



136 North Monroe Street
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A MEETING OF THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - AGENDA

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that a public meeting will be held to consider the following:

Date: July 19, 2022
Time: 6:00 p.m.
Location: Municipal Building, 136 North Monroe Street (via remote phone conference for participants and public)

Join Zoom Meeting: <https://us02web.zoom.us/j/82709126628?pwd=aWJCd3VkOTIiVXIzYnhKRnN2U0hkZz09>
Meeting ID: 827 0912 6628 Passcode: 989208
Dial by phone: +1 312 626 6799 US (Chicago)

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
2. MEETING MINUTES APPROVAL: June 21, 2022
3. UPDATES & REPORTS
 - a. Non-Metro Connections Update
 - b. Clerk/Treasurer Report –
 - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600-June NOTE: The City Council may meet in closed session per Wis. Stat. 19.85(1) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Upon concluding a closed session, the Committee will reconvene in open session.]
 - d. Business Association Liaison Report, (contact undetermined)
 - e. School District Liaison (contact undetermined)
4. OLD BUSINESS
 - a. Manuesha Business Center – Crack in wall of building.
 - b. Community Assessment Review
5. NEW BUSINESS
 - a. Terminating Madison Commercial Real Estate Contract
 - b. Economic Development Proposal – NMC
 - c. Amending/replacing NMC Contract
 - d. Thrive ED Community Assets PowerPoint
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
7. ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

Community Development Authority: Soter, Petts, C. Kuhl, A. Kuhl, Woods, O'Connell, Sharpe and School District Superintendent Brian Henning as non-voting School District liaison
Posted, Mailed and E-mailed: 07/14/2022

Please note: it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: June 21, 2022

Digital audio files are archived with these written minutes additionally serving as the official record.

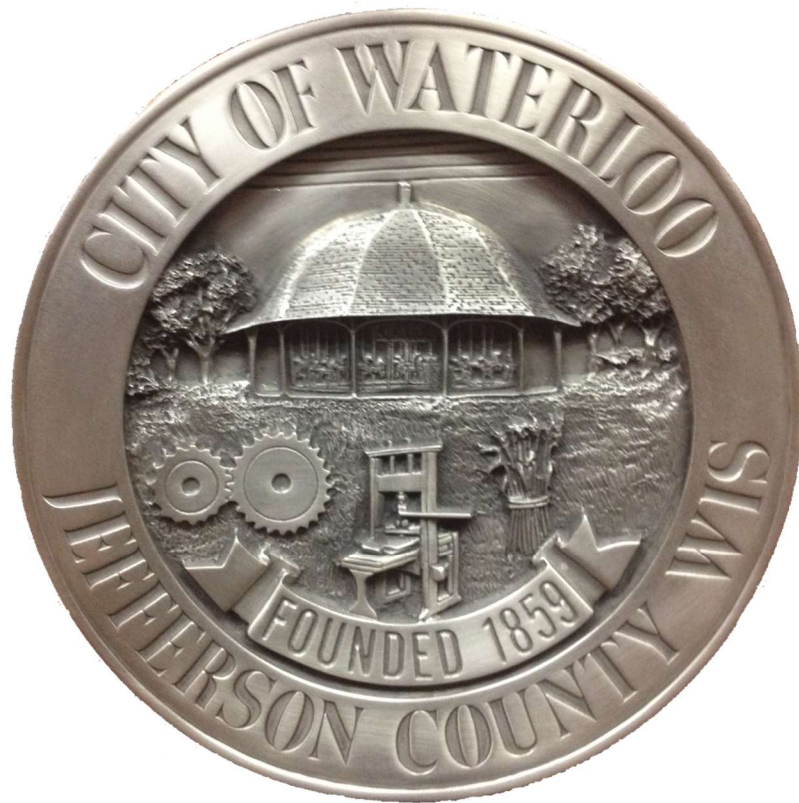
1. PLEDGE OF ALLEGIANCE, ROLL CALL AND CALL TO ORDER. CDA Co-Chair O'Connell called the meeting to order at 6:00 p.m. Members present: C. Kuhl, M. Soter, and Petts. Remote: A. Kuhl Absent: Sharpe, Woods, and the non-voting member from School District and Business Association. Others in Attendance or remote: Maureen Giese, Everett Butzine, Jennifer Picard, and Clerk Ritter.
2. MEETING MINUTES APPROVAL: May 17, 2022. MOTION: [Petts/O'Connell] to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. UPDATES & REPORTS.
 - a. Non-Metro Connections – Motion to go into New Business [C. Kuhl/Soter] VOICE VOTE: Motion carried.
 - b. Clerk/Treasurer Report. Lead update. Currently at 19 homes with lead to be completed.
 - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600. Noted
 - d. Business Association Liaison Report.
 - e. School District Liaison. No report.
4. OLD BUSINESS
 - a. New Resident Outreach. Welcome Packet. Library made welcome bags to hand out. Soter gave a summary. Working on 250 bags. O'Connell would like to see this left on. Adding to website
 - b. 333 Portland Rd
 - i. Archaeological Study Information Update. UW Milwaukee Jenifer Picard spoke regarding the study. Samples were taken from the site. Absolutely nothing was discovered from the samples. Information was sent to the Wisconsin Historical Society, and they agreed with the findings. We can use the report to submit to the DNR if needed. [Kuhl/Petts] VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. Manuesha Business Center – Crack in wall of building. Discussion on how to proceed. Looking for Yerges to [Petts/C. Kuhl] give Committee a recommendation. VOICE VOTE: Motion carried.
 - b. 333 Portland Road – Offer to Purchase. Butzine gave a summary of the contract. Offer for \$1 with a developer agreement. Currently the best use for this land. Would want to start at the top of the parcel. Doing the commercial area first. Motion to send to Plan Commission with CDA approval with the intention of forwarding to the City Council [C. Kuhl/Petts] VOICE VOTE: Motion carried.
 - c. Community Assessment update – NMC Butzine handed out a report detailing the survey. He felt people are looking for more transparency from the City. Struggle to get information to the people. Website has all meetings and City information on it. Looking for more ways to involve public. Population of Waterloo most likely to continue to increase. Updates/Newsletter shared during park events. Continue to use social media. Revisit this at next meeting after members can absorb material.
 - d. Economic Development Plan Proposal NMC – Butzine would like to see a plan for the city to grow. Overall plan or theme written down. Managed through Non-Metro Connections instead of the CDA. Committee would like to see a proposal from Butzine next month. Motion to have Everett bring in a proposal next month. [O'Connell/Petts] VOICE VOTE: Motion carried. Butzine will review RFP for code compliance/blight person and write his own proposal for that too. [O'Connell/ C. Kuhl] VOICE VOTE: Motion carried. Mayor spoke about completing Maple Dr to Portland Rd. She spoke to landowners to see if they would be interested in selling a part of their property to complete road. They aren't interested in development but would be interested in sale to help complete road.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar noted.
 - b. Maureen Giese spoke regarding mission statement for the Waterloo Business Association. Historical plaques on building downtown buildings. Giese spoke about the wall between the Historical Society and the City Cemetery stating it needs to be cleaned and repaired. She would also like to see a proper sign regarding how and when the Cemetery started.
7. ADJOURNMENT. MOTION: [Petts/C. Kuhl] VOICE VOTE: Motion carried. Time: 7:45 p.m.

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer

CITY OF WATERLOO

CDA'S TREASURER'S REPORT – JUNE 2022



CITY OF WATERLOO

BALANCE SHEET
JUNE 30, 2022

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	439,099.66	
412-15800	DUE FROM AGENCY FUND TAXES	31,813.90	
	TOTAL ASSETS		470,913.56

LIABILITIES AND EQUITY

LIABILITIES

412-26100	DEFERRED REVENUE	31,814.02	
	TOTAL LIABILITIES		31,814.02

FUND EQUITY

412-34300	FUND BALANCE	415,337.06	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	23,762.48	
	TOTAL FUND EQUITY		439,099.54
	TOTAL LIABILITIES AND EQUITY		470,913.56

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

FUND 412 - TIF DISTRICT 2 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>TIF DISTRICT 2 FUND</u>					
412-41-4111-000	TAX INCREMENTS	.00	92,713.62	81,308.00	(11,405.62)	114.0
	TOTAL TIF DISTRICT 2 FUND	.00	92,713.62	81,308.00	(11,405.62)	114.0
	<u>INTERGOVERNMENTAL REVENUE</u>					
412-43-4364-000	STATE AID EXEMPT COMPUTERS	.00	.00	780.00	780.00	.0
412-43-4366-000	STATE AID PERSONAL PROPERTY	.00	2,036.19	2,036.19	.00	100.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	2,036.19	2,816.19	780.00	72.3
	<u>MISCELLANEOUS REVENUES</u>					
412-48-4800-000	MISC REVENUES	.00	7,137.50	119,128.89	111,991.39	6.0
	TOTAL MISCELLANEOUS REVENUES	.00	7,137.50	119,128.89	111,991.39	6.0
	TOTAL FUND REVENUE	.00	101,887.31	203,253.08	101,365.77	50.1

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

FUND 412 - TIF DISTRICT 2 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-320	LEGIS SUPPORT PR & PUB	.00	64.00	.00	(64.00)	.0
412-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	214.00	150.00	(64.00)	142.7
	<u>ATTORNEY</u>					
412-51-5130-211	ATTORNEY ATTORNEY FEES	.00	.00	1,500.00	1,500.00	.0
	TOTAL ATTORNEY	.00	.00	1,500.00	1,500.00	.0
	<u>CLERK - WAGES</u>					
412-51-5142-110	CLERK SALARY/CLERK	.00	.00	25,000.00	25,000.00	.0
	TOTAL CLERK - WAGES	.00	.00	25,000.00	25,000.00	.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	616.66	750.00	133.34	82.2
	TOTAL SPECIAL ACCTG AND AUDITING	.00	616.66	750.00	133.34	82.2
	<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	ENG & ADMIN PROF FEES	.00	16,666.70	22,000.00	5,333.30	75.8
412-53-5310-380	TID 2 COMPUTER SUPPLY/MAINT	25.37	152.71	302.40	149.69	50.5
	TOTAL ENGINEERING AND ADMINISTRATION	25.37	16,819.41	22,302.40	5,482.99	75.4
	<u>CAPITAL PROJECT</u>					
412-57-5701-800	CAPITAL PROJ OUTLAY	752.51	752.51	.00	(752.51)	.0
	TOTAL CAPITAL PROJECT	752.51	752.51	.00	(752.51)	.0
	<u>DEBT SERVICE</u>					
412-59-5926-001	DEBT SERVICE	.00	59,722.25	.00	(59,722.25)	.0
	TOTAL DEBT SERVICE	.00	59,722.25	.00	(59,722.25)	.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

FUND 412 - TIF DISTRICT 2 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
TOTAL FUND EXPENDITURES	777.88	78,124.83	49,702.40	(28,422.43)	157.2
NET REVENUE OVER(UNDER) EXPENDITURES	(777.88)	23,762.48	153,550.68		

CITY OF WATERLOO

BALANCE SHEET
JUNE 30, 2022

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	44,332.34	
413-15800	DUE FROM AGENCY FUND TAXES	22,142.72	
	TOTAL ASSETS		66,475.06

LIABILITIES AND EQUITY

LIABILITIES

413-26100	DEFERRED REVENUE	22,142.60	
	TOTAL LIABILITIES		22,142.60

FUND EQUITY

413-34300	FUND BALANCE	62,395.20	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(18,062.74)	
	TOTAL FUND EQUITY		44,332.46
	TOTAL LIABILITIES AND EQUITY		66,475.06

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

FUND 413 - TIF DISTRICT 3 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>TAXES</u>					
413-41-4111-000	TAX INCREMENTS	.00	64,529.40	87,858.00	23,328.60	73.5
	TOTAL TAXES	.00	64,529.40	87,858.00	23,328.60	73.5
	<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000	STATE AID EXEMPT COMPUTERS	.00	.00	320.00	320.00	.0
413-43-4365-000	STATE AID PERSONAL PROPERTY	.00	220.77	220.77	.00	100.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	220.77	540.77	320.00	40.8
	<u>MISCELLANEOUS REVENUES</u>					
413-48-4800-000	MISC REVENUES	.00	.00	22,198.83	22,198.83	.0
	TOTAL MISCELLANEOUS REVENUES	.00	.00	22,198.83	22,198.83	.0
	TOTAL FUND REVENUE	.00	64,750.17	110,597.60	45,847.43	58.6

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

FUND 413 - TIF DISTRICT 3 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>LEGISLATIVE SUPPORT</u>					
413-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
	<u>ATTORNEY</u>					
413-51-5130-211	ATTORNEY ATTORNEY FEES	.00	292.50	.00	(292.50)	.0
	TOTAL ATTORNEY	.00	292.50	.00	(292.50)	.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	616.66	2,000.00	1,383.34	30.8
	TOTAL SPECIAL ACCTG AND AUDITING	.00	616.66	2,000.00	1,383.34	30.8
	<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215	ENG & ADMIN PROF FEES	.00	760.00	2,000.00	1,240.00	38.0
	TOTAL ENGINEERING AND ADMINISTRATION	.00	760.00	2,000.00	1,240.00	38.0
	<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000	TRANSFER TO DEBT SERVICE	.00	80,993.75	101,567.50	20,573.75	79.7
	TOTAL TRANSFER TO DEBT SERVICE	.00	80,993.75	101,567.50	20,573.75	79.7
	TOTAL FUND EXPENDITURES	.00	82,812.91	105,717.50	22,904.59	78.3
	NET REVENUE OVER(UNDER) EXPENDITURES	.00	(18,062.74)	4,880.10		

CITY OF WATERLOO

BALANCE SHEET
JUNE 30, 2022

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	98,568.20	
414-15800	DUE FROM AGENCY FUND TAXES	2,660.70	
	TOTAL ASSETS		101,228.90

LIABILITIES AND EQUITY

LIABILITIES

414-26100	DEFERRED REVENUE	2,660.70	
	TOTAL LIABILITIES		2,660.70

FUND EQUITY

414-34300	FUND BALANCE	94,231.22	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	4,336.98	
	TOTAL FUND EQUITY		98,568.20
	TOTAL LIABILITIES AND EQUITY		101,228.90

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

FUND 414 - TIF DISTRICT 4 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>TIF DISTRICT 4 FUND</u>					
414-41-4111-000	TAX INCREMENTS	.00	7,753.93	28,119.98	20,366.05	27.6
	TOTAL TIF DISTRICT 4 FUND	.00	7,753.93	28,119.98	20,366.05	27.6
	<u>INTERGOVERNMENTAL REVENUE</u>					
414-43-4364-000	STATE AID COMPUTERS	.00	.00	239.00	239.00	.0
414-43-4365-000	STATE AID PERSONAL PROPERTY	.00	683.07	683.00	(.07)	100.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	683.07	922.00	238.93	74.1
	TOTAL FUND REVENUE	.00	8,437.00	29,041.98	20,604.98	29.1

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

FUND 414 - TIF DISTRICT 4 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>LEGISLATIVE SUPPORT</u>					
414-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
414-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	616.68	500.00	(116.68)	123.3
	TOTAL SPECIAL ACCTG AND AUDITING	.00	616.68	500.00	(116.68)	123.3
	<u>ENGINEERING AND ADMINISTRATION</u>					
414-53-5310-215	ENG & ADMIN PROF FEES	3,333.34	3,333.34	22,000.00	18,666.66	15.2
	TOTAL ENGINEERING AND ADMINISTRATION	3,333.34	3,333.34	22,000.00	18,666.66	15.2
	TOTAL FUND EXPENDITURES	3,333.34	4,100.02	22,650.00	18,549.98	18.1
	NET REVENUE OVER(UNDER) EXPENDITURES	(3,333.34)	4,336.98	6,391.98		

CITY OF WATERLOO

BALANCE SHEET
JUNE 30, 2022

600-COMMUNITY DEVELOPMENT AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	41,501.03	
600-15800	DUE FROM AGENCY FUND TAXES	1,187.97	
	TOTAL ASSETS		42,689.00

LIABILITIES AND EQUITY

LIABILITIES

600-26100	DEFERRED REVENUE	(3,462.03)	
	TOTAL LIABILITIES		(3,462.03)

FUND EQUITY

600-34300	FUND BALANCE	18,076.11	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	3,074.92	
	TOTAL FUND EQUITY		46,151.03
	TOTAL LIABILITIES AND EQUITY		42,689.00

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2022
FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>TAXES</u>					
600-41-4111-000	LOCAL TAX-GENERAL FUND	.00	3,462.03	4,650.00	1,187.97	74.5
	TOTAL TAXES	.00	3,462.03	4,650.00	1,187.97	74.5
	<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000	MBC BUILDING RENTAL	400.00	1,450.00	2,400.00	950.00	60.4
	TOTAL PUBLIC CHARGES FOR SERVICE	400.00	1,450.00	2,400.00	950.00	60.4
	TOTAL FUND REVENUE	400.00	4,912.03	7,050.00	2,137.97	69.7

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2022
FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>SPECIAL ACCTG COSTS</u>					
600-51-5151-399	SPECIAL ACCTNG COSTS - MISC	.00	.00	375.00	375.00	.0
	TOTAL SPECIAL ACCTG COSTS	.00	.00	375.00	375.00	.0
	<u>MAUNESHA BUSINESS CENTER</u>					
600-51-5162-221	MAUNESHA BUSINESS ELECTRIC	59.63	197.44	1,000.00	802.56	19.7
600-51-5162-222	MAUNESHA BUSINESS HEAT	32.03	713.47	750.00	36.53	95.1
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	77.04	409.10	698.00	288.90	58.6
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	40.00	240.00	480.00	240.00	50.0
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	20.06	277.10	.00	(277.10)	.0
	TOTAL MAUNESHA BUSINESS CENTER	228.76	1,837.11	2,928.00	1,090.89	62.7
	<u>PLANNING AND CONSERVATION</u>					
600-56-5630-220	PROJECT CDA PROGRAMS	.00	.00	250.00	250.00	.0
	TOTAL PLANNING AND CONSERVATION	.00	.00	250.00	250.00	.0
	TOTAL FUND EXPENDITURES	228.76	1,837.11	3,553.00	1,715.89	51.7
	NET REVENUE OVER(UNDER) EXPENDITURES	171.24	3,074.92	3,497.00		



Agreement

Prepared for:

Chad Yerges
117 E. Madison St
Waterloo, Wisconsin 53594
(920)988-9686 / dpw@waterloowi.us

Prepared by:



Bob Reber
C:(920)-948-8863 O:(920) 450-2757
bob@basementrepairspecialists.com
www.basementrepairspecialists.com



Basement Repair Specialists - Wisconsin
 1400 S Van Dyke
 Appleton, Wisconsin 54914
 Phone: 855-554-RAIN (7246)


Date	Agreement
07/06/2022	551756
Project Consultant	


Bob Reber
 Phone: C:(920)-948-8863 O:(920) 450-2757
 Email: bob@basementrepairspecialists.com

Agreement

Chad Yerges
 117 E. Madison St
 Waterloo, Wisconsin 53594

Included

Product	Description	Quantity	Unit
Area 3 Permit Fee	This quote includes the cost to research permit requirements and file for a permit, if needed, including the cost of the permit.	1.00	ea
Area 3 Crack Repair Poly Urethane or Epoxy Crack Injection 1st Crack	 <p>Prepare crack for injection and clean. Apply injection epoxy over the surface of the crack and install injection ports. Inject structural foam, in order to fill crack and gaps in wall and mitigate water entry through the crack. If a crack is actively leaking at the time of the repair, additional time, material and steps are taken to repair the leak; this will result in an additional charge of \$ 250.00.</p>	1.00	ea

Product		Description	Quantity	Unit
Area 3 Crack Repair Carbon Fiber Crack Stabilization System		Includes grinding and grooving to prepare the foundation wall for the installation of the Carbon Fiber Crack Stabilization System with structural epoxy. This includes all materials for the installation, including labor and cleanup of any debris.	1.00	ea
Area 3 Crack Repair Overhead Crack Repair 1 to 49 feet		Prepare crack for injection and clean. Apply injection epoxy over the surface of the crack and install injection ports. Inject hydrophobic or hydrophilic grout, or a combination of these injectable foam grouts, in order to fill crack and gaps in wall and mitigate water entry through the crack.	3.00	lft

Estimated Start Date:

On or about 08/16/2022

Estimated End Date:

On or about 10/15/2022

Subtotal \$2,379.85

Repeat Customer -\$118.99

Total \$2,260.86

Deposit (50%) \$1,130.43

Due on Date of Installation (50%) \$1,130.43

Product Images - Included

Below is a listing of photos for the products selected.

Area 3

Crack Repair

Poly Urethane or Epoxy Crack Injection

1st Crack



Area 3

Crack Repair

Carbon Fiber Crack Stabilization System



Limited Warranty - Limited Guarantee for all Water Control, Crack Repair (injections) and Foundation Repair (with Excavation) and Piering

Basement Repair Specialists, LLC warrants all labor and materials supplied by Basement Repair Specialists, LLC to be free from defects for a period of up to twenty (20) years after installation. In addition, if work or services to be performed were designed or intended to effectively prevent or control a basement water problem identified in the contract, Basement Repair Specialists, LLC fully guarantees that the work or services to be performed will effectively prevent or control the basement water problem they were designed or intended to prevent or control for a period of up to twenty (20) years after installation. Notwithstanding the foregoing, equipment, machinery, or other items or materials not manufactured by Basement Repair Specialists, LLC that are installed by Basement Repair Specialists, LLC under the contract are not warranted by Basement Repair Specialists, LLC in any fashion, but Basement Repair Specialists, LLC will use good faith to assist the customer with claims under any manufacturer warranties (if any exist and apply). Notwithstanding the foregoing, a three (3) year workmanship warranty applies to materials noted in the foregoing contract with an asterisk (*). Basement Repair Specialists, LLC will use good faith to assist the customer with claims under any manufacturer warranties (if any exist and apply). Any remedial work or services to be performed under this guarantee shall begin within 45 days and be completed within 6 months after notice by the customer to Basement Repair Specialists, LLC of any failure of the waterproofing services under the contract. Notice of any claim by the customer under the guarantee shall be deemed actual notice if mailed by certified mail to Basement Repair Specialists, LLC's address as set forth in this contract. Any breach in the terms or conditions by Basement Repair Specialists, LLC shall entitle the customer to a full refund of money paid under the contract, less the value of benefits actually derived from the performed services. The customer named on this contract may transfer this warranty in its entirety provided that the new owner notifies Basement Repair Specialists, LLC in writing within thirty (30) days from the date of the property being transferred. EXCEPT FOR THE FOREGOING, BASEMENT REPAIR SPECIALISTS, LLC HEREBY DISCLAIMS AND EXCLUDES ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AGAINST DEFECTS IN DESIGN, MATERIALS AND WORKMANSHIP, AND THE WARRANTY AGAINST REDHIBITORY DEFECTS.

Limited Warranty - Limited Guarantee for Crawlspace Encapsulation, Foundation Repair (without excavation), Column Support, Egress Windows, Glass Block Windows, Carbon Fiber (without excavation) and all other projects (unless specifically specified)

Basement Repair Specialists, LLC warrants all labor and materials supplied by Basement Repair Specialists, LLC to be free from defects for a period of up to three (3) years after installation. In addition, if work or services to be performed were designed or intended to effectively prevent or control a basement water problem identified in the contract, Basement Repair Specialists, LLC fully guarantees that the work or services to be performed will effectively prevent or control the basement water problem they were designed or intended to prevent or control for a period of up to twenty (20) years after installation. Notwithstanding the foregoing, equipment, machinery, or other items or materials not manufactured by Basement Repair Specialists, LLC that are installed by Basement Repair Specialists, LLC under the contract are not warranted by Basement Repair Specialists, LLC in any fashion, but Basement Repair Specialists, LLC will use good faith to assist the customer with claims under any manufacturer warranties (if any exist and apply). Notwithstanding the foregoing, a three (3) year workmanship warranty applies to materials noted in the foregoing contract with an asterisk (*). Basement Repair Specialists, LLC will use good faith to assist the customer with claims under any manufacturer warranties (if any exist and apply). Any remedial work or services to be performed under this guarantee shall begin within 45 days and be completed within 6 months after notice by the customer to Basement Repair Specialists, LLC of any failure of the waterproofing services under the contract. Notice of any claim by the customer under the guarantee shall be deemed actual notice if mailed by certified mail to Basement Repair Specialists, LLC's address as set forth in this contract. Any breach in the terms or conditions by Basement Repair Specialists, LLC shall entitle the customer to a full refund of money paid under the contract, less the value of benefits actually derived from the performed services. The customer named on this contract may transfer this warranty in its entirety provided that the new owner notifies Basement Repair Specialists, LLC in writing within thirty (30) days from the date of the property being transferred. EXCEPT FOR THE FOREGOING, BASEMENT REPAIR SPECIALISTS, LLC HEREBY DISCLAIMS AND EXCLUDES ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AGAINST DEFECTS IN DESIGN, MATERIALS AND WORKMANSHIP, AND THE WARRANTY AGAINST REDHIBITORY DEFECTS.

To keep all warranties in effect, owner must maintain downspouts, gutters, extensions of the downspouts of at least eight (8) feet, and maintain a positive slope away from the home after completion of job. Neither the materials nor workmanship are

designed to contain, control or prevent mold, and are not provided as a remedy for mold or mildew, and any and all warranties against past, present nor future mold are expressly disclaimed.

Owner understands that dust/dirt will be generated from the work to be performed and Basement Repair Specialists, LLC is not responsible for any dust/dirt. It is the Owner's responsibility to remove or cover items of personal property and provide dust barriers in doorways if desired. Basement Repair Specialists, LLC will have the public utilities locate their natural gas, telephone, and electric lines, however, the homeowner shall be responsible for locating and disclosing any underground or under concrete lines, including but not limited to, water, sewer, electrical, cable, gas/fuel lines, or any other underground or under concrete apparatus, and shall not hold Basement Repair Specialists, LLC responsible for any damage to these types of lines or utilities.

Basement Repair Specialists, LLC assumes normal foundation construction and concrete thickness and that construction conforms to standard municipal codes. If existing construction and/or concrete are not of normal construction or do not meet standard building codes, or if previous repairs are encountered, an additional charge will be required to prepare the area for proper installation. Property owners agree to pay such additional charge. If circumstances unforeseen or undisclosed substantially alter the purpose of the contract or make it impossible to perform, Basement Repair Specialists, LLC shall be entitled to all labor and material costs incurred up to the time of such discovery. Basement Repair Specialists, LLC assumes that gravel, stone or other underground debris will not be encountered. If such conditions are found, it may result in additional charges for extra labor.

SCOPE OF WORK

Company will provide the labor and materials necessary to perform the work outlined in this Contract. No work shall be done nor material furnished except as specified or subsequently agreed to in writing. The scope of work recommended is based upon observations during our inspection and information provided by homeowner. We reserve the right to make modifications necessary in our work or materials used. Any methods, materials or procedures discussed by our specialists are for general use and individual circumstances may require modifications during the installation process.

NOTE: The price quote is guaranteed for 30 days from the date of this proposal and is subject to change thereafter

NOTICE OF WISCONSIN LIEN RIGHTS

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BASEMENT REPAIR SPECIALISTS, LLC HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICE, MATERIALS, PLANS, OR SPECIFICATION FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS (AT THE ADDRESS ON THE FRONT OF THIS DOCUMENT) IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO BASEMENT REPAIR SPECIALISTS, LLC ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. YOU AS OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO YOUR MORTGAGE LENDER, IF ANY. BASEMENT REPAIR SPECIALISTS, LLC AGREES TO COOPERATE WITH THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Owner's Right to Cancel

You may cancel this agreement by mailing a written notice to **Basement Repair Specialists, LLC at 1400 S. Van Dyke Rd., Appleton, WI 54914** before midnight of the third business day after you signed this agreement. If you wish, you may use this page as that notice by writing "I hereby cancel" and adding your name and address. A duplicate of this page is provided by the seller for your records.

Initial: _____

Payment Terms:

Basement Repair Specialists, LLC REQUIRES A DOWN PAYMENT BEFORE THIS WORK WILL BE ADDED TO THE JOB LIST. The unpaid balance is DUE ON DATE OF INSTALLATION to Job Foreman unless otherwise specified in writing. A delinquency charge of 1 ½% per month will be charged on all accounts past due (annual percentage of 18%). Any changes from the work agreed upon will be valid only if the changes and price hereof are agreed to in writing by both parties.

PERMIT FEES OR GOVERNMENT REQUIRED ENGINEERING FEES, IF ANY, WILL BE BILLED AT COST AT THE END OF PROJECT.

Acceptance of Proposal

The above price, specifications and conditions are satisfactory and hereby accepted. Basement Repair Specialists, LLC is authorized to do the work as specified. Payments will be made as stated above. This proposal may be withdrawn by Basement Repair Specialists, LLC at any time, before the contract is fully executed. The undersigned agrees to pay all costs of collection and actual attorneys' fees in enforcing this agreement.

Homeowner

Date

Basement Repair, Specialist

Date:

Basement Repair, Authorized Representative

Date:



Toll Free: 855-554-RAIN (7246) Fully Insured, License # BC686374

Chronology of the step-by-step claim and response interaction between consumers and contractors/suppliers

Step One: Notice of Claim - At least 90 working days before commencing an action against a contractor or window or door supplier or manufacturer, a claimant must deliver a written notice of the alleged defect to the contractor.

Step Two: Contractor's Response - The contractor will have 15 working days (or 25 working days if it involves a defect involving a window or door supplier) to provide the claimant with a written: (1) offer to repair or remedy the defect; (2) offer to settle the claim with a monetary payment; (3) offer of a combination of (1) and (2); (4) statement that the contractor rejects the claim and the reasons for rejecting the claim; or (5) proposal to inspect the alleged defect or perform any necessary testing.

Step Three: Claimant's Response - If the contractor rejects the claim, the claimant may proceed to commence an action against the contractor. The claimant must serve written notice on the contractor within 15 working days if he or she either accepts any offer or rejects an offer. Note that if the claimant has a claim against a window or door supplier or manufacturer, the claimant should contact the supplier to ensure that the supplier received a notice of the claim from the contractor.

Step Four: Contractor's Supplemental Response - If the claimant rejects the offer, the contractor has five working days to provide a written supplemental offer or a notice that no additional offer will be made.

Step Five: Claimant's Response - If the contractor has provided the claimant written notice that no additional offer will be made, the claimant may commence a lawsuit or other action against the contractor. If the claimant has received a supplemental offer from the contractor, the claimant must respond within 15 working days.

More Highlights

- Claimants may accept settlement offers, accept them in part, or reject offers, doing so via detailed written notice.
- The law does not apply where there is no contract to construct, as in the case of purchasing an existing home.
- Remedies to claims may involve repairs, monetary payment, or a combination of repairs and payments.
- Contractors and suppliers have the right to inspect and, as appropriate, test alleged defects.
- Access must be provided in a timely fashion for inspections, tests, and repairs.
- Additional claims made or discovered after an original claim are treated as separate in terms of time and process.
- There is a different timetable and process for the claims and responses if a contractor seeks contribution from a supplier.
- Failure by the claimant, contractor, or supplier to follow the "Right to Cure Act" can result in delay or dismissal of legal or arbitration actions.

The Wisconsin Department of Commerce does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request. Contact the Safety and Buildings Division at 608-266-3151, or TTY 608-264-8777.

Wisconsin's Framework for Successful Communications Between Consumers and Contractors

2005 Wisconsin Act 201, the "Right to Cure Law," says that consumers at the time of contracting for construction or remodeling work for dwellings must be provided with this brochure describing requirements for making any future claims of construction defects.



The "Right to Cure Law" also provides timetables and steps to help solve disputes and misunderstandings between consumers and contractors related to residential construction and remodeling, before going to court or arbitration.

People who feel they have a claim concerning defective workmanship or materials need to provide written notice to contractors or suppliers before any legal action may be filed. The contractors and suppliers have the opportunity and the responsibility to respond to claims.



This brochure highlights some of the provisions of the "Right to Cure" Law, and is not a complete description of the law, and is not a substitute for legal representation.

SBD-10845 (V4-R09/13/06)

The "Right to Cure Law" requires that before any dwelling construction begins, consumers must be provided with this brochure prepared by the state Department of Commerce, and the following notice:

Notice Concerning Construction Defects

Wisconsin law contains important requirements you must follow before you may file a lawsuit for defective construction against the contractor who constructed your dwelling or completed your remodeling project or against a window or door supplier or manufacturer. Section 895.07 (2) and (3) of the Wisconsin statutes requires you to deliver to the contractor a written notice of any construction conditions you allege are defective before you file your lawsuit, and you must provide your contractor or window or door supplier the opportunity to make an offer to repair or remedy the alleged construction defects. You are not obligated to accept any offer made by the contractor or window or door supplier. All parties are bound by applicable warranty provisions.

The Wisconsin Department of Commerce prepared this brochure, but does not investigate, arbitrate, or judge consumer-contractor/supplier disputes. Those disputes are solved through the "Right to Cure Law" process, by the state's court system, and, for alterations and additions, the Home Improvement Practices Code, ATCP 110, of the state Department of Agriculture, Trade, and Consumer Protection.



The "Right to Cure Law" provides the steps and timetables to be followed in resolving any claims of dwelling construction defects by consumers against contractors or suppliers. Claims must be pursued through the "Right to Cure Law" process before arbitration or before legal action.

If no agreement has been reached concerning the alleged defect after the structured exchange of communications between a claimant and the contractor or supplier, according to the "Right to Cure Law" process, the claimant may file a legal action in court or go to arbitration.

Construction defects can involve workmanship, materials, or code requirements in new construction or remodeling, but not maintenance or repairs.

Consumers and contractors or suppliers are bound by warranty terms for products or services. A warranty can define a construction defect.

A dwelling is any premise or portion of a premise that is used as a home or place of residence. This also includes existing driveways, sidewalks, swimming pools, patios, porches, detached garages, etc.

Claims are a request or demand to remedy a construction defect caused by a contractor or supplier. Claims may be made by owners, tenants, or property associations.

Claimants have a number of responsibilities in making timely specific written claims to contractors and suppliers.



Contractors are persons who enter into written or verbal contracts to construct or remodel a dwelling. Suppliers are persons who manufacture or provide windows or doors for a dwelling.

The steps for claims and responses are defined in the "Right to Cure Law." Claims must include specific written description of alleged defects and evidence to substantiate the nature and cause of defects. Responses to claims and other written communications must also be specific to allegations and evidence.

Contractors or suppliers must respond to a written claim within a set number of working days either by offering to repair or remedy in some fashion, by requesting an opportunity to inspect, by involving a supplier, or by rejecting the claim.

2005 Wisconsin Act 201 may be found on the Department of Commerce Web site, as can a PDF copy of this brochure: http://commerce.wi.gov/SB/SB-Div_Publications.html. Contact legal counsel for more information on the "Right to Cure Law," and consumer and contractor rights and responsibilities.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/28/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Spectrum Insurance Group PO Box 3395 Oshkosh WI 54903	CONTACT NAME: Kristin Boevers PHONE (A/C, No, Ext): 920-426-2431 E-MAIL ADDRESS: kristin.boevers@spectruminsgroup.com FAX (A/C, No): 920-385-0855
INSURED Basement Repair Specialists LLC 1400 S Van Dyke Rd Appleton WI 54914	INSURER(S) AFFORDING COVERAGE INSURER A: Western National Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 822523084**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP1239223	6/21/2021	6/21/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CPP1235281	6/21/2021	6/21/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB1040873	6/21/2021	6/21/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCV1032044	6/21/2021	6/21/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

*** FOR REFERENCE ONLY ***

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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We Also Offer Financing

6 Months No Interest

- OR -

Reduced Interest - 120 Months

[To Apply, Click Here](#)




ADDENDUM A to WB-45 Cancellation Agreement and Mutual Release

Protected Buyer's List – 333 Portland Rd Waterloo, WI

The following list of protected Buyer's shall be good for 365 days from August 10, 2022 or until August 10, 2023. This is 30 days from receiving notice of the termination of the WB-3 Vacant Land Listing Agreement dated April 21, 2021. Official termination to the WB-3 Vacant Land Listing Agreement shall be August 10, 2022.

Griffin Armament or assigns
Timewell Drainage Products or assigns
Ron Griffin or assigns
Nate Snyder or assigns
Cameron Butler or assigns

 BF 7/13/22
Broker Initials

Seller/Client Initials

BIDDER'S COMPANY NAME: _____

CITY OF WATERLOO REQUEST FOR PROPOSAL CODE COMPLIANCE OFFICER SERVICES

Issued August 18, 2021

Submittal Deadline:
September 20, 2021, 4:00 p.m.

Prepared By:

Mo Hansen
Clerk/Treasurer
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

v- 920-478-3025
f- 920-478-2021
email – cityhall@waterloowi.us
web – www.waterloowi.us

REQUEST FOR PROPOSALS CODE COMPLIANCE OFFICER SERVICES

The City of Waterloo ("City") is seeking proposals from individuals with municipal code enforcement and code compliance work history and/or a building inspection firms with qualified individuals as employees -- to provide contract Code Compliance Officer Services. The desired contract term is three years. The individual or firm submitting a reply to this request should have at least two (2) years of experience in this area of work, or comparable.

One digital copy must be received no later than post deadline. Proposals delivered or received after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement. The Proposal must be submitted via email with "Code Compliance Services" in the subject and addressed to: cityhall@waterloowi.us. Inquiries regarding this RFP should be directed to the Clerk/Treasurer at 920-478-3025, mhansen@waterloowi.us.

BACKGROUND

The City of Waterloo located in Jefferson County has a population of 3,341. The City operates under a Mayor-Council form of government. It currently contracts with SafeBUILT for building inspection services including plan review and the issuance of permits for new construction.

This request for proposal is specific to code compliance services.

SCOPE OF SERVICES

The City is requesting proposals from firms or individuals, hereinafter referred to as "Contractor", for code compliance services.

The Contractor shall be required to perform the following job functions in a manner consistent with Wisconsin Uniform Dwelling Code and other state and municipal codes relating to the elimination of blight. Anticipated hours per month are estimated at five to ten.

1. Coordinate all issues related property maintenance.
2. Ensure code compliance by:
 - a. Conducting community inspections to identify code violations.
 - b. Efficiently responding to citizen complaints pertaining to code violations in a timely manner understanding that hours per month are very modest.
 - c. Issuing noncompliance orders.
 - d. Making recommendations on variances and appeals relating to noncompliance orders.
 - e. Compile data for monthly reports as required by the Waterloo Community Development Authority.
 - f. Appear as a witness during legal proceedings.
3. Coordinate with the Police Department relating to citations and enforcement communications.
4. Prepare and keep current public information on the municipal website and elsewhere as it pertains to code violations and code compliance.
5. Categories of code non-compliance will include, but are not limited to:
 - a. Blight as defined by state and municipal code.
 - b. Inoperable and junked vehicles.
 - c. Outdoor storage of recreational vehicles, equipment and outdoor storage generally.
 - d. Junk, trash and debris.
 - e. Noxious weeds.
 - f. Downspout and sump pump discharges.

REQUIREMENTS

All records shall remain on-site at the Waterloo Municipal Building. All the municipal records and all other such inspections information and records as developed by the individual/firm for the City shall be records of the City and shall be owned and possessed by the City.

The City will provide suitable office space in City Hall and will provide internet access, and file cabinets. In addition, the contractor will have use of a copier, scanner and fax machine. The office space and equipment shall only be used for City code compliance work.

The individual/firm selected will not be permitted to assign, subcontract or transfer the work of providing code compliance services without the prior written approval of the City.

To the fullest extent permitted by law, the individual/firm, its agents, servants, officers or employees shall indemnify and hold harmless the City, including, but not limited to, its respective elected and appointed officials, officers, employees and agents, from all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the contractor during the contractor's performance of the agreement.

The contractor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action, arising from any act or omission of the contractor, his agents and employees in the execution of work. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the municipality.

Limits of liability shall not be less than:

	With-in Statutory Requirements
Workers Compensation	
Bodily injury per person	\$1,000,000
Property Damage each occurrence	\$1,000,000
Comprehensive Auto Liability	
Including Non-Ownership Coverage	
Per occurrence	\$1,000,000
Professional Liability (errors & omissions)	\$1,000,000

The City shall not be liable for any costs incurred by the bidder in responding to this Request for Proposal, or for any costs associated with discussions required for clarification of items related to this proposal.

The City reserves the right to reject all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at its discretion and without penalty.

SELECTION CRITERIA

In addition to an acceptable compensation rate, the successful contractor will be the one that most successfully demonstrates the following:

1. Working knowledge of, and experience with code compliance.
2. Knowledge and understanding of all applicable codes.
3. Successful experience in providing code compliance services to a municipality of similar size.
4. An ability to ensure regular inspection coverage.
5. Demonstration of a high level of accuracy in code compliance matters.
6. Evidence of positive client interaction/service from previous or existing municipal clients.
7. Familiarity with Waterloo.

FORM OF PROPOSAL

One digital copy must be received no later than stated deadline date. Proposals delivered or received after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement. The Proposal must be submitted via email with "Code Compliance Services" in the subject and addressed to: Mo Hansen, Clerk-Treasurer: cityhall@waterloowi.us

All proposals shall be made as follows:

1. Cover Letter
2. Detailed response to all SELECTION CRITERIA, above.
3. Detailed Financial Proposal to include:
 - a. Compensation rate to provide the services described in the above and in accordance with the laws of the State of Wisconsin.
4. Names and qualifications of key employees including the name and qualifications of the person in the contractor's employ who will be primarily responsible for code compliance activities for the City.
5. The proposals shall identify references from municipal clients for which the firm/individual to be assigned as the City's point of contact for the work to be performed has provided inspection services within the past three (3) years. References must include the name, title, address and business phone number of the contact person.
6. Identify the date when the bidder will be available to begin providing inspection services to the City.
7. All individuals/firms submitting proposals are advised to carefully inspect the City, the entire records and facilities of the City and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract, and to complete the contemplated work for consideration set forth in this proposal.
8. Any additional information which you/your firm feels necessary.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the contractor selected.



PROMOTING YOUR COMMUNITY'S ASSETS

Best Practices for Rural Communities

June 23, 2022



Agenda

- ▼ The Changing World
- ▼ The Basics
- ▼ Local Roles
- ▼ Addressing Barriers
- ▼ Approvals
- ▼ Key Takeaways



The Changing World

- Low Birth Rates
- Aging Population
- Low Unemployment
- Increased Mobility
- Remote Work





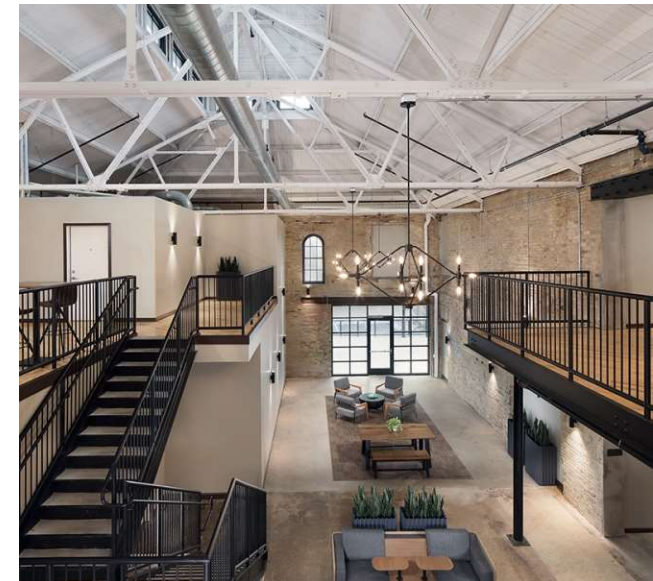
The Changing World of Economic Development

- Job Creation?
- Talent
- Placemaking
- Talent Attraction Barriers



THE BASICS

- ▼ Sites
- ▼ Available people at different skill levels
- ▼ Fiscal stability
- ▼ Regulatory environment
- ▼ Local approvals
- ▼ Cost and reliability of utilities
- ▼ Incentives



LOCAL ROLES

- ❖ Analyze and address talent attraction barriers
- ❖ Know the sites that are available
- ❖ Have current workforce data and know programs
- ❖ Line up support (incentives, approvals)
- ❖ Serve as workforce and entitlements concierge
- ❖ Map and improve approval processes
- ❖ Align with EDO, Region, State



Talent Attraction Barriers

- What workers are needed?
- What do those workers want and need?
- Who is moving in and why?



Creating a Housing Strategy

- Construction trades or builders
- Workforce housing
- “Move up” options
- Rehabilitation of substandard units
- Affordable residential lots
- Neighborhood amenities such as sidewalks, landscaping buffers from adjacent land uses, etc.
- Risk-sharing with private market



Attracting New Residents

- Fond du Lac, WI
- Topeka, KS – now remote workers too
- Merrill, WI
- Maine – college graduate tax credit
- Chattanooga, TN – Geek Move



Sparks fly as a welder works on a frame for a school bus. AP Photo/David Goldman

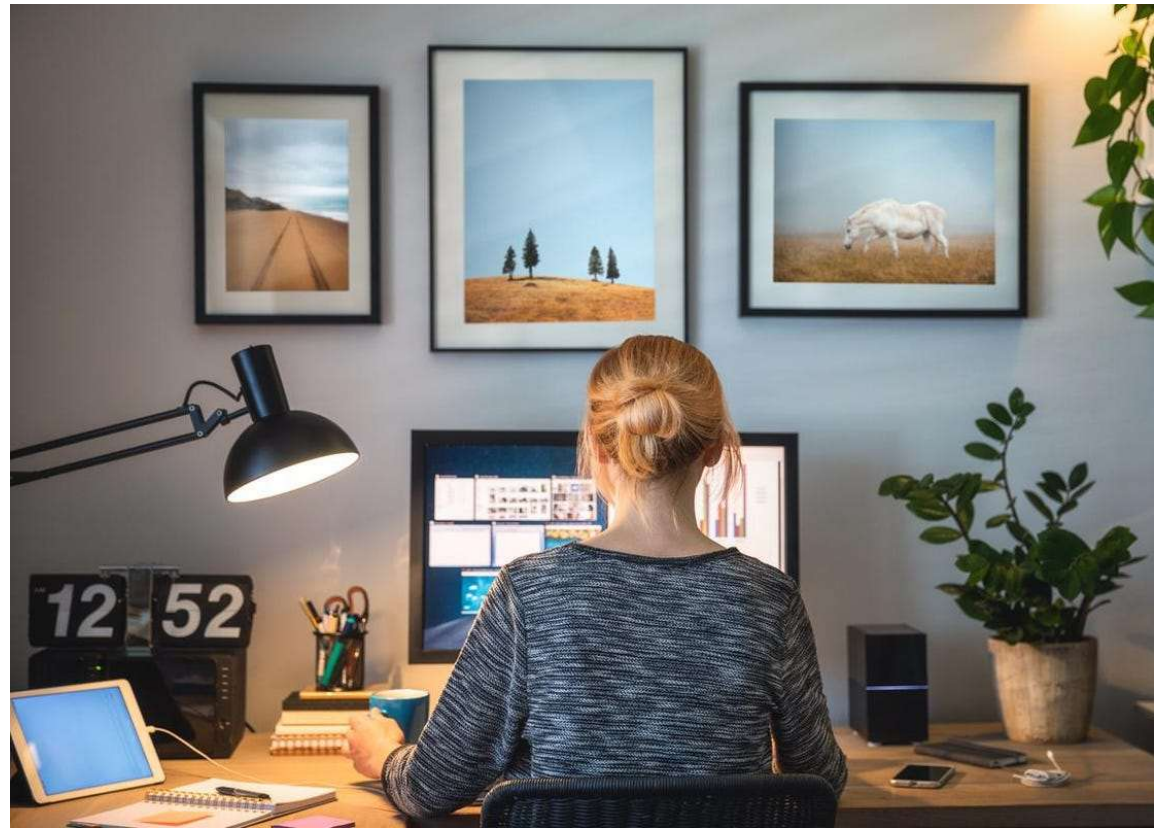
Fond Du Lac Program Offers Workers Up To \$15K To Relocate

New Cash Payment Program Is Part Of A Scramble To Attract Workers



Supporting Remote Workers

- Broadband
- Co-working spaces
- Make My Move



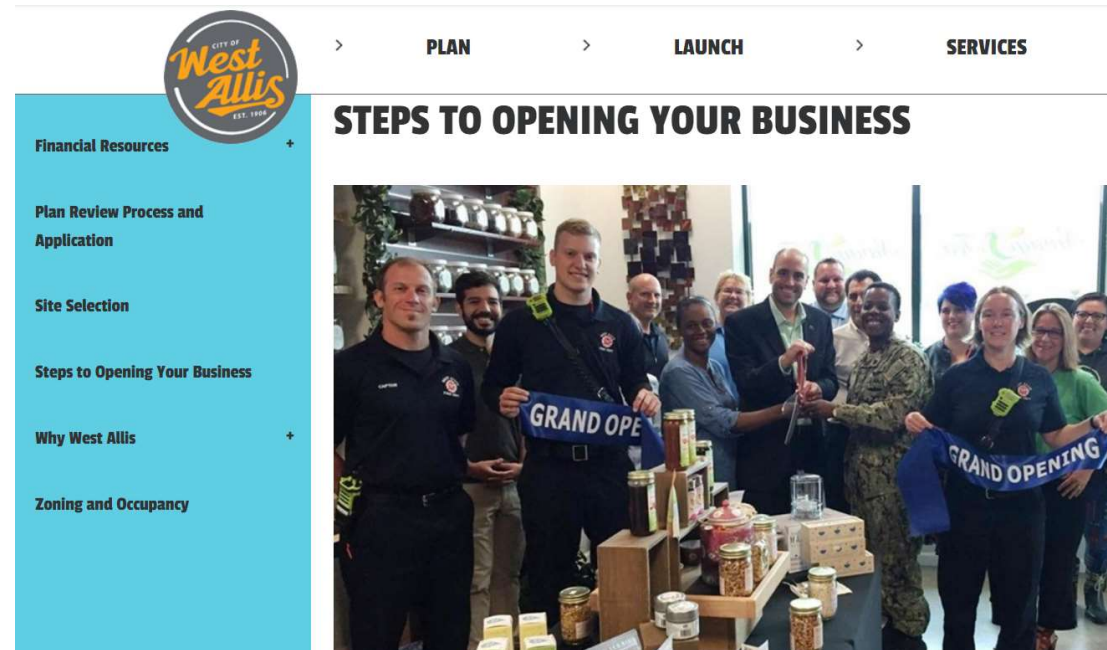
Making High Schoolers Sticky

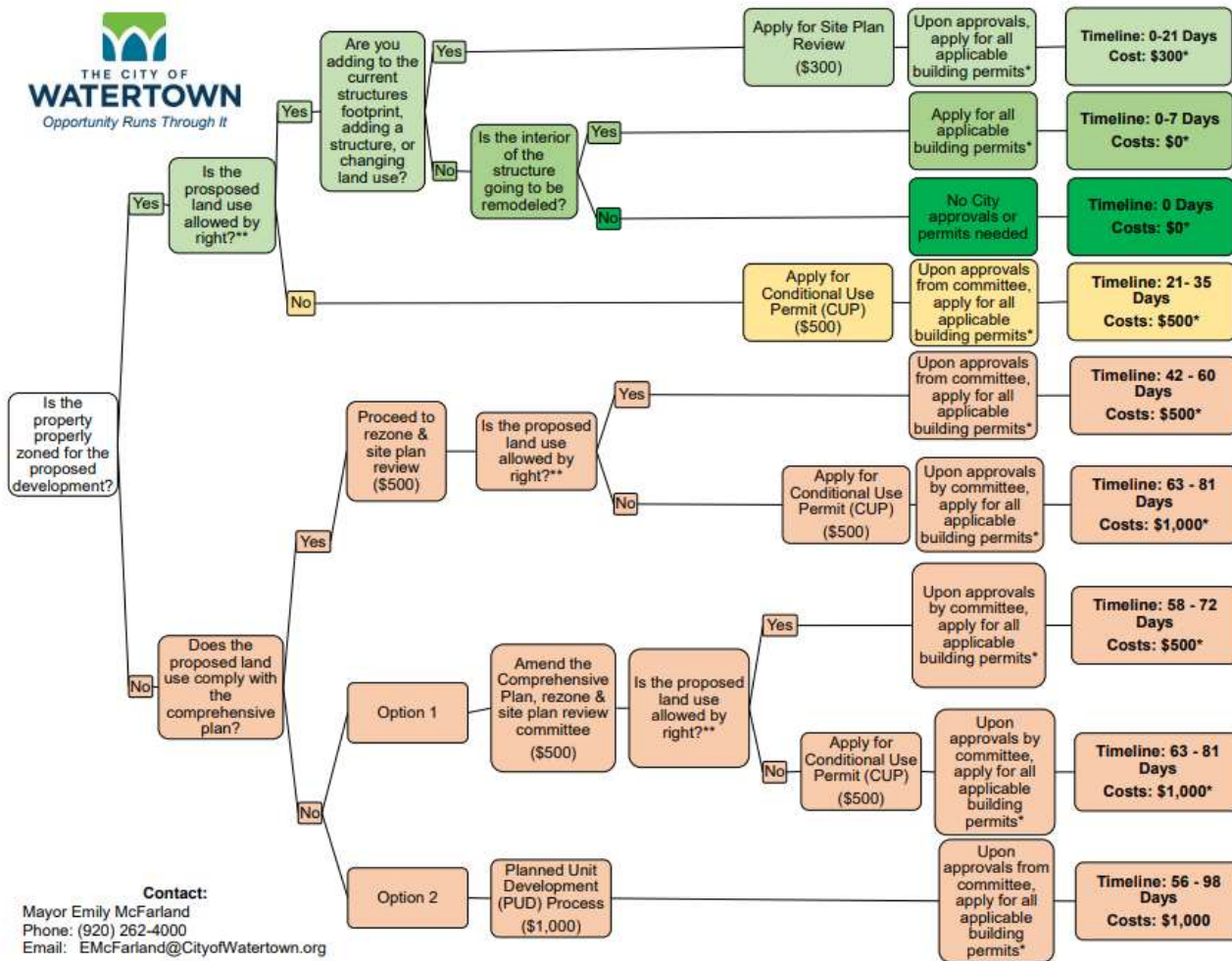
- High school as economic development partner
- Sense of community
- Alumni relations
- Early engagement with local business
- College scholarships/ incentives to return



Mapping Approvals

- Know what's available
- Sense of community, message and buzz
- Business plan assistance and financing help
- Online resources
- Approvals concierge





*To apply for applicable **building permits**, use the following link:
https://www.ci.watertown.wi.us/departments/building_safety_and_zoning/application_forms.php

Plan Commission application:

- Conditional Use Permit
 - Rezone
 - Planned Unit Development
- http://www.ci.watertown.wi.us/departments/building_safety_and_zoning/what_needs_to_be_reviewed_by_the_plan_commission.php#XSeEkutKIUk

Site Plan:

http://www.ci.watertown.wi.us/departments/building_safety_and_zoning/what_needs_to_be_reviewed_by_the_site_plan_review_committee.php#XSeQ-utKIUk

Zoning Map:

https://www.ci.watertown.wi.us/departments/engineering/docs/Zoning_Map.pdf

Legend / Key

Green	No Plan Commission or Common Council approvals.
Yellow	Plan Commission approval, no Common Council approval.
Orange	Plan Commission and Common Council approvals.
*	Does not include cost of building/plumbing/electric/HVAC permits.

** = Chapter 550, Article II provides each Zoning District's allowed by right land uses.

Contact:
 Mayor Emily McFarland
 Phone: (920) 262-4000
 Email: EMcFarland@CityofWatertown.org

Permitting Process in Wisconsin

	Permit Category	Permit/Item Name	Permit/Regulation Description	Estimated Time to Obtain the Permit
Municipal Permits				
	Village Engineering Review of Civil Site Plans	Building Permit/Inspections	Review / approval of civil site plans in order to begin construction.	1 month
	Zoning	Building Permit/Inspections	Verify that the placement of structures and the use of land are in accordance with local requirements.	1 month
State Permits				
	Wastewater	Environmental	Review / approval of plans to ensure wastewater does not have any environmental impacts.	90 days
	WPDES	Water Permits	Ensures that water discharged during construction is in accordance with effluent limitations, monitoring requirements and other conditions set by the DNR.	1-2 months
	Building Specific (Structural, MEP, Etc.)	Building Permit/Inspections	Review / approval of plans in order to begin building specific construction.	6-8 weeks
	Storm Water-Mass Grading & Storm Water Management Package	Environmental	Review / approval of plans in order to begin construction of Storm Water-Mass Grading.	6-8 weeks

Milwaukee 7 can assist a company in navigating the permitting process and is happy to answer any questions while they are making a location decision or after a site is chosen.

If the company is considering using a developer to construct a building, M7 could provide a list of trusted, local developers that are familiar with the building and permitting process in southeastern Wisconsin.



Key Takeaways



Understand the data



Emphasize your unique assets and sense of place



Make talent/business retention and attraction personal



Strategically address barriers to talent attraction



Align Local with EDO, Region, State



THANK YOU!

Kathryn Berger

Kathryn.berger@cgschmidt.com

414.793.9637



Waterloo Community Development Authority -- Annual Calendar

Preferred meeting night: 3rd Tuesday of month at 6:00 pm

Recurring monthly review and action (1) CDA Implementation Plan Progress; (2) Grant Application Tracking

JANUARY - evaluate CDA Progress Measures - finalize prior year Annual Report
FEBRUARY - notify Mayor of member reappointment interest - align/modify CDA Progress Measures as needed - submit Annual Report to City Council
MARCH - notify Mayor of member reappointment interest - Push to closeout incomplete prior year items
APRIL - Mayoral appointments - Push to closeout incomplete prior year items
MAY - CDA election of Chair and Vice Chair - evaluate CDA Progress Measures
JUNE - start future year budget submittal - review of tax increment finance district progress
JULY - review of tax increment finance district progress - future year budget planning - align CDA Progress Measures with budget planning - reaffirm or jettison all active programs and projects
AUGUST - future year budget submittal to Finance, Insurance & Personnel Committee, including tax incremental finance funds
SEPTEMBER - evaluate CDA Progress Measures
OCTOBER - <u>s</u> trength, <u>w</u> eaknesses <u>o</u> pportunities & <u>t</u> hreats (SWOT) exercise
NOVEMBER - community outreach
DECEMBER - community outreach - review staff draft, Annual Report to City Council - update calendar