



136 North Monroe Street
Waterloo, WI 53594
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www.waterloowi.us

A MEETING OF THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - AGENDA

Revised and amended: 9/20/2021 1:39 PM

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: September 21, 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/85951229085?pwd=ODE4c3lnT2MydFc3WG1hc1VFRi92dz09>
Meeting ID: 859 5122 9085 Passcode: 121629

Dial-In By Phone

+1 312 626 6799 US (Chicago)
Meeting ID: 859 5122 9085 Passcode: 121629

1. PLEDGE OF ALLEGIANCE, ROLL CALL TO ORDER
2. MEETING MINUTES APPROVAL: August 17, 2021
3. UPDATES & REPORTS
 - a. Clerk/Treasurer Report
 - i. Website Revisions
 1. Google Drive Data
 2. Community Welcoming Material
 - ii. Grant Tracking
 - iii. Economic Development Plan Implementation Progress Report
 1. Treyburn Farms
 2. 575 West Madison Street
 3. 692 West Madison Street
 4. Hawthorn & Stone Development Agreement
 - iv. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600
 - b. Business Association Liaison Report, Ben Reigel
 - c. School District Liaison
4. UNFINISHED BUSINESS
 - a. Implementing A Blight Policy, Hiring Code Compliance Services, Follow-up (Outreach In Progress)
 - b. Review Of Tax Incremental Finance – Overview & Progress Report
5. NEW BUSINESS
 - a. Implementing Impact Fees (referred from Finance, Insurance & Personnel Committee)
 - b. 310 Portland Road. CDA Direction And On Property Questions From UFP's Chuck King
 - c. The Means And Method For Reporting Out Project Information
 - d. **Regulation And Permit For Razing Buildings (Park Falls Ordinance Example)**
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
 - b. Baker Tilly Update, Scheduled Items And October 19th Dan Kennelly Presentation
 - c. SWOT Analysis (**S**trengths, **W**eaknesses, **O**pportunities, **T**hreats)
7. ADJOURNMENT

Mo Hansen, Clerk/Treasurer

Community Development Authority: Soter, Petts, Kuhl, Weihert, Woods, O'Connell, Sharpe and School District Superintendent Brian Henning as

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: August 17, 2021

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 Chair Weihert called the meeting to order at 6:00 p.m. Members present: Sharpe, Petts, Kuhl, Weihert, O'Connell and Soter. Absent: Woods and non-voting member Henning. Others present: Peggy Hansen, Tim Thomas, Ben Reigel and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: June 15, July 12 and July 20, 2021. MOTION: [Petts/Weihert] To approve all meeting minutes noting that the pledge of allegiance was stated at a prior meeting. VOICE VOTE: Motion carried.
3. UPDATES & REPORTS
 - a. Website Revisions. Hansen said the items were incomplete at this time.
 - i. Google Drive Data
 - ii. Community Welcoming Material
 - b. School District Liaison. Hansen said Brian Henning had asked the School Board to appoint a citizen to serve as District liaison.
 - c. Grant Tracking. Noted.
 - d. Treyburn Farms. Hansen said a lot #3 closing was schedule for November.
 - e. Economic Development Plan Implementation Progress Report. Noted.
 - f. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600. Noted.
 - g. 575 West Madison Street. Hansen said owner interest in a fence to enclose vehicles or similar for commercial purposes required a conditional use permit. No application has been submitted to date.
 - h. 692 West Madison Street. Hansen said Aranda site acquisition was not proceeding. He said a 2nd developer had done soil borings identifying site contamination. Petts inquired as to the property owner responsibility. Hansen said information was limited to an email indicating site contamination.
 - i. Hawthorn & Stone Development Agreement. Hansen said Hawthorn & Stone remained delinquent on 2020 tax incremental finance fees in lieu of tax payment. MOTION: [Petts/Kuhl] To direct the City Attorney to send a communication to Hawthorn & Stone seeking payment. VOICE VOTE: Motion carried.
4. UNFINISHED BUSINESS
 - a. Implementing A Blight Policy, Hiring Code Compliance Services, Follow-up. DISCUSSION: Hansen asked for another 30 days. No action taken.
 - b. Considering Economic Development Services Proposals, Recommending A Service Provider And Funding To The City Council. DISCUSSION: Hansen said six submittals were received, four were interviewed. He said he, Alder Thomas, the Mayor, and the Deputy Clerk/Treasurer participated in four interviews. Kait Sharpe participated in the fourth interview. He described a 45 minute post interview discussion by participants leading to a unanimous recommendation for Baker Tilly. Thomas said it was a very difficult decision. MOTION: [Petts/Kuhl] To recommend to the City Council entering into an agreement with Baker Tilly for services. VOICE VOTE: Motion carried.
 - c. Review Of Tax Incremental Finance – Overview & Progress Report. Hansen asked for the overview to take place next month. No action taken.
5. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
 - a. Annual Calendar. Referencing the calendar, Petts asked for an October SWOT analysis.
6. ADJOURNMENT. MOTION: [Petts/Kuhl] To adjourned. VOICE VOTE: Motion carried. Time: 6:50 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

TO: COMMUNITY DEVELOPMENT AUTHORITY
FROM: CLERK/TREASURER
SUBJECT: COMMUNITY DEVELOPMENT REPORT AND WRITTEN AGENDA NOTES FOR 9/21 CDA MEETING
DATE: SEPTEMBER 17, 2021

3a. CLERK/TREASURER'S COMMUNITY DEVELOPMENT REPORT

- i. **Website Revisions** – Working with Jeanne Ritter to update website incorporating in Welcoming New Resident's Material. Will need up to time of meeting to advance as far as possible. Some Google Drive data is aged, am trying to find a home for it on website.
 1. **Google Drive Data**
 2. **Community Welcoming Material**

- ii. **Grant Tracking.**
 1. WisDNR reported 9/15 that the Parks Department was NOT awarded a grant to match with a private foundation grant for further parks improvements north of 203 East Madison Street. Parks Coordinator is re-evaluating capital expenses for this item.
 2. City Council determined that \$450,000 LRIP grant for Hendricks and associated areas would not be used in 2022, with Mayor saying 2024. This grant is available to us because we linked it to economic improvements, we are pursuing for 333 Portland Road. Customizing these improvements to optimized benefit for a 333 Portland Road end user is recommended.

- iii. **Economic Development Plan Implementation Progress Report.** Attached.
 1. Treyburn Farms. No new information. Lot 2 for sale. Lot 3 closing scheduled for November.
 2. 575 West Madison Street. No new information.
 3. 692 West Madison Street. Todd Nelson provided with process instructions for pursuing rezoning and conditional use permit for residential development at this site.
 4. Hawthorn & Stone Development Agreement. City Council takes no action after discussion of delinquent developer fees. Invoice for unpaid interest sent the Friday after City Council discussion. Payment not received as of date of the memo, with Mayor on 9/16 indicated Janice Faga may have requested a meeting.

- iv. **Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600.** Attached.

4a IMPLEMENTING A BLIGHT POLICY

No submittals have been submitted as outreach involving over 90 emails sent to state licenses building inspectors in Columbian, Dane, Dodge, Jefferson counties. SAFEbuilt account manager Al Greene emailed on 9/9 saying they were considering adding staff to the area and may be able to help us on compliance service needs.

4b REVIEW OF TAX INCREMENTAL FINANCE OVERVIEW AND PROGRESS REPORT

I intend to have background material and a progress report to present at 9/21 meeting.

5a IMPLEMENTING IMPACT FEES

The Finance Committee referred the matter of re-initiating Impact Fees to the CDA.

- What are Impact Fees? ANS. [Learn More](#). The Center for Land Use Education four-pager is **attached**.
- Why don't we currently have Impact Fees?
 - ANS. (a) In prior years development was sparse. The strategy was to waive or zero out fees to make our community more appealing to private investment. Residential developers often bristle at Impact Fees. They go to great lengths to pass them along to end-users.
 - ANS. Impact fees can be used to offset the capital costs of public facilities attributable to new development. We didn't have any qualifying offsets. With a park planned for the DeYoung Farms subdivision, we may now have one, or more qualifying offsets.

5b 310 PORTLAND ROAD

Chuck King representative for property owner UFP is looking to sell the property. He is asking if the City would be interested in a purchase. We reached out to Ron Griffin to ask if he would be interested in trading 347 Portland Road for 310 Portland Road. He declined. Below is an abbreviated email thread on this topic. The Mayor has asked the Plan Commission to also evaluate the opportunity.

Thank you Barry for your input. This is a good information to know up front. As stated, I'm sure there will be more questions. Thanks again.

Jenifer Quimby, Mayor

From: Barry Sorenson <bsorenson@waterlooutilities.com>
Sent: Tuesday, September 14, 2021, 2:52 PM
To: Jeni Quimby
Subject: RE: Follow up - Griffin meeting

Hi Jeni, I will try to answer your questions about water main looping, but it is extremely difficult not knowing where and what you are building. Keeping that in mind, building a main through the Pallet Co. parcel would help that area for the immediate term. However, any building to the North, would be dead ended again. Which would require a main installed opposite Industrial Ln. first and save the money that would be invested going through Pallet One property. My initial thought would be to build it across Industrial Ln. first and save the money that would be invested going through Pallet One property. Installing it further North also allows you to easily feed any new growth to the North. One more concern I have is, I prefer to have the water main installed in the road, not across an easement or some ones lot.

Barry Sorenson
Superintendent, Waterloo Utilities

From: Jeni Quimby <mayor@waterloowi.us>
Sent: Tuesday, September 14, 2021 2:05 PM
To: Barry Sorenson <bsorenson@waterlooutilities.com>
Subject: Fwd: Follow up - Griffin meeting

Not sure I sent the full message before, hazards of the phone.... So looking to chat about the pros & cons. I did send this to CDA for them to discuss, they can send to the planning commission if they want to pursue. But wanted your input so I could let them know your thoughts up front. Email or call, whatever you'd like. Thanks!

Jenifer Quimby, Mayor

From: Mo Hansen <mhansen@waterloowi.us>
Sent: Tuesday, September 14, 2021, 9:25 AM
To: Jeni Quimby
Cc: Ben Filkouski; Mike Tschanz; Richard Weihert; Janae OConnell
Subject: RE: Follow up - Griffin meeting

Mayor,
Do you want this to the CDA? I am drafting its 9/21 agenda today.
Mo Hansen | Clerk/Treasurer | [City of Waterloo](http://CityofWaterloo) | 920.478.3025

From: Mo Hansen
Sent: Wednesday, September 08, 2021 8:07 AM
To: Jeni Quimby <mayor@waterloowi.us>
Cc: Ben Filkouski <ben.filkouski@madisoncommercialre.com>; Mike Tschanz <mtschanz@waterloowi.us>
Subject: RE: Follow up - Griffin meeting

Mayor,
In his prior communication Chuck King was looking for a City signal as to its interest for a quick sale, versus King putting it on the market. With Ron's no interest reply, are we at the point of signaling Chuck King of City non-interest?

Pros/Cons to municipal acquisition:

Pros

1. Site control to facilitate lower cost water system connection to Saddle Ridge.
2. Ability to consolidate lots with further acquisition of adjacent blighted residential properties, making an estimated seven acre site with buffers between zoning districts and a more attractive light-industrial or highway commercial lot. (i.e., broader corridor improvements...)
3. Could be anchor site for private-sector corridor improvements.

Cons

1. Fronting costs and associated risk.
2. Private sector interest/investment long-term may be in the engine repair and small-shop welder category, rather than creation of a quantity of family supporting jobs and property value growth.

Mo Hansen | Clerk/Treasurer | [City of Waterloo](#) | 920.478.3025

From: Ben Filkouski <ben.filkouski@madisoncommercialre.com>

Sent: Tuesday, September 07, 2021 3:26 PM

To: Jeni Quimby <mayor@waterloowi.us>; Mo Hansen <mhansen@waterloowi.us>

Subject: Follow up - Griffin meeting

Good afternoon,

I met with Ron Griffin today. He will not be interested in doing a trade for his property and the PalletOne property. He stated that it would cost him approximately \$100,000 to do the addition to his building but that there is extensive work needed across the street on top of moving equipment, building out his wife's shop again, etc. He said he wants to retire in the next few years and does not want to bare the burden of debt. He also asked about purchasing a piece of the property at 333 Portland Rd to have room to drive around where he is interested in expanding. I told him that we would need to see plans and a timeline on doing this to move discussion along. The ball is in his court to proceed with this discussion. I hoped for a more positive meeting with him regarding the building across the street.

If you all are interested in tackling the building across the street or need assistance in anything regarding that moving forward do not hesitate to reach out. I am also available for a call to discuss further when need be.

If you have any follow up questions, let me know.

Benjamin J. Filkouski-

5c Means And Method For Reporting Out Project Information (Please email)

Requesting CDA 9/21 agenda item



Mo Hansen

To Charles Kuhl

Cc City of Waterloo, Mayor; HenningB@waterloo.k12.wi.us; Janae OConnell; Kait Sharpe; leeanwoods@icloud.com; michellesoter@gmail.com; Petts Jeanette (alder4-5@waterloowi.us); Rich Weihert (alderatlargeb@waterloowi.us)



Fri 9/3/2021 6:44 AM

Alder Kuhl,

I am writing to ask that the CDA at its 9/21 meeting consider the agenda item: "The means and method for reporting out project information."

One component of the 9/2 Hawthorn & Stone City Council discussion related to communication. There are matters evolving daily at the Mayoral and staff level. The degree to which information is reported out is an important topic. Topics advanced within the last 24 hours I've been focused on include:

- 692 West Madison Street
- Baker Tilly on-boarding for economic development services
- Hawthorn & Stone delinquent Guaranteed Revenue
- United Cooperative project outreach
- City-wide revaluation of property
- UFP Chuck King future land use 310 Portland Rd and contemplated land trade with Ron Griffin
- 2022 budget deliberations
- Others

Doing the people's business for the common good in a small town will always involve many work items; *this is not a workload email*. Instead, I am asking for the CDA's help in building an efficient communication method so all trust the process. Doubt about governmental processes is an easy way to weigh them down to a stand-still. My absolute focus is on getting projects across the finish line. Efficient and effective communication is essential for representative democracy.

Most everything in Waterloo relates back to our small scale. The phrase I often turn to is: "We can spend time reporting the news, or we can spend time making the news..." It is imperative that productivity be built into all municipal endeavors. Over 24 years of public service I have seen many variations on the topic of reporting out. Across state and local government, *the basic necessary component is: trust in the process*. As Chair of the Jefferson County Economic Development Consortium and as a THRIVE-ED Board member, I ask the very same questions, and have the very same concerns, raised during the 9/2 Hawthorn & Stone City Council discussion. I get it.

The CDA is made up of individuals with varied backgrounds and opinions. I hope their collective insight can help advance Waterloo. Thank you.

Mo Hansen | Clerk/Treasurer | [City of Waterloo](#) | 920.478.3025

CITY OF WATERLOO

BALANCE SHEET
AUGUST 31, 2021

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	336,224.36	
	TOTAL ASSETS		<u>336,224.36</u>

LIABILITIES AND EQUITY

FUND EQUITY

412-34300	FUND BALANCE	482,159.92	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(145,935.56)	
	TOTAL FUND EQUITY		<u>336,224.36</u>
	TOTAL LIABILITIES AND EQUITY		<u>336,224.36</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 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	19,591.17	81,308.47	81,435.00	126.53	99.8
TOTAL TIF DISTRICT 2 FUND	19,591.17	81,308.47	81,435.00	126.53	99.8
<u>INTERGOVERNMENTAL REVENUE</u>					
412-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	783.22	780.00	(3.22)	100.4
412-43-4366-000 STATE AID PERSONAL PROPERTY	.00	3,423.20	2,030.00	(1,393.20)	168.6
TOTAL INTERGOVERNMENTAL REVENUE	.00	4,206.42	2,810.00	(1,396.42)	149.7
<u>MISCELLANEOUS REVENUES</u>					
412-48-4800-000 MISC REVENUES	95,855.89	95,855.89	50,000.00	(45,855.89)	191.7
412-48-4830-000 SALE OF CITY PROPERTY	.00	30,000.00	.00	(30,000.00)	.0
TOTAL MISCELLANEOUS REVENUES	95,855.89	125,855.89	50,000.00	(75,855.89)	251.7
<u>OTHER FINANCING SOURCES</u>					
412-49-4910-000 LONG TERM DEBT PROCEEDS	58,893.05	58,893.05	.00	(58,893.05)	.0
412-49-4918-000 TRANSFER FROM IMPACT FEES	.00	4.47	.00	(4.47)	.0
TOTAL OTHER FINANCING SOURCES	58,893.05	58,897.52	.00	(58,897.52)	.0
TOTAL FUND REVENUE	174,340.11	270,268.30	134,245.00	(136,023.30)	201.3

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 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	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
<u>ATTORNEY</u>						
412-51-5130-211	ATTORNEY ATTORNEY FEES	162.50	1,611.89	150.00	(1,461.89)	1074.6
	TOTAL ATTORNEY	162.50	1,611.89	150.00	(1,461.89)	1074.6
<u>CLERK - WAGES</u>						
412-51-5142-110	CLERK SALARY/CLERK	2,215.08	17,720.64	25,000.00	7,279.36	70.9
	TOTAL CLERK - WAGES	2,215.08	17,720.64	25,000.00	7,279.36	70.9
<u>SPECIAL ACCTG AND AUDITING</u>						
412-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	616.68	1,000.00	383.32	61.7
	TOTAL SPECIAL ACCTG AND AUDITING	.00	616.68	1,000.00	383.32	61.7
<u>ENGINEERING AND ADMINISTRATION</u>						
412-53-5310-215	ENG & ADMIN PROF FEES	492.50	4,777.50	2,500.00	(2,277.50)	191.1
412-53-5310-380	TID 2 COMPUTER SUPPLY/MAINT	25.26	201.05	437.00	235.95	46.0
	TOTAL ENGINEERING AND ADMINISTRATION	517.76	4,978.55	2,937.00	(2,041.55)	169.5
<u>ECONOMIC DEV-122 S. MONROE</u>						
412-56-5680-221	122 S MONROE ST ELECTRIC	.00	184.50	.00	(184.50)	.0
	TOTAL ECONOMIC DEV-122 S. MONROE	.00	184.50	.00	(184.50)	.0
<u>CAPITAL PROJECT</u>						
412-57-5701-800	CAPITAL PROJ OUTLAY	54,643.05	80,195.88	71,489.00	(8,706.88)	112.2
412-57-5701-806	CAPITAL PROJ IMPROVEMENT PROG	.00	10,470.50	.00	(10,470.50)	.0
	TOTAL CAPITAL PROJECT	54,643.05	90,666.38	71,489.00	(19,177.38)	126.8

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 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	57,538.39	416,203.86	204,076.00	(212,127.86)	204.0
NET REVENUE OVER(UNDER) EXPENDITURES	116,801.72	(145,935.56)	(69,831.00)		

CITY OF WATERLOO

BALANCE SHEET
AUGUST 31, 2021

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	60,283.60	
	TOTAL ASSETS		60,283.60

LIABILITIES AND EQUITY

FUND EQUITY

413-34300	FUND BALANCE	47,263.74	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	13,019.86	
	TOTAL FUND EQUITY		60,283.60
	TOTAL LIABILITIES AND EQUITY		60,283.60

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FUND 413 - TIF DISTRICT 3 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TAXES</u>					
413-41-4111-000 TAX INCREMENTS	21,169.25	87,858.19	87,995.00	136.81	99.8
TOTAL TAXES	21,169.25	87,858.19	87,995.00	136.81	99.8
<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	319.95	320.00	.05	100.0
413-43-4365-000 STATE AID PERSONAL PROPERTY	.00	323.63	904.00	580.37	35.8
TOTAL INTERGOVERNMENTAL REVENUE	.00	643.58	1,224.00	580.42	52.6
<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	21,169.25	88,501.77	109,219.00	20,717.23	81.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 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	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	1,051.50	.00	(1,051.50)	.0
TOTAL ATTORNEY	.00	1,051.50	.00	(1,051.50)	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	616.66	1,500.00	883.34	41.1
TOTAL SPECIAL ACCTG AND AUDITING	.00	616.66	1,500.00	883.34	41.1
<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215 ENG & ADMIN PROF FEES	.00	2,320.00	1,500.00	(820.00)	154.7
TOTAL ENGINEERING AND ADMINISTRATION	.00	2,320.00	1,500.00	(820.00)	154.7
<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000 TRANSFER TO DEBT SERVICE	.00	71,343.75	92,378.00	21,034.25	77.2
TOTAL TRANSFER TO DEBT SERVICE	.00	71,343.75	92,378.00	21,034.25	77.2
TOTAL FUND EXPENDITURES	.00	75,481.91	95,528.00	20,046.09	79.0
NET REVENUE OVER(UNDER) EXPENDITURES	21,169.25	13,019.86	13,691.00		

CITY OF WATERLOO

BALANCE SHEET
AUGUST 31, 2021

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	94,231.22	
	TOTAL ASSETS		94,231.22

LIABILITIES AND EQUITY

FUND EQUITY

414-34300	FUND BALANCE	66,976.78	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	27,254.44	
	TOTAL FUND EQUITY		94,231.22
	TOTAL LIABILITIES AND EQUITY		94,231.22

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 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	6,765.11	28,076.47	28,119.98	43.51	99.9
TOTAL TIF DISTRICT 4 FUND	6,765.11	28,076.47	28,119.98	43.51	99.9
<u>INTERGOVERNMENTAL REVENUE</u>					
414-43-4364-000 STATE AID COMPUTERS	.00	238.03	239.00	.97	99.6
414-43-4365-000 STATE AID PERSONAL PROPERTY	.00	1,282.72	.00	(1,282.72)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	1,520.75	239.00	(1,281.75)	636.3
TOTAL FUND REVENUE	6,765.11	29,597.22	28,358.98	(1,238.24)	104.4

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 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	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	616.66	500.00	(116.66)	123.3
TOTAL SPECIAL ACCTG AND AUDITING	.00	616.66	500.00	(116.66)	123.3
<u>ENGINEERING AND ADMINISTRATION</u>					
414-53-5310-217 ENG & ADMIN WATER DISTRICT #1	.00	1,576.12	.00	(1,576.12)	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	1,576.12	.00	(1,576.12)	.0
TOTAL FUND EXPENDITURES	.00	2,342.78	650.00	(1,692.78)	360.4
NET REVENUE OVER(UNDER) EXPENDITURES	6,765.11	27,254.44	27,708.98		

CITY OF WATERLOO

BALANCE SHEET
AUGUST 31, 2021

600-COMMUNITY DEVELOP AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	50,065.83	
	TOTAL ASSETS		50,065.83

LIABILITIES AND EQUITY

FUND EQUITY

600-34300	FUND BALANCE	20,356.81	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	4,709.02	
	TOTAL FUND EQUITY		50,065.83
	TOTAL LIABILITIES AND EQUITY		50,065.83

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 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	1,133.29	4,650.00	4,650.00	.00	100.0
TOTAL TAXES	1,133.29	4,650.00	4,650.00	.00	100.0
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000 MBC BUILDING RENTAL	425.00	1,975.00	2,400.00	425.00	82.3
TOTAL PUBLIC CHARGES FOR SERVICE	425.00	1,975.00	2,400.00	425.00	82.3
TOTAL FUND REVENUE	1,558.29	6,625.00	7,050.00	425.00	94.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 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	165.29	367.29	1,000.00	632.71	36.7
600-51-5162-222 MAUNESHA BUSINESS HEAT	10.23	336.33	750.00	413.67	44.8
600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER	93.46	566.40	698.00	131.60	81.2
600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA	40.00	280.00	1,160.00	880.00	24.1
600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN	.00	365.96	.00	(365.96)	.0
TOTAL MAUNESHA BUSINESS CENTER	308.98	1,915.98	3,608.00	1,692.02	53.1
<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	308.98	1,915.98	4,233.00	2,317.02	45.3
NET REVENUE OVER(UNDER) EXPENDITURES	1,249.31	4,709.02	2,817.00		



Planning Implementation Tools

Impact fees



Center for Land Use Education

www.uwsp.edu/cnr/landcenter/

updated April 2008

TOOL DESCRIPTION

An impact fee is a financial tool available to Wisconsin cities, villages and towns to pay for anticipated capital costs associated with new development. Capital costs refer to the one-time cost of constructing, expanding or improving physical, public facilities such as highways or sewage treatment systems. Prior to developing or imposing an impact fee, a municipality must conduct a detailed needs assessment to determine the portion of facility costs necessitated by the new development. The impact fee may not be used to pay for inadequacies in the current system. Rather than distributing costs associated with new development among existing property owners (generally in the form of increased property taxes), impact fees are collected from the developer or property owner at the time of building permit. Impact fees do not cover operational or maintenance costs which can be significant over the lifetime of a facility.

COMMON USES

Financing of Public Facilities

Together with subdivision regulations, impact fees provide a good mechanism to ensure that new developments are adequately served by public facilities. Fees are calculated based on the size, type and location of development and anticipated public facility needs. Facilities that are eligible for financing by impact fees are strictly limited by state statute and are summarized below.

Eligible Uses for Impact Fees:

- Highways, transportation facilities, and traffic control devices
- Sewage and water treatment facilities
- Water pumping, storage and distribution systems
- Parks, playgrounds and land for athletic fields
- Solid waste and recycling facilities
- Fire, law enforcement, and emergency medical facilities
- Libraries

Ineligible Uses:

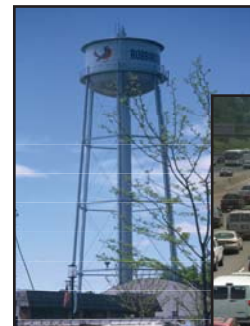
- School district facilities
 - Vehicles
 - Operation and maintenance expenses
 - Deficiencies in existing public facilities
 - Purposes other than those for which the fees were collected
- (Wis. Stat. § 66.0617(1)(f))

Figure 1: Impact fees can be used to offset the capital cost of public facilities attributable to new development

Parks and athletic fields



Water facilities



Highways



Transportation facilities



Photos © Regents of the University of Minnesota. Used with permission of the Metropolitan Design Center.

Figure 2: Comparison of local government financing tools

Local Government Financing Toolbox:

- **Impact fee:** fee collected from property owner at time of building approval to cover a share of anticipated public facility improvements.
Example: fees to expand a sewage treatment plant serving a new industrial site
- **Fee-in-lieu of dedication:** financial contribution imposed on a developer as a condition of subdivision approval.
Example: funds to purchase or make initial improvements to a public park serving a new subdivision
- **Property tax:** annual tax levy assessed on property owners in a local taxing jurisdiction based on the value of land and improvements.
Example: tax to fund local government services, infrastructure and personnel
- **Special assessment:** a special levy to fund improvements benefiting a specific area of existing development.
Example: levy to extend sewer and water service to newly annexed neighborhood
- **User fee:** a fee charged to cover the use of community facilities or services.
Example: annual fee collected from residents for garbage or recycling services

IMPLEMENTATION

CREATION

Municipalities that are experiencing moderate or high levels of new development, and have a comprehensive plan and capital improvements plan in place are in a strong position to implement an impact fee program. As illustrated below, the first step is to conduct a **needs assessment** for each anticipated public facility.

Figure 3: Example Park Needs Assessment

	Population	Park Acres	Share	Cost
Current	2,500	20		
Deficiency		+5	50%	\$10,000
Projected	+500	+5	50%	\$10,000
Total	3,000	30		\$20,000

Service Level Standard: 10 park acres per 1,000 residents.

1. Inventory existing public facilities – *village has 20 park acres.*
2. Identify desired service level standard – *village wants to provide 10 park acres for every 1,000 residents.*
3. Identify existing facility deficiencies based on service level standard – *5 more acres needed to serve 2,500 current residents.*
4. Identify public facility, improvement or expansion needs based on projected growth and service level standard – *addition of 500 new residents will necessitate 5 additional park acres.*
5. Estimate reasonable capital costs of anticipated facilities – *new park facilities, totaling 10 acres, will cost roughly \$20,000.*
6. Subtract cost of facilities attributable to deficiencies – *\$10,000 is attributable to deficiencies and \$10,000 to new development.*
7. Calculate impact fee based on anticipated growth – *\$10,000 divided among 250 anticipated new homes is \$40 per home.*

Many communities opt to hire a planning consultant to conduct the needs assessment and draft the impact fee ordinance. The ordinance usually includes a purpose section, definitions, fee schedule, exemptions, and procedures for appeal, refunds or amendments. A class 1 notice and public hearing are required prior to adopting the ordinance.

ADMINISTRATION

For impact fee ordinances enacted after January 1, 2008, impact fees must be collected at the time building permits are issued. Collected fees are placed in separate interest-bearing accounts and must be used within ten years for the capital improvement originally specified. If fees are not used within this time period they must be refunded with interest to the current property owner. This time period may be extended up to three years based on written documentation of hardship or extenuating circumstances. Detailed accounting records are necessary in case the impact fee is appealed or refunded. A five-year capital improvement plan should be maintained to anticipate future public improvements and regularly update the fee schedule.

Report Card: Impact Fees

Cost	Money or staff resources required to implement tool.
A	Staff and monetary resources are needed upfront to create an impact fee program. A consultant may be required to assist with creating the public facilities needs assessment, capital improvement plan, or fee schedule. Assessment of fees can be tied to an existing permitting process, thereby reducing staff time and costs. Impact fees pay for capital costs of public facilities but do not cover operation or maintenance costs.
Public Acceptance	The public's positive or negative perception of the tool.
B	Existing residents are generally supportive of impact fees because they limit tax increases due to new development. Developers, new homebuyers and businesses are generally less supportive because they must pay the impact fee. Those that feel the impact fees are too high could locate elsewhere.
Political Acceptance	Politician's willingness to implement tool.
B	Politicians that are faced with increasing development costs and limited revenues are generally willing to examine the use of impact fees. Approximately one hundred Wisconsin municipalities administer impact fee programs, showing they are well-accepted.
Equity	Fairness to stakeholders regarding who incurs costs and consequences.
A	Impact fees benefit local communities by providing income without raising local taxes. While they do not alter the total cost of providing services or infrastructure, they shift capital expenses from taxpayers-at-large to the developers and new homebuyers generating the costs. Depending on market conditions, studies show that impact fees can increase the cost of new housing or restrict housing supplies. However, state statutes allow communities to reduce or eliminate fees for low-cost housing. To be considered equitable, impact fees must be closely tied to development costs.
Administration	Level of complexity to manage, maintain, enforce, and monitor the tool.
A	The difficulty of administering an impact fee ordinance varies with the pace of new development, the clarity of local ordinances, and the reasonableness of local fees. Fees are generally considered reasonable if they are based on a needs assessment, bear a rational relationship to a need resulting from the development, and recover a proportional share of the capital costs of new facilities.
Scale	The geographic scale at which tool is best implemented.
Municipal	Only cities, villages and towns may use impact fees in Wisconsin. (2005 Wisconsin Act 477 prohibited county use of impact fees).

GRADING EXPLANATION

A - Excellent

B - Above Average

C - Average

D - Below Average

F - Failing

Grades are subjective ratings and should be considered in light of local circumstances.

WISCONSIN EXAMPLES

Figure 4: Average development fee for single-family dwelling units in Wisconsin, 2006

Facility	#	Ave. Fee
Fire/EMS	21	\$474.20
Library	15	\$454.39
Park/Rec. ¹	80	\$937.42
Police/Law	17	\$339.98
Transportation	5	\$402.67
Stormwater	6	\$1,557.50
Sewer ²	53	\$2,414.55
Water ³	33	\$1,438.82
Other	18	\$415.88
Total	91	\$3,207.34

= number of communities with fees out of 112 surveyed.

¹ Includes Park Impact Fee, Fee-in-lieu of Parkland Dedication, Bike/Ped. Trail Fees and Park Development Fees.

² Includes Sewer Impact Fee, Sewer Connection Fee and Sewer RCA Fees.

³ Includes Water Impact Fee and Water Connection Fee.

Village of Campbellsport

The Village of Campbellsport in Fond du Lac County adopted water and wastewater impact fees in February 2006. The fees are assessed based on water meter size and are due prior to the issuance of building permits. A typical residential meter less than one inch in diameter is charged a fee of \$1,850 to cover water and wastewater facilities. Larger meters, associated with more intense development, are assessed between \$4,625 (for a one inch meter) and \$148,000 (for an eight inch meter). Rates are determined based on standards developed by the Wisconsin Public Service Commission and a needs assessment. Exemptions are available for low-cost housing.

Figure 5: Village of Campbellsport Water Tower



Village of Menomonee Falls

The Village of Menomonee Falls in Waukesha County requires impact fees for sewers, water facilities, parks and other public facilities outlined in its capital improvement plan. The village also maintains a program that provides developers and landowners with credits for the voluntary dedication of land, physical improvements, or construction of public facilities necessitated by the development. The credits directly offset the cost of impact fees normally charged to the landowner. (See Sec. 42-159 of the Village Code)

FOR MORE INFORMATION

Libby, Lawrence W. and Carmen Carrion. 2004. *Development Impact Fees*. Ohio State University Extension Factsheet CDFS-1558-04. Available at: <http://ohioline.osu.edu/cd-fact/1558.html>.

Nicholas, James C., Arthur C. Nelson, and Julian C. Juergensmeyer. 1991. *A Practitioner's Guide to Development Impact Fees*. Chicago: Planners Press.

www.impactfees.com – An online impact fee resource provided by Duncan Associates. Includes frequently asked questions, state and local links, surveys, publications, case law, and other resources.

ACKNOWLEDGEMENTS

Document prepared by Rebecca Roberts, 2008. Design and layout by Robert Newby. We gratefully acknowledge the thoughtful review and contributions of Dean Uelmen, Campbellsport Village President; Alan Probst, UW-Extension Local Government Center; and Anna Haines, Lynn Markham, Douglas Miskowiak and Eric Olson, UW-Extension Center for Land Use Education.

Figure 1 photos © Regents of the University of Minnesota. Used with permission of the Metropolitan Design Center. Figure 4 data from the 2006 Community Development & Impact Fee Survey conducted by Ruckert-Mielke, available at: www.ruckert-mielke.com. Figure 5 photo from the Village of Campbellsport. Village of Campbellsport impact fee ordinance and needs assessment available at: <http://campbellsport.govoffice.com> (click on “Sewer and Water” and “Impact Fees”). Village of Menomonee Falls Code of Ordinances available at: www.menomonee-falls.org (click on “Code of Ordinances”).



UW
Extension

Mo Hansen

From: Mo Hansen
Sent: Friday, September 17, 2021 4:59 PM
To: William S. Cole; Chris Butschke
Cc: Megan J. Jerke; Jeanne Ritter (jritter@waterloowi.us); Charles Kuhl
Subject: FW: Salvage/Razing Ordinance - review
Attachments: 5dcc24499dd62.file.pdf

City Attorney and Building Inspector:

Please review and comment on a proposal from Alder Kuhl for consideration of Park Falls language. Do our current ordinances address Alder Kuhl's concern(s)? The timing here is a compressed. The CDA meeting is scheduled for 9/21 at 6 pm. Thank you in advance.

Mo Hansen | Clerk/Treasurer | [City of Waterloo](#) | 920.478.3025

From: Mo Hansen
Sent: Friday, September 17, 2021 4:56 PM
To: 'City of Waterloo, Mayor' <mayor@waterloowi.us>; 'HenningB@waterloo.k12.wi.us' <HenningB@waterloo.k12.wi.us>; Janae OConnell <janaeloconnell@gmail.com>; Kait Sharpe <ksharpe1228@gmail.com>; Kuhl Charles (alderatlargea@waterloowi.us) <alderatlargea@waterloowi.us>; leeannwoods@icloud.com; michellesoter@gmail.com; Petts Jeanette (alder4-5@waterloowi.us) <alder4-5@waterloowi.us>; Rich Weihert (alderatlargeb@waterloowi.us) <alderatlargeb@waterloowi.us>
Cc: Eric Rhynes <alder2@waterloowi.us>; Jason Schoenwetter (alder1@waterloowi.us) <alder1@waterloowi.us>; Mike Tschanz (mtschanz@waterloowi.us) <mtschanz@waterloowi.us>; Ron Griffin (griffinrepair@gmail.com) <griffinrepair@gmail.com>; Thomas Tim (alder3@waterloowi.us) <alder3@waterloowi.us>
Subject: FW: Salvage/Razing Ordinance - review

Community Development Authority,

Alder Kuhl has asked that the attached be placed on the CDA's 9/21 agenda. The meeting materials was distributed earlier today. With this request, we will amend the agenda Monday, in advance of Tuesday's meeting and seek comment Building Inspector and City Attorney.

Mo Hansen | Clerk/Treasurer | [City of Waterloo](#) | 920.478.3025

From: Charles Kuhl <alderatlargea@waterloowi.us>
Sent: Friday, September 17, 2021 4:48 PM
To: Mo Hansen <mhansen@waterloowi.us>; Rich Weihert <alderatlargeb@waterloowi.us>; Jeni Quimby <mayor@waterloowi.us>
Subject: Fwd: Salvage/Razing Ordinance - review

Can we get this in front of CDA this Tuesday. I have spoken with both Richard and the Mayor.

Charles Kuhl
Alderman at Large
City of Waterloo, Wisconsin

From: Charles Kuhl
Sent: Monday, September 13, 2021 1:04:48 PM
To: Barry Sorenson <bsorenson@waterlooutilities.com>; Rich Weihert <alderatlargeb@waterloowi.us>; Jeanette Petts <alder4-5@waterloowi.us>; Jeni Quimby <mayor@waterloowi.us>; Tim Thomas <alder3@waterloowi.us>; Ron Griffin

<alderatlargec@waterloowi.us>; Eric Rhynes <alder2@waterloowi.us>

Subject: Salvage/Razing Ordinance - review

All - not sure if current ordinance addresses protection for the city in salvage situations, but would we be best to look into this when zoning is looked into....or should CDA look more closely into this? This is from Park Falls, and protects the City should someone decide to salvage a premise but not raze it. This potentially could result it derelict premises, which could cause blight or in the least redeployment issues. I feel the Burger King site was salvaged....and feel this could apply to other potential properties here.

Forwarding for thought.

Mo feel free to redistribute to anyone you feel should see it.

Charles Kuhl
Alderman at Large
City of Waterloo, Wisconsin

ORDINANCE NO. 19-006

Section 15-1-9: REGULATION AND PERMIT FOR RAZING BUILDINGS.

The Common Council of the City of Park Falls ordains the amendment of Section 15-1-9: Regulation and Permit for Razing Buildings follows:

Section 1:

- (a.) **Purpose.** The purpose of this Section is to regulate the razing or demolition and the removal of scrap and salvageable equipment and materials from vacated buildings without immediate functional replacement. The City of Park Falls finds that such removal may result in the complete abandonment of the property and reduce the chance that such property will in the future be devoted to any productive or enjoyable public or private use, and therefore cause conditions which will create health and safety hazards and aggravate blight, interfere with the enjoyment of and reduce the value of private property, and interfere with the safety and welfare of the public.
- (b.) **Permit and Definition of “Demolition.”** No person shall raze or demolish any building within the City without first obtaining a permit from the Building Inspector, unless otherwise exempted under this section. For purposes of this section, the terms “demolition” and “razing” shall be used interchangeably, and shall be defined as a license for the deconstructing, destroying, razing, tearing down, or wrecking of any building including its foundation in an environmentally responsible manner, protective of worker safety. Demolition shall include any partial demolition and any interior demolition affecting more than 10 percent of the replacement value of the structure as determined by the Building Inspector. Any demolition work shall include (1) proper disposal of recyclables, solid waste, and hazardous materials pursuant to applicable regulations and approved plans, if any; (2) the controlled removal of materials to be salvaged or intended to be reclaimed or saved from destruction from the interior of a building including, but not limited to, machines, wire, conduit, equipment, steel, wood, copper, aluminum, glass, brick, concrete, asphalt material and the like; (3) termination of utilities serving the premises including permits and final inspections and approvals; (4) removal of driveways and repair of public sidewalks, as may be required; (5) site cleanup and restoration including grading, landscaping and fencing, as required; (6) compliance with all other applicable building regulations including, but not limited to, Section 30.08 of the Wisconsin Uniform Building Code; and (7) payment to the City of any outstanding taxes, fees, citations, or assessment owed.

Building Inspector. In this section, the “Building Inspector” means the Building Inspector identified by the City or any other City employee or officer designated and assigned by the City to act on an application under this section.

- (c.) **Permit Grant for Properties with Buildings In Excess of 100,000 Cubic Feet.** Properties with buildings exceeding a total of 100,000 cubic feet require Common Council approval. The Common Council may consider the permit application only after receiving the recommendation of the Board of Public Works.

Prior to making its recommendation to grant or deny the application, the Board of Public Works shall consider: (1) the application; (2) the report, if any, of the Building Inspector; (3) the expertise and financial condition of the applicant and/or owner; (4) the effect of the proposed operation on the surrounding neighborhood; (5) the conditions in which the site and building will be left upon completion of the proposed demolition, including the post-demolition plan; (6) the effect on the City of having a stripped structure remain, if the structure is not proposed to be immediately razed or immediately renovated; (7) the presentation, if any, of the applicant; (8) the comments of the public; and (9) such other matters germane to the decision.

In making a recommendation, the Board of Public Works shall address the following matters: (1) the amount of the irrevocable letter of credit, which shall in no case be less than 120 percent of the project cost, to be required by the City Attorney of the permittee as a condition of issuance of the permit and as a requirement of operation; (2) other State or local permits as required by law, rule or regulation that must be obtained as a condition of issuance of the permit or as a condition of operation; (3) reasonable special operating requirements to be required of the permittee; and (4) such other matters or limitations as the Board of Public Works determines is necessary to protect the public interest.

After all conditions of issuance have been satisfied, the Building Inspector shall issue the permit to the applicant, who may then be referred to herein as permittee or permit holder.

- (d.) **Application.** The owner of a building to be razed shall sign the permit application. In the alternative, an agent for the owner may sign the permit application upon providing written authorization verifying permission of the owner to apply for the permit. The Building Inspector may require additional information, such as proof the applicant has sufficient financial resources and ability to complete the project, including, but not limited to: (a) identification of materials to be recycled; (b) a performance schedule; (c) financial assurances, including a project pro forma detailing projected revenues and expenses; (d) environmental assessment, asbestos or other reports regarding hazardous substances; and (e) other State or local permits as required by law, rule or regulation. The owner and demolition contractor/operator shall be jointly and severally liable for performance under a permit issued pursuant to this section.
- (e.) **Fees.** Permit fees shall be established by resolution of the Common Council.
- (f.) **Irrevocable Letter of Credit or Alternative Forms of Security.** Any application for a permit to engage in the razing of buildings within the City shall be accompanied by an irrevocable letter of credit which meets the following requirements:
 - 1. In an amount no less than 120 percent of the estimated project cost;
 - 2. Name the City as a beneficiary;
 - 3. Be irrevocable and unconditional;
 - 4. Be conditioned for payment to the City solely upon presentation of the letter of credit and a sight draft, which shall direct the issuing lending institution to pay the City without any explanation, affidavit or documentation;
 - 5. Expire not earlier than one year after completion of the last act by permittee of demolition or salvage (unless the one-year period is waived or modified by the Common Council), or after the expiration of a permit issued under this section to the permittee, whichever is later;
 - 6. Issued by a company certified by the State to conduct such business within Wisconsin.

The irrevocable letter of credit shall be a guarantee of performance by the permittee. The City Attorney shall act as the reviewing authority for the letter of credit. The letter of credit shall be delivered to the attention of the City Attorney, who may reasonably require a greater amount on a case-by-case basis, where deemed necessary to protect the City. In considering the amount of the irrevocable letter of credit, the City Attorney shall consider: (1) the recommendation, if any, of the Building Inspector; (2) the expertise of the applicant; (3) the applicant's work history; (4) the capitalization of the applicant; (5) the scope of the proposed project; (6) the possible environmental hazards that could be created or currently exist; (7) the effect of the proposed operation on the surrounding neighborhood; and (8) the cost of remediation on the City, should the City have to address any matter due to the unwillingness or inability of the permittee to complete its obligations

- (g.) **Comprehensive Liability Insurance.** An applicant for a permit shall provide proof of comprehensive liability insurance in the amount of \$1,000,000 per occurrence and per person, \$1,000,000 property damage, and \$5,000,000 pollution legal liability where risk is presented of exacerbation of existing environmental pollution or discharge or any hazardous waste to the environment or asbestos removal, abatement, remediation, or dumping/disposal in a Federal or State regulated facility is required. The City may require a greater or lesser minimum amount down to and including (\$0) of pollution legal liability insurance, depending on the circumstances of the project that is the subject of the permit. Such coverage shall be maintained for the duration of the project and shall be a condition of a permit issued under this section. In addition, the permittee shall agree to indemnify and hold the City harmless from any and all claims, demands, actions, judgments, liabilities and obligations of any nature whatsoever arising from the demolition activity or site restoration for which the permit is issued, including any attorneys' fees and costs incurred by the City as a result thereof. In addition to liability insurance, the Building Inspector or City Attorney may require additional coverages including, but not limited to, automobile liability, pollution legal liability or other environmental insurance coverage, and workers' compensation.
- (h.) **Disconnection of Utilities.** The owner or agent shall notify all utilities having service connections within a building to be razed, such as water, electric, gas, sewer, telecommunications, and other connections. A permit to demolish or remove a building shall not be issued until the Building Inspector has determined that all appurtenant equipment, such as meters and regulators, has been removed, and service connections are sealed and plugged correctly. No permit to demolish or remove any building shall be issued without written proof of the notification and appropriate removal of appurtenant equipment provided to the Building Inspector.
- (i.) **Sewer and Water Connections.** During demolition, sewer pipes shall be protected to prevent entrance of sand, earth or other foreign materials. Upon completion of demolition, the ends of all underground sewer or drain pipes shall be securely stopped with watertight and durable material. The water supply and sewer systems shall be abandoned inside the lot line by a licensed master plumber.

If the water service from the property line to the connection at the watermain in the public right-of-way is constructed of lead or galvanized iron, the entire water service shall be abandoned at the watermain by the property owner and is not permitted for reuse. All water services abandoned at the watermain shall be witnessed by City personnel, who shall furnish a report to the City. Failure to do so shall require excavation and street restoration at the owner's expense to verify abandonment.

Abandonment of services shall take place at the same time as building demolition.

- (j.) **Dropping Materials- Chutes Required.** Where a space on the ground or on a floor is railed off and openings in boundary walls closed, materials may be dropped into such space. When a protected or enclosed space cannot be provided, material and debris shall be removed through fully enclosed inclined chutes of wood, metal or other approved durable material. Open chutes may be used to lower dismantled falsework or lumber from a height not exceeding 30 feet. The bottom of all chutes shall be equipped with a gate or stop for closing and regulating the flow of materials.
- (k.) **Permit Conditions.** All permits shall be subject to the following conditions:
1. **Permit term.** The razing or demolition of a building shall be completed 90 consecutive calendar days after the permit is issued. The Building Inspector may, at his/her discretion, extend the permit term for cause, on terms and conditions acceptable to the parties and recorded in writing. "Cause" shall mean the inability of the permittee to act due to circumstances beyond permittee's reasonable control and upon the exercise of due diligence.

2. **Inspection of Work.** During the entire period of any demolition project, employees and agents of the City shall have the ability to enter onto the property, at any time, without notice, for inspections. Such ability shall be a condition of the demolition permit. Work authorized by the permit is subject to inspection by the Building Inspector who shall have the authority to order corrective work. Failure to follow the orders of the Building Inspector, or to complete the raze in accordance with the Park Falls Municipal Code, shall give the Building Inspector authority to seek restitution from the letter of credit or alternative security, by any remedies available at law.
3. **Foundation of Razed Building.** Whenever a building has been razed, the foundation thereof, if any, shall be removed to at least two feet below adjacent grade and filled in with clean fill material approved by the Building Inspector with the top two feet of fill material being of dirt or sand. No combustible material may be used for the fill material.
4. **Driveway Approaches, Sidewalks and Slabs.** Remaining driveway approaches shall be removed and replaced with curb and gutter; damaged public sidewalks shall be replaced; and driveway aprons, remaining slabs and private sidewalks shall be removed from the site pursuant to any permits for replacing curb and gutters, driveway approaches and public sidewalks.
5. **Restoration of Site.** Prior to the issuance of a permit under this section by the Building Inspector to a contractor licensed in Wisconsin, the contractor may be required to provide a sufficient level of detail regarding the post-demolition activities, condition and use of the property. The Building Inspector reserves the right to require the property owner or its agent to submit (prior to commencement of any demolition activity) a site plan pursuant to Section 15-1-2(c) of the Park Falls Municipal Code for the property upon which the structure to be demolished is located. All debris, rubbish and other materials not used for fill shall be removed from the site upon completion of demolition work, and the site leveled and graded to provide proper drainage to conform with the grade of adjoining premises, or fenced in with a temporary solid barrier fence not less than four feet high to safeguard the public. The foundation walls shall be removed a minimum of two feet below adjacent grade, and the basement floor broken up to allow free flow of water to its natural grade. The site shall be left in a dust-free and erosion-free condition. Excavations shall be filled with a minimum of three inches of clean, solid fill to match lot grade within five consecutive calendar days of removal of the structure. The contractor shall be responsible for the repair and replacement of any public sidewalk, curb, gutter or street damaged in this process. Any excavation shall be protected with appropriate fences, barriers and/or lights.
6. **Disposal of Debris.** Except for recycled or salvaged materials, the permit holder shall dispose of all building debris in a licensed landfill in a manner compliant with Wisconsin Department of Natural Resources requirements. At any time, the permit holder shall provide to the Building Inspector receipts and/or an itemized list of debris disposed of by dumping or salvage. There shall be no burning of any structure or demolition waste.
7. **Site Safety and Security.** The permit holder shall, during the razing process, maintain the site in a safe and secure condition, and shall promptly report any personal injury and property damage to the Building Inspector.
 - i. All building materials which produce dust or other flying debris shall be sufficiently dampened during removal to minimize floating or blowing into the street or adjoining property. All adjacent streets, sidewalks or other public areas shall be protected by fences and/or scaffolds. The Building Inspector may require additional safety and security methods, including fencing and gating, as deemed necessary to protect the site and restrict access to the public.
 - ii. The structural elements of a building or structure shall be taken down one story at a time, beginning from the top, unless a different method is approved by the Building Inspector. All structural parts of each story shall be lowered to the ground by means of approved equipment or devices except as hereinafter provided. No material shall be placed or

allowed to fall in such a manner so as to overload any part of the structure which may be caused to fall because of such practice.

- (l.) **Exceptions.** After consideration of the factors in this section, the Building Inspector may grant an exception to subsections (k)(1), (k)(2) and (k)(3) of this section for any property for which the City will be taking title or for which a related redevelopment plan has been approved by the City. In the exercise of discretion in granting an exception, the Building Inspector shall consider the following factors:
1. Type of contamination that may be on the property or the larger, integrated site associated with the building to be razed;
 2. Suspected level of contamination on the property based on best evidence available;
 3. Possible vectors of migrations from the property;
 4. Any known migration of contamination from the property;
 5. Reasonableness of other means of remediation or containment;
 6. Any communication from the State or Federal government suggesting the necessity or adequacy of maintaining the foundation, or portion thereof, for environmental protection.
- (m.) **Exemption.**
1. Residential Remodeling. This section shall not be construed to apply to contractors or homeowners doing demolition work on part of a one- or two-family residential building which is necessary in the course of remodeling work being conducted under a building permit. The Building Inspector may exempt contractors or homeowners from the irrevocable letter of credit provisions using the same criteria used to establish whether a permit should be granted.
 2. Accessory Buildings and Detached Garages. This section shall not apply to demolition of accessory buildings or detached garages less than 600 square feet in area as measured by the exterior dimensions of the structure.
- (n.) **Special Assessment.** The Building Inspector may elect to recover all costs of enforcement and legal fees through special assessments to be levied and collected as a delinquent tax against the real estate upon which the building is located. Such special assessment shall be a lien upon the real estate. An administrative fee as set forth by resolution of the Common Council shall be added to the special assessment against the benefited property.
- (o.) **Violations and Liability.**
1. It shall be a violation of this ordinance to perform, conduct, direct or allow the demolition of structures except in conformance with a valid permit issued pursuant to this ordinance.
 2. It shall be a violation of this ordinance to disobey an act contrary to any order issued pursuant to this ordinance.
 3. The owner and permit holder shall be jointly and severally liable for any violation of this ordinance and any violation of any condition pursuant to this ordinance, whether caused by act or omission, including applicable fines and penalties together with the City's costs of enforcement, including attorneys' fees.
 4. Any contractor or subcontractor involved in the violation of this ordinance shall be found to have committed a separate violation for which it shall be fully liable, including applicable fines and penalties together with the City's costs of enforcement, including attorneys' fees.
- (p.) **Enforcement, Fines and Penalties.** The Building Inspector shall have the primary responsibility to enforce this section. For purposes of calculating fines and penalties under this ordinance, each day of continuing violation shall constitute a separate offense. Any violation of this ordinance constitutes a public

nuisance and, in addition to other remedies provided or allowed, the City may apply to a court of competent jurisdiction for injunctive relief and the assessment of damages including attorneys' fees and costs.

Section 2: If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a Court of competent jurisdiction or by any agency or of any kind by anyone else, the remainder of this Ordinance shall not be affected.

Section 3: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall take effect and be in effect after passage and publication according to law.

APPROVED:

Michael Bablick, Mayor

ATTEST:

Brentt Michalek, City Administrator/Clerk

Adopted: 11/11/2019
Approved: 11/11/2019
Published: 11/28/2019
Attest: 11/11/2019

City of Waterloo Municipal Code

[TOPIC: RAZING BUILDINGS]

§ 140-15 Unsafe buildings.

Whenever the Building Inspector finds any building or part thereof within the City to be, in his judgment, so old, dilapidated or so out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human habitation, occupancy or use, and so that it would be unreasonable to repair the same, he shall order the owner to raze and remove it at the owner's expense. Such order and proceedings shall be carried out in the manner prescribed for the razing of buildings in § 66.0413, Wis. Stats. Where the public safety requires immediate action, the Building Inspector shall enter upon the premises with such assistance as may be necessary and cause the building or structure to be made safe or to be removed, and the expenses of such work may be recovered by the City in an action against the owner or tenant.

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