



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

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: May 21, 2024
Time: 6:00 p.m.
Location: Municipal Building, 136 North Monroe Street

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
- 2) MEETING MINUTES APPROVAL: April 16, 2024
- 3) REPORTS AND PRESENTATIONS
- 4) UPDATES & REPORTS
 - a) Mad Rep Update
 - b) Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600
 - c) Business Association Liaison Report
 - d) School District Liaison
- 5) OLD BUSINESS
 - a) Discussion on Downtown Master Plan
 - b) BID Proposal
- 6) NEW BUSINESS
 - a) Election of Chair and Vice Chair
 - b) Business Association Meeting
 - c) BID Survey
- 7) CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS (3-minute time limit)
 - a) Annual Calendar
- 8) ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

Community Development Authority: Soter, C. Kuhl, A. Kuhl, Empey, O'Connell, Zimmermann, Haseleu, and School District Superintendent Brian Henning as non-voting School District liaison
Posted, Mailed and E-mailed: 05/16/2024.

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 noted. 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: April 16, 2024

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 O'Connell called the meeting to order at 6:00 p.m. Members present: C. Kuhl, O'Connell, Soter, Zimmerman, Haseleu, and A. Kuhl. Remote: none Absent: K. Hudson. Others in Attendance or remote: E Butzine and Clerk Ritter.
2. MEETING MINUTES APPROVAL: March 19, 2024 [A. Kuhl/J. O'Connell] VOICE VOTE: Motion carried.
3. UPDATES & REPORTS. – Discussion (see reports in packet)
 - a. Mad Rep Update
 - b. Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600
 - c. Business Association Liaison Report:
 - d. School District Liaison. None
4. OLD BUSINESS
 - a. Discussion on Downtown Master Plan
5. NEW BUSINESS
 - a. BID Findings – Discussion
 - b. BID Proposal – CDA would like more information on how businesses feel about this.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
7. ADJOURNMENT. MOTION: [Soter/A.Kuhl] VOICE VOTE: Motion carried. Time: 7pm.

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer



May 13, 2024

Waterloo City Hall Attn: CDA
136 North Monroe Street
Waterloo, WI 53594

Re: May Update

Dear CDA:

Here is a list of current and ongoing projects.

1. Continued participation with ThriveED and JCEDC Board of Directors/Executive Board.
2. 333 Portland Rd.
 - a. Access issues
 - i. DOT meeting
 - b. Working with outside agency for best fit
 - c. Feasibility analysis
3. Duquaine proposed development
4. Downtown Master Plan
5. Assessing community for suitable residential development
 - a. Steve Brown Appts.
 - b. St. Joshep
6. Project forward
7. TID 5
 - a. Contacting landowners
8. New industrial land opportunities

Sincerely,

Everett Butzine

Vice President of Economic Development
Madison Region Economic Partnership, Inc.

CITY OF WATERLOO

BALANCE SHEET
APRIL 30, 2024

600-COMMUNITY DEVELOPMENT AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	41,156.76	
600-15800	DUE FROM AGENCY FUND TAXES	2,119.60	
	TOTAL ASSETS		43,276.36

LIABILITIES AND EQUITY

LIABILITIES

600-26100	DEFERRED REVENUE	(.40)	
	TOTAL LIABILITIES		(.40)

FUND EQUITY

600-34300	FUND BALANCE	18,344.55	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(67.79)	
	TOTAL FUND EQUITY		43,276.76
	TOTAL LIABILITIES AND EQUITY		43,276.36

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<u>TAXES</u>						
600-41-4111-000	LOCAL TAX-GENERAL FUND	.00	.00	2,120.00	(2,120.00)	.0
	TOTAL TAXES	.00	.00	2,120.00	(2,120.00)	.0
<u>PUBLIC CHARGES FOR SERVICE</u>						
600-46-4674-000	MBC BUILDING RENTAL	400.00	1,000.00	3,000.00	(2,000.00)	33.3
	TOTAL PUBLIC CHARGES FOR SERVICE	400.00	1,000.00	3,000.00	(2,000.00)	33.3
	TOTAL FUND REVENUE	400.00	1,000.00	5,120.00	(4,120.00)	19.5

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	300.00	300.00	.0
	TOTAL SPECIAL ACCTG COSTS	.00	.00	300.00	300.00	.0
	<u>MAUNESHA BUSINESS CENTER</u>					
600-51-5162-221	MAUNESHA BUSINESS ELECTRIC	30.71	106.70	1,000.00	893.30	10.7
600-51-5162-222	MAUNESHA BUSINESS HEAT	92.73	453.04	1,060.00	606.96	42.7
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	62.51	188.15	1,250.00	1,061.85	15.1
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	55.00	220.00	660.00	440.00	33.3
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	.00	99.90	250.00	150.10	40.0
	TOTAL MAUNESHA BUSINESS CENTER	240.95	1,067.79	4,220.00	3,152.21	25.3
	TOTAL FUND EXPENDITURES	240.95	1,067.79	4,520.00	3,452.21	23.6
	NET REVENUE OVER(UNDER) EXPENDITURES	159.05	(67.79)	600.00		

CITY OF WATERLOO

BALANCE SHEET
APRIL 30, 2024

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	596,184.89	
412-15800	DUE FROM AGENCY FUND TAXES	98,699.68	
412-17000	DUE (TO)/FROM TID 2	32,612.00	
	TOTAL ASSETS		727,496.57

LIABILITIES AND EQUITY

LIABILITIES

412-26100	DEFERRED REVENUE	98,699.80	
	TOTAL LIABILITIES		98,699.80

FUND EQUITY

412-34300	FUND BALANCE	637,429.46	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(8,632.69)	
	TOTAL FUND EQUITY		628,796.77
	TOTAL LIABILITIES AND EQUITY		727,496.57

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	.00	.00	92,488.06	92,488.06	.0
TOTAL TIF DISTRICT 2 FUND		.00	.00	92,488.06	92,488.06	.0
<u>INTERGOVERNMENTAL REVENUE</u>						
412-43-4364-000	STATE AID EXEMPT COMPUTERS	.00	.00	783.21	783.21	.0
412-43-4366-000	STATE AID PERSONAL PROPERTY	.00	.00	2,036.19	2,036.19	.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	.00	2,819.40	2,819.40	.0
<u>MISCELLANEOUS REVENUES</u>						
412-48-4800-000	MISC REVENUES	.00	.00	101,000.00	101,000.00	.0
TOTAL MISCELLANEOUS REVENUES		.00	.00	101,000.00	101,000.00	.0
TOTAL FUND REVENUE		.00	.00	196,307.46	196,307.46	.0

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

FUND 412 - TIF DISTRICT 2 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-320	LEGIS SUPPORT PR & PUB	.00	.00	100.00	100.00	.0
412-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	300.00	150.00	(150.00)	200.0
	TOTAL LEGISLATIVE SUPPORT	.00	300.00	250.00	(50.00)	120.0
	<u>ATTORNEY</u>					
412-51-5130-211	ATTORNEY ATTORNEY FEES	.00	612.50	1,500.00	887.50	40.8
	TOTAL ATTORNEY	.00	612.50	1,500.00	887.50	40.8
	<u>CLERK - WAGES</u>					
412-51-5142-110	CLERK SALARY/CLERK	.00	.00	14,788.75	14,788.75	.0
	TOTAL CLERK - WAGES	.00	.00	14,788.75	14,788.75	.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	SPEC ACCTG & AUD PROF FEES	218.75	535.41	8,400.00	7,864.59	6.4
	TOTAL SPECIAL ACCTG AND AUDITING	218.75	535.41	8,400.00	7,864.59	6.4
	<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	ENG & ADMIN PROF FEES	.00	.00	27,560.00	27,560.00	.0
412-53-5310-380	TID 2 COMPUTER SUPPLY/MAINT	.00	209.78	300.00	90.22	69.9
	TOTAL ENGINEERING AND ADMINISTRATION	.00	209.78	27,860.00	27,650.22	.8
	<u>CAPITAL PROJECT</u>					
412-57-5701-806	CAPITAL PROJ IMPROVEMENT PROG	.00	6,975.00	.00	(6,975.00)	.0
	TOTAL CAPITAL PROJECT	.00	6,975.00	.00	(6,975.00)	.0
	TOTAL FUND EXPENDITURES	218.75	8,632.69	52,798.75	44,166.06	16.4
	NET REVENUE OVER(UNDER) EXPENDITURES	(218.75)	(8,632.69)	143,508.71		

CITY OF WATERLOO

BALANCE SHEET
APRIL 30, 2024

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	(32,983.26)	
413-15800	DUE FROM AGENCY FUND TAXES		84,752.86	
	TOTAL ASSETS			51,769.60

LIABILITIES AND EQUITY

LIABILITIES

413-26100	DEFERRED REVENUE		84,752.74	
	TOTAL LIABILITIES			84,752.74

FUND EQUITY

413-34300	FUND BALANCE		62,681.03	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(95,664.17)	
	TOTAL FUND EQUITY			(32,983.14)
	TOTAL LIABILITIES AND EQUITY			51,769.60

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

FUND 413 - TIF DISTRICT 3 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>TAXES</u>					
413-41-4111-000	TAX INCREMENTS	.00	.00	79,419.10	79,419.10	.0
	TOTAL TAXES	.00	.00	79,419.10	79,419.10	.0
	<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	221.00	221.00	.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	541.00	541.00	.0
	<u>MISCELLANEOUS REVENUES</u>					
413-48-4800-000	MISC REVENUES	.00	.00	25,000.00	25,000.00	.0
	TOTAL MISCELLANEOUS REVENUES	.00	.00	25,000.00	25,000.00	.0
	TOTAL FUND REVENUE	.00	.00	104,960.10	104,960.10	.0

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
<u>SPECIAL ACCTG AND AUDITING</u>						
413-51-5151-214	SPEC ACCTG & AUD PROF FEES	218.75	535.42	3,400.00	2,864.58	15.8
	TOTAL SPECIAL ACCTG AND AUDITING	218.75	535.42	3,400.00	2,864.58	15.8
<u>ENGINEERING AND ADMINISTRATION</u>						
413-53-5310-215	ENG & ADMIN PROF FEES	.00	.00	1,000.00	1,000.00	.0
	TOTAL ENGINEERING AND ADMINISTRATION	.00	.00	1,000.00	1,000.00	.0
<u>TRANSFER TO DEBT SERVICE</u>						
413-59-5929-000	TRANSFER TO DEBT SERVICE	94,978.75	94,978.75	114,320.00	19,341.25	83.1
	TOTAL TRANSFER TO DEBT SERVICE	94,978.75	94,978.75	114,320.00	19,341.25	83.1
	TOTAL FUND EXPENDITURES	95,197.50	95,664.17	118,870.00	23,205.83	80.5
	NET REVENUE OVER(UNDER) EXPENDITURES	(95,197.50)	(95,664.17)	(13,909.90)		

CITY OF WATERLOO

BALANCE SHEET
APRIL 30, 2024

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	88,030.56	
414-15800	DUE FROM AGENCY FUND TAXES	40,592.60	
	TOTAL ASSETS		128,623.16

LIABILITIES AND EQUITY

LIABILITIES

414-26100	DEFERRED REVENUE	40,592.60	
	TOTAL LIABILITIES		40,592.60

FUND EQUITY

414-34300	FUND BALANCE	102,505.98	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(14,475.42)	
	TOTAL FUND EQUITY		88,030.56
	TOTAL LIABILITIES AND EQUITY		128,623.16

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

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	.00	.00	38,038.00	38,038.00	.0
TOTAL TIF DISTRICT 4 FUND		.00	.00	38,038.00	38,038.00	.0
<u>INTERGOVERNMENTAL REVENUE</u>						
414-43-4364-000	STATE AID COMPUTERS	.00	.00	238.03	238.03	.0
414-43-4365-000	STATE AID PERSONAL PROPERTY	.00	.00	683.07	683.07	.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	.00	921.10	921.10	.0
TOTAL FUND REVENUE		.00	.00	38,959.10	38,959.10	.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2024

FUND 414 - TIF DISTRICT 4 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>LEGISLATIVE SUPPORT</u>					
414-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
414-51-5151-214	SPEC ACCTG & AUD PROF FEES	218.75	535.42	1,700.00	1,164.58	31.5
	TOTAL SPECIAL ACCTG AND AUDITING	218.75	535.42	1,700.00	1,164.58	31.5
	<u>ENGINEERING AND ADMINISTRATION</u>					
414-53-5310-215	ENG & ADMIN PROF FEES	3,750.00	13,790.00	22,500.00	8,710.00	61.3
	TOTAL ENGINEERING AND ADMINISTRATION	3,750.00	13,790.00	22,500.00	8,710.00	61.3
	TOTAL FUND EXPENDITURES	3,968.75	14,475.42	24,350.00	9,874.58	59.5
	NET REVENUE OVER(UNDER) EXPENDITURES	(3,968.75)	(14,475.42)	14,609.10		

CITY OF WATERLOO

BALANCE SHEET
APRIL 30, 2024

415-FUND 415

ASSETS

415-11100	TREASURER'S CASH	(218.75)	
	TOTAL ASSETS		(218.75)

LIABILITIES AND EQUITY

LIABILITIES

415-27000	DUE (TO)/FROM TID 5	32,612.00	
	TOTAL LIABILITIES		32,612.00

FUND EQUITY

415-34300	TIF DISTRICT 5 FUND	(32,612.00)	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(218.75)	
	TOTAL FUND EQUITY		(32,830.75)
	TOTAL LIABILITIES AND EQUITY		(218.75)

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

			PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
415-51-5151-214	SPEC ACCTG & AUD	PROF FEES	218.75	218.75	.00	(218.75)	.0
	TOTAL DEPARTMENT 5151		218.75	218.75	.00	(218.75)	.0
	TOTAL FUND EXPENDITURES		218.75	218.75	.00	(218.75)	.0
	NET REVENUE OVER(UNDER) EXPENDITURES		(218.75)	(218.75)	.00		

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

JANUARY <ul style="list-style-type: none">- evaluate CDA Progress Measures- finalize prior year Annual Report
FEBRUARY <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
MARCH <ul style="list-style-type: none">- notify Mayor of member reappointment interest- Push to closeout incomplete prior year items
APRIL <ul style="list-style-type: none">- Mayoral appointments- Push to closeout incomplete prior year items
MAY <ul style="list-style-type: none">- CDA election of Chair and Vice Chair- evaluate CDA Progress Measures
JUNE <ul style="list-style-type: none">- start future year budget submittal- review of tax increment finance district progress
JULY <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
AUGUST <ul style="list-style-type: none">- future year budget submittal to Finance, Insurance & Personnel Committee, including tax incremental finance funds
SEPTEMBER <ul style="list-style-type: none">- evaluate CDA Progress Measures
OCTOBER <ul style="list-style-type: none">- strength, weaknesses opportunities & threats (SWOT) exercise
NOVEMBER <ul style="list-style-type: none">- community outreach
DECEMBER <ul style="list-style-type: none">- community outreach- review staff draft, Annual Report to City Council- update calendar