

CITY OF WATERLOO, WISCONSIN

**CONSIDERING OFFERS TO PURCHASE**  
**257 MILL STREET**  
**YOUTH CENTER BUILDING & 0.38 ACRES**

**Submittal Deadline:**  
**OPEN UNTIL SOLD OR AS DIRECTED BY THE**  
**CITY COUNCIL**

Prepared By:  
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## OVERVIEW

The City of Waterloo, Wisconsin is accepting and considering offers to purchase from qualified individuals/firms interested in purchasing the City-owned, Youth Center Building and 0.38 acres at 257 Mill Street.

<b>Parcel ID</b>	<b>Address</b>	<b>Parcel Size (acres)</b>	<b>Area Under Roof (sq. ft.)</b>	<b>2012 Property Taxes</b>	<b>2012 Assessed Value</b>
290-0813-0533-022	257 Mills Street	0.38	Estimated at 1200 (includes lower level)	0	0

A site walk through can be scheduled by calling 920-478-3025. Respondents are urged to visit the site before submitting a response. The property will be sold “as is”.

### **A. Property Location, Description & Zoning**

#### Property Background

The building was constructed by volunteers in the early 70’s. The land was donated to the City at that time. It has been used as a warming house for ice skating, a Youth Center and for similar public functions.

#### Zoning & Land Use

The building is currently zoned C (Conservancy). Waterloo’s municipal code can be viewed online here: <http://ecode360.com/WA2248?needHash=true>.

Adjacent uses include residential and rental storage.

The property is connected to municipal utilities with WE Energies providing gas service. Electric and water service is provided by Waterloo Water & Light. Contact 920-478-2260 for more information.

#### Assessed Value & Taxes

The property is municipally owned and therefore is not assessed for property tax purposes.

#### Legal Description

Out Lot 59 Assessors Plat

### **B. Required Proposal Content**

A respondent must submit the following information in order for the proposal to be considered.

1. **Introduction:** A cover letter must include the name, address, phone number and email for the person or entity submitting the proposal. The cover letter should describe your proposed plan for the property.
2. **Land Use Plan:** Please provide information demonstrating that your proposed use meet the City's zoning requirements or any conditional uses which you would be seeking for the property. If structural improvements are planned please provide an anticipated timeline for completion of these improvements, no later than one year from date of closing.
3. **Timeline:** Please indicate the timing of your anticipated occupation of the premises and of any intended improvements to the property.
4. **Purchase Price:** Provide a purchase price for the property, including letter of commitment from lender, if applicable.

### C. Submission Information

Respondents should submit the requested information in digital form via email attachment or in person to the Clerk/Treasurer at the Waterloo Municipal Building.

Mo Hansen  
City Clerk/Treasurer  
136 N Monroe Street  
Waterloo, WI 53594  
[Cityhall@waterloowi.us](mailto:Cityhall@waterloowi.us)

**Due Date:** No deadline. Property is available until an accepted offer is in-hand or as otherwise determined by the City Council.

**Disclaimers:** The City of Waterloo RFP does not guarantee that a respondent will be selected. The City is not responsible to any respondent for the cost of their proposal preparation. The information in this document is provided to assist with the proposal but its accuracy is not guaranteed.