City of Mequon

11333 N Cedarburg Road
Mequon, WI 53092
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www.ci.mequon.wi.us

Department of Community Development

Economic Development Board
August 23, 2016
7:30 AM
North Conference Room
Mequon City Hall
11333 N Cedarburg Road

AGENDA

1. Call to Order, Roll Call.
2. Approval of Meeting Minutes: July 26, 2016
3. RFP Logemann Center

   Discuss & Recommend
4. Staff Updates
5. Announcements

   Next Meeting is September 27, 2016
6. Adjourn

Dated: August 18, 2016 **/s/ Tim Carr, Chairman**

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and / or gather information about a subject over which they have decision making responsibility, although they will not take formal action thereto at this meeting.

Any questions regarding this agenda may be directed to the Dept. of Community Development office at 262-236-2902, Monday through Friday, 8:00 a.m. – 4:30 p.m.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

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Department of Community Development

Economic Development Board July 26, 2016 7:30 AM North Conference Room Mequon City Hall 11333 N Cedarburg Minutes

1. **Call to Order, Roll Call.**

   Members present: Tim Carr, Gloria Rosenberg, Jon Safran, Matson Holbrook, Rick Shneyder, Janette Braverman
   Alt. Pam Adams, Alt. Connie Pukaite

   Staff and City Representatives Present:
   Kim Tollefson, Director of Community Development

2. **Approval of meeting minutes from May 31, 2016**

   Ald. Adams moved to approve the minutes as written.
   Mr. Safran seconded the motion.

   A voice vote was called. All voted aye (7-0)

   New member Janette Braverman introduced herself.

3. **RFP: Logemann Center**

Ms. Tollefson stated that there is not a preferred use suggested for the land or a preference whether the building stays or be demolished. If the City remains in control of it, the decision will most likely be to remove the structure. This was the general consensus from the Town Center workshop earlier in the summer. At that time, the Common Council (CC) decided to remove the Logemann Center and have temporary parking installed and wait to make a decision about long term land use (including any potential structures there) until after programming of the civic campus and efforts to create some efficiency in the existing parking lot are made. Public Works had moved forward with seeking bids for demolition, but given the cost of the demolition ($100,000) and interest from a private developer, the CC decided to wait a few months to better understand what the possibilities are.

Ms. Tollefson stated that she feels the best approach is to state all the constraints of the site. Submitted proposals should provide solutions to the constraints and offer creative opportunities. Information included to potential developers will include site constraints, maps and documentation about the condition of the building.

Constraint Conditions:

- IPS zoning –retail or restaurant not allowed
- Part of civic campus, not a stand-alone parcel
- TC zoning difficult to achieve because it would be non-conforming (street frontage issue)

- Grade change between Logemann parking lot and city hall parking lot
- Cell tower – no carriers on it
- Two light posts for baseball field on the Logemann property
- Building Conditions: 45,000 sq. ft. (tri-level)
    - No original blueprints available
    - Lead based piping
    - Brick pulling away from the building in the rear
    - Roof issues – leaks and holes that have been repeatedly patched
    - Asbestos found in all the flooring tile, pipe fittings and fire doors
    - All utilities are still in tact
    - Scuttle building - all the equipment disconnected
    - Black mold inside all the interior walls
    - Some equipment being repurposed

Ald. Pukaite stated that she is in the minority of the CC and she is not supportive of keeping this building. She stated that the driveway is not a roadway and that WE Energies owns the drive and it is in poor condition. She added that there is a public easement there. She feels that the RFP should be specific regarding the access from Mequon Road and that the drive is owned by WE Energies.

Ms. Tollefson agreed and added that the proposals should showcase that the developer has been in contact with WE Energies. There should be an outline suggested for an access solution. Part of the western part of the Logemann building is on the WE Energies easement and if that site is rebuilt, encroachment is unlikely.

Ms. Tollefson stated that the Shaffer-WiRed project entered into a shared parking agreement. Some of the parking stalls by the Logemann Center are granted for use from other neighboring projects. The parking lot was a TIF approved capital improvement project and there are opportunities for more efficiency there.

Ms. Braverman asked how much is allowed to be built in the TC district. She feels that there is already a lot of retail and the limited parking is a concern. She would like to consider using the Logemann area for parking. She says that some open space is needed.

Ms. Tollefson answered that the TC neighborhood encompasses 100 acres. The zoning encourages mixed use development. Every site in the TC district has the same opportunities. She feels that the public demand dictates the construction of use within the zoning district.

There was discussion about the cemetery and the baseball field both remaining where they are.

- Property Highlights:
    - Connection to the urban inner trail, civic campus and other TC developments
    - Development should have compatibility to baseball field
    - Strong possibility of east-west connectivity path (bike and pedestrian)
    - Location

Ms. Tollefson stated that the timing will be 6 weeks. Due to summer vacations, the aim will be to get the RFP out at the end August. The submittals will have about 8 weeks to be returned.

Rick Shneyder left the meeting at 8:15 a.m.

Ald. Pukaite confirmed with staff that the bids already received for the demolition of the building will expire after 90 days and they will need to be rebid in Spring if necessary and that this is the direction

from the CC.

Ald. Adams stated that she feels that the location is the highlight and is what is being sold, not the building and most developers will probably demo the building.

Ms. Tollefson confirmed that the RFP will clearly state the building does not need to remain. She does not feel that there will be a huge response to this and she would like to keep a tight time frame to keep the process moving.

Mr, Holbrook stated that he can assist in getting the RFP posted to all the broker websites.

Ms. Tollefson stated that a contact for the utility will be included and it is expected that the developer would assume the demolition cost. She raised the issue of what the price should be for the land.

The general consensus from the EDB is that it be sold for $1.00 to create a taxable property. A project value needs to be discussed and determined.

4. Staff Updates

Agenda items from the Planning Commission meeting July 25, 2016:

- Shaffer Development received rezoning request approved; from IPS to TC/PUD and the concept plan approved.

  The PC was highly supportive of the concept plan. There was a neighborhood meeting held and positive feedback was received, especially favorable to the single family townhomes. The concerns expressed are regarding traffic impact on Buntrock. Staff has weekly meetings with the developer.

  Mr. Carr stated that he felt that the positive feedback from PC was very detailed and thorough and he gave credit to the developer and staff for working so diligently on this project.

  Ald. Pukaite stated that at the time of the proposal there were many creative ideas from this developer. She thinks it needs to be stated that some of the proposed ideas are not viable due to easement and site constraints and that this should be addressed and made known.

- Text Amendment for a policy amendment was presented regarding window coverings. Ms. Tollefson had reached out to all the TC tenants as well as business owners on Port Washington Road, architects and developers in town and walked the TC site to assess what is currently happening there. She feels that there will be some compromises with some flexibility made.

- Charter Manufacturing is filling office space on Port Washington Road (Denta Quest) and was approved for façade modifications on the building.

Ald. Adams asked for an update on the other TIFs and she stated that she would like to have the outreach program revitalized.

5. Announcements

Ms. Tollefson stated that she will be interviewing for a building inspector supervisor and is working through the process of shortening the list and the interviews should be done by the end of August.

The next meeting is scheduled for August 23, 2016.

Mr. Carr made a motion to adjourn the meeting.
Mr. Holbrook seconded the motion.
All voted aye, 6-0

The meeting adjourned at 8:50 a.m.

DRAFT

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Department of Community Development

To: Economic Development Board
From: Kim Tollefson, Director of Community Development
Date: August 23, 2016
Subject: Former Logemann Community Center RFP

Background: As directed by the Common Council, staff has prepared a Request for Proposals (RFP) relating to the former Logemann Community Center and the general land area associated with the structure. At the July Economic Development Board meeting, the Board discussed the scope of the City's request, the public benefits associated with the potential for redevelopment of the site and a timeline. It was the Board's direction that staff prepare a RFP for release in early September with a 6-8 week response time.

Please find attached the draft RFP for review, edit and approval. Staff is prepared to issue the RFP on September 1st after making necessary edits deemed appropriate by the Board.

REQUEST FOR PROPOSALS

CITY OF MEQUON OWNED LAND AND STRUCTURE

AVAILABLE FOR PURCHASE

SITE LOCATION:

A PORTION OF 11333 N CEADRBURG ROAD, MEQUON WI

SEPTEMBER 1 2016

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1 Summary

The City of Mequon is seeking redevelopment proposals for a portion of city owned land and structure located at 11333 N Cedarburg Road, Mequon WI 53092.

The portion of city owned land and structure includes the former Logemann Community Center, one city owned DPW Tower and one steel water tank. The exact portion and acreage of the land to be sold is to be determined based on the proposed redevelopment needs.

Highlights of this portion of the city owned land includes the following:

- Physical connection to the institutional and recreational activities of the Civic Campus
- Immediate adjacency to the Inter Urban Trail
- Neighboring uses which include new, mixed use developments as part of the Town Center
- Expected bike and pedestrian connection extending east/west across the Inter Urban Trial and the railroad

The City will conduct a fair and extensive evaluation based on the criteria listed as part of this RFP. The city reserves the right to modify and waive any and all informalities or technicalities or to reject any and all proposals and/or parts thereof, and to accept the proposal which it deems most favorable for the City.

2 Proposal Submission

Sealed proposals shall be submitted to and as follows:

Kim Tollefson, Director of Community Development

Title: Proposals For A Portion of 11333 N Cedarburg Road

(Logemann Community Center Site & Building)

City of Mequon

11333 N Cedarburg Road

Mequon WI 53092

Proposals shall be received by October 13th 2016 at 4:00 p.m. to qualify. Each proposer shall submit 5 bounded copies of the proposal and one electronic copy. Please note that proposals are subject to Public Records Law.

3 Scope

The City is seeking the following:

- A use and development project that meets the goals and intent of the Town Center neighborhood
- A use and development plan that can relate to the current programming of the Civic Campus
- A site plan that addresses access, assists in the efficiency of the limited land available for the proposed use and efficiency for shared parking
- A site plan that assists in the connectivity to adjacent civic campus and private uses – both existing and proposed
- Preservation of the former Logemann Community Center building is not required.
- A development that reduces or eliminates the cost of demolition of the Logemann Community Center on behalf of the City.

4 Constraints

The following site constraints are present:

- The former Logemann Community Center building is disconnected from gas and electric, sewer and water has been capped, asbestos lead and hazardous materials have been identified and appropriate paperwork filed with WI Department of Natural Resources, HVAC and structure fixtures are removed
- A portion of the former Logemann Community Center building is located within land owned by We Energies.
- Removal of the radio tower and 4600 gallon buried water tank is required.
- Drainage toward the baseball field is prohibited.
- Two baseball light fixtures shall remain on site or a new proposed location shall be indicated.
- A portion of the city owned land is utilized as shared parking for Civic Campus programs and operations as well as shared parking for the Mequon Town Center mixed used development located at northwest corner of Mequon Road and Cedarburg Road. A shared parking agreement and/or amendment is required for any proposed private use.
- A public bike and pedestrian access easement will be required.
- Access from Mequon Road requires approval by We Energies.

  Julie M. Simmons : Right of Way Agent

  We Energies - Property Management

  231 W Michigan Street, A252

  Milwaukee, WI. 53203

  (414) 221-2715 Office

- Access from Cedarburg Road is a driveway and the portion of city owned land lacks Mequon Road street frontage however; a site identification sign would be allowed along the public road.
- The south property line is defined by the Opitz Cemetery parcel boundary.
- The west property line is defined by the existing Civic Campus parcel boundary.
- The north property line shall not encroach onto the baseball field.
- The east property line is undefined.

5 Standards

The following standards shall be addressed in the proposal:

- Project narrative
- Proposed lot boundary and acreage
- Proposed zoning district intended for use and development plan
- Listing of compliance with technical standards of proposed zoning district and code requirements
- Identification of zoning waivers or exemptions necessary to execute development plan
- A detailed, to-scale site plan
- Indication of ability to secure public access
- Submission of evidence from We Energies regarding feasibility to secure access from Mequon Road is required
- Conceptual structural renderings
- Summary of proposed use(s) and associated square footage
- Estimated timeline for phasing and completion of development plan

6 Project Costs and Value

All proposals shall include a monetary offer to purchase the land and structure from the City.

All proposals shall include the detailed itemized costs associated with the proposed development of the land and to complete the work described to accomplish the project as submitted in this proposal.

All proposals shall include the estimated value by land value and improvement value associated with the proposed development of the land.

All costs included in the proposal shall be all-inclusive and identify any outsourced or contracted work.

7 Qualifications

Proposers shall present the firm's qualifications for performing the redevelopment proposal and indicate the members of the firm that will serve as the project's agent and any associated team members or firms.

Any proposal that includes outsourcing or contracted work shall also include the name and description of the contractors being utilized.

All proposers shall submit examples of comparable development projects performed along with 3 references associated with the comparable work. Reference information shall include client name, address, telephone number, email and description of the work performed.

Proposals shall show substantial evidence and demonstration of the ability to perform development proposal.

8 Evaluation Criteria

The City will evaluate each proposal based on the following:

- Firm's qualifications and experience
- A complete proposal that addresses requirements of this request
- Project costs and value
- Ability to solve site and building constraints
- Ability to procure access from Mequon Road through private land owned by We Energies.

9 Timeline

All proposals are due no later than 4:00 p.m. CST October 13, 2016 in order to qualify.

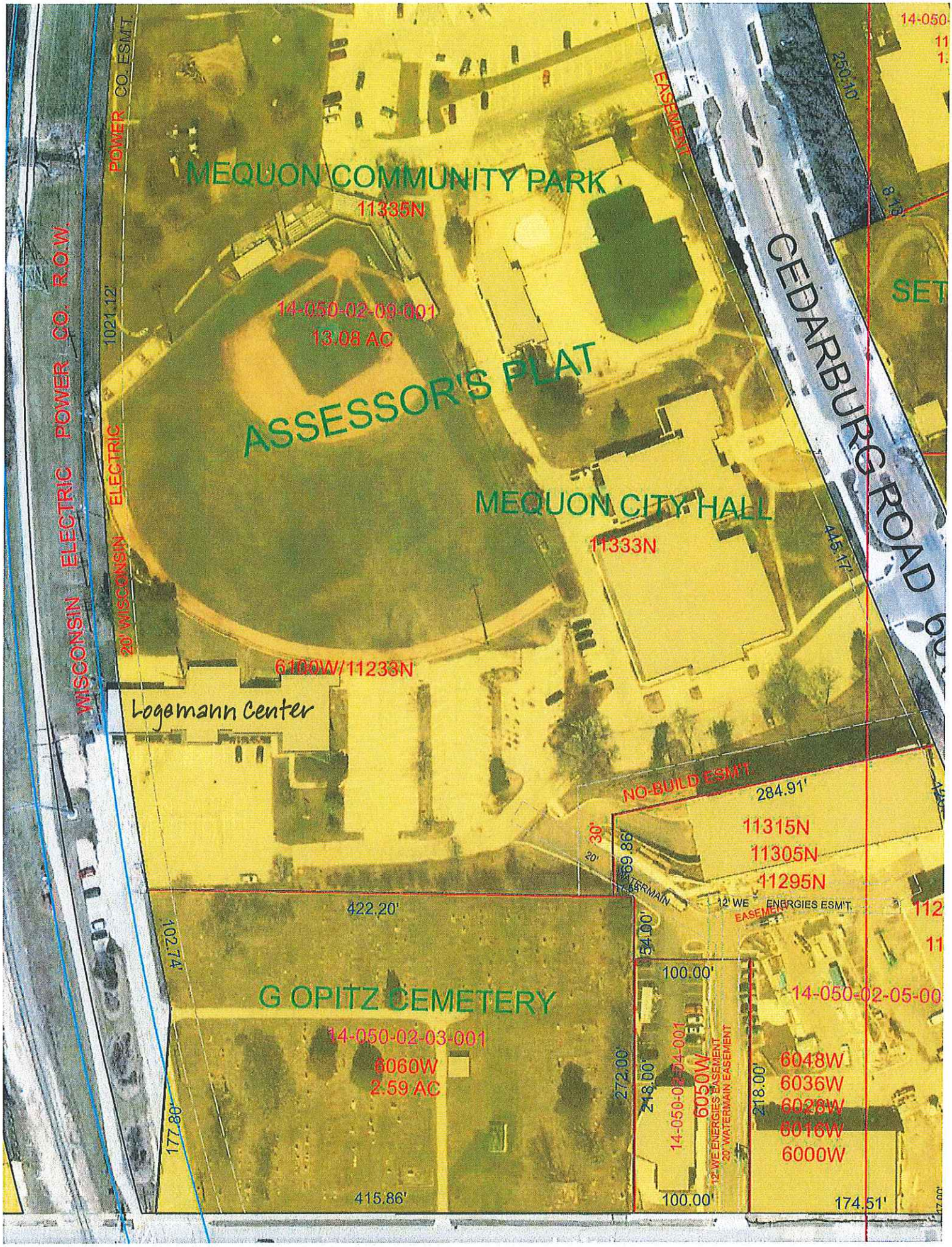
All proposers are encouraged to tour the site prior to submission of the proposal. Tours will be available from September 12th – 13th and arranged by contacting Director Kim Tollefson.

Questions of the City shall be submitted by and gathered within one email communication per proposer to Director Kim Tollefson @ **edb@ci.mequon.wi.us**. All questions shall be submitted by x. All answers to all inquiries will be returned to all interested parties in order to ensure that all proposers are operating with the same information. All answers to all inquiries will be made by x.

Evaluation of proposals will be conducted from October 13, 2016 to November 11, 2016. If additional information is necessary within the period of evaluation, the agent of the proposal will be notified.

The selection decision for the winning proposal will be made no later than November 14th. Upon notification, the contract negotiations within the winning proposer will begin immediately.

Notifications to proposers who are not selected will be completed by November 4th 2016.



MEQUON COMMUNITY PARK
11335N
14-050-02-09-001
13.08 AC
ASSESSOR'S PLAT
MEQUON CITY HALL
11333N
6100W/11233N
Logemann Center
CEDARBURG ROAD
EASEMENT
WISCONSIN ELECTRIC POWER CO. R.O.W.
POWER CO. ESM'T.
20' WISCONSIN ELECTRIC
1021.12'
NO-BUILD ESM'T.
284.91'
11315N
11305N
11295N
12' WE ENERGIES ESM'T.
WATERMAIN
422.20'
102.74'
G OPITZ CEMETERY
14-050-02-03-001
6060W
2.59 AC
177.80'
415.86'
100.00'
272.00'
218.00'
6050W
12' WE ENERGIES EASEMENT
20' WATERMAIN EASEMENT
14-050-02-05-00
6048W
6036W
6028W
6016W
6000W
174.51'
250.10'
445.17'

City of Mequon

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BUILDINGS/PUBLIC WORKS

To: Community Development
From: Kent Sumner, Buildings Superintendent
Date: May 16th, 2016
Subject: Logemann Community Center Building Facts

Building age : East end erected 1958 additions 1970's 1984 last facelift 1988 (58 years old)

Roof status : East half of roof 32 years old

West half of roof 12 years old (Leaks)

Rear Flat Roof 32 years old (Leaks)

Air Handlers: East side original 58 years old (Needs Replacement)

Center 3 yrs old

West side 9 years old

Air Conditioning Coils : East side condensing units 28 years old

Center 3 yrs old

West side 9 years old

East side Heating coils : original 58 years old

Boilers : one boiler 13 years old one boiler 4 years old

Rear Conference Room Addition is sinking away from front structure

Windows : 28 years old

Parking Lot : 18 years old

Buildings budget for operational repairs $3000 annually

Capital Fund on hold since 2004 $28,487 remaining balance

Electrical budget $17100 annually

Gas Budget $6600 annually

Sewer budget $1265 annually

Preventative Maintenance Contract $1652 annually

Kent Sumner
Buildings Superintendent