



136 North Monroe Street  
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## 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: July 19, 2022  
Time: 6:00 p.m.  
Location: Municipal Building, 136 North Monroe Street (via remote phone conference for participants and public)

Join Zoom Meeting: <https://us02web.zoom.us/j/82709126628?pwd=aWJJCd3VkOTIIVXlzYnhKRnN2U0hkZz09>  
Meeting ID: 827 0912 6628 Passcode: 989208  
Dial by phone: +1 312 626 6799 US (Chicago)

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
2. MEETING MINUTES APPROVAL: June 21, 2022
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-June NOTE: The City Council may meet in closed session per Wis. Stat. 19.85(1) 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. Upon concluding a closed session, the Committee will reconvene in open session.]
  - d. Business Association Liaison Report, (contact undetermined)
  - e. School District Liaison (contact undetermined)
4. OLD BUSINESS
  - a. Manuesha Business Center – Crack in wall of building.
  - b. Community Assessment Review
5. NEW BUSINESS
  - a. Terminating Madison Commercial Real Estate Contract
  - b. Economic Development Proposal – NMC
  - c. Amending/replacing NMC Contract
  - d. Thrive ED Community Assets PowerPoint
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Annual Calendar
7. ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

**Community Development Authority:** Soter, Petts, C. Kuhl, A. Kuhl, Woods, O'Connell, Sharpe and School District Superintendent Brian Henning as non-voting School District liaison  
Posted, Mailed and E-mailed: 07/14/2022

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: June 21, 2022

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

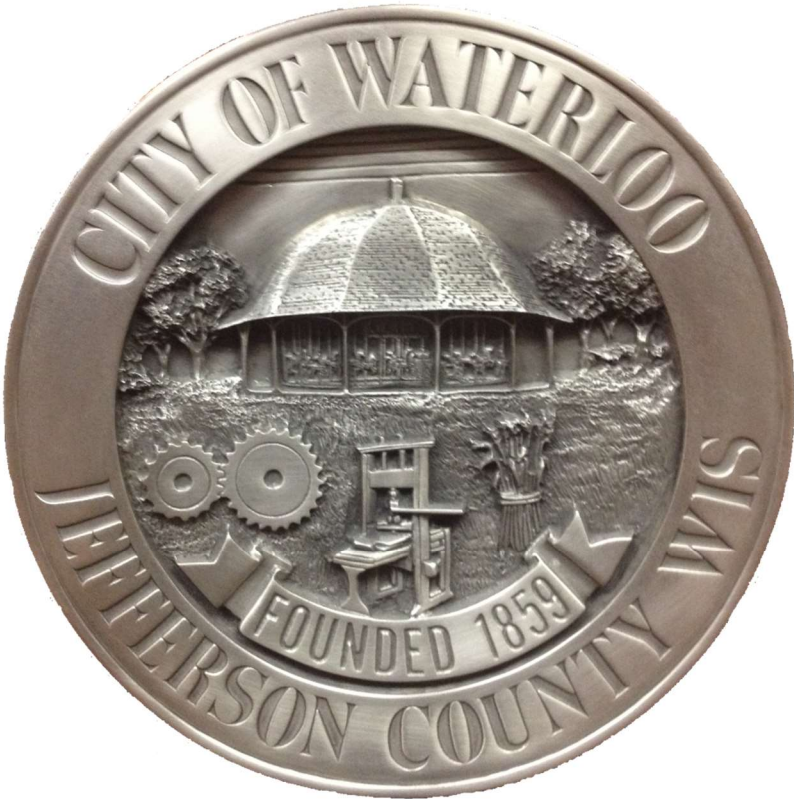
1. PLEDGE OF ALLEGIANCE, ROLL CALL AND CALL TO ORDER. CDA Co-Chair O'Connell called the meeting to order at 6:00 p.m. Members present: C. Kuhl, M. Soter, and Petts. Remote: A. Kuhl Absent: Sharpe, Woods, and the non-voting member from School District and Business Association. Others in Attendance or remote: Maureen Giese, Everett Butzine, Jennifer Picard, and Clerk Ritter.
2. MEETING MINUTES APPROVAL: May 17, 2022. MOTION: [Petts/O'Connell] to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. UPDATES & REPORTS.
  - a. Non-Metro Connections – Motion to go into New Business [C. Kuhl/Soter] VOICE VOTE: Motion carried.
  - b. Clerk/Treasurer Report. Lead update. Currently at 19 homes with lead to be completed.
  - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600. Noted
  - d. Business Association Liaison Report.
  - e. School District Liaison. No report.
4. OLD BUSINESS
  - a. New Resident Outreach. Welcome Packet. Library made welcome bags to hand out. Soter gave a summary. Working on 250 bags. O'Connell would like to see this left on. Adding to website
  - b. 333 Portland Rd
    - i. Archaeological Study Information Update. UW Milwaukee Jenifer Picard spoke regarding the study. Samples were taken from the site. Absolutely nothing was discovered from the samples. Information was sent to the Wisconsin Historical Society, and they agreed with the findings. We can use the report to submit to the DNR if needed. [Kuhl/Petts] VOICE VOTE: Motion carried.
5. NEW BUSINESS
  - a. Manuesha Business Center – Crack in wall of building. Discussion on how to proceed. Looking for Yerges to [Petts/C. Kuhl] give Committee a recommendation. VOICE VOTE: Motion carried.
  - b. 333 Portland Road – Offer to Purchase. Butzine gave a summary of the contract. Offer for \$1 with a developer agreement. Currently the best use for this land. Would want to start at the top of the parcel. Doing the commercial area first. Motion to send to Plan Commission with CDA approval with the intention of forwarding to the City Council [C. Kuhl/Petts] VOICE VOTE: Motion carried.
  - c. Community Assessment update – NMC Butzine handed out a report detailing the survey. He felt people are looking for more transparency from the City. Struggle to get information to the people. Website has all meetings and City information on it. Looking for more ways to involve public. Population of Waterloo most likely to continue to increase. Updates/Newsletter shared during park events. Continue to use social media. Revisit this at next meeting after members can absorb material.
  - d. Economic Development Plan Proposal NMC – Butzine would like to see a plan for the city to grow. Overall plan or theme written down. Managed through Non-Metro Connections instead of the CDA. Committee would like to see a proposal from Butzine next month. Motion to have Everett bring in a proposal next month. [O'Connell/Petts] VOICE VOTE: Motion carried. Butzine will review RFP for code compliance/blight person and write his own proposal for that too. [O'Connell/ C. Kuhl] VOICE VOTE: Motion carried. Mayor spoke about completing Maple Dr to Portland Rd. She spoke to landowners to see if they would be interested in selling a part of their property to complete road. They aren't interested in development but would be interested in sale to help complete road.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Annual Calendar noted.
  - b. Maureen Giese spoke regarding mission statement for the Waterloo Business Association. Historical plaques on building downtown buildings. Giese spoke about the wall between the Historical Society and the City Cemetery stating it needs to be cleaned and repaired. She would also like to see a proper sign regarding how and when the Cemetery started.
7. ADJOURNMENT. MOTION: [Petts/C. Kuhl] VOICE VOTE: Motion carried. Time: 7:45 p.m.

Attest:

Jeanne Ritter  
Clerk/Deputy Treasurer

**CITY OF WATERLOO**

CDA'S TREASURER'S REPORT – JUNE 2022



# CITY OF WATERLOO

BALANCE SHEET  
JUNE 30, 2022

## 412-TIF DISTRICT 2 FUND

### ASSETS

|           |                            |            |                   |
|-----------|----------------------------|------------|-------------------|
| 412-11100 | TREASURER'S CASH           | 439,099.66 |                   |
| 412-15800 | DUE FROM AGENCY FUND TAXES | 31,813.90  |                   |
|           | TOTAL ASSETS               |            | <u>470,913.56</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 | 23,762.48  |                   |
|           | TOTAL FUND EQUITY                      |            | <u>439,099.54</u> |
|           | TOTAL LIABILITIES AND EQUITY           |            | <u>470,913.56</u> |

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

**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           | 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           | 2,036.19   | 2,036.19   | .00          | 100.0 |
| TOTAL INTERGOVERNMENTAL REVENUE             | .00           | 2,036.19   | 2,816.19   | 780.00       | 72.3  |
| <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           | 101,887.31 | 203,253.08 | 101,365.77   | 50.1  |

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

**FUND 412 - TIF DISTRICT 2 FUND**

|                                       | PERIOD ACTUAL                        | YTD ACTUAL | BUDGET    | UNDER(OVER)      | % OF          |
|---------------------------------------|--------------------------------------|------------|-----------|------------------|---------------|
| <u>LEGISLATIVE SUPPORT</u>            |                                      |            |           |                  |               |
| 412-51-5112-320                       | LEGIS SUPPORT PR & PUB               | .00        | 64.00     | .00 ( 64.00)     | .0            |
| 412-51-5112-325                       | LEGIS SUPPORT ANNUAL DOR FEE         | .00        | 150.00    | 150.00           | 100.0         |
|                                       | TOTAL LEGISLATIVE SUPPORT            | .00        | 214.00    | 150.00 ( 64.00)  | 142.7         |
| <u>ATTORNEY</u>                       |                                      |            |           |                  |               |
| 412-51-5130-211                       | ATTORNEY ATTORNEY FEES               | .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                       | CLERK SALARY/CLERK                   | .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                       | SPEC ACCTG & AUD PROF FEES           | .00        | 616.66    | 750.00           | 133.34 82.2   |
|                                       | TOTAL SPECIAL ACCTG AND AUDITING     | .00        | 616.66    | 750.00           | 133.34 82.2   |
| <u>ENGINEERING AND ADMINISTRATION</u> |                                      |            |           |                  |               |
| 412-53-5310-215                       | ENG & ADMIN PROF FEES                | .00        | 16,666.70 | 22,000.00        | 5,333.30 75.8 |
| 412-53-5310-380                       | TID 2 COMPUTER SUPPLY/MAINT          | 25.37      | 152.71    | 302.40           | 149.69 50.5   |
|                                       | TOTAL ENGINEERING AND ADMINISTRATION | 25.37      | 16,819.41 | 22,302.40        | 5,482.99 75.4 |
| <u>CAPITAL PROJECT</u>                |                                      |            |           |                  |               |
| 412-57-5701-800                       | CAPITAL PROJ OUTLAY                  | 752.51     | 752.51    | .00 ( 752.51)    | .0            |
|                                       | TOTAL CAPITAL PROJECT                | 752.51     | 752.51    | .00 ( 752.51)    | .0            |
| <u>DEBT SERVICE</u>                   |                                      |            |           |                  |               |
| 412-59-5926-001                       | DEBT SERVICE                         | .00        | 59,722.25 | .00 ( 59,722.25) | .0            |
|                                       | TOTAL DEBT SERVICE                   | .00        | 59,722.25 | .00 ( 59,722.25) | .0            |

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

**FUND 412 - TIF DISTRICT 2 FUND**

|                                      | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNDER(OVER)  | % OF  |
|--------------------------------------|---------------|------------|------------|--------------|-------|
| TOTAL FUND EXPENDITURES              | 777.88        | 78,124.83  | 49,702.40  | ( 28,422.43) | 157.2 |
| NET REVENUE OVER(UNDER) EXPENDITURES | ( 777.88)     | 23,762.48  | 153,550.68 |              |       |

# CITY OF WATERLOO

BALANCE SHEET  
JUNE 30, 2022

## 413-TIF DISTRICT 3 FUND

### ASSETS

|           |                            |           |                  |
|-----------|----------------------------|-----------|------------------|
| 413-11100 | TREASURER'S CASH           | 44,332.34 |                  |
| 413-15800 | DUE FROM AGENCY FUND TAXES | 22,142.72 |                  |
|           | TOTAL ASSETS               |           | <u>66,475.06</u> |

### LIABILITIES AND EQUITY

#### LIABILITIES

|           |                   |           |           |
|-----------|-------------------|-----------|-----------|
| 413-26100 | DEFERRED REVENUE  | 22,142.60 |           |
|           | TOTAL LIABILITIES |           | 22,142.60 |

#### FUND EQUITY

|           |  |              |                  |
|-----------|--|--------------|------------------|
| 413-34300 | FUND BALANCE                           | 62,395.20    |                  |
|           | REVENUE OVER(UNDER) EXPENDITURES - YTD | ( 18,062.74) |                  |
|           | TOTAL FUND EQUITY                      |              | <u>44,332.46</u> |
|           | TOTAL LIABILITIES AND EQUITY           |              | <u>66,475.06</u> |



**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

**FUND 413 - TIF DISTRICT 3 FUND**

|   | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNDER(OVER) | % 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           | 220.77     | 220.77     | .00         | 100.0 |
| TOTAL INTERGOVERNMENTAL REVENUE             | .00           | 220.77     | 540.77     | 320.00      | 40.8  |
| <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           | 64,750.17  | 110,597.60 | 45,847.43   | 58.6  |

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

**FUND 413 - TIF DISTRICT 3 FUND**

|  | PERIOD ACTUAL | YTD ACTUAL   | BUDGET     | UNDER(OVER) | % OF  |
|--|---------------|--------------|------------|-------------|-------|
| <u>LEGISLATIVE SUPPORT</u>                   |               |              |            |             |       |
| 413-51-5112-325 LEGIS SUPPORT ANNUAL DOR FEE | .00           | 150.00       | 150.00     | .00         | 100.0 |
| TOTAL LEGISLATIVE SUPPORT                    | .00           | 150.00       | 150.00     | .00         | 100.0 |
| <u>ATTORNEY</u>                              |               |              |            |             |       |
| 413-51-5130-211 ATTORNEY ATTORNEY FEES       | .00           | 292.50       | .00        | ( 292.50)   | .0    |
| TOTAL ATTORNEY                               | .00           | 292.50       | .00        | ( 292.50)   | .0    |
| <u>SPECIAL ACCTG AND AUDITING</u>            |               |              |            |             |       |
| 413-51-5151-214 SPEC ACCTG & AUD PROF FEES   | .00           | 616.66       | 2,000.00   | 1,383.34    | 30.8  |
| TOTAL SPECIAL ACCTG AND AUDITING             | .00           | 616.66       | 2,000.00   | 1,383.34    | 30.8  |
| <u>ENGINEERING AND ADMINISTRATION</u>        |               |              |            |             |       |
| 413-53-5310-215 ENG & ADMIN PROF FEES        | .00           | 760.00       | 2,000.00   | 1,240.00    | 38.0  |
| TOTAL ENGINEERING AND ADMINISTRATION         | .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           | 80,993.75    | 101,567.50 | 20,573.75   | 79.7  |
| TOTAL TRANSFER TO DEBT SERVICE               | .00           | 80,993.75    | 101,567.50 | 20,573.75   | 79.7  |
| TOTAL FUND EXPENDITURES                      | .00           | 82,812.91    | 105,717.50 | 22,904.59   | 78.3  |
| NET REVENUE OVER(UNDER) EXPENDITURES         | .00           | ( 18,062.74) | 4,880.10   |             |       |

# CITY OF WATERLOO

BALANCE SHEET  
JUNE 30, 2022

## 414-TIF DISTRICT 4 FUND

### ASSETS

|           |                            |           |                   |
|-----------|----------------------------|-----------|-------------------|
| 414-11100 | TREASURER'S CASH           | 98,568.20 |                   |
| 414-15800 | DUE FROM AGENCY FUND TAXES | 2,660.70  |                   |
|           | TOTAL ASSETS               |           | <u>101,228.90</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 | 4,336.98  |                   |
|           | TOTAL FUND EQUITY                      |           | <u>98,568.20</u>  |
|           | TOTAL LIABILITIES AND EQUITY           |           | <u>101,228.90</u> |

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING JUNE 30, 2022

**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           | 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           | 683.07     | 683.00    | ( .07)      | 100.0 |
| TOTAL INTERGOVERNMENTAL REVENUE             | .00           | 683.07     | 922.00    | 238.93      | 74.1  |
| TOTAL FUND REVENUE                          | .00           | 8,437.00   | 29,041.98 | 20,604.98   | 29.1  |

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING JUNE 30, 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 | .00           | 150.00     | 150.00    | .00         | 100.0 |
| TOTAL LEGISLATIVE SUPPORT                    | .00           | 150.00     | 150.00    | .00         | 100.0 |
| <u>SPECIAL ACCTG AND AUDITING</u>            |               |            |           |             |       |
| 414-51-5151-214 SPEC ACCTG & AUD PROF FEES   | .00           | 616.68     | 500.00    | ( 116.68)   | 123.3 |
| TOTAL SPECIAL ACCTG AND AUDITING             | .00           | 616.68     | 500.00    | ( 116.68)   | 123.3 |
| <u>ENGINEERING AND ADMINISTRATION</u>        |               |            |           |             |       |
| 414-53-5310-215 ENG & ADMIN PROF FEES        | 3,333.34      | 3,333.34   | 22,000.00 | 18,666.66   | 15.2  |
| TOTAL ENGINEERING AND ADMINISTRATION         | 3,333.34      | 3,333.34   | 22,000.00 | 18,666.66   | 15.2  |
| TOTAL FUND EXPENDITURES                      | 3,333.34      | 4,100.02   | 22,650.00 | 18,549.98   | 18.1  |
| NET REVENUE OVER(UNDER) EXPENDITURES         | ( 3,333.34)   | 4,336.98   | 6,391.98  |             |       |

# CITY OF WATERLOO

BALANCE SHEET  
JUNE 30, 2022

## 600-COMMUNITY DEVELOP AUTHORITY

### ASSETS

|           |                            |                 |                  |
|-----------|----------------------------|-----------------|------------------|
| 600-11100 | TREASURER'S CASH           | 41,501.03       |                  |
| 600-15800 | DUE FROM AGENCY FUND TAXES | <u>1,187.97</u> |                  |
|           | TOTAL ASSETS               |                 | <u>42,689.00</u> |

### LIABILITIES AND EQUITY

#### LIABILITIES

|           |                   |                    |             |
|-----------|-------------------|--------------------|-------------|
| 600-26100 | DEFERRED REVENUE  | <u>( 3,462.03)</u> |             |
|           | 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 | <u>3,074.92</u> |                  |
|           | TOTAL FUND EQUITY                      |                 | <u>46,151.03</u> |
|           | TOTAL LIABILITIES AND EQUITY           |                 | <u>42,689.00</u> |

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING JUNE 30, 2022  
**FUND 600 - COMMUNITY DEVELOP AUTHORITY**

|  | PERIOD ACTUAL | YTD ACTUAL | BUDGET   | UNDER(OVER) | % OF |
|--|---------------|------------|----------|-------------|------|
| <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        | 1,450.00   | 2,400.00 | 950.00      | 60.4 |
| TOTAL PUBLIC CHARGES FOR SERVICE       | 400.00        | 1,450.00   | 2,400.00 | 950.00      | 60.4 |
| TOTAL FUND REVENUE                     | 400.00        | 4,912.03   | 7,050.00 | 2,137.97    | 69.7 |

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING JUNE 30, 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     | 59.63         | 197.44     | 1,000.00 | 802.56      | 19.7 |
| 600-51-5162-222 MAUNESHA BUSINESS HEAT         | 32.03         | 713.47     | 750.00   | 36.53       | 95.1 |
| 600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER  | 77.04         | 409.10     | 698.00   | 288.90      | 58.6 |
| 600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA | 40.00         | 240.00     | 480.00   | 240.00      | 50.0 |
| 600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN | 20.06         | 277.10     | .00      | ( 277.10)   | .0   |
| TOTAL MAUNESHA BUSINESS CENTER                 | 228.76        | 1,837.11   | 2,928.00 | 1,090.89    | 62.7 |
| <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                        | 228.76        | 1,837.11   | 3,553.00 | 1,715.89    | 51.7 |
| NET REVENUE OVER(UNDER) EXPENDITURES           | 171.24        | 3,074.92   | 3,497.00 |             |      |





# Agreement

## Prepared for:

Chad Yerges  
117 E. Madison St  
Waterloo, Wisconsin 53594  
(920)988-9686 / dpw@waterloowi.us

## Prepared by:



Bob Reber  
C:(920)-948-8863 O:(920) 450-2757  
bob@basementrepairspecialists.com  
www.basementrepairspecialists.com



Basement Repair Specialists - Wisconsin  
 1400 S Van Dyke  
 Appleton, Wisconsin 54914  
 Phone: 855-554-RAIN (7246)


|                           |                  |
|---------------------------|------------------|
| <b>Date</b>               | <b>Agreement</b> |
| 07/06/2022                | 551756           |
| <b>Project Consultant</b> |                  |


Bob Reber  
 Phone: C:(920)-948-8863 O:(920) 450-2757  
 Email: bob@basementrepairspecialists.com

## Agreement

Chad Yerges  
 117 E. Madison St  
 Waterloo, Wisconsin 53594

### Included

| Product  | Description   | Quantity | Unit |
|--|---|----------|------|
| Area 3<br>Permit Fee   | This quote includes the cost to research permit requirements and file for a permit, if needed, including the cost of the permit.  | 1.00     | ea   |
| Area 3<br>Crack Repair<br>Poly Urethane or Epoxy Crack<br>Injection<br>1st Crack |  <p>Prepare crack for injection and clean. Apply injection epoxy over the surface of the crack and install injection ports. Inject structural foam, in order to fill crack and gaps in wall and mitigate water entry through the crack. If a crack is actively leaking at the time of the repair, additional time, material and steps are taken to repair the leak; this will result in an additional charge of \$ 250.00.</p> | 1.00     | ea   |

| Product  | Description   | Quantity | Unit |
|--|---|----------|------|
| Area 3<br>Crack Repair<br>Carbon Fiber Crack<br>Stabilization System |  <p data-bbox="821 167 1692 272">Includes grinding and grooving to prepare the foundation wall for the installation of the Carbon Fiber Crack Stabilization System with structural epoxy. This includes all materials for the installation, including labor and cleanup of any debris.</p> | 1.00     | ea   |
| Area 3<br>Crack Repair<br>Overhead Crack Repair<br>1 to 49 feet      | <p data-bbox="821 459 1734 565">Prepare crack for injection and clean. Apply injection epoxy over the surface of the crack and install injection ports. Inject hydrophobic or hydrophilic grout, or a combination of these injectable foam grouts, in order to fill crack and gaps in wall and mitigate water entry through the crack.</p>                                  | 3.00     | lft  |

**Estimated Start Date:**

On or about 08/16/2022

**Estimated End Date:**

On or about 10/15/2022

**Subtotal** \$2,379.85

**Repeat Customer** -\$118.99

**Total** \$2,260.86

Deposit (50%) \$1,130.43

Due on Date of Installation (50%) \$1,130.43

## Product Images - Included

Below is a listing of photos for the products selected.

**Area 3**  
**Crack Repair**  
**Poly Urethane or Epoxy Crack Injection**  
**1st Crack**



**Area 3**  
**Crack Repair**  
**Carbon Fiber Crack Stabilization System**



**Limited Warranty - Limited Guarantee for all Water Control, Crack Repair (injections) and Foundation Repair (with Excavation) and Piering**

Basement Repair Specialists, LLC warrants all labor and materials supplied by Basement Repair Specialists, LLC to be free from defects for a period of up to twenty (20) years after installation. In addition, if work or services to be performed were designed or intended to effectively prevent or control a basement water problem identified in the contract, Basement Repair Specialists, LLC fully guarantees that the work or services to be performed will effectively prevent or control the basement water problem they were designed or intended to prevent or control for a period of up to twenty (20) years after installation. Notwithstanding the foregoing, equipment, machinery, or other items or materials not manufactured by Basement Repair Specialists, LLC that are installed by Basement Repair Specialists, LLC under the contract are not warranted by Basement Repair Specialists, LLC in any fashion, but Basement Repair Specialists, LLC will use good faith to assist the customer with claims under any manufacturer warranties (if any exist and apply). Notwithstanding the foregoing, a three (3) year workmanship warranty applies to materials noted in the foregoing contract with an asterisk (\*). Basement Repair Specialists, LLC will use good faith to assist the customer with claims under any manufacturer warranties (if any exist and apply). Any remedial work or services to be performed under this guarantee shall begin within 45 days and be completed within 6 months after notice by the customer to Basement Repair Specialists, LLC of any failure of the waterproofing services under the contract. Notice of any claim by the customer under the guarantee shall be deemed actual notice if mailed by certified mail to Basement Repair Specialists, LLC's address as set forth in this contract. Any breach in the terms or conditions by Basement Repair Specialists, LLC shall entitle the customer to a full refund of money paid under the contract, less the value of benefits actually derived from the performed services. The customer named on this contract may transfer this warranty in its entirety provided that the new owner notifies Basement Repair Specialists, LLC in writing within thirty (30) days from the date of the property being transferred. EXCEPT FOR THE FOREGOING, BASEMENT REPAIR SPECIALISTS, LLC HEREBY DISCLAIMS AND EXCLUDES ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AGAINST DEFECTS IN DESIGN, MATERIALS AND WORKMANSHIP, AND THE WARRANTY AGAINST REDHIBITORY DEFECTS.

**Limited Warranty - Limited Guarantee for Crawlspace Encapsulation, Foundation Repair (without excavation), Column Support, Egress Windows, Glass Block Windows, Carbon Fiber (without excavation) and all other projects (unless specifically specified)**

Basement Repair Specialists, LLC warrants all labor and materials supplied by Basement Repair Specialists, LLC to be free from defects for a period of up to three (3) years after installation. In addition, if work or services to be performed were designed or intended to effectively prevent or control a basement water problem identified in the contract, Basement Repair Specialists, LLC fully guarantees that the work or services to be performed will effectively prevent or control the basement water problem they were designed or intended to prevent or control for a period of up to twenty (20) years after installation. Notwithstanding the foregoing, equipment, machinery, or other items or materials not manufactured by Basement Repair Specialists, LLC that are installed by Basement Repair Specialists, LLC under the contract are not warranted by Basement Repair Specialists, LLC in any fashion, but Basement Repair Specialists, LLC will use good faith to assist the customer with claims under any manufacturer warranties (if any exist and apply). Notwithstanding the foregoing, a three (3) year workmanship warranty applies to materials noted in the foregoing contract with an asterisk (\*). Basement Repair Specialists, LLC will use good faith to assist the customer with claims under any manufacturer warranties (if any exist and apply). Any remedial work or services to be performed under this guarantee shall begin within 45 days and be completed within 6 months after notice by the customer to Basement Repair Specialists, LLC of any failure of the waterproofing services under the contract. Notice of any claim by the customer under the guarantee shall be deemed actual notice if mailed by certified mail to Basement Repair Specialists, LLC's address as set forth in this contract. Any breach in the terms or conditions by Basement Repair Specialists, LLC shall entitle the customer to a full refund of money paid under the contract, less the value of benefits actually derived from the performed services. The customer named on this contract may transfer this warranty in its entirety provided that the new owner notifies Basement Repair Specialists, LLC in writing within thirty (30) days from the date of the property being transferred. EXCEPT FOR THE FOREGOING, BASEMENT REPAIR SPECIALISTS, LLC HEREBY DISCLAIMS AND EXCLUDES ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AGAINST DEFECTS IN DESIGN, MATERIALS AND WORKMANSHIP, AND THE WARRANTY AGAINST REDHIBITORY DEFECTS.

To keep all warranties in effect, owner must maintain downspouts, gutters, extensions of the downspouts of at least eight (8) feet, and maintain a positive slope away from the home after completion of job. Neither the materials nor workmanship are

designed to contain, control or prevent mold, and are not provided as a remedy for mold or mildew, and any and all warranties against past, present nor future mold are expressly disclaimed.

Owner understands that dust/dirt will be generated from the work to be performed and Basement Repair Specialists, LLC is not responsible for any dust/dirt. It is the Owner's responsibility to remove or cover items of personal property and provide dust barriers in doorways if desired. Basement Repair Specialists, LLC will have the public utilities locate their natural gas, telephone, and electric lines, however, the homeowner shall be responsible for locating and disclosing any underground or under concrete lines, including but not limited to, water, sewer, electrical, cable, gas/fuel lines, or any other underground or under concrete apparatus, and shall not hold Basement Repair Specialists, LLC responsible for any damage to these types of lines or utilities.

Basement Repair Specialists, LLC assumes normal foundation construction and concrete thickness and that construction conforms to standard municipal codes. If existing construction and/or concrete are not of normal construction or do not meet standard building codes, or if previous repairs are encountered, an additional charge will be required to prepare the area for proper installation. Property owners agree to pay such additional charge. If circumstances unforeseen or undisclosed substantially alter the purpose of the contract or make it impossible to perform, Basement Repair Specialists, LLC shall be entitled to all labor and material costs incurred up to the time of such discovery. Basement Repair Specialists, LLC assumes that gravel, stone or other underground debris will not be encountered. If such conditions are found, it may result in additional charges for extra labor.

#### **SCOPE OF WORK**

Company will provide the labor and materials necessary to perform the work outlined in this Contract. No work shall be done nor material furnished except as specified or subsequently agreed to in writing. The scope of work recommended is based upon observations during our inspection and information provided by homeowner. We reserve the right to make modifications necessary in our work or materials used. Any methods, materials or procedures discussed by our specialists are for general use and individual circumstances may require modifications during the installation process.

**NOTE: The price quote is guaranteed for 30 days from the date of this proposal and is subject to change thereafter**

#### **NOTICE OF WISCONSIN LIEN RIGHTS**

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BASEMENT REPAIR SPECIALISTS, LLC HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICE, MATERIALS, PLANS, OR SPECIFICATION FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS (AT THE ADDRESS ON THE FRONT OF THIS DOCUMENT) IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO BASEMENT REPAIR SPECIALISTS, LLC ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. YOU AS OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO YOUR MORTGAGE LENDER, IF ANY. BASEMENT REPAIR SPECIALISTS, LLC AGREES TO COOPERATE WITH THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

#### **Owner's Right to Cancel**

You may cancel this agreement by mailing a written notice to **Basement Repair Specialists, LLC at 1400 S. Van Dyke Rd., Appleton, WI 54914** before midnight of the third business day after you signed this agreement. If you wish, you may use this page as that notice by writing "I hereby cancel" and adding your name and address. A duplicate of this page is provided by the seller for your records.

Initial: \_\_\_\_\_

**Payment Terms:**

Basement Repair Specialists, LLC REQUIRES A DOWN PAYMENT BEFORE THIS WORK WILL BE ADDED TO THE JOB LIST. The unpaid balance is DUE ON DATE OF INSTALLATION to Job Foreman unless otherwise specified in writing. A delinquency charge of 1 ½% per month will be charged on all accounts past due (annual percentage of 18%). Any changes from the work agreed upon will be valid only if the changes and price hereof are agreed to in writing by both parties.

**PERMIT FEES OR GOVERNMENT REQUIRED ENGINEERING FEES, IF ANY, WILL BE BILLED AT COST AT THE END OF PROJECT.**

**Acceptance of Proposal**

The above price, specifications and conditions are satisfactory and hereby accepted. Basement Repair Specialists, LLC is authorized to do the work as specified. Payments will be made as stated above. This proposal may be withdrawn by Basement Repair Specialists, LLC at any time, before the contract is fully executed. The undersigned agrees to pay all costs of collection and actual attorneys' fees in enforcing this agreement.

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Basement Repair, Specialist

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Basement Repair, Authorized Representative

\_\_\_\_\_  
Date:



Toll Free: 855-554-RAIN (7246) Fully Insured, License # BC686374



## Chronology of the step-by-step claim and response interaction between consumers and contractors/suppliers

*Step One: Notice of Claim* - At least 90 working days before commencing an action against a contractor or window or door supplier or manufacturer, a claimant must deliver a written notice of the alleged defect to the contractor.

*Step Two: Contractor's Response* - The contractor will have 15 working days (or 25 working days if it involves a defect involving a window or door supplier) to provide the claimant with a written: (1) offer to repair or remedy the defect; (2) offer to settle the claim with a monetary payment; (3) offer of a combination of (1) and (2); (4) statement that the contractor rejects the claim and the reasons for rejecting the claim; or (5) proposal to inspect the alleged defect or perform any necessary testing.

*Step Three: Claimant's Response* - If the contractor rejects the claim, the claimant may proceed to commence an action against the contractor. The claimant must serve written notice on the contractor within 15 working days if he or she either accepts any offer or rejects an offer. Note that if the claimant has a claim against a window or door supplier or manufacturer, the claimant should contact the supplier to ensure that the supplier received a notice of the claim from the contractor.

*Step Four: Contractor's Supplemental Response* - If the claimant rejects the offer, the contractor has five working days to provide a written supplemental offer or a notice that no additional offer will be made.

*Step Five: Claimant's Response* - If the contractor has provided the claimant written notice that no additional offer will be made, the claimant may commence a lawsuit or other action against the contractor. If the claimant has received a supplemental offer from the contractor, the claimant must respond within 15 working days.

## More Highlights

- Claimants may accept settlement offers, accept them in part, or reject offers, doing so via detailed written notice.
- The law does not apply where there is no contract to construct, as in the case of purchasing an existing home.
- Remedies to claims may involve repairs, monetary payment, or a combination of repairs and payments.
- Contractors and suppliers have the right to inspect and, as appropriate, test alleged defects.
- Access must be provided in a timely fashion for inspections, tests, and repairs.
- Additional claims made or discovered after an original claim are treated as separate in terms of time and process.
- There is a different timetable and process for the claims and responses if a contractor seeks contribution from a supplier.
- Failure by the claimant, contractor, or supplier to follow the "Right to Cure Act" can result in delay or dismissal of legal or arbitration actions.

The Wisconsin Department of Commerce does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request. Contact the Safety and Buildings Division at 608-266-3151, or TTY 608-264-8777.

## Wisconsin's Framework for Successful Communications Between Consumers and Contractors

2005 Wisconsin Act 201, the "Right to Cure Law," says that



consumers at the time of contracting for construction or remodeling work for dwellings must be provided with this brochure describing requirements for making any future claims of construction defects.

The "Right to Cure Law" also provides timetables and steps to help solve disputes and misunderstandings between consumers and contractors related to residential construction and remodeling, before going to court or arbitration.

People who feel they have a claim concerning defective workmanship or materials need to provide written notice to contractors or suppliers before any legal action may be filed. The contractors and suppliers have the opportunity and the responsibility to respond to claims.



This brochure highlights some of the provisions of the "Right to Cure" Law, and is not a complete description of the law, and is not a substitute for legal representation.

SBD-10845 (V4-R09/13/06)



The "Right to Cure Law" requires that before any dwelling construction begins, consumers must be provided with this brochure prepared by the state Department of Commerce, and the following notice:

Notice Concerning Construction Defects

Wisconsin law contains important requirements you must follow before you may file a lawsuit for defective construction against the contractor who constructed your dwelling or completed your remodeling project or against a window or door supplier or manufacturer. Section 895.07 (2) and (3) of the Wisconsin statutes requires you to deliver to the contractor a written notice of any construction conditions you allege are defective before you file your lawsuit, and you must provide your contractor or window or door supplier the opportunity to make an offer to repair or remedy the alleged construction defects. You are not obligated to accept any offer made by the contractor or window or door supplier. All parties are bound by applicable warranty provisions.

The Wisconsin Department of Commerce prepared this brochure, but does not investigate, arbitrate, or judge consumer-contractor/supplier disputes. Those disputes are solved through the "Right to Cure Law" process, by the state's court system, and, for alterations and additions, the Home Improvement Practices Code, ATCP 110, of the state Department of Agriculture, Trade, and Consumer Protection.



**The "Right to Cure Law" provides the steps and timetables to be followed in resolving any claims of dwelling construction defects by consumers against contractors or suppliers. Claims must be pursued through the "Right to Cure Law" process before arbitration or before legal action.**

If no agreement has been reached concerning the alleged defect after the structured exchange of communications between a claimant and the contractor or supplier, according to the "Right to Cure Law" process, the claimant may file a legal action in court or go to arbitration.

Construction defects can involve workmanship, materials, or code requirements in new construction or remodeling, but not maintenance or repairs.

Consumers and contractors or suppliers are bound by warranty terms for products or services. A warranty can define a construction defect.

A dwelling is any premise or portion of a premise that is used as a home or place of residence. This also includes existing driveways, sidewalks, swimming pools, patios, porches, detached garages, etc.

Claims are a request or demand to remedy a construction defect caused by a contractor or supplier. Claims may be made by owners, tenants, or property associations.

Claimants have a number of responsibilities in making timely specific written claims to contractors and suppliers.



Contractors are persons who enter into written or verbal contracts to construct or remodel a dwelling. Suppliers are persons who manufacture or provide windows or doors for a dwelling.

The steps for claims and responses are defined in the "Right to Cure Law." Claims must include specific written description of alleged defects and evidence to substantiate the nature and cause of defects. Responses to claims and other written communications must also be specific to allegations and evidence.

Contractors or suppliers must respond to a written claim within a set number of working days either by offering to repair or remedy in some fashion, by requesting an opportunity to inspect, by involving a supplier, or by rejecting the claim.

2005 Wisconsin Act 201 may be found on the Department of Commerce Web site, as can a PDF copy of this brochure: [http://commerce.wi.gov/SB/SB-Div\\_Publications.html](http://commerce.wi.gov/SB/SB-Div_Publications.html). Contact legal counsel for more information on the "Right to Cure Law," and consumer and contractor rights and responsibilities.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/28/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |   |  |                                    |
|--|---|--|------------------------------------|
| <b>PRODUCER</b><br>Spectrum Insurance Group<br>PO Box 3395<br>Oshkosh WI 54903               | <b>CONTACT NAME:</b> Kristin Boevers<br><b>PHONE (A/C No. Ext):</b> 920-426-2431<br><b>E-MAIL ADDRESS:</b> kristin.boevers@spectruminsgroup.com |  | <b>FAX (A/C, No):</b> 920-385-0855 |
|  | <b>INSURER(S) AFFORDING COVERAGE</b>  |  |                                    |
| <b>INSURED</b><br>Basement Repair Specialists LLC<br>1400 S Van Dyke Rd<br>Appleton WI 54914 | <b>INSURER A:</b> Western National Insurance Co   |  | <b>NAIC #</b><br>15377             |
|  | <b>INSURER B:</b>   |  |                                    |
|  | <b>INSURER C:</b>   |  |                                    |
|  | <b>INSURER D:</b>   |  |                                    |
|  | <b>INSURER E:</b>   |  |                                    |
|  | <b>INSURER F:</b>   |  |                                    |

**COVERAGES**

CERTIFICATE NUMBER: 822523084

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |              |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|--------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | CPP1239223    | 6/21/2021               | 6/21/2022               | EACH OCCURRENCE   | \$ 1,000,000 |
|          |   |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence)                                       | \$ 500,000   |
|          |   |           |          |               |                         |                         | MED EXP (Any one person)  | \$ 10,000    |
|          |   |           |          |               |                         |                         | PERSONAL & ADV INJURY   | \$ 1,000,000 |
|          |   |           |          |               |                         |                         | GENERAL AGGREGATE   | \$ 2,000,000 |
|          |   |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG  | \$ 2,000,000 |
|          |   |           |          |               |                         |                         |   | \$           |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY |           |          | CPP1235281    | 6/21/2021               | 6/21/2022               | COMBINED SINGLE LIMIT (Ea accident)   | \$ 1,000,000 |
|          |   |           |          |               |                         |                         | BODILY INJURY (Per person)  | \$           |
|          |   |           |          |               |                         |                         | BODILY INJURY (Per accident)  | \$           |
|          |   |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident)  | \$           |
|          |   |           |          |               |                         |                         |   | \$           |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000  |           |          | UMB1040873    | 6/21/2021               | 6/21/2022               | EACH OCCURRENCE   | \$ 5,000,000 |
|          |   |           |          |               |                         |                         | AGGREGATE   | \$ 5,000,000 |
|          |   |           |          |               |                         |                         |   | \$           |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N<br>N  | N/A      | WCV1032044    | 6/21/2021               | 6/21/2022               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |              |
|          |   |           |          |               |                         |                         | E.L. EACH ACCIDENT  | \$ 500,000   |
|          |   |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE  | \$ 500,000   |
|          |   |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT   | \$ 500,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

\*\*\* FOR REFERENCE ONLY \*\*\*

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## We Also Offer Financing

**6 Months No Interest**

**- OR -**

**Reduced Interest - 120 Months**

**[To Apply, Click Here](#)**

**WB-45 Cancellation Agreement and Mutual Release**

1 The undersigned Parties agree that the WB-3 Vacant Land Listing Contract  
2 insert type of contract, e.g., offer to purchase, lease, option, etc. (Contract) dated April 21, 2021, for the  
3 property located at 333 Portland Rd  
4 in the City of Waterloo, State of Wisconsin, is canceled and the Parties hereby  
5 release all of their right, title, and interest in and to the Contract, and any and all claims arising out of the transaction.

6 The Parties hereby release the Firms and their licensees from any and all liability for disbursing trust funds as directed  
7 and hereby authorize and direct the Firm or third party holding the earnest money or other trust funds to disburse the  
8 trust funds held on behalf of the Parties as follows:

9 \$ \_\_\_\_\_ shall be disbursed to NA

10 Address (optional): \_\_\_\_\_

11 \$ \_\_\_\_\_ shall be disbursed to NA

12 Address (optional): \_\_\_\_\_

13 This Cancellation Agreement and Mutual Release (CAMR) shall be effective only if all Parties to the Contract have signed  
14 an identical copy of this CAMR (including signatures on separate but identical copies of the CAMR), and if the fully-  
15 executed CAMR has been delivered to the Party initiating the CAMR on or before August 10, 2022  
16 See attached Addendum A. Delivery may be made in any manner authorized in the Contract.

17 **NOTE: The Party initiating this CAMR may withdraw the CAMR prior to acceptance and delivery as provided at**  
18 **lines 13-16.**

19 (X) Ben Filkouski DocuSigned by: July 11, 2022  
20 Party's Signature Ben Filkouski Print Name Here Ben Filkouski Date July 11, 2022

21 (X) Mike Herl DocuSigned by: July 11, 2022  
22 Party's Signature Mike Herl Print Name Here Mike Herl Date July 11, 2022

23 (X) \_\_\_\_\_  
24 Party's Signature Print Name Here Print Name Here Print Name Here Date Date

25 (X) \_\_\_\_\_  
26 Party's Signature Print Name Here Print Name Here Print Name Here Date Date

27 (X) \_\_\_\_\_  
28 Party's Signature Print Name Here Print Name Here Print Name Here Date Date

29 (X) \_\_\_\_\_  
30 Party's Signature Print Name Here Print Name Here Print Name Here Date Date




**ADDENDUM A to WB-45 Cancellation Agreement and Mutual Release**

**Protected Buyer's List – 333 Portland Rd Waterloo, WI**

The following list of protected Buyer's shall be good for 365 days from August 10, 2022 or until August 10, 2023. This is 30 days from receiving notice of the termination of the WB-3 Vacant Land Listing Agreement dated April 21, 2021. Official termination to the WB-3 Vacant Land Listing Agreement shall be August 10, 2022.

- Griffin Armament or assigns
- Timewell Drainage Products or assigns
- Ron Griffin or assigns
- Nate Snyder or assigns
- Cameron Butler or assigns

 BF 7/13/22  
Broker Initials

\_\_\_\_\_  
Seller/Client Initials



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# **PROMOTING YOUR COMMUNITY'S ASSETS**

Best Practices for Rural Communities

June 23, 2022



# Agenda

- ▼ The Changing World
- ▼ The Basics
- ▼ Local Roles
- ▼ Addressing Barriers
- ▼ Approvals
- ▼ Key Takeaways





# The Changing World

- Low Birth Rates
- Aging Population
- Low Unemployment
- Increased Mobility
- Remote Work







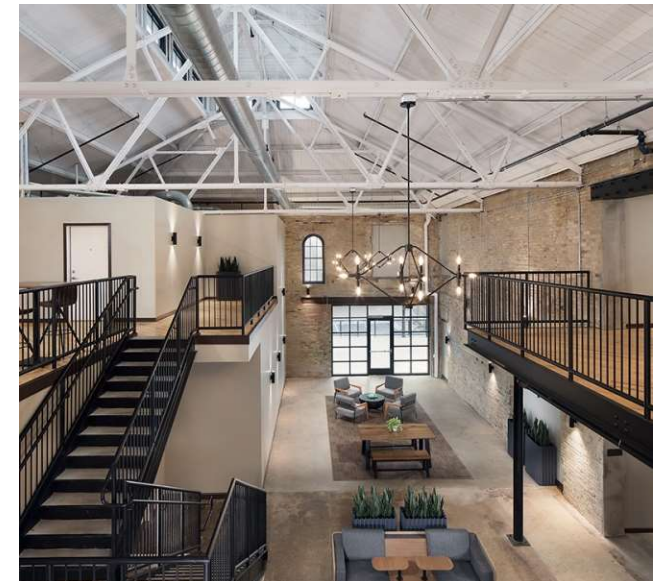
# The Changing World of Economic Development

- Job Creation?
- Talent
- Placemaking
- Talent Attraction Barriers



# THE BASICS

- ▽ Sites
- ▽ Available people at different skill levels
- ▽ Fiscal stability
- ▽ Regulatory environment
- ▽ Local approvals
- ▽ Cost and reliability of utilities
- ▽ Incentives





## LOCAL ROLES

- ▼ Analyze and address talent attraction barriers
- ▼ Know the sites that are available
- ▼ Have current workforce data and know programs
- ▼ Line up support (incentives, approvals)
- ▼ Serve as workforce and entitlements concierge
- ▼ Map and improve approval processes
- ▼ Align with EDO, Region, State



# Talent Attraction Barriers

- What workers are needed?
- What do those workers want and need?
- Who is moving in and why?



# Creating a Housing Strategy

- Construction trades or builders
- Workforce housing
- “Move up” options
- Rehabilitation of substandard units
- Affordable residential lots
- Neighborhood amenities such as sidewalks, landscaping buffers from adjacent land uses, etc.
- Risk-sharing with private market





# Attracting New Residents

- Fond du Lac, WI
- Topeka, KS – now remote workers too
- Merrill, WI
- Maine – college graduate tax credit
- Chattanooga, TN – Geek Move



Sparks fly as a welder works on a frame for a school bus. AP Photo/David Goldman

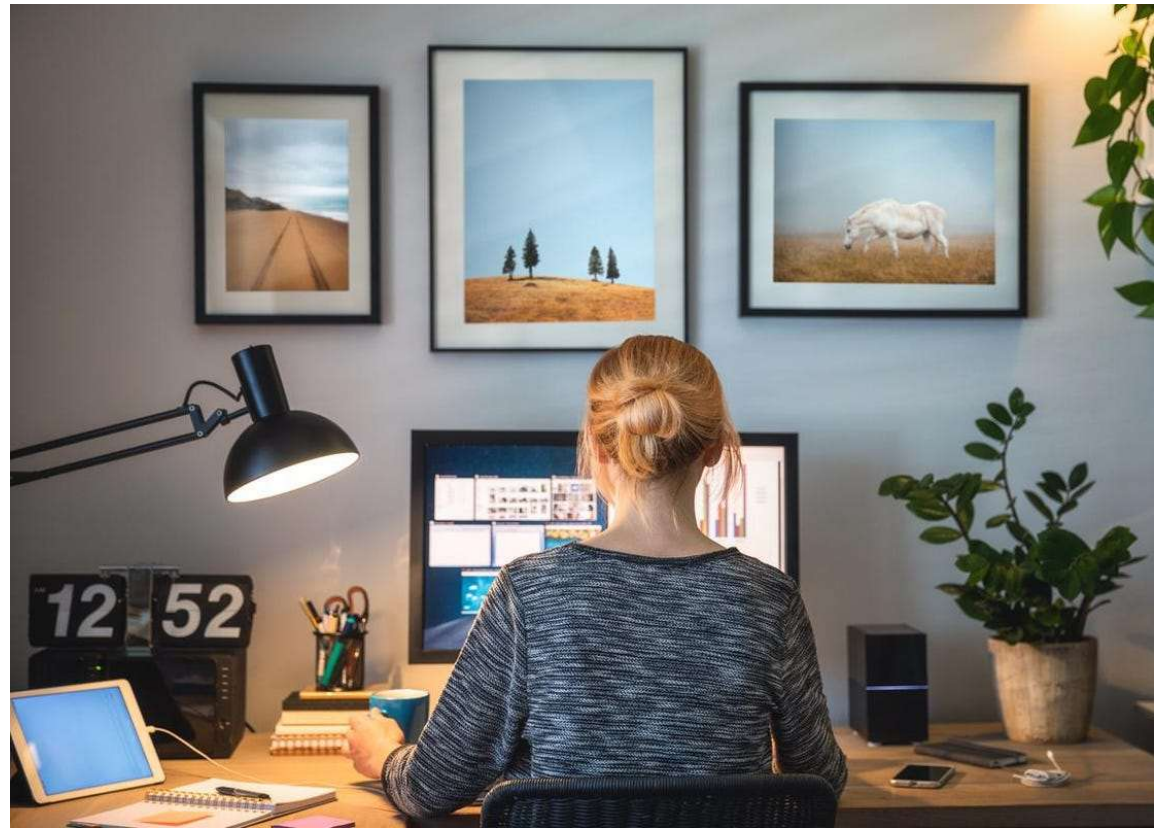
Fond Du Lac Program Offers Workers Up To \$15K To Relocate

New Cash Payment Program Is Part Of A Scramble To Attract Workers



# Supporting Remote Workers

- Broadband
- Co-working spaces
- Make My Move



# Making High Schoolers Sticky

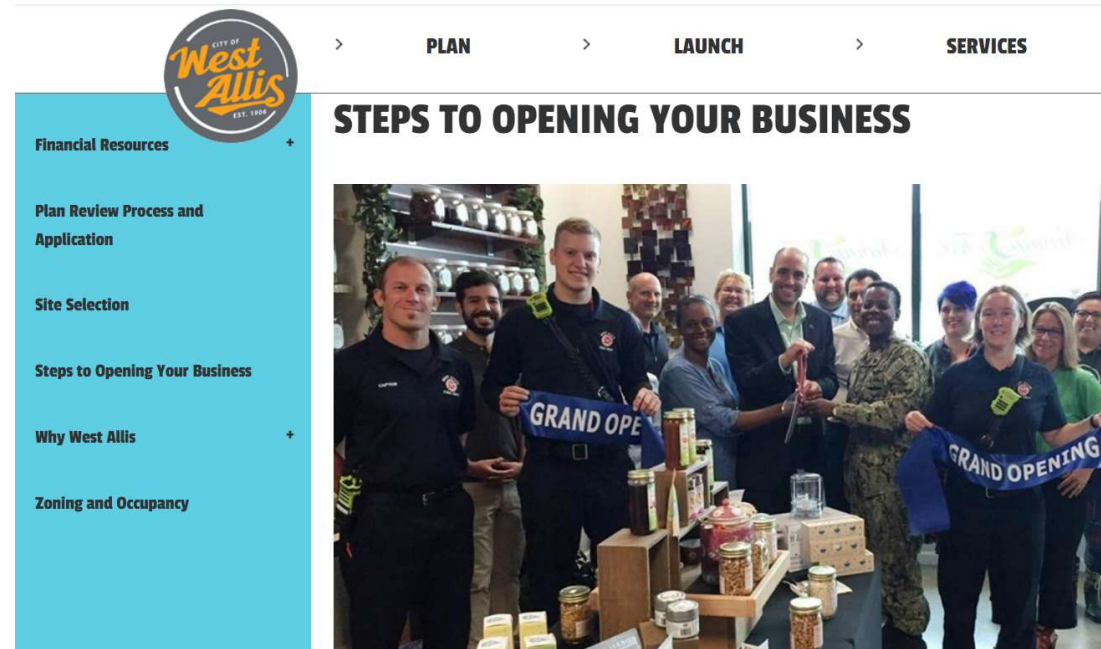
- High school as economic development partner
- Sense of community
- Alumni relations
- Early engagement with local business
- College scholarships/ incentives to return

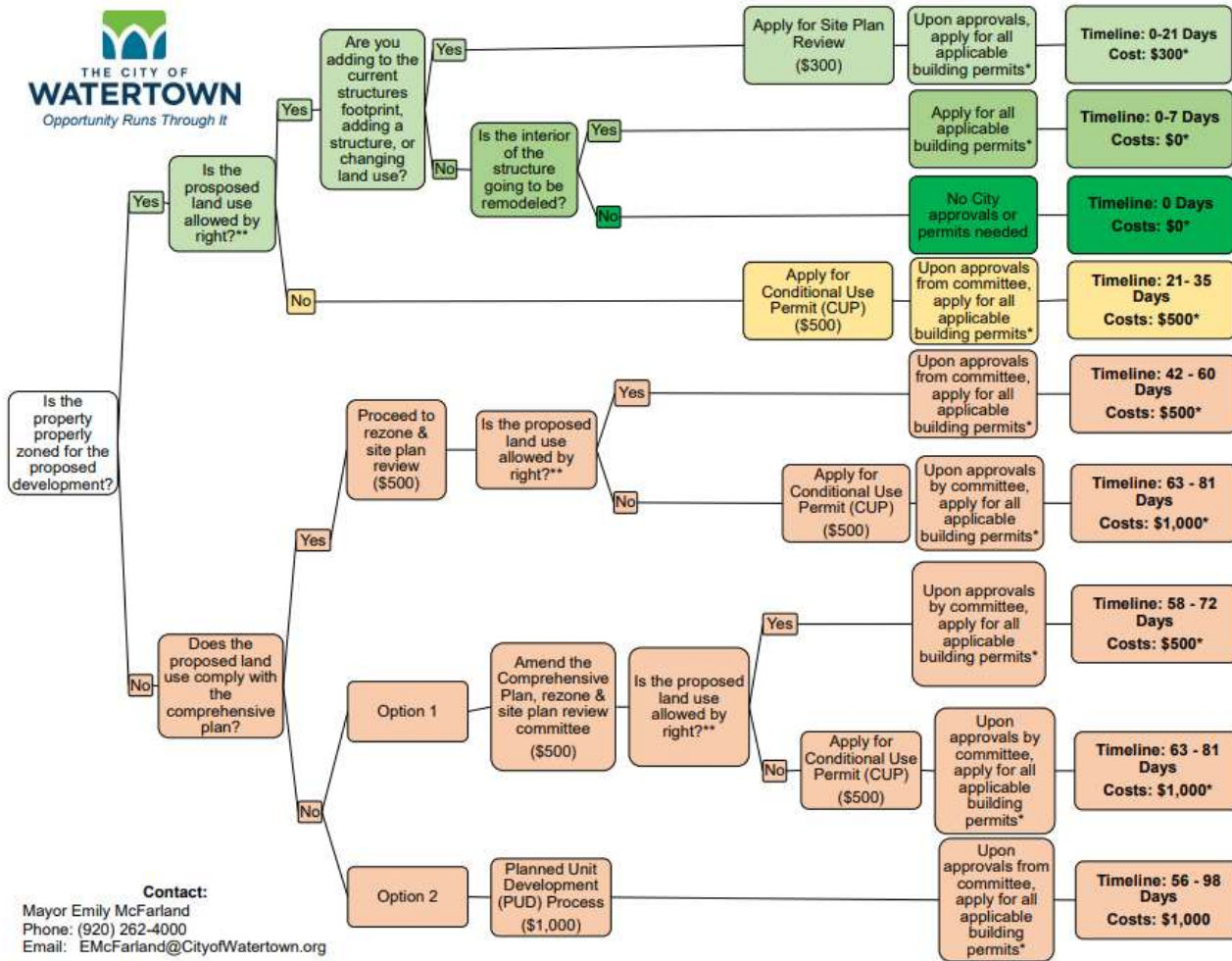




# Mapping Approvals

- Know what's available
- Sense of community, message and buzz
- Business plan assistance and financing help
- Online resources
- Approvals concierge





**Contact:**  
 Mayor Emily McFarland  
 Phone: (920) 262-4000  
 Email: EMcFarland@CityofWatertown.org

\*To apply for applicable **building permits**, use the following link:  
[https://www.ci.watertown.wi.us/departments/building\\_safety\\_and\\_zoning/application\\_forms.php](https://www.ci.watertown.wi.us/departments/building_safety_and_zoning/application_forms.php)

**Plan Commission application:**

- Conditional Use Permit
- Rezone
- Planned Unit Development

[http://www.ci.watertown.wi.us/departments/building\\_safety\\_and\\_zoning/what\\_needs\\_to\\_be\\_reviewed\\_by\\_the\\_plan\\_commission.php#XSeEkutKIuK](http://www.ci.watertown.wi.us/departments/building_safety_and_zoning/what_needs_to_be_reviewed_by_the_plan_commission.php#XSeEkutKIuK)

**Site Plan:**  
[http://www.ci.watertown.wi.us/departments/building\\_safety\\_and\\_zoning/what\\_needs\\_to\\_be\\_reviewed\\_by\\_the\\_site\\_plan\\_review\\_committee.php#XSeQ-utKIuK](http://www.ci.watertown.wi.us/departments/building_safety_and_zoning/what_needs_to_be_reviewed_by_the_site_plan_review_committee.php#XSeQ-utKIuK)

**Zoning Map:**  
[https://www.ci.watertown.wi.us/departments/engineering/docs/Zoning\\_Map.pdf](https://www.ci.watertown.wi.us/departments/engineering/docs/Zoning_Map.pdf)

**Legend / Key**

|        |   |
|--------|---|
| Green  | No Plan Commission or Common Council approvals.                   |
| Yellow | Plan Commission approval, no Common Council approval.             |
| Orange | Plan Commission and Common Council approvals.                     |
| *      | Does not include cost of building/plumbing/electric/HVAC permits. |

\*\* = Chapter 550, Article II provides each Zoning District's allowed by right land uses.

# Permitting Process in Wisconsin

|                   | Permit Category   | Permit/Item Name            | Permit/Regulation Description  | Estimated Time to Obtain the Permit |
|-------------------|---|-----------------------------|--|-------------------------------------|
| Municipal Permits | Village Engineering Review of Civil Site Plans            | Building Permit/Inspections | Review / approval of civil site plans in order to begin construction.  | 1 month                             |
|                   | Zoning  | Building Permit/Inspections | Verify that the placement of structures and the use of land are in accordance with local requirements.   | 1 month                             |
| State Permits     | Wastewater  | Environmental               | Review / approval of plans to ensure wastewater does not have any environmental impacts.   | 90 days                             |
|                   | WPDES   | Water Permits               | Ensures that water discharged during construction is in accordance with effluent limitations, monitoring requirements and other conditions set by the DNR. | 1-2 months                          |
|                   | Building Specific (Structural, MEP, Etc.)                 | Building Permit/Inspections | Review / approval of plans in order to begin building specific construction.   | 6-8 weeks                           |
|                   | Storm Water-Mass Grading & Storm Water Management Package | Environmental               | Review / approval of plans in order to begin construction of Storm Water-Mass Grading.   | 6-8 weeks                           |

Milwaukee 7 can assist a company in navigating the permitting process and is happy to answer any questions while they are making a location decision or after a site is chosen.

If the company is considering using a developer to construct a building, M7 could provide a list of trusted, local developers that are familiar with the building and permitting process in southeastern Wisconsin.



# Key Takeaways



Understand the data



Emphasize your unique assets and sense of place



Make talent/business retention and attraction personal



Strategically address barriers to talent attraction



Align Local with EDO, Region, State





**THANK YOU!**

**Kathryn Berger**

**[Kathryn.berger@cgschmidt.com](mailto:Kathryn.berger@cgschmidt.com)**

**414.793.9637**



## 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>  |