

Village of Sherwood Community Development Authority
Meeting Minutes
July 24, 2019

- 1) Call to Order/Roll Call: Chairman Roger Kaas called the meeting to order at 6:56 pm. Members present included Cheryl Dewing, Tom Vande Hey, and Joyce Laux. Members absent were Jack Kruse, Todd Thiel, and Steve McGrath. Also in attendance was Administrator Randy Friday and Clerk/Treasurer Jo Ann Lesser.
- 2) Pledge of Allegiance: Those present stood to recite the Pledge of Allegiance.
- 3) Approval of the Agenda: Member Vande Hey made a motion to approve the agenda. Member Laux seconded the motion. Motion carried, 4-0.
- 4) Approval of Minutes: May 22 (Regular Meeting): Member Dewing made a motion to approve the agenda. Member Vande Hey seconded the motion. Motion carried, 4-0.
- 5) Registered Citizen Comments on Agenda Items: None
- 6) Officer's Report: Chairman Kaas stated that the HUD is closing the CDBG program for the county and that is leaving \$1.2 million available for remediation properties. Kaas stated that he submitted four properties within Sherwood in hopes to receive some funding to help clean them up. The County went for bids to find help to facilitate the project and Cedar Corp. was the winner.
- 7) Old Business:
 - a) *Finance holdings & history*: Chairman Kaas reviewed the reports and stated there were minimal changes from the last report.
 - b) *FY2018 Audit Report*: Clerk/Treasurer Lesser reviewed the 2018 audit reports with the committee. Explaining that the funds from TID 1 & 2 funnel into TID 3. TID 3 has a year end balance of \$698,009 which includes the \$250,000 for the Condon Road extension.
 - c) *Shenanigans Raze Update*:
 - i. Inspection/Reporting. Complete.
 - ii. Asbestos Remediation. Complete.
- 8) Building razed. Fuel tank site remediation underway – Sampling completed and test results received: Chairman Kaas explained it will be an easy remediation after reviewing the results of the boring tests. A preliminary review of a cost estimate to complete the remediation shows \$15,500 to \$16,300 of which \$6,500 is the engineering costs. Kaas felt the cost for the engineering services was rather high.
- 9) New Business:
 - a) *Contract Proposal – Remediation of contaminated soils at former-Shenanigan's site*: Consider contract (NTE \$16,350): Member Laux made a motion to accept the proposal not to exceed \$16,350. Member Vande Hey seconded the motion. Motion carried, 4-0.
 - b) *Contract Proposal – Remediation of contaminated soils at former-WinkMart site*: Consider contract for services (cost undetermined at this time): The members looked at cost for cleaning up the WinkMart property, the cost is \$63,000 plus the boring cost is \$5,000. Kaas confirmed these figures are estimates this is not a formal proposal. Kaas also stated that he would like to see the area cleaned up now so that when a developer would approach the committee with plans, it's ready to go. Kaas asked the committee if

a formal proposal should be obtained from Cedar Corp, it was agreed to have this done. Kaas also informed the committee that the WinkMart property is one that was submitted to the County for remediation. Member Vande Hey made a motion to have Cedar Corp. submit a formal proposal for remediation of the WinkMart property. Member Laux seconded the motion. Motion carried, 4-0.

10) Correspondences:

- a) FY2018 Audit Report – TIDs 1, 2 & 3 (Clifton Larsen, LLP).
- b) Site Investigation Report & Remedial Action Plan – former *Shenanigan's* [N385 Military Road] (Cedar Corp.).

These items were reviewed.

- 11) Closed Session: The committee did not go into closed session as there was no business to discuss.
- 12) Adjournment: The meeting adjourned at 7:32 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC
Clerk/Treasurer