

**Village of Sherwood Community Development Authority**  
**Meeting Minutes**  
**Wednesday, January 25, 2023**

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

<b><i>Present</i></b>	<b><i>Absent</i></b>
<i>Cheryl Dewing</i>	<i>Tom Vande Hey</i>
<i>Jack Kruse</i>	<b><i>Others Present</i></b>
<i>Tony Genisot</i>	<i>Randy Friday, Administrator</i>
<i>Joyce Laux</i>	<i>Josh Miller, Cedar Corp</i>
<i>Todd Thiel</i>	
  
- 2) Pledge of Allegiance. — Recited.
  
- 3) Approval of the Agenda. — ***Thiel moved to approve agenda. Kruse seconded. Motion carried without dissent.***
  
- 4) Approval of Minutes: November 30. — ***Dewing moved to approve the 11-30-2022 Minutes. Laux seconded. Motion carried without dissent.***
  
- 5) Registered Citizen Comments on Agenda Items.
  
- 6) Officer's Report.
  
- 7) Treasurer's Report. None.
  
- 8) Old Business: None.
  
- 9) New Business:
  - a. *Developer's Handbook*: Presentation by Cedar Corp/Ad Hoc Committee. Hard copy provided for review at meeting.

*Josh Miller, Cedar Corp, presented a draft of the Developer's Handbook. He advised that once the handbook is finalized and approved, it be reviewed regularly and changes made accordingly.*

*Discussion ensued regarding how much financial authority the CDA has from the Village Board per WI State Statutes. Flow charts within the Handbook may need changes made based on whether approval is required from CDA or Village Board. Friday and Genisot will discuss with the Village Attorney.*
  
- 10) Adjournment.

***Seeing no other business on the agenda, Laux declared the meeting adjourned at 7:19pm.***

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

**Community Development Authority Meeting Minutes  
March 22<sup>nd</sup>, 2023**

- 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*

*Todd Thiel*

*Tom Vande Hey*

***Absent***

*None*

***Others Present***

*Randy Friday, Administrator*

*Nick Halbach, Clerk-Treasurer*

*Dylan Eccles, AIT (virtual)*

*Eric Fowle, Cedar Corp.*

- 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: Jan. 25, 2023. – ***Vande Hey moved to approve the 1-25-23 Minutes. Dewing seconded. Motion carried without dissent.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer's Report. – *Nothing new to report.*
- 7) Treasurer's Report.

*Clerk-Treasurer Halbach reported the TID has approximately \$575,000 of revenue remaining as of January 1<sup>st</sup>. He noted if the CDA expended all the expenses noted in the budget this year, \$189,000 would remain available to the CDA. Halbach and Administrator Friday noted the costs in the budget included estimates for stormwater engineering and construction of a stormwater pond, as well as potential purchase of property.*

- 8) Old Business: None.

- 9) New Business:

- A. *Developer Handbook – Final Review: Consider Handbook adoption (Cedar Corp/Ad Hoc Committee).*

*Eric Fowle from Cedar Corp. was present to answer any questions regarding the changes made to the final edition of the Developer's Handbook. He noted the handbook is comprehensive, adding any information a potential developer would be looking for should be accessible through the document. Fowle and Administrator Friday noted there are a few maps being completed by Cedar Corp. that will also be incorporated into the document as they are completed. Fowle suggested having the CDA updating the document at least*

once a year to ensure any changes in policy are reflected in the handbook. Commissioner Thiel agreed, while adding Fowle and Josh Miller of Cedar Corp. worked with the Village to ensure all aspects of the development process are included in the handbook. Thiel and Commissioner Genisot suggested giving each new board member a copy of the handbook for their reference.

**Thiel moved to approve the Developer's Handbook with the understanding that it is a live document that will be edited on at least an annual basis. Vande Hey seconded. Motion carried unanimously via voice vote.**

- B. *Community Sign (Lion's)*: Consider formal request (\$10,000) by Village Board to replace existing sign with electronic sign, per revised *Signage Regulations*.

*Clerk-Treasurer Halbach explained the Village Board had asked to get confirmation from the CDA that they would contribute up to \$10,000 for a new community sign as part of the 50/50 Matching Grant Program. Friday added the initial quote received from the Lion's Club was approximately \$27,000, of which the Village Board would pay the remaining amount in excess of \$10,000. Thiel advised to have the applicant follow the existing protocols in place for the CDA. Chairperson Laux noted there will be no formal action from the CDA at this time, and suggested the applicant get their three bids to present to the CDA at a future meeting.*

- C. *CDA Procedures, Policy, and Powers*: CDA level of autonomy as adopted and granted by the Sherwood Village Board (Resolution #2004-08) and described in the Village of Sherwood, Code of Ordinances, Article V, §1-25 (Creation, Powers, and Duties), and, relevant Wis. Stats. Ch. 66, as stated by Village Counsel in a *Confidential Legal Memorandum* (Feb. 10, 2023).

*Genisot began discussion noting the question of who has formal approval authority arose from meeting with Cedar Corp. for the language in the Developer's Handbook. He noted he went with Friday to visit with legal counsel, and discussed this item with legal as he understood there were different interpretations of who is the formal approving authority of CDA matters. Commissioner Kruse commented the existing Village ordinance give the CDA the authority to perform within the bounds defined. Thiel noted he does not see where the legal memorandum contradicts existing policy as the Village Board previously granted the CDA to act within the boundaries defined in the ordinance, while also having representation of the CDA. He added any project that moves forward from the CDA goes through the Village Board at some point in the process.*

*Friday noted state statutes allow for the creation of a CDA, which requires the budget to be approved by the Village Board each year with a public hearing. In addition, he noted statutes allow the Village Board to allow or approve CDA projects as stated by legal, but the Village Board in the past has granted that power to the CDA as noted in the ordinance. Genisot noted he is looking for clarity on what is correct as he now has twice gotten feedback from legal stating the Village Board has the authority, yet the ordinance reflects the CDA having authority. He suggested having the attorney present at a meeting to settle*

*the matter. Thiel mentioned he believes it will not be clear cut as the law was likely written intentionally to give Village Boards the leeway to determine who has the power, as some communities will delegate community development matters to a subcommittee like the CDA, while others prefer to have their Village Board control the entire process. He added he believes that is likely why the legal memorandum begins with “In my opinion,” instead of “As clearly stated.”*

*Laux questioned where a developer agreement similar to the one for FeatherCrest was approved by the Village Board. Fowle noted in Appendix D of the Developer’s Handbook, he left that particular item highlighted as the language needed to be confirmed by the Village. Genisot added he interpreted the TIF planning agreement to be under Village Board jurisdiction due to it being an unbudgeted item. In response to Laux’s question, Friday noted the Village Board was not directly involved with the creation of the TID agreement with FeatherCrest, but they did approve the Developer’s Agreement with the TID agreement included in that package.*

*Thiel reiterated his viewpoint of what legal counsel advised is in line with how the Village currently operates, and suggested striking the paragraphs highlighted by Fowle from the Handbook as any TID agreement is discussed at the CDA level, as has been the standard. He added the Village Board has bestowed the ability onto the CDA, and the formula and precedent has been successful.*

***Thiel moved to strike the discrepancies in the highlighted sections of the TID financing portion of the Developer’s Handbook. Vande Hey seconded. Motion carried without dissent. Genisot – Abstain.***

*Fowle noted he will make the changes as requested, and provide the updated copies of the Handbook to Friday when there are available. Friday noted regarding the attorney input, he does not intentionally hide the opinion from anyone, but marks the documentation as confidential because it is the Village’s official legal position. Fowle added from his perspective, the checks and balances happen in the system the Village currently has, and he will update the handbook to properly reflect that.*

10) Correspondences:

- A. *Ecker Ridge development project: Consider potential CBRF (building) and senior housing (homes) adjacent to Community Center on Clifton Road] (Dudovick; Feb. 8).*

*Administrator Friday noted he initially notified the Plan Commission of a potential joint meeting between the Plan Commission, Village Board, and CDA to introduce the parties involved with a potential CBRF project. He added the joint meeting proposition was rejected at the Village Board level, as they noted the developer should follow the new guidelines from the Developer’s Handbook. Friday noted when he receives further information from the developer, he will bring it forward to the CDA as part of the development process.*

B. Legacy Communications building available for sale to Village (Shorter; Feb. 2).

*Friday noted the correspondence included in the packet included an outreach from the business manager of Legacy Communications informing the Village the property could be for sale for the price offered. Commissioners Kruse and Vande Hey noted the nice location for a property, but mentioned the price point was far exceeding an amount the CDA would be willing to spend.*

- 11) Closed Session: *Consider Offer to Purchase – Mueller property(-ies) [Parcels: #13749; 13554; 13756; 13755; 13750; 13753] along STH 55/114 at intersection of CTH ‘M’ (across from Sherwood Post Office.*

Note: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

***Thiel moved to go into closed session at 8:10 pm. Vande Hey seconded. Motion carried without dissent.***

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

***Kruse moved to go back into open session at 8:34 pm. Dewing seconded. Motion carried without dissent.***

***Vande Hey moved to move forward with the purchase contract and a cost of \$152,400 for the two purchases (\$151,400 and \$1,000), with a deadline of April 10<sup>th</sup>. Kruse seconded. Motion carried without dissent.***

- 13) Adjournment.

***Seeing no other business on the agenda, Chairperson Laux declared the meeting adjourned at 8:36 pm.***

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

## Village of Sherwood Community Development Authority

### Meeting Minutes Wednesday, May 24, 2023 – 6:30pm

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

**Present**

Tony Genisot  
Joyce Laux  
Tom Vande Hey  
Jeff Zuleger

**Absent**

Cheryl Dewing (excused)  
Jack Kruse (excused)  
Todd Thiel

**Others Present**

Randy Friday, Administrator  
Sadie Slotke, Deputy Clerk  
Dylan Eccles, AIT (Virtual)

- 2) Pledge of Allegiance—*Recited*
- 3) Approval of the Agenda—***Vande Hey moved to approve the agenda. Laux seconded. Genisot questioned why the items in closed session were in closed session as it appeared to him that the conversations should be in open session. Friday explained there would be discussions in open session, but the closed session was to discuss financial aspects. Motion carried without dissent.***
- 4) Approval of Minutes: March 22, 2023—***Laux moved to approve the 3-22-2023 minutes. Vande Hey seconded. Motion carried without dissent.***

*Genisot clarified the conversation from the Village Board Meeting on 4-10-2023 regarding the CDA budget. His interpretation was that the CDA gets a budget approved by the Village Board and doesn't need additional approval for those items. Genisot received a copy of the recorded Village Board meeting and shared it with fellow CDA members for them to hear first-hand.*

- 5) Registered Citizen Comments on Agenda Items.

*Tom Herrmann of N7782 Spurline Ct, came to speak about an item he thought should be on the agenda but wasn't. He thought the discussion at the Village Board Meeting on 4-10-2023 regarding the oversight of the Village Board over the CDA should have been an agenda item. Herrmann is also disappointed the Developer's Handbook hasn't been updated, and is still considered a "draft" rather than a complete and officially adopted document.*

*Laux responded that the Developer's Handbook is a working document and will be updated.*

- 6) Officer's Report—*None.*

7) Treasurer's Report—*Friday noted the new transaction is for the purchase of the old Mueller property, which is in progress.*

8) Old Business:

- a. *Lokre: Sherwood Development: Proposed 3-Phase redevelopment of downtown, village-owned parcels between Village Hall and Post Office incorporating mixed residential housing and commercial uses.*

*Friday gave an overview of the initial proposal, and where buildings may be built with this plan. Rollie and Brenden Lokre both attended virtually.*

*Brenden Lokre explained their plan includes 3 phases. The plan for phase 1 would focus on residential space, including studio to 3-bedroom size apartments. Lokre group is requesting \$1.3 million upfront from the Village, then \$210k in reduced tax payments per year for 20 years. Retail space would occur in later phases. There have been studies regarding the need for residential housing in the area. They currently have developments under construction in Wausau and Steven's Point.*

*They are requesting funds to make the project financially viable.*

*Vande Hey questioned what study has been done to figure the rent amount. They have multiple market study areas around the state, including Neenah and Chilton. The rent is similar around WI, and there is a large demand. These apartments will fill a need for local workforce housing while reducing commuting time.*

*Regarding the financial request, Lokre explained that with rising interest rates and materials cost, they need TIF funding to help make projects happen, no matter what community they build in. They want phase 1 to be an apartment building, and when that is filled, it will fund the commercial/mixed use spaces.*

*Administrator Friday asked for an outline of what each of the three phases encompasses.*

9) New Business:

- a. *Silverstone of Sherwood – Request for creation of new TIF District (Overlay) in advance of proposed elder-care facilities (across from Village Hall and adjacent to Community Center (Halverson and Grunwaldt).*

*Bob Weyers from Commercial Horizons discussed "Silverstone of Sherwood," a proposed project that includes building a 56-unit assisted care facility that specializes in memory care on the Ecker property. The land is under contract for purchase. Weyers would build the facility and lease it to Jessica and Brad Schmidt (Plover, WI) who will oversee operation. The Schmidts operate multiple assisted living facilities and have done a marketing study that outlined the need for a facility east of Appleton. This project is asking for TIF funding to make the project viable, as well as requesting extending the TIF an*

*additional 15-17 plus years. TIF request will be pay-as-you-go. Total cost is estimated at \$12-13 million, and would take approximately 9 months to build.*

*Weyers plans to get a more concrete plan and official request together in the next couple weeks.*

*Jim Boris then introduced his proposed development that would be built next to the assisted living facility. This would be independent living senior housing meant for active adults who want to age in place. Their proposal includes 104 single story attached homes (duplexes and triplexes), trails throughout the property, a clubhouse with indoor pool, pickleball courts, bistro, bar, and lounge.*

*Boris plans to have a comprehensive PowerPoint presentation in 7-10 business days, including their TIF request.*

*Genisot requested to have plans earlier for board members to have time to look through and digest the info to be prepared for the meeting.*

- b. *50/50 Matching Grant Program Request: Request funding to provide central air/air conditioning (\$2,300; Sonsthagen).*

*Jason Sonsthagen, owner of the property at N398 Military Road, is requesting a 50/50 matching grant to add central air conditioning to the building. Three quotes have been provided. The unit is sized to support both sides of building, but will only service the new protein shake bar.*

- c. *50/50 Matching Grant Program Request: Renovation from dance studio to Nutrition Club (\$10,000; Johnson & Meetz).*

*Connie Meetz, 50% owner of KOR Nutrition Club, currently runs a successful nutrition club in Brillion, and wants to expand to Sherwood. Meetz is requesting matching funds for business set up costs to transform the space from the previous dance studio to their nutrition club. Three-year lease starts July 1, and they hope to open around Labor Day if contractors stay on schedule. KOR sells healthy protein shakes and energizing teas. They sell some coffee, but not enough to take business from Mud Creek Coffee Shop.*

- d. *Request to use former-Mueller Store for retail sales (Winters).*

*Sheena Winters is interested in renting the former Mueller store to rehab and run a flower shop for a few years. She would then like to move to a new commercial space in the proposed Lokre development when it is built. Winters isn't fully aware of what renovations would have to occur, but is interested in looking more in depth to see if the space could work.*



*Discussion regarding the need for commercial space and the unknown condition of the building structure ensued. Consensus is the cost to make the building usable and comply with ADA requirements would be too high.*

10) Correspondences: As shown in 9. above.

11) Closed Session: *Consider Development proposals noted above including:*

- a. *Item 8a* [Lockre Development; Mixed Use Development Agreement – Phase I].
- b. *Item 9a* [Silverstone of Sherwood; Elder Care facility & creation of new TIFD (overlay).
- c. *Item 9b* [50/50 Matching Grant Request (\$2,300; Sonsthagen).
- d. *Item 9c* [50/50 Matching Grant Request (\$10,000; Johnson & Meetz).
- a. *Item db* [Request and terms of use *for former-Mueller Store for retail sales* (Winters).

Note: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

***Vande Hey moved to go into closed session at 8:00pm. Laux seconded. Motion carried without dissent.***

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

***Vande Hey moved to go into open session at 8:50pm. Genisot seconded. Motion carried without dissent.***

***Vande Hey moved to approve the 50/50 Matching Grand request for the central air conditioning unit. Zuleger seconded. Motion carried without dissent.***

13) Adjournment.

***Seeing no other business on the agenda, Chairperson Laux declared the meeting adjourned at 8:52pm.***

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

# Community Development Authority Special Meeting Minutes

Wednesday, May 31, 2023

- 1) Call to Order/Roll Call—Chairperson Laux called the meeting to order at 9:00am with roll call:

<b><i>Present</i></b> <i>Cheryl Dewing</i> <i>Tony Genisot</i> <i>Jack Kruse</i> <i>Joyce Laux</i> <i>Todd Thiel</i> <i>Tom Vande Hey</i>	<b><i>Absent</i></b> <i>Jeff Zuleger (excused)</i> <b><i>Others Present</i></b> <i>Randy Friday, Administrator</i> <i>Sadie Slotke, Deputy Clerk</i>
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- 2) Pledge of Allegiance—*Recited.*
- 3) Approval of the Agenda—***Thiel moved to approve the agenda. Vande Hey seconded. Motion carried without dissent.***
- 4) Approval of Minutes: May 24, 2023—***Vande Hey moved to approve the 5-24-2023 Minutes. Laux seconded. Motion carried without dissent.***
- 5) Registered Citizen Comments on Agenda Items—*None.*
- 6) Officer’s Report—*Nothing new to report.*
- 7) Treasurer’s Report—*Nothing new to report.*
- 8) Old Business:
  - a. *Lockre: Sherwood Development: Proposed 3-Phase redevelopment of downtown, village-owned parcels between Village Hall and Post Office incorporating mixed residential housing and commercial uses.*
  - b. *50/50 Matching Grant Program Request: Renovation from dance studio to Nutrition Club (\$10,000; Johnson & Meetz).*

*Both items will be discussed in closed session.*
- 9) New Business: *None.*
- 10) Correspondences: *None.*
- 11) Closed Session: *Consider Development proposals noted above including:*
  - a. *Lockre Development; Mixed Use Development Agreement – Phase I.*
  - b. *50/50 Matching Grant Request (\$10,000; Johnson & Meetz).*

Note: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

***Thiel moved to go into closed session at 9:04am. Vande Hey seconded. Motion carried without dissent.***

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

***Vande Hey moved to go back into open session at 10:30am. Cheryl Dewing seconded. Motion carried without dissent.***

- 13) Adjournment.

***Seeing no other business on the agenda, Chairperson Laux declared the meeting adjourned at 10:31am.***

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

**Community Development Authority Meeting Minutes  
June 28th, 2023**

- 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*

*Tony Genisot*

*Joyce Laux*

*Todd Thiel*

*Tom Vande Hey*

*Jeff Zuleger*

***Absent***

*None*

***Others Present***

*Randy Friday, Administrator*

*Nick Halbach, Clerk-Treasurer*

*Sadie Slotke, Deputy Clerk*

- 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: May 31, 2023 (Special Meeting) – ***Thiel moved to approve the 5-31-23 Minutes. Vande Hey seconded. Motion carried without dissent.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report.
- 7) Treasurer’s Report.

*Clerk-Treasurer Halbach briefly explained the most to the treasurer’s report noting the current cash on hand for the CDA is \$396,786.61 while if all budgeted expenses are spent in 2023, the remaining amount of cash on hand will be \$188,897.00.*

- 8) Old Business:

A. *Lockre (Status Update): Sherwood Development: Proposed 3-Phase redevelopment of downtown, village-owned parcels between Village Hall and Post Office incorporating mixed residential housing and commercial uses.*

*Administrator Friday noted there was no new material in the packet for the Lokre development, but the topic would be discussed in Closed Session.*

B. *50/50 Matching Grant Program Request (Status Update): Renovation from dance studio to Nutrition Club (\$10,000; Johnson & Meetz).*

*Lindsey Johnson of KOR LLC was present to answer any questions from the CDA*

- C. *Silverstone of Sherwood – Request for creation of new TIF District in advance of proposed elder-care facilities (across from Village Hall and adjacent to Community Center (Weyers, Leinon, Boris, et. al.).*

*Bob Weyers of Commercial Horizons was present to answer any questions on behalf of the Silverstone of Sherwood TIF request. He noted the plan is to construct a 56 unit assisted living facility on a five acre site at the southwest corner of Clifton Road and Condon Road. Weyers added he has a tenant who has agreed to a triple net lease already for the facility. He noted the facility could also host some memory care rooms as the total project cost is projected to be 12 to 13 million dollars. Weyers noted in order to be financially viable, he is requested a pay as you go TIF agreement that would reimburse the developer up to 1.8 million of TIF generated funds.*

*Jim Boris of JFB Enterprises noted the pay-go TIF reimbursement schedule provided to the CDA does need to be updated to reflect the Kaukauna School District instead of Hilbert, but noted the requested is also based on a guaranteed assessed value for the property, which leads to the 1.8 million dollar request. In answering a question from Commissioner Thiel, Boris noted construction can begin as soon as 2024 for the facility. Both Boris and Weyers indicated the tenant has a good work history with them as she currently operates a similar facility on the west side of Appleton, and has worked for state run facilities as well.*

*In responding to a question from Commissioner Kruse, Weyers indicated he would not have moved forward with project plans if he did not believe in the ability of the tenant. Commissioner Genisot questioned if workers will need transportation to work at the facility as there is not a whole lot of affordable residential properties for sale in the Village. He also asked if the developers had a definition or a schedule for “soft costs,” as was included in the proposal. Weyers noted he can provide a schedule of the costs, but noted they include title, surveying, interest, and taxes in the interim. Weyers added he is requesting consideration only for a TIF pay as you go grant, as a previous powerpoint presentation requested other items as well, including creation of a new TIF District and creation of a stormwater pond.*

- D. *The Reserve at High Cliff - Request for creation of new TIF District in advance of proposed independent living facilities (across from Village Hall and adjacent to Community Center (Halverson, Grunwaldt, Boris, et. al.).*

*Jim Boris noted the Reserve at High Cliff development is entirely separate of the Silverstone at Sherwood venture, and that he was only providing Weyers with assistance regarding TIF breakdowns. He noted the Reserve at High Cliff development site plan shows 104 units of high end duplex and fourplex units that would be part of a large site that includes a large clubhouse structure complete with a swimming pool and large gathering spaces. Boris also noted he had a drone video of the site to present to the CDA to display the overlay designed for the property.*

*Boris noted Travis Dudovick would be constructing high end homes in the existing quarry area in a different development. He also mentioned the walking trails throughout the development would connect into High Cliff State Park. In answering a question from Genisot, Dudovick noted the bedrock depths are known, and any future construction would use the bedrock as a base.*

*Genisot questioned what the price point of \$4,800 to \$6,000 per month included. Boris noted the costs include everything, including the clubhouse amenities, home maintenance costs, grass cutting, snow removal, and utilities. Boris added there is a similar model development in Pewaukee, WI that he recently toured. In responding to a question from Thiel, Boris noted there is a lot of old housing stock in the Village, and that some of those homes would become available as residents move into the Reserve at High Cliff development.*

*Boris noted he and his team spent a significant amount of money on a study that showed the need for high-end senior living in the area as there are only a few similar facilities in the area that are all at capacity. When asked by Commissioner Vande Hey on why he picked this location, Boris noted people want to move out of the city and have fewer responsibilities when they retire, and Sherwood is a great location with its proximity to the state park as well as the escarpment. Boris also referenced projects that he and the architect, Eppstein Uhen, have worked on nationwide of similar stature that have succeeded.*

*Boris noted he is asking for 11.3 million of TIF funding to help pay for the project as that would be approximately 20% of the 55 million dollar total cost of the project. He added that it would be ideal to work with the Village to create a new TIF district to better utilize the increment. When asked by Chairperson Laux if pay-go is an option for him, Boris noted it would be challenging, but would be willing as he wants to make the project happen.*

*Commissioner Dewing asked what the target consumer would be for this development, if it was for 55 year olds, or if it was for 80 year olds. Boris noted the development would be for 55 and older, as anybody older would be able to rent the homes. He added there would be restrictions on kids no living with residents, but being able to stay the night and regularly visit. Thiel questioned if Airbnb or VRBO would be possible if the development struggled to fill all the unites. Boris noted that would not be available as they are targeting a non-transient resident.*

*Dudovick noted he is working to see the whole Ecker property site be developed by multiple developers, and appreciates the consideration from the CDA. Boris indicated he would be more than happy to meet with Village staff as needed to proceed.*

- 9) New Business: None.
- 10) Correspondences: As shown in *Old Business* items above and for review in *Closed Session*.
- 11) Closed Session: *Consider Development proposals noted above including:*

- A. *Item 8a* (Lockre Development; Mixed Use Development Agreement – Phase I).
- B. *Item 8b* (50/50 Matching Grant Request (\$10,000; Johnson & Meetz).
- C. *Item 8c* (Silverstone of Sherwood; Elder Care facility; Creation of new TIFD and funding support).
- D. *Item 8d* (The Reserve at High Cliff; 104-unit luxury independent living community; Creation of new TIFD and funding support).

Note: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

***Thiel moved to go into Closed Session at 7:46 pm. Vande Hey seconded. Motion carried without dissent.***

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

***Kruse moved to go back into Open Session at 9:59 pm. Dewing seconded. Motion carried without dissent.***

***Vande Hey moved to approve \$5,000 of the 50/50 matching grant request for KOR LLC. Laux seconded. Motion carried without dissent. Kruse – Abstain.***

- 13) Adjournment.

***Seeing no other business on the agenda, Laux adjourned the meeting at 10:00 pm.***

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

## Village of Sherwood Community Development Authority Meeting Minutes July 26, 2023

- 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*

*Tony Genisot*

*Joyce Laux*

*Todd Thiel*

*Tom Vande Hey*

*Jeff Zuleger*

***Absent***

*None*

***Others Present***

*Randy Friday, Administrator*

*Nick Halbach, Clerk-Treasurer*

*Sadie Slotke, Deputy Clerk*

- 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: June 28, 2023 – *Thiel moved to approve the 6-28-23 Minutes. Dewing seconded. Motion carried without dissent.*
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer's Report.

*Chairperson Laux introduced Jason Pausma, a Sherwood resident who is the new economic coordinator for Calumet County.*

- 7) Treasurer's Report.

*Clerk-Treasurer Halbach noted the only changes to the financial report for July were the monthly administrative costs. Commissioner Vande Hey questioned if the \$250,000 set aside by the CDA had been transferred to the Condon Road fund. Halbach noted those funds had been transferred, but due to the current lack of certainty around the Condon Road project, the CDA could have those funds transferred back as those funds can only be spent by the CDA as they see fit. The CDA agreed to have a dedicated agenda item for their next meeting to have those funds reallocated to their budget.*

- 8) Old Business:

A. *Lockre (Status Update): Sherwood Development: Proposed 3-Phase redevelopment of downtown, village-owned parcels between Village Hall and Post Office incorporating mixed residential housing and commercial uses.*



*Commissioner Thiel noted he had a good follow up conversation with Lokre over the phone recently and was hoping to memorialize the details of their conversation via email. He noted that discussion took place on July 16<sup>th</sup>, and he has not heard from Lokre since. Thiel noted he was looking for some kind of construction schedule from Lokre, as they had discussed having a multi-phase project. He reiterated Lokre's desire to have monies available up front before each phase.*

*Thiel noted the currently proposal would have the Village pay for 26% of phase one project costs, 24% of phase two project costs, and 39% of phase three projects. Commissioner Genisot noted the developer's handbook decrees that the Village would max out at 20% of total project costs. Thiel noted he is willing to help tag team further discussion with Administrator Friday in order to proceed at the CDA level.*

*Commissioner Kruse questioned how the CDA should proceed with any of the proposed developments as the Village Board is entertaining sending out a survey to Village residents for feedback regarding the potential developments. Genisot noted the Village Board is actively discussing a survey to go out with the next newsletter to gain a better understanding of the public's opinion. He added the survey would not dictate the Village's decisions but would be good supplementary information. In responding to a question from Commissioner Vande Hey, Friday noted the last time the Village sent out surveys, it was related to the senior housing study completed by the East Central Wisconsin Planning Commission in 2017.*

*Thiel cautioned the Commission to not let perfect get in the way of excellent as they currently have two proposals in place that increase the residential base to support commercial entities in the downtown area. In answering a question from Chairperson Laux, Thiel noted Lokre would like to commit to all three phases of the project. He added that he and Friday will follow up with Lokre.*

- B. *Silverstone of Sherwood: Request for creation of new TIF District in advance of proposed elder-care facilities (across from Village Hall and adjacent to Community Center (Weyers, Leinon, Boris, et. al.).*

*Thiel noted from the previous meeting minutes that the only request for Silverstone of Sherwood is a \$1.85 million pay-go TIF reimbursement instead of the request for a new TIF as indicated on the agenda. Genisot noted he would like to see clarity on the "soft costs" that were mentioned at the last meeting. Laux stressed the importance of having Ehlers at the next meeting to discuss with the board the ability to finance these projects with TIF dollars, as well as discuss expansion of the TIF by parcel and by length of time.*

- C. *The Reserve at High Cliff (Status Update): Request for creation of new TIF District in advance of proposed independent living facilities (across from Village Hall and adjacent to Community Center (Halverson, Grunwaldt, Boris, et. al.).*

*Clerk-Treasurer Halbach noted the newest information provided by Jim Boris for the Reserve at High Cliff was included in the packet for the board's perusal.*

- 9) New Business: None.
- 10) Correspondences: None.
- 11) Closed Session: *Consider Development proposals noted above including:*
  - A. *Item 8a* (Lockre Development; Mixed Use Development Agreement – Phase I).
  - B. *Item 8b* (Silverstone of Sherwood; Elder Care facility; Creation of new TIFD and funding support).
  - C. *Item 8c* (The Reserve at High Cliff; 104-unit luxury independent living community; Creation of new TIFD and funding support).

Note: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

***Thiel moved to enter closed session at 7:30 pm. Vande Hey seconded. Motion carried without dissent.***

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

***Vande Hey moved to re-enter open session at 8:20 pm. Dewing seconded. Motion carried without dissent.***

- 13) Adjournment.

***Seeing no other business, Laux adjourned the meeting at 8:21 pm.***

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

**Village of Sherwood Community Development Authority**  
**Special Meeting Minutes**  
**August 30, 2023**

- 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*

*Tony Genisot*

*Joyce Laux*

*Todd Thiel*

*Tom Vande Hey*

*Jeff Zuleger*

***Absent***

*None*

***Others Present***

*Randy Friday, Administrator*

*Nick Halbach, Clerk-Treasurer*

*Sadie Slotke, Deputy Clerk*

*Phil Cosson, Ehlers (virtual)*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Thiel moved to approve the agenda. Vande Hey seconded. Motion carried without dissent.***
- 4) Approval of Minutes: July 26, 2023. – ***Kruse moved to approve the 7-26-23 Minutes. Dewing seconded. Motion carried without dissent.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report.
- 7) Treasurer’s Report.

*Clerk-Treasurer Halbach provided a brief update as the only changes from the previous meeting were the additional administrative costs, as well as receiving state aid revenue.*

- 8) Old Business:

A. *Lockre (Status Update): Proposed 3-Phase redevelopment of downtown, commercial area properties owned by the Village along STH 55/114 (Veteran’s Ave.).*

*Commissioner Thiel noted he had no further discussion with Lokre as he has made several attempts to get further clarity. He noted his last correspondence received from Lokre was on July 29<sup>th</sup>.*

B. *Silverstone of Sherwood (Status Update): Proposed elder-care facility across from Village Hall.*

*Jim Boris spoke on behalf of Commercial Horizons, reminding the CDA the project will consist of 56 units in the initial phase as they requested a 1.85 million dollar pay-go TID*

*request. Boris added the team at Commercial Horizons is just waiting for the go ahead as they would like to break ground next summer on the project. Commissioner Genisot noted he would like to see the soft cost breakdown as Boris had submitted one for The Reserve at High Cliff, but not for Silverstone. Boris noted he would be happy to submit those costs as part of the developer's agreement.*

- C. *The Reserve at High Cliff (Status Update): Proposed 104-unit, luxury, independent-living community across from Village Hall (proposed location is behind Silverstone [Re: 8b.]).*

*Boris discussed his request for a 7 million dollar pay-go TID request for The Reserve at High Cliff project as the project would require a three-year extension to the Village's existing TID #2. He explained the Village would retain 1.2 million of TID funds as well as \$814,440 per year after the end of the TID. Boris also mentioned a part of his request entails the Village taking out a 5.5 million dollar loan, which would be repaid by Boris after the development is refinanced.*

*Commissioner Kruse explained he does not personally see the project fitting in with the Village as the high-rent figures discussed at a previous meeting are quite large. Boris noted the professional study completed by a national firm described the need for this type of senior housing, as the existing stock in the area is at capacity. Boris also cited the incoming 'Silver Tsunami' as people are turning 65 by the thousands each month. Vande Hey noted the highest rent in the area presently is \$3,000 per month for the apartments along the Fox River in Kimberly as he echoed Kruse's sentiments regarding the demand.*

*Boris suggested having the Village complete a similar report to justify the demand for the type of development that is being proposed, and indicated that he will move forward with a similar project to this regardless of location, but would prefer to build in Sherwood next to the State Park. Thiel thanked Boris for presenting a leading edge type project for Sherwood, but questioned if the tenants for the development would be transient in nature. Boris noted each lease would be 12 months at a time, and prohibiting the use of Airbnb. When asked by Thiel regarding contingency costs, Boris noted he would individually meter each unit, which could sell for \$700,000.*

9) **New Business:**

- A. *Request to sell fire wood at Mueller property (W410 Veteran's Ave.) between March and November, 2024 (Diener). Note: Property sale to Village scheduled Sept. 6.*

*Administrator Friday explained he received a request from the person who currently sells firewood at the Mueller property requesting to sell firewood for nine months out of the year. Commissioner Kruse questioned if there would be any liability issues on the Village's end now that they would own the property. Clerk-Treasurer Halbach noted Mary Jo Mueller used to charge \$50 for the person to sell firewood.*

***Thiel moved to recommend not pursuing. Vande Hey seconded. Motion carried without dissent.***

- B. *W410 Veteran's Ave. property*: Consider next step(s) regarding *Mueller building* removal.

*Friday noted there is an amount in the budget to move forward with taking down the building in 2023, noting the Village would need to get an asbestos report, have the asbestos remediated, and then demolition of the building.*

***Vande Hey moved to carry through with the demolition of the buildings contingent upon ownership of the building. Kruse seconded. Motion carried without dissent.***

- C. *Matching Grant Application (Troestler)*: Request for support funding to replace outdated mowing equipment (\$10,000).

*Jesse Troestler of High Cliff Golf Course was present to discuss his matching grant request for new equipment. He explained that a vast majority of the equipment he inherited is quite old, and that it is currently surviving due to the golf course's excellent mechanic. He explained the greens mower is the priority as that is the item he can get the earliest as lead times for the equipment is over a year. Commissioner Genisot noted the request is relatively straightforward as the mower would be used across the entire course.*

- D. Consider transfer of *Condon Road Project* funding from *Capital Projects (Fund-410)* back to *CDA TID #3 (Fund-403)*.

*Halbach explained that the CDA would have the transfer back included in their budget request to the Village Board, as they are the ones who determine the budget. When asked by Commissioner Vande Hey regarding why the funds were transferred in the first place, Halbach noted a previous CDA had voted to contribute \$250,000 to the Condon Road fund. Friday reiterated the money previously transferred is CDA money, hence the need to add it in the budget to be transferred back.*

- E. *FY2024 Budget*: Consider Prelim. Budget input (General Fund; TID Funds #2 & #3).

*Friday and Halbach ran through the FY 23 budget seeking input for items the CDA wanted to have included in the FY 24 budget. When discussing the line item for razing, it was suggested that the \$30,000 allocated for this year would be spent on asbestos study and abatement with another \$30,000 for FY 24 should be allocated to the actual demolition of the buildings. Friday noted DPW staff has helped deconstruct CDA purchased buildings in the past, and would contribute for the garage. Commissioner Genisot suggested leaving the amount budgeted for 2023 stormwater in place for 2024 as none of the funds were spent this year, but could be impacted by any of the proposals currently being discussed.*

*Commissioner Zuleger suggested \$50,000 instead of \$30,000 for the matching grant line item as more development leads to more requests. Commissioners Vande Hey and Genisot agreed. Commissioner Thiel suggested having \$20,000 available for market studies or other studies instead of the \$10,000 that was available for 2023. Halbach confirmed that he will update the budget with the CDA's requests for 2024 and verify at the next meeting.*

***Thiel moved to recommend \$250,000 be moved from the Condon Road fund back to the TID fund. Vande Hey seconded. Motion carried without dissent.***

10) Correspondences: None.

11) Closed Session: *Consider Development proposals and funding requests:*

A. *Lockre Development (Mixed Use Development Agreement Request)* – Phase I of 3-Phase redevelopment of downtown, village-owned parcels between Village Hall and Post Office.

B. *Silverstone of Sherwood (Elder Care facility) Development Agreement:* Request extension of TIFD #2 and financial support for construction of elder-care facility (across from Village Hall and adjacent to Community Center; Weyers, Leinon, Boris, et. al.).

C. *The Reserve at High Cliff (104-unit luxury, independent-living community):* Request extension of TIFD #2 supporting proposed independent-living facilities (across from Village Hall & adjacent to Community Center (located behind ‘Silverstone of Sherwood’ – Item 11b; Halverson, Grunwaldt, Boris, et. al.).

D. *Matching Grant Application (Troestler):* Request for support funding to replace outdated mowing equipment (\$10,000).

Note: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

***Thiel moved to enter closed session at 7:52 pm. Zuleger seconded. Motion carried without dissent.***

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

***Thiel moved to enter open session at 9:27 pm. Vande Hey seconded. Motion carried without dissent.***

***Thiel moved to have staff set up a meeting with the developer and Ehlers to discuss the financial viability of the proposed project. Vande Hey seconded. Motion carried without dissent.***

***Thiel moved to approve the Silverstone project contingent upon developer’s agreement. Vande Hey seconded. Motion carried without dissent.***

*In addressing Jim Boris and The Reserve at High Cliff project proposal, Thiel commented the CDA has hit a stumbling block as the Village does not have access to the state trust program for an interest loan as Boris had suggested in his proposal. Thiel further explained the CDA had a hung up with a BAND note, and commented the CDA is not confident in how to proceed*

*from a financing standpoint. Boris noted he will reach out to Kaukauna to confirm the structure of the loan agreement that he had just been approved for.*

*Thiel also noted the CDA is grappling with the structure of the development as they are concerned about the liquidity and the availability to sell off properties within the development over time. Boris reiterated he is not a build for sale developer, and explained he planned on refinancing with an FHA loan. When questioned if he could do the development as 100% pay-go, Boris commented he would need a brand new TID to make the financials work over time, but he did not outright reject the premise.*

***Vande Hey moved to approve the 50/50 matching grant request for High Cliff Golf Course for the amount requested. Dewing seconded. Motion carried without dissent.***

13) Adjournment.

***Seeing no other business on the agenda, Laux adjourned the meeting at 9:38 pm.***

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

# Community Development Authority Meeting Minutes

September 27<sup>th</sup>, 2023

- 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*

*Tony Genisot*

*Joyce Laux*

*Todd Thiel*

*Tom Vande Hey*

*Jeff Zuleger*

***Absent***

*None*

***Others Present***

*Randy Friday, Administrator*

*Nick Halbach, Clerk-Treasurer*

*Sadie Slotke, Deputy Clerk*

- 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: August 30 (Special Meeting). – ***Thiel moved to approve the 8-30-23 Minutes. Dewing seconded. Motion carried without dissent.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer's Report.

*Chairperson Laux gave a reminder to those in attendance to follow the developer's handbook as there has been confusion on multiple boards with what is being presented and voted on at each board in the development process. Commissioner Genisot commented the confusion at the Village Board level has been because no developer's agreement has been proposed to for the Silverstone project, but it was a topic at their meeting. Commissioner Thiel noted a lot of time and effort was put into the creation of the developer's handbook, and with it being the first go around with the process, the kinks are being worked out. Thiel added the CDA tees it up for the Village Board, before moving on to the next step, which Genisot noted is the Plan Commission after approval of a developer's agreement.*

- 7) Treasurer's Report.

*Clerk-Treasurer Halbach noted the only change in the financial report for September is the administrative costs, while the 50/50 matching grant list was updated to reflect the approved request for High Cliff Golf Course.*

- 8) Old Business:

*A. Lokre (Status Update): Proposed 3-Phase redevelopment of downtown, commercial area properties owned by the Village along STH 55/114 (Veteran's Ave.).*



*Administrator Friday noted there has been no new outreach from Lokre as Thiel reported he has not had communication with Lokre since the last CDA meeting. Genisot noted the outreach from the Village could improve, as to not point fingers at either the developer or Village for not progressing with the project concept.*

*Thiel discussed his conversations with Lokre being a challenge to get a hold of them, and that he has asked multiple times for anyone from The Lokre team to be on call for the CDA to answer questions, which has not happened for multiple meetings. He noted the project has a pulse, but there has been no action from the developer in his conversations. Thiel added the developer would have to build back trust with him due to the number of times he has attempted to set up a meeting with them. Commissioner Zuleger added, if they have been unresponsive with Thiel, what is it going to be like if they have a three phase development in the Village?*

*Commissioner Dewing suggested being point blank with them to gauge their interest, while Chairperson Laux noted the item should be removed from the agenda until there is any further action.*

- B. *The Reserve at High Cliff (Status Update): Proposed 104-unit, luxury, independent-living community across from Village Hall. (Step #3 of Developer's Handbook)***

*Friday noted pages 9 through 47 of the packet were Jim Boris's revised proposal for The Reserve as the CDA had previously denied the request for a higher rent project. Boris noted he is trying to address the concerns that were mentioned at previous meetings. The monthly rent for the proposed units were decreased by \$1,000 each, along with the removal of the ask for any TIF money upfront. He did clarify the terms of the loan he recently was approved for in Kaukauna, as Clerk-Treasurer Halbach confirmed that it is a general obligation loan, instead of the Department of Public Lands, as previously requested.*

*Boris noted his TIF request now was a five million dollar pay as you go TIF incentive as well as a 5 million dollar loan to be paid back at time of refinancing. He added the narrative of the project was updated to include the changes to the business plan as well as the proforma for the project. Boris added a draft developer's agreement was also included with the CDA packet as he is trying to move the proposed project along quickly.*

*In responding to a question from Genisot, Halbach indicated the type of loan would be legal for the Village to take out compared to the previously requested loan structure. Genisot added he would not vote to approve that evening as the CDA only received the packet of materials provided 30 hours before the meeting.*

*In responding to a question from Thiel, Boris indicated all 104 units would be constructed at once, and reiterated the units would not be used as an Airbnb or VRBO. Genisot noted the main pushback from his point of view is that he does not want to give out incentives to someone developing houses as there are developers in the Village doing so without tax incentives. Boris noted that the trend nationally is towards more single family homes being*

*rented instead of home buying. Thiel added the CDA does not want to put Sherwood in a position of risk, and questioned Boris how the Village could protect itself with this development.*

*Travis Dudovick speculated the Lokre development could be hesitant over the lack of workforce housing that this project could provide for their retail endeavor. Boris indicated he would be interested in developing the downtown area if the Lokre proposal did not move forward. He added the he is 100 percent committed to the rent formula for a residential development, and asked if there is any way to expedite the project. Boris indicated that he is consulting on the Silverstone project, but is not directly involved.*

C. *FY2024 Budget: Finalize budget proposal to Village Board. (TID #2 and 3).*

*Friday and Halbach presented the final budget for the CDA to be included in the Village Board's draft budget at their next meeting. Friday indicated the transfers from other funds revenue item reflects the amount the CDA is proposing to receive back from the Village Board Condon Road fund. Halbach added the additions to the budget the CDA previously discussed were included in the proposal. Items included increasing the 50/50 matching grant fund to \$50,000 for FY 2024 as well as adding \$20,000 for any potential study the CDA would like to have completed next year. Friday noted the RFP for asbestos removal at the former Mueller property is in process as asbestos will likely be removed by the end of the year.*

*Genisot suggested the Village Board should receive a similar chart to what the PRUT Board put together for their budget requests, to which Halbach agreed and noted he will compile the list of changes for the Village Board.*

9) **New Business:**

A. *Matching Grant Application (Genisot): Request for support funding to replace roof at N580 Robinhood Drive (previous Sherwood Forest Clubhouse) (\$10,000).*

*Tony Genisot of N489 Robinhood Drive presented his proposal for the 50/50 matching grant to repair the roof at the old Sherwood Forest Golf Course clubhouse as he has been getting real interest from parties who are looking to purchase or lease the property for a new business. He noted the condition of the building is part of the reason talks have not progressed any further thus far. Genisot added the original roof was constructed with cedar shakes and asphalt shingles, and the goal is to replace the roof to avoid any damage occurring to the inside of the building.*

*Genisot added he will likely be spending \$50,000 to \$100,000 more on the building as it has been without power for two to three years since he bought the property. He is interested in bringing a winery or brewery satellite location to the property as the property currently holds a liquor license. In responding to a question from Commissioner Kruse, Genisot noted he does have the building listed for sale but would be interested in leasing or co-owning the property, but he has no interest in running a bar. Genisot added he will*

*need to replace windows and doors in the building, as well as reducing the number of access points.*

*Kruse noted his only concern is a lack of a proposed tenant for the building as he does not want to subsidize an empty building. Genisot noted he is trying to avoid becoming another Mueller property type building that sits for years without update. Commissioner Thiel cautioned Genisot as without heat and power available to the building, the structure will deteriorate faster in the winter.*

- B. *50/50 Matching Grant Program: Consider reimbursement for High Cliff Studio central AC installation (\$2,300).*

*Clerk-Treasurer Halbach explained the invoice provided in the packet was supplemented by the confirmation of payment given to each board member. Commissioner Zuleger commented he has had positive experiences at the new shake shop as they are open from 6 am to 2 pm daily, except for Wednesdays when they are open from 6 am until noon.*

***Thiel moved to approve the \$2,300 reimbursement for High Cliff Properties. Zuleger seconded. Motion carried without dissent.***

- C. *Post Office Lease: Review and consider next step(s).*

*Administrator Friday noted the post office lease documentation includes pages 61 to 112 in the packet as the terms and conditions provided do match the existing lease. He added the Village currently supplies the utilities for the Post Office while the tenant pays for them. Friday noted the real issue with the proposed lease agreement is what happens if the Village needs to move the Post Office for sake of a downtown development.*

*Chairperson Laux noted she does not want to lose the post office, and suggested reaching out to the party requesting the lease extension to see if their terms are negotiable regarding moving the location of the Post Office if necessary. Thiel added the lease itself seems a little light as \$10 per square foot is low for a gross lease considering Appleton charges \$20 per square foot for a triple net lease. He suggested requesting the rent to be increased to account for the rate of inflation, which would be approximately \$9500 per year.*

*Laux reiterated the priority of keeping the Post Office as she had previous collected signatures of residents of Sherwood to get the Post Office in the first place. She added that despite there being two years remaining on the existing lease to not lose sight of the need of having a Post Office in Sherwood. Genisot suggested asking other municipalities to see if they have negotiated with the USPS successfully. Thiel noted it is relatively rare for a municipality to own their own Post Office, but also reiterated his suggestion of feeling out USPS for their flexibility of rate to adjust for inflation.*

- 10) Correspondences:

- 11) Closed Session: *Consider Development proposals and funding requests:*

- A. *Lokre (Status Update): Proposed 3-Phase redevelopment of downtown, commercial area properties owned by the Village along STH 55/114 (Veteran's Ave.).*
- B. *The Reserve at High Cliff (104-unit luxury, independent-living community): Request 3-year extension of TIFD #2 supporting proposed independent-living facilities (across from Village Hall & adjacent to Community Center.*
- C. *Matching Grant Application (Genisot): Request for support funding to replace roof at N580 Robinhood Drive (previous Sherwood Forest Clubhouse) (\$10,000).*

***Thiel moved to enter closed session at 8:23 pm. Zuleger seconded. Motion carried without dissent.***

Note: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

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

***Zuleger moved to enter open session at 9:06 pm. Laux seconded. Motion carried without dissent.***

***Laux moved to no longer include the Lokre development on the agenda until further communication with the developer. Thiel seconded. Motion carried without dissent.***

***Laux moved to not proceed with the Reserve development as the CDA is not comfortable with the structure and financing of the project. Kruse seconded. Motion carried without dissent.***

*Commissioner Kruse noted the CDA has concerns regarding the 50/50 matching grant request by Genisot as they are worried about giving out a subsidy without a commitment to other aspects of the building. Genisot commented he would pay back the matching grant funding if the building is torn down and would be open to having a contingency included with approval if necessary. He added that he wants to be upfront with the rules of the matching grant program as he is a Village Board member.*

*Commissioner Thiel again noted his concern with the lack of heat in the building as he is worried about spending grant funding on a run-down building. Genisot added the power is turned off due to an electrical issue. Thiel commented the CDA would rather be the last money in instead of the first money into the project as the building would still need windows, siding, decking, and other upgrades that all would also be eligible for the matching grant fund. He commented the CDA wants to do right by Genisot but is concerned about contributing funds to an abandoned building. Kruse and Commissioner Zuleger added if there was a buyer or lessee ready contingent on a new roof, they would consider approval, but agree with the comments made by Thiel.*

*Zuleger moved to reject the 50/50 matching grant request for Genisot with the recommendation to come back to the CDA when he is further along with the project. Thiel seconded. Motion carried without dissent. Genisot – Abstain.*

13) Adjournment.

*Seeing no other business on the agenda, Laux adjourned the meeting at 9:17 pm.*

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

# Community Development Authority Meeting Minutes

October 25<sup>th</sup>, 2023

- 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*

*Tony Genisot*

*Joyce Laux*

*Todd Thiel*

*Tom Vande Hey*

**Absent**

*Jeff Zuleger*

**Others Present**

*Randy Friday, Administrator*

*Nick Halbach, Clerk-Treasurer*

- 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: 09-27-2023 – *Thiel moved to approved the 9-27-23 Minutes. Dewing seconded. Motion carried without dissent.*
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer's Report. – *Nothing new to report.*
- 7) Treasurer's Report.

*Clerk-Treasurer Halbach noted the only change from last month's report is the administrative costs for October. He also mentioned the Village Board approved the transfer of \$244,000 back to the 403 fund from the 410 fund as previously discussed at the CDA.*

- 8) Old Business:

A. *The Reserve at High Cliff (Status Update): Proposed 104-unit, luxury, independent-living community across from Village Hall. (Step #3 of Developer's Handbook).*

*Jim Boris noted he submitted an updated version of the Reserve proposal to eliminate the request of a loan, and instead is requesting 5.5 million of a 100% pay as you go TIF incentive as well as a three-year TID extension as permitted by the Department of Revenue. He indicated the proposal has updated pro-forma, which displays where he cut costs to be able to eliminate the loan request. Boris reiterated his belief in the project, and has been happy to integrate the information provided at previous CDA meetings to move the project forward.*

*Genisot expressed his frustration as he felt that he did not have enough time to review all of the material presented by Boris included in the packet. He noted the Village received*

*the information from Boris on October 5<sup>th</sup>, and it was not provided to CDA members until October 20<sup>th</sup> with the dissemination of the packet for the meeting. Laux questioned if staff should forward information regarding a potential development as soon as possible instead of at the time of creation of the packet for the meeting. Genisot noted for most agenda items, staff does not need to forward information prior to the packet, but for developments, it would help to receive relevant information as soon as possible. Vande Hey noted it should not affect this specific proposal as CDA members still would have had five full days to review prior to this meeting.*

*Boris indicated the proposal still includes the clubhouse designed to have a pool and sauna and provide at least 1 meal per day to Reserve tenants as well as including all utilities with lawncare and snow removal. He added the idea is to have an active adult community with activities scheduled at the clubhouse. Boris reiterated his desire to have this project on this particular piece of land as it borders the state park as well as legion park. He also reiterated the formal request of 5.5 million pay as you go TIF incentives with a three-year extension of the TID. Boris indicated the changes to the proposal reduced the estimated rent figures by \$750 per month as the current range of rents is now proposed at \$4,000 to \$5,560 per month.*

*Vande Hey questioned the need to include meals in the rent cost as that likely contributes a significant portion of the costs that need to be covered by the rent revenue. Genisot noted the Cottages at High Cliff are currently being constructed at approximately \$500,000 per unit as a comparison to this project. Boris again noted the intent is to construct all 104 units at once to lease those units as soon as possible.*

*Kruse noted he is impressed by the overall project but is cautious as he does not see the benefit to existing residents of Sherwood as the incentive is 100% back to the developer, meaning the Village would not recoup any tax revenue for 10-15 years. He added that a higher end type project like this is not affordable for existing residents at the current rent estimates. Boris noted he appreciates Kruse's opinion, but he also referenced the study completed and presented to the CDA that outlines the need for the high-end housing proposed by the project in the Fox Valley region.*

*Thiel noted that it is not every day the CDA has a developer presenting a project that would be investing 50 million dollars into the Village. In responding to a question from Thiel, Boris noted that the emergency plan would be to sell off units individually if the project would fail. When Genisot questioned if he would be willing to include in a developer's agreement that the Village would only provide incentives if the properties were rented, Boris indicated he would not be opposed to that idea.*

*Genisot noted the property is currently zoned as agricultural, and questioned what the timeline would look like for rezoning the property as a PUD. Friday noted the process for the Cottages took about 5 to 6 months, which Boris indicated matches his timeline. Genisot questioned when the assisted living developer's agreement would be moving forward. Thiel noted the CDA should be shepparding a developer's agreement to be proposed to the Village Board.*

*Boris indicated that he would be interested in developing a town square in the downtown area if the Lokre project does not materialize. Genisot suggested using the Cottages developer's agreement as a baseline for a PUD development as a majority of the material included in a developer's agreement is similar.*

*Genisot suggested reaching out to Ehlers to confirm the Village's ability to add parcels into an existing TID as at least part of the proposal is not in the existing TID. He also noted Ehlers would be able to advise the Village on the frequency of TIF incentive requests with 0% coming back to the municipality. Boris requested if there is interest from the board to hold a special meeting to keep the process moving, but to also get feedback from the Village's consultants.*

*Genisot noted the CDA needs to determine if they as a body like the concept that is being proposed by Boris as he does not want to keep stringing him along if a majority of the board is not behind the project. He added the CDA should determine if the priority is to cater to existing residents, or the Village as a whole regarding this development as existing residents likely would not be able to afford the rents proposed. Thiel noted the economic benefits of bringing in 200-300 new residents with high incomes would be the benefit of moving forward at the existing rent structure, but reiterated the Village can negotiate in the developer's agreement for favorable terms.*

*Vande Hey and Kruse noted the proposal does not appeal to existing residents and would have a hard time supporting the project as currently structured. Genisot noted the CDA has a priority to redevelop the downtown area, and questioned if it is wise to give out incentives for single family housing. Laux questioned if the project is the type of development the Village is looking for and noted that in her opinion this would not be the highest priority.*

*Thiel questioned what the CDA would approve funding for if they would turn down a pay as you go incentive request that would be investing 50 million dollars into the Village. Laux indicated she would rather invest in the downtown area than invest in single family housing. Genisot commented that he doesn't think the Village is ready to make a giant incentive commitment, adding that each year that passes there is less money to collect from the TID.*

*Thiel questioned if the CDA knows what they collectively want to approve as a group. Laux indicated senior housing and downtown redevelopment would be her priorities. Vande Hey agreed as Sherwood residents want to stay in the Village but have no existing place to downsize to in the Village. Thiel noted the Boris would likely argue that this proposal is for senior housing with a community setting, but suggested just charging rent, and then charging for all of the other amenities as desired by each tenant to reduce the initial sticker shock.*

*When discussing if they approve of the concept, Vande Hey and Kruse noted that they would not be in support at the current price point for rent. Genisot reiterated the need to*



*decide as the CDA does not want to string out Boris if they do not believe in the project concept. Thiel and Genisot noted staff and the CDA should be driving the bus regarding a developer's agreement as the CDA would present a concept developer's agreement to the Village Board. Friday suggested cleaning up the language in the developer's handbook to match that concept and reaching out to legal for a template developer's agreement.*

*After an initial 3-3 vote on moving forward with a special meeting, Vande Hey switched his vote to allow for a special meeting next Wednesday November 1<sup>st</sup> at 1 pm to have a closed session to make a final decision whether or not to move forward with the proposal. Laux noted the only other item on the agenda would be to review the survey data, and any input from Village consultants regarding The Reserve proposal.*

**B. Post Office Lease: Update.**

*Friday noted he had a phone conversation with a representative of the company managing the lease of the Post Office, and discussed the potential of providing a secondary location in the event the Post Office needs to be relocated due to downtown redevelopment. He noted the minimum lease length indicated to him was five years.*

**9) New Business:**

**A. Design Charette:** Consider assistance from Cedar Corp.

**10) Correspondences:**

**A. SCS Chilton Cuts Ribbon** (Tri-County News; October 5).

**11) Adjournment.**

***Seeing no other business, Laux declared the meeting adjourned at 8:55pm.***

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

# Community Development Authority Special Meeting Minutes

November 1<sup>st</sup>, 2023

- 1) Call to Order/Roll Call. – Chairperson Laux called the meeting to order at 1:00 pm with roll call:

***Present***

*Cheryl Dewing*

*Jack Kruse*

*Tony Genisot*

*Joyce Laux*

*Todd Thiel*

*Tom Vande Hey*

*Jeff Zuleger*

***Absent***

*None*

***Others Present***

*Randy Friday, Administrator*

*Nick Halbach, Clerk-Treasurer*

*Sadie Slotke, Deputy Clerk (virtual)*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Kruse moved to approve the agenda. Vande Hey seconded. Motion carried without dissent.***
- 4) Approval of Minutes: None
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report. – *Nothing new to report.*
- 7) Treasurer’s Report. – *Nothing new to report.*
- 8) Old Business:

- A. *The Reserve at High Cliff (Boris):* Update of proposed 104-unit, luxury, independent-living community across from Village Hall.

*Jim Boris thanked the Commission for holding a special meeting to accommodate his request for The Reserve. He noted he submitted updated rent figures to account for an ala carte style approach to allow future residents to decide between an all-inclusive rent fee or a rent that only includes the garage, home maintenance, and lawncare. Boris mentioned the clubhouse would initially be open to the public to make the development more affordable. He also mentioned he is working with architect Eppstein Uhen regarding future renderings and designs of the project.*

*Vande Hey expressed his belief that this was the best proposal yet from Boris as it included multiple options for rent to cater to more affordable options for future tenants while still maintaining the clubhouse. Thiel noted he appreciated the ala carte option where tenants could still opt into the all-inclusive option with memberships to the clubhouse. In responding to a question from Laux, Boris noted the fee structure for the clubhouse has not been completed yet, but noted there would be dedicated times for Reserve tenants as*

*well as open times for the public. Dewing suggested that tenants of the Reserve may not be thrilled that the clubhouse would be open to the public. Boris reiterated the desire to have an indoor pool with the clubhouse, and having the building open to the public would help pay for the development.*

*In response to a question from Vande Hey, Boris noted the clubhouse would likely be built in the early stages of development as the building would be used as a leasing and marketing office until the homes are constructed and leased out. Kruse noted he would like to see a few smaller apartments dedicated to 55 and older residents like what was proposed for the downtown area previously to better accommodate a need described by the Village survey. He added that rents for similar apartments in Appleton, Kaukauna, and Kimberly are closer to \$1,200 per month. Boris noted that a similar style structure is an idea he has for his town square idea, but emphasized the Reserve is a lower density project with 100 single family units with a community clubhouse. He added the idea of the Reserve is to be a higher end project to take advantage of the former quarry property with its proximity to High Cliff State Park.*

*Travis Dudovick commented his Feather Crest development by Wanick Park could change to a 55 and older rent development with a membership to the clubhouse included as he has spent money on engineering to move forward with some development on the site. When asked by Zuleger, Dudovick noted the COVID market shift, and his decision to wait and see how the market was affected by the pandemic are reasons why there has not been any progress on the Feather Crest development.*

*Zuleger noted he loved the clubhouse concept with the project but added that he is not completely sold on the rent concept, citing a high level comparison he put together to note the average salaries of Sherwood residents when adjusted for inflation would not be able to afford the high rents of the Reserve proposal. Boris noted that the market study completed by JLL with 2021 data reflected that there was a need to the type of development proposed within the greater Fox Valley metro area. Thiel noted the development proposed is not intended to serve the average resident of Sherwood, but to draw from the region.*

*Genisot noted he thought the idea was to have more affordable housing for 55 and older residents, and added this project was 3<sup>rd</sup> priority of the three initial proposals presented to the CDA. He noted the CDA should only approve the project for the right reasons instead of approving it because it is the last one standing now. Thiel noted from his perspective one of the mandates of the CDA is to inspire development in the Village, but developers need to be willing to invest as well. He added that Boris has continued to adjust based on the CDA's feedback to put together a unique proposal. Kruse noted from his view, the proposal does not meet the demands as indicated by the survey for affordable senior housing for existing residents.*

*When asked by Zuleger, Boris noted he is 100 percent committed to the rental model, reiterating that selling units is only an emergency option. Boris noted he would be willing to include language in a developer's agreement that would spell out incentives would only be granted for as long as the properties are rented. He added the standard of maintenance*

*of the entire property is one of the benefits of going 100 percent rental. Boris noted he had no concerns regarding if there is a dramatic split between tenants who choose the all-inclusive option versus the minimum ala carte option. Genisot noted he is concerned about the assessed value proposed being 30 million while the cost of the project would exceed 50 million as typically the assessed value is closer to the actual cost of the construction of a home.*

**B. Post Office Lease: Update.**

*Administrator Friday noted he received a letter from JLL with an update regarding any potential secondary location for the Post Office in the event the Village would like to relocate the facility as part of a downtown development project. He indicated that it would be an uphill climb to get approval from the federal government to have language included in the lease for the option to relocate the Post Office. The letter from JLL indicated that previous similar requests have been denied at the federal level. Friday noted the existing footprint of the Post Office is only 805 square feet and suggested that potential providing a significantly larger space for the Post Office to move into could positively help the Village's cause.*

*Zuleger and Laux suggested reaching out to USPS to see if the Village could sign for only five years instead of five with an option for another five that can only be triggered by USPS. Thiel suggested asking for any flexibility as USPS currently holds all the leverage for the lease agreement.*

***Thiel moved to contact USPS with a proposal to provide a secondary location of equal or greater square footage to utilize as the Post Office in the event the existing Post Office location needs to be relocated, and to report back to the CDA with any possibilities at their next meeting. Laux seconded. Motion carried without dissent.***

**9) New Business:**

**A. Village Survey: Review nearly complete survey data.**

*Vande Hey suggested emailing CDA members a copy of the raw data as they include the comments from the survey. Laux and Zuleger agreed, with Zuleger noting a potential charette to discuss proposals for the downtown area is something residents are clearly interested in. Vande Hey noted the survey data is excellent, but added the CDA cannot afford to get bogged down looking too deep into the results. Thiel agreed, noting the survey did not produce any huge surprises.*

**B. Design Charette: Consider outside assistance (Calumet County; Cedar Corp., etc.).**

*Friday noted he received a response from Jason Pausma at Calumet County, noting that the County does not have anyone on staff who would tackle a charette, but he did provide three private companies who he has worked with in the past. Laux noted the CDA does have a proposal from Cedar Corp to help design the charette as needed. Zuleger suggested*

*looking into what data was used for a similar event held ten years ago, and to utilize any information the Village has on hand before consulting with Cedar for any help with the design of a charette. Laux indicated that will be an agenda item for the next CDA meeting.*

10) Correspondences:

A. *Sherwood Post Office Lease* (A. Prasher–Transaction Manager, JLL; Oct. 26).

11) *Closed Session: Consider Development proposal and funding request: The Reserve at High Cliff (104-unit luxury, independent-living community):*

Request 3-year extension of TIFD #2 and Pay-Go financing supporting proposed independent-living facilities (across from Village Hall & adjacent to Community Center).

Note: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

***Thiel moved to enter Closed Session at 2:19 pm. Zuleger seconded. Motion carried without dissent.***

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

***Kruse moved to enter Open Session at 3:06 pm. Laux seconded. Motion carried without dissent.***

***Thiel moved to proceed with the Reserve at High Cliff TIF request, pending a developers agreement. Vande Hey seconded. Motion denied 4-3. Dewing – Aye. Genisot – Nay. Kruse – Nay. Laux – Nay. Thiel – Aye. Vande Hey – Aye. Zuleger – Nay.***

13) *Adjourn*

***Seeing no other business, Laux declared the meeting adjourned at 3:06 pm.***

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

# Community Development Authority Meeting Minutes

November 22<sup>nd</sup>, 2023

- 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*

*Joyce Laux*

*Todd Thiel*

*Tom Vande Hey*

***Absent***

*Tony Genisot*

*Jeff Zuleger*

***Others Present***

*Nick Halbach, Clerk-Treasurer*

*Sadie Slotke, Deputy Clerk (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: 10-25-23 and 11-1-23. – ***Kruse moved to approve the 10-25-23 meeting minutes. Dewing seconded. Motion carried without dissent. Thiel moved to approve the 11-1-23 meeting minutes. Vande Hey seconded. Motion carried without dissent.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Officer’s Report. – *Nothing new to report.*
- 7) Treasurer’s Report.

*Clerk-Treasurer Halbach gave a brief update regarding the treasurer’s report, as he noted the CDA earned a few extra dollars in interest this year, while the FY2024 Budget was formally approved by the Village Board.*

- 8) Old Business:
- A. *The Reserve at High Cliff (Boris): Revised proposal and TIF request of proposed 104-unit, luxury, independent-living community across from Village Hall.*

*Jim Boris noted he submitted a revised proposal for The Reserve, with the main change being a reduction of his TIF request from 100% to 88% of the increment generated by the development. Also, Boris noted the previous request of a three-year extension to TID #2 remains with the new proposal. Boris noted the Village would retain approximately \$750,000 in net tax increment compared to \$0 from the previous proposal. Travis Dudovick noted that he and Boris would have been willing to negotiate in a closed session as they want to satisfy the CDA’s concerns to keep the project moving forward.*

*Commissioner Thiel noted the process of approvals is an imperfect one, but added negotiations happen at an administrative level instead of in front of the group in a closed*

*session. He added the CDA tries to make determinations based on the material presented for that meeting.*

B. *Post Office Lease: Update.*

C. *Design Charette: Review data from previous charette (SEH).*

*Clerk-Treasurer Halbach noted he went back to documents from 2014 to review the work performed by SEH leading up to the downtown master plan. He noted there was a charette held, but most of the documentation from SEH's presentations discussed prior resident meeting held earlier in the process.*

*Thiel commented the survey results from the Village survey as well as the results from 2014 can be utilized to find a better way to collect feedback. He noted from Calumet County Economic Development Coordinator Mary Kohrell's feedback that a charette may not be the way to proceed. Commissioner Kruse suggested revisiting the topic at the CDA's January meeting.*

9) **New Business:**

A. *Sherwood Assisted Living & Memory Care and High Cliff Apartments (Boris): Proposal and TIF request for affordable 55+ active adult rental community.*

*Jim Boris noted he listened to the feedback from previous CDA meetings, and noted the survey results asked for more affordable senior housing and assisted living options. He noted both the assisted living facility proposed and the proposed apartments would include memberships to the clubhouse of the Reserve. In responding to a question from Commissioner Thiel, Boris noted Commercial Horizons had terminated their purchase contract with the land owner, and that he now has a contract with the land owner.*

*Commissioner Kruse commented that the schedule of building in August of 2024 and occupying the properties by January of 2025 seemed rather fast to which Boris noted he will continue to be present to keep the project moving forward. Thiel noted the developer's agreement is where the rubber truly meets the road as the CDA has to approve it before the Village Board.*

*Boris noted the assisted living facility would consist of 70 beds across 56 rooms which would be operated by American Health Care Group, which has 30 year experience at 12 different properties across the country. Boris added the rooms would be of the social model where each room is basically just the bedroom with separate common living areas with a 24/7 nursing staff. He also noted the apartments would consist of 36 units in a three story building with detached parking garages.*

*When questioned by Kruse, Boris noted the project will be financed as a separate project from the Reserve while both projects will be taking place at the same time. He explained in Wisconsin it is far easier to finance two separate projects instead of one mega-project.*

*Boris noted his desire to complete both projects at once, as it would add approximately 70 to 80 million dollars' worth of value to the Village. When pressed by Thiel regarding priority of projects, Boris indicated that he believes in the ability of both projects independently, and opined the CDA should do what they feel is appropriate for the Village.*

*Commissioner Vande Hey noted he is pleased to see that Boris was able to incorporate some cheaper rents compared to those previously proposed in the Reserve project. He also noted his appreciation of Boris for keep coming back and listening to the feedback of the CDA.*

- B. *50/50 Matching Grant Program: Consider reimbursement for ROK LLC for their property build out. (\$5,000).*

***Thiel moved to approve reimbursement for ROK LLC for \$5,000 as requested. Kruse seconded. Motion carried without dissent.***

- 10) Correspondences:

A. *Design Charette Feedback (Kohrell, Nov 6).*

- 11) *Closed Session: Consider Development proposals and funding requests: The Reserve at High Cliff (104-unit luxury, independent-living community), and Sherwood Assisted Living & Memory Care and High Cliff Apartments (affordable 55+ active adult rental community). Request 3-year extension of TIFD #2 and Pay-Go financing supporting proposed independent-living facilities (across from Village Hall & adjacent to Community Center). Note: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.*

***Thiel moved to enter closed session at 7:23 pm. Dewing seconded. Motion carried without dissent.***

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

***Kruse moved to enter open session at 7:56 pm. Vande Hey seconded. Motion carried without dissent.***

***Thiel moved to contingently approve Sherwood Assisted Living & Memory Care and High Cliff Apartments contingent upon TIF financing, formal renderings or plans that identify workmanship and quality of product, and completion of a developer's agreement. Vande Hey seconded. Motion carried without dissent.***

***Thiel moved to contingently approve The Reserve at High Cliff contingent upon TIF financing, formal renderings or plans that identify workmanship and quality of product,***



*and completion of a developer's agreement. Vande Hey seconded. Motion carried without dissent.*

13) *Adjourn*

*Seeing no other business, Laux declared the meeting adjourned at 7:58 pm.*

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