

**Community Development Authority Meeting Minutes
January 27, 2021**

- 1) Call to Order/Roll Call – *Chairman Kaas Called the meeting to order at 6:30 pm with roll call:*

Present	Absent
<i>Cheryl Dewing (v)</i>	<i>Tom Vande Hey</i>
<i>Roger Kaas</i>	Others Present
<i>Jack Kruse</i>	<i>Randy Friday, Administrator</i>
<i>Joyce Laux</i>	<i>Nick Halbach, Clerk-Treasurer</i>
<i>Steve McGrath (v)</i>	<i>Craig Hamilton (v), AIT</i>
<i>Todd Thiel</i>	

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda. – ***Thiel motioned to approve the amended agenda. Laux seconded. Motion carried unanimously.***

- 4) Approval of Minutes: Oct. 28 (Regular Meeting) – ***Thiel moved to approve the 10-28-20 minutes. Laux seconded. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

<i>Tony Genisot</i>	<i>N583 Robinhood Way</i>	<i>Re item 9(a)</i>
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- 6) Officer’s Report
 - A. *Chairman Kaas welcomed new Clerk-Treasurer Halbach.*

- 7) Treasurer’s Report
 - A. *Clerk-Treasurer Halbach reported that he just learned of the report this morning, and that there will be one at the next meeting.*

- 8) Old Business:
 - A. *Condon Road Extension Project (former-Hawkinson property (N303 Military Road; Asbestos Remediation): Consider/Approve asbestos removal contract, per Asbestos Inspection Report (\$1,300; Environet, Inc.).*

Administrator Friday reported that the suggestion from staff is to accept the \$1,300 bid from Environet. Chairman Kaas asked if there was any asbestos in the heating system because their bid did not reflect that. Friday noted that is not uncommon for the DNR to come in after to remove anything that a contractor misses. Friday also explained that an RFP would then go out for the razing of the property, and that the asbestos should be removed by the end of February.

Laux moved to approve environet as the contractor to remove asbestos for \$1,300. Dewing seconded. Motion carried unanimously.

9) New Business:

- A. (Item added to Agenda:) *50/50 Matching Grant Program Request: Request for funding (\$10,000; MT Solution Services) to place drive-thru lane, window, reader board, lighting, etc. for ‘Mud Creek – Sherwood’ coffee shop at Castle Square Condominiums (Units #4 & 5; former-Pelenque Restaurant); intersection of Knight & Castle Drives.*

Tony Genisot of MT Solutions came in to present for his request for the 50/50 matching program. He referenced page five in the agenda packet that included a total breakdown of costs. Genisot also referenced that his site plan had already been approved by the Plan Commission, and that he has approval from the other tenants in the building. Chairman Kaas asked if the dashed areas on Genisot’s map were an entrance, to which Genisot responded that it is a gravel area to park large trucks with boats or campers. Genisot also referenced the difficulty to find other contractors to install the driveway window except for Tri-City Glass. Board member Kruse asked who will be running the operation when the facility opens. Genisot responded that the Parsons will also be running the Sherwood location as well as the Stockbridge one. He also mentioned that the Parson brothers could possibly be doing a 50/50 match request in the future for the interior of the building. Genisot also explained that the new renters have a three-year lease with a two-year option and that the building should open up in mid-March.

10) Correspondences:

- A. *Consider request for land due to possible expansion (Play & Grow Daycare; Jan. 13).*

Administrator Friday discussed that he received more information from the Play and Grow Daycare on Monday with more details than a correspondence shown at other meetings. Several board members discussed how the request could possibly interfere with a potential future road along the backside of the property that the village hall currently sits on. Board member Thiel also mentioned that the current parking lot was also a one-time potential location for the post office should that need ever arise. The board also discussed possible alternatives that Friday could mention to the Play and Grow Daycare.

- B. *Wink-Mart remediation – Continuing Obligation Modification Request Received (WDNR; Jan. 5).*

The board recognized the receipt of information. Chairman Kaas asked Friday if the village needed to do anything about the PFAS, to which Friday said no.

- 11) *Closed Session: Request for 50/50 Matching Grant Program (MT Solution Services) funding to place drive-thru amenities supporting coffee shop at Castle Square Condominiums (Units #4 & 5; former-Pelenque Restaurant); intersection of Knight & Castle Drives. Per Wis. Stats. §19.85(1)(e), a Board may move to a Closed Session when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting*

other specified public business, whenever competitive or bargaining reasons require a Closed Session.

Laux moved to go into Closed Session at 7:20 pm. Thiel seconded. Motion carried unanimously.

12) *Open Session:* The Board may act on any Closed Session item.

Thiel moved to go back to Open Session at 7:25 pm. Laux seconded. Motion carried unanimously.

Thiel moved to approve request for 50/50 Matching Grant Program (MT Solution Services) funding to place drive-thru amenities supporting coffee shop at Castle Square Condominiums. Dewing seconded. Motion carried unanimously.

13) *Adjournment – Thiel moved to adjourn at 7:29 pm. Laux seconded. Motion carried unanimously.*

Respectfully submitted for review by Nick Halbach, Clerk-Treasurer.

**Community Development Authority Meeting Minutes
February 24th, 2021**

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

Present

Cheryl Dewing (virtual)

Roger Kaas

Jack Kruse

Joyce Laux

Steve McGrath

Todd Thiel

Tom Vande Hey

Absent

None

Others Present

Randy Friday, Administrator

Nick Halbach, Clerk-Treasurer

Craig Hamilton, AIT (virtual)

- 2) Pledge of Allegiance. – Recited
- 3) Approval of the Agenda. – ***Thiel moved to approve the agenda. Laux seconded. Motion carried unanimously.***

- 4) Approval of Minutes:

A. Sept. 23, 2020 (Regular Meeting). – ***Thiel moved to approve the 9-23-20 minutes. Dewing seconded. Motion carried unanimously.***

B. Jan. 27, 2021 (Regular Meeting). – ***Thiel moved to approve the 1-27-21 minutes. Laux seconded. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Chuck Storino *N7475 Hwy 114, Menasha* *Re item 9(a)*

Tony Genisot *N583 Robinhood Way* *Re item 11(a)*

- 6) Officer's Report.

Nothing new to report.

- 7) Treasurer's Report: To be presented at meeting.

Chairman Kaas discussed the report submitted by Clerk-Treasurer Halbach, and how there have not been many expenses thus far besides the Hawkinson property asbestos removal. Kaas also mentioned that Halbach added a list of recent 50/50 matching grants awarded by the CDA.

- 8) Old Business: *Road Extension Project (former-Hawkinson property (N303 Military Road).*

Clerk-Treasurer Halbach reported that the asbestos was removed from the property by Environet on February 15th. Halbach also noted that the request for proposal for the razing of the property was sent out to the Times-Villager that afternoon. Chairman Kaas and Halbach agreed that the DNR does have to come in and inspect before the property gets razed.

9) New Business:

- A. *50/50 Matching Grant Program Request: Request for funding (\$10,000; Chuck Storino) to purchase bar/restaurant equipment at the former-Lugnuts Bar & Grill (N7475 STH 114).*

Chuck Storino came to the meeting to present his request for a 50/50 matching grant. He discussed the need for the grant in order to help purchase equipment for the building such as a broaster, a dishwasher, an alto sham, and beer coolers. He noted that the broaster would be used, but the rest of the products would be new.

Chairman Kaas asked if the costs presented included installation of the products to which Storino replied yes, they do. Kaas also asked about what Storino's plan was for opening up the business. Storino mentioned that the intent is to open on May 1st, but that there is still lots of renovation to be done. Storino also discussed that there is no new name chosen for the business just yet, but will certainly have one when the business opens to the public.

Board Members Kruse and Vande Hey asked Storino about his plans to improve the business compared to past owners, and what the hours of the business would be. Storino replied that having a good reputation from owner Waverly in Menasha will help, but by also having more dining areas and remodeling the building should help improve. In terms of the hours, Storino mentioned that he was thinking about lunch and dinner hours during the week, with the potential for breakfast hours on the weekends.

Administrator Friday pointed out that with extra seating comes extra parking spaces and he cautioned Storino as to be careful having cars park further north as it would impact the STH 114 and STH 55 intersection. Storino agreed and acknowledged that paving the lot and putting in parking spaces should help better organize the space. Friday also informed Storino about the sign ordinance recently put in place by the Plan Commission, and that he has time to work on getting any potential new sign into compliance.

10) Correspondences: None.

- 11) Closed Session: Per Wis. Stats. §19.85(1)(e), a Board may move to a Closed Session when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session.

- A. *Sherwood Forest Golf Course Redevelopment – Consider Development Incentive.*

- B. *50/50 Matching Grant Program*: Consider funding request (Chuck Storino) to purchase bar/ restaurant equipment at *former-Lugnuts Bar & Grill (N7475 STH 114)*.

Thiel moved to go into Closed Session at 6:51 pm. Laux seconded. Motion carried unanimously.

- 12) Open Session: The Board may act on any Closed Session item.

Vande Hey moved to back into Open Session at 8:19 pm. Kruse seconded. Motion carried unanimously.

Vande Hey moved to approve the 50/50 Matching Grant request for purchasing bar/ restaurant equipment at former-Lugnuts Bar & Grill (N7475 STH 114) for \$9,647.58. Laux seconded. Motion carried unanimously.

No formal action was taken on agenda item 11(a).

- 13) Adjournment.

Hearing no dissent, Kaas adjourned the meeting at 8:25 pm.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

**Community Development Authority Meeting Minutes
March 24, 2021**

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

Present

Cheryl Dewing (virtual)

Roger Kaas

Jack Kruse

Steve McGrath

Todd Thiel

Tom Vande Hey

Absent

Joyce Laux

Others Present

Nick Halbach, Clerk-Treasurer

Craig Hamilton, AIT (virtual)

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Thiel moved to approve the agenda. Dewing seconded. Motion carried unanimously.***
- 4) Approval of Minutes: Feb. 24. – ***Thiel moved to approve the 2-24-21 minutes. Vande Hey seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report.

Chairman Kaas mentioned the e-mail that was sent to the group before the meeting from Administrator Friday regarding an inquiry into land available for a modern multi-unit apartment building that could also be a mixed-use development. Kaas indicated the only information he knew about the inquiry was in the e-mail, and he needs more information about the potential project to proceed.

- 7) Treasurer’s Report.

Clerk-Treasurer Halbach noted he added the \$1,300 previously awarded for asbestos removal, and the most recent 50/50 matching grant to the report. Chairman Kaas asked Halbach about any funds that should be carried over from 2020. Halbach stated he will look into the general fund line item for the 50/50 matching grant program.

- 8) Old Business:

- A. *Condon Road Extension Project (N303 Military Road): Consider bid award to raze Village-owned, uninhabited residential structure.*

Chairman Kaas noted Statewide Razing was the low bid for the project, and they have done a nice job with previous Village projects.

Vande Hey moved to approve Statewide Razing's bid of \$10,600 to raze the property at N303 Military Road. Thiel seconded. Motion carried unanimously.

9) New Business:

- A. *50/50 Matching Grant Program Request:* Request for funding (\$4,575; *Frogg's Ice Cream*) to increase number of solar panels.

Applicant was not present for the meeting.

- B. *50/50 Matching Grant Program Request:* Request for funding (\$10,000; *Mud Creek Coffee, Inc.*) to purchase 'major equipment' as part of renovation.

Ted Parsons of Mud Creek Coffee Inc. presented his request for equipment to be used in the new location at the Castle Square Condos. Chairman Kaas asked Parsons about his equipment matrix he presented on page 32 of the packet and what led Parsons to his preferred equipment requests. Parsons mentioned some of the items were higher priority as you get what you pay for. In particular he mentioned refrigeration equipment as something that is higher priced but necessary for optimal efficiency. Board Member Kruse asked if Parsons was renovating the new location up to the same quality as their Stockbridge location. Parsons indicated yes, and there was a significant investment into the renovations. He also mentioned that the location is temporarily scheduled to open on April 12th, but could be pushed back to the 19th of April due to inspections. Board Member Vande Hey asked Parsons if he was leasing the building or if he bought the units in the condos. Parsons indicated he is leasing for at least the next three years, but potentially in the future would like to own the building.

- C. *50/50 Matching Grant Program Request:* Request for funding (\$6,095; *High Cliff Public Golf Course, Inc.*) to patch all asphalt parking lots.

Dan Rippl of High Cliff Golf Course (HCGC) presented his request for seal coating the parking lot. He also mentioned that HCGC would be paying for any new striping of the parking lots. Kaas was concerned about the ownership of HCGC and if the restaurant, cottages, and golf course were all separate entities. Kaas also mentioned if HCGC is a separate entity, they would be very close to the half mile distance allowed from the TIF district in order to be eligible for a 50/50 matching grant. Vande Hey questioned if HCGC would ever replace the entire parking lot instead of patching. Rippl indicated he would like to, and HCGC has been saving money for that purpose. He also mentioned that some difficult seasons due to weather and COVID-19 have delayed that project.

10) Correspondences: None.

- 11) Closed Session: (Begin: 7:30 pm.) Per Wis. Stats. §19.85(1)(e), a Board may move to a *Closed Session* when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session.

Thiel moved to go into Closed Session at 7:02 pm. Kruse seconded. Motion carried unanimously.

- A. *50/50 Matching Grant Program: Consider funding request (Frogg's Ice Cream).*
- B. *50/50 Matching Grant Program: Consider funding request (Mud Creek Coffee, Inc.).*
- C. *50/50 Matching Grant Program: Consider funding request (High Cliff Public Golf Course, Inc.).*
- D. *Sherwood Forest Golf Course Redevelopment: Consider Developer Incentive.*

12) Open Session: (Begin: 8:10pm.) The Board may act on any Closed Session item.

McGrath moved to go into Open Session at 8:12 pm. Kruse seconded. Motion carried unanimously.

Vande Hey moved to approve Mud Creek Coffee Inc.'s 50/50 grant application for \$10,000 to go towards equipment. Thiel seconded. Motion carried unanimously.

Chairman Kaas indicated he will reach out to Ehlers regarding the terms of a TIF district and the half mile language for 50/50 matching grants.

Kaas also indicated Frogg's Ice Cream 50/50 request will move to next month's agenda.

13) Adjournment.

Hearing no dissent, Kaas adjourned the meeting at 8:15 pm.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

Community Development Authority Meeting Report April 28, 2021

1) Treasurer's Report.

Clerk-Treasurer Halbach reported he looked into former Chairman Kaas's question regarding any carryover from the general fund matching grant program. Halbach mentioned he did not see anything in the accounting software regarding the general fund, however he explained he was only looking at 2020 and 2021. Commissioners Thiel and Kruse commented on how there used to be a budget of \$50,000 per year for the matching grant program, and were wondering if there was any money left over from those years.

Administrator Friday also noted the operator for the razing of the Hawkinson property was on site and the building should be razed in the very near future. Friday also mentioned he was having the Department of Public Works install a fence on the former Shenanigans site to mark the property line.

Friday also mentioned Ehlers had just gotten back to him that morning to set up a meeting to discuss the questions the CDA had regarding the TIDs and the 50/50 matching grant program. Kruse questioned if not all businesses can apply for the grant due to the TID conditions, and added the Village should update the application form to reflect that. Friday pointed out there was an update to the language in 2017 that included a clause for any business to apply for the grant, regardless of location, for any sign upgrades. Thiel added at one point the grant program was a general fund item, and it got moved to TID funding sometime since the beginning of the program. Friday reiterated he will be getting more detailed information from Ehlers for the next meeting.

2) Old Business:

- A. *50/50 Matching Grant Program Request: Request for funding (\$4,575; Frogg's Ice Cream) to increase number of solar panels.*

Bill Flynn of Frogg's Ice Cream at N370 Military Road presented his proposal for the matching grant. Flynn noted the request is for the purchase of ten additional solar panels to be placed on the roof of the shop. He discussed Frogg's mission to be as sustainable as possible, and to encourage people to be more environmentally friendly. Commissioner Kruse asked if the mission was promoted within the shop, and Flynn noted the statistics regarding Kilowatt hours produced are posted on their website. Chairman Laux asked about the difference in money in the request versus the quote from the vendor. Flynn noted they receive a grant from Focus on Energy that reduces the cost, hence the lesser amount.

- B. *50/50 Matching Grant Program Request: Request for funding (\$6,095; High Cliff Public Golf Course, Inc.) to patch all asphalt parking lots.*

Administrator Friday reported he had just gotten a response for Ehlers that morning about setting up a meeting to discuss TID questions in relation to the 50/50 matching grant

program. Friday also mentioned he has been in contact with Dan Rippl of HCGC regarding the issue.

- 3) Closed Session: (Begin: 7pm.) Per Wis. Stats. §19.85(1)(e), a Board may move to a *Closed Session* when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session.

A. *50/50 Matching Grant Program: Consider funding request (Frogg's Ice Cream).*

B. *50/50 Matching Grant Program: Consider funding request (High Cliff Public Golf Course, Inc.).*

- 4) Open Session: (est. Begin: 7:20pm.) The Board may act on any Closed Session item.

The CDA unanimously approved Frogg's 50/50 Matching Grant Request of \$4,575 for solar panel installation.

Respectfully submitted for review by Nick Halbach, Clerk-Treasurer.

Village of Sherwood Community Development Authority

Agenda

Wednesday, May 26th, 2021 – 6:30pm

NOTE: Due to COVID-19 restrictions, residents are not allowed in the Village Hall.

To 'join' the meeting at 6:30pm via Webex: Go to the Village home page at www.villageofsherwood.org. The Webex meeting link is located in the upper right-hand side of your computer screen. You may print or save a copy of the complete meeting packet.

Join via telephone (without video): Tel #: 1-408-418-9388. Access Code: 628 186 722# Attendee ID: 51#

Regarding Public Hearings (and only if a Public Hearing is scheduled): Speakers will be allowed in the Village Hall and may speak directly to the Board one person at a time for up to 3 minutes, and only wearing a face mask.

Due to the lack of business, the regularly-scheduled meeting for May 26th, 2021 has been cancelled.

Welcome to the Community Development Authority Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the rear of the room.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Board Members during their deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the CDA meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance should be made to the Clerk (989-1589).

**Village of Sherwood Community Development Authority Meeting Minutes
June 23rd, 2021**

- 1) Call to Order/Roll Call. – *Chairperson Laux called the meeting to order at 6:30 pm with roll call:*

Present

*Jack Kruse
Joyce Laux
Steve McGrath
Tom Vande Hey*

Absent

*Cheryl Dewing
David Miller
Todd Thiel*

Others Present

*Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Craig Hamilton, AIT (virtual)*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Vande Hey moved to approve the agenda. Kruse seconded. Motion carried unanimously.***
- 4) Approval of Minutes: April 28 (Regular Meeting). – ***Vande Hey moved to approve the April 28th Minutes. McGrath seconded. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

- 6) Officer's Report.

Nothing new to report.

- 7) Treasurer's Report.

Clerk-Treasurer Halbach presented an updated report with a new format which simplifies the charts of data presented. The revisions include a projected cash outlook for the end of the year, and a current look at where the CDA stands for cash on hand.

- 8) Old Business:

- A. ***50/50 Matching Grant Program Request:*** Request for funding (\$6,095; High Cliff Public Golf Course, Inc.) to patch all asphalt parking lots.

Administrator Friday noted he was looking for some kind of finality to the topic as the project has already been completed. Commissioner Kruse added he and most of the board had no idea about the ½ mile designation that needed to be met for 50/50 matching grants. He noted the CDA approved a grant for One Fourteen Bar & Grille earlier this year, which also is outside of the ½ from the TID district. Commissioner Vande Hey mentioned at the

previous meeting, he felt the majority of the board was leaning towards rejecting the request due to the application being a repeat of a previous project.

Vande Hey moved to take no action. Laux seconded. Motion carried 3-0-1. Kruse – abstain.

Chairperson Laux noted the CDA should look into revisiting the rules for the matching grant program to ensure a scenario like this does not occur again in the future. The Commissioners present and Friday agreed, with Friday noting there is a 34-page report from the formation of the TID that he will pass along to each Commissioner.

9) New Business: None.

10) Correspondences: None.

11) Closed Session: (est. Begin: 6:45pm.) Per Wis. Stats. §19.85(1)(e), a Board may move to a *Closed Session* when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session. RE: *Property development (Genisot)*.

Vande Hey moved to go into closed session at 6:50 pm. Laux seconded. Motion carried unanimously.

12) Open Session: (est. Begin: 7:20pm.) The Board may act on any Closed Session item.

Vande Hey moved to go back into open session at 8:04 pm. Laux seconded. Motion carried unanimously.

13) Adjournment.

Seeing no other business on the agenda, Chairperson Laux adjourned the meeting at 8:05 pm.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

Community Development Authority Minutes
July 28th, 2021

- 1) Call to Order/Roll Call. – *Chairperson Laux called the meeting to order at 6:31 pm with roll call:*

Present

Cheryl Dewing (virtual)
Jack Kruse
Joyce Laux
Steve McGrath
Tom Vande Hey

Absent

David Miller
Todd Thiel

Others Present

Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Craig Hamilton, AIT (virtual)
Phil Cosson, Ehlers (virtual)

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Vande Hey moved to approve the agenda. Kruse seconded. Motion carried unanimously.*
- 4) Approval of Minutes: June 23rd – *Kruse moved to approve the June 23rd meeting minutes. Dewing seconded. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report. – *Nothing new to report.*
- 7) Treasurer’s Report.

Clerk Treasurer Halbach noted all expenses from the Hawkinson property have now been included. He added some of those amounts will be deducted and taken out of their escrow account.

- 8) Old Business: None.
- 9) New Business: None.
- 10) Correspondences: None.
- 11) Closed Session: (Begin: 6:45 pm.) Per Wis. Stats. §19.85(1)(e), a Board may move to a *Closed Session* when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session.
- A. Potential TID Creation Discussion.*

Vande Hey moved to go into closed session at 6:35 pm. Dewing seconded. Motion carried unanimously.

12) Open Session: (est. Begin: 7:40 pm.) The Board may act on any Closed Session item.

Vande Hey moved to return to open session at 7:42 pm. Kruse seconded. Motion carried unanimously.

Vande Hey moved to have Ehlers provide the developer in question with perfroma and escrow account documentation, and begin mapping for potential TID boundaries. McGrath seconded. Motion carried unanimously.

13) Adjournment.

Seeing no other business on the agenda, Chairperson Laux adjourned the meeting at 7:47 pm.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

Community Development Authority Meeting Minutes
August 25th, 2021

- 1) Call to Order/Roll Call. – *Chairperson Laux called the meeting to order at 6:32 pm with roll call:*

Present

Cheryl Dewing

Jack Kruse

Joyce Laux

Steve McGrath

David Miller

Todd Thiel

Tom Vande Hey

Absent

None

Others Present

Randy Friday, Administrator

Craig Hamilton, AIT (virtual)

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Vande Hey moved to approve the agenda. Dewing seconded. Motion carried unanimously.***
- 4) Approval of Minutes: July 28. – ***Kruse moved to approve the July 28th minutes. Vande Hey seconded. Motion carried unanimously. Miller – abstain.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report. – *Nothing new to report.*
- 7) Treasurer’s Report. – *Administrator Friday noted if the CDA were to spend all of their budgeted money for this year, there would still be \$98,750 in the account.*
- 8) Old Business:
- A. *Frogg’s Ice Cream – Approved 50/50 Matching Grant (April 28; Solar panels): Request continuance into FY22 due to lack of computer chips for panels. Note: Grant (\$4,575).*
- Administrator Friday reported from Frogg’s owner Bill Flynn that the solar panels approved by the CDA in April will not be arriving until April 2022.*
- Vande Hey moved to extend the grant approval of \$4,575 for one year. Miller seconded. Motion carried unanimously.***
- 9) New Business:
- A. *50/50 Matching Grant Program Request: Request for funding – exterior painting (Chubby Seagull; \$2,830).*

Administrator Friday explained the application was for painting upgrades to the Chubby Seagull property. He added there were a few issues in his mind with the application as the application was submitted after the project was completed, the lowest bid wasn't selected, and the property falls outside of the ½ mile from the nearest TID.

Friday reiterated the ½ mile rule is a state rule, and not a Village bylaw. Board member Kruse noted until recently this ½ mile rule was not an issue due to TID #1.

- 10) Correspondences: *Christ the King Lutheran Church – Signage upgrade* (Note: Application for *Matching Grant Program* necessitates property rezoning first to accommodate new sign).

Administrator Friday gave a heads up regarding the Christ the King Lutheran Church applying for a 50/50 matching grant application, but noted they need to have their parcel rezoned, which may not occur until October.

- 11) Closed Session: (Begin: 6:45 pm.) Per Wis. Stats. §19.85(1)(e), a Board may move to a *Closed Session* when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session.

The CDA determined they did not need to go into closed session as they already had come to a consensus on the status of the grant application.

- 12) Open Session: (est. Begin: 7pm.) The Board may act on any Closed Session item.

Vande Hey moved to deny the grant application on the premise of the property being located more than a ½ mile from a TID, the project being already completed, and not taking the lowest bid. Miller seconded. Motion carried unanimously.

- 13) Adjournment.

Seeing no other business, Laux adjourned the meeting at 7:02 pm.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

Village of Sherwood Community Development Authority

AGENDA

Wednesday, September 22, 2021 – 6:30pm

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

**The regularly scheduled meeting
has been cancelled due to lack of business.**

Welcome to the Community Development Authority Meeting! Please observe the following rules of conduct during the meeting:

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2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
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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 October 27th, 2021

- 1) Call to Order/Roll Call. – Chairperson Laux called the meeting to order at 6:31 pm with roll call:

Present

Cheryl Dewing

Jack Kruse

Joyce Laux

Todd Thiel

Tom Vande Hey

Absent

Steve McGrath

David Miller

Others Present

Randy Friday, Administrator

Nick Halbach, Clerk-Treasurer

Craig Hamilton, AIT (virtual)

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Thiel moved to approve the agenda. Dewing seconded. Motion carried unanimously.***
- 4) Approval of Minutes: August 25. – ***Thiel moved to approve the minutes as presented. Vande Hey seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report. – *Nothing new to report.*
- 7) Treasurer’s Report.

Clerk-Treasurer Halbach explained the updates to the treasurer’s report to accurately match the recently approved audit. Halbach noted no changes to the 50/50 worksheet have been made since the previous meeting.

- 8) Old Business:

A. 50/50 Matching Grant Program: MT Solutions requests reimbursement to place drive-thru lane, window, reader board, lighting, etc. for ‘Mud Creek – Sherwood’ coffee shop at Castle Square Condominiums (Units #4 & 5; former-Pelenque Restaurant); intersection of Knight & Castle Drives.

Administrator Friday reminded the CDA, applicants for the 50/50 matching grant program need to come back to the CDA to prove the project was completed and paid for before approving a release of funds.

Thiel moved to approve release of payment to MT Solutions for \$10,000. Vande Hey seconded. Motion carried unanimously.

- B. *50/50 Matching Grant Program: One Fourteen Bar & Grille requests reimbursement to purchase bar/restaurant equipment at the former-LugNut Bar & Grill (N7475 STH 114).*

Vande Hey moved to approve reimbursement to One Fourteen Bar & Grille. Laux seconded.

Clerk-Treasurer Halbach explained he and Chairperson Laux discussed how the CDA approved this request before they knew about the ½ mile designation for allocation of TID funding. Friday noted the CDA could instead decide to approve the grant request as an incentive grant in order to remain compliant with 50/50 matching grant fund rules.

Commissioners Kruse and Thiel noted they would like to honor the request as the CDA had previously approved the grant for the project before knowing about the ½ mile rule. Thiel recommended the CDA deny the current motion, and approve the reimbursement through the incentive grant program instead in order to be in compliance with any 50/50 matching grant rules.

Motion failed 1-3-1. Vande Hey – Aye. Dewing – Abstain.

Thiel moved to approve reimbursement through the Incentive Grant Program contingent on receiving all proper paperwork. Laux seconded. Motion carried unanimously.

- C. *50/50 Matching Grant Program: Mud Creek Coffee requests reimbursement for purchases of “major equipment” as part of renovation.*

Halbach clarified this grant reimbursement request was for Mud Creek Coffee for the work performed on the interior of the building, while the previous one the CDA approved earlier in the meeting was for the exterior of the building.

Thiel moved to approve reimbursement. Kruse seconded. Motion carried unanimously.

9) New Business:

- A. *FY2022 Annual Budget: Consider TIFD #2 & #3 receipts and expenditures.*

Administrator Friday reminded the board TID #1 closed as of 12/31/2020, while TID #2 is relatively inactive. He noted \$250,000 transfer to the Condon Road fund can either be expended this year or next. When asked by Commissioner Kruse if there was any reason to believe the project would not move forward, Friday noted the money can always be transferred right back into the CDA account as its just a journal entry. Friday and Chairperson Laux noted there is no reason to believe the project would not proceed as the Village has approval from the DOT for the intersection with 55/114. Friday noted he and

Cedar Corp will be working with J & E Construction regarding the location of the road as J & E own part of the land where the proposed road would go.

Thiel moved to approve the budget with an amendment to transfer the \$250,000 to the Condon Road fund this year instead of next. Vande Hey seconded. Motion carried unanimously.

- 10) Correspondences: *Closure Addendum Letter for WI DOT Wink Mart project.*

Administrator Friday noted he received the letter from the DNR stating the Village no longer needs to cover the wink mart site, and added it is now a “clean” property.

- 11) Closed Session: (Begin: 7:00 pm.) Per Wis. Stats. §19.85(1)(e), a Board may move to a *Closed Session* when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session.

Chairperson Laux determined there was no need for a Closed Session.

- 12) Open Session: (est. Begin: 7:15 pm.) The Board may act on any Closed Session item.

- 13) Adjournment.

Seeing no other business, Laux adjourned the meeting at 7:26 pm.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

Village of Sherwood Community Development Authority

Agenda

Wednesday, November 24, 2021 – 6:30pm

**NOTICE OF MEETING
CANCELLATION**

**Due to a lack of business, the regularly-scheduled
monthly CDA meeting has been cancelled.**

Welcome to the Community Development Authority Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the rear of the room.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Board Members during their deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the CDA meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance should be made to the Clerk (989-1589).

Village of Sherwood Community Development Authority Meeting Minutes December 22, 2021

- 1) Call to Order/Roll Call. – *Chairperson Laux called the meeting to order at 6:30 pm with roll call:*

Present

Cheryl Dewing (virtual)

Jack Kruse

Joyce Laux

David Miller

Todd Thiel

Absent

Steve McGrath

Tom Vande Hey

Others Present

Nick Halbach, Clerk-Treasurer

Craig Hamilton, AIT (virtual)

Thad Majkowski, Cedar Corp. (virtual)

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Thiel moved to approve the agenda. Miller seconded. Motion carried unanimously.***
- 4) Approval of Minutes: October 27. – ***Thiel moved to approve the 10-27-21 Minutes. Kruse seconded. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

- 6) Officer's Report.

Nothing new to report.

- 7) Treasurer's Report.

Clerk-Treasurer Halbach noted the numbers have been updated from the previous meeting to show the \$250,000 moving to the Condon Road fund in this fiscal year instead of next year.

- 8) Old Business:

- A. Condon Road/Clifton Road Preliminary Engineering: Consider Letter of Authorization (Cedar Corp.; \$9,000 - \$10,500)

Engineer Thad Majkowski was present to discuss the future stormwater pond for the Condon Road extension project, and how the downtown redevelopment area stormwater would flow to the new regional pond. He noted preliminary engineering work on Clifton Road needs to be accounted for in order to properly size the pond. Majkowski added the costs are to survey the area and shoot grades to ensure the pond has the capacity for any future development in the redevelopment area. He noted those costs would be between \$9,000 and \$10,500.

Thiel asked if there is any option to tie in with existing stormwater lines instead of a new one out to the new pond. Majkowski noted if the existing pipes are deep enough, stormwater in the downtown redevelopment area could go to an area northwest of the gas station, but he added the most reasonable option is to take it towards Condon Road if there is a subdivision going in.

Majkowski noted the pond would be a regional stormwater pond for the Village, and that the land owner could donate the land or pay per percentage of acreage going into the pond. He also added any work would be outside of the right-of-way, with survey crews onsite in early 2022 with the idea of bidding the project in the summer, and performing the work in the fall.

Thiel moved to proceed with the project at a maximum of \$10,500. Kruse seconded. Motion carried unanimously.

9) New Business:

- A. *50/50 Matching Grant Program: Request for Funding (\$4867.50, Christ the King Lutheran Church) to update existing sign with a larger monument sign.*

Bill Schultz from Christ the King Lutheran Church was present to answer any questions regarding his request for matching grant funds to purchase a sign to be in compliance with Village codes. He noted the lower portion of the sign could be upgraded to be electronic over time, but not at this point in time.

- 10) Closed Session: (Begin: 7:00 pm.) Per Wis. Stats. §19.85(1)(e), a Board may move to a *Closed Session* when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session.

Miller moved to go into Closed Session at 7:04 pm. Thiel seconded. Motion carried unanimously.

- 11) Open Session: (est. Begin: 7:15 pm.) The Board may act on any Closed Session item.

Kruse moved to go back into Open Session at 7:31 pm. Thiel seconded. Motion carried unanimously.

Kruse moved to approve 50/50 matching grant for \$4,867.50 for Christ the King Lutheran Church. Thiel seconded. Motion carried 4-0-1. Miller – Abstain.

- 12) Adjournment.

Seeing no other business, Laux adjourned the meeting at 7:32 pm.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.