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## 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 17, 2016  
**TIME:** 6:00 p.m.  
**LOCATION:** Municipal Building Council Chamber, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL: MARCH 3, 2016
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
  - a. Tax Incremental Finance Review
    - i. A Proposal To Close Tax Incremental District #1
    - ii. Districts 1-4 Financial & Project Overview
  - b. A Proposal For SAFEBUILT Wisconsin LLC To Provide Commercial Plan Building Review Services
  - c. Multi-year Budgeting: 2016 – 2020
    - i. Capital Improvement Plan Review 2016-2020
5. NEW BUSINESS
  - a. Payroll For February 2016 - \$61,626.49 \*\*\*
  - b. General Disbursements – February 19, 2016 Through March 17, 2016
  - c. Treasurer's Report & Budget Reports For January & February 2016 \*\*\*
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Public Works Director Request For An Additional Full-Time Position (tabled until future meeting)
7. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer

**\*\*\*See Council Packet**

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: 03/14/2016

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**  
**March 3, 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 and Griffin. Absent: Quimby. Others attending: Public Works Director Gary Yerges, Utility Superintendent Barry Sorenson, Maureen Giese, Richard Korth, Andrew Lewandowski, Asher Lewandowski and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: September 3, September 17, October 1, October 15, 2015, November 19, 2015 and February 4, 2016. MOTION: Moved by Griffin, seconded by Springer to approve all meeting minutes as listed. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. # Maureen Giese reminded attendees of the necessity to complete meeting minutes. She asked why Oak Hill Cemetery was on the agenda. Griffin replied it was an annual report for information purposes only. Springer said if the private association were to become insolvent in the future, it would revert to the municipality.
4. UNFINISHED BUSINESS
  - a. Tax Incremental Finance Review
    - i. Façade Grant & Interior Build-out Grant Proposed Changes. DISCUSSION: Hansen reviewed program guideline modifications. MOTION: Moved by Springer, seconded by Griffin to recommend to Council approval of program guidelines as presented. VOICE VOTE: Motion carried.
    - ii. A Proposal To Close Tax Incremental District #1. DISCUSSION: Hansen reviewed meeting materials including a memo, and multi-year figures for state computer aid and tax increment for TID districts. He said a deadline of May 15 exists to notify the Department of Revenue regarding a closing. Springer added the item to the next meeting agenda.
  - b. Service Provider Contract Review, Determining 2016 Priorities
    - i. Engineering Cost Comparisons. DISCUSSION: A rate comparison was reviewed by the Committee. No action taken and Springer removed the item as a future agenda item.
    - ii. A Proposal For SAFE BUILT Wisconsin LLC To Provide Commercial Plan Building Review Services. DISCUSSION: Hansen described the proposal as a substitute for developers submitting plans to the state for approvals. He described it as having potential to speed approvals with a small amount of new revenue to the City. No action taken.
  - c. Multi-year Budgeting: 2016 – 2020 Capital Improvement Plan Review With Public Works Director & Utility Superintendent. DISCUSSION: Springer confirmed that Sorenson and Yerges were on the same page with respect to the projects listed. He sighted Hiawatha as a past example of the lack of coordination. No changes or modifications to the list were requested by Sorenson or Yerges. No action taken.
  - d. Public Works Director Request For An Additional Full-Time Position. DISCUSSION: Yerges said a new hire filling a position vacant due to a retirement was working out well. Springer said a decision on an additional position should be put off, but the item should remain on the next agenda. No action taken.
  - e. Transferring Remnant Municipal Parcels To Adjacent Property Owners. DISCUSSION: Hansen said with affirmative action he would proceed with contacting property owners and finalized agreements would then be routed to the City Council for consideration. MOTION: Moved by Springer, seconded by Griffin to approve the concept and forms presented. VOICE VOTE: Motion carried.
  - f. Resolution #2016-02 Approval Of Fiscal Year Assignments MOTION: Moved by Griffin, seconded by Springer to recommend Council approval. ROLL CALL VOTE: Ayes: Griffin and Springer. Noes: none with Quimby absent. Motion carried.
5. NEW BUSINESS
  - a. Payroll For January 2016 - \$65,549.53. MOTION: Moved by Griffin, seconded by Springer to recommend Council approval of payroll in the stated amount. ROLL CALL VOTE: Ayes: Griffin and Springer. Noes: none with Quimby absent. Motion carried.
  - b. General Disbursements – January 22, 2016 Through February 18, 2016. MOTION: Moved by Griffin, seconded by Springer to recommend Council approval of general disbursements as presented. ROLL CALL VOTE: Ayes: Griffin and Springer. Noes: none with Quimby absent.

Motion carried.

- c. Treasurer's Report & Budget Reports For January 2016 MOTION: Moved by Griffin, seconded by Springer to table action until such time as they are prepared. VOICE VOTE: Ayes: Griffin and Springer. Noes: none with Quimby absent. Motion carried.
- d. Resolution #2016-03 Amending The 2015 Budget. MOTION: Moved by Griffin, seconded by Springer to recommend Council approval of the resolution as presented. ROLL CALL VOTE: Ayes: Griffin and Springer. Noes: none with Quimby absent. Motion carried.
- e. 2015 Real Estate And Personal Property Taxes As Of 2/11/2016 (informational only). Noted.
- f. Oak Hill Cemetery Association 2015 Annual Report. Noted.

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.

7. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:25 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer

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

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## ***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



## 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

<b>Area (Square Feet)</b>	<b>Building Plans</b>	<b>HVAC Plans</b>
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.



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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