

**CITY OF MENASHA**  
**Redevelopment Authority**  
**Council Chambers, 3<sup>rd</sup> Floor, City Hall – 140 Main Street**  
**May 1, 2012**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 5:08 p.m. by Vice-Chairman Bob Stevens.

**B. ROLL CALL/EXCUSED ABSENCES**

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Ald. Jim Englebert, Bob Stevens, Kip Golden and Susan Schrage

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Linda Kennedy, Gail Popp and Kim Vanderhyden

OTHERS PRESENT: CDD Keil, PP Homan, Ald. Klein, Dave Wuestenberg and Comp Stoffel.

**C. MINTUES TO APPROVE**

1. **Minutes of the February 29, 2012 Redevelopment Authority Meeting**

Motion by Ald. Jim Englebert, seconded by Kip Golden to approve the February 29, 2012 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. COMMUNICATION**

1. **Menasha Redevelopment Authority Bylaws**

CDD Keil discussed the provisions of the bylaws related to the election of officers.

**F. DISCUSSION**

1. **Update on Lake Park Villas Branding/Marketing**

PP Homan reported that Ark Media had met with the commercial and residential brokers to gain insight as to the issues to be confronted in marketing Lake Park Villas and how the brokers were planning on directing their approach to marketing the properties. Additional interviews will be conducted with existing LPV businesses and residents to learn what brought them to LPV and what they see as opportunities to make marketing the development more successful.

2. **Redevelopment Authority Responsibility as may be Related to the Lake Park Villas Phase II Homeowners Association**

CDD Keil reviewed the obligations that the City of Menasha has as the majority owner in the LPV homeowners association and indicated that these obligations would now be those of the RDA as the result of the land transfer from the city to the RDA. The RDA will now need to name a representative to attend LPV HOA monthly board meetings and to create a budget to fund its 58% share of the HOA common area maintenance expenses.

## **F. ACTION ITEMS**

### **1. Election of Officers**

#### **a. Chairman**

Ald. Jim Engelbert made, and Kip Golden seconded a motion nominating Kim Vanderhyden as Chairman. Acting Chairman Bob Stevens called for additional nominations, and there being none, Ald. Engelbert made and Kip Golden seconded a motion to close the nominations and cast a unanimous ballot for Kim Vanderhyden as Chairman. The motion carried.

#### **b. Vice Chairman**

Ald. Jim Engelbert made, and Kip Golden seconded a motion nominating Bob Stevens as Vice-Chairman. Acting Chairman Bob Stevens called for additional nominations, and there being none, Kip Golden made and Ald. Engelbert seconded a motion to close the nominations and cast a unanimous ballot for Bob Stevens as Vice-Chairman. The motion carried.

### **2. Amendment to Listing Agreement – Grubb & Ellis / Pfefferle**

CDD Keil stated that he had a conversation with Pat Connor, one of the commercial brokers with Grubb & Ellis/Pfefferle, regarding the amount of commission earned on lot sales at amounts less than the asking price. Grubb & Ellis/Pfefferle is now proposing that the minimum commission earned would be based on 80% of the asking price.

The consensus of the members present was to have the proposal referred to the City Attorney to draft as an amendment to the Listing Agreement, and be subject to the approval of the RDA chairman.

## **ADJOURNMENT**

Motion by Ald. Jim Englebert, seconded by Kip Golden to adjourn at 5:40 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, Community Development Director.*