



\*\*\* 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.

<b>Meeting:</b>	<b>Economic Development Committee</b>
<b>Date/Time:</b>	<b>Thursday, March 7, 2024, at 5:15 PM</b>
<b>Location:</b>	<b>City Hall (407 Grant Street, Wausau, WI 54403), Council Chambers</b>
<b>ED Members:</b>	Sarah Watson (C), Chad Henke (VC), Lisa Rasmussen, Tom Kilian, and Carol Lukens

#### AGENDA ITEMS FOR CONSIDERATION

(All items listed may be acted upon)

- 1 Approval of Minutes from February 6, 2024 Meeting
- 2 Presentation from Wausau Community Development Authority (WCDA) (Juli Birkenmeier)
- 3 Discussion and Possible Action on Property Disposition Program for Redevelopment Purposes (Brodek, Stratz)
- 4 Discussion and Possible Action on RFP for Single Family Infill Housing (Brodek, Stratz)
- 5 Update on Community Listening Sessions (Brodek)
- 6 Discussion and Possible Action on Third Amendment to Briq's Riverfront Lease (Brodek)
- 7 Discussion and Possible Action on Pre-RFP Checklist (Brodek, Fifrick)
- 8 Discussion on Economic Development Committee Meetings scheduled for April (4/2) (Brodek)
- 9 Discussion and Possible Action on the Sale of 102 Short Street through the Property Disposition Program (Stratz)
- 10 Adjourn

It is likely that members of, and a quorum of the Council and/or members of other committees of the Common Council of the City of Wausau will be in attendance at the above-mentioned meeting to gather information. **No action will be taken by any such groups.**

Members of the public who do not wish to attend in person may view the meeting live or after the fact on the City of Wausau's YouTube Channel: <https://tinyurl.com/WausauCityCouncil> or live on Cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may email the City Clerk: [Kaitlyn.Bernarde@ci.wausau.wi.us](mailto:Kaitlyn.Bernarde@ci.wausau.wi.us) or the Development Director: [Liz.Brodek@ci.wausau.wi.us](mailto:Liz.Brodek@ci.wausau.wi.us) with "EDC Public Comment" in the subject line by the start of the meeting. All public comments received, either by email or in person, will be limited to items on the agenda only. Messages related to agenda items received prior to the start of the meeting will be provided to the Committee Chair.

**This Notice was Posted at City Hall and Emailed to Local Media Outlets on 3/5/2024 @ 1:15 PM**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations to participate in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6622 or email [ADAServices@ci.wausau.wi.us](mailto:ADAServices@ci.wausau.wi.us) to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event, the City of Wausau will make a good faith effort to accommodate your request.

# MINUTES

## Economic Development Committee Meeting

**Date / Time:** Tuesday, February 6, 2024, at 5:15 P.M. | **Meeting called to order by** Watson at 5:15 P.M.

### In Attendance

**Members Present:** Sarah Watson (C), Tom Kilian, Lisa Rasmussen, Carol Lukens, Chad Henke

**Others Present:** Mayor Rosenberg, Liz Brodek, Randy Fifrick, Tammy Stratz, Atty. Anne Jacobson, Blake Opal-Wahoske (River District), Nick Patterson (T-Wall), Atty. Matt Rowe, Bruce Bohlken, Tom Neal, Alder Gary Gisselman, Alder Doug Diny, Shannon Graff

*In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner.*

### Agenda Item 1 – Approval of Minutes from December 5, 2023, meeting

*Henke motioned to adjourn, seconded by Lukens. **Motion passes unanimously 5-0***

### Agenda Item 2 – Presentation from Wausau River District (Blake Opal-Wahoske)

Blake Opal-Wahoske, Executive Director of Wausau River District presented to the committee about Wausau River District, who they are, what their purpose is and what area they serve.

*To see the full presentation, please visit <https://www.youtube.com/watch?v=PQjQBzCwJAq> from minute 2:20 through 21:10.*

### Agenda Item 3 – Presentation from Community Development Staff on National Community Development Association Audrey Nelson Award (Stratz)

Stratz showcased the Audrey Nelson Award that the City of Wausau won through the National Community Development Association for its role in the acquisition of the Community Partners Campus. Stratz explained that Audrey Nelson was the first Deputy Executive Secretary of NCDCA. In 1987, NCDCA established the Audrey Nelson award to honor communities, who exemplified the same dedication to addressing the needs of family, homes and neighborhoods just as Audrey did. Audrey was a young woman who grew up in an inner-city Chicago neighborhood which was a target area for the local Model Cities Program which is what CDBG is today. Stratz explained that Ms. Nelson was deeply committed to her neighborhood, local program efforts and had an incredible drive to serve low-moderate income people. Her list of achievements was cut short due to her untimely death from cancer at age 29. Stratz noted this was the 2<sup>nd</sup> year in a row for winning the prestigious award and is very proud to have been chosen among the several other applicants.

*Agenda Item can be seen on the YouTube video from minute 21:40 through 25:54.*

### Agenda Item 4 – Update on Foundry on 3rd, LLC mall site redevelopment (Nick Patterson)

Brodek introduced Nick Patterson from T-Wall. She noted monthly updates are provided to council, but Patterson was able to attend the meeting to provide an in-person update.

Patterson noted their contractor is rebidding the project with several subcontractors so they can get the most competitive pricing with them. He stated the MEP team is still locked in and they're progressing on their specific plans. In the meantime, he mentioned they are looking at many construction pricing indexes and continually tracking them so when construction materials are purchased, they can be purchased at a lower cost. He noted multi-family construction increased by 37% between 2020-2023 but only a 2% in the 12 months which signifies construction is finally stabilizing. Patterson said pricing for sheet rock/drywall pricing has steadied in price since March 2023, steel pricing is down 5% this year, softwood lumber is up 6% this year and ready-mix concrete has seen a 10% increase throughout the year, but November and December showed signs of slowing down. By continually tracking prices and purchasing material when prices are down, help keep the cost down. If they would purchase when prices are high, they're stuck with that price forever. He went on to mention that Interest rates have steadily increased the past couple of years, but the three major indexes used by their lenders, SOFR, Prime and 10-year treasury, have been steady the last couple of months with the 10-year treasury decreasing a ½ percent. He also explained that they've made good progress with their lender the last couple of months as well, noting that last year, lending virtually stopped but they now have a term sheet from a local lender and are working towards a loan commitment. He explained all pieces are on progressing on track to begin construction by May 15<sup>th</sup>.

Kilian commented that the capital stack appears robust and asked Patterson if it will be set to go. Patterson answered that yes, everything is on track to close on the loan shortly before construction start and construction would begin on May 15<sup>th</sup>.

*Agenda Item can be seen on the YouTube video from minute 25:55 through 29:03.*

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**Agenda Item 5 – Discussion and possible action on Addendum to Development Agreement with Foundry on 3rd Ph 1, LLC, including forms of Skywalk and Balcony Easements (Brodek, Nick Patterson, Atty. Jacobson)**

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Brodek noted the Phase 1 included a brief reference to a skyway that would be talked about later with the later being this meeting. Brodek noted the amendment is meant to include both the Skywalk agreement and the balcony easement agreement and details how T-Wall will construct the balcony. She explained the easement for the balcony is a form easement which is why there are blanks in the document and nothing will be filled out until T-Wall closes on the property. She noted both documents are written to take effect after they close on the property.

Rasmussen commented that they want to lay the groundwork to let the project take flight on time so having these items in place ahead of time is beneficial.

*Rasmussen motioned to approve, seconded by Henke. **Motion passed 4-1** with Kilian being the dissenting vote.*

*Agenda Item can be seen on the YouTube video from minute 29:03 through 31:00.*

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**Agenda Item 6 – Discussion and possible action on Consent to Transfer, Waiver of Right of First Refusal, Termination of Recorded Deed Restrictions and Recording Set of Revised Deed Restrictions for 6235 and 6335 Packer Drive (Fifrick, Atty. Jacobson, Atty. Rowe)**

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Fifrick explained several requests have been received regarding the right of first refusal for certain properties, and addressing the requests isn't straightforward. He noted the language in the agreements is quite convoluted and has caused considerable back-and-forth between staff and attorneys involved.

Fifrick recommended to waive the right of first refusal for properties noted and move forward. He explained that to continuously revise agreements furthers us from the standard deed restrictions, and each property seems to require its own set of unique restrictions which is unfavorable because revisions consume a lot of staff time and resources of other parties involved.

Jacobson noted a correction to the purchase price to \$5.7 million, not \$6.7 million. She explained the discrepancy doesn't change the recommendation.

Rasmussen commented it's the city's long-term goal to establish a standardized set of deed restrictions; however, the unique circumstances surrounding existing properties, such as the one dating back to the late 1960s, present challenges in adopting a one-size-fits-all approach. She said while standardization is desirable, flexibility is crucial when dealing with properties that have been in use for decades.

*Rasmussen recommended waving the right of first refusal and proceeding with the deed restrictions tailored to this specific circumstance, given the complexities involved. Seconded by Alder Lukens.*

Atty. Rowe commented that he recognizes the desire to adopt standard deed restrictions, but it can present difficulties. He noted it would be different if the business park was just being developed but there are existing businesses dating back decades, like the subject property. He noted that he presented the proposed modernized deed restrictions to the party, and they discovered an issue because they said trucks couldn't be parked but they are a truck dealership, illustrating complexities of standardized deed restrictions for properties already in use. He recommended waiving the right of first refusal and said he thinks the revised deed restrictions could work and modernize it so there aren't two sets of restrictions that date back decades.

Atty. Jacobson requested to clarify Rasmussen's motion and asked if her motion was solely to approve the right of first refusal or did her motion include termination of the old restrictions.

Rasmussen responded her intention was to waive the right of first refusal but if the deed restrictions are ready to go, she was amendable to approving both. She noted consistency with standard deed restrictions is important, ensuring practicality concerning existing land use is equally important.

*Rasmussen clarified her motion as waiving the first right of refusal today and include a directive to have staff review the deed restriction to ensure land use is accommodated without rewriting the entire document. Lukens agreed to this clarification.*

**Motion passes unanimously 5-0**

*Agenda Item can be seen on the YouTube video from minute 31:01 through 43:10.*

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**Agenda Item 7 – Discussion and possible action on Economic Development Committee duties and responsibilities (Atty. Jacobson)**

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Watson initiated the conversation by noting the agenda item stemmed from ongoing discussions about committee roles, responsibilities, reporting structures, and procedural routing. There had been discussions within various committees regarding

these topics, prompting the need for a broader conversation. Watson referenced information in the packet dating back to the 1960s, which established the committee's directives. She mentioned while there might have been a review in the early 2000s, a comprehensive reassessment had not occurred in quite some time. Considering the upcoming election and the potential for newly elected council members, it was deemed an opportune moment to engage in this discussion.

Rasmussen noted discussion regarding responsibilities conferred upon committee's began in CISM which revealed inconsistencies in how committees interpreted their duties. The discussion unveiled a need for clarity regarding the committee's duties, highlighting discrepancies between committee duties in city code and on the website which led to misunderstandings among committee members, the public, and staff, causing confusion in navigating committee functions. For instance, the Legal Department found policies that assigned responsibilities to the Economic Development Committee, including handling land sales directly. However, these policies were not consistently followed, Rasmussen commented. She emphasized a need for accurate and updated descriptions of committee duties and proposed a holistic review of committee descriptions and duties to ensure clarity and accuracy and reduce overlap where feasible.

Watson asked if committee responsibilities are ordinance. Atty. Jacobson responded that is correct, the mayor in 1966 presented the committee descriptions to the council to adopt them as the duties of the standing committees but Atty. Jacobson does not have any knowledge of any follow-up resolutions that changed any aspects of the committees. She said committee descriptions are not listed in Chapter 216 and there are only various references throughout the entire code. For example, Jacobson said Economic Development Committee was only mentioned twice.

Kilian asked Atty. Jacobson if there was anything in the memo or historical documents that she finds particularly important. Atty. Jacobson responded she felt Rasmussen covered the major points. She continued that she felt there was less problem with the E.D. Committee amongst all the standing committees, but she'd like to review website descriptions and the property disposition program more, possibly codified and taken into the ordinance so the duties are clear and not in a policy adopted by resolution. Kilian then asked where the property element resides based on where things were left 40-50 years ago. Atty. Jacobson noted the current ordinances are going to take precedence over the old report that was adopted by resolution, and she felt is was fairly clear except for clearing up Property Disposition. She noted E.D. has control over business campus properties but what needs to be clearer is the selling of vacant lots, lots for redevelopment purposes, when/where/how/why a property can be listed with a realtor or simply sold to a neighbor. She noted when the ordinance was crafted, it was unknown if a property was acquired for redevelopment purposes or if it was residential or commercial. Atty. Jacobson suggested putting as possible into an ordinance once the who/what/where/when/why is buttoned up. She noted chapter 312 only mentions sale of property and not purchase of city-owned real-estate.

Various suggestions were proposed, including the possibility of convening a Committee of the Whole or an Executive Committee meeting to facilitate discussions and gather input from all stakeholders.

Henke suggested that this task should be assigned to the new council. Watson noted the council has an organizational meeting which would be a great venue for this discussion. Rasmussen disagreed and though it would be better to have the discussions before the new council comes in because there could be members who never served on or understood the function of the committees clarifying it now would remove any questions when new members come in.

Atty. Jacobson commented it was her intention to wrap this up before new council members were introduced and she already has several committees ready to go and will be presenting to each in the coming weeks for each group to discuss if any amendments are needed prior to taking it all to council.

Watson said it would be nice to work the E.D. committee into the ordinance along with the other standing committees. She asked committee members if they wanted to firm up the description of their duties then or bring it back in March. Kilian responded addressing it in March would allow members to be more thoughtful about what they'd like in the description.

Watson tasked committee members with reviewing the website description and the sample ordinance provided by Atty. Jacobson and bring any suggestions/edits back for the next meeting or earlier if needed.

*Agenda Item can be seen on the YouTube video from minute 43:11 through 113:05.*

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### **Agenda Item 8 – Update on Affordable Housing Task Force status and future of Task Force (Stratz, Brodek)**

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Watson said requested this agenda item to inform everyone about the recent developments from our last meeting. We discussed the progress of various projects, and there was enthusiasm about approving the extension of the TID and earmarking funds for proposed projects. We also recognized that some members' terms are ending soon, prompting a revisit of the task force's goals and mission. Initially, there was a misconception that our sole focus was guiding and recommending the use of

ARPA funds for affordable housing projects. However, upon reviewing the resolution, we realized there are broader objectives for us to address.

Rasmussen shared insights from the housing task force meeting she attended earlier, emphasizing that the task force still has significant work to do in addressing the regional shortage of affordable housing. This suggests a need for a more permanent structure beyond a typical task force, akin to other long-term committees or commissions.

Watson asked if it's going to be a more long-term commission or committee would the resolution need to be revisited. Rasmussen responded that a couple of other committees were created by ordinance, and they will continue in perpetuity until there is no longer a purpose for it. Watson suggested language be proposed to create the task force when the E.D. Committee ordinance is created. Rasmussen noted there is a set process for how to establish a subcommittee with some provisions, like with membership, and if the task force continues with subject matter experts and citizens involved it may have to go through a different process to potentially stand it up through ordinance. Atty. Jacobson said she didn't have her master list but made a note to send it to all council members so they can see the origin of all the commissions and committees. She noted some of them were created by boards, some by state statute, some by ordinances and some by resolution. She suggested a specialized task force comprising of citizen members not be put in ordinance because it is expected to be temporary so it's best to have it in a resolution.

Watson suggested revising the task force's name to reflect its broader focus beyond just affordability. Discussion delved into the nuances of what "affordable" truly means and how perceptions of the term can affect its effectiveness in addressing housing needs.

Kilian discussed redefining affordability based on local demographics rather than using a blanket citywide median income measure. The need for a nuanced understanding of affordability and its implications for different segments of the population was emphasized.

Additional comments underscored the importance of defining affordability more clearly to instill hope and address skepticism within the community. The meeting concluded with plans to reconvene in a month to delve deeper into these discussions and potentially act on refining the task force's objectives and structure.

*Agenda Item can be seen on the YouTube video from minute 113:06 through 131:10.*

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### **Agenda Item 9 – Adjourn**

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*Kilian motioned to adjourn, seconded by Lukens. **Approved Unanimously***

Meeting Adjourned at 6:45 PM

### **CITY OF WAUSAU, YouTube MEETING LINKS**

*ALL City of Wausau Meetings can be viewed at:*

- <https://www.youtube.com/@CityofWausauMeetings>

*The ED meeting from 02/06/24 can be viewed at:*

- <https://www.youtube.com/live/PQjQBzCwJAg?si=EOILRsZSCG7dHvY6>

## PROPERTY DISPOSITION PROGRAM for REDEVELOPMENT PURPOSES

### Properties

- Properties that have been identified to purchase for redevelopment purposes (not for a public facility or right of way acquisition) will be taken to the Economic Development Committee for discussion and possible approval to move forward. These parcels will be buildable or suitable for redevelopment/rehabilitation for either residential or commercial purposes, depending on location of the site and the needs of the community. Properties may also have been deemed blighted of which no private individual/company is interested in it.
- During approval process of purchasing new properties for redevelopment purposes, the proposal will be taken to Economic Development committee and the resolution will state that the property is being purchased for redevelopment purposes AND/OR Community Development restricted programs with income limit beneficiaries.
- \* City offers up individual lots to the general public by:
  - listing on website and advertising in paper AND/OR
  - listing with a realtor
- \* Those lots that will not be redeveloped by Community Development staff with restricted funds will follow the below application process. Those that will be redeveloped utilizing Restricted Funds will follow the process as discussed under Property Utilizing Restricted Funds heading.
- \* City will offer larger developable properties through RFP process approved through the Economic Development committee. Such projects will consist of more than a four-unit, non-owner-occupied housing development or other type of commercial or mixed-use development.

### General Notes

- \* Properties will be posted online and/or listed for a 30-day time period before applications will be reviewed and decisions made. After the 30-day time period has expired with no applications, any applications will be reviewed on a first-come, first-serve basis.
- \* Not all properties will be sold to the highest bidder – priority will be given ~~but~~ to the best fit for the area the property is located in – owner occupied proposals will be given a higher priority.
- \* In the case of the adjoining property owner wishing to join the vacant lot to their existing property, the lot can be sold outright if the property was deemed undesirable to redevelop. The property value will be determined by the Assessment Department.

### Individual Application

- \* The prospective buyer must detail what they are planning on doing with the property including whether it will be owner occupied, rental, or otherwise.
- \* Income eligibility requirement may be required based on the source of income the property was acquired with
- \* Establish a timeline for the property closing.
- \* For a residential property, the owner will have 90 days to arrange financing and one year to complete project. For all other redevelopments, staff will work with developer to come up with a reasonable timeframe based on the project.
- \* Completion of project would be defined in the finance agreement and based according to each individual project.
- \* The Economic Development Committee will accept/deny proposals and make recommendations to Common Council for their final approval before sale can occur.

### Financing

- \* The approved applicant will obtain financing on their own. Once the redevelopment project is complete and agreement satisfied, the city may forgive the price of the lot OR if income qualifications are required, a percentage of the lot ~~may~~will be forgiven over a number of years to meet the affordability requirement of restricted funds.
- \* Owner must have a contribution to project (minimum requirements)
  - \* If under 80% County Median Income (CMI) = \$2,500 own funds
  - \* If over income limits = 5% (of total project) own funds
- \* A mortgage will be recorded – typically in second position after first mortgage holder.
- \* If project is geared towards income-eligible clientele, additional financing MAY be available through Community Development IF the project qualifies under restricted funding guidelines. Recommendations to Economic Development Committee will be part of the proposed packet when project is presented to committee.
- \* Appraisals pre- and post-project would be required only in the case of owner redevelopment and city involvement.

### Properties Utilizing Restricted Funds

- Properties that have been purchased and redeveloped with restricted funds must be sold according to applicable restricted guidelines.
- Community Development staff will advertise properties as indicated in the General Notes section. Staff has the authority to negotiate, accept and sell the property to an income qualified household. This sale does not need Council approval since it would highlight a lower income household. These sales are part of annual City audits and federal monitoring documents ensure staff have followed all applicable guidelines.



# **SINGLE FAMILY HOMES**

**for**

## **Infill Lots in Wausau**

The City of Wausau is requesting proposals for the development of single-family homes on certain in-fill lots. Homes to be modular/manufactured homes with a quote for both a three-bedroom, two-bath home and a two-bedroom, one-bath home on each lot.

Current lots include 722 and 727 Jefferson Street and 1019 W Bridge Street. (See attached maps for location.) Additional homes may be added in the future.

In addition to the purchase, moving and installation of the modular/manufactured home, the following will be the responsibility of the general contractor:

**DRIVEWAY/WALKWAYS/SIDEWALK AND STREET REPAIR** – Utilize existing curb cuts for driveway. Excavate 6" deep as well as any additional soft spots. Install clean crushed aggregated base course compacted in place and sloping away from the house and garage. Install new 12-foot asphalt 2" thick driveway from new garage site to road slopped away from house and garage. Provide and install curb approach as directed by City of Wausau Engineering Department. For walkway from front door to sidewalk and from garage service door to rear entry: excavate 6" deep as well as any additional soft spots. Install clean crushed aggregated base course compacted in place. New concrete slab 4 -5" thick, sloping away from the home and garage, built according to all applicable codes and ordinances. Sidewalk repair/replace and street repair according to City of Wausau's Engineering Department's direction – contractor must be bonded and approved by the City to perform the approach, sidewalk repair/replacement and street repair.

**FOUNDATION/BASEMENT** – 9 foot, 8" thick, poured concrete walls, floor w/required footings. Build stairway to/from main level to basement. Floor covering to match that at main level. Build according to all applicable codes and ordinances. Build utility room for mechanicals. Hang drywall but no need to complete.

**PLUMBING (Main Bid)** -- All plumbing will be completed by a State of Wisconsin licensed master plumber. Install water and sewer laterals from street to house as directed by Wausau Water Works and the City of Wausau's Plumbing Inspector. Plumbing for washing machine located in the utility room in the basement. Provide and install utility sink in laundry area. Provide and install sealed sump pump in basement. Snub in plumbing hook-ups for the basement bathroom.

**FURNACE** - Provide and install new 90+ high efficiency, Energy Star, direct vent, natural gas furnace with all proper electrical connections, insulated duct work as needed and installed according to manufacturer's instructions. Provide and install programmable thermostat.



**WATER HEATER** – Provide and install new .65 efficient Energy Star 40-gallon natural gas, direct vented water heater.

**SUMP PUMP/RADON SYSTEM** – Provide and install sealed sump pump and radon mitigation system. Sump pump to be installed according to all codes and ordinances.

**NATURAL GAS** – Provide and install natural gas supply lines – location by Wisconsin Public Service. Interior lines to furnace and water heater.

**ELECTRICAL (Main bid)** – All electrical to be completed by a State of Wisconsin licensed and insured master electrician. Provide and install new 200-amp overhead service, new panel, circuit breakers - location by Wisconsin Public Service. Provide and install properly vented exhaust fans in bathroom and over the stove. All fans will be tested for minimum CFM output. Provide and install separate outlets for washing machine, dryer, dishwasher, and sump pump. Bid to include an allowance for fixtures – owner’s choice. Allowance to include overhead lights for all rooms, exterior lights and motion detection light for garage.

Garage - Provide and install underground 120-volt, 20-amp circuit to garage. Provide and install electrical for garage door opener, two interior lights and two receptacles, and one exterior light for each door opening – overhead door light to be motion detected.

**GARAGE** – Build new 24’ x 24’ garage. Proximity to house to meet codes for each lot. (Can be attached or detached.) Siding, soffit/fascia and roofing to match that of the house. Provide and install standard, white, solid core service door and white overhead door (no windows) with garage door opener. Provide and install two windows – placement to be determined when garage placement is set. Provide and install electrical as indicated above.

**LANDSCAPING** – Provide an allowance for landscaping – including but not limited to yard clean up, topsoil, grass seeding and straw placement to eliminate runoff, and yard bushes/plants. List proposed plantings and allowance.

**GENERAL**

- Contractor to break out the price for the manufactured/modular home versus the additional construction items contractor must complete or subcontract out.
- Contractor to provide proof of insurance complete with workman’s compensation for employees and umbrella coverage of not less \$1,000,000 per occurrence. A certificate of insurance will need to be provided before the project begins.
- Contractor to provide copies of Contractor’s license(s) with the submittal of this proposal.

- All proper permits are required and copies to be furnished to the Community Development Department.
- All dumpster and permits fees to be included in bids.
- All work to be done in good workmanship manner and done according to all manufactures specifications and warranties – all warranties to be passed on to owner at end of construction.
- Property to meet new construction codes and Energy Star standards. Any questions, contact the City's Building Inspections Department for guidance.
- The contractors are responsible for calling for all necessary City inspections as needed throughout the project and to ensure obtaining an Occupancy Permit when the project is complete.
- Allow Community Development's staff and project manager to inspect throughout the construction process for quality of workmanship during construction.
- Each lot will be surveyed and four corners marked prior to construction by City staff.

**Proposals are due to Community Development by 4:00 p.m. on Wednesday, May 25, 2024 in a sealed envelope. Bids will be opened at Board of Public Works on Thursday, May 26, 2024 at 1:30 p.m. Community Development will then evaluate the proposals and make the award on Thursday, June 2, 2024 at 1:30 p.m. Please provide a list of possible sub-contractors, and building suppliers you will use along with a proposed timeline for construction to begin and be completed with your proposal.**

The City reserves the right to reject any or all proposals or to choose the proposal deemed to be in the best interest of the City of Wausau.

THIRD AMENDMENT TO LEASE AGREEMENT BETWEEN THE  
CITY OF WAUSAU AND BRIQ'S SOFT SERVE LLC

This Amendment ("Amendment") to the Lease Agreement between the City of Wausau, a municipal corporation of the State of Wisconsin ("Lessor") and Briq's Soft Serve LLC ("Lessee") is made this 29<sup>th</sup> day of February, 2024.

WHEREAS, the City of Wausau and Briq's Soft Serve LLC entered into a Lease Agreement for the concessions building on the Riverfront on June 26, 2019 ("Agreement"); and

WHEREAS, a First Amendment to the lease was entered into on June 9, 2022; and

WHEREAS, a Second Amendment to the lease was entered into on September 25, 2022; and

WHEREAS, the Agreement terminates on September 25, 2023; and

WHEREAS, the parties wish to make certain amendments to the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth below, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree to amend the Agreement as follows:

1. As to paragraph 2., DURATION OF LEASE. The lease shall be retroactively effective as of September 25, 2023, and shall be renewed for an additional one-year term, terminating on September 25, 2024.
2. As to paragraph 7., HOURS OF OPERATION. Lessee shall be open from May 29 to September 4, weather permitting. Hours of operation shall be Monday through Thursday, from 2:00 p.m. to 9:00 p.m., and Friday through Sunday, from 12:00 p.m. to 9:00 p.m. Should Lessee have an unexpected closure, signage shall be provided.

To the extent not amended above, the remainder of the terms in the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

CITY OF WAUSAU BY:

BRIQ'S SOFT SERVE LLC BY:

\_\_\_\_\_  
Katie Rosenberg, Mayor

\_\_\_\_\_  
Kevin Briquetlet Miller, Member

\_\_\_\_\_  
Kaitlyn A. Bernarde, Clerk

\_\_\_\_\_  
Holly Briquetlet Miller, Member

# Pre-RFP Checklist

## Parks

Need for parks or infrastructure in project area?

Upgrade to existing infrastructure?

Any conflicts that would influence proposal?

## Finance

Located in TID

Funding available

Target valuation for project

Any loans/liens or grant requirements placed on project area or funding source?

Parking

## Legal

Verify title

Any existing agreements, liens, restrictions?

## Police & Fire

Any public safety issues currently in project area?

Does proposed concept create any response/safety issues?

## Planning & Zoning

Restrictions due to current zoning

All plans and recommendations this project area will involve.

Bike/Ped and Transit current or future needs.

Natural features

# Public Works

## Environmental

Known areas of contamination?

Identify any documentation that has been completed

Identify any restrictions on development timeline

## Survey

Any easements on project area?

Parcel boundaries ok?

## Engineering

Utility infrastructure

Adequate to serve the proposed concept?

Location of utilities in and around the project area. (map)

Any infrastructure that should be changed and would effect timeline

Traffic impact or traffic study necessary?

Surrounding streets due for reconstruction?

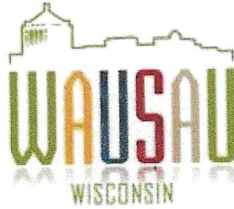
## All

Any issues or opportunities in or near the project area that could be resolved during project?

Any surrounding area/neighborhoods/businesses that should be considered?

Any stated input from elected officials?

Anything else that may be important information regarding the project area?



## PROPERTY DISPOSITION PROGRAM for REDEVELOPMENT PURPOSES APPLICATION

Date submitted: 03-06-2024 Address requesting: 102 Short St. Wausau WI. 54403

Applicant's name and address: Karson Mueller - 310 S 6<sup>th</sup> Ave. Wausau WI. 54401

Applicant's phone number: 715-223-9679

Offering purchase price: \$2,000 cash

Proposed use: I plan to use the area to add  
to the size of my backyard of 1302 N. 2nd St  
which is a rental and maybe eventually build a  
garage on it.

Proposed timeline: NO planned timeline for the garage (if I do it)

Financing/Owner  
Downpayment Info: I would pay cash and not borrow money  
for the property

Applicant's signature Karson Mueller

**Please submit pertinent documentation; i.e., drawing of proposed building, financing commitments, contractor information, income information (if required), and any other documents that may assist to better explain your proposed project.**

Date Introduced to Economic Development Committee \_\_\_\_\_

Economic Development recommendation \_\_\_\_\_

Date Introduced at Common Council \_\_\_\_\_

Common Council recommendation \_\_\_\_\_