

**Community Development Authority Meeting Minutes**  
January 28, 2015

- 1) Call to Order/Roll Call. – *Chairman Kaas called the Meeting to order at 6:30 p.m. with roll call:*

**Present:**

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

**Absent:**

none

**Others present:**

Randy Friday; Administrator  
Susan Williams; Clerk  
Bob Benz, Village Trustee  
Joe Hennlich, Village Trustee

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

Bob Benz, N7636 Lower Cliff Rd., Sherwood – regarding agenda item 8) c) voiced appreciation to all for their efforts in this difficult process, encouraged the Authority to be diligent and voiced concerns about the dangerous situation at the intersection of Pigeon Road and Hwy 114/55, encouraged the Village to work with the Wisconsin Department of Transportations (WDOT) and is appalled by the language of the WDOT in regards to the four lane roadway option.

- 5) Approval of Minutes: Dec. 10 (Special Meeting). – ***Vande Hey moved to approve the minutes of the special meeting of December 10, 2014, as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.***

- 6) Officer's Report: Chair

*Kaas reported the matching grant documentation was sent out to Sherwood Businesses directly two weeks earlier. Kaas stated appreciation of all who contributed to the program. Kaas reported receiving one question but not receiving any comments or input on the program. Kaas hopes to have more requests than money for the program.*

- 7) Old Business: None.

- 8) New Business:

a) *(Potential) Phase I Senior Living Housing Development behind Village Hall.*

*Kaas informed the Authority wanting to begin the implementation of the points in the Historic Downtown Master Plan. Kaas encouraged the members to begin the process prioritizing the recommendations and determining what and how the Village focuses on the items presented in the Plan.*

*Kaas stated some adjustments were incorporated into the 3 phase plan. Kaas reported Phase I included housing behind the Village Hall and commercial space along Hwy 114/55 adjacent to the Post Office.*

*Kaas requested and received agreement from the Authority to begin Phase I development of housing behind the Village Hall.*

*Boll stated the Village owns that property and makes it a start, so not to require a purchase and tear down for development.*

*Kaas inquired if that type of development would de-track from the development of the Mueller property.*

*Miller replied those are two different demographics; behind the Village Hall would attract older people and the property along Military Road would attract younger professionals.*

*McGrath agreed with Miller that development of retail space along Military Road across from the proposed housing would be a convenience available and assist in the economic development.*

*Kaas inquired of Andrew Dane (S.E.H.) the requirements of developing a request for proposals (RFP) to circulate to potential developers.*

*Dane stated it is not a complicated process, that it is important to identify a community vision, municipal support, location, and expectations.*

*Kaas suggested the process could involve a pre-meeting as was done with the Historic Downtown Master Plan RFP.*

*Friday reported attending an economic development conference (Indevelopment) in Appleton years ago and Village Officials could in 2015 to meet developers.*

*Boll inquired if the housing would be condominiums or apartments*

*Kaas replied it could be either.*

*Vande Hey stated that depending on the area a developer could promote either, but the Phase I area would be suited to apartments to maximize space/rate of return and provide amenities.*

*Miller inquired of the future of the Sherwood Cliff Apartments having an impact on the development behind the Village Hall.*

*Clerk Williams reported receiving no additional communication about the property, but will ask for an update when she requests the annual financial information.*

*Friday stated an option for the Sherwood Cliff Apartments could be a medical clinic; locating it adjacent to senior housing with a pharmacy in the vacant church land across Clifton Road could be an option.*

*Kaas and Friday will develop the RFP, begin the process and start promoting the Village.*

b) *Wink-Mart – Environmental remediation in advance of commercial development.*

*Friday presented the contract from S.E.H. for remediation of the Wink-Mart land. Friday reported Plan Commission and the Community Development Authority (CDA) have funds budgeted for work. Friday stated the DNR considered the parcel closed years ago and as long as there is not any disturbance at grade, it is considered capped. Friday continued that a developer may intend to go sub surface so the Village must be aware of what is below ground. Friday informed the Authority that developers are looking for a clean slate and the CDA must decide how far they will go to prep the land for development.*

Dane presented the details of the contract.

*Kaas inquired if the plume may have migrated to the adjacent property.*

*Friday reported there was a test site at a corner of the adjacent property.*

*Miller questioned if there are grants available for remediation.*

Dane responded that the Wisconsin Economic Development Corporation has funding available when the request is combined with development.

*Kaas inquired if Phase I housing could be subject for funding.*

Dane stated there maybe cost-match programs available.

*Friday reported that the CDA has funds available for most of this contract, the remainder will require a request from the Village Board.*

*Friday stated the CDA must begin prioritization in advance of next year's Tax Incremental Finance monies.*

***Vande Hey moved to engage S.E.H. to conduct environmental remediation testing at the Wink Mart property with additional testing at W432 Clifton Road, contingent upon the***

***Village Board approval of the remaining amounts over the approved budget, NTE \$15,000. Miller 2<sup>nd</sup>. Motion carried unanimously.***

c) *Village – Wis D.O.T. talks regarding STH 55/114 and Village roadway & development.*

Dane discussed the packet documents and presented additional information to the Authority on communications with the WDOT about the Village's vision, the recently approved Historic Downtown Master Plan, response from the WDOT and proposed Village response.

*Friday questioned WDOT note of reduction/limitation access points of side roads to Hwy 114/55 and the proposed changes in the Historic Downtown Master Plan being incompatible.*

*Kaas stated the WDOT position of the 4 lane highway still being a viable option is very much a concern.*

*Thiel inquired and Dane confirmed that the Historic Downtown Master Plan (Plan) incorporated setbacks which were compatible with the two lane bump out roadway layout.*

*Thiel questioned Dane if he has experience with a municipality who has successful developments and the WDOT forcing a roadway layout which was against their plan.*

Dane responded he has not, but is deferring to Van Wormer's experience and Van Wormer believes the WDOT is still researching options and alternatives.

*Friday encouraged the Authority to decide how forceful of language they want the Village to use on the responses to WDOT communications.*

*Kaas questioned Dane about a formal response to the WDOT.*

Dane suggested the Village continue to work with the WDOT proactively in the hopes they (WDOT) are acting in good faith, doing some of the S.E.H. recommendations and secure some the Plan intersections (round-a-bouts, bump outs, etc.) understanding the scoping will be done by the end of 2016.

*Friday stated the Village may want to get to a reconciliation point, continuing to engage the WDOT, including bump outs, bookend round-a-bouts, etc., building the Village concept and encourage the WDOT to move away from the four lane option, without too forceful of language.*

*Kaas stated the process is inefficient due to an incomplete packet.*

*Miller is discouraged with the fact the Village thought the WDOT was working cooperatively in the Village efforts.*

*Kaas and Miller stated the WDOT's viable option – four lane is not acceptable.*

*Thiel commented with input of Kaas and Friday; of the viable options; three lane twiddle, four lane WDOT, two lane with bump outs and by-pass the Village.*

*Thiel suggested the Village request the WDOT to endorse all options and give the power to the Village to decide.*

*Kaas proposed to continue advocating the two lane design with bump outs in the Plan in any way shape or form to influence the WDOT.*

*Vande Hey believes the WDOT will not guarantee the Village anything no matter the Plan implementation timing.*

*Boll, Kaas and Thiel voiced concerns that the uncertainty of the roadway layout may discourage developers.*

*Kaas suggested moving on to request additional WDOT communication.*

Dane requested Village input for WDOT response

*Kaas stated not wanting to trash the Plan, which was approved by the PC, CDA and VB.*

*Friday directed Dane to write the letter to the WDOT expressing the Village position. Friday requested Dane to provide it for February PC, VB and CDA review and approved.*

d) *Property acquisition at Clifton Road/STH 55/114 intersection area.*

*Friday stated the Mueller property is encumbered and a complicated situation and if his (Friday's) opinion was requested would suggest focusing on the other side of Hwy 55/114.*

*Thiel inquired of Friday if Sherwood has property maintenance ordinances in place.*

*Friday replied in that discussion it was considered too invasive.*

*Thiel explained what Hilbert had done 10 years or so ago.*

*Kaas inquired of the Authority if the Phase I, Wink Mart remediation and WDOT communications should be the focus.*

*Friday questioned if the Authority would like him to pursue the Maurer property.*

*Vande Hey wondered what option the Village would have to obtain the Mueller property.*

*Friday presented a brief history of the amounts approved in the capital projects budget in recent years and stated one option the Village has is to acquire is through condemnation.*

*McGrath voiced concerns of discouraging developers if properties of that kind are not dealt with.*

*Friday asked about the Maurer property and Kaas directed Friday to make contact.*

e) *Marketing Plan: Consider next step.*

*McGrath reported the Sherwood Business Owners Group is going well lead by Jason from High Cliff Restaurant and Nathan from Dick's Family Foods.*

*McGrath stated the main focus of the group now is to develop a Sherwood Business directory and will be completing a grant application from the CDA to fund 50% of the project (\$5,000). McGrath shared with the CDA the local individuals who are assisting in the process; Mary Kohrell (mapping), Char Barribeau (soliciting donations/HCSP history), Randy Stadtmueller (directory design), Linda Guelig (services listing), Jason (history of Village), McGrath (printing) and Bob Gillespie (grant application).*

*Vande Hey questioned if all businesses will be equally represented.*

*McGrath responded 'yes'.*

9) Correspondences: None.

10) Adjournment. – ***Hearing no opposition, Kaas adjourned the meeting at 8:42 p.m.***

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

**Village of Sherwood Community Development Authority Meetings Minutes  
February 25, 2015**

- 1) Call to Order/Roll Call. – *Chairman Kaas called the meeting to order at 6:30 p.m. with roll call:*

**Present:**

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

**Absent:**

none

**Others present:**

Randy Friday; Administrator  
Susan Williams; Clerk

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Boll moved to approve the agenda as presented. Vande Hey 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: Jan. 28 (Regular Meeting). – ***Thiel moved to approve the minutes of the regular meeting of the Community Development Authority of January 28, 2015, as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.***
- 6) Officer's Report: Chair

*Kaas reported that a few 50/50 matching grant applications have been received. Kaas stated a few more businesses have also discussed intent to file applications.*

*Vande Hey inquired if multiple applicants would be present in open session, individuals have posed that concern to him.*

*Kaas stated each applicant will have individual presentation time.*

- 7) Old Business:  
a) *Wink Mart – Environmental remediation in advance of commercial development.*

*Friday presented e-mail communication in packet materials that borings will begin as soon as next week. Friday also drew the Authority's attention to a Department of Natural Resources document provided by the original owners of W432 Clifton Road.*

- 8) New Business:  
a) *(Potential) Phase I Senior Living Housing Development behind Village Hall – Developer Request for Proposals (RFP).*

*Kaas presented the topic, distributed a request for proposal (RFP) form for consideration and discussed aspects of the RFP. Kaas stated single family housing is being met by the existing subdivisions whereas senior apartment living is a need identified in the market analysis.*

*Friday mentioned a development program incentives in Volo, Illinois.*

*Kaas posed the question of what the Village could offer as incentives; Wisconsin Economic Development Corporation grant, Village land, or waive permit fees.*

*Kaas suggested an option for incentives start up assistance based on occupancy.*

*Thiel inquired on the calculation of the incentives package, the value to the Village and what the payback to the Village is.*

*Friday reported when Dick's Family Foods store was developed, the land offered was valued at \$50,000 per acre.*

*Vande Hey stated that package including utilities could be valued at \$250,000.*

*Thiel questioned if the Village really wants this develop, the program must be over incentivized. Thiel suggested the Village determining the borrowing limits they would be comfortable with.*

- 9) Correspondences: 'In Development' Conference – March 12 in Green Bay (Feb. 12, Calumet County).

*Kaas reported organizing materials to have available the recently completed studies and plans for any interested developers.*

*Kaas stated Rath and Friday will attend with him and if anyone from the Authority is interested to notify Friday by February 27, 2015.*

- 10) *Closed Session: Property acquisition.* 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.

***Miller moved to go into closed session per Wis. Stats. §19.85(1) (e) at 7:34 p.m. Boll 2<sup>nd</sup>. Motion carried unanimously.***

- 11) *Open Session: Property acquisition.* The CDA may act on the aforementioned topic.

***Dewing moved to return to open session at 8:06 p.m. Vande Hey 2<sup>nd</sup>. Motion carried unanimously.***

12) Adjournment. – *Hearing no objection, Kaas adjourned the meeting at 8:09 p.m.*

**Community Development Authority Special Meeting Minutes  
March 18, 2015**

- 1) Call to Order/Roll Call. – *Chairman Kaas called the meeting to order at 6:30 p.m. with roll call:*

**Present:**

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

**Absent:**

none

**Others present:**

Randy Friday; Administrator  
Susan Williams; Clerk  
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.
- 5) Approval of Minutes: February 25 (Regular Meeting). – *Boll moved to approve the minutes of the regular meeting of the Community Development Authority of February 25, 2015, as presented. Dewing 2<sup>nd</sup>. Motion carried unanimously.*
- 6) Officer's Report: Chair

*Kaas reported attending the InDevelopment Conference in Green Bay March 12<sup>th</sup> with Rath and Friday. Kaas stated they shared the Calumet County table since Calumet County are members of the association. Kaas reported that many realtors and bankers were there without many developers. Kaas voiced disappointment that more developers were not there to speak with, but stated speaking with Stadtmueller and Associates. Kaas stated speaking with Manny Vasquez in regards to bringing business to the land north of the railroad tracks for industrial companies.*

*Roger reported the Local Business Spending and Shopping Habits survey has had a 60% response and some information will be available for the meeting March 25, 2015.*

- 7) Old Business:  
a) *None*
- 8) New Business:
- 9) Correspondences: *None.*

10) *Closed Session: Consider grant applications or the 50/50 matching grant program. 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.*

***Miller moved to go into closed session per Wis. Stats §19.85(1) (e) at 6:41 p.m. Vande Hey 2<sup>nd</sup>. Motion carried unanimously.***

- i) *Friends of High Cliff State Park – Village brochure development and distribution. (6:30 PM)*
- ii) *Schabow’s Granary, LLC (d.b.a. The Granary Supper Club) – Interior improvements including updating floor plan to accommodate banquet seating; various cosmetic updates request. (6:50 PM)*
- iii) *Head Insurance Agency, LLC – Pylon sign request. (7:10 PM)*
- iv) *Sherwood Animal Hospital – Dental suite upgrade request. (7:30 PM)*
- v) *Sherwood Forest Golf Club – Curb appeal upgrade request. (7:50 PM)*

***Vande Hey moved to return to open session at 8:39 p.m. Boll 2<sup>nd</sup>. Motion carried unanimously.***

11) *Open Session: Consider grant applications or the 50/50 matching grant program. The CDA may act on the aforementioned topic. – No action taken.*

12) *Adjournment. – Kaas hearing no objection adjourned the meeting at 8:39 p.m.*

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

# Village of Sherwood Community Development Authority Meeting Minutes

March 25, 2015

1) Call to Order/Roll Call. – *Kaas called the meeting to order at 6:30 p.m. with roll call:*

**Present:**

Tom Boll  
Roger Kaas; Chair  
Steve McGrath  
David Miller  
Tom Vande Hey

**Absent:**

Cheryl Dewing  
Todd Thiel

**Others present:**

Randy Friday; Administrator  
Jim Rath; Village President  
Randy Stadtmueller; Developer

2) Pledge of Allegiance.

3) Approval of the Agenda. Motion to approve the Agenda made by Miller, seconded by McGrath. Unanimously approved.

4) Citizen Comments on Agenda Items.

5) Approval of Minutes: March 18 (Special Meeting). Motion to approve the Minutes made by Boll, seconded by Vande Hey. Unanimously approved.

6) Officer's Report: Nothing to report.

7) Old Business: None.

8) New Business:

a. 50/50 Business Grant Program – Consider/Award applications and funding requests.

i. *Friends of High Cliff State Park* – Village brochure development and distribution. Motion to approve \$2,500 grant request with the condition of brochure listings limited to Sherwood, only, businesses and institutions due to support by Sherwood, only taxpayers funding the grant made by Vande Hey, seconded by Miller. Unanimously approved.

ii. *Schabow's Granary, LLC (d.b.a. The Granary Supper Club)* – Interior improvements including updating floor plan to accommodate banquet seating; various cosmetic updates request. Motion to approve the \$10,000 grant request with the condition that 'pre-' and 'post-' project photos be taken as photographic evidence made by Miller, seconded by Boll. Unanimously approved.

- iii. *Head Insurance Agency, LLC* – Pylon sign request. The request for matching funds will not be entertained by the CDA due to an on-going review of the signage ordinance portion of the Zoning Code currently underway by the Plan Commission. Applicant may return in the future with an application once the matter is resolved.
  - iv. *Sherwood Animal Hospital* – Dental suite upgrade request. Motion made by Vande Hey, seconded by Boll to approve the \$10,000 grant request with the condition the ‘dental suite’ remains part of the personal property if the business is sold within five (5) years, or the CDA be reimbursed on a 20% per annum basis if the dental suite is removed for any reason whatsoever within five years of its purchase. Unanimously approved.
  - v. *Sherwood Forest Golf Club* – Curb appeal upgrade request. Request withdrawn due to on-going sale of the Sherwood Forest Golf Course.
- b. *Potential Phase I Senior Living Housing Development behind Village Hall* – Developer Randy Stadtmueller (Stadtmueller & Associates) presented a *Draft Letter of Intent to Purchase Real Estate* and broadly discussed his proposal to negotiate a property purchase price allowing his firm, thru Sept. 1, 2015, to exclusively explore the financial viability of constructing a housing structure on said property.

The parameters and appurtenances discussed are for a 3-story, 40-unit building with underground parking facilities and ground floor common area and exercise facility. The desired target is age-restricted, market rate apartment rentals with one- and two-bedrooms. If Stadtmueller & Associates deem the site appropriate, a generally-projected development timeline include financial and site analysis thru Sept. 1, 2015, planning and marketing thru Winter/Spring, 2016, construction in 2016, and occupancy in mid-2017.

9) Correspondences: None.

10) *Closed Session: Potential Phase I Senior Living Housing Development behind Village Hall*  
 Note: 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.

At 8:06pm, a motion to move to *Closed Session* was made by Miller and seconded by Boll. Unanimously approved.

Return to *Open Session* at 8:16pm on the motion by Boll and seconded by Miller. Unanimously approved.

11) *Open Session: Motion to direct Administrator Friday to proceed with negotiating terms and establishing proprietary Agreement as suggested by Randy Stadtmueller using his Draft*

*Letter of Intent to Purchase Real Estate* as a guide, and involving Village legal Counsel as necessary, made by Boll and seconded by Miller. Unanimously approved.

12) Adjournment. Hearing no objection, the Chair adjourned the CDA meeting at 8:18pm.

Respectfully submitted, Randy Friday, Acting Clerk.

**Village of Sherwood Community Development Authority**

**SPECIAL MEETING NOTICE AND AGENDA**

**Wednesday, April 22, 2015 – 6:30 pm**

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

**NOTE: Due to several absentees, the regularly scheduled monthly meeting of the Community Development Authority is herewith cancelled.**

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

## Special Meeting Minutes

**April 29, 2015**

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

**Present:**

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

**Absent:**

Todd Thiel, excused

**Others present:**

Randy Friday; Administrator  
Susan Williams, Clerk  
Mary Kohrell, UW-Extension  
Andrew Dane, S.E.H

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Vande Hey 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: March 25 (Special Meeting). – *Boll moved to approve the Special Meeting of the Community Development Authority for March 25, 2015, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.*
- 6) Presentation: ‘*Sherwood Local Business Spending and Shopping Habits*’ – *Survey results (Mary Kohrell; UW-Extension).*

Kohrell stated the response experienced in this survey was “robust” and presented a PowerPoint of the survey results and answered Authority Member questions.

Kohrell reported this is the first step of research and there are other groups such as the 500,000 that come to High Cliff State Park to survey during the summer and had requested an intern from the County but none are available. *Friday suggested his niece for a volunteer to work with Kohrell.* Kohrell will work on the plan for the survey and present at the May CDA meeting if ready.

*Kaas suggested and the Members agreed the survey should be shared with the Sherwood Business Owners Group and the survey participants.*

Kohrell stated she will present the findings on May 18, 2015 to the Business Group.

*McGrath suggested sending a thank you to all the participants of the survey and report to the participants their response helped to make it robust.*

*Vande Hey stated all the individuals who originally received the survey should receive the thank you.*

*The Members thanked Kohrell for all her efforts.*

*Authority Members directed Administrator Friday:*

- 1) to mail out a thank you to all who originally received the survey and in that communication requesting feedback so if there is enough interest a public meeting will be scheduled, and*
- 2) to place survey information on Village Website and Facebook page.*

7) Officer's Report: Chair.

8) Old Business: None.

9) New Business:

- a. Wink-Mart: Site Investigation Report for residual contaminants at W415 Veteran's Ave. (Andrew Dane, S.E.H.)

Dane presented a PowerPoint of the investigation report and answered Authority Member questions.

Dane reported the borings resulted in discovery of some minor migration, with contamination occurring in 2 sites. Dane stated the options are to remediate now at a current cost of \$40,000 or wait for a developer and deal with it at that time.

*Kaas stated not trusting the data because 2 sites that were contaminated were located adjacent to sites that were totally clean, and concerned about the contamination being localized.*

*Friday projected a diagram on the Board Room wall of the layout of the DNR Final Closure documentation from 2008 to identify where the service station equipment was located originally.*

Dane offered to dial up John Guhl of S.E.H. to respond immediately to the concerns.

Dane stated he will follow up with Guhl and report back to the CDA.

*Kaas requested and Dane agreed to a short executive summary on the first page.*

10) Correspondences: None.

11) *Closed Session: Consider property sale and/or acquisition* Note: 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.

***Miller moved to go into Closed Session per Wis. Stats. §19.85(1) (e) at 8:38 p.m. Vande Hey 2<sup>nd</sup>. Motion carried unanimously.***

12) *Open Session:* The Board may act on the aforementioned topic(s).

***Miller moved to return to open session at 9:22 p.m. Dewing 2<sup>nd</sup>. Motion carried unanimously.***

*No action taken.*

13) Adjournment. – ***Miller moved to adjourn the meeting at 9:22 p.m. Dewing 2<sup>nd</sup>. Motion carried unanimously.***

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

**Village of Sherwood Community Development Authority**  
**Meeting Minutes**  
**May 27, 2015**

1) Call to Order/Roll Call. – *Kaas called the meeting to order at 6:30 p.m. with roll call:*

**Present:**

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

**Absent:**

Todd Thiel, excused

**Others present:**

Randy Friday; Administrator  
Susan Williams, Clerk

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: April 29 (Special Meeting). – *Boll moved to approve the minutes of the regular meeting of the Community Development Authority of April 29, 2015, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.*

6) Officer's Report: Chair.

*Kaas informed the Authority that he will attend the Open House of Stadtmueller & Associates May 28, 2015 4 to 7 p.m., and invited the Members to attend.*

7) Old Business:

a) Potential residential development of Village Hall property (Randy Stadtmueller).

*Kaas reported submitting agreement with revisions and waiting for response. Friday stated the firm has been busy working through projects and moving their offices.*

*Vande Hey moved to authorize Kaas to make a verbal commitment with Stadtmueller; to discuss the agreement, represent the Community Development Authority, to inform Stadtmueller of the Authority's timeline, and request the agreement as soon as possible. Miller 2<sup>nd</sup>. Motion carried unanimously.*

b) 50/50 Matching Grant fund request: Sherwood Animal Hospital (\$10,000 award)

*Kaas presented the grant documents from Sherwood Animal Hospital and informed the Authority one invoice is missing along with the final report.*

*Kaas suggested the missing documents be requested prior to funds release.*

***Vande Hey moved to provisionally approve release of grant funds contingent upon receipt of the remaining invoices and final report, with check to be issued when received. Dewing 2<sup>nd</sup>. Motion carried unanimously.***

8) New Business: None.

9) Correspondences: None.

10) *Closed Session: Consider property sale and/or acquisition* Note: 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 per Wis. Stats. §19.85(1) (e) at 6:45 p.m. Boll 2<sup>nd</sup>. Motion carried unanimously.***

11) *Open Session:* The Board may act on the aforementioned topic(s).

***Miller moved to return to open session at 7:39 p.m. Dewing 2<sup>nd</sup>. Motion carried unanimously. - No action taken.***

*Miller suggested erecting fence at Old Bank Building corner and place mural/image from Master Plan upon it. McGrath volunteered to consult billboard company for costs and report at next meeting. Authority requested placing on agenda.*

*Vande Hey stated installing 3 flag poles behind the Wanick Park entrance sign would be an option with minimal cost. Authority requested placing on future agenda.*

*Boll inquired of the status of the pond behind Spring Hill Drive. Kaas stated it is owned by High Cliff Public Golf Course (HCPGC) and the DNR made them reduce the water level because the dam is cracked and is requiring a response from HCPGC on their plan by October 15, 2015.*

*Dewing commented on the resident sign survey and some Authority Members reported not receiving postcards that were mailed out. Williams stated the survey can be accessed on a link on the Village website.*

*Mc Grath updated the Authority on the Sherwood Business brochure, stating a few things delayed the publication and expect it to be available within 30 days.*

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

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

# Village of Sherwood Community Development Authority

## SPECIAL MEETING MINUTES

**June 17, 2015**

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

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas; Chair  
Steve McGrath  
Tom Vande Hey

**Absent:**

Todd Thiel, excused  
David Miller, excused  
Randy Friday, Administrator, excused

**Others present:**

Susan Williams, Clerk

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Thiel 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: *None.*
- 6) Officer's Report: Chair
- 7) Old Business: *None.*
- 8) New Business: *None.*
- 9) Correspondences: *None.*
- 10) *Closed Session: Consider grant applications or the 50/50 matching grant program. 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 per Wis. Stats §19.85(1) (e) at 6:33 p.m. McGrath 2nd. Motion carried unanimously.***

- i) *Castle Square Condo Association – Crack filling, seal coating, and striping of parking lot request; painting other half of Castle Square Condo Building to match Head's half request.*

- ii) *High Cliff Public Golf Course, Inc.* – Resurvey of area on the # 14 tee box request; exchange the existing abandon road bed for a new crossing where Village walking trail is located.
- iii) *High Cliff Public Golf Course, Inc.* – Safety net purchase and installation near # 14 tee box for Village walking trail.

***Thiel moved to return to Open Session at 7:25 p.m. Boll 2<sup>nd</sup>. Motion carried unanimously.***

11) *Open Session: Consider grant applications or the 50/50 matching grant program. The CDA may act on the aforementioned topic. – No action taken.*

12) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 7:25 p.m.***

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

**Village of Sherwood Community Development Authority Minutes**  
June 24, 2015

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

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas; Chair  
Steve McGrath  
David Miller  
Todd Thiel  
Tom Vande Hey

**Absent:**

Randy Friday, Administrator, excused

**Others present:**

Susan Williams, Clerk  
Jim Rath, Village President

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Boll moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: May 27 (Regular Meeting) and June 17 (Special Meeting).

*Miller moved to approve the minutes of the Regular Meeting of the Community Development Authority of May 27, 2015 as presented. Vande Hey 2<sup>nd</sup>. Motion carried unanimously.*

*Vande Hey moved to approve the minutes of the Special Meeting of the Community Development Authority of June 17, 2015 as presented. Boll 2<sup>nd</sup>. Miller abstained, motion carried.*

- 6) Officer's Report: Chair.

*Kaas reported meeting with Stadtmueller from Stadtmueller & Associates after the last regular Community Development Authority (CDA) meeting and Stadtmueller stated he was busy with limited staff and requested a 6 week extension on responding to the Village. Kaas stated the CDA will hopefully have a response from them by mid-July.*

*Kaas stated the Sherwood Animal Hospital submitted their final report and invoices and the funds have been released.*

*Kaas requested and McGrath provided an update on the Friends of High Cliff Sherwood Business Directory brochure stating a proof will be ready upon which some adjustments will be done.*

- 7) Old Business: *None.*

8) New Business:

- a) 50/50 Business Grant Program – Consider/Award applications and funding requests.
  - i) *Castle Square Condo Association* – Crack filling, seal coating, and striping of parking lot request; painting other half of Castle Square Condo Building to match Head’s half request.

***Vande Hey moved to award \$1,771 to Castle Square Condo Association for parking lot sealcoating by Valley Sealcoat, per application documents. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- ii) *High Cliff Public Golf Course, Inc.* – Resurvey of area on the # 14 tee box request; exchange the existing abandon road bed for a new crossing where Village walking trail is located. – *no action taken.*
- iii) *High Cliff Public Golf Course, Inc.* – Safety net purchase and installation near # 14 tee box for Village walking trail. – *no action taken.*

- b) *W404 Veterans Ave. (Old Bank Building Lot)* – Recommend options to beautify Village property during downtown transition phase.

*Authority discussed issues with this topic, concerns of conflicts with the work of the signage sub-committee, suggestions offered erecting a fence in place of a billboard or plant pines on a berm.*

*Authority directs Staff to get estimates from outside contractor or Public Works Staff to build berm and plant large pines.*

***McGrath moved to create green space with a berm and trees at empty lot at W404 Veterans Ave. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 9) *Closed Session: Consider property sale and/or acquisition* Note: 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.

***Thiel moved to go into Closed Session per Wis. Stats §19.85(1) (e) at 7:12 p.m. Boll 2<sup>nd</sup>. Motion carried unanimously.***

***Miller moved to return to open session at 7:29 p.m. Boll 2<sup>nd</sup>. Motion carried unanimously.***

10) Correspondences: None.

11) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 7:29 p.m.***

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

## Village of Sherwood Community Development Authority Meeting Minutes July 22, 2015

1) Call to Order/Roll Call. *Kaas called the meeting to order at 6:30 p.m. with roll call:*

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas; Chair

**Absent:**

Tom Vande Hey, excused  
David Miller, excused  
Steve McGrath, excused  
Todd Thiel, excused

**Others present:**

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

**Quorum not being met, the meeting did not proceed as normal, those in attendance did discuss topics on the agenda without any formal actions.**

**Special Meeting to address the agenda was set for July 27, 2015 at 1 p.m.**

- 2) Pledge of Allegiance.
- 3) Approval of the Agenda.
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes:
  - a. April 29 (Special Meeting).
  - b. May 27 (Regular Meeting).
  - c. June 24 (Regular Meeting).
- 6) Officer's Report: Chair.
- 7) Old Business
  - a) *50/50 Matching Grant fund award:* Castle Square grant award.
  - b) *50/50 Matching Grant fund request:* The Granary Supper Club.
  - c) *Potential residential development of Village Hall property* (Randy Stadtmueller).
  - d) *W404 Veterans Ave. (Old Bank Building Lot) – Recommended options to beautify Village property during downtown transition phase.*
- 8) New Business:
  - a) *Consider/Recommend approval of slate of Officers to act as Board of Directors of Sherwood Cliff Apartments, Inc.* (Kaas; McGrath; Miller; Vande Hey).
- 9) Correspondences: None.
- 10) *Closed Session: Consider property sale and/or acquisition* Note: 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.
- 11) *Open Session:* The Board may act on the aforementioned topic(s).
- 12) Adjournment.

**Village of Sherwood Community Development Authority Special Meeting  
Minutes  
July 27, 2015**

- 1) Call to Order/Roll Call. – *Kaas called the meeting to order at 1:00 p.m. with roll call:*

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas; Chair  
David Miller  
Todd Thiel  
Tom Vande Hey

**Absent:**

Steve McGrath, excused

**Others present:**

Susan Williams, Clerk  
Randy Friday, Administrator

- 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:
- a. April 29 (Special Meeting).
- Vande Hey moved to approve the minutes of the special meeting of April 29, 2015, as presented. Dewing 2<sup>nd</sup>. Motion carried unanimously.*
- b. May 27 (Regular Meeting).
- Vande Hey moved to approve the minutes of the regular meeting of May 27, 2015, as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.*
- c. June 24 (Regular Meeting).
- Dewing moved to approve the minutes of the regular meeting of June 24, 2015 as presented. Vande Hey 2<sup>nd</sup>. Motion carried unanimously.*
- 6) Officer's Report: Chair.
- 7) Old Business
- a) *50/50 Matching Grant fund award: Castle Square grant award.*
- Kaas reported the award was accepted and no further action is needed. Kaas stated the award is for the sealcoating of the parking lot only.*

b) 50/50 Matching Grant fund request: The Granary Supper Club.

***Vande Hey moved to approve the payment of the Grant funds to the Granary Supper Club. Miller 2<sup>nd</sup>. Motion carried unanimously.***

c) Potential residential development of Village Hall property (Randy Stadtmueller).

*Kaas reported e-mailing Stadtmueller 10 days prior to find out status of interest in development. Kaas stated he has not received an answer as of the meeting and that the CDA should proceed pursuing other developers at the next regular meeting.*

d) W404 Veterans Ave. (Old Bank Building Lot) – Recommended options to beautify Village property during downtown transition phase.

*Friday reported contacting Stumpf and Village Public Works about the project and if the CDA is able to wait until the fall that Village Staff can handle it, sooner can be accomplished with higher costs. The Authority concurred that the fall would be fine.*

8) New Business:

a) Consider/Recommend approval of slate of Officers to act as Board of Directors of Sherwood Cliff Apartments, Inc. (Kaas; McGrath; Miller; Vande Hey).

***Thiel moved to recommend the appointment of Kaas, McGrath, Miller and Vande Hey to the Board of Directors of Sherwood Cliff Apartments, Inc., contingent upon the Rural Development approval. Dewing 2<sup>nd</sup>. Motion carried unanimously.***

9) Correspondences: None.

10) Closed Session: Consider property sale and/or acquisition Note: 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.

***Miller moved to go into closed session per Wis. Stats. §19.85(1) (e) at 1:22 p.m. Boll 2<sup>nd</sup>. Motion carried unanimously.***

***Thiel moved to return to open session at 2:15 p.m. Boll 2<sup>nd</sup>. Motion carried unanimously.***

11) Open Session: The Board may act on the aforementioned topic(s). – no action taken.

12) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 2:15 p.m.***

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

**Village of Sherwood Community Development Authority Meeting Minutes**  
August 26, 2015

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

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas; Chair  
Steve McGrath  
Todd Thiel  
Tom Vande Hey

**Absent:**

David Miller, excused

**Others present:**

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

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Kaas requested agenda item 10) be advanced to follow agenda item 5). Thiel moved to approve the agenda with the advancement of agenda item 10) and the rest as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: July 27 (Special Meeting). – ***Vande Hey moved to approve the minutes of the Special Meeting of July 27, 2015 as presented. Dewing 2<sup>nd</sup>. Motion carried unanimously.***
- 6) Officer's Report: Chair.
- 7) Old Business
- a) *RFP regarding development of Village Hall property.*

*Kaas reported receiving a response from Stadtmueller and Associates as to the ability of their firm to provide a plan. Kaas stated the firm will not be submitting at the present time.*

*Kaas directed the Authority Members to the draft Request For Proposal (RFP) and list of developers in the meeting packet and asked for input and changes in order to circulate the document as soon as the Authority is ready.*

*Friday suggested the closed session topic may link to the Village Hall property and affect the process of the firms interested in submitting a RFP.*

*McGrath suggested requesting a professional opinion from Stadtmueller and Associates due to their experience with the Village.*

*Kaas stated and the Authority agreed to hold on the RFP release.*

8) New Business: None.

9) Correspondences: None.

*Friday reported the third and final round of 2015 Sherwood Business Grant applications deadline is soon approaching (August 31, 2015).*

10) *Closed Session: Consider property sale and/or acquisition* Note: 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 at 6:34 p.m. to go into Closed Session Per Wis. Stats §19.85(1) (e). Boll 2<sup>nd</sup>. Motion carried unanimously.***

***Thiel moved to return to open session at 7:51 p.m. Boll 2<sup>nd</sup>. Motion carried unanimously.***

11) *Open Session:* The Board may act on the aforementioned topic(s). – *No action taken.*

12) *Adjournment.* – ***Kaas hearing no objection adjourned the meeting at 8:12 p.m.***

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

**Village of Sherwood Community Development Authority Meeting Minutes**  
**September 23, 2015**

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

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas; Chair  
Steve McGrath  
David Miller  
Todd Thiel  
Tom Vande Hey

**Absent:**

none

**Others present:**

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

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Boll moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: Aug. 26 (Regular Meeting). – ***Vande Hey moved to approve the minutes of the regular meeting of the Community Development Authority of August 26, 2015, as presented. Dewing 2<sup>nd</sup>. Motion carried unanimously.***
- 6) Officer's Report: Chair.

*Kaas addressed the Authority about the manner in which the meeting packet was distributed to them (via e-mail) with a paper copy at the meeting. Kaas questioned and the Authority agreed to continue this manner in the future.*

- 7) Old Business

- a) *RFP regarding development of Village Hall property.*

*Kaas reported receiving a phone call from S.E.H. Andrew Dane informing him he was in contact with a Milwaukee developer interested in this type of project. Kaas directed Dane to have the developer contact either Administrator Friday or himself (without any contact as of the meeting time).*

- 8) New Business

- a) Consider 50/50 Matching Grant fund request: (\$1,771; Castle Square Condo Assoc.).

***Thiel moved to approve payment of \$1,771 to Castle Square Condo Association per the grant application. Miller 2<sup>nd</sup>. Motion carried unanimously.***

b) Consider funding partial garage demolition (N410 Veteran's Ave.; Mueller property).

*Friday reported visiting property, identified a situation that should be addressed. Friday stated the property owner voiced no interest in remedying the situation at the current time.*

9) Correspondences: None.

10) *Closed Session: Consider grant applications for the 50/50 matching grant program. 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.*

***Miller moved to go into closed session per Wis. Stats §19.85(1) (e), at 6:50 p.m. Dewing 2<sup>nd</sup>. Motion carried unanimously.***

a) *Sherwood Elevator* – Request for removal and replacement of asphalted areas on either side of CTH 'M'.

b) *Sherwood Cliff Apartments* – Tenant and property status.

***Miller moved to return to open session at 7:24 p.m. Boll 2<sup>nd</sup>. Motion carried unanimously.***

11) *Open Session:* The CDA may act on the aforementioned topic(s).

***Thiel moved to approve awarding matching 50/50 grant funds to Sherwood Elevator for removal and replacement of asphalted area per grant application, (50% up to \$20,000), contingent upon Sherwood Elevator providing new bids early 2016. Vande Hey 2<sup>nd</sup>. Motion carried unanimously.***

12) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 7:37 p.m.***

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

## **Village of Sherwood Community Development Authority Meeting Minutes October 28, 2015**

1) Call to Order/Roll Call. – *Kaas called the meeting to order at 6:30 p.m. with roll call:*

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas; Chair  
David Miller  
Tom Vande Hey

**Absent:**

Steve McGrath, excused  
Todd Thiel, excused

**Others present:**

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

2) Pledge of Allegiance. – *recited.*

3) Approval of the Agenda. – *Kaas requested the Authority to advance agenda item 8) b) to follow 5). Miller moved to approve the agenda with the advancement. Boll 2<sup>nd</sup>. Motion carried unanimously.*

4) Citizen Comments on Agenda Items.

5) Approval of Minutes: Sept. 30 (Regular Meeting). – *Miller moved to approve the minutes of the regular meeting of the Community Development Authority of September 23, 2015, as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.*

6) Officer's Report: Chair.

7) Old Business

a) *RFP regarding development of Village Hall property.*

*Kaas informed the Authority Andrew Dane of S.E.H. had informed him that developers have contacted him in regards to the development of the property behind the Village Offices. Dane suggested the Village conduct a market rate senior housing study in order to have data for developers. Kaas stated the study could range from \$10,000 to \$15,000 and has requested that be included in the FY2016 CDA budget. Kaas reported that Dane would provide some firms for the Village to select to perform this study.*

8) New Business

a) *Consider 50/50 Matching Grant fund request (\$2,500; Friends of High Cliff): Business Enhancement Brochure.*

*Kaas stated that the Friends of High Cliff provided their closing report following the printing of the brochure, with a total cost of \$4,679.97, with the approval of 50% the actual award would be \$2,339.99. Kaas complimented the group on the outcome.*

*Vande Hey moved to approve the release of grant funds of \$2,339.99 to the Friends of High Cliff, per the grant application and final report. Dewing 2<sup>nd</sup>. Motion carried unanimously.*

b) *Sherwood Cliff Apartments* – Tenant and property status.

*Kaas introduced the topic stating that Rural Development (RD) organized a tenant meeting on October 26, 2015, and that tenant meeting did not clearly share the intention of the Village.*

*Kaas requested the RD representative (Bob Hernandez) that met with the Authority during the summer be accessible to the Authority for this meeting to deal with questions that have arisen.*

*Kaas began the telephone conversation with Hernandez referring to the RD tenant meeting and Hernandez's colleague not clearly stating the Village position of repurposing the property. Kaas asked Hernandez how Rural Development will assist the tenants.*

Hernandez stated if the new owners do not accept the vouchers, the tenants have the option to move to another Rural Development property within 4 months or they can take 10 months to move with their vouchers to another property.

*Kaas questioned the leases that will be expiring December 1<sup>st</sup>, if those can be given a 30 day notice of termination of their lease and Hernandez agreed.*

*Kaas stated it is not the Village's intention to accept vouchers.*

Hernandez suggested another tenant meeting should take place as soon as possible to let the tenants know of the Village's position.

*Kaas requested Hernandez be available on Friday October 30, 2015 for the tenant meeting.*

***Miller moved to proceed with the discussion with Rural Development (Bob Hernandez), honor the current leases until April 1, 2016 or lease expiration date, whichever is later. Vande Hey 2<sup>nd</sup>. Motion carried unanimously.***

*Miller departed from the Board Room at 7:31 p.m.*

c) *Consider November and December Meeting dates* (potential conflict with holidays).

*Kaas stated the final meeting dates of the year conflict with holidays, and suggested alternate dates for November and December 2015.*

*Kaas suggested setting the dates of November 18<sup>th</sup> and December 16<sup>th</sup> (2015 – both at 6:30 p.m.) for the rest of the year. The Authority members in attendance approved those dates.*

9) Correspondences: None.

10) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 7:42 p.m.***

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

**Village of Sherwood Community Development Authority**  
**SPECIAL MEETING MINUTES**  
**Nov. 18, 2015**

1) Call to Order/Roll Call. – *Kaas called the meeting to order at 6:30 p.m. with roll call:*

**Present:**

Tom Boll  
Roger Kaas; Chair  
Steve McGrath  
David Miller  
Todd Thiel  
Tom Vande Hey

**Absent:**

Cheryl Dewing, excused

**Others present:**

Susan Williams, Clerk

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: Oct. 28 (Regular Meeting). – *Van de Hey moved to approve the minutes of the regular meeting of the Community Development Authority of October 28, 2015, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.*

6) Officer's Report: Chair.

*Kaas reported attending a Fox Cities waterfront development conference and meeting with local officials from Oshkosh, Green Bay and Appleton. Kaas stated he consulted Appleton's Economic Development representative for assistance in developing the Village's Request for Proposals.*

*Kaas requested Williams present the Wisconsin Management Company management agreement for the Sherwood Cliff Apartment complex. Williams addressed some points and the Authority requested the proposed changes submitted to them for consideration before sending it back to the management company.*

7) Old Business

a) *Sherwood Cliffs Apartments:* Preliminary (Draft) RFP regarding repurposing housing project building/site.

*Kaas stated this project should be separate from the RFP discussed under agenda item 7) b) and reported Andrew Dane from SEH having a developer interested in this project.*

*Kaas stated he would like the property developed so to be on the tax roll and the two RFP projects being coordinated.*

*Vande Hey suggested holding off on distributing this RFP; that the two projects may be for two different developers.*

*Miller voiced concern with the term repurposing.*

*A suggestion was made to find out demolition costs.*

*Kaas stated he will make the changes and bring back the revised copy to the December meeting for further discussion/approval.*

b) *Village Hall – Senior Housing: Preliminary (Draft) RFP regarding site development.*

*Kaas presented the Request for Proposal (RFP) drafted and addressed different sections for the Authority consideration. Kaas reported developing a list of 25 firms to distribute the RFP to when ready. Authority members suggested additional firms to be included and Kaas requested additional names to be forwarded to him.*

*Thiel questioned the incentives to be offered and Kaas reminded the Authority of the incentive plan proposed in past meetings.*

*McGrath suggested expanding the Sherwood Community section to include recent developments such as Wanick Park and Dick's Family Foods.*

*Vande Hey shared with the Authority recently visiting a newer development in Kimberly along Railroad Street and suggested identifying the developer involved.*

*Kaas inquired of the Authority if the Village should approach Condon Oil and Calumet County Bank in regards to the development of the property adjacent to their parcels and the Authority concurred.*

*Vande Hey suggested changing the proposal schedule.*

*Kaas stated he will make the changes discussed and bring back the revised copy to the December meeting for approval.*

8) New Business: None.

9) Correspondences: None.

*Next meeting is December 16, 2015.*

10) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 8:14 p.m.***

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



**Village of Sherwood Community Development Authority Special Meeting  
Minutes  
Dec. 16, 2015**

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

**Present:**

Tom Boll  
Cheryl Dewing  
Roger Kaas; Chair  
Steve McGrath  
David Miller  
Todd Thiel  
Tom Vande Hey

**Absent:**

None

**Others present:**

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

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Miller moved to approve the agenda as presented. Thiel 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: Nov. 18 (Special Meeting). – *Thiel moved to approve the minutes of the Special Meeting of the Community Development Authority of November 18, 2015, as presented. Boll 2<sup>nd</sup>. Motion carried unanimously.*
- 6) Officer's Report: Chair.

*Kaas informed the Authority that the management agreement from Wisconsin Management for W450 Clifton Rd., is ready for signature and asked the Members for their input on who should sign on behalf of the Village.*

*Friday stated TIF #3 (Community Development Authority Funds) funds were used for the purchase.*

*The Authority agreed that Kaas as Chairman should sign the agreement. Rath stated he would also sign the agreement.*

- 7) Old Business
- a) *Sherwood Cliffs Apartments:* Preliminary (Draft) RFP regarding repurposing housing project building/site, with potential inclusion of Village Hall site.
  - b) *Village Hall – Senior Housing:* Preliminary (Draft) RFP regarding site development, with potential inclusion of Sherwood Cliffs Apartments site.

*Kaas presented the topics as one combined topic. Kaas led the Authority through the RFP discussing different points and the Authority making minor adjustments.*

*Kaas stated he has been compiling a list of developers for the RFP release and asked the Authority to provide any firm names and contact information they are familiar with.*

*Kaas informed the Authority that the goal is to get the RFP out after the January meeting with final revisions and an expanded list of recipients.*

8) New Business: None.

9) Correspondences: None.

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

The minutes respectfully submitted for review and approval by Susan Williams, Clerk.