

Village of Sherwood Community Development Authority Meeting Minutes

Jan. 25, 2017

- 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
David Miller
Todd Thiel
Tom Vande Hey

Absent:

none

Others present:

Randy Friday; Administrator
Susan Williams, Clerk-Treasurer

- 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: Nov 30 (Regular Meeting). – *Dewing moved to approve the minutes of the special meeting of the Community Development Authority on November 30, 2016, as presented. Boll 2nd. Motion carried unanimously.*
- 6) Officer's Report: Chair.
- 7) Old Business
- a. *Historic Downtown Redevelopment District:* Consider joint- versus single-marketing strategy for project site(s).

Kaas reported no new information on the single party listing with Newmark, Grubb & Pfefferle (NG&P) and asked the Authority and they approved expanding the agreement to attract more interest with Kaas contacting NG&P.

Miller inquired if Kohrell in her new position with Calumet County if she would be able to assist the Village and Kaas replied that from the news release some of her new responsibilities would be part of workforce development, but had not spoken directly with her.

McGrath inquired if Anasay was contacted last year with the Development Request For Proposal. Williams consulted the list and responded no. Kaas asked for the list to be distributed to the Authority and Williams did.

Kaas stated Stadtmueller (Stadtmueller & Associates) per newspaper articles reported are out of the Cedars project due to issues with the project progress and the Village of Kimberly has taken over the project. Kaas asked the Authority and they agreed that Kaas should reach out to Stadtmueller about Village development.

Vande Hey inquired if any local investors or funding had been consulted. Kaas reported Village President Rath speaking with Stephenson, but was not aware of the conversation and the rest of the Authority responded 'no' to the local funding/investors.

- 8) New Business:
- a. *Wisconsin Management Company:* Final payment for services (Sherwood Cliffs Apts.).

Williams presented the final billing from the management company and informed the Authority that there will be some WE Energies invoices coming through until the meters are all locked down.

Williams presented information on the Economic Development Resources, FY2017 Budget and a summary of the 50-50 Matching Grant Program. Kaas voiced concerns of the remaining funds of the 50-50 Matching Grant Program from FY2016. Williams replied the accounting of the funds for the grant program was comingled with the costs of the construction at the Post Office, costs of closing intersection of Clifton Rd. at Cnty M/114/STH 55 and costs of W450 Clifton Rd. property.

Miller moved to request the Village Board amend the FY2016 budget to reallocate all non 50-50 Matching Grant expenses to a separate unbudgeted account and remaining 50-50 Matching Grant funds from FY2016 can be committed to FY2017 (39,286). Vande Hey 2nd. Motion carried unanimously.

Miller questioned if there will be stimulus funds available with the new administration.

- 9) Correspondences: None.
- 10) Closed Session: *Property and business (re-)development:* 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 at 6:55 p.m. Per Wis. Stats §19.85(1) (e). Thiel 2nd. Motion carried unanimously.

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

Miller moved to return to Open Session at 8:09 p.m. Boll 2nd. Motion carried unanimously.

No action was taken.

- 12) Adjournment. - ***Kaas hearing no objection adjourned the meeting at 8:09 p.m.***

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

**Village of Sherwood Community Development Authority Meeting Minutes
Feb. 22, 2017**

- 13) 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
David Miller
Todd Thiel
Tom Vande Hey

Absent:

none

Others present:

Randy Friday; Administrator
Susan Williams, Clerk-Treasurer

- 14) Pledge of Allegiance. – *Recited.*

Kaas requested to amend the agenda to advance agenda item 10) to follow agenda 5).

- 15) Approval of the Agenda. – *Miller moved to approve the agenda as so amended. Boll 2nd. Motion carried unanimously.*

- 16) Citizen Comments on Agenda Items.

- 17) Approval of Minutes: Jan. 25 (Regular Meeting). – *Vande Hey moved to approve the minutes of the regular meeting of the Community Development Authority of January 25, 2017, as presented. Dewing 2nd. Motion carried unanimously.*

- 18) Officer's Report: Chair.

Kaas reported receiving an e-mail from Mark Van Stappen requesting permission to perform metal detection at the remaining rental homes prior to the demolition.

Vande Hey moved to approve Van Stappen to perform metal detection at W432 Clifton Rd., W407 and W417 Harrison St. per the same agreement as the first home (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). Miller 2nd. Motion carried unanimously.

Kaas directed the Authority's attention to a sign in the Board Room for promotion of the land adjacent to the grocery store at the Daycare Administrators Convention in Elkhart Lake February 23, 2017. Kaas reported Miller, Friday and himself will host a booth there. Friday stated the grocery store owners have expressed interest in allowing access to the existing entrance and co-locating parking in designated areas for daycare customers.

Kaas requested and Friday agreed to reach out to East Central Wisconsin Regional Planning Commission in order to advance the deadline of the housing survey previously planned to be done by mid-year.

- 19) Old Business

b. *Historic Downtown Redevelopment District: Consider joint- versus single-marketing contract.*

Kaas directed the Authority to the expanded marketing listing for the property adjacent to the Village Hall and W450 Clifton Rd., and stated the Golden Shores, LLC would be excluded due to prior discussions.

Thiel moved to approve the expanded marketing agreement as presented with the exclusion as discussed. Miller 2nd. Motion carried unanimously.

20) New Business:

b. *Request to allow separate (sewer) meter placement (Frogg's Ice Cream; Bill Flynn).*

Kaas inquired if the Authority wanted to table this topic and Friday stated Flynn withdrew his application.

21) Correspondences: None.

22) Closed Session: *Property and business (re-)development:* 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. *Frogg's Ice Cream* – Improvements including 'Radiator for ice cream machines'/'Closed loop glycol chiller'.

b. *Building for sale* – Consider potential response to offer.

Vande Hey moved to go into Closed Session Per Wis. Stats §19.85(1) (e) at 6:53 p.m. Boll 2nd. Motion carried unanimously.

23) Open Session: *The Board may act on any above-noted item in Open Session.*

Boll moved to return to Open Session at 8:05 p.m. Vande Hey 2nd. Motion carried unanimously.

No action was taken.

Dewing questioned Kaas about contacting Randy Stadtmueller. Kaas replied that Stadtmueller had some recent changes and Kaas had not contacted either he or Mary Kohrell.

24) Adjournment. - ***Kaas hearing no objection adjourned the meeting at 8:08 p.m.***

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

Village of Sherwood Community Development Authority Meeting Minutes

March 22, 2017

25) 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

26) Pledge of Allegiance. – *Recited.*

27) Approval of the Agenda. – *Thiel moved to approve the agenda as presented. Boll 2nd. Motion carried unanimously.*

28) Approval of Minutes: Feb. 22 (Regular Meeting). – *Vande Hey moved to approve the minutes of the regular meeting of the Community Development Authority on February 22, 2017, as presented. Thiel 2nd. Motion carried unanimously.*

29) Citizen Comments on Agenda Items.

Dan Rippl, W5055 Golf Course Rd., Sherwood – regarding agenda item 9) a) – presented the High Cliff Public Golf Course 50-50 Matching Grant submission and explained what the funds would be used for.

Jeff Luniak, W5055 Golf Course Rd., Sherwood – regarding agenda item 9) a).

Cory Feller, W5055 Golf Course Rd., Sherwood – regarding agenda item 9) a).

30) Presentation: Discussion/Update with new Calumet County Economic Development Director regarding local and countywide projects (Mary Kohrell).

Kohrell distributed a handout of Sherwood Workforce Profile and presented information on her new role working within Calumet County Economic Development. Kohrell reported her basic focus is on 1) business retention and expansion, 2) individual community economic development and 3) workforce development and retention. Kohrell state her other priorities will be tourism, working with agriculture economy and market the County program.

Kaas questioned the Calumet County Revolving Loan Program.

Kohrell explained some basics; interested individuals should contact her in order to identify eligibility, criteria is 1 job created or retained for each \$35,000 loaned, it is federally regulated, new construction has difficulties in obtaining funding, etc.

Kaas asked if Kohrell could assist the Village with attracting Senior Rate Housing development.

Kohrell responded that she recently attended an InDevelopment conference; where she made connections with developers, is creating a building list with the hopes of assisting municipalities with that kind of request.

31) Officer's Report:

a. Marketing Contract (Newmark, Grubb & Pfefferle (NG & P)): Update (Chair).

Kaas discussed an e-mail handout from NG & P which included a profile sheet, a portion of the listing contract and a report of recent interest from one firm. Kaas stated he has an appointment Friday with NG & P and a potential client to walk through W450 Clifton Rd.

b. Financial Status: Update (Clerk-Treasurer).

32) Old Business

c. None.

33) New Business:

c. *50/50 Business Grant Match Program: Request to fund kitchen improvements at Pro Shop to provide food for golf course users (High Cliff Public Golf Course).*

Vande Hey voiced concerns of the golf course serving food and being in conflict with the restaurant.

Rippl responded that the golf course has the restaurant's blessing. Rippl stated that they will serve brats, hamburgers, hot dogs and hot meat sandwiches. Rippl reported they will be open for food from the morning to 5 pm daily. Rippl stated when there are events at the course they will not serve food in direct competition with the restaurant, they will work with them.

Vande Hey moved to approve the 50-50 Matching Grant application request of \$5,661.71 as presented. Dewing 2nd. Motion carried unanimously.

34) Correspondences:

a. *Wisconsin Rural Summit (Wisconsin Rural Partners; March 2).*

Friday informed the Authority of the progress of the remaining rental homes; asbestos testing on the uninhabited homes is on-going with the inhabited home to be tested upon vacancy. Friday stated all homes should be razed by July of this year.

Friday stated N409 Military Rd. home is razed, the foundation is removed and backfilled. Friday reported he will be getting stone quotes to begin the parking area work and that a fence will be installed to minimize light pollution for neighbors.

Friday stated the salon owner at High Cliff Studio building is transitioning to an in-home business; potentially within the next six months.

Williams distributed an Ehler's flyer for services related to recent State law changes of Tax Incremental Financing (TIF) reporting. Williams informed the Authority of the changes and services to be provided by the current auditor.

Friday requested Williams develop a timeline for the TIF reporting for the next Authority meeting.

Vande Hey inquired if any further interest has been expressed in the land adjacent to the grocery store by the Cradle to Crayons daycare. Friday reported that party has not spoken with the grocery owners yet. Friday suggested and the Authority agreed it would be good for him to contact her to inform her the Village has resources to assist if needed.

Friday reported receiving phone calls from a party interested in Shenanigans. Thiel reported he will be going through the property this week; Dewing and Vande Hey stated they will join Thiel in that appointment.

Kaas informed the Authority that the Plan Commission is in the process of updating the Comprehensive Plan.

- 35) Closed Session: *Property and business (re-)development:* 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. *Building(s) for sale* – Consider potential offer(s) and response to offer.

Thiel moved to go into Closed Session Per Wis. Stats §19.85(1) (e) at 7:53 p.m. Vande Hey 2nd. Motion carried unanimously.

- 36) Open Session: *The Board may act on any above-noted item in Open Session.*

Boll moved to return to Open Session at 8:03 p.m. Vande Hey 2nd. Motion carried unanimously.

Vande Hey moved to recommend to the Village Board to initiate taking/condemnation process of property at N303 Military Rd. (Hawkinson, Ronald and Angela). Thiel 2nd. Motion carried unanimously.

- 37) Adjournment. - ***Kaas hearing no objection adjourned the meeting at 8:04 p.m.***

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

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

Wednesday, April 12, 2017

38) Call to Order/Roll Call. – *Kaas called the meeting to order at 5:00 p.m. with roll call:*

Present: Roger Kaas; Chairperson
Tom Boll
Cheryl Dewing
Steve McGrath
David Miller
Tom Vande Hey

Absent:
Todd Thiel; *Excused*

Others Present:
Randy Friday; Village Administrator
Valerie Neuman; Acting Clerk

39) Pledge of Allegiance: Recited.

40) Approval of the Agenda. *Motioned by Boll, seconded by Miller, and unanimously approved.*

41) Approval of Minutes:

a) March 22 (Regular Meeting). *Vande Hey motioned to approve the March 22, 2017 regular meeting minutes, seconded by Dewing, and unanimously approved.*

b) March 30 (Special Meeting). *Boll motioned to approve March 30, 2017's special meeting minutes, seconded by Vande Hey, and carried unanimously.*

42) Citizen Comments on Agenda Items: None.

43) Officer's Report:

a) Marketing Contract (Newmark, Grubb, & Pfefferle): Update (Chair). – Kaas mentioned he had communications with the Village's realtor representative (Greg Landwehr of Newmark, Grubb, & Pfefferle) regarding a party interested in the property at W450 Clifton Road (formerly known as the Sherwood Cliffs Apartments building). More discussion about conversations are to be brought up in closed session.

44) Old Business: None.

45) New Business:

a) *50/50 Business Grant Match Program:* Absolute Wash (W579 Knight Drive) – facility upgrades (asphalt sealing, paving).

Absolute Wash requested fifty (50) percent fund-matching for their proposed work for fixing up the parking lot, and entrances and exists of the infrared repair of the car wash and self-serve bays for the amount of \$2,462.00.

Vande Hey inquired if multiple bids were required for the matching request, but Kaas mentioned that since project was just shy of \$5,000.00, three competitive bids were not required for comparison/documentation purposes.

Miller motioned to approve Absolute Wash's 50/50 Business Matching Grant request for the amount of \$2,462.00 for the purposes of repairing the business' parking lot and car wash self-serve bays. Vande Hey seconded and motion carried unanimously.

- b) *'Sherwood Historical Books'*: Request for contribution to off-set purchase cost (Friends of High Cliff – Advisory Board).

Friends of High Cliff State Park (FoHCSP) Advisory Board representative, Janet Deprez, approached the Village to help pay and off-set the cost of the production of 100 Sherwood Historical books to have them for sale for park visitors and Sherwood enthusiasts. Her request was brought forth at the Village Board regularly-scheduled meeting on Monday, April 12, where the Board approved paying half of the reprint cost (\$315.50). The request was forwarded to the CDA to off-set the other half of the reprint cost (\$315.50); formal approval of Village Board's funding is contingent upon the CDA's approval of the 50/50 matching grant request.

Kaas informed the collective that this matching grant opportunity is a great way to support the FoHCSP, and the proceeds will go directly to the non-profit's ongoing initiatives. Miller added with Sherwood's 50th anniversary coming next year, the reprinting will help with demand of the books.

Dewing motioned to approve the Friends of High Cliff State Park's request for the 50/50 matching grant request to off-set the reprint cost of the 100 Sherwood books, with the understanding that proceeds will directly go to Friends of High Cliff State Park. Boll seconded, and carried unanimously.

46) Correspondences:

- a) Asbestos Testing at N407 Harrison Street (Davis Consulting & Contracting; March 24).

Friday mentioned the testing results for N407 Harrison Street were provided to the Village Office last month, and the second home at Harrison Street will be available the week of April 17. The testing results of all properties (when acquired) will be forwarded to all potential bidders for the remediation process, and thereafter the Village will solicit bids for the formal demolition of all three properties. Before final demolition, however, Calumet County Sheriff's Department and Harrison Fire/Rescue may utilize the vacant properties for training exercises; time and dates are still to be determined.

47) Closed Session:

- a) *Property and business (re-)development*: 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.

- b) *Consider Grant Match applications noted above in Items 8a and 8b.*

Items were left as Open Session Items prior to going into Closed Session. Kaas mentioned it may be best to update 50/50 Small Business Matching Grant application review procedures (possibly not requiring the requests as Closed Session Items, unless if requested by applicant).

At 7:15 PM, a motion to go into Closed Session was made by Miller, seconded by McGrath, and unanimously approved.

At 8:57 PM, a motion to return to Open Session was made by Miller, seconded by Dewing, and unanimously approved.

48) Open Session: *The Board may act on any above-noted item(s) in Open Session:*

Vande Hey motioned to approve the agreement of terms of the purchase price for the building and the 2 acres including the current building at W450 Clifton Road for the cost of \$50,000 with the intent of

repurposing the property for future commercial use. This is with the understanding the WB-15 Offer to Purchase will be remedied to reflect the changes requested by the Community Development Authority during Closed Session, with the approved WB-15 (after being reviewed by the Village's realtor's lawyer and the purchaser's lawyer) contingent upon binding offer acceptance by Friday, April 21, 2017. The Seller of the property provided \$1,000 in non-refundable earnest money as assurance and good faith that within sixty (60) days the seller will provide appropriate lessors to occupy the repurposed space (the CDA has the right to review the selected lessors as part of this agreement). It is also the understanding Seller may receive funds from TID # 3 (cash-on-hand) via a 50/50 grant match to revitalize the space, up to \$100,000, contingent upon the property Lessor not being eligible to utilize other (future) grant program monies, and seventy-five (75) percent of the remitted cost must go to exterior improvements (i.e. windows, roofing, façade improvements, and landscaping). CDA funds will be dispersed via the "Pay-As-You-Go" method, wherein Purchaser must provide receipts and documentation supporting the request prior to any disbursement. The CDA instructed Friday to compose a 'Letter of Intent' regarding stipulations of sale in lieu of an approved WB-15 Offer to Purchase, so potential Purchaser would have documented Terms of Purchase including 60 days within which to conclude sales transaction. Dewing seconded, and motion carried unanimously.

49) Adjournment: With no one objecting, the meeting adjourned at 8:59 PM.

Village of Sherwood Community Development Authority Meeting Minutes

Thursday, May 11, 2017 – 6pm

50) Call to Order/Roll Call. – *Kaas called the meeting to order at 6p.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/Acting-Clerk
Travis Dudovick

51) Pledge of Allegiance. *Recited.*

52) Approval of the Agenda. *With the addition of discussing in Closed Session the property at N398 Military Road previously discussed for redevelopment, Thiel moved to approve the Agenda as presented, seconded by Miller. Motion carried unanimously.*

53) Citizen Comments on Agenda Items.

54) Approval of Minutes: April 12 (Special Meeting). *Boll moved to approve the Minutes of the Special Meeting of the CDA on April 12, including a change to item #11 of the Minutes (Open Session) noting any CDA funding to support the project will come from TID #3 cash-on-hand in the form of a 50/50 grant match, reimbursement of up to \$100,000, and upon receipt of appropriate work-related expenses. Motion seconded by Vande Hey. Motion carried unanimously.*

55) Officer's Report: Nothing to report.

56) Old Business: None.

57) New Business:

- d. *50/50 Business Matching Grant Program:* Consider revisions of hand-out material to grant program applicants.

Boll noted a typographical error on page 2, third paragraph from the bottom, resulting in changing 'dosing' to 'closing'. Members discussed meeting dates to receive and review grant requests (quarterly versus monthly), total annual distribution of funds per business, and ability of a single business to have more than one annual request if the combined total request amounts to less than \$10,000.

Vande Hey motioned to have the following changes made to the Community Development Authority "50/50 Business Matching Grant Program" information guidelines.

- *The CDA will review applications on a monthly basis.*
- *Annually, the maximum grant total per business is up to \$10,000 and may be in the form of multiple grant requests.*

Boll seconded. Motion carried unanimously.

58) Correspondences:

- a. *Annual TIF reporting – Joint Review Board Meeting – Weds., May 17 (3:30pm).*

The Clerk provided a *Memo* noting to the CDA the 5-member JRB will meet as directed as per new State guidance, once annually, to review the status of any Sherwood TIDs. The meeting will include Community Member Tom Vande Hey, Village Representative Randy Friday, and one member each from Calumet County, Kaukauna School District, and the Fox Valley Technical College.

59) Closed Session:

- a. *Property and business (re-)development*: 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.
 - i. W450 Clifton Road: Final consideration of terms related to *Offer to Purchase* and *50/50 Business Matching Grant* request.
 - ii. 'Market study': Consider service agreement.
 - iii. N398 Military Road: Tenant update.

At 6:20pm, Thiel moved to go into Closed Session. Boll seconded. Motion carried unanimously.

At 7:28pm, Miller moved to return to Open Session. Vande Hey seconded. Motion carried unanimously.

60) Open Session: *The Board may act on any above-noted item in Open Session.*

- i. W450 Clifton Road: Final consideration of terms related to *Offer to Purchase* and *Business Matching Grant Request* for property redevelopment.

Kaas motioned to direct the Village Administrator to write a "Memorandum of Understanding" including provisions outlined in the Applicant's (Trevor Dudovick) Grant Request for CDA funding, terms and conditions, allowing Applicant to waive contingencies for final closing and redevelopment into a daycare center, including:

- ***Funding (reimbursement) not-to-exceed \$100,000 for exterior improvements, as part of Applicant's total (estim.) \$250,000+ building redevelopment plan.***
- ***Reimbursement following proper documentation to and approval by the CDA.***
- ***Building cannot be a non-profit entity for a period of at least 20 (twenty) years.***
- ***CDA review/approval of provider.***
- ***Plan Commission must review and approve permits, building materials & signage.***

Seconded by Boll. Unanimously approved.

61) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 7:30p.m.***

Minutes respectfully submitted for review and approval by Randy Friday – Acting Clerk.

Village of Sherwood Community Development Authority

MEETING NOTICE AND AGENDA

Wednesday, June 28, 2017 – 6:30 pm

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

**NOTICE OF
MEETING CANCELLATION**

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

Sherwood Community Development Authority Meeting Minutes
July 26, 2017

62) 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

63) Pledge of Allegiance – *Recited.*

64) Approval of the Agenda – *Thiel moved to approve the agenda as presented. Boll 2nd. Motion carried unanimously.*

65) Approval of Minutes: May 11 (Special Meeting). – *Vande Hey moved to approve the minutes of the Special Meeting of the Community Development Authority on May 11, 2017, as presented. Miller 2nd. Motion carried unanimously.*

66) Officer's Report: Chair.

67) Old Business

d. *Village-owned property under marketing contract (Newmark, Grubb & Pfefferle): Update (Chair).*

Kaas reported Newmark, Grubb & Pfefferle (NG & P) are very anxious to receive a copy of the Senior Housing Marketing Study to be completed by ECWRPC and informed him that the property behind the Village Hall building is the 6th most viewed property (land) listed for sale in the state of Wisconsin.

e. *Financial holdings & history: Update (Clerk/Treasurer).*

68) New Business:

e. *50/50 Business Matching Grant Program:*

i. *Fund disbursement request following project completion (Absolute Wash; \$2,462).*

Miller moved to approve the release of 50/50 Matching Grant Program funds to Absolute Wash in the amount of \$2,462, as presented. Thiel 2nd. Motion carried unanimously.

ii. *Funding request for roof replacement (Castle Square Condo Assoc.).*

f. *Senior Housing Marketing Study Information – ECWRPC.*

Kaas distributed and updated the Authority with pointing out certain sections of the draft. Kaas found the draft deficient and requested ECWRPC to expand the report and provide more senior independent market rate information. Kaas stated the final report is expected to be complete for the August CDA meeting and ECWRPC suggested he distribute the draft to NG & P.

g. *Hotel Market Study: Update (Mike Lindner – Hotel R&D, LLC).*

Kaas reported meeting with Lindner and Friday on the status of the study. Kaas stated Lindner targeted a 41 room facility projecting a \$4,500,000 cost which could result in a \$3,000,000 taxable development. Kaas

reported the analysis 30/35/40 percent equity stake in the initial development with the remaining amount being financed. Kaas stated those scenarios of the various equity levels were somewhat marginal. Kaas reported a 58% occupancy was projected upon opening with a \$100/night price. Kaas stated the study is showing local establishments occupancy rates are 65% in Chilton, Brillion 74/78% and Appleton 48%. Kaas reported the study is placing Sherwood somewhere in the middle. Kaas stated the study did not include any incentives from Sherwood; land at reduced cost, funds available from the TIDs, etc.. Kaas reported the study will be reworked with the incentives and seasonal event tents. Kaas stated the study will be modified and available for the August CDA meeting. Vande Hey suggested the 58% is high for Sherwood and Kaas agreed. Thiel questioned the brand and Kaas stated Cobblestone (Brillion), AmericInn and Grand Stay (Minnesota) were used as models for the financials.

h. *Village-owned property development – Housing density & type (U.P. Builders).*

Tony Genisot (U.P. Builders) distributed a handout, requested Friday to project his powerpoint on the Board Room wall and introduced some his development team present at the meeting (Mikko Hakuli, Bud Rusch and Julie Genisot). Genisot proposed phase I as a duplex/triplex or zero lot line condo cottage style development on the land behind the Village Hall Offices and a phase II assisted living somewhere close to phase I.

Genisot responded to Authority questions on the development. The Authority suggested the project could be located on larger parcels of land within Sherwood.

69) Correspondences:

- a. Offer to sell vacant lot to CDA/Village (Tom Head; June 7).
- b. Request to consider extending water & sewer services to Harrison properties – 54 acres (Tom & Barb Jack, Don Mielke; July 19).

Don Mielke, Tom and Barb Jack appeared in support of their letter requesting Sherwood services to their Harrison properties. Mielke stated he has interest in his land along Hwy 114 and would like to know what Sherwood will do so to have development.

70) Closed Session:

- b. *Property and business (re-)development:* 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 Per Wis. Stats §19.85(1) (e) at 8:16 p.m. Miller 2nd. Motion carried unanimously.

- iv. *Consider request for 50/50 Business Matching Grant Program funding.*
- v. *Consider request for land development funding support in TID #3 (utilities, etc.).*

71) Open Session: *The Board may act on any above-noted Closed Session item in Open Session.*

Thiel moved to return to Open Session at 9:40 p.m. Boll 2nd. Motion carried unanimously.

Vande Hey moved to approve the 50/50 Matching Grant to Castle Square Condo Association in the amount of \$10,000 for roof replacement, as presented. Miller 2nd. Motion carried unanimously.

Miller moved to approve the proposal by Van's Realty and Construction to develop the property at N502 Military Rd. (TX ID #13538) as seven standalone condos allowing grants of \$10,000 per unit at time of

building permit contingent upon 3 units being completed by 12/31/18, 4 units being completed by 12/31/19, Sherwood Plan Commission approval and successful rezoning application. Vande Hey 2nd. Motion carried unanimously.

72) Adjournment. – *Kaas hearing no objection adjourned the meeting at 9:43 p.m.*

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

Village of Sherwood Community Development Authority Meeting Minutes

Wednesday, Aug. 23, 2017 – 6:30pm

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

Present:

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

Absent:

Steve McGrath
Todd Thiel

Others Present:

Randy Friday; Administer
Bridgette O'Rourke; Acting Clerk

74) Pledge of Allegiance. *Recited.*

75) Approval of the Agenda. *Boll moved to approve the agenda as presented. Vande Hey 2nd. Motion carried unanimously.*

76) Approval of Minutes: July 26 (Regular Meeting). *Dewing moved to approve the minutes of the Community Development Authority on July 26, 2017, as presented. Vande Hey 2nd. Motion carried unanimously.*

77) Registered Citizen Comments on Agenda Items.

78) Presentations:

a. Hotel Market Study (Mike Lindner – Hotel R&D, LLC). Mike Lindner presented the economic viability of a hotel in Sherwood. He broke down the demand for lodging in four categories: Commercial Demand, Leisure Visitors, Transient Demand, and Group Demand. Sherwood's rating was low in all categories except Leisure Visitors; where it scored a 5 out of 5 rating due to proximity to High Cliff State Park, Green Bay and Fox Cities events. His report analyzed top Competitive Lodging Operations near Sherwood and ranked how they perform in occupancy and ADR against the state average, versus how comparable hotel options would perform in Sherwood.

b. Senior Housing Marketing Study Information (Eric Fowle – ECWRPC). Eric Fowle gave a detailed Final Draft Report of the Sherwood Senior Marketing Study noting the current supply of assisted living housing is lower than the growing demand to accommodate an aging demographic in the area. Sherwood essentially has no senior housing options resulting in people looking for accommodations moving elsewhere in Calumet County and the Fox Valley. He asked Board Members to forward any questions or comments so he can follow up with the Final Report.

79) Officer's Report: Chair. Nothing to report.

80) Old Business

f. *Village-owned property:* Marketing contract (Newmark, Grubb & Pfefferle): Update (Chair).

g. *Financial holdings & history:* Update (Clerk/Treasurer). *Per request of Kaas, The Authority would like the Clerk-Treasurer to more clearly spell out the current funds available in the Financial Report.*

81) New Business:

i. *Consider 'Phase II' of Hotel Market Study. Following Mike Lindner's (Hotel R&D, LLC) presentation on the viability of a hotel in Sherwood, in which the Village scored lowest in 3 out of the 4 categories used to analyze the need for hotel accommodations in an area, Vande Hey moved to not go forward with the Final phase of the Market Study. Miller 2nd. Motion was carried unanimously.*

j. *Village-owned property development: Consider marketing efforts of razed properties.*

Greg Landwehr stated a comparable estimated value for Village-owned lots on Harrison Street would be \$2.75 a square foot for about 1.6 acres of land. This is compared to the going rates in the Fox Valley Area. He requested a 10 percent compensation rate.

k. *Village-owned property development – Housing density & type.*

Randy Friday reminded the Community Development Authority to have a concise plan for the zoning and re-development of the downtown area. It was also mentioned to have a sign showing the public the re-development plans.

82) Correspondences: None.

83) Closed Session:

c. *Property and business (re-)development: 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.*

vi. *50/50 Business Matching Grant Program funding request(s):*

- *Asphalt parking lot (LugNut Bar & Grill, LLC).*
- *Building construction and outfitting for year-round golfing instruction (Corey Feller Golf Academy).*
- *Consider property sale & acquisition.*

vii. *Consider request for land development funding support in TID #3 (utilities, etc.).*

At 8:20pm, Miller moved to go into Closed Session. Boll 2nd. Motion carried unanimously.

At 10:28pm, Vande Hey moved to return to Open Session. Miller 2nd. Motion carried unanimously.

84) Open Session: *The Board may act on any above-noted Closed Session item in Open Session.*

Vande Hey moved to approve the 50/50 Matching Grant to Lugnut Bar and Grill, LLC in the amount of \$10,000 for re-paving their parking lot, as presented. Miller 2nd. Motion carried unanimously.

Boll moved to approve the 50/50 Matching Grant to the Corey Feller Golf Academy in the amount of \$10,000 for his year-round facility at High Cliff Golf Course, as presented. Dewing 2nd. Motion carried unanimously.

85) Adjournment. – *Hearing no objection, Kaas adjourned the meeting at 10:37pm.*

Minutes respectfully submitted for review and approval by Bridgette O'Rourke, Acting Clerk.

Sherwood Community Development Authority Special Meeting Minutes Sept. 07, 2017

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

| | |
|-------------------|----------------------------------|
| Present: | Absent: |
| Roger Kaas; Chair | Steve McGrath, excused |
| Tom Boll | |
| David Miller | Others Present: |
| Todd Thiel | Randy Friday; Administrator |
| Tom Vande Hey | Bridgette O'Rourke; Acting Clerk |
| Cheryl Dewing | |

87) Pledge of Allegiance.- *Recited.*

88) Approval of the Agenda.- *Thiel moved to approve the agenda as presented. Boll 2nd. Motion carried unanimously.*

89) Registered Citizen Comments on Agenda Items.- *None.*

90) Officer's Report: Chair.

Kaas informed the Authority that the property for sale behind the Village Hall is the third most viewed in the state. He and Friday, have been in meetings with developers and land owners about potential development of senior housing. One developer in particular, Horizon Development, would like to meet only after the Senior Housing Market Study Final Report has been published.

Kaas also stated that he is working with Mary Kohrell, the Economic Development Director for Calumet County, to list the razed properties on the Harrison Street area. She will list them on LoopNet, a commercial realty site, and WHEDA (Wisconsin Housing and Economic Development Authority). The targeted listing prices for the properties are: \$80,000 for the east side lot, and \$100,000 on the west side lot. Properties will not be listed until the Village can obtain the title for a sliver of property along Clifton Road.

91) Old Business: None.

92) New Business: None.

93) Correspondences: None.

94) Closed Session:

Property and business (re-)development in Tax Increment District #3: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

Miller moved to go into Closed Session per Wis. Stats §19.85(1)(e) at 1:10p.m. Dewing 2nd. Motion carried unanimously.

- Consider property acquisition.

95) Open Session: *The Board may act on any above-noted Closed Session item in Open Session.*

Thiel moved to return to Open Session at 1:44p.m. Dewing 2nd. Motion carried unanimously.

96) Adjournment. – *Kaas hearing no objection adjourned the meeting at 1:45p.m.*

Minutes respectfully submitted for review and approval by Bridgette O'Rourke, Acting Clerk.

Village of Sherwood Community Development Authority Meeting Minutes
Sept. 27, 2017

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

| | | |
|-------------------|---------------------------------|-------|
| Present: | Absent: | |
| Roger Kaas; Chair | Cheryl Dewing, excused | |
| Tom Boll | Steve McGrath, excused | David |
| Miller | Others present: | |
| Todd Thiel | Randy Friday; Administrator | |
| Tom Vande Hey | Susan Williams, Clerk-Treasurer | |

98) Pledge of Allegiance. – recited.

99) Approval of the Agenda. – *Miller moved to approve the agenda as presented. Boll 2nd. Motion carried unanimously.*

100) Approval of Minutes:
a. Aug. 23 (Regular Meeting).

Vande Hey moved to approve the regular meeting of the Community Development Authority on August 23, 2017, as presented. Thiel 2nd. Motion carried unanimously.

b. Sept. 07 (Special Meeting).

Thiel moved to approve the special meeting of the Community Development Authority on September 7, 2017, as presented. Miller 2nd. Motion carried unanimously.

101) Registered Citizen Comments on Agenda Items.

102) Officer's Report: Chair.

Kaas reported a quote was received for the removal of trees and gravel for the parking lot at N409 Military Road and that project will proceed.

103) Old Business:
a. *Finance holdings & history:* Update (Clerk/Treasurer).

Williams discussed the financial reports in the meeting packet. Kaas requested an additional column to the Economic Development Resources to show the committed funds. Kaas directed Williams to transfer the 2016-17 Increment to be transferred from TIF #1 to TIF #3.

b. *Senior Housing Market Study:* Consider/Accept 'Final Report'.

Friday provided copies of the study and requested all to return the paper copies when they are done. Friday stated he does have electronic copies that he has available to distribute. Kaas reported he will send a copy to Gregg Landwehr and a gentleman from Keller.

Boll moved to accept the Senior Housing Market Study, as presented. Vande Hey 2nd. Motion carried unanimously.

c. *Request for 'Technical Assistance Projects' (ECWRPC).*

Kaas requested input from the Authority so to file an application by mid-October. Friday suggested studying 2 potential roundabouts; one at the intersection of Castle Drive and Hwy 114/55 and the intersection where Hwy 114 and 55 separate. Kaas agreed it would be a good idea if this did not conflict with the Wisconsin Department of Transportation.

d. *Update: Village-related properties & projects under (re-)development.*

Kaas announced the bank accepted the offer to purchase the former Shenanigans property for \$100,000 with an escrow of \$10,000 for asbestos remediation, with a closing date of October 15, 2017 or earlier. Kaas reported researching companies for disposal of the equipment for some consideration.

Kaas stated he had been approached by Steve Mathias and Doug Middleton in regards to establishing a satellite library facility in conjunction with the Kaukauna Library. Kaas reported they were unavailable for this meeting and would attend next month.

104) New Business:

a. *Resolution #2017-09: A Resolution of a 'Declaration of Interest' regarding Village of Sherwood Tax ID #13763 (Clifton Road) for a 5' x 85' piece of property (JW Crabtree) that should have been transferred to the Village of Sherwood at the time of purchase of adjoining property (Tax ID #13762). Tax ID #13763 remains a remnant with no possible stand-alone development potential. (Note: Resolution presented at meeting.)*

Friday stated the resolution was not prepared in time for the meeting but will be for the next one.

Tony Genisot was in attendance and informed the Authority he is pursuing his project with J & E owners and wanted to apprise the Village of his efforts.

105) Closed Session:

Property and business (re-)development in Tax Increment District #3: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

Miller moved to go into Closed Session Per Wis. Stats §19.85(1) (e) at 7:15 p.m. Boll 2nd. Motion carried unanimously.

106) Open Session: *The Board may act on any above-noted Closed Session item in Open Session.*

Thiel moved to return to open session at 7:27 p.m. Boll 2nd. Motion carried unanimously.

107) Adjournment. – ***Kaas hearing no objection adjourned the meeting at 7:36 p.m.***

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

Village of Sherwood Community Development Authority Meeting Minutes
Oct. 25, 2017

108) 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
David Miller
Tom Vande Hey

Absent:

Todd Thiel, excused

Others present:

Randy Friday; Administrator
Susan Williams, Clerk-Treasurer

109) Pledge of Allegiance. – *recited.*

110) Approval of the Agenda. – ***Boll moved to approve the agenda, as presented. Dewing 2nd. Motion carried unanimously.***

111) Approval of Minutes: Sept. 27 (Regular Meeting). – ***Vande Hey moved to approve the minutes of the regular meeting of the Community Development Authority of September 27, 2017, as presented. Miller 2nd. Motion carried unanimously.***

112) Registered Citizen Comments on Agenda Items.

Van's Realty and Construction representative, 2525 S Oneida, Appleton – appearing in regards to property development.

113) Officer's Report: Chair. –

114) Old Business:

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

f. *Update:* Village-related property & project (Re-) Development.

Kaas reported that Mary Kohrell from Calumet County has assisted him in listing the vacant properties on the corner of Hwy 114/55 and Clifton Road on Wisconsin Economic Development website and on LoopNet (business commercial listing website).

115) New Business:

b. Property Redevelopment: Consider redevelopment proposal (Middleton/Matthias).

Kaas stated due to the nature of the topic it will be discussed in Closed Session.

c. *Resolution #2017-10: A Joint Resolution with the Village Board and Community Development Authority to Obtain Clear Title of Real Estate at 0 Harrison Street (Tax ID# 13763). Note: Tax ID #13763 remains a remnant with no possible stand-alone development potential.*

Miller moved to approve Resolution #2017-10: A Joint Resolution with the Village Board and Community Development Authority to Obtain Clear Title of Real Estate at 0 Harrison Street (Tax ID# 13763). Boll 2nd. Motion carried unanimously.

d. *FY2017 Budget: Consider/Approve FY18 Budget.*

Kaas and Friday lead the Authority through the budget worksheets; identifying changes in revenues and expenses as presented in the meeting packet spreadsheet.

Boll moved to approve the FY2018 Budget as presented. Dewing 2nd. Motion carried unanimously.

116) Correspondences:

a. Request to purchase items from *Shenanigan's* (Van Domelen; Oct. 17).

Kaas stated the correspondence is interest in purchasing some bowling balls. Kaas distributed a listing of firms which clear out equipment, etc. and requested of the Authority if he should contact them. Vande Hey stated the owner of the Granary expressed interested in the kitchen equipment. Friday reported he had a plumbing business expressed interested in looking at the building. Kaas suggested scheduling a group walk through. Vande Hey inquired if the Authority wanted another interested party walking through. Kaas stated he would hold off on contacting the companies on the list. Kaas requested Vande Hey to set up a time for the group walk through.

117) Closed Session:

Property and business (re-)development in Tax Increment District #3: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

Vande Hey moved to go into Closed Session: Property and business (re-)development in Tax Increment District #3: Per Wis. Stats §19.85(1) (e) at 7:01 p.m. Miller 2nd. Motion carried unanimously.

118) Open Session: *The Board may act on any above-noted Closed Session item in Open Session.*

Miller moved to return to Open Session at 8:38 p.m. Boll 2nd. Motion carried unanimously.

Vande Hey moved to modify the grant agreement of \$10,000 per unit with Van's Realty and Construction for building 6 condos in 3 building format (3-twindo) at the property N502 Military Road, Tx ID 13538. Boll 2nd. Motion carried unanimously.

Boll moved to approve reimbursement request from Travis Dudovick, Featherfield, LLC \$100,000 with documentation of proof of expending \$114,362.24 on exterior improvements at W450 Clifton Road, Sherwood per Kaas' receipt of project expenditures. Miller 2nd. Motion carried unanimously.

Friday inquired what the Authority response is to the parking request from Country Auto Repair and Kaas responded that they could use up to 6 parking spaces in the back of the asphalted area, contingent upon the understanding that the agreement is subject to change, with no specific duration, the Village will not be held responsible including any damage and that Country Auto will continue to plow the entire parking lot. Kaas requested Friday inform the business after the recommendation is put in front of the Village Board.

Kaas reported the East Central Wisconsin Regional Planning Commission technical request has been submitted for a study to place roundabouts at Castle Drive and Hwy 114/55 and County B and M/114/55.

Dewing questioned Kaas if there will be a regularly scheduled meeting in November, since it falls the day before Thanksgiving. Kaas replied probably not, but if a meeting is needed in November it will be scheduled as a special one. Kaas stated the Authority will be notified.

- 119) Adjournment. – *Miller moved to adjourn the meeting at 8:49 p.m. Dewing 2nd. Motion carried unanimously.*

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

Village of Sherwood Community Development Authority

MEETING NOTICE AND AGENDA

Wednesday, November 22, 2017- 6:30 pm

Sherwood Village Hall- W482 Clifton Road; Sherwood, WI 54169

NOTICE OF MEETING CANCELLATION

There will be no regular meeting of the Community Development Authority. Please check future postings for any scheduled special meetings.

Village of Sherwood Community Development Authority Special Meeting Minutes
Dec. 20, 2017

120) 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
David Miller
Todd Thiel
Tom Vande Hey

Absent:

none

Others present:

Randy Friday; Administrator
Susan Williams, Clerk-Treasurer

121) Pledge of Allegiance. – *recited.*

122) Approval of the Agenda. – *Thiel moved to approve the agenda as presented. Boll 2nd. Motion carried unanimously.*

123) Approval of Minutes: Oct. 25 (Regular Meeting). – *Miller moved to approve the minutes of the regular meeting of the Community Development Authority as presented. Vande Hey 2nd. Motion carried unanimously.*

124) Registered Citizen Comments on Agenda Items.

Jason and Allie Sonsthagen, N7914 Lakeshore Ln., Sherwood, re: 8) b)

Chad Boesch, W394 Stumpf Ave., Sherwood, re: 7) a)

Rob Berghuis, W510 Clifton Rd., Sherwood, re: 10)

Betty Kress, N504 Military Rd., Sherwood, re: Military Road property, unagendized item, voiced concern that the newspaper did not report all happenings of a previous meeting and Public Works was cutting the grass at the property.

Paul Metko, Milwaukee, re: disposition of property at N385 Military Rd.

125) Officer's Report: Chair.

Kaas reported attending the daycare open house and was much impressed with the work done there. Friday projected pictures on the Board Room wall that Kaas had taken of the interior of the facility. Kaas stated he believes it will be a real asset to the Village. Kaas thanked the Authority for their assistance in bringing this business to the Village.

126) Old Business:

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

Williams reviewed the report and asked the Authority if there were questions and reported that Kaas suggested modifications to the format.

Friday for the benefit of the audience explained the financial report.

Kaas suggested that an additional column be added for the actual balance for year end.

-Grant Award Review

Kaas presented the 50-50 Matching Grant guidelines and applications and requested changes from the Authority.

The Authority did not make any changes to the program.

h. *Update: Village-related property & project (Re-) Development.*

127) New Business:

e. *Reimbursement Request: 50/50 Business Matching Grant Program Projects.*

- *LugNut Bar & Grill, LLC (asphalt parking lot improvement).*

Vande Hey moved to approve the 50/50 Matching Grant funds release as previously approved and as presented. Miller 2nd. Motion carried unanimously.

- *Corey Feller Golf Academy (construct and outfit year-round golfing building).*

Boll moved to approve the 50/50 Matching Grant funds release as previously approved and presented. Dewing 2nd. Motion carried unanimously.

f. *Property Redevelopment: Consider Village 'Right of First Refusal' on property at 398 Military Road (Amrhein).*

Jason and Allie Sonsthagen addressed the Authority, reporting they want to purchase the property for a pottery gallery/business; making pottery, teaching classes, making a retail space, requiring some exterior and interior improvements, and lease out part of the space to a tenant that will work with their concept.

Kaas questioned if much renovation is needed. Sonsthagen responded there is some work needed to be done inside and out.

Vande Hey asked if Sonsthagen was asking the CDA for potential tenants. Sonsthagen stated he would like control over the choice of tenants.

Kaas stated the CDA obtained the right of first refusal and would need to take action on that.

Thiel agreed that property improvement is needed and asked Sonsthagan what his approach would be. Sonsthagen stated that cosmetic work is needed for the retail space and the outside brick needs work.

Vande Hey questioned if Sonsthagen is able to make the business go without the tenant. Sonsthagen stated both him and his wife have full-time jobs and have created a business plan that shows success without the tenant.

Friday questioned their timeframe. Sonsthagan stated he was not certain the timeframe, 1 year to 3 years, wanting to get a store front in right away with being opened weekends, increasing with workshops and classes.

Friday projected on the Board Room wall where the parking lot designated for customers of the property is located.

Thiel questioned if they were aware of an encroachment along the northern property line by a neighbor and if that would affect their purchase. Sonsthagan replied they were not aware of that and it would not change their decision.

Vande Hey moved to waive the right of first refusal. Thiel 2nd. Motion carried unanimously.

128) Correspondences:

- b. Request to purchase bar stools from *Shenanigan's* (Mader; Dec. 1).
- c. Request for information regarding bowling alley lanes from *Shenanigan's* (Six'Twelve Salvage & Restoration; Dec. 14).

Kaas stated he was contacted about an individual in regards to a small section of bowling alley.

Friday presented a memo created by the Office Coordinator as to requests received for the disposition of the assets at the property at N385 Military Road (Shenanigans) and looking for directions for staff.

Kaas stated it may be easier to deal with a firm.

129) Closed Session:

Property and business (re-)development in Tax Increment District #3: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

Thiel moved to go into Closed Session Per Wis Stat §19.85(1) (e) at 7:12 p.m. Boll 2nd. Motion carried unanimously.

130) Open Session: *The Board may act on any above-noted Closed Session item in Open Session.*

Miller moved to return to open session at 7:54 p.m. Vande Hey 2nd. Motion carried unanimously.

Boesch questioned the Request for Proposal (RFP) process.

Kaas stated the RFP for the Stumpf lot donations was the business of the Village Board and the Community Development Authority (CDA) was not responsible for the any aspect of it and requested Boesch to limit his comments to business of the CDA.

Boesch questioned the grant to Van's. *Kaas responded that Van's approached the CDA with the request of \$10,000 per unit for utilities and topographical aspects of the parcel. Kaas stated Van's modified their request to 6 units and that is the sum extent of the role of the CDA.*

Friday stated the questions are fair; the parcel is zoned for single family homes, duplexes or twin-dominiums. Friday stated his intention was to build a single family home. Friday reported that Van's proposal came after that point. Friday stated the parcel is zoned IR-2.

Kaas stated the discussion is out of order for the CDA.

Vande Hey questioned who Boesch is representing. Boesch stated he is speaking on behalf of neighbors and the community.

Kaas stated he previously explained the CDA's role in the grant award.

Boesch questioned why the RFP did not include the grant award program.

Friday stated the Village Boards discuss and make decisions, however when a proposal is presented, from a company where he has not had any problems from, it is a project the Village should consider.

Kaas stated the CDA thought the project was viable and the repayment of the grant through taxes would be rapid (2 years per unit), so the CDA approved the grant contingent on approval of site plans and building permits.

Boesch questioned the rezoning at the Village Board meeting 12/11/17. Boesch stated people are not happy with this development and the drop in home values that will happen.

Betty Kress questioned why the residents were not informed on the project and questioned why any condos or duplexes are allowed there.

131) Adjournment. –*Thiel moved to adjourn at 8:15 p.m. Boll 2nd. Motion carried unanimously.*

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