

**CITY OF MENASHA**  
**Redevelopment Authority**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
**March 4, 2014**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 5:35 p.m. by Chairman Kim Vanderhyden.

**B. ROLL CALL/EXCUSED ABSENCES**

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Ald. Jim Englebert, Chairman Kim Vanderhyden, Gail Popp, Bob Stevens and Kip Golden

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Susan Smith and Linda Kennedy.

OTHERS PRESENT: CDD Keil and PP Homan

**C. MINUTES TO APPROVE**

**1. Minutes of the February 4, 2014 Redevelopment Authority Meeting**

Motion by Ald. Englebert, seconded by Kim VanderHyden, to approve the February 4, 2014 Redevelopment Authority meeting minutes.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

(five (5) minute time limit for each person)

No one spoke.

**E. DISCUSSION ITEMS**

**1. Status of Second Restatement of Covenants for Lake Park Villas Homeowners Association Phase II**

CDD Keil stated he had met with the City Attorney and Ald. Englebert regarding the status of the covenants. Outstanding issues include ongoing maintenance of pedestrian amenities and pond features. A consensus on a plan to move forward is expected shortly.

**2. Status of Lot Reconfiguration within Lake Park Villas and Ponds of Menasha (Pond Area)**

PP Homan indicated that Davel Engineering had prepared the CSMs for Lake Park Villas lot realignments, and the Replat for the Ponds of Menasha. The Replat has been sent to Lexington for review and comments on how to proceed regarding the pond.

Staff reviewed current lot alignments of other areas of the Villas, and determined several areas could also be re-divided to lots with a better building footprint and remove/realign functionally absolute outlots, in particular along the northernmost cul-de-sacs. The RDA directed CDD Keil to receive quotes for CSMs.

**F. ACTION ITEMS**

**1. Land Purchase and Development Agreement – Cypress Homes and Realty, Inc.**

CDD Keil had indicated that Cypress had agreed to the basic terms and conditions of the proposed agreement. The City Attorney would need to add additional language to finalize the agreement, but the basic terms and conditions of the incentive package would remain the same.

Motion by Kip Golden, seconded by Chairman Vanderhyden to approve the basic terms of the Land Purchase and Development Agreement by and between the Redevelopment Authority of the City of

Menasha and Cypress Homes, Inc, and authorize the City Attorney to prepare the final document to be used in the sale transaction.

The motion carried.

**2. Land Purchase and Development Agreement – Mark Winter Homes, Inc.**

PP Homan indicated that Mark Winter Homes was in need of financing approval before proceeding, but was agreeable to the basic terms and conditions of the proposed agreement. The City Attorney would need to finalize this agreement as in the previous item.

Motion by Kip Golden, seconded by Bob Stevens to approve the basic terms of the Land Purchase and Development Agreement by and between the Redevelopment Authority of the City of Menasha and Mark Winter Homes, Inc, and authorize the City Attorney to prepare the final document to be used in the sale transaction.

The motion carried.

**2. Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e): 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. (Land Purchase and Development Agreements, Mark Winter Homes, Inc. and Cypress Homes and Realty, Inc.)**

No action.

**G. ADJOURNMENT**

Motion by Kip Golden, seconded by Ald. Jim Englebert to adjourn at 5:50 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, Community Development Director*