

CITY OF MENASHA
Redevelopment Authority
Council Chambers, 3rd Floor, City Hall – 140 Main Street
June 6, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Chairman Kim Vanderhyden.

B. ROLL CALL/EXCUSED ABSENCES

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Susan Smith

OTHERS PRESENT: CDD Keil, PP Homan, Ald. Becky Nichols, Chris Klein, and Kevin Englebert

C. MINTUES TO APPROVE

1. Minutes of the March 6, 2013 Redevelopment Authority Meeting

Motion by Ald. Englebert, seconded by Linda Kennedy to approve the March 6, 2013 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 Reports

a. Lake Park Square Commercial – Patrick Connor – Newmark Grubb Pfefferle

Patrick Connor gave an overview of his perceptions of the commercial real estate market in the Fox Valley area. With regard to the Lake Park Square parcels, there was one interested party who was looking for a site for a landscaping business. There are no current prospects. Lot pricing is OK, and the residential development occurring in the vicinity should have a positive influence on commercial property sales.

b. Lake Park Villas – Amy Rockwell – Coldwell Banker The Real Estate Group

PP Homan summarized the report Amy Rockwell had sent via email. Among the items reported on were builder meetings, website traffic, radio advertising, lot sales elsewhere, and the improving real estate market.

c. Marketing Update

PP Homan reported on the marketing initiatives that are being undertaken in conjunction with Ark Media. These include ongoing web, radio and print advertising. Signage has been designed and is in production for placement at the entrance to Lake Park Villas and planning is underway for an August on-site marketing event.

2. Development Update for Lake Park Neighborhoods

PP Homan presented an inventory of lot sales and building permits issued in the Ponds of Menasha, Cottages at Lake Park and Lake Park Villas developments. A total of 40 building permits have been issued and 16 homes have been sold to third parties. Although none of these were in

Lake Park Villas the outlook remains positive due to the amount of building activity occurring in the area.

3. **Potential CDE Certification through US Department of Treasury, CDFI Fund**

PP Homan reported that staff is exploring the potential benefits of becoming or being affiliated with a Certified Development Entity for portions of the community (including the downtown) that would be eligible for New Market Tax Credit allocations. There was a general consensus that staff should proceed with preparing the certification application for consideration at a future meeting.

F. ACTION ITEMS

1. **Election of Officers**

a. **Chairperson**

Motion by Ald. Englebert, seconded by Kip Golden to elect Kim Vanderhyden chairman. The motion carried.

b. **Vice-Chairperson**

Motion by Ald. Englebert, seconded by Kip Golden to elect Robert Stevens vice-chairman. The motion carried.

2. **Authorization to Proceed with Survey Work**

CDD Keil explained the proposal to engage a surveying/engineering firm to address various lot reconfigurations to remedy certain discrepancies in parcel boundaries, make adjustments for relocation of street right of way, and address the disposition of the pond in the outlot between the Lake Park Villas and Ponds of Menasha plats. Quotes were received from two survey/engineering firms.

Motion by Ald. Englebert, seconded by Kip Golden to engage Davel Engineering and Environmental to perform the survey work. The motion carried.

3. **Lease/Disposition of Garage**

CDD Keil reported that the Lake Park Villas Homeowners Association Board is no longer interested in a lease arrangement for the garage.

Motion by Ald. Englebert, seconded by Kim Vanderhyden to pursue removal of the garage. The motion carried

4. **Disposition of Silos**

CDD Keil reported that Lexington Homes had conveyed their intentions to begin the second phase of the Ponds of Menasha development and requested that the city fulfill its obligations under the development agreement with The Ponds of Menasha, LLC to raze the silos. This information was also conveyed to the Lake Park Villas Homeowners Association.

Staff will be obtaining quotes to undertake the demolition work.

5. **Amendment to Listing Agreement – Newmark Grubb Pfefferle**

CDD Keil explained that the listing agreement with the commercial broker had expired, and it was staff's recommendation to renew the listing agreement with Newmark-Grubb-Pfefferle from 5/4/13 to 5/4/14. Motion by Linda Kennedy, seconded by Kip Golden to approve the renewal of the listing agreement with Newmark-Grubb-Pfefferle for the period of 5/4/13 to 5/4/14. The motion carried.

G. ADJOURNMENT

Motion by Kip Golden, seconded by Kim Vanderhyden to adjourn at 6:40 p.m.

The motion carried.