

Proposal to Provide Professional Tax Increment Financing Consulting
Services to the

City of Manitowoc

Prepared For:
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

Prepared By:
Vierbicher
999 Fourier Drive, Suite 201
Madison, WI 53717
Phone: (608) 821-3967
Fax: (608) 826-0530

Prepared On:
June 8, 2018

Contact Person:
Daniel Lindstrom, AICP
Planning & Community
Development Manager

©2018 Vierbicher Associates, Inc.

vierbicher
planners | engineers | advisors





June 8, 2018

Nicholas Sparacio, AICP
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

Re: Proposal to Provide Professional Tax Increment Financing Consulting Services to the City of Manitowoc

Dear Mr. Sparacio:

On behalf of the Vierbicher team, it is my pleasure to present this proposed scope of work to assist the City in the creation and amendments of several Tax Increment Districts (TIDs) in the City of Manitowoc. The pace of development within the community has steadily increased and the City wishes to be responsive to the pace of development through amendment and creation of several TIDs within commercial and mixed use areas of the community.

We have assembled a team specifically for the City of Manitowoc which incorporates individuals with extensive Tax Increment Financing (TIF) experience, expertise in municipal finance analysis, and development agreement preparation. Our team includes staff with long-standing experience working with Wisconsin TIF law and financing in municipalities throughout the state. Each step of our proposed scope is directed toward providing the City with the expertise and assistance it needs to successfully review current work, amend existing TIDs, create new TIDs to spur additional economic development within the City, and assist the City in preparing development agreements.

As you know, our goal is to be a partner in project which will help assist the City to grow the tax base and add jobs to the Manitowoc community. Please do not hesitate to ask if you need any additional information.

Sincerely,

Daniel J Lindstrom, AICP
Planning and Community Development Manager

Kurt Muchow
Project Principal



Description of Firm



Vision to Reality

Vierbicher is a community planning and civil engineering firm that has become a proven partner for thriving Wisconsin communities and developers. Our extensive experience working with both public and private clients has earned us the reputation as a trusted advisor and a firm that brings vision to reality.

Clients choose Vierbicher because we get projects done. While our core service is civil engineering, our extensive due diligence, market-based approach and public funding expertise have made us an industry leader with unmatched success rates.

In addition, our wide range of work with both public and private clients has uniquely positioned us to bring added value by connecting developers to community projects.

We pride ourselves on long-term client relationships, many spanning decades. Our multi-disciplined team of experts works collaboratively and efficiently from concept to completion to accomplish client goals on time and on budget.



INTEGRATED SERVICES

- Planning & Community Development
- Economic Development
- Urban Design & Landscape Architecture
- Grant Writing & TIF
- Municipal Engineering
- Civil Engineering
- Surveying & GIS
- Water Resources Engineering



Integrated Services

Planning & Community Development

- Comprehensive Planning
- Neighborhood Planning
- Urban Redevelopment Planning
- Outdoor Recreation Planning
- Public Facilitation
- Impact Fee Planning
- Developer Representation

Economic Development

- Business/Industrial Parks
- Target Industry Studies
- Tax Increment Financing (TIF)
- Market Analysis
- Strategic Planning
- Fiscal and Economic Impact Analysis
- Grant Writing / Administration
- Business Recruitment/Expansion

Water & Environmental Resources

- Floodplain Analysis
- Lake Rehabilitation & Management
- Stormwater & Water Quality Management
- Environmental Assessments
- Regulatory Compliance & Permitting
- Wetland Management

Agricultural Engineering

- Animal Waste Management Facilities
- Regulatory Permits
- Water Runoff and Drainage Facilities
- Construction Observation and Administration

Urban Design & Landscape Architecture

- Concept Planning
- Illustrations & Renderings
- Park & Plaza Design
- Landscaping Plans
- Streetscape Design
- Bike & Pedestrian Trails

Municipal & Civil Engineering

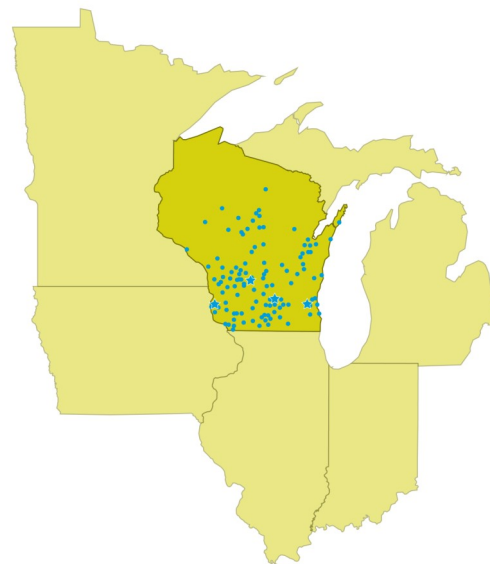
- Municipal Infrastructure Design & Studies
- Streets and Roadways
- Site Development
- Stormwater Systems
- Water Supply & Distribution Systems
- Wastewater Treatment & Collection Systems
- Construction Observation & Administration

Surveying & GIS

- CSMs, Boundary Surveys and Legal Descriptions
- Platting: Subdivision/Condominium/ Assessor's/ Right of Way
- Topographic Surveys/Aerial Mapping Control
- Construction Staking
- ALTA/ACSM Land Title Surveys
- Easement Mapping and Descriptions
- Parcel/Utility Mapping
- Floodplain Surveys/ FEMA Elevation Certificates
- Geographic Information Systems (GIS)



Vierbicher's multi-disciplined capability and team approach enables us to combine the essential areas of expertise required to successfully complete projects. Having this broad range of in-house experience provides the valued benefits to our clients.

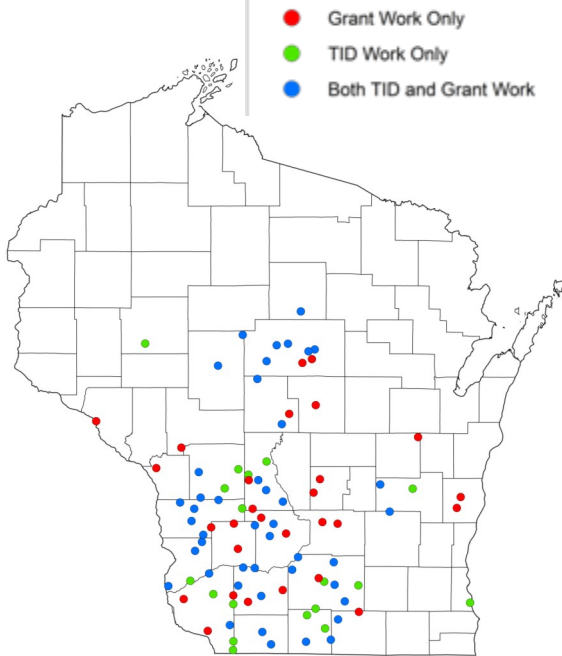


Past and Current Wisconsin Planning Clients



EXPERIENCE | Tax Increment Districts & Tax Increment Financing

Vierbicher TID and Grant Work



OVERALL TIF EXPERIENCE

Vierbicher has extensive experience assisting communities plan, create, and implement Tax Incremental Financing programs. Our experience includes the following:

- 64 Industrial Development TIDs
- 45 Blight Elimination TIDs
- 16 Mixed-Use TIDs
- 3 Environmental Remediation TIDS

TIF AMENDMENTS

Vierbicher has assisted communities to amend over 88 TIDs. Our experience includes amendments for the following:

- Amend District Boundaries
- Amend Project Plan to Add Projects
- Amend Project Plan to fund projects within one-half mile radius of District
- Designate TIDs as distressed
- Extend TIDs under ACT 254

TID PROJECT PLAN IMPLEMENTATION

Vierbicher also assists communities with implementing TID Project plans. We have helped our clients implement a full range of TIF-related projects, including:

- Community Development Authority/ Redevelopment Authority staffing.
- Building/housing improvement programs.
- Affordable housing programs.
- Business Recruitment/retention
- Development agreement negotiation and financial analysis.
- Neighborhood/redevelopment planning.
- Market analysis/marketing of TIDs.
- Redevelopment RFPs.
- Grant writing and administration.
- Design of Infrastructure

TIF LEGISLATION MONITORING

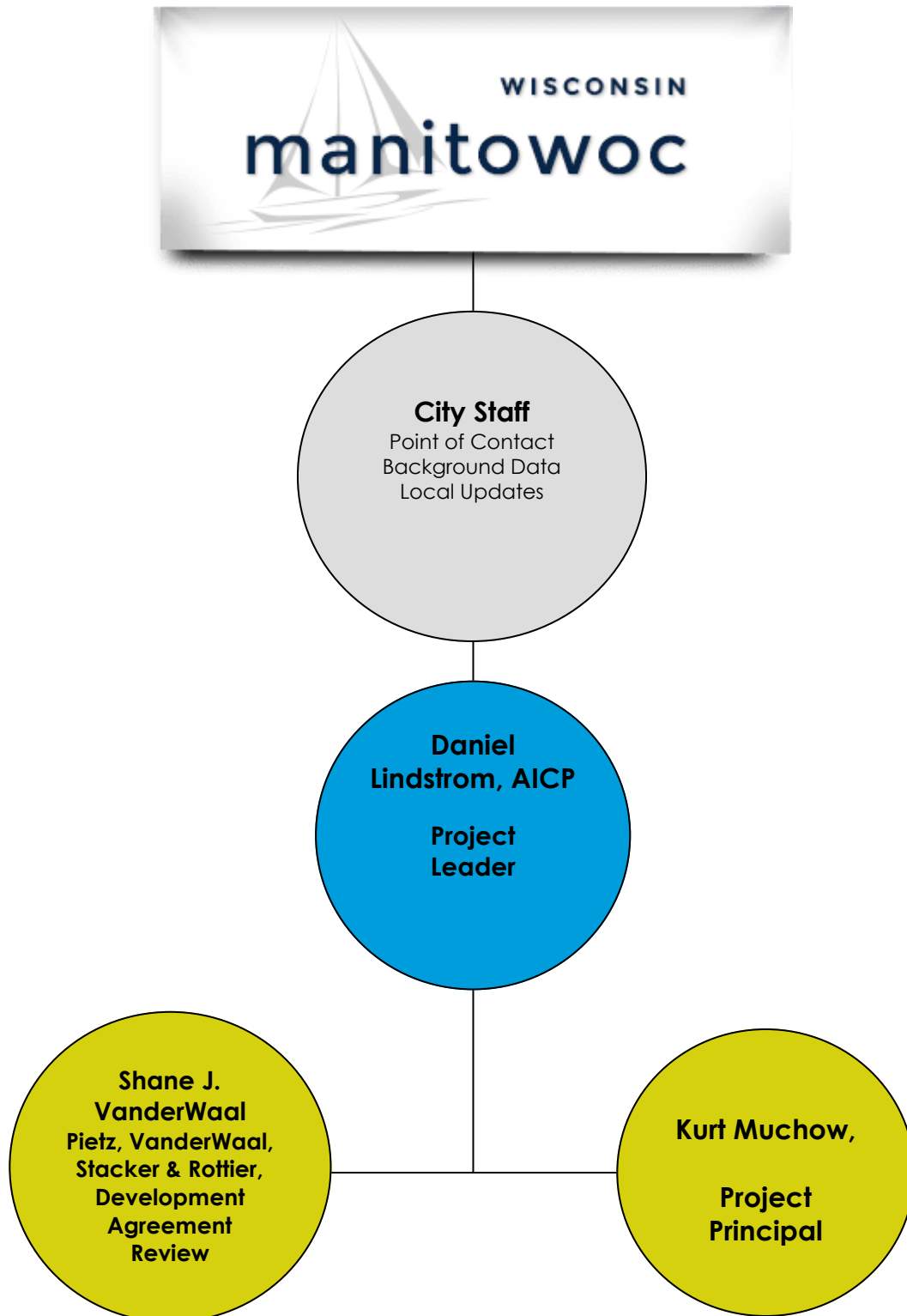
TIF law in Wisconsin changes almost every year. Vierbicher stays on top of the latest TIF legislation to help our clients keep up with evolving state statutes. Knowing the latest on TIF means our clients can make full use of TIF to boost local development, redevelopment, and revitalization.





Key Staff

Our project team has been selected specifically for this TID review, amendment, and creation projects. The team offers strong expertise in state TIF law; TID creation, amendment and analysis; and financial advising.





Key Staff



Daniel J. Lindstrom, AICP

Project Leader

Daniel is the manager of the Vierbicher Planning and Community Development Team and is a community planner with experience and knowledge in integrating participatory approaches to community development. Daniel's project experience includes numerous TID creations, amendments, and administration efforts for communities throughout Wisconsin. Daniel has worked with clients throughout Wisconsin on economic analysis, tax increment financing, redevelopment, and strategic planning.

Daniel will lead the TID review, amendment, and creation efforts for Vierbicher. He will be the primary point of contact.



Kurt Muchow

Project Principal & Public Funding

Kurt has over 37 years of experience providing consulting services to local units of government. He has extensive experience with planning and implementation of community development programs with a particular emphasis on industrial development, downtown revitalization, capital improvements planning, funding research, grant & loan applications, grant administration and tax incremental financing.

Kurt will be responsible for project oversight and QA/QC.



Shane J. VanderWaal

Pietz, VanderWaal, Stacker & Rottier, S.C.

Shane is a partner of Pietz, VanderWaal, Stacker & Rottier, S.C. He represents and advises clients in the area of municipal law. As the attorney for many cities, towns, villages and multijurisdictional municipal entities, he has extensive experience in handling all aspects of municipal law including: drafting ordinances, resolutions, contracts and agreements.

Shane will conduct the legal review of the development agreement(s) prior to distribution to the City.



Project Understanding, Approach & Cost

Project Understanding

The City is seeking assistance to:

- Review the amendment of TID No. 12 to remove parcels to facilitate the creation of TID No. 21;
- Facilitate the boundary amendment of TID No. 19 to include parcels in the former TID No. 11;
- Review the creation of TID No. 21 for the facilitation of development in the I-43 Tech Park;
- Facilitate the creation of TID No. 22 for several large to mid-box commercial developments;
- Facilitate the project plan amendment to TID No. 15 to allocate surplus funds to TID No. 14; and
- Facilitate the drafting of various developer agreements.

TID Project Approach

Vierbicher proposes to undertake the following activities:

Plan Commission Summary Meeting

Present the proposed plan of action for the remaining TID actions in 2018 to the Plan Commission, that includes:

- Review TID No. 12 Amendment
- TID No. 19 Amendment
- Review TID No. 21 District Creation
- TID No. 22 District Creation
- TID No. 15 Project Plan/Allocation Amendment

Project 1: TID No. 12 Boundary Amendment Review

1. Review the work completed to-date (mapping, project plan, resolutions).
2. Attending Final Joint Review Board (JRB) meeting to support City Staff.
3. Work with City staff (community development and Assessor) to complete TID boundary amendment package to DOR.

NOTE: Vierbicher anticipates these meetings to be held with the creation of TID No. 21.



PROJECT APPROACH

Project 2: TID No. 19 Boundary Amendment

1. Prepare a draft TID amendment boundary map, project plan, and schedule. Submit to the City for review. Update the documents incorporating City requested changes. Review the draft documents with the staff and set a date for the JRB Meeting No. 1 and Public Hearing.
2. Prepare and coordinate publishing of notice and agenda for public meetings and public hearings related to the TID amendment and creation process.
3. Prepare a letter to be mailed by the City to property owners within the TID No. 19 amendment area to inform them of the blight finding and notify them of the Public Hearing.
4. Coordinate with the City, Technical College, School District, and County on Joint Review Board representation, meeting schedule, and Tax Increment Financing information.
5. Facilitate an organizational meeting of the Joint Review Board to review initial draft of the TID No. 19 amendment project plan.
6. Revise TID boundaries and project plans in response to JRB, and staff comments and provide an updated TID boundary and project plan to the Plan Commission for a public hearing on the proposed TID project plan. Prepare the Plan Commission resolution for consideration.
7. The TID No. 7 Amendment and TID No. 8 project plans shall include:
 - Statement of the type, number, and location of the proposed public works or improvements within the district.
 - Economic feasibility study.
 - Detailed list of estimated project costs. Project cost estimates will be provided by City. Vierbicher may prepare project cost estimates as an additional service under this contract.
 - Description of finance methods and estimated timeline for costs or monetary obligations.
 - Maps showing existing land use, proposed land use, existing and proposed zoning, conditions of the property, and proposed improvements within the TID boundary.
 - Proposed changes in zoning ordinances.
 - Present and potential value of property.



PROJECT APPROACH

- Comparison of the program to the comprehensive plan, official map, building codes, and local ordinances.
 - List of estimated non-project costs.
 - A Statement of a proposed method for the relocation of any displaced persons.
 - A statement indicating how the creation of the TID promotes the orderly development of the community.
 - Legal description of the amended district boundary (completed).
8. Present the draft TID No. 19 boundary amendment maps and project plan at a public hearing to be held by the Plan Commission.
 9. Prepare final TID No. 19 boundary maps and project plans as recommended by the Plan Commission.
 10. Prepare City Council adoption resolutions and required findings. Provide final TID No. 19 boundary maps and project plan to City for discussion by the City Council.
 11. Present final TID No. 19 boundary maps and project plan to City Council for consideration.
 12. Facilitate a final meeting of the Joint Review Board to obtain a final decision regarding the amendment and creation of the TIDs. This includes the preparation of JRB approval resolutions.
 13. Submit a copy of the project plans, TID boundary maps, legal notices, and legal requirements Reports to the Department of Revenue and the City.
 14. Submit two (2) hard copies of the final TID project plan to the City, along with an electronic copy suitable for reproduction (all plan drafts throughout the process will be provided to City as a PDF for printing and distribution.
 15. Summary of meetings included in the scope of work include:
 - Joint Review Board (JRB) meeting No. 1: Introduce draft TID Project Plans, confirm JRB chair, confirm at-large JRB member.
 - Plan Commission Meeting: (Public Hearing): Hold a public hearing on draft TID boundaries and project plans.



PROJECT APPROACH

- City Council Meeting: (TID approval meeting): review and consideration of resolutions for TID amendment and creation.
- Joint Review Board meeting No. 2: Consider adoption of TID resolution for TID amendment and creation.

NOTE: Vierbicher anticipates these meetings to be held with the creation of TID No. 22 and the project plan amendment to TID No. 15.

Project 3: TID No. 21 Creation Review

1. Review the work completed to-date (mapping, project plan, resolutions).
2. Attending Final Joint Review Board (JRB) meeting to support City Staff.
3. Work with City staff (community development and Assessor) to complete TID boundary amendment package to DOR.

Project 4: TID No. 22 Creation—Anticipated Rehabilitation and Conservation TID

1. Prepare a draft TID boundary map, project plan and schedule. Submit to the City for review. Update the documents incorporating City requested changes. Review the draft documents with staff and set a date for the public hearing.
2. Prepare and coordinate publishing of notices and agendas for public meetings and public hearing related to the TID creation process.
3. Coordinate with the City, Technical College, School District, and County on Joint Review Board representation, meeting schedule, and Tax Increment Financing information.
4. Facilitate an organizational meeting of the Joint Review Board to review an initial draft of the proposal to create TID No. 22.
5. Provide TID boundary and project plan to the Plan Commission for a public hearing on the proposed TID project plan. Prepare the Plan Commission resolution for consideration.
6. The TID No. 22 project plan shall include:
 - Statement of the type, number, and location of the proposed public works or improvements within the district.
 - Economic feasibility study.



PROJECT APPROACH

- Detailed list of estimated project costs. Project cost estimates shall be provided by City. Vierbicher may prepare project cost estimates as an additional service under this contract.
 - Description of finance methods and estimated timeline for costs or monetary obligations.
 - Maps showing existing land use, proposed land use, existing and proposed zoning, conditions of the property, and proposed improvements within the TID boundary.
 - Proposed changes in zoning ordinances.
 - Present and potential value of property.
 - Comparison of program to the comprehensive plan, official map, building codes, and local ordinances.
 - List of estimated non-project costs.
 - Statement of a proposed method for the relocation of any displaced persons.
 - Statement indicating how creation of the TID promotes the orderly development of the community.
 - Legal description of the district boundary.
7. Present the TID No. 22 boundary map and project plan at a public hearing to be held by the Plan Commission.
 8. Prepare final TID No. 22 boundary map and project plan as recommended by the Plan Commission.
 9. Prepare City Council adoption resolutions and required findings. Provide final TID No. 22 boundary map and project plan to City for discussion by the City Council.
 10. Present final project plan to City Council for consideration.
 11. Facilitate a meeting of the Joint Review Board to solicit input and to obtain a final decision regarding creation of the TID.
 12. Submit a copy of the project plan, TID map, legal notices, and legal requirements Reports to the Department of Revenue and the City.



PROJECT APPROACH

13. Submit two (2) hard copies of the final TID project plan to the City, along with an electronic copy suitable for reproduction (all plan drafts throughout the process will be provided to City as a PDF for printing and distribution.

14. Summary of meetings included in the scope of work:

- Joint Review Board (JRB) meeting #1: Introduce draft TID Project Plan, confirm JRB chair, confirm at-large JRB member.
- Plan Commission meeting #2: Hold public hearing on draft project plan.
- Village Board meeting: Review and consideration of resolutions for TID creation.
- Joint Review Board meeting #2: Consider adoption of TID project plan.

NOTE: Vierbicher anticipates these meetings to be held with amendment to TID No. 19 and the project plan amendment to TID No. 15.

Project 5: TID No. 15 Allocation Amendment to TID No. 14 (Amendment No. 5)

1. Prepare a draft project plan and schedule. Submit to the City for review. Update the documents incorporating City requested changes and set a date for the public hearing.
2. Prepare and coordinate publishing of notices and agendas for public meetings and public hearing related to the TID creation process.
3. Coordinate with the City, Technical College, School District, and County on Joint Review Board representation, meeting schedule, and Tax Increment Financing information.
4. Facilitate an organizational meeting of the Joint Review Board to review an initial draft of the proposal to amend TID No. 15.
5. Provide draft TID project plan to the Plan Commission for a public hearing on the proposed TID project plan. Prepare the Plan Commission resolution for consideration.
6. The TID No. 15 project plan allocation amendment shall include:
 - Statement of intention of the amendment.



PROJECT APPROACH

- Economic feasibility study.
 - Description of finance methods and estimated timeline for costs or monetary obligations.
 - Statement indicating how amendment of the TID promotes the orderly development of the community.
7. Present the TID No. 15 project plan amendment at a public hearing to be held by the Plan Commission.
 8. Prepare final TID No. 15 project plan amendment as recommended by the Plan Commission.
 9. Provide final TID No. 15 project plan amendment to City for discussion by the City Council.
 10. Present final project plan to City Council for consideration.
 11. Facilitate a meeting of the Joint Review Board to solicit input and to obtain a final decision regarding amendment of the TID.
 12. Submit a copy of the project plan amendment, legal notices, and legal requirements Reports to the Department of Revenue and the City.
 13. Submit two (2) hard copies of the final TID project plan to the City, along with an electronic copy suitable for reproduction (all plan drafts throughout the process will be provided to City as a PDF for printing and distribution).
 14. Summary of meetings included in the scope of work:
 - Joint Review Board (JRB) meeting #1: Introduce draft TID Project Plan, confirm JRB chair, confirm at-large JRB member.
 - Plan Commission meeting #2: Hold public hearing on draft project plan.
 - Village Board meeting: Review and consideration of resolutions for TID creation.
 - Joint Review Board meeting #2: Consider adoption of TID project plan.

NOTE: Vierbicher anticipates these meetings to be held with the creation of TID No. 22 and the project plan and territory amendment to TID No. 19.



PROJECT APPROACH

Project 6: Development Agreement Assistance.

Per each development agreement:

1. Facilitate a conference call with representatives from the City of Manitowoc to review any initial discussions between potential developers and the City.
2. Prepare an initial draft of a development agreement based on the agreed upon terms between the developer and the City. Terms could include, but are not limited to:
 - Cash grant development incentives
 - Development revolving loans
 - Grant applications
 - Assisting with other applicable funding, training, and data resources as needed
 - Performance guarantees
3. Coordinate a legal review of the development agreement prior to distribution to the City.
4. Revise development agreement based on City Attorney review.

Project 7: General Consultation

Assistance with general TID, TIF, and development related questions and issues. More detailed additional services are listed below.

Additional Services if Requested by City

If requested by City, Vierbicher is prepared to provide the following additional services:

1. Blight determination or rehabilitation and conservation report for TID No. 22 if it is to be a blighted or rehabilitation and conservation TID.
2. Additional meetings may be held as appropriate beyond the number detailed in the scope of services.
3. Ongoing TIF services. Vierbicher shall assist the City, as directed, with ongoing management and economic development related to the TID.



PROJECT COST

4. Developer TIF request review. Vierbicher may conduct a technical review of development assistance requests related to provision of TIF and advise City on project cash flow, feasibility, and considerations relating to development project financing "gaps."
5. Map exhibits and legal descriptions for parcel splits that are necessary for the creation of the TID.
6. Creation of a Redevelopment District under State Statute 66.1333.

Project Cost

The Fixed Fee to provide the services described herein is as follows:

Plan Commission Meeting.....	\$ 450
Project 1: TID No. 12 Boundary Amendment Review*	\$ 800
Project 2: TID No. 19 Boundary Amendment	\$5,000
Project 3: TID No. 21 Creation Review*	\$ 800
Project 4: TID No. 22 Creation.....	\$8,000
Project 5: TID No. 15 Allocation Amendment	\$3,000

Time and Expense Fee Is estimated as follows:

Project 6: Development Agreements Assistance.....	Typical \$2,500-\$3,000**
Per each development agreement	Time and Expense (see rates below)
Project 7: General Consultation.....	Time and Expense (see rates below)

Rates:

Project Leader	\$125/hour
Support Project Planner	\$105-120/hour
Attorney Legal Review	\$200-250/hour

The above fees are eligible to be paid by TIDs. Vierbicher anticipates cost savings by combining meetings of the JRB, Plan Commission and City Council according to the schedule attached to this proposal.

* Assumes City staff present the items to the City Council

**dependant on the complexity of the desired agreement



TID/Development Project Timeline/Cost

	Month Week	June				July				August					September				October			
		1	2	3	4	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4
Plan Commission Meeting									25													
Project 1: TID No. 12 Boundary Amendment Review																						
Document Review/Revisions																						
JRB Meeting 2				26																		
DOR Submittal																						
Project 2: TID No. 19 Boundary Amendment																						
Document Drafting																						
JRB Meeting No. 1									24													
Plan Commission/Public Hearing													22									
City Council																	17					
JRB Meeting 2																				1-12		
DOR Submittal																						
Project 3: TID No. 21 Creation Review																						
Document Review/Revisions																						
JRB Meeting 2									24													
DOR Submittal																						
Project 4: TID No. 22 Creation																						
Document Drafting																						
JRB Meeting No. 1									24													
Plan Commission/Public Hearing													22									
City Council																	17					
JRB Meeting 2																				1-12		
DOR Submittal																						
Project 5: TID No. 15 Allocation Amendment																						
Document Drafting																						
JRB Meeting No. 1									24													
Plan Commission/Public Hearing													22									
City Council																	17					
JRB Meeting 2																				1-12		
DOR Submittal																						
Project 6: Various Development Agreements																						
On-going Development agreement (3-4)																						
Project 7: General Consultation																						
General consultation																						

● Draft Document

● Revised Document

● Final Document