

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