



## Community Development Authority

January 21, 2016  
6:00 p.m.

### AGENDA

1. Call to order
2. Election of a Chair/Vice Chair
3. Minute Approval
  - November 11, 2015 - [CDA Minutes 11-11-2015](#)
4. Public Hearings:
5. Update from Mayor St. Marie-Carls
6. Discussion and Action Items:
  - Update on Wixon Offer to Purchase - [CDA Update 1-15-2016](#)
  - Listing of additional or different property in TIF #5
  - Change Order #1 for demo contract at 4235 South Nicholson Avenue [Est\\_150355\\_from\\_Adavnced\\_Asbestos\\_Removal\\_Inc\\_4152](#)
  - 1572 East Bolivar Avenue - [Sloan Letter](#)
7. Adjourn to Closed Session: Roll Call Vote Required –
  - pursuant to Wis. Stat. sec. 19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Upon conclusion of the closed session, the Community Development Authority will reconvene in Open Session prior to taking any action regarding those matters that were discussed in Closed Session. Item for discussion: Bear Development Agreemer and St. Francis Animal Hospital offer to purchase
8. Adjourn

### PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300. The meeting room is wheelchair accessible from entrances.

**NOTE:** There is a potential that a quorum of the Common Council may be present.

**MINUTES OF THE COMMUNITY DEVELOPMENT AUTHORITY MEETING HELD  
NOVEMBER 11, 2015**

Present: Christopher Stawski, PJ Early, Bob Pleva, Ralph Voltner, Alderwoman Bostedt, Jim Fleming

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Alderman Klug, Mayor St. Marie-Carls, Chief Lockwood, City Engineer Dejewski and interested citizens

Excused: Alderman Wattawa

Chairman Stawski called the meeting to order at 6:04 p.m.

Moved by Alderwoman Bostedt, seconded by Bob Pleva to place on file the minutes of the Community Development Authority meeting held September 22, 2015. Motion carried.

Discussion and Action Items:

*Demo Contract from EndPoint Solutions for 4235 South Nicholson Avenue*

City Administrator Rhode is looking to move forward with the demolition of the old City Hall building. He felt that EndPoint is the right choice for the project.

Moved by Bob Pleva, seconded by Jim Fleming to approve the contract with EndPoint Solutions for the demolition of 4235 South Nicholson Avenue. Motion carried with Ralph Voltner opposed.

*RFP – Former City Hall*

City Administrator Rhode stated that this goes hand in hand with the demolition contract. The RFP is for multi-family redevelopment. He also stated that rezoning is also in process.

Moved by Alderwoman Bostedt, seconded by Jim Fleming to approve and release the RFP for the former City Hall property. Motion carried with Ralph Voltner opposed.

*Echo Square Development*

City Administrator Rhode stated that the concept would be senior housing (low income) with single family housing in front of the senior project. There would be approximately 7-9 single family homes. They are looking to see if the City has any interest in this type of project. They would also pay a PILOT for the senior housing and the single family properties would be fully taxable. City Administrator Rhode asked the CDA members what they thought of the concept. Most felt it was a good concept, with Bob Pleva stating that the low income portion will increase city services (police and fire). The developer is not seeking anything from the City as the project would use federal funding. Alderwoman Bostedt thought the development would help spur further development on KK and Howard.

Moved by Ralph Voltner, seconded by Alderwoman Bostedt to have the City continue to explore the Echo Square project. Motion carried with Bob Pleva and Jim Fleming opposed.

*TIF #3 and #5 Budgets*

City Administrator Rhode is looking for feedback as to what items the CDA would like to see in the budgets. Suggestions were include the projects listed in the TID Project Plan and that the incentives that were given should also be included. The CDA members would just like to see more detail and information in the budgets.

*Financial Incentive Agreement for Bear Development*

The agreement is broken into two different agreements – the CDA has the financial piece and the Planning Commission deals with the Planned Unit Development. Both pieces will go to the Common Council. There will also be amendments after the developer sees the draft agreement. The agreement mirrors the term sheet that was presented to Bear.

*Award Letter from WEDC*

Thank you to Todd Willis for getting the Site Assessment Grant for the D-F property. The grant was in the amount of \$16,250. City Administrator Rhode stated that the property is not moving as quickly as the City would like but the good thing is the grant money will be helpful for cleanup of the property.

Moved by Alderwoman Bostedt, seconded by Bob Pleva to place on file with reference in the minutes the correspondence from WEDC regarding the Site Assessment Grant and to accept the grant in the amount of \$16,250. Motion carried.

*Mayor's Update*

Mayor St. Marie-Carls said that there was a good turnout for the Open House regarding the Comprehensive Plan. She also met with WEDA regarding the Transform Milwaukee Program and how St. Francis could benefit from it as well as the tax credit program. She was informed by County Supervisor Jursic that Bus Route #51 has been approved and it will service the area around the triangle as well as the FBI building.

Moved by Ralph Voltner, seconded by PJ Early to adjourn. Motion carried.

Time: 6:43 p.m.



# MEMO

**To:** CDA Committee  
**From:** City Administrator, Tim Rhode  
**Date:** 1-15-2016  
**Re:** Agenda Items/ Update

**Listing of Property for CDA**

The Dickman Group has had our property listed on KK and Howard coming up on one year. Checking in with the committee looking for some direction on both the KK and Howard property, and other vacant land in the City.

Last year around this time the CDA discussed listing the KK and Howard site as it had the most potential with the least impact on other property for sale in the City.

Staff is looking for some direction from the CDA. Do we want to keep it listed, changing brokers, changing sites or all the above. The City does have other land in the area, as well as the new property that is available in the Industrial park of new Nevada which is owned by the County. A concept discussed several months ago with County Staff would be co-market the new land in the industrial park now that the road is complete.

**Change Order # 1**

While working on the asbestos abatement at old City Hall the contractor came across additional floor tile mastic which tested positive and will need to be removed.

Additionally, they discovered a run of duct work which tested positive as well. The contractor is requesting change order # 1 for these items to complete the removal of all items which tested positive for asbestos.

### **TIF Budgets**

Staff continues to work on TIF Budgets for both TIF # 5 and TIF # 4. We have reached out to more municipal entities in search for a cleaner user friendly TIF Budget. Our last attempt became more complicated than anticipated.

### **Layton Entrance Sign**

Graef will be attending our next CDA meeting to get ready for bidding out the welcome sign at Layton and Brust. It will also be an opportunity to discuss the other sign options and location which the committee has discussed over the last year.

1063 County Rd. FF  
 Oshkosh, WI. 54904  
 Phone: 920-589-5077  
 Fax: 920-589-2907  
 advasbestos@gmail.com



# Proposal

Date	Estimate #
1/13/2016	150355

Customer	
Cream City Wrecking & Dismantling, LLC. N91W13906 Warren St Menomonee Falls, WI 53051	
Office #	262-251-5100
Fax #	262-251-5104

Work Location	
4235 South Nicholson Ave. St. Francis, WI 53235	
Contact	
Alt Phone	

Description	Total
Change order 1 Additional.	7,525.00
Remove additional asbestos materials.	
1. Duct insulation in mechanical room approx. 200 SF and approx. 50 SF in garage.	\$3,700.00
2. 70 additional pipe fittings estimated at this time. \$20.00 each.	\$1,400.00
3. 543 SF double/triple layer flooring and ceramic tile over asbestos black mastic. Located in four rooms.	\$1,625.00
4. Cut out walls to expose asbestos floor tile and asbestos black mastic. These walls were built over flooring during a renovation.	\$ 800.00

<b>Total</b>	<b>\$7,525.00</b>
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Respectfully Submitted by: *Ralph Zempel*  
 Ralph Zempel, President

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete the work as specified. Payment will be made as outlined below. Additionally, we reserve the right to withdraw this proposal if not accepted within 30 days.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Included in the proposal is the following:

- 1) Labor, materials, and disposal costs. Unless otherwise noted.
- 2) Liability, workers compensation, pollution insurance (\$1,000,000.00 coverage). Certificate of insurance upon request.
- 3) Notification to DHS/DNR prior to start of project per proposal.
- 4) All documentation including disposal manifest will be provided when project is completed.
- 5) Compliance of work performed will comply with all OSHA, DNR, EPA, DOT, and State of Wisconsin regulations governing the removal of asbestos materials.
- 6) Certified Asbestos Company #170720. All employees performing asbestos related activities are certified by Wisconsin Dept. of Health Services.
- 7) Terms: Net 30 days upon substantial completion. 1.5% finance charge per month will be assessed on all overdue invoices. Lien waiver upon request.

Members of the CDA,

My name is Mark Sloan from King Ventures, L.L.C. located at 1572 E. Bolivar Ave. in the City of St. Francis. Over the past couple of years I have made every effort in order to help accommodate the City's plans in developing areas of the industrial park. I have also maintained a good standing with the City on the loan for my new building by keeping up with my payments and making them on time.

As part of the move into my new building, there were greater than anticipated costs with preparing my building for the move. This in turn left my building empty for most of the 2015 year. I am happy to report that now my building is rented out to full capacity, and things are on the right track for 2016.

When I received my tax bill for last year, there was a considerable increase from what I had been accustomed to in my old building. So I am asking for the ability to forego my loan payments and interest for 6 months in order to pay off my tax bill. Any consideration you could give me on this would be greatly appreciated.

Thank you for your time.

Sincerely,

Mark Sloan

A handwritten signature in blue ink, appearing to be 'Mark Sloan', written in a cursive style.