilitate an actual design charette. Additionally, I'm still working part-time at East Central and that's keeping me plenty busy.

As an addendum, I am not sure I understand the benefit of holding a design charette at this time considering you have an active community survey, and given there was at least one active downtown developer who has subsequently declined to move ahead with their project in the village. From my experience, private developers generally have more experience knowing the design and pro forma/financial expectations of their project than the public. A better alternative in this tight development market might be to garner community input to an active development proposal, realizing that the public may not be the most informed decision-makers, and that sometimes appointed and elected bodies need to use good judgement and counter public opinion.

Mary

On Mon, Oct 30, 2023 at 11:34 AM Randy Friday <administrator@villageofsherwood.org> wrote:
Good Morning Jason (and Mary),

Thanks for getting back to us. We will pass the below info along to our CDA.

Mary,

If you have any interest in coordinating a charette-style activity (in which our CDA Board Members would potentially staff individual stations and activities), you know how to reach us.

In the event we don't hear from you, I will assume you are happily content in your 'post-work' life !

And, 'Thank You' for all the time and effort you previously invested in Sherwood and the other Calumet County communities.

- Randy

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Jason Pausma <Jason.Pausma@calumetcounty.org>
Sent: Monday, October 30, 2023 10:31:49 AM
To: Randy Friday <administrator@villageofsherwood.org>
Cc: Clerk Treasurer <clerk-treasurer@villageofsherwood.org>; Mary Kohrell <mary.kohrell@gmail.com>
Subject: RE: Sherwood: Design Charette.

Good Morning Randy,

Thanks for reaching out, if you are asking if I would lead a design charette for the Village of Sherwood, that is not something that I would feel comfortable or qualified leading. I'm copying Mary on this as well as I did forward your email on to her as well. I don't want to speak for her, but based on the conversation I had with her, it sounds like that is not something that she would be available to do.

I'd be happy to recommend a few other consultants besides Cedar Corp, which I saw on the agenda you sent me, such as Andrew Dane, owner of Neighborhood Planners, or Kristen Fish-Peterson, owner of Redevelopment Resources, or Diane Lupke of Lupke Associates. I think they would both do an excellent job if that is the direction the CDA wants to take.

Let me know if you'd like me to make any introductions to either Andrew, Diane, or Kristen.

Thank you,

Jason Pausma
Economic Development Director
Department of Administration



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From: Randy Friday <administrator@villageofsherwood.org>
Sent: Friday, October 27, 2023 2:32 PM
To: Jason Pausma <Jason.Pausma@calumetcounty.org>
Cc: Clerk Treasurer <clerk-treasurer@villageofsherwood.org>
Subject: Sherwood: Design Charette.

**** This message was sent from an external source. ONLY open attachments or click on links from known senders.

Hello Jason,

In my past several, several yrs. in Sherwood, on a few occasions we have used the talent of the Economic Development person (previously Mary Kohrell back in the day) for leading a local discussion and/or facilitating a topic of interest. This was essentially done when Mary worked through the UW system and before Cal. County had its own Econ. Dvlp't position.

The *Community Development Authority* would like to help facilitate a 'Future Sherwood Design Charette' and is wondering if you, and/or Mary if she is still doing this type of 'side gig' would have interest or availability to discuss this and how we could facilitate some local inspiration- and fact-finding through interacting with our local population on what they feel are some essential 'good' and 'bads', next steps, etc. for the Village as we continue to grow.

Any thoughts you have are appreciated. And, please forward this along to Mark K. if you still have contact with her.

Thanks, and have an excellent weekend.



- Randy



MEMO

FM: Sadie Slotke, Office Coordinator/Deputy Clerk

TO: CDA

RE: Mueller Property

Date: 1/15/2024

The asbestos abatement RFP was sent to four companies. The RFP included a copy of the asbestos inspection report. Four proposals were received, as follows:

DJK Environmental: \$18,660

Badger Environmental: \$13k-16k (depending on disposal option of garage roof).

Environet, Inc: \$10,300

Asbestos Removal, Inc: \$69,619

Office Coordinator

From: Joyce Laux
Sent: Wednesday, December 27, 2023 10:32 AM
To: Office Coordinator
Subject: Fwd: Old Stumpf Garage

Hi Sadie,
Can you include this in CDA next meeting packet please.
Thanks,
Joyce

Sent from my iPad

Begin forwarded message:

From: phwslw@aol.com
Date: December 26, 2023 at 12:59:15 PM CST
To: Joyce Laux <JLaux@villageofsherwood.org>
Subject: Old Stumpf Garage

Hi Joyce,
My name is Patrick Wnek. We meet a couple of weeks ago at the front desk lobby of the Village Hall. I have been very interested in saving the old Stumpf garage but it now appears that my dream will be ending.
So, I have a special request to you to purchase the old outside personnel door on the front of the building.
I am willing to pay the village \$50 for the door. This will permit me to save a small part of the building.
If I have your approval, I can remove it immediately or at any time before demolition begins.
Or if you prefer, your demolition crew can do it if they are careful and do not damage it in any way.
When will the demolition begin?
Thank you for your consideration,
Patrick
920-989-1218