



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
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: December 1, 2020

Time: 5:45 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/89540403181?pwd=S0xZa01rU0krRk5UQ0c0SnBBOVF6dz09>

Meeting ID: 895 4040 3181

Passcode: 607258

Dial by your location

1 312 626 6799 US (Chicago)

1 669 900 6833 US (San Jose)

Meeting ID: 895 4040 3181

Passcode: 607258

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: October 20, 2020 and November 24, 2020 (no quorum)
3. CITIZEN INPUT
4. UPDATES & REPORTS
 - a. School District Liaison (verbal)
 - b. Grant Tracking (verbal)
 - i. WisDOT Local Roads Improvement Program Matching Grant Award - Hendricks Street
 - c. Treyburn Farms (verbal)
 - d. Economic Development Plan Implementation Progress Including 333 Portland Road Site Interest List
 - i. Recruiting An Intern For 333 Portland Road Development
 - ii. 333 West Madison Street, Developer Next Phase Interest
 - e. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600
5. UNFINISHED BUSINESS
 - a. Clarifying The Citywide Policy For Collection Of Building Permit Fees For Multi-Unit Residential Construction – Further Clarification As Deemed Necessary
 - i. Council Action Information With Respect To Fees
6. NEW BUSINESS
 - a. Implementing A Municipal Acquisition Strategy For 122 South Monroe Street Prioritizing The Site's Commercial Reuse Opportunities – Approving A Request For Proposal Document For Public Distribution
 - b. Implementing A Blight Policy – Approving A Request For Proposal Document For Non-Compliance Officer Services For Public Distribution
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Calendar
 - i. 203 East Madison Street, Phase 3 - Plan Refinement
8. ADJOURNMENT



Mo Hansen
Clerk/Treasurer

Community Development Authority:

Stinnett, Lewandowski, Petts, Kuhl and Weihert with two vacancies
School District Superintendent Brian Henning as School District liaison

Posted, Mailed and E-mailed: 11/18/2020


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: October 20, 2020

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 remotely accessed by CDA participants. Thomas and Nell participated in the Council Chambers. CDA members present Petts, Stinnett, Kuhl, Lewandowski and Weihert. Absent: non-voting member Henning with two vacancies. Others present Clerk/Treasurer Hansen, Alder Tim Thomas and Don Nell.
2. MEETING MINUTES APPROVAL: September 15, 2020. By consensus, the body approved the meeting minutes as presented.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. School District Liaison. None.
 - b. Economic Development Plan Implementation Progress Including 333 Portland Road Site Interest List. Noted.
 - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600. Noted.
 - d. Grant Tracking. Hansen said the Mayor had directed an application seeking aid from Jefferson County for improvements to Hendricks Street similar to what was submitted earlier in 2020 to the Wisconsin Department of Transportation.
 - e. Treyburn Farms. Hansen indicated the Council President and Mayor had requested a resolution directed to the City Council setting Treyburn Farms fee collection amounts to zero, including parcels with multi-unit residential projects. Hansen said Julie Busche had yet to submit a concept plan for Lot #2 after winning a summer promotional drawing.
5. UNFINISHED BUSINESS
 - a. 203 East Madison Street, Phase 3 - Plan Refinement. Hansen summarized 2021 project funding as proposed by the Finance Committee. It used TID #2 fund balance for parking lot improvements. Leisses confirmed comments forwarded from Cheryl Housley suggesting a rough graded path scores higher for DNR Stewardship funding, saying other communities had benefitted taking this funding path. Hansen shared the Leisses concept of pairing this project with the Fire Department parking lot repairs to achieve better unit pricing. Leisses said no design work was started. Lewandowski suggested tiering the project to advance it. He suggested determining parking spots quantity, suggesting a prioritization of the parking space to aid the downtown. Petts raised concerns about storm water run-off. Leisses said a full site survey needed to be done looking at topography, perhaps a stormwater facility. He said he needed to get into the actual design work. MOTION: Moved by Kuhl, seconded by others to direct Kunkel Engineering Group to proceed on project design. VOICE VOTE: Motion carried.
 - b. Future Year Planning. MOTION: Moved by Kuhl, seconded by Petts to approve the documents strikes as presented. VOICE VOTE: Motion carried.
 - c. Review And/or Council Recommendation Regarding The Clerk/Treasurer's Blight Policy Recommendation. MOTION: Moved by Lewandowski, seconded by Petts to recommend Council approval of a second draft as presented. VOICE VOTE: Motion carried.
6. NEW BUSINESS
 - a. Clarifying The Citywide Policy For Collection Of Building Permit Fees For Multi-Unit Residential Construction. DISCUSSION: Tim Thomas asked the CDA for clarifications on its prior year recommendation pertaining to condominiums. Kuhl and Stinnett gave impressions that all fees would be waived. Petts indicated a focus at the time on condominiums only as statutorily defined, to aid the concept of promoting home ownership. No action taken.
 - b. Recommending A Municipal Acquisition Strategy For 122 South Monroe Street Prioritizing The Site's Commercial Reuse Opportunities. DISCUSSION: Kuhl spoke in favor of the strategy. Weihert expressed concern that revenue sharing might generate a net municipal financial loss. MOTION: Moved by Weihert, seconded by Stinnett to recommend City Council adoption of the strategy as presented. VOICE VOTE: Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Calendar. Noted.
8. ADJOURNMENT. MOTION: Moved by multiple, seconded by others to adjourn. VOICE VOTE: Motion carried. Approximate time was approximately 7:35 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

City of Waterloo
Economic Development Strategic Plan Implementation Tracking

11/12/2020 2:57 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 Funding	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	
	Get eyes on Reuse RFP	In Progress	4/1/2019	Clerk/Treasurer	No active consideration
	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
	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	Alder Rhynes completed test of calendar tool

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	Stressed need for opt-in
	Set-up sign-up box	Completed		Clerk/Treasurer	Used at elections; utility commission and other locations'
	Assemble public data	Completed	4/10/2018	Clerk/Treasurer	Voters, property owners, dog owners, others
	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	

City of Waterloo
Economic Development Strategic Plan Implementation Tracking

11/12/2020 2:57 PM

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		Development agreement(s) with residential builder/developers	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	

FOCUS: 203 East Madison Street Redevelopment

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
2016A	Construct 2015 CDA-CDC concept plan for 203 East Madison Street	Construct concept plan in phases		Riparian area completed by May 1, 2016	Riparian area completed 2017	
	Task	Status	Due Date	Assignee	Notes	
	Contractor riparian area improvements	Completed	1/1/2017	Clerk-Treasurer	need to close out DNR grant for this phase	
	Install Permanent wooden fence for safety purposes	Completed	6/1/2020	Public Works Dept.	CDA-CDC votes at Nov 2018 meeting to proceed	2019-2020
	DNR Stewardship Grant App submittal seeking funding for remaining build-out per approved concept plan	Completed	Parks Coordinator / Garry Whitebird	Parks Coordinator / Garry Whitebird	Grant submitted; will know in August if awarded	2020
	Complete site surface improvements per adopted plan	In Progress	Parks Coordinator	(1) Parks Coordinator; (2) Clerk/Treas	Stewart closed 9/11; Bergan closed	2021
	Kunkel Engineer Group with revised concept plan for CDA review	In Progress	Kunkel Engineer Group	(1) Mitch Leisses	See 1/21 meeting materials	2021



Community Development Authority

Financial Reports By Fund

Balance Sheet and Budget vs. Actual

Funds 412 - Tax Incremental District #2

Funds 413 - Tax Incremental District #3

Funds 414 - Tax Incremental District #4

Funds 600 - Community Development Authority

CITY OF WATERLOO

BALANCE SHEET
OCTOBER 31, 2020

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	857,870.86	
	TOTAL ASSETS		<u>857,870.86</u>

LIABILITIES AND EQUITY

FUND EQUITY

412-34300	FUND BALANCE	946,953.18	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(89,082.32)	
	TOTAL FUND EQUITY		<u>857,870.86</u>
	TOTAL LIABILITIES AND EQUITY		<u>857,870.86</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FUND 412 - TIF DISTRICT 2 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TIF DISTRICT 2 FUND</u>					
412-41-4111-000 TAX INCREMENTS	.00	51,248.47	60,894.00	9,645.53	84.2
TOTAL TIF DISTRICT 2 FUND	.00	51,248.47	60,894.00	9,645.53	84.2
<u>INTERGOVERNMENTAL REVENUE</u>					
412-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	783.22	.00	(783.22)	.0
412-43-4366-000 STATE AID PERSONAL PROPERTY	.00	2,036.19	.00	(2,036.19)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	2,819.41	.00	(2,819.41)	.0
<u>MISCELLANEOUS REVENUES</u>					
412-48-4830-000 SALE OF CITY PROPERTY	.00	3,800.00	.00	(3,800.00)	.0
TOTAL MISCELLANEOUS REVENUES	.00	3,800.00	.00	(3,800.00)	.0
TOTAL FUND REVENUE	.00	57,867.88	60,894.00	3,026.12	95.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FUND 412 - TIF DISTRICT 2 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-320	91.95	100.20	.00	(100.20)	.0
412-51-5112-325	.00	150.00	.00	(150.00)	.0
TOTAL LEGISLATIVE SUPPORT	91.95	250.20	.00	(250.20)	.0
<u>ATTORNEY</u>					
412-51-5130-211	1,692.00	3,072.00	.00	(3,072.00)	.0
TOTAL ATTORNEY	1,692.00	3,072.00	.00	(3,072.00)	.0
<u>DEPARTMENT 5142</u>					
412-51-5142-110	2,215.08	22,150.80	.00	(22,150.80)	.0
TOTAL DEPARTMENT 5142	2,215.08	22,150.80	.00	(22,150.80)	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	.00	418.00	.00	(418.00)	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	418.00	.00	(418.00)	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	191.00	3,563.00	.00	(3,563.00)	.0
412-53-5310-380	171.72	244.33	.00	(244.33)	.0
TOTAL ENGINEERING AND ADMINISTRATION	362.72	3,807.33	.00	(3,807.33)	.0
<u>CAPITAL PROJECT</u>					
412-57-5701-800	3,845.10	11,402.35	.00	(11,402.35)	.0
412-57-5701-806	.00	2,500.00	.00	(2,500.00)	.0
TOTAL CAPITAL PROJECT	3,845.10	13,902.35	.00	(13,902.35)	.0
<u>TRANSFER TO DEBT SERVICE</u>					
412-59-5929-000	.00	103,349.52	103,350.00	.48	100.0
TOTAL TRANSFER TO DEBT SERVICE	.00	103,349.52	103,350.00	.48	100.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FUND 412 - TIF DISTRICT 2 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
TOTAL FUND EXPENDITURES	8,206.85	146,950.20	103,350.00	(43,600.20)	142.2
NET REVENUE OVER(UNDER) EXPENDITURES	(8,206.85)	(89,082.32)	(42,456.00)		

CITY OF WATERLOO

BALANCE SHEET
OCTOBER 31, 2020

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	19,991.45	
	TOTAL ASSETS		<u>19,991.45</u>

LIABILITIES AND EQUITY

FUND EQUITY

413-34300	FUND BALANCE	(749,472.31)	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	769,463.76	
	TOTAL FUND EQUITY		<u>19,991.45</u>
	TOTAL LIABILITIES AND EQUITY		<u>19,991.45</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FUND 413 - TIF DISTRICT 3 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TAXES</u>					
413-41-4111-000 TAX INCREMENTS	.00	89,162.82	102,403.00	13,240.18	87.1
TOTAL TAXES	.00	89,162.82	102,403.00	13,240.18	87.1
<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	319.95	.00	(319.95)	.0
413-43-4365-000 STATE AID PERSONAL PROPERTY	.00	903.84	.00	(903.84)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	1,223.79	.00	(1,223.79)	.0
<u>MISCELLANEOUS REVENUES</u>					
413-48-4830-000 SALE OF CITY PROPERTY	.00	530.00	.00	(530.00)	.0
TOTAL MISCELLANEOUS REVENUES	.00	530.00	.00	(530.00)	.0
<u>OTHER FINANCING SOURCES</u>					
413-49-4910-000 LONG TERM DEBT PROCEEDS	.00	1,656,224.90	.00	(1,656,224.90)	.0
TOTAL OTHER FINANCING SOURCES	.00	1,656,224.90	.00	(1,656,224.90)	.0
TOTAL FUND REVENUE	.00	1,747,141.51	102,403.00	(1,644,738.51)	1706.1

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FUND 413 - TIF DISTRICT 3 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
413-51-5112-320	LEGIS SUPPORT PR & PUB	.00	34.17	.00 (34.17)	.0
413-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	.00 (150.00)	.0
	TOTAL LEGISLATIVE SUPPORT	.00	184.17	.00 (184.17)	.0
<u>ATTORNEY</u>					
413-51-5130-211	ATTORNEY ATTORNEY FEES	1,236.00	1,236.00	.00 (1,236.00)	.0
	TOTAL ATTORNEY	1,236.00	1,236.00	.00 (1,236.00)	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	5,418.00	.00 (5,418.00)	.0
	TOTAL SPECIAL ACCTG AND AUDITING	.00	5,418.00	.00 (5,418.00)	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215	ENG & ADMIN PROF FEES	.00	1,370.00	.00 (1,370.00)	.0
	TOTAL ENGINEERING AND ADMINISTRATION	.00	1,370.00	.00 (1,370.00)	.0
<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000	TRANSFER TO DEBT SERVICE	18,142.19	969,469.58	89,148.98 (880,320.60)	1087.5
	TOTAL TRANSFER TO DEBT SERVICE	18,142.19	969,469.58	89,148.98 (880,320.60)	1087.5
	TOTAL FUND EXPENDITURES	19,378.19	977,677.75	89,148.98 (888,528.77)	1096.7
	NET REVENUE OVER(UNDER) EXPENDITURES	(19,378.19)	769,463.76	13,254.02	

CITY OF WATERLOO

BALANCE SHEET
OCTOBER 31, 2020

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	66,976.78	
	TOTAL ASSETS		<u>66,976.78</u>

LIABILITIES AND EQUITY

FUND EQUITY

414-34300	FUND BALANCE	41,415.83	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	25,560.95	
	TOTAL FUND EQUITY		<u>66,976.78</u>
	TOTAL LIABILITIES AND EQUITY		<u>66,976.78</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FUND 414 - TIF DISTRICT 4 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TIF DISTRICT 4 FUND</u>					
414-41-4111-000 TAX INCREMENTS	.00	25,890.92	22,007.00	(3,883.92)	117.7
TOTAL TIF DISTRICT 4 FUND	.00	25,890.92	22,007.00	(3,883.92)	117.7
<u>SOURCE 43</u>					
414-43-4364-000 STATE AID COMPUTERS	.00	238.03	229.00	(9.03)	103.9
TOTAL SOURCE 43	.00	238.03	229.00	(9.03)	103.9
TOTAL FUND REVENUE	.00	26,128.95	22,236.00	(3,892.95)	117.5

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

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	418.00	500.00	82.00	83.6
	TOTAL SPECIAL ACCTG AND AUDITING	.00	418.00	500.00	82.00	83.6
	TOTAL FUND EXPENDITURES	.00	568.00	650.00	82.00	87.4
	NET REVENUE OVER(UNDER) EXPENDITURES	.00	25,560.95	21,586.00		

CITY OF WATERLOO

BALANCE SHEET
OCTOBER 31, 2020

600-COMMUNITY DEVELOP AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	45,010.72	
	TOTAL ASSETS		45,010.72

LIABILITIES AND EQUITY

LIABILITIES

600-25607	DEFERRED REVENUE	3,460.39	
600-26100	DEFERRED REVENUE	(3,460.39)	
	TOTAL LIABILITIES		.00

FUND EQUITY

600-34300	FUND BALANCE	18,204.76	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	1,805.96	
	TOTAL FUND EQUITY		45,010.72
	TOTAL LIABILITIES AND EQUITY		45,010.72

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FUND 600 - COMMUNITY DEVELOP AUTHORITY

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNDER(OVER)</u>	<u>% OF</u>
<u>SOURCE 41</u>					
600-41-4111-000 LOCAL TAX-GENERAL FUND	.00	4,650.00	4,650.00	.00	100.0
TOTAL SOURCE 41	.00	4,650.00	4,650.00	.00	100.0
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000 MBC BUILDING RENTAL	.00	2,600.00	2,400.00	(200.00)	108.3
TOTAL PUBLIC CHARGES FOR SERVICE	.00	2,600.00	2,400.00	(200.00)	108.3
TOTAL FUND REVENUE	.00	7,250.00	7,050.00	(200.00)	102.8

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020
FUND 600 - COMMUNITY DEVELOP AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>DEPARTMENT 5151</u>					
600-51-5151-399 SPECIAL ACCTNG COSTS - MISC	.00	.00	375.00	375.00	.0
TOTAL DEPARTMENT 5151	.00	.00	375.00	375.00	.0
<u>MAUNESHA BUSINESS CENTER</u>					
600-51-5162-221 MAUNESHA BUSINESS ELECTRIC	36.30	517.95	1,000.00	482.05	51.8
600-51-5162-222 MAUNESHA BUSINESS HEAT	20.14	544.88	750.00	205.12	72.7
600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER	93.50	792.37	698.00	(94.37)	113.5
600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA	.00	90.00	1,160.00	1,070.00	7.8
600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN	.00	3,291.34	.00	(3,291.34)	.0
TOTAL MAUNESHA BUSINESS CENTER	149.94	5,236.54	3,608.00	(1,628.54)	145.1
<u>ENGINEERING AND ADMINISTRATION</u>					
600-53-5310-215 ENG & ADMIN PROF FEES	.00	7.50	.00	(7.50)	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	7.50	.00	(7.50)	.0
<u>PLANNING AND CONSERVATION</u>					
600-56-5630-220 PROJECT CDA PROGRAMS	200.00	200.00	250.00	50.00	80.0
TOTAL PLANNING AND CONSERVATION	200.00	200.00	250.00	50.00	80.0
TOTAL FUND EXPENDITURES	349.94	5,444.04	4,233.00	(1,211.04)	128.6
NET REVENUE OVER(UNDER) EXPENDITURES	(349.94)	1,805.96	2,817.00		

BIDDER'S NAME: _____

CITY OF WATERLOO

**REQUEST FOR SEALED BIDS AND BUSINESS PLAN FOR PURCHASE OF
122 SOUTH MONROE STREET (Real Estate and Contents)
(Parcel # 290-0813-0822-044)**

**FOR THE PURPOSE OF
FACILITATING A COMMERCIAL RE-USE OF THE PROPERTY
BENEFITING THE GENERAL WELFARE OF
THE CITY OF WATERLOO AND ITS CITIZENS**

**Submit to: Clerk/Treasurer's Office As Sealed Bid
no later than:**

***** Month Dt, Year – 4:00 p.m. *****

Issued: **Month Dt, 2020**

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 SEALED BIDS & BUSINESS
PLAN FOR PURCHASE OF 122 SOUTH MONROE STREET**

The City of Waterloo, in partnership with Jefferson County is selling this commercial parcel for the purpose of promoting commercial entrepreneurial activity in Waterloo's downtown. The Waterloo Community Development Authority (a sub-unit of municipal government) seeks to identify a responsible firm or individual to whom ownership would be transferred. The combination of a submitted business plan, financial bid and performance guarantee provided by way of this submittal make up the Community Development Authority selection criteria.

The municipal goal of this project is to facilitate the viable re-use of this downtown property, adding to downtown's the economic vitality.

SUBMITTAL REQUIREMENT

In order to qualify as an eligible bidder, both a completed bid form and a business plan submittal are required.

BUSINESS PLAN SUBMITTAL REQUIREMENTS

1. See outline under Selection Criteria below.

BID REQUIREMENTS

1. Submitted Sealed Bid. Use bid form provided below.
 - a. A bid deposit payable to City of Waterloo is required.
2. Agree To Municipal Terms and Conditions.
 - a. The successful bidder will agree to all sale conditions and agree to enter into a binding contract with the City of Waterloo obligating the bidder to all terms and conditions set forth by the municipality.
3. Minimum Bid. No bid less than **\$XX,XXX** will be accepted.

TERMS AND CONDITIONS OF SALE

1. Property sold "as-is." Property includes real estate and contents.
2. Buyer agrees to enter into a contract as presented by the City with the following provisions:
 - a. Buyer agrees to grant City a first right to purchase at original sale price, within first three years of original sale.
 - b. Buyer agrees to performance measures based on applicant submittal and negotiated and mutually agreed upon by the City and firm or individual.
 - c. Failure to comply with performance measures will result in the triggering of contractual monetary claw back provisions protecting City of Waterloo taxpayers.
 - d. Buyer agrees to abide by all municipal, county, state and federal legal requirements, and agrees to meet or exceed municipal building codes and municipal ordinance requirements, understanding that property is sold "as-is."
 - e. Buyer agrees to provide written or video testimonial in support of downtown commercial development in Waterloo and allows the City to use the testimonial for future municipal promotions.
3. A contract, as outlined immediately above, will be drafted by the City Attorney and presented prior to the sale. It will serve as the legal instrument contractually obligating the successful bidder to the terms and conditions outlined herein or mutually agreed upon.

IN-PERSON SITE ACCESS AND ONLINE DUE DILIGENCE FOLDER

All interested parties are invited to a site walk-through opportunity on **Month Dt, Year at 4:00 p.m.** Our best effort will be made to accommodate scheduled appointments (920-478-3025).

Site photos and records available to the City have been placed in a project folder "[122 South Monroe St Due Diligence](#)" folder for viewing.

Project folder URL is: https://www.dropbox.com/sh/5m81xkq0e0a3mm1/AADqPWh6mft9g_3jbbVlpR5Za?dl=0

SELECTION CRITERIA

Business Plan	60%
Financial Bid	25%
Performance Guarantee	15%

The successful firm or individual will be the one that most successfully demonstrates commercial viability as part of its sealed submittal to the Waterloo Community Development Authority in the following manner:

1. Business Plan. A written business plan submitted as part of the seal bid process outlining a commercial site use.
 - a. Business description.
 - b. Capital – sources and uses.
 - c. One-three year timeline.
2. Financial Bid. The bid amount using the provided form.
3. Willingness to guarantee business plan performance.
 - a. A written description of performance guarantees provided by the entrepreneur.
 - i. The time period in which the site would be operational.
 - ii. An employment figure for new and/or retained employees (full-time equivalent).

Neither the City of Waterloo, nor Jefferson County shall be liable for any costs incurred by the bidder in responding to this bid process, or for any costs associated with discussions required for clarification of items related to this proposal. The City of Waterloo reserves the right to reject any and 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.

Learn more about this opportunity by viewing the: [122 South Monroe St Due Diligence](#) folder.



**BID FORM: PURCHASE OF 122 SOUTH MONROE STREET
WATERLOO, WISCONSIN**

Bid Opening: 4 p.m. on Month Dt, Year

At City of Waterloo Municipal Building, 136 North Monroe Street, Waterloo Wisconsin 53594
With A Review And Recommendation To The City Council By The Waterloo Community Development Authority
At It's First Meeting Following The Public Opening
Subject Property Location: 122 South Monroe Street (Parcel # 290-0813-0822-044)

I hereby submit a bid of _____ Dollars (\$) _____) for the above-described real estate and contents subject to the terms and conditions previously described in the municipal bulletin as posted on the City of Waterloo website, www.waterloowi.us.

Contractual Obligation:

I hereby agree to the terms and conditions presented by the City of Waterloo as described in the municipal bulletin and understand that failure to perform on items specified in a contract I will sign prior to transfer of title will result in monetary penalties protecting City of Waterloo taxpayers.

Payment Schedule:

This bid is accompanied by a bid deposit in the form of a certified check, cashier's check or money order in an amount equal to 10% of the bid amount. Deposit is to be made payable to: "City of Waterloo." In the event of any default by successful bidder in the performance of the contract sale created by acceptance of the bid and the approval of the sale by the Waterloo Common Council, the deposit shall be forfeited and the City shall take such action as it deems necessary and appropriate to enforce the contract.

In the event this bid is accepted, the deed should name the following as grantee(s). Note: Please print clearly and spell name(s) exactly as you wish it to appear (include middle initial, etc. if appropriate):

Bidder's signature

Date

Bidder's printed or typed name

Phone and Email

Street address

City, State Zip

All blanks on this bid form must be filled out completely and legibly, with any corrections initialed by person signing as bidder. Bidder's signature must be you or your agent, appear in ink and include a printed or typed name, as well as phone and mailing address. Keep one copy for your records.

Place completed Bid Form, Business Plan and Performance Guarantee outline in envelope clearly marked: "Sealed Bid, 122 South Monroe Street"

Submit by mail or in-person, deliver envelope to Clerk/Treasurer's Office, 136 N. Monroe Street. Waterloo, WI 53594 on or before
Month Dt, Year

BIDDER'S COMPANY NAME: _____

CITY OF WATERLOO REQUEST FOR PROPOSAL

CODE COMPLIANCE OFFICER SERVICES

Issued **Month, Day, 2020**

Submittal Deadline:
December xx 2020, 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

Issue Date

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 **Month, Day, 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 contacts 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 services under the proposed contract would start **Month, Date, 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 respond 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 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 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 building inspection 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 any and 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:

Workers Compensation	With-in Statutory Requirements
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 **Month xx 2020**, 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 building inspection 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. The proposals shall identify all contractual inspection obligations that the bidder currently has in the state of Wisconsin.
7. Identify the date when the bidder will be available to begin providing inspection services to the City.
8. 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.
9. 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 **Month, Date, 2021**.