

Village of Sherwood Community Development Authority Meeting Minutes
May 23, 2018

- 1) Call to Order/Roll Call: Kaas called the meeting to Order at 6:30 p.m. with Roll Call:

Present:

Roger Kaas; Chairperson
Cheryl Dewing
Steve McGrath
David Miller
Tom Vande Hey

Absent:

Tom Boll, excused
Todd Thiel, excused
Randy Friday, excused

Others present:

Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance. – recited.

- 3) Approval of the Agenda.

McGrath moved to approve the agenda as presented. Vande Hey 2nd. Motion carried unanimously.

- 4) Approval of Minutes:

- a. April 25 (Regular Meeting).

Vande Hey moved to approve the minutes of the regular meeting of the Community Development Authority of April 25, 2018 as presented. Dewing 2nd. Motion carried unanimously.

- b. May 10 (Special Meeting).

Vande Hey moved to approve the minutes of the special meeting of the Community Development Authority of May 10, 2018 as presented. McGrath 2nd. Motion carried unanimously.

- 5) Registered Citizen Comments on Agenda Items.

- 6) Officer's Report: Chair.

Kaas reported with recent developments considered by the Authority that there is a need to update the village building standards. Kaas stated he spoke with the Plan Commission Chairman about incorporating a joint Plan Commission/Community Development Authority Ad hoc committee to find out how to proceed. Kaas suggested a review of the Master Plan should be done by all in the Authority. Kaas requested to agendize the topic.

- 7) Old Business:

- a. *Finance holdings & history:* Update (Clerk/Treasurer).

Williams presented the monthly reports with updates. Kaas questioned if the revenues from the property auction were included. Williams responded that it was included in the cash numbers. Kaas requested the figure to be listed individually on the report.

Williams shared the results of the auction with the Authority; 130 people in attendance with net amount to the Village CDA of \$10,808.

8) New Business:

- a. *Modification of 50/50 Business Matching Grant Program:* Consider/Approve modification to program guidelines, allowing non-profit and religious organizations to utilize grant match program for signage-related improvements, as mandated by Village Signage Regulations.

Dewing moved to approve the modifications as presented. Miller 2nd. Motion carried unanimously.

- b. *Disposition of Shenanigan's building (N385 Military Road):* Consider/Approve process for asbestos inspection & reporting, asbestos abatement, and building demolition.

Vande Hey moved to approve circulating the Request For Proposal for Asbestos Inspection and Reporting immediately, setting a date for public viewing, the bid deadline June 8, 2018, the report deadline July 6, 2018, authorizing the Village Administrator to approve the firm, with minor adjustments to the RFP layout as discussed and the rest as presented. Miller 2nd. Motion carried unanimously.

Dewing moved to approve circulating the Request For Proposal for Asbestos Remediation immediately, setting a date for public viewing, the bid deadline July 20, 2018, the work to be done by August 17, 2018, with minor adjustments to the RFP layout as discussed and the rest as presented. Vande Hey 2nd. Motion carried unanimously.

Miller moved to approve circulating the Request For Proposal for Demolition immediately, setting a date for public viewing, the bid deadline July 20, 2018, the work to be done by August 31, 2018 with minor adjustments to the RFP layout as discussed and the rest as presented. Dewing 2nd. Motion carried unanimously.

9) Correspondences:

- a. Request to remove unpurchased items from *Shenanigans* (Metko; May 17).

Williams shared with the Authority in addition to the e-mail in the packet another person had inquired about the remaining items at the property.

Vande Hey moved to approve Metko and Probst going into the property to take items remaining per their request. Miller 2nd. Motion carried unanimously.

Miller questioned the signs for the Village owned properties that are being marketed. Kaas replied that the sign company had experienced issues with the resolution of the pictures and the Office Coordinator is working on that.

- 10) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 7:16 p.m.***

The minutes presented for review and approval by Susan Williams, Clerk-Treasurer.