

Sherwood Community Development Authority Meeting Minutes
Aug. 22, 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
Todd Thiel
Tom Vande Hey

Absent:

David Miller, excused

Others present:

Susan Williams, Clerk-Treasurer
Randy Friday, Administrator

- 2) Pledge of Allegiance. – recited.
- 3) Approval of the Agenda. – *Thiel moved to approve the agenda as presented. McGrath 2nd. Kaas stated the agenda had two number 4 agenda items, so it should be amended and the remaining items renumbered, so the agenda should be amended to incorporate the correction. The motion as amended carried unanimously.*
- 4) Approval of Minutes: July 25 (Regular Meeting). – *Vande Hey moved to approve the minutes of the regular meeting of the Community Development Authority meeting of July 25, 2018 as presented. Dewing 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

Travis Dudovick, W4723 Castle Dr., Sherwood – regarding Closed Session agenda item.

- 6) Officer's Report.

Kaas reported attending a WEDA Economic Development 101 at Calumet County Courthouse which covered structuring deals, economic ethics, confidentiality, conflict of interests, and a self-rating pyramid where Sherwood would be considered at 15% due to having plans without implementation. Kaas stated in mid-September there is a Place Making Event in Green Bay which he will attend it will cover implementing a place making program.

- 7) Old Business:

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

Williams distributed the monthly 50-50 Matching Grant program and Community Development Authority Economic Development Resources.

- b. *Shenanigans Raze Update:*

- i. *Inspection/Reporting – Completed.*

- ii. Amend Asbestos Remediation Contract (Brothers Royal Cleaning; \$9,500): Contract amendment allowing increase (\$1,072) to \$1,200 due to unreported asbestos-related materials on-site.

Friday updated the Authority of the asbestos process Village Staff has gone through along with the Wisconsin Department of Natural Resources requirements and findings that some asbestos was not included in the inspection and report and thus not included in the initial remediation. Friday stated the remediation contractor had to return to finish the work required, causing the presented additional invoice of \$1,200.00, with possible more with the additional work.

Vande Hey moved to approve an additional \$1,200 for the asbestos remediation contract as presented. Thiel 2nd. Motion carried unanimously.

- 8) New Business:
 - a. Reimbursement Request – 50/50 Grant Matching Fund:
 - i. Absolute Wash (\$2,497).

Thiel moved to approve the release of funds for the 50/50 Matching Grant Funds to Absolute Wash in the amount of \$2,497, as presented. McGrath 2nd. Motion carried unanimously.

- ii. High Cliff Golf Course

Vande Hey moved to approve the release of funds for the 50/50 Matching Grant Funds to High Cliff Public Gold Course in the amount of \$10,000, as presented. Dewing 2nd. Motion carried unanimously.

- b. Amend 50/50 Matching Grant Program Guidelines

Kaas reported with the current requests and another recent request it would be appropriate for the CDA to review the guidelines as it relates to the competitive bids for amounts of \$5,000 and higher. Kaas suggested requiring competitive bids for any request over \$1,000.

Vande Hey stated that businesses should not be able to come to the CDA after their project is complete and that 3 competitive bids should be required no matter what amount they request.

Vande Hey moved to modify the 50/50 Matching Grant Program guidelines to require any application obtain three (3) competitive bids for all requests without any minimum dollar amount.

Thiel questioned if there should be a lifetime limit. Kaas requested a second to the motion.

Thiel 2nd.

Thiel suggested a lifetime limitation based on the ownership and property and if the business is sold and a majority is transferred to new owners then the new owners could be eligible for future grants.

Motion carried unanimously.

Friday suggested working on the additional points discussed during the winter and he will compile a list.

- 4) Correspondences:
a. Land purchase discussion (Aug. 10; St. John – Sacred Heart Church).

Friday presented on the Board Room wall the land in question and suggested to the Authority the possibility of the Village needing the parcel for the development of the Village owned parcels along Hwy 55/114.

Kaas suggested Friday to discuss with the church.

- 5) Closed Session: *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*

Vande Hey moved to go into Closed Session: Consider Property and business (re-)development in TIDs #2 and #3: Per Wis. Stats §19.85(1) (e) at 7:18 p.m. Dewing 2nd. Motion carried unanimously.

- 6) Open Session:

Vande Hey moved to return to Open Session at 8:11 p.m. Thiel 2nd. Motion carried unanimously.

- 7) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 8:11 p.m.***

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