



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: March 15, 2022
Time: 6:00 p.m.
Location: Municipal Building, 136 North Monroe Street (via remote phone conference for participants and public)

Join Zoom Meeting: <https://us02web.zoom.us/j/85604207893?pwd=R0ZDRnM0RThaOUdFOGhwSXplVU43Zz09>
1 312 626 6799 US (Chicago)
Meeting ID: 856 0420 7893 Passcode: 148768

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
2. MEETING MINUTES APPROVAL: February 15, 2022
3. UPDATES & REPORTS
 - a. Non-Metro Connections Update
 - b. Clerk/Treasurer Report – February 2022
 - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600-February
 - d. Business Association Liaison Report, (contact undetermined)
 - e. School District Liaison (contact undetermined)
4. UNFINISHED BUSINESS
 - a. Implementing A Blight Policy, Hiring Code Compliance Services, Follow-up. Open Code Report.
 - b. Regulation And Permit For Razing Buildings (Park Falls Ordinance Example)
5. OLD BUSINESS
 - a. New Resident Outreach(new clerk?)
 - b. Morrison Field (New soccer program being developed by WYSO)
6. NEW BUSINESS
 - a. 333 Portland Rd – Archaeological Study
7. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
8. ADJOURNMENT

Mike Tschanz, Deputy Clerk/Treasurer

Community Development Authority: Soter, Petts, Kuhl, Weihert, Woods, O'Connell, Sharpe and School District Superintendent Brian Henning as non-voting School District liaison
Posted, Mailed and E-mailed: 03/11/2022

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

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: February 15, 2022

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

1. PLEDGE OF ALLEGIANCE, ROLL CALL AND CALL TO ORDER. CDA Chair Weihert called the meeting to order at 6:01 p.m. Members present: Soter, Woods (6:07pm), Kuhl, O'Connell, Weihert and Petts. Absent Sharpe and the non-voting member from School District. Others in Attendance: Everett Butzine
2. MEETING MINUTES APPROVAL: January 18,2022. MOTION: [O'Connell/Petts] to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. UPDATES & REPORTS.
 - a. Non-Metro Connections Update given by Everett Butzine. Thrive will be touring Jefferson County in March. Waterloo is on the list. Butzine met with Trek and Waterloo Utilities to develop relationships and share information. Discussed survey Butzine is working on. Including rental rates for housing in Waterloo.
 - b. Clerk/Treasurer Report. Noted.
 - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600. Noted
 - d. Business Association Liaison Report. No report
 - e. School District Liaison. No report.
4. UNFINISHED BUSINESS
 - a. Implementing A Blight Policy, Hiring Code Compliance Services. Add Open Code Enforcements report to next packet.
 - b. Regulation And Permit for Razing Buildings. Charlie Kuhl discussed his updates. Send document to Building Inspector, Department of Public Works, Utility and Zoning for updates. [Kuhl/O'Connell] Voice Vote: Motion carried.
5. NEW BUSINESS
 - a. New Resident Outreach. Welcome Packet. Take up with the new clerk
 - b. Morrison Field. Discussion of putting housing in as park space is no longer being used. Ask Parks for more information.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
 - a. Annual Calendar. Noted.
7. ADJOURNMENT. MOTION: [Kuhl/Woods] To adjourned. VOICE VOTE: Motion carried. Time: 7:13 p.m.

Attest:

Mike Tschanz
DeputyClerk/Treasurer

TO: COMMUNITY DEVELOPMENT AUTHORITY
FROM: TREASURER/DEPUTY CLERK MIKE TSCHANZ
SUBJECT: COMMUNITY DEVELOPMENT REPORT AND WRITTEN AGENDA NOTES FOR 3/15/22 CDA MEETING
DATE: MARCH 15,2022

CDA PRE-MEETING REPORT

3b. CLERK/TREASURER'S COMMUNITY DEVELOPMENT REPORT

Outstanding Staff Support Tasks

- Community Welcoming Material – A draft webpage, assembled for review
- Draft Community Outreach Survey (Everett Butzine to draft for CDA members to review/comment on)

Grant Tracking

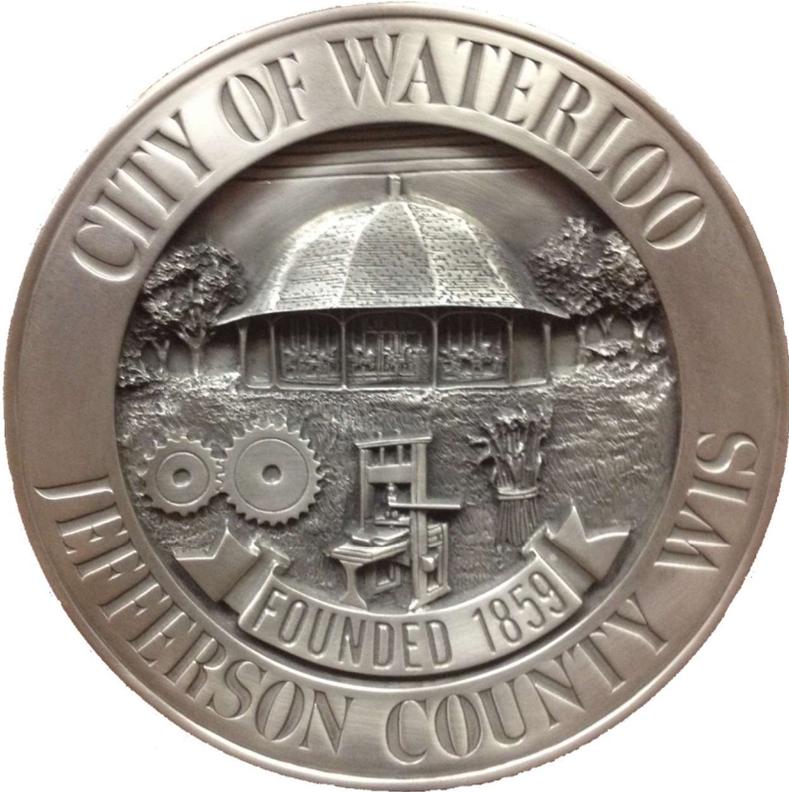
- A 2022 Lead Water Service Grant Award was submitted in January 22. We should find out sometime in March if we be awarded funds for 2022.
- No 2022 use of the awarded \$450,000 WisDOT Local Road Improvement Program grant for 333 Portland Road and Hendricks Street unless a 333 Portland Road project gains traction.
- Completed highway aid submittals (County & WisDOT)
 - o For 2024 (Minnehaha Lane & Riverside Drive) road reconstructions assistance, \$17,305.69
 - o For 2023 (Joint submittal with Town of Waterloo; Waterloo Road) road resurfacing & culvert repair, amount a function of award decision.

Economic Development Plan Implementation Progress Report

- 575 West Madison Street. The Solarium has applied for seller's permit, we are waiting on that license before we can proceed giving a license to serve beer, wine and liquor at the facility. There are offices for rent.
- Newark Homes has come to an agreement to sell their remaining duplexes and 4 units to a management company out of Nevada. Sale is tentative for mid-March. The company's manager (Fran) visited Waterloo to see the units and talk with the mayor in late February.

CITY OF WATERLOO

CDA TREASURER'S REPORT – FEBRUARY 2022



CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2022

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	560,042.99	
412-15800	DUE FROM AGENCY FUND TAXES	31,813.90	
	TOTAL ASSETS		<u>591,856.89</u>

LIABILITIES AND EQUITY

LIABILITIES

412-26100	DEFERRED REVENUE	118,486.02	
	TOTAL LIABILITIES		118,486.02

FUND EQUITY

412-34300	FUND BALANCE	415,337.06	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	58,033.81	
	TOTAL FUND EQUITY		<u>473,370.87</u>
	TOTAL LIABILITIES AND EQUITY		<u>591,856.89</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

FUND 412 - TIF DISTRICT 2 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TIF DISTRICT 2 FUND</u>					
412-41-4111-000 TAX INCREMENTS	92,713.62	92,713.62	81,308.00	(11,405.62)	114.0
TOTAL TIF DISTRICT 2 FUND	92,713.62	92,713.62	81,308.00	(11,405.62)	114.0
<u>INTERGOVERNMENTAL REVENUE</u>					
412-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	.00	780.00	780.00	.0
412-43-4366-000 STATE AID PERSONAL PROPERTY	.00	.00	2,036.19	2,036.19	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	2,816.19	2,816.19	.0
<u>MISCELLANEOUS REVENUES</u>					
412-48-4800-000 MISC REVENUES	7,137.50	7,137.50	119,128.89	111,991.39	6.0
TOTAL MISCELLANEOUS REVENUES	7,137.50	7,137.50	119,128.89	111,991.39	6.0
TOTAL FUND REVENUE	99,851.12	99,851.12	203,253.08	103,401.96	49.1

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

FUND 412 - TIF DISTRICT 2 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-320	64.00	64.00	.00	(64.00)	.0
412-51-5112-325	.00	.00	150.00	150.00	.0
TOTAL LEGISLATIVE SUPPORT	64.00	64.00	150.00	86.00	42.7
<u>ATTORNEY</u>					
412-51-5130-211	.00	.00	1,500.00	1,500.00	.0
TOTAL ATTORNEY	.00	.00	1,500.00	1,500.00	.0
<u>CLERK - WAGES</u>					
412-51-5142-110	.00	.00	25,000.00	25,000.00	.0
TOTAL CLERK - WAGES	.00	.00	25,000.00	25,000.00	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	.00	.00	750.00	750.00	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	.00	750.00	750.00	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	3,333.34	6,666.68	22,000.00	15,333.32	30.3
412-53-5310-380	25.57	51.07	302.40	251.33	16.9
TOTAL ENGINEERING AND ADMINISTRATION	3,358.91	6,717.75	22,302.40	15,584.65	30.1
<u>DEBT SERVICE</u>					
412-59-5926-001	35,035.56	35,035.56	.00	(35,035.56)	.0
TOTAL DEBT SERVICE	35,035.56	35,035.56	.00	(35,035.56)	.0
TOTAL FUND EXPENDITURES	38,458.47	41,817.31	49,702.40	7,885.09	84.1
NET REVENUE OVER(UNDER) EXPENDITURES	61,392.65	58,033.81	153,550.68		

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2022

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	40,252.48	
413-15800	DUE FROM AGENCY FUND TAXES	22,142.72	
	TOTAL ASSETS		<u>62,395.20</u>

LIABILITIES AND EQUITY

LIABILITIES

413-26100	DEFERRED REVENUE	(64,529.40)	
	TOTAL LIABILITIES		(64,529.40)

FUND EQUITY

413-34300	FUND BALANCE	62,395.20	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	64,529.40	
	TOTAL FUND EQUITY		<u>126,924.60</u>
	TOTAL LIABILITIES AND EQUITY		<u>62,395.20</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

FUND 413 - TIF DISTRICT 3 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TAXES</u>					
413-41-4111-000 TAX INCREMENTS	64,529.40	64,529.40	87,858.00	23,328.60	73.5
TOTAL TAXES	64,529.40	64,529.40	87,858.00	23,328.60	73.5
<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	.00	320.00	320.00	.0
413-43-4365-000 STATE AID PERSONAL PROPERTY	.00	.00	220.77	220.77	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	540.77	540.77	.0
<u>MISCELLANEOUS REVENUES</u>					
413-48-4800-000 MISC REVENUES	.00	.00	22,198.83	22,198.83	.0
TOTAL MISCELLANEOUS REVENUES	.00	.00	22,198.83	22,198.83	.0
TOTAL FUND REVENUE	64,529.40	64,529.40	110,597.60	46,068.20	58.4

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

FUND 413 - TIF DISTRICT 3 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
413-51-5112-325 LEGIS SUPPORT ANNUAL DOR FEE	.00	.00	150.00	150.00	.0
TOTAL LEGISLATIVE SUPPORT	.00	.00	150.00	150.00	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	.00	2,000.00	2,000.00	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215 ENG & ADMIN PROF FEES	.00	.00	2,000.00	2,000.00	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	.00	2,000.00	2,000.00	.0
<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000 TRANSFER TO DEBT SERVICE	.00	.00	101,567.50	101,567.50	.0
TOTAL TRANSFER TO DEBT SERVICE	.00	.00	101,567.50	101,567.50	.0
TOTAL FUND EXPENDITURES	.00	.00	105,717.50	105,717.50	.0
NET REVENUE OVER(UNDER) EXPENDITURES	64,529.40	64,529.40	4,880.10		

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2022

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	101,985.15	
414-15800	DUE FROM AGENCY FUND TAXES	2,660.70	
	TOTAL ASSETS		<u>104,645.85</u>

LIABILITIES AND EQUITY

LIABILITIES

414-26100	DEFERRED REVENUE	2,660.70	
	TOTAL LIABILITIES		2,660.70

FUND EQUITY

414-34300	FUND BALANCE	94,231.22	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	7,753.93	
	TOTAL FUND EQUITY		<u>101,985.15</u>
	TOTAL LIABILITIES AND EQUITY		<u>104,645.85</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

FUND 414 - TIF DISTRICT 4 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TIF DISTRICT 4 FUND</u>					
414-41-4111-000 TAX INCREMENTS	7,753.93	7,753.93	28,119.98	20,366.05	27.6
TOTAL TIF DISTRICT 4 FUND	7,753.93	7,753.93	28,119.98	20,366.05	27.6
<u>INTERGOVERNMENTAL REVENUE</u>					
414-43-4364-000 STATE AID COMPUTERS	.00	.00	239.00	239.00	.0
414-43-4365-000 STATE AID PERSONAL PROPERTY	.00	.00	683.00	683.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	922.00	922.00	.0
TOTAL FUND REVENUE	7,753.93	7,753.93	29,041.98	21,288.05	26.7

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

FUND 414 - TIF DISTRICT 4 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
414-51-5112-325 LEGIS SUPPORT ANNUAL DOR FEE	.00	.00	150.00	150.00	.0
TOTAL LEGISLATIVE SUPPORT	.00	.00	150.00	150.00	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
414-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	.00	500.00	500.00	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	.00	500.00	500.00	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
414-53-5310-215 ENG & ADMIN PROF FEES	.00	.00	22,000.00	22,000.00	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	.00	22,000.00	22,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	22,650.00	22,650.00	.0
NET REVENUE OVER(UNDER) EXPENDITURES	7,753.93	7,753.93	6,391.98		

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2022

600-COMMUNITY DEVELOP AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	41,825.03	
600-15800	DUE FROM AGENCY FUND TAXES	1,187.97	
	TOTAL ASSETS		<u>43,013.00</u>

LIABILITIES AND EQUITY

LIABILITIES

600-25607	DEFERRED REVENUE	4,650.00	
600-26100	DEFERRED REVENUE	(3,462.03)	
	TOTAL LIABILITIES		1,187.97

FUND EQUITY

600-34300	FUND BALANCE	13,426.11	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	3,398.92	
	TOTAL FUND EQUITY		<u>41,825.03</u>
	TOTAL LIABILITIES AND EQUITY		<u>43,013.00</u>

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

FUND 600 - COMMUNITY DEVELOP AUTHORITY

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNDER(OVER)</u>	<u>% OF</u>
<u>TAXES</u>					
600-41-4111-000 LOCAL TAX-GENERAL FUND	3,462.03	3,462.03	4,650.00	1,187.97	74.5
TOTAL TAXES	3,462.03	3,462.03	4,650.00	1,187.97	74.5
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000 MBC BUILDING RENTAL	400.00	400.00	2,400.00	2,000.00	16.7
TOTAL PUBLIC CHARGES FOR SERVICE	400.00	400.00	2,400.00	2,000.00	16.7
TOTAL FUND REVENUE	3,862.03	3,862.03	7,050.00	3,187.97	54.8

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022
FUND 600 - COMMUNITY DEVELOP AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>SPECIAL ACCTG COSTS</u>					
600-51-5151-399 SPECIAL ACCTNG COSTS - MISC	.00	.00	375.00	375.00	.0
TOTAL SPECIAL ACCTG COSTS	.00	.00	375.00	375.00	.0
<u>MAUNESHA BUSINESS CENTER</u>					
600-51-5162-221 MAUNESHA BUSINESS ELECTRIC	36.95	36.95	1,000.00	963.05	3.7
600-51-5162-222 MAUNESHA BUSINESS HEAT	225.35	225.35	750.00	524.65	30.1
600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER	82.71	82.71	698.00	615.29	11.9
600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA	40.00	80.00	480.00	400.00	16.7
600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN	.00	38.10	.00	(38.10)	.0
TOTAL MAUNESHA BUSINESS CENTER	385.01	463.11	2,928.00	2,464.89	15.8
<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	385.01	463.11	3,553.00	3,089.89	13.0
NET REVENUE OVER(UNDER) EXPENDITURES	3,477.02	3,398.92	3,497.00		

Report To The Plan Commission
Open Code Enforcement Challenges

Clerk/Treasurer
1:37 PM 3/11/2022

Category	Open Date	Closed Date	Address	Responsible Party	Municipal Lead	Desired Outcome	Link To Ord.	Notes
OPEN Neighbor complaints	Jan-15		362 E. Madison St.	Jeremy Uttech	SAFEBUILT	Property owner maintaining clean property; no dangerous work garage	§219-5 Safe and sanitary maintenance of property	Pending action (C.B. verbal) Continue to watch. A residential property formerly zoned commercial; owner has a history of storing scrap on site and selling items on lawn. Repeated combustion incidents in garage. 2/22/2022 Cert and regular mail
OPEN Code compliance	Jan-16		129 N Monroe St	Keri Sellnow	SAFEBUILT	Complete 1st floor build-out to code per conditional use	§140-19 Violations and penalties	20/25/21 remains in non-compliance. Owner in violation C.B. 2021 QTR 1 communication. Owner granted conditional use to reside on a portion of 1st floor; has not complied with building code with shared commercial & residential floor. 2/22/2022 Visual verification of bottom floor occupant has moved out. I have not been inside to
OPEN Code compliance	Jan-16		213 West Madison St	Bill Hart	TBD	Use in compliance with zoning code	§385-12 C-1 General Commercial District	J.Q. to address. Use changed from printing to warehousing, no conditional use granted therefore an illegal use
OPEN Neighbor complaints	Jun-17		135 Jefferson St	Corey Besl	DPW	Appropriate use of sump pump not creating potential pedestrian slip hazard	§283-8 Clear waters	Scheduled for 2022 road reconstruction. Remedy linked to when road is redone.. Discharge of sump pump to curb line doesn't flow to storm sewer creating pedestrian walk hazard near elementary school. 2/22/2022: Not for building inspector?
OPEN Neighbor complaints	Jun-17		136 Jefferson Street	Jon & Tara Driver	DPW	Appropriate use of sump pump not creating potential pedestrian slip hazard	§283-8 Clear waters	Scheduled for 2022 road reconstruction. Remedy linked to when road is redone. Discharge of sump pump to curb line doesn't flow to storm sewer creating pedestrian walk hazard near elementary school. 2/22/2022 Not for building inspector?

Report To The Plan Commission
Open Code Enforcement Challenges

Clerk/Treasurer
1:37 PM 3/11/2022

OPEN Property Maintenance	Jun-17		275 S. Jackson St	Tired Iron Buyer LLC	SAFEBUILT	Property owner investment in warehouse repairs after sale of property from City to property owners and no blight	§219-5 Safe and sanitary maintenance of property	10/20/21 inspection & verified violations, 10/21/21 sent letter certified to owner. Waiting on cert mail receipt to start countdown for reinspection for compliance 02/22/2022: all exterior is compliant. Building is NOT compliant at this time. Verbal with owner as to razing cost half of building this year?
OPEN Property maintenance	Sep-19		1085 Jaystone Terr	KSA Waterloo LLC; Ben Waterloo LLCLS DR	SAFEBUILT	Resident complaint: entry threshold prevents wheel chairs and dryer vent may be fire hazarded; 9/3 Routed to Chris B to inspect	§ 219-5 Safe and sanitary maintenance of property	C.B. has made contact. No reply from owner. 02/22/2022 no follow up
OPEN Property Maintenance	May-20		208 PORTLAND RD	GORDON D YELK & DEBRA A YELK	SAFEBUILT	Remedy collapses garage. No blighting conditions	§ 219-5 Safe and sanitary maintenance of property	10/25/21 Reinspected and confirmed violations, 10/1 sent certified letter; 10/21 cert. letter received, will reinspect in 30 days 2/22/2022: all exterior is compliant. Building is NOT compliant at this time. Verbal with owner as to razing cost half of building this year?
OPEN Property Maintenance	Jun-20		261 S MONROE ST	ANDREW V GRUNEWALD	SAFEBUILT	No blighting conditions	§ 219-5 Safe and sanitary maintenance of property	10/20/21 reinspected & verified violations, 10/21/21 letter sent certified to owner. Waiting on cert. mail receipt to start the 30 days after receipt
OPEN Property Maintenance	Sep-21		590 Knowlton St	Property owner	SAFEBUILT	(1) Structural damage to front rear of building needs correcting; (2) Garbage around dumpsters requires cleanup	219-5(B)(3) and 219-5B(7)(b) Safe & Sanitary Maintenance of Property	Notice sent to Waterloo Apartment LLC 9/30 with CC to PD, CT & Donnie Rook with 30 days notice 2/22/2022 verbal compliant by tenant who complained that all site violations were in
OPEN Property Maintenance	Oct-21		408 S Jackson St	Property owner	SAFEBUILT		?	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up
OPEN Property Maintenance	Oct-21		435 W Polk St	Property owner	SAFEBUILT		?	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up
OPEN Property Maintenance	Sep-21		590 Knowlton St #204	Waterloo Apartments LLC	SAFEBUILT	Properly maintained exterior property areas, foundation, floor & roof	Muni Code 219--5b(3) and 219-5b(7)(b)	CB letter to property owner 9/30/2021

Report To The Plan Commission
Open Code Enforcement Challenges

Clerk/Treasurer
1:37 PM 3/11/2022

OPEN Property Maintenance	Oct-21		237 Boorman St	Property owner	SAFEBUILT	Removal of blight	Storage of unlicensed recreational vehicle and weed ordinance	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up 2/22/2022not verified or have inspected year to date. No inspection
OPEN Property Maintenance	Dec-21		469 East Madison Street	Property owner	SAFEBUILT	Removal of blight		Blight complaint from neighbor routed to Police Department and Building Inspector. 2/22/2022certified mail sent 2/10/22 and signed for. Have inspection scheduled on 3/4 to gain access to rear



136 North Monroe Street, Waterloo, Wisconsin 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

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ORDINANCE 2022-01

**Amending Section 140-15 Unsafe Buildings Renaming It Unsafe Buildings, Regulation And Permitting For Razing Buildings
Changes Shown In **Red****

The City Council of the City of Waterloo, Jefferson County, Wisconsin do ordain as follows:

SECTION I: Section 140-15 Unsafe Buildings is hereby amended as follows:

§ 140-15 Unsafe buildings, regulation and permit for razing buildings

A. Purpose. Whenever the Building Inspector finds any building or part thereof within the City to be, in his judgment, so old, dilapidated or so out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human habitation, occupancy or use, and so that it would be unreasonable to repair the same, he shall order the owner to raze and remove it at the owner's expense. Such order and proceedings shall be carried out in the manner prescribed for the razing of buildings in § 66.0413, Wis. Stats. **and further provided for this Section.** Where the public safety requires immediate action, the Building Inspector shall enter upon the premises with such assistance as may be necessary and cause the building or structure to be made safe or to be removed, and the expenses of such work may be recovered by the City in an action against the owner or tenant.

Additionally, the further purpose of this Section is to regulate the razing or demolition and the removal of scrap and salvageable equipment and materials from vacated buildings without immediate functional replacement. The City of Waterloo finds that such removal may result in the complete abandonment of the property and reduce the chance that such property will in the future be devoted to any productive or enjoyable public or private use, and therefore cause conditions which will create health and safety hazards and aggravate blight, interfere with the enjoyment of and reduce the value of private property, and interfere with the safety and welfare of the public.

B. Permit and Definition of "Demolition." No person shall raze or demolish any building within the City without first obtaining a permit from the Building Inspector, unless otherwise exempted under this section. For purposes of this section, the terms "demolition" and "razing" shall be used interchangeably and shall be defined as a license for the deconstructing, destroying, razing, tearing down, or wrecking of any building including its foundation in an environmentally responsible manner, protective of worker safety. Demolition shall include any partial demolition and any interior demolition affecting more than 10 percent of the replacement value of the structure as determined by the Building Inspector. Any demolition work shall include (1) proper disposal of recyclables, solid waste, and hazardous materials pursuant to applicable regulations and approved plans, if any; (2) the controlled removal of materials to be salvaged or intended to be reclaimed or saved from destruction from the interior of a building including, but not limited to, machines, wire, conduit, equipment, steel, wood, copper, aluminum, glass, brick, concrete, asphalt material and the like; (3) termination of utilities serving the premises including permits and final inspections and approvals; (4) removal of driveways and repair of public sidewalks, as

may be required; (5) site cleanup and restoration including grading, landscaping and fencing, as required; (6) compliance with all other applicable building regulations including, but not limited to, Section 30.08 of the Wisconsin Uniform Building Code; and (7) payment to the City of any outstanding taxes, fees, citations, or assessment owed.

Building Inspector. In this section, the “Building Inspector” means the Building Inspector identified by the City or any other City employee or officer designated and assigned by the City to act on an application under this section.

C. **Application.** The owner of a building to be razed shall sign the permit application. In the alternative, an agent for the owner may sign the permit application upon providing written authorization verifying permission of the owner to apply for the permit. The Building Inspector may require additional information, such as proof the applicant has sufficient financial resources and ability to complete the project, including, but not limited to: (a) identification of materials to be recycled; (b) a performance schedule; (c) financial assurances, including a project pro forma detailing projected revenues and expenses; (d) environmental assessment, asbestos or other reports regarding hazardous substances; and (e) other State or local permits as required by law, rule or regulation. The owner and demolition contractor/operator shall be jointly and severally liable for performance under a permit issued pursuant to this section.

D. **Fees.** Permit fees shall be established by Common Council as part of the municipal fee schedule.

F. **Irrevocable Letter of Credit or Alternative Forms of Security.** Any application for a permit to engage in the razing of buildings within the City shall be accompanied by an irrevocable letter of credit which meets the following requirements:

1. In an amount no less than 120 percent of the estimated project cost;
2. Name the City as a beneficiary;
3. Be irrevocable and unconditional;
4. Be conditioned for payment to the City solely upon presentation of the letter of credit and a sight draft, which shall direct the issuing lending institution to pay the City without any explanation, affidavit or documentation;
5. Expire not earlier than one year after completion of the last act by permittee of demolition or salvage (unless the one-year period is waived or modified by the Common Council), or after the expiration of a permit issued under this section to the permittee, whichever is later;
6. Issued by a company certified by the State to conduct such business within Wisconsin.

The irrevocable letter of credit shall be a guarantee of performance by the permittee. The City Attorney shall act as the reviewing authority for the letter of credit. The letter of credit shall be delivered to the attention of the City Attorney, who may reasonably require a greater amount on a case-by-case basis, where deemed necessary to protect the City. In considering the amount of the irrevocable letter of credit, the City Attorney shall consider: (1) the recommendation, if any, of the Building Inspector; (2) the expertise of the applicant; (3) the applicant’s work history; (4) the capitalization of the applicant; (5) the scope of the proposed project; (6) the possible environmental hazards that could be created or currently exist; (7) the effect of the proposed operation on the surrounding neighborhood; and (8) the cost of remediation on the City, should the City have to address any matter due to the unwillingness or inability

of the permittee to complete its obligations

G. Comprehensive Liability Insurance. An applicant for a permit shall provide proof of comprehensive liability insurance in the amount of \$1,000,000 per occurrence and per person, \$1,000,000 property damage, and \$5,000,000 pollution legal liability where risk is presented of exacerbation of existing environmental pollution or discharge or any hazardous waste to the environment or asbestos removal, abatement, remediation, or dumping/disposal in a Federal or State regulated facility is required. The City may require a greater or lesser minimum amount down to and including (\$0) of pollution legal liability insurance, depending on the circumstances of the project that is the subject of the permit. Such coverage shall be maintained for the duration of the project and shall be a condition of a permit issued under this section. In addition, the permittee shall agree to indemnify and hold the City harmless from any and all claims, demands, actions, judgments, liabilities and obligations of any nature whatsoever arising from the demolition activity or site restoration for which the permit is issued, including any attorneys' fees and costs incurred by the City as a result thereof. In addition to liability insurance, the Building Inspector or City Attorney may require additional coverages including, but not limited to, automobile liability, pollution legal liability or other environmental insurance coverage, and workers' compensation.

H. Disconnection of Utilities. The owner or agent shall notify all utilities having service connections within a building to be razed, such as water, electric, gas, sewer, telecommunications, and other connections. A permit to demolish or remove a building shall not be issued until the Building Inspector has determined that all appurtenant equipment, such as meters and regulators, has been removed, and service connections are sealed and plugged correctly. No permit to demolish or remove any building shall be issued without written proof of the notification and appropriate removal of appurtenant equipment provided to the Building Inspector.

I Sewer and Water Connections. During demolition, sewer pipes shall be protected to prevent entrance of sand, earth or other foreign materials. Upon completion of demolition, the ends of all underground sewer or drain pipes shall be securely stopped with watertight and durable material. The water supply and sewer systems shall be abandoned inside the lot line by a licensed master plumber.

If the water service from the property line to the connection at the watermain in the public right-of-way is constructed of lead or galvanized iron, the entire water service shall be abandoned at the watermain by the property owner and is not permitted for reuse. All water services abandoned at the watermain shall be witnessed by City personnel, who shall furnish a report to the City. Failure to do so shall require excavation and street restoration at the owner's expense to verify abandonment.

Abandonment of services shall take place at the same time as building demolition.

J Dropping Materials- Chutes Required. Where a space on the ground or on a floor is railed off and openings in boundary walls closed, materials may be dropped into such space. When a protected or enclosed space cannot be provided, material and debris shall be removed through fully enclosed inclined chutes of wood, metal or other approved durable material. Open chutes may be used to lower dismantled falsework or lumber from a height not exceeding 30 feet. The bottom of all chutes shall be equipped with a gate or stop for closing and regulating the flow of materials.

K Permit Conditions. All permits shall be subject to the following conditions:
1. Permit term. The razing or demolition of a building shall be completed 90 consecutive calendar days after the permit is issued. The Building Inspector may, at his/her discretion, extend the permit term for cause, on terms and conditions acceptable to the parties and recorded in writing. "Cause" shall mean the inability of the permittee to act due to circumstances beyond

permittee's reasonable control and upon the exercise of due diligence.

2. Inspection of Work. During the entire period of any demolition project, employees and agents of the City shall have the ability to enter onto the property, at any time, without notice, for inspections. Such ability shall be a condition of the demolition permit. Work authorized by the permit is subject to inspection by the Building Inspector who shall have the authority to order corrective work. Failure to follow the orders of the Building Inspector, or to complete the raze in accordance with the Waterloo Municipal Code, shall give the Building Inspector authority to seek restitution from the letter of credit or alternative security, by any remedies available at law.

3. Foundation of Razed Building. Whenever a building has been razed, the foundation thereof, if any, shall be removed to at least two feet below adjacent grade and filled in with clean fill material approved by the Building Inspector with the top two feet of fill material being of dirt or sand. No combustible material may be used for the fill material.

4. Driveway Approaches, Sidewalks and Slabs. Remaining driveway approaches shall be removed and replaced with curb and gutter; damaged public sidewalks shall be replaced; and driveway aprons, remaining slabs and private sidewalks shall be removed from the site pursuant to any permits for replacing curb and gutters, driveway approaches and public sidewalks.

5. Restoration of Site. Prior to the issuance of a permit under this section by the Building Inspector to a contractor licensed in Wisconsin, the contractor may be required to provide a sufficient level of detail regarding the post-demolition activities, condition and use of the property. The Building Inspector reserves the right to require the property owner or its agent to submit (prior to commencement of any demolition activity) a site for the property upon which the structure to be demolished is located. All debris, rubbish and other materials not used for fill shall be removed from the site upon completion of demolition work, and the site leveled and graded to provide proper drainage to conform with the grade of adjoining premises or fenced in with a temporary solid barrier fence not less than four feet high to safeguard the public. The foundation walls shall be removed a minimum of two feet below adjacent grade, and the basement floor broken up to allow free flow of water to its natural grade. The site shall be left in a dust-free and erosion-free condition. Excavations shall be filled with a minimum of three inches of clean, solid fill to match lot grade within five consecutive calendar days of removal of the structure. The contractor shall be responsible for the repair and replacement of any public sidewalk, curb, gutter or street damaged in this process. Any excavation shall be protected with appropriate fences, barriers and/or lights.

6. Disposal of Debris. Except for recycled or salvaged materials, the permit holder shall dispose of all building debris in a licensed landfill in a manner compliant with Wisconsin Department of Natural Resources requirements. At any time, the permit holder shall provide to the Building Inspector receipts and/or an itemized list of debris disposed of by dumping or salvage. There shall be no burning of any structure or demolition waste.

7. Site Safety and Security. The permit holder shall, during the razing process, maintain the site in a safe and secure condition, and shall promptly report any personal injury and property damage to the Building Inspector.

i. All building materials which produce dust or other flying debris shall be sufficiently dampened during removal to minimize floating or blowing into the street or adjoining property. All adjacent streets, sidewalks or other public areas shall be protected by fences and/or scaffolds. The Building Inspector may require additional safety and security methods, including fencing and gating, as deemed necessary to protect the site and restrict access to the public.

ii. The structural elements of a building or structure shall be taken down one story at a time, beginning from the top, unless a different method is approved by the Building Inspector. All structural parts of each story shall be lowered to the ground by means of approved equipment or devices except as hereinafter provided. No material shall be placed or allowed to fall in such a manner so as to overload any part of the structure

which may be caused to fall because of such practice.

L. Exceptions. After consideration of the factors in this section, the Building Inspector may grant an exception to subsections (k)(1), (k)(2) and (k)(3) of this section for any property for which the City will be taking title or for which a related redevelopment plan has been approved by the City. In the exercise of discretion in granting an exception, the Building Inspector shall consider the following factors:

1. Type of contamination that may be on the property or the larger, integrated site associated with the building to be razed;
2. Suspected level of contamination on the property based on best evidence available;
3. Possible vectors of migrations from the property;
4. Any known migration of contamination from the property;
5. Reasonableness of other means of remediation or containment;
6. Any communication from the State or Federal government suggesting the necessity or adequacy of maintaining the foundation, or portion thereof, for environmental protection.

M. Exemption.

1. Residential Remodeling. This section shall not be construed to apply to contractors or homeowners doing demolition work on part of a one- or two-family residential building which is necessary in the course of remodeling work being conducted under a building permit. The Building Inspector may exempt contractors or homeowners from the irrevocable letter of credit provisions using the same criteria used to establish whether a permit should be granted.
2. Accessory Buildings and Detached Garages. This section shall not apply to demolition of accessory buildings or detached garages less than 600 square feet in area as measured by the exterior dimensions of the structure.

N. Special Assessment. The Building Inspector may elect to recover all costs of enforcement and legal fees through special assessments to be levied and collected as a delinquent tax against the real estate upon which the building is located. Such special assessment shall be a lien upon the real estate. An administrative fee as set forth by resolution of the Common Council or part of the municipal fee schedule shall be added to the special assessment against the benefited property.

O. Violations and Liability.

1. It shall be a violation of this ordinance to perform, conduct, direct or allow the demolition of structures except in conformance with a valid permit issued pursuant to this ordinance.
2. It shall be a violation of this ordinance to disobey an act contrary to any order issued pursuant to this ordinance.
3. The owner and permit holder shall be jointly and severally liable for any violation of this ordinance and any violation of any condition pursuant to this ordinance, whether caused by act or omission, including applicable fines and penalties together with the City's costs of enforcement, including attorneys' fees.
4. Any contractor or subcontractor involved in the violation of this ordinance shall be found to have committed a separate violation for which it shall be fully liable, including applicable fines and penalties together with the City's costs of enforcement, including attorneys' fees.

P. Enforcement, Fines and Penalties. The Building Inspector shall have the primary responsibility to enforce this section in cooperation with the Police Department. For purposes of calculating fines and penalties under this ordinance, each day of continuing violation shall constitute a separate offense. Any violation of this ordinance constitutes a public nuisance and, in addition to other remedies provided or allowed, the City may apply to a court of competent jurisdiction for injunctive relief and the assessment

of damages including attorneys' fees and costs.

SECTION II: This ordinance shall take effect and be in force from and after its passage and posting as provided by law.

**BY ORDER OF THE CITY COUNCIL OF THE CITY OF
WATERLOO**

Mayor

Attest:

Date Adopted: _____

Date Published: _____

NOTES:

1. Established Razing Fees as of 1/6/2022

	Build Insp.		Razing Fee	\$0.05 per sq ft all areas	\$75.00 minimum
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2. This ordinance does not contain special provisions for structures 100,000 sq. ft. or larger. Very similar versions have been adopted by Park Falls, Manitowoc and other Wisconsin communities.

Jeanne Ritter

From: Jeni Quimby
Sent: Thursday, March 10, 2022 10:37 AM
To: Leisses, Mitchell
Cc: Everett Butzine; ben.filkouski@madisoncommercialre.com; Rich Weihert; Jeanne Ritter; Mike Tschanz; Chad Yerges
Subject: Re: City of Waterloo

Ok so the other property is NOT in this zone so they could build without any issues? We were going to give the new owner that little piece in front so they had a bigger site. This is good news!

We should have this added to a CDA agenda to approve the work. Rich ok? Jeanne can add.

I agree Mitch with DPW doing some of this work which I'll let you workout those details & proper procedure.

Mike please confirm funds available to use.

Thank you!

Jenifer Quimby, Mayor
Sent from my U.S.Cellular©

From: Leisses, Mitchell <mleisses@geo-logic.com>
Sent: Thursday, March 10, 2022 11:14:53 AM
To: Jeni Quimby <mayor@waterloowi.us>
Cc: Everett Butzine <info@non-mc.com>; ben.filkouski@madisoncommercialre.com <ben.filkouski@madisoncommercialre.com>
Subject: Re: City of Waterloo

Hi Mayor,

Yes, the area that we would look at stripping and reviewing for artifacts is on City property (see map below with highlighted area), putting the responsibility on the City if they would like this issue to go away. I believe this all came about when the Cell Tower was going to go in this area. When they did their due diligence for permitting, etc., this "Not Catalogued" site came up on the historical review (which they were required to do).



If there are remains found, the City can choose to have them removed or leave them in place. To remove them completely, it can take time and additional money (not cheap). One other thing, I was hoping that DPW could strip the site, to keep the overall cost to a minimum. If we need to hire someone else to strip the topsoil, that would be in addition to the proposal previously sent.

Again, please let me know if you have any questions.

Sincerely,

Mitchell Leisses

Office/Senior Project Manager

Kunkel Engineering Group

a Geo-Logic Company

1115 South Main Street

West Bend, WI 53095

Office: (920)356-9447 | Direct: (920)210-6330

mleisses@kunkelengineering.com or mleisses@geo-logic.com

www.kunkelengineering.com | www.geo-logic.com

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From: Jeni Quimby <mayor@waterloowi.us>

Sent: Thursday, March 10, 2022 9:41 AM

To: Leisses, Mitchell <mleisses@geo-logic.com>

Cc: Everett Butzine <info@non-mc.com>; ben.filkouski@madisoncommercialre.com
<ben.filkouski@madisoncommercialre.com>

Subject: Fwd: City of Waterloo

Hi Mitch, thanks for the info. So just to be clear, this would be a City responsibility to have this work done? I don't know how this was identified in the first place and I'd bet we didn't pay for this study then, but the only way to get this 'tag' removed is for us to pay for it?

So regardless if anything is found, it will be removed & the land will be free from this tag?

Can you please confirm what land area they are referring to inspect? You know what the city owns vs. the land in the top of the business park, which we'd need Scott's approval if we're on his property. But I'd suspect this 'tag' is the reason why the city owns that odd strip close to the highway. Mo said it was for a path, which never made any sense.

Please advise. I think we'd need CDA approval & see what money is available in TIF 3 to pay for this. Thanks!

Jenifer Quimby, Mayor
Sent from my U.S.Cellular©

From: Leisses, Mitchell <mleisses@geo-logic.com>
Sent: Thursday, March 10, 2022 10:04:27 AM
To: Jeni Quimby <mayor@waterloowi.us>
Subject: Fw: City of Waterloo

Good Morning Mayor,

I wanted to follow up regarding the Archaeological Site that has been identified at 333 Portland Road. After going around and around with Amy Rosebrough, from the Wisconsin Historic Preservation Office, we realize we can't just make this site go away.

I've reached out to our preferred Archaeological Consultant, Philip Salkin, to assist us with the next steps. Please find attached his proposal to complete an archaeological study of this area. Read it over and let me know how you'd like to proceed.

This is really the only way to make this go away (as long as they don't find anything).

Call me with any questions.

Sincerely,

Mitchell Leisses
Office/Senior Project Manager

Kunkel Engineering Group
a Geo-Logic Company
1115 South Main Street
West Bend, WI 53095
Office: (920)356-9447 | Direct: (920)210-6330
mleisses@kunkelengineering.com or mleisses@geo-logic.com

www.kunkelengineering.com | www.geo-logic.com

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From: Ahmad, Zahoor <zahmad@geo-logic.com>
Sent: Wednesday, March 9, 2022 3:19 PM

To: Leisses, Mitchell <mleisses@geo-logic.com>
Cc: psalkin.acs@gmail.com <psalkin.acs@gmail.com>
Subject: FW: City of Waterloo

Mitch please see attached proposal from Phil.

Thanks Phil for the proposal, we will get back to you after discussing with the City of Waterloo.

Zahoor Ahmad | PE, CPE, ACP

Project Engineer
Kunkel Engineering Group
a Geo-Logic Company
1115 South Main Street
West Bend, WI 53095
Direct: (920)210-1652
zahmad@geo-logic.com

From: Phil Salkin <psalkin.acs@gmail.com>
Sent: Wednesday, March 9, 2022 3:13 PM
To: Ahmad, Zahoor <zahmad@geo-logic.com>
Subject: City of Waterloo

Dear Mr. Ahmad:

Attached is our proposal for the archaeological studies at the development site in the City of Waterloo. Based on 45 years experience, this is the best and most economical way of wrapping up this project.

In the unlikely event that human remains are found, I would suggest that if possible, a small conservation easement be placed around the remains, rather than excavating them, which can be costly.

Please note that the SHPO and State Archaeologist can take some time to review and issue permits.

Do not hesitate to call with questions regarding our proposal.

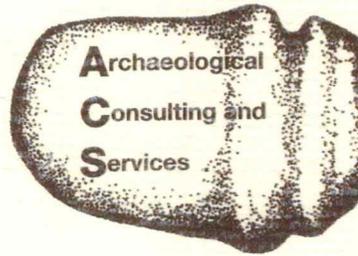
Thank you,

Phil Salkin
608.438.7993

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Archaeological Consulting and Services

POB 260274 Madison, Wisconsin 53726-0274
608-438-7993 (cell)
psalkin.acs@gmail.com



Cultural
Resource
Management

March 9th, 2022

Mr. Zahoor Ahmad
Kunkel Engineering Group
1115 South Main Street
West Bend, Wi. 53095

RE: Archaeological Studies
Proposed Development Site
Waterloo, Jefferson County

Dear Mr. Ahmad:

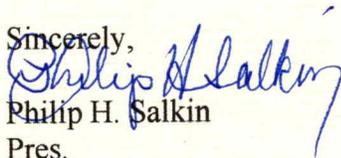
The following is a proposal and cost estimate for archaeological studies in association with a proposed development site in the City of Waterloo, Wisconsin. The proposed site partially overlaps the boundaries of a Native American Mound Group (47Je-0098). The surface indications of the mound group are gone, but there is concern regarding the potential survival of subsurface burials features.

Your discussions with Mr. Felipe Avila of the SHPO indicated that you can focus on the .7 acre area in the southeastern corner of the proposed development. We will conduct the project in the following manner. First, we will obtain the required permit to conduct archaeological studies on public lands and the authorization to conduct studies within the boundaries of an uncatalogued burial site. We would then conduct a literature and records search on 47JE-0098 and sites in the immediate area. This should require minimal effort. The fieldwork will consist of monitoring the stripping (preferably with a grader) of the surface horizon on the .7 acre area down to the interface with the B Horizon. This is to search for artifacts and potential burial features. This will be monitored by a certified burial site archaeologist from our staff. Artifacts will be collected for analysis. However, if human remains are encountered, work will stop in the immediate vicinity of the finds until consultation may be obtained with the Compliance Section of the SHPO. The soils can then be restored without an archaeologist present.

The cost of the project will depend on how quickly the surface horizon can be stripped. Costs will be \$750/day. In addition, there will be up to a \$2000 cost for the permitting, the literature search, any lab analysis, the preparation of the project report and state forms and the curation of the artifacts found. If no artifacts are found, the \$2000 will be reduced to around \$1000. If human remains are found and a decision is reached to remove them, this will be a separate cost.

Thank you for the opportunity to provide this proposal. Please do not hesitate to inquire for additional information or services we may provide.

Sincerely,


Philip H. Salkin
Pres.

March 11, 2022

City of Waterloo
c/o Everett Butzine
Owner/Managing Member
NMC
info@non-mc.com
920-203-3859

Sabin Hall, Rm 290
PO Box 413
Milwaukee, WI
53201-0413
414-229-3078
www.uwm.edu
www.uwm.edu/archaeology-
laboratory/

**RE: 333 Portland Ave.
DNR Permit Issue
Wis. Stats. §157.70 Burial Site Issue
City of Waterloo
UWM-CRM 2022-0237**

Dear Mr. Butzine,

The Cultural Resource Management program (Archaeological Research Laboratory Center) at the University of Wisconsin-Milwaukee (UWM) is pleased to offer a scope of work and estimated cost to conduct cultural resource investigations for the above referenced project.

The proposed project consists of an approximate 0.7 acre development project.

Authority

The proposed project will require permitting from the Wisconsin Department of Natural Resources, as well as permission to disturb from the Wisconsin Historical Society, necessitating compliance with Wis. Stats §44.40 and §157.70. The Wisconsin Historical Society has identified one previously recorded archaeological and burial site as coincident: 47JE0098/BJE-0162 Waterloo Mounds. Archaeological survey of the site has been requested.

Scope of Services

Archaeological Investigations

The archaeological study will consist of archives and literature research and field investigations. The archival research will identify all previously reported archaeological sites both within the area of potential effect (i.e. all areas of proposed ground disturbing activities) and within a one mile radius of the area of potential effect (APE). The archival research will also document locales within the APE that have already been subjected to archaeological survey. Field investigations will consist of intensive Phase I

archaeological survey of the APE using visual inspection and/or shovel probe testing to assess whether evidence of the site is physically present within the project area.

The Wisconsin Historical Society has reviewed the project and identified one previously identified archaeological/burial site as coincident: 47JE0098/BJE-0162 Waterloo Mounds.

Reporting

UWM-CRM will request permission to conduct subsurface testing within the boundaries of the burial site.

The results of the archaeological investigations will be documented in the WisDNR Archaeological Survey Field Report form and submitted to the WisDNR and the Wisconsin Historical Society.

The scope assumes no significant archaeological materials are encountered and does not include evaluation studies for archaeological sites.

Costs

The cost for the work is a lump sum of \$1,800.00.

Please note that the cost assumes that no significant archaeological materials will be encountered during the work. *Note: Archaeological survey requires that the ground be snow and frost-free.*

The official institution name used in contracts, grants, and other official agreements is: The Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Milwaukee. If awarded, we respectfully request the ability to negotiate the terms and conditions from the sponsor. Please note that as an agency of the State of Wisconsin and an academic institution the following conditions are required:

1. We are self-insured under secs. 895.46, 893.82 and 20.505(2)(k) of the Wisconsin Statutes.
2. We are not permitted, by law, to indemnify or defend any sponsor.
3. We require the right to publish or use information, data, writings, or materials resulting from research for educational and research purposes.

If you would like a copy of our standard research agreement to review our language in more detail, please feel free to visit [UWM Standard Terms and Conditions](#).

If there are questions or concerns regarding the scope of work, or to further discuss the project, please do not hesitate to contact me at (414) 251-8566 or at jlpicard@uwm.edu.

Sincerely,



Jennifer L. Picard
Principal Investigator

Waterloo Community Development Authority -- Annual Calendar

Preferred meeting night: 3rd Tuesday of month at 6:00 pm

Recurring monthly review and action (1) CDA Implementation Plan Progress; (2) Grant Application Tracking

<p>JANUARY</p> <ul style="list-style-type: none"> - evaluate CDA Progress Measures - finalize prior year Annual Report
<p>FEBRUARY</p> <ul style="list-style-type: none"> - notify Mayor of member reappointment interest - align/modify CDA Progress Measures as needed - submit Annual Report to City Council
<p>MARCH</p> <ul style="list-style-type: none"> - notify Mayor of member reappointment interest - Push to closeout incomplete prior year items
<p>APRIL</p> <ul style="list-style-type: none"> - Mayoral appointments - Push to closeout incomplete prior year items
<p>MAY</p> <ul style="list-style-type: none"> - CDA election of Chair and Vice Chair - evaluate CDA Progress Measures
<p>JUNE</p> <ul style="list-style-type: none"> - start future year budget submittal - review of tax increment finance district progress
<p>JULY</p> <ul style="list-style-type: none"> - review of tax increment finance district progress - future year budget planning - align CDA Progress Measures with budget planning - reaffirm or jettison all active programs and projects
<p>AUGUST</p> <ul style="list-style-type: none"> - future year budget submittal to Finance, Insurance & Personnel Committee, including tax incremental finance funds
<p>SEPTEMBER</p> <ul style="list-style-type: none"> - evaluate CDA Progress Measures
<p>OCTOBER</p> <ul style="list-style-type: none"> - <u>s</u>trength, <u>w</u>eaknesses <u>o</u>pportunities & <u>t</u>hreats (SWOT) exercise
<p>NOVEMBER</p> <ul style="list-style-type: none"> - community outreach
<p>DECEMBER</p> <ul style="list-style-type: none"> - community outreach - review staff draft, Annual Report to City Council - update calendar