



136 North Monroe Street
Waterloo, WI 53594
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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: December 16, 2025

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: October 21, 2025
- 3) UPDATES & REPORTS
 - a) Financial Reports Tax Incremental Finance Districts 2, 3, 4, 5 and Fund 600
 - b) School District Liaison
 - c) Business Association Liaison
- 4) OLD BUSINESS
 - a) Façade Grant 139-143 N. Monroe St
- 5) NEW BUSINESS
 - a) CDA Year in Review
- 6) CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS (3-minute time limit)
 - a) Annual Calendar
- 7) ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

Community Development Authority: Soter, C. Kuhl, A. Kuhl, Empey, Nell, Zimmermann, Haseleu, and School District Superintendent Brian Henning as non-voting School District liaison
Posted, Mailed and E-mailed: 12/12/2025.

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: October 21, 2025

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 were present: C. Kuhl, Zimmermann, Soter, and Nell. Remote: none Absent: A. Kuhl, J. Haseleu and S. Empey. Others in Attendance: D. Nell, Clerk Ritter.
2. MEETING MINUTES APPROVAL: September 16, 2025 [Soter/Zimmermann] VOICE VOTE: Motion carried.
3. UPDATES & REPORTS. – Discussion (see reports in packet)
 - a. Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600. Missing TIF Reports
 - b. Business Association Liaison Report
 - c. School District Liaison
4. OLD BUSINESS
 - a. Façade Grant 139-143 N. Monroe St Tabled Motion[Zimmermann/Nell] More information needed. VOICE VOTE: Motion carried.
5. NEW BUSINESS
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
7. ADJOURNMENT. MOTION: [C. Kuhl/Nell] VOICE VOTE: Motion carried. Time approximately: 6:14 pm.

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer

CITY OF WATERLOO

BALANCE SHEET
NOVEMBER 30, 2025

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	851,298.11	
412-15800	DUE FROM AGENCY FUND TAXES	4,573.68	
412-17000	DUE (TO)/FROM TID 2	34,250.00	
	TOTAL ASSETS		890,121.79

LIABILITIES AND EQUITY

LIABILITIES

412-26100	DEFERRED REVENUE	4,573.80	
	TOTAL LIABILITIES		4,573.80

FUND EQUITY

412-34300	FUND BALANCE	731,011.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	154,536.99	
	TOTAL FUND EQUITY		885,547.99
	TOTAL LIABILITIES AND EQUITY		890,121.79

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025

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	158,075.00	162,649.49	4,574.49	97.2
	TOTAL TIF DISTRICT 2 FUND	.00	158,075.00	162,649.49	4,574.49	97.2
	<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	7,078.35	7,078.35	.00	100.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	7,861.56	7,861.56	.00	100.0
	<u>MISCELLANEOUS REVENUES</u>					
412-48-4800-000	MISC REVENUES	.00	.00	41,081.00	41,081.00	.0
	TOTAL MISCELLANEOUS REVENUES	.00	.00	41,081.00	41,081.00	.0
	TOTAL FUND REVENUE	.00	165,936.56	211,592.05	45,655.49	78.4

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025

FUND 412 - TIF DISTRICT 2 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-325	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>					
412-51-5130-211	ATTORNEY ATTORNEY FEES	899.00	4,452.07	2,000.00	(2,452.07)	222.6
	TOTAL ATTORNEY	899.00	4,452.07	2,000.00	(2,452.07)	222.6
	<u>CLERK - WAGES</u>					
412-51-5142-110	CLERK SALARY/CLERK	.00	.00	15,380.08	15,380.08	.0
	TOTAL CLERK - WAGES	.00	.00	15,380.08	15,380.08	.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	3,047.50	.00	(3,047.50)	.0
	TOTAL SPECIAL ACCTG AND AUDITING	.00	3,047.50	.00	(3,047.50)	.0
	<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	ENG & ADMIN PROF FEES	.00	3,750.00	10,000.00	6,250.00	37.5
	TOTAL ENGINEERING AND ADMINISTRATION	.00	3,750.00	10,000.00	6,250.00	37.5
	<u>CAPITAL PROJECT</u>					
412-57-5701-806	CAPITAL PROJ IMPROVEMENT PROG	.00	.00	5,000.00	5,000.00	.0
	TOTAL CAPITAL PROJECT	.00	.00	5,000.00	5,000.00	.0
	TOTAL FUND EXPENDITURES	899.00	11,399.57	32,530.08	21,130.51	35.0
	NET REVENUE OVER(UNDER) EXPENDITURES	(899.00)	154,536.99	179,061.97		

CITY OF WATERLOO

BALANCE SHEET
NOVEMBER 30, 2025

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	23,167.66	
413-15800	DUE FROM AGENCY FUND TAXES	2,379.86	
	TOTAL ASSETS		25,547.52

LIABILITIES AND EQUITY

LIABILITIES

413-26100	DEFERRED REVENUE	2,379.74	
	TOTAL LIABILITIES		2,379.74

FUND EQUITY

413-34300	FUND BALANCE	58,203.97	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(35,036.19)	
	TOTAL FUND EQUITY		23,167.78
	TOTAL LIABILITIES AND EQUITY		25,547.52

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025
FUND 413 - TIF DISTRICT 3 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>TAXES</u>					
413-41-4111-000	TAX INCREMENTS	.00	82,239.00	84,619.27	2,380.27	97.2
	TOTAL TAXES	.00	82,239.00	84,619.27	2,380.27	97.2
	<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000	STATE AID EXEMPT COMPUTERS	.00	319.94	319.94	.00	100.0
413-43-4365-000	STATE AID PERSONAL PROPERTY	.00	1,893.37	1,672.60	(220.77)	113.2
	TOTAL INTERGOVERNMENTAL REVENUE	.00	2,213.31	1,992.54	(220.77)	111.1
	<u>MISCELLANEOUS REVENUES</u>					
413-48-4800-000	MISC REVENUES	.00	.00	31,362.00	31,362.00	.0
	TOTAL MISCELLANEOUS REVENUES	.00	.00	31,362.00	31,362.00	.0
	TOTAL FUND REVENUE	.00	84,452.31	117,973.81	33,521.50	71.6

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025
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	116.00	1,000.00	884.00	11.6
	TOTAL ATTORNEY	.00	116.00	1,000.00	884.00	11.6
	<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	1,300.00	2,500.00	1,200.00	52.0
	TOTAL SPECIAL ACCTG AND AUDITING	.00	1,300.00	2,500.00	1,200.00	52.0
	<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	.00	117,922.50	117,922.50	.00	100.0
	TOTAL TRANSFER TO DEBT SERVICE	.00	117,922.50	117,922.50	.00	100.0
	TOTAL FUND EXPENDITURES	.00	119,488.50	122,572.50	3,084.00	97.5
	NET REVENUE OVER(UNDER) EXPENDITURES	.00	(35,036.19)	(4,598.69)		

CITY OF WATERLOO

BALANCE SHEET
NOVEMBER 30, 2025

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	185,384.55	
414-15800	DUE FROM AGENCY FUND TAXES	1,832.60	
	TOTAL ASSETS		187,217.15

LIABILITIES AND EQUITY

LIABILITIES

414-26100	DEFERRED REVENUE	65,169.60	
	TOTAL LIABILITIES		65,169.60

FUND EQUITY

414-34300	FUND BALANCE	119,669.91	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	2,377.64	
	TOTAL FUND EQUITY		122,047.55
	TOTAL LIABILITIES AND EQUITY		187,217.15

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025

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	65,170.16	65,170.16	.0
	TOTAL TIF DISTRICT 4 FUND	.00	.00	65,170.16	65,170.16	.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	3,589.61	2,906.54	(683.07)	123.5
	TOTAL INTERGOVERNMENTAL REVENUE	.00	3,827.64	3,144.57	(683.07)	121.7
	TOTAL FUND REVENUE	.00	3,827.64	68,314.73	64,487.09	5.6

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025
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	1,300.00	1,500.00	200.00	86.7
	TOTAL SPECIAL ACCTG AND AUDITING	.00	1,300.00	1,500.00	200.00	86.7
<u>ENGINEERING AND ADMINISTRATION</u>						
414-53-5310-215	ENG & ADMIN PROF FEES	.00	.00	10,000.00	10,000.00	.0
	TOTAL ENGINEERING AND ADMINISTRATION	.00	.00	10,000.00	10,000.00	.0
	TOTAL FUND EXPENDITURES	.00	1,450.00	11,650.00	10,200.00	12.5
	NET REVENUE OVER(UNDER) EXPENDITURES	.00	2,377.64	56,664.73		

CITY OF WATERLOO

BALANCE SHEET
NOVEMBER 30, 2025

415-TIF DISTRICT 5 FUND

ASSETS

415-11100	TREASURER'S CASH	19,156.50	
415-15800	DUE FROM AGENCY FUND TAXES	623.00	
	TOTAL ASSETS		19,779.50

LIABILITIES AND EQUITY

LIABILITIES

415-26100	DEFERRED REVENUE	623.00	
415-27000	DUE (TO)/FROM TID 5	34,250.00	
	TOTAL LIABILITIES		34,873.00

FUND EQUITY

415-34300	TIF DISTRICT 5 FUND	(34,249.50)	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	19,156.00	
	TOTAL FUND EQUITY		(15,093.50)
	TOTAL LIABILITIES AND EQUITY		19,779.50

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025
FUND 415 - TIF DISTRICT 5 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>SOURCE 41</u>						
415-41-4111-000	TAX INCREMENTS	.00	21,516.00	.00	(21,516.00)	.0
	TOTAL SOURCE 41	.00	21,516.00	.00	(21,516.00)	.0
<u>SOURCE 48</u>						
415-48-4800-000	MISC REVENUE	.00	.00	22,139.39	22,139.39	.0
	TOTAL SOURCE 48	.00	.00	22,139.39	22,139.39	.0
	TOTAL FUND REVENUE	.00	21,516.00	22,139.39	623.39	97.2

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025
FUND 415 - TIF DISTRICT 5 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
415-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	.00	(150.00)	.0
	TOTAL DEPARTMENT 5112	.00	150.00	.00	(150.00)	.0
	<u>DEPARTMENT 5151</u>					
415-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	1,300.00	.00	(1,300.00)	.0
	TOTAL DEPARTMENT 5151	.00	1,300.00	.00	(1,300.00)	.0
	<u>DEPARTMENT 5310</u>					
415-53-5310-215	ENG & ADMIN PROF FEES	.00	910.00	.00	(910.00)	.0
	TOTAL DEPARTMENT 5310	.00	910.00	.00	(910.00)	.0
	TOTAL FUND EXPENDITURES	.00	2,360.00	.00	(2,360.00)	.0
	NET REVENUE OVER(UNDER) EXPENDITURES	.00	19,156.00	22,139.39		

CITY OF WATERLOO

BALANCE SHEET
NOVEMBER 30, 2025

600-COMMUNITY DEVELOPMENT AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	40,287.36	
600-15800	DUE FROM AGENCY FUND TAXES	2,119.60	
	TOTAL ASSETS		42,406.96

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

600-34300	FUND BALANCE	18,555.38	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(1,148.02)	
	TOTAL FUND EQUITY		42,407.36
	TOTAL LIABILITIES AND EQUITY		42,406.96

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025

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	307.50	3,412.50	3,000.00	412.50	113.8
	TOTAL PUBLIC CHARGES FOR SERVICE	307.50	3,412.50	3,000.00	412.50	113.8
	TOTAL FUND REVENUE	307.50	3,412.50	5,120.00	(1,707.50)	66.7

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025

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	239.00	300.00	61.00	79.7
	TOTAL SPECIAL ACCTG COSTS	.00	239.00	300.00	61.00	79.7
<u>MAUNESHA BUSINESS CENTER</u>						
600-51-5162-221	MAUNESHA BUSINESS ELECTRIC	37.76	580.31	800.00	219.69	72.5
600-51-5162-222	MAUNESHA BUSINESS HEAT	15.15	892.42	1,200.00	307.58	74.4
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	63.76	633.54	1,000.00	366.46	63.4
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	55.00	605.00	660.00	55.00	91.7
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	.00	800.75	.00	(800.75)	.0
	TOTAL MAUNESHA BUSINESS CENTER	171.67	3,512.02	3,660.00	147.98	96.0
<u>ENGINEERING AND ADMINISTRATION</u>						
600-53-5310-215	ENG & ADMIN PROF FEES	117.00	809.50	.00	(809.50)	.0
	TOTAL ENGINEERING AND ADMINISTRATION	117.00	809.50	.00	(809.50)	.0
	TOTAL FUND EXPENDITURES	288.67	4,560.52	3,960.00	(600.52)	115.2
	NET REVENUE OVER(UNDER) EXPENDITURES	18.83	(1,148.02)	1,160.00		



DOWNTOWN FACADE & COMMERCIAL INTERIOR BUILD-OUT GRANT PROGRAMS

Revised/Updated March 8, 2017

January 19, 2023

SUMMARY

This is a matching grant program for eligible property improvement projects. Matching grants are available to fund 50% of eligible project costs up to \$5,000 per project. The minimum total project size to be considered for a matching grant is \$1,000 (for a matching award of up to \$500).

Downtown Facade & Commercial Interior Build-Out Grant Programs

Eligible Applicants: Property owners and current tenants located within Tax Increment District #2. Awards may be made no more frequently than every 36 months to an applicant and an address.

The Opportunity. This program offers a matching grant for eligible property improvement projects. Matching grants are available to fund 50% of eligible project costs up to \$5,000 per application. The minimum total project size to be considered for a matching grant is \$1,000 (for up to \$500 match). Total annual municipal award expenditures shall not exceed \$25,000.

How to Apply. Prior to applying, interested parties will be able to contact the City Clerk to propose a project and review its eligibility. During the initial evaluation process, staff will collaborate with each applicant to ensure a complete grant application. The Community Development Authority (CDA) will meet after the complete grant submittal has been received to review applications and potentially award funds.

- Once complete, City staff will initially review the applicant's project plan, credit, and background checks, confirm any code violations, and summarize the project purpose, based upon the application and discussions with the applicant. A complete application shall include the following:

- ❖ Application form,
- ❖ Planned project renderings (including colors and materials),
- ❖ Photos of the existing façade/space which demonstrate the need for improvements,
- ❖ Project cost estimate by at least two qualified, licensed contractors,
- ❖ Applications for tenant improvement upgrades must also include a signed lease agreement, and if the application is submitted by the tenant, a written letter of permission from the property owner approving the project.

Complete applications will be considered and evaluated according to adherence with the area's overall development plan or vision and will be based on available funding, grants will be awarded to qualified projects based on anticipated project impact.

City staff will then submit the completed application and summary to the Community Development Authority (CDA) for their consideration.

Grant applicants must attend the Community Development Authority meetings when their representative is requested to respond to any application and project-specific questions.

All applicants awarded any grant funds will be required to execute a grant agreement and provide a W-9 with the agreement.

If denied by the CDA, staff will inform the applicant in written form of the application decision with the reasons for the denial. Applicants receiving a denial may re-apply for a new project grant twelve months after submission of the application which was denied.

The City reserves the right to offer a lesser dollar amount than requested. Grant offers may also be made contingent on adjustments to proposed plan of work to better meet City goals and objectives. Applicants must accept or reject the grant funds in writing within 30 days of award. All grant awards are conditioned upon available funding. Projects must obtain all required building permits at the applicant's cost and comply with all City, State and Federal regulations regarding construction activities.

Applicants must submit itemized, third-party receipts for all project costs upon completion of work, and work must be reviewed to ensure project reflects application materials. Following project approval, building inspection (if required by the City) and submission and acceptance of all applicable receipts, grant funds will be released to applicant.

Participant Applicant shall prominently display a sign (provided by the City) indicating participation in the program, either on the exterior or in the front window of the property during all periods of construction and to remain for a 30- day period following project completion.

SUGGESTED ADDITIONAL PROVISIONS

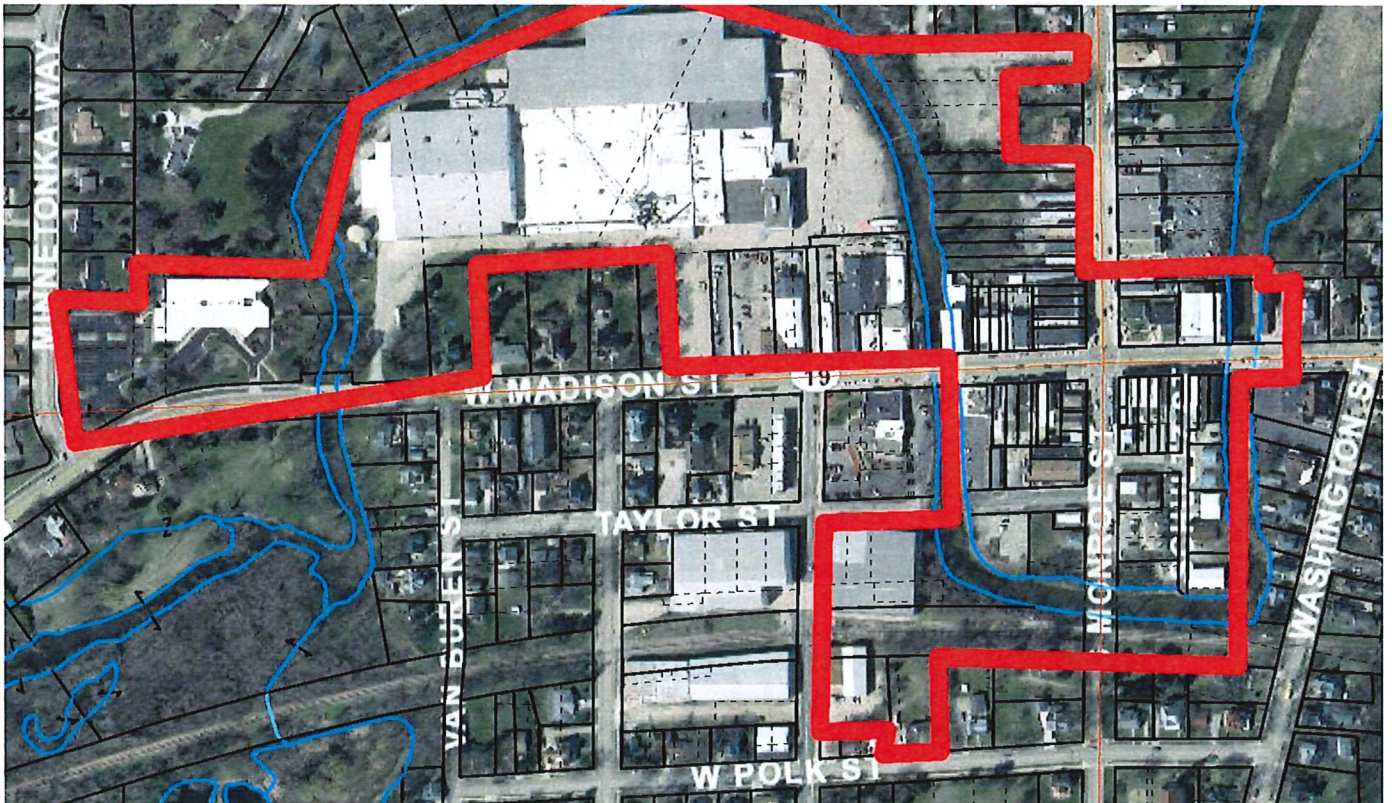
Improvements that receive funding must improve the visual appearance and aesthetic quality of the building frontage that faces the public street. Plans and designs must conform to the City Zoning Code and all other City ordinances. Eligible project costs for which grant funding can be applied are, but not limited to the following:

- Exterior improvements, such as: awnings, materials, entranceways, masonry work, lighting, etc.
- Site improvements such as decorative walkways, permanent planters, patios, landscaping, etc., as well as professional design fees may be eligible uses of grant funding

The successful grant recipient will receive a 50% match reimbursement of all eligible project costs to the amount approved by the City, with a total grant amount not to exceed \$10,000. The applicant is responsible for the other 50% of all eligible project costs for which the grant is applied. The applicant is also responsible for 100% of all non-eligible project costs and 100% of all project costs more than \$20,000. The intention is to award only one (1) grant of \$10,000 maximum per building.

The Program's Future is Not Guaranteed. The annual municipal budgeting process will determine the lifespan of these programs. Future rounds of funding will be available on an annual basis as funds become available.

Eligible Project Area. Parcels located inside the TIF #2 boundaries illustrated on the map.



General Program Guidelines:

- Applicant must:–Apply for funds to be used within the Tax Increment District # 2.
- Be in a building which, in the determination of the City, contributes to Waterloo’s property tax base.
- Projects that have already begun construction or which were completed in the past are not eligible to apply for funds.
- Be current on all mortgage, tax and utility payments, and tenant applicants must be current in lease payments to the property owner. Prospective businesses interested in renting and opening in Waterloo are eligible to apply with approval from landlord and with a signed lease agreement in place (lease may be contingent upon project funding).
- Property owners may apply for both façade and tenant improvement program funds under separate applications and a tenant may apply for improvement funds even if the landlord has also applied for façade improvements. Each project will be judged on its own merits and no preference or penalty will be given for multiple projects.
- Eligible project costs include both hard costs (construction) as well as soft costs (design and engineering). However, the majority of total project costs should be hard costs.
- Preference will be given to projects which will leverage the most private investment for each dollar of public funds and provide the greatest public benefit.
- Work must be completed according to the approved plan within 120 days of approval of the grant unless a specific exemption is granted. Any changes to the work plan must be approved by the City in advance. Failure to do so may result in the forfeiture of grant money.
- Once the project is complete, the applicant will notify the City, which will review final work to ensure that the results are consistent with the approved proposal. The building inspector will also review the property for code violations associated with the project area (i.e., in first floor space for a tenant improvement grant, or on the exterior of the building for a façade grant). Any identified violations must be corrected prior to project approval. Only after a project is inspected and approved will grant funds be released to the applicant.

Facade Improvement - Program Guidelines:

- Planned improvement must be compatible with historic zoning overlay district standards where applicable. Improvements should try to preserve or restore the historic character of the building.
- Eligible projects include:
 - Window and door repairs/replacement
 - Brick tuck pointing or masonry repair.
 - Storefront rehabilitation
 - Signage, shutters, or awnings
 - Painting or siding, brick cleaning
 - Correction of exterior code violations
 - Exterior repairs (on façade only)
 - Energy efficiency upgrades
- Non-eligible costs include non-façade related improvements such as roof repair, rear or side wall improvements (unless a corner property), landscaping, paving or other property related improvements not associated with the façade of the building.

Commercial Interior Build-Out - Program Guidelines:

- Eligible improvements include the following activities, as applies to the commercial storefront portion of the property.
 - Hazardous materials abatement, such as asbestos removal
 - Demolition and shell reconstruction
 - Plumbing, mechanical, electrical, cabling and HVAC improvements
 - New restaurant equipment (i.e., hoods, vents, etc.)
 - Americans with Disabilities Act (ADA) Compliance
 - Storefront Improvements
 - Historic restoration of interior features
- Non-eligible costs include non-permanent fixtures such as security systems, merchandise or display items, furniture, or interior décor items. Costs associated with improvements to upper floors or basements are not eligible.

APPLICATION

Downtown Facade & Commercial Interior Build-Out Grant Programs

Prior to submitting this application, please review the complete program guidelines regarding eligible projects and grant amounts. Contact the City of Waterloo at 920-478-3025 with questions or for additional clarification prior to submitting a project application. Incomplete applications will not be considered for funding. Completed applications should be submitted to City of Waterloo, 136 N Monroe St, Waterloo, WI 53595

Date:	9-17-25
Applicant Name:	Tim Haldiman
Applicant is: (circle one):	<u>Property Owner</u> Business Tenant
Applicant mailing address:	139 N Monroe Street
Daytime Phone:	920-728-2585
Email Address:	tim@serviceinsurance.us
Address of property for proposed improvement:	139 N Monroe St
Property owner (if different than applicant):	
Anticipated total project cost:	
Grant request amount:	\$5,000.
Describe project: (attach an additional sheet if necessary)	
Start date:	December 22 for roof + the lien + on the rear was 12-2-24

Thank you for submitting your project for consideration. The following are to be included with the application:

- Photos of existing building/space to be improved.

- Project renderings, including materials and colors to be used.
- Project estimates provided by qualified, licensed contractor.
- Lease document (for tenant improvement projects)
- Project approval from landlord (if applicant is a business)

Downtown Facade & Commercial Interior Build-Out Grant Programs

GRANT ACCEPTANCE FORM

KEEP TOP PORTION FOR YOUR RECORDS -- RETURN BOTTOM PORTION TO:
 CITY OF WATERLOO FAÇADE/TENANT IMPROVEMENT GRANT
 136 NORTH MONROE STREET, WATERLOO, WI 53594-1198
 920-478-3025

PROGRAM GUIDELINES AND REQUIREMENTS

Guidelines and requirements must be met. Failure to do so may result in forfeiture of grant money.

- Applicant must accept or reject the grant funds within 30 days of award. Failure to reply will result in a loss of the grant award.
 - Projects must obtain all required building permits and follow all City, State and Federal regulations regarding construction activities.
 - Applicant must be current on all mortgage, tax, and utility payments. Tenants must be current in lease payments to the property owner.
 - Eligible project costs include both hard costs (construction) as well as soft costs (design and engineering). Most of the total project cost should be hard costs.
 - Work must be completed according to the approved plan within 120 days of approval of the grant unless a specific exemption is granted. Any changes to the work plan as documented in the application must be approved by the City in advance.
 - Applicant must execute all items listed on the checklist provided with the award notice.
 - Applicant agrees final work will be inspected to ensure that the results are comparable to the initial proposal. The building inspector will review the property for code violations associated with the project area. Applicant agrees to correct identified building code violations prior to the release of grant funds.
 - Applicant shall display a sign (provided by the City) indicating participation in the program, either on the exterior or in the front window of the property during improvements and for a 30-day period following project completion.
-

136 NORTH MONROE STREET
WATERLOO, WI 53594-1198
920-478-3025

Submit project information to:
CITY OF WATERLOO
FAÇADE/TENANT IMPROVEMENT GRANT

QUALITY CONTROL SOLUTIONS, LLC

P.O. BOX 8640
MADISON, WI 53708
(608) 575-9095

INVOICE

Mr. Tim Haldiman
Service Insurance
139-143 N. Monroe Street
Waterloo, WI 53594

August 27, 2024

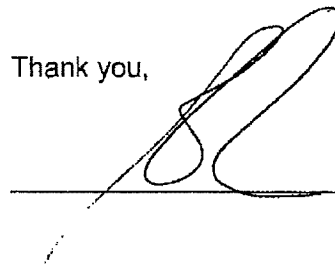
Re: Building Repairs

The following is the invoice for the front facade and rear overhang repair:

- 1.) Remove existing cap metal from front upper facade.
- 2.) Install necessary Ice & Water shield to frame work in order to create watertight seal.
- 3.) Install cap metal to bring to original condition.
- 4.) Remove siding from building in order to expose original framing of building.
- 5.) Install main header to cover both office doors, extending 4 feet on each side.
- 6.) Install rafters 8 feet out from building, covering entrance stairs for both offices.
- 7.) Install necessary sheathing to close in. Integrate with existing roof edge.
- 8.) Install GAF Timberline dimensional shingles to entire area, running up to transition to EPDM roof.
- 9.) Fabricate and install necessary Roof-to-Roof flashing at the transition.
- 10.) Fabricate and install new steps to the office doors.
- 11.) All clean up and haul away of debris.

Total Amount Due: \$16,370.00

Thank you,



Steve Parker

PD in Sal
8/26/24

Jeanne Ritter

From: Steve Parker <sparker835@yahoo.com>
Sent: Wednesday, November 12, 2025 3:54 PM
To: Jeanne Ritter
Subject: Re: Haldiman Receipt

Hi Jeanne, Regarding the total Invoice of \$16,370.00, the breakdown is as follows:

Front fascia work, which included front roof work necessary to waterproof new fascia work. \$ 10,740.00

Rear porch work and rear roof work to integrate porch work. \$ 5,630.00

Please let me know if you need anything else. Thank you, Steve

On Wednesday, October 22, 2025 at 09:49:20 AM CDT, Jeanne Ritter <jritter@waterloowi.us> wrote:

Yes. I would need a breakdown. But only for the front items. Item and cost.

Thank you,

Jeanne Ritter

City of Waterloo | Clerk/Deputy Treasurer

136 N Monroe St. Waterloo WI 53594

920-478-3025 | jritter@waterloowi.us

From: Steve Parker <sparker835@yahoo.com>
Sent: Wednesday, October 22, 2025 9:48 AM
To: Jeanne Ritter <jritter@waterloowi.us>
Subject: Re: Haldiman Receipt

Good Morning Jeanne,

Jeff Krueger Construction, LLC
W10671 Port Road
Reeseville, WI 53579
Phone# 920-988-2598

Tim Haldiman
1226 Chestnut St.
Waterloo, WI 53594

Job Invoice breakdown

This invoice breakdown shows cost of two projects done on office building and includes the following:

Project #1

Installation of new window total cost \$2313

Project #2

Installation of aluminum soffit panels on front overhang total cost \$1327

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HOURS
MON - FRI 9:00 - 5:00
SAT 9:00 - 12:00
SUN 12:00 - 5:00
Call us at 781-781-7811
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PROFESSIONAL
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SCOTT SKALITZKY
MEMORIAL
SCHOLARSHIP
FUND RAISER
Helping children in 2018
All 12th graders at Grinnell High School
are eligible to receive a scholarship
of \$1,000.00. The scholarship is awarded
to the student with the highest GPA.
The deadline for applications is
October 15, 2018. For more information
contact Scott Skaltitzky at 781-781-7811
or visit our website at www.pia.com

PROGRESSIVE

143

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BUSINESS
HOURS

FOR

2025 COMMUNITY DEVELOPMENT AUTHORITY ANNUAL REPORT

COMPOSITION & ORGANIZATION:

Chairperson: Jennifer Zimmermann

Vice Chairperson: Jodie Haseleu

[NOTE: A roster is attached for reference.]

The Community Development Authority (“CDA”) met in January, March, April, September, October, December 2025. Meetings were held in the Council Chambers. The Clerk/Treasurer provided staff support.

POWERS AND DUTIES:

As granted by Chapter 35 of the municipal code, the CDA shall have all powers and duties in §§ 66.1333 Wis. Stats. (Operating as a Redevelopment Authority for the purposes of blight elimination and slum clearance). Furthermore, it shall have all powers and duties in §§ 66.1201 Wis. Stats. (Run municipal housing projects; none currently). The CDA also has the powers, duties and functions related to community development as are conferred upon it by the Common Council. These most recent ordinance changes have assigned authority relating to Tax Incremental Finance to the CDA.

GOALS & OBJECTIVES:

CDA received monthly reports reporting on its goals and objectives.

ACTIVITIES:

1. Duquaine Development - N Monroe and Clarkson Rd. The developer is still looking into other funding sources or additional dollars from the City.
2. 333 Portland Road. Interest in property development, looking to close part of the property in 2025.
3. Façade Grants – 139-143 N. Monroe St. fo be decided in December.
4. Maunesha Business Center. During 2025 the building was rented for yoga, art studio and stained-glass sales.
5. Financial Activity and Fund 600 (Community Development Authority). Revenues and expenses for the CDA are segregated to Fund 600. The CDA was presented with monthly financial statements for this fund as well as Funds 412, 413 and 414 (the three tax incremental finance district funds).
6. Tax Base Growth – Mayor Quimby has been working very hard to get some building to happen in Waterloo.
7. The 2025 year-end fund balance for Fund 600 (CDA) is: \$42,407.36.

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