



CITY OF MERRILL
REDEVELOPMENT AUTHORITY
AGENDA • TUESDAY MARCH 6, 2018

Regular Meeting

City Hall Council Chambers

8:00 AM

- I. Call to Order
- II. Minutes of previous meeting(s):
 1. Consider approval of RDA meeting minutes from January 2nd, 2018
- III. Public Comment
- IV. Agenda items for consideration:
 1. Consider bid for sale of former dry cleaner site (806 N. Center Ave - TID No. 7)
 2. Status update on various redevelopment projects
- V. Update on potential State of Wisconsin program applications:
 1. Certified Sites Program - WEDC (Wisconsin Economic Development Corporation) - Industrial Parks
 2. Community Development Block Grant (CDBG) Public Facilities - Wisconsin Department of Administration
- VI. Next RDA meeting
- VII. The RDA may convene in closed session per Wis. Stats. Sec. 19.85 (1)(e) - 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 to consider:
 1. Consider approval of Closed Session RDA meeting minutes from January 2nd, 2018
 2. Consider authorization of potential acquisition of properties to facilitate new development (within or adjacent to City of Merrill Tax Incremental Districts (TIDs)
 3. Consider TID development incentives, including potential sale of Lot 3 (2700 Block of E. Main St. between Pearl St. and Gem St) for proposed new development (TID No. 3)
 4. Update on residential development proposal for former Anson-Gilkey site (TID No. 9)
- VIII. The RDA may reconvene in open session to take action on above closed session items
- IX. Adjournment

City of Merrill
Meeting of Redevelopment Authority (RDA)

Tuesday, January 2nd, 2018 at 8:00 a.m.
City Hall Common Council Chambers

RDA Present: Bill Bialecki, Ryan Schwartzman, Clyde Nelson, Tony Kusserow, Sheila Polak, Tim Haight, and Jill Laufenberg

Others: City Clerk Bill Heideman, City Administrator Dave Johnson, City Attorney Tom Hayden, Finance Director Kathy Unertl, Public Works Director/City Engineer Rod Akey, City Building Inspector Darin Pagel, and Ken Maule from Lincoln County Economic Development Corp. (LCEDC)

Call to Order: Bialecki called the meeting to order at 8:00 a.m.

Consider approval of RDA meeting minutes from December 5th:

Motion (Schwartzman/Nelson) to approve the meeting minutes from December 5th. Carried.

Public Comment: None.

Update on various redevelopment projects:

TID No. 3: One Way Park City LLC now owns Lot 2 for their future vehicle body shop and related vehicle retail business. Their contractor cleared former trees to prepare the site for development.

Transfer of ownership of Lot 1 to TSI State Property LLC for Nelson's Power House development should be completed shortly.

City staff will be presenting new proposed development for Lot 3 between Pearl St. and Gem St. in Closed Session. The availability of a vacant site was key criteria for the developer.

TID No. 4: North Pine Ridge Ave. right-of-way (ROW) has been preliminarily identified by Public Works Director/City Engineer Rod Akey.

TID No. 8: Demolition started on the former bank "bubble" building (401-403 West Main St.) before equipment breakdown. City will be purchasing the property after site cleared and dirt/seeding occurs. Finance Director advised that likely April/May purchase.

Board of Public Works recommended improvements of Alexander St. and about 1,300 linear feet of Heldt St. for the Premier Companies manufacturing expansion. TID development resolution and background information will be considered at the 1/9/2018 Merrill Common Council meeting.

MAHA – Stonebridge Apartment: MAHA Executive Director Paul Russell requested that the RDA Commissioners be kept informed on construction status.

Next RDA meeting: Tuesday, February 6th, 2018 at 8:00 a.m.

Laufenberg arrived at 8:10 a.m.

Bialecki read the following notice:

The RDA may convene in closed session per Wis. Stats. Sec. 19.85(1)(e) – 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 to consider:

- a. Consider approval of Closed Session RDA meeting minutes from December 5th, 2017
- b. Consider TID development incentives, including potential sale of Lot 3 (2700 Block of E. Main St. between Pearl St. and Gem St.) for proposed new development (TID No. 3)
- c. Update and discussion on Rock Ridge Apartments Phase II timeframes (TID No. 11)
- d. Update on and discussion on residential development proposal for former Anson-Gilkey site (TID No. 9)
- e. Discuss potential purchases of properties for North Pine Ridge Ave. extension right-of-way and for future development sites (TID No. 3 and TID No. 4)

Motion (Schwartzman/Haight) to move to closed session. Motion carried on 7-0 on roll call vote at 8:11 a.m.

Motion (Schwartzman/Laufenberg) to approve the closed session meeting minutes from December 5th, 2017. Carried.

City staff updated RDA Commissioners on proposed Lot 3 development in TID No. 3 (i.e. between Pearl St. and Gem St.). Formal development resolution and overview is anticipated for consideration at February or March RDA meeting.

The City of Merrill will be proceeding with the sale of the Phase II site in TID No. 11 to Premier Real Estate in 2018. Future apartment rental demand will determine whether the Phase II construction of Rock Ridge Apartments (i.e. three additional 12 unit buildings) are completed in 2019 or more likely in 2020.

One Request for Proposal (RFP) response was received from a building contractor for the former Anson-Gilkey property in TID No. 9. The developer and his engineer are continuing in their planning and seeking financing.

Public Works Director/City Engineer Rod Akey provided overview of plans for 100' right-of-way for extension of North Pine Ridge Ave. from Thielman St. to Lincoln County Highway G. in TID No. 4. Several properties in the area were discussed for potential acquisition to facilitate new development or redevelopment. City staff will continue with research and negotiation.

Adjournment: Motion (Schwartzman/Laufenberg) to adjourn at 8:57 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

4

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Redevelopment Authority (RDA)

Date of Meeting: Tuesday – March 6th, 2018

Request by: Finance Director/RDA Secretary Kathy Unertl

Describe below the item(s) you wish to have put on the agenda:
(please attach any pertinent information):

Consider bid for sale of former dry cleaner site (806 N. Center Ave. – TID No. 7)

Bids were solicited for various properties that the City of Merrill has acquired after Lincoln County delinquent tax foreclosures. Most have had “blighted” structures demolished by the City of Merrill under raze orders.

Ownership title to the property at the corner of N. Center Ave. and E. 9th St. is under the Merrill Redevelopment Authority due to the environmental evaluation and remediation requirements.

So, looking for RDA Commissioner consideration of sale of this now-vacant parcel to the adjacent vehicle-repair business.

Signed: *Kathy Unertl*

Date: 2/26/2018

Attachment: Bid - 806 N. Center Ave. (3129 : Bid - former dry cleaner site - 806 N. Center Ave)

Vacant Property Sale Bid Tally 2/21/18

802 Lake St

Alan Pophal	\$7,100
Eric Vilhauer	\$6,276
Martin Pinter	\$6,100
Delores Heiser	\$5,000
Hunter Diels	\$3,003
Irvin Fick	\$2,500

1008 E. 7th St.

Mary Ball	\$6,510
Bill Heideman	\$3,501
Eric Vilhauer	\$1,580
Martin Pinter	\$1,500
MHA	\$500

1005 Grand Ave.

Jeremy Szulczewski	\$653
Eric Vilhauer	\$576

416 Grand Ave.

Eric Vilhauer	\$126
Sick & Social Club	\$100

509 E. 2nd St.

Eric Ott	\$202
Eric Vilhauer	\$136
Paul Hohman	\$1

108 Hendricks St.

Eric Vilhauer	\$136
Paul Hohman	\$1

819 State St.

Eric Vilhauer	\$172
---------------	-------

807 Chippewa

Leslie Happ	\$1,500
-------------	---------

806 N. Center

Diel's Muffler	\$1,503
----------------	---------

310 Blaine St.

Eric Hansen	\$1,001
-------------	---------

818 E. 1st St.

Joe Hoffman	\$300
-------------	-------

Lincoln County Public Access Land Records Viewer



Attachment: Bid - 806 N. Center Ave. (3129 : Bid - former dry cleaner site - 806 N. Center Ave)

Author: Public
Date Printed: 2/26/2018



The information depicted on this map is a compilation of public record information including aerial photography and other base maps. No warranty is made, express or implied, as to the accuracy of the information used. The data layers are a representation of current data to the best of our knowledge and may contain errors. It is not a legally recorded map and cannot be substituted for field-verified information. Map may be reproduced with permission of the Lincoln County Land Services Department. Errors should be reported to Land Services Department, 801 North Sales St, Merrill, WI, 54452. Copyright © 2015 Phone (715) 539-1049.

City of Merrill – Tax Increment District (TID) Updates

2/26/2018

TID No. 3 (East Side):

E. 6th Street – between Sales St. and Memorial Dr. - Tree removal underway by Street Department to facilitate street reconstruction (i.e. curb, gutter, and new paving).

Highway 64 frontage - formerly part of Whispering Pines mobile home community:

Waiting for spring construction session: **Lot 1** – TSI State Property LLC for Nelson’s Power House and **Lot 2** – One Way Park City LLC for vehicle body shop and related vehicle accessory sales.

Lot 3 – There is interest from several commercial developers.

TID No. 4 (Thielman St./N. Pine Ridge Ave.):

City Public Works Director/City Engineer working on acquisition of road right-of-way for future North Pine Ridge Ave. extension.

Lincoln County Economic Development Director Ken Maule and City staff reviewing potential State of Wisconsin grant and/or certification programs that could assist with future Industrial/Business Park development and extension of North Pine Ridge Ave.

TID No. 8 (West Side):

Demolition of former bank “bubble” building (401-403 W. Main St.) completed. City of Merrill acquisition of the vacant site anticipated during March 2018.



69

BUSINESS DEVELOPMENT

ENTREPRENEURS

EXPORT

COMMUNITY

INDUSTRY DEVELOPMENT

MARKETING

INSIDE WEDC



Certified Sites

PROGRAM GOAL:

The goal of the Certified Sites Program is to enable and promote shovel-ready development sites in the state of Wisconsin.

This program primarily supports the following WEDC Strategic Pillar and Focus Area:

Business Development: Business and Investment Attraction

PROGRAM DESCRIPTION:

WEDC has created, in partnership with Deloitte Consulting (Site Selector Consultant) and community partners, a program that provides consistent standards for industrial site certification in Wisconsin. Certification means that the key approvals, documentations and



SUBMIT

A

CERTIFIED SITE APPLICATION



AVAILABLE CERTIFIED SITES



MORE INFORMATION

Learn more about



Attachment: WEDC - Certified Sites (3135 : Certified Sites Program - WEDC)

assessments most commonly required for industrial uses will already be in place to assist with an expedited development timeline.

ELIGIBILITY REQUIREMENTS:

Wisconsin communities, organizations or individuals with a site that has a minimum of 20 contiguous, developable acres.

INCENTIVES AND AVAILABLE FUNDING (FY 18): NOT APPLICABLE

Certified Sites is primarily a technical assistance program. Aid is provided through discounted costs to the communities, as well as provision of technical assistance in the form of site review and analysis, outreach and training, strategy development, site search assistance and marketing through the InWisconsin website and "Locate In Wisconsin" tool.

ACTIVITIES AND EXPECTED OUTCOMES:

Assist in three new Certified In Wisconsin sites and promote existing 17 sites.

PERFORMANCE REPORTING:

Program performance is measured by a count of the number of sites that are certified through the program in a given year of the program. Site search assistance provided to existing sites will also be documented.

APPLICATION AND AWARDS PROCESS:

Municipalities, economic development agencies, and private land owners/developers can be site representatives and apply to the program during the established program application period. Site representatives must send an email to the project lead

the benefits of using a Certified In Wisconsin site.



MAP

Download a printable map of sites Certified In Wisconsin.



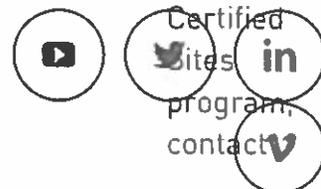
SITE SUBMISSION

Interested in submitting a site? Learn more about the certification process.



CONTACT

For more information on the Certified Sites program, contact



Attachment: WEDC - Certified Sites (3135 : Certified Sites Program - WEDC)

requesting an application. The email must contain the representative's contact information and the community where the site is located and/or the site name. The project lead will respond with information on how to apply. Once an application is received, it goes through the following steps. More information on each step can be provided by the program manager.

Coleman
Peiffer,
608.210.6714.

1. Desktop Review
2. Field Visit
3. Gap Mitigation
4. Announcement and Marketing

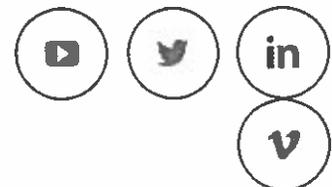
For more information on application review, internal process and award distribution, please refer to WEDC's award administration policies and procedures.



CONTACT US TODAY

-  201 West Washington Avenue Madison, WI 53703
-  608.210.6700

© 2018 Wisconsin Economic Development Corporation | Privacy Policy | Terms of Use



Attachment: WEDC - Certified Sites (3135 : Certified Sites Program - WEDC)

6b

of Wisconsin
/home.aspx)
artment of Administration
/home.aspx)

Community Development Block Grant - Public Facilities (CDBG-PF) Program

These funds help support infrastructure and facility projects for communities. Examples of eligible projects include improvements, repairs, or expansions of streets, drainage systems, water and sewer systems, sidewalks, and community centers. Grants are limited to projects that, if implemented, meet a CDBG National Objective.

- *How to Apply:* CDBG-PF funds are awarded through an annual **competitive** process. Application materials and submission instructions should be carefully reviewed prior to applying for CDBG-PF funds.
- *Review Process:* For each Grant Application received on or before the Application Submission Deadline, DOA reviews, scores, & ranks the Applications based on a pre-approved list of scoring criteria. Successful Applications must meet a CDBG National Objective (in accordance with HUD program regulations). Applications that earn enough points in the review process will be awarded State CDBG-PF funds.
- *Award Process:* Communities with successful applications (that have met the threshold requirements for funding) are announced and each community receives an award letter which documents the next steps required to accept & execute a Grant Agreement (i.e. contract) with the State of Wisconsin.
- *Next Steps & Requirements:* Community grant administrators will be required to attend implementation training (</Pages/LocalGovtsGrants/TrainingAndTechnicalAssistance.aspx>).

CDBG - Public Facilities (CDBG-PF) Application Materials

- CDBG-PF 2018  [Application Instructions \(/DECHR/CDBG-PF%202018 Application%20Instructions v2018-01-19.pdf\)](/DECHR/CDBG-PF%202018%20Application%20Instructions%20v2018-01-19.pdf)
- CDBG-PF 2018  [Application \(/DECHR/CDBG-PF%202018 Application v2018-01-19.docx\)](/DECHR/CDBG-PF%202018%20Application%20v2018-01-19.docx)
- CDBG-PF 2018 Application Attachments
-  [Sample Adopting Resolution of the Citizen Participation Plan \(/DECHR/Sample Adopting Resolution CPP.docx\)](/DECHR/Sample%20Adopting%20Resolution%20CPP.docx)
-  [Sample Citizen Participation Plan \(/DECHR/Sample CPP.docx\)](/DECHR/Sample%20Citizen%20Participation%20Plan.docx)
-  [Citizen Participation Public Hearing Notice \(/DECHR/Sample Public Hearing Notice PF.docx\)](/DECHR/Sample%20Public%20Hearing%20Notice%20PF.docx)

- [☞ Citizen Participation Public Hearing Certification \(/DECHR/Citizen_Participation_Certification.docx\)](#)
- [☞ Service Area Demographic Profile Form \(/DECHR/Service_Area_Demographic_Profile%20Form.doc\)](#)
- [☞ Potential Fair Housing Actions \(/DECHR/Potential_Fair_Housing_Actions.doc\)](#)
- [☞ Sample Adopting Resolution of the Fair Housing Ordinance \(/DECHR/Sample_Resolution_Adopting_Fair_Housing_Ordinance.docx\)](#)
- [☞ Sample Fair Housing Ordinance \(/DECHR/Sample_Fair_Housing_Ordinance.docx\)](#)
- [☞ Slum and Blight Certification \(/DECHR/Sample_Slum_Blight_Certification.docx\)](#) (if applicable)
- [☞ Sample Anti-Displacement and Relocation Assistance Plan \(/DECHR/Sample_Relocation_Plan.docx\)](#)
- [☞ Acquisition/Relocation/Demolition Questionnaire \(/DECHR/ARD_Questionnaire.doc\)](#)
- [☞ Authorizing Resolution for Application Submission \(/DECHR/Authorizing_Resolution_App.docx\)](#)
- [☞ Statement of Assurances \(/DECHR/Statement_of_Assurances.doc\)](#)
- [☞ Lobbying Certification \(/DECHR/Lobbying_Certification.docx\)](#)
- [☞ Sample Resolution to Adopting Excessive Use of Force Ordinance \(/DECHR/Sample_Resolution_Use_of_Force.docx\)](#)
- [☞ Sample Water/Sewer Rates Calculation Worksheet \(/DECHR/Sample%20Water-Sewer%20Rates%20Calculation%20Worksheet_1-24-18.docx\)](#)
- [☞ Sample Authorizing Resolution to Commit Match Funds \(/DECHR/Authorizing%20Resolution%20to%20Commit%20Match%20Funds.docx\)](#)

Application Submission

The 2018 CDBG-PF Annual Competitive Grant application submission deadline is Thursday, May 24, 2018. The 2019 CDBG-PF Annual Competitive Grant application submission deadline is to be determined.

Please note:

- Applications submitted by email will not be accepted.
- Applications submitted by/via fax will not be accepted.
- Two paper copies of the complete application (including all required application attachments) must be provided.
- One copy of the submitted application must have a cover page with original signatures. The second application cover page may be a copy.
- It is the responsibility of the applicant to ensure that the Grant Application packet is complete for submission.
- Applications that are incomplete, missing the required attachments, or are non-compliant with the instructions for submission will not be reviewed.
- Applications must be unbound. No staples or spiral binding. Use rubber bands or binder clips to hold the application and its attachments together.
- Attachments must be in the order prescribed and separated using the cover/title/separator pages provided within the application.

- All application materials and attachments (including maps) must be printed on standard 8-1/2 x 11-inch paper.

Additional Reference Materials

- [HUD LMI Estimates \(for local governments\)](https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/)
(<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>)
- [HUD LMI Estimates \(for census block groups\)](https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/)
(<https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/>)
- [Income Survey Guide \(/DECHR/Income%20Survey%20Guide v2018-01-19.docx\)](#)
- [Preliminary Engineering Best Practices \(/DECHR/Preliminary Engineering Reports.pdf\)](#)
(</DECHR/Preliminary Engineering Reports.pdf>)
- [PF/PLNG Application Training Slides](https://doa.wi.gov/Pages/LocalGovtsGrants/TrainingAndTechnicalAssistance.aspx)
(<https://doa.wi.gov/Pages/LocalGovtsGrants/TrainingAndTechnicalAssistance.aspx>)

Contact Us

If you have questions about the status of your CDBG application, please contact the Department of Administration's Division of Energy, Housing and Community Resources (DEHCR) at (608) 266-7531.

General information regarding DEHCR's Bureau of Community Development (BCD), which oversees and manages the CDBG Grants, may be obtained by emailing [CDBG-Community Development \(mailto:DOACDBG@wisconsin.gov\)](mailto:DOACDBG@wisconsin.gov) or by contacting the BCD Director at (608) 261-7538.

Non-electronic mail correspondence (i.e. "snail mail") should be directed to:

Wisconsin Dept. of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
PO Box 7970
Madison, WI 53707-7970

[Contact Us \(/Pages/AboutDOA/ContactUs.aspx\)](#)
[Legal/Acceptable Use \(http://www.wisconsin.gov/Pages/Policies.aspx\)](http://www.wisconsin.gov/Pages/Policies.aspx)

Copyright © State of Wisconsin All Rights Reserved



(<https://twitter.com>)

CDBG-PF 2018 Annual Grant Application Instructions

Applications will be scored and ranked by a panel of reviewers based on the scoring criteria included in the table below. It is anticipated that through this competitive process, funds will be distributed throughout the State. If additional funding becomes available due to a community declining an award or other factors, additional funds may be awarded based on application rankings.

Scoring Categories	Possible Points	Point Criteria Basis
Project Need	100	<p>Severe Need = 61 to 100 points will be awarded to projects needed to alleviate a significant existing problem. A significant existing problem may include vital health and safety problems or other issues that are essential to the community's residents, businesses, or local government.</p> <p>Moderate Need = 31 to 60 points will be awarded to projects needed to alleviate a moderately serious problem.</p> <p>Slight Need = 0 to 30 points will be awarded to projects needed to address a less serious problem.</p>
Community Distress	70	<p>Median Household Income (MHI) - UGLGs will be awarded up to 40 points based on their community's MHI in comparison to the statewide median.</p> <p>Per Capita Property Value - UGLGs will be awarded up to 15 points based on their community's per capita property value in comparison to the statewide median.</p> <p>Property Tax Rate - UGLGs will be awarded up to 15 points based on their community's property tax rate in comparison to the statewide average.</p>
Financial Need	30	<p>If the proposed project is not water and/or sewer related:</p> <ul style="list-style-type: none"> • UGLGs will be awarded up to 30 points based on the percentage of current used General Obligation (G.O.) debt (excluding any G.O. debt used to secure financing for the proposed CDBG project) in relation to the UGLG's current G.O. Debt capacity; <p style="text-align: center;">OR</p> <p>If the proposed project is a water and/or sanitary sewer project:</p> <ul style="list-style-type: none"> • UGLGs will be awarded up to 30 points based on the community's water and/or sewer rates in relation to the statewide average.
Planning	10	<p>Planning – UGLGs will be awarded up to 10 points if they can demonstrate the proposed project is consistent with the goals and objectives included in the community's comprehensive plan, redevelopment plan, Capital Improvements Plan, and/or other long-range plan(s). Factors for scoring include:</p> <ul style="list-style-type: none"> • the level of consistency between the proposed CDBG project's scope and the goals and objectives within the UGLG's plan(s); • the level of specificity of the goals and objectives in the UGLG's plan(s) in relation to the scope of the proposed CDBG project; • whether the UGLG's plan(s) has/have been formally adopted by the local governing body; • whether the UGLG's plan(s) is/are current; and the extent to which supporting documentation is provided to verify the information presented in this section.

CDBG-PF 2018 Annual Grant Application Instructions

Scoring Categories	Possible Points	Point Criteria Basis
Matching Funds	40	<p>Matching Funds – Applicants will be awarded up to 40 points for demonstrating that the matching funds for the proposed CDBG project have been fully secured, committed and are ready to be used (i.e. the project is considered "shovel-ready").</p> <ul style="list-style-type: none"> • Points will be awarded with consideration for the extent to which matching funds are verified (with supporting documentation submitted with the Application) as secured, committed and available for use. • Documentation regarding the status of the Applicant's pursuit of pending and other potential matching funds may be provided for consideration. • 0 points will be awarded if the Applicant does not provide any proof of commitment for matching funds.

Award Notification:

DEHCR anticipates that award announcements will be made **no later than July 27, 2018**. Once final funding decisions have been made, award letters will be sent to UGLGs. Unsuccessful UGLGs will be contacted and notified with a written decision.

Appeals Process for CDBG Grant Applicants Not Funded:

Applicants for CDBG-PF program funds have the right to appeal if the application is denied. A formal Appeals Process is available for UGLGs who feel that a non-funding decision has been made in error. The Appeals Process provides an opportunity for an UGLG to have its application reviewed a second time to ensure no errors were made during the review process.

The Appeals Process:

- The appeal must include the application name and a short summary of the reason why the UGLG is appealing the decision.
- The appeal must be filed with the Bureau Director within thirty (30) days of the date the applicant received written notice of the decision.
- The Bureau Director will review the application and will make a decision whether to reverse the denial.
- If the Bureau Director denies the appeal, the applicant may file an additional appeal with the Secretary's office within thirty (30) days from the date of the Bureau Director's denial letter.
- The Secretary's office will review the application and will make a final determination.

Implementation Training:

The State of Wisconsin is responsible for ensuring that the CDBG-PF program is implemented in compliance with State and Federal regulations and in accordance with program guidelines. UGLGs awarded CDBG funds will be required to participate in CDBG grantee implementation training. Training dates and information will be posted on the Bureau of Community Development website.