

**CITY OF MENASHA**  
**Redevelopment Authority**  
**Conference Room, 1<sup>st</sup> Floor, City Hall – 140 Main Street**  
**May 5, 2015**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 5:31 PM by Chairman Kim Vanderhyden.

**B. ROLL CALL/EXCUSED ABSENCES**

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Ald. Becky Nichols, Chairman Kim Vanderhyden, Kip Golden, Linda Kennedy, Gail Popp and Bob Stevens.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Tim Caudill.

OTHERS PRESENT: CDD Keil and ASD Steeno.

**C. MINTUES TO APPROVE**

1. **Minutes of the February 3, 2015 Redevelopment Authority Meeting**

Motion by Linda Kennedy, seconded by Ald. Nichols to approve the February 3, 2015 Redevelopment Authority meeting minutes. The motion carried 6-0.

**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. **RR Donnelley Update**

CDD Keil reported that he had discussion with RRD's Director of Real Estate. The plan was for RRD to do additional site investigation work consisting of a Phase II Environmental Assessment prior to contemplating a sale.

**G. ACTION ITEMS**

1. **Election of Officers**

a. **Chairman**

Chairman Vanderhyden called nominations for the office of Chairman. Kip Golden nominated Kim Vanderhyden. There were no other nominations. Motion by Kip Golden, seconded by Linda Kennedy to close the nominations and cast an unanimous ballot for Kim Vanderhyden for the office of Chairman. The motion carried 6-0.

b. **Vice-Chairman**

Chairman Vanderhyden called nominations for the office of Vice-Chairman. Kim Vanderhyden nominated Linda Kennedy. There were no other nominations. Motion by Kim Vanderhyden, seconded by Kip Golden to close the nominations and cast an unanimous ballot for Linda Kennedy for the office of Vice-Chairman. The motion carried 6-0.

2. **Release and Relocation of Utility Easement**

CDD Keil reviewed the configuration of lots and utility and access easements in the southeastern portion of the Lake Park Square commercial lots. The release or relocation of these easements may be necessary to accommodate proposed development and/or the establishment of a street connecting Lake Park Square to the Lake Park Villas residential area. No specific proposal is in hand at this time.

There was consensus among the commissioners that consideration should be given to relocating or and/or releasing easements if necessary to support proposed developments.

3. **Relocation of Bike/Pedestrian Trail Easement**

CDD Keil reported that the city had received a grant from WeEnergies to extend the plantings along STH 114 from the pond area to Lake Park Road. The city is also planning on paving the bike pedestrian path in the same area. It is the preference to relocate the trail southward onto the existing gravel drive. This would require relocating the trail easement. This change would not have an adverse impact on the commercial lots.

There was consensus that staff should proceed with the trail easement relocation.

4. **Authorization to Expend Funds to Relocate AT & T and Menasha Utilities Facilities – Georgetown Place CSM's**

CDD Keil explained that the utility relocations need to be undertaken as a result of reconfiguring the lots on Georgetown Place. Motion by Linda Kennedy, seconded by Chairman Vanderhyden to approve authorization to relocate utilities not to exceed \$17,000, subject to availability of funds. The motion carried 6-0.

5. **Commission Payment to Residential Brokers**

CDD Keil reported that there has been inquiry from residential brokers concerning the payment of commission on residential lot sales. There is currently provision for the payment of commission on commercial lots, but not on residential. Motion by Linda Kennedy, seconded by Bob Stevens to make available 8% interest to brokers. Motion carried 5-0 with Gail Popp abstaining.

6. **Second Land Purchase and Development Agreement By and Between The Redevelopment Authority of the City of Menasha and Cypress Homes, Inc.**

CDD Keil explained that the offer to purchase Lot 108 was made by a private party, not Cypress Homes ,Inc. and therefore would not apply toward Cypress's obligation to purchase three lots in 2015 as contemplated by the Second Land Purchase and Development Agreement (Cypress is to build the home under contract with the buyer of Lot 108).

Motion by Linda Kennedy, seconded by Gail Popp to consider the transaction as meeting one of Cypress Homes, Inc. purchase obligations under Article II of the Second Land Purchase and Development Agreement by and between The Redevelopment Authority of the City of Menasha and Cypress Homes, Inc. dated as of January 15, 2015. The motion carried 6-0.

7. **Offer to Purchase – Lot 108, Lake Park Villas**

Motion by Linda Kennedy, seconded by Kip Golden to counter-offer the offer to purchase dated May 4, 2015 of Michael and Celeste DeShasier for the purchase of Lot 108 Whisper Falls Lane with the purchase price to be \$35,000. The motion carried 6-0.

**G. ADJOURNMENT**

Motion by Ald. Nichols, seconded by Chairman Vanderhyden to adjourn at 6:34 p.m. The motion carried 6-0.

*Minutes respectfully submitted by CDD Keil.*