A quorum of the Administration Committee, Board of Public Works, Park Board, and/or Common Council may attend this meeting; (Although it is not expected than any official action of any of those bodies will be taken).

CITY OF MENASHA
REDEVELOPMENT AUTHORITY
Council Chambers, 3rd Floor City Hall
140 Main Street, Menasha

November 15, 2016

5:00 PM

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE
   1. Minutes of the September 7, 2016 Redevelopment Authority Meeting

D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA
   (five (5) minute time limit for each person)

E. DISCUSSION
   1. 2015 Audit Numbers

F. ACTION ITEMS
   1. RR Donnelley Update
   2. 2017 Budget

G. ADJOURNMENT

Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Community Development Department at 967-3650 at least 24-hours in advance of the meeting so special accommodations can be made.

CITY OF MENASHA
Redevelopment Authority
Council Chambers, 3rd Floor City Hall – 140 Main Street
September 7, 2016
DRAFT MINUTES

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: Kim Vanderhyden, Bob Stevens, Linda Kennedy, Gail Popp and Ald. Becky Nichols.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Tim Caudill and Kip Golden.

OTHERS PRESENT: AP Englebert, CDD Buck, Mayor Merkes, Sandra Dabill Taylor (545 Broad Street), Bill Banti (547 Broad Street), and Ald. Zelinski.

C. MINTUES TO APPROVE

1. **Minutes of the July 27, 2016 Redevelopment Authority Meeting**
Motion by Ald. Nichols, seconded by Gail Popp, to approve the July 27, 2016 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)

Sandra Dabill Taylor (545 Broad Street) expressed that she is not in favor of Northpointe Development's proposal for multi-family housing at 460 Ahnaip Street. She is also not in favor of any subsidized or low-income housing at the site and thinks more low-income housing will hurt the school district. She encouraged the RDA to solicit options for development by releasing a request for proposals and not accept this proposal.

E. DISCUSSION ITEMS

1. **460 Ahnaip Street – Northpointe Development**
CDD Buck introduced the revised development proposal from Northpointe Development and gave an overview of the changes from the first proposal. He explained that the new plan added a substantial amount of market rate units to the site and also clarified that area market rents are not materially different than the proposed rents for the workforce housing units. AP Englebert discussed the Racine Street Bridge project and informed the Authority that the City of Menasha selected a design option that calls for the demolition of a portion of the existing building on the eastern side of the site. The bridge design is in conflict with the development proposal and would likely need to be redesigned if the development were to be constructed. Staff asked the Authority if they are interested in Northpointe's proposal and would like to move forward with it or conversely what they would like to see at the site.

Linda Kennedy said that she thought Menasha has too much low-income housing and is in favor of demolishing the building if the property was acquired by the RDA. Ald. Nichols commented on the importance of preserving historical buildings in the community but feels that preservation of the building would not create enough taxable value. She also commented on the Racine Street Bridge project and is not in favor of changing the design of the bridge. Gail Popp mentioned that she thinks this site is too far from downtown to serve as a walkable residential development and is not in favor of low-income housing either. Kim Vanderhyden is not in favor of the project and would like to see other options be presented by releasing a request for proposals after obtaining site control.

There was general consensus among the Authority members to reject the proposal from Northpointe Development and to continue to work on acquiring title for 460 Ahnaip Street from RR Donnelley.

F. ACTION ITEMS

1. **Land Purchase and Development Agreement – Van's Realty and Construction**
AP Englebert provided an overview of the Land Purchase and Development Agreement with Van's Realty and Construction and went over their proposal to purchase five lots in the Lake Park Villas Subdivision and retain an option to purchase on an additional five lots. AP Englebert explained that the agreement requires Van's to match any third party offer relating to the provision regarding the first right of refusal option.

Gal Popp mentioned that she hopes the agreement will induce more development in the Lake Park Villas. Commissioners discussed the terms of the agreement and relayed the importance of the RDA selling lots in the Lake Park Villas and having the lots be developed.

Motion by Linda Kennedy, seconded by Ald. Nichols, to approve the Land Purchase and Development Agreement with Van's Realty and Construction. The motion carried.

G. ADJOURNMENT

Motion by Linda Kennedy, seconded by Gail Popp to adjourn at 6:27 PM. The motion carried.

Minutes respectfully submitted by AP Englebert.

CITY OF MENASHA, WISCONSIN

ANNUAL FINANCIAL REPORT

DECEMBER 31, 2015

BASIC FINANCIAL STATEMENTS

CITY OF MENASHA, WISCONSIN
Statement of Net Position
December 31, 2015

	Governmental Activities	Business-type Activities	Totals	Component Unit Redevelopment Authority
ASSETS				
Cash and investments	$ 7,520,911	$ 3,098,529	$ 10,619,440	$ 501,262
Receivables				
Taxes	6,634,972	-	6,634,972	-
Accounts	822,226	5,435,289	6,257,515	45,820
Special assessments	760,722	-	760,722	-
Loans	5,354,751	122,576	5,477,327	-
Land contracts receivable	-	-	-	291,599
Internal balances	57,818	(57,818)	-	-
Due from other governments	541,084	114,079	655,163	-
Inventories and prepaid items	257,008	693,011	950,019	-
Restricted and other assets				
Cash and investments	308,112	9,642,763	9,950,875	-
Capitalization deposit with CVMIC	1,031,220	-	1,031,220	-
Interest receivable	-	6,192	6,192	-
Net pension asset	1,931,930	587,073	2,519,003	-
Property held for sale	-	-	-	2,754,500
Capital assets, nondepreciable				
Land	9,163,876	2,510,696	11,674,572	-
Other assets	-	362,767	362,767	-
Construction in progress	134,164	578,915	713,079	-
Capital assets, depreciable				
Buildings and improvements	12,506,672	8,802,062	21,308,734	-
Improvements other than buildings	-	52,224,840	52,224,840	-
Machinery and equipment	10,537,806	18,462,556	29,000,362	-
Infrastructure	30,375,630	-	30,375,630	-
Less: Accumulated depreciation	(27,326,477)	(30,301,608)	(57,628,085)	-
TOTAL ASSETS	60,612,425	72,281,922	132,894,347	3,593,181
DEFERRED OUTFLOWS OF RESOURCES				
Deferred outflows relating to pension	1,994,090	610,685	2,604,775	-
LIABILITIES				
Accounts payable	813,938	3,884,688	4,698,626	36,724
Accrued and other current liabilities	174,491	2,027,075	2,201,566	-
Accrued interest payable	902,579	134,134	1,036,713	-
Due to other governments	471	-	471	3,900,000
Unearned revenues	10,043	142,174	152,217	-
Long-term obligations				
Due within one year	2,882,208	1,647,734	4,529,942	-
Due in more than one year	31,402,438	26,342,079	57,744,517	-
TOTAL LIABILITIES	36,186,168	34,177,884	70,364,052	3,936,724
DEFERRED INFLOWS OF RESOURCES				
Property taxes	11,708,129	-	11,708,129	-
NET POSITION				
Net investment in capital assets	17,867,058	24,650,415	42,517,473	-
Restricted for				
Debt service	995,834	725,715	1,721,549	-
Capital projects	2,047,121	1,206,924	3,254,045	-
Lease obligation	-	902,805	902,805	-
Community development	1,623,081	-	1,623,081	-
Other purposes	566,761	-	566,761	-
Pension benefits	3,926,020	1,197,758	5,123,778	-
Unrestricted	(12,313,657)	10,031,106	(2,282,551)	(343,543)
TOTAL NET POSITION	$ 14,712,218	$ 38,714,723	$ 53,426,941	$ (343,543)

The notes to the basic financial statements are an integral part of this statement.

CITY OF MENASHA, WISCONSIN
Statement of Activities
For the Year Ended December 31, 2015

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary Government				
Governmental Activities				
General government	$ 1,279,035	$ 341,927	$ -	$ -
Public safety	8,043,963	658,141	71,551	-
Public works	3,932,052	607,849	644,399	195,314
Health and human services	546,201	416,336	130,978	-
Culture and recreation	3,135,062	870,549	71,176	794,449
Conservation and development	2,562,839	15,110	38,004	268,195
Interest on debt	1,226,707	-	-	-
Total Governmental Activities	20,725,859	2,909,912	956,108	1,257,958
Business-type Activities				
Electric utility	44,413,310	46,141,669	-	357,253
Water utility	3,601,207	5,530,122	-	51,957
Telecommunication utility	52,833	101,463	-	5,962
Sewerage system	1,736,524	2,225,555	-	-
Stormwater utility	1,105,473	1,136,879	-	-
Total Business-type Activities	50,909,347	55,135,688	-	415,172
Total Primary Government	$ 71,635,206	$ 58,045,600	$ 956,108	$ 1,673,130
Component Unit				
Redevelopment Authority	$ 298,650	$ 270,000	$ -	$ -

General revenues
Taxes
Property taxes levied for general purposes
Property taxes levied for debt service
Tax increments
Other taxes
Federal and state grants and other contributions not restricted to specific functions
Interest and investment earnings
Miscellaneous
Transfers
Special items
Loss on impairment and disposal of assets
Total general revenues, special items and transfers

Change in net position

Net position (deficit) - January 1

Prior period adjustment

Cumulative change in accounting principle

Net position (deficit) - January 1, restated

Net position (deficit) - December 31

The notes to the basic financial statements are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position			
Governmental Activities	Business-type Activities	Totals	Component Unit Redevelopment Authority
$ (937,108)	$ -	$ (937,108)	$ -
(7,314,271)	-	(7,314,271)	-
(2,484,490)	-	(2,484,490)	-
1,113	-	1,113	-
(1,398,888)	-	(1,398,888)	-
(2,241,530)	-	(2,241,530)	-
(1,226,707)	-	(1,226,707)	-
(15,601,881)	-	(15,601,881)	-
-	2,085,612	2,085,612	-
-	1,980,872	1,980,872	-
-	54,592	54,592	-
-	489,031	489,031	-
-	31,406	31,406	-
-	4,641,513	4,641,513	-
(15,601,881)	4,641,513	(10,960,368)	-
-	-	-	(28,650)
8,463,201	-	8,463,201	-
1,090,727	-	1,090,727	-
2,023,460	-	2,023,460	-
183,238	-	183,238	-
4,337,170	-	4,337,170	-
240,179	66,010	306,189	-
266,410	-	266,410	-
1,270,679	(1,270,679)	-	-
-	-	-	(39,499)
17,875,064	(1,204,669)	16,670,395	(39,499)
2,273,183	3,436,844	5,710,027	(68,149)
9,101,108	34,059,938	43,161,046	(275,394)
(546,545)	-	(546,545)	-
3,884,472	1,217,941	5,102,413	-
12,439,035	35,277,879	47,716,914	(275,394)
$ 14,712,218	$ 38,714,723	$ 53,426,941	$ (343,543)

Memorandum

To: Redevelopment Authority
From: Kevin Englebert, Associate Planner
Date: November 10, 2016
RE: RR Donnelley Purchase and Sale Agreement - Update

On May 24, 2016, the Redevelopment Authority entered into a Purchase and Sale Agreement with RR Donnelley and Sons Corporation for properties located at 460 Ahnaip Street and the vicinity. Since that time, city staff has worked with RR Donnelley to accomplish the terms of the agreement. To date, we have proceeded through the Title Review and Survey, we have had our inspectors physically walk through the site, and RR Donnelley has commissioned the Phase 1 Environmental Assessment. RR Donnelley has provided the assessment for staff's review and has asked for the city's input before undertaking the Phase 2 Environmental Assessment.

Over the past few weeks, city staff has been reviewing the contents of the Phase 1 Assessment. On October 26, a DNR staff "green team" met with city staff to give advice relating to environmental matters on the site. After consultation with DNR and with our outside counsel, city staff has hired OMNI Associates to formulate a response and direction for the Phase 2 Environmental Assessment. City staff has also submitted a liability clarification request to the DNR for a Local Government Unit Liability Exemption.

Once the Phase 2 Environmental Assessment is completed, RR Donnelley has the option of releasing the assessment to the city or terminating the agreement. Should they release the assessment, the RDA would then have the option of purchasing the property. In May, we were anticipating that this agreement was going to take a substantial amount of time to complete due to the technical nature of the project and the complexity of the site. Staff is able to report that all of the tasks set forth in the agreement have been met so far without interruption, and we hope to continue through the completion of the agreement.

City of Menasha • Department of Community Development

MEMORANDUM

Date: November 10, 2016

To: Redevelopment Authority

From: David Buck, CDD

RE: Draft 2017 Budget-RDA

Attached please find a copy of the City of Menasha 2017 Draft Budget for the Redevelopment Authority.

The draft budget request for 2017 includes RDA- Community Development subaccount funds totaling of $136,500. These funds are associated with:

- Legal and environmental services associated with the RR Donnelly site acquisition ($12,000)
- Potential title work, real estate and certified survey map necessities ($3,250)
- Advertising and marketing ($2,500)
- Developer assistance/homebuyer incentives for the Van's Realty and Construction's and Cypress Homes improvements of five lots within Lake Park Villas ($61,500)
- Stormwater and utility payments on RDA owned lands ($4,250)
- Association/common area maintenance dues for RDA's ownership of unsold lots within Lake Park Villas ($35,000)
- Land purchase funds ($18,000)

The draft budget also includes debt service for principal payment in the amount of $174,040 and debt service for interest payment in the amount of $214,500 for ongoing obligations in association with the Development Agreement between the City of Menasha and the RDA (Lake Park Villas/Tax Increment District No. 12).

The Community Development portion of the City's 2017 budget will be reviewed by the Common Council on the evening of November 14, 2016.

140 Main Street • Menasha, Wisconsin 54952-3151 • Phone (920) 967-3650 • Fax (920) 967-5272
www.cityofmenasha-wi.gov

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ADJUSTED BUDGET	2016 YEAR TO DATE ACTUAL	2016 YEAR END PROJECTION	2017 REQUEST
	Community Development					
501-0304-562.10-01	Wages	227	0	0	0	0
501-0304-562.15-04	Retirement	15	0	0	0	0
501-0304-562.15-05	FICA	17	0	0	0	0
501-0304-562.15-08	Workers Comp	7	0	0	0	0
501-0304-562.21-01	Legal	0	0	4,809	10,000	12,000
501-0304-562.21-06	Management	20,255	0	0	0	0
501-0304-562.21-08	Recording Fees	210	750	1,210	1,860	3,250
501-0304-562.21-10	Marketing	1,557	20,000	38	600	2,500
501-0304-562.21-11	Development Assistance	11,942	0	6,932	23,000	61,500
501-0304-562.22-03	Electricity	37	240	46	200	250
501-0304-562.22-06	Storm Water	3,195	4,300	3,037	3,500	4,000
501-0304-562.30-11	Postage	0	0	23	23	0
501-0304-562.32-01	Dues/Memberships/Licenses	46,688	31,500	20,582	31,500	35,000
501-0304-562.82-01	Buildings	0	0	0	0	18,000
*	Community Development	84,150	56,790	36,677	70,683	136,500
	Debt Service-Principal					
501-0409-571.61-01	Principal	0	0	0	0	174,040
*	Debt Service-Principal	0	0	0	0	174,040
	Debt Service-Interest					
501-0410-571.61-02	Interest	0	214,500	0	214,500	214,500
*	Debt Service-Interest	0	214,500	0	214,500	214,500
	Transfer to Debt Service					
501-0411-591.25-02	Other Municipal Funds	214,500	0	0	0	0
*	Transfer to Debt Service	214,500	0	0	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ADJUSTED BUDGET	2016 YEAR TO DATE ACTUAL	2016 YEAR END PROJECTION	2017 REQUEST
		298,650	271,290	36,677	285,183	525,040

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ADJUSTED BUDGET	2016 YEAR TO DATE ACTUAL	2016 YEAR END PROJECTION	2017 REQUEST
	Redevelopment Authority					
501-0000-463.02-00	Land	0	157,000	0	0	0
501-0000-466.00-00	Misc General Revenue	0	0	120	120	0
501-0000-481.10-00	Economic Development	270,000	270,000	0	270,000	270,000
*	Redevelopment Authority	270,000	427,000	120	270,120	270,000