

Proposal Evaluation Checklist for the Purchase or Lease of RDA-Owned Property

INITIAL REVIEW

Statutory & Legal Authority

- Confirm proposal falls within RDA's statutory authority (*Wisconsin Statutes Ch. 66*)
- Verify RDA has clear title to the property
- Review RDA's enabling resolution for any specific limitations or requirements (*Res 1998-19*)
- Check for any deed restrictions or encumbrances on the property

Redevelopment Plan Compliance

- Verify property is included in an approved redevelopment plan (created in 2003)
- Confirm proposed use aligns with redevelopment plan objectives
- Document how proposal advances specific plan goals
- Check zoning compatibility with proposed use

PROPOSAL ANALYSIS

Public Interest Assessment

- Evaluate how proposal eliminates blight
- Assess job creation potential (number and type of jobs)
- Calculate projected tax base impact
- Identify community services or amenities provided
- Determine overall public benefit vs. private gain

Financial Evaluation

- Obtain current property appraisal or fair market value assessment
- Review purchase/lease price offered or determine price
- Document justification if below-market consideration
- Analyze fiscal impact on city (tax increment, services, infrastructure)
- Review developer's financial capacity and track record
- Examine proposed financing structure

Development Proposal Details

- Review site plans and architectural drawings
- Verify environmental assessments completed
- Check development timeline and milestones
- Assess infrastructure needs (utilities, roads, etc.)
- Evaluate parking and traffic impacts

COMPETITIVE PROCESS

Multiple Proposals

- Determine if formal RFP process is required or advisable
- Document why this proposal was selected (if multiple received)
- Ensure fair and transparent evaluation process
- Compare proposals using consistent criteria

PROFESSIONAL REVIEW

Legal Review

- Submit proposal to RDA legal counsel
- Direct legal counsel to draft any necessary documents
- Review draft purchase agreement or lease terms
- Ensure compliance with open meetings laws
- Verify all required approvals are identified

Technical Review

- Obtain city planning staff review and recommendation
 - Director of Public Works – streets, sidewalks, driveways, stormwater
 - Utility Manager – water, sewer, electric infrastructure
 - Zoning Administrator – land use, building height, land division, setbacks, floodplain
 - Building Inspector – new construction, additions, remodels for residential & commercial buildings
- Review by financial advisor (if applicable)
- Environmental consultant review (if needed)

PUBLIC PROCESS

Public Notice & Transparency

- Work with the City Clerk or designee to post required public notices
 - The RDA Chair or designee shall **communicate agenda data** (meeting dates, times, and items) to the City Clerk in a timely manner to ensure proper legal notice of meetings. The **Clerk will post agendas** at the Municipal Building, on the city's website, and distribute them to the media.
 - The **RDA Secretary** shall **record meeting minutes and promptly submit minutes** to the City Clerk. The Clerk will be the custodian of meeting minutes records.
- Notify adjacent property owners (if required)

Public Hearing

- Schedule public hearing with adequate notice (RDA Chair or designee and City Clerk), if required
- Prepare presentation materials for public
- Document public comments received (RDA Secretary)
- Provide opportunity for questions and concerns during public hearing
- Consider public input in final decision

CONTRACT PROTECTIONS

Development Agreement Terms

- Include specific development milestones with deadlines
- Define required performance benchmarks
- Establish inspection and monitoring rights
- Include claw back or reverter provisions for non-performance
- Specify permitted uses and use restrictions
- Address assignment and transfer rights
- Define default remedies

Deed Restrictions (if sale)

- Draft appropriate deed covenants
- Include use restrictions as needed
- Add development timeline requirements
- Specify RDA's enforcement rights

Lease Terms (if lease)

- Define lease term and renewal options
- Set rent amount and escalation provisions
- Specify maintenance responsibilities
- Include development completion requirements
- Address default and termination conditions

BOARD ACTION

RDA Board Process

- Distribute proposal materials to all board members
- Schedule adequate time for board review and discussion
- Present staff and consultant recommendations
- Allow board member questions and deliberation

- Obtain formal board vote on proposal
- Document decision and rationale in minutes

APPROVALS & COORDINATION

External Approvals

- Determine if Common Council approval required

B. COMMON COUNCIL APPROVAL Specific action taken related to the following powers shall be subject to review and approval by the Common Council:

1. Acquisition of land
2. Issuance of debt
3. Hiring of staff
4. Expenditure of funds in excess of \$10,000
5. Amendments, deletions or additions to these by-laws
6. Budget

- Identify any other approvals that may be needed
- Check for state or federal approvals (if applicable)
- Coordinate with Plan Commission on any applicable matters

CLOSING PROCESS

Final Documentation

- Execute approved purchase agreement or lease
- Record deed or lease with Register of Deeds
- Establish monitoring/compliance tracking system
- Schedule follow-up review dates

Post-Closing

- Monitor development progress against milestones
- Maintain communication with developer
- Report progress to RDA and Common Council
- Enforce agreement terms as needed