



CITY OF ANTIGO

COMMITTEE OF THE WHOLE MEETING

COUNCIL CHAMBERS

Wednesday, October 14, 2020

CITY HALL, 700 EDISON STREET

6:15 PM

Committee of the Whole Meeting will Immediately Follow the Council Meeting but NOT Earlier than 6:15 pm

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items

1. Request for Proposals Related to Potential Housing Development on a City-Owned 8.25 Acre Parcel Along Hogan Street North of the Remington Detention Pond (approved by City Plan Commission on October 6, 2020)
2. Mayor Authorization for Vacation Time Payout to Employees for Special Circumstances
3. 2021 Budget Update for Additional Information Received Since September Meeting

Any Other Matters Authorized by Law to be Discussed

Adjournment

The Public is Invited to Participate by Phone. Please Call 715-623-3633 ext 100 During Regular Business Hours for Dial In Instructions

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Jaime Horswill, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: October 08,2020

BILL BRANDT



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: October 06, 2020
Re: Request for Proposals Related to Potential Housing Development on a City-Owned 8.25 Acre Parcel Along Hogan Street North of the Remington Detention Pond

The City has been approached by Developer's currently considering WHEDA applications for multi-family development. As you may recall, Council previously approved the development of 40-60 market-rate apartments at this location with SC Swiderski. That proposed development agreement was suspended after Swiderski sold their 88 unit site know as Prosser Place Apartments to Diamond Property Management. The proposed location for the potential development being considered (8.25 acres) is located north of the Remington Detention Pond and south of Mendlik. This location change addresses a previous concern raised by an area manufacturing representative regarding the proximity to their site.

This RFP is being recommended in order to better define any competing proposals so that an eventual decision (in the best interest of the City) can be advanced. We took time to review some of the current occupancy rates at various apartment complexes including those managed by the Antigo Housing Authority. The review consisted of 625 units and showed that only 25 current vacancies exist for a 96% occupancy rate. The individual occupancy ratios ranged from 100% down to 86%. Only one location was below the 90% occupancy rate at this time. A call to area realtors indicated that the current Multiple Listing Service for the City of Antigo only shows +/- 30 homes available for sale.

I feel that it is an appropriate time to once again consider this type of development and recommend that this RFP be distributed for consideration of an affordable housing development at this location.



**CITY of ANTIGO
REQUEST FOR PROPOSALS
to
IDENTIFY DEVELOPER HOUSING INTEREST
for
CITY-OWNED PROPERTY LOCATED
at
HOGAN ST./REMINGTON DETENTION POND**



GENERAL SUMMARY:

- RFP Response Title: Housing Development Hogan St./Remington Pond
- Deadline for Submission: Wednesday, October 14 @ 10:00 a.m.
- Submit to: City of Antigo, 700 Edison Street – Antigo, WI 54409
- Labeling: All sealed submissions to include the RFP Response Title, Developer's name and address/contact info

INTRODUCTION:

The Antigo City Council seeks proposals from qualified Developers for the development of an 8.25 acre parcel located along the west side of Hogan Street north of the Remington Detention Pond. The development may cover the entire 8.25 acre parcel or any part thereof. The project should complement the surrounding environment while meeting the community's needs.

DISCLOSURE:

This Request for Proposals (RFP) is being furnished by the City of Antigo (City) for the recipient's convenience. Any action taken by the City in response to submissions made pursuant to this RFP, or in making an awards or failure or refusal to make any award pursuant to such submissions, or in any cancellation of awards, shall be without any liability or obligation on the part of the City and its employees, officers or members of Council and/or its Committees.

The City at its discretion may at any time withdraw this RFP, may accept or decline any submissions, and may waive any abnormality if the City deems appropriate and if it is in the City's best interest. The City has the ability to determine the responsiveness and acceptability of any submitted proposal.

It is the responsibility of the developer to fully understand and interpret all applicable City of Antigo ordinances and building codes when preparing and submitting the proposal. Prospective developers should be aware of the City's review and approval process for development within the applicable zoning districts. The City is not liable for the misinterpretation of any City policies or ordinances. The City makes no guarantees that any submission which conforms to the requirements of this RFP will be selected for consideration or approval.

The City and the selected Developer(s) will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and budgetary authorizations pertaining thereto, are approved by the City of Antigo Common Council and then only pursuant to the terms of the definitive agreements executed among the parties. The document typically utilized between the parties will be defined as a Developer's Agreement.

SITE DESCRIPTION:

The 8.25 acre parcel is currently zoned R-3 (Two Family Residence District) but has been identified as future R-4 (General Residence District) allowing for the anticipated development. Please refer to the City of Antigo's GIS mapping and zoning ordinances (including Chapter 14 – Land Use Regulations) regarding setbacks, land uses, permitting, conditional uses, parking, landscaping, storm-water management and etc. which can be accessed on the City's website www.antigo-city.org

DEVELOPMENT GOALS:

As indicated in the City's Master Plan, certain style housing shortages exist. This site offers the potential for single-family housing or a mixture of multi-family housing. The development needs to be well-planned to allow for the separation of multi-family and single family housing.

The development needs to be focused on creating a vibrant, family –oriented neighborhood with units ranging from one to three-bedroom units and an outdoor play area. Rental units shall include attached garages with apartment access from the garage for each unit, professional management, site maintenance, additional parking area(s) and in-unit laundry facilities.

The Development must take into account any connections from the proposed parcel to a Bike/Pedestrian walkway being developed by the City around the Remington Detention Pond and northward to the City's Dog Walk Park. This effort is being funded through a Wisconsin DOT Transportation Alternatives Program (TAP) grant with a construction deadline of 2024. Planning/Design is anticipated to proceed in 2021.

PURCHASE PRICE for the LAND:

The cost of the real estate shall be determined on the overall value of the proposed development. The City is proposing a price of \$5,000 per acre. The City reserves the right to negotiate the purchase price after the submission of proposals with the prospective developer(s).

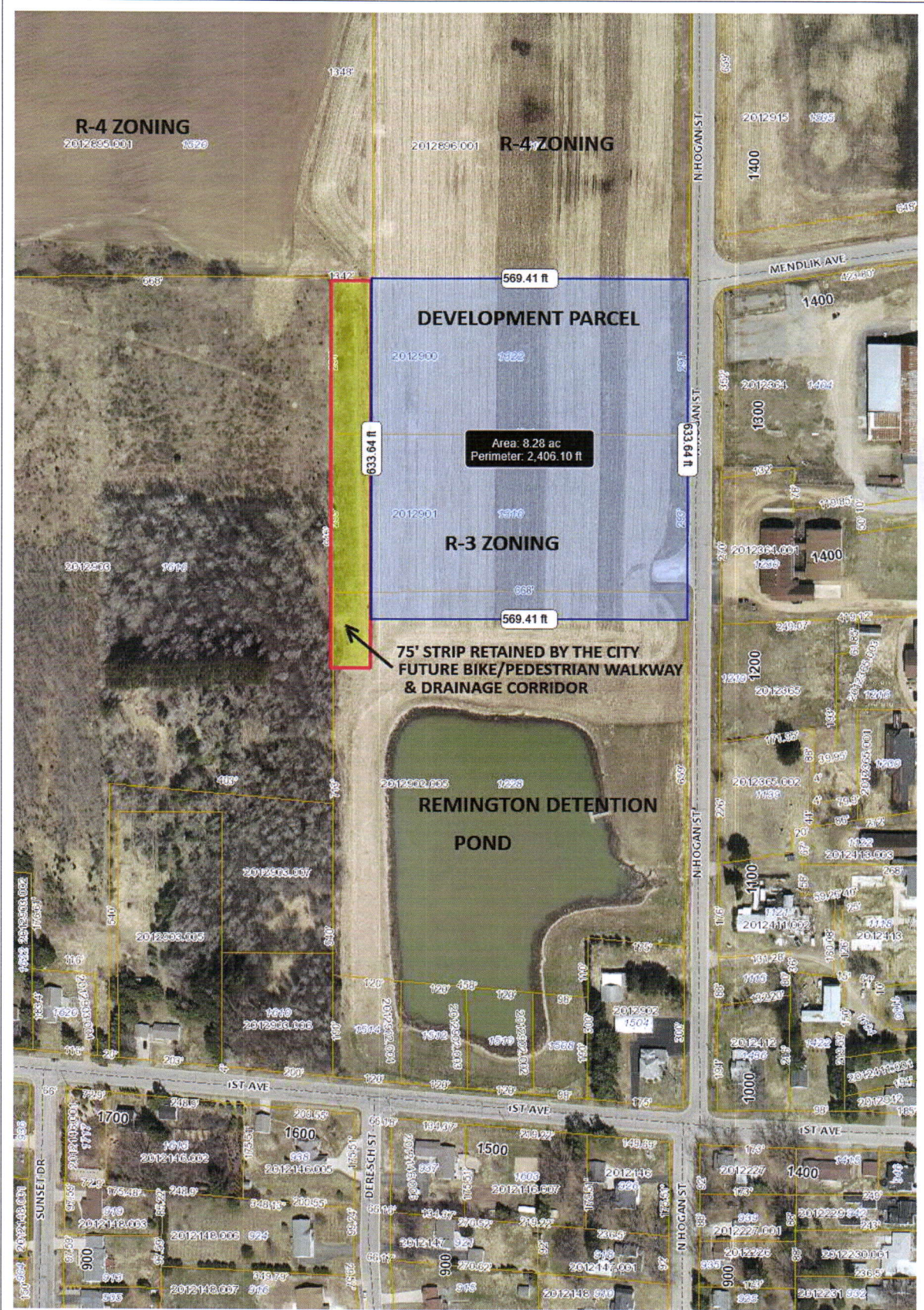
THE CITY WILL NOT BASE ITS DECISION SOLELY ON THE VALUE OF THE PROJECT AND THE PURCHASE PRICE OF THE LAND. OTHER FACTORS MIGHT INCLUDE BUT ARE NOT LIMITED TO:

- Similar development(s) completed by the Developer & references
- Projected marketing for the proposed development
- Housing type, design, site layout and materials utilized
- Timeline for completion
- Tax base/assessment projections & overall economic impact of the project
- Expertise of the project team and demonstrated success in other municipalities
- Proposed utilization of local workforce/trades during construction
- Management plan for the facility
- Additional factors listed in the RFP

PROPOSAL REQUIREMENTS:

1. Summary of the Developer's Background
2. Summary of the Proposed Development
3. Development Team
 - a. Personnel assigned to the project
 - b. Roles and responsibilities of the team members
 - c. Expertise and related experience of the firm & development team
 - d. Projected use of local contractors and professional trades
4. Proposed Development
 - a. Conceptual site plan
 - b. Conceptual elevation and floor plan views
 - c. Land use & housing types
 - d. Total value of project
 - i. Construction investment
 - ii. Projected assessed valuation
5. Project Timeline, Marketing & Long-Term Management Plan
 - a. Developer to describe any phased development projections
 - b. Initial phase to identify number/type of units (Completion 2 years of award)
 - i. Future Phase(s) to be identified for number/type of units/schedule
 - c. Detailed project schedule for Phase 1 construction/occupancy
 - d. Marketing approach for Phase 1
 - e. Management plan for completion of Phase 1 and for future Phase(s)
6. Financials
 - a. Explain the Developer's financial strategy (including sources and utilization of funds) and demonstrate project feasibility. Explain any grants, loans or financial assistance programs being accessed. Describe the Developer's overall experience with such programs, grants and loans.
 - b. Describe any financial or infrastructure assistance needed from the City
7. Additional Information
 - a. Provide examples of similar development projects and municipal contacts
 - b. Summary of the overall economic impact and tangible benefits for the City including tax base generation
 - c. Discuss any workforce housing benefits

In addition to the evaluation of the proposals, the Common Council, its Committees and/or City staff may conduct interviews with Developers. It is anticipated that a summary presentation will be made by the Developer to the City at the appropriate time.



City of Antigo GIS



DISCLAIMER: The City of Antigo does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

SCALE: 1" = 167'



Print Date: 10/1/2020



To: Mayor and City Council
From: Bill Brandt, Mayor
Date: October 14, 2020
Re: Mayor Authorization for Vacation Time Payout to Employees for Special Circumstances

There is currently a policy that exempt employees qualified for six weeks of vacation per the employee manual can be paid out for one week if it is not used by the end of their anniversary date. However, there have been circumstances this year that have hindered employees using vacation time. Two examples are:

For the first part of the year, the Deputy Clerk-Treasurer had to process payroll due to a vacancy in the Human Resource Specialist position. She then had to train the new employee. Because of the time sensitivity of this work, she was not able to use many days.

Now, the Deputy Clerk-Treasurer and Clerk-Treasurer/Finance Director have had to cancel several days of vacation because of the absences of others due to COVID-19. Both are having to do other duties in addition to their own to get the necessary work done so they are not able to be away from the office.

Carrying over vacation time is not feasible as that just compounds the amount of time that needs to be used the following year.

I am requesting the authority to approve additional vacation pay outs such as the two above, that may be needed only for special circumstances. These payouts would eliminate the need to carry over any vacation time. Any payouts would be funded from the applicable department's operating budget.



To: Mayor and City Council
From: Kaye Matucheski, Clerk/Treasurer
Date: October 14, 2020
Re: 2021 Budget Update for Additional Information Received Since September Meeting

As of today, I have not received the 2021 Health Insurance Stop Loss numbers but I am working on trying to get these by the the Committee of the Whole meeting. I will update you at that time.

I have received the estimated State Shared Revenue, Video Service Provider Aid, General Transportation Aids, Exempt Computer Aid, and Expenditure Restraint Payment recently. There were a few changes from what was budgeted but overall these will not cause the levy amount to change.

The final estimate for the Worker's Compensation Insurance was received and I was able to decrease the budgeted amount over all funds by about \$22,000. This will give us some leeway for the health insurance.

Overall, the levy amounts are not going to change with any of the above, as there is room within the fund balance applied amount to adjust if needed.

I do not have the assessed value yet but I hope that I receive this from the State before the meeting to update the mill rate.

If approved at this meeting, the budget will need to be published in the paper and a public hearing and final adoption will be on November 11, 2020.

There have been no questions regarding the budget as far as I am aware. However, if there are any questions, please feel free to contact the department manager or me.