



136 North Monroe Street  
Waterloo, WI 53594  
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[www.waterloowi.us](http://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: July 16, 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: June 18, 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
- 6) NEW BUSINESS
  - a) Rental of Manuesha Business Center to Tucker's Truck Driving Academy
- 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: 07/11/2024.

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: June 18, 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 Co-Chair Haseleu called the meeting to order at 6:22 p.m. Members present: C. Kuhl, O'Connell, Haseleu, and Empey. Remote: none Absent: A. Kuhl, M. Soter and J. Zimmermann. Others in Attendance or remote: E Butzine, T. Thomas, and Clerk Ritter.
2. MEETING MINUTES APPROVAL: May 21, 2024 [O'Connell/C.Kuhl] 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. Reviewed
  - c. Business Association Liaison Report:
  - d. School District Liaison. None
4. OLD BUSINESS
  - a. Discussion on Downtown Master Plan
5. NEW BUSINESS
  - a. 333 Portland Road – party no longer interested
  - b. Town and Country Industrial Utility Study Proposal. Motion to send to council [C.Kuhl/O'Connell] VOICE VOTE: Motion carried. Secondary Motion to pay for study out of CDA funds (600) [C.Kuhl/O'Connell] VOICE VOTE: Motion carried.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Annual Calendar
7. ADJOURNMENT. MOTION: [C. Kuhl/ O'Connell] VOICE VOTE: Motion carried. Time: 6:43 pm.

Attest:

Jeanne Ritter  
Clerk/Deputy Treasurer



July 12, 2024

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

Re: July 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. Strong developer interest
  - b. Road access meeting
3. Duquaine proposed development
  - a. Revising dev. cost and TIF
4. Downtown Master Plan
  - a. Events - Trek
5. Project forward
  - a. New movement
6. Fischer Rd.
  - a. Utility Study Proposal
  - b. DOT meetings
  - c. Developer contacts

Sincerely,

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

# CITY OF WATERLOO

BALANCE SHEET  
JUNE 30, 2024

## 412-TIF DISTRICT 2 FUND

### ASSETS

412-11100	TREASURER'S CASH	597,509.83	
412-15800	DUE FROM AGENCY FUND TAXES	98,699.68	
412-17000	DUE (TO)/FROM TID 2	32,612.00	
	TOTAL ASSETS		728,821.51

### 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	( 7,307.75)	
	TOTAL FUND EQUITY		630,121.71
	TOTAL LIABILITIES AND EQUITY		728,821.51

**CITY OF WATERLOO**  
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 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	2,036.19	2,036.19	.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	2,036.19	2,819.40	783.21	72.2
<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	2,036.19	196,307.46	194,271.27	1.0

**CITY OF WATERLOO**  
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 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	805.00	1,500.00	695.00	53.7
TOTAL ATTORNEY		.00	805.00	1,500.00	695.00	53.7
<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	.00	1,054.16	8,400.00	7,345.84	12.6
TOTAL SPECIAL ACCTG AND AUDITING		.00	1,054.16	8,400.00	7,345.84	12.6
<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		.00	9,343.94	52,798.75	43,454.81	17.7
NET REVENUE OVER(UNDER) EXPENDITURES		.00	( 7,307.75)	143,508.71		

# CITY OF WATERLOO

BALANCE SHEET  
JUNE 30, 2024

## 413-TIF DISTRICT 3 FUND

### ASSETS

413-11100	TREASURER'S CASH	(	35,518.88)	
413-15800	DUE FROM AGENCY FUND TAXES		84,752.86	
	TOTAL ASSETS			49,233.98

### 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	(	98,199.79)	
	TOTAL FUND EQUITY			( 35,518.76)
	TOTAL LIABILITIES AND EQUITY			49,233.98

**CITY OF WATERLOO**  
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 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	220.77	221.00	.23	99.9
	TOTAL INTERGOVERNMENTAL REVENUE	.00	220.77	541.00	320.23	40.8
<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	220.77	104,960.10	104,739.33	.2



**CITY OF WATERLOO**  
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 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>ATTORNEY</u>						
413-51-5130-211	ATTORNEY ATTORNEY FEES	577.50	1,650.00	.00	( 1,650.00)	.0
	TOTAL ATTORNEY	577.50	1,650.00	.00	( 1,650.00)	.0
<u>SPECIAL ACCTG AND AUDITING</u>						
413-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	1,054.17	3,400.00	2,345.83	31.0
	TOTAL SPECIAL ACCTG AND AUDITING	.00	1,054.17	3,400.00	2,345.83	31.0
<u>ENGINEERING AND ADMINISTRATION</u>						
413-53-5310-215	ENG & ADMIN PROF FEES	587.64	587.64	1,000.00	412.36	58.8
	TOTAL ENGINEERING AND ADMINISTRATION	587.64	587.64	1,000.00	412.36	58.8
<u>TRANSFER TO DEBT SERVICE</u>						
413-59-5929-000	TRANSFER TO DEBT SERVICE	.00	94,978.75	114,320.00	19,341.25	83.1
	TOTAL TRANSFER TO DEBT SERVICE	.00	94,978.75	114,320.00	19,341.25	83.1
	TOTAL FUND EXPENDITURES	1,165.14	98,420.56	118,870.00	20,449.44	82.8
	NET REVENUE OVER(UNDER) EXPENDITURES	( 1,165.14)	( 98,199.79)	( 13,909.90)		

# CITY OF WATERLOO

BALANCE SHEET  
JUNE 30, 2024

## 414-TIF DISTRICT 4 FUND

### ASSETS

414-11100	TREASURER'S CASH	84,444.88	
414-15800	DUE FROM AGENCY FUND TAXES	40,592.60	
	TOTAL ASSETS		125,037.48

### 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	( 18,061.10)	
	TOTAL FUND EQUITY		84,444.88
	TOTAL LIABILITIES AND EQUITY		125,037.48

**CITY OF WATERLOO**  
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 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	683.07	683.07	.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	683.07	921.10	238.03	74.2
TOTAL FUND REVENUE		.00	683.07	38,959.10	38,276.03	1.8

**CITY OF WATERLOO**  
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 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	.00	1,054.17	1,700.00	645.83	62.0
	TOTAL SPECIAL ACCTG AND AUDITING	.00	1,054.17	1,700.00	645.83	62.0
<u>ENGINEERING AND ADMINISTRATION</u>						
414-53-5310-215	ENG & ADMIN PROF FEES	.00	17,540.00	22,500.00	4,960.00	78.0
	TOTAL ENGINEERING AND ADMINISTRATION	.00	17,540.00	22,500.00	4,960.00	78.0
	TOTAL FUND EXPENDITURES	.00	18,744.17	24,350.00	5,605.83	77.0
	NET REVENUE OVER(UNDER) EXPENDITURES	.00	( 18,061.10)	14,609.10		

# CITY OF WATERLOO

BALANCE SHEET  
JUNE 30, 2024

## 415-FUND 415

### ASSETS

415-11100	TREASURER'S CASH	( 737.50)	
	TOTAL ASSETS		( 737.50)

### 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	( 737.50)	
	TOTAL FUND EQUITY		( 33,349.50)
	TOTAL LIABILITIES AND EQUITY		( 737.50)

**CITY OF WATERLOO**  
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 30, 2024

**FUND 415 - FUND 415**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
415-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	737.50	.00	( 737.50)	.0
TOTAL DEPARTMENT 5151	.00	737.50	.00	( 737.50)	.0
TOTAL FUND EXPENDITURES	.00	737.50	.00	( 737.50)	.0
NET REVENUE OVER(UNDER) EXPENDITURES	.00	( 737.50)	.00		

# CITY OF WATERLOO

BALANCE SHEET  
JUNE 30, 2024

## 600-COMMUNITY DEVELOPMENT AUTHORITY

### ASSETS

600-11100	TREASURER'S CASH	41,198.89	
600-15800	DUE FROM AGENCY FUND TAXES	2,119.60	
	TOTAL ASSETS		43,318.49

### 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	(25.66)	
	TOTAL FUND EQUITY		43,318.89
	TOTAL LIABILITIES AND EQUITY		43,318.49

# CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 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	1,710.00	3,000.00	( 1,290.00)	57.0
	TOTAL PUBLIC CHARGES FOR SERVICE	400.00	1,710.00	3,000.00	( 1,290.00)	57.0
	TOTAL FUND REVENUE	400.00	1,710.00	5,120.00	( 3,410.00)	33.4



# CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 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	38.47	171.33	1,000.00	828.67	17.1
600-51-5162-222	MAUNESHA BUSINESS HEAT	10.14	528.24	1,060.00	531.76	49.8
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	62.79	313.45	1,250.00	936.55	25.1
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	55.00	330.00	660.00	330.00	50.0
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	140.00	392.64	250.00	( 142.64)	157.1
	TOTAL MAUNESHA BUSINESS CENTER	306.40	1,735.66	4,220.00	2,484.34	41.1
	TOTAL FUND EXPENDITURES	306.40	1,735.66	4,520.00	2,784.34	38.4
	NET REVENUE OVER(UNDER) EXPENDITURES	93.60	( 25.66)	600.00		