

**Community Development Authority of the City of Neenah
April 10, 2017 - 4:00 PM**

Present: Board Members: Tom Martin, Ald. Cari Lendrum, John Ahles, Grant Birtch, Michelle Bauer, and Ald. Lee Hillstrom. Also Present: Executive Director Chris Haese, Community Development Office Manager Samantha Jefferson and Mayor Dean Kaufert.

Approval of Minutes: MSC Hillstrom/Ahles, the CDA to approve the minutes of the March 6, 2017 meeting. All voting aye.

Public Appearances: None.

Consideration of the acquisition of property at 201 Smith Street lying within the Gateway Redevelopment Area and adding the property to the City's Land-Banking Inventory:

The owners of 201 Smith Street approached the CDA with offers to sell their property. The home was appraised for \$82,000 and after some negotiations, the owners have agreed to sell for \$87,000. As part of the agreement, the owners will remain in the home until October 2017 while the closing will take place in May 2017.

CDA Members discussed the liability of letting the owners continue to stay in the home after closing. City Attorney Godlewski is aware of the intricacies of this sale and will write the offer and other documents with these in mind.

Member Lendrum suggested staff contact Habitat for Humanity or other organizations to inquire about a desire to move the home to another lot as opposed to tearing the home down.

MSC Birtch/Lendrum, the CDA to recommend Council proceed with the acquisition of 201 Smith Street at the agreed upon price of \$87,000. All voting aye.

Consideration of revised Master Services Task Order between Stantec Consulting Services, Inc and the CDA for services relevant to the Glatfelter Cry Cleaning Release project:

Stantec, on behalf of the CDA, has submitted the last of four closure requests for the Glatfelter property to the Wisconsin DNR. The DNR has requested a few additional items before this site can close. Stantec is asking the CDA to approve the Revised Master Service Order so that they may finish this project.

MSC Ahles/Lendrum, the CDA to approve the Revised Master Service Task Order with Stantec Consulting Services, Inc. in the amount of \$6,500 to complete the remaining closure requirements on the PH Glatfelter Redevelopment Site. All voting aye.

Consideration of the creation of a We Energies easement in the vicinity of Site 7:

In order to construct the Main Street parking lot, a number of utilities will need to be relocated. WE Energies has requested an easement for placement of a new pole and overhead lines that will need to be constructed across a CDA owned parcel.

Director Haese explained that this essentially negates what was done last year when utilities were moved but there was no way of knowing at that time what the future parking lot would look like.

Member Martin suggested the poles may be constructed within the drainage swale. Director Haese explained that the swale may change. The current easement request is the best, most cost effective plan at this time.

MSC Lendrum/Bauer, the CDA to approve the 12-foot wide utility easement for WE Energies to place necessary electrical infrastructure across the property commonly referred to as 215 Martens Street. All voting aye.

Consideration of the contract between the CDA and Sommers Construction for the completion of the new parking lot adjacent and in service to the Gateway Building:

The Neenah Public Works Department has requested bids to complete construction work on a number of projects throughout the City including the CDA's Main Street Parking Lot. A number of bids were submitted and staff is recommending awarding Construction Contract #3-17 to Sommers Construction of Shiocton. The work will total \$276,999.

Member Hillstrom questioned where the money for this parking lot is coming from. The money will come from TID #10 and is already budgeted. The City will own the lot but will not be maintaining the lot.

MSC Lendrum/Hillstrom, the CDA to approve that portion of Contract #3-17 to construct the CDA's Main Street Parking Lot, to Sommers Construction of Shiocton, WI, in an amount not to exceed \$276,999. All voting aye.

Update on Site 7:

Construction of the Main Street Parking Lot will begin on April 17. Move in for Plexus is still around the June 1, 2017 mark.

Member Lendrum discussed the tax implications of the acquisitions and removal of these properties and the loss in value from the tax rolls. Director Haese explained that the TID district will still be significantly into the positive although a loss in value often occurs at the initial phase of a project like this.

Announcements and Future Agenda items:

None.

Adjournment: The meeting was adjourned at 4:40 p.m. **MSC Ahles/Hillstrom. All voting aye.**

Respectfully Submitted,

Samantha Jefferson
Office Manager, Community Development