

## **Village of Sherwood Community Development Authority Minutes Feb. 27, 2019**

- 1) Call to Order/Roll Call: Chairman Roger Kaas called the meeting to order at 6:30 pm. Roll call verified members present included; Jack Kruse, Cheryl Dewing, Tom Vande Hey, Todd Thiel, and Steve McGrath. Committee member David Miller was absent. Also in attendance was Thad Majkowski and Patrick Beilfuss of Cedar Corporation, Village Administrator Randy Friday, and Clerk/Treasurer Jo Ann Lesser. There were approximately seven audience attendees.
- 2) Pledge of Allegiance: All those in attendance recited the Pledge of Allegiance.
- 3) Approval of the Agenda: Member Thiel made a motion to approve the agenda. Member Dewing seconded the motion. Motion carried, 6-0.
- 4) Approval of Minutes: Nov. 28, 2018: Member Vande Hey made a motion to approve the minutes as presented. Member Thiel seconded the motion. Motion carried, 6-0.
- 5) Registered Citizen Comments on Agenda Items: None
- 6) Presentation: *Master Plan for Historic Downtown Re-Development* (Cedar Corp.): Chairman Kaas explained that a conceptual plan was created when the village master plan was created about 5 years ago. Kaas further explained that the committee felt that further detail was needed and decided to contract with Cedar Corporation to complete the task. Thad Majkowski stated for clarification when splitting a property the state allows up to 4 splits to be completed by certified survey map, 5 parcels or more are required to have a subdivision plat created which then needs to be approved by the state as well as by the village. Majkowski also indicated the setbacks are less stringent when the split is completed by the CSM versus when a plat is required. Majkowski stated the setback can be at the right-of-way mark versus a 50 foot setback as required for plats. It was mentioned that the plan would be to create larger lots and use the CSM process but Majkowski cautioned to check with legal counsel on the rules and regulations regarding the number of CSM's can be done on a property in a certain amount of time.

Administrator Friday indicated a conversation was held with the village's legal counsel concerning this issue and stated there is more leniency in the process compared to years past.

Patrick Bielfuss of Cedar Corporation informed the committee that a meeting was held with the Wisconsin Department of Transportation (WDOT) and was given a list of items needing to be changed on the conceptual plan. The plan in the packet on page 10 is what was discussed with the DOT, they had issues with the number of access points to WI 55/114, they suggested creating the access at Military Road and Harrison Street to the south be a one-way with exit to the highway and the Harrison Street and Veterans Avenue be the inlet from WI 55/114, so the map on page 14 of the packet became the culmination of those changes. Bielfuss showed on the map the areas of green space and parking areas. Parking is an issue, there needs to be 1 stall for every 250 feet, the area does not offer enough space to accomplish this, however there is on-street parking sites available on Clifton Road. The lot sizes are unusual, small ones are 30 x 40 and the large ones are 60 x 40. There was an effort to create as much space to the interior to allow for outdoor seating, there is a need for semi-trucks to get into the interior especially for the Amazon deliveries to the post office.

The WDOT did indicate an area on Veterans Avenue by the bump outs that could be marked for loading/unloading as well. The interior area is showing two ingress and egress options, this can be changed to control traffic by making them one-way.

Bielfuss pointed out a traffic circle which is similar to a round-about, only smaller, at the area of Clifton Road and Harrison Street, this was included to help slow traffic. The traffic circle is 12 feet across and allows for this area to be utilized for show casing flags, landscaping or trees.

Bielfuss informed the committee about the interior not only allows for outdoor seating areas for the businesses, but includes bike parking and even bike fix-it stations that actually have tools and a tire pump suspended from cable to allow a person to fix minor problems with their bikes. Bielfuss felt that this would be a great benefit with the parks nearby. An option could be to include public restrooms or a drinking fountain that allows for the filling of water bottles as well.

Installing concreted areas as well as the green spaces but also looking at options of adding overhead covering that allows light in but also provides shade.

Chairman Kaas questioned if there is enough space for the post office to expand, it was indicated there would be to the south or west sides of the building.

Bielfuss stated to make this concept work, the south loop of Harrison Street, would require land acquisition, but also stated that this is not something that needs to be taken care of immediately.

Bielfuss stated that refuse and recycling issues for this concept have not been addressed but could be considered at a future time.

Chairman Kaas questioned about the capabilities of drive-thru options for a possible coffee shop or restaurant. Bielfuss indicated an area on Harrison Street before the traffic circle might benefit from this option. Kaas also questioned if the schematic would be revised with the changes, it was confirmed that a new drawing would be completed.

Dewing questioned the option of doing a two-story building and compared it to the public market in Milwaukee.

No Decision was made on this item.

- 7) Officer's Report: Chairman Kaas gave an update on the Condon Road extension, stating there was a meeting with J & E Construction discussing the stormwater pond and special assessments. They are still reviewing their options.
- 8) Old Business:
  - a) *Finance holdings & history*: The financials were reviewed. It was noted that Mr Genisot wanted to attend tonight's meeting to present for his grant, but due to a full agenda it was decided that he come to next month's meeting.

- b) *Shenanigans Raze Update:*
    - i. Inspection/Reporting. Complete: Administrator Friday signed off to begin work on the tank. Engineer Majkowski has been contacted by the WDNR after completing phase one and was given permission to continue and begin phase two. The extent of the contaminated area needs to be determined.
    - ii. Asbestos Remediation. Complete.
    - iii. Building razing: Fuel tank site remediation (in progress).
  - c) *50/50 Grant Match Program:* Consider award criteria modification(s): Chairman Kaas presented the revised 50/50 Grant Match program guidelines. Member Thiel questioned on the second page under Matching Grant Funds Awarded After Completion of Project and Supporting Documentation section, replacing the proposed verbiage with the original verbiage from the guideline, Thiel felt that the proposed wording was confusing. Administrator Friday suggested that the sentence be removed completely and just state “upon completion of the project, a brief closing document be submitted for approval by the CDA, also having an acceptable building inspection report” in order for the funds to be released. Chairman Kaas also noted that he did not feel there should be a maximum amount awarded, he felt an applicant is being penalized, he further emphasized he would not support a maximum award for applicants. Member Vande Hey made a motion to accept the guidelines as revised including the change made at the meeting with regards to requiring a closing statement and building inspection report approved by the CDA before funds are distributed. Member Thiel seconded the motion. Motion carried, 5-1.
- 9) New Business:
- a) *Contract for Services – Fuel tank site soil assessment in advance of potential remediation (Shenanigan’s):* Consider/Award bid for site analysis (\$10,400 – \$11,350; Cedar Corp.): This item was discussed under item 8.
- 10) Correspondences:
- a) *50/50 Grant Match Program; Golf cart community* (Dec. 28; Kruse): Member Kruse brought the idea of making Sherwood a golf cart community, he mentioned there are some already in use within the village. Member Thiel stated that Hilbert just created legislation with regards to allowing golf carts and there is a permitting process through village hall. Kruse felt that by allowing this mode of transportation it plays into the recreational side of the village. There were concerns listed in regards to the size of the roadways with the additional vehicles, but also a big concern for the golf carts to be on the paths where they are not wanted. Administrator Friday reminded the committee that this would be a village board decision, the committee does not have the authority to decide. No decision was made on this item.
  - b) *Hazardous Waste Remediation (fuel tank) process* (Feb. 6; WisDNR): In progress, however the weather is not cooperating and is delaying the project.
  - c) *Request to work with Village remediating Shenanigan’s site* (Feb. 8; METCO): Engineer Thad Majkowski and Administrator Friday both agreed the company found out about the project through the state most likely and is reaching out to obtain the work. This part of the project will be bid and they will have their opportunity at that time.
- 11) Closed Session: Chairman Kaas read the following statement: *Consider Property and business (re-)development in TIDs #2 and #3:* 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. Member Thiel made the motion to go into closed session at 8:25 pm. Member Vande Hey seconded the motion. Motion carried, 6-0.

The committee adjourned in closed session at 8:35 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC  
Clerk/Treasurer