



136 North Monroe Street
Waterloo, WI 53594
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www.waterloowi.us

PUBLIC NOTICE OF A COMMITTEE MEETING OF THE COMMON COUNCIL OF THE CITY OF WATERLOO

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

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: March 3, 2016
TIME: 5:30 p.m.
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL: September 3, September 17, October 1, October 15, 2015, November 19, 2015 and February 4, 2016
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
 - a. Tax Incremental Finance Review
 - i. Façade Grant & Interior Build-out Grant Proposed Changes
 - ii. A Proposal To Close Tax Incremental District #1
 - b. Service Provider Contract Review, Determining 2016 Priorities
 - i. Engineering Cost Comparisons
 - ii. A Proposal For SAFE BUILT Wisconsin LLC To Provide Commercial Plan Building Review Services
 - c. Multi-year Budgeting: 2016 – 2020 Capital Improvement Plan Review With Public Works Director & Utility Superintendent
 - d. Public Works Director Request For An Additional Full-Time Position
 - e. Transferring Remnant Municipal Parcels To Adjacent Property Owners
 - f. Resolution #2016-02 Approval Of Fiscal Year Assignments ***
5. NEW BUSINESS
 - a. Payroll For January 2016 - \$65,549.53 ***
 - b. General Disbursements – January 22, 2016 Through February 18, 2016
 - c. Treasurer's Report & Budget Reports For January 2016 ***
 - d. Resolution #2016-03 Amending The 2015 Budget ***
 - e. 2015 Real Estate And Personal Property Taxes As Of 2/11/2016 (informational only) ***
 - f. Oak Hill Cemetery Association 2015 Annual Report
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

*****See Council Packet**

Committee Members: Springer, Quimby and Griffin

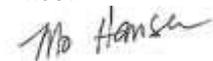
Posted, Emailed & Distributed: 02/26/2016

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.

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
February 4, 2016

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 5:30 p.m. Committee members present: Springer, Quimby and Griffin. Absent: none. Others attending: Mayor Thompson, and Diane Graff of the Courier (last 2/3rd of the meeting) and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: September 3, September 17, October 1, October 15, 2015, November 19, 2015, December 17, 2015 and January 21, 2016. MOTION: Moved by Quimby, seconded by Springer to approve the January 21, 2016 meeting minutes and table approval of the rest. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
 - a. Treasurer's Report & Budget Reports For October, November & December 2015. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of all reports as presented and listed. VOICE VOTE: Motion carried.
 - b. Tax Incremental Finance Review. DISCUSSION: Hansen recapped the Façade Grant and Interior Build-out Grant. He said no limits currently existed for how often a property owner could come back. Springer suggested a lifetime maximum. By consensus the body asked Hansen to bring a draft with program changes to the next meeting.
 - c. Service Provider Contract Review, Determining 2016 Priorities. DISCUSSION: The Committee reviewed the meeting material outlining expenditures to date for contract services. Springer asked for a comparison of engineering services. No action taken.
 - d. Multi-year Budgeting.
 - i. 2016 – 2020 Capital Improvement Plan. DISCUSSION: Quimby said Edison Street was bad and should be added to the list. Springer asked that Barry Sorenson and Gary Yerges be present at the next meeting.
 - e. Property Assessment Review. DISCUSSION: A handout was reviewed documenting that the City was in compliance with DOR assessment equalized ratio requirements. Springer said to remove the item from the next agenda. No action taken.
 - f. Public Works Director Request For An Additional Full-Time Position. DISCUSSION: Quimby said because a new fourth full-time employee was being hired, time should pass to evaluate the hire before considering a fifth employee. No action taken.
5. NEW BUSINESS
 - a. Transferring Remnant Municipal Parcels To Adjacent Property Owners. DISCUSSION: Hansen said the attorney was drafting a document for this project. No action taken.
 - b. Resolution #2016-02 Approval Of Fiscal Year Assignments ***
 - i. Clerk/Treasurer Policy Options For One-time Allocation Of To Parks Budget. MOTION: Moved by Quimby, seconded by Griffin to table the item until it is ready. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
7. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:25 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

Waterloo Façade & Tenant Improvement Matching Grant Program Overview & Guidelines

Who Is Eligible? Property owners and current or prospective tenants located within Tax Increment District #2. **Awards may be made no more frequently than every 36 months to an applicant, with a lifetime grant cap of \$15,000 from the program's inception for each applicant.**

The Opportunity. This program offers a matching grant for eligible property improvement projects. Matching grants are available to fund 50% of eligible project costs up to \$5,000 per **application project**. The minimum total project size to be considered for a matching grant is \$1,000 (for up to \$500 match). **Annual municipal award expenditures shall not exceed \$25,000.**

How to Apply. Complete and return the application form to the Clerk/Treasurer's office during regular business hours. Applicants are encouraged to discuss the project with City staff prior to submission.

The Program's Future is Not Guaranteed. The annual municipal budgeting process will determine lifetime of these programs. Future rounds of funding will be available on an annual basis as funds become available.

Eligible Project Area. Parcels located inside the TIF #2 boundaries illustrated on the map.



General Program Guidelines:

- Property owner or tenant must apply for funds to be used within the Tax Increment District # 2.
- Applicant must be located in a building which contributes to Waterloo's property tax base.
- Projects that have already begun construction or which were completed in the past are not eligible to apply for funds. Funds spent in the six months prior to the date of application for design or engineering services associated with the proposed project are considered eligible expenses.
- Applicant must be current on all mortgage, tax and utility payments, and tenant applicants must be current in lease payments to the property owner. Prospective businesses interested in opening in Waterloo are eligible to apply with approval from landlord and with a signed lease agreement in place (lease may be contingent upon project funding).
- Property owners may apply for both façade and tenant improvement program funds under separate applications and a tenant may apply for improvement funds even if the landlord has also applied for façade improvements. Each project will be judged on its own merits and no preference or penalty will be given for multiple projects.
- Eligible project costs include both hard costs (construction) as well as soft costs (design and engineering). However, the majority of total project cost should be hard costs.
- Preference will be given to projects which will leverage the most private investment for each dollar of public funds and provide the greatest public benefit.
- Work must be completed according to the approved plan within 120 days of approval of the grant unless a specific exemption is granted. Any changes to the work plan must be approved by the City in advance. Failure to do so may result forfeiture of grant money.
- Once the project is complete, applicant will notify the City, which will review final work to ensure that the results are comparable to the initial proposal. The building inspector will also review the property for code violations associated with the project area (i.e. in first floor space for a tenant improvement grant, or on the exterior of the building for a façade grant). Any identified violations must be corrected prior to project approval. Only after a project is inspected and approved will grant funds will be released to the applicant.

Façade Improvement Program Guidelines:

- Planned improvement must be compatible with historic zoning overlay district standards where applicable. Improvements should make an effort to preserve or restore the historic character of the building.
- Eligible projects include:
 - Window and door repairs/replacement,
 - Brick tuck pointing or masonry repair,
 - Storefront rehabilitation,
 - Signage, shutters or awnings,
 - Painting or siding, brick cleaning
 - Correction of exterior code violations
 - Exterior repairs (on façade only)
 - Energy efficiency upgrades
- Non-eligible costs include non-façade related improvements such as roof repair, rear or side wall improvements (unless a corner property), landscaping, paving or other property related improvements not associated with the façade of the building.

Tenant Improvement Program Guidelines:

- Eligible improvements include the following activities, as applies to the commercial storefront portion of the property.
 - Hazardous materials abatement, such as asbestos removal
 - Demolition and shell reconstruction
 - Plumbing, mechanical, electrical, cabling and HVAC improvements
 - New restaurant equipment (i.e. hoods, vents, etc)
 - Americans with Disabilities Act (ADA) Compliance
 - Storefront Improvements
 - Historic restoration of interior features
- Non-eligible costs include non-permanent fixtures such as security systems, merchandise or display items, furniture or interior décor items. Costs associated with improvements to upper floors or basements are not eligible.

How to apply:

- Applicant must submit a complete application packet by the deadline. A complete application includes the following:
 - Application form,
 - Planned project renderings (including colors and materials),
 - Photos of the existing façade/space which demonstrate the need for improvements,
 - Project cost estimate by a qualified, licensed contractor,
 - Applications for tenant improvement upgrades must also include signed lease agreement, and if application is submitted by tenant, a written letter of permission from the property owner approving the project.
- Complete applications will be considered and evaluated according to a set of weighted criteria. Based on available funding, grants will be awarded to qualified projects based on anticipated project impact.
- Applicants will be notified of grant awards in writing. The City reserves the right to offer a lesser dollar amount than requested if the amount of eligible projects exceeds allocated funding. Grant offers may also be made contingent on adjustments to proposed plan of work to better meet City goals and objectives. Applicants must accept or reject the grant funds in writing within 30 days of award.
- Projects must obtain all required building permits and follow all City, State and Federal regulations in regard to construction activities.
- Applicant must submit receipts upon completion of work, and work must be reviewed to ensure project reflects application materials. Following project approval, building inspection (if required) and submission of all applicable receipts, grant funds will be released to applicant.
- Participant shall display a sign (provided by the City) indicating participation in the program, either on the exterior or in the front window of the property during improvements and for a 30-day period following project completion.

TO: FINANCE, INSURANCE & PERSONNEL COMMITTEE
FROM: MO HANSEN
SUBJECT: POLICY DECISION PROPOSAL TO CLOSE OUT TID #1
DATE: FEBRUARY 16, 2016

PROPOSAL TO CLOSE OUT TID #1

At the request of Alder Quimby I am submitting the following proposal. Careful and deliberate consideration should be given to the question: Close out TID #1 early benefiting the General Fund or continue to leverage TID #1 revenue for economic development purposes?

THE PROPOSAL.

A. Close out Tax Incremental District #1 nine years early, setting the last day to collect increment at 12/31/2017 by way of a Project Plan Amendment requiring formal Council action and Joint Review Board action.

B. A final Project Plan Amendment would detail project spending for the remainder of 2016 and 2017 which would be extensive. A major expenditure would be paying for 100% of the municipal expenses for the reconstruction of STH 19 with funds from TID #1. The amendment would also clearly inform the other taxing jurisdictions that the remaining balance from TID #1 (Trek/Briess Area) as of the closeout date would be transferred to TID #2 (Downtown) and spent in accordance with the TID #2 Project Plan.

PROPOSAL PROS:

State Computer Aid returns to General Fund. TID #1 contains approximately 97% of all of the state computer aid revenue available to the City of Waterloo. After an early closeout, the municipal portion of this revenue source would return to the General Fund where it was prior to the creation of TID #1.

Similarly, tax revenue – the increment generated by the projects – are currently devoted to TID#1. Early close out would redirected the municipal portion of the increment (approx. 40% of its total) from a dedicated TID#1 Fund to the General Fund or Capital Fund as future budgeting would direct.

PROPOSAL CONS:

Trek Bicycle is a lead economic engine in terms of property value. By capturing the increment generated by its 43,000 sq. ft. office addition in 2005, the municipality was able to leverage dollars to bring back the mothballed Briess Malting facility and to leverage dollars for all the projects in TID #2. The closing of TID #1 means revenues dedicated to economic development would be absorbed by the City and other taxing jurisdictions for other purposes. They would no longer be targeted towards economic development.

In summary, “...do we eat the seed corn, or plant it to harvest more corn at a future harvest time?”

TID #1 BACKGROUND.

As currently approved...

- Last date to incur project cost: September 15, 2020 (also last date to transfer funds to TID #2).
- Last date to collect increment: 2026

COMMENT.

Q: The basic question at hand is what should our TID strategy be? (A) Closeout and benefit the General Fund and Capital Fund? (B) Use tax increment dollars to leverage additional new projects that, in turn, build the tax base over time, creating a positive “snowball effect.”

NOTES:

1. [About State Expenditure Restraint Program & Computer Aids](#)

2. The attached spreadsheets...

a. City of Waterloo State Computer Aid Distribution By Year

b. City of Waterloo Tax Increment Distribution By Year

... show the scale and general ramifications of this decision. The ability to devote ALL of the computer aid and ALL of the tax increment of all the taxing jurisdictions is a powerful tool to drive economic investment in the community. TID #1 is wrapped around two of our biggest economic drivers, Trek and Briess Malting.

City of Waterloo State Computer Aid Distribution By Year

REVENUE
STATE COMPUTER AID ONLY

FUND	LINE ITEM														BUDGET	
		2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	TOTAL
GENERAL FUND	100-43-4364-000	\$ 47,551	\$ 62,583	\$ 51,309	\$ 68,440	\$ 8,526	\$ 6,611	\$ 5,617	\$ 5,165	\$ 3,052	\$ 2,470	\$ 962	\$ 3,717	\$ 2,458	\$ 1,000	\$ 269,461
TID #1 ***	410-43-4364-000	\$ -	\$ -	\$ -	\$ -	\$203,219	\$176,264	\$140,582	\$138,745	\$149,240	\$183,497	\$150,342	\$243,572	\$339,938	\$339,938	\$ 2,065,337
TID #2 ***	412-43-4364-000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,053	\$ 803	\$ 798	\$ 798	\$ 3,452
TID #3 ***	413-43-4364-000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 915	\$ 915	\$ 1,830
TID #4 ***	410-43-4364-000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL STATE COMPUTER		\$ 47,551	\$ 62,583	\$ 51,309	\$ 68,440	\$211,745	\$182,875	\$146,199	\$143,910	\$152,292	\$185,967	\$152,357	\$248,092	\$344,109	\$342,651	\$ 2,340,080

Amount Calculated is the product of exempt computer values and tax rate. It is not tax levy amount, but rather a payment from the state.

*** Computer aid to all taxing jurisdictions for district parcels devoted to TID

City of Waterloo Tax Increment Distribution By Year

**REVENUE
TAX INCREMENT ONLY**

FUND	LINE ITEM											BUDGET	
		2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	TOTAL
TID #1 ***	410-41-4111-000		\$ 79,352	\$ 85,678	\$ 75,929	\$ 138,482	\$ 141,081	\$ 147,570	\$ 148,847	\$ 181,516	\$ 190,636	\$ 209,390	\$ 1,398,481
TID #2 ***	412-41-4111-000	\$ -						\$ -	\$ 1,976	\$ -	\$ -	\$ -	\$ 1,976
TID #3 ***	413-41-4111-000	\$ -								\$ 5,416	\$ 43,391	\$ 26,841	\$ 75,648
TID #4 ***	414-41-4111-000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL TAX INCREMENT \$ - \$ 79,352 \$ 85,678 \$ 75,929 \$ 138,482 \$ 141,081 \$ 147,570 \$ 150,824 \$ 186,932 \$ 234,027 \$ 236,231 \$ 1,476,105

Tax Increment is calculated as [(property value times) x (tax rate)] less (base value of parcel at time of TID creation date).

*** Increment is the sum of all new tax revenue generated by ALL taxing jurisdictions 100% is to TID

Municipal Engineering
Rate Comparison

MUNICIPALITY	MUNICIPAL ENGINEERING FIRM	RATE PRINCIPAL	RATE PROJECT MANAGER	RATE STAFF ENGINEER
Waterloo	Kunkel Engineering ***		\$70-95/hr	\$55-75/hr
Marshall	Town & Country	140/hr	\$120/hr	\$90/hr
Lake Mills	Strand & Associates, Inc.	requested	requested	requested
Deerfield	Town & Country	140/hr	\$120/hr	\$90/hr
Cambridge	Town & Country	140/hr	\$120/hr	\$90/hr

Kunkel not reporting hourly charges in 2015 and 2016 invoices ***
Confirming Rates



AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

Amendment to the Professional Services Agreement effective September 19, 2014 between the City of Waterloo, Wisconsin, (Municipality) and Independent Inspections, Ltd., whom as of May 12, 2015 has been acquired by SAFEbuilt Wisconsin, LLC (Consultant). The Municipality and the Consultant shall be jointly referred to as the "Parties".

Agreement Amendment Effective Date: This Amendment shall be effective on the latest date on which the Amendment is fully executed by both parties.

Agreement is hereby amended as follows:

Commercial Building Plan Review Services

Upon State of Wisconsin approval of Delegated Municipality or Certified Municipality Authority:

1. Consultant will provide State certified inspectors/plan reviewers to perform Commercial Building and HVAC plan reviews for all size buildings using the attached Commercial Plan Review Fee Schedule
2. Commercial Plan Review Fee Schedule shall be adopted by the Municipality by ordinance
3. Consultant will be responsible for fees due to the State each month for completed reviews as follows:
 - Projects greater than 50,000 cubic feet
 - Addition/Alteration greater than 100,000 cubic feet
4. Plan Review Fee will be split with the Municipality
 - 85% to Consultant / 15% Retained by Municipality

If State of Wisconsin denies the Municipalities application to obtain Delegated or Certified Municipality Authority:

1. Consultant will provide services as authorized under the current Professional Service Agreement
2. Both Parties will consider this Amendment null and void

The original Agreement, amendments and terms shall remain in effect.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

City of Waterloo, Wisconsin

SAFEbuilt Wisconsin, LLC

Signature

Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: ____/____/____

Date: ____/____/____

COMMERCIAL PLAN REVIEW FEE SCHEDULE

1. New construction, additions, alterations and parking lots fees are computed per this table (SPS 302.31)
2. New construction and additions are calculated based on total gross floor area of the structure
3. A separate plan review fee is charged for each type of plan review

Area (Square Feet)	Building Plans	HVAC Plans
Less than 2,500	\$ 250*	\$ 150*
2,500 - 5,000	\$ 300	\$ 200
5,001 - 10,000	\$ 500	\$ 300
10,001 - 20,000	\$ 700	\$ 400
20,001 - 30,000	\$ 1,100	\$ 500
30,001 - 40,000	\$ 1,400	\$ 800
40,001 - 50,000	\$ 1,900	\$ 1,100
50,001 - 75,000	\$ 2,600	\$ 1,400
75,001 - 100,000	\$ 3,300	\$ 2,000
100,001 - 200,000	\$ 5,400	\$ 2,600
200,001 - 300,000	\$ 9,500	\$ 6,100
300,001 - 400,000	\$ 14,000	\$ 8,800
400,001 - 500,000	\$ 16,700	\$ 10,800
Over 500,000	\$ 18,000	\$ 12,100

- Note:
1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.
 2. This fee shall be waived for construction areas less than 2,500 square feet.
 3. *If deemed by the reviewer as a minor plan review or waive fee – minimum fee of \$60.00

Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set.
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.
Early Start	The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150.00. The square footage shall be computed as the first floor of the building or structure.
Transmission Towers	The total fee for review of transmission tower plans shall be \$350.00 (with an additional \$100.00 plan entry fee) and shall include the review of plans for buildings accessory to the tower that are submitted with the tower plans.
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00.
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed, as well as the \$100.00 plan entry fee, for a total of \$350.00. (Per DSPS 302.31(1) (d)(6.)
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.



136 North Monroe Street
 Waterloo, WI 53594
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TO: MAYOR AND CITY COUNCIL
FROM: MO HANSEN, CLERK/TREASURER *Mo*
SUBJECT: CITY OF WATERLOO ROAD CONSTRUCTION CAPITAL PLAN – WORKING PROJECT LIST
DATE: JANUARY 8, 2016

Pursuant to City of Waterloo Municipal Code §53-14 Capital Improvement Program Policy, I am submitting the following multi-year road repair and reconstruction working project list.

Additional detail will be provided for out-year projects.

YEAR	LOCATION	ROADWAY IMPROVEMENT TYPE	OTHER INFRASTRUCTURE	NOTES	ESTIMATE
2016	Canal Rd (STH 19 to municipal line)	Road Resurface	none	Contingent upon intergov funding	\$410,000
2017	STH 19 (eastern most bridge west to rail bridge)	Reconstruct	sewer, water, lighting, streetscape	estimate doesn't include utility	\$590,000
2018	Mill St (STH 89 north to terminus)	Reconstruct	sewer, water	special assess for sidewalk; estimate doesn't include utility	\$550,000
2019	Adams St (Leschinger St north to STH 89)	Road Resurface	slip line sewer	special assess for sidewalk; estimate doesn't include utility	\$300,000
2020	W Porter St (STH 89 west to Minnetonka)	Reconstruct	sewer, water, lighting,	no sidewalk; estimate doesn't include utility	\$600,000

**AGREEMENT
RE: MAINTENANCE OF REMNANT PARCEL
BY ADJACENT PROPERTY OWNER**

Reserved for Recording

Drafted by & Return Address
Timothy D. Fenner
Axley Brynelson, LLP
Post Office Box 1767
Madison, WI 53701-1767
(608) 283-6733

Parcel No. _____

AGREEMENT made this _____ day of _____, by and between the City of Waterloo, a municipal corporation (the "City"), and _____ (the "Property Owner").

WITNESSETH:

WHEREAS, the City desires to have certain small parcels of land currently owned by the City (hereinafter referred to as "Remnant Parcels") maintained by other parties; and

WHEREAS, the City has identified a Remnant Parcel as described in Exhibit A, attached to this Agreement; and

WHEREAS, the Remnant Parcel is adjacent to the property located at (insert street address): _____ (the "Adjacent Property"); and

WHEREAS, the Property Owner is the current title holder of the Adjacent Property; and

WHEREAS, the Property Owner agrees to maintain the adjacent Remnant Parcel.

NOW, THEREFORE, for and in consideration of the mutual promises set forth herein, receipt of which is hereby acknowledged, the parties do mutually agree as follows:

1. MAINTENANCE OF REMNANT PARCEL. The Property Owner agrees to maintain the Remnant Parcel identified in Exhibit A for such time as described in Paragraph 3. In this context, "maintain" includes, but is not limited to, mowing of grass, snow removal, tree trimming, and other such activities consistent with maintaining the Property Owner's land.

2. TRANSFER OF REMNANT PARCEL. In exchange for the Property Owner's maintenance of the Remnant Parcel, the City agrees to transfer its interest in the Remnant Parcel to the Property Owner, via a Quitclaim Deed, at the time identified in Paragraph 3 below.

3. TIMING OF TRANSFER. The City shall transfer its interest in the Remnant Parcel, pursuant to Paragraph 2, to the Property Owner (check one):

- When the Property Owner sells, or otherwise transfers, the Adjacent Property.
- By the following date, agreed to by the Property Owner and the City (insert date):
_____.

4. PROPERTY OWNER RESPONSIBLE FOR RECORDING DEED. After the City has transferred the Remnant Parcel to the Property Owner pursuant to Paragraph 2, the Property Owner is responsible for recording the Quitclaim Deed with the Jefferson County Register of Deeds at:

311 South Center Avenue
Room 102
Jefferson, WI 53549

5. REAL ESTATE TRANSFER FEE/RETURN. Pursuant to Wis. Stat. § 77.25(2), the transfer of the Remnant Parcel from the City to the Property Owner is exempt from the real estate transfer fee. However, pursuant to Wis. Stat. § 77.255, the Property Owner must file a return with the Wisconsin Department of Revenue prior to recording the Quitclaim Deed with the Jefferson County Register of Deeds. Instructions for filing the real estate transfer return can be found at: <https://www.revenue.wi.gov/retr/>

IN WITNESS WHEREOF, the parties hereto have set their hand as of this _____ day of _____, _____, at Waterloo, Wisconsin.

CITY OF WATERLOO
A municipal corporation

PROPERTY OWNER

Address: _____

By: _____
Name: _____
Title: _____

Signature: _____
Name (Printed): _____

Oak Hill Cemetery Association

2015 Annual Report

Checking Balance January 1, 2015----- \$ 1,164.64

RECEIPTS:

Grave Openings	\$ 2,600.00	
Grave Sales	\$ 400.00	
Dividend Income	\$ 238.50	
Transfer From Cemetery Account	\$ 6,500.00	
Total Receipts		\$ 9,738.50

DISBURSEMENTS:

Grave Openings	\$ 1,675.00	
Wages, SSI & Taxes	\$ 6,354.10	
Officer Compensation	\$ 650.00	
Gas, Oil & Equipment Maintenance	\$ 815.05	
Insurance	\$ 389.00	
Grounds & Building Maintenance	\$ 46.93	
Utilities	\$ 395.00	
Misc.	\$ 15.00	
Total Disbursements		\$10,340.08

Ending Checkbook Balance as of December 31, 2015 ----\$ 563.06

CEMETERY FUND

Balance in Fund 1/1/15	\$58,832.71	
Income from Lot Sales	\$ 1,600.00	
Interest Income	\$ 137.63	
Transfer to Operating	(\$ 6,500.00)	
Balance in Cemetery Fund as of 12/31/15----		\$54,070.34

IMPROVEMENT FUND

Balance in Fund 1/1/15	\$14,627.87	
Interest Income	\$ 35.19	
Balance in Improvement Fund as of 12/31/15--		\$14,663.06

Total Balances of Association as of 12/31/15-----\$69,296.46

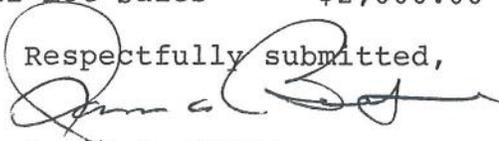
OTHER ASSETS

BP Stock - 100 shares @ \$31.25		\$ 3,125.00
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Total balances & Assets of Assn. as of 12/31/15 ----\$72,421.46

LOT SALES: Greg & Sue Duckert	\$1,000.00
Gary & Gail Duckert	\$1,000.00
Total Lot Sales	\$2,000.00

Respectfully submitted,



James A. Beyer
Treasurer

Oak Hill Cemetery Association

2014 Annual Report

Checking balance January 1, 2014 ----- \$ 794.30

RECEIPTS:

Grave Openings	\$ 6,490.00	
Grave Sales	\$ 400.00	
Dividend Income	\$ 234.00	
Transfer from Cemetery Account	\$ 5,200.00	
Total Receipts		\$12,324.00

DISBURSEMENTS:

Grave Openings	\$ 3,110.00	
Wages, SSI & Taxes	\$ 5,577.35	
Officer Compensation	\$ 650.00	
Gas, Oil, & Equipment Maintenance	\$ 1,135.39	
Insurance	\$ 389.00	
Grounds & Building Maintenance	\$ 491.92	
Utilities	\$ 350.00	
Purchase Trimmer	\$ 235.00	
Misc.	\$ 15.00	
Total Disbursements		\$11,953.66

Ending Checkbook Balance as of December 31, 2014 ---- \$ 1,164.64

CEMETERY FUND

Balance in Account 1/1/14	\$62,288.22	
Income from Lot Sales	\$ 1,600.00	
Interest Income	\$ 144.49	
Transfer to Operating	(\$ 5,200.00)	
Balance in Cemetery Fund as of 12/31/14		<u>\$58,832.71</u>

IMPROVEMENT FUND

Balance in Account 1/1/14	\$14,593.71	
Interest Income	\$ 34.16	
Balance in Improvement Fund as of 12/31/14		<u>\$14,627.87</u>

Total Balance of Association as of 12/31/14 ----- \$74,625.22

OTHER ASSETS

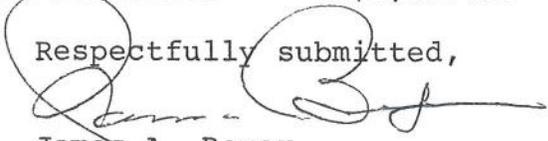
BP Stock - 100 shares @ \$36.00		<u>\$ 3,600.00</u>
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Total Balances and Assets of Assn. as of 12/31/14 \$78,225.22

LOT SALES:

Carl & Caralee Butzine	\$1,000.00
Arnold Schuett	\$1,000.00
Total Lot Sales	<u>\$2,000.00</u>

Respectfully submitted,


James A. Beyer
Treasurer