



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

A MEETING OF THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - AGENDA

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

Date: January 18, 2022
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/81355376234?pwd=MINKckNjY09RRIJmU0NkUkpad01xQT09>
Dial-In By Phone: +1 312 626 6799 US (Chicago)
Meeting ID: 813 5537 6234 Passcode: 035653

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
2. MEETING MINUTES APPROVAL: December 21, 2021
3. UPDATES & REPORTS
 - a. Non-Metro Connections Update
 - b. Clerk/Treasurer Report
 - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600
 - d. Business Association Liaison Report, (contact undetermined)
 - e. School District Liaison (contact undetermined)
4. UNFINISHED BUSINESS
 - a. Implementing A Blight Policy, Hiring Code Compliance Services, Follow-up
 - b. Regulation And Permit For Razing Buildings (Park Falls Ordinance Example)
5. NEW BUSINESS
 - a. New Resident Outreach
 - b. Request For Municipal Aid For Renovations For 692 West Madison Street, Jesus & Aidhe Aranda
NOTE: [The body may convene to closed session as it relates to deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session 19.85(1)(e) Wis. Statutes]
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
7. ADJOURNMENT

Mike Tschanz, Deputy Clerk/Treasurer

Community Development Authority: Soter, Petts, Kuhl, Weihert, Woods, O'Connell, Sharpe and School District Superintendent Brian Henning as non-voting School District liaison
Posted, Mailed and E-mailed: 01/06/2022

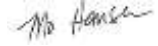
Please note: it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts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

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: December 21, 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: Soter, Kuhl, O'Connell, Weihert and Petts. Absent: Sharpe, Woods, and the non-voting member from School District. Others present: Everett Butzine of Non-Metro Connections; Ben Filkouski; Alder Ron Griffin also representing RTG Enterprise LLC and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: November 16th, & 22nd. MOTION: [Kuhl/O'Connell] to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. UPDATES & REPORTS.
 - a. Non-Metro Connections Initial Update. DISCUSSION: Butzine distributed a handout with a draft workplan. He referenced marketing materials. Petts asked for work on outreach to new residents to learn why they came to Waterloo. Butzine said he would have a draft survey for the next meeting.
 - b. Clerk/Treasurer Report. Noted.
 - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600. Noted.
 - d. Business Association Liaison Report. No report.
 - e. School District Liaison. No report.
4. UNFINISHED BUSINESS
 - a. 333 Portland Road, Ron Griffin Offer To Purchase A Portion Of Partial Of Parcel. DISCUSSION: Ron Griffin submitted a sign WB-13 Vacant Land Offer to Purchase form and attachments. MOTION: [O'Connell/Soter] to convene in closed session. The body convened to closed session as it relates to deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session 19.85(1)(e) Wis. Statutes. CLOSED SESSION NOTE: The digital file serves as the closed session record for this meeting. The body reconvened to open session at approximately 6:45 pm. FURTHER DISCUSSION: Weihert said members had reviewed the offer and had items relating to: line 287 of the offer document (map); the survey expense not being capped at \$2,400 and the period for survey completion being extended to 90 days. Weihert said Ben Filkouski, representing the City would be preparing a counteroffer. Soter said this was a positive step forward. MOTION: [Petts/O'Connell] to direct a counteroffer to be prepared based on the closed session and outlined during the open session discussions. VOICE VOTE: Motion carried.
 - b. Implementing A Blight Policy, Hiring Code Compliance Services, Follow-up. See Clerk/Treasurer report. No action taken.
 - c. Review Of Tax Incremental Finance – Overview & Progress Report. See Clerk/Treasurer report. No action taken.
 - d. Regulation And Permit For Razing Buildings. DISCUSSION: Kuhl and Weihert asked for existing code to be married to the Park Falls code rather than serve as a replacement. Following up on a Clerk/Treasurer comment, Weihert and Kuhl questioned the necessity for the Park Fall text relating to large buildings.
5. NEW BUSINESS
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
 - a. Annual Calendar. Noted.
 - b. Everett Butzine raised the development concept of converting Morrison Field to private residential in-fill development space. Attendees reviewed maps of Morrison Field and park space to the north of Morrison Field. Kuhl and others asked for the item to be on the next agenda.
7. ADJOURNMENT. MOTION: [Kuhl/multiple] To adjourned. VOICE VOTE: Motion carried. Time: 7:15 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

TO: COMMUNITY DEVELOPMENT AUTHORITY
FROM: CLERK/TREASURER MO HANSEN
SUBJECT: COMMUNITY DEVELOPMENT REPORT AND WRITTEN AGENDA NOTES FOR 1/18 CDA MEETING
DATE: JANUARY 6, 2022

CDA PRE-MEETING REPORT

3b. CLERK/TREASURER'S COMMUNITY DEVELOPMENT REPORT

Outstanding Staff Support Tasks

- Google Drive Data – Information migrated to the CDA webpage: <https://www.waterloowi.us/community-development-authority>
- Community Welcoming Material – A draft webpage, assembled for review
- Draft Community Outreach Survey (Everett Butzine to draft for CDA members to review/comment on)

Grant Tracking

- A 2022 Lead Water Service Grant Award will be submitted on January 7 to the DNR after 2022 program details are addressed by Public Works & Property Committee action and the City Council on January 6.
- No 2022 use of the awarded \$450,000 WisDOT Local Road Improvement Program grant for 333 Portland Road and Hendricks Street unless a 333 Portland Road project gains traction.
- Completed highway aid submittals (County & WisDOT)
 - o For 2024 (Minnehaha Lane & Riverside Drive) road reconstructions assistance, \$17,305.69
 - o For 2023 (Joint submittal with Town of Waterloo; Waterloo Road) road resurfacing & culvert repair, amount a function of award decision.

Economic Development Plan Implementation Progress Report

- All municipally owned Treyburn Farms (Bluegrass Trail) parcels have been sold.
- 692 West Madison Street. Jesus Aranda has purchased the parcel and requested to be on the 1/18 CDA agenda.
- Hawthorn & Stone Development has met its 2021 tax incremental finance financial obligations to the City per the existing developer agreement.
- 575 West Madison Street. No follow-up from the owner representative inquiring in November about seeking a license to serve beer, wine and liquor at the facility.
- We have received an initial report that all remaining unsold multi-unit dwellings on McKay Way will be sold with a March closing by Newark Homes.

After careful consideration, I decided to accept an offer from Ab E Manufacturing and will leave my position as Clerk/Treasurer on January 16th.

I am available as a “citizen” resource going-forward. Community development for the benefit of all in our community is essential part of Waterloo’s long-term well-being. It has been an honor to serve as staff support for the Community Development Authority since the time of its inception in 2007.

Mo Hansen

From: Chris Butschke <CButschke@safebuilt.com>
Sent: Wednesday, January 05, 2022 2:22 PM
To: Mo Hansen
Cc: Jeanne Ritter; Mike Tschanz; Dave Hendrix
Subject: Re: City of Waterloo follow-up code compliance services

Hi Mo,
Currently I am not staffed for a proposal for Code enforcement. We are currently working on adding staff. Once we have the staff in place I will be comfortable with giving the City a proposal.
I do not want to commit if I cannot provide the service. Especially if we have another large new home construction season.
Thanks,
Chris

Sent from my iPad

On Jan 5, 2022, at 10:18 AM, Mo Hansen <mhansen@waterloowi.us> wrote:

Chris,
Any update on prospects for SAFEbuilt submitting a document indicating interest in providing code compliance services (getting it under contract)? My last day is 1/16. The CDA meetings on 1/18.
Mo Hansen | Clerk/Treasurer | [City of Waterloo](#) | 920.478.3025

1/6 Note to CDA

I mentioned to Chris that this is a small sliver of work, which may be added under a revised contract with SAFEbuilt for recurring dedicated non-compliance services.

Chris currently performs these duties only when he has time and is not fully occupied with new building permits and inspections. Chris is now the lead in Waterloo, Columbus and Lodi along with six other Wisconsin communities. Regarding enforcement, citations are not commonly issued by the PD. We have tried to work with people who are demonstrating efforts to comply.

The lack of regular attention to these matters results in compliance delays.



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ORDINANCE 2022-01

**Amending Section 140-15 Unsafe Buildings Renaming It Unsafe Buildings, Regulation And Permitting For Razing Buildings
Changes Shown In **Red****

The City Council of the City of Waterloo, Jefferson County, Wisconsin do ordain as follows:

SECTION I: Section 140-15 Unsafe Buildings is hereby amended as follows:

§ 140-15 Unsafe buildings, regulation and permit for razing buildings

A. Purpose. 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. **and further provided for this Section.** 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.

Additionally, the further 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 Waterloo 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. **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.

D. **Fees.** Permit fees shall be established by Common Council as part of the municipal fee schedule.

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 Waterloo 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 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 or part of the municipal fee schedule 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 in cooperation with the Police Department. 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 II: This ordinance shall take effect and be in force from and after its passage and posting as provided by law.

**BY ORDER OF THE CITY COUNCIL OF THE CITY OF
WATERLOO**

Mayor

Attest:

Date Adopted: _____

Date Published: _____

NOTES:

1. Established Razing Fees as of 1/6/2022

	Build Insp.		Razing Fee	\$0.05 per sq ft all areas	\$75.00 minimum
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2. This ordinance does not contain special provisions for structures 100,000 sq. ft. or larger. Very similar versions have been adopted by Park Falls, Manitowoc and other Wisconsin communities.

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