



City of West Allis

Meeting Agenda

Community Development Authority

Gerald C. Matter, Chair
Wayne Clark, Vice-Chair
Karin M. Gale, Donald Nehmer, Michael Suter
Ald. Kevin Haass, Ald. Martin Weigel
Patrick Schloss, Economic Development Executive Director

Monday, March 20, 2023

6:00 PM

City Hall, Art Gallery
7525 W. Greenfield Ave.

SPECIAL MEETING

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. [23-0159](#) March 14, 2023

Attachments: [March 14, 2023](#)

D. MATTERS FOR DISCUSSION/ACTION

2. [23-0157](#) Notice of Public Hearing seeking public comment and consideration of changes to the Community Development Authority of the City of West Allis' Administrative Plan for the U.S. Department of Housing and Development's (HUD's) Section 8 Housing Choice Voucher (HCV) Program.

Attachments: [NOTICE OF PUBLIC HEARING CDA 2023 Admin Plan Changes](#)

3. [23-0158](#) Resolution authorizing the changes to the Community Development Authority of the City of West Allis' Administrative Plan for the U.S. Department of Housing and Development's (HUD's) Section 8 Housing Choice Voucher (HCV) Program.

Attachments: [Final Admin Plan Proposed Changes 2023 3-01-23](#)

[CDA Res. 1444 - Changes to Administrative Plan- Section 8 HCV \(3-20-23\)](#)

4. [23-0182](#) Appointments & Reappointments by Patrick Schloss, Executive Director of the Community Development Authority, of the Resident Advisory Board Members for three-year terms to expire March 20, 2026.

Antonette Brown
Terell Thomas
Michelle Anderson
Jerome Bunker
Joyce Garyfield
Todd Groeshchel
Sandra Rice

Attachments: [CDA Res. No. 991 - Creation of a Resident Advisory Board \(RAB\) for the Sectio](#)

5. [23-0198](#) Resolution authorizing the submission of a Capital Catalyst Grant Application to Wisconsin Economic Development Corporation (WEDC) to support economic development efforts to support start-up businesses.

Attachments: [CDA Res. 1445 - Capital Catalst Grant Appl - \\$500,000 WEDC \(3-20-23\)](#)

6. [23-0183](#) Resolution to approve the Scope of Services submitted by Ramboll Environmental for preparation of Phase 1 Environmental Assessment and consultation with the WDNR for the property located at 52** W. Burnham St. (Former Teledyne property).

Attachments: [Ramboll Scope of Service - Phase 1 - ESA - Teledyne \(3-20-23\)](#)
[CDA Res. 1446 - Ramboll - Phase 1 - Teledyne \\$9,150 \(3-20-23\)](#)

7. [23-0199](#) Resolution to approve Amendment #4 to the Staging and Grading Temporary Easement Agreement between the Community Development Authority of the City of West Allis and Mandel Development, Inc. Group for the Phase II of The Market development (South of National Avenue "SONA")

Attachments: [CDA Res.1443-Amendment #4 to Mandel Phase II -Access Agreement\(3-20-23\)](#)
[Amendment 4 Staging and Grading Temporary Easement Agrmnt - \(3-20-23\)](#)

8. [23-0200](#) Resolution approving amendments to the Purchase and Sale Agreement and Development Agreement for the sale of land between the Community Development Authority of the City of West Allis and Makers Row QOZB, LLC.

Attachments: [CDA Res.1447- Purchase & Sale Agreement-Makers Row QOZB, LLC \(3-20-23\)](#)

For agenda items, 7 & 8, the committee may convene in closed session pursuant to the provisions of Section 19.85(1)(e) of the state statutes for the purpose of deliberating the investing of public funds whenever competitive or bargaining reasons require a closed session. This committee may reconvene in open session after completion of the closed session to consider the balance of the agenda.

E. ADJOURNMENT



All meetings of the Community Development Authority are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

NOTICE OF POSSIBLE QUORUM

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

NON-DISCRIMINATION STATEMENT

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

AMERICANS WITH DISABILITIES ACT NOTICE

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

LIMITED ENGLISH PROFICIENCY STATEMENT

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.



City of West Allis

Meeting Minutes

Community Development Authority

Gerald C. Matter, Chair
Wayne Clark, Vice-Chair
Karin M. Gale, Donald Nehmer, Michael Suter
Ald. Kevin Haass, Ald. Martin Weigel
Patrick Schloss, Economic Development Executive Director

Tuesday, March 14, 2023

6:00 PM

City Hall, Room 128
7525 W. Greenfield Ave.

REGULAR MEETING (draft minutes)

A. CALL TO ORDER

The meeting was called to order at 6:01 p.m. Mr. Clark chaired the meeting until the arrival of Mr. Matter at 6:24 p.m.

B. ROLL CALL

Present 6 - Mr. Wayne Clark, Ms. Karin M. Gale, Mr. Donald Nehmer, Ald. Kevin Haass, Mr. Gerald C. Matter, and Michael Suter
Excused 1 - Ald. Martin J. Weigel

Others Attending

Ald. Lajsic, Ald. Roadt
Jason Kaczmarek, Finance Director/Comptroller

Staff

Patrick Schloss, Economic Development, Executive Director
Shaun Mueller, Economic Development, Development Project Manager
Carson Coffield, Economic Development Specialist

C. APPROVAL OF MINUTES

1. [23-0155](#) January 26, 2023

Attachments: [January 26, 2023](#)

Nehmer moved to approve this matter, Ald. Haass seconded, motion carried.

D. MATTERS FOR DISCUSSION/ACTION

2. [23-0165](#) Resolution to approve the Scopes of Services for Preparation of a Quality Assurance Project Plan submitted by Ramboll, Ayers Associates and Kapur & Associates for the Environmental protection Agency Assessment Grant Program.

Attachments: [Quality Assurance Prj Plan - Ramboll](#)
[Quality Assurance Prj Plan - Ayres](#)
[Quality Assurance Prj Plan - Kapur](#)
[CDA Res 1432 - Consultants -EPA Brownfield Site Assessment Grant\(12-19-22\) \(signed\)](#)
[CDA Res 1437 - Quality Assurance Prj Plan \(3-14-23\)](#)
[CDA Res 1437 - Quality Assurance Prj Plan \(3-14-23\) signed](#)

Ald. Haass moved to approve this matter, Suter seconded, motion carried.

3. [23-0166](#) Resolution to approve an offer to purchase to Milwaukee County for the property at 6901 & 69** W. Beloit Rd. (Tax Key No. 489-0037-000 and 489-0038-000).

Attachments: [CDA Res 1438 - Offer to Purchase - 6901 W. Beloit Rd. \(3-14-23\)](#)
[CDA Res 1438 - Offer to purchase - 6901 W. Beloit Rd \(3-14-23\) signed](#)

Mr. Nehmer inquired what the process would be if the property was purchased.

An outline was provided by Mr. Schloss.

Ald. Haass moved to approve this matter, Nehmer seconded, motion carried.

4. [23-0167](#) Resolution to approve the Scope of Services submitted by Ramboll Environmental for preparation of Phase 1 and Phase 2 Environmental Assessments at the properties located at 6901 and 69** W. Beloit Rd.

Attachments: [Ramboll - Phase I & Phase II Environmental Assessment at 6901 & 69xx W Beloit Rd.](#)
[CDA Res 1439 - Ramboll - Phase I & II ESA \\$16,000 - 6901 & 69xx W Beloit Rd \(3-14-23\)](#)
[CDA Res 1439 - Ramboll - Phase 1 & II ESA \\$16,000 - 6901 & 69xx W Beloit Rd \(3-14-23\) signed](#)

Mr. Schloss presented an overview of this project.

Ald. Haass moved to approve this matter, Gale seconded, motion carried.

5. [23-0168](#) Resolution to approve a Purchase and Sale Agreement with Mark Higgins, owner of the real estate at 6604 and 6620 W. Mitchell St.

Attachments: [Release of Easement Doc 7615092 \(3-14-23\)](#)
[650.00 Exhibit Land Transfer \(3-14-23\)](#)
[Agreement for Higgins-CDA \(BCR ver 2-22-23\) \(15281842\) \(3-14-23\)](#)
[Legal Desc Exhibit Land Transfer \(3-14-23\)](#)
[CDA Res 1440 Purchase and Sale Agreement - Mark Higgins \(3-14-23\)](#)
[CDA Res 1440 Purchase and Sale Agreement - Mark Higgins \(3-14-23\) signed](#)

Mr. Schloss presented an overview of this project.

Mr. Nehmer asked what parties are responsible for various costs related to the agreement.

Gale moved to approve this matter, Ald. Haass seconded, motion carried.

6. [23-0169](#) Resolution authorizing and directing the Executive Director to enter into a contract with Ayres Associates for providing Planning Services relative to the United States Environmental Protection Agency (USEPA) Community-Wide Brownfields Assessment Grant in an amount not to exceed \$80,000.

Attachments: [Grant Planning Services -Brownfield Planning_Prop - Ayres](#)
[Grant Planning Services - Brownfield Planning_Prop - Ayres - updated \(3-13-23\)](#)
[CDA Res 1441-Ayres - EPA Brownfield Site Assessment Grant-\\$80,000 \(3-14-23\)](#)
[CDA Res 1441- Ayres - EPA Brownfield Site Assessment Grant-\\$80,000 \(3-14-23\) signed](#)

Mr. Mueller presented an overview of this project, with additional information shared by Mr. Schloss.

Ald. Haass moved to approve this matter, Gale seconded, motion carried.

7. [23-0174](#) Resolution amending a financial/real estate consulting services contract with S.B. Friedman Development Advisors in an amount not to exceed \$25,000.

Attachments: [SB Friedman - Scope of Service 3-14-23](#)
[CDA Res. 1442 - S.B. Friedman -Financial Consultant \\$25,000 \(3-14-23\)](#)
[CDA Res. 1442 - S.B. Friedman -Financial Consultant \\$25,000 \(3-14-23\) signed](#)

Mr. Clark questioned if these costs are consistent with similar firms. Mr. Schloss advised he'd get rates, for comparison, from other entities and present to the committee at a later date.

Gale moved to approve this matter, Ald. Haass seconded, motion carried.

8. [23-0170](#) Discussion on the property located at 6771 W. National Ave. and 67** W. Mitchell St. (Tax Key No. 453-0564-003 and portions of Tax Key No. 454-0251-004)

Mr. Mueller presented an overview on this project.

This item was discussed in both open & closed session.

This matter was Discussed.

9. [23-0171](#) Discussion on the redevelopment of 92nd and Greenfield Avenue (Former St. Aloysius Church and School).

This item was discussed in closed session.

This matter was Discussed.

10. [23-0172](#) Discussion on the redevelopment of 116th and Morgan Avenue.

This item was discussed in closed session.

Mr. Schloss presented an overview of this project.

This matter was Discussed.

- 11. [23-0175](#) Discussion on the redevelopment of the 6400 block of W. Greenfield Ave.

This item was discussed in closed session.

This matter was Discussed.

- 12. [22-0584](#) Consideration relative to Report on Redevelopment Initiatives:

- a. 84th & Greenfield/TIF Number Eleven
- b. 68th & Mitchell (former Milwaukee Ductile Iron)/TIF Number Fourteen
- c. The Market/TIF Number Fifteen
- d. S. 70th St. & W. Washington St. Corporate Office Corridor Plan/TIF Number Sixteen
- e. S. 102 St. and W. Lincoln Ave. – West Lincoln Corridor /TIF Number Seventeen
- f. Hwy. 100 Corridor
- g. Beloit Road Senior Housing Complex
- h. W. National Ave. Corridor
- i. Motor Castings Site – 1323 S. 65 St.
- j. 116th & Morgan Ave.
- k. 92nd St.and Greenfield Ave. - Former St. Aloysius

A motion was made by Nehmer, seconded by Ald. Haass to convene in closed session at 6:38 p.m.

The committee returned to open session at 6:59 p.m.

E. ADJOURNMENT

There being no further business to come before the Authority a motion was made by Clark, seconded by Ald. Haass to adjourn at 7:00 p.m.



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NOTICE OF PUBLIC HEARING
COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF WEST ALLIS
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) SECTION 8
HOUSING CHOICE VOUCHER (HCV) PROGRAM
MONDAY, MARCH 20, 6:00 P.M.
SEEKING PUBLIC COMMENT AND CONSIDERATION OF CHANGES TO THE
COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF WEST ALLIS'
ADMINISTRATIVE PLAN

Notice is hereby given that the Community Development Authority of the City of West Allis ("CDA") will hold an in-person (with a virtual option for committee members) meeting on Monday, March 20, 2023 at 6:00 p.m. or as soon thereafter as the matter may be heard, seeking public comment and consideration of proposed changes to the CDA's Administrative Plan for the U.S. Department of Housing and Development's (HUD's) Section 8 Housing Choice Voucher (HCV) Program.

You may express your opinions in writing to the Community Development Authority prior to the meeting or orally at such public hearing.

The Administrative Plan will be available for review on the City of West Allis website at www.westalliswi.gov under Housing. The Administrative Plan will be submitted to HUD following the completion of a 30 day comment period.

Upon reasonable notice, the CDA will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the CDA.

Dated at West Allis, Wisconsin, this 7th day of March 2023.

/s/ Patrick Schloss
Executive Director



Community Development Authority
Housing Division/Planning and Zoning
7525 W. Greenfield Ave.
West Allis, WI 53214
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housing@westalliswi.gov

Proposed Administrative Plan Changes Operational Year 2023

Anticipated Updates & Purpose:

All proposed changes to the City of West Allis Public Housing Authority Administrative Plan are intended to increase lease-up outcomes by utilizing 100% of our FY 2023 Annual Budget Authority. Ultimately creating an outcome, for Housing Assistance Payment (HAP) expense reserves in the Housing Choice Voucher Program to remain between 4% and 6%.

*Below is an outline of these changes effective February 2023. Text amendments shown with ~~strikeout~~ are deletion edits and text in **bold** case are addition edits. All other text shown remains current.*

Chapter 4

APPLICATION, WAITING LIST, AND TENANT SELECTION

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants. No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

PHA Policy

It the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, ~~the PHA will send an encrypted electronic communication notification~~ of the ineligibility determination withing 10 business days of receiving a complete application. The notice will specify reasons for ineligibility and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

PHA Policy

It the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, ~~the PHA will send an encrypted electronic communication notification~~ **the PHA will send electronic communication through Assistance Check** of the ineligibility determination withing 10 business days of receiving a complete application. The notice will specify reasons for ineligibility and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).



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Eligible for Placement on the Waiting List

PHA Policy

The PHA send electronic communication through Assistance Check an encrypted electronic communication notification of the prelim eligibility determination with 10 business days of receiving a complete application. Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list. ~~Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the dated and time their completed application is received by the PHA.~~

Applicants will be placed on the waiting list using a two-step process: 1) a completed application is received by the PHA; and 2) each application will be placed on the waitlist by lottery system. Once each application has been randomly assigned a number, applications will be placed on the waiting list in order of assigned number according to the PHA preference(s).

The lottery system will select form the received applications the numbers necessary to ensure that the PHA has enough applications on the waiting list to use the Housing Choice Voucher resources it has been allotted.



4-II.C. OPENING AND CLOSING THE WAITLIST [24 CRF 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

PHA Policy

The PHA will close the waiting list 48 hours after the application first becomes available. Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

PHA Policy

The PHA elects to continually accept applications by referral year-round from the populations of fostering youth initiative and the homeless. The fostering youth initiative will be referred by the Milwaukee County Public Child Welfare Agency (PCWA) and the homeless will be referred by Milwaukee County Continuum of Care (COC).

In addition to the Continuum of Care, the utilization of the Homeless Management Information System (HMIS) will also serve as positive verification of homeless individuals and families.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.



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PHA Policy

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

- The Spanish Journal
- The City of West Allis website
- Local government access cable channel
- Social Media sites – Facebook, Twitter and Instagram.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will use the following local preferences:

~~The PHA will offer a preference for a family whose head of household is **elderly**.~~

~~*Elderly will be verified by birth certificate.*~~

~~The PHA will offer a preference for a family who is **homeless**, as defined by HUD.~~

~~*PHA will use Homeless Management Information System as its form of verification. You must be homeless at time of application and at the time selected from the wait list.*~~

~~The PHA will offer a preference for a family that includes a family member who is a person with **disabilities**, as defined by HUD.~~

~~*Verification of a person with a disability will follow HUD's guidelines in CFR 5.403 and may require a letter from a knowledgeable professional source*~~

~~The PHA will offer a preference for **veterans** or surviving spouses of veterans.~~



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~~Family member is defined in CFR 5.403. DD214 will be used to verify veteran status.~~

The PHA will offer a preference to **families who reside in the City of West Allis.**

~~Applicant must provide proof of residency, employment or full-time student status at time of application. Verification method will be by utility bill, lease, pay stub or letter from college verifying attendance.~~

1. The PHA will offer a preference for a family who is homeless, as defined by HUD.

PHA will use the referral services of the Milwaukee County Continuum of Care to place homeless persons in permanent housing. In addition to the Continuum of Care the Homeless Management Information System will be a secondary form of verification of homeless status. The applicant must be homeless at time of application and at the time selected from the wait list.

2. The PHA will offer a preference for a family who is fostering youth initiative, as defined by HUD.

PHA will use the Milwaukee County Public Child Welfare Agency (PCWA) as a partner to administer the Fostering Youth Initiative (FYI) in conjunction with the Housing Choice Voucher Program (HCV). Initial determination of the youth meeting eligibility requirements, will be made by the (PCWA), who will certify that the youth is eligible, then refers youths to the PHA. Once the (PCWA) makes the referral, the PHA places the (FYI) applicant on its HCV waiting list and determines whether the youth meets HCV program eligibility requirements, including income eligibility. The PHA conducts all other processes relating to voucher issuance and administration at the time of application and at the time of selection from the waitlist.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.



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Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected in numerical order based on the numbers that were assigned to each application, by lottery, at the time applications were placed on the waiting list.

Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

Chapter 6 INCOME AND SUBSIDY DETERMINATIONS

6-III.C. APPLYING PAYMENT STANDARDS [24 CFR 982.505; 982.503(b)]

Overview

The PHA's schedule of payment standards is used to calculate housing assistance payments for HCV families. This section covers the application of the PHA's payment standards. The establishment and revision of the PHA's payment standard schedule are covered in Chapter 16.

Payment standard is defined as "the maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family)" [24 CFR 982.4(b)].

The payment standard for a family is the lower of (1) the payment standard for the family unit size, which is defined as the appropriate number of bedrooms for the family under the PHA's subsidy standards [24 CFR 982.4(b)], or (2) the payment standard for the size of the dwelling unit rented by the family.

If the PHA has established an exception payment standard for a designated part of a zip code area or FMR area and a family's unit is located in the exception area, the PHA must use the appropriate payment standard for the exception area.

The PHA is required to pay a monthly housing assistance payment (HAP) for a family that is the lower of (1) the payment standard for the family minus the family's TTP or (2) the gross rent for the family's unit minus the TTP.



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If during the term of the HAP contract for a family's unit, the owner lowers the rent, the PHA will recalculate the HAP using the lower of the initial payment standard or the gross rent for the unit [HCV GB, p. 7-8].

Changes in Payment Standards

When the PHA revises its payment standards during the term of the HAP contract for a family's unit, it will apply the new payment standards in accordance with HUD regulations.

Decreases

If a PHA changes its payment standard schedule, resulting in a lower payment standard amount, during the term of a HAP contract, the PHA is not required to reduce the payment standard used to calculate subsidy for families under HAP contract as long as the HAP contract remains in effect [FR Notice 11/16/16].

However, if the PHA does choose to reduce the payment standard for families currently under HAP contract, the initial reduction to the payment standard may not be applied any earlier than the effective date of the family's second regular reexamination following the effective date of the decrease in the payment standard amount. At that point, the PHA may either reduce the payment standard to the current amount in effect on the PHA's payment standard schedule, or may reduce the payment standard to another amount that is higher than the normally applicable amount on the schedule. The PHA may also establish different policies for designated areas within their jurisdiction (e.g., different zip code areas).

In any case, the PHA must provide the family with at least 12 months' notice that the payment standard is being reduced before the effective date of the change. The PHA's policy on decreases in the payment standard during the term of the HAP contract apply to all families under HAP contract at the time of the effective date of the decrease in the payment standard within the designated area.

PHA Policy

If a PHA changes its payment standard schedule resulting in a lower payment standard amount, during the term of a HAP contract, the PHA will not reduce the payment standard used to calculate subsidy for families under HAP contract as long as the HAP contract remains in effect. The PHA will not establish different policies for decreases in the payment standard for designated areas within their jurisdiction.

Increases

If the payment standard is increased during the term of the HAP contract, the increased payment standard will be used to calculate the monthly housing assistance payment for the family beginning on the effective date of the family's first regular reexamination on or after the effective date of the increase in the payment standard. Families requiring or requesting interim reexaminations will not have their HAP payments calculated using the higher payment standard until their next annual reexamination [HCV GB, p. 7-8].

PHA Policy

The PHA elects to advantage HUD Voucher Tenancy: New Payment Standard Amount, Regulation 982.503(b), which states PHAs may establish payment standards from 111 to 120 percent of the applicable FMR for FY 2023. PHAs must revert to the basic range for FY 2024 FMRs unless the PHA requests and HUD approves an additional exception payment standard waiver under 24 CFR 5.110 or 24 CFR 982.503, as applicable.



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CHAPTER 7 VERIFICATION

7.II.H. VERIFICATION OF PREFERENCE STATUS

The PHA must verify any preferences claimed by an applicant that determined placement on the waiting list.

PHA Policy

The PHA will use the following local preferences:

~~The PHA will offer a preference for a family whose head of household is **elderly**.~~

~~Elderly will be verified by birth certificate.~~

~~The PHA will offer a preference for a family who is **homeless**, as defined by HUD.~~

~~PHA will use Homeless Management Information System as its form of verification. You must be homeless at time of application and at the time selected from the wait list.~~

~~The PHA will offer a preference for a family that includes a family member who is a person with **disabilities**, as defined by HUD.~~

~~Verification of a person with a disability will follow HUD's guidelines in CFR 5.403 and may require a letter from a knowledgeable professional source.~~

~~The PHA will offer a preference for **veterans** or surviving spouses of veterans. Family member is defined in CFR 5.403. DD214 will be used to verify veteran status.~~

~~The PHA will offer a preference to **families who reside in the City of West Allis**.~~

~~Applicant must provide proof of residency, employment or full-time student status at time of application. Verification method will be by utility bill, lease, pay stub or letter from college verifying attendance.~~

1. The PHA will offer a preference for a family who is homeless, as defined by HUD.

PHA will use the referral services of the Milwaukee County Continuum of Care to place homeless persons in permanent housing. In addition to the Continuum of Care the Homeless Management Information System will be a secondary form of verification of homeless status. The applicant must be homeless at time of application and at the time selected from the wait list.

2. The PHA will offer a preference for a family who is fostering youth initiative, as defined by HUD.



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PHA will use the Milwaukee County Public Child Welfare Agency (PCWA) as a partner to administer the Fostering Youth Initiative (FYI) in conjunction with the Housing Choice Voucher Program (HCV). Initial determination of the youth meeting eligibility requirements will be made by the (PCWA), who will certify that the youth is eligible, then refers youths to the PHA. Once the (PCWA) makes the referral, the PHA places the (FYI) applicant on its HCV waiting list and determines whether the youth meet HCV program eligibility requirements, including income eligibility. The PHA conducts all other processes relating to voucher issuance and administration at the time of application and at the time of selection from the waitlist.

Chapter 9
GENERAL LEASING POLICES

9-I.E. LEASE AND TENANCY ADDENDUM

The family and the owner must execute a written dwelling lease agreement for the assisted unit. This written lease is a contract between the tenant family and the owner; the PHA is not a party to this contract.

The tenant must have legal capacity to enter a lease under State and local law. 'Legal capacity' means that the tenant is bound by the terms of the lease and may enforce the terms of the lease against the owner [24 CFR 982.308(a)]

Lease Form and Tenancy Addendum [24 CFR 982.308]

If the owner uses a standard lease form for rental to unassisted tenants in the locality or the premises, the lease must be in such standard form. If the owner does not use a standard lease form for rental to unassisted tenants, the owner may use another form of lease. The HAP contract prescribed by HUD contains the owner's certification that if the owner uses a standard lease form for rental to unassisted tenants, the lease for the assisted tenants is in such standard form.

All provisions in the HUD-required Tenancy Addendum must be added word-for-word to the owner's standard lease form. The Tenancy Addendum includes the HUD requirements for the tenancy. Because it is a part of the lease, the tenant shall have the right to enforce the Tenancy Addendum against the owner. If there is a conflict between the owner's lease and the Tenancy Addendum, the terms of the Tenancy Addendum shall prevail over any other provisions of the lease.

PHA Policy

The PHA does not provide a model or standard dwelling lease for owners to use in the HCV program.

Lease Information [24 CFR 982.308(d)]

The assisted dwelling lease must contain all of the required information as listed below:

- The names of the owner and the tenant:
- The unit rented (address, apartment number, and any other information needed to identify the contract unit)
- The term of the lease (initial term and any provisions for renewal)
- The amount of the monthly rent to owner



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- A specification of what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied by the family

Security Deposit [24 CFR 982.313 (a) and (b)]

The owner may collect a security deposit from the tenant. The PHA may prohibit security deposits in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants. However, if the PHA chooses to do so, language to this effect must be added to Part A of the HAP contract [Form HUD-52641].

PHA Policy

The PHA will allow the owner to collect any security deposit amount the owner determines is appropriate. Therefore, no modifications to the HAP contract will be necessary.

PHA Policy

The PHA may offer a leasing incentive to participating landlords providing a monetary lease-up bonus during any calendar month of any operational year. This monetary lease-up incentive may be offered to participating landlords at a rate of up to \$300. All lease up incentives will be afforded by the PHA's Administrative fees, and the incentive program may be severed/discontinued by the PHA without notice, and subject, but not limited to, budgetary constraints and/or the PHA's determination at its sole discretion of the performance of the program.

Separate Non-Lease Agreements between Owner and Tenant

Owners may not demand or accept any rent payment from the family in excess of the rent to the owner as approved by the PHA minus the PHA's housing assistance payments to the owner [24 CFR 982.451(b)(4)].

The owner may not charge the tenant extra amounts for items customarily included in rent in the locality, or provided at no additional cost to unsubsidized tenants in the premises [24 CFR 982.510(c)].

PHA Policy

The PHA permits owners and families to execute separate, non-lease agreements for services, appliances (other than range and refrigerator) and other items that are not included in the lease.

Any items, appliances, or other services that are customarily provided to unassisted families as part of the dwelling lease with those families, or are permanently installed in the dwelling unit must be included in the dwelling lease for the assisted family. These items, appliances or services cannot be placed under a separate non-lease agreement between the owner and family. Side payments for additional rent, or for items, appliances or services customarily provided to unassisted families as part of the dwelling lease for those families, are prohibited.

Any items, appliances, or other services that are not customarily provided to unassisted families as part of the dwelling lease with those families, are not permanently installed in the dwelling unit and where the family has the sole option of not utilizing the item, appliance or service, may be included in a separate non-lease agreement between the owner and the family.



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The family is not liable and cannot be held responsible under the terms of the assisted dwelling lease for any charges pursuant to a separate non-lease agreement between the owner and the family. Non-payment of any charges pursuant to a separate non-lease agreement between the owner and the family cannot be a cause for eviction or termination of tenancy under the terms of the assisted dwelling lease.

Separate non-lease agreements that involve additional items, appliances or other services may be considered amenities offered by the owner and may be taken into consideration when determining the reasonableness of the rent for the property.

PHA Review of Lease

The PHA will review the dwelling lease for compliance with all applicable requirements.

PHA Policy

If the dwelling lease is incomplete or incorrect, the PHA will notify the family and the owner of the deficiencies. Missing and corrected lease information will only be accepted as hard copies, in-person, by mail, by email, or by fax. The PHA will not accept missing and corrected information over the phone.

Because the initial leasing process is time-sensitive, the PHA will attempt to communicate with the owner and family by phone, fax, or encrypted electronic communication. The PHA will use mail when the parties can't be reached by phone, fax, or encrypted electronic communication.

The PHA is permitted, but is not required, to review the lease to determine if the lease complies with State and local law and is permitted to decline to approve the tenancy if the PHA determines that the lease does not comply with State or local law [24 CFR 982.308(c)]

PHA Policy

The PHA will not review the owner's lease for compliance with state/local law.

COMMUNITY DEVELOPMENT AUTHORITY
CITY OF WEST ALLIS
RESOLUTION NO. 1444
DATE ADOPTED March 21, 2023

Resolution authorizing the changes to the Community Development Authority of the city of West Allis' Administrative Plan for the U.S. Department of Housing and Development's (HUD) Section 8 Housing Choice Voucher (HCV) Program.

WHEREAS, the Community Development Authority of the City of West Allis (the "Authority") acts as the Public Housing Authority and administers the U.S. Department of Housing and Urban Development's (HUD's) Section 8 Housing Choice Voucher ("HCV") Program for the City of West Allis; and,

WHEREAS, the Authority is desirous of providing affordable housing and regulating policies and procedures in order to provide fair housing opportunities; and,

WHEREAS, the Resident Advisory Board held a meeting on March 3, 2023 and recommended amendments to the Administrative Plan, hereby attached as Exhibit 1.

WHEREAS, the Authority approves hereby said amendments to the Administrative Plan.

NOW, THEREFORE, BE IT RESOLVED that the Community Development Authority of the City of West Allis hereby approves said amendments to the Administrative Plan for the Section 8 Housing Choice Voucher Program.

Approved: _____
Patrick Schloss, Executive Director
Community Development Authority

COMMUNITY DEVELOPMENT AUTHORITY
CITY OF WEST ALLIS
RESOLUTION NO. 991
DATE ADOPTED May 14, 2013

Resolution approving the creation of a Resident Advisory Board (RAB) for the
Section 8 Housing Choice Voucher Program

WHEREAS, the Community Development Authority of the City of West Allis (the "Authority") acts as the Public Housing Authority and administers the U.S. Department of Housing and Urban Development's (HUD's) Section 8 Housing Choice Voucher ("HCV") Program for the City of West Allis; and,

WHEREAS, the Authority is desirous of providing affordable housing and regulating policies and procedures in order to provide fair housing opportunities; and,

WHEREAS, the Authority, in 2010, submitted a required 5-year Plan to HUD, which is a comprehensive guide to the Authority policies, programs, operations and strategies for meeting local housing needs and goals, (the "Plan"); and,

WHEREAS, HUD requires that the Authority establish a Resident Advisory Board ("RAB"), whose role is to assist the Authority and make recommendations to the Authority in developing the Authority's Plan and the HCV Administrative Plan, and to provide representation that is meaningful and relevant to the development/modifications to the Plan and the HCV Administrative Plan; and,

WHEREAS, HUD requires the Authority to appoint RAB board members to adequately reflect and represent the residents assisted by the Authority's Housing Program; and,

WHEREAS, the Executive Director of the Authority shall appoint RAB board members on behalf of the Authority; and,


WHEREAS, the RAB shall consist of seven (7) board members, whose term length shall be three (3) years, with a maximum of four (4) terms appointments, which is consistent with other City boards/committees.

NOW, THEREFORE, BE IT RESOLVED that the Community Development Authority of the City of West Allis (the "Authority") hereby approves the creation of a Resident Advisory Board ("RAB") for the Section 8 Housing Choice Voucher Program.

BE IT FURTHER RESOLVED that the RAB's board members shall adequately reflect and represent the residents assisted by the Authority's Housing Program.

BE IT FURTHER RESOLVED that the Authority directs the Executive Director to appoint seven (7) board members, whose term length shall be three (3) years, with a maximum of four (4) terms appointments.

Approved: _____


John F. Stibal, Executive Director
Community Development Authority

COMMUNITY DEVELOPMENT AUTHORITY
CITY OF WEST ALLIS
RESOLUTION NO. 1445
DATE ADOPTED March 20, 2023

Resolution authorizing the submission of a Capital Catalyst Grant Application to Wisconsin Economic Development Corporation (WEDC) to support economic development efforts to support start-up businesses.

WHEREAS, the Community Development Authority of the City of West Allis ("Authority") recognizes the importance of attracting and providing resources to grow small businesses throughout the community; and,

WHEREAS, the Authority currently assistance growing businesses through the Economic Development loan programs utilizing Community Development Block Grant, Tax Increment Financing, or economic development small business funds from First Ring Industrial Redevelopment Enterprises, Inc.; and,

WHEREAS, WEDC, offer a Capital Catalyst Program for nonprofit organizations that is as 1:1 match grant up to \$500,000 that can be used for loans, grants, or equity investments.

WHEREAS, the Capital Catalyst Fund Program has the potential for the City, by itself or partnerships, leverage additional funds to support start-up businesses in West Allis.

WHEREAS, the Authority's matching funds would be made available from Community Development Block Grant, Tax Increment Financing, or economic development small business funds from First Ring Industrial Redevelopment Enterprises, Inc.

WHEREAS, the Economic Development staff recommends the Authority apply to WEDC for a Capital Catalyst Program FY 2022-2023.

NOW, THEREFORE, BE IT RESOLVED, by the Community Development Authority of the City of West Allis, that it hereby authorizes the submission of a Capital Catalyst Grant Application to Wisconsin Economic Development Corporation (WEDC) to supported economic development efforts to support start-up businesses.

BE IT FURTHER RESOLVED that Authority will submit an application of up to \$500,000.

BE IT FURTHER RESOLVED that the necessary City Staff complete and submit the necessary applications and execute all requirements associated the Capital Catalyst Program.

Approved: _____
Patrick Schloss, Executive Director
Community Development Authority

Sent via Email

Mr. Shaun Mueller
Community Development Authority of the City of West Allis
7525 W. Greenfield Avenue
West Allis, WI 53214

**PROPOSAL FOR PHASE I ENVIRONMENTAL SITE ASSESSMENT
OF THE FORMER TELEDYNE INDUSTRIES PROPERTY LOCATED AT
52** WEST BURNHAM STREET IN WEST ALLIS, WISCONSIN**

Dear Mr. Mueller:

In response to your recent request, Ramboll US Consulting, Inc. (Ramboll) is pleased to present the Community Development Authority (CDA) of the City of West Allis with this proposal to conduct a Phase I Environmental Site Assessment (ESA) of the property located at 52** West Burnham Street in West Allis, Wisconsin (the "site" or "property"). It is anticipated that the proposed assessment will be completed using a portion of the City's FY22 United States Environmental Protection Agency (USEPA) Brownfields Assessment Grant. The site is approximately 8.96 acres in size and located in a commercial/industrial land use area. The site was previously used for manufacturing water-cooled, and later air-cooled, engines for automotive and heavy-duty use.

March 15, 2023

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Based on previous environmental site investigations conducted at the site, surficial fill soils contain elevated concentrations of metals and polycyclic aromatic hydrocarbons (PAHs). Elevated concentrations of lead in soil were detected near a historical oil and paint storage area within the former manufacturing facility and in an outdoor storage area to the east of the former manufacturing facility. Chlorinated volatile organic compounds (CVOCs) were identified near the former engine test room in the southern portion of the manufacturing facility and in the former oil and paint storage area and outdoor storage area. Petroleum VOCs (PVOCs) were detected in soil and groundwater in the former oil reclamation and oil and paint storage areas. Following demolition of the site buildings and pavements, a clay cap was constructed in 2012 over soil with elevated concentrations of lead, VOCs, and PAHs above regulatory standards. Additional site investigation activities were completed by Tetra Tech in 2017 and Braun Intertec Corporation (Braun) in 2019. Prior investigations are summarized in a Site Investigation Report dated February 16, 2021 (2021 SIR).

Ref. P2722-23069

The following sections of this proposal contain a recommended scope of work, proposed schedule, cost estimate, and contract terms for this project.

PROPOSED SCOPE OF WORK

Task 1: Eligibility Determination

Prior to conducting Phase I ESA services, Ramboll will prepare an eligibility determination for review and approval by the USEPA. The eligibility determination

will include the criteria specified in the FY22 Guidelines for Brownfield Assessment Grants for hazardous substance sites.

Task 2: Phase I ESA

The proposed scope of services consists of a Phase I ESA. The Phase I ESA will meet the requirements of the USEPA's Standards and Practices for All Appropriate Inquiries (AAI standard) (40 CFR Part 312). According to USEPA, the ASTM International *Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process E1527-21* (the 2021 ASTM standard) is consistent and compliant with USEPA's AAI standard and may be used to comply with the provisions of the AAI standard.

The objective of the Phase I ESA is to identify Recognized Environmental Conditions (RECs), which are defined by ASTM as "the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: 1) due to any release to the environment; 2) under conditions indicative of a release to the environment; or, 3) under conditions that pose a material threat of a future release to the environment." Specifically, this assessment will be performed under the supervision of an Environmental Professional as defined in the 2021 ASTM standard and will include: a) document review; b) review of federal, state, tribal, and local government records; c) review of readily available historical resources; and d) site reconnaissance. These tasks are described in more detail in Attachment A.

This Phase I ESA does not include: visits to regulatory agencies to review files (other than local building, health, and/or fire departments); evaluation or discussion of non-scope considerations (e.g., asbestos-containing materials [ACMs], lead-based paint, radon, water intrusion/mold, wetlands, ecological issues, cultural resources); conducting surveys for the presence of asbestos, lead-based paint, mold, or radon; or the collection of samples of media including but not limited to air, soil, soil vapor, and water. The Phase I ESA will include a review and discussion of previous environmental assessments of the site.

Task 3: WDNR Meeting

Following the completion of the Phase I ESA for the site, Ramboll proposes to conduct a meeting with WDNR to discuss the results of the 2021 SIR, Ramboll's Phase I ESA, and the path to remediation, redevelopment and closure for the site in the context of its anticipated redevelopment as a vehicle storage and office facility for use by the City of West Allis Department of Public Works (DPW).

PROJECT DELIVERABLE

Subsequent to the completion of its environmental review, Ramboll will prepare a Phase I ESA Report (the "Report") to document the findings of the Phase I ESA. The Report will include a clear and concise executive summary identifying the key issues and their significance, followed by site-specific details gathered during the course of Ramboll's review, and recommendations for Phase II Assessment, if appropriate. The Report will meet the form and content requirements for reporting that are set forth in the 2021 ASTM standard. The Report will identify and comment on significant data gaps that affect Ramboll's ability to identify conditions indicative of releases or threatened releases of hazardous substances on, at, in, or to the site. Finally, per the 2021 ASTM standard, Ramboll's Phase I ESA report will be considered current for a period of 180 days from the date of the site inspection. A meeting with WDNR project management staff will be scheduled following the completion of the Phase I ESA.

SCHEDULE

Ramboll is prepared to commence work on this project upon receipt of written authorization to this proposal. Assuming that the information requested herein is readily available and that no delays in completing the site visit or agency reviews are encountered, a verbal summary of site findings will be provided within 1 week of

completing the site visit. A written report detailing the findings of the Phase I ESA for the site will be provided within 15 business days of the site visit.

Written requests for access to documents held by governmental agencies can take as long as 1 month or more to process. If these documents are not available at the time of the report but are received within 180 days of completing the site visit, Ramboll will review the outstanding information upon receipt and will issue a supplemental report addendum should this information result in any substantive changes to Ramboll's understanding of the site or an identified issue.

PROJECT COST

The scope of services described herein will be completed on a time and materials basis in accordance with the Master Contract with the CDA, dated November 10, 2016, and the attached fee schedule, as provided in our Proposal for Professional Consulting Services, dated August 24, 2022. The total estimated cost to complete the Phase I ESA and eligibility determination scope of services, as presented herein is \$9,150, summarized below.

Task	Cost
Task 1: Eligibility Determination	\$750
Task 2: Phase I ESA	\$6,700
Task 3: WDNR Meeting	\$1,700
Total	\$9,150

Additional services, if requested, will be considered out of scope and will result in additional costs that will be billed on a time and materials basis, in accordance with the unit rates that are attached to this proposal and incorporated into the Master Contract.

Thank you for the opportunity to be of service. If you find this proposal acceptable, please provide a Proceed Order, using the CDA's Standard procedure and referencing this proposal. If you have any questions or need further information, please contact us.

Yours sincerely,


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ATTACHMENT A
PROPOSED SCOPE OF WORK

PHASE I ENVIRONMENTAL ASSESSMENT

In consideration of the requirements of the United States Environmental Protection Agency's (USEPA) Standards and Practices for All Appropriate Inquiries ("AAI standard") (40 CFR Part 312), Ramboll proposes to conduct the Phase I ESA in accordance with the 2021 ASTM standard. According to USEPA, the 2021 ASTM standard is consistent and compliant with USEPA's AAI standard and may be used to comply with the provisions of the AAI standard.

The objective of the Phase I ESA is to identify known and suspect Recognized Environmental Conditions (RECs), which are defined by ASTM as "the presence or likely presence of any hazardous substances or petroleum products on a property under conditions that indicate an existing release, a past release, or a material threat of a release of any hazardous substances or petroleum products into structures on the property or into the ground, ground water, or surface water of the property." For the 2021 ASTM Standard, soil vapor is included in the assessment. Specifically, the assessment will include the following tasks, which will be performed under the supervision of an Environmental Professional as defined in the 2021 ASTM standard.

Task A – Document Review

Review available documents obtained from the Client and/or the Company either prior to or during Ramboll's site reconnaissance. A list of the types of documents Ramboll would like to review will be provided under separate cover. To meet the requirements of the 2021 ASTM standard, the Client is also required to complete the information in the User Questionnaire which will also be provided under separate cover.

Task B – Review of Federal, State, Tribal, and Local Government Records

- Order and review regulatory data base searches for the facility and the surrounding properties from a third-party provider. The report provided will meet the minimum requirements presented in the 2021 ASTM Standard.
- Request information from the local fire and health departments for the site.
- If judged to be necessary by the Environmental Professional, copies of relevant files from the state agencies will be requested via a Freedom of Information Act (FOIA) request. The 2021 ASTM standard includes a requirement to evaluate the need to review state and federal environmental regulatory files relating to the site and adjoining properties. At this time, Ramboll cannot determine whether an in-person file review will be necessary. As part of the environmental review, Ramboll will attempt to obtain information from other sources (e.g., Company reports and documentation, interviews with regulatory personnel, FOIA submittals) before resorting to an in-person file review. Such a review will be made as an additional scope of work and cost, which will be discussed with you before being undertaken. Also, the ability to obtain FOIA requests or perform in-person file reviews within the expedited time frame for the project requested is likely not possible. If the FOIAs or reviews cannot be conducted before the report is finalized, the 2021 ASTM standard version report would identify this issue as a data gap.

Task C – Review of Readily Available Historical Sources

- Order and review readily available standard historical sources, including aerial photographs, Sanborn fire insurance maps, and a City Business Directory abstract to evaluate historical property use, and the potential for off-site impacts to each property. These sources will be ordered through a third-party provider. This task does not include a formal title and deed search or an environmental lien search, which are assumed to be provided by the Client. These are defined as User Requirements and must be completed to meet the CERCLA defenses afforded by the AAI statute.

- Request and review information from the local tax assessor office and building department for the site. Other historical sources will be consulted if judged to be necessary by the Environmental Professional.

Task D – Site Reconnaissance

- Visually inspect the physical condition of the site, including the interior of any buildings or other structures, to evaluate whether there are any current or past operations that involve the use, treatment, storage, disposal or generation of hazardous substances or petroleum products. This site inspection, at a minimum, will include a brief evaluation of:
 - presence of hazardous substances and petroleum products;
 - storage tanks;
 - odors;
 - pools of liquid;
 - drums and other containers;
 - potential polychlorinated biphenyl (PCB)-containing equipment;
 - heating and cooling systems;
 - visible surface stains or corrosion on floors, walls, or ceilings;
 - drains and sumps;
 - pits, ponds, or lagoons;
 - stained soil or pavement;
 - stressed vegetation;
 - areas that are apparently filled or graded by non-natural causes (e.g., solid waste);
 - wastewater management practices;
 - wells; and
 - septic systems.
- Visually inspect, to the extent practicable from property boundaries and public thoroughfares, adjacent properties for current or past land use conditions that may adversely affect the subject property.
- Evaluate geologic, hydrogeologic, hydrologic, and topographic conditions of the property to the extent practicable based on visual observations.
- Interview current facility owners, occupants, and other knowledgeable parties who may have information concerning the history of the property and the activities conducted by current and previous property occupants. Given confidentiality considerations, past owners and occupants will not be interviewed. Only those individuals identified by the client will be interviewed.

ATTACHMENT B
RATE SCHEDULE

Ramboll Project Fees

Ramboll proposes the following fee schedule for work conducted under RFP #22-006:

Table 1: Labor

Labor Category (Invoice Title)	Labor Rate	Estimated % Time
Project Principal (Principal)	\$200	1%
Senior Managing Consultant	\$175	2%
Managing Consultant	\$155	15%
Sr. Consultant 2	\$130	5%
Sr. Consultant 1	\$120	5%
Engineer/Geologist (Consultant 3)	\$110	20%
Engineer/Geologist (Consultant 2)	\$100	20%
Field Staff (Consultant 1)	\$85	20%
CAD/GIS Drafting	\$80	7%
Administrative Support	\$65	5%

Table 2: Field Instruments/Equipment¹

Description	Units	Unit Cost
PID (10.6 ev lamp)	day	\$70
Water Level Meter	day	\$30
0.45-micron filters	each	\$25
Peristaltic Pump	day	\$50
Concrete Corer	day	\$150
Personal Vehicle Mileage (federal rate) ²	mile	\$0.585

Notes:

1: Other supplies/equipment will be rented/purchased as needed and the invoices will be passed through to the WDNR with no mark-up applied.

2: Based on project needs, distance to site and other factors, Ramboll may elect to rent a vehicle for field work. Typical vehicle rental rates, based on our company preferred provider fee schedule are between \$40 and \$70/day. Gasoline is additional.

A 10% mark-up will be added to all subcontractor services.

COMMUNITY DEVELOPMENT AUTHORITY
CITY OF WEST ALLIS
RESOLUTION NO. 1446
DATE ADOPTED March 20, 2023

Resolution to approve the Scope of Services submitted by Ramboll Environmental for preparation of Phase 1 Environmental Assessment and consultation with the WDNR for the property located at 52** W. Burnham St. (Former Teledyne property).

WHEREAS, the City of West Allis Common Council, under Resolution Number R-2023-0187 approved acquisition agreement with Milwaukee County for the property 52** W. Burnham Street (the "Property"); and,

WHEREAS, prior to acquisition, the City would need to complete and update a Phase I environmental assessment for the property based on prior environmental site investigations conducted at the Property; and,

WHEREAS, the Community Development Authority of the City of West Allis (the "Authority") has a mission in addressing brownfield sites that are blighted, environmentally impacted, and underutilized properties through redevelopment; and,

WHEREAS, on September 30, 2022, the Authority was awarded a \$500,000 Brownfield Assessment Grant from the US Environmental Protection Agency (EPA) to be used from a project period of October 1, 2022 - September 30, 2025;

WHEREAS, the work associated under the scope of services is estimated at \$9,150 and includes eligibility determination, Phase I ESA, and discussion with the Wisconsin DNR.

WHEREAS, the Executive Director recommends approval of the work and contract with Ramboll.

NOW, THEREFORE, BE IT RESOLVED, by the Community Development Authority of the City of West Allis that is hereby authorizing the Executive Director to enter into an agreement for the Scope of Services submitted for preparation of Phase 1 Environmental Assessment and consultation with the WDNR for the property located at 52** W. Burnham St. (Former Teledyne property).

BE IT FURTHER RESOLVED that the City Attorney be and is hereby authorized to make such non-substantive changes, modifications, additions and deletions to and from the various provisions of the Contract, including any and all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

BE IT FURTHER RESOLVED that the Executive Director is authorized, on behalf of the Authority, to execute the aforesaid contract documents.

BE IT FURTHER RESOLVED that the funding of \$9,150 is hereby appropriated from the U.S. EPA Brownfield Assessment Grant program.

Approved: _____
Patrick Schloss, Executive Director
Community Development Authority

COMMUNITY DEVELOPMENT AUTHORITY
CITY OF WEST ALLIS, WISCONSIN
RESOLUTION NO. 1443
DATE ADOPTED: March 20, 2023

Resolution to approve Amendment #4 to the Staging and Grading Temporary Easement Agreement between the Community Development Authority of the City of West Allis and Mandel Development, Inc. Group for the Phase II of The Market development (South of National Avenue "SONA").

WHEREAS, the Community Development Authority of the City of West Allis (the "Authority") owns a portion of the land at the southwest corner located Six Points Crossing and W. National Avenue (SONA) consisting of 6.48 acres of land (notably Lot 1, Lot 3, and Lot 4); and,

WHEREAS, the Authority approved a Site Staging and Grading Temporary Easement Agreement on September 14, 2021, under Resolution No. 1390; and,

Whereas, the Authority approved Amendment # 1 on October 25, 2021, for ability to commence construction of SoNa Lofts on Lot 2; and,

Whereas, the Authority approved Amendment # 2 on March 8, 2022, for ability to commence construction of SoNa Lofts on Lot 2; and,

Whereas, the Authority approved Amendment # 3 on May 20, 2022, for ability to commence construction of SoNa Lofts on Lot 2; and,

Whereas, the Authority wishes to create additional tax base and foster job creation for the City of West Allis (the "City") through the sale and redevelopment of the property; and,

WHEREAS, the Mandel Development, Inc. has requested an amendment to the Agreement on the acquisition timeframe - requesting a change from July 1, 2022 to July 1, 2023, relative to Lot 1.

WHEREAS, Mandel Group will be responsible for all associated permits, liabilities, and costs outline within the terms and conditions of the Site Access Agreement hereby attached as Exhibit A – Site Access Agreement; and,

WHEREAS, Executive Director recommends approval of the amendment to the Site Access Agreement as the overall Development Agreement negotiations have advanced.

NOW, THEREFORE BE IT RESOLVED by the Community Development Authority of the City of West Allis, as follows:

1. Upon the Authority's approval of the Purchase and Sale and Development Agreement for the SONA Lofts portion of the redevelopment as well as site improvements to all of SONA, the Executive Director is authorized to enter into an amendment to the Site Access Agreement for Phase II of The Market development (South of National Avenue "SONA")
2. The Executive Director is authorized to make such non-substantive changes, modifications, additions, and deletions to and from the various provisions reasonably necessary to complete the transactions contemplated therein.
3. The City Attorney is authorized to make such non-substantive changes, modifications, additions and deletions to and from the various provisions of the contract, including any and all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

Approved: _____
Patrick Schloss, Executive Director
Community Development Authority

L:\RESOLUTIONS/ALL-CDA 1443 Amendment #4 -Staging & Grading Temporary Easement SONA (3-20-23)

Staging and Grading Temporary Easement Agreement

Amendment #3

The Amendment #4 to the Staging and Grading Temporary Easement Agreement (the "Agreement") dated this _____ day of March 2023 by and between the COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF WEST ALLIS, a separate body politic created by ordinance in the City of West Allis, pursuant to Section 66.1335 of the Wisconsin Statutes ("Grantor") and MANDEL DEVELOPMENT, INC., a Wisconsin corporation and assignees and affiliates thereof ("Grantee").

Parties of the Agreement wish to amend the Agreement to accompany ongoing negotiations and project planning for Makers Rows Development within the SoNa Redevelopment within the Six Points Farmers Market Redevelopment Area.

All terms, conditions, and provision of the Agreement dated October 25, 2021, remain unchanged and enforced

Both Parties to the Agreement hereby agree as follows to amend the Agreement:

To amend within Section 4, from the amended date of "July 1, 2022" to "July 1, 2023" for the date of acquisition.

Signatures follow on next page

IN WITNESS WHEREOF, the Grantor and Grantees have hereunto set their hands and seals on the date set forth above.

GRANTOR:

COMMUNITY DEVELOPMENT AUTHORITY
OF THE CITY OF WEST ALLIS

By: _____
Patrick Schloss
Its: Executive Director

State of _____

County of _____

Personally, came before me this ____ day of _____, 2023, the above-named Patrick Schloss, to me known as the Executive Director of the Community Development Authority of the City of West Allis, who executed the foregoing instrument and acknowledged that he executed the same for the purposes herein contained on behalf of the said Community Development Authority.

Notary Public

Name: _____

State of _____ County of _____

My Commission Expires: _____

IN WITNESS WHEREOF, the Grantor and Grantees have hereunto set their hands and seals on the date set forth above.

GRANTOR:

MANDEL DEVELOPMENT, INC.

By: _____
Robert B. Monnat
Its: Senior Partner/Authorized Agent

State of _____

County of _____

Personally, came before me this ___ day of _____, 2023, the above-named Robert B. Monnat, to me known as the Senior Partner/Authorized Agent of Mandel Development, Inc., who executed the foregoing instrument and acknowledged that he executed the same for the purposes herein contained on behalf of the said Community Development Authority.

Notary Public

Name: _____

State of _____ County of _____

My Commission Expires: _____

COMMUNITY DEVELOPMENT AUTHORITY
CITY OF WEST ALLIS
RESOLUTION NO: 1447
DATE ADOPTED: March 20, 2023

Resolution approving amendments to the Purchase and Sale Agreement and Development Agreement for the sale of land between the Community Development Authority of the City of West Allis and Makers Row QOZB, LLC.

WHEREAS, the Community Development Authority of the City of West Allis (the "Authority") is the owner approximate 2.9 acres of land consisting of 66** W. National Avenue (454-0648-000), 66** W. Mitchell St. (454- 0650-000), and 66** W. National Avenue (454-0649-000)("Property") on Property called South of National Avenue (SONA) redevelopment area; and,

WHEREAS, the Authority, on September 14, 2021, by Resolution 1390, approved an Access Agreement which stated that Mandel Group is responsible for all associated permits, liabilities, and costs for the SONA properties to advance site preparation work for the overall development SONA Lofts and Makers Row; and,

WHEREAS, the Authority, on October 20, 2020, by Resolution 1355, approved a Letter of Intent for SONA from the Mandel Group for Phase II of the Market Development; and,

WHEREAS, the Authority, on May 31, 2016, by Resolution No.1180, authorized a Purchase and Sale Agreement and Development Agreement with Mandel Group Properties, LLC for 7.5 acres of property for commercial and residential development within the Six Points/Farmers Market Redevelopment Area to develop the area North of National Avenue (NONA).

WHEREAS, the Authority duly noticed and held a Public Hearing on the sale of the Property on May 31, 2016; and through Resolution No.1179, authorized the sale of land of 14 acres of land to the Mandel Group Properties, LLC; and,

WHEREAS, the Authority wishes to create additional tax base and foster job creation for the City of West Allis (the "City") through the sale and redevelopment of the 6.48 acres of property, South of National Avenue (SONA), into residential and commercial development; and,

WHEREAS, the on December 19, 2022 by Resolution 1429 the Authority approved the sale of Lot 1 and Lot 3 to foster the development of Makers Row Phase I and Phase II to Makers Row QUOB, LLC, an afflicted entity to Mandel Group; and,

WHEREAS, changes to the economic landscape have led to requested alterations to the terms of the Purchase and Sale and Development Agreement for the sale of the aforesaid land (Lot 1 and Lot 3) to Makers Row QUOB, LLC, an afflicted entity to Mandel Group

NOW, THEREFORE, BE IT RESOLVED that the Community Development Authority of the City of West Allis, as follows:

1. Approves the amendments to the Purchase and Sale Agreement and Development Agreement by and between the Community Development Authority of the City of West Allis and Makers Row QOZB, LLC for commercial development within the Six Points/Farmers Market Redevelopment Area, South of National Avenue (SONA) redevelopment pursuant to section 66.1333(6)(b)2, Wis. Stat.
2. Authorizes the Executive Director to make such non-substantive changes, modifications, additions, and deletions to and from the various provisions reasonably necessary to complete the transactions contemplated therein.
3. That the City Attorney be and is hereby authorized to make such non-substantive changes, modifications, additions and deletions to and from the various provisions of the contract, including any and all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

Approved: _____
Patrick Schloss, Executive Director
Community Development Authority