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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: November 19, 2019
Time: 6:00 p.m.
Location: Municipal Building, 136 North Monroe Street (room to be determined)

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: 09/09/2019, 09/17/2019 and 10/15/2019 meeting minutes
3. CITIZEN INPUT
4. UPDATES & REPORTS
 - a. School District Liaison
 - b. Chamber Of Commerce Liaison
 - c. Citizen Engagement/Outreach – Help Out Town Waterloo
 - d. Economic Development Plan Implementation Progress
 - e. Financial Reports
 - i. Fund 600 [CDA]; Funds 412, 413 & 414 [Tax Incremental Finance Districts 2, 3 & 4]
 - f. Grant Tracking
 - g. 333 Portland Road, Site Interest List
 - h. Treyburn Farms Update
5. UNFINISHED BUSINESS
 - a. 203 East Madison Street, Phase 4
 - b. Prioritization/Strategic Overview
6. NEW BUSINESS
 - a. Maunsha Business Center Window Replacement Bids (Mayor & Public Works Director)
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. About Tax Incremental Financing - Tax Incremental Finance Districts Review

8. ADJOURNMENT


Mo Hansen
Clerk/Treasurer

Community Development Authority:

Stinnett, Lewandowski, Petts, Whitebird, Deegan, Kuhl and Weihert
School District Superintendent Brian Henning as School District liaison
Posted, Mailed and E-mailed: 11/13/2019

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.

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY
MEETING MINUTES: October 15, 2019

1. ROLL CALL AND CALL TO ORDER. CDA Chair Stinnett called the meeting to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Petts; Stinnett; Deegan; Kuhl and Weihert. Absent: Lewandowski, Whitebird; and non-voting member Brian Henning. Others present: Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: September 9, 2019 and September 17, 2019 meeting minutes. MOTION: Moved by Petts, seconded by Kuhl to table approval. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. School District Liaison. No report. Stinnett said a school active shooter drill was scheduled.
 - b. Chamber Of Commerce Liaison. Deegan said she would first meet with Chambers Board members at its next meeting.
 - c. Citizen Engagement/Outreach – Help Out Town Waterloo. No report.
 - d. Economic Development Plan Implementation Progress. Noted with further below. Petts asked to have a Treyburn Farm report presented to both the CDA and the Public Works & Property Committee.
 - e. Financial Reports. Noted.
 - i. Fund 600
 - ii. Funds 412, 413 & 414 [Tax Incremental Finance Districts 2, 3 & 4]
 - f. Grant Tracking. Noted.
 - g. 333 Portland Road, Site Interest List. Parker Dow's submittal of interest was presented to the CDA. A motion to table consideration by Stinnett died for lack of a second. Petts said the interest list should be updated. A comparison of the potential amounts of property value created for the projects was discussed in a general way.
5. UNFINISHED BUSINESS
 - a. 2020 Budget And Evaluating CDA Progress Measures. Hansen provided background on all CDA projects including items listed under New Business. Members commented prioritization could take place at the next meeting. No action taken.
 - b. 203 East Madison Street, Phase 4. MOTION: Moved by Kuhl, seconded by Petts to have Kunkel Engineering Group update the estimate and plan, and for staff to meet with DNR staff on Stewardship Grant details. Voice Vote: Motion carried.
6. NEW BUSINESS
 - a. Prioritization/Strategic Overview – September Identified Items. Covered under 4a; no action taken.
 - i. Connectivity, Public Garden Space, Housing (Mayor)
 - ii. 203 East Madison Street (Kuhl)
 - iii. Bike Plan (Kuhl)
 - iv. Community Outreach (Lewandowski)
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. About Tax Incremental Financing - Tax Incremental Finance Districts Review. Noted.
8. ADJOURNMENT. MOTION: By consensus the body adjourned at 7:35.

Attest:



Mo Hansen
Clerk/Treasurer

City of Waterloo
Economic Development Strategic Plan Implementation Tracking
 11/13/2019 4:01 PM

FOCUS: Industrial & Commercial

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
IC1	Ready 17 acre industrial site (333 Portland Rd) for reuse	Pursue funding for remediation of blighted site with focus on future industrial reuse and job creation	Site ready with for reuse 1/1/2018		2016 site research; 2017 remediation; 2018 marketing
	Task	Status	Due Date	Assignee	Notes
	Acquire Site	Completed		Clerk/Treasurer	
	EPA Site Rediation	Completed	12/1/2017	Clerk/Treasurer	
	Site Demo Funding	Completed	12/1/2017	Clerk/Treasurer	
	Site Demo Contractor Bidding	Completed	6/7/2018	Clerk/Treasurer	
	Site Demo	Completed	6/8/2018	Contractor	
	Close Out Open DNR/EPA Files	Completed	5/1/2019	EPA / DNR contractor	
	Ready 17 acre industrial site (333 Portland Rd) for reuse	Completed	5/1/2019	Clerk/Treasurer	
	Publish Site Reuse RFP	Completed	10/12/2018	Clerk/Treasurer	
	Get eyes on Reuse RFP	In Progress	4/1/2019	Clerk/Treasurer	see site interest list
	Wetland delineation	Completed	6/15/2019	Clerk/Treasurer	Heartland Ecological
	Preliminary geotechnical engineering	Completed	6/15/2019	Clerk/Treasurer	SCS Engineering
	CDA / Council Select Re-use(s)	In Progress	TBD	CDA / City Council	
	Execute Developer Agreement	Not Started	TBD	Clerk/Treasurer / Attorney	

FOCUS: Downtown Commercial Activity

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
DO4	Recruit a full-service restaurant as anchor draw	develop 3 concepts for building-reuse as restaurants	Business recruited	Approved Concept	?????
	Task	Status	Due-Date	Assignee	Notes
	Property owner outreach	Deferred			

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
DO5	Define downtown as a family-friendly-commercial destination	Establish Street-Market	ID-leadership; facilitate launch	Municipal seed-money-forwarded to VirtuMarket	2017-2020
	Task	Status	Due-Date	Assignee	Notes
	ID Leadership	Aborted	1/1/2018		
	Parks Dept. Street Market Concept Relaunch	Deferred / Park Aug)	Park Coordinator set last Thursday of month in Firemen's Park (May-Aug)	Gabe Haberkorn; Kris Paape; Jessica Pickel	between 10/13/18 - in future-planning, we will have to have a meeting with Jessica Pickel & myself to try and do it again. In my opinion, there just wasn't enough interest to keep it going between vendors & consumers.

City of Waterloo
Economic Development Strategic Plan Implementation Tracking

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FOCUS: Promotion

ITEM	GOAL	ACTION-	GOAL/TASK METRICS	NOTES	PHASE / YEAR
PRO1	Coordinated external advertising	Coordinate local businesses- advertising	Measurable retail sales increases- linked to ad campaign	Approved Concept	????
	Task	Status	Due-Date	Assignee	Notes
	No action	Deferred			

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
PRO2	Marketing databases & outreach to market area	PROJECT NEIGHBOR - Build digital market area lists for promotional opportunities	12 creative digital/social media outreach efforts		2019-2020
	Task	Status	Due Date	Assignee	Notes
	Concept review	Completed		Working Group	Stressed need for opt-in
	Set-up sign-up box	Completed		Clerk/Treasurer	Used at elections; utility commission and other locations'
	Assemble public data	Completed	4/10/2018	Clerk/Treasurer	Voters, property owners, dog owners, others
	Create outreach communications	Completed	4/30/2018	Clerk/Treasurer	Mill / Cleveland contacts; Street Market; Park Events
	Update data & create outreach communications 2019-2020	In Progress	Scott Quimby programmer pro-bono work in progress	Clerk/Treasurer	Quimby programmer updating data

FOCUS: Aesthetics & Infrastructure

ITEM	GOAL	ACTION-	GOAL/TASK METRICS	NOTES	PHASE / YEAR
AES1	Community wide Spring Clean-up	Promote a coordinated two-weekend Spring clean-up period	40 volunteer hrs. for public spaces; less than 5 blight-causing properties post event	Approved Concept	First two April-weekends
	Task	Status	Due-Date	Assignee	Notes
	No action	Deferred			Parks Clean-up April 27, 2019, light attendance

ITEM	GOAL	ACTION-	GOAL/TASK METRICS	NOTES	PHASE / YEAR
AES2	Improve downtown aesthetics & pedestrian amenities	Adopt a pot planter program on bridges and Veterans Park	Five additional planters in each of the next 4 yrs.	Approved Concept	?????
	Task	Status	Due-Date	Assignee	Notes
	No action	Deferred			

ITEM	GOAL	ACTION-	GOAL/TASK METRICS	NOTES	PHASE / YEAR
AES3	Implement planned bike connections from local & regional connectivity plans	Fund parks development plans for paths	One path segment each year	Approved Concept	?????
	Task	Status	Due-Date	Assignee	Notes
	No action	Deferred			

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
AES4	Offer free garden space, surplus produce to food pantry	Re-establish seasonal public community garden space	Make available ten garden plots each March	Approved Concept	?????
	Task	Status	Due Date	Assignee	Notes
	No action	Deferred			

City of Waterloo
Economic Development Strategic Plan Implementation Tracking

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FOCUS: Communication & Organizational Capacity

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG1	Engage residents with expanded online presence	Expand social media with focus on new residents		2,000 FB likes by August 2018	As of 4/18 FB likes: City=870; WRT+676; Parks 644	2016-2020
	Task	Status	Due Date	Assignee	Notes	
	Weekly use of FB	On Going	On-going	Mo, Gabe, Kelli	DP & Library page also exists; all purposefully not coordinated.	
	Promote use of Waterloo Events Button	Maintain or discontinue button??	8/1/2018	Kelli, Mo	6/2019 - Alder Rhynes testing calendar alternatives	
	Repair former High School sign and Install Downtown To Promote Events	Concept eliminated by CDA		None	Signage purchased from the School District is in storage	

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG2	Make available New Resident Welcome Packet	Annually update digital and printed welcome material		100% of new residents reached by August 2018		2016-2020
	Task	Status	Due Date	Assignee	Notes	
	2017 Packets Assembled & Distributed	Completed	12/31/2017	Library Staff	Approximately 50 packets distributed	
	2018 Packets Assembled & Distributed	Completed	12/31/2018	Library Staff	Material from a variety of sources	
	2020 Packets Info Assembled & Distributed	Valerie Deegan leading 2020 effort	TBD	CDA	Material from a variety of sources	

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG3	Maintain community market data for businesses on City website	Quarterly update of information		3000 page views annually	Page views less than goal	Quarterly
	Task	Status	Due Date	Assignee	Notes	
	Update econ. dev. webpage	Completed	12/31/2017	Clerk-Treas Staff		
	Update econ. dev. webpage	On-going	12/31/2018	Clerk-Treas Staff	Location One Link on Municipal Page; need to implement WEDC recommendations	

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG4	Broaden funding sources for economic development capacity	Explore funding options		New support dollars source in 2017, 2018 and 2019		One new funding source each year
	Task	Status	Due Date	Assignee	Notes	
	2017 discussions	Completed	12/31/2017	Clerk-Treasurer	No from Junginger Foundation	
	2019 discussions	On-going	revised to 12/1/2019	Clerk-Treasurer	RFP for consulting services REISSUED 10/14/19	

City of Waterloo
Economic Development Strategic Plan Implementation Tracking

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FOCUS: Housing

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
HOU1	Incentivize new home construction	Waive all fees for new home construction		Development agreement(s) with residential builder/developers	Approved Concept	2019-2020
	Task	Status	Due Date	Assignee	Notes	
	Consider continuing for 2019	Completed	12/31/2018	City Council		
	2018 outreach efforts	Completed	3/31/2018	Sue Moe	Flyer to real estate agents	
	2019-2020 Outreach (Treyburn Farms Project)	On-going	monthly reports	Mayor / Clerk-Treasurer	Selling 19 parcels; need private sector home builders	

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
HOU2	Increase investment in improving existing housing stock focused along state highways	Market existing programs directly to property owners in targeted areas along state highways.		10% annual increase in residential projects per permitting application		?????
	Task	Status	Due Date	Assignee	Notes	
	No action	Deferred				

FOCUS: Fostering Entrepreneurial Opportunity

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
ENT1	Provide easy access to locally based information for those starting, expanding or relocating a business	Create a "Doing Business in Waterloo" information set with charts describing ease of local development		500 page views per year	Approved Concept	?????
	Task	Status	Due Date	Assignee	Notes	
	No action	Not Started				

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
ENT2	Encourage business creation with annual opportunity for pop-up store fronts in empty	Spring pop-up store with graduated rental rents		three pop-up stores each Spring until vacancy rates limit storefront options	Approved Concept	?????
	Task	Status	Due Date	Assignee	Notes	
	No action	Not Started				

FOCUS: 203 East Madison Street Redevelopment

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
2016A	Construct 2015 CDA-CDC concept plan for 203 East Madison Street	Construct concept plan in phases		Riparian area completed by May 1, 2016	Riparian area completed 2017	
	Task	Status	Due Date	Assignee	Notes	
	Contractor riparian area improvements	Completed	1/1/2017	Clerk-Treasurer	need to close out DNR grant for this phase	
	Install Permanent wooden fence for safety purposes	Waiting on receipt of fence	3/15/2019	Public Works Dept.	CDA-CDC votes at Nov 2018 meeting to proceed	2019
	Seek funding for remaining build-out per approved concept plan	In Progress	Parks Coordinator	(1) Parks Coordinator; (2) Clerk/Treas	Appraisal for purchase of private property north of site in progress	2019

CITY OF WATERLOO

BALANCE SHEET
OCTOBER 31, 2019

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	464,045.47	
	TOTAL ASSETS		<u>464,045.47</u>

LIABILITIES AND EQUITY

FUND EQUITY

412-34300	FUND BALANCE	(67,728.49)	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	531,773.96	
	TOTAL FUND EQUITY		<u>464,045.47</u>
	TOTAL LIABILITIES AND EQUITY		<u>464,045.47</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

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	43,356.57	60,894.00	17,537.43	71.2
TOTAL TIF DISTRICT 2 FUND	.00	43,356.57	60,894.00	17,537.43	71.2
<u>INTERGOVERNMENTAL REVENUE</u>					
412-43-4363-000 STATE GRANT IDLE INDUSTRIAL SI	529,851.13	529,851.13	.00	(529,851.13)	.0
412-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	783.22	754.00	(29.22)	103.9
412-43-4366-000 STATE AID PERSONAL PROPERTY	.00	230.84	.00	(230.84)	.0
TOTAL INTERGOVERNMENTAL REVENUE	529,851.13	530,865.19	754.00	(530,111.19)	70406.
<u>MISCELLANEOUS REVENUES</u>					
412-48-4800-000 MISC REVENUES	.00	.00	138,152.00	138,152.00	.0
TOTAL MISCELLANEOUS REVENUES	.00	.00	138,152.00	138,152.00	.0
TOTAL FUND REVENUE	529,851.13	574,221.76	199,800.00	(374,421.76)	287.4

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

FUND 412 - TIF DISTRICT 2 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-325	.00	150.00	250.00	100.00	60.0
TOTAL LEGISLATIVE SUPPORT	.00	150.00	250.00	100.00	60.0
<u>ATTORNEY</u>					
412-51-5130-211	.00	3,944.17	4,700.00	755.83	83.9
TOTAL ATTORNEY	.00	3,944.17	4,700.00	755.83	83.9
<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	2,178.00	4,324.00	1,000.00	(3,324.00)	432.4
TOTAL SPECIAL ACCTG AND AUDITING	2,178.00	4,324.00	1,000.00	(3,324.00)	432.4
<u>CAPITAL PROJECT</u>					
412-57-5701-800	3,624.63	3,624.63	.00	(3,624.63)	.0
412-57-5701-806	5,360.75	5,405.00	5,000.00	(405.00)	108.1
TOTAL CAPITAL PROJECT	8,985.38	9,029.63	5,000.00	(4,029.63)	180.6
<u>TRANSFER TO CDA FUND</u>					
412-59-5928-001	25,000.00	25,000.00	.00	(25,000.00)	.0
TOTAL TRANSFER TO CDA FUND	25,000.00	25,000.00	.00	(25,000.00)	.0
<u>TRANSFER TO DEBT SERVICE</u>					
412-59-5929-000	.00	.00	103,350.00	103,350.00	.0
TOTAL TRANSFER TO DEBT SERVICE	.00	.00	103,350.00	103,350.00	.0
TOTAL FUND EXPENDITURES	36,163.38	42,447.80	114,300.00	71,852.20	37.1
NET REVENUE OVER(UNDER) EXPENDITURES	493,687.75	531,773.96	85,500.00		

CITY OF WATERLOO

BALANCE SHEET
OCTOBER 31, 2019

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	(206,331.60)	
	TOTAL ASSETS		(206,331.60)

LIABILITIES AND EQUITY

LIABILITIES

413-25100	DUE TO/FROM GENERAL FUND	162,000.00	
	TOTAL LIABILITIES		162,000.00

FUND EQUITY

413-34300	FUND BALANCE	(640,489.61)	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	272,158.01	
	TOTAL FUND EQUITY		(368,331.60)
	TOTAL LIABILITIES AND EQUITY		(206,331.60)

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

FUND 413 - TIF DISTRICT 3 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TAXES</u>					
413-41-4111-000 TAX INCREMENTS	.00	18,973.08	31,104.00	12,130.92	61.0
TOTAL TAXES	.00	18,973.08	31,104.00	12,130.92	61.0
<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4363-000 STATE GRANT SITE ASSESSMENT GR	62,164.00	62,164.00	.00	(62,164.00)	.0
413-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	319.95	312.00	(7.95)	102.6
413-43-4365-000 STATE AID PERSONAL PROPERTY	.00	117.91	.00	(117.91)	.0
TOTAL INTERGOVERNMENTAL REVENUE	62,164.00	62,601.86	312.00	(62,289.86)	20064.
<u>MISCELLANEOUS REVENUES</u>					
413-48-4800-000 MISC REVENUES	.00	20,000.00	.00	(20,000.00)	.0
TOTAL MISCELLANEOUS REVENUES	.00	20,000.00	.00	(20,000.00)	.0
<u>OTHER FINANCING SOURCES</u>					
413-49-4910-000 LONG TERM DEBT PROCEEDS	.00	919,615.00	.00	(919,615.00)	.0
TOTAL OTHER FINANCING SOURCES	.00	919,615.00	.00	(919,615.00)	.0
TOTAL FUND REVENUE	62,164.00	1,021,189.94	31,416.00	(989,773.94)	3250.5

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

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	15.00	(135.00)	1000.0
TOTAL LEGISLATIVE SUPPORT	.00	150.00	15.00	(135.00)	1000.0
<u>ATTORNEY</u>					
413-51-5130-211 ATTORNEY ATTORNEY FEES	.00	52.50	1,000.00	947.50	5.3
TOTAL ATTORNEY	.00	52.50	1,000.00	947.50	5.3
<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	100.00	500.00	400.00	20.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	100.00	500.00	400.00	20.0
<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215 ENG & ADMIN PROF FEES	640.00	5,790.00	10,000.00	4,210.00	57.9
TOTAL ENGINEERING AND ADMINISTRATION	640.00	5,790.00	10,000.00	4,210.00	57.9
<u>CAPITAL PROJECT</u>					
413-57-5701-800 CAPITAL PROJ OUTLAY	.00	1,256.37	.00	(1,256.37)	.0
413-57-5701-805 CAPITAL PROJ 333 PORTLAND	.00	17,184.95	.00	(17,184.95)	.0
TOTAL CAPITAL PROJECT	.00	18,441.32	.00	(18,441.32)	.0
<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000 TRANSFER TO DEBT SERVICE	.00	724,498.11	375,675.00	(348,823.11)	192.9
TOTAL TRANSFER TO DEBT SERVICE	.00	724,498.11	375,675.00	(348,823.11)	192.9
TOTAL FUND EXPENDITURES	640.00	749,031.93	387,190.00	(361,841.93)	193.5
NET REVENUE OVER(UNDER) EXPENDITURES	61,524.00	272,158.01	(355,774.00)		

CITY OF WATERLOO

BALANCE SHEET
OCTOBER 31, 2019

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	41,415.83	
	TOTAL ASSETS		41,415.83

LIABILITIES AND EQUITY

FUND EQUITY

414-34300	FUND BALANCE	20,173.93	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	21,241.90	
	TOTAL FUND EQUITY		41,415.83
	TOTAL LIABILITIES AND EQUITY		41,415.83

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

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	21,170.45	22,007.00	836.55	96.2
TOTAL TIF DISTRICT 4 FUND	.00	21,170.45	22,007.00	836.55	96.2
<u>SOURCE 43</u>					
414-43-4364-000 STATE AID COMPUTERS	.00	238.03	229.00	(9.03)	103.9
414-43-4365-000 STATE AID PERSONAL PROPERTY	.00	83.42	.00	(83.42)	.0
TOTAL SOURCE 43	.00	321.45	229.00	(92.45)	140.4
TOTAL FUND REVENUE	.00	21,491.90	22,236.00	744.10	96.7

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

FUND 414 - TIF DISTRICT 4 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
414-51-5112-320 LEGIS SUPPORT PR & PUB	.00	.00	125.00	125.00	.0
414-51-5112-325 LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	300.00	150.00	50.0
TOTAL LEGISLATIVE SUPPORT	.00	150.00	425.00	275.00	35.3
<u>SPECIAL ACCTG AND AUDITING</u>					
414-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	100.00	500.00	400.00	20.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	100.00	500.00	400.00	20.0
<u>ENGINEERING AND ADMINISTRATION</u>					
414-53-5310-215 ENG & ADMIN PROF FEES	.00	.00	500.00	500.00	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	.00	500.00	500.00	.0
TOTAL FUND EXPENDITURES	.00	250.00	1,425.00	1,175.00	17.5
NET REVENUE OVER(UNDER) EXPENDITURES	.00	21,241.90	20,811.00		

CITY OF WATERLOO

BALANCE SHEET
OCTOBER 31, 2019

600-COMMUNITY DEVELOP AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	43,510.25	
	TOTAL ASSETS		43,510.25

LIABILITIES AND EQUITY

FUND EQUITY

600-34300	FUND BALANCE	20,172.05	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	23,338.20	
	TOTAL FUND EQUITY		43,510.25
	TOTAL LIABILITIES AND EQUITY		43,510.25

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2019
FUND 600 - COMMUNITY DEVELOP AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000	MBC BUILDING RENTAL	400.00	2,000.00	1,200.00 (800.00)	166.7
	TOTAL PUBLIC CHARGES FOR SERVICE	400.00	2,000.00	1,200.00 (800.00)	166.7
<u>MISCELLANEOUS REVENUES</u>					
600-48-4850-000	DONATIONS LOCAL	.00	.00	1,000.00 1,000.00	.0
	TOTAL MISCELLANEOUS REVENUES	.00	.00	1,000.00 1,000.00	.0
<u>OTHER FINANCING SOURCES</u>					
600-49-4926-000	TRANSFER FROM TIF (TID#1)	.00	.00	25,000.00 25,000.00	.0
600-49-4928-000	TRANSFER FROM TID #2	25,000.00	25,000.00	.00 (25,000.00)	.0
	TOTAL OTHER FINANCING SOURCES	25,000.00	25,000.00	25,000.00 .00	100.0
	TOTAL FUND REVENUE	25,400.00	27,000.00	27,200.00 200.00	99.3

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2019
FUND 600 - COMMUNITY DEVELOP AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>DEPARTMENT 5130</u>					
600-51-5130-211 ATTORNEY ATTORNEY FEES	.00	262.50	.00	(262.50)	.0
TOTAL DEPARTMENT 5130	.00	262.50	.00	(262.50)	.0
<u>DEPARTMENT 5151</u>					
600-51-5151-399 SPECIAL ACCTNG COSTS - MISC	.00	375.00	.00	(375.00)	.0
TOTAL DEPARTMENT 5151	.00	375.00	.00	(375.00)	.0
<u>MAUNESHA BUSINESS CENTER</u>					
600-51-5162-221 MAUNESHA BUSINESS ELECTRIC	68.96	555.50	1,500.00	944.50	37.0
600-51-5162-222 MAUNESHA BUSINESS HEAT	19.00	658.77	900.00	241.23	73.2
600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER	.00	544.84	500.00	(44.84)	109.0
600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA	90.00	760.00	750.00	(10.00)	101.3
600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN	.00	305.19	750.00	444.81	40.7
TOTAL MAUNESHA BUSINESS CENTER	177.96	2,824.30	4,400.00	1,575.70	64.2
<u>PLANNING AND CONSERVATION</u>					
600-56-5630-220 PROJECT CDA PROGRAMS	200.00	200.00	22,800.00	22,600.00	.9
TOTAL PLANNING AND CONSERVATION	200.00	200.00	22,800.00	22,600.00	.9
TOTAL FUND EXPENDITURES	377.96	3,661.80	27,200.00	23,538.20	13.5
NET REVENUE OVER(UNDER) EXPENDITURES	25,022.04	23,338.20	.00		

City of Waterloo Grant Tracking

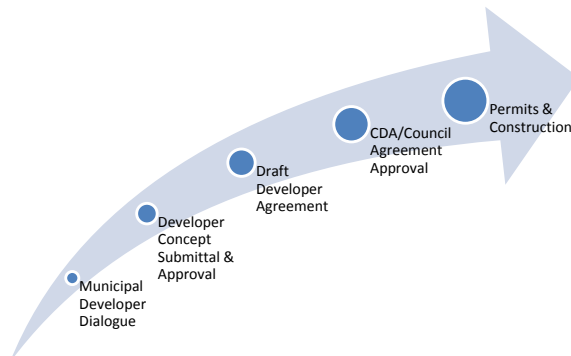
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by Clerk/Treas.

Oversight	Grant Name	Award (Y/N)	Funding What Project(s)	Application Submitted?	Award Date	Award Amt	Est. Close Out	Local Match?	Next Admin Action	Project Status
???	Public Service Comm. Energy Innovation Grant	Y	Electric lights and fixtures upgrades in City Hall, Fire Dept., Public Works bldg., Firemen's Park and Library	completed	9/27/2018	\$26,003	12/13/2019	26,033	complete any required future year reports	Waiting on final incidental items at library & park
Moved to CDA	WEDC Site Assessment Grant	Y	333 Portland Rd site assessment phase 2	completed	TBD	\$92,000	10/15/2019	40% local match; TID 3 expense	complete any required future year reports	closed
Moved to CDA	Idle Site Industrial Grant	Y	333 W Madison St demo; site remediation, Movin' Out incentive, pedestrian bike path, bridge removal	completed	4/3/2014	\$584,000	12/31/2019	Private investment	complete any required future year reports	closed
Public Works & Property Comm	DNR Recycling	Y	General Fund contracted recycling expense & some compost site activities	completed	TBD	\$11,737	annual	no match	Submit future year grant app by May 1	Funded; recurring annual application and award
Public Works & Property Comm	County Bridge/Culvert Aid	Y	Mill/Cleveland Reconstruct	2020 Completion	2018	smaller than needed for 2018 budget	2020	none	ID dollars as future receivable for Fund 400	confirm dollars are headed to City
Public Works & Property Comm	DNR Private Lead Service Line Program	Y	Private lead water system 2016-2019	completed	10/19/2016	\$300,000 -no daycares means foregoing 30k	12/31/2020	no match	spend out remaining dollars. Will have more homes in need of service that grant dollars	Finance Committee discussion post grant Phase 2 work. May involve terminate water service to those that don't comply
???	USDA loan & grant, multi-year storm water improvements		Potential funding for storm water improvements for 333 Portland Rd; Edison St; Adams St	TBD	TBD	TBD	TBD	Yes. Likely 80% loan 20% muni-grant	Phone call with Tammy at Kunkel Engineering Group	Consulting with Tammy at Kunkel Engineering Group on advisability of submitting.
???	WisDOT one-time 90-10 Road Grant	TBD	TBD need consensus on Portland Rd focused grant application	No; deadline is Dec. 2019	TBD	TBD	TBD	Yes. 90% WisDOT 10% local	Kunkel Engineering Group lead drafter. Get preliminary application to WisDOT on time	Have reviewed options; inserted topic into Deli Source / Lipari 333 Portland Rd discussions
???	WisDOT Municipal Street Improvement Discretionary	TBD	Improvements to Hendricks to improve viability of 333 Portland Road access.	12/3/2019	TBD	TBD	TBD	50% local match	Kunkel Engineering Group lead drafter. Get preliminary application to WisDOT on time	Have reviewed options; inserted topic into Deli Source / Lipari 333 Portland Rd discussions

ENTITY	DESCRIPTION	STATUS	SUBMITTAL ITEM	DATE	NOTES
RTG Enterprises LLC	Purchase easterly-most 782.86 feet of parcel as shown on 4/15/2019 vacant land offer to purchase	negotiations	Mayor met with Ron Griffin to identify agreeable boundary lines	10/1/2019	
		concept submitted	Offer to purchase 1.807 acres of NE area adjacent to RTG	4/15/2019	
			Map markings showing area of interest	7/20/2017 (approx.)	
			Expansion floor plan & east elevation	7/20/2017 (approx.)	
			Wiredata.com report for 341 Portland Rd	7/20/2017 (approx.)	
New Cingular Wireless PCS, LLC	Proposing ground lease for 75 x 75 ground lease of high ground along STH and gravel access lane to substation driveway	concept submitted	multi-page plan set	5/15/2019	Conditional use application before Council 6/6; Revised rent would produce \$385,000 in new TID #3 revenue over life of 25 yr. lease (2019 dollars)
Custom Plastics Industries	Seeking 3-4 acres to construction 20,000 sq. ft. \$1 million business expansion near STH and gravel access lane to substation driveway	dialogue	verbal concept presented	5/1/2019	Pinz have been extremely busy. "We have not had a chance to do anything" (5/21/19)
Jay Lang Group	Seeking to construct storage units on available buildable ground	concept submitted	verbal concept represented to Mayor May 2019 after 2017 submittal	5/10/2019 (approx.)	
Lipari Foods/Deli Source	Considering site for 118,000 sq. ft. cheese process facility; perhaps in phases. Site selection between Salem WI and Waterloo	dialogue	multiple documents including incentive proposal forwarded to Deli Source; four site visits thus far	10/7/2019	Spiro Liras (Lipari) "We are still interested in exploring constructing a warehouse right there in Waterloo. But, over the next few months I just need to initially work through the operational integration of the 3 cheese converting facilities we just acquired, and then move to making a final warehousing decision thereafter (5/9/2019)
Parker Dow	Submitted letter of interest with 3 options for land purchases	concepts submitted	2019-10-15 letter of interest	10/15/2019	10/15 routed to Mayor, CDA and City Council
	Seeking land for incremental expansion of adjacent manufactured home area	dialogue	none	7/10/1905	

Goals: (1) Grow Tax Base; (2) Create Family-Supporting Jobs



CDA AGENDA NOTES

Waiting on final documents for items
highlighted below

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: 09/09/2019, 09/17/2019 and 10/15/2019 meeting minutes
3. CITIZEN INPUT
4. UPDATES & REPORTS
 - a. School District Liaison
 - b. Chamber Of Commerce Liaison
 - c. Citizen Engagement/Outreach – Help Out Town Waterloo
 - d. Economic Development Plan Implementation Progress
 - e. Financial Reports
 - i. Fund 600 [CDA]; Funds 412, 413 & 414 [Tax Incremental Finance Districts 2, 3 & 4]
 - f. Grant Tracking
 - g. 333 Portland Road, Site Interest List
 - h. Treyburn Farms Update
5. UNFINISHED BUSINESS
 - a. 203 East Madison Street, Phase 4
 - b. Prioritization/Strategic Overview (please report for item 4d for this agenda item)
6. NEW BUSINESS
 - a. Maunsha Business Center Window Replacement Bids (Mayor & Public Works Director)