



136 North Monroe Street  
Waterloo, WI 53594  
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[www.waterloowi.us](http://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: April 19, 2022  
Time: 6:00 p.m.  
Location: Municipal Building, 136 North Monroe Street (via remote phone conference for participants and public)

**Updated 4/18/2022 4pm**

Join Zoom Meeting <https://us02web.zoom.us/j/81297623350?pwd=WGZOa1MxTlBrYXh5NzRaREpDSzhZUT09>  
Meeting ID: 812 9762 3350 Passcode: 805768  
Dial by phone +1 312 626 6799 US (Chicago)

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
2. MEETING MINUTES APPROVAL: March 15, 2022
3. UPDATES & REPORTS
  - a. Non-Metro Connections Update
  - b. Clerk/Treasurer Report – March 2022
  - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600-March
  - 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. Updated Open Code Report.
5. OLD BUSINESS
  - a. New Resident Outreach – Welcome Packet
  - b. Morrison Field – Park Board voted to not sell property at this time
6. NEW BUSINESS
  - a. 333 Portland Rd
    - i. Archaeological Study Information Update
    - ii. Current Real estate contract expires 04/20/2022 with Ben Filkouski/Madison Commercial Real Estate.
  - b. Waterloo Business Center – Eric Cotting request to rent.
7. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Annual Calendar
8. 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: 04/14/2022

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: March 15, 2022**

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: Kuhl, O'Connell, and Petts. Remote: Soter. Absent: Sharpe, Woods, and the non-voting member from School District and Business Association. Others in Attendance: Mike Tschanz, and Everett Butzine.
2. MEETING MINUTES APPROVAL: February 15,2022. MOTION: [O'Connell/Petts] to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. UPDATES & REPORTS.
  - a. Non-Metro Connections Update given by Everett Butzine. Muti-Family interest in Waterloo. Everett did a tour with prospective builders. Working on Survey.
  - b. Clerk/Treasurer Report. February Update Reviewed
  - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600. Noted
  - d. Business Association Liaison Report. Soter shared information on upcoming wine walk.
  - e. School District Liaison. No report.
4. UNFINISHED BUSINESS
  - a. Implementing A Blight Policy, Hiring Code Compliance Services. Add Open Code Enforcements report to next packet. Reviewed and Discussed. Leave on Agenda for upcoming meetings.
  - b. Regulation And Permit for Razing Buildings. Motion to send to City Council for approval. [Kuhl/O'Connell] Voice Vote: Motion carried.
5. OLD BUSINESS
  - a. New Resident Outreach. Welcome Packet. Take up with the new clerk
  - b. Morrison Field. Looking for additional information from Parks for April meeting.
6. NEW BUSINESS
  - a. 333 Portland Rd – Archaeological Study. Reviewed information in packet and discussed with Butzine. Tschanz has reached out to Kunkel to compare quotes for work. Looking for more information next month.
7. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
  - a. Annual Calendar. Noted.
8. ADJOURNMENT. MOTION: [Petts/Kuhl] VOICE VOTE: Motion carried. Time: 6:45 p.m.

Attest:

Mike Tschanz  
DeputyClerk/Treasurer



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[info@non-mc.com](mailto:info@non-mc.com)

205 Portland Rd. Waterloo, WI. 53594

920-203-3859

April 15, 2022

Community Development Authority  
136 North Monroe St.  
Waterloo, WI 53594

**RE: April Update**

CDA Board,

I have partook in many key meetings and work over the past month, including:

- Jefferson County Economic Development Consortium
  - Monthly JCEDC Board meeting
  - Correspond with ThriveED staff on multi-family development
- 333 Portland Rd.
  - Developer contacts
- Virtual Multi-family developer meetings
- Distribute the Waterloo Community Survey
  - Flyers
  - Social media
  - Hard copies

Please let me know if there are any additional areas of focus you would like me to start on.

A handwritten signature in black ink, appearing to read "Everett Butzine", is written over a horizontal line.

Everett Butzine  
Owner/Managing Member  
Non-Metro Connections

**TO:** COMMUNITY DEVELOPMENT AUTHORITY  
**FROM:** TREASURER/DEPUTY CLERK MIKE TSCHANZ  
**SUBJECT:** COMMUNITY DEVELOPMENT REPORT AND WRITTEN AGENDA NOTES FOR 3/15/22 CDA MEETING  
**DATE:** APRIL 18,2022

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### **CDA PRE-MEETING REPORT**

#### **3b. CLERK/TREASURER'S COMMUNITY DEVELOPMENT REPORT**

##### **Outstanding Staff Support Tasks**

- Community Welcoming Material – A draft webpage, assembled for review
- Community Outreach Survey (Non-Metro Connections)

##### **Grant Tracking**

- A 2022 Lead Water Service Grant Award was submitted in January 22. Lead grant has been awarded. Live right now. Information has been sent to the 53 households that are known to have lead.
- 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**

- 575 West Madison Street. The Solarium has received its liquor license and plans to hold its first event on the 1<sup>st</sup> of May.
- Newark Homes have sold fourplexes and duplexes. Closing was on the 15<sup>th</sup> of April.



**CITY OF WATERLOO**  
BALANCE SHEET  
MARCH 31, 2022

**412-TIF DISTRICT 2 FUND**

ASSETS

412-11100	TREASURER'S CASH	469,862.16	
412-15800	DUE FROM AGENCY FUND TAXES	31,813.90	
	TOTAL ASSETS		<u>501,676.06</u>

LIABILITIES AND EQUITY

LIABILITIES

412-26100	DEFERRED REVENUE	31,814.02	
	TOTAL LIABILITIES		31,814.02

FUND EQUITY

412-34300	FUND BALANCE	415,337.06	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	54,524.98	
	TOTAL FUND EQUITY		<u>469,862.04</u>
	TOTAL LIABILITIES AND EQUITY		<u>501,676.06</u>

**CITY OF WATERLOO**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2022**

**FUND 412 - TIF DISTRICT 2 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<u>TIF DISTRICT 2 FUND</u>					
412-41-4111-000 TAX INCREMENTS	.00	92,713.62	81,308.00	11,405.62	114.0
TOTAL TIF DISTRICT 2 FUND	.00	92,713.62	81,308.00	11,405.62	114.0
<u>INTERGOVERNMENTAL REVENUE</u>					
412-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	.00	780.00	( 780.00)	.0
412-43-4366-000 STATE AID PERSONAL PROPERTY	.00	.00	2,036.19	( 2,036.19)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	2,816.19	( 2,816.19)	.0
<u>MISCELLANEOUS REVENUES</u>					
412-48-4800-000 MISC REVENUES	.00	7,137.50	119,128.89	( 111,991.39)	6.0
TOTAL MISCELLANEOUS REVENUES	.00	7,137.50	119,128.89	( 111,991.39)	6.0
TOTAL FUND REVENUE	.00	99,851.12	203,253.08	( 103,401.96)	49.1

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2022

**FUND 412 - TIF DISTRICT 2 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-320	.00	64.00	.00	( 64.00)	.0
412-51-5112-325	150.00	150.00	150.00	.00	100.0
TOTAL LEGISLATIVE SUPPORT	150.00	214.00	150.00	( 64.00)	142.7
<u>ATTORNEY</u>					
412-51-5130-211	.00	.00	1,500.00	1,500.00	.0
TOTAL ATTORNEY	.00	.00	1,500.00	1,500.00	.0
<u>CLERK - WAGES</u>					
412-51-5142-110	.00	.00	25,000.00	25,000.00	.0
TOTAL CLERK - WAGES	.00	.00	25,000.00	25,000.00	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	.00	.00	750.00	750.00	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	.00	750.00	750.00	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	3,333.34	10,000.02	22,000.00	11,999.98	45.5
412-53-5310-380	25.49	76.56	302.40	225.84	25.3
TOTAL ENGINEERING AND ADMINISTRATION	3,358.83	10,076.58	22,302.40	12,225.82	45.2
<u>DEBT SERVICE</u>					
412-59-5926-001	.00	35,035.56	.00	( 35,035.56)	.0
TOTAL DEBT SERVICE	.00	35,035.56	.00	( 35,035.56)	.0
TOTAL FUND EXPENDITURES	3,508.83	45,326.14	49,702.40	4,376.26	91.2
NET REVENUE OVER(UNDER) EXPENDITURES	( 3,508.83)	54,524.98	153,550.68		

**CITY OF WATERLOO**  
BALANCE SHEET  
MARCH 31, 2022

**413-TIF DISTRICT 3 FUND**

ASSETS

413-11100	TREASURER'S CASH	125,721.98	
413-15800	DUE FROM AGENCY FUND TAXES	22,142.72	
		<hr/>	
	TOTAL ASSETS		147,864.70

LIABILITIES AND EQUITY

LIABILITIES

413-26100	DEFERRED REVENUE	22,142.60	
		<hr/>	
	TOTAL LIABILITIES		22,142.60

FUND EQUITY

413-34300	FUND BALANCE	62,395.20	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	63,326.90	
		<hr/>	
	TOTAL FUND EQUITY		125,722.10
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	TOTAL LIABILITIES AND EQUITY		147,864.70

**CITY OF WATERLOO**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2022

**FUND 413 - TIF DISTRICT 3 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<u>TAXES</u>					
413-41-4111-000 TAX INCREMENTS	.00	64,529.40	87,858.00	( 23,328.60)	73.5
TOTAL TAXES	.00	64,529.40	87,858.00	( 23,328.60)	73.5
<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	.00	320.00	( 320.00)	.0
413-43-4365-000 STATE AID PERSONAL PROPERTY	.00	.00	220.77	( 220.77)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	540.77	( 540.77)	.0
<u>MISCELLANEOUS REVENUES</u>					
413-48-4800-000 MISC REVENUES	.00	.00	22,198.83	( 22,198.83)	.0
TOTAL MISCELLANEOUS REVENUES	.00	.00	22,198.83	( 22,198.83)	.0
TOTAL FUND REVENUE	.00	64,529.40	110,597.60	( 46,068.20)	58.4

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2022

**FUND 413 - TIF DISTRICT 3 FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNDER(OVER)</u>	<u>% OF</u>
<u>LEGISLATIVE SUPPORT</u>					
413-51-5112-325 LEGIS SUPPORT ANNUAL DOR FEE	150.00	150.00	150.00	.00	100.0
TOTAL LEGISLATIVE SUPPORT	150.00	150.00	150.00	.00	100.0
<u>ATTORNEY</u>					
413-51-5130-211 ATTORNEY ATTORNEY FEES	292.50	292.50	.00	( 292.50)	.0
TOTAL ATTORNEY	292.50	292.50	.00	( 292.50)	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	.00	2,000.00	2,000.00	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215 ENG & ADMIN PROF FEES	760.00	760.00	2,000.00	1,240.00	38.0
TOTAL ENGINEERING AND ADMINISTRATION	760.00	760.00	2,000.00	1,240.00	38.0
<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000 TRANSFER TO DEBT SERVICE	.00	.00	101,567.50	101,567.50	.0
TOTAL TRANSFER TO DEBT SERVICE	.00	.00	101,567.50	101,567.50	.0
TOTAL FUND EXPENDITURES	1,202.50	1,202.50	105,717.50	104,515.00	1.1
NET REVENUE OVER(UNDER) EXPENDITURES	( 1,202.50)	63,326.90	4,880.10		

# CITY OF WATERLOO

BALANCE SHEET

MARCH 31, 2022

## 414-TIF DISTRICT 4 FUND

### ASSETS

414-11100	TREASURER'S CASH	101,835.15	
414-15800	DUE FROM AGENCY FUND TAXES	2,660.70	
	TOTAL ASSETS		<u>104,495.85</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

414-26100	DEFERRED REVENUE	2,660.70	
	TOTAL LIABILITIES		2,660.70

#### FUND EQUITY

414-34300	FUND BALANCE	94,231.22	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	7,603.93	
	TOTAL FUND EQUITY		<u>101,835.15</u>
	TOTAL LIABILITIES AND EQUITY		<u>104,495.85</u>

**CITY OF WATERLOO**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2022

**FUND 414 - TIF DISTRICT 4 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<u>TIF DISTRICT 4 FUND</u>					
414-41-4111-000 TAX INCREMENTS	.00	7,753.93	28,119.98	( 20,366.05)	27.6
TOTAL TIF DISTRICT 4 FUND	.00	7,753.93	28,119.98	( 20,366.05)	27.6
<u>INTERGOVERNMENTAL REVENUE</u>					
414-43-4364-000 STATE AID COMPUTERS	.00	.00	239.00	( 239.00)	.0
414-43-4365-000 STATE AID PERSONAL PROPERTY	.00	.00	683.00	( 683.00)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	922.00	( 922.00)	.0
TOTAL FUND REVENUE	.00	7,753.93	29,041.98	( 21,288.05)	26.7



**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2022

**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	150.00	150.00	150.00	.00	100.0
TOTAL LEGISLATIVE SUPPORT	150.00	150.00	150.00	.00	100.0
<u>SPECIAL ACCTG AND AUDITING</u>					
414-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	.00	500.00	500.00	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	.00	500.00	500.00	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
414-53-5310-215 ENG & ADMIN PROF FEES	.00	.00	22,000.00	22,000.00	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	.00	22,000.00	22,000.00	.0
TOTAL FUND EXPENDITURES	150.00	150.00	22,650.00	22,500.00	.7
NET REVENUE OVER(UNDER) EXPENDITURES	( 150.00)	7,603.93	6,391.98		

# CITY OF WATERLOO

BALANCE SHEET

MARCH 31, 2022

## 600-COMMUNITY DEVELOP AUTHORITY

### ASSETS

600-11100	TREASURER'S CASH	41,804.52	
600-15800	DUE FROM AGENCY FUND TAXES	1,187.97	
	TOTAL ASSETS		<u>42,992.49</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

600-26100	DEFERRED REVENUE	( 3,462.03)	
	TOTAL LIABILITIES		( 3,462.03)

#### FUND EQUITY

600-34300	FUND BALANCE	18,076.11	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	3,378.41	
	TOTAL FUND EQUITY		<u>46,454.52</u>
	TOTAL LIABILITIES AND EQUITY		<u>42,992.49</u>

**CITY OF WATERLOO**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2022

**FUND 600 - COMMUNITY DEVELOP AUTHORITY**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>OVER(UNDER)</u>	<u>% OF</u>
<u>TAXES</u>					
600-41-4111-000 LOCAL TAX-GENERAL FUND	.00	3,462.03	4,650.00	( 1,187.97)	74.5
TOTAL TAXES	.00	3,462.03	4,650.00	( 1,187.97)	74.5
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000 MBC BUILDING RENTAL	400.00	800.00	2,400.00	( 1,600.00)	33.3
TOTAL PUBLIC CHARGES FOR SERVICE	400.00	800.00	2,400.00	( 1,600.00)	33.3
TOTAL FUND REVENUE	400.00	4,262.03	7,050.00	( 2,787.97)	60.5

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2022  
**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	39.31	76.26	1,000.00	923.74	7.6
600-51-5162-222 MAUNESHA BUSINESS HEAT	230.53	455.88	750.00	294.12	60.8
600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER	82.71	165.42	698.00	532.58	23.7
600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA	40.00	120.00	480.00	360.00	25.0
600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN	27.96	66.06	.00	( 66.06)	.0
TOTAL MAUNESHA BUSINESS CENTER	420.51	883.62	2,928.00	2,044.38	30.2
<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	420.51	883.62	3,553.00	2,669.38	24.9
NET REVENUE OVER(UNDER) EXPENDITURES	( 20.51)	3,378.41	3,497.00		

Report To The Plan Commission  
Open Code Enforcement Challenges

Clerk/Treasurer  
1:37 PM 3/11/2022

Category	Open Date	Closed Date	Address	Responsible Party	Municipal Lead	Desired Outcome	Link To Ord.	Notes
OPEN Neighbor complaints	Jan-15		362 E. Madison St.	Jeremy Uttech	SAFEBUILT	Property owner maintaining clean property; no dangerous work garage	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	Pending action (C.B. verbal) Continue to watch. A residential property formerly zoned commercial; owner has a history of storing scrap on site and selling items on lawn. Repeated combustion incidents in garage. 2/22/2022 Cert and regular mail
OPEN Code compliance	Jan-16		129 N Monroe St	Keri Sellnow	SAFEBUILT	Complete 1st floor build-out to code per conditional use	<a href="#">§140-19 Violations and penalties</a>	20/25/21 remains in non-compliance. Owner in violation C.B. 2021 QTR 1 communication. Owner granted conditional use to reside on a portion of 1st floor; has not complied with building code with shared commercial & residential floor. 2/22/2022 Visual verification of bottom floor occupant has moved out. I have not been inside to
OPEN Code compliance	Jan-16		213 West Madison St	Bill Hart	TBD	Use in compliance with zoning code	<a href="#">§385-12 C-1 General Commercial District</a>	J.Q. to address. Use changed from printing to warehousing, no conditional use granted therefore an illegal use
OPEN Neighbor complaints	Jun-17		135 Jefferson St	Corey Besl	DPW	Appropriate use of sump pump not creating potential pedestrian slip hazard	<a href="#">§283-8 Clear waters</a>	Scheduled for 2022 road reconstruction. Remedy linked to when road is redone.. Discharge of sump pump to curb line doesn't flow to storm sewer creating pedestrian walk hazard near elementary school. 2/22/2022: Not for building inspector?
OPEN Neighbor complaints	Jun-17		136 Jefferson Street	Jon & Tara Driver	DPW	Appropriate use of sump pump not creating potential pedestrian slip hazard	<a href="#">§283-8 Clear waters</a>	Scheduled for 2022 road reconstruction. Remedy linked to when road is redone. Discharge of sump pump to curb line doesn't flow to storm sewer creating pedestrian walk hazard near elementary school. 2/22/2022 Not for building inspector?

Report To The Plan Commission  
Open Code Enforcement Challenges

Clerk/Treasurer  
1:37 PM 3/11/2022

OPEN Property Maintenance	Jun-17		275 S. Jackson St	Tired Iron Buyer LLC	SAFEBUILT	Property owner investment in warehouse repairs after sale of property from City to property owners and no blight	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	10/20/21 inspection & verified violations, 10/21/21 sent letter certified to owner. Waiting on cert mail receipt to start countdown for reinspection for compliance 02/22/2022: all exterior is compliant. Building is NOT compliant at this time. Verbal with owner as to razing cost half of building this year?
OPEN Property maintenance	Sep-19		1085 Jaystone Terr	KSA Waterloo LLC; Ben Waterloo LLCLS DR	SAFEBUILT	Resident complaint: entry threshold prevents wheel chairs and dryer vent may be fire hazarded; 9/3 Routed to Chris B to inspect	<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	C.B. has made contact. No reply from owner. 02/22/2022 no follow up
OPEN Property Maintenance	May-20		208 PORTLAND RD	GORDON D YELK & DEBRA A YELK	SAFEBUILT	Remedy collapses garage. No blighting conditions	<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	10/25/21 Reinspected and confirmed violations, 10/1 sent certified letter; 10/21 cert. letter received, will reinspect in 30 days 2/22/2022: all exterior is compliant. Building is NOT compliant at this time. Verbal with owner as to razing cost half of building this year?
OPEN Property Maintenance	Jun-20		261 S MONROE ST	ANDREW V GRUNEWALD	SAFEBUILT	No blighting conditions	<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	10/20/21 reinspected & verified violations, 10/21/21 letter sent certified to owner. Waiting on cert. mail receipt to start the 30 days after receipt
OPEN Property Maintenance	Sep-21		590 Knowlton St	Property owner	SAFEBUILT	(1) Structural damage to front rear of building needs correcting; (2) Garbage around dumpsters requires cleanup	<a href="#">219-5(B)(3) and 219-5B(7)(b) Safe &amp; Sanitary Maintenance of Property</a>	Notice sent to Waterloo Apartment LLC 9/30 with CC to PD, CT & Donnie Rook with 30 days notice 2/22/2022 verbal compliant by tenant who complained that all site violations were in
OPEN Property Maintenance	Oct-21		408 S Jackson St	Property owner	SAFEBUILT		?	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up
OPEN Property Maintenance	Oct-21		435 W Polk St	Property owner	SAFEBUILT		?	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up
OPEN Property Maintenance	Sep-21		590 Knowlton St #204	Waterloo Apartments LLC	SAFEBUILT	Properly maintained exterior property areas, foundation, floor & roof	<a href="#">Muni Code 219--5b(3) and 219-5b(7)(b)</a>	CB letter to property owner 9/30/2021

Report To The Plan Commission  
Open Code Enforcement Challenges

Clerk/Treasurer  
1:37 PM 3/11/2022

OPEN Property Maintenance	Oct-21		237 Boorman St	Property owner	SAFE BUILT	Removal of blight	<a href="#">Storage of unlicensed recreational vehicle and weed ordinance</a>	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up 2/22/2022 not verified or have inspected year to date. No inspection
OPEN Property Maintenance	Dec-21		469 East Madison Street	Property owner	SAFE BUILT	Removal of blight		Blight complaint from neighbor routed to Police Department and Building Inspector. 2/22/2022 certified mail sent 2/10/22 and signed for. Have inspection scheduled on 3/4 to gain access to rear

## Jeanne Ritter

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**From:** Chris Butschke <CButschke@safebuilt.com>  
**Sent:** Monday, April 18, 2022 3:07 PM  
**To:** Jeanne Ritter  
**Subject:** Re: Code Compliance

Hi Jeanne,  
Here is my update:

362 E. Madison Street: Met with the owners in my office with Chief Sorenson. Discussed the non compliance letter. Discussed illegal fence based on height and not having a permit. Discussed the temp structure that appears to not be in compliance with the zoning ordinance. Update, the wood pile has been moved. Scrapping has continued. This item was discussed heavily. Note: discussion was based on not receiving letters for compliance, but citations going forward.

469 E. Madison Street: met with the daughter of the owner. Communicated and documented violations at the site. Communicated to the daughter the violations and corrections. I have not to date sent a noncompliance letter and to the corrections.  
Pictures and noncompliance have been documented from the site to allow for a letter.

Thank you,  
Chris Butschke  
Waterloo-Safebuilt

Sent from my iPad

On Apr 11, 2022, at 10:59 AM, Jeanne Ritter <jritter@waterloowi.us> wrote:

Good Morning Chris

Would you have any updates you would like me to put on this Master List? The CDA meets on the 19<sup>th</sup> and I was trying to clean this up a bit before then. I understand if you don't.

Appreciate your time.

Jeanne Ritter | City of Waterloo | Administrative Assistant  
136 N Monroe St. Waterloo WI 53594  
920-478-3025 | [jritter@waterloowi.us](mailto:jritter@waterloowi.us)



## Jeanne Ritter

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**From:** Jeni Quimby  
**Sent:** Thursday, March 10, 2022 10:37 AM  
**To:** Leisses, Mitchell  
**Cc:** Everett Butzine; ben.filkouski@madisoncommercialre.com; Rich Weihert; Jeanne Ritter; Mike Tschanz; Chad Yerges  
**Subject:** Re: City of Waterloo

Ok so the other property is NOT in this zone so they could build without any issues? We were going to give the new owner that little piece in front so they had a bigger site. This is good news!

We should have this added to a CDA agenda to approve the work. Rich ok? Jeanne can add.

I agree Mitch with DPW doing some of this work which I'll let you workout those details & proper procedure.

Mike please confirm funds available to use.

Thank you!

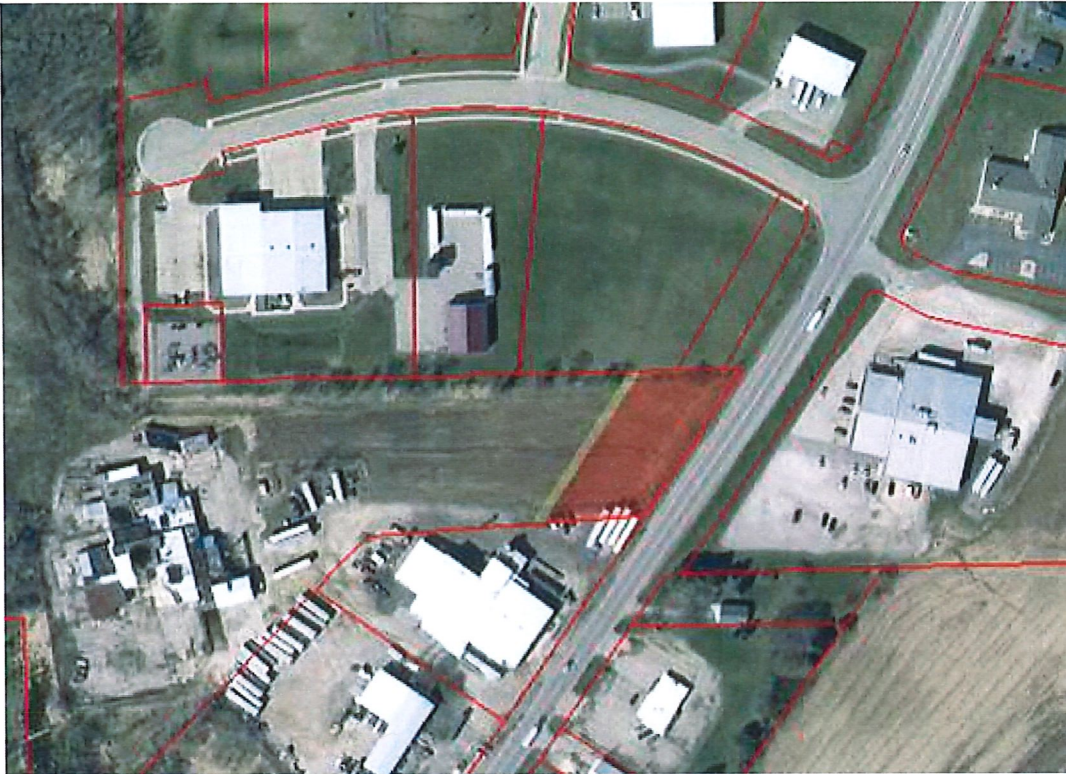
Jenifer Quimby, Mayor  
Sent from my U.S.Cellular©

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**From:** Leisses, Mitchell <mleisses@geo-logic.com>  
**Sent:** Thursday, March 10, 2022 11:14:53 AM  
**To:** Jeni Quimby <mayor@waterloowi.us>  
**Cc:** Everett Butzine <info@non-mc.com>; ben.filkouski@madisoncommercialre.com <ben.filkouski@madisoncommercialre.com>  
**Subject:** Re: City of Waterloo

Hi Mayor,

Yes, the area that we would look at stripping and reviewing for artifacts is on City property (see map below with highlighted area), putting the responsibility on the City if they would like this issue to go away. I believe this all came about when the Cell Tower was going to go in this area. When they did their due diligence for permitting, etc., this "Not Catalogued" site came up on the historical review (which they were required to do).



If there are remains found, the City can choose to have them removed or leave them in place. To remove them completely, it can take time and additional money (not cheap). One other thing, I was hoping that DPW could strip the site, to keep the overall cost to a minimum. If we need to hire someone else to strip the topsoil, that would be in addition to the proposal previously sent.

Again, please let me know if you have any questions.

Sincerely,

**Mitchell Leisses**

Office/Senior Project Manager

**Kunkel Engineering Group**

a Geo-Logic Company

1115 South Main Street

West Bend, WI 53095

Office: (920)356-9447 | Direct: (920)210-6330

[mleisses@kunkelengineering.com](mailto:mleisses@kunkelengineering.com) or [mleisses@geo-logic.com](mailto:mleisses@geo-logic.com)

[www.kunkelengineering.com](http://www.kunkelengineering.com) | [www.geo-logic.com](http://www.geo-logic.com)

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**From:** Jeni Quimby <mayor@waterloowi.us>

**Sent:** Thursday, March 10, 2022 9:41 AM

**To:** Leisses, Mitchell <mleisses@geo-logic.com>

**Cc:** Everett Butzine <info@non-mc.com>; ben.filkouski@madisoncommercialre.com  
<ben.filkouski@madisoncommercialre.com>

**Subject:** Fwd: City of Waterloo

Hi Mitch, thanks for the info. So just to be clear, this would be a City responsibility to have this work done? I don't know how this was identified in the first place and I'd bet we didn't pay for this study then, but the only way to get this 'tag' removed is for us to pay for it?

So regardless if anything is found, it will be removed & the land will be free from this tag?

Can you please confirm what land area they are referring to inspect? You know what the city owns vs. the land in the top of the business park, which we'd need Scott's approval if we're on his property. But I'd suspect this 'tag' is the reason why the city owns that odd strip close to the highway. Mo said it was for a path, which never made any sense.

Please advise. I think we'd need CDA approval & see what money is available in TIF 3 to pay for this. Thanks!

Jenifer Quimby, Mayor  
Sent from my U.S.Cellular©

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**From:** Leisses, Mitchell <mleisses@geo-logic.com>  
**Sent:** Thursday, March 10, 2022 10:04:27 AM  
**To:** Jeni Quimby <mayor@waterloowi.us>  
**Subject:** Fw: City of Waterloo

Good Morning Mayor,

I wanted to follow up regarding the Archaeological Site that has been identified at 333 Portland Road. After going around and around with Amy Rosebrough, from the Wisconsin Historic Preservation Office, we realize we can't just make this site go away.

I've reached out to our preferred Archaeological Consultant, Philip Salkin, to assist us with the next steps. Please find attached his proposal to complete an archaeological study of this area. Read it over and let me know how you'd like to proceed.

This is really the only way to make this go away (as long as they don't find anything).

Call me with any questions.

Sincerely,

**Mitchell Leisses**  
Office/Senior Project Manager

**Kunkel Engineering Group**  
a Geo-Logic Company  
1115 South Main Street  
West Bend, WI 53095  
Office: (920)356-9447 | Direct: (920)210-6330  
[mleisses@kunkelengineering.com](mailto:mleisses@kunkelengineering.com) or [mleisses@geo-logic.com](mailto:mleisses@geo-logic.com)

[www.kunkelengineering.com](http://www.kunkelengineering.com) | [www.geo-logic.com](http://www.geo-logic.com)

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**From:** Ahmad, Zahoor <zahmad@geo-logic.com>  
**Sent:** Wednesday, March 9, 2022 3:19 PM



**To:** Leisses, Mitchell <mleisses@geo-logic.com>  
**Cc:** psalkin.acs@gmail.com <psalkin.acs@gmail.com>  
**Subject:** FW: City of Waterloo

Mitch please see attached proposal from Phil.

Thanks Phil for the proposal, we will get back to you after discussing with the City of Waterloo.

**Zahoor Ahmad | PE, CPE, ACP**

Project Engineer

**Kunkel Engineering Group**

a Geo-Logic Company

1115 South Main Street

West Bend, WI 53095

Direct: (920)210-1652

[zahmad@geo-logic.com](mailto:zahmad@geo-logic.com)

---

**From:** Phil Salkin <psalkin.acs@gmail.com>  
**Sent:** Wednesday, March 9, 2022 3:13 PM  
**To:** Ahmad, Zahoor <zahmad@geo-logic.com>  
**Subject:** City of Waterloo

Dear Mr. Ahmad:

Attached is our proposal for the archaeological studies at the development site in the City of Waterloo. Based on 45 years experience, this is the best and most economical way of wrapping up this project.

In the unlikely event that human remains are found, I would suggest that if possible, a small conservation easement be placed around the remains, rather than excavating them, which can be costly.

Please note that the SHPO and State Archaeologist can take some time to review and issue permits.

Do not hesitate to call with questions regarding our proposal.

Thank you,

Phil Salkin  
608.438.7993

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

March 11, 2022

City of Waterloo  
c/o Everett Butzine  
Owner/Managing Member  
NMC  
info@non-mc.com  
920-203-3859

Sabin Hall, Rm 290  
PO Box 413  
Milwaukee, WI  
53201-0413  
414-229-3078  
www.uwm.edu  
www.uwm.edu/archaeology-  
laboratory/

**RE: 333 Portland Ave.  
DNR Permit Issue  
Wis. Stats. §157.70 Burial Site Issue  
City of Waterloo  
UWM-CRM 2022-0237**

Dear Mr. Butzine,

The Cultural Resource Management program (Archaeological Research Laboratory Center) at the University of Wisconsin-Milwaukee (UWM) is pleased to offer a scope of work and estimated cost to conduct cultural resource investigations for the above referenced project.

The proposed project consists of an approximate 0.7 acre development project.

#### **Authority**

The proposed project will require permitting from the Wisconsin Department of Natural Resources, as well as permission to disturb from the Wisconsin Historical Society, necessitating compliance with Wis. Stats §44.40 and §157.70. The Wisconsin Historical Society has identified one previously recorded archaeological and burial site as coincident: 47JE0098/BJE-0162 Waterloo Mounds. Archaeological survey of the site has been requested.

#### **Scope of Services**

##### Archaeological Investigations

The archaeological study will consist of archives and literature research and field investigations. The archival research will identify all previously reported archaeological sites both within the area of potential effect (i.e. all areas of proposed ground disturbing activities) and within a one mile radius of the area of potential effect (APE). The archival research will also document locales within the APE that have already been subjected to archaeological survey. Field investigations will consist of intensive Phase I

archaeological survey of the APE using visual inspection and/or shovel probe testing to assess whether evidence of the site is physically present within the project area.

The Wisconsin Historical Society has reviewed the project and identified one previously identified archaeological/burial site as coincident: 47JE0098/BJE-0162 Waterloo Mounds.

### ***Reporting***

UWM-CRM will request permission to conduct subsurface testing within the boundaries of the burial site.

The results of the archaeological investigations will be documented in the WisDNR Archaeological Survey Field Report form and submitted to the WisDNR and the Wisconsin Historical Society.

The scope assumes no significant archaeological materials are encountered and does not include evaluation studies for archaeological sites.

### **Costs**

The cost for the work is a lump sum of \$1,800.00.

**Please note that the cost assumes that no significant archaeological materials will be encountered during the work. *Note: Archaeological survey requires that the ground be snow and frost-free.***

The official institution name used in contracts, grants, and other official agreements is: The Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Milwaukee. If awarded, we respectfully request the ability to negotiate the terms and conditions from the sponsor. Please note that as an agency of the State of Wisconsin and an academic institution the following conditions are required:

1. We are self-insured under secs. 895.46, 893.82 and 20.505(2)(k) of the Wisconsin Statutes.
2. We are not permitted, by law, to indemnify or defend any sponsor.
3. We require the right to publish or use information, data, writings, or materials resulting from research for educational and research purposes.

If you would like a copy of our standard research agreement to review our language in more detail, please feel free to visit [UWM Standard Terms and Conditions](#).

If there are questions or concerns regarding the scope of work, or to further discuss the project, please do not hesitate to contact me at (414) 251-8566 or at [jlpicard@uwm.edu](mailto:jlpicard@uwm.edu).

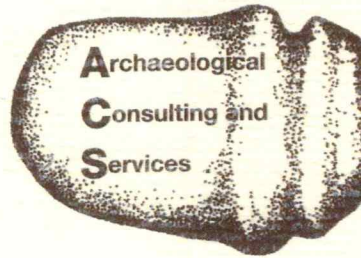
Sincerely,



Jennifer L. Picard  
Principal Investigator

## Archaeological Consulting and Services

POB 260274 Madison, Wisconsin 53726-0274  
608-438-7993 (cell)  
psalkin.acs@gmail.com



Cultural  
Resource  
Management

March 9<sup>th</sup>, 2022

Mr. Zahoor Ahmad  
Kunkel Engineering Group  
1115 South Main Street  
West Bend, Wi. 53095

RE: Archaeological Studies  
Proposed Development Site  
Waterloo, Jefferson County

Dear Mr. Ahmad:

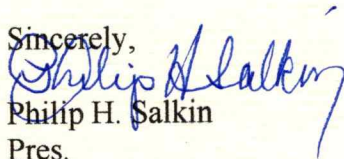
The following is a proposal and cost estimate for archaeological studies in association with a proposed development site in the City of Waterloo, Wisconsin. The proposed site partially overlaps the boundaries of a Native American Mound Group (47Je-0098). The surface indications of the mound group are gone, but there is concern regarding the potential survival of subsurface burials features.

Your discussions with Mr. Felipe Avila of the SHPO indicated that you can focus on the .7 acre area in the southeastern corner of the proposed development. We will conduct the project in the following manner. First, we will obtain the required permit to conduct archaeological studies on public lands and the authorization to conduct studies within the boundaries of an uncatalogued burial site. We would then conduct a literature and records search on 47JE-0098 and sites in the immediate area. This should require minimal effort. The fieldwork will consist of monitoring the stripping (preferably with a grader) of the surface horizon on the .7 acre area down to the interface with the B Horizon. This is to search for artifacts and potential burial features. This will be monitored by a certified burial site archaeologist from our staff. Artifacts will be collected for analysis. However, if human remains are encountered, work will stop in the immediate vicinity of the finds until consultation may be obtained with the Compliance Section of the SHPO. The soils can then be restored without an archaeologist present.

The cost of the project will depend on how quickly the surface horizon can be stripped. Costs will be \$750/day. In addition, there will be up to a \$2000 cost for the permitting, the literature search, any lab analysis, the preparation of the project report and state forms and the curation of the artifacts found. If no artifacts are found, the \$2000 will be reduced to around \$1000. If human remains are found and a decision is reached to remove them, this will be a separate cost.

Thank you for the opportunity to provide this proposal. Please do not hesitate to inquire for additional information or services we may provide.

Sincerely,

  
Philip H. Salkin  
Pres.



## Jeanne Ritter

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**From:** Ben Filkouski <ben.filkouski@madisoncommercialre.com>  
**Sent:** Monday, April 18, 2022 3:29 PM  
**To:** Jeni Quimby  
**Cc:** Rich Weihert; Charles Kuhl; Jeanette Petts; Jeanne Ritter  
**Subject:** Re: Contract Expiration 4/20/22

**Importance:** High

Hi Mayor Quimby,

I can't believe we have already been working together for a year! Time flies. We have actually already addressed contract renewal in the Addendum A item #3. Our contract automatically renews on a month to month basis under the same terms of the initial listing term. Either party has the right to cancel the listing with 30 days written notice to the other party starting on April 21st.

It has been a great pleasure serving The City of Waterloo thus far. I would love the opportunity to see this project through so unless you would like to move another direction I am happy to stay on board and continue marketing the land.

I would like to meet the new clerk so Mayor Quimby & Jeanne please give me a call this afternoon when you have a moment!

Thanks,  
Ben

**Benjamin J. Filkouski**  
Principal | Broker | Wisconsin  
Investment Sales & Leasing  
Direct +1 608 709 5555 | Mobile +1 608 333 7734

<https://madisoncommercialre.com>

**Madison Commercial Real Estate LLC**  
5609 Medical Circle | Suite 202  
Madison, WI 53719 | United States



On Apr 18, 2022, at 3:18 PM, Jeni Quimby <[mayor@waterloowi.us](mailto:mayor@waterloowi.us)> wrote:

<#2021-16 Madison RE Listing.pdf>

## Waterloo Yoga

Eric Cotting has been a devoted yoga practitioner for 41 years. There are several yogic disciplines. Eric chose Iyengar Yoga, founded by the well-known yogi B.K.S. Iyengar. Iyengar Yoga uses specific postures and poses that focus on training and developing the deeper muscles next to the skeleton, which is very beneficial for skeletal and joint health. Simple equipment is used to help practitioners achieve and maintain these poses.

Eric attended the Ventura Yoga Studio in 1991. He received teacher's training in Iyengar Yoga and joined the studio's teaching staff. He taught yoga there for 9 years, until relocating to Waterloo.

Eric is passionate about serving humanity. He chose Firefighting/EMS and offering yoga instruction as the forms his service takes. Eric served in the Fairbanks AK Fire/EMS, and some years later served and continues to serve in Waterloo Fire/EMS for 16 years and counting.

Eric founded Waterloo Yoga in 2008. His goal was making yoga available to the community rather making a profit from it. Eric's financial goal for Waterloo Yoga is just to break even. Fees for participants are structured accordingly. A single class is \$5 or a series of ten classes (which can be used anytime or date) can be bought for \$40. Waterloo Fire/EMS members get a 50% discount. Waterloo Yoga expenses include the facility rental and equipment purchase, cleaning and maintenance.

Waterloo Yoga was taught at The Mode for a facility fee of 50% of the income. After The Mode was sold, the classes were moved to the training area at the Waterloo Fire Department for no rental fee. Eric is now looking for a new venue in Waterloo with more available floor space. He wants to keep facility fees as low as possible so the rates can stay low.

Waterloo Yoga classes are taught mornings and evenings, around Eric's work schedule. Classes are taught MWF, from 6:15 am to 7:15 am and TR, from 6:30-7:30 pm. The classes require enough open space on the floor to accommodate teacher and students, some clear wall space, and (hopefully) a small secure place to store equipment. The equipment fits in a 2'x4'x6' shelf and a 2'x2' box.

Please see the attached picture of Eric Cotting with Waterloo Yoga equipment.





# Waterloo Community Development Authority -- Annual Calendar

Preferred meeting night: 3<sup>rd</sup> Tuesday of month at 6:00 pm

Recurring monthly review and action (1) CDA Implementation Plan Progress; (2) Grant Application Tracking

<p><b>JANUARY</b></p> <ul style="list-style-type: none"> <li>- evaluate CDA Progress Measures</li> <li>- finalize prior year Annual Report</li> </ul>
<p><b>FEBRUARY</b></p> <ul style="list-style-type: none"> <li>- notify Mayor of member reappointment interest</li> <li>- align/modify CDA Progress Measures as needed</li> <li>- submit Annual Report to City Council</li> </ul>
<p><b>MARCH</b></p> <ul style="list-style-type: none"> <li>- notify Mayor of member reappointment interest</li> <li>- Push to closeout incomplete prior year items</li> </ul>
<p><b>APRIL</b></p> <ul style="list-style-type: none"> <li>- Mayoral appointments</li> <li>- Push to closeout incomplete prior year items</li> </ul>
<p><b>MAY</b></p> <ul style="list-style-type: none"> <li>- CDA election of Chair and Vice Chair</li> <li>- evaluate CDA Progress Measures</li> </ul>
<p><b>JUNE</b></p> <ul style="list-style-type: none"> <li>- start future year budget submittal</li> <li>- review of tax increment finance district progress</li> </ul>
<p><b>JULY</b></p> <ul style="list-style-type: none"> <li>- review of tax increment finance district progress</li> <li>- future year budget planning</li> <li>- align CDA Progress Measures with budget planning</li> <li>- reaffirm or jettison all active programs and projects</li> </ul>
<p><b>AUGUST</b></p> <ul style="list-style-type: none"> <li>- future year budget submittal to Finance, Insurance &amp; Personnel Committee, including tax incremental finance funds</li> </ul>
<p><b>SEPTEMBER</b></p> <ul style="list-style-type: none"> <li>- evaluate CDA Progress Measures</li> </ul>
<p><b>OCTOBER</b></p> <ul style="list-style-type: none"> <li>- <u>s</u>trength, <u>w</u>eaknesses <u>o</u>pportunities &amp; <u>t</u>hreats (SWOT) exercise</li> </ul>
<p><b>NOVEMBER</b></p> <ul style="list-style-type: none"> <li>- community outreach</li> </ul>
<p><b>DECEMBER</b></p> <ul style="list-style-type: none"> <li>- community outreach</li> <li>- review staff draft, Annual Report to City Council</li> <li>- update calendar</li> </ul>