



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: September 15, 2020  
Time: 6:00 p.m.  
Location: Municipal Building, 136 North Monroe Street (via remote phone conference for participants and public)

### Remote Access Instructions

Join Zoom Meeting: <https://us02web.zoom.us/j/86122162101?pwd=YkZNMUIxa25aaUtQWmxwT0pTdWV1QT09>  
Meeting ID: 861 2216 2101  
Passcode: 980691

### Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 861 2216 2101

Passcode: 980691

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: August 18, 2020
3. CITIZEN INPUT
4. UPDATES & REPORTS
  - a. School District Liaison (verbal)
  - b. Economic Development Plan Implementation Progress Including 333 Portland Road Site Interest List
  - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600
  - d. Grant Tracking (verbal)
  - e. Treyburn Farms (verbal)
5. UNFINISHED BUSINESS
  - a. 203 East Madison Street, Phase 3 - Plan Refinement
  - b. Future Year Planning
    - i. Align CDA Progress Measures And Reaffirm Or Jettison Active Programs And Projects (see Plan Implementation Progress Report)
  - c. Review And/or Council Recommendation Regarding The Clerk/Treasurer's Blight Policy Recommendation
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Calendar

### 7. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer

### Community Development Authority:

Stinnett, Lewandowski, Petts, Whitebird, Kuhl and Weihert with one vacancy  
School District Superintendent Brian Henning as School District liaison

Posted, Mailed and E-mailed: 09/10/2020

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

**WATERLOO COMMUNITY DEVELOPMENT AUTHORITY**  
**MEETING MINUTES: August 18, 2020**

Note: no audio recording was created for this meeting

1. ROLL CALL AND CALL TO ORDER. CDA Chair Stinnett called the meeting to order at 6:00 p.m. which was remotely accessed by all participants. CDA members present Petts, Stinnett, Kuhl, Lewandowski, Whitebird and Weihert. Absent: non-voting member Henning with one vacancy. Others present Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: MOTION: Moved by Petts, seconded by Kuhl to approve the July 21, 2020 meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. School District Liaison – Stinnett noted the delay in the School start and Covid related school services details.
  - b. Economic Development Plan Implementation Progress – Hansen said all Treyburn Farms lots had accepted offers, were sold, or had pending offers. He said he was pivoting to getting private developer eyes on other private property available for residential development.
  - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600 (CDA) – Noted.
  - d. Grant Tracking – Hansen said a new DNR lead grant opportunity would be applied for. It was said DNR staff had targeted the last week of August to announce Stewardship grant awards (203 East Madison St).
  - e. 333 Portland Road, Site Interest List – Hansen said Alder Ron Griffin had called for the City sale of land to RTG Enterprises (Ron & Tama Griffin) be placed on the 8/20 Council agenda. He said the City had countered a Griffin offer of \$5,000 with a figure of \$19,000 for 2.3 acres of land. Hansen said the Dow land transaction was done.
  - f. Treyburn Farms – (see above)
5. UNFINISHED BUSINESS
  - a. 203 East Madison Street, Phase 3 - Plan Refinement. DISCUSSION: Hansen said with grant notification pending, determining project design elements to be handed off to Kunkel Engineering could be an option. Alternatively, he reiterated Whitebird's 7/21 call to hand-off the project to the Parks Department. Whitebird said the Stewardship grant required a 50% local match. Petts indicated dollars past devoted to hiring consulting services may be available. She mentioned TID #2 as a possibility. Lewandowski suggested borrowing or raising taxes to fund the project. He asked for consensus that TID #2 funding would not be appropriate. Kuhl suggested seeking funds from Friends groups, the Junginger Foundation and similar. Kuhl suggested phasing. Weihert suggested having Kunkel proceed with design to sure up the budget figures. Petts suggested selling naming rights. Whitebird said it is a park; the CDA should wait and see on funding. He suggested Haberkorn consider kayak rentals or snowshoe rentals as a means of generating revenue. No action taken.
    - i. Review of DeForest Yarhara River Trailhead. No action taken.
  - b. Review Of Tax Increment Finance District Progress & Clerk/Treasurer's Recommendations. DISCUSSION: Hansen read the 7/21 recommendations. MOTION: Moved by Petts, seconded by Weihert to recommend to the City Council implementation of the six recommendations. VOICE VOTE: Motion carried.
  - c. Future Year Budget Planning And Recommendation
    - i. Align CDA Progress Measures With Budget Planning. DISCUSSION: In response to a Kuhl question, Hansen suggested \$1,200 as a sum for intern help. Weihert said those dollars could come out of TID #3. MOTION: Moved by Petts, seconded by Weihert to recommend the budget as presented to the Finance Committee. VOICE VOTE: Motion carried.
    - ii. Reaffirm Or Jettison Active Programs And Projects. DISCUSSION: Attendees referenced the Plan Implementation Progress Report. No action taken.
6. NEW BUSINESS
  - a. Review Of Community Blight And Action Steps To Address. DISCUSSION: Kuhl said he raised the issue because the CDA is charged with addressing blight. It was noted that the Plan Commission reviews the Blue & White list presented. Petts said the Mayor had assigned tasks. Stinnett indicated the report presented identified SafeBuilt, Public Works, and others responsible for specific items. She questioned the roll the CDA could play. Referencing accountability, Petts suggested a report by the responsible municipal entities every month. She further suggested either issuing citations or removing the referenced ordinances from the books. Whitebird disagreed saying a complaint driven process leads to Police making contact on matters such as

recreational vehicle parking on private property and does not lead to an approach targeting blight. He said fines do not lead to resolution. He suggested neighbors reach out to neighbors; staff reach out to those in non-compliance, knocking on doors working towards solutions. Stinnett said a door-to-door approach would solve some, but not all problems. Lewandowski said an algorithm was needed. A course of action was needed. Petts noted an item since 2015 on the list. Hansen replied saying the matter of blight in that case was recurring over time. Petts said Police, Public Works, the Mayor, whomever was the lead on this should attend the next CDA meeting and spell out what is needed. Weihert said, his employer the City of Middleton, has two code compliance officers. Kuhl said it may be up to a body such as this to make this a better place. Referencing the report columns, Whitebird said municipal staff needs to focus on solutions. Hansen said the priority for attention was life-safety matters followed by property. By consensus, the body requested follow-up at the next meeting. No action taken.

7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

a. Calendar. Noted

8. ADJOURNMENT. MOTION: Moved by Petts, seconded by others to adjourn. VOICE VOTE: Motion carried. Approximate time was 7:41 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer

City of Waterloo  
Economic Development Strategic Plan Implementation Tracking

9/10/2020 11:23 AM

**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
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>
	Acquire Site	Completed		Clerk/Treasurer	
	EPA Site Remediation	Completed	12/1/2017	Clerk/Treasurer	
	Site Demo Funding	Completed	12/1/2017	Clerk/Treasurer	
	Site Demo Contractor Bidding	Completed	6/7/2018	Clerk/Treasurer	
	Site Demo	Completed	6/8/2018	Contractor	
	Close Out Open DNR/EPA Files	Completed	5/1/2019	EPA / DNR contractor	
	Ready 17 acre industrial site (333 Portland Rd) for reuse	Completed	5/1/2019	Clerk/Treasurer	
	Publish Site Reuse RFP	Completed	10/12/2018	Clerk/Treasurer	
	Get eyes on Reuse RFP	In Progress	4/1/2019	Clerk/Treasurer	see site interest list
	Wetland delineation	Completed	6/15/2019	Clerk/Treasurer	Heartland Ecological
	Preliminary geotechnical engineering	Completed	6/15/2019	Clerk/Treasurer	SCS Engineering
	Sell land to Parker Dow	Completed	8/15/2020	Clerk/Treasurer	
	Sell land to Ron Griffin	Aborted	8/15/2020	Clerk/Treasurer	Offer and counter offer expired
	Execute Developer Agreement	Not Started	TBD	Clerk/Treasurer / Attorney	

**FOCUS: Aesthetics & Infrastructure**

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	?????
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>
	No action	Deferred			

**FOCUS: Communication & Organizational Capacity**

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG1	Engage residents with expanded online presence	Expand social media with focus on new residents	2,000 FB likes by August 2018	As of 8/20 = 1250	2016-2020
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>
	Weekly use of FB	On Going	On-going	Mo, Gabe, Kelli	DP & Library page also exists; all purposefully not coordinated.
	Promote use of Waterloo Events Button	Used mostly by Library	On-going	Kelli, Mo	Alder Rhynes completed test of calendar tool

City of Waterloo  
Economic Development Strategic Plan Implementation Tracking

9/10/2020 11:23 AM

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
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>	
	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	
	2020 Packets Info Assembled & Distributed	No project lead	TBD	CDA	Material from a variety of sources	

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
PRO2	Marketing databases & outreach to market area	PROJECT NEIGHBOR - Build digital market area lists for promotional opportunities		12 creative digital/social media outreach efforts		2019-2020
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>	
	Concept review	Completed		Working Group	Stressed need for opt-in	
	Set-up sign-up box	Completed		Clerk/Treasurer	Used at elections; utility commission and other locations'	
	Assemble public data	Completed	4/10/2018	Clerk/Treasurer	Voters, property owners, dog owners, others	
	Create outreach communications	Completed	4/30/2018	Clerk/Treasurer	Mill / Cleveland contacts; Street Market; Park Events	
	Update data & create outreach communications 2019-2020	Aged data; progress halted	Data used for elections & dog license reminder robo-calls & letters	Clerk/Treasurer		

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
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>	
	2017 discussions	Completed	12/31/2017	Clerk-Treasurer	No from Junginger Foundation	
	2019 discussions	Dormant; other priorities taking precedence	revised to 12/1/2019	Clerk-Treasurer	RFP for consulting services REISSUED 10/14/19; No interest expressed; Dollars consumed by match for 223 East Madison Street?	

City of Waterloo  
**Economic Development Strategic Plan Implementation Tracking**  
 9/10/2020 11:23 AM

**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 residential builder/developers	Approved Concept	2019-2020
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>
	Consider continuing for 2019	Completed	12/31/2018	City Council	
	2018 outreach efforts	Completed	3/31/2018	Sue Moe	Flyer to real estate agents
	2019-2020 Outreach (Treyburn Farms Project)	Completed	monthly reports	Mayor / Clerk-Treasurer / Summer Intern	19 of 19 lots either sold, accepted offer, or under contract in some fashion

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		?????
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>
	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	?????
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>
	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	
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>
	Contractor riparian area improvements	Completed	1/1/2017	Clerk-Treasurer	need to close out DNR grant for this phase
	Install Permanent wooden fence for safety purposes	Completed	6/1/2020	Public Works Dept.	CDA-CDC votes at Nov 2018 meeting to proceed
	DNR Stewardship Grant App submittal seeking funding for remaining build-out per approved concept plan	Completed	Parks Coordinator / Garry Whitebird	Parks Coordinator / Garry Whitebird	Grant submitted; will know in August if awarded
	Complete site surface improvements per adopted plan	In Progress	Parks Coordinator	(1) Parks Coordinator; (2) Clerk/Treas	Stewart closed 9/11; Bergan delayed
	Kunkel Engineer Group with revised concept plan for CDA review	In Progress	Kunkel Engineer Group	(1) Mitch Leisses	See 1/21 meeting materials



# **Community Development Authority**

Financial Reports By Fund

Balance Sheet and Budget vs. Actual

Funds 412 - Tax Incremental District #2

Funds 413 - Tax Incremental District #3

Funds 414 - Tax Incremental District #4

Funds 600 - Community Development Authority

# CITY OF WATERLOO

BALANCE SHEET  
AUGUST 31, 2020

## 412-TIF DISTRICT 2 FUND

### ASSETS

412-11100	TREASURER'S CASH	872,205.40	
	TOTAL ASSETS		<u>872,205.40</u>

### LIABILITIES AND EQUITY

#### FUND EQUITY

412-34300	FUND BALANCE	946,953.18	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	( 74,747.78)	
	TOTAL FUND EQUITY		<u>872,205.40</u>
	TOTAL LIABILITIES AND EQUITY		<u>872,205.40</u>

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2020

**FUND 412 - TIF DISTRICT 2 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TIF DISTRICT 2 FUND</u>					
412-41-4111-000 TAX INCREMENTS	13,110.92	51,248.47	60,894.00	9,645.53	84.2
TOTAL TIF DISTRICT 2 FUND	13,110.92	51,248.47	60,894.00	9,645.53	84.2
<u>INTERGOVERNMENTAL REVENUE</u>					
412-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	783.22	.00	( 783.22)	.0
412-43-4366-000 STATE AID PERSONAL PROPERTY	.00	2,036.19	.00	( 2,036.19)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	2,819.41	.00	( 2,819.41)	.0
<u>MISCELLANEOUS REVENUES</u>					
412-48-4830-000 SALE OF CITY PROPERTY	3,900.00	3,900.00	.00	( 3,900.00)	.0
TOTAL MISCELLANEOUS REVENUES	3,900.00	3,900.00	.00	( 3,900.00)	.0
TOTAL FUND REVENUE	17,010.92	57,967.88	60,894.00	2,926.12	95.2

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2020

**FUND 412 - TIF DISTRICT 2 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-320	.00	8.25	.00	( 8.25)	.0
412-51-5112-325	.00	150.00	.00	( 150.00)	.0
TOTAL LEGISLATIVE SUPPORT	.00	158.25	.00	( 158.25)	.0
<u>ATTORNEY</u>					
412-51-5130-211	47.00	140.00	.00	( 140.00)	.0
TOTAL ATTORNEY	47.00	140.00	.00	( 140.00)	.0
<u>DEPARTMENT 5142</u>					
412-51-5142-110	2,215.08	17,720.64	.00	( 17,720.64)	.0
TOTAL DEPARTMENT 5142	2,215.08	17,720.64	.00	( 17,720.64)	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	.00	418.00	.00	( 418.00)	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	418.00	.00	( 418.00)	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	.00	3,372.00	.00	( 3,372.00)	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	3,372.00	.00	( 3,372.00)	.0
<u>CAPITAL PROJECT</u>					
412-57-5701-800	7,540.00	7,557.25	.00	( 7,557.25)	.0
TOTAL CAPITAL PROJECT	7,540.00	7,557.25	.00	( 7,557.25)	.0
<u>TRANSFER TO DEBT SERVICE</u>					
412-59-5929-000	.00	103,349.52	103,350.00	.48	100.0
TOTAL TRANSFER TO DEBT SERVICE	.00	103,349.52	103,350.00	.48	100.0

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2020

**FUND 412 - TIF DISTRICT 2 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
TOTAL FUND EXPENDITURES	9,802.08	132,715.66	103,350.00	( 29,365.66)	128.4
NET REVENUE OVER(UNDER) EXPENDITURES	7,208.84	( 74,747.78)	( 42,456.00)		

# CITY OF WATERLOO

BALANCE SHEET  
AUGUST 31, 2020

## 413-TIF DISTRICT 3 FUND

### ASSETS

413-11100	TREASURER'S CASH	39,369.64	
	TOTAL ASSETS		<u>39,369.64</u>

### LIABILITIES AND EQUITY

#### FUND EQUITY

413-34300	FUND BALANCE	( 749,472.31)	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	788,841.95	
	TOTAL FUND EQUITY		<u>39,369.64</u>
	TOTAL LIABILITIES AND EQUITY		<u>39,369.64</u>

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2020

**FUND 413 - TIF DISTRICT 3 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TAXES</u>					
413-41-4111-000 TAX INCREMENTS	22,810.56	89,162.82	102,403.00	13,240.18	87.1
TOTAL TAXES	22,810.56	89,162.82	102,403.00	13,240.18	87.1
<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	319.95	.00	( 319.95)	.0
413-43-4365-000 STATE AID PERSONAL PROPERTY	.00	903.84	.00	( 903.84)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	1,223.79	.00	( 1,223.79)	.0
<u>MISCELLANEOUS REVENUES</u>					
413-48-4830-000 SALE OF CITY PROPERTY	530.00	530.00	.00	( 530.00)	.0
TOTAL MISCELLANEOUS REVENUES	530.00	530.00	.00	( 530.00)	.0
<u>OTHER FINANCING SOURCES</u>					
413-49-4910-000 LONG TERM DEBT PROCEEDS	.00	1,656,224.90	.00	( 1,656,224.90)	.0
TOTAL OTHER FINANCING SOURCES	.00	1,656,224.90	.00	( 1,656,224.90)	.0
TOTAL FUND REVENUE	23,340.56	1,747,141.51	102,403.00	( 1,644,738.51)	1706.1

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2020

**FUND 413 - TIF DISTRICT 3 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
413-51-5112-320	.00	34.17	.00	( 34.17)	.0
413-51-5112-325	.00	150.00	.00	( 150.00)	.0
TOTAL LEGISLATIVE SUPPORT	.00	184.17	.00	( 184.17)	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214	.00	5,418.00	.00	( 5,418.00)	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	5,418.00	.00	( 5,418.00)	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215	.00	1,370.00	.00	( 1,370.00)	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	1,370.00	.00	( 1,370.00)	.0
<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000	.00	951,327.39	89,148.98	( 862,178.41)	1067.1
TOTAL TRANSFER TO DEBT SERVICE	.00	951,327.39	89,148.98	( 862,178.41)	1067.1
TOTAL FUND EXPENDITURES	.00	958,299.56	89,148.98	( 869,150.58)	1074.9
NET REVENUE OVER(UNDER) EXPENDITURES	23,340.56	788,841.95	13,254.02		

# CITY OF WATERLOO

BALANCE SHEET  
AUGUST 31, 2020

## 414-TIF DISTRICT 4 FUND

### ASSETS

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

### LIABILITIES AND EQUITY

#### FUND EQUITY

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

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2020

**FUND 414 - TIF DISTRICT 4 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TIF DISTRICT 4 FUND</u>					
414-41-4111-000 TAX INCREMENTS	6,623.69	25,890.92	22,007.00	( 3,883.92)	117.7
TOTAL TIF DISTRICT 4 FUND	6,623.69	25,890.92	22,007.00	( 3,883.92)	117.7
<u>SOURCE 43</u>					
414-43-4364-000 STATE AID COMPUTERS	.00	238.03	229.00	( 9.03)	103.9
TOTAL SOURCE 43	.00	238.03	229.00	( 9.03)	103.9
TOTAL FUND REVENUE	6,623.69	26,128.95	22,236.00	( 3,892.95)	117.5

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2020

**FUND 414 - TIF DISTRICT 4 FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>						
414-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
<u>SPECIAL ACCTG AND AUDITING</u>						
414-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	418.00	500.00	82.00	83.6
	TOTAL SPECIAL ACCTG AND AUDITING	.00	418.00	500.00	82.00	83.6
	TOTAL FUND EXPENDITURES	.00	568.00	650.00	82.00	87.4
	NET REVENUE OVER(UNDER) EXPENDITURES	6,623.69	25,560.95	21,586.00		

# CITY OF WATERLOO

BALANCE SHEET  
AUGUST 31, 2020

## 600-COMMUNITY DEVELOPMENT AUTHORITY

<u>ASSETS</u>			
600-11100	TREASURER'S CASH	45,508.61	
	TOTAL ASSETS		<u>45,508.61</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
600-25607	DEFERRED REVENUE	3,460.39	
600-26100	DEFERRED REVENUE	( 3,460.39)	
	TOTAL LIABILITIES		.00
<u>FUND EQUITY</u>			
600-34300	FUND BALANCE	18,204.76	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	<u>2,303.85</u>	
	TOTAL FUND EQUITY		<u>45,508.61</u>
	TOTAL LIABILITIES AND EQUITY		<u>45,508.61</u>

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2020  
**FUND 600 - COMMUNITY DEVELOP AUTHORITY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>SOURCE 41</u>					
600-41-4111-000 LOCAL TAX-GENERAL FUND	1,189.61	4,650.00	4,650.00	.00	100.0
TOTAL SOURCE 41	1,189.61	4,650.00	4,650.00	.00	100.0
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000 MBC BUILDING RENTAL	1,200.00	2,400.00	2,400.00	.00	100.0
TOTAL PUBLIC CHARGES FOR SERVICE	1,200.00	2,400.00	2,400.00	.00	100.0
TOTAL FUND REVENUE	2,389.61	7,050.00	7,050.00	.00	100.0

# CITY OF WATERLOO

BALANCE SHEET  
AUGUST 31, 2020

## 812-LIBRARY SPECIAL REVENUE FUND

### ASSETS

812-11100	TREASURER'S WORKING CASH	291,178.34	
812-11602	LIBRARY MEMORIAL INVESTMENT	43,725.19	
	TOTAL ASSETS		<u>334,903.53</u>

### LIABILITIES AND EQUITY

#### FUND EQUITY

812-34100	FUND BALANCE	122,949.01	
812-34105	COUNTY FUND BALANCE	108,209.93	
812-34106	CLARK MEMORIAL FUND BALANCE	64,186.13	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	39,558.46	
	TOTAL FUND EQUITY		<u>334,903.53</u>
	TOTAL LIABILITIES AND EQUITY		<u>334,903.53</u>

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2020  
**FUND 600 - COMMUNITY DEVELOP AUTHORITY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>DEPARTMENT 5151</u>					
600-51-5151-399 SPECIAL ACCTNG COSTS - MISC	.00	.00	375.00	375.00	.0
TOTAL DEPARTMENT 5151	.00	.00	375.00	375.00	.0
<u>MAUNESHA BUSINESS CENTER</u>					
600-51-5162-221 MAUNESHA BUSINESS ELECTRIC	141.53	385.13	1,000.00	614.87	38.5
600-51-5162-222 MAUNESHA BUSINESS HEAT	10.23	514.51	750.00	235.49	68.6
600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER	64.66	457.67	698.00	240.33	65.6
600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA	.00	90.00	1,160.00	1,070.00	7.8
600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN	.00	3,291.34	.00	( 3,291.34)	.0
TOTAL MAUNESHA BUSINESS CENTER	216.42	4,738.65	3,608.00	( 1,130.65)	131.3
<u>ENGINEERING AND ADMINISTRATION</u>					
600-53-5310-215 ENG & ADMIN PROF FEES	.00	7.50	.00	( 7.50)	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	7.50	.00	( 7.50)	.0
<u>PLANNING AND CONSERVATION</u>					
600-56-5630-220 PROJECT CDA PROGRAMS	.00	.00	250.00	250.00	.0
TOTAL PLANNING AND CONSERVATION	.00	.00	250.00	250.00	.0
TOTAL FUND EXPENDITURES	216.42	4,746.15	4,233.00	( 513.15)	112.1
NET REVENUE OVER(UNDER) EXPENDITURES	2,173.19	2,303.85	2,817.00		

## Mo Hansen

---

**From:** Mo Hansen  
**Sent:** Thursday, September 10, 2020 11:12 AM  
**To:** Housley, Cheryl - DNR; Gabe Haberkorn  
**Cc:** Garry Whitebird  
**Subject:** RE: 2020 WDNR Grant Applications, City of Waterloo - Federal RTP Grant Funds

Cheryl,

A Waterloo Community Development Authority meeting is slated for the evening of 9/15. Has a date been set for State Stewardship, and Federal Land & Water Conservation (LWCF) program grant notifications?

Mo Hansen | Clerk/Treasurer | [City of Waterloo](http://CityofWaterloo) | 920.478.3025

---

**From:** Housley, Cheryl - DNR <Cheryl.Housley@wisconsin.gov>  
**Sent:** Wednesday, September 02, 2020 4:13 PM  
**To:** Gabe Haberkorn <parks@waterloowi.us>  
**Cc:** Mo Hansen <mhansen@waterloowi.us>; Garry Whitebird <gwhitebird@yahoo.com>  
**Subject:** 2020 WDNR Grant Applications, City of Waterloo - Federal RTP Grant Funds

Gabe,

This will advise you that the 2020 (FY21 Funding) project rankings and recommendations for [Federal Recreational Trails Program \(RTP\)](#) are complete. Regrettably, based on final scoring results and a large request for funding, we will be unable to offer [RTP](#) grant assistance for the Maunasha Trail Acquisition and Maunasha Trail Development.

**However, grant project selections for State Stewardship, and Federal Land & Water Conservation (LWCF) programs are not yet complete. Tentative award notices for these grants will be made at a later date.**

Feel free to contact me if you have further questions.

Sincerely,  
-Cheryl

**We are committed to service excellence.**

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

*Cheryl Housley*

Community Services Specialist, Community & Financial Assistance Bureau/Division of External Services

Wisconsin Department of Natural Resources

3911 Fish Hatchery Rd, Fitchburg WI 53711

Cell: (608)669-5982

[Cheryl.Housley@wisconsin.gov](mailto:Cheryl.Housley@wisconsin.gov)



[dnr.wi.gov](http://dnr.wi.gov)





**Legend**

-  Proposed Concrete
-  Existing Green Space
-  Proposed Asphalt
-  Existing Concrete

DRAWN BY: JKB  
 DESIGNED BY: JKB  
 DATE: 1/15/2020  
 SCALE: 1" = 1,600'  
 SHEET:

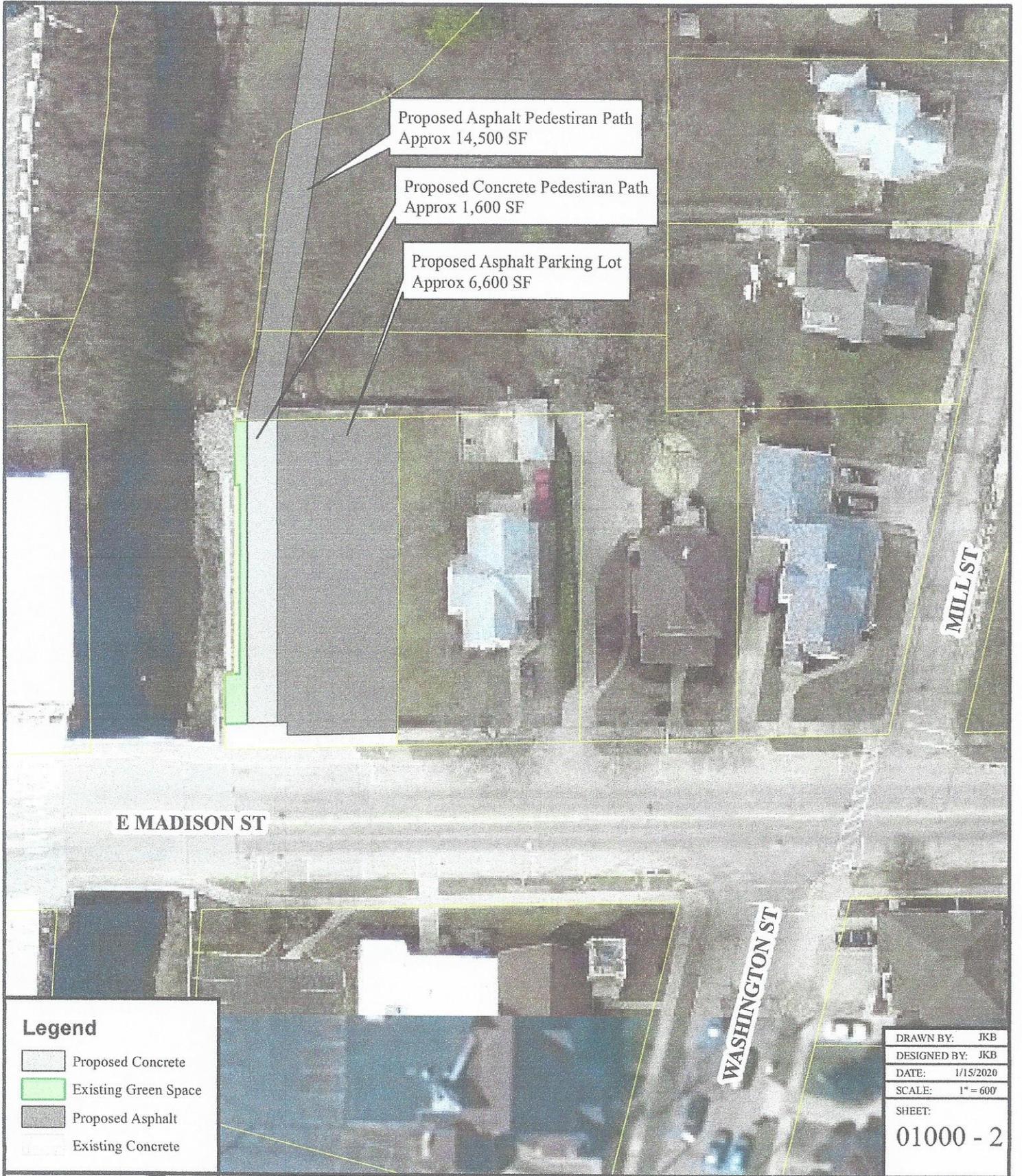
01000 - 1



**203 EAST MADISON STREET  
 PHASE 3**

**CONCEPT PLAN**





Proposed Asphalt Pedestrian Path  
Approx 14,500 SF

Proposed Concrete Pedestrian Path  
Approx 1,600 SF

Proposed Asphalt Parking Lot  
Approx 6,600 SF

E MADISON ST

MILL ST

WASHINGTON ST

**Legend**

-  Proposed Concrete
-  Existing Green Space
-  Proposed Asphalt
-  Existing Concrete

DRAWN BY:	JKB
DESIGNED BY:	JKB
DATE:	1/15/2020
SCALE:	1" = 60'
SHEET:	01000 - 2



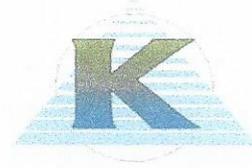
**203 EAST MADISON STREET  
PHASE 3**

**CONCEPT PLAN**



City of Waterloo, Wisconsin  
**PRELIMINARY COST ESTIMATE**  
**203 East Madison Street - Phase 3**

January 15, 2020



Construction of a hot mix asphalt parking lot, consisting of four inches of asphalt placed on eight inches of aggregate base, and adjacent concrete pedestrian path, consisting of four inches of concrete on four inches of aggregate base. Said path to extend north, constructed of 3.5 inches asphalt on eight inches of aggregate base, connecting to existing pedestrian path located northwest of the Mill Street Termini. Installation of a way-finding kiosk in parking lot. All disturbed areas to be restored in kind.

**Estimated Quantities**

Quantity	Unit	Item	Unit Cost	Item Cost
1	LS	Unclassified Excavation	\$22,000.00	\$22,000.00
980	TN	Aggregate Base Dense, 3/4-Inch	\$14.00	\$13,720.00
1,600	SF	Concrete Pedestrian Path, 4-Inch Depth	\$6.00	\$9,600.00
350	TN	Hot Mix Asphalt Path, 3-1/2-Inch Depth	\$90.00	\$31,500.00
200	TN	Hot Mix Asphalt Parking Lot, 4-Inch Depth	\$78.00	\$15,600.00
1,250	LF	Epoxy Pavement Markings, 4-Inch	\$1.00	\$1,250.00
2,600	SY	Landscape Restoration	\$7.00	\$18,200.00
1	LS	Way-Finding Kiosk	\$3,200.00	\$3,200.00
1	LS	Erosion Control	\$7,500.00	\$7,500.00
1	LS	Traffic Control and Access	\$1,000.00	\$1,000.00
Engineering and Contingencies				\$12,357.00
<b>Total Construction Cost</b>				<b>\$135,927.00</b>

## Mo Hansen

---

**From:** Mo Hansen  
**Sent:** Sunday, August 16, 2020 1:12 PM  
**To:** Leisses, Mitchell; Andrew Lewandowski (ajlewandowski@uwalumni.com); City of Waterloo, Mayor; Garry Whitebird; HenningB@waterloo.k12.wi.us; Kuhl Charles (alderatlargea@waterloowi.us); Petts Jeanette (alder4-5@waterloowi.us); Rich Weihert (richweihert1911@gmail.com); Stinnett Angie (alderatlargeb@waterloowi.us)  
**Cc:** Gabe Haberkorn; Chad Yerges; Mike Tschanz; Eric Rhynes; Jason Schoenwetter (alder1@waterloowi.us); Ron Griffin (griffinrepair@gmail.com); Thomas Tim (alder3@waterloowi.us)  
**Subject:** 203 East Madison Street / 8-18 discussion items  
**Attachments:** 2020-08-15YaharaTrailheadDesignAttributes.pdf; kayakPut-in.jpg

## Mitch, to aid the 8/18 Community Development Authority meeting discussion, please react to 1-7 immediately below. Will you be available for this meeting? Thank you.

## CDA members. Please see questions directed to Mitch and also items in red. Thank you.

1. How best can design & planning for maintenance -- at the current project design phase – aid in achieving overall project goals?
2. What is included in \$12,357? (See below.) Can you break out engineering work from contingencies? They are two different in-the-field costs.
3. One goal of the prior riparian phase for 203 E Madison Street was to have a visually appealing riparian area (i.e. vegetative plantings/growth). Phase completion did not result in a long-term aesthetically beneficial downtown asset along the river's edge. How can we maximize the design process so the final phase is thought of by Waterloo citizens -- for decades -- as more than an asphalt parking and asphalt path? In effect, creating an aesthetically beneficial downtown assets. Do you have ideas for designing-in the "Wow factor."
4. In advance of bidding, a design plan needs to call out -- *for decision-makers to weigh & evaluate* (meaning, CDA & elected officials) -- the long-term site maintenance necessities for the parcel to be a long-term beneficial downtown asset.
5. What does landscape restoration for \$7 a square yard (\$18,200) add to this Phase? Anything more than grading and grass seeding?
6. My familiar lump sum note... There are four lump sum items making up about a third of the total estimated quantities. How do we design the bid so there is max competition, including for lump sum items? Don't bidders just charge to whatever the lump sum number is, because they don't have a quantity to base a competitive number?
7. How does this location become an *appealing downtown feature*, not just another paved lot? That all has to be in the design, right? The fence installed by DPW is a great example of a visual upgrade.

**CDA MEMBERS.** Since 2004, this community has commonly not engaged during the design phase of a project, with many (elected officials, staff, etc.) engaging/commenting AFTER project completion.

- **CDA members.** What *Waterloo Ingenuity* can we bring to this project? This priority site is along a state highway; where we have our high daily traffic counts. It is downtown. The opportunity is to design a site that generates decades of positive/favorable impressions for visitors and residents alike. With that in mind. Please see the assemble information on this topic.
  - Yahara Trailhead Design Attributes picture report – **attached**.
  - [Lodi example](#) river site woven into iconic city symbol
  - [Alderson Strategic Riverfront Enhancement Plan](#) note mini-park design images
  - [Waterloo Comprehensive Plan](#)
    - Page 69 Promote Local Natural Areas as "Living Classrooms"



136 North Monroe Street  
Waterloo, WI 53594  
Phone (920) 478-3025  
E-mail ( [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us) )

**TO:** MAYOR QUIMBY, COMMUNITY DEVELOPMENT AUTHORITY AND CITY COUNCIL

**FROM:** CLERK/TREASURER

**SUBJECT:** MAYOR'S REQUESTED DRAFT OF BLIGHT POLICY

**DATE:** SEPTEMBER 10, 2020

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## **Mayor's Requested Blight Policy Recommendation -- Draft**

Following up on the Mayor's August 31<sup>st</sup> request for a draft blight policy for consideration, I am forwarding this memo along with the attached email replying to Alder Petts, dated September 4, 2020.

The email covers a lot of territory including what is already in the municipal code and state law, along with pertinent definitions.

Like the City of Waterloo, the Village of Marshall has the company SAFEbuilt under contract for building inspection services. Marshall Village Administrator Judy Weter indicated the Village also contracts with SAFEbuilt for non-compliance issues. My conversation with Administrator Weter is the basis for this straight-forward policy recommendation.

### BLIGHT POLICY RECOMMENDATION - DRAFT

1. HIRE NON-COMPLIANCE OFFICER SERVICES. Beginning with the 2021 budget, levy taxes and budget expenditures in the amount of \$12,000 to bring SAFEbuilt under contract for blight and zoning non-compliance matters. Essentially this means purchasing \$12,000 of Non-Compliance Officer services.
  - a. Fund this new contract service activity in the General Fund.
  - b. Applying Marshall information, the anticipated hourly rate would be \$100/hour. The anticipated work time is 120 hours annually, an average of 10 hours per month.
2. COMMUNITY DEVELOPMENT AUTHORITY AS ENTITY TRACKING/MONITORING SERVICES PROVIDED. Have the City Council delegate the monthly review of the Non-Compliance Officer services to the Community Development Authority.

## Mo Hansen

---

**From:** Mo Hansen  
**Sent:** Friday, September 04, 2020 8:46 AM  
**To:** Jeanette Petts; Andrew Lewandowski (ajlewandowski@uwalumni.com); Jeni Quimby; Garry Whitebird; HenningB@waterloo.k12.wi.us; Charles Kuhl; Rich Weihert (richweihert1911@gmail.com); Angie Stinnett  
**Cc:** Denis Sorenson; Mike Tschanz  
**Subject:** Clerk/Treasurer follow-up / RE: City of Waterloo staff meeting and blight

Jeanette,

Per your request below, I'm reporting out on existing blight policy and what other communities have.

### SUMMARY IDEAS:

1. Perhaps these local laws should be considered at a County level, because the municipalities just seem to copy one another anyway.
2. Gaining compliance with laws and ordinances requires a municipal funding commitment.
  - a. Front of mind options:
    - i. Contracting SAFEbuilt
    - ii. Partnering with Watertown who has an in-house quality part-time person.

### EXISTING POLICY.

1. The City of Waterloo blight policy and relating definitions are found in various sections of the municipal code and state statutes.
  - a. Municipal Code Chapter 35 (adopted 2007) the CDA is charged with elimination of blight.
    - i. 35-3: [Community Development Authority powers and duties](#).
      1. Project-by project authority granted CDA by City Council and Wis. Stat. §§ 66.1301 to 66.1327, 66.1331, 66.1333, 66.1337 or 66.1105
        - a. Summary list from state statutes: Prepare plans; enter into contracts; borrow money; condemn property; facilitate a technology-based business incubator; facilitate a redevelopment corporation; facilitate an land bank; others.
        - b. Blight defined in §66.1333 Wis. Stat.
          - i. "Blighted area" means any of the following:
            1. An area, including a slum area, in which there is a predominance of buildings or improvements, whether residential or nonresidential, which by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime, and is detrimental to the public health, safety, morals or welfare.
            2. An area which by reason of the presence of a substantial number of substandard, slum, deteriorated or deteriorating structures, predominance of defective or inadequate street layout, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of

ownership, tax or special assessment delinquency exceeding the fair value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, substantially impairs or arrests the sound growth of a city, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, morals, or welfare in its present condition and use.

3. An area which is predominantly open and which because of obsolete platting, diversity of ownership, deterioration of structures or of site improvements, or otherwise, substantially impairs or arrests the sound growth of the community.
- ii. "Blighted property" means any property within a city, whether residential or nonresidential, which by reason of dilapidation, deterioration, age or obsolescence, inadequate provisions for ventilation, light, air or sanitation, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency or crime, and is detrimental to the public health, safety, morals or welfare, or any property which by reason of faulty lot layout in relation to size, adequacy, accessibility or usefulness, insanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the fair market value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, substantially impairs or arrests the sound growth of a city, retards the provisions of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, morals or welfare in its present condition and use, or any property which is predominantly open and which because of obsolete platting, diversity of ownership, deterioration of structures or of site improvements, or otherwise, substantially impairs or arrests the sound growth of the community.
- b. Municipal Code [Chapter 219: Housing Code, Minimum](#) (adopted in 2016), sets the minimum housing code, defines unfit dwellings and the sanitary maintenance of property.
  - c. Municipal Code Chapter 261 Public Nuisances.
    - i. [261-2: Public nuisance defined.](#)
    - ii. [261-3: Public nuisances affecting health.](#)
    - iii. [261-5: Public nuisances affecting peace and safety.](#)
    - iv. [261-6: Storage of vehicles, recreational equipment and firewood.](#)
    - v. [261-7: Abatement of public nuisances.](#)
  - d. Municipal Code [332-4: Removal of trees and stumps; replacement of trees.](#)

#### **WHAT OTHER COMMUNITIES HAVE.**

A review of code adopted by municipalities within a 50 miles radius using the General Code search tool generates 70 results, most all of which seem to be close copies or approximations of each other, including Waterloo.

Generalized comments and area community review -- sample size:

Cambridge	Cottage Grove	Deerfield	Jefferson	Johnson Creek	Lake Mills	Marshall	Monona	Sun Prairie	Watertown
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For reference Waterloo’s expense for ALL building inspection services has been:

- 2017 - \$14,000
- 2018 - \$23,000
- 2019 - \$32,350
- 2020 projected – \$24,000

Waterloo expenses are a function of the quantity & size of new construction projects. No regular expense for code compliance.

Smaller communities (Cambridge, Deerfield, Johnson Creek). Only Johnson Creek has a CDA. None devotes specific budgetary resources to blight code enforcement.

Larger communities:

- **Cottage Grove** has property maintenance enforcement the responsibility of its [Law Enforcement Department](#) with a provision for [recovery of costs](#) relating to vehicles or other large items. Building inspection services through General Engineering (Portage). Its 2019 budget for ALL building inspection services, \$75,500.
- **Jefferson** contracts out zoning and inspection services including code enforcement. Its 2020 budget for ALL building inspection services, \$70,000. Greg Noll is the inspector.
- **Lake Mills** has \$70,000 budgeted for ALL building inspection services.
  - PURPOSE: The mission of the Building Inspection and Zoning Administration Department is building permit review, ordinance development and code compliance. The department engages the public through a contractor intended to provide citizens involved in development activities with regulatory and planning information for their projects. Department also provides front counter customer service, Current and Long Range Planning, Building Services and Code Compliance.
  - RESPONSIBILITIES: This budget provides for expenditures incurred by Building Services Staff administer the International Building Codes for residential, commercial and industrial structures through plan review, permitting and inspection services in order to protect the health, safety and welfare of the community. The Building Division is also responsible for FEMA Floodplain Management and citywide parcel addressing coordination. Code Compliance Staff investigates code violation complaints with the goal of working with citizens to resolve code enforcement issues and bring properties into compliance while increasing awareness of the City’s regulations. The City of Lake Mills contracts with Municipal Zoning and Inspection Services as an independent building code and zoning enforcement company serving the community. They have office hours in City Hal from 9am to 12am Tuesdays & Thursdays.
- **Marshall** contracts with SAFEbuilt at \$100/ hour with work as directed by Village Administrator, Judy Weter.
- **Monona** contracts with General Engineering for code compliance. Budget for ALL building inspection services, \$87,000. The have specific code compliance time dedicated to that task.
- **Sun Prairie** has three FT building inspection officials and a department of six.
- **Watertown** has a part-time person dedicated to just code compliance. Pay rate, \$26.35/hr.

---

**From:** Jeanette Petts <alder4-5@waterloowi.us>  
**Sent:** Thursday, September 03, 2020 8:52 PM  
**To:** Mo Hansen <mhansen@waterloowi.us>; Andrew Lewandowski (ajlewandowski@uwalumni.com) <ajlewandowski@uwalumni.com>; Jeni Quimby <mayor@waterloowi.us>; Garry Whitebird <gwhitebird@yahoo.com>; HenningB@waterloo.k12.wi.us; Charles Kuhl <alderatlargea@waterloowi.us>; Rich Weihert (richweihert1911@gmail.com) <richweihert1911@gmail.com>; Angie Stinnett <alderatlargeb@waterloowi.us>  
**Cc:** Denis Sorenson <dpsorenson@waterloowi.us>  
**Subject:** Re: City of Waterloo staff meeting and blight

Hi Mo,

I would like to see the pieces of current policies that already include any delineation to blight. I don't want to discuss a policy that would duplicate or counter-act what we currently have. And as always, it would be nice to know what other communities have. Definition will be important in this conversation as well. One person's blight is another person's character.

Thank you!  
Jeni

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**From:** Mo Hansen <[mhansen@waterloowi.us](mailto:mhansen@waterloowi.us)>  
**Sent:** Tuesday, September 1, 2020 10:11 AM  
**To:** Andrew Lewandowski ([ajlewandowski@uwalumni.com](mailto:ajlewandowski@uwalumni.com)) <[ajlewandowski@uwalumni.com](mailto:ajlewandowski@uwalumni.com)>; Jeni Quimby <[mayor@waterloowi.us](mailto:mayor@waterloowi.us)>; Garry Whitebird <[gwhitebird@yahoo.com](mailto:gwhitebird@yahoo.com)>; [HenningB@waterloo.k12.wi.us](mailto:HenningB@waterloo.k12.wi.us) <[HenningB@waterloo.k12.wi.us](mailto:HenningB@waterloo.k12.wi.us)>; Charles Kuhl <[alderatlargea@waterloowi.us](mailto:alderatlargea@waterloowi.us)>; Jeanette Petts <[alder4-5@waterloowi.us](mailto:alder4-5@waterloowi.us)>; Rich Weihert ([richweihert1911@gmail.com](mailto:richweihert1911@gmail.com)) <[richweihert1911@gmail.com](mailto:richweihert1911@gmail.com)>; Angie Stinnett <[alderatlargeb@waterloowi.us](mailto:alderatlargeb@waterloowi.us)>  
**Cc:** Jeni Quimby <[mayor@waterloowi.us](mailto:mayor@waterloowi.us)>; Denis Sorenson <[dpsorenson@waterloowi.us](mailto:dpsorenson@waterloowi.us)>  
**Subject:** City of Waterloo staff meeting and blight

Community Development Authority,

One item reviewed yesterday by Mayor Quimby at a staff meeting involving the Parks Coordinator Chief Sorenson and I was the CDA and blight. I was tasked with drafting a blight policy for CDA consideration. Look for this on the 9/15/2020 CDA agenda.

With an initial policy draft in mind, carving out time & resources for a Code Compliance Officer (not a FT position), or alternatively 3<sup>rd</sup> party code compliance services – is the starting point for the policy draft.

Mo Hansen | Clerk/Treasurer | [City of Waterloo](http://City of Waterloo) | 920.478.3025