

**Village of Sherwood Community Development Authority Minutes**  
March 27, 2013

- 1) Call to Order/Roll Call – *Chairman Weyenberg called the meeting to order at 5:45 pm with roll call:*

**Present:**

Tom Boll  
Cheryl Dewing  
Joe Hennlich  
Steve McGrath  
Todd Theil  
Jeff Weyenberg

**Absent:**

Gary Rosenbeck, excused

**Others present:**

Randy Friday, Administrator  
Susan Williams, Clerk  
Roger Kaas, Trustee  
Jim Rath, Trustee  
Bob Gillespie, PC Member  
Valerie Seidel, Adm., Asst./Receptnt.

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items:

Roger Kaas, W4840 Escarpment Terr., Sherwood – regarding agenda items 5, 8b, 8c

- 5) Presentation: *Downtown Market Analysis & Strategy – 2012 Report (S.E.H. – Andrew Dane) – Presentation and addressed questions.*
- 6) Approval of Minutes: May 10, 2010 – *Boll moved to approve the minutes of the May 10, 2010 as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*
- 7) Old Business: None
- 8) New Business:
- a) Consider available Village property for rental (W432 Clifton Road) as either residential or (future) commercial. Property is blue home located behind old ‘Wink-Mart’ gas station.

*Thiel moved to recommend Village Board direct Village Staff to rent out Village Property located at W432 Clifton Rd., as either residential or commercial use. Boll 2<sup>nd</sup>. Motion carried unanimously.*

- b) Consider establishment of Village *RLF (Revolving Loan Fund)* or other business-enhancement mechanism (e.g. *BID – Business Improvement District; TID – Tax Improvement District*).

***Weyenberg moved to form a sub-committee of 3 persons from the Community Development Authority (CDA) to present to the CDA research of the revolving loan fund option, presenting risks and rewards and conceptual implementation. Hennlich 2<sup>nd</sup>. 2 – aye, 4 – abstain. Motion failed.***

*Authority requests the issue to be on the next agenda.*

*Hennlich inquired if the CDA should be expanded.*

- c) Consider establishment of CDA ‘Top 10’ priority list for future development opportunities.

*Weyenberg stated the members should research and bring their individual list (4 opportunities, ranked 1 to 4) to the next CDA meeting.*

- d) Consider regular meeting time and date.

*Weyenberg suggested reviewing the composition of the CDA members, looking into possible changes and requested the topic to be on the next agenda.*

*Regular meetings on 4<sup>th</sup> Wednesday of the month at 5:45 pm was agreed upon by the members, with the next meeting set for April 24<sup>th</sup>.*

- 9) Adjournment – ***Weyenberg hearing no objection adjourned the meeting at 8:17 pm.***

Respectfully submitted for review and approval by Susan Williams, Clerk.

**Village of Sherwood Community Development Authority Minutes  
April 24, 2013**

- 1) Call to Order/Roll Call – *Chairman Kaas called the meeting to order at 5:45 pm with roll call:*

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas  
Steve McGrath  
David Miller  
Todd Thiel

**Absent:**

Gary Rosenbeck, excused

**Others present:**

Randy Friday, Administrator  
Susan Williams, Clerk  
Steve Summers, Plan Comm. Chair.  
Jim Rath, Village President

- 2) Pledge of Allegiance – *Recited.*

- 3) Approval of the Agenda –

*Kaas requested an amendment to the agenda, Andrew Dane (SEH) to present organization and implementation framework following the approval of the agenda and Stuart Boerst (McMahon) to present information on agenda item 7) c) following immediately after Dane.*

*Miller moved to approve the agenda as amended and the rest as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.*

Dane explained and answered questions in relation to establishing framework for the Village's economic development.

- 4) Citizen Comments on Agenda Items – *none.*

- 5) Approval of Minutes:

- a) Aug. 8, 2011 (*Joint Meeting of Plan Commission, Village Board and CDA*).

*Dewing moved to approve the minutes of the joint meeting of the Village Board, Plan Commission and Community Development Authority August 8, 2011 as presented. McGrath 2<sup>nd</sup>. Motion carried unanimously.*

- b) Mar. 27, 2013 (*Regular Meeting*).

*Boll moved to approve the minutes of the regular meeting of the Community Development Authority March 27, 2013 as presented. Thiel 2<sup>nd</sup>. Motion carried unanimously.*

- 6) Old Business: None

- 7) New Business:

- a) Consider establishment of CDA 'Top 10' priority list for future development opportunities.

*See attachment for list developed during discussion.*

*Kaas presented a handout on a webinar "Economic Development: Branding Your Community" presented by ICMA and inquired of the Authority if they would like to purchase the program to stream at the next Authority meeting.*

- b) Consider establishment of Village RLF (Revolving Loan Fund) or other business-development enhancement mechanism(s) (e.g. BID – Business Improvement District; TID – Tax Improvement District).

*Authority requested Calumet County's Revolving Loan Fund coordinator be invited to attend the next Community Development Authority and discuss the program.*

*Kaas requested the Capstone documents for the Authority's review and work on the master plan development.*

*Dewing inquired if the newsletter should include an article of what the Authority is working on.*

*Kaas asked if Dave Wagner from Ehlers would be the firm to assist the Village with creating a downtown TID.*

- c) AMENDED AGENDA TO INCLUDE: Consider 'Downtown' property acquisitions.

Stuart Boerst (McMahon) presented the packet information and distributed and discussed handouts relative to research conducted on the Wink Mart property and the Village options with the property.

- 8) Adjournment – ***Miller moved to adjourn at 7:45 pm. Boll 2<sup>nd</sup>. Motion carried unanimously.***

Respectfully submitted for review and approval by Susan Williams, Clerk.

**Village of Sherwood Community Development Authority**  
**Meeting Minutes**  
**May 22, 2013**

- 1) Call to Order/Roll Call – *Chairman Kaas called the meeting to order at 5:45 pm with roll call:*

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas  
David Miller

**Absent:**

Steve McGrath, excused  
Gary Rosenbeck, excused  
Todd Thiel, excused

**Others present:**

Randy Friday, Administrator  
Susan Williams, Clerk  
Steve Summers, Plan Comm. Chair.  
Jim Rath, Village President

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Miller moved to approve the agenda as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items – *none.*
- 5) Approval of Minutes: April 24 (Regular Meeting)

*Miller moved to approve the minutes of the regular meeting of the Community Development Authority April 24, 2013 as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.*

- 6) Old Business: None.
- 7) New Business:
- a) Consider CDA Priority List for future development opportunities, including timeline and Action Plan establishment (Members should re-familiarize themselves with the *Report* and bring a copy with to the meeting).

*Administrator Friday distributed SEH recommendation lists (short term/medium term) and village business listing to the Authority.*

*Kaas lead the Authority through the handouts.*

*Friday distributed e-mail communications with Ehlers & Associates in regards to additional TIF creation(s).*

*Kaas suggested the main focus of the authority to be on master plan development and TIF creation.*

- b) Review *Capstone Project (2011) – Mike Mliner (downtown areas) – reviewed.*

*Friday presented a brief summary of the Capstone Project by Mike Mliner.*

- c) Review ICMA University Webconference: *Economic Development – Branding Your Community.*

*Kaas reported that he will take the webconference disc to review and if members are interested will circulate through the authority to summarize and discuss at the next meeting.*

- 8) Adjournment – ***Miller moved to adjourn at 7:01 pm. Dewing 2<sup>nd</sup>. Motion carried unanimously.***

Respectfully submitted for review and approval by Susan Williams, Clerk

**Village of Sherwood Community Development Authority**  
**Meeting Minutes**  
**June 26, 2013**

- 1) Call to Order/Roll Call – *Chairman Kaas called the meeting to order at 5:45 pm with roll call:*

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas  
David Miller

**Absent:**

Bob Gillespie, excused  
Steve McGrath, excused  
Todd Thiel, excused

**Others present:**

Randy Friday, Administrator  
Susan Williams, Clerk  
Steve Summers, Plan Comm. Chair.  
Jim Rath, Village President  
Joe Hennlich, Trustee

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Miller moved to approve the agenda as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.*

- 4) Citizen Comments on Agenda Items:

Janel Abel, 2216 Nottingham Ln., Kaukauna – regarding agenda item 7) e).

- 5) Approval of Minutes: May 22 (Regular Meeting) – *Dewing moved to approve the minutes of the regular meeting of the Community Development Authority on May 22, 2013 as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.*

- 6) Old Business:  
a) Wink-Mart property: Update.

*Administrator Friday presented information on the properties acquired by the village for development purposes and discussions to be conducted in July with Wink-Mart owners.*

- 7) New Business:
- a) *‘Feasibility Study’ for potential TID(s):* Review assigned *Scope of Work* parameters and discuss elements of creation (Dave Wagner – Ehler’s [co-Consultant]).
- b) *‘Project Plan Development’ for potential TID(s):* Review assigned *Scope of Work* parameters and discuss elements (Dave Carlson; Andrew Dane – S.E.H. [co-Consultant]).
- c) *Clifton Road Traffic Study:* Review study results and consider next step(s), including potential *‘Special Assessment District’* creation (Andrew Dane – S.E.H.).

- d) Business development assistance: Consider supports outside agencies can provide for Village and private business (re-)development (Calumet County; Fox Cities Regional Partnership).

Julie Schmelzer, Director of Calumet County Resource Management and Larry Burkhardt, Fox Cities Regional Partnership Chief Economic Development Officer presented information on the resources available through their organizations.

- e) *Potential business development*: Consider project and potential financial support in projected new TID (W432 Clifton Road property).

Janel Abel presented a basic proposal to the authority of a small business to be located at W432 Clifton Rd.

*The authority encouraged Abel to continue looking at the financials and working with Friday*

- f) *ICMA University Webconference: Economic Development – Branding Your Community*. Review.

*Authority members commented on the materials that could be used to brand the village.*

*Kaas suggested the request for proposal for professional services for the downtown master plan item on the next agenda.*

*Authority directed Williams to send out an e-mail to determine preferential meeting day/time.*

- 8) Adjournment. – ***Hearing no objection Kaas adjourned the meeting at 8:27 p.m.***

Respectfully submitted for review and approval by Susan Williams, Clerk

**Village of Sherwood Community Development Authority Minutes  
July 24, 2013**

- 1) Call to Order/Roll Call – *Chairman Kaas called the meeting to order at 5:45 pm with roll call:*

**Present:**

Tom Boll  
Cheryl Dewing  
Bob Gillespie  
Roger Kaas  
Steve McGrath  
Todd Thiel

**Absent:**

David Miller, excused

**Others present:**

Randy Friday, Administrator  
Susan Williams, Clerk  
Jim Rath, Village President  
Steve Summers, Plan Comm. Chair  
John Sharer, Plan Commissioner  
Kathy Salo, Plan Commissioner

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Boll moved to approve the agenda as presented. McGrath 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Citizen Comments on Agenda Items
- 5) Approval of Minutes: June 26 (Regular Meeting) – ***Boll moved to approve the minutes of the regular Community Development Authority meeting of June 26, 2013 as presented. Dewing 2<sup>nd</sup>. Motion carried unanimously.***
- 6) Old Business:
- a) Wink-Mart property: Update. – *Administrator Friday reported attempting to meet with the owners in order to discuss property acquisition.*
- b) *Clifton Road Traffic Study:* Review Final Study results (S.E.H.) and next step(s), including potential ‘*Special Assessment District*’ creation. – *Andrew Dane and Dave Carlson presented the final study and next steps for the Village.*

*Kaas asked Dane what the priority recommended solution was.*

Carlson responded as of this time the best solution is to extend the stub located along the Condon Oil property along the western boundary of the Village Hall property.

*Friday posed the question if closing Clifton Road at the intersection with County M and Highway 114/55 was a viable option. Carlson replied that was not an option to consider. Friday stated concerns with balancing the opinion of the traffic experts and the needs/concerns of the village; choosing the inconvenience of truck traffic going south through the downtown, and since the Village owns the right of way at Clifton Road moving Harrison Street west as an alternative for the WDOT are better options for the Village.*

Dane clarified that result of doing the analysis provides justification for the Clifton Road bypass.

*Kaas stated the recommendations were not clearly stated in the study.*

*Kaas reported that the Condon Oil extension has been discussed at village meetings and is in the 5 year capital budget, and asked what discussions S.E.H. had about the viability of the closing of Clifton Road at the County M and Hwy 114/55 intersection.*

*Friday presented preliminary cost information from 2008 revised in 2009 for Condon Oil extension.*

*Friday inquired and Carlson confirmed, if the special assessment district is formed with the properties along Clifton Road have the TID (existing or donor) refund the cost of the special assessment district.*

*Friday stated the properties for bypass between Clifton Road and County B are owned by the village, J & E Construction and Hawkinson, which could provide a private drive for the benefit of J & E Construction trucks only.*

*Kaas inquired and Carlson confirmed that the best recommendation is building a Clifton Road bypass with intersection at County M and Hwy 114/55 open for right turns only.*

Dane stated he will revise the report to more clearly state the recommendation.

*Friday requested the recommendation revision to include the alternative option to alleviate the south bound truck traffic from the downtown area.*

Carlson stated the cost of the special assessment district road construction will be equitably allocated based on traffic impact.

*Friday inquired if the Authority is ready to approve the special assessment district process contingent upon the Chairman reviewing the revised report.*

*Gillespie posed the question after the state proposed the 4 lane highway through the village, if there would be any funding from the state.*

*Friday stated it depends on funding available and level of interest.*

Per the powerpoint presented the S.E.H. special assessment process has 3 steps. Dane stated the costs are as follows: step #1- Complete Proportionate Cost Sharing Analysis Report \$7,000, step #2 – Assist Village with Special Assessment Process \$7,500 and the Engineer Report Preparation is yet to be determined.

*Kaas inquired if the engineer report (step #3) should be conducted by Village Engineer. Friday replied it is at the Village Board discretion.*

*Boll inquired if the Village knows what is the WDOT opinion of the bypass for Clifton Road truck traffic. Friday replied that WDOT has encouraged the village to do what it can to help the truck traffic situation at the bend of Hwy 114/55. Carlson stated that the WDOT has allowed access via the stub along Condon Oil, but may require some improvements.*

*Thiel inquired of Friday if J & E Construction is aware of this project. Friday replied that he did not think so.*

*Thiel asked Carlson and Dane if the work to be performed by S.E.H. was within the scope of the current contract. Friday replied the funds are committed in 2013 budget and S.E.H. responded that the steps have the costs submitted in a different proposal than the current contract.*

Dave Carlson informed the Authority that S.E.H. is the largest engineering firm in Wisconsin and Minnesota and have the professionals to perform the engineer report and road construction plans of the bypass project.

*Friday stated the Village has cash on hand and the option to use the creations of TID #2 and #3 for the project. Friday went on to say the amount of the to be allocated through the special assessment district to the property owners will be at the discretion of the Village Board.*

*Thiel inquired as to the road quality and Friday replied that the bypass to the Condon Oil stub is proposed as heavy truck usage.*

*Dewing inquired if S.E.H. will meet with the WDOT. Dane responded that if S.E.H. is approved for the special assessment district work and meets with WDOT and the WDOT denies the bypass option the contract with the Village will be terminated.*

*Kaas stated that the S.E.H. special assessment district contract did not include interface with the WDOT. Dane and Carlson replied that the contract can be revised and contact with WDOT as an initial step of the process.*

*Boll inquired and Carlson concurred if the preliminary plan presented is adequate.*

*McGrath stated with this information the Village should move forward.*

*Kaas suggests that the S.E.H. proposal to include the feasibility of the construction of this project with the WDOT and then the Village proceeds with steps #1 and #2 of the special assessment district.*

*Friday requested S.E.H. to include the engineering report preparation costs of the special assessment district proposal.*

Dane stated 2<sup>nd</sup> step bypass south to County B analysis will be added as a task to the contract, WDOT feasibility and acceptability.

*Boll inquired and Carlson concurred with the alternatives limited to the top 2 or 3 in discussion with the WDOT.*

7) New Business:

- a) *TID Plan Overview: Review consultant report(s).*

Carlson presented basic information on tax incremental district and basics on the creation of new TID's in the village.

- b) *'Project Plan Development' for potential TID(s): Consider project elements.*

*The Authority worked through the following elements for TID #2 and #3:*

Downtown District (TID #2): Project Elements:

- Property acquisition:  
Greenfield dvlp't; several existing homes (Smet; Steffens; Gunville...).
- Stormwater Management:  
Regional pond.
- Trail development.
- Lighting:  
Underground; consistent thematic lighting scheme.

Downtown District (TID #3): Project Elements:

- Land & Property Acquisition  
Wink-Mart; Hawkinson; Gene Maurer; Mueller; field adjacent to American Legion Park; Sherwood Cliffs Apartment building; Vacant church property; Mark Parker property [tax i.d. #13592]; Mark Boll property along 55/114 [tax i.d. #13556]; Zahringer [#13555]; Todd Reissman [#13497] tanning salon; vacant land between Condon & Knight Drive; Les Stumpf vacant field adjacent to Village Hall; Smet property along both sides of 55/114; 3-properties along CTH 'M' for condo development).
- Building removal  
Wink-Mart – possible remediation; Mueller; Maurer [see above].
- Roadway development  
Include complete infrastructure Condon Haul road north to 55/114; south to CTH 'B'; new acquisition development roads; Harrison Street relocation.
- Pedestrian safety features & accommodations  
STH 55/114 pedestrian overpass/underpass; pedestrian islands/bump-outs; trail development.
- Street amenities  
Signage; benches; lighting; power pole replacement [LED; underground?]; landscaping;  
Wayfinding signage; Gateway signage; Streetscape banners/flags; bicycle racks.
- Business assistance

Revolving Loan Fund; façade upgrades; internal improvement grants; Business incentive program.

- Professional Development Costs

Underwriting ‘Downtown Development’ costs; Master Plan expenditures; Consultant/Staff for planning and implementation.

- c) *Request for Proposals – Tax Increment District Master Planning*: Consider elements for inclusion in *RFP* process to hire future consultant.

*Kaas suggested this step will be taken in the future.*

*Friday will distribute an example of a RFP for the Authority’s review and consideration for discussion at the next regular meeting.*

- d) *Joint Meeting date(s)*: Consider CDA & Plan Commission meeting dates.

*Kaas stated if not needed before the Plan Commission August 5<sup>th</sup> will be a joint meeting with the Community Development Authority for initial new TID plan review.*

- 8) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 9:00 p.m***

Respectfully submitted for review and approval by Susan Williams, Clerk

# Village of Sherwood

## Community Development Authority and Planning Commission

### Special Joint Meeting Minutes

August 28, 2013

- 1) Call to Order/Roll Call – *Chairman Kaas called the meeting to order at 5:45 pm with roll call:*

***Present Community Development Authority:***

*Tom Boll  
Cheryl Dewing  
Bob Gillespie  
Roger Kaas  
Steve McGrath  
David Miller  
Jim Rath  
Todd Thiel*

***Present Plan Commission:***

*Bob Gillespie  
Joe Hennlich  
Jim Rath  
Kathy Salo  
John Sharer  
Scott Sheppard  
Steve Summers*

***Absent:***

*none*

***Others Present:***

*Randy Friday, Administrator  
Susan Williams, Clerk  
Joyce Laux, Village V P  
Tom Vandehey  
Andrew Dane, S.E.H.*

***Absent:***

*none*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Miller moved to approve the agenda as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Citizen Comments on Agenda Items
- 5) Approval of Minutes: June 26 (Regular Meeting) – *the minutes were not included in the packet so the Authority and Commission read the presented*
- Miller moved to approve the minutes of the regular Community Development Authority of June 26, 2013 as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.***
- 6) Old Business:
- a) Wink-Mart property: Update. – *Reviewed.*

*Administrator Friday reports a meeting set for September 4<sup>th</sup> with the property owner and village officials to discuss acquisition.*

7) New Business:

a) *Updated Calendar of Business: Reviewed.*

Dane informed the group that S.E.H. will meet with the Wisconsin Department of Transportation (WDOT) on September 23, 2013 to discuss a full agenda of items to include (but not limited to) the Condon Road by pass, traffic report and the village creating a more pedestrian friendly area along Hwy 114/55.

*Thiel inquired how to address the WDOT's plan to change Hwy 114/55. Friday suggested the village continue to invest (pedestrian amenities, traffic study, etc.) which will cause the state to consider the village's efforts.*

*Sharer suggested Dane provide the village with an agenda before the meeting with the WDOT.*

*Kaas suggested a pre-meeting/conference call to the WDOT meeting.*

Dane concurred with both suggestions.

b) *Joint Review Board Meeting (Thursday, Sept. 5): Reviewed.*

*Friday informed the group the make-up of the joint review board; Dan DeBonis (Calumet County), Bob Schaefer (Kaukauna School District), Faith Schiedemayer (Fox Valley Technical College) and Tom Vande Hey. Friday asked and Rath confirmed his choice of Friday as Village Representative.*

c) *Public Hearing and Action on Resolution (Plan Commission; Monday, Sept. 9): Reviewed.*

d) *Tax Increment District 'Project Boundaries', 'Project Plans' and 'Feasibility Study' : Final Review for TIDs #2 & #3.*

Dane presented the plan drafts and responded to questions from the group.

*Summers inquired if TID #1's donation of remaining funds was accounted for in TID #2 or #3 plans.*

Friday stated Ehlers would answer that question.

*Kaas suggested in TID #2 section 2.2 to insert detention ponds, section 2.6 to include master plan, section 4.0 to include master plan costs, development incentives, recoup property transfer decrements and change reference of city to village.*

*Kaas suggested in TID #3 the addition of a destination feature and in section 4.0 change reference of city to village.*

*Kaas moved to refer TID #2 and #3 draft plans as modified to public hearing at the special Plan Commission meeting September 9, 2013. Summers 2<sup>nd</sup>. Motion carried unanimously.*

8) Adjournment. – *Kaas hearing no objection adjourned the meeting at 7:35 p.m.*

Respectfully submitted for review and approval by Susan Williams, Clerk

**Village of Sherwood Community Development Authority Meeting Minutes**  
**September 25, 2013**

- 1) Call to Order/Roll Call – *Chairman Kaas called the meeting to order at 5:45 pm with roll call:*

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas  
Steve McGrath

**Absent:**

Bob Gillespie, excused  
David Miller, excused  
Todd Thiel, excused

**Others present:**

Randy Friday, Administrator  
Susan Williams, Clerk  
Jim Rath, Village President  
Steve Summers, Plan Commission Chair.

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Boll moved to approve the agenda as presented. Dewing 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Citizen Comments on Agenda Items – *None.*
- 5) Approval of Minutes:  
a) July 24 (Regular Meeting).

***Boll moved to approve the minutes of the July 24, 2013 regular meeting as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) Aug. 12 (Special Joint Plan Commission & CDA Meeting).

***Kaas moved to approve the minutes of the August 12, 2013 special joint meeting as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.***

- c) Aug. 28 (Special Joint Plan Commission & CDA Meeting).

***Dewing moved to approve the minutes of August 28, 2013 special joint meeting as presented. McGrath 2<sup>nd</sup>. Motion carried unanimously.***

- 6) Old Business:  
a) Wink-Mart property: Update. – *Reviewed.*

*Administrator Friday reported meeting with village officials and Wink-Mart owner via phone conference, discussing the site issues/testing, tentative agreement to purchase and verbally accepted an offer with closing to take place October 11, 2013, where the village accepts the property in an “as is” condition. Friday stated that asbestos testing will be required and if possible use public works staff to take the building down.*

7) New Business:

- a) *Business Owners Group Meeting: Update. –*

*Kaas reported meeting with Bob Gillespie, Jim Rath, Steve Summers and Mary Kohrell from Calumet County and other village officials in order to facilitate a local business owners group beginning with the first meeting Monday November 18, 2013.*

- b) *Resident Listening Session: Update. –*

*Kaas stated the Village President will hold a listening session Wednesday October 30<sup>th</sup> at the Village Hall 5 to 7 pm.*

- c) *TIDs #2 & #3 status: Update. –*

*Administrator Friday reports the schedule of the new TID creation timeframe and informed the members the Joint Review Board approved both TIDs just before the Community Development Authority meeting.*

- d) *Master Plan development: Request for Proposals (RFP) input and formulation. –*

*Kaas presented list of master plan development elements and inquired of the authority suggestions to build the framework for the creation of the village request for proposal for services.*

*Kaas offered to draft a proposal for review and consideration at the October 2013 CDA meeting.*

8) Correspondences:

- a) Sewer Service Area planning (East Central Regional Planning; Sept. 10). – *Reviewed.*

9) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 7:22 p.m.***

Respectfully submitted for review and approval by Susan Williams, Clerk

**Village of Sherwood Community Development Authority  
Meeting Minutes  
October 23, 2013**

- 1) Call to Order/Roll Call – *Chairman Kaas called the meeting to order at 5:45 pm with roll call:*

**Present:**

Tom Boll  
Cheryl Dewing  
Bob Gillespie  
Roger Kaas  
David Miller  
Steve McGrath  
Todd Thiel

**Absent:**

none

**Others present:**

Randy Friday, Administrator  
Susan Williams, Clerk  
Jim Rath, Village President

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Thiel moved to approve the agenda as presented. McGrath 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items – *none.*
- 5) Approval of Minutes: Sept. 25 (Regular Meeting) – *Boll moved to approve the minutes of the regular Community Development Authority meeting September 25, 2013. Dewing 2<sup>nd</sup>. Motion carried unanimously.*
- 6) Old Business:
- a) Economic Development Workshop: Info. update.

*Kaas reported information from attendance at recent workshop and will share documents from the workshop with the authority members.*

- b) Wink-Mart property: Update.

*Friday reported the executed offer to purchase has gone to the Village Attorney for the closing process with closing date of November 11, 2013 and plan to tear down by end of the year.*

- 7) New Business:
- a) *Master Plan development:* Request for Proposals (RFP) input and formulation.

*Kaas presented the master plan RFP process and inquired of the authority members their input on the packet draft.*

*Miller requested of Kaas the number of firms the RFP will be distributed to. Kass replied a minimum of 15 firms.*

***Miller moved to approve the Village of Sherwood Master Plan RFP as presented. Thiel 2<sup>nd</sup>. Motion carried unanimously.***

8) Correspondences:

*Miller reported resident comments about visiting Dick's Family Foods store and excitement of the business coming to the Village.*

*Gillespie reported McGrath, Rath, Kaas and himself organizing a Sherwood Business Development Association group and distributed invitation that will go out to local businesses for November 18<sup>th</sup> meeting (5:30 – 7 p.m.)*

9) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 6:16 p.m.***

Respectfully submitted for review and approval by Susan Williams, Clerk

**Village of Sherwood Community Development Authority  
Meeting Notice and Agenda**

**Wednesday, November 27, 2013 – 5:45 pm**

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

**NOTICE OF CANCELLATION**

**The Village of Sherwood monthly  
Community Development Authority  
Meeting is cancelled due to lack of business.**

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).

**Village of Sherwood Community Development Authority  
Meeting Notice and Agenda**

**Wednesday, December 25, 2013 – 5:45 pm**

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

**NOTICE OF CANCELLATION**

**The Village of Sherwood monthly  
Community Development Authority  
Meeting is cancelled due to lack of business.**

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).