

AGENDA

NEENAH COMMUNITY DEVELOPMENT AUTHORITY

Monday, October 16, 2023

4:00 P.M.

Third Floor Conference Room, City Administration Building

1. Approval of February 6, 2023 meeting minutes.
2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Community Development Authority).
3. Overview of Downtown Plan.
4. Consideration of Distribution Easement at 716 Harrison Street (Harrison Street Pond).
5. Redevelopment Project Updates.
6. Adjournment.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Community Development Department Administrative Assistant at 920-886-6125 or the City's ADA Coordinator at (920) 886-6106 or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**Community Development Authority of the City of Neenah
February 6, 2023 - 4:00 PM
Hauser Room, City Administration Building**

Present: Board Members: Ald. Lee Hillstrom, Tom Martin, Pete LeCompte, John Ahles, Michelle Bauer, and Ald. Tami Erickson. Also Present: Executive Director Chris Haese, Attorney David Rashid, and Community Development Specialist Samantha Jefferson.

Approval of March 7, 2022 meeting minutes:

MSC Hillstrom/Bauer, the CDA to approve the meeting minutes of March 7, 2022. All voting aye.

Public Appearances: None.

Election of Officers:

MSC Hillstrom/Bauer, the CDA to elect Tom Martin as chairperson of the CDA. All voting aye.

MSC Martin/Hillstrom, the CDA to elect John Ahles as vice-chairperson of the CDA. All voting aye.

2405 Schultz Drive (Former Loren's Auto Salvage Property) Mitigation and Demo Costs:

Executive Director Haese gave an update about 2405 Schultz Drive which was the former site of Loren's Auto Salvage. Demolition and cleanup of the site is 90% done. Cost for demolition was approximately \$21,000 and mitigation costs are approximately \$23,000. There are test bores on the site and groundwater monitoring is being conducted. At this point, there are no opportunities for the public to be on this site so it is likely that the DNR will not require any mitigation efforts until a time when development of the site occurs.

Four options have been presented for mitigation when it is needed. The options range in cost from about \$35,000 to \$550,000. There is a \$100,000 escrow that could be used to help with these costs as well as possible grants that the CDA could apply for. There is currently a billboard on the southern part of the site – the CDA now receives the lease amounts.

Executive Director Haese does believe this site to be marketable due to its highly visible position along Highway 41. The City also owns property directly to the south which could be combined with this parcel (although there are wetlands to the south that would need to be considered).

110 W. Cecil (Former Donaldson's Property) DNR Updates:

All of the buildings on this site have been removed. The Donaldson family has been working with the DNR regarding situations with their laundry mat sites for over a decade. Their business no longer exists and this property is owned by the estate. Council has already given their authorization for the CDA to purchase the property, however, staff is waiting for a Site Liability Clarification Letter to confirm that because of the CDA's LGU status, the CDA would not be held responsible for the environmental contamination.

The ultimate plan for this property would be for the CDA to own the parcel and for Cranky Pat's to lease it for parking (making it a parking lot would cap the site and fulfil mitigation requirements). Cranky Pat's would pay for the development of the parking lot while the City may contribute for technical assistance.

There are also possible Façade Enhancement Grants that could be utilized along with grants to help with environmental cleanup.

The CDA asked where the highest level of contamination is found on the site. There are spots toward the back of the site and along the utility trenches that are the most contaminated.

Executive Director Haese discussed the S. Commercial Street Plan and what was envisioned for the property in the future.

Downtown Parking Ramp Discussion:

A downtown parking structure continues to be planned for. At this point, staff is considering an alternative site than was originally proposed. The City is working with Boldt in the creation of a conceptual design in the area of Martens and Brien Streets. These streets would be vacated for this parking structure. Two properties on Martins Street would need to be acquired before the ramp could be constructed on this site. A 550-space, three-bay ramp is what is currently being designed that would allow for additional floors to be added in the future. Anticipated cost is \$15 million and this would be bond issue funding.

Downtown Project Updates:

- Soliris on Main is complete and fully occupied. Project costs included site prep (\$296,000) and environmental remediation (\$37,000). A \$123,000 Idle Sites Grant was awarded for this project.
- The 201 W. Wisconsin Avenue building is almost complete. Due to material shortages, there are still items that are needed (including the elevator). Leasing has begun and some of the commercial space is already spoken for. Project costs included site prep (\$560,000) and environmental remediation (\$54,000). A \$250,000 CDI Grant was awarded for this project.
- Executive Director Haese showed the CDA some conceptals from the Downtown Plan and discussed future plans for the Arrowhead District. RDG worked with the City on the Downtown Plan and is now hired to work on the Arrowhead District. These plans give the City and residents an idea of what could be possible and how to bring those ideas to reality.

Adjournment: The meeting was adjourned at 5:05 p.m. **MSC Hillstrom/Erickson. All voting aye.**

Respectfully Submitted,



Samantha Jefferson
Community Development Specialist, Community Development



M E M O R A N D U M

DATE: October 12, 2023
TO: Chairman Martin and CDA Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: Redevelopment Updates

The following is a summary of several redevelopments that are being pursued by staff. More detail will be provided on each of these at the CDA's upcoming meeting.

Donaldson's Dry Cleaners, 110 W. Cecil Street

The CDA continues to work towards the acquisition of this property. The ultimate plan is to work with the owner of Cranky Pat's Pizza on an agreement that would allow the development of additional parking for Cranky Pat's while improving aesthetics and safety concerns along S. Commercial Street. Staff have had numerous discussions with DNR representatives on this and are near a point that this project can move forward. A recent stumbling block has been the need to commission environmental consultants to ensure parking construction is completed in proper fashion and that all necessary paperwork is filed correctly with the DNR. The estimated cost for this service is in the range of \$25,000 - \$50,000 dollars. The City has no funds to cover these costs and the owner of Cranky Pat's has not reacted positively in assuming these additional costs. Staff is working with the Donaldson's and will continue to work with the owner of Cranky Pat's on an emendable solution.

Lorens Salvage Yard, 2405 Schultz Drive

Acquisition and removal of all salvage material from the site has been completed. A Phase II Environmental Site Assessment (ESA) was completed, the cost of which was covered by a grant awarded to the CDA by the State of Wisconsin. The Phase II work identified several areas of concern which were further investigated on behalf of the CDA by Stantec.

When the CDA acquired the property, an escrow of \$100,000 was set aside by the seller for the purpose of addressing any environmental remediation that may be required. The escrow provided the CDA up to 18 months to complete this work *once all items were removed from the site* by the seller. We were recently contacted by the seller's attorney requesting closure of the escrow. However, staff has documented that as of at least April of 2023, salvage material remained on the property, extending the timeline to complete remediation work well into 2024.

Staff is currently seeking estimates for environmental oversight, excavation and grading to complete some of the remediation yet this fall.

Downtown Parking Structure

Conceptual plans and estimated cost estimates have been prepared for a new downtown parking structure. With the current reduction in downtown parking demands, and due to the estimated price tag of \$18 million, the City is evaluating the steps to move the project forward. Currently, staff is recommending moving forward with site acquisition and detailed design of the structure. Upon completion of those steps, the bidding and construction of the structure will be dependent on a more stable and predictable parking environment.

CITY OF NEENAH
Dept. of Community Development

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Millview Warehouse, 135 Millview Drive

Staff continues to have discussions with the owners of the warehouse as well as prospective developers. The owners currently have an asking price of about \$2.6 million, making redevelopment of the site very challenging. Staff will continue to work towards an ultimate solution for this site.



M E M O R A N D U M

DATE: October 12, 2023
TO: Chairman Martin and CDA Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: Distribution Easement at 716 Harrison Street (Harrison Street Pond)

The city is running three-phase power to serve the warehouse at 716 Harrison Street. Because of this, We Energies has asked that the CDA allow a service distribution easement to be placed along the right-of-way along Monroe Street (see attached map).

Staff has approved easement but is requesting endorsement by the CDA.

Appropriate action at this time is for the CDA to approve the requested We Energies Distribution Easement at 716 Harrison Street.

**DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. **4821360** IO NO. **11699**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as **strips of land Twelve (12) feet in width, being part of Lot 1 of Certified Survey Map No. 5075**, recorded in the Office of the Register of Deeds in and for Winnebago County on August 15, 2002, in Volume 1 of CSMs, page 5075, as **Document No. 1194924**; and being a part of the **Northwest 1/4 of the Northeast 1/4 of Section 28, Township 20 North, Range 17 East**, City of Neenah, Winnebago County, Wisconsin. **PIN 80403890000** and;

A **strip of land Twelve (12) feet in width, being part of Lot 1, Block 6 of Cronkhite and Sherry's Addition to Neenah**, recorded in the Office of the Register of Deeds in and for Winnebago County on April 29th, 1856, in Volume 2 of Plats, on Page 6; also being a part of the Fourth Ward, **part of Northwest 1/4 of the Northeast 1/4 of Section 28, Township 20 North, Range 17 East**, City of Neenah, Winnebago County, Wisconsin. **PIN 80402510000**

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM P277
PO BOX 2046
MILWAUKEE, WI 53201-2046

80403890000, 80402510000
(Parcel Identification Number)

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.

7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document or voluntarily waives the five day review period.

Grantor:

COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH

By: Chris A. Haase

(Print name and title): Chris A. Haase City Exec Director

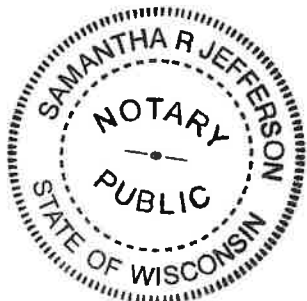
By: _____

(Print name and title): _____

Acknowledged before me in Winnebago County, State of Wisconsin, on March 17, 2023.

by Chris A Haase, the Director of Community Development at the City of Neenah, WI

and by _____, the _____ of **COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH**, on behalf of the City of Neenah.



(NOTARY STAMP/SEAL)

Samantha R. Jefferson
Notary Public Signature, State of Wisconsin

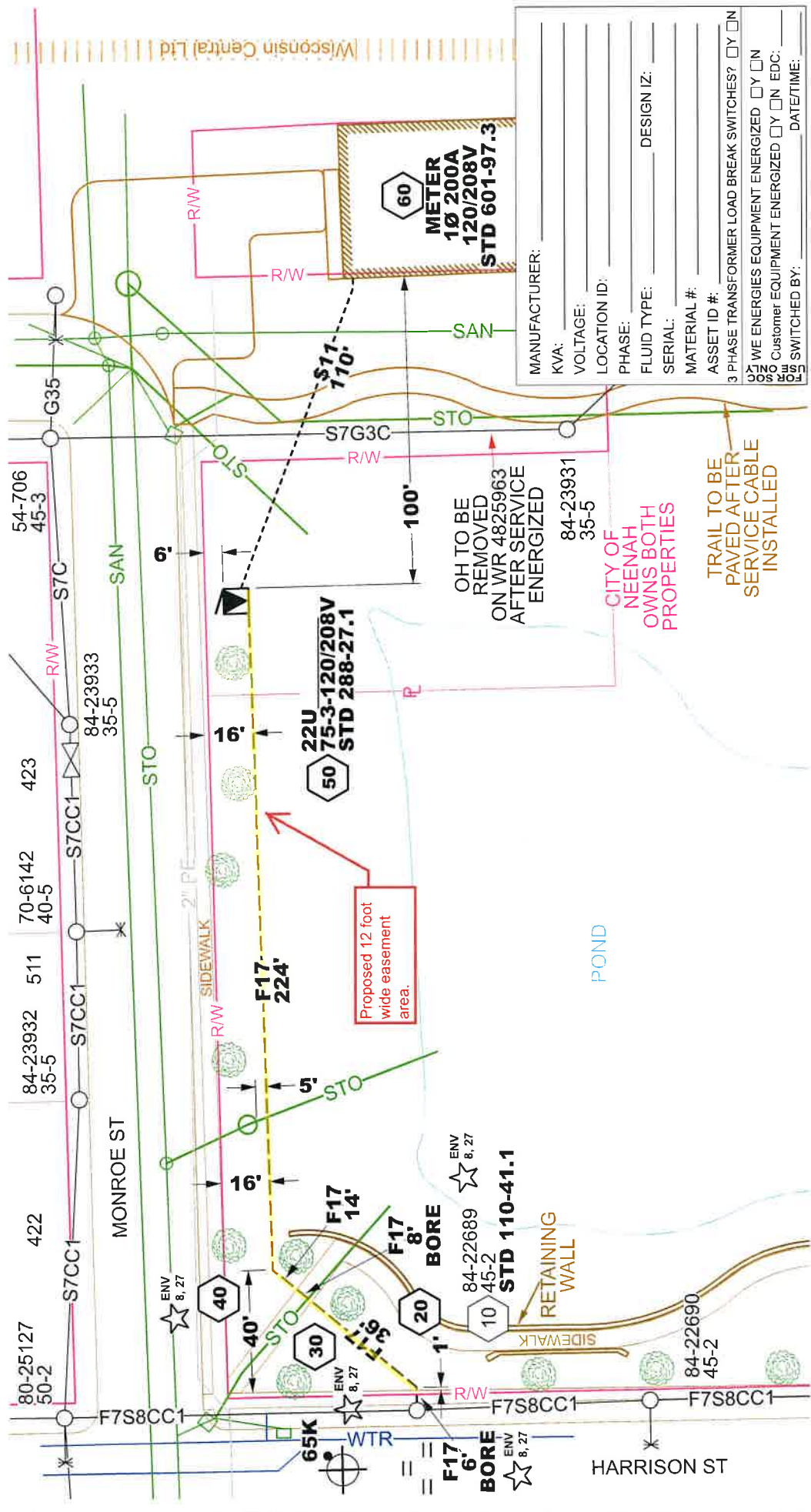
Samantha R. Jefferson
Notary Public Name (Typed or Printed)

My commission expires 8/22/2025



Temporary Exhibit A

ELEC WR WI 4821360
GAS WR



MANUFACTURER: _____
 KVA: _____
 VOLTAGE: _____
 LOCATION ID: _____
 PHASE: _____
 FLUID TYPE: _____ DESIGN IZ: _____
 SERIAL: _____
 MATERIAL #: _____
 ASSET ID #: _____
 3 PHASE TRANSFORMER LOAD BREAK SWITCHES? Y N
 WE ENERGIES EQUIPMENT ENERGIZED Y N
 Customer EQUIPMENT ENERGIZED Y N EDC: _____
 SWITCHED BY: _____ DATE/TIME: _____