



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: March 16, 2021
Time: 6:00 p.m.
Location: Municipal Building, 136 North Monroe Street (via remote phone conference for participants and public)

Remote Access Instructions

Join Zoom Meeting: <https://us02web.zoom.us/j/85988561697?pwd=VkV4K0xyd3lEQ3JXcU8rZGZoTXhOQT09>

Meeting ID: 859 8856 1697 Passcode: 593243

Dial-in by phone

+1 312 626 6799 US (Chicago)

Meeting ID: 859 8856 1697 Passcode: 593243

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: February 16, 2021
3. CITIZEN INPUT
4. UPDATES & REPORTS
 - a. School District Liaison (verbal)
 - b. Grant Tracking (verbal)
 - c. Treyburn Farms (verbal)
 - d. Economic Development Plan Implementation Progress
 - i. Intern Update - 333 Portland Road Development
 - e. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600
5. UNFINISHED BUSINESS
 - a. Implementing A Blight Policy – Recommendations To City Council Regarding A Request For Proposal For Non-Compliance Officer Services
 - b. Connect Communities Program CDA Member Access
6. NEW BUSINESS
 - a. Prof. Russ Kashian Jefferson County Housing Study Briefing
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
 - b. Comprehensive Plan Update Process Is In Progress See www.waterloowi.us

8. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Community Development Authority: Stinnett, Lewandowski, Petts, Kuhl, Weihert, Woods and O'Connell and School District Superintendent Brian Henning as School District liaison

Posted, Mailed and E-mailed: 03/08/2021

Please note: 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 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: February 16, 2021

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

1. ROLL CALL AND CALL TO ORDER. CDA Chair Stinnett called the meeting to order at 6:00 p.m. which was attended in-person and remotely. CDA members present: Petts, Stinnett, Kuhl, Weihert, Lewandowski and Woods. Absent: non-voting member Henning with one vacancy. Others present: Mark Herbst and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: January 19, 2021. MOTION: Moved by Kuhl, seconded by Petts to approve the minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. School District Liaison. No report
 - b. Grant Tracking. Hansen said the project year for a matching WisDOT grant award for Hendricks Street was yet to be determined. No action taken.
 - c. Treyburn Farms. Hansen updated attendees on Lot #2 progress by Julie Busche. No action taken.
 - d. Economic Development Plan Implementation Progress Including 333 Portland Road Site Interest List
 - i. Intern Update - 333 Portland Road Development. Hansen reviewed the Tyler Remmers slide deck for use in recruiting end-user site proposals. Hansen briefed attendees on a Buyer Broker incentive similar to the one previously reviewed by the CDA in prior years. Noted.
 - e. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600. Noted.
 - f. 2021 Downtown Vacancy Report. Report noted.
5. UNFINISHED BUSINESS
 - a. Implementing A Blight Policy – Recommendations To City Council Regarding A Request For Proposal For Non-Compliance Officer Services. Hansen said no submittals had been received to date.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar. Noted.
 - b. Comprehensive Plan Update Process Is In Progress. Noted.
 - c. Petts, Woods and others called for brainstorm ideas benefitting the downtown and elsewhere. Hansen said he would re-distribute Connect Community Program materials.
7. ADJOURNMENT. MOTION: Moved by Kuhl, seconded by Petts to adjourn. VOICE VOTE: Motion carried. Approximate time was approximately 6:15 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

City of Waterloo
Economic Development Strategic Plan Implementation Tracking

3/8/2021 2:31 PM

FOCUS: Industrial & Commercial

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
IC1	Ready 17 acre industrial site (333 Portland Rd) for reuse	Pursue funding for remediation of blighted site with focus on future industrial reuse and job creation		Site ready with for reuse 1/1/2018		2016 site research; 2017 remediation; 2018 marketing
	Task	Status	Due Date	Assignee	Notes	
	Acquire Site	Completed		Clerk/Treasurer		
	EPA Site Remediation	Completed	12/1/2017	Clerk/Treasurer		
	Site Demo Contractor Bidding	Completed	6/7/2018	Clerk/Treasurer		
	Site Demo	Completed	6/8/2018	Contractor		
	Close Out Open DNR/EPA Files	Completed	5/1/2019	EPA / DNR contractor		
	Ready 17 acre industrial site (333 Portland Rd) for reuse	Completed	5/1/2019	Clerk/Treasurer		
	Publish Site Reuse RFP	Completed	10/12/2018	Clerk/Treasurer		
	Wetland delineation	Completed	6/15/2019	Clerk/Treasurer	Heartland Ecological	
	Preliminary geotechnical engineering	Completed	6/15/2019	Clerk/Treasurer	SCS Engineering	
	Sell land to Parker Dow	Completed	8/15/2020	Clerk/Treasurer		
	Sell land to Ron Griffin	Aborted	8/15/2020	Clerk/Treasurer	Offer and counter offer expired	
	Intern / Broker Zoom Presentations	In Progress	Present slide deck to broker and end-user prospects	Clerk/Treasurer / Intern Tyler Remmers	Slide deck reviewed by CDA 2/16/2021	
	Execute Developer Agreement	Not Started	TBD	Clerk/Treasurer / Attorney		

FOCUS: Communication & Organizational Capacity

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG1	Engage residents with expanded online presence	Expand social media with focus on new residents		2,000 FB likes by August 2018	As of 8/20 = 1250	2016-2021
	Task	Status	Due Date	Assignee	Notes	
	Weekly use of FB	On Going	On-going	Mo, Gabe, Kelli	DP & Library page also exists; all purposefully not coordinated.	
	Promote use of Waterloo Events Button	Used mostly by Library	On-going	Kelli, Mo	Library only active user	

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
PRO2	Marketing databases & outreach to market area	PROJECT NEIGHBOR - Build digital market area lists for promotional opportunities		12 creative digital/social media outreach efforts		2019-2021
	Task	Status	Due Date	Assignee	Notes	
	Concept review	Completed		Working Group		
	Set-up sign-up box	Completed		Clerk/Treasurer		
	Assemble public data	Completed	4/10/2018	Clerk/Treasurer		
	Create outreach communications	Completed	4/30/2018	Clerk/Treasurer	Mill / Cleveland contacts; Street Market; Park Events	
	Update data & create outreach communications 2019-2020	Aged data; progress halted	Data used for elections & dog license reminder robo-calls & letters	Clerk/Treasurer	Under utilized	

FOCUS: Housing

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
HOU1	Incentivize new home construction	Waive all fees for new single-family home construction			Approved Concept	2019-2021
	Task	Status	Due Date	Assignee	Notes	
	Consider continuing for 2019	Completed	12/31/2018	City Council		
	2018 outreach efforts	Completed	3/31/2018	Sue Moe	Flyer to real estate agents	
	2019-2020 Outreach (Treyburn Farms Project)	Completed	monthly reports	Mayor / Clerk-Treasurer / Summer Intern	19 of 19 lots either sold, accepted offer, or under contract in some fashion	

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2021

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	265,281.87	
412-15800	DUE FROM AGENCY FUND TAXES	19,591.17	
	TOTAL ASSETS		<u>284,873.04</u>

LIABILITIES AND EQUITY

LIABILITIES

412-26100	DEFERRED REVENUE	19,591.17	
	TOTAL LIABILITIES		19,591.17

FUND EQUITY

412-34300	FUND BALANCE	482,159.92	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(216,878.05)	
	TOTAL FUND EQUITY		<u>265,281.87</u>
	TOTAL LIABILITIES AND EQUITY		<u>284,873.04</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

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	61,717.30	61,717.30	81,435.00	19,717.70	75.8
TOTAL TIF DISTRICT 2 FUND	61,717.30	61,717.30	81,435.00	19,717.70	75.8
<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	.00	2,030.00	2,030.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	2,810.00	2,810.00	.0
<u>MISCELLANEOUS REVENUES</u>					
412-48-4800-000 MISC REVENUES	.00	.00	50,000.00	50,000.00	.0
412-48-4830-000 SALE OF CITY PROPERTY	.00	30,000.00	.00	(30,000.00)	.0
TOTAL MISCELLANEOUS REVENUES	.00	30,000.00	50,000.00	20,000.00	60.0
TOTAL FUND REVENUE	61,717.30	91,717.30	134,245.00	42,527.70	68.3

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 412 - TIF DISTRICT 2 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>						
412-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	.00	150.00	150.00	.0
	TOTAL LEGISLATIVE SUPPORT	.00	.00	150.00	150.00	.0
<u>ATTORNEY</u>						
412-51-5130-211	ATTORNEY ATTORNEY FEES	.00	.00	150.00	150.00	.0
	TOTAL ATTORNEY	.00	.00	150.00	150.00	.0
<u>CLERK - WAGES</u>						
412-51-5142-110	CLERK SALARY/CLERK	4,430.16	4,430.16	25,000.00	20,569.84	17.7
	TOTAL CLERK - WAGES	4,430.16	4,430.16	25,000.00	20,569.84	17.7
<u>SPECIAL ACCTG AND AUDITING</u>						
412-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	.00	1,000.00	1,000.00	.0
	TOTAL SPECIAL ACCTG AND AUDITING	.00	.00	1,000.00	1,000.00	.0
<u>ENGINEERING AND ADMINISTRATION</u>						
412-53-5310-215	ENG & ADMIN PROF FEES	.00	.00	2,500.00	2,500.00	.0
412-53-5310-380	TID 2 COMPUTER SUPPLY/MAINT	25.06	49.85	437.00	387.15	11.4
	TOTAL ENGINEERING AND ADMINISTRATION	25.06	49.85	2,937.00	2,887.15	1.7
<u>ECONOMIC DEV-122 S. MONROE</u>						
412-56-5680-221	122 S MONROE ST ELECTRIC	184.50	184.50	.00	(184.50)	.0
	TOTAL ECONOMIC DEV-122 S. MONROE	184.50	184.50	.00	(184.50)	.0
<u>CAPITAL PROJECT</u>						
412-57-5701-800	CAPITAL PROJ OUTLAY	3,655.62	3,655.62	71,489.00	67,833.38	5.1
	TOTAL CAPITAL PROJECT	3,655.62	3,655.62	71,489.00	67,833.38	5.1

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 412 - TIF DISTRICT 2 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TRANSFER TO DEBT SERVICE</u>					
412-59-5929-000 TRANSFER TO DEBT SERVICE	.00	300,275.22	103,350.00	(196,925.22)	290.5
TOTAL TRANSFER TO DEBT SERVICE	.00	300,275.22	103,350.00	(196,925.22)	290.5
TOTAL FUND EXPENDITURES	8,295.34	308,595.35	204,076.00	(104,519.35)	151.2
NET REVENUE OVER(UNDER) EXPENDITURES	53,421.96	(216,878.05)	(69,831.00)		

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2021

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	113,952.68	
413-15800	DUE FROM AGENCY FUND TAXES	21,169.25	
	TOTAL ASSETS		<u>135,121.93</u>

LIABILITIES AND EQUITY

LIABILITIES

413-26100	DEFERRED REVENUE	21,169.25	
	TOTAL LIABILITIES		21,169.25

FUND EQUITY

413-34300	FUND BALANCE	47,263.74	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	66,688.94	
	TOTAL FUND EQUITY		<u>113,952.68</u>
	TOTAL LIABILITIES AND EQUITY		<u>135,121.93</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 413 - TIF DISTRICT 3 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TAXES</u>					
413-41-4111-000 TAX INCREMENTS	66,688.94	66,688.94	87,995.00	21,306.06	75.8
TOTAL TAXES	66,688.94	66,688.94	87,995.00	21,306.06	75.8
<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	.00	904.00	904.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	1,224.00	1,224.00	.0
<u>MISCELLANEOUS REVENUES</u>					
413-48-4800-000 MISC REVENUES	.00	.00	20,000.00	20,000.00	.0
TOTAL MISCELLANEOUS REVENUES	.00	.00	20,000.00	20,000.00	.0
TOTAL FUND REVENUE	66,688.94	66,688.94	109,219.00	42,530.06	61.1

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

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	.00	150.00	150.00	.0
TOTAL LEGISLATIVE SUPPORT	.00	.00	150.00	150.00	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	.00	1,500.00	1,500.00	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	.00	1,500.00	1,500.00	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215 ENG & ADMIN PROF FEES	.00	.00	1,500.00	1,500.00	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	.00	1,500.00	1,500.00	.0
<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000 TRANSFER TO DEBT SERVICE	.00	.00	92,378.00	92,378.00	.0
TOTAL TRANSFER TO DEBT SERVICE	.00	.00	92,378.00	92,378.00	.0
TOTAL FUND EXPENDITURES	.00	.00	95,528.00	95,528.00	.0
NET REVENUE OVER(UNDER) EXPENDITURES	66,688.94	66,688.94	13,691.00		

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2021

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	88,288.14	
414-15800	DUE FROM AGENCY FUND TAXES	6,765.11	
	TOTAL ASSETS		<u>95,053.25</u>

LIABILITIES AND EQUITY

LIABILITIES

414-26100	DEFERRED REVENUE	6,765.11	
	TOTAL LIABILITIES		6,765.11

FUND EQUITY

414-34300	FUND BALANCE	66,976.78	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	21,311.36	
	TOTAL FUND EQUITY		<u>88,288.14</u>
	TOTAL LIABILITIES AND EQUITY		<u>95,053.25</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

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	21,311.36	21,311.36	28,119.98	6,808.62	75.8
TOTAL TIF DISTRICT 4 FUND	21,311.36	21,311.36	28,119.98	6,808.62	75.8
<u>SOURCE 43</u>					
414-43-4364-000 STATE AID COMPUTERS	.00	.00	239.00	239.00	.0
TOTAL SOURCE 43	.00	.00	239.00	239.00	.0
TOTAL FUND REVENUE	21,311.36	21,311.36	28,358.98	7,047.62	75.2

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

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	.00	150.00	150.00	.0
TOTAL LEGISLATIVE SUPPORT	.00	.00	150.00	150.00	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
414-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	.00	500.00	500.00	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	.00	500.00	500.00	.0
TOTAL FUND EXPENDITURES	.00	.00	650.00	650.00	.0
NET REVENUE OVER(UNDER) EXPENDITURES	21,311.36	21,311.36	27,708.98		

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2021

600-COMMUNITY DEVELOP AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	49,005.71	
600-15800	DUE FROM AGENCY FUND TAXES	1,133.29	
	TOTAL ASSETS		<u>50,139.00</u>

LIABILITIES AND EQUITY

LIABILITIES

600-26100	DEFERRED REVENUE	1,133.29	
	TOTAL LIABILITIES		1,133.29

FUND EQUITY

600-34300	FUND BALANCE	20,356.81	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	3,648.90	
	TOTAL FUND EQUITY		<u>49,005.71</u>
	TOTAL LIABILITIES AND EQUITY		<u>50,139.00</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021
FUND 600 - COMMUNITY DEVELOP AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TAXES</u>					
600-41-4111-000 LOCAL TAX-GENERAL FUND	3,516.71	3,516.71	4,650.00	1,133.29	75.6
TOTAL TAXES	3,516.71	3,516.71	4,650.00	1,133.29	75.6
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000 MBC BUILDING RENTAL	200.00	400.00	2,400.00	2,000.00	16.7
TOTAL PUBLIC CHARGES FOR SERVICE	200.00	400.00	2,400.00	2,000.00	16.7
TOTAL FUND REVENUE	3,716.71	3,916.71	7,050.00	3,133.29	55.6

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021
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	22.89	22.89	1,000.00	977.11	2.3
600-51-5162-222 MAUNESHA BUSINESS HEAT	109.76	109.76	750.00	640.24	14.6
600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER	64.20	64.20	698.00	633.80	9.2
600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA	40.00	40.00	1,160.00	1,120.00	3.5
600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN	.00	30.96	.00	(30.96)	.0
TOTAL MAUNESHA BUSINESS CENTER	236.85	267.81	3,608.00	3,340.19	7.4
<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	236.85	267.81	4,233.00	3,965.19	6.3
NET REVENUE OVER(UNDER) EXPENDITURES	3,479.86	3,648.90	2,817.00		

BIDDER'S COMPANY NAME: _____

CITY OF WATERLOO REQUEST FOR PROPOSAL

CODE COMPLIANCE OFFICER SERVICES

Issued February 11, 2021

Submittal Deadline:
March 15, 2021, 3:00 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
February 11, 2021

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 March 15, 2021, 3:00 p.m. 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 anticipated start of services under the proposed contract would begin April 15, 2021.

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 March 15, 2021, 3:00 p.m. 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.

It is anticipated the selection of an inspection contractor will be completed by April 1, 2021.

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">- <u>s</u>trength, <u>w</u>eaknesses <u>o</u>pportunities & <u>t</u>hreats (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