

Village of Sherwood Community Development Authority Meeting Minutes
January 27, 2016

- 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:

Susan Williams, Clerk
Randy Friday, Administrator

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Boll moved to approve the agenda as presented. Dewing 2nd. Motion carried unanimously.***
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: Dec. 16 (Special Meeting). – ***Vande Hey moved to approve the minutes of the Special Meeting of December 16, 2015, as presented. Boll 2nd. Motion carried unanimously.***
- 6) Officer's Report: Chair.
- 7) Old Business
- a. *Sherwood Cliffs Apartments and Village Hall–Senior Housing site: Final (Draft) RFP regarding apartment building/site, with potential inclusion of Village Hall site.*
- Vande Hey moved to approve the Final Draft of the Request For Proposal Regarding Apartment Building/Site with potential inclusion of Village Hall site, as presented. Boll 2nd. Motion carried unanimously.***
- Kaas informed the Authority that he has a list of developers and requested any additional names be forwarded to him. Kaas stated Staff will distribute the RFP to those on the list beginning February 1st.*
- 8) New Business: None.
- 9) Correspondences:
- a. Two pending apartment move-outs (Jan. 11; Wisc. Management Company).
- b. Unightly garage door/tarp at N409 Military Road (Dec. 22; Holz-N498 Nottingham Ct.).
- 10) Closed Session: *Consider grant application for the 50/50 matching grant program and potential investment(s), per Downtown Redevelopment Plan. 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.

- a. (6:40pm) *Castle Square Condo Association* – Head Insurance request for grant-funding of new signage at intersection of Castle Drive & STH 55/114.
- b. (7pm) *Disposition of property (-ies) for potential development.*

Vande Hey moved to go into Closed Session per Wis. Stats §19.85(1) (e) at 6:46 p.m. Miller 2nd. Motion carried unanimously.

Miller departs Board Room at 7:30 p.m.

Vande Hey moved to return to Open Session at 8:15 p.m. Dewing 2nd. Motion carried unanimously.

- 11) Open Session: *The Board may act on any of the above-noted items in Open Session.*

Vande Hey moved to approve the Head Insurance Agency LLC 50/50 Matching Grant request for \$6,900 for new signage, as presented. Boll 2nd. Motion carried unanimously.

Kaas requested Staff to inform the recipient of the award

Kaas informed the Authority that the Village Board in December (2015) committed the remaining FY2015 50/50 Matching Grant Funds to the Committed Fund Balance be used in FY2016 which includes the grant award to Sherwood Elevator up to \$10,000 and remaining \$15,889.01 available for other grant applications.

- 12) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 8:22 p.m.***

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

Village of Sherwood Community Development Authority
SPECIAL MEETING MINUTES
February 8, 2016

- 1) Call to Order/Roll Call. – *Kaas called the meeting to order at 6:00 p.m. with roll call:*

Present:

Cheryl Dewing
Roger Kaas; Chair
Steve McGrath
David Miller
Todd Thiel

Absent:

Tom Boll, excused
Tom Vande Hey, excused

Others present:

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

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Thiel moved to approve the agenda as presented. Dewing 2nd. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: Jan. 27 (Regular Meeting). – *Miller moved to approve the minutes of the Regular Meeting of January 27, 2016, as presented. Dewing 2nd. Motion carried unanimously.*
- 6) Officer's Report: Chair.

Kaas reported that Friday and Williams distributed the Development RFP last week. Friday stated receiving one e-mail about the RFP so far.

Williams reported a tenant at the apartment building being seriously delinquent with her rent and requested direction on proceeding with eviction. Kaas inquired as to circumstances of the tenant and Williams was not aware of the particulars of the situation. Authority directed Williams to obtain information on the status of her voucher application otherwise to proceed with eviction.

- 7) Old Business: None.
- 8) New Business:
- a. *Consider/Approve Resolution #01-2016: Property Purchase: N407 Harrison Street (Maurer), Consider purchase in 'as is' condition per approved 5-Year Capital Improvement Plan FY2016-2020.*

Friday stated offer language included delivery of the offer and closing prior to June 1st based on the Seller notifying the Village of the property being cleared out.

Miller moved to approve Resolution #01-2016: Property Purchase: N407 Harrison Street (Maurer), purchase in 'as is' condition for \$120,000, plus costs of the transaction, per approved 5-Year Capital Improvement Plan FY2016-2020. Thiel 2nd. Motion carried unanimously.

The Seller signed the offer to purchase as accepted and was given one signed copy.

9) Correspondences:

10) Adjournment. – ***Kaas hearing no objection, adjourned the meeting at 6:16 pm.***

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

Village of Sherwood Community Development Authority Meeting Minutes
Feb. 24, 2016

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

Present:

Cheryl Dewing
Roger Kaas; Chair
Steve McGrath
David Miller
Todd Thiel

Absent:

Tom Boll, excused
Tom Vande Hey, 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. Miller 2nd. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: Feb. 8 (Special Meeting). – *Miller moved to approve the minutes of the Special Meeting of February 8, 2016, as presented. Dewing 2nd. Motion carried unanimously.*
- 6) Officer's Report: Chair.

Kaas reported anticipating 2 applications for this 50/50 Matching Grant Funds cycle; one is received already, Froggs Ice Cream, for solar panels on the roof and the other not yet received is a new business for a drive through window and specialized coffee equipment.

Kaas stated the Village Board at its regular meeting February 8, 2016 requested the Village Administrator to draft a property maintenance document for addition to the Village Code and the first draft will be presented to the Plan Commission in March.

Kaas reported receiving an e-mail and was expecting the individual to attend the meeting for discussion and since he did not attend and not all Authority members had a copy of the correspondence discussion did not take place.

- 7) Old Business
- a. None.
- 8) New Business:
- a. *Downtown Development – March 15th pre-Proposal Conference and Developer Q&A: Consider presentation elements and tour of Sherwood Cliffs Apartments and Village Hall–Senior Housing sites.*

Kaas directed Authority members to the spreadsheet showing the firms which received copies of the RFP. Kaas thanked Val Seidel, Village Office Coordinator for follow up on the firms to make sure they received a copy.

Kaas requested input for the format of the March 15, 2016 Question and Answer session for the Development RFP. Structure, what and how.

Authority requested another follow up to find out who is attending and who would like a site visit.

McGrath inquired if there is a shorten summary of the Master Plan and information on current Village statistics for the session.

Kaas stated he would work on it.

Kaas questioned the Authority what kinds of commercial businesses they are interested in attracting. Authority members mentioned hardware store, flower store, FEDEX/UPS drop off, and rural models of branded names.

McGrath suggested attending a franchise show.

Dewing suggested visiting the Milwaukee Public Market for ideas.

McGrath suggested the Authority visiting the Peebles Free Market area.

McGrath suggested during the Question and Answer Session having Village brochures available.

b. *'Cash Call' for Sherwood Cliffs Apts: Consider Accounts Payable payments (Wis. Management Co.).*

Williams presented information on the funds request for the expenses from the Sherwood Cliff Apartments and shared information on TIF #3 funds available.

Miller moved to approve \$9,850.97, for projections and actual expenses February – March 2016, as presented. McGrath 2nd. Motion carried unanimously.

- 9) Correspondences:
 - a. Summary of TID-related new and pending legislation (Village Administrator).
- 10) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 7:30 p.m.***

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

**Village of Sherwood Community Development Authority
Special Meeting Minutes**

March 16, 2016

- 1) Call to Order/Roll Call. – *Kaas called the meeting to order at 6:40 p.m. with roll call:*

Present:

Roger Kaas; Chair
Tom Boll
Tom Vande Hey
Steve McGrath

Absent:

Cheryl Dewing, excused
David Miller, excused
Todd Thiel, excused

Others present:

Randy Friday; Administrator

- 2) Pledge of Allegiance. *Recited.*
- 3) Approval of the Agenda. – *Vande Hey moved to approve the Agenda as presented. Boll 2nd. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: Feb. 24 (Regular Meeting). *Vande Hey moved to approve the Minutes as presented. McGrath 2nd. Motion carried unanimously.*
- 6) Officer's Report: Chair.

Kaas reported a March 15th 'Pre-Proposal Meeting' he and the Administrator had with prospective Developers regarding the Historic Downtown Redevelopment RFP that recently was published. Four interested parties were in attendance, including representatives from S.E.H, Bear Development, Wisconsin Redevelopment, and Faith Technologies. In the Village Board Room, Kaas presented information and a Q&A session was held thereafter. Following this, members viewed the Village Hall property tentatively scheduled for age-restricted, market rate apartment development, and then toured the Sherwood Cliffs Apartment building adjacent to the Village Hall.

- 7) Old Business: None.
- 8) New Business: None.
- 9) Correspondences:
a. Sherwood Cliff Apartments: Clean-out of vacant units (Feb. 26; Wis. Management Co.)

- 10) Closed Session: Review of two grant applications (Frogg's Ice Cream; Almost Johnny's Café & Coffee) for the *50/50 Business Matching Grant Program*. **At 6:55pm, Boll moved to go into Closed Session. Vande Hey 2nd. Motion carried unanimously.**
- 11) Open Session: **At 8:19pm, Vande Hey moved to return to Open Session. Boll 2nd. Motion carried unanimously.**
- 12) Adjournment. **Hearing no objection, Kaas adjourned the meeting at 8:20 p.m.**

Minutes respectfully submitted for review and approval by acting-Clerk, Randy Friday.

Village of Sherwood Community Development Authority

MEETING NOTICE AND AGENDA

Wednesday, April 27, 2016 – 6:30 pm

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

**NOTICE OF
MEETING CANCELLATION**

There will be no April *Regular Meeting* of the Community Development Authority due to a lack of business at this time.

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 Minutes
May 25, 2016

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

Present:

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

Absent:

David Miller, excused
Steve McGrath, excused

Others present:

Randy Friday; Administrator
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Thiel moved to approve the agenda as presented. Boll 2nd. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: March 23 (Regular Meeting). – *Vande Hey moved to approve the minutes of the Regular Meeting of the Community Development Authority of March 23, 2016, as presented. Dewing 2nd. Motion carried unanimously.*
- 6) Officer's Report: Chair.

Kaas reported grant application for Johnny's Coffee & Café was withdrawn due to health issues. Kaas requested Williams for an update on the Maurer property. Williams stated having discussions with Village Counsel and the Sellers, and with title commitment and property being emptied the closing will take place shortly. Williams distributed property maintenance standards referencing one section of which one of the Village rental properties is in violation. Friday reported the situation will be remedied as cost effectively as possible.

- 7) Old Business
a. None.
- 8) New Business:
a. Consider 50/50 Matching Grant fund request: (*Head Insurance Agency LLC, \$6,900*).

Kaas reported the actual invoice was higher due to sales tax.

Vande Hey moved to approve releasing funds for grant in the amount of \$7,239.12. Boll 2nd. Motion carried unanimously.

- b. Consider disposition of vacant Village parcels for development in Sherwood Forest Golf Course Village area.

Kaas reported the Village received a property donation from Les Stumpf (4 residential lots in the second addition of Sherwood Forest Golf Village and 1 residential lot along County M) and the Village Board is circulating a Request For Proposals (RFP) of Development of those lots.

Tony Genisot, N561 Robinhood Way, Sherwood, addressed the Authority sharing his plan for two (2) lots of the five (5).

Kaas stated the Village Board is circulating the RFP on all the properties, Genisot is welcome to present a proposal.

9) Correspondences:

- a. *Wisconsin Management Company* – e-mail May 19, 2016.

Williams updated the Authority on the remaining 3 tenants at the property.

- b. *Hobart/First residential building 100 percent leased* – Northeast April 4, 2016.

10) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 7:20 p.m.***

Minutes respectfully submitted for review and approval by Susan Williams-Clerk.

Village of Sherwood Community Development Authority Meeting Report

June 22, 2016

Informational Items:

Old Business

- a. Disposition of Village parcels advertised for (re-)development.
 - i. *Historic Downtown Redevelopment Area properties.*
 - ii. *Sherwood Forest Golf Village Area properties*

Friday distributed copies of the timelines of both RFPs and explained the processes.

New Business:

- a. *Consider reimbursement payment for 50/50 Business Matching Grant Program*
 - i. *Frogg's Ice Cream – Grant-funding request regarding solar panels.*

Boll moved to approve the payment of \$3,376.00 of 50/50 Matching Grant Funds. Vande Hey 2nd. Motion carried unanimously.

- b. *Consider Insurance Options for W450 Clifton Rd., Sherwood Cliff Apartments.*

Williams presented information on property insurance premiums, informing the Authority that once the property was purchased, a request for coverage was submitted, and the insurance agency indicated no changes in previous premiums at first only to be informed the property had a \$7,200 annual premium six months later. Williams stated another policy has a \$5,000 annual premium and requested direction from the Authority.

Boll suggested using the funds for insurance premiums to incentivize the last two tenants to move out sooner than the end of their lease.

Vande Hey moved to relocate remaining tenants with a \$500 per month pro-rated incentive to vacate the property prior to their lease end date. Boll 2nd. Motion carried unanimously.

Authority stipulated the tenants must respond within two weeks of offer.

- 2) Correspondences:
 - a. *High Cliff Apartments–Remaining residents in building (June 13; Wis. Management Co).*
- 3) Closed Session: *Consider grant application for the 50/50 matching grant program and potential investment(s), per Downtown Redevelopment Plan. 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 6:48 p.m. Dewing 2nd. Motion carried unanimously.

a. *Hilltop Investors/High Cliff Studio – Roofing project (N398 Military Road; Amrhein).*

4) Open Session: *The Board may act on any of the above-noted items in Open Session.*

Miller moved to return to open session at 7 p.m. Vande Hey 2nd. Motion carried unanimously.

Vande Hey moved to approve \$10,000 50/50 Matching Grant to Hilltop Investor/High Cliff Studio with the contingency that the Village has the first right of refusal for the next two years. Miller 2nd.

Dewing questioned if there has to be a two year timeframe.

Rath voiced concern of precedent in the approval of a grant after the fact. Kaas stated the application date was April 2016, related conversations were pre-dated and the applicant was unavailable to attend the CDA meetings. Vande Hey suggested the Authority following protocol. Thiel stated the Village encouraged it and if the applicant had appeared before the contingency would not have been added.

Kaas inquired of Vande Hey if the motion included release of the funds and Vande Hey concurred. Miller agreed to the modification.

Vande Hey stated if the applicant is agreeable to first right of refusal period the Authority is better off yet.

Friday questioned if the applicant is not agreeable to first right of refusal period, if that stops the process. Thiel, Vande Hey and the Authority agreed that would stop it.

Motion carried.

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

Minutes respectfully submitted for review and approval by Susan Williams-Clerk.

Village of Sherwood Community Development Authority Meeting Minutes
July 27, 2016

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

Present:

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

Absent:

David Miller, excused

Others present:

Randy Friday; Administrator
Susan Williams, Clerk-Treasurer
Jim Rath, Village President

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Thiel moved to approve the agenda as presented. Boll 2nd. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: June 22 (Regular Meeting). – *Thiel moved to approve the minutes of the Regular Meeting of the Community Development Authority of June 22, 2016 as presented. Dewing 2nd. Motion carried unanimously.*
- 6) Officer's Report: Chair.

Kaas reported meeting with Friday and Mary Kohrell for economic development options from Calumet County. Kaas stated his priorities for the Village are improve trails/amenities, assistance with downtown/mainstreet developments, working with small businesses for their success/retention and improved housing options.

Kaas stated the topic of allocation of costs for the Post Office parking lot rehabilitation was discussed at the Village Board Meeting July 27, 2016 and he is in favor of the CDA being responsible for the reformatting of the parking lot (\$56,000). Kaas stated the roadway costs will be allocated to the General Fund (\$32,500). Friday reported that the costs allocated to the CDA will reduce the demands on the tax roll.

- 7) Old Business
- a. Disposition of Village parcels advertised for (re-)development.
- i. *Historic Downtown Redevelopment Area properties.*

Friday reported the proposals are due by 4:30 p.m. August 1, 2016. Kaas stated if there is no specific proposal received for the senior market rate apartments that he would contact the developer from the Chilton project directly.

- ii. *Sherwood Forest Golf Village Area properties.*

Friday reported the proposals are due by noon July 28, 2016, directly to the Clerk. Friday stated he may present a proposal for the parcel on County M. Friday reported he was in negotiation with the prior owner a few years back.

8) New Business:

- a. *Consider 50/50 Business Matching Grant Program reimbursement payment*
 - i. *Sherwood Elevator – Reimbursement for asphalt placement (\$10,000).*

Kaas reported receiving all the documents in order to disburse the funds.

Vande Hey moved to disburse the 50/50 Matching Grant Funds to Sherwood Elevator. Dewing 2nd. Motion carried unanimously.

- b. *Consider ‘cash call’ for prior Quarter expenses (Wisc. Management Company).*

Williams presented a report for funds request and information on the remaining tenant.

Vande Hey moved to approve the disbursement of funds as requested of \$3,537.81. Thiel 2nd. Motion carried unanimously.

The Authority directed Williams to inform the management company to proceed with eviction.

- c. *Clifton Road intersection closure at STH 55/114 (Post Office): Per adopted Historic Downtown Master Plan, consider removal of overhead power lines serving street lights and future surrounding area improvements.*

Friday reports that with the downtown development, and the closing of Clifton Road the assessment of the existing utilities/features is proper. Friday suggested with the barrier curb at the closing of Clifton Road, to remove the crosswalk across the highway from the Wink Mart since there is another crosswalk at the Post Office, remove the streetlight at that crosswalk and lay the wires underground from the Meehl Street streetlight.

Boll voiced concerns with the closing of Clifton Road and the barrier curb that will be installed that people driving at night will not know the street is closed. Friday stated there will be cement planters along the curb to make it stand out.

Vande Hey moved to remove the streetlight and crosswalk at the Wink Mart and lay the electric wires underground for the Meehl Street streetlight not to exceed \$20,000. Boll 2nd. Motion carried unanimously.

9) Correspondences: None.

- 10) Closed Session: *Downtown business redevelopment presentation and discussion.* 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: Downtown business redevelopment presentation and discussion. Per Wis. Stats §19.85(1) (e) at 6:30 p.m. Thiel 2nd. Motion carried unanimously.

- 11) Open Session: *The Board may act on any of the above-noted items in Open Session.*

Vande Hey moved to return to open session at 8:20 p.m. Boll 2nd. Motion carried unanimously.

Kaas recommended based on the Closed Session discussion to provide parking space on the land known as N409 Military Road and requested a motion.

Vande Hey moved to recommend to the Village Board to solicit bids for demolition of N409 Military Rd., provide proper notice to the tenants and demolishing the property no later than the end of April 2017. Thiel 2nd. Motion carried unanimously.

- 12) Adjournment. – *Kaas hearing no objection adjourned the meeting at 9:07 p.m.*

Minutes respectfully submitted for review and approval by Susan Williams-Clerk.

Village of Sherwood Community Development Authority Meeting Minutes
August 24, 2016

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

Present:

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

Absent:

David Miller, excused
Todd Thiel, excused

Others present:

Randy Friday; Administrator
Susan Williams, Clerk-Treasurer
Jim Rath, Village President

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Vande Hey moved to approve the agenda as presented. Boll 2nd. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: July 27 (Regular Meeting). – *Dewing moved to approve the Minutes of the Regular Meeting of the Community Development Authority as presented. Vande Hey 2nd. Motion carried unanimously.*
- 6) Officer's Report: Chair.
- 7) Old Business
- a. *Redevelopment property: Consider proposal(s) (Closed Session).*
- 8) New Business:
- a. *Request to do metal detection on N409 Military Road property (Mark Van Stappen; Little Chute resident).*

Vande Hey moved to recommend to the Village Board to allow Mark Van Stappen to perform metal detection services at N409 Military Road property, conditional upon the Village having the right of first refusal of any items found at the property, the option of having Village individuals checking in during the search and request for him to check in with the Village Hall to report results. Boll 2nd. Motion carried unanimously.

- 9) Correspondences:
- a. Economic Development District Project Inventory – 2016 (July 29; East Central Wisconsin Regional Planning Commission).

Friday introduced the correspondence and stated at the present time the projects the Village is involved with are not in the same category of those for the current inventory of

Comprehensive Economic Development Strategy (CEDS) and this is something for future larger scale developments.

- 10) Closed Session: *Downtown business redevelopment presentation and discussion.* 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.

Boll moved to go into Closed Session: Downtown business redevelopment presentation and discussion, Per Wis. Stats §19.85(1) (e) at 6:53 p.m. Dewing 2nd. Motion carried unanimously.

- 11) Open Session: *The Board may act on any of the above-noted items in Open Session.*

Vande Hey moved to return to Open Session at 9:46 p.m. Dewing 2nd. Motion carried unanimously.

Vande Hey moved to recommend the Village Board to demolish the remaining residential homes purchased for commercial development (W432 Clifton Rd., W407 Harrison St., and W417 Harrison St.). Boll 2nd. Motion carried unanimously.

- 12) Adjournment. – *Kaas, hearing no objection adjourned the meeting at 9:48 p.m.*

Minutes respectfully submitted for review and approval by Susan Williams-Clerk.

Village of Sherwood Community Development Authority Meeting Minutes
Sept. 28, 2016

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

Present:

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

Absent:

David Miller, excused
Steve McGrath, excused

Others present:

Randy Friday; Administrator
Susan Williams, Clerk-Treasurer
Jim Rath, Village President

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Kaas requested agenda item 10) advanced to follow agenda item 5). **Vande Hey moved to approve the agenda as amended, and the rest as presented. Dewing 2nd. Motion carried unanimously.***
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: Aug. 24 (Regular Meeting). – ***Boll moved to approve the minutes of the regular meeting of the Community Development Authority on August 24, 2016, as presented. Vande Hey 2nd. Motion carried unanimously.***
- 6) Officer's Report: Chair.

Kaas distributed an e-mail Thiel had sent to him in regards to Uptown Commons in Chilton. Thiel shared information he obtained from that development. Thiel stated he, Kaas and Miller will walk through the property with the owner and manager September 29, 2016.

- 7) Old Business: None.
- 8) New Business:
a. *Consider joint marketing for properties in Historic Downtown Redevelopment District.*

Kaas reported speaking with a representative from Newmark, Grubb and Pfefferle about the Village development opportunities, including giving out a copy of the Village Development Request For Proposal. Kaas received feedback that parties may have interest. Kaas stated the representative requested a single party listing for the client with interest.

Thiel moved to approve a single client listing with Newmark, Grubb and Pfefferle with stipulation of pre-qualified parties, pre-determined parameters of minimum value and time frame for senior living development. Dewing 2nd. Motion carried unanimously.

- b. *Consider Market Study for future Senior Housing project (East Central Wisconsin Regional Planning Commission (ECWRPC)).*

Kaas stated ECWRPC has circulated requests for studies and asked the Authority if the Village should apply. Dewing questioned if all know the Village needs senior housing. Kaas replied that developers need the analysis. Friday went through the checklist and found the Village could rank high.

Vande Hey moved to authorize Kaas to complete the application. Boll 2nd.

Thiel suggested qualifying the application.

Kaas stated the cost of ECWRPC's Comprehensive Plan revamp is approximately \$17,000.

Motion carried unanimously.

- 9) Correspondences: None.
- 10) Closed Session: *Downtown business redevelopment presentation and discussion.* 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 to Closed Session Per Wis. Stats §19.85(1) (e) at 6:33 p.m. Vande Hey 2nd. Motion carried unanimously.

- 11) Open Session: *The Board may act on any of the above-noted items in Open Session.*

Boll moved to return to Open Session at 9:03 p.m. Dewing 2nd. Motion carried unanimously.

Williams informed the Authority of the tenant communications regarding the pending demolition of the remaining rental homes dependent on the approval at the budget hearing in November.

Friday suggested Williams provide monthly updates on the Economic Development Resources.

Friday stated he will discuss the demolition needs with the Village Public Works Staff.

- 12) Adjournment. – ***Kaas, hearing no objection adjourned the meeting at 9:35 p.m.***

Minutes respectfully submitted for review and approval by Susan Williams-Clerk.

**Village of Sherwood Community Development Authority Meeting Minutes
Oct. 26, 2016**

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

Present:

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

Absent:

David Miller, excused
Steve McGrath, excused

Others present:

Randy Friday; Administrator
Susan Williams, Clerk-Treasurer
Jim Rath, Village President

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Miller moved to approve the agenda as presented. Boll 2nd. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items.
- 5) Approval of Minutes: Sept. 28 (Regular Meeting). – *Vande Hey moved to approve the minutes of the regular meeting September 28, 2016, as presented. McGrath 2nd. Motion carried unanimously.*
- 6) Officer's Report: Chair.

Kaas stated he is appointing Boll to the committee of the Plan Commission to review the Comprehensive Plan Update. Kaas reported Boll was on the Commission when the Plan was first created. Kaas stated he, Thiel and Miller visited Chilton's Uptown Commons. Kaas reported the facility had many desirable amenities, met the regional management and found the management rated the Village site outside of their criteria.

- 7) Old Business: None.
- 8) New Business:
- a. *50/50 Business Matching Grant Program: Consider reimbursement payment*
- i. *Granary Supper Club – Signage & asphalt work.*

Kaas introduced the application and allowed David Eggert to speak on the request.

Miller moved to approve the request of \$222.22, per application submitted. Boll 2nd. Motion carried unanimously.

- b. *Consider joint marketing for properties in Historic Downtown Redevelopment District.*

Kaas directed the Authority to the Newmark, Grubb & Pfefferle (NG&P) single party listing document for W450 Clifton Road and the property behind the Village Building in the packet. Kaas stated the party on the contract is KCG. Kaas reported this firm does projects nationwide and the nearest is in Fond du Lac, repurposing an old bank building in downtown.

Rath questioned what KCG's intention is for the property. Kaas responded that he told NG&P that the terms will include Village approval of the plan and preliminary comments from KCG is senior housing and assisted living.

Rath inquired of the \$20,000 listing fee; if the transaction does not go through if the Village is still responsible for paying that fee. Friday read under the procure section the language of an enforceable contract of sale between the buyer and seller is entered into and then read under additional provisions the language if the sale is made to the interested buyer.

Kaas stated the discussions had been if the Village donates the property to the buyer, that NG&P receives compensation. Kaas reported the intention of KCG is to bundle the Village property with Condon Oil property adjacent.

Vande Hey questioned if the Authority is to sign the single party listing. Kaas suggested having clarification on the right of refusal by the Village of the buyer's intended use.

McGrath suggested clarification on KCG's timeframe, the Village would not want to enter into a transaction and the property remains undeveloped for years.

Kaas stated the Authority needs clarification on the right of refusal and timeframe and questioned if they should wait.

Vande Hey suggested inquiring of financial responsibility. Kaas stated NG&P has assured him that if they bring a buyer, they will be qualified.

Rath suggested a penalty clause be added for not completing within a timely fashion.

Vande Hey moved to go forward stipulating the right of refusal and timeframe. Miller 2nd.

Friday questioned if this development is to be an anchor of future development and if this is supplanting the other proposal. Kaas replied this gives the Village another option. Vande Hey stated that with the right of refusal it would be covered.

Vande Hey stated all options need to be kept open.

Motion carried unanimously.

- c. *Contract B-16 – Change Order #1: Request to approve Change Order (\$3,816.01) for extra materials and work needed to complete post office portion of project, increasing base contract from \$138,680.09 to \$142,496.10 (Note: Joint Village/CDA project).*

Friday presented information on construction issues of underground materials being subgrade which resulted in the change order.

Vande hey moved to approve Contract B-16 – Change Order #1, (\$3,816.01) for extra materials and work needed to complete post office portion of project, increasing base contract from \$138,680.09 to \$142,496.10. Boll 2nd. Motion carried unanimously.

d. *FY2017-2021 5-Year Capital Improvements Budget – CDA Items.*

- 9) Correspondences: None.
- 10) Closed Session: *Downtown business redevelopment presentation and discussion.* 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.

McGrath moved to go into Closed Session Per Wis. Stats §19.85(1) (e) at 7:00 p.m. Miller 2nd. Motion carried unanimously.

- 11) Open Session: *The Board may act on any of the above-noted items in Open Session.*

Vande Hey moved to return to Open Session at 8:30 p.m. Miller 2nd. Motion carried unanimously.

- 12) Adjournment. – ***Kaas, hearing no objection adjourned the meeting at 8:30 p.m.***

Minutes respectfully submitted for review and approval by Susan Williams-Clerk.

Village of Sherwood Community Development Authority

MEETING NOTICE AND AGENDA

Wednesday, November 23, 2016 – 6:30 p.m.

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

**NOTICE OF
MEETING CANCELLATION**

There will be no November *Regular Meeting* of the Community Development Authority due to the Thanksgiving Holiday – the meeting will be rescheduled for Wednesday, November 30, 2016 at 6:30 p.m.

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 Minutes
Nov. 30, 2016

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

Present:

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

Absent:

Cheryl Dewing, excused

Others present:

Randy Friday; Administrator
Susan Williams, Clerk-Treasurer
Jim Rath, Village President

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Vande Hey moved to approve the agenda as presented. Miller 2nd. Motion carried unanimously.*
- 4) Citizen Comments on Agenda Items. – *Recited.*
- 5) Approval of Minutes: Oct. 26 (Regular Meeting). – *Boll moved to approve the minutes of the regular meeting of the Community Development Authority of October 26, 2016, as presented. Vande Hey 2nd. Motion carried unanimously.*
- 6) Officer's Report: Chair.
- 7) Old Business: None.
a. *Joint marketing for properties in Historic Downtown Redevelopment District.-update.*

Kaas reported KCG is doing its due diligence gathering current local rental rates. Kaas stated Newmark, Grubb & Pfefferle (NG&P) has had positive discussions with the State Bank of Chilton and no discussions with Condon Oil (for their respective parcels adjacent to the Village properties under consideration) as of the meeting date.

Kaas suggested that if the single party listing would not result in anything would the Authority consider expanding the listing to a more general one to identify developers or interested parties. Boll questioned the cost and Kaas responded he would expect \$20,000, the same as the single party listing or 6%. Kaas stated the Authority should wait to see if the current contract results in any development and the members agreed.

- 8) New Business:

- 9) Correspondences: None.
- 10) Closed Session: *Downtown business redevelopment presentation and discussion.* 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: Downtown business redevelopment presentation and discussion. Per Wis. Stats §19.85(1) (e), at 6:44 p.m. Boll 2nd. Motion carried unanimously.

- 11) Open Session: *The Board may act on any of the above-noted items in Open Session.*

Thiel moved to return to Open Session at 7:29 p.m. Vande Hey 2nd. Motion carried unanimously.

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

Minutes respectfully submitted for review and approval by Susan Williams-Clerk.

Village of Sherwood Community Development Authority

MEETING NOTICE AND AGENDA

Wednesday, December 28, 2016

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

**NOTICE OF
MEETING CANCELLATION**

There will be no November *Regular Meeting* of the Community Development Authority due to the lack of business.

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