



136 North Monroe Street  
Waterloo, WI 53594  
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[www.waterloowi.us](http://www.waterloowi.us)

## A MEETING OF THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - AGENDA

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that a public meeting will be held to consider the following:

Date: May 19, 2020  
Time: 6:00 p.m.  
Location: Municipal Building, 136 North Monroe Street (via remote phone conference for participants and public)

### 1. Connect Online

<https://attccasptrial2.webex.com/attccasptrial2/j.php?MTID=m7f8adaedfdefe845027f3dcaa11e4594>

Meeting number: 962 489 890

Password: ccSPAc27JR4 (22772227 from phones)

Host key: 260643

### 2. Join by phone

1-844-531-0958 United States of America Toll Free

Access code: 962 489 890

Password: (22772227 from phones)

Host key: 260643

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: prior unapproved meeting minutes
3. CITIZEN INPUT
4. UPDATES & REPORTS
  - a. School District Liaison
  - b. Economic Development Plan Implementation Progress
  - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600 (CDA)
  - d. Grant Tracking
  - e. 333 Portland Road, Site Interest List
  - f. Treyburn Farms (verbal)
  - g. Maunessa Business Center Window Replacements (verbal)
  - h. 203 East Madison Street Fence Installation (verbal)
5. UNFINISHED BUSINESS
  - a. 203 East Madison Street, Phase 3
    - i. Project Concept-To-Completion Sheet, Approval
    - ii. Kunkel Engineering Group Concept & Estimate -- Considering Answers To Questions Raised In January And Final Concept Consideration
  - b. Strengths, Weaknesses, Opportunity And Threat (SWOT) Analysis
6. NEW BUSINESS
  - a. About Tax Incremental Financing - Tax Incremental Finance Districts Review And Follow-up Action
  - b. Annual Election Of Chair and Vice-Chair
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Calendar

## 8. ADJOURNMENT

*Mo Hansen*

Mo Hansen  
Clerk/Treasurer

### **Community Development Authority:**

Stinnett, Lewandowski, Petts, Whitebird, Kuhl and Weihert with one vacancy  
School District Superintendent Brian Henning as School District liaison  
Posted, Mailed and E-mailed: 05/13/2020

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: February 18, 2020**

1. ROLL CALL AND CALL TO ORDER. In the chair's absence, Vice-Chair Petts called the meeting to order at 6:00 p.m. in the Municipal Building Police Training Room. CDA members present: Petts, Whitebird, Lewandowski, Kuhl and Weihert. Absent: Stinnett, Deegan and non-voting member Brian Henning. Others present: Nora Lewandowski, Parks Coordinator Gabe Haberkorn, Cable Station Director Jesus Burgos (by phone) and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: Prior unapproved meeting minutes. Motion by Weihert, seconded by Whitebird to approve the December 17, 2019 minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. NEW BUSINESS
  - a. Parks And Cable TV Station – Review Of Departmental “Road Maps” DISCUSSION: WLOO Station Director Jesus Burgos outlined station activities. Lewandowski said he would follow-up on the actionable item of contacting Brian Henning regarding station access for sporting events. Parks Coordinator Gabe Haberkorn outlined parks activities. He referenced the Comprehensive Outdoor Recreation Plan; the upcoming comedy event and marketing. Municipal outreach ability was discussed. Weihert said he would check with the snowmobile club about grooming a winter trail in the park. No action taken.
5. UPDATES & REPORTS
  - a. School District Liaison. No report.
  - b. Chamber Of Commerce Liaison. No report.
  - c. Economic Development Plan Implementation Progress. Noted.
  - d. Financial Reports
    - i. Fund 600 [CDA]; Funds 412, 413 & 414 [Tax Incremental Finance Districts 2, 3 & 4]. Reports reviewed.
  - e. Grant Tracking. Hansen provided a verbal update
  - f. 333 Portland Road, Site Interest List. Noted as no change from prior meeting.
  - g. Treyburn Farms. Hansen said a written monthly summary would be provided.
  - h. Maunsha Business Center Window Replacements [Previously noted as a Spring installation]
6. UNFINISHED BUSINESS
  - a. 203 East Madison Street, Phase 3
    - i. Project Concept-To-Completion Sheet, Approval. No sheet provided.
    - ii. Kunkel Engineering Group Concept & Estimate -- Considering Answers To Questions Raised In January And Final Concept Consideration. Hansen did not have Kunkel questions available to members.
  - b. Strengths, Weaknesses, Opportunity And Threat (SWOT) Analysis. By consensus the body tabled the item.
7. NEW BUSINESS
  - a. Jefferson County Home Buyer And Home Rehab Programs. DISCUSSION: The body was made aware of existing County programs available to City of Waterloo residents. Petts shared her program experience. (<https://jeffersoncountyhomebuyer.com/about-the-jcedc/>). No action taken.
  - b. About Tax Incremental Financing - Tax Incremental Finance Districts Review. No report available to review.
  - c. Closing Early Tax Incremental District #4. Hansen shared new information regarding interest in commercial leasing at 808 North Monroe Street. He recommended not closing at this time.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Calendar. No action taken.
9. ADJOURNMENT. MOTION: Moved by Lewandowski, seconded by Petts to adjourned at 7:04.

Attest:



Mo Hansen  
Clerk/Treasurer

City of Waterloo  
Economic Development Strategic Plan Implementation Tracking

5/13/2020 2:32 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
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>	
	Acquire Site	Completed		Clerk/Treasurer		
	EPA Site Remediation	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: Aesthetics & Infrastructure**

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	?????
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>	
	No action	Deferred				

**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
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>	
	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	Used mostly by Library	On-going	Kelli, Mo	Alder Rhynes completed test of calendar tool	
	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	



City of Waterloo  
Economic Development Strategic Plan Implementation Tracking

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ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG2	<b>Make available New Resident Welcome Packet</b>	Annually update digital and printed welcome material		100% of new residents reached by August 2018		2016-2020
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>	
	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	No project lead	TBD	CDA	Material from a variety of sources	

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
PRO2	<b>Marketing databases &amp; outreach to market area</b>	PROJECT NEIGHBOR - Build digital market area lists for promotional opportunities		12 creative digital/social media outreach efforts		2019-2020
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>	
	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	Progress steps	Data used for April election & dog license reminder robo-calls & letters	Clerk/Treasurer		

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
ORG4	<b>Broaden funding sources for economic development capacity</b>	Explore funding options		New support dollars source in 2017, 2018 and 2019		One new funding source each year
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>	
	2017 discussions	Completed	12/31/2017	Clerk-Treasurer	No from Junginger Foundation	
	2019 discussions	Dormant; other priorities taking precedence	revised to 12/1/2019	Clerk-Treasurer	RFP for consulting services REISSUED 10/14/19; No interest expressed; limited CT time to promote ?? Dollars consumed by match for 223 East Madison Street?	

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
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>
	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		?????
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>
	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	?????
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>
	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	
	<b>Task</b>	<b>Status</b>	<b>Due Date</b>	<b>Assignee</b>	<b>Notes</b>
	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 Spring thaw	3/15/2019	Public Works Dept.	CDA-CDC votes at Nov 2018 meeting to proceed
	DNR Stewardship Grant App submittal seeking funding for remaining build-out per approved concept plan	Completed	Parks Coordinator / Garry Whitebird	Parks Coordinator / Garry Whitebird	Appraisal for purchase of private property north of site done; drafting of grant application in progress
	Complete site surface improvements per adopted plan	In Progress	Parks Coordinator	(1) Parks Coordinator; (2) Clerk/Treas	Appraisal for purchase of private property done; Sellers OK with 40ft acquisition price; CT to provide offer to purchase
	Kunkel Engineer Group with revised concept plan for CDA review	In Progress	Kunkel Engineer Group	(1) Mitch Leisses	See 1/21 meeting materials



# **Community Development Authority**

Financial Reports By Fund

Balance Sheet and Budget vs. Actual

Funds 412 - Tax Incremental District #2

Funds 413 - Tax Incremental District #3

Funds 414 - Tax Incremental District #4

Funds 600 - Community Development Authority

# CITY OF WATERLOO

BALANCE SHEET  
APRIL 30, 2020

## 412-TIF DISTRICT 2 FUND

### ASSETS

412-11100	TREASURER'S CASH	870,773.89	
412-15800	DUE FROM AGENCY FUND TAXES	13,110.92	
	TOTAL ASSETS		<u>883,884.81</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

412-26100	DEFERRED REVENUE	13,110.92	
	TOTAL LIABILITIES		13,110.92

#### FUND EQUITY

412-34300	FUND BALANCE	946,953.18	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	( 76,179.29)	
	TOTAL FUND EQUITY		<u>870,773.89</u>
	TOTAL LIABILITIES AND EQUITY		<u>883,884.81</u>

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

**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	38,137.55	60,894.00	22,756.45	62.6
TOTAL TIF DISTRICT 2 FUND	.00	38,137.55	60,894.00	22,756.45	62.6
TOTAL FUND REVENUE	.00	38,137.55	60,894.00	22,756.45	62.6

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

**FUND 412 - TIF DISTRICT 2 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-325	150.00	150.00	.00	( 150.00)	.0
TOTAL LEGISLATIVE SUPPORT	150.00	150.00	.00	( 150.00)	.0
<u>DEPARTMENT 5142</u>					
412-51-5142-110	2,215.08	8,860.32	.00	( 8,860.32)	.0
TOTAL DEPARTMENT 5142	2,215.08	8,860.32	.00	( 8,860.32)	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	418.00	418.00	.00	( 418.00)	.0
TOTAL SPECIAL ACCTG AND AUDITING	418.00	418.00	.00	( 418.00)	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	9.00	1,539.00	.00	( 1,539.00)	.0
TOTAL ENGINEERING AND ADMINISTRATION	9.00	1,539.00	.00	( 1,539.00)	.0
<u>TRANSFER TO DEBT SERVICE</u>					
412-59-5929-000	.00	103,349.52	103,350.00	.48	100.0
TOTAL TRANSFER TO DEBT SERVICE	.00	103,349.52	103,350.00	.48	100.0
TOTAL FUND EXPENDITURES	2,792.08	114,316.84	103,350.00	( 10,966.84)	110.6
NET REVENUE OVER(UNDER) EXPENDITURES	( 2,792.08)	( 76,179.29)	( 42,456.00)		

# CITY OF WATERLOO

BALANCE SHEET  
APRIL 30, 2020

## 413-TIF DISTRICT 3 FUND

### ASSETS

413-11100	TREASURER'S CASH	( 567,412.54)	
413-15800	DUE FROM AGENCY FUND TAXES	22,810.56	
	TOTAL ASSETS		( 544,601.98)

### LIABILITIES AND EQUITY

#### LIABILITIES

413-25100	DUE TO/FROM GENERAL FUND	162,000.00	
413-26100	DEFERRED REVENUE	22,810.56	
	TOTAL LIABILITIES		184,810.56

#### FUND EQUITY

413-34300	FUND BALANCE	( 749,472.31)	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	20,059.77	
	TOTAL FUND EQUITY		( 729,412.54)
	TOTAL LIABILITIES AND EQUITY		( 544,601.98)

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

**FUND 413 - TIF DISTRICT 3 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TAXES</u>					
413-41-4111-000 TAX INCREMENTS	.00	66,352.26	102,403.00	36,050.74	64.8
TOTAL TAXES	.00	66,352.26	102,403.00	36,050.74	64.8
TOTAL FUND REVENUE	.00	66,352.26	102,403.00	36,050.74	64.8



**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

**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	150.00	150.00	.00	( 150.00)	.0
TOTAL LEGISLATIVE SUPPORT	150.00	150.00	.00	( 150.00)	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214 SPEC ACCTG & AUD PROF FEES	418.00	418.00	.00	( 418.00)	.0
TOTAL SPECIAL ACCTG AND AUDITING	418.00	418.00	.00	( 418.00)	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215 ENG & ADMIN PROF FEES	.00	1,150.00	.00	( 1,150.00)	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	1,150.00	.00	( 1,150.00)	.0
<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000 TRANSFER TO DEBT SERVICE	.00	44,574.49	89,148.98	44,574.49	50.0
TOTAL TRANSFER TO DEBT SERVICE	.00	44,574.49	89,148.98	44,574.49	50.0
TOTAL FUND EXPENDITURES	568.00	46,292.49	89,148.98	42,856.49	51.9
NET REVENUE OVER(UNDER) EXPENDITURES	( 568.00)	20,059.77	13,254.02		

# CITY OF WATERLOO

BALANCE SHEET  
APRIL 30, 2020

## 414-TIF DISTRICT 4 FUND

### ASSETS

414-11100	TREASURER'S CASH	60,115.06	
414-15800	DUE FROM AGENCY FUND TAXES	6,623.69	
	TOTAL ASSETS		<u>66,738.75</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

414-26100	DEFERRED REVENUE	6,623.69	
	TOTAL LIABILITIES		6,623.69

#### FUND EQUITY

414-34300	FUND BALANCE	41,415.83	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	18,699.23	
	TOTAL FUND EQUITY		<u>60,115.06</u>
	TOTAL LIABILITIES AND EQUITY		<u>66,738.75</u>

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

**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	19,267.23	22,007.00	2,739.77	87.6
TOTAL TIF DISTRICT 4 FUND	.00	19,267.23	22,007.00	2,739.77	87.6
<u>SOURCE 43</u>					
414-43-4364-000 STATE AID COMPUTERS	.00	.00	229.00	229.00	.0
TOTAL SOURCE 43	.00	.00	229.00	229.00	.0
TOTAL FUND REVENUE	.00	19,267.23	22,236.00	2,968.77	86.7

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

**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	150.00	150.00	150.00	.00	100.0
TOTAL LEGISLATIVE SUPPORT	150.00	150.00	150.00	.00	100.0
<u>SPECIAL ACCTG AND AUDITING</u>					
414-51-5151-214 SPEC ACCTG & AUD PROF FEES	418.00	418.00	500.00	82.00	83.6
TOTAL SPECIAL ACCTG AND AUDITING	418.00	418.00	500.00	82.00	83.6
TOTAL FUND EXPENDITURES	568.00	568.00	650.00	82.00	87.4
NET REVENUE OVER(UNDER) EXPENDITURES	( 568.00)	18,699.23	21,586.00		

# CITY OF WATERLOO

BALANCE SHEET  
APRIL 30, 2020

## 600-COMMUNITY DEVELOP AUTHORITY

### ASSETS

600-11100	TREASURER'S CASH	46,469.52	
600-15800	DUE FROM AGENCY FUND TAXES	1,189.61	
	TOTAL ASSETS		<u>47,659.13</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

600-25607	DEFERRED REVENUE	4,650.00	
600-26100	DEFERRED REVENUE	( 3,460.39)	
	TOTAL LIABILITIES		1,189.61

#### FUND EQUITY

600-34300	FUND BALANCE	18,204.76	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	3,264.76	
	TOTAL FUND EQUITY		<u>46,469.52</u>
	TOTAL LIABILITIES AND EQUITY		<u>47,659.13</u>

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020  
**FUND 600 - COMMUNITY DEVELOP AUTHORITY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>SOURCE 41</u>					
600-41-4111-000 LOCAL TAX-GENERAL FUND	.00	3,460.39	4,650.00	1,189.61	74.4
TOTAL SOURCE 41	.00	3,460.39	4,650.00	1,189.61	74.4
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000 MBC BUILDING RENTAL	.00	800.00	2,400.00	1,600.00	33.3
TOTAL PUBLIC CHARGES FOR SERVICE	.00	800.00	2,400.00	1,600.00	33.3
TOTAL FUND REVENUE	.00	4,260.39	7,050.00	2,789.61	60.4

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020  
**FUND 600 - COMMUNITY DEVELOP AUTHORITY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>DEPARTMENT 5151</u>					
600-51-5151-399 SPECIAL ACCTNG COSTS - MISC	.00	.00	375.00	375.00	.0
TOTAL DEPARTMENT 5151	.00	.00	375.00	375.00	.0
<u>MAUNESHA BUSINESS CENTER</u>					
600-51-5162-221 MAUNESHA BUSINESS ELECTRIC	27.51	89.35	1,000.00	910.65	8.9
600-51-5162-222 MAUNESHA BUSINESS HEAT	61.48	469.38	750.00	280.62	62.6
600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER	66.46	196.90	698.00	501.10	28.2
600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA	.00	90.00	1,160.00	1,070.00	7.8
600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN	150.00	150.00	.00	( 150.00)	.0
TOTAL MAUNESHA BUSINESS CENTER	305.45	995.63	3,608.00	2,612.37	27.6
<u>PLANNING AND CONSERVATION</u>					
600-56-5630-220 PROJECT CDA PROGRAMS	.00	.00	250.00	250.00	.0
TOTAL PLANNING AND CONSERVATION	.00	.00	250.00	250.00	.0
TOTAL FUND EXPENDITURES	305.45	995.63	4,233.00	3,237.37	23.5
NET REVENUE OVER(UNDER) EXPENDITURES	( 305.45)	3,264.76	2,817.00		

### City of Waterloo Grant Tracking

5/13/2020 2:57 PM

by Clerk/Treas.

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	Quarter #1 2020	26,033	Receipt of grant monies from state	waiting on receipt of grant monies from state
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
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	From County staff: dollars expected this calendar year from the state
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	Have spent out, or have obligated to awardees, all awarded dollars. More homes that grant dollars	No next plan in place; looking to close out this grant ASAP
WisDOT one-time 90-10 Road Grant	No	TBD need consensus on Portland Rd focused grant application	Yes, with help of Kunkel Engineering	Not awarded	TBD	TBD	Yes. 90% WisDOT 10% local		No awarded. Strike from report.
WisDOT Municipal Street Improvement Discretionary (MSID)	No	Improvements to Hendricks to improve viability of 333 Portland Road access.	Yes, with help of Kunkel Engineering	Not awarded	TBD	TBD	50% local match		No awarded. Strike from report.
203 E Madison St Phase 3 DNR Stewardship	TBD	Final phase	Yes, with help from Garry Whitebird	TBD	TBD	TBD	50% local match	Wait to see if grant is awarded	
Private Lead Service Line Loan Program	TBD	Private lead water system 2020-2022	Waiting on financing arrangements	TBD	TBD	TBD	100 municipal expense with no participation from Waterloo Utility	Launch program with public after municipal financing is approved	



State of Wisconsin  
 Department of Natural Resources  
 dnr.wi.gov

SELECT PAGES  
 APPLICATION # 1 Development

## Stewardship Local Assistance, Federal Land & Water Conservation Fund, & Recreational Trails Program Grant Application

Form 8700-191 (R 01/18)

**Notice:** Use of this form is required by the Department of Natural Resources (DNR) for any application filed pursuant to ss. NR 50.06, NR 50.21, and NR 51, Subchapters XI-XV, Wis. Adm. Code. Personal identifiable information will only be used in conjunction with the programs listed above. If you have any questions contact your local community service specialist. Personally identifiable information provided on this form will be used for program administration and will be available to requesters as required under Wisconsin's Open Records Law [ss. 19.31 - 19.39, Wis. Stats.].

Applicant	Individual Authorized to Act on Behalf of Applicant	
City of Waterloo Wisconsin	Gabe Haberkorn	
Street or PO Box	Title	
136 N. Monroe St.	Waterloo Parks Department Coordinator	
City, State, Zip Code	Telephone Number	Fax Number
Waterloo, WI 53594	(920) 478-3025	
County	E-Mail Address	
Jefferson	parks@waterloowi.us	

**Mail Check to (If different from applicant):**

Name	Address		
Organization:	City	State	ZIP Code

Section 1: Project Information							Financial Summary																			
Project Title: Riverside Park at 203 E. Madison St. DEVELOPMENT							<b>Total Project Costs</b> \$135,927	<b>Grant Request</b> (up to 50%) \$67,963.5																		
Project Type: (select one) <input checked="" type="radio"/> Development <input type="radio"/> Acquisition <input type="radio"/> Rehabilitation <input type="radio"/> Maintenance							<b>Sponsor Match Sources:</b> Sponsor Funds: <i>Cash</i> \$ 67,963.5 <i>Force Account Labor</i> _____ <i>Force Account Equipment</i> _____ <i>Force Account Materials</i> _____ Donations (Non-Governmental) <i>Land</i> \$ _____ <i>Cash</i> _____ <i>Labor</i> _____ <i>Materials</i> _____ <i>Equipment</i> _____ Other _____ \$ _____																			
Project Location <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Township</th> <th>Range</th> <th>Section</th> <th>¼</th> <th>¼ ¼</th> <th>County</th> </tr> <tr> <td>08 N</td> <td>13</td> <td>5</td> <td>SW</td> <td>SW</td> <td>Jefferson</td> </tr> </table> GPS Coordinates: 43°11'02.7"N 88°59'20.5"W Congressional/Legislative District Numbers <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>WI Senate</th> <th>WI Assembly</th> <th>US Congress</th> </tr> <tr> <td>13</td> <td>37</td> <td>5</td> </tr> </table>							Township	Range	Section	¼	¼ ¼	County	08 N	13	5	SW	SW	Jefferson	WI Senate	WI Assembly	US Congress	13	37	5		
Township	Range	Section	¼	¼ ¼	County																					
08 N	13	5	SW	SW	Jefferson																					
WI Senate	WI Assembly	US Congress																								
13	37	5																								
D-U-N-S #							<b>Total Sponsor Match:</b>	\$67,963.5																		

**Stewardship Local Assistance, Federal Land & Water  
Conservation Fund, & Recreational Trails Program  
Grant Application**

Form 8700-191 (R 01/18)

**Project Description**

Provide a detail description of the project proposal that includes the primary purpose and goals; description of the project: public access and use; implementation and key partnerships; and operation and maintenance of the project.

**Primary Purpose and Goals**

The purpose of this application is to support the development of a public park (Riverside Park) at 203 E. Madison St. in Waterloo WI and a trail connecting to 2 city parks; Youker Park and Fireman's Park. In addition, this project will result in a safe alternative route to school for students to travel through the parks rather than along North Monroe Street which is also a state highway (ST HWY 89).

**Project Description**

This project entails developing a trailhead park at a vacant city-owned lot near downtown Waterloo, WI. The lot was previously home to a privately-held mixed use building but after that building burned down, the city took possession of the lot which has since been incorporated into the Waterloo Comprehensive Outdoor Recreation Plan as future park space. Located along the Maunasha River, the trailhead development on this lot will support a CORP goal of connecting the city's downtown to the river and existing park amenities. The city has also submitted a related application for the acquisition of two small tracts of land just to the north of 203 E. Madison St. for the purposes of developing a pedestrian trail connecting this new trailhead to the aforementioned Youker and Fireman's Parks.

**Public access and use**

This trailhead development will provide greater public access to recreational activities within the parks such as cross-country skiing, and hiking. Per Chapter 278 "Peace and Good Order" of the City code, hunting and trapping are not allowed within city limits. This park entrance and pedestrian trail will also support water activities such as fishing or kayaking in the Maunasha River located immediately to the west of this project. Other opportunities include public benches, educational signage, and art installations promoting outdoor recreation. Design and construction of the trail will meet current accessibility standards.

**Implementation and key partnerships**

Execution of this project would not be possible without several key partnerships. The site analysis and construction plans have been prepared for the City by Kunkel Engineering Group of Beaver Dam, WI. The land targeted for acquisition has been appraised by Greg Delwiche of Watertown, WI. The parks department will partner with the Waterloo Police Department to monitor and patrol this space for public safety. The Waterloo Community Development Authority has agreed to help sponsor this project. Going forward, the City would be thrilled to partner with the Wisconsin Department of Natural Resources on cost-sharing for this project along with guidance and best practices for stewardship of this property.

**Operation and maintenance**

In partnership with other City entities such as the Department of Public Works, the Parks Department will be responsible for the creation and maintenance of signage for education and way-finding as well as for the lawn-care and snow removal consistent with other City parks.

Stewardship Local Assistance, Federal Land & Water Conservation Fund, & Recreational Trails Program Grant Application

Form 8700-191 (R 01/18)

Section 2: General Project Information

1. Park/Trail/Recreational Area Name: Riverside Park at 203 E. Madison St. DEVELOPMENT (i.e. Lakeshore Park, Big Ben Recreational Area, Six Mile Wilderness Trail, etc.)

Total Park Acreage: 65.00 Acreage for this Project: 0.53

Project site is undeveloped / Project site is partially developed

2. Are there any underground utility easements or overhead power lines on the property? Explain: No.

3. How will the public access the property? (select all that apply)

By Roadway, Trail, Adjacent applicant property, By Water, Other

4. When will the property or facility be open to the public? Fall 2020

5. Who is the primary project manager? Applicant from Page 1 / Other - Specify:

6. Who is handling the financial administration of the project? Applicant from Page 1 / Other - Specify:

7. Estimated Project Timeline:

Acquisition: Have you already purchased the property? If yes, date / If so, have you received a DNR "letter of retroactivity" for the project? Yes No

If no, anticipated closing date:

Development: Anticipated Start Date 06/01/2020 / Anticipated Completion Date 08/18/2020

8. Describe the current project site and use. (Include physical characteristics, topography, vegetation cover type, presence of any waterways/wetlands, current land use and zoning classification, etc.) Part of the project area includes a small gravel-covered lot (.2ac) near downtown Waterloo, WI. The previous use for this lot was mixed use commercial and residential. Dividing this lot from the Mauneshia River to its west is a remnant cobble masonry building wall left to serve as a retaining wall. The lower part of this wall is reinforced concrete. The rest of the project area includes development of a non-motor trail through existing parkland (.33ac total surface area).

9. Are there any known controversies/complications with the proposed project? Are there any measures proposed to address the controversies/complications? No.

10. Has the area been surveyed for endangered and rare species? If yes, explain. No.

11. Have you discussed the project with your regional DNR Community Services Specialist? Yes No / DNR Contact Ms. Cheryl Housley



State of Wisconsin  
 Department of Natural Resources  
 dnr.wi.gov

## Stewardship Local Assistance, Federal Land & Water Conservation Fund, & Recreational Trails Program Grant Application

Form 8700-191 (R 01/18)

Select Pages  
 Application # 2  
 Acquisition

**Notice:** Use of this form is required by the Department of Natural Resources (DNR) for any application filed pursuant to ss. NR 50.06, NR 50.21, and NR 51, Subchapters XI-XV, Wis. Adm. Code. Personal identifiable information will only be used in conjunction with the programs listed above. If you have any questions contact your local community service specialist. Personally identifiable information provided on this form will be used for program administration and will be available to requesters as required under Wisconsin's Open Records Law [ss. 19.31 - 19.39, Wis. Stats.].

Applicant		Individual Authorized to Act on Behalf of Applicant	
City of Waterloo Wisconsin		Gabe Haberkorn	
Street or PO Box		Title	
136 N. Monroe St.		Waterloo Parks Department Coordinator	
City, State, Zip Code		Telephone Number	Fax Number
Waterloo, WI 53594		(920) 478-3025	
County		E-Mail Address	
Jefferson		parks@waterloowi.us	

**Mail Check to (If different from applicant):**

Name	Address		
Organization:	City	State	ZIP Code

Section 1: Project Information							Financial Summary	
Project Title: Riverside Park at 203 E. Madison St. ACQUISITION							<b>Total Project Costs</b>	<b>Grant Request (up to 50%)</b>
							\$14,275	\$7,137.5
Project Type: (select one)							<b>Sponsor Match Sources:</b>	
<input type="radio"/> Development <input checked="" type="radio"/> Acquisition <input type="radio"/> Rehabilitation <input type="radio"/> Maintenance							Sponsor Funds:	
							Cash	\$ 7,137.5
							Force Account Labor	
							Force Account Equipment	
							Force Account Materials	
Project Location							Donations (Non-Governmental)	
Township	Range	Section	¼	¼	County	Land	\$	
08 N	13	5	SW	SW	Jefferson	Cash		
GPS Coordinates: 43°11'02.7"N 88°59'20.5"W							Labor	
Congressional/Legislative District Numbers							Materials	
WI Senate		WI Assembly		US Congress			Equipment	
13		37		5			Other	
D-U-N-S #							<b>Total Sponsor Match:</b>	\$7,137.5



**Stewardship Local Assistance, Federal Land & Water  
Conservation Fund, & Recreational Trails Program  
Grant Application**

Form 8700-191 (R 01/18)

**Project Description**

Provide a detail description of the project proposal that includes the primary purpose and goals; description of the project: public access and use; implementation and key partnerships; and operation and maintenance of the project.

**Primary Purpose and Goals**

The purpose of this acquisition is to support a larger project within the City of Waterloo (the "City") which increases public access to 2 city parks; Youker Park and Fireman's Park. In addition, this project will result in a safe alternative route to school for students to travel through the parks rather than along North Monroe Street which is also a state highway (ST HWY 89).

**Project Description**

This application is to support the acquisition of 2 portions of privately held land which are currently separating city-owned resources. A city-owned lot at 203 E. Madison St. will be developed into a park entrance to increase public access into Youker Park and Fireman's Park. The City has submitted a related grant application for the development of that lot and the creation of a public-use trail connecting that lot into the aforementioned parks. The City intends to purchase a 40' wide tract of land within both of the parcels identified as 33-030 and 33-033. This acquisition is a prerequisite for the development of that connector trail.

**Public access and use**

The use for the land in this acquisition is to provide a new public access point into Youker and Fireman's Parks within the City of Waterloo. Related to the planned development at 203 E. Madison St., the City intends to construct a pedestrian trail through the tracts of land in this acquisition. This trail, and the larger park entrance project, will afford greater public access to recreational activities within the parks such as cross-country skiing, and hiking. Per Chapter 278 "Peace and Good Order" of the City code, hunting and trapping are not allowed within city limits. This trail will also support water activities such as fishing or kayaking in the Maunsha River located immediately to the west of this project. Design and construction of the trail will meet current accessibility standards.

**Implementation and key partnerships**

Execution of this project would not be possible without several key partnerships. The site analysis and construction plans have been prepared for the City by Kunkel Engineering Group of Beaver Dam, WI. The land targeted for acquisition has been appraised by Greg Delwiche of Watertown, WI. The City will also partner with the current landowners during the acquisition and subsequent development to ensure that any existing fence or vegetation along property lines is restored along the new property lines in kind. The Waterloo Community Development Authority has agreed to help sponsor this project. Going forward, the City would be thrilled to partner with the Wisconsin Department of Natural Resources on cost-sharing for this project along with guidance and best practices for stewardship of this property.

**Operation and maintenance**

In partnership with other City entities such as the Department of Public Works, the Parks Department will be responsible for the creation and maintenance of signage for education and way-finding as well as for the lawn-care and snow removal consistent with other City parks.

For use with Recreation Grant Application Forms

Parcel 1	Parcel 2	Total
----------	----------	-------

	Parcel 1	Parcel 2	Total
1. Parcel Owner	Thomas Bergan	Emma Stewart	
2. Number of Acres being Purchased	0.04	0.07	0.11
3. Grant Eligible Acres	0.02	0.04	0.06
4. Option Expiration Date			
5. Option Amount	\$	\$	\$ 0
6. Appraised Value : Land	\$ 3,530	\$ 6,685	\$ 10,215
Improvements	\$	\$	\$ 0
7. Subtotal	\$ 3,530	\$ 6,685	\$ 10,215
8. Estimated Other Eligible Acquisition Costs Total	\$ 2,030	\$ 2,030	\$ 4,060
List costs included in above:	\$ 180	\$ 180.00	
	\$ 1,700	\$ 1,700.00	
	\$ 150	\$ 150.00	
9. Grand Total Project Costs: (Add Lines 7 & 8)	5,560	8,715	14,275

**DEVELOPMENT PROJECT ITEMS LISTING:**

**NOTE: This list is intended as a guideline and is not a complete list.**

**SERVICES** Pre-approval  
Engineering Post-approval  
Engineering Supervision  
Feasibility Studies Planning  
Administration

**BOATING AREA**

Ramp Apron  
Launch Ramp  
Bulkhead/Seawall  
Riprap  
Security Lighting

**CAMPsites**

Tables  
Grills/Fire Rings  
Camp Pads (Gravel, Asphalt)  
Refuse Containers

**EQUIPMENT**

Benches  
Trash Receptacles  
Other (identify)

**FISHING AREA**

Fishing Pier  
Bank Stabilization  
Riprap  
Bank Fishing Site

**LANDSCAPING**

Tree/Shrub Planting  
Sodding/Grass Seed  
Mulch/Fertilizer  
Retaining Walls

**OTHER/MISCELLANEOUS**

Specify

**PARKING**

Gravel/Paving  
Curbs/Bumper blocks  
Striping

**PICNIC AREA**

Tables/Grills  
Trash Receptacles  
Shelters

General Construction  
Electrical/Water Service

**PLAY AREA**

Play Equipment  
Equipment Installation  
Surfacing Material

**ROADS**

Gravel Base/Paving  
Curb and Gutter

**SIGNING**

Signs  
Posts/Hardware  
Installation  
Walkways/Trails  
Interpretive/Informational  
Parking

**SITE PREPARATION**

Cleaning/Grubbing  
Rough Grading/Fine Grading  
Fill/Top Soil  
Building Demolition  
Drainage Structures  
Storm Sewers

**SPORT COURTS**

Tennis  
Sand Lift  
Gravel/Paving  
Fencing

Color Coating  
Lighting  
Volleyball  
Basketball  
Hockey Rinks  
Sand/Gravel Base  
Dasher Boards  
Lighting  
Water Hydrant  
Multipurpose Courts

**SPORTS FIELDS-should include specific items as shown under Softball.**

*Softball*  
*Infield Mix*  
*Backstop/Fencing*  
*Grass Seeding/Sodding*

Player Enclosures  
Bleachers with Pads  
Lighting  
Sprinkling Sys/Drainage Tile

**Soccer/Football**

Baseball  
Skating Rinks  
Multipurpose Game Fields  
Sledding/Toboggan Hills

**SWIMMING AREA**

Beach  
Dredging

Sand Blanket  
Raft/Pier  
Guard Towers  
Buoys & Ropers  
Bathhouse

**Swimming/Wading Pool**

Pool Tank  
Filtration Equipment  
Fencing  
Pool Equipment

**TOILETS**

Flush Toilets  
General Construction  
Plumbing  
Electrical  
Sewer/Water Laterals  
Vault Toilets

**TRAILS**

Clearing  
Surfacing  
Overview Structures  
Boardwalks  
Culverts  
Bridges  
Grading

**UNDERGROUND ELECTRIC**

Trenching  
Junction Boxes  
Conduit  
Transformers

**WALKWAYS**

Fill  
Gravel  
Paving  
Culverts  
Bridges  
Curb Cuts

**WATER SYSTEMS**

Well  
Pump  
Distribution  
Fountains  
Spigots/Hose Bibs

## Mo Hansen

---

**From:** Mo Hansen  
**Sent:** Wednesday, February 19, 2020 10:31 AM  
**To:** Andrew Lewandowski (ajlewandowski@uwalumni.com); Angie Stinnett; City of Waterloo, Mayor; Garry Whitebird; h20looalder@gmail.com; HenningB@waterloo.k12.wi.us; Jeanette Petts (Jeanette.petts@yahoo.com); Rich Weihert (richweihert1911@gmail.com)  
**Cc:** Leisses, Mitchell; Gabe Haberkorn  
**Subject:** FW: 203 East Madison Street Phase 3 / Kunkel Engineering Group concept and estimate

Community Development Authority

Please see below from Mitch Leisses, Kunkel Engineering Group. I apologize for not seeing and routing this on Election Day.  
-Mo

---

**From:** Leisses, Mitchell <mleisses@geo-logic.com>  
**Sent:** Tuesday, February 18, 2020 9:51 AM  
**To:** Mo Hansen <mhansen@waterloowi.us>  
**Cc:** Raynelle Butzine <rbutzine@waterloowi.us>  
**Subject:** Re: 203 East Madison Street Phase 3 / Kunkel Engineering Group concept and estimate

Good Morning Mo,  
I apologize I didn't get a response to you right away. Please see my responses to the below questions in **red**.

If you have any further questions, please feel free to contact me at your convenience.

Sincerely,

**Mitchell Leisses**  
Office/Project Manager

**Kunkel Engineering Group**  
a Geo-Logic Company  
1115 South Main Street  
West Bend, WI 53095  
Office: (920)356-9447 | Direct: (920)210-6330  
[mleisses@kunkelengineering.com](mailto:mleisses@kunkelengineering.com) or [mleisses@geo-logic.com](mailto:mleisses@geo-logic.com)

[www.kunkelengineering.com](http://www.kunkelengineering.com) | [www.geo-logic.com](http://www.geo-logic.com)

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---

**From:** Mo Hansen <[mhansen@waterloowi.us](mailto:mhansen@waterloowi.us)>  
**Sent:** Friday, February 14, 2020 8:20 AM  
**To:** Leisses, Mitchell <[mleisses@geo-logic.com](mailto:mleisses@geo-logic.com)>  
**Cc:** Kohn-Born, Jackie <[jkohn@geo-logic.com](mailto:jkohn@geo-logic.com)>; Raynelle Butzine <[rbutzine@waterloowi.us](mailto:rbutzine@waterloowi.us)>  
**Subject:** FW: 203 East Madison Street Phase 3 / Kunkel Engineering Group concept and estimate



Mitch,

The next CDA meeting is 2/18 at 6 pm. Busy here, just want to make sure I had not missed a reply.

-Mo

---

**From:** [mhansen@waterloowi.us](mailto:mhansen@waterloowi.us) <[mhansen@waterloowi.us](mailto:mhansen@waterloowi.us)>  
**Sent:** Wednesday, January 22, 2020 1:52 PM  
**To:** 'Leisses, Mitchell' <[mleisses@geo-logic.com](mailto:mleisses@geo-logic.com)>  
**Cc:** City of Waterloo, Mayor <[mayor@waterloowi.us](mailto:mayor@waterloowi.us)>; 'parks@waterloowi.us' <[parks@waterloowi.us](mailto:parks@waterloowi.us)>; 'Angie Stinnett' <[angie.stinnett@yahoo.com](mailto:angie.stinnett@yahoo.com)>; 'Jeanette Petts ([Jeanette.petts@yahoo.com](mailto:Jeanette.petts@yahoo.com))' <[Jeanette.petts@yahoo.com](mailto:Jeanette.petts@yahoo.com)>; 'dpw@waterloowi.us' <[dpw@waterloowi.us](mailto:dpw@waterloowi.us)>  
**Subject:** FW: 203 East Madison Street Phase 3 / Kunkel Engineering Group concept and estimate

Mitch,

This is my post-CDA meeting follow-up. CDA members asked questions with answers requested. A reply to this email will be routed to the CDA members in advance of its 2/18/2020 meeting.

- Does the estimate include relocating the existing private fence? Or other private property owner accommodations? The estimate does not include any cost to relocating a private fence or other private property accommodations. I haven't been made aware of private property accommodations but can definitely provide that information.
- How does the design address the existing parcel grade change? The site will require to be ADA accessible. There will be some excavation for grading the site to accommodate for ADA compliance and to get to subgrade before building the site back up to finish grade (with gravel, asphalt and concrete).
  - What is accomplished with the lump sum excavation line item, \$22,000? To accomplish the grading discussed above (material will need to be hauled offsite).
- With storm water management in mind, how does the lot absorb storm water? I was told to provide an estimate that would provide an asphalt parking lot the width of the parcel, so the site will not absorb storm water.
- Would greater design detail involve green space to allow for storm water management? What is the intended storm water management involved? We will have to address storm water on the down slope of the lot with vegetated buffers and swale to protect the adjacent wetlands and the Maunasha River. There would have to be additional design and details to address storm water runoff of the site. The land disturbance of 203 E Madison Street is minimal and wouldn't require any post storm water management permitting, but we should ensure we are doing our due diligence to prevent sediment runoff and erosion within this environmental corridor. With regards to the path, I'm not sure what kind of red flags will come up when looking at the path to connect to the Park.
- Where does the snow from the asphalt area go? This should be directed to the DPW. I'm guessing if we are going to be environmentally conscience, no melting agents would be used in this area. Also, does the whole parking lot need to be cleared or just the path itself? That can make a difference in the snow removal plan.

Charlie Kuhl acknowledged that at this point Gabe needs a concept for grant submittal purposes. So I'm limiting this to a request to simply a reply to the questions, rather than a 2<sup>nd</sup> iteration of a concept plan.

Thanks for your work on this concept.

Waterloo  
Community Development Authority  
SWOT Analysis  
Working Document

**Internal Factors**

Strengths

Weaknessess

Opportunities

Attack Strategies

Reinforce Strategies

Threats

Develop Strategies

Avoid Strategies

External Factors

## SWOT Analysis: An in-depth analysis of regional strengths, weaknesses, opportunities and threats

A SWOT analysis of the regional economy should answer the question, “Where are we now?” by using the *relevant* data (see above) and background information to help identify the critical internal and external factors that speak to the region’s unique assets and competitive positioning. The SWOT is a strategic planning tool used by organizations to ensure that there is a clear objective informed by a comprehensive understanding of a region’s capabilities and capacity. A SWOT analysis identifies the region’s competitive advantages—those indigenous assets that make the region special or competitive in the national and global economies—juxtaposed against those internal or external factors that can keep a region from realizing its potential. Determining and analyzing what the region already possesses that could be leveraged better to build the capacity for growth, including competitive cultural, economic, technological, intellectual and physical assets, is critical to developing the strategic direction and implementation plan to promote regional economic vitality. Leveraging assets refers to using the activities and engagement of business, government leaders and other stakeholders to maximize the economic potential of a region.

In addition, the SWOT analysis should consider economic resiliency. Specifically, what factors and/or elements are in place (or need to be put in place) to ensure the long-term success, viability, and durability of the regional economy?

**Recommended Resource:** See NADO’s 2011 report [Mobilize Maine: Asset-Based Regional Economic Development](http://www.knowyourregion.org/wp-content/uploads/2011/09/NADO_MM_FINALlores.pdf) (PDF) at [http://www.knowyourregion.org/wp-content/uploads/2011/09/NADO\\_MM\\_FINALlores.pdf](http://www.knowyourregion.org/wp-content/uploads/2011/09/NADO_MM_FINALlores.pdf) (PDF) for an example of an asset-based strategy.

SWOT analysis elements are commonly understood in the following terms:

- **Strengths** are a region’s relative competitive advantages (e.g., industry supply chains and clusters, extensive port, rail, and broadband assets, specialized workforce skills, higher education levels, collaboration among stakeholders) and often are internal in nature;
- **Weaknesses** are a region’s relative competitive disadvantages (e.g., a risk-averse or change-resistant regional culture), also often internal in nature;
- **Opportunities** are chances or occasions for regional improvement or progress (e.g., expansion of a biosciences research lab in the region), often external in nature; and
- **Threats** are chances or occasions for negative impacts on the region or regional decline (e.g., several companies in the region considering moving to lower-cost areas of the state), also often are external in nature.

**Recommended Resources:** The SWOT should assess a wide-variety of regional attributes and dynamics. Specific areas and potential tools to facilitate their analysis are identified below:

- **State of the regional economy.** What are the strengths and weaknesses? What are the strong existing and growth sectors? Which areas are most distressed? What is driving job creation or loss and the state of economy in general? What are the region’s assets? See the Regional Innovation Accelerator Network (RIAN) at <http://www.regionalinnovation.org/assets.cfm> for more information on identifying and measuring asset categories (i.e., tangible, intangible, and business climate assets).

- **Regional clusters.** Which clusters, and industries and occupations within the cluster, are growing and declining, and why? EDA defines clusters as a geographic concentration of firms, workers and industries that do business with each other and have common needs for talent, technology, and infrastructure. See the [U.S. Cluster Mapping Tool \(http://www.clustermapping.us/\)](http://www.clustermapping.us/) for more information on clusters and the promotion of clusters.
- **External trends and forces.** What are the opportunities and threats? How is the region positioned to succeed in the national and global economies? What sources of exports and tourism, as well as foreign direct investment, can bring new wealth to the region? What industry sectors and clusters have growth potential through international trade and investment, and what are the region's target foreign markets based on these industries? What local public, private and nonprofit partnerships have been developed to promote exports and increase the region's export base? What are the strategic needs or gaps to fully implement an export promotion and investment attraction program (e.g., foreign outreach events, marketing materials, and research; and regional transportation infrastructure or regulatory issues)?

Helpful resources for information on global competitiveness and positioning include the U.S. Department of Commerce's International Trade Administration's (ITA) program for investment attraction, SelectUSA (<http://www.SelectUSA.gov>), and local export promotion contacts, U.S. Export Assistance Centers/U.S. Commercial Service (<http://export.gov/eac/index.asp>). The following web resources also provide useful tools for analyzing a region's export trends: a) the U.S. Census Bureau's [USA Trade Online \(https://usatrade.census.gov/\)](https://usatrade.census.gov/) provides monthly and annual trade statistics for goods at the district and port level, as well as state exports and imports; b) ITA develops [state-level \(http://www.trade.gov/mas/ian/statereports/index.asp\)](http://www.trade.gov/mas/ian/statereports/index.asp) and [metropolitan statistical area-level factsheets \(http://www.trade.gov/mas/ian/Metroreport/index.asp\)](http://www.trade.gov/mas/ian/Metroreport/index.asp) and TradeStats Express [state \(http://tse.export.gov/TSE/TSEhome.aspx\)](http://tse.export.gov/TSE/TSEhome.aspx) and [metro \(http://tse.export.gov/metro/SelectReports.aspx?DATA=Metro\)](http://tse.export.gov/metro/SelectReports.aspx?DATA=Metro) databases with information on exported products, the number of exporting companies by state, and jobs supported by exports by state.

- **Workforce considerations.** Are the region's community colleges, workforce boards, economic development agencies, and industry groups aligned and working together? Is the region's workforce strategy aligned (and not in conflict) with the workforce strategy of local elected officials, the Workforce Investment Board, and education providers? Is there active engagement by leading businesses, industry associations, and labor organizations in such activities as developing training curriculum, or providing work-based learning opportunities? Are training programs informed by employers' skill needs, labor market and career information, and do the programs have clearly understood outcomes with demonstrable job and career results? Are there occupations or workforce skills that are critically important to the region's economic growth strategy, and if so, how can they be leveraged as competitive assets? What short and long-term human resource challenges exist for the local economy along the region's proposed development path?

Does the workforce strategy include education and training programs that are part of a continuum of education and training that leads to good jobs, increased earnings, and career advancement as evidenced by career pathways and industry-recognized, stackable credentials? Are work-based learning opportunities such as on-the-job training, paid internships, job shadowing, and registered apprenticeships provided? Are there program evaluations and an approach to continuous improvement associated with workforce development? Has the local or regional Workforce Investment Board been engaged in the development and/or review of the CEDS? Helpful resources include the **Administration's Job-Driven Training Checklist** ([http://www.whitehouse.gov/sites/default/files/docs/skills\\_report.pdf](http://www.whitehouse.gov/sites/default/files/docs/skills_report.pdf) (PDF)) and the Bureau of Labor Statistics (<http://bls.gov/>) website, including the BLS Occupation Outlook Handbook (<http://www.bls.gov/ooh/>).

The following web resources also provide useful information for workforce considerations: (a) state and local workforce contacts can be found at [www.servicelocator.org](http://www.servicelocator.org) by searching for Workforce Investment Boards under the “Workforce Systems Contacts” link; (b) state labor market information can be found at [www.careerinfonet.org](http://www.careerinfonet.org) by clicking on the “State Information” link; and (c) state occupational projections can be searched at [www.projectionscentral.com](http://www.projectionscentral.com). Another useful site is [STATS America](http://statsamerica.org)’s Occupation Cluster section of the Innovation Data Browser (<http://statsamerica.org/innovation/anydata/index.asp?T1>). Also, for a good example of a workforce strategy in a CEDS, see the Centralina Economic Development Commission’s latest document (<http://www.centralinaedc.org/documents/WorkforceEducationAlignmentReport12-6.pdf> (PDF)).

- **Spatial efficiencies/sustainability.** How can land use, housing, economic development, transportation, and infrastructure planning be better integrated to support regional prosperity? Are there opportunities to redevelop brownfields and vacant industrial space? Can the region’s workforce easily access the jobs and housing options in the area? (see the Partnership for Sustainable Communities at <http://www.sustainablecommunities.gov/> for more information on the important linkages between land use, housing, transportation, and the environment in promoting economic competitiveness; and see this report on the economic benefits of livability at <http://www.smartgrowthamerica.org/documents/building-better-budgets.pdf> (PDF). Also, see EPA’s Smart Location Database for a useful tool comprised of interactive maps and data for measuring spatial efficiency at <http://www.epa.gov/smartgrowth/smartlocationdatabase.htm>).
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- **Energy needs.** Are the energy needs of the region – and the importance of reliable energy security – understood? Have the methods of production, transmission, and distribution been analyzed in relation to regional economic development efforts (e.g., utility siting)? In particular, have opportunities for distributed and advanced energy been considered and addressed? Have utility companies been consulted and included in discussions about economic resilience and overall regional development? Have future energy needs been considered and planned for in light of changes in demand and climate? For information on Smart Grid see <http://energy.gov/oe/articles/economic-impact-recovery-act-investments-smart-grid-report-now-available>.
- **Natural hazards.** Does regional hazard mitigation planning take into account future as well as current risk from events such as droughts, floods, storm surges, and wildfires? Does the region’s climate adaptation and hazard mitigation planning integrate land use and workforce planning to ensure a resilient and prosperous region under the effects of climate change? How might climate change impact flood risk, water supply, wildfire risk, sea levels and storm surges, extreme heat, extreme precipitation, and other extreme weather events into the future?

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Also, for an example of a relevant SWOT section of a strategy, see

<http://arcreativealliance.com/resources/Southeast+Arkansas+Growth+Initiative+-+Regional+Plan+for+Economic+Development+-+Draft.pdf>. (PDF)

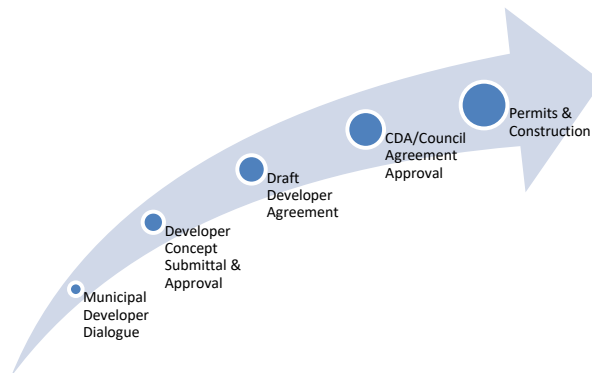


**City of Waterloo**  
**333 Portland Rd Re-Use Interest List**  
**5/13/2020 3:01 PM**

ENTITY	DESCRIPTION	STATUS	SUBMITTAL ITEM	DATE	NOTES
<b>RTG Enterprises LLC</b>	Acquisition area requested by Ron Griffin	concept submitted verbally at meeting	-	12/14/2019	
	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	
	Purchase easterly-most 782.86 feet of parcel as shown on 4/15/2019 vacant land offer to purchase	concept submitted	Offer to purchase 1.807 acres adjacent to RTG	4/15/2019	Map markings showing area of interest + expansion floor plan (approx date 7/20/2017)
	CDA routed to Council with recommendation to authorize	<b>waiting on offer to purchase from RTG Enterprises</b>	Offer to purchase 1.807 acres adjacent to RTG	9/15/2019	Map markings showing area of interest + expansion floor plan (approx date 7/20/2017)

<b>Parker Dow</b>	Seeking land roughly 100 x 100 for cul-de-sac extension to Gregor Street (private road)	concept #2 submitted verbally at meeting	none	12/1/2019	1/16/2020 routed to Mayor, CDA
	CDA routed to Council; Council approved	waiting on approval of certified survey map; rezoning of land and other items ID by Mitch Leisses	none	5/13/2020	

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



## Mo Hansen

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**From:** Mo Hansen  
**Sent:** Wednesday, February 19, 2020 10:31 AM  
**To:** Andrew Lewandowski (ajlewandowski@uwalumni.com); Angie Stinnett; City of Waterloo, Mayor; Garry Whitebird; h20looalder@gmail.com; HenningB@waterloo.k12.wi.us; Jeanette Petts (Jeanette.petts@yahoo.com); Rich Weihert (richweihert1911@gmail.com)  
**Cc:** Leisses, Mitchell; Gabe Haberkorn  
**Subject:** FW: 203 East Madison Street Phase 3 / Kunkel Engineering Group concept and estimate

Community Development Authority

Please see below from Mitch Leisses, Kunkel Engineering Group. I apologize for not seeing and routing this on Election Day.  
-Mo

---

**From:** Leisses, Mitchell <mleisses@geo-logic.com>  
**Sent:** Tuesday, February 18, 2020 9:51 AM  
**To:** Mo Hansen <mhansen@waterloowi.us>  
**Cc:** Raynelle Butzine <rbutzine@waterloowi.us>  
**Subject:** Re: 203 East Madison Street Phase 3 / Kunkel Engineering Group concept and estimate

Good Morning Mo,  
I apologize I didn't get a response to you right away. Please see my responses to the below questions in **red**.

If you have any further questions, please feel free to contact me at your convenience.

Sincerely,

**Mitchell Leisses**  
Office/Project Manager

**Kunkel Engineering Group**  
a Geo-Logic Company  
1115 South Main Street  
West Bend, WI 53095  
Office: (920)356-9447 | Direct: (920)210-6330  
[mleisses@kunkelengineering.com](mailto:mleisses@kunkelengineering.com) or [mleisses@geo-logic.com](mailto:mleisses@geo-logic.com)

[www.kunkelengineering.com](http://www.kunkelengineering.com) | [www.geo-logic.com](http://www.geo-logic.com)

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---

**From:** Mo Hansen <[mhansen@waterloowi.us](mailto:mhansen@waterloowi.us)>  
**Sent:** Friday, February 14, 2020 8:20 AM  
**To:** Leisses, Mitchell <[mleisses@geo-logic.com](mailto:mleisses@geo-logic.com)>  
**Cc:** Kohn-Born, Jackie <[jkohn@geo-logic.com](mailto:jkohn@geo-logic.com)>; Raynelle Butzine <[rbutzine@waterloowi.us](mailto:rbutzine@waterloowi.us)>  
**Subject:** FW: 203 East Madison Street Phase 3 / Kunkel Engineering Group concept and estimate



Mitch,

The next CDA meeting is 2/18 at 6 pm. Busy here, just want to make sure I had not missed a reply.

-Mo

---

**From:** [mhansen@waterloowi.us](mailto:mhansen@waterloowi.us) <[mhansen@waterloowi.us](mailto:mhansen@waterloowi.us)>  
**Sent:** Wednesday, January 22, 2020 1:52 PM  
**To:** 'Leisses, Mitchell' <[mleisses@geo-logic.com](mailto:mleisses@geo-logic.com)>  
**Cc:** City of Waterloo, Mayor <[mayor@waterloowi.us](mailto:mayor@waterloowi.us)>; 'parks@waterloowi.us' <[parks@waterloowi.us](mailto:parks@waterloowi.us)>; 'Angie Stinnett' <[angie.stinnett@yahoo.com](mailto:angie.stinnett@yahoo.com)>; 'Jeanette Petts (Jeanette.petts@yahoo.com)' <[Jeanette.petts@yahoo.com](mailto:Jeanette.petts@yahoo.com)>; 'dpw@waterloowi.us' <[dpw@waterloowi.us](mailto:dpw@waterloowi.us)>  
**Subject:** FW: 203 East Madison Street Phase 3 / Kunkel Engineering Group concept and estimate

Mitch,

This is my post-CDA meeting follow-up. CDA members asked questions with answers requested. A reply to this email will be routed to the CDA members in advance of its 2/18/2020 meeting.

- Does the estimate include relocating the existing private fence? Or other private property owner accommodations? The estimate does not include any cost to relocating a private fence or other private property accommodations. I haven't been made aware of private property accommodations but can definitely provide that information.
- How does the design address the existing parcel grade change? The site will require to be ADA accessible. There will be some excavation for grading the site to accommodate for ADA compliance and to get to subgrade before building the site back up to finish grade (with gravel, asphalt and concrete).
  - What is accomplished with the lump sum excavation line item, \$22,000? To accomplish the grading discussed above (material will need to be hauled offsite).
- With storm water management in mind, how does the lot absorb storm water? I was told to provide an estimate that would provide an asphalt parking lot the width of the parcel, so the site will not absorb storm water.
- Would greater design detail involve green space to allow for storm water management? What is the intended storm water management involved? We will have to address storm water on the down slope of the lot with vegetated buffers and swale to protect the adjacent wetlands and the Maunasha River. There would have to be additional design and details to address storm water runoff of the site. The land disturbance of 203 E Madison Street is minimal and wouldn't require any post storm water management permitting, but we should ensure we are doing our due diligence to prevent sediment runoff and erosion within this environmental corridor. With regards to the path, I'm not sure what kind of red flags will come up when looking at the path to connect to the Park.
- Where does the snow from the asphalt area go? This should be directed to the DPW. I'm guessing if we are going to be environmentally conscience, no melting agents would be used in this area. Also, does the whole parking lot need to be cleared or just the path itself? That can make a difference in the snow removal plan.

Charlie Kuhl acknowledged that at this point Gabe needs a concept for grant submittal purposes. So I'm limiting this to a request to simply a reply to the questions, rather than a 2<sup>nd</sup> iteration of a concept plan.

Thanks for your work on this concept.

Waterloo  
Community Development Authority  
SWOT Analysis  
Working Document

Internal Factors

Strengths

Weaknessess

Opportunities

Attack Strategies

Reinforce Strategies

Threats

Develop Strategies

Avoid Strategies

External Factors

## SWOT Analysis: An in-depth analysis of regional strengths, weaknesses, opportunities and threats

A SWOT analysis of the regional economy should answer the question, “Where are we now?” by using the *relevant* data (see above) and background information to help identify the critical internal and external factors that speak to the region’s unique assets and competitive positioning. The SWOT is a strategic planning tool used by organizations to ensure that there is a clear objective informed by a comprehensive understanding of a region’s capabilities and capacity. A SWOT analysis identifies the region’s competitive advantages—those indigenous assets that make the region special or competitive in the national and global economies—juxtaposed against those internal or external factors that can keep a region from realizing its potential. Determining and analyzing what the region already possesses that could be leveraged better to build the capacity for growth, including competitive cultural, economic, technological, intellectual and physical assets, is critical to developing the strategic direction and implementation plan to promote regional economic vitality. Leveraging assets refers to using the activities and engagement of business, government leaders and other stakeholders to maximize the economic potential of a region.

In addition, the SWOT analysis should consider economic resiliency. Specifically, what factors and/or elements are in place (or need to be put in place) to ensure the long-term success, viability, and durability of the regional economy?

**Recommended Resource:** See NADO’s 2011 report [Mobilize Maine: Asset-Based Regional Economic Development](http://www.knowyourregion.org/wp-content/uploads/2011/09/NADO_MM_FINALlores.pdf) (PDF) at [http://www.knowyourregion.org/wp-content/uploads/2011/09/NADO\\_MM\\_FINALlores.pdf](http://www.knowyourregion.org/wp-content/uploads/2011/09/NADO_MM_FINALlores.pdf) (PDF) for an example of an asset-based strategy.

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**Recommended Resources:** *The SWOT should assess a wide-variety of regional attributes and dynamics. Specific areas and potential tools to facilitate their analysis are identified below:*

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## ~~Item 5B~~ Tax Incremental Finance Reports

Reports for Districts 2, 3 & 4 consist of  
a one page project summaries and  
the draft audit findings for the same

District: TIF 2

Start Year: 1-Jan-11 Last Year Proj Costs 21-Jul-33 Last Year Increment 2039

	Year	Income Fund Source	Expenses Use of Funds	Over/(Under) Revenue	Over/(Under) TIF Life
<b>ACTUAL</b>	2011	\$ 1,000	\$ 23,110	\$ (22,110)	\$ (22,110)
	2012	\$ 1,000	\$ 83,986	\$ (82,986)	\$ (105,096)
	2013	\$ 997,439	\$ 1,211,314	\$ (213,875)	\$ (318,971)
	2014	\$ 9,121	\$ 209,288	\$ (200,167)	\$ (519,138)
	2015	\$ 1,800	\$ 314,413	\$ (312,613)	\$ (831,751)
	2016	\$ 706	\$ 301,700	\$ (300,994)	\$ (1,132,745)
	2017	\$ 525,672	\$ 197,900	\$ 327,772	\$ (804,973)
	2018	\$ 933,660	\$ 196,416	\$ 737,244	\$ (67,729)
	2019	\$ 1,162,915	\$ 148,233	\$ 1,014,682	\$ 946,953
<b>PROJECTED</b>	2020	\$ 236,302	\$ 129,931	\$ 106,371	\$ 1,053,324
	2021	\$ 306,534	\$ 130,000	\$ 176,534	\$ 1,229,858
	2022	\$ 307,586	\$ 130,000	\$ 177,586	\$ 1,407,444
	2023	\$ 308,646	\$ 130,000	\$ 178,646	\$ 1,586,090
	2024	\$ 309,714	\$ 90,019	\$ 219,695	\$ 1,805,785
	2025	\$ 310,789	\$ 89,505	\$ 221,284	\$ 2,027,069
	2026	\$ 311,873	\$ 158,581	\$ 153,292	\$ 2,180,361
	2027	\$ 312,965	\$ 158,581	\$ 154,384	\$ 2,334,745
	2028	\$ 314,065	\$ 158,581	\$ 155,484	\$ 2,490,229
	2029	\$ 315,173	\$ 158,581	\$ 156,592	\$ 2,646,821
	2030	\$ 316,289	\$ 158,581	\$ 157,708	\$ 2,804,529
	2031	\$ 317,414	\$ 158,581	\$ 158,833	\$ 2,963,362
	2032	\$ 318,548	\$ 158,581	\$ 159,967	\$ 3,123,329
	2033	\$ 319,690	\$ 158,581	\$ 161,109	\$ 3,284,438
	2034	\$ 320,840	\$ 26,581	\$ 294,259	\$ 3,578,697
	2035	\$ 321,999	\$ 26,581	\$ 295,418	\$ 3,874,115
	2036	\$ 323,167	\$ 26,581	\$ 296,586	\$ 4,170,701
	2037	\$ 324,343	\$ 26,581	\$ 297,762	\$ 4,468,463
	2038	\$ 325,529	\$ 26,581	\$ 298,948	\$ 4,767,411
2039	\$ 325,529	\$ 26,581	\$ 298,948	\$ 5,066,359	

**Parcels in TIF 2: 575 W Madison St, Hawthorne & Stone,**

**TOTALS THRU 2019**    \$ 3,633,313    \$ 2,686,360    \$ 946,953

**Notes:**

- 2013-Debt Issuane-State Trust Fund Loan - (900K), RR Donn Income - (94 K)
- 2013- Developer and Cap Expense (1.06 m) - H & S, RR Donnelly Bldg
- 2014- Debt payment (104 K), Cap Exp- H& S (52 K)
- 2015- Debt payment (104 K), Monroe St Apt (150 K), Other Façade Grants (52 K)
- 2016-Debt Payment (104 K), Canal & Riverwalk (195 K)
- 2017-TIF 1 Subsidy (404 K), Tax Increment (46 K0, Developer Agreement (74 K)
- 2017-Debt Payment (104 K), 203 E Madison (49 K), Riverwalk (25 K)
- 2018-TIF 1 Subsidy (789 K), Tax Increment (61 K), Flood Grant (22 K), Dev Agree (62 K)
- 2018-Debt Payment (104 K), Redsicover Bldg Imp/HVAC (71 K), CDA (6 K)
- 2019-WEDC Grant (522 K), Dev Agree (61 K), TIF 1 (522 K), Tax Increment (44 K), Impact Fee's (6 K)
- 2019-Debt Payment (104 K), CDA (25 K)



**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**  
Waterloo, Wisconsin

COMPILED  
FINANCIAL STATEMENTS

Including Accountants' Compilation Report

As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

DRAFT

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

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As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

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**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

COMPILED  
BALANCE SHEET  
As of December 31, 2019

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	Capital Projects Fund
<b>ASSETS</b>	
Cash and investments	\$ 946,953
Taxes receivable	<u>51,248</u>
<b>TOTAL ASSETS</b>	<u>\$ 998,201</u>
<b>DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE</b>	
Deferred Inflows of Resources	
Unearned revenue	\$ <u>51,248</u>
Fund Balance	
Restricted	<u>946,953</u>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE</b>	<u>\$ 998,201</u>

See accompanying notes to financial statements and accountants' compilation report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

COMPILED  
HISTORICAL SUMMARY OF PROJECT COSTS, PROJECT REVENUES  
AND NET COST TO BE RECOVERED THROUGH TAX INCREMENTS  
For the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

	<u>Year Ended</u>	<u>From Date of Creation</u>
<b>PROJECT COSTS</b>		
Capital expenditures	\$ -	\$ 537,152
Developer incentives	-	1,019,414
Professional services - planning, engineering, other	44,883	509,695
Interest and fiscal charges	<u>13,110</u>	<u>106,539</u>
Total Project Costs	<u>57,993</u>	<u>2,172,800</u>
<b>PROJECT REVENUES</b>		
Tax increments	43,357	151,855
Exempt computer aid	783	5,662
Intergovernmental grants	530,082	551,862
Subsidy from TIF No. 1	522,147	1,716,472
Sale of property	-	1,100
Developer guarantees	60,552	194,638
Miscellaneous revenues	<u>5,994</u>	<u>111,724</u>
Total Project Revenues	<u>1,162,915</u>	<u>2,733,313</u>
<b>NET COST TO BE RECOVERABLE (RECOVERED) THROUGH TAX INCREMENTS – DECEMBER 31, 2019</b>		
	<u>\$ (1,104,922)</u>	<u>\$ (560,513)</u>
<b>RECONCILIATION OF RECOVERABLE COSTS</b>		
G.O. debt		\$ 386,440
Less: Fund balance		<u>(946,953)</u>
<b>NET COST TO BE RECOVERABLE THROUGH TAX INCREMENTS – DECEMBER 31, 2019</b>		
		<u>\$ (560,513)</u>

See accompanying notes to financial statements and accountants' compilation report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

COMPILED  
HISTORICAL SUMMARY OF SOURCES, USES, AND STATUS OF FUNDS  
For the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

	Year Ended	From Date of Creation
<b>SOURCES OF FUNDS</b>		
Tax increments	\$ 43,357	\$ 151,855
Exempt computer aid	783	5,662
Intergovernmental grants	530,082	551,862
Subsidy from TIF No. 1	522,147	1,716,472
Sale of property	-	1,100
Developer guarantees	60,552	194,638
Miscellaneous revenues	5,994	111,724
Long-term debt issued	-	900,000
Total Sources of Funds	1,162,915	3,633,313
<b>USES OF FUNDS</b>		
Capital expenditures	-	537,152
Developer incentives	-	1,019,414
Professional services - planning, engineering, other	44,883	509,695
Interest and fiscal charges	13,110	106,539
Principal on long-term debt	90,240	513,560
Total Uses of Funds	148,233	2,686,360
<b>Excess of sources of funds over uses of funds</b>	1,014,682	946,953
<b>BEGINNING FUND BALANCE (DEFICIT)</b>	(67,729)	-
<b>ENDING FUND BALANCE</b>	\$ 946,953	\$ 946,953

See accompanying notes to financial statements and accountants' compilation report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the City of Waterloo's Tax Incremental District No. 2 (the "district") conform to accounting principles as applicable to governmental units and as defined by Wisconsin Statutes Section 66.1105.

The City of Waterloo has implemented accounting principles generally accepted in the United States of America to the extent they apply in determining the scope of the activity of Tax Incremental District No. 2. The accompanying financial statements reflect all the significant operations of the City of Waterloo's Tax Incremental District No. 2. The accompanying financial statements do not include the full presentation of the City of Waterloo.

**A. DESCRIPTION OF FUND STRUCTURE AND LONG-TERM DEBT**

This report contains the financial information of the City of Waterloo's Tax Incremental District No. 2. The summary statements were prepared from data recorded in the following fund and the city's long-term debt:

Capital Projects Fund

Detailed descriptions of the purpose of this fund and long-term debt can be found in the City of Waterloo's basic financial statements.

The data was consolidated for purposes of this report. Therefore, the amounts shown in the accompanying statements will not directly correlate with amounts shown in the basic financial statements.

The district was created under the provisions of Wisconsin Statute Section 66.1105. The purpose of that section is to allow a municipality to recover development and improvement costs in a designated area from the property taxes generated on the increased value of the property after the creation date of the district. The tax on the increased value is called a tax increment.

The statutes allow the district to collect tax increments until the net project cost has been fully recovered, or until 27 years after the creation date, whichever occurs first. Project costs uncollected at the dissolution date are absorbed by the City of Waterloo. Project costs may be incurred up to five years before the unextended termination date of the district.

***Original Project Plan***

	Creation Date	Last Date to Incur Project Costs	Last Year to Collect Increment
TID No. 2	January 1, 2011	July 21, 2033	2039

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)**

**A. DESCRIPTION OF FUND STRUCTURE AND LONG-TERM DEBT (cont.)**

**Plan Amendment**

	Adoption Date	Last Date to Incur Project Costs
TID No. 2	December 5, 2013	July 21, 2033

**B. BASIS OF ACCOUNTING**

The modified accrual basis of accounting was followed in the preparation of these statements. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Project costs, other than interest on long-term debt, are recorded when the related fund liability is incurred.

District increments are recorded as revenues in the year due. Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable, or when the district is entitled to the aids.

Other general revenues are recognized when received in cash or when measurable and available under the criteria described above.

**C. USE OF ESTIMATES**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**D. MEASUREMENT FOCUS**

The measurement focus of all governmental funds is the funds flow concept. Under the funds flow concept, sources and uses of financial resources, including capital outlays, debt proceeds and debt retirements are reflected in operations. Resources not available to finance expenditures and commitments of the current period are recognized as unavailable or unearned revenue or as nonspendable fund equity. Liabilities for claims, judgments, compensated absences and pension contributions which will not be currently liquidated using expendable available financial resources are shown in the long-term debt footnote disclosure. The related expenditures are recognized when the liabilities are liquidated.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)**

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***E. PROJECT PLAN BUDGET***

The estimated revenues and expenditures of the district are adopted in the project plan. Those estimates are for the entire life of the district, and may not be comparable to interim results presented in this report.

***F. LONG-TERM DEBT***

Short-term liabilities are recorded as fund liabilities. All other long-term liabilities are shown in the long-term debt footnote disclosure.

Proceeds of long-term debt issues not recorded as fund liabilities are reflected as "Sources of Funds" in the operating statement of the recipient fund. Retirement of these issues is reported as an expenditure in the year in which the debt matures or is repaid, whichever is earlier.

***G. CLAIMS AND JUDGMENTS***

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments is only reported in governmental funds if it has matured. Claims and judgments are disclosed in the long-term debt footnote when the related liabilities are incurred.

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**NOTE 2 – CASH AND TEMPORARY INVESTMENTS**

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The district invests its funds in accordance with the provisions of the Wisconsin Statutes 66.0603(1m) and 67.11(2).

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

The district, as a fund of the City of Waterloo, maintains separate and common cash and investment accounts at the same financial institutions utilized by the City of Waterloo. Federal depository insurance and the State of Wisconsin Guarantee fund insurance apply to the City of Waterloo as an individual municipality, and, accordingly, the amount of insured funds is not determinable for the district.



**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

**NOTE 3 – LONG-TERM DEBT**

**A. GENERAL OBLIGATION DEBT**

All general obligation notes and bonds payable are backed by the full faith and credit of the City of Waterloo. Notes and bonds borrowed to finance the district's expenditures will be retired by tax increments accumulated by the district. If those revenues are not sufficient, payments will be made by future tax levies.

Title of Issue	Date of Issue	Due Date	Interest Rate	Original Indebtedness	Repaid	Balance 12-31-19
State Trust Fund Loan	07/01/13	05/15/23	2.75%	\$ 900,000	\$ 513,560	\$ 386,440

Aggregate maturities of all long-term debt relating to the district are as follows:

Calendar Year	Principal	Interest	Totals
2020	\$ 92,693	\$ 10,656	\$ 103,349
2021	95,271	8,078	103,349
2022	97,891	5,458	103,349
2023	100,585	2,766	103,351
Totals	\$ 386,440	\$ 26,958	\$ 413,398

**NOTE 4 – INCREMENT SHARING**

As allowable under TIF statutes, the district may share positive TIF increments. In 2011, the common council and joint review board approved sharing increments from TIF District No. 1 (donor district) to TIF District No. 2 (donee district). Transfers will be reflected as recoverable costs in the donor district, and as project revenues in the donee district. Transfers were approved to begin in 2012. TIF increment sharing is valid for the life of the donor district or the recipient district, whichever date comes first, and the life of the donor district may not be extended. Transfers between districts are subject to various conditions in the statutes. Transfers started in 2017, and during 2019 additional transfers of \$522,147 were made, bringing the total to \$1,716,472.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

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**NOTE 5 – GUARANTEED REVENUE**

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In 2013, the city acquired multiple parcels (“properties”) for \$1 as part of one transaction with the WP Carey Corporation. The bulk of the acreage is located in TIF No. 2 with two parcels located adjacent to TIF No. 2 or within a ½ mile radius of TIF No. 2. The property owner, WP Carey Corporation, was thirteen years into a seventeen year lease-back arrangement with the RR Donnelley Corporation, the lease-holder.

Both corporations were seeking to exit the city. Provisions in the long-term lease-back arrangement permitted a “one-time only, all-in-one” sale of the properties during the term of the lease. As such, a sale could only occur if all of the properties were sold in one transaction.

During 2013, the city purchased the properties for \$1. The properties had been sitting vacant in the city for numerous years with no interested buyers until the city offered to buy the properties in one transaction and break them into separate components. The city purchased the property with the intent to divide it into six (6) components and sell to developers to generate additional tax base in TIF No. 2, as well as create additional jobs in the city.

The following are the six property components and the status as of December 31, 2019:

1. Warehouse 1 was sold to a local business for \$1 in 2013.
2. Warehouse 2 was also sold to a local business for \$1 in 2013.
3. Warehouse 3 (275 S. Jackson) was sold to a recycling company in 2013 for approximately \$8,400.
4. The Corporate Office (575 W. Madison) was sold in January 2014 for \$1.
5. The parking lot (217 N. Monroe) which was the last piece of property was sold during March 2016 for \$1.
6. The Printing Plant (333 W. Madison) was sold in December 2014 for \$1.

The city entered into a developer agreement with Hawthorn & Stone, Inc. on June 25, 2013. For each revenue year beginning with revenue year 2016, the developer guarantees that the tax increment generated by the parcel during the revenue year should equal or exceed the guaranteed TIF revenue for the revenue year. If the city receives less than the guaranteed TIF revenue for the revenue year then the developer shall pay to the city an amount equal to the difference. This difference equated to \$73,725 in 2017, \$60,361 in 2018, and \$60,552 in 2019, and was paid in full to the district by year-end. Any developer subsidy not paid will bear an interest rate of 6.0% per year until paid. As a part of the developer agreement, the developer shall also employ not less than three (3) full time employment positions at the facilities. The original developer agreement was amended in 2018 which resulted in changes to the developer guaranteed amounts.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

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**NOTE 5 – GUARANTEED REVENUE (cont.)**

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On December 11, 2013, the city entered into a developer agreement with Lang Group, LLC relating to the corporate office at 575 W. Madison Street. For each revenue year beginning with revenue year 2016, the developer guarantees that the tax increment generated by the parcel during the revenue year should equal or exceed the guaranteed TIF revenue for the revenue year. If the city receives less than the guaranteed TIF revenue for the revenue year then the developer shall pay to the city an amount equal to the difference. Any developer subsidy not paid will bear an interest rate of 18.0% per year until paid. No shortfall payments have been required on this agreement.

On March 23, 2015, the city entered into a developer agreement with Movin' Out Waterloo MM, LLC relating to 217 N. Monroe Street. As part of the agreement for each revenue year beginning with revenue year 2018, the developer guarantees that the tax increment generated by the parcel during the revenue year should equal or exceed the guaranteed TIF revenue for the revenue year. If the city receives less than the guaranteed TIF revenue for the revenue year then the developer shall pay to the city an amount equal to the difference. Any developer subsidy not paid will bear an interest rate of 18.0% per year until paid. No shortfall payments have been required on this agreement.

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**NOTE 6 – DEVELOPER PAYMENTS**

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As part of the amended developer agreement with Hawthorn & Stone, Inc., the city promises to pay the developer, subject to certain terms and conditions, the amount of \$1,182,362. The city is obligated to make these payments before September 30 of each Revenue Year, commencing with Revenue Year 2024. The obligation ceases upon the earlier of (i) the expiration of the term of the TIF district, or (ii) payment of the sum of \$1,182,362. The city paid out an \$800,000 contribution related to this agreement during 2013.

The city paid a \$150,000 contribution to Movin' Out Waterloo MM, LLC during 2015 which was derived from the proceeds of a WEDC grant.

The city paid a \$69,414 contribution to Rediscovered LLC during 2018 which was derived from the proceeds of a WEDC grant.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

COMPILED  
DETAILED SCHEDULE OF SOURCES, USES, AND STATUS OF FUNDS  
From the Date of Creation Through December 31, 2019

	2011	2012	2013	2014	2015	2016	2017	2018	2019	Totals	Project Plan Estimate
<b>SOURCES OF FUNDS</b>											
Tax increments	\$ -	\$ -	\$ 1,976	\$ -	\$ -	\$ -	\$ 45,628	\$ 60,894	\$ 43,357	\$ 151,855	\$ 6,662,540
Exempt computer aid	-	-	1,053	803	798	706	754	765	783	5,662	-
Intergovernmental grants	-	-	-	-	-	-	-	21,780	530,082	551,862	-
Investment income	-	-	-	-	-	-	-	-	-	-	106,054
Subsidy from TIF No. 1	-	-	-	-	-	-	404,465	789,860	522,147	1,716,472	900,000
Sale of property	-	-	-	-	-	-	1,100	-	-	1,100	-
Developer guarantees	-	-	-	-	-	-	73,725	60,361	60,552	194,638	-
Miscellaneous revenues	1,000	1,000	94,410	8,318	1,002	-	-	-	5,994	111,724	1,000
Long-term debt issued	-	-	900,000	-	-	-	-	-	-	900,000	2,645,000
<b>Total Sources of Funds</b>	<b>1,000</b>	<b>1,000</b>	<b>997,439</b>	<b>9,121</b>	<b>1,800</b>	<b>706</b>	<b>525,672</b>	<b>933,660</b>	<b>1,162,915</b>	<b>3,633,313</b>	<b>10,314,594</b>
<b>USES OF FUNDS</b>											
Capital expenditures	1,491	-	208,221	51,744	2,263	194,997	76,056	2,380	-	537,152	1,830,000
Developer incentives	-	-	800,000	-	150,000	-	-	69,414	-	1,019,414	3,340,000
Professional services - planning, engineering, other	21,619	83,986	203,093	54,194	58,800	3,353	18,495	21,272	44,883	509,695	338,793
Interest and fiscal charges	-	-	-	17,427	22,388	20,216	17,874	15,524	13,110	106,539	1,327,091
Principal on long-term debt	-	-	-	85,923	80,962	83,134	85,475	87,826	90,240	513,560	2,645,000
<b>Total Uses of Funds</b>	<b>23,110</b>	<b>83,986</b>	<b>1,211,314</b>	<b>209,288</b>	<b>314,413</b>	<b>301,700</b>	<b>197,900</b>	<b>196,416</b>	<b>148,233</b>	<b>2,686,360</b>	<b>9,480,884</b>
<b>FUND BALANCE – DECEMBER 31, 2019</b>										<b>\$ 946,953</b>	

See accountants' compilation report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 2**

COMPILED  
DETAILED SCHEDULE OF CAPITAL, DEVELOPER INCENTIVE, AND  
PROFESSIONAL SERVICE EXPENDITURES  
From the Date of Creation Through December 31, 2019

	Actual	Project Plan Estimate
<b><u>Original Project Plan</u></b>		
Development incentives	\$ 800,000	\$ 1,120,000
Downtown property improvements	190,712	80,000
Signage and way finding	-	15,000
Riverfront/parking improvements	271,053	130,000
Professional services	210,188	178,793
Utility improvements	-	100,000
TID creation and administration	20,000	25,000
<b><u>Amended Project Plan</u></b>		
Developer incentives	219,414	2,220,000
Demolition	75,387	100,000
Public infrastructure	-	520,000
Revolving loan	-	350,000
Professional services	279,507	135,000
Utility improvements	-	535,000
TOTAL CAPITAL, DEVELOPER INCENTIVE, AND PROFESSIONAL SERVICE EXPENDITURES	\$ 2,066,261	\$ 5,508,793

See accountants' compilation report.

District: **TIF 3**

Start Year: **Jan 1,2012** Last Year Proj Costs **24-Apr-27** Last Year Increment **2032**

	Year	Income Fund Source	Expenses Use of Funds	Over/(Under) Revenue	Over/(Under) TIF Life
<b>ACTUAL</b>	2012	\$ -	\$ 184,822	\$ (184,822)	\$ (184,822)
	2013	\$ -	\$ 5,923	\$ (5,923)	\$ (190,745)
	2014	\$ 5,416	\$ 12,545	\$ (7,129)	\$ (197,874)
	2015	\$ 44,306	\$ 44,694	\$ (388)	\$ (198,262)
	2016	\$ 27,431	\$ 9,340	\$ 18,091	\$ (180,171)
	2017	\$ 1,062,271	\$ 1,004,460	\$ 57,811	\$ (122,360)
	2018	\$ 31,416	\$ 549,546	\$ (518,130)	\$ (640,490)
	2019	\$ 1,021,190	\$ 1,130,172	\$ (108,982)	\$ (749,472)
<b>PROJECTED</b>	2020	\$ 851,472	\$ 1,669,087	\$ (817,615)	\$ (1,567,087)
	2021	\$ 102,403	\$ 650	\$ 101,753	\$ (1,465,334)
	2022	\$ 102,403	\$ 650	\$ 101,753	\$ (1,363,581)
	2023	\$ 102,403	\$ 650	\$ 101,753	\$ (1,261,828)
	2024	\$ 102,403	\$ 650	\$ 101,753	\$ (1,160,075)
	2025	\$ 102,403	\$ 650	\$ 101,753	\$ (1,058,322)
	2026	\$ 102,403	\$ 650	\$ 101,753	\$ (956,569)
	2027	\$ 102,403	\$ 650	\$ 101,753	\$ (854,816)
	2028	\$ 102,403	\$ 650	\$ 101,753	\$ (753,063)
	2029	\$ 102,403	\$ 650	\$ 101,753	\$ (651,310)
	2030	\$ 102,403	\$ 650	\$ 101,753	\$ (549,557)
	2031	\$ 102,403	\$ 650	\$ 101,753	\$ (447,804)
	2032	\$ 102,403	\$ 650	\$ 101,753	\$ (346,051)

**Parcels in TIF 3: ABE MFG, REGIS RUBBER, 333 PORTLAND RD**

**TOTALS THRU 2019**      \$    3,248,308    \$    4,610,589    \$    (749,472)

**Notes:**

- 2012-Lot 8/9 Eastside Bus Park-162K of Expense
- 2015-McLain Write off Expense from TIF 1 (41K)
- 2017-ABE, Intial debt issued (1,038 K) and Developer Incentives Expensed (981 K)
- 2018-Krause Excavating (350 K) for Commercial. 333 Portland Rd (110 K). Waterloo Util (13 K) for Comm Ave
- 2019-Paid off 2017 debt issuance (1,038), new debt issuance (919 K), WEDC Grant (62K)
- 2019-333 Portland Rd & Cell Tower Expense (29 K)

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**  
Waterloo, Wisconsin

COMPILED  
FINANCIAL STATEMENTS

Including Accountants' Compilation Report

As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

DRAFT

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**

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**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**

COMPILED  
BALANCE SHEET  
As of December 31, 2019

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	<u>Capital Projects Fund</u>
<b>ASSETS</b>	
Taxes receivable	\$ <u>89,163</u>
<b>TOTAL ASSETS</b>	<u>\$ 89,163</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</b>	
Liabilities	
Advances from city fund	\$ <u>749,472</u>
Deferred Inflows of Resources	
Unearned revenue	<u>89,163</u>
Fund Balance	
Unassigned (deficit)	<u>(749,472)</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</b>	<u>\$ 89,163</u>

See accompanying notes to financial statements and accountants' compilation report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**

COMPILED  
HISTORICAL SUMMARY OF PROJECT COSTS, PROJECT REVENUES  
AND NET COST TO BE RECOVERED THROUGH TAX INCREMENTS  
For the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

	Year Ended	From Date of Creation
<b>PROJECT COSTS</b>		
Capital expenditures	\$ 22,919	\$ 570,941
Professional services - planning, engineering, other	7,080	158,484
Developer incentives	-	1,100,887
Interest and fiscal charges	61,890	61,890
Interest on advances	-	11,017
Total Project Costs	91,889	1,903,219
<b>PROJECT REVENUES</b>		
Tax increments	18,973	149,405
Exempt computer aid	320	2,445
Intergovernmental grants	62,282	62,282
Developer guarantees	20,000	20,000
Total Project Revenues	101,575	234,132
<b>NET COSTS RECOVERABLE (RECOVERED) THROUGH TAX INCREMENTS – DECEMBER 31, 2019</b>	<b>\$ (9,686)</b>	<b>\$ 1,669,087</b>
<b>RECONCILIATION OF RECOVERABLE COSTS</b>		
G.O. debt		\$ 919,615
Plus: Negative fund balance		749,472
<b>NET COSTS RECOVERABLE THROUGH TAX INCREMENTS – DECEMBER 31, 2019</b>		<b>\$ 1,669,087</b>

See accompanying notes to financial statements and accountants' compilation report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**

COMPILED  
HISTORICAL SUMMARY OF SOURCES, USES, AND STATUS OF FUNDS  
For the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

	<u>Year Ended</u>	<u>From Date of Creation</u>
<b>SOURCES OF FUNDS</b>		
Tax increments	\$ 18,973	\$ 149,405
Exempt computer aid	320	2,445
Intergovernmental grants	62,282	62,282
Developer guarantees	20,000	20,000
Long-term debt issued	919,615	1,957,898
Total Sources of Funds	<u>1,021,190</u>	<u>2,192,030</u>
<b>USES OF FUNDS</b>		
Capital expenditures	22,919	570,941
Professional services - planning, engineering, other	7,080	158,484
Developer incentives	-	1,100,887
Interest and fiscal charges	61,890	61,890
Interest on advances	-	11,017
Principal on long-term debt	1,038,283	1,038,283
Total Uses of Funds	<u>1,130,172</u>	<u>2,941,502</u>
<b>Excess (deficiency) of sources of funds over uses of funds</b>	(108,982)	(749,472)
BEGINNING FUND BALANCE (DEFICIT)	<u>(640,490)</u>	-
<b>ENDING FUND BALANCE (DEFICIT)</b>	<u>\$ (749,472)</u>	<u>\$ (749,472)</u>

See accompanying notes to financial statements and accountants' compilation report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the City of Waterloo's Tax Incremental District No. 3 (the "district") conform to accounting principles as applicable to governmental units and as defined by Wisconsin Statutes Section 66.1105.

The City of Waterloo has implemented accounting principles generally accepted in the United States of America to the extent they apply in determining the scope of the activity of Tax Incremental District No. 3. The accompanying financial statements reflect all the significant operations of the City of Waterloo's Tax Incremental District No. 3. The accompanying financial statements do not include the full presentation of the City of Waterloo.

**A. DESCRIPTION OF FUND STRUCTURE AND LONG-TERM DEBT**

This report contains the financial information of the City of Waterloo's Tax Incremental District No. 3. The summary statements were prepared from data recorded in the following fund and the city's long-term debt:

Capital Projects Fund

Detailed descriptions of the purpose of this fund and long-term debt can be found in the City of Waterloo's basic financial statements.

The data was consolidated for purposes of this report. Therefore, the amounts shown in the accompanying statements will not directly correlate with amounts shown in the basic financial statements.

The district was created under the provisions of Wisconsin Statute Section 66.1105. The purpose of that section is to allow a municipality to recover development and improvement costs in a designated area from the property taxes generated on the increased value of the property after the creation date of the district. The tax on the increased value is called a tax increment.

The statutes allow the district to collect tax increments until the net project cost has been fully recovered, or until 20 years after the creation date, whichever occurs first. Project costs uncollected at the dissolution date are absorbed by the City of Waterloo. Project costs may be incurred up to five years before the unextended termination date of the district.

***Original Project Plan***

	Creation Date	Last Date to Incur Project Costs	Last Year to Collect Increment
TID No. 3	January 1, 2012	April 24, 2027	2032

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)**

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***B. BASIS OF ACCOUNTING***

The modified accrual basis of accounting was followed in the preparation of these statements. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Project costs, other than interest on long-term debt, are recorded when the related fund liability is incurred.

District increments are recorded as revenues in the year due. Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable, or when the district is entitled to the aids.

Other general revenues are recognized when received in cash or when measurable and available under the criteria described above.

***C. USE OF ESTIMATES***

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

***D. MEASUREMENT FOCUS***

The measurement focus of all governmental funds is the funds flow concept. Under the funds flow concept, sources and uses of financial resources, including capital outlays, debt proceeds and debt retirements are reflected in operations. Resources not available to finance expenditures and commitments of the current period are recognized as unavailable or unearned revenue or as nonspendable fund equity. Liabilities for claims, judgments, compensated absences and pension contributions which will not be currently liquidated using expendable available financial resources are shown in the long-term debt footnote disclosure. The related expenditures are recognized when the liabilities are liquidated.

***E. PROJECT PLAN BUDGET***

The estimated revenues and expenditures of the district are adopted in the project plan. Those estimates are for the entire life of the district, and may not be comparable to interim results presented in this report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)**

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***F. LONG-TERM DEBT***

Short-term liabilities are recorded as fund liabilities. All other long-term liabilities are shown in the long-term debt footnote disclosure.

Proceeds of long-term debt issues not recorded as fund liabilities are reflected as "Sources of Funds" in the operating statement of the recipient fund. Retirement of these issues is reported as an expenditure in the year in which the debt matures or is repaid, whichever is earlier.

***G. CLAIMS AND JUDGMENTS***

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments is only reported in governmental funds if it has matured. Claims and judgments are disclosed in the long-term debt footnote when the related liabilities are incurred.

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**NOTE 2 – CASH AND TEMPORARY INVESTMENTS**

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The district invests its funds in accordance with the provisions of the Wisconsin Statutes 66.0603(1m) and 67.11(2).

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

The district, as a fund of the city, maintains separate and common cash and investment accounts at the same financial institutions utilized by the city. Federal depository insurance and the State of Wisconsin Guarantee fund insurance apply to the City of Waterloo as an individual municipality, and, accordingly, the amount of insured funds is not determinable for the district.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

**NOTE 3 – LONG-TERM DEBT**

**A. GENERAL OBLIGATION DEBT**

All general obligation notes and bonds payable are backed by the full faith and credit of the City of Waterloo. Notes and bonds borrowed to finance the district's expenditures will be retired by tax increments accumulated by the TIF No. 3 fund. If those revenues are not sufficient, payments will be made by future tax levies or utility revenues, as applicable.

	Original Amount Borrowed	Repaid	Balance 12-31-19
2017 Promissory Note dated September 1, 2017 with an interest rate of 3%. Total amount borrowed was \$1,038,283, of which 100% was for TIF No. 3. This was refunded during 2019 with the issuance below.	\$ 1,038,283	\$ 1,038,283	\$ -
2019 Refunding Note dated September 6, 2019 with an interest rate of 3.55%. Total amount borrowed was \$919,615, of which 100% was for TIF No. 3. Final maturity is September 1, 2032.	919,615	-	919,615
Totals	\$ 1,957,898	\$ 1,038,283	\$ 919,615

Aggregate maturities of all long-term debt relating to the district are as follows:

Calendar Year	Principal	Interest	Totals
2020	\$ 57,022	\$ 32,127	\$ 89,149
2021	58,631	30,518	89,149
2022	60,760	28,389	89,149
2023	62,967	26,182	89,149
2024	65,254	23,895	89,149
2025-2029	363,585	82,160	445,745
2030-2032	251,396	16,051	267,447
Totals	\$ 919,615	\$ 239,322	\$ 1,158,937

**NOTE 4 – ADVANCES FROM CITY FUND**

The General Fund is advancing funds to the district. The amount advanced is determined by the deficiency of revenues over expenditures and other financing sources since the district's inception. No repayment schedule has been determined for this advance. No interest was charged on the General Fund advance in 2019.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

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**NOTE 5 – GUARANTEED REVENUE**

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On July 27, 2012, TIF District No. 3 entered into a development agreement with Regius Rubber, LLC and Pappy's Property, LLC. The agreement guarantees that the developers shall pay the difference between the guaranteed tax increment and the tax increment actually levied on an annual basis.

The developer agreed to construct a facility in TIF District No. 3 so that the fair market value starting January 1, 2013 would never be less than \$648,825. If the development generates less than \$648,825 in fair market value, the developer will owe the city an amount equal to the difference between the actual tax increment generated by the fair market value as assessed and equalized and the sum of the tax increment that should have been generated by the fair market value had the aforesaid value of \$648,825 been attained. No shortfall payments have been required on this agreement.

On August 31, 2017, TIF District No. 3 entered into a development agreement with HIEP, LLC. The agreement guarantees that the developers shall pay the difference between the guaranteed tax increment and the tax increment actually levied on an annual basis.

The developer agreed to construct a 25,000 sq. ft. manufacturing and research facility in TIF District No. 3 with an assessable value of no less than \$3,500,000. If the development generates less than \$3,500,000 in fair market value, the developer will owe the city an amount equal to the difference between the actual tax increment generated by the fair market value as assessed and equalized and the sum of the tax increment that should have been generated by the fair market value had the aforesaid value of \$3,500,000 been attained. The developer paid the district \$20,000 during 2019 related to the shortfall provisions of this agreement.

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**NOTE 6 – DEVELOPER PAYMENTS**

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Per Note 5, TIF District No. 3 has entered into a developer agreement with Regius Rubber, LLC. Under the agreement, the district gave the developer \$162,000 in 2012 in exchange for building the new facility noted above.

Per Note 5, TIF District No. 3 has entered into a developer agreement with HIEP, LLC. Under the agreement, the district gave the developer both a cash and land contribution in 2017 in exchange for building the new facility noted above. Developer payments for the year ended December 31, 2017 related to this agreement were \$676,400 in cash and \$262,487 in land contribution. No developer payments were made in either 2018 or 2019.



**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**

COMPILED  
DETAILED SCHEDULE OF SOURCES, USES, AND STATUS OF FUNDS  
From the Date of Creation Through December 31, 2019

	2012	2013	2014	2015	2016	2017	2018	2019	Totals	Project Plan Estimate
<b>SOURCES OF FUNDS</b>										
Tax increments	\$ -	\$ -	\$ 5,416	\$ 43,391	\$ 26,841	\$ 23,680	\$ 31,104	\$ 18,973	\$ 149,405	\$ 3,157,659
Exempt computer aid	-	-	-	915	590	308	312	320	2,445	-
Intergovernmental grants	-	-	-	-	-	-	-	62,282	62,282	-
Developer guarantees	-	-	-	-	-	-	-	20,000	20,000	-
Investment income	-	-	-	-	-	-	-	-	-	5,049
Long-term debt issued	-	-	-	-	-	1,038,283	-	919,615	1,957,898	2,165,000
<b>Total Sources of Funds</b>	<b>-</b>	<b>-</b>	<b>5,416</b>	<b>44,306</b>	<b>27,431</b>	<b>1,062,271</b>	<b>31,416</b>	<b>1,021,190</b>	<b>2,192,030</b>	<b>5,327,708</b>
<b>USES OF FUNDS</b>										
Capital expenditures	5,241	-	-	41,000	285	21,555	479,941	22,919	570,941	1,575,000
Professional services - planning, engineering, other	17,581	4,034	10,586	1,731	7,271	42,216	67,985	7,080	158,484	104,500
Developer incentives	162,000	-	-	-	-	938,887	-	-	1,100,887	462,000
Interest and fiscal charges	-	-	-	-	-	-	-	61,890	61,890	984,088
Interest on advances	-	1,889	1,959	1,963	1,784	1,802	1,620	-	11,017	-
Principal on long-term debt	-	-	-	-	-	-	-	1,038,283	1,038,283	2,165,000
<b>Total Uses of Funds</b>	<b>184,822</b>	<b>5,923</b>	<b>12,545</b>	<b>44,694</b>	<b>9,340</b>	<b>1,004,460</b>	<b>549,546</b>	<b>1,130,172</b>	<b>2,941,502</b>	<b>3,125,588</b>
<b>FUND BALANCE (DEFICIT) – DECEMBER 31, 2019</b>									<b>\$ (749,472)</b>	

See accountants' compilation report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 3**

COMPILED  
DETAILED SCHEDULE OF CAPITAL, DEVELOPER INCENTIVE AND  
PROFESSIONAL SERVICE EXPENDITURES  
From the Date of Creation Through December 31, 2019

	<u>Actual</u>	<u>Project Plan Estimate</u>
Lot 8 & 9 - Eastside Business Park - Cash Grant	\$ 162,000	\$ 162,000
Lot 8 & 9 - Eastside Business Park - Municipal Fees/Charges	5,526	5,000
Environmental Remediation - 333 Portland Rd & Adjacent	-	20,000
Business Expansion & Job Creation - Loans & Cash Grants	938,887	200,000
Engineering - Portland Road & Adjacent	11,668	40,000
Street & Utilities - 333 Portland Road & Adjacent	524,415	750,000
Loans & Cash Grants 333 Portland Road & Adjacent	-	100,000
Engineering - Waldo Parcel	-	50,000
Street & Utilities - Waldo Parcel	-	800,000
Loan Forgiveness	41,000	-
Professional services - planning, engineering, other	<u>146,816</u>	<u>14,500</u>
 TOTAL CAPITAL, DEVELOPER INCENTIVE AND PROFESSIONAL SERVICE EXPENDITURES	 <u>\$ 1,830,312</u>	 <u>\$ 2,141,500</u>

See accountants' compilation report.

District: **TIF 4**

Start Year: **1-Jan-14** Last Year Proj Costs **5-Dec-28** Last Year Increment **2034**

	Year	Income Fund Source	Expenses Use of Funds	Over/(Under) Revenue	Over/(Under) TIF Life
<b>ACTUAL</b>	2013	\$ -	\$ 12,500	\$ (12,500)	\$ (12,500)
	2014	\$ -	\$ 3,000	\$ (3,000)	\$ (15,500)
	2015	\$ -	\$ 650	\$ (650)	\$ (16,150)
	2016	\$ -	\$ 650	\$ (650)	\$ (16,800)
	2017	\$ 16,146	\$ 774	\$ 15,372	\$ (1,428)
	2018	\$ 22,240	\$ 638	\$ 21,602	\$ 20,174
	2019	\$ 21,491	\$ 249	\$ 21,242	\$ 41,416
<b>PROJECTED</b>	2020	\$ 22,236	\$ 650	\$ 21,586	\$ 63,002
	2021	\$ 22,236	\$ 650	\$ 21,586	\$ 84,588
	2022	\$ 22,236	\$ 650	\$ 21,586	\$ 106,174
	2023	\$ 22,236	\$ 650	\$ 21,586	\$ 127,760
	2024	\$ 22,236	\$ 650	\$ 21,586	\$ 149,346
	2025	\$ 22,236	\$ 650	\$ 21,586	\$ 170,932
	2026	\$ 22,236	\$ 650	\$ 21,586	\$ 192,518
	2027	\$ 22,236	\$ 650	\$ 21,586	\$ 214,104
	2028	\$ 22,236	\$ 650	\$ 21,586	\$ 235,690
	2029	\$ 22,236	\$ 650	\$ 21,586	\$ 257,276
	2030	\$ 22,236	\$ 650	\$ 21,586	\$ 278,862
	2031	\$ 22,236	\$ 650	\$ 21,586	\$ 300,448
	2032	\$ 22,236	\$ 650	\$ 21,586	\$ 322,034
	2033	\$ 22,236	\$ 650	\$ 21,586	\$ 343,620
	2034	\$ 22,236	\$ 650	\$ 21,586	\$ 365,206

**Parcels in TIF 4: Dollar General**

**TOTALS THRU 2019**      \$ 104,349.00    \$ 19,761.00    \$ 41,416.00

**PROJECT PLAN EST.**      \$ 1,063,433.00    \$ 1,031,850.00

**OVER/(UNDER) PLAN**    \$ (959,084.00)    \$ (1,012,089.00)

If district closed in 19. Dollars to Taxing Authority

<b>City</b>	<b>MATC</b>	<b>School</b>	<b>Jefferson County</b>
\$ 15,324	\$ 1,657	\$ 17,809	\$ 6,627

**CITY OF WATERLOO**  
**TAX INCREMENTAL DISTRICT NO. 4**  
Waterloo, Wisconsin

COMPILED  
FINANCIAL STATEMENTS

Including Accountants' Compilation Report

As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

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**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 4**

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**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 4**

COMPILED  
BALANCE SHEET  
As of December 31, 2019

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	<u>Capital Projects Fund</u>
<b>ASSETS</b>	
Cash and investments	\$ 41,416
Taxes receivable	<u>25,891</u>
<b>TOTAL ASSETS</b>	<u>\$ 67,307</u>
<b>DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE</b>	
Deferred Inflows of Resources	
Unearned revenue	<u>\$ 25,891</u>
Fund Balance	
Restricted	<u>41,416</u>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE</b>	<u>\$ 67,307</u>

See accompanying notes to financial statements and accountants' compilation report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 4**

COMPILED  
HISTORICAL SUMMARY OF PROJECT COSTS, PROJECT REVENUES  
AND NET COST TO BE RECOVERED THROUGH TAX INCREMENTS  
For the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

	Year Ended	From Date of Creation
<b>PROJECT COSTS</b>		
Capital expenditures	\$ -	\$ 225
Professional services - planning, engineering, other	249	18,236
Total Project Costs	<u>249</u>	<u>18,461</u>
<b>PROJECT REVENUES</b>		
Tax increments	21,170	59,095
Exempt computer aid	321	782
Total Project Revenues	<u>21,491</u>	<u>59,877</u>
<b>NET COSTS RECOVERABLE (RECOVERED) THROUGH TAX INCREMENTS – DECEMBER 31, 2019</b>	<u>\$ (21,242)</u>	<u>\$ (41,416)</u>

See accompanying notes to financial statements and accountants' compilation report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 4**

COMPILED  
HISTORICAL SUMMARY OF SOURCES, USES, AND STATUS OF FUNDS  
For the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

	Year Ended	From Date of Creation
<b>SOURCES OF FUNDS</b>		
Tax increments	\$ 21,170	\$ 59,095
Exempt computer aid	321	782
Total Sources of Funds	21,491	59,877
<b>USES OF FUNDS</b>		
Capital expenditures	-	225
Professional services - planning, engineering, other	249	18,236
Total Uses of Funds	249	18,461
<b>Excess of sources of funds over uses of funds</b>	21,242	41,416
BEGINNING FUND BALANCE	20,174	-
<b>ENDING FUND BALANCE</b>	\$ 41,416	\$ 41,416

See accompanying notes to financial statements and accountants' compilation report.



**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 4**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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The statutes allow the district to collect tax increments until the net project cost has been fully recovered, or until 20 years after the creation date, whichever occurs first. Project costs uncollected at the dissolution date are absorbed by the City of Waterloo. Project costs may be incurred up to five years before the unextended termination date of the district.

**Original Project Plan**

	Creation Date	Last Date to Incur Project Costs	Last Year to Collect Increment
TID No. 4	January 1, 2014	December 5, 2028	2034

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 4**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)**

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***B. BASIS OF ACCOUNTING***

The modified accrual basis of accounting was followed in the preparation of these statements. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Project costs, other than interest on long-term debt, are recorded when the related fund liability is incurred.

District increments are recorded as revenues in the year due. Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable, or when the district is entitled to the aids.

Other general revenues are recognized when received in cash or when measurable and available under the criteria described above.

***C. USE OF ESTIMATES***

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

***D. MEASUREMENT FOCUS***

The measurement focus of all governmental funds is the funds flow concept. Under the funds flow concept, sources and uses of financial resources, including capital outlays, debt proceeds and debt retirements are reflected in operations. Resources not available to finance expenditures and commitments of the current period are recognized as unavailable or unearned revenue or as nonspendable fund equity. Liabilities for claims, judgments, compensated absences and pension contributions which will not be currently liquidated using expendable available financial resources are shown in the long-term debt footnote disclosure. The related expenditures are recognized when the liabilities are liquidated.

***E. PROJECT PLAN BUDGET***

The estimated revenues and expenditures of the district are adopted in the project plan. Those estimates are for the entire life of the district, and may not be comparable to interim results presented in this report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 4**

COMPILED  
NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2019 and  
From the Date of Creation Through December 31, 2019

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)**

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***F. LONG-TERM DEBT***

Short-term liabilities are recorded as fund liabilities. All other long-term liabilities are shown in the long-term debt footnote disclosure.

Proceeds of long-term debt issues not recorded as fund liabilities are reflected as "Sources of Funds" in the operating statement of the recipient fund. Retirement of these issues is reported as an expenditure in the year in which the debt matures or is repaid, whichever is earlier.

***G. CLAIMS AND JUDGMENTS***

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments is only reported in governmental funds if it has matured. Claims and judgments are disclosed in the long-term debt footnote when the related liabilities are incurred.

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**NOTE 2 – CASH AND TEMPORARY INVESTMENTS**

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The district invests its funds in accordance with the provisions of the Wisconsin Statutes 66.0603(1m) and 67.11(2).

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

The district, as a fund of the city, maintains separate and common cash and investment accounts at the same financial institutions utilized by the city. Federal depository insurance and the State of Wisconsin Guarantee fund insurance apply to the City of Waterloo as an individual municipality, and, accordingly, the amount of insured funds is not determinable for the district.

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**NOTE 3 – DEVELOPER PAYMENTS**

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None.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 4**

COMPILED  
DETAILED SCHEDULE OF SOURCES, USES, AND STATUS OF FUNDS  
From the Date of Creation Through December 31, 2019

	2013	2014	2015	2016	2017	2018	2019	Totals	Project Plan Estimate
<b>SOURCES OF FUNDS</b>									
Tax increments	\$ -	\$ -	\$ -	\$ -	\$ 15,917	\$ 22,008	\$ 21,170	\$ 59,095	\$ 631,728
Exempt computer aid	-	-	-	-	229	232	321	782	-
Investment income	-	-	-	-	-	-	-	-	1,705
Long-term debt issued	-	-	-	-	-	-	-	-	430,000
Total Sources of Funds	-	-	-	-	16,146	22,240	21,491	59,877	1,063,433
<b>USES OF FUNDS</b>									
Capital expenditures	-	-	-	-	-	-	-	-	373,000
Professional services - planning, engineering, other	12,500	3,000	650	650	774	638	249	18,461	40,000
Interest and fiscal charges	-	-	-	-	-	-	-	-	188,850
Principal on long-term debt	-	-	-	-	-	-	-	-	430,000
Total Uses of Funds	12,500	3,000	650	650	774	638	249	18,461	1,031,850
FUND BALANCE – DECEMBER 31, 2019								\$ 41,416	

See accountants' compilation report.

**CITY OF WATERLOO  
TAX INCREMENTAL DISTRICT NO. 4**

COMPILED  
DETAILED SCHEDULE OF CAPITAL AND  
PROFESSIONAL SERVICE EXPENDITURES  
From the Date of Creation Through December 31, 2019

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	Actual	Project Plan Estimate
<b><u>Original Project Plan</u></b>		
Development incentives	\$ -	\$ 5,000
Revolving loan	-	290,000
Buy Local campaign	-	12,000
Signage and wayfindings	-	1,000
Professional services	18,461	40,000
Utility improvements	-	65,000
	-	65,000
TOTAL CAPITAL AND PROFESSIONAL SERVICES EXPENDITURES	\$ 18,461	\$ 413,000

See accountants' compilation report.

# Waterloo Community Development Authority -- Annual Calendar

(update: May 16, 2019; reapproved by CDA: \_\_\_\_\_ )

Preferred meeting night: 3<sup>rd</sup> Tuesday of month at 6:00 pm

Recurring monthly review and action (1) CDA Implementation Plan Progress; (2) Grant Application Tracking

<b>JANUARY</b> <ul style="list-style-type: none"><li>- evaluate CDA Progress Measures</li><li>- finalize prior year Annual Report</li></ul>
<b>FEBRUARY</b> <ul style="list-style-type: none"><li>- notify Mayor of member reappointment interest</li><li>- align/modify CDA Progress Measures as needed</li><li>- submit Annual Report to City Council</li></ul>
<b>MARCH</b> <ul style="list-style-type: none"><li>- notify Mayor of member reappointment interest</li><li>- Push to closeout incomplete prior year items</li></ul>
<b>APRIL</b> <ul style="list-style-type: none"><li>- Mayoral appointments</li><li>- Push to closeout incomplete prior year items</li></ul>
<b>MAY</b> <ul style="list-style-type: none"><li>- CDA election of Chair and Vice Chair</li><li>- evaluate CDA Progress Measures</li></ul>
<b>JUNE</b> <ul style="list-style-type: none"><li>- start future year budget submittal</li><li>- review of tax increment finance district progress</li></ul>
<b>JULY</b> <ul style="list-style-type: none"><li>- review of tax increment finance district progress</li><li>- future year budget planning</li><li>- align CDA Progress Measures with budget planning</li><li>- reaffirm or jettison all active programs and projects</li></ul>
<b>AUGUST</b> <ul style="list-style-type: none"><li>- future year budget submittal to Finance, Insurance &amp; Personnel Committee, including tax incremental finance funds</li></ul>
<b>SEPTEMBER</b> <ul style="list-style-type: none"><li>- evaluate CDA Progress Measures</li></ul>
<b>OCTOBER</b> <ul style="list-style-type: none"><li>- <u>s</u>trength, <u>w</u>eaknesses <u>o</u>pportunities &amp; <u>t</u>hreats (SWOT) exercise</li></ul>
<b>NOVEMBER</b> <ul style="list-style-type: none"><li>- community outreach</li></ul>
<b>DECEMBER</b> <ul style="list-style-type: none"><li>- community outreach</li><li>- review staff draft, Annual Report to City Council</li><li>- update calendar</li></ul>