



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: September 17, 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: August 20, 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) 2025 Budget
- 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: 09/13/2024.

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: August 20, 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. Zimmermann called the meeting to order at 6:00 p.m. Members present: C. Kuhl, O'Connell, Haseleu, Empey, Soter and A. Kuhl. Remote: none Absent: none Others in Attendance or remote: E Butzine and Clerk Ritter.
2. MEETING MINUTES APPROVAL: July 16, 2024 [O'Connell/A. Kuhl] VOICE VOTE: Motion carried. Abstain Soter.
3. UPDATES & REPORTS. – Discussion (see reports in packet)
 - a. Mad Rep Update informational
 - b. Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600. Reviewed
 - c. Business Association Liaison Report : None
 - d. School District Liaison. None
4. OLD BUSINESS
 - a. Discussion on Downtown Master Plan - none
5. NEW BUSINESS
 - a. Mad REP Waterloo Economic Report -Discussion.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
7. ADJOURNMENT. MOTION: [Soter/ O'Connell] VOICE VOTE: Motion carried. Time: 6:40 pm.

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer

CITY OF WATERLOO

BALANCE SHEET
AUGUST 31, 2024

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	598,293.04	
412-15800	DUE FROM AGENCY FUND TAXES	98,699.68	
412-17000	DUE (TO)/FROM TID 2	32,612.00	
	TOTAL ASSETS		729,604.72

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	(6,524.54)	
	TOTAL FUND EQUITY		630,904.92
	TOTAL LIABILITIES AND EQUITY		729,604.72

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 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	783.21	783.21	.00	100.0
412-43-4366-000	STATE AID PERSONAL PROPERTY	.00	2,036.19	2,036.19	.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	2,819.40	2,819.40	.00	100.0
<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	2,819.40	196,307.46	193,488.06	1.4

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 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	(6,524.54)	143,508.71		

CITY OF WATERLOO

BALANCE SHEET
AUGUST 31, 2024

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	(35,718.91)	
413-15800	DUE FROM AGENCY FUND TAXES		84,752.86	
	TOTAL ASSETS			49,033.95

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	(98,399.82)	
	TOTAL FUND EQUITY			(35,718.79)
	TOTAL LIABILITIES AND EQUITY			49,033.95

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 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	319.94	320.00	.06	100.0
413-43-4365-000	STATE AID PERSONAL PROPERTY	.00	220.77	221.00	.23	99.9
	TOTAL INTERGOVERNMENTAL REVENUE	.00	540.71	541.00	.29	100.0
	<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	540.71	104,960.10	104,419.39	.5

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 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	.00	1,650.00	.00	(1,650.00)	.0
	TOTAL ATTORNEY	.00	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	519.97	1,107.61	1,000.00	(107.61)	110.8
	TOTAL ENGINEERING AND ADMINISTRATION	519.97	1,107.61	1,000.00	(107.61)	110.8
	<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	519.97	98,940.53	118,870.00	19,929.47	83.2
	NET REVENUE OVER(UNDER) EXPENDITURES	(519.97)	(98,399.82)	(13,909.90)		

CITY OF WATERLOO

BALANCE SHEET
AUGUST 31, 2024

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	77,182.91	
414-15800	DUE FROM AGENCY FUND TAXES	40,592.60	
	TOTAL ASSETS		117,775.51

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	(25,323.07)	
	TOTAL FUND EQUITY		77,182.91
	TOTAL LIABILITIES AND EQUITY		117,775.51

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 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	238.03	238.03	.00	100.0
414-43-4365-000	STATE AID PERSONAL PROPERTY	.00	683.07	683.07	.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	921.10	921.10	.00	100.0
TOTAL FUND REVENUE		.00	921.10	38,959.10	38,038.00	2.4

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 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	3,750.00	25,040.00	22,500.00	(2,540.00)	111.3
	TOTAL ENGINEERING AND ADMINISTRATION	3,750.00	25,040.00	22,500.00	(2,540.00)	111.3
	TOTAL FUND EXPENDITURES	3,750.00	26,244.17	24,350.00	(1,894.17)	107.8
	NET REVENUE OVER(UNDER) EXPENDITURES	(3,750.00)	(25,323.07)	14,609.10		

CITY OF WATERLOO

BALANCE SHEET
AUGUST 31, 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 8 MONTHS ENDING AUGUST 31, 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		