



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
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www.waterloowi.us

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: October 15, 2024
Time: 6:00 p.m.
Location: Municipal Building, 136 North Monroe Street

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
- 2) MEETING MINUTES APPROVAL: September 17, 2024
- 3) REPORTS AND PRESENTATIONS
- 4) UPDATES & REPORTS
 - a) Mad Rep Update
 - b) Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600
 - c) Business Association Liaison Report
 - d) School District Liaison
- 5) OLD BUSINESS
- 6) NEW BUSINESS
 - a) MadREP contract amendment/renewal
 - b) Fischer Rd Development Final Report
- 7) CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS (3-minute time limit)
 - a) Annual Calendar
- 8) ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

Community Development Authority: Soter, C. Kuhl, A. Kuhl, Empey, O'Connell, Zimmermann, Haseleu, and School District Superintendent Brian Henning as non-voting School District liaison
Posted, Mailed and E-mailed: 10/10/2024.

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 noted. 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: September 17, 2024

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. Zimmermann called the meeting to order at 6:00 p.m. Members present: C. Kuhl, Haseleu, Empey and Soter. Remote: none Absent: A.Kuhl and O'Connell Others in Attendance or remote: Clerk Ritter.
2. MEETING MINUTES APPROVAL: August 20, 2024 [C.Kuhl/Soter] VOICE VOTE: Motion carried.
3. UPDATES & REPORTS. – Discussion (see reports in packet)
 - a. Mad Rep Update informational
 - b. Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600. Reviewed
 - c. Business Association Liaison Report : None
 - d. School District Liaison. None
4. OLD BUSINESS
 - a. Discussion on Downtown Master Plan - none
5. NEW BUSINESS
 - a. 2025 Budget Motion to approve budget to be the same as 2024 budget. [Empey/Haseleu] Motion carried.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
7. ADJOURNMENT. MOTION: [Haseleu/Soter] VOICE VOTE: Motion carried. Time: 6:45 pm.

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer



October 12, 2024

Waterloo City Hall Attn: CDA
136 North Monroe Street
Waterloo, WI 53594

Re: October Update

Dear CDA:

Here is a list of current and ongoing projects.

1. Continued participation with ThriveED and JCEDC Board of Directors/Executive Board.
2. 333 Portland Rd.
 - a. Facilitating developer connections for property
 - b. RFP draft will be available next month
3. Duquaine proposed development
 - a. Reengaging financials
 - b. Meeting with developer upcoming
4. Project forward
 - a. Coming soon (pending items)
5. Fischer Rd.
 - a. Reengaging potential developer
6. Greenfield site opportunity outreach
 - a. Single-family
 - b. Multi-family
 - c. Potential city input on acquisition
7. Consistent outreach on promotion of the City of Waterloo

Sincerely,

Everett Butzine

Vice President of Economic Development
Madison Region Economic Partnership, Inc.



ECONOMIC DEVELOPMENT SERVICES CONTRACT AMENDMENT

This Contract Amendment (the "Amendment") is made and entered into as of the ____ day of _____, 2024, by and between:

City of Waterloo (the "City"), a municipal corporation, with its principal place of business located at 136 N. Monroe St. Waterloo, WI 53594;

and

Madison Region Economic Partnership, Inc. (the "Service Provider"), a nonprofit corporation, with its principal place of business located at 8517 Excelsior Dr., Suite 107, Madison, WI 53717.

The City and the Service Provider may be referred to collectively as the "Parties" and individually as a "Party."

WHEREAS, the Parties entered into a Contract for Services (the "Agreement") on the 10 day of January, 2024; and

WHEREAS, the Parties desire to amend the Agreement as it relates to the compensation terms for services rendered by the Service Provider;

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein and in the original Agreement, the Parties agree as follows:

1. Amendment to Compensation Terms

Section [X] of the Agreement, titled "Compensation," is hereby amended as follows:

- The Service Provider's compensation, previously set at a fixed rate of \$45,000 per year (\$3,750 per month), is hereby revised to an hourly rate of \$100 per hour.
- The total number of billable hours by the Service Provider is capped at 6 hours per week.
- The Service Provider shall submit invoices to the City on a monthly basis detailing the hours worked and services provided. The City agrees to remit payment within 30 days of receipt of the invoice.

2. No Other Changes



Except as expressly amended by this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

3. Entire Agreement

This Amendment constitutes the entire understanding between the Parties with respect to the subject matter hereof and supersedes all prior discussions, agreements, or understandings of every kind and nature between them.

4. Counterparts

This Amendment may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date first above written.

City of Waterloo

By: _____

Name: Jenifer Quimby

Title: Mayor

Date: _____

Madison Region Economic Partnership, Inc.

By: _____

Name: Everett Butzine

Title: Vice President of Economic Development

Date: _____

MEMORANDUM

Date: October 14, 2024
To: Jenifer Quimby, Mayor – City of Waterloo
From: Ben Heidemann, P.E., Vice President – Town and Country Engineering
Subject: Fischer Road Development

The City of Waterloo is interested in entertaining commercial and industrial development on the southeast side of the City on the southern terminus of Fischer Road and wishes to determine the viability of providing sewer and water service to the area. The ability to provide these services was evaluated for both existing and planned infrastructure, with the future evaluation specifically looking at a deepened sewer and watermain looping. Reconstruction of STH 89 is anticipated to occur in the coming years, and a deepened sewer and enlarged water main are planned components of the project. Furthermore, the water analysis considered the impacts of adding the Maple Road watermain loop as well as a watermain loop from Fischer Road to STH 89 via the City owned parcel on STH 89.

Sewer Service

In order to serve new development down Fischer Road with existing infrastructure, gravity sewer would need to be installed. Assuming that an 8-inch sewer is installed, it would need to be put in at a minimum of 0.4% slope. It is also ideal to maintain the pipe at 7 feet of bury to prevent freezing, but as little as 4 feet of bury is acceptable. Based on the ground elevation along Fischer Road as well as the estimated pipe elevation required to maintain the 0.4% slope, a new gravity sewer would not be able to maintain 4 feet of bury; in some areas it would be as little as 3.5 feet of bury. To mitigate this issue, the sewer line would require either insulation for the entire length of Fischer Road or for the roadway surface of Fischer Road to be raised by 18-24 inches (recommended). At this depth, sewer service from served customers would be limited to first floor only (i.e. no basements or basements with sewage ejectors only) and would likely require the first floor elevations of buildings to be raised above current grades.

Attached to this memo is a sewer service map. The blue line represents the potential gravity sewer service area if a shallow sanitary sewer is installed from the existing STH 89 sewer. The service area beyond Fischer Road would be limited.

Alternatively, installation of a new gravity sewer line down Fischer Road can be completed after the STH 89 reconstruction and the deepened sewer. The current WWTF upgrade project includes deepening the sewer to eliminate siphons on Hendricks Street and in the commercial interceptor. This change will be carried through the new sanitary piping that is to be installed along Hendricks Street in 2025 along with any other future sanitary projects. For the Fischer Road project specifically, deepening the sewer along STH 89 will increase the minimum depth of bury of gravity sewer along Fischer Road from 3.5 feet (proposed with existing) to more than 7 feet. This change would eliminate the need for pipe insulation and raising the roadway. It would also allow for basements in the new service area to be serviced. The yellow and pink lines on the sanitary service area map represent a range of potential gravity sewer service areas with the deeper sewer.

TOWN & COUNTRY ENGINEERING, INC.

Madison ♦ Rhinelander ♦ Kenosha
6264 Nesbitt Road • Madison, WI 53719 • (608) 273-3350 • tce@tcengineers.net

Note that regardless of whether or not gravity sewer is installed with the existing or future sewer depth, it is not possible to provide sewer services to the entirety of the development area (currently owned by Sheehy) without a lift station.

Sewer Cost

The approximate base cost for installing sewer down Fischer Road, assuming 1,150 feet of 8-inch pipe, is approximately \$266,620. This cost would apply to sewer being installed after the sanitary line in STH 89 is deepened. This cost includes installation of three (3) sanitary manholes. The addition of insulation down the entirety of Fischer Road would increase the cost by about \$30,000. Raising the roadway surface by 24 inches increases the cost by \$115,000. Note that the estimate for raising the road includes a 4" layer of asphalt.

Water Service

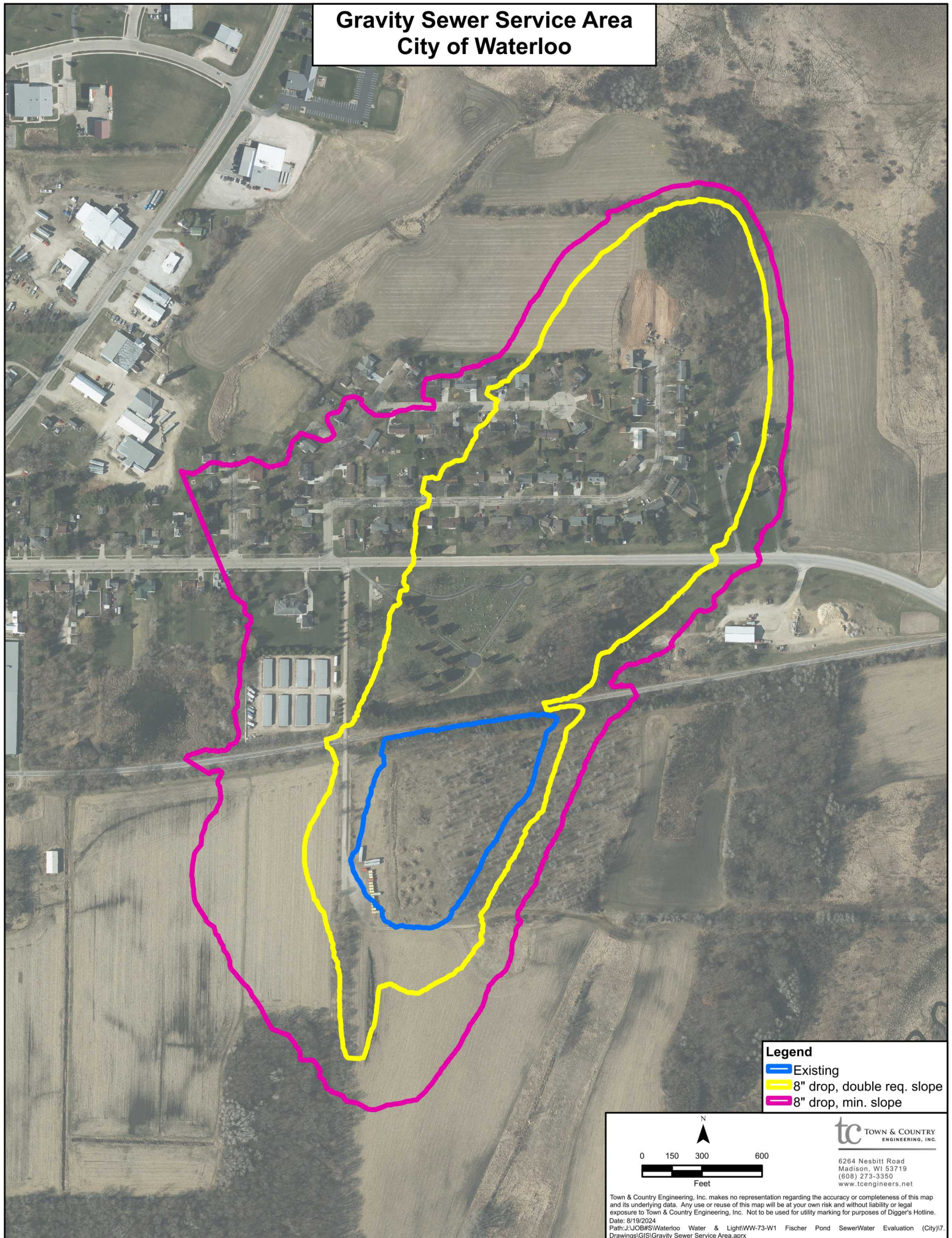
Unlike sewer service which depends on depth of bury and slope for design, watermain are dependent on water pressure and flow, specifically fire flow. According to code, the minimum flow in a watermain is 500 gpm at 35 psi. Providing water service down Fischer Road using the existing watermain on STH 89 results in a flow of approximately 504 gpm, assuming a 10" pipe. It would be beneficial to discuss with industries what their water requirements are, and if they can be met by the code minimum.

With an enlargement of the watermain along STH 89, the Maple Road watermain loop, and a watermain loop from Fischer Road to STH 89 via the City owned parcel on STH 89, the available flow increases to 1,600 gpm. Additionally, a Maple Road watermain loop would increase the flows on the northeast side of town and provide flexibility for future watermain work and in the case of emergencies.

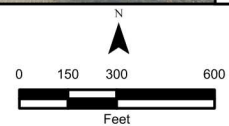
Water Cost

The approximate cost for installing water down Fischer Road, assuming 1,150 feet of 6-inch watermain, is approximately \$168,883. This cost does not include implementation of the Maple Road watermain loop or the watermain loop from Fischer Road to STH 89 via the City owned parcel on STH 89.

Gravity Sewer Service Area City of Waterloo



- Legend**
- Existing
 - 8" drop, double req. slope
 - 8" drop, min. slope



tc TOWN & COUNTRY
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Date: 8/19/2024
Path: J:\JOB#S\Waterloo Water & Light\WW-73-W1 Fischer Pond Sewer\Water Evaluation (City)\7. Drawings\GIS\Gravity Sewer Service Area.aprx

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 <ul style="list-style-type: none">- evaluate CDA Progress Measures- finalize prior year Annual Report
FEBRUARY <ul style="list-style-type: none">- notify Mayor of member reappointment interest- align/modify CDA Progress Measures as needed- submit Annual Report to City Council
MARCH <ul style="list-style-type: none">- notify Mayor of member reappointment interest- Push to closeout incomplete prior year items
APRIL <ul style="list-style-type: none">- Mayoral appointments- Push to closeout incomplete prior year items
MAY <ul style="list-style-type: none">- CDA election of Chair and Vice Chair- evaluate CDA Progress Measures
JUNE <ul style="list-style-type: none">- start future year budget submittal- review of tax increment finance district progress
JULY <ul style="list-style-type: none">- 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 <ul style="list-style-type: none">- future year budget submittal to Finance, Insurance & Personnel Committee, including tax incremental finance funds
SEPTEMBER <ul style="list-style-type: none">- evaluate CDA Progress Measures
OCTOBER <ul style="list-style-type: none">- strength, weaknesses opportunities & threats (SWOT) exercise
NOVEMBER <ul style="list-style-type: none">- community outreach
DECEMBER <ul style="list-style-type: none">- community outreach- review staff draft, Annual Report to City Council- update calendar