

\*\*\* All present are expected to conduct themselves in accordance with our City's Core Values \*\*\*



## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department Committee, Agency, Corporation, Quasi-Municipal Corporation or Sub-unit thereof.

Notice is hereby given that the **Community Development Authority** of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the: **COMMUNITY DEVELOPMENT AUTHORITY BOARD OF THE CITY OF WAUSAU**  
Date/Time: **Thursday, February 9, 2017 at 12:00 pm.**  
Location: **550 East Thomas Street, Wausau, Wisconsin 54403**  
Members: **Russell Wilson, Andy Witt, Sarah Napgezok, David Welles, Gary Gisselman, Dorothy Korzilius, Becky McElhaney**

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

1. Call the Meeting to order
2. Public Comment
3. Approval of Minutes from 01/24/2017
4. Introduction of New Commissioner
5. Finance Committee Member Appointment
6. Discussion and Possible Action on the Release of a Request for Proposal (RFP) process at 2102 N 2nd Street
7. Operational Issues and Current Activities
  - Occupancy Overview
  - RAD Conversion Update - RVT LLC
  - 514-516 N First Avenue Modernization Project
  - Staffing Update
8. Adjournment

**Russell Wilson - Committee Chair**

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on Friday, February 3, 2017 @ 9:00 am. Questions regarding this agenda may be directed to Christian Schock, Community Development Director, 715-261-6683.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at 407 Grant Street, Wausau, Wisconsin 54403 or 715-261-6620

It is possible that members of, and possible a quorum of members of other committees of the City of Wausau may be in attendance at the above mentioned meeting to gather information. No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.

Distribution List: City Website, City Hall, Media, Committee Members, etc.

**COMMUNITY DEVELOPMENT AUTHORITY**  
**MINUTES**

01/24/17

**MEMBERS PRESENT:** Russ Wilson, Andy Witt, Gary Gisselman, Sarah Napgezek, David Welles

**MEMBERS ABSENT:** Dorothy Korzilius, Becky McElhaney

**OTHERS PRESENT:** Juli Birkenmeier, Christian Schock, Betty Noel, Anne Jacobson, Mayor Mielke, Kevin Fabel, Dave Sether

**(1) Call Meeting to Order**

Meeting was called to order at 12:00 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

**(2) Approval of Minutes**

Welles moved to approve the minutes from 12/20/16. Napgezek seconded the motion. Motion was approved unanimously.

**(3) Introduction of New Commissioner**

Wilson deferred this agenda item to a future board meeting.

**(4) Finance Committee Member Appointment**

Wilson deferred this agenda item to a future board meeting.

**(5) Consideration and Possible Action on Resolution 17-001 Section Eight Management Assessment Program (SEMAP) Submission to the US Department of Housing & Urban Development (HUD) for Fiscal Year Ending 12/31/2016**

Noel explained that each year staff must submit a certification to HUD that the HCV Program is in compliance with all aspects of the Section Eight Housing Choice Voucher Program guidelines. She said the board must approve the submission of the certification in the form of a resolution. Gisselman moved to approve Resolution 17-001. Witt seconded. Roll call vote 5-0.

**(6) Riverview Terrace RFP Update**

Schock reported that he is meeting with Aspirus on February 22, 2017, to explore future possibilities for Riverview Terrace and said he will present any proposed strategies for further discussion and consideration at a future meeting.

**(7) Discussion and Possible Action on the Potential Sale of Property at 2102 N 2<sup>nd</sup> Street**

Schock introduced Dave Sether, Design Coordinator, Re-Vi Design. Sether gave a brief explanation of his business plan for the building and its potential. He expounded his informal offer to independently purchase the property and further lease the building to Re-Vi for use as a design studio and urban garden. Sether confirmed that he is aware of the ongoing environmental cleanup issues and the fact that the DNR has not yet issued an environmental closure on the site.

Gisselman asked Schock for the status of an RFP. Schock stated that the property has not yet been actively marketed. Fabel said he estimates the DNR environmental closure to occur in late 2017

or early 2018 and said there could be some renovation or excavation restrictions placed on the property. Sether said the only anticipated excavation would be for a water and sewer tie-in to the building.

Motion to move into closed session by Welles, Gisselman seconded. Roll call vote 5-0.

**(8) CLOSED SESSION: Pursuant to 19.85(1)(e) of the Wisconsin State Statute for Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session**

**(9) RECONVENE into open session; Discussion and Possible Action on the Potential Sale of Property at 2102 N 2<sup>nd</sup> Street**

Welles moved to reconvene, Napgezsek seconded. Roll call vote 5-0.

**(10) Operating Issues and Current Activities**

- **Occupancy Overview** – Noel reported that occupancy remains positive in all programs; Riverview Towers at 99%, Riverview Terrace at 100% and Scattered Sites at 97%.
- **RAD Conversion Update – RVT LLC** – Schock reported that he requested an extension for the RAD closing as the attorney continues to work through questions from HUD. He said we now anticipate the closing to take place in February or March.
- **WCDA Staffing Update** – Noel reported that the WCDA continues to experience staffing challenges. She reiterated that Ann Werth, Executive Director, retired in July 2016, Mary Fisher, Housing Project Coordinator, retired in December 2016, and most recently, Jamie Landwehr, Administrative Assistant, submitted her notice of retirement for April, 2017. Noel said although the City's HR Department is assisting with the posting and hiring process, the vacancies do present staffing and training challenges. She said she will keep the board informed as the hiring process advances.

**(11) Adjourn**

Gisselman moved to adjourn. Napgezsek seconded. Meeting adjourned.

Respectfully Submitted,

Russ Wilson  
Chairperson

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Office of the Mayor  
Robert B. Mielke



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TEL: (715) 261-6800  
FAX: (715) 261-6808

February 9, 2017

Dear Interested Parties,

The Board of Commissioners of the Wausau Community Development Authority (CDA) is pleased to release a **Request for Proposal (RFP)** for the existing property and associated structure at 2102 North Second Street.

The Board's intent with this RFP process is to explore opportunities which maximize a return on the land and support an appropriate use in this emerging area of the City.

Proposals must include:

1. property lease or purchase offer;
2. reutilization plan for the property and building;
3. capital improvements proposed;

Event	Date
1. RFP Released	February 9, 2017
2. Proposals Due	March 17, 2017

Sincerely,

Robert B. Mielke  
Mayor

## Background

The former 'woodworkers mart' at 2102 North Second Street is a historic industrial building which has been home to variety of industrial uses. It is 0.42 acre lot at the corner of North Second Street and East Wausau Avenue.

The existing approximately 7,680sq.ft. building is divided into 2 separate spaces with highbay docking capacity and concrete floors and a 3,750sq.ft. concrete basement. The existing roof does require some repair.

The site is currently under management of the Wisconsin Department of Natural Resources (DNR) in conjunction with ground water pollution and associated cleanup. This cleanup is nearing it's completion and the City expects the property to receive closure later this year.

*(Include language and contact for DNR)*



## Proposal Format and Required Information

1. **Approach:** The proposal should reflect each of the sections listed below: For project team responsibilities, list the approximate percentage of the project for each team member, description of the project approach, including detailed procedures and technical expertise by phase.
2. **Project Deliverables:** Detail a proposed offer to lease or purchase and a management vision for the property including a strategy to maintain and/or transition existing tenants. This should include an offer to purchase/lease price, include descriptions of the types of reports and assumptions utilized to justify the project and provide information on predicted vulnerabilities as they might apply to the project.
3. **Project Management:** Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project. Describe the company's bonding process and coverage levels of employees.
4. **Level of Investment and Financial Viability:** Developers shall include a project construction budget. Developer shall provide the status of their organization (whether a corporation, a non-profit or charitable institution, a partnership, a limited liability corporation, a business association, joint venture, or other) indicating under which laws it is organized and operating, including a brief financial history. The developer shall provide a statement regarding any debarments, suspensions, bankruptcies and/or loan defaults.
5. **Successful Examples:** Include detailed descriptions and photos of other redevelopment projects completed by your firm and/or partners.
6. **Organizational Overview:** Provide the following information about your company:  
Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers. Key contact name, title, address (if different from above address), direct telephone and fax numbers. Person authorized to contractually bind the organization for any proposal against this RFP. Brief history, including year established and number of years your development team has taken on similar projects.
7. **Scope:** Propose a project implementation timeline and performance standards for the construction work to be completed.

## Costs of Proposal

Any costs incurred in the development of the Response to this Request for Proposals are borne by the Developer. The City of Wausau is not responsible for any costs incurred by the Developer in formulating a response, or any other costs incurred such as mailing expenses.

## Questions and More Information

Questions and/or additional information on the facility, including potential tours, are available upon request. Betty Noel, Manager- [betty.noel@ci.wausau.wi.us](mailto:betty.noel@ci.wausau.wi.us)  
715-261-6674

Questions and/or additional information on this RFP process. Christian Schock, Executive Director- [christian.schock@ci.wausau.wi.us](mailto:christian.schock@ci.wausau.wi.us)  
715-261-6683

## Evaluation Criteria

Weighting of criteria is used by the Board of Commissioners of the Community Development Authority (CDA) as a tool in selecting the best proposal. The CDA may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation of a contract award. Proposals will be evaluated on the accuracy and responsiveness of the developer. Background checks and references will also be considered.

Evaluation of Proposals will be based upon the quality of response, the proposed developers background and proposed investment.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Developer (out of a total of 100):

- *Proposal maximizes value to the Community Development Authority. (40 Points)*
- *Proposal use is appropriate for the surrounding area and is a use that reinvigorates the parcel and neighborhood. (30 Points)*
- *Proposer has the financial backing and plan to undergo a quality renovation. (30 Points)*

The response that is deemed to be the most advantageous for the CDA and region shall be termed the best project. Consideration will be given to cost, level of investment, functionality, and other factors. A selection committee may be composed of members from the community, Common Council, Community Development, Community Development Authority, Finance, Planning and Public Works Departments.

To be selected, a proposer must be able to comply with the general requirements outlined in this document and with any other applicable laws and requirements.

Proposals shall meet the following criteria:

1. Proposals shall be prepared on standard 8 1/2" X 11" letter-size paper;
2. Ten (10) copies of each proposal;
3. Email digital copy of proposal to [christian.schock@ci.wausau.wi.us](mailto:christian.schock@ci.wausau.wi.us)

The CDA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential developer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one right to develop.
- Negotiate the nature and scope of the project before final Board and Council approval of a term sheet.

Developer's proposal in response to this RFP may be incorporated into the final Development Agreement between the City of Wausau and the Developer and the selected vendor(s) of the Developer.

Send proposals by 4:30 p.m. on March 17, 2017 to the attention of:

Christian Schock, Interim Executive Director- Community Development Authority  
540 East Thomas Street  
Wausau, WI 54403  
Phone: 715-261-6683  
[christian.schock@ci.wausau.wi.us](mailto:christian.schock@ci.wausau.wi.us)

# **Occupancy Overview**

**February 9, 2017**

## **Riverview Towers (149)**

- 2 vacancies
- 98% Occupancy

## **Riverview Terrace (36)**

- 100% Occupancy

## **Scattered Sites (46)**

- 2 vacancies
- 96% Occupancy
- 1 move-in scheduled on 2/24/17



## PRESS RELEASE

For Immediate Release  
Date: January 31, 2017

Contact Information: Mayor Robert B. Mielke 715-261-6800

### DIRECTOR OF PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT ANNOUNCED

I am pleased to appoint Christian Schock as the Director of the Planning, Community and Economic Development Department removing the interim status of the role which he has been in since June 20, 2016.

Christian has served the City exceptionally over the past nearly 2 years as Economic Development Manager and Interim Director of the department, during this time we advanced many landmark projects: including the East Riverfront/Riverlife Redevelopment, Live It Up Wausau economic development homesteading program, repositioning of the former Sears and Wausau Center, the largest expansion of the Wausau Business Campus in decades and the retention of jobs at Liberty Mutual, which will be the most valuable single building ever constructed in our history. Christian has been focused on tackling challenging redevelopment projects, growing local jobs, and improving the City's infrastructure and marketability for long term growth. Already 2017 is looking to be another outstanding year for the City's development efforts.

Christian brings over 18 years of professional experience in at least 9 States and is especially well suited to lead a department with a diverse mission in housing, community planning and economic development. As both a trained planner and economist, Christian has served professionally in every facet of the department's oversight: housing (City of Los Angeles Housing Department), environmental regulation/ redevelopment (Commonwealth of Massachusetts, Department of Environmental Protection), economic development (US FEMA), and as an executive director of a regional planning commission (Clinton County Regional Planning Commission in Ohio). He holds bachelor and master degrees in urban planning from the University of Cincinnati where he served as the University's Student Body President and a master degree in development economics from the London School of Economics in the UK.

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