



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

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY AND
WATERLOO COMMUNITY DEVELOPMENT COMMITTEE - 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 19, 2017
Time: 6:00 p.m.
Location: Municipal Building, Council Chambers, 136 North Monroe Street

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: July 18, 2017 and October 17, 2017 (no meeting November 21, 2017)
3. CITIZEN INPUT
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison
 - b. Fund 600 - Monthly Financials
 - c. Grant Tracking
 - d. Sign-Kiosk Installations / Update
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING
 - a. "Next 28 Days Checklist" (hand out at meeting)
6. UNFINISHED BUSINESS
 - a. Street Market Initiative – Preparing For Launch
 - i. Outline From Submittal Review Committee Members On Moving Forward
 1. Possible topics
 - a. City-Manager Agreement On Municipal Funds
 - b. Special Event Insurance For A City Sponsored Event
7. NEW BUSINESS
 - a. Improving Plan Implementation
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Identifying candidates to fill CDA vacancy
9. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Community Development Authority: Hermanson, Stinnett, Ziaja, Tuttle, Moe & Reynolds with one vacancy
Community Development Committee: Ziaja, Thomas & Petts
Posted, Mailed and E-mailed: 12/13/2017

Please note: it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at 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.

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: July 18, 2017**

1. ROLL CALL AND CALL TO ORDER. CDA Chair Hermanson called the joint meeting to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Ziaja, Tuttle, Moe & Hermanson. Absent: Reynolds and Stinnett. CDC members present: Petts and Thomas. Absent: Ziaja. Others present: Vern Butzine, Herb Lenius, Ron Griffin, Parker Dow, Deputy Clerk/Treasurer Mike Kawula and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: June 20, 2017. MOTION: Moved by Ziaja, seconded by Moe to approve the June 20, 2017 minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison. DISCUSSION: Tuttle said preparations were taking place for Wiener & Kraut Day.
 - b. Fund 600 - Monthly Financials. Noted.
 - c. Grant Tracking. Noted.
 - d. Sign Installation. Noted.
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING
 - a. Clerk/Treasurer's "Next 28 Days Checklist" (hand out at meeting). DISCUSSION: Hansen reviewed the handout. No action taken.
6. UNFINISHED BUSINESS
 - a. "You Are Here" Kiosks, Recruiting A Kiosk Builder. The consensus was to recruit a Kiosk builder.
 - b. Street Market Initiative, Recruiting A Market Manager
 - c. A Hotel Feasibility Study, Review Of RFP Submittals For Conducting A Study And Considering A Council Recommendation. DISCUSSION: Ziaja said he and Tuttle reviewed proposals. He noted firms with and without a web presence. Tuttle commented on her review of pricing, travel expenses and future consulting prices. Tuttle and Ziaja said they ranked the firms: 1. CORE; 2 IDM and 3.AMI. Ziaja expresses a hesitancy to fund the whole amount. MOTION: Moved by Ziaja, seconded by Tuttle to recommend to Council awarding the work to CORE. Motion carried.
7. NEW BUSINESS
 - a. RTG LLC Expansion. DISCUSSION: Ron Griffin, owner of Griffin Truck Repair, expressed interest in acquiring all or some of the former Gauthier property now owned by the City. He said he would expand his business with the additional space. He said he can't get financing until the site is cleaned up. He posed three options: buying the whole thing; 2.5 acres or effectively make use of the alleyway. Parker Dow also expressed interest in a segment of the property saying he would use it to expand the number of adjacent manufactured home lot locations. Herb Lenius said Griffin for years had helped the Fire Department with low cost vehicle repairs.
 - b. 2018 Budget Submittal. This was noted as a work in progress.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. 203 East Madison Street, Riparian Phase Bid Decision (Directly to City Council)
 - b. Next Meeting: August 15, 2017 at 6 p.m.
9. ADJOURNMENT. MOTION: By consensus the body moved to adjourn. Motion carried. Approximate time: 6:40 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: October 17, 2017**

1. ROLL CALL AND CALL TO ORDER. CDA Chair Hermanson called the joint meeting to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Stinnett, Tuttle, Moe & Hermanson. Absent: Reynolds and Ziaja. CDC members present: Petts and Thomas. Absent: Ziaja. Others present: Deputy Clerk/Treasurer Mike Kawula and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: June 20, 2017; July 18, 2017 and August & September (no meetings). Motion: Moved by Thomas, seconded by Petts to approve the June 20, 2017 meeting minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison. Discussion: Tuttle reported that Wiener & Kraut was hugely successful in Firemen's Park; positive comments were received. She said the sense was to keep the event in the park. Petts said downtown businesses want it back. Tuttle said a park location means no traffic challenges and the partnership with the Parks Coordinator was positive. Moe relayed comments she heard that a park location "just killed us downtown." Tuttle said the Chamber was planning to welcome the new clothing store downtown. Tuttle said she reached out to 20-30 downtown stakeholders saying they were amenable to a downtown listening session – brainstorming session.
 - b. Fund 600 - Monthly Financials. Noted.
 - c. Grant Tracking. Noted.
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING
 - a. "Next 28 Days Checklist" (hand out at meeting). DISCUSSION: Hansen noted a slow pace of implementation.
 - b. How Do We Improve Project Implementation? DISCUSSION: Hansen said more resources generally were needed for implementation.
6. UNFINISHED BUSINESS
 - a. "You Are Here" Kiosks, Does Mobile Kiosk Meet The Need?. DISCUSSION: A plastic A-frame designed for a recent Trek event and paid out of Clerk office funds was displayed. Petts and Stinnett discussed how the display could be used. Moe said custom inserts could be prepared.
 - b. Street Market Initiative, Recruiting A Market Manager. DISCUSSION: Tuttle expressed interest in being the Market Manager. It was noted that the review committee should convene. One-time 2017 municipal funding was discussed. Thomas suggested carrying forward the funding concept as funds were not used in 2017. Tuttle did as well. Stinnett suggested Haberkorn. Thomas spoke in opposition of a municipal employee being given the task. Moe said another task for Haberkorn would limit what he was already doing with the parks. MOTION: By Consensus, the body recommended to the City Council that it carry forward the street market seed money concept into 2018. Motion carried by informal consensus.
7. NEW BUSINESS
 - a. 2018 Budget Submittal. DISCUSSION: Hermanson reviewed the submittal. Petts called for marketing 117 East Madison Street as permanent rental. No action taken.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Next Meeting: November 21, 2017 at 6 p.m.
9. ADJOURNMENT. MOTION: Moved by Thomas, seconded by multiple to adjourn. Motion carried. Approximate time: 7:21 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO

BALANCE SHEET
NOVEMBER 30, 2017

FUND 600 - COMMUNITY DEVELOP AUTHORITY

ASSETS

| | | | |
|-----------|--------------------------------|--------------|--------------|
| 600-11100 | TREASURER'S CASH | (5,504.24) | |
| 600-13000 | DUE FROM OTHER GOVERNMENTS | .00 | |
| 600-13101 | ACCOUNTS RECEIVABLE PRIOR YEAR | .00 | |
| 600-18101 | CONSTRUCTION IN PROGRESS CDA | .00 | |
| | | <hr/> | |
| | TOTAL ASSETS | | (5,504.24) |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|-----------|-------------------|-------|-----|
| 600-21100 | VOUCHERS PAYABLE | .00 | |
| 600-26100 | DEFERRED REVENUE | .00 | |
| | | <hr/> | |
| | TOTAL LIABILITIES | | .00 |

FUND EQUITY

| | | | |
|-----------|---------------------------------|--------------|--------------|
| 600-34300 | FUND BALANCE | (284.52) | |
| | REVENUE OVER EXPENDITURES - YTD | (5,219.72) | |
| | | <hr/> | |
| | TOTAL FUND EQUITY | | (5,504.24) |
| | | | <hr/> |
| | TOTAL LIABILITIES AND EQUITY | | (5,504.24) |

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

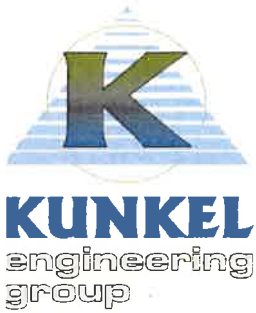
FUND 600 - COMMUNITY DEVELOP AUTHORITY

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|-----------------------------------|----------------------------------|------------------|------------|------------------|---------------|----------------|
| <u>INTERGOVERNMENTAL REVENUE</u> | | | | | | |
| 600-43-4320-000 | STATE PROPERTY ACQUISITION | .00 | 4,000.00 | .00 | 4,000.00 | .00 |
| | TOTAL INTERGOVERNMENTAL REVENUE | .00 | 4,000.00 | .00 | 4,000.00 | .00 |
| <u>PUBLIC CHARGES FOR SERVICE</u> | | | | | | |
| 600-46-4674-000 | MBC BUILDING RENTAL | .00 | 250.00 | 1,500.00 | (1,250.00) | 16.67 |
| | TOTAL PUBLIC CHARGES FOR SERVICE | .00 | 250.00 | 1,500.00 | (1,250.00) | 16.67 |
| <u>MISCELLANEOUS REVENUES</u> | | | | | | |
| 600-48-4850-000 | DONATIONS LOCAL | .00 | .00 | 1,000.00 | (1,000.00) | .00 |
| | TOTAL MISCELLANEOUS REVENUES | .00 | .00 | 1,000.00 | (1,000.00) | .00 |
| <u>OTHER FINANCING SOURCES</u> | | | | | | |
| 600-49-4910-000 | REVOLVING LOAN FUND REIMBURSE | .00 | .00 | 50,000.00 | (50,000.00) | .00 |
| 600-49-4921-000 | TRANSFER FROM GENERAL FUND | .00 | .00 | 4,710.00 | (4,710.00) | .00 |
| 600-49-4928-000 | TRANSFER FROM TID #2 | .00 | .00 | 6,000.00 | (6,000.00) | .00 |
| | TOTAL OTHER FINANCING SOURCES | .00 | .00 | 60,710.00 | (60,710.00) | .00 |
| | TOTAL FUND REVENUE | .00 | 4,250.00 | 63,210.00 | (58,960.00) | 6.72 |

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2017

FUND 600 - COMMUNITY DEVELOP AUTHORITY

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET | |
|----------------------------------|---------------------------------|------------|------------------|-----------|----------------|--------|
| <u>MAUNESHA BUSINESS CENTER</u> | | | | | | |
| 600-51-5162-220 | MAUNESHA BUSINESS TELEPHONE | .00 | .00 | 275.00 | 275.00 | .00 |
| 600-51-5162-221 | MAUNESHA BUSINESS ELECTRIC | 294.14 | 2,468.10 | 2,575.00 | 106.90 | 95.85 |
| 600-51-5162-222 | MAUNESHA BUSINESS HEAT | .00 | 475.19 | 1,150.00 | 674.81 | 41.32 |
| 600-51-5162-223 | MAUNESHA BUSINESS WATER/SEWER | 52.84 | 493.07 | 500.00 | 6.93 | 98.61 |
| 600-51-5162-290 | MAUNESHA BUSINESS CLEAN CONTRA | 74.40 | 669.60 | 850.00 | 180.40 | 78.78 |
| 600-51-5162-341 | MAUNESHA BUSINESS INTERNET | .00 | .00 | 775.00 | 775.00 | .00 |
| 600-51-5162-350 | MAUNESHA BUSINESS CLEANING SUP | .00 | 208.29 | 50.00 (| 158.29) | 416.58 |
| 600-51-5162-351 | MAUNESHA BUSINESS REPAIRS/MAIN | 451.00 | 1,045.47 | 850.00 (| 195.47) | 123.00 |
| | TOTAL MAUNESHA BUSINESS CENTER | 872.38 | 5,359.72 | 7,025.00 | 1,665.28 | 76.29 |
| <u>PLANNING AND CONSERVATION</u> | | | | | | |
| 600-56-5630-220 | PROJECT CDA PROGRAMS | .00 | 610.00 | 6,185.00 | 5,575.00 | 9.86 |
| | TOTAL PLANNING AND CONSERVATION | .00 | 610.00 | 6,185.00 | 5,575.00 | 9.86 |
| <u>ECONOMIC DEVELOPMENT</u> | | | | | | |
| 600-56-5670-210 | PROJECT CONSULTING FEES | .00 | 3,500.00 | .00 (| 3,500.00) | .00 |
| 600-56-5670-720 | REVOLVING LOAN FUND | .00 | .00 | 50,000.00 | 50,000.00 | .00 |
| | TOTAL ECONOMIC DEVELOPMENT | .00 | 3,500.00 | 50,000.00 | 46,500.00 | 7.00 |
| | TOTAL FUND EXPENDITURES | 872.38 | 9,469.72 | 63,210.00 | 53,740.28 | 14.98 |
| | NET REVENUES OVER EXPENDITURES | (872.38) | (5,219.72) | .00 | (5,219.72) | .00 |



107 Parallel Street
Beaver Dam, WI 53916
920-356-9447
Fax 920-356-9454
kunkelengineering.com

November 15, 2017

Sent Via: Email

Mr. Mo Hansen, Clerk/Treasure
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594-1125

**Re: City of Waterloo – 2017 Waterway Demolition Project(s)
Payment Request No. 1 - FINAL**

Dear Mr. Hansen:

Please find accompanying this transmittal the Request for Payment No. 1 (FINAL) as received from Valia Excavating, LLC. for work efforts associated with the 2017 Waterway Demolition project(s). Please note that we have reviewed the Payment Request, and heretofore recommend payment to Valia Excavating, LLC. in the amount of **\$72,590.00**.

All work associated with this project, including any and all punch list items, have been completed. Therefore, any and all retainage held on this project is being released along with this payment to close out the project. Please note, at the time of final payment the year warranty period begins.

Mo, should you or the Council have any questions or comments relative to either project or the accompanying Payment Request, please do not hesitate to contact me at your convenience.

Sincerely,
KUNKEL ENGINEERING GROUP

Mitchell Leisses
Project Manager

Enclosures

cc: Chad Yerges, DPW Director

Contractor's Application for Payment No. 1

| | | |
|-------------------------------------|---|--|
| Application Period: 9/4/17-10/27/17 | | Application Date: 11-2-2017 |
| To (Owner): City of Waterloo | From (Contractor): Valia Excavating LLC | Via (Engineer): Kunkel Engineering Group |
| Project: 2017 Waterway Demolition | Contract: 2017 Waterway Demolition | |
| Owner's Contract No.: | Contractor's Project No.: | Engineer's Project No.: 2012-KO18 |

**Application For Payment
Change Order Summary**

| Approved Change Orders | | |
|------------------------------------|-----------|------------|
| Number | Additions | Deductions |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTALS | \$0.00 | \$0.00 |
| NET CHANGE BY CHANGE ORDERS | \$0.00 | |

| | | |
|--|----|-------------|
| 1. ORIGINAL CONTRACT PRICE..... | \$ | \$72,590.00 |
| 2. Net change by Change Orders..... | \$ | \$0.00 |
| 3. Current Contract Price (Line 1 ± 2)..... | \$ | \$72,590.00 |
| 4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... | \$ | \$72,590.00 |
| 5. RETAINAGE: NO | | |
| a. X \$0.00 Work Completed..... | \$ | \$0.00 |
| b. 0% X \$0.00 Stored Material..... | \$ | \$0.00 |
| c. Total Retainage (Line 5.a + Line 5.b)..... | \$ | \$0.00 |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... | \$ | \$72,590.00 |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... | \$ | \$0.00 |
| 8. AMOUNT DUE THIS APPLICATION..... | \$ | \$72,590.00 |
| 9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... | \$ | \$0.00 |

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Vickie L. Weigand
Contractor Signature

By: Vickie L. Weigand Date: 11/2/17+

Payment of: \$ 72,590.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: *[Signature]* 11-9-2017
(Engineer) (Date)

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)



Mo Hansen

From: Michael Hermanson <michael_hermanson@charter.net>
Sent: Wednesday, November 08, 2017 10:41 PM
To: 'Mo Hansen'
Subject: RE: CDA-CDC draft agenda for your review and suggestion

Mo,

The agenda looks fine. I am assuming that we are trying to avoid city meetings during Thanksgiving week.

Renaming the line item, is fine.

FYI – As I am typing my response, I am literally falling asleep at my desk.

I think that we may want to treat these items like mini projects.

- Identifying deliverables
- Identifying resources
- Identifying milestones
- Assigning tasks
- Making tasks and milestones that are reasonable and achievable.
- Communicating and clearing up questions and concerns so that resources will move forward.

Thanks,
Mike

From: Mo Hansen [mailto:cityhall@waterloowi.us]
Sent: Tuesday, November 7, 2017 4:05 PM
To: Michael Hermanson <Michael_Hermanson@charter.net>
Subject: CDA-CDC draft agenda for your review and suggestion

Mike, here is draft agenda for your review. Please review and send an OK or modifications. If you like the second request. Please indicate and I'll add it.

The second broader request. I am asking for your support for the outline below, or a more workable variation of it.

THE BROADER REQUEST.

We [have a plan to implementation](#). The limiting factors are resources (time, people or money) to execute. Basically we can improve on project management, resource gathering and implementation.

I would like to recommend the following to improve implementation/execution of the existing plan.

- Relabel these meetings as “CDA-CDC Success Report Meetings.” Hold them every odd numbered month rather than monthly. Their primary purpose would be to report plan implementation successes generated between meetings. WHY? Signal the group purpose.
- Generally, the group should renew or rededicate efforts to implementing the plan. WHY? Idea generation is a creative, fun endeavor. We are in the implementation mode.
- Create voluntary work teams grouped by implementation item.
- Don't bite off too much.
- Take tangible steps to empower working groups.
 - Each team could produce something like a Gannt Chart to measure success.

- Partner with High School and ID interns to help the work group or ID others to help with grant writing.
- Let each group spend some \$\$ with your verbal OK.
- Define success such final success or intermediate success milestones may be achievable every 6-9 months.

Your thoughts?

Date: November 15, 2017
Time: 6:00 p.m.
Location: Municipal Building, Council Chambers, 136 North Monroe Street

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Mo Hansen
 Clerk/Treasurer
 City of Waterloo
 office: 920.478.3025
CityHall@Waterloowi.us

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