



136 North Monroe Street
Waterloo, WI 53594
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A MEETING OF THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - AGENDA

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

Date: October 19, 2021
Time: 6:00 p.m.
Location: Municipal Building, 136 North Monroe Street (via remote phone conference for participants and public)

Remote Access Instructions

Join Zoom Meeting: <https://us02web.zoom.us/j/88669764684?pwd=WFptN2Y5UnlNOTcrc1pla0NBZVYxdz09>

Meeting ID: 886 6976 4684 Passcode: 866219

Dial-in By Phone: +1 312 626 6799 US (Chicago)

Meeting ID: 886 6976 4684 Passcode: 866219

1. PLEDGE OF ALLEGIANCE, ROLL CALL TO ORDER
2. MEETING MINUTES APPROVAL: September 21, 2021
3. UPDATES & REPORTS
 - a. Clerk/Treasurer Report
 - b. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600
 - c. Business Association Liaison Report, Ben Reigel
 - d. School District Liaison
4. UNFINISHED BUSINESS
 - a. Implementing A Blight Policy, Hiring Code Compliance Services, Follow-up (Outreach In Progress)
 - b. Review Of Tax Incremental Finance – Overview & Progress Report
 - c. Implementing Impact Fees (referred from Finance, Insurance & Personnel Committee)
 - d. Regulation And Permit For Razing Buildings (Park Falls Ordinance Example)
5. NEW BUSINESS
 - a. Baker Tilly Economic Development Services Presentation, Dan Kennelly
 - b. SWOT Analysis (**S**trengths, **W**eaknesses, **O**pportunities, **T**hreats)
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar

7. ADJOURNMENT

Mo Hansen, Clerk/Treasurer

Community Development Authority: Soter, Petts, Kuhl, Weihert, Woods, O'Connell, Sharpe and School District Superintendent Brian Henning as non-voting School District liaison
Posted, Mailed and E-mailed: 10/13/2021

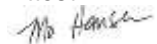
Please note: it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts 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: September 21, 2021

Digital audio files are archived with these written minutes additionally serving as the official record.

1. PLEDGE OF ALLEGIANCE, ROLL CALL AND CALL TO ORDER. CDA Chair Weihert called the meeting to order at 6:00 p.m. Members present: Petts, Weihert, O'Connell and Soter. Absent: Woods, Kuhl and Sharpe and non-voting member Henning. Others present: Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: August 17, 2021. MOTION: [O'Connell/Weihert] to approve the minutes as presented. VOICE VOTE: Motion carried.
3. UPDATES & REPORTS. Written report noted. No action taken.
 - a. Clerk/Treasurer Report
 - i. Website Revisions
 1. Google Drive Data
 2. Community Welcoming Material
 - ii. Grant Tracking
 - iii. Economic Development Plan Implementation Progress Report
 1. Treyburn Farms
 2. 575 West Madison Street
 3. 692 West Madison Street
 4. Hawthorn & Stone Development Agreement
 - iv. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600
 - b. Business Association Liaison Report, Ben Reigel
 - c. School District Liaison
4. UNFINISHED BUSINESS
 - a. Implementing A Blight Policy, Hiring Code Compliance Services, Follow-up. MOTION: [Weihert/O'Connell] to direct staff to try to work this service into an existing contract. VOICE VOTE: Motion carried.
 - b. Review Of Tax Incremental Finance – Overview & Progress Report. MOTION: [O'Connell/Petts] to table until the next meeting. VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. Implementing Impact Fees. MOTION: [Weihert/Petts] to direct staff to further investigate Impact Fee options and community comparisons. VOICE VOTE: Motion carried.
 - b. 310 Portland Road. CDA Direction And On Property Questions From UFP's Chuck King. MOTION: [Weihert/multiple] to direct staff to work on the assumption that City is not interested in engaging in a site transaction. VOICE VOTE: Motion carried.
 - c. The Means And Method For Reporting Out Project Information. DISCUSSION: The Clerk/Treasurer said the Chair and Vice-Chair are included in on most economic development email threads involving various topics. He said all CDA members may request to be included similarly. No action taken.
 - d. Regulation And Permit For Razing Buildings (Park Falls Ordinance Example). DISCUSSION: In reviewing the example Weihert said it was of value to protect the city against cannibalizing buildings in a manner leading to blight. Petts cautioned against too much regulation. MOTION: [Weihert/Petts] to direct the Clerk/Treasurer to further investigate and craft a draft ordinance taking into consideration the Parks Falls example. VOICE VOTE: Motion carried.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Items below noted.
 - a. Annual Calendar
 - b. Baker Tilly Update, Scheduled Items And October 19th Dan Kennelly Presentation
 - c. SWOT Analysis (**S**trengths, **W**eaknesses, **O**pportunities, **T**hreats)
7. ADJOURNMENT. MOTION: [Petts/O'Connell] To adjourned. VOICE VOTE: Motion carried. Time: 7:08 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

TO: COMMUNITY DEVELOPMENT AUTHORITY
FROM: CLERK/TREASURER
SUBJECT: COMMUNITY DEVELOPMENT REPORT AND WRITTEN AGENDA NOTES FOR 10/19 CDA MEETING
DATE: OCTOBER 15, 2021

3a. CLERK/TREASURER'S COMMUNITY DEVELOPMENT REPORT

- i. Website Revisions** – Working with Jeanne Ritter to update website incorporating in Welcoming New Resident's Material. More time need to advance this. Some Google Drive data is aged, am trying to find a home for it on website.
 - 1. Google Drive Data
 - 2. Community Welcoming Material

- ii. Grant Tracking.**
 - 1. City Council determined that \$450,000 LRIP grant for Hendricks and associated areas would not be used in 2022, with Mayor saying 2024. This grant is available to us because we linked it to economic improvements, we are pursuing for 333 Portland Road. Customizing these improvements to optimized benefit for a 333 Portland Road end user is recommended.
 - 2. I participated in the annual County Highway meeting of communities to divide up the county's share of state MSILT Program dollars.
 - a. Waterloo to receive \$16,355 of the \$90,082 in program dollars for use on 2023 highway project (based on population).
 - b. We have until November 15th to submit for the County for its review and prioritization for the following WisDOT programs
 - i. MSILT (Item 2a above).
 - ii. STP-U, we likely don't have a good project for this (competitive)
 - iii. LRIP -Supplemental (competitive, with scoring points valued for safety; high traffic volume; economic development; bike/ped component; historic site)
 - iv. LRIP – Discretionary (competitive, with scoring points valued for safety; high traffic volume; economic development; bike/ped component; historic site)

- iii. Economic Development Plan Implementation Progress Report.**
 - 1. Treyburn Farms. Lot 2 for sale, no leads. Lot 3 closing scheduled for November 1, 2021.
 - 2. 575 West Madison Street. Property owner has job opening posted for site manager.
 - 3. 692 West Madison Street. Todd Nelson provided with process instructions for pursuing rezoning and conditional use permit for residential development at this site. Waiting on submittal for Plan Commission.
 - 4. Hawthorn & Stone Development Agreement. No activity since City Council takes no action after discussion of delinquent developer fees. Invoice for unpaid interest sent the Friday after City Council discussion.

3b. FINANCIAL REPORTS TAX INCREMENTAL FINANCE DISTRICTS 2, 3 & 4 AND FUND 600.

Attached.

4a IMPLEMENTING A BLIGHT POLICY

Additional time request to try to work this service upgrade into an the existing SAFEbuilt contract. SAFEbuilt account manager Al Greene emailed on 9/9 saying they were considering adding staff to the area and may be able to help us on compliance service needs.

4b REVIEW OF TAX INCREMENTAL FINANCE OVERVIEW AND PROGRESS REPORT

With Dan Kennelly schedule for 10/19, I ask the CDA to take up this item in November.

4c IMPLEMENTING IMPACT FEES

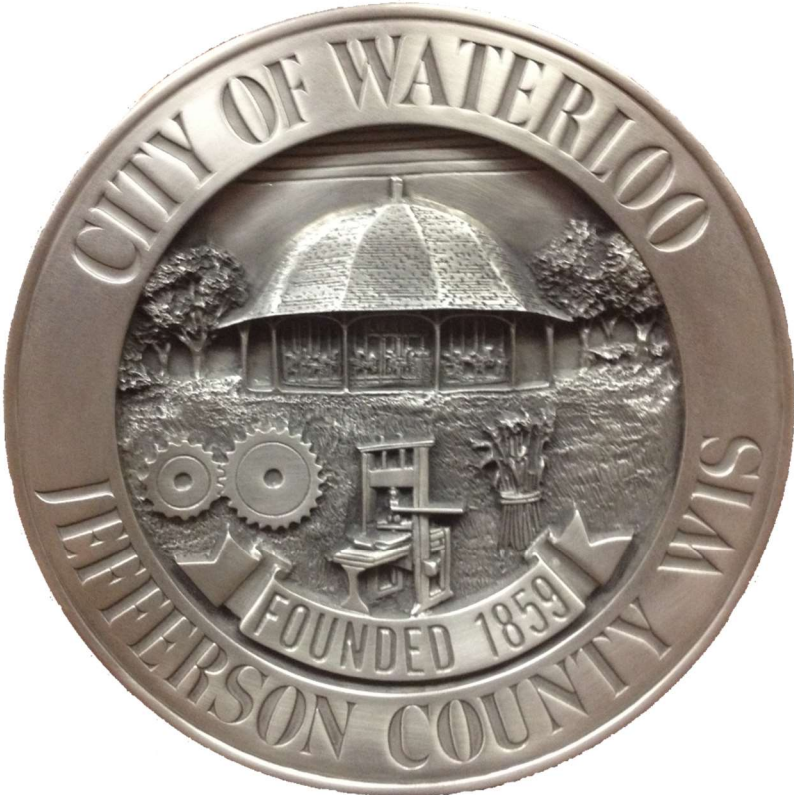
Draft recommendation attached.

5a REGULATION AND PERMIT FOR RAZING BUILDINGS

Draft ordinance not completed at this time.

CITY OF WATERLOO

TREASURER'S REPORT - SEPTEMBER 2021



CITY OF WATERLOO

BALANCE SHEET
SEPTEMBER 30, 2021

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	333,359.49	
	TOTAL ASSETS		<u>333,359.49</u>

LIABILITIES AND EQUITY

FUND EQUITY

412-34300	FUND BALANCE	482,159.92	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(148,800.43)	
	TOTAL FUND EQUITY		<u>333,359.49</u>
	TOTAL LIABILITIES AND EQUITY		<u>333,359.49</u>

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

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	81,308.47	81,435.00	126.53	99.8
TOTAL TIF DISTRICT 2 FUND	.00	81,308.47	81,435.00	126.53	99.8
<u>INTERGOVERNMENTAL REVENUE</u>					
412-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	783.22	780.00	(3.22)	100.4
412-43-4366-000 STATE AID PERSONAL PROPERTY	.00	3,423.20	2,030.00	(1,393.20)	168.6
TOTAL INTERGOVERNMENTAL REVENUE	.00	4,206.42	2,810.00	(1,396.42)	149.7
<u>MISCELLANEOUS REVENUES</u>					
412-48-4800-000 MISC REVENUES	.00	95,855.89	50,000.00	(45,855.89)	191.7
412-48-4830-000 SALE OF CITY PROPERTY	.00	30,000.00	.00	(30,000.00)	.0
TOTAL MISCELLANEOUS REVENUES	.00	125,855.89	50,000.00	(75,855.89)	251.7
<u>OTHER FINANCING SOURCES</u>					
412-49-4910-000 LONG TERM DEBT PROCEEDS	.00	58,893.05	.00	(58,893.05)	.0
412-49-4918-000 TRANSFER FROM IMPACT FEES	.00	4.47	.00	(4.47)	.0
TOTAL OTHER FINANCING SOURCES	.00	58,897.52	.00	(58,897.52)	.0
TOTAL FUND REVENUE	.00	270,268.30	134,245.00	(136,023.30)	201.3

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 412 - TIF DISTRICT 2 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>						
412-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
<u>ATTORNEY</u>						
412-51-5130-211	ATTORNEY ATTORNEY FEES	624.50	2,236.39	150.00	(2,086.39)	1490.9
	TOTAL ATTORNEY	624.50	2,236.39	150.00	(2,086.39)	1490.9
<u>CLERK - WAGES</u>						
412-51-5142-110	CLERK SALARY/CLERK	2,215.08	19,935.72	25,000.00	5,064.28	79.7
	TOTAL CLERK - WAGES	2,215.08	19,935.72	25,000.00	5,064.28	79.7
<u>SPECIAL ACCTG AND AUDITING</u>						
412-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	616.68	1,000.00	383.32	61.7
	TOTAL SPECIAL ACCTG AND AUDITING	.00	616.68	1,000.00	383.32	61.7
<u>ENGINEERING AND ADMINISTRATION</u>						
412-53-5310-215	ENG & ADMIN PROF FEES	.00	4,777.50	2,500.00	(2,277.50)	191.1
412-53-5310-380	TID 2 COMPUTER SUPPLY/MAINT	25.29	226.34	437.00	210.66	51.8
	TOTAL ENGINEERING AND ADMINISTRATION	25.29	5,003.84	2,937.00	(2,066.84)	170.4
<u>ECONOMIC DEV-122 S. MONROE</u>						
412-56-5680-221	122 S MONROE ST ELECTRIC	.00	184.50	.00	(184.50)	.0
	TOTAL ECONOMIC DEV-122 S. MONROE	.00	184.50	.00	(184.50)	.0
<u>CAPITAL PROJECT</u>						
412-57-5701-800	CAPITAL PROJ OUTLAY	.00	80,195.88	71,489.00	(8,706.88)	112.2
412-57-5701-806	CAPITAL PROJ IMPROVEMENT PROG	.00	10,470.50	.00	(10,470.50)	.0
	TOTAL CAPITAL PROJECT	.00	90,666.38	71,489.00	(19,177.38)	126.8

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 412 - TIF DISTRICT 2 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TRANSFER TO DEBT SERVICE</u>					
412-59-5929-000 TRANSFER TO DEBT SERVICE	.00	300,275.22	103,350.00	(196,925.22)	290.5
TOTAL TRANSFER TO DEBT SERVICE	.00	300,275.22	103,350.00	(196,925.22)	290.5
TOTAL FUND EXPENDITURES	2,864.87	419,068.73	204,076.00	(214,992.73)	205.4
NET REVENUE OVER(UNDER) EXPENDITURES	(2,864.87)	(148,800.43)	(69,831.00)		

CITY OF WATERLOO

BALANCE SHEET
SEPTEMBER 30, 2021

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	60,283.60	
	TOTAL ASSETS		60,283.60

LIABILITIES AND EQUITY

FUND EQUITY

413-34300	FUND BALANCE	47,263.74	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	13,019.86	
	TOTAL FUND EQUITY		60,283.60
	TOTAL LIABILITIES AND EQUITY		60,283.60

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 413 - TIF DISTRICT 3 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TAXES</u>					
413-41-4111-000 TAX INCREMENTS	.00	87,858.19	87,995.00	136.81	99.8
TOTAL TAXES	.00	87,858.19	87,995.00	136.81	99.8
<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	319.95	320.00	.05	100.0
413-43-4365-000 STATE AID PERSONAL PROPERTY	.00	323.63	904.00	580.37	35.8
TOTAL INTERGOVERNMENTAL REVENUE	.00	643.58	1,224.00	580.42	52.6
<u>MISCELLANEOUS REVENUES</u>					
413-48-4800-000 MISC REVENUES	.00	.00	20,000.00	20,000.00	.0
TOTAL MISCELLANEOUS REVENUES	.00	.00	20,000.00	20,000.00	.0
TOTAL FUND REVENUE	.00	88,501.77	109,219.00	20,717.23	81.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 413 - TIF DISTRICT 3 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
413-51-5112-325 LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
<u>ATTORNEY</u>					
413-51-5130-211 ATTORNEY ATTORNEY FEES	.00	1,051.50	.00	(1,051.50)	.0
TOTAL ATTORNEY	.00	1,051.50	.00	(1,051.50)	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	616.66	1,500.00	883.34	41.1
TOTAL SPECIAL ACCTG AND AUDITING	.00	616.66	1,500.00	883.34	41.1
<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215 ENG & ADMIN PROF FEES	.00	2,320.00	1,500.00	(820.00)	154.7
TOTAL ENGINEERING AND ADMINISTRATION	.00	2,320.00	1,500.00	(820.00)	154.7
<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000 TRANSFER TO DEBT SERVICE	.00	71,343.75	92,378.00	21,034.25	77.2
TOTAL TRANSFER TO DEBT SERVICE	.00	71,343.75	92,378.00	21,034.25	77.2
TOTAL FUND EXPENDITURES	.00	75,481.91	95,528.00	20,046.09	79.0
NET REVENUE OVER(UNDER) EXPENDITURES	.00	13,019.86	13,691.00		

CITY OF WATERLOO

BALANCE SHEET
SEPTEMBER 30, 2021

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	94,231.22	
	TOTAL ASSETS		94,231.22

LIABILITIES AND EQUITY

FUND EQUITY

414-34300	FUND BALANCE	66,976.78	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	27,254.44	
	TOTAL FUND EQUITY		94,231.22
	TOTAL LIABILITIES AND EQUITY		94,231.22

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

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	28,076.47	28,119.98	43.51	99.9
TOTAL TIF DISTRICT 4 FUND	.00	28,076.47	28,119.98	43.51	99.9
<u>INTERGOVERNMENTAL REVENUE</u>					
414-43-4364-000 STATE AID COMPUTERS	.00	238.03	239.00	.97	99.6
414-43-4365-000 STATE AID PERSONAL PROPERTY	.00	1,282.72	.00	(1,282.72)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	1,520.75	239.00	(1,281.75)	636.3
TOTAL FUND REVENUE	.00	29,597.22	28,358.98	(1,238.24)	104.4

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 414 - TIF DISTRICT 4 FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
414-51-5112-325 LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
<u>SPECIAL ACCTG AND AUDITING</u>					
414-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	616.66	500.00	(116.66)	123.3
TOTAL SPECIAL ACCTG AND AUDITING	.00	616.66	500.00	(116.66)	123.3
<u>ENGINEERING AND ADMINISTRATION</u>					
414-53-5310-217 ENG & ADMIN WATER DISTRICT #1	.00	1,576.12	.00	(1,576.12)	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	1,576.12	.00	(1,576.12)	.0
TOTAL FUND EXPENDITURES	.00	2,342.78	650.00	(1,692.78)	360.4
NET REVENUE OVER(UNDER) EXPENDITURES	.00	27,254.44	27,708.98		

CITY OF WATERLOO

BALANCE SHEET
SEPTEMBER 30, 2021

600-COMMUNITY DEVELOP AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	49,344.04	
	TOTAL ASSETS		49,344.04

LIABILITIES AND EQUITY

FUND EQUITY

600-34300	FUND BALANCE	20,356.81	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	3,987.23	
	TOTAL FUND EQUITY		49,344.04
	TOTAL LIABILITIES AND EQUITY		49,344.04

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>TAXES</u>					
600-41-4111-000	LOCAL TAX-GENERAL FUND	.00	4,650.00	4,650.00	.00	100.0
	TOTAL TAXES	.00	4,650.00	4,650.00	.00	100.0
	<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000	MBC BUILDING RENTAL	.00	1,975.00	2,400.00	425.00	82.3
	TOTAL PUBLIC CHARGES FOR SERVICE	.00	1,975.00	2,400.00	425.00	82.3
	TOTAL FUND REVENUE	.00	6,625.00	7,050.00	425.00	94.0

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>SPECIAL ACCTG COSTS</u>						
600-51-5151-399	SPECIAL ACCTNG COSTS - MISC	.00	.00	375.00	375.00	.0
	TOTAL SPECIAL ACCTG COSTS	.00	.00	375.00	375.00	.0
<u>MAUNESHA BUSINESS CENTER</u>						
600-51-5162-221	MAUNESHA BUSINESS ELECTRIC	169.10	536.39	1,000.00	463.61	53.6
600-51-5162-222	MAUNESHA BUSINESS HEAT	10.56	346.89	750.00	403.11	46.3
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	93.33	659.73	698.00	38.27	94.5
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	40.00	320.00	1,160.00	840.00	27.6
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	408.80	774.76	.00	(774.76)	.0
	TOTAL MAUNESHA BUSINESS CENTER	721.79	2,637.77	3,608.00	970.23	73.1
<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	721.79	2,637.77	4,233.00	1,595.23	62.3
	NET REVENUE OVER(UNDER) EXPENDITURES	(721.79)	3,987.23	2,817.00		

Mo Hansen

From: Mo Hansen
Sent: Thursday, September 30, 2021 12:50 PM
To: City of Waterloo, Mayor; HenningB@waterloo.k12.wi.us; Janae OConnell; Kait Sharpe; Kuhl Charles (alderatlargea@waterloowi.us); leannwoods@icloud.com; michellesoter@gmail.com; Petts Jeanette (alder4-5@waterloowi.us); Rich Weihert (alderatlargeb@waterloowi.us)
Cc: Gabe Haberkorn; Kennelly, Dan; Eric Rhynes; Mike Tschanz (mtschanz@waterloowi.us); Ron Griffin (griffinrepair@gmail.com); Sara Cummings (alder1@waterloowi.us); Thomas Tim (alder3@waterloowi.us)
Subject: Preliminary Impact Fee Information / CT follow-up

Community Development Authority,

- In this email I am sharing preliminary data and a preliminary recommendation to the CDA regarding Impact Fees for the 10/19 meeting.

A. RECOMMENDATION.

Like Marshall, Waterloo has had success in attracting private investment by pitching zero fees. Sending a clear signal to the private sector has had benefits. In the current development climate, there may be interest on the part of appointed and elected Waterloo officials to reinstitute one or more Impact Fees. This recommendation assumes that is the case.

1. Focused solely on parks at this time, a facility needs assessment would be written, primarily by the Clerk/Treasurer's office, with Kunkel Engineering Group certifying the required sections/aspects of the assessment per state statutes.
 - o Why just parks? It has clearly identified future capital plans, other municipal areas have plans that are less clear or less documented as needed.
 - o LINK TO: [Waterloo Parks 2017-2022 Comprehensive Outdoor Recreation Plan](#)
2. Refresh [Section 380-50 Impact Fees](#) to make current these actions.
3. Reinstitute a Parks Impact Fee to offset the capital cost of planned public parks facilities attributable to new development (currently identified as DeYoung Farm Park, South Side Park & 720 West Madison Street). The 2021 Comprehensive Plan Update document and other existing planning documents would be the lead adopted points of reference for the fee.

The base calculation would be: $[[\text{parks project dollar value attributable to new development}] / [\text{2022-2029 population growth estimate}]] * [\text{estimated \# of residents per Residential Equivalent Unit}] = \text{Impact Fee dollar value per Residential Equivalent Unit}$

B. BACKGROUND & DATA.

- [Section 380-50 Impact Fees of the municipal code](#) contains the enabling code, which will need to be refreshed with the re-institution of any Impact Fee
- UW-Stevens Point Center for Land Use Education provides [background material](#) about Impact Fees.
- I have an email to Waterloo Utilities Engineer Ben Heidemann which includes Barry Sorenson, after talking with Barry about the possibility of a Sewer Impact Fee. Waterloo Utilities may or may not be in a position to reinstitute Impact Fees for sewer or water. Action does not need to be done all at once. An Impact Fee benefiting the Sewer Utility or the Water Utility may be reinstated at a later date.
- Area Impact Fee Survey. Below I have estimated an average by community for a Residential Equivalent Unit, a concept already adopted in §380-50.

Area Impacts Fees Survey as of:							
9/30/2021 12:11							
	EMS	Park	Sewer	Water	Traffic	Estimated Average (Residential Equivalent Unit)	Source
Deerfield	\$679	\$2,103	\$0	\$0	\$0	\$2,782	website
Marshall	\$0	\$0	\$0	\$0	\$0	\$0	per C. Butschke
Lake Mills	\$0	\$543	Range: \$96-\$47,251; typical: \$1,156	Range: \$1596-\$10055; typical: \$1,596	\$0	\$2,752	website
Columbus	?	?	?	?	?	?	9/29 called
Watertown	\$0	\$0	\$0	2500 sq ft home: \$1200	\$0	\$2,400	website
Sun Praire	\$0	\$3580 per dwelling	\$0	\$0	\$78.56 per average daily vehicle trip	\$3,737	website
A residential equivalent unit is defined in §380-50 as 5,000 sq. ft of new construction							

- DeYoung Farm Subdivision Impact Fee waiver provision: The City may begin Impact Fee collection for the DeYoung Farm Subdivision Remainder beginning May 12, 2026.
[partial document presented below]

DEVELOPMENT AGREEMENT
DeYoung Farm Remainder
(60.2 Acres MOL)

AGREEMENT made this 12th day of May, 2021, by and between The City of Waterloo (the "**City**"), a municipal corporation, having offices located at 136 North Monroe Street, Waterloo, Wisconsin 53594-1198 and JGP Land Development, LLC., a Wisconsin limited liability company ("**Developer**") having offices located at the address stated below.

28. IMPACT FEES.

The City shall levy no impact fees for the development for a five-year (5) period commencing with the signing of this agreement.

29. BUILDING PERMIT FEES.

The Developer shall pay all standard and customary municipal building fees as stated in the City of Waterloo Fee schedule.

Waterloo Community Development Authority -- Annual Calendar

Preferred meeting night: 3rd Tuesday of month at 6:00 pm

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

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