136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

A JOINT MEETING OF THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY AND WATERLOO COMMUNITY DEVELOPMENT COMMITTEE - 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: **March 19, 2019**
Time: **6:00 p.m.**
Location: **Municipal Building, 136 North Monroe Street (room to be determined)**

1. ROLL CALL AND CALL TO ORDER

2. MEETING MINUTES APPROVAL: February 19, 2019 (January 2019 meeting cancelled)

3. CITIZEN INPUT

4. UPDATES & REPORTS
   a. School District Liaison
   b. Citizen Engagement/Outreach – Volunteer Development
   c. Economic Development Plan Implementation Progress
   d. Fund 600 Monthly Financials
   e. Grant Tracking

5. UNFINISHED BUSINESS
   a. Discussion/Action - Identifying A Chamber Of Commerce Liaison
   b. Discussion/Recommendation - 333 Portland Road Redevelopment Recommendation To Council
   c. Use Of 2019 Funding For Professional Services

6. NEW BUSINESS
   a. Maunesha Business Center Cleaning Contract (follow-up to February discussion)
   b. 203 East Madison Street, Completion Of Final Phase (referred by Public Safety & Health Committee)
   c. Considering Residential Condominiums As Single-Family Dwelling Units For Purposes Of Municipal Fee Waiving

7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

8. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Community Development Authority: **Hermanson,** Stinnett, Reynolds, Lewandowski, Osborn and two vacancies
Community Development Committee: **Petts**, Thomas & Osborn
School District Superintendent Brian Henning as School District liaison

Posted, Mailed and E-mailed: 03/12/2019

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

A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: February 19, 2019

1. ROLL CALL AND CALL TO ORDER. The joint meeting was called to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Stinnett, Hermanson, Lewandowski and Osborn. Absent: Reynolds with two vacancies. CDC members present: Osborn and Thomas. Absent: Petts. Others present: Maureen Giese, Diane Graff, Ron Griffin, Brock Henning, Brian Henning and Clerk/Treasurer Hansen.

2. MEETING MINUTES APPROVAL: December 18, 2018. MOTION: Moved by Thomas, seconded by Lewandowski to approve minutes as presented. VOICE VOTE: Motion carried.

3. CITIZEN INPUT. Maureen Giese called for refurbishing a welcome sign on County Highway O. She said she would pay a sum towards sign restoration. She had contacted the Chamber of Commerce about the concept. Andrew Lewandowski offered to serve as point person and/or go between on the matter.

4. UPDATES & REPORTS
    a. School District Liaison. Brian Henning noted referendum project progress; a mid-April starting point; a proposal to enhance traffic signaling on North Monroe Street and a CNC machining course in partnership with Sussek Machine Company.
    b. Citizen Engagement/Outreach – Volunteer Development. Lewandowski described ten individuals expressing interest and three attending a recent Sunday meeting. He was compiling meeting notes. He said the municipal outward appearance of elected officials and limitations of public discussion at recent meetings was disgraceful. He said reasons for citizen engagement given by citizens he had communicated with were almost universally negative reasons. He said people felt disenfranchised and facilitating a positive outward appearance was not being valued. A next meeting was to be determined.
    c. Economic Development Plan Implementation Progress. Noted.
    d. Fund 600 Monthly Financials. Thomas mentioned a high expenditure level for the Maunesha Business Center. Lewandowski said the number of cleanings per month may be too high. Hansen said he would follow-up.
    e. Grant Tracking. DISCUSSION: Hansen said business owner Gregorio Ayala requested completion of the five parking stalls a 217 East Madison Street to increase available parking for downtown patrons.

5. UNFINISHED BUSINESS
    a. Discussion/Action - Identifying A Chamber Of Commerce Liaison. No action.
    b. Discussion/Recommendation - 333 Portland Road Redevelopment Recommendation To Council. DISCUSSION: Griffin said a draft map did not represent the land area he wanted. Lewandowski said it would be of value to retain a direct connection to state highway 19 (Portland Rd). No action taken.
    c. Use Of 2019 Funding For Professional Services. DISCUSSION: Hansen presented a proposal draft. MOTION: moved by Stinnett, seconded by Thomas to table the item until the next meeting.

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. # Hansen said a residential developer prospect may be interested in designating condominiums as qualify as single-family residential units for purposes of municipal fee waiving.

7. ADJOURNMENT. MOTION: By consensus to body adjourned. Estimated time: 6:30 p.m.

Attest:

Mo Hansen
Clerk/Treasurer

City of Waterloo

Economic Development Strategic Plan Implementation Tracking

3/12/2019 3:28 PM

FOCUS: Industrial & Commercial

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
IC1	**Ready 17 acre industrial site (333 Portland Rd) for reuse**		Pursue funding for remediation of blighted site with focus on future industrial reuse and job creation	Site ready with for reuse 1/1/2018		2016 site research; 2017 remediation; 2018 marketing
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	Acquire Site	**Completed**		Clerk/Treasurer		
	EPA Site Rediation	**Completed**	12/1/2017	Clerk/Treasurer		
	Site Demo Funding	**Completed**	12/1/2017	Clerk/Treasurer		
	Site Demo Contractor Bidding	**Completed**	6/7/2018	Clerk/Treasurer		
	Site Demo	**Completed**	6/8/2018	Contractor	Council may award demo contract 7/19/18	
	Close Out Open DNR/EPA Files	In Progress	5/1/2019	EPA / DNR contractor		
	Ready 17 acre industrial site (333 Portland Rd) for reuse	In Progress	5/1/2019	DPW & Waterloo Utilities	Barry & Chad sizing water & sewer details	
	Publish Site Reuse RFP	**Completed**	10/12/2018	Clerk/Treasurer		
	Get eyes on Reuse RFP	In Progress	4/1/2019	Clerk/Treasurer		
	CDA / Council Pick Developer	Not Started	TBD	CDA / City Council		
	Execute Developer Agreement	Not Started	TBD	Clerk/Treasurer / Attorney		

FOCUS: Downtown Commercial Activity

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
DO1	**Draw customers downtown with creative business signage**		Continue matching façade grant program	One location per calendar year		2016-2020
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	103 N. Monroe Awarded	**Completed**	1/15/2018	Clerk/Treasurer	Improvements all interior nothing sign related	

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
DO3	**Fill vacant downtown spaces with interim phase art work in windows**		work with existing property owners	90% occupancy	4/2017 occupancy @ 85%	2016-2020
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	Property owner outreach	**Completed**	1/1/2018	Sue Moe		

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
DO4	**Recruit a full-service restaurant as anchor draw**		develop 3 concepts for building reuse as restaurants	Business recruited	Approved Concept	?????
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	Property owner outreach	Deferred				

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
DO5	**Define downtown as a family-friendly commercial destination**		Establish Street Market	ID leadership; facilitate launch	Municipal seed money forwarded to VirtuMarket	2017-2020
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	ID Leadership	**Aborted**	1/1/2018	Nicole Tuttle	relationship terminated	
	Provide relaunch support	In Progress	Park Coordinator Conducting Survey	Parks Cooridinator	Request for return of disbursed funds	

City of Waterloo

Economic Development Strategic Plan Implementation Tracking

3/12/2019 3:28 PM

FOCUS: Promotion

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
PRO1	**Coordinated external advertising**		Coordinate local businesses advertising	Measurable retail sales increases linked to ad campaign	Approved Concept	????
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	No action	Deferred				

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
PRO2	**Marketing databases & outreach to market area**		PROJECT NEIGHBOR - Build digital market area lists for promotional opportunities	12 creative digital/social media outreach efforts	Data assembly task outsourced to Gabriel Elder (4/15)	2019-2020
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	Concept review	**Completed**		Working Group	Stressed need for opt-in	
	Set-up sign-up box	**Completed**		Clerk/Treasurer	Used at elections; utility commission and other locations'	
	Assemble public data	**Completed**	4/10/2018	Clerk/Treasurer	Voters, property owners, dog owners, others	
	Create outreach communications	**Completed**	4/30/2018	Clerk/Treasurer	Mill / Cleveland contacts; Street Market; Park Events	
	Create outreach communications 2019-2020	In Progress	04/31/2019	Clerk/Treasurer	Need skilled data processing assistance to maximimze results	

FOCUS: Aesthetics & Infrastructure

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
AES1	**Community wide Spring Clean-up**		Promote a coordinated two weekend Spring clean-up period	40 volunteer hrs. for public spaces; less than 5 blight causing properties post event	Approved Concept	First two April weekends
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	No action	Deferred				

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
AES2	**Improve downtown aesthetics & pedestrian amenities**		Adopt a pot planter program on bridges and Veterans Park	Five additional planters in each of the next 4 yrs.	Approved Concept	?????
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	No action	Deferred				

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
AES3	**Implement planned bike conections from local & regional connectivity plans**		Fund parks development plans for paths	One path segment each year	Approved Concept	?????
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	No action	Deferred				

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
AES4	**Offer free garden space, surplus produce to food pantry**		Re-establish seasonal public community garden space	Make available ten garden plots each March	Approved Concept	?????
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	No action	Deferred				

City of Waterloo

Economic Development Strategic Plan Implementation Tracking

3/12/2019 3:28 PM

FOCUS: Communication & Organizational Capacity

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG1	**Engage residents with expanded online presence**	Expand social media with focus on new residents	2,000 FB likes by August 2018	As of 4/18 FB likes: City=870; WRT+676; Parks 644	2016-2020

Task	Status	Due Date	Assignee	Notes
Weekly use of FB	On Going	On-going	Mo, Gabe, Kelli	DP & Library page also exists; all purposefully not coordinated.
Promote use of Waterloo Events Button	On Going	8/1/2018	Kelli, Mo	Asked Chamber (7/10/18) to assist. Task: invite other sites to use/promote community calendar
Repair former High School sign and Install Downtown To Promote Events	Hold pending funding		???	Signage purchased from the School District is in storage

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG2	**Make available New Resident Welcome Packet**	Annually update digital and printed welcome material	100% of new residents reached by August 2018		2016-2020

Task	Status	Due Date	Assignee	Notes
2017 Packets Assembled & Distributed	**Completed**	12/31/2017	Library Staff	Approximately 50 packets distributed
2018 Packets Assembled & Distributed	**Completed**	12/31/2018	Library Staff	Material from a variety of sources

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG3	**Maintain community market data for businesses on City website**	Quarterly update of information	3000 page views annually	Page views less than goal	Quarterly

Task	Status	Due Date	Assignee	Notes
Update econ. dev. webpage	**Completed**	12/31/2017	Clerk-Treas Staff	
Update econ. dev. webpage	On-going	12/31/2018	Clerk-Treas Staff	LocationOne Link on Municipal Page; need to implement WEDC recommendations

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG4	**Broaden funding sources for economic development capacity**	Explore funding options	New support dollars source in 2017, 2018 and 2019		One new funding source each year

Task	Status	Due Date	Assignee	Notes
2017 discussions	**Completed**	12/31/2017	Clerk-Treasurer	No from Junginger Foundation
2019 discussions	On-going	2/19/2019	Clerk-Treasurer	RFP for consulting services

FOCUS: Housing

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
HOU1	**Incentivize new home construction**	Waive all fees for new home construction	Development agreement(s) with residental builder/developers	Approved Concept	2019-2020

Task	Status	Due Date	Assignee	Notes
Consider continuing for 2019	**Completed**	12/31/2018	City Council	
2018 outreach efforts	**Completed**	3/31/2018	Sue Moe	Flyer to real estate agents

	2019-2020 Outreach	On-going	12/31/2020	Clerk/Treasurer	Need private sector partners

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
HOU2	**Increase investment in improving existing housing stock focused along state highways**		Market existing programs directly to property owners in targeted areas along state highways.	10% annual increase in residential projects per permitting application		?????
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	No action	Deferred				

FOCUS: Fostering Entrepreneurial Opportunity

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
ENT1	**Provide easy access to locally based information for those starting, expanding or relocating a business**		Create a "Doing Business in Waterloo" information set with charts describing ease of local development	500 page views per year	Approved Concept	?????
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	No action	Not Started				

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
ENT2	**Encourage business creation with annual opportunity for pop-up store fronts in empty**		Spring pop-up store with graduated rental rents	three pop-up stores each Spring until vacancy rates limit storefront options	Approved Concept	?????
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	No action	Not Started				

FOCUS: 203 East Madison Street Redevelopment

ITEM	GOAL		ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
2016A	**Construct 2015 CDA-CDC concept plan for 203 East Madison Street**		Construct concept plan in phases	Riparian area completed by May 1, 2016	Riparian area completed 2017	
	Task	**Status**	**Due Date**	**Assignee**	**Notes**	
	Contractor riparian area improvements	**Completed**	1/1/2017	Clerk-Treasurer	need to close out DNR grant for this phase	
	Install Permanent wooden fence for safety purposes	**Waiting For Spring Thaw**	3/15/2019	Public Works Dept.	CDA-CDC votes at Nov 2018 meeting to proceed	2019
	Seek funding for remaining build-out per approved concept plan	Not Started	1/1/2019	Clerk-Treasurer	Ayala's Market seeking project completion; Wisconsin DNR is lead funding target	2019

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2019

600-COMMUNITY DEVELOP AUTHORITY

	ASSETS		
600-11100	TREASURER'S CASH	11,752.29	
	TOTAL ASSETS		11,752.29
	LIABILITIES AND EQUITY		
	FUND EQUITY		
600-34300	FUND BALANCE	12,681.05	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(928.76)	
	TOTAL FUND EQUITY		11,752.29
	TOTAL LIABILITIES AND EQUITY		11,752.29

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2019

FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	PUBLIC CHARGES FOR SERVICE					
600-46-4674-000	MBC BUILDING RENTAL	.00	200.00	1,200.00	1,000.00	16.7
	TOTAL PUBLIC CHARGES FOR SERVICE	.00	200.00	1,200.00	1,000.00	16.7
	MISCELLANEOUS REVENUES					
600-48-4850-000	DONATIONS LOCAL	.00	.00	1,000.00	1,000.00	.0
	TOTAL MISCELLANEOUS REVENUES	.00	.00	1,000.00	1,000.00	.0
	OTHER FINANCING SOURCES					
600-49-4926-000	TRANSFER FROM TIF (TID#1)	.00	.00	25,000.00	25,000.00	.0
	TOTAL OTHER FINANCING SOURCES	.00	.00	25,000.00	25,000.00	.0
	TOTAL FUND REVENUE	.00	200.00	27,200.00	27,000.00	.7

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2019

FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	DEPARTMENT 5130					
600-51-5130-211	ATTORNEY ATTORNEY FEES	262.50	262.50	.00	(262.50)	.0
	TOTAL DEPARTMENT 5130	262.50	262.50	.00	(262.50)	.0
	MAUNESHA BUSINESS CENTER					
600-51-5162-221	MAUNESHA BUSINESS ELECTRIC	34.96	34.96	1,500.00	1,465.04	2.3
600-51-5162-222	MAUNESHA BUSINESS HEAT	198.37	376.03	900.00	523.97	41.8
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	55.27	55.27	500.00	444.73	11.1
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	200.00	400.00	750.00	350.00	53.3
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	.00	.00	750.00	750.00	.0
	TOTAL MAUNESHA BUSINESS CENTER	488.60	866.26	4,400.00	3,533.74	19.7
	PLANNING AND CONSERVATION					
600-56-5630-220	PROJECT CDA PROGRAMS	.00	.00	22,800.00	22,800.00	.0
	TOTAL PLANNING AND CONSERVATION	.00	.00	22,800.00	22,800.00	.0
	TOTAL FUND EXPENDITURES	751.10	1,128.76	27,200.00	26,071.24	4.2
	NET REVENUE OVER(UNDER) EXPENDITURES	(751.10)	(928.76)	.00		

Mo Hansen

From: Mo Hansen <cityhall@waterloowi.us>
Sent: Thursday, February 21, 2019 11:24 AM
To: Waterloo Clerk/Treas Office
Subject: Outcome of Peachy Clean outreach / RE: City of Waterloo follow-up / Maunesha Business Center cleaning costs

CDA-CDC,

This morning, Ronny Thompson (Peachy Clean CEO) agreed to the change of service terms outlined below. The outcome of this agreement are:

- Cleaning service will be reduced to once a month.
- 2019 total service charges will be $760 for the calendar years. The budget figure is $750.
- A rate of $45 per month is instituted effective May of 2019. Carrying the new monthly rate across 12 months of 2020 means total 2020 service charge is $540.
    - The 2020 budget for this line item can be reduced from its 2019 level of $750 to $540, a 28% reduction.

Thank you for the questions raised at 2/19 CDA-CDC meeting.

Mo Hansen | Clerk/Treasurer | City of Waterloo | 920.478.3025

From: mhansen@waterloowi.us [mailto:mhansen@waterloowi.us]
Sent: Thursday, February 21, 2019 10:47 AM
To: Ronny Thompson <ronny@peachycleannow.com>
Cc: 'mkawula@waterloowi.us' <mkawula@waterloowi.us>; Michael Hermanson <Michael_Hermanson@charter.net>; Jeanette Petts (Jeanette.petts@yahoo.com) <Jeanette.petts@yahoo.com>
Subject: FW: City of Waterloo follow-up / Maunesha Business Center cleaning costs

Ronny,
We have another change is contract terms. This one was sought by the Waterloo Community Development Authority for the Maunesha Business Center (117 East Madison Street). It was included in their 2019 approved budget. It is already February. We've been slow in implementing the change approved in November. So I 'm asking here for a service and charge modification.

1. See below for current service charge and cleaning frequency. (I have a call in to Liz to confirm that service frequency has been four times a month for January).
2. For 2019 to date, we've been billed and paid for four months of service (4 x $100 or $400).
3. To align 2019 service with the approved 2019 budget, I propose the following:
    a. Service for this location *change immediately* from once a week to once a month.
    b. We have already paid $100 for the first four months.
    c. Beginning with the June service a charge of $45 per month be billed for a once a month service.

Please call or email to discuss. Thank you.

Mo Hansen | Clerk/Treasurer | City of Waterloo | 920.478.3025

From: Mo Hansen [mailto:cityhall@waterloowi.us]
Sent: Thursday, February 21, 2019 10:06 AM
To: Mo Hansen (mhansen@waterloowi.us) <mhansen@waterloowi.us>

Cc: 'mkawula@waterloowi.us' <mkawula@waterloowi.us>
Subject: City of Waterloo follow-up / Maunesha Business Center cleaning costs

Community Development Authority and Community Development Committee:

Here is my follow-up on Maunesha Business Center cleaning service questions raised by Tim and others at the 2/19 CDA-CDC meeting.

About invoicing and contract.

- You were presented figures through 1/31/2019.
- Attached is the February invoice showing documentation of billing and payment steps.
- Like the January invoice we were billed and paid for two months.
- The monthly charge is $100.
- Service is provided weekly.

About 2019 budgeting.

- The budget as presented by the CDA and approved by the City Council is on the municipal website and shown here.
- The proposed and adopted budget calls for a 37.5% reduction in cost compared to 2018 budget.

My action:

- I will contact Peachy Clean today and ask for a 37.5% reduction in the contract, assuming a comparable reduction in service.

Mo Hansen | Clerk/Treasurer | City of Waterloo | 920.478.3025

City of Waterloo Grant Tracking

2/16/2019 1:14 PM

by Clerk/Treas.

Oversight	Grant Name	Award (Y/N)	Funding What Project(s)	Application Submitted?	Award Date	Award Amt	Est. Close Out	Local Match?	Next Admin Action	Project Status
???	Public Service Comm. Energy Innovation Grant	Y	Electric lights and fixtures upgrades in City Hall, Fire Dept.,Public Works bldg., Firemen's Park and Library	completed	9/27/2018	$50,000 + $10,000 in Focus on Energy incentives	12/13/2019	26,033	City Council accepts grant award; sign contact with electrical installer	Waiting on Public Service Commission grant contract
???	WEDC Site Assessment Grant	Y	333 Portland Rd site assessment phase 2	Submitted 5/1	TBD	The ask amount is $113,333	12/31/2018	50% local; may need special resolution to document this	Confirm answers to underwriter are aproved	Jason Scott is saying award has been made even though underwriter has questions
Council	Idle Site Industrial Grant	Y	333 W Madison St demo; site remediation, Movin' Out incentive, pedestrian bike path, bridge removal	Nov 2013	4/3/2014	$584,000	12/31/2019	Private investment	URGENT Identify developer for Phase 2 work @ 333 W. Madison Street	Grant contract extended by WEDC; motivating developer to begin construction
Public Works & Property Comm	DNR Recycling	Y	General Fund contracted recycling expense & some compost site activities	10/01/2017	TBD	$11,737	annual	no match	Submit future year grant app by May 1	Funded; recurring annual application and award
Public Works & Property Comm	County Bridge/Culvert Aid	Y	Mill/Cleveland Reconstruct	5/1/2018	2020	smaller than needed for 2018 budget	2020	none	Figure out budget gap for project and set up next year receivable	Formally request aid after project done in 2020 using actual costs
Public Works & Property Comm	DNR Private Lead Service Line Program	Y	Private lead water system 2016-2019	June 2016	10/19/2016	$300,000 -no daycares means foregoing 30k	12/31/2019	no match	Prompt action from Mill Street / Cleveland Street non-compliers.	Program active; coordinating with Waterloo Utilities to ensure public water lines updated along with private side
Waterloo Utilities	WPPI Annual Community Development Grant $1000	N	TBD		2018 determined by Waterloo Utilities	$1,000	annual	no match	forward project award ideas to Barry Sorenson for Utility consideration	2017 awarded to Chamber of Commerce
???	USDA loan & grant, multi-year storm water improvements		Potential funding for storm water improvements for 333 Portland Rd; Edison St; Adams St	TBD	TBD	TBD	TBD	Yes. Likely 80% loan 20% muni grant	Phone call with Tammy at Kunkel Engineering Group	Consulting with Tammy at Kunkel Engineerign Group on advisability of submitting.

Mo Hansen

From: mhansen@waterloowi.us
Sent: Saturday, February 23, 2019 8:43 AM
To: Michael Hermanson; Jeanette Petts
Cc: Barry Sorenson
Subject: Additional - FW: CDA-CDC meeting follow-up / professional services RFP - more info
Attachments: 2019-02-19-2019EconDevServices-RequestForProposal.pdf; Madison OZ prospectus 2_14_19.pdf; OZ Symposium Presentation 2_20_19_abrv.pdf

CDA-CDC Chairs Mike and Jeanette with blind copy to rest of CDA-CDC, Mayor and City Council:

This is a follow-on email about a draft RFP for economic development services before the CDA-CDC. The original verbal description of the RFP was 333 Portland Rd. At its December CDA-CDC meeting, comments were made seeking to broaden the scope of work and speed return on the public investment. For more on this see those meeting minutes.

Immediately below are my phone notes from a real estate professional and two development professionals, I've asked to comment on the draft RFP.

2/22/2019 RFP Feedback from Michael Gay:

- Doesn't agree with concept of hiring a consultant to bring in developers.
- RFP scope is too broad. There is no person or firm that has the specialized range of skills needed to cover an industrial project, a potential mix-used project and a citywide housing initiative.
    - There are three different needs. Divide and segment.
- Michael advises…
    - Get eyes on Waterloo 333 Portland Road and 333 West Madison Street by visiting with successful developers and present what Waterloo offers.
        - "…Projects don't happen overnight."
    - Produce a 2-3 page solid prospectus for the two sites. He will work with me to meet directly with 5-10 developers. He forwarded a City of Madison prospectus example (attached).
    - Michael recently convened an Opportunity Zone meeting (attached) involving 100+ developers and investors. Governor Walker didn't designate any Waterloo census tracks as Opportunity Zones, but Michael has access to developer contacts. We can leverage the organization's contact knowledge to make the case for 333 Portland Road and 333 West Madison Street.
    - Michael is ready to partner. He calls for "Blocking and Tackling." Doing the time consuming, necessary work of taking opportunity directly to prospective developers and making our best case.

2/22/2019 RFP feedback from Vicki Pratt:

- Vicki suggests working with the County on its housing study to specifically ID why Waterloo housing starts have been lower than the area. [Her comments: (A) Ixonia growth, due to rural setting, yet can still be in desirable Oconomowoc School District; (B) Johnson Creek growth: proximity to I-94; (C) Developers prefer buildable area less than 10 miles from interstate or major highway.]
- Segment proposal. She can provide access to her contacts for 333 Portland Rd project -- Nick Keys at Dickman; people from Boerke; others.
- Watertown has had the most industrial activity recently, and is now pretty much out of bare ground industrial land. Build on Watertown's successes.
- She attends Manufacturing Matters meetings and has contacts.
- TIF sharing compensation concept is aggressive, *which is what it might take to get it done*.

2/21/2019 RFP feedback from Waterloo real estate agent Michelle Soter.

- There is no single default percentage to plug in when considering broker compensation.
- No firm is going to wait for a TIF payout over five years.
- A broker under contract with the City might be stymied by the need to split compensation with another broker that has an end-user under contract.

Mo Hansen | Clerk/Treasurer | City of Waterloo | 920.478.3025

From: Mo Hansen [mailto:cityhall@waterloowi.us]
Sent: Thursday, February 21, 2019 3:04 PM
To: Waterloo Clerk/Treas Office <cityhall@waterloowi.us>
Subject: CDA-CDC meeting follow-up / professional services RFP - more info

CDA-CDC participants,

This email is intended to provide additional information on the draft RFP presented and tabled at the 2/19/2019 meeting. The original is attached. I received a specific request post-meeting from Andrew which I address here also. Additionally, I've asked for feedback from Michael Gay (Madison Regional Economic Partnership), Vicki Pratt (Jefferson County Economic Development Consortium) and local real estate agent Michelle Soter.

I am writing to gain your support for this RFP. Attached is the working document.

- GOAL.
  - Private investment working within approved municipal plans.
  - Bring in the a skilled professional who can leverage existing developer contacts and networks quickly.
  - Present an innovative compensation structure to recruit a highly motivated person or firm to generate success.

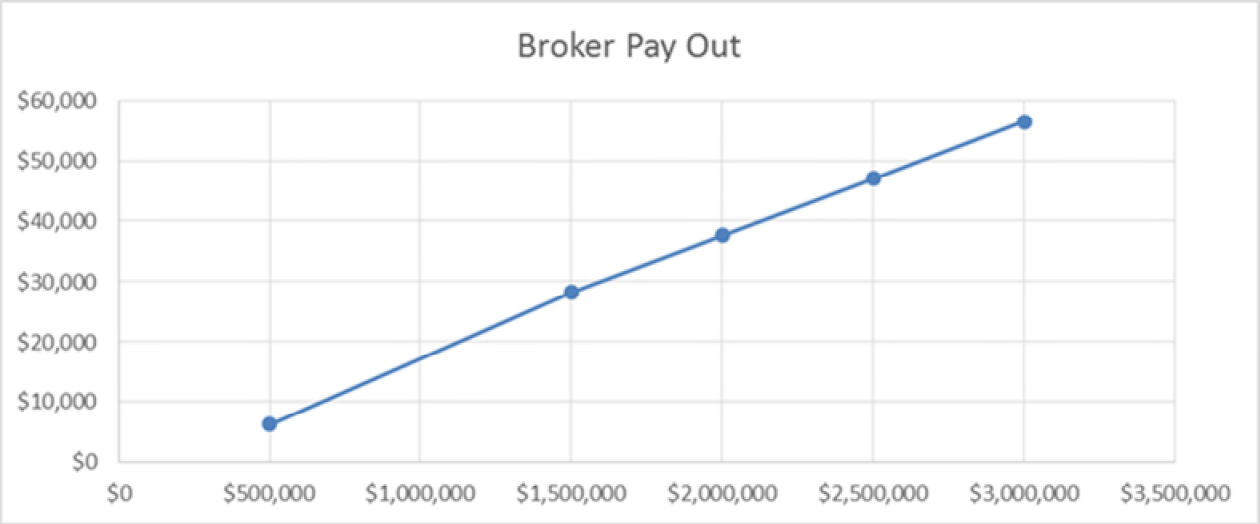
- ABOUT SCOPE OF WORK.
  - My initial concept was to focus on 333 Portland Road. At the December CDA-CDC meeting comments ranged from "more than 333 Portland Rd…" to "faster return on investment" to "… put in a range of work tasks encompassing community development…" The 2/19 draft attempts balance the need for a targeted set of skills with broadening the scope of work beyond 333 Portland Road.

- COMPENSATION.
  - Objectives.
    - Pay a broker/agent to aggressively work in Waterloo's best interest.
    - Pay for promptness and access to the southern Wisconsin marketplace of industrial and residential developers.
  - Assumptions. $25,000 spread across three project initiatives does not go far. One $25,000 7% commission equates to a $357,000 land sale. That is roughly the value of the buildable acres at 333 Portland Road and 333 West Madison Street combined. My assumptions are 333 Portland Road is a land write down to zero, needed to attract a developer and end-user. Therefore there is no land to sell from which to earn a commission. Second assumption, additional incentives are needed for 333 West Madison Street (Phase 2) to move to construction. We don't own the land for at 333 West Madison, so we can't apply a percentage. In both cases a standard percentage fee structure doesn't neatly work.
  - Paying on achieved milestones. The 2019 budget amount -- $25,000 -- is used to pay out on achieved milestones for each of the three initiatives. This offers a broker known pay outs for specific performance.
  - Front loading payout of new tax increment. Michelle Soter said no brokerage company is going to wait 5-years for a pay out of tax increment. Therefore I'm changing the 5-year time period to a front loaded

pay out of the expected 5-years of increment – payable upon completion of a developer's agreement and the issuance of a building permit.

- RANGE OF POSSIBLE INCENTIVE PAYOUTS. Addressing Andrew's post meeting question, the chart below depicts a range of pay outs for just the new tax increment. It doesn't factor in the $25,000 milestone payouts. It assumes these are paid out for favorable performance. A project adding $500,000 of property value results in a $6,268 pay out. The calculations is 10% of first five years of increment front loaded to the first year. A project generating more than $16,000 in new taxes each year receives a 15% share. As shown below, for a $3,000,000 project, the broker percentage is 15% of new taxes each of the first five-years. This equates to a total payout is $56,408.

  For comparison purposes: (a) the Hawthorn & Stone Phase 1 (assisted living facility) is to add $5,000,000 in property value, or $125,350 in new taxes annually; (b) AB E Discovery is adding $3,500,000 in property value, or $87,745 in new taxes annually and; (c) Regius Rubber (620 Commercial Avenue) added $670,000 in property value, or $16,796 in new taxes each year.



Property value added

Mo Hansen | Clerk/Treasurer | City of Waterloo | 920.478.3025

CITY OF WATERLOO

Request for Proposals
Performance Based Economic Development Services
Expediting 2019 Project Progress

Submittal Deadline: _____

Prepared by:

Mo Hansen
Clerk/Treasurer
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

v- 920-478-3025
f- 920-478-2021
email – cityhall@waterloowi.us
web – www.waterloowi.us

PURPOSE

The City of Waterloo seeks to hire an individual or firm to advance currently active economic development projects in calendar year 2019. The successful applicant will be compensated based on a performance-based criteria and will receive a direct share of the first five years of new tax increment generated by the projects.

The selected individual or consultant will work closely with the Mayor, Clerk/Treasurer and the Waterloo Community Development Authority to implement the City's tax incremental finance project plans, and a residential construction initiative.

COMMUNITY BACKGROUND

Waterloo is located in the northwest corner of Jefferson County. It encompasses four square miles and has a population of 3,371 residents. The City is the home of Trek Bicycle, McKay Nursery and many other growing businesses.

(1) Strategically located between the Madison and Milwaukee.

(2) Small town charm at an affordable price.

(3) Abundant outdoor recreational opportunities.

(4) Great schools - both public & private.

(5) Businesses benefit from low cost utilities, a results-based municipal partnership and a skilled workforce.

See: City of Waterloo Economic Development webpage.

SCOPE OF WORK

The service provider will work independently with municipal staff support to generate tangible results for the community. Services are to include:

1. 333 Portland Road Reuse. This industrial site is ready for reuse. Conceptual site plans allow for an 80,000 s.f. industrial facility. See attached.

    a. Identifying one or more development teams to bring about reuse for this 17-acre industrial site.

    b. Facilitate the execution of a tax incremental finance development agreement with guaranteed municipal increment over time.

2. 333 West Madison Street Development. These downtown acres are adjacent to the Maunesha River and a assisted living facility (2019 construction scheduled). The property owner is seeking to sell the remaining acres for the next phase of development. See Economic Development webpage for details.

    a. Identify one or more development teams for the redevelopment of roughly 7-acres of downtown bare ground adjacent to the Maunesha River.

b. Facilitate the execution of a tax increment finance agreement, or similar agreement with private parties which produces municipal increment over time.

3. Residential Construction Initiative. For 2019 and 2020 all new home construction fees are waived. Both platted and undeveloped bare ground is available.

   a. Market Waterloo opportunities to residential developers targeting existing private properties either on the market or coming on the market.

   b. Bring about the issuance of residential construction building permits, with a target of 8 total residential units.

COMPENSATION STRUCTURE

1. 333 Portland Road.

   a. Milestones

      i. Developer project submittal for CDA consideration - $3,500.

      ii. Council project and developer approval - $4,500.

      iii. Increment Sharing

         1. If 5-year average increment defined in agreement is less than $16,000 annually 10% of increment is paid out each of the first five years increment is generated.

         2. If 5-year average increment defined in agreement is greater than $16,000 annually 15% of increment is paid out each of first five years increment is generated.

2. 333 West Madison Street.

      i. Council project and developer approval - $8,000

      ii. Increment Sharing

         1. If average increment defined in agreement is less than $16,000 annually 10% of increment is paid out each of first five years of increment is generated.

         2. If average increment defined in agreement is greater than $16,000 annually 15% of increment is paid out each of first five years increment is generated.

3. Residential Construction Initiative

      i. $2,000 for each Building Permit issued.

PRE-SUBMITTAL MEETING

A meeting is recommended with the Clerk/Treasurer in advance of a submittal.

SELECTION CRITERIA

The evaluation and selection process will consist of a review of RFP's by staff and the Community Development Authority. A recommendation to the City Council will be made based on the following criteria:

- Firm experience in working with communities on similar projects.
- Qualifications and experience of individual(s) directly working in Waterloo.

The successful firm or individual will submit a response to this RFP providing the following:

- Demonstrated consulting experience in Tax Incremental Finance and leveraging private sector investment.
- Examples of past project successes.
- An outline for how project success will be brought to Waterloo.

TENTATIVE SCHEDULE

_____, 2019	RFP Submittal Deadline
Week of ____	Consultant Interviews
March 21, 2019	Contract approval/Project Start

SUBMISSION REQUIREMENTS

Due Date: No later than _____, 2019 at 4:00 p.m.

Email or Deliver To: Waterloo City Hall
Attn: Mo Hansen, Clerk/Treasurer
136 North Monroe Street
Waterloo, WI 53594

Contact: Mo Hansen, Clerk/Treasurer
Telephone: 920/478-3025
Email: mhansen@waterloowi.us

333 Portland Road
Waterloo, Wisconsin

** Available 17-Acre Bare Ground Industrial Site **

THE OPPORTUNITY.

This 17.33 acre site, next to the Waterloo Fire Department, has direct access to State Highway 19. It is 9 miles from I-94. State Highways 19 and 89 are Waterloo's main highway corridors. The community is also served by Wisconsin & Southern Railroad. Ample water, and electric capacity are in place at this location. Municipally owned Waterloo Utilities has a substation located across the north boundary of the site.

Located in Jefferson County, 20 minutes east of Madison, the Waterloo area has a small-town appeal accompanied by quick access to all of the amenities of Wisconsin's capital city. The City of Waterloo has a population of 3,300 and the neighboring Village of Marshall has 3,500 residents.

Strategically located between Madison, Milwaukee and the Fox Valley – Waterloo offers:

- Aggressive incentives and fast project approvals: a results-based municipal partnership.
- Access to the Dane County Labor Market at a substantially lower cost.
- Small town charm at an affordable price.
- Great schools - both public & private.
- Abundant outdoor recreational opportunities.

The City of Waterloo offers a quality of life ideal for families, with beautiful municipal parks and nearby county and state recreational areas, including the 4,000-acre Waterloo Wildlife Area, the 40-acre Garman Preserve, and a 50-acre Firemen's Park featuring a fully restored 1911 C.W. Parker Carousel and the oldest active baseball field in Wisconsin.

The home of Trek Bicycle, Sheehy Trucking Company, Van Holten Pickles, Jim's Cheese, McKay Nursery, Sussek Machine Company and others -- Waterloo's municipal-business partnerships are the cornerstone of this welcoming community. Located just across the Dane County border, in Jefferson County, Waterloo provides cost effective access to the Dane County labor market at a substantially lower cost than building in Dane County.

General surroundings fit for industrial activity with State Highway access.

Community served by Wisconsin & Southern Railroad.

Aggressive TIF financing available.

No significant topography issues.

Industrial zoning.

Fire station proximity equals positive insurance classification rating.

No known environmental, archeological/historical or endangered species impediments to immediate industrial development.

Direct cash incentives designed to benefit your financial situation on Day 1.

For more information about this site, please contact Mo Hansen at 920-478-3025.

Waterloo
Find Your Path Here

OFFERING MORE, DELIVERING MORE.

1. Incentives & Cash Benefits (negotiable estimate). Direct cash incentives for qualifying projects.

2. No Cost Land Acquisition. Land acquisition expense of $0 (zero). This 17 acre site becomes available at no cost in exchange for site development. The site is zoned for industry and ready for build-new construction.

3. Access To The Dane County Labor Market Without The Dane County Price Tag. Twenty minutes from Madison -- Wisconsin's economic engine – our community offers fast, low-cost project approvals with an in-house combined state/local plan review - saving time and lowering construction expense.

4. Utility Rates Lowering Your Cost Of Operation.

Electric Service. Municipally owned Waterloo Utilities is your partner in lowering your cost of doing business. We offer 4-years of electric rates at our wholesale rate under provisions of the New Load Pricing Tariff to qualifying projects.

Waterloo Utilities Superintendent Barry Sorenson and Energy Services Specialist Cory Neeley can help you save energy during the design phase and once you are operating.

New Construction Design Assistance. Waterloo Utilities offers additional financial assistance to overcome barriers that would otherwise prevent the installation of efficiency measures. Technical assistance is available for prescriptive incentives from WPPI Energy, Focus on Energy and other efficiency incentive programs.

Ready Utilities. Great rates and ample capacity exists to serve this project through Waterloo Utilities. Natural gas serviced provided by WE Energies.

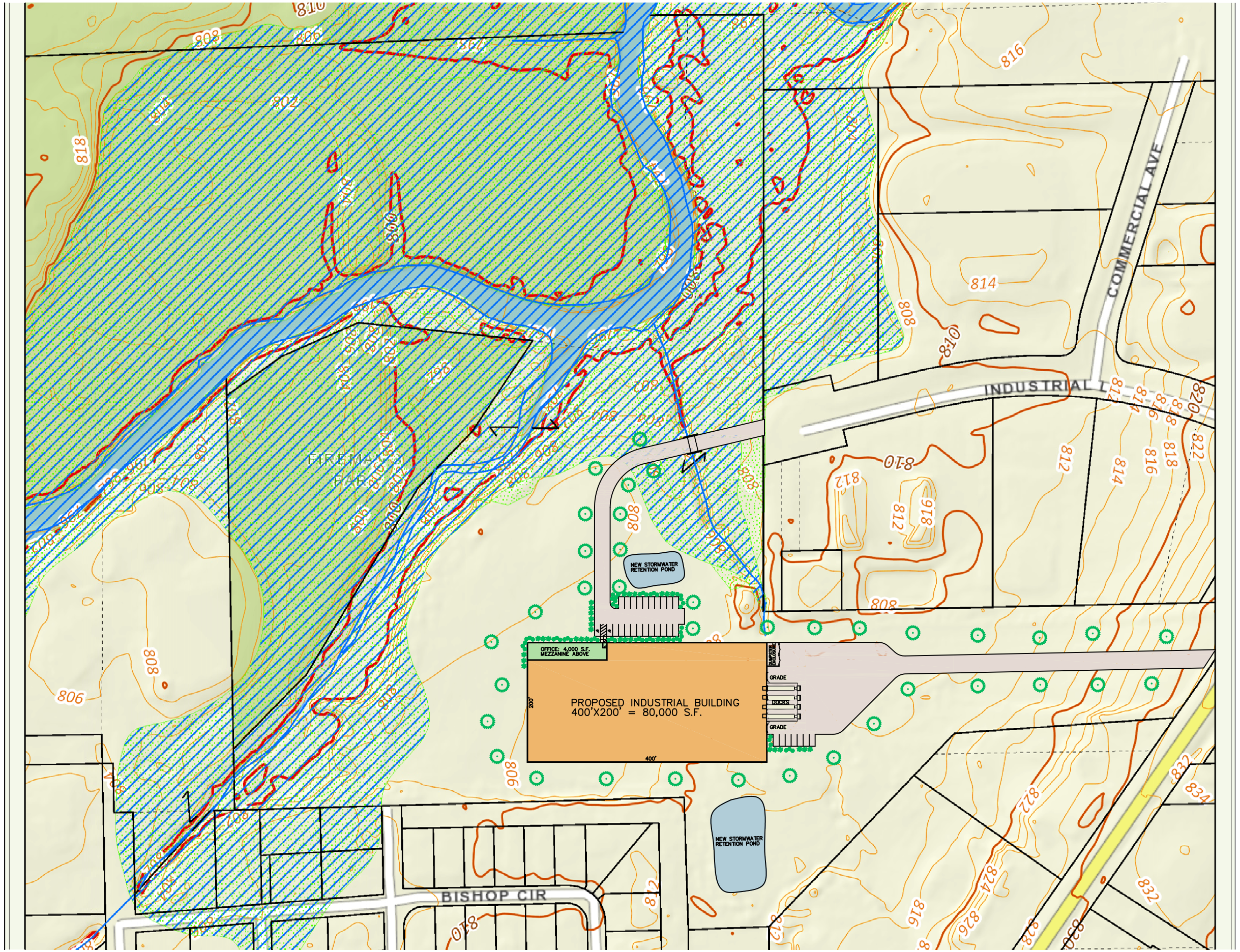
5. A Public/Private Record Of Success: The home of Trek Bicycle, ASCEND Retail Management Solutions, Van Holten Pickles, Jim's Cheese, McKay Nursery, Sussek Machine Company and many others -- Waterloo's municipal-business partnerships are the cornerstone of our welcoming community.

Don't take our word for it. Speak directly with Waterloo's business leaders.

Trek Bicycle	Mark Joslyn	VP Human Resources	(920) 478-2191 x 12631	Mark_Joslyn@trekbikes.com
Sheehy Enterprises	John Sheehy	President	(800) 678-2104	John@Sheehymail.com
ASCEND	Mark Hoggatt	Software Manager	(877) 875-8663	Mark_Hoggatt@ascendrms.com
Van Holten Pickles	Steve Byrnes	General Manager	(800) 255-0619	sbyrnes@vanholtenpickles.com
McKay Nursery	Kurt Popp	President	(920) 478-2121	kpopp@mckaynursery.com
Sussek Machine Co	Chris Feller	President	(920) 478-2126	chrisf@sussek.com

TAKE THE NEXT STEP.

For more information about this City of Waterloo site, contact Mo Hansen with the City of Waterloo at 920-478-3025, or mhansen@waterloowi.us



NORTH

CONCEPTUAL SITE PLAN - 1

N.T.S.

THIS DOCUMENT AND THE INFORMATION HEREWITH IS THE EXCLUSIVE PROPERTY OF OLIVER CONSTRUCTION COMPANY. UNAUTHORIZED USE WILL BE PROSECUTED UNDER SECTION 943.205 OF THE WISCONSIN STATUTES AND IF CONVICTED, THE VIOLATOR SHALL BE SUBJECT TO A FINE NOT TO EXCEED $10,000.00 AND/OR IMPRISONMENT NOT TO EXCEED TWO YEARS

REVISIONS

PROJECT INFORMATION

PROJECT NO. :
DATE : 04/22/14
DRAWN BY : RAB
SCALE : AS NOTED
SHEET TITLE : CONCEPTUAL SITE PLAN

PROJECT TITLE

PROPOSED BUILDING FOR:

WATERLOO, WISCONSIN

OLIVER CONSTRUCTION CO.
1770 EXECUTIVE DRIVE
OCONOMOWOC, WI 53066
PHONE: (262) 567-6677
FAX: (262) 567-4878

SP1.0

PLAT OF SURVEY

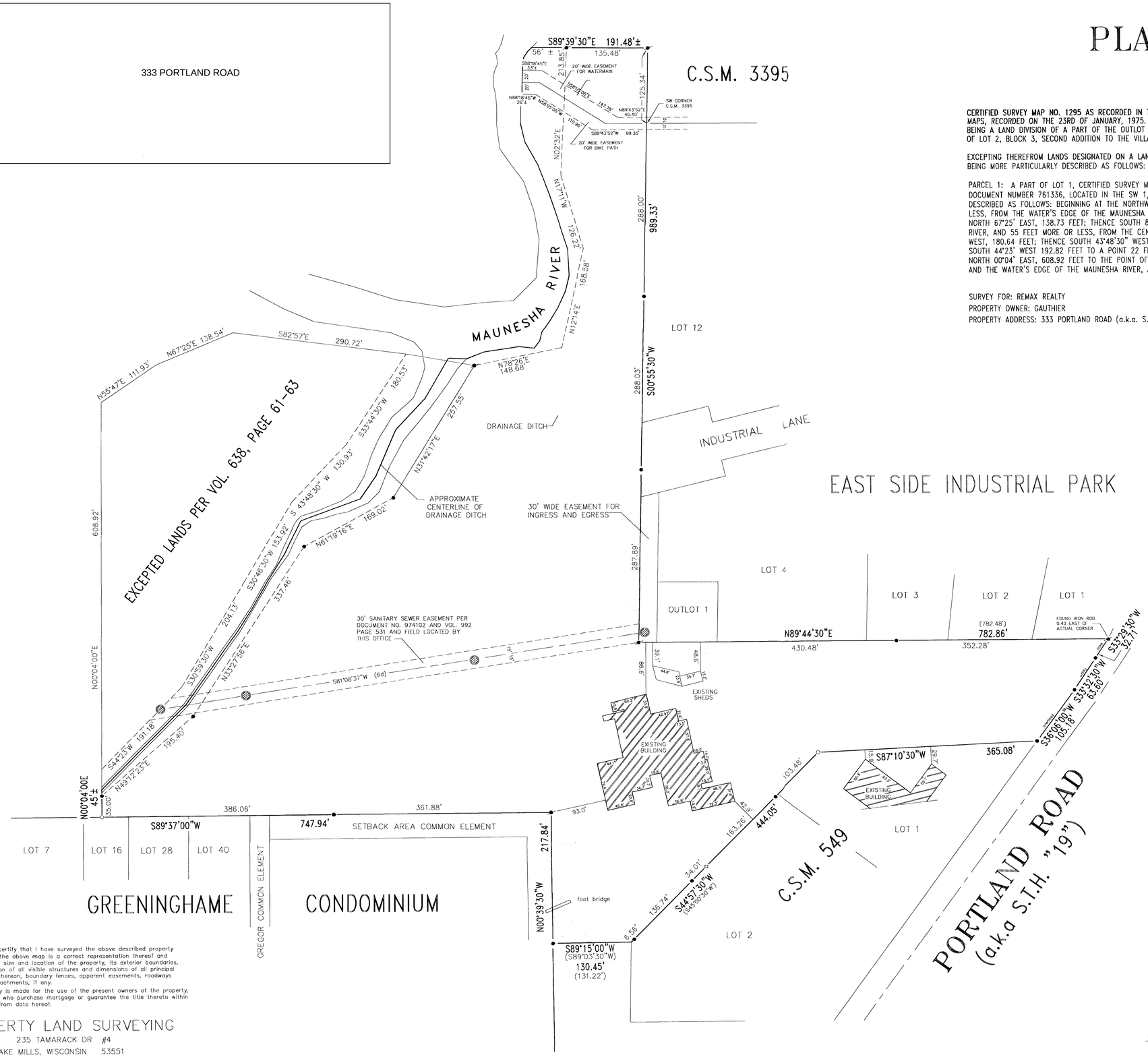
—OF—

CERTIFIED SURVEY MAP NO. 1295 AS RECORDED IN THE JEFFERSON COUNTY REGISTER OF DEEDS OFFICE AS DOCUMENT NO. 761336, IN VOLUME 4 OF CERTIFIED SURVEY MAPS, RECORDED ON THE 23RD OF JANUARY, 1975.
BEING A LAND DIVISION OF A PART OF THE OUTLOT 62 AND OUTLOT 64, ASSESSOR'S PLAT OF THE VILLAGE OF WATERLOO (NOW THE CITY OF WATERLOO) AND A PART OF LOT 2, BLOCK 3, SECOND ADDITION TO THE VILLAGE OF WATERLOO (NOW THE CITY OF WATERLOO), ALL IN THE CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN.

EXCEPTING THEREFROM LANDS DESIGNATED ON A LAND DIVISION MAP, RECORDED IN THE JEFFERSON COUNTY REGISTER OF DEEDS OFFICE AS VOLUME 638, PAGE 63 AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PARCEL 1: A PART OF LOT 1, CERTIFIED SURVEY MAP NUMBER 1295, RECORDED IN VOLUME 4 OF CERTIFIED SURVEY MAPS OF JEFFERSON COUNTY ON PAGE 243, DOCUMENT NUMBER 761336, LOCATED IN THE SW 1/4 OF SECTION 5, TOWNSHIP 8, RANGE 13 EAST, CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN, FURTHER DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWESTERLY CORNER OF LOT 1 OF THE ABOVE DESCRIBED CERTIFIED SURVEY MAP, SAID CORNER BEING 25 FEET, MORE OR LESS, FROM THE WATER'S EDGE OF THE MAUNESHA RIVER, THENCE ON A MEANDER LINE ALONG THE MAUNESHA RIVER NORTH 55°47' EAST, 111.93 FEET, THENCE NORTH 67°25' EAST, 138.73 FEET; THENCE SOUTH 82°57' EAST, 290.72 FEET TO A POINT 13 FEET, MORE OR LESS FROM THE WATER'S EDGE OF THE MAUNESHA RIVER, AND 55 FEET MORE OR LESS, FROM THE CENTERLINE OF A DRAINAGE DITCH; THENCE CONTINUING ON A MEANDER LINE ALONG SAID DRAINAGE DITCH, SOUTH 33°44'30" WEST, 180.64 FEET; THENCE SOUTH 43°48'30" WEST, 130.93 FEET; THENCE SOUTH 30°46'30" WEST, 153.92 FEET; THENCE SOUTH 30°59'30" WEST, 204.13 FEET; THENCE SOUTH 44°23' WEST 192.82 FEET TO A POINT 22 FEET, MORE OR LESS, FROM THE CENTERLINE OF SAID DRAINAGE DITCH, AND THE END OF THE MEANDER LINE; THENCE NORTH 00°04' EAST, 608.92 FEET TO THE POINT OF BEGINNING. CONTAINING 5.03 ACRES OF LAND, MORE OR LESS, INCLUDING ALL LAND LYING BETWEEN THE MEANDER LINE AND THE WATER'S EDGE OF THE MAUNESHA RIVER, AND ALL LAND LYING BETWEEN THE MEANDER LINE AND THE CENTERLINE OF A DRAINAGE DITCH.

SURVEY FOR: REMAX REALTY
PROPERTY OWNER: GAUTHIER
PROPERTY ADDRESS: 333 PORTLAND ROAD (a.k.a. S.T.H. "19")



NOTES:

1.) RIGHT OF WAY LINE ALONG S.T.H. "19" (PORTLAND ROAD) IS PER HIGHWAY RIGHT-OF-WAY RELOCATION ORDER PROJECT NO. 3052-3-21 DATED 11-23-1979.

2.) THERE IS CURRENTLY NO VEHICULAR ACCESS TO SUBJECT PROPERTY FROM S.T.H. "19" (PORTLAND ROAD).

3.) AN APPARENT EASEMENT FOR INGRESS AND EGRESS TO SUBJECT PROPERTY FROM SAID S.T.H. "19" (PORTLAND ROAD) IS SHOWN ON AN ARCHITECT'S DRAWING DATED JUNE 13, 1979 AS DRAWING NO. 7903510. THIS APPARENT EASEMENT IS SHOWN AS A COMMON DRIVEWAY RUNNING FROM S.T.H "19" TO BUILDINGS ON THE SUBJECT PROPERTY ACROSS THE NORTHEASTERLY PORTION OF THE PROPERTY DESCRIBED AS LOT OF 1 OF CERTIFIED SURVEY MAP NO. 549. THIS OFFICE COULD FIND NO OTHER WRITTEN RECORD OF THIS APPARENT EASEMENT AND ANY PHYSICAL EVIDENCE OF SAID ASPHALT DRIVE-WAY COULD NOT BE DISCERNED BY THIS OFFICE AT THE TIME OF THIS SURVEY. C.S.M 549 WAS RECORDED ON OCTOBER 23, 1974 AND C.S.M 1295 WAS RECORDED ON MAY 23, 1975.

4.) ACCESS TO SUBJECT PARCEL IS IN THE FORM OF A 30 FOOT WIDE EASEMENT ALONG THE WEST LINE OF LOT 4 AND ABUTTING OUTLOT 1 OF EAST SIDE INDUSTRIAL PARK.

5.) NO CONCRETE AND ASPHALT IMPROVEMENTS ON AND AROUND SUBJECT BUILDING WERE LOCATED BY THIS OFFICE DUE TO SNOW COVER.

I hereby certify that I have surveyed the above described property and that the above map is a correct representation thereof and shows the size and location of the property, its exterior boundaries, the location of all visible structures and dimensions of all principal buildings thereon, boundary fences, apparent easements, roadways and encroachments, if any.
This survey is made for the use of the present owners of the property, and those who purchase mortgage or guarantee the title thereto within one year from date hereof.

LIBERTY LAND SURVEYING
235 TAMARACK DR #4
LAKE MILLS, WISCONSIN 53551
262-767-8786 262-901-5116

THIS IS NOT AN ORIGINAL PRINT UNLESS THIS SEAL IS RED

FRANKLIN J. LEHMAN S-2211

DECEMBER 29, 2015 — DATE
151201 B — JOB NUMBER

SCALE: 1" = 80'

LEGEND
- FOUND IRON PIPE
- FOUND IRON ROD
- SET IRON ROD
- SET RR SPIKE
- EXISTING MANHOLE
- ( ) RECORDED AS