

Village of Sherwood Community Development Authority

Agenda

Wednesday, January 26, 2022 – 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 January 26th, 2022 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
February 23rd, 2022**

- 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

David Miller

Todd Thiel

Tom Vande Hey

Absent

Steve McGrath

Others Present

Randy Friday, Administrator

Nick Halbach, Clerk-Treasurer

Craig Hamilton, AIT (virtual)

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Miller moved to approve the agenda. Kruse seconded. Motion carried unanimously.***
- 4) Approval of Minutes: Dec. 22, 2021. – ***Miller moved to approve the 12/22/2021 Meeting Minutes. Vande Hey seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Paul Preissner

N7456 STH 114 Menasha

Re item 9a.

Paul Preissner from St John Sacred Heart Parish was present to answer any questions regarding his 50/50 matching grant request for a new sign for the church to replace their existing wooden sign. He noted three bids and all financial material was submitted for the application.

- 6) Officer's Report.

Nothing new to report.

- 7) Treasurer's Report.

Nothing new to report.

- 8) Old Business: None.

- 9) New Business:

A. 50/50 Matching Grant Program: Request for Funding (\$10,000, St. John/Sacred Heart Catholic Church) to replace existing, wooden sign with a monument (electronic) sign.

Administrator Friday noted the Church even prepaid for the sign already to show they have the required funds for the projects with or without the grant money. He added the sign does meet all ordinances and regulations as that aspect is what was holding up the project until this point.

B. Future direction & goals of Community Development Authority.

Commissioner Thiel began discussion noting at the last meeting the Board discussed pre-pandemic versus post-pandemic ideas for the downtown area. He added he would like to see the CDA work with Mary Kohrell from Calumet County again regarding bringing developers to Sherwood. Commissioner Kruse agreed, adding that he reviewed the 2016 RFP and reminded the Board of when the CDA was going to have a developer's tour right before COVID-19 shutdowns.

Commissioner Vande Hey did note the costs to put up a building have dramatically increased in the last few years, and added he believes the Village needs more senior housing available. Thiel added he believes the Village needs to be aggressive with incentives to entice developers to build in Sherwood. He also mentioned the possibility of the Village sponsoring the construction of a building to rent to potential businesses.

Commissioner Miller mentioned several years ago that he and Friday met with the owners of the Mueller's General Store regarding the potential purchase of that property, and noted it may be time to re-engage conversation with the owners. Kruse discussed the possibility of a building that has commercial retail on the first floor with one or two stories above it of residential units.

Miller also mentioned that Dick's was very hesitant to proceed with their grocery store in Sherwood when they first started, but as Miller noted, the use of incentives by the Village brought them here long term. Kruse and Thiel also mentioned the land next to Dick's could be a potential space for a commercial entity to construct a building.

Vande Hey noted that the right business will do the job for the Village, and gave the example of Mud Creek succeeding in a smaller building. He also mentioned that presently there is no good "front door" to Village businesses as Dick's is located off of the highway along with nothing currently occupying the downtown area.

Thiel mentioned his concept of having a general store with one location for a vast combination of goods and services. Miller added he likes the concept of a market style building with access to multiple businesses at once.

Kruse noted the CDA should have some kind of action plan with time limits to keep moving forward with downtown redevelopment. Thiel noted in late spring the Board should work with Mary Kohrell to have the developer's tour scheduled again. Miller and Friday noted they will re-engage with the Mueller property. Vande Hey added the Board should discuss with Dick's regarding the area next to their store, and noted the more property the Village has to show to developers the better.

- 10) Closed Session: (est. Begin: 7:15 pm.) (If necessary) 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.

Vande Hey moved to go into closed session at 7:49 pm. Miller seconded. Motion carried unanimously.

- 11) Open Session: (est. Begin: 7:30 pm.) (If necessary) The Board may act on any Closed Session item.

Thiel moved to go back into open session at 8:04 pm. Miller seconded. Motion carried unanimously.

Miller moved to approve the 50/50 matching grant for St John Sacred Heart Parish for \$10,000. Vande Hey seconded. Motion carried unanimously.

- 12) Adjournment.

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

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

**Village of Sherwood Community Development Authority Meeting Minutes
March 23rd, 2022**

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

Present

*Cheryl Dewing
Jack Kruse (virtual)
Joyce Laux
Steve McGrath
Todd Thiel*

Absent

*David Miller
Tom Vande Hey
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: Feb. 23. – ***Thiel moved to approve the 2-23-22 minutes. McGrath seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Bill Flynn N370 Military Road

Flynn was present to provide an update on his project that was approved for a 50/50 matching grant in 2021. He noted he was able to purchase 10 solar panels to be installed on the roof of Frogg’s Ice Cream. Flynn added he hopes the installation will take place by April 25th, and will report back to the CDA when the project is complete.

- 6) Officer’s Report.

Nothing new to report.

- 7) Treasurer’s Report.

Clerk-Treasurer Halbach noted Bill Schultz from Christ the King Lutheran Church had reached out to him regarding the next steps of coming back to the CDA for reimbursement as the sign for the church has been installed. Halbach also noted he will be working with the Village’s Auditors next week, adding the numbers for the treasurer’s report should be more accurate at the next meeting.

- 8) Old Business: None.

- 9) New Business: None.

- 10) Closed Session: *Ecker Ridge Development proposal.*

(est. Begin: 6:30 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 6:41 pm. Dewing seconded. Motion carried unanimously.

- 11) Open Session: (est. Begin: 7:30 pm.) The Board may act on any Closed Session item.

Thiel moved to go back into open session at 8:33 pm. Laux seconded. Motion carried unanimously.

- 12) Adjournment.

Seeing no other business on the agenda. Laux adjourned the meeting at 8:33 pm.

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

Village of Sherwood Community Development Authority

Agenda

Wednesday, April 27th, 2022 – 6:30pm

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#

Due to the lack of business, the regularly-scheduled meeting for April 27th, 2022 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

May 12, 2022

- 1) Call to Order/Roll Call. – *Chairperson Laux called the meeting to order at 9:30 a.m. with roll call:*

Present

Cheryl Dewing

Jack Kruse

Joyce Laux

Steve McGrath

Todd Thiel

Tony Genisot

Tom Vande Hey

Others Present

Randy Friday, Administrator

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Thiel moved to approve the agenda. Vande Hey seconded. Motion approved unanimously.***
- 4) Approval of Minutes: None.
- 5) Registered Citizen Comments on Agenda Items. None.
- 6) Officer’s Report. *Nothing new to report.*
- 7) Treasurer’s Report. None.
- 8) Old Business: None.
- 9) New Business: None.
- 10) Closed Session: *Downtown Development discussion.*
(est. Begin: 10 a.m.) 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 10:00 a.m. Kruse seconded. Motion carried unanimously.

- 11) Open Session: (11:00 a.m.) The Board may act on any Closed Session item.

Vande Hey moved to return to Open Session at 11:15 a.m. Kruse seconded. Motion carried unanimously.

- 12) Adjournment.

Thiel moved to return to Open Session at 11:18 a.m. Vande Hey seconded. Motion carried unanimously.

Respectfully submitted for review and approval by Randy Friday, Village Administrator.

**Village of Sherwood Community Development Authority Meeting Minutes
May 25, 2022**

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

Present

*Tony Genisot
Jack Kruse
Joyce Laux
Steve McGrath
Todd Thiel
Tom Vande Hey*

Absent

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

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***McGrath moved to approve the agenda. Laux seconded. Motion carried unanimously.***
- 4) Approval of Minutes:
- A. March 23 (Regular Meeting).
B. May 12 (Special Meeting).

Vande Hey moved to approve both sets of minutes. Laux seconded. Motion carried unanimously.

Administrator Friday noted he made the changes to correctly reflect the attendance in the minutes.

- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report.
- 7) Treasurer’s Report.

Clerk-Treasurer Halbach noted the FY 2021 audit is in the finishing stages, and he should have up to date numbers for the next CDA meeting.

- 8) Old Business:
- A. *Downtown Development Tour*: Issues to define (Target; Incentives; Point Person) prior to *Calumet County Economic Development* meeting (Mary Kohrell).

Chairperson Laux noted she reached out the Mary Kohrell and noted she believes a developer’s tour may not be needed at this moment based off of the previous CDA meeting. Commissioner Kruse noted if the CDA was to do the developer’s tour, they should get it

organized by fall. Commissioner Vande Hey added the CDA should hear back from the developer they met with at their previous meeting by the next meeting.

The Commission agreed to reassess at the next meeting.

9) New Business:

- A. Signage Upgrade Project (Christ the King Lutheran Church): Consider final disposition of church-placed, new signage (\$4,867.50).

Administrator Friday noted the pictures and information were properly submitted for reimbursement.

Thiel moved to approve the reimbursement of Christ the King Lutheran Church for \$4,867.50. Laux seconded. Motion carried unanimously.

- B. Items for CDA Board Review: (Thiel/Kruse)

- i. Creation of formalized incentive plan for Developers.

Commissioner Thiel led discussion regarding potential incentive plans that he has seen in other municipalities. For instance, he mentioned potentially offering up to 20% of the assessed value to a developer as an incentive. Commissioner Genisot noted he likes the pay-go system currently in place, but would like to see if there are any other options available to the CDA.

Thiel added having a “menu for ourselves” to promote to developer’s that Sherwood is open for business and willing to work with them. Administrator Friday noted the Village Board sets the budget for the CDA each budget cycle but it does not handcuff the CDA as suggested by Commissioner Vande Hey. Chairperson Laux noted the project plans for TIDs 2 and 3 are the true directive of what to do with TID generated dollars.

Friday noted the CDA does have one outstanding agreement with Travis Dudovick that is a pay-go payback for 50 percent of the TID dollars generated from his development up to \$400,000.

Commissioner McGrath mentioned he briefly researched the WIDAC (Wisconsin Downtown Action Council) to see if there was anything that could pertain to Sherwood regarding downtown redevelopment. He mentioned he can further look into the organization and that they are an offshoot of the Wisconsin Economic Development Corporation. Genisot mentioned he has some familiarity with the Town of Freedom, and he can reach out to those folks to see what incentive packages they offer developers. Thiel noted he can start laying out a potential general guidelines sheet to distribute in the future. When asked if anyone from the developer group at the previous meeting reached out to the Village, Commissioner

Kruse noted he reached out to thank the group for attending the CDA meeting, but he had not heard anything back in response.

- ii. Date(s) for potential *Developer Tour*.

As mentioned earlier, the CDA agreed to address at their next meeting if the developer's tour will be necessary.

- iii. Review/Discuss Master Plan regarding changed behaviors caused by pandemic.

Vande Hey and McGrath both mentioned the main need for the Village from their perspective is to add senior housing. Kruse added the potential of a mixed-use development with commercial property involved sounded appealing to him. Genisot and Thiel noted the amount of traffic and appeal of the state park are positives for the Village along with the opportunity to create their own downtown space and not be limited by existing buildings. Vande Hey mentioned using Mary Kohrell from Calumet County more than they currently are. Thiel agreed, noting she is a great resource.

- iv. Update potential Sherwood developers/investors (as necessary).

Chairperson Laux noted the CDA will be revisiting items i, ii, iii, and iv. at their next meeting.

- v. Review 50/50 Matching Grant Program (for updates).

Kruse noted he wanted the 50/50 matching grant information to be updated on the Village website to include the ½ mile rule and the \$50,000 maximum per business.

10) Adjournment.

Seeing no other business on the agenda, Chairperson Laux declared the meeting adjourned at 8:01 pm.

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

**Village of Sherwood Community Development Authority Meeting Minutes
June 22, 2022**

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

Present

Tony Genisot

Jack Kruse

Joyce Laux

Cheryl Dewing

Todd Thiel

Tom Vande Hey

Steve McGrath (virtual)

Absent

None

Others Present

Randy Friday, Administrator

Dylan Eccles, 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: May 25 – ***Thiel moved to approve minutes. Vande Hey seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items: None
- 6) Officer’s Report: None
- 7) Treasurer’s Report: None

(Motion made by Thiel to move New Business 9A and 9B (50/50 Matching Grant) to follow Treasurer’s Report. Dewing seconded. Motion carried unanimously).

- 9). New Business:

- A. *50/50 Matching Grant Program*: Consider reimbursement for St. John Sacred Heart sign replacement project (\$10,000).

Following review of information provided in the packet, Vande Hey moved to approve reimbursement from 50/50 Matching Grant Program. Kruse seconded. Motion carried unanimously.

- B. *50/50 Matching Grant Program*: Consider reimbursement for Frogg’s Ice Cream solar panel project (\$4,575).

Bill Flynn, owner of Frogg’s Ice Cream, presented information about the energy use for Frogg’s and solar energy output/savings projected from the newly installed solar panels.

Thiel moved to approve reimbursement from 50/50 Matching Grant Program. Laux seconded. Motion carried unanimously.

8) Old Business:

- A. Downtown Development Tour: Issues to define (Target; Incentives; Point Person) prior to Calumet County Economic Development meeting (Mary Kohrell).

Commissioner Thiel explained the Village needs to decide what type of business/industry they are looking to target. Possibly look into flex space/mixed use, or similar idea to look to the future with more residents in tech jobs and remote workers. Commissioner Genisot wants CDA members to talk to community members to get fresh ideas and input. Commissioner Kruse talked to Mary Kohrell, who stressed Sherwood needs to come up with one specific sector/focal point to target to bring into the downtown. Perhaps categorize what industries are the top three preferences to incentivize to bring to downtown. Discussion ensued regarding different ideas such as blended/mixed use space with housing and retail, senior housing, talk to developers to find out what they want to bring to Sherwood. Chairperson Laux will invite Mary Kohrell to attend July CDA meeting.

B. Items for CDA Board Review:

- i. Creation of formalized incentive plan for Developers.
Point people are Administrator Friday and Commissioner Thiel, with Thiel creating incentive matrix.
- ii. Date(s) for potential Developer Tour.
Developer Tour unnecessary at this time.
- iii. Review/Discuss Master Plan regarding changed behaviors caused by pandemic.
As noted under 8A., future development should look towards the future with more people working from home, and create mixed use spaces that may attract remote employees.
- iv. Update potential Sherwood developers/investors (as necessary).

9) New Business:

- C. Ecker Ridge Development: Update/Discuss potential CBRF interest.

Travis Dudovick presented information on a possible addition of a CBRF in his proposed Ecker Ridge development, which is located at the old quarry site on the south side of Clifton Road. Dudovick presented information showing the extreme shortage of senior housing/assisted living. Dudovick has been in contact with Care Partners from Oshkosh, who is building CBRFs in nearby communities. Discussion ensued regarding the potential

senior housing in each of his 2 concept plans, as well as potential staffing issues that might be encountered with the assisted living housing.

Dudovick presented “Concept Plan #1” which includes the Condon Road extension as planned by the Village. “Concept Plan #2” doesn’t include the Village Board approved Condon Road extension, but a different road that connects Clifton Road to Military Road with a traffic pattern designed to enhance the proposed Ecker Ridge development. Administrator Friday explained the reasoning behind why Condon Road was planned including relieving downtown traffic, helping redevelop the historic downtown district, adding an alternate travel route for area travelers to the State Park and golf course as well as residences in lower Sherwood to help relieve pressure on State HWY 55/114 which has approx. 10,000 vehicles per day. He noted that approximately \$350,000 has already been spent on planning and engineering for Condon Road. Administrator Friday also stated that with the current HWY 55/114 essentially closed by the DOT for maintenance, had Condon Road been complete, it could have acted as an alternate route through the Village.

Thiel moved to conditionally approve Phase 1 of the concept plan based on financing, final plans, and Condon Road finalization. Vande Hey seconded. Motion carried unanimously.

D. *Condon Road*: Discuss Condon Road project in relation to Downtown Redevelopment.

Discussion ensued regarding plans for Condon Road verses possibly using the money borrowed for Condon Road to instead pay for the State Park Road Culvert replacement, which would postpone the Condon Road project. The Board’s input is to keep plans in place for Condon Road at this time.

10) Adjournment – ***Seeing no other business, Chairperson Laux adjourned the meeting at 9:25 pm.***

Respectfully submitted for review and approval by Sadie Slotke, Deputy Clerk.

Village of Sherwood Community Development Authority
Meeting Minutes
July 27th, 2022

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

Present

Tony Genisot
Jack Kruse
Joyce Laux
Cheryl Dewing
Tom Vande Hey
Steve McGrath

Absent

Todd Thiel
Others Present
Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Mary Kohrell, Calumet County

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Kruse moved to approve the agenda. Dewing seconded. Motion carried without dissent.***
- 4) Approval of Minutes: June 22, 2022. – ***Vande Hey moved to approve the 6-22-22 Minutes. Kruse seconded. Motion carried without dissent.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report.
- 7) Treasurer’s Report.
- 8) Old Business:

A. *Downtown Re-Development: Mary Kohrell (Community Economic Development Director – Calumet County) will be present to discuss Board prioritized business types and incentive plan(s) to attract them.*

Mary Kohrell from Calumet County explained she has access to a service that analyzes credit card data as well as cell phone data to determine the demographic of person that visits a particular business in the county. The Buxton Analytics software also allows her to create reports that show which type of businesses could work for any particular parcel. Kohrell also reported the software also provides traffic count data based off of location of a person’s phone.

Kohrell also presented the guidelines for development from Wrightstown, and explained their model for attracting developers to their municipality. She shared three items including a developer packet and multiple TIF policy information documents which directly laid out their process for using TIF funds for incentives to provide to developers. Kohrell noted the policies were adopted with input provided from every level of the Village.

She reiterated the goal is to facilitate the development process equitably for each developer, with input from each board level to ensure everybody from the Village is on the same page.

In responding to a question from Commissioner Genisot, Kohrell noted the length of time to develop this process varies by community. She added some can stay stuck for a long time, but she would estimate 18 to 36 months after the policy is in place the developments should begin to proceed. Kohrell also mentioned the general thought is more housing developments lead to more consumers thus the need for more businesses instead of businesses driving home development. Genisot noted he likes the idea of having a plan to not cater to whichever developer walks through the door just because they are interested.

Kohrell also added the only recent business to build their own building in Sherwood was Dick's Family Foods as recent businesses having moved into pre-existing spaces. She noted it would be perfectly reasonable to hire an outside contractor for planning purposes to put together a formal developer packet.

Commissioner McGrath questioned if the Village should follow up with previous developers who had inquired with the Village to see what had gone wrong or why they chose somewhere else to develop. Commissioner Kruse added most of the developer's he recalls seeing have been residential instead of focusing on the downtown redevelopment. Commissioner Vande Hey noted the CDA has never turned anybody away. Chairperson Laux noted the Commissioner Thiel and Administrator Friday can follow up with Kohrell as needed, while Genisot added he can reach out to the contractor who most recently presented to the CDA.

Travis Dudovick briefly introduced his new TIF consultant, Peter Thillman, to the CDA after Kohrell's presentation. Thillman currently works for Shawano County as their economic development coordinator having previously worked for the City of Green Bay in the same role.

9) New Business: None.

10) Adjournment.

Seeing no other business on the agenda, Chairperson Laux declared the meeting adjourned at 8:20 pm.

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

Village of Sherwood Community Development Authority
Meeting Minutes
August 24th, 2022

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

Present

Cheryl Dewing

Tony Genisot

Jack Kruse

Joyce Laux

Steve McGrath

Todd Thiel

Tom Vande Hey

Others Present

Randy Friday (Administrator, Acting-Clerk)

Rollie Lokre (Developer)

Austin Lokre (Developer)

Steve Shulfer (Architect)

Jim Worthington (General Contractor)

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***VandeHey moved to approve the agenda. Thiel seconded. Motion approved unanimously.***
- 4) Approval of Minutes: July 27, 2022. – ***Dewing moved to approve the Minutes. Kruse seconded. Motion approved unanimously.***
- 5) Registered Citizen Comments on Agenda Items. None.
- 6) Officer’s Report. None.
- 7) Treasurer’s Report. Presented.
- 8) Old Business:

A. Downtown Re-Development: Regarding creation of a comprehensive Sherwood Tax Increment Financing (TIF) policy, such as the Wrightstown model included in the Board information packet, Vande Hey expressed the need for the village to do local homework before moving forward. Genisot and VandeHey noted it is best to have a clear path for the village and developers to consider.

Thiel noted the world of work has changed since 2020 (due to the COVID pandemic) and Sherwood should consider this factor as an element of change moving forward and evolution of a new era of work.

Kruse noted the Wrightstown TIF policy is a good model and would provide valuable information for Sherwood’s policy moving forward.

Regarding creation of a mechanism to create the vision and path of a comprehensive Sherwood TIF policy, the Board agreed it would be best to have a couple members of the

CDA and other Boards develop the vision and mechanisms by which the village could offer assistance, as opposed to including all Village Boards and Members.

9) New Business: None.

10) Correspondences: Update regarding prior developer project discussion (Lockre).

A. *Rollie Lokre, Austin Lokre, Steve Shulfer and Jim Worthington were present to continue discussion of their interest in developing a potential 3-4 story, apartment building focused on a market-rate housing model. They have concluded numerous projects throughout the state, including in Stevens Point and Wausau among others, and, are involved with two projects in our immediate area (Neenah; [Bantr Apartments] and Chilton [under construction]).*

Their projects are move-in ready, fully-furnished, monthly rentals based on annual leases, such as studio apartments with a 1-bedroom footprint, including bundled utilities and internet connectivity, at a \$995/month price point. Their spatial focus is on cost-effective living spaces that provide resident amenities, such as co-working spaces for at-home workers, health & wellness classes including yoga and gym space, and human interaction by providing a communal kitchen space and laundry facility. A facility manager oversees each building and scheduling resident activities.

In addition to studio apartments, the buildings have 2- and 3-bedroom units. If possible, the building will include underground parking. Each building is meant to cater to each individual community.

The group intends to return to the September CDA meeting with Concept Plans. Their goal would be to get plans and an incentive deal done by year-end. Following permitting, they would anticipate 9-12 months for construction, depending on weather conditions.

11) Closed Session: *At 7:35pm, on the motion of Vande Hey, seconded by Dewing, and unanimously approved, the Board moved to Closed Session to consider acquisition of Mueller property(-ies) (W410 Veteran's Ave., et. al).*

A. *Acting-Clerk Friday asked if anyone was present on-line/virtually to discuss the issue brought forward to the Authority. No one was present.*

12) Open Session: *At 7:47pm, on the motion of Kruse, seconded by Vande Hay, and unanimously approved, the Board returned to Open Session. No action taken.*

13) Adjournment.

At 7:47pm, with no other business on the agenda, Chairperson Laux declared the meeting adjourned.

Respectfully submitted for review and approval by Randy Friday, Acting-Clerk.

**Community Development Authority Meeting Minutes
September 28th, 2022**

- 1) Call to Order/Roll Call. – *Clerk-Treasurer Halbach called the meeting to order at 6:31 pm. Vande Hey nominated McGrath to chair the meeting. McGrath accepted.*

Present

*Cheryl Dewing (virtual)
Tony Genisot
Jack Kruse (virtual)
Steve McGrath
Tom Vande Hey*

Absent

*Joyce Laux
Todd Thiel*

Others Present

*Randy Friday, Administrator
Nick Halbach, Clerk-Treasurer
Dylan Eccles, AIT (virtual)
Thad Majkowski, Cedar Corp.
Mary Kohrell, Calumet County*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Vande Hey moved to approve the agenda. Genisot seconded. Motion carried without dissent.*
- 4) Approval of Minutes: Aug. 24, 2022. – *Kruse moved to approve the 8-24-22 Minutes. Dewing seconded. Motion carried without dissent.*
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report.
- 7) Treasurer’s Report.
- 8) Old Business:

A. *Downtown Re-Development:* Discuss potential housing project (Lokre).

Architect Steve Shulfer of Sketchworks Architecture located in the Madison area was at the meeting to present the initial concept plan for the Lokre development in the downtown area of the Village. Shulfer noted the plan has a healthy mix of residential density and commercial property amongst four buildings with greenspace in the development. He noted the developers have had good success at the price point associated with the apartments in this potential development. Shulfer added the property has 1.5 parking spaces per housing unit with underground parking included on each building. He also mentioned the development would be in a phased approach with at most two buildings going in initially with approximately 60 to 70 feet deep buildings. Shulfer discussed having the post office moved into one of the commercial spaces in the development. When questioned regarding investment into the project, Shulfer commented that it was a bit too early to have a set number but noted that would be better known during the next phase of planning. Shulfer also noted the buildings would be up to four stories tall, with

transitioning sight lines with multiple heights on a single building. He also indicated that he planned on coming back to the CDA next month with further information regarding the planning phases of the development.

- B. *Downtown Re-Development*: Continue discussion regarding establishment of 'Tax Increment Financing Handbook' for local (re-)development projects (Cedar Corp.).

Josh Miller of Cedar Corporation presented his proposal for creating a developers guidebook for when they would like to develop in Sherwood. He noted he has experience with the City of Marshfield designing their developer packet for prospective developments. Miller added his process would include identifying steps and processes including TIF policies to avoid surprises for developers and Village staff. He noted an ad-hoc committee would meet three times to help him formulate the process in order to meet the February 1st deadline he has proposed.

- 9) New Business:

- A. *Economic Development Assistance*: Consider Cedar Corp. proposal.

Genisot moved to approve the Cedar Corp proposal not to exceed \$10,000 and be completed by February 1st. Vande Hey seconded. Motion carried without dissent.

- 10) Correspondences:

- A. Cedar Corp. Economic Development assistance proposal (Cedar Corp.; Sept. 22).

- 11) *Closed Session*: Consider acquisition of Mueller property(-ies) (W410 Veteran's Ave, et. al.). Note: Per Wis. Stats. 19.85(e), a governmental body may enter *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.

McGrath moved to go into closed session at 7:54 pm. Vande Hey seconded. Motion carried without dissent.

- 12) *Open Session*: The Board may act on any item deliberated upon in *Closed Session*.

Vande Hey moved to return to open session at 9:01 pm. Dewing seconded. Motion carried without dissent.

- 13) Adjournment.

McGrath moved to adjourn the meeting at 9:01 pm. Vande Hey seconded. Motion carried without dissent.

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

**Community Development Authority Meeting Minutes
October 26th, 2022**

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

Present

Cheryl Dewing (virtual)

Tony Genisot

Jack Kruse

Joyce Laux

Steve McGrath (virtual)

Todd Thiel

Tom Vande Hey

Absent

None

Others Present

Randy Friday, Administrator

Nick Halbach, Clerk-Treasurer

Dylan Eccles, AIT (virtual)

Steve Shulfer, Sketch works (virtual)

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Thiel moved to approve the agenda. Kruse seconded. Motion carried without dissent.***
- 4) Approval of Minutes: September 28. – ***Dewing moved to approve the 9-28-22 Minutes. Vande Hey seconded. Motion carried without dissent.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report.
- 7) Treasurer’s Report.
- 8) Old Business:
- A. *Downtown Re-Development: Update potential housing project (Lokre).*

Architect Steve Shulfer was present virtually to update the CDA on the progress made to the concept from the previous meeting. He noted the new concept includes another building where Meehl Street would be closed off as Administrator Friday suggested from previous discussion. Shulfer added he and his team were still working on ratios for resident to commercial square footage across the buildings. In answering a question from Commissioner Kruse, Shulfer noted there is no present sequence to build a particular building first, and added Harrison Street would loop back to 114 in order to take parking off the highway.

Commissioner Vande Hey noted he liked the concept and added the masterplan has a one way in and out onto the highway as this concept proposes. Friday mentioned the DOT likes cutting off small intersections from main highways such as Meehl Street, and that in the past the DOT has suggested the southbound only exit to avoid crossing traffic near the County Highway M intersection. Commissioner Thiel added he likes the concept, but

would like to see some of the building moved a little further off the road to prevent a dark and narrow corridor.

Friday suggested a possible pedestrian overpass to take foot traffic off the side of the highway to connect the buildings. Shulfer noted he has typically erred against pedestrian overpasses as most clients of his are trying to focus on the commercial entities typically on the first floor of developments. Shulfer did note he will look into the costs for an overhead walkway before dismissing the idea, but costs in the past have typically priced out former clients of his.

Another change to the concept that came from discussion was to have a full parking lot behind the current Mueller property where the future post office could be located. In the original concept plan, there was a cul-de-sac at the end of Meehl Street with all traffic for the new building coming off County Highway M. The Commission agreed to pave the entire area behind the building to allow access off both Meehl Street and County Highway M. Shulfer thanked the commission for their ideas and suggestions, and reported that he will be back at the next meeting with some further cost estimates.

- B. *Downtown Re-Development*: Consider/Approve establishment of subcommittee regarding 'Tax Increment Financing Handbook' for local (re-)development projects (Cedar Corp.).

Commissioners Thiel and Genisot were nominated to represent the CDA on the subcommittee for the Tax Increment Financing Handbook. Thiel noted he and Genisot can spearhead the project on behalf of the CDA, but is more than willing to take input from the other Village committees.

Vande Hey moved to nominate Thiel and Genisot to represent the CDA in charge of the subcommittee with Cedar Corp. Motion carried without dissent.

9) New Business:

- A. *FY2023 Annual Budget*: Consider/Approve.

Administrator Friday noted the 50/50 matching grant program fund has \$30,000 proposed for next year while informing the board of a potential request coming from the Village Board regarding the Lion's Club sign. Chairperson Laux noted the CDA's limit of \$10,000 per request will be the maximum going forward, as it has been in the past. Friday also indicated he had \$150,000 allocated in the budget to capital outlay in case the Lokre development continues rather quickly, as it could necessitate a stormwater facility next year.

Thiel moved to approve the budget as presented with an amendment to move the TIF handbook to 2023 instead of 2022. Vande Hey seconded. Motion carried without dissent.

- B. *Capital Improvement Plan FY2023-2027 Budget*.

10) Correspondences:

11) *Closed Session:* Per Wis. Stats. §19.85(e), a governmental body 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 8:16 pm. Genisot seconded. Motion carried without dissent.

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

Kruse moved to go back into open session at 9:16 pm. Vande Hey seconded. Motion carried without dissent.

13) Adjournment.

The November meeting will be held on Wednesday November 30th, as the fourth Wednesday of the month coincides with the night before Thanksgiving. The CDA will revisit the date of the December meeting at their November 30th meeting.

Seeing no other business, Laux declared the meeting adjourned at 9:20 pm.

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

Village of Sherwood Community Development Authority
Special Meeting Minutes
November 30th, 2022

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

Present

Cheryl Dewing

Tony Genisot

Jack Kruse

Joyce Laux

Steve McGrath

Todd Thiel

Tom Vande Hey

Absent

None

Others Present

Randy Friday, Administrator

Nick Halbach, Clerk-Treasurer

Steve Shulfer, Sketchworks Architecture

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Vande Hey moved to approve the agenda. Kruse seconded. Motion carried without dissent.***
- 4) Approval of Minutes: Oct. 26. – ***Kruse moved to approve the 10-26-22 Minutes. Dewing seconded. Motion carried without dissent.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report.
- 7) Treasurer’s Report.
- 8) Old Business:
- A. *Downtown Re-Development:* Update regarding potential housing project (Lokre; Presentation at meeting – Steve Shulfer; Sketchworks Architecture).

Architect Steve Shulfer was again present to provide updates on changes made to the overall concept plan. The main change to the concept now shows all development on the south side of 55/114, including development on the five acres the Village Hall sits on. Shulfer noted the change stemmed from concerns about pedestrian traffic crossing 55/114, and allowing better walkability throughout the entire development. He added the post office would be moved to a new larger building to the south of the existing gas station to allow for better access for delivery trucks.

Commissioner Genisot noted he liked keeping the taller buildings further away from the highway to keep that corridor more visible. Shulfer noted there now is a fifth building as well as town homes that would be located on the existing Village property. He added only a portion of the land building 4 sits on is not presently owned by the Village as it is church

property. Shulfer also noted underground parking would be accessible in buildings 1 through 4 if the water table allows them to do so. He mentioned there would be 30,000 square feet of commercial property within the development, including all of building 2. Shulfer continued to note that the ratio of parking spaces to dwelling units and commercial space as sufficient for the needs of the development. He added there would be 1.4 parking stalls per dwelling unit, and 3 parking stalls for every 1,000 square feet of commercial space.

In answering a question from Commissioner Kruse, Shulfer noted there would be 16 town home units with approximately 1,600 to 2,000 square feet. He also noted it would be up to the Lokre group if those town homes would be leased or individually owned. Administrator Friday noted the DOT would likely rather have only a southbound exit at the proposed exit of the downtown area of the development back onto 55/114. Shulfer did note buildings 1 and 2 would likely be the first two to be constructed in a phased development.

In discussing the style for future renderings and eventual design of the buildings, CDA preferred the modern image provided by Shulfer with some traditional elements incorporated, as the contemporary pictures were a definitive third choice of the three styles provided. Shulfer noted exterior entrances to the businesses is preferred to him as they are trying to focus on the storefront aspect of the downtown redevelopment.

Moving forward, Shulfer noted his team will continue to finalize the concept, including getting more geographical information for the site, while the Lokre team will be in contact with the Village regarding incentive packages soon. Friday noted the concept will make its way to the Plan Commission at some point while the CDA works with the Lokre team.

9) New Business:

A. Set/Confirm 'Developer's Handbook Meeting (per Josh Miller e-mail; Nov. 15).

Sub-Committee members Thiel and Genisot agreed to a December 8th meeting at 6:30 pm at the Village Hall in the small conference room.

10) Correspondences:

A. Developer's Handbook – Committee Meeting (Nov. 15; Cedar Corp).

11) *Closed Session:* Per Wis. Stats. §19.85(e), a governmental body 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.

Kruse moved to go into closed session at 7:52 pm. Dewing seconded. Motion carried without dissent.

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

Laux moved to go into open session at 8:02 pm. Vande Hey seconded. Motion carried without dissent.

13) Adjournment.

Seeing no other business on the agenda, Laux declared the meeting adjourned at 8:02 pm.

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

Village of Sherwood Community Development Authority

Agenda

Wednesday, December 28, 2022 – 6:30pm

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 December 28th, 2022 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).