



136 North Monroe Street  
Waterloo, WI 53594  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[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: December 15, 2020  
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/86747930103?pwd=M2JyNkILTW9DdFBTT0lBVksvWG9Rdz09>  
Meeting ID: 867 4793 0103  
Passcode: 700264

Dial by your location  
+1 301 715 8592 US (Washington D.C)  
+1 312 626 6799 US (Chicago)  
Meeting ID: 867 4793 0103  
Passcode: 700264

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: October 20, 2020; November 24, 2020 & December 1, 2020 (no quorum)
3. CITIZEN INPUT
4. UPDATES & REPORTS
  - a. School District Liaison (verbal)
  - b. Grant Tracking (verbal)
    - i. WisDOT Local Roads Improvement Program Matching Grant Award - Hendricks Street
  - c. Treyburn Farms (verbal)
  - d. Economic Development Plan Implementation Progress Including 333 Portland Road Site Interest List
    - i. Recruiting An Intern For 333 Portland Road Development
  - e. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600
5. UNFINISHED BUSINESS
  - a. Clarifying The Citywide Policy For Collection Of Building Permit Fees For Multi-Unit Residential Construction – Further Clarification As Deemed Necessary
    - i. Council Action Information With Respect To Fees
  - b. 203 East Madison Street, Phase 3 - Decision On Future CDA Role And/Or Plan Refinement
6. NEW BUSINESS
  - a. Implementing A Blight Policy – Approving A Request For Proposal Document For Non-Compliance Officer Services For Public Distribution
  - b. Community Outreach – “Shop Waterloo This Holiday Season!” Informational Item
  - c. Annual Report to City Council -- Review Staff Draft
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. 122 South Monroe Street - Recommending A RFP Submittal To The City Council (January 19, 2021)
  - b. Calendar Revisions
8. ADJOURNMENT

  
Mo Hansen

Clerk/Treasurer

**Community Development Authority:**

Stinnett, Lewandowski, Petts, Kuhl and Weihert with two vacancies  
School District Superintendent Brian Henning as School District liaison

Posted, Mailed and E-mailed: 12/10/2020

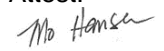
Please note: it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable 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: October 20, 2020**

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

1. ROLL CALL AND CALL TO ORDER. CDA Chair Stinnett called the meeting to order at 6:00 p.m. which was remotely accessed by CDA participants. Thomas and Nell participated in the Council Chambers. CDA members present Petts, Stinnett, Kuhl, Lewandowski and Weihert. Absent: non-voting member Henning with two vacancies. Others present Clerk/Treasurer Hansen, Alder Tim Thomas and Don Nell.
2. MEETING MINUTES APPROVAL: September 15, 2020. By consensus, the body approved the meeting minutes as presented.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. School District Liaison. None.
  - b. Economic Development Plan Implementation Progress Including 333 Portland Road Site Interest List. Noted.
  - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600. Noted.
  - d. Grant Tracking. Hansen said the Mayor had directed an application seeking aid from Jefferson County for improvements to Hendricks Street similar to what was submitted earlier in 2020 to the Wisconsin Department of Transportation.
  - e. Treyburn Farms. Hansen indicated the Council President and Mayor had requested a resolution directed to the City Council setting Treyburn Farms fee collection amounts to zero, including parcels with multi-unit residential projects. Hansen said Julie Busche had yet to submit a concept plan for Lot #2 after winning a summer promotional drawing.
5. UNFINISHED BUSINESS
  - a. 203 East Madison Street, Phase 3 - Plan Refinement. Hansen summarized 2021 project funding as proposed by the Finance Committee. It used TID #2 fund balance for parking lot improvements. Leisses confirmed comments forwarded from Cheryl Housley suggesting a rough graded path scores higher for DNR Stewardship funding, saying other communities had benefitted taking this funding path. Hansen shared the Leisses concept of pairing this project with the Fire Department parking lot repairs to achieve better unit pricing. Leisses said no design work was started. Lewandowski suggested tiering the project to advance it. He suggested determining parking spots quantity, suggesting a prioritization of the parking space to aid the downtown. Petts raised concerns about storm water run-off. Leisses said a full site survey needed to be done looking at topography, perhaps a stormwater facility. He said he needed to get into the actual design work. MOTION: Moved by Kuhl, seconded by others to direct Kunkel Engineering Group to proceed on project design. VOICE VOTE: Motion carried.
  - b. Future Year Planning. MOTION: Moved by Kuhl, seconded by Petts to approve the documents strikes as presented. VOICE VOTE: Motion carried.
  - c. Review And/or Council Recommendation Regarding The Clerk/Treasurer's Blight Policy Recommendation. MOTION: Moved by Lewandowski, seconded by Petts to recommend Council approval of a second draft as presented. VOICE VOTE: Motion carried.
6. NEW BUSINESS
  - a. Clarifying The Citywide Policy For Collection Of Building Permit Fees For Multi-Unit Residential Construction. DISCUSSION: Tim Thomas asked the CDA for clarifications on its prior year recommendation pertaining to condominiums. Kuhl and Stinnett gave impressions that all fees would be waived. Petts indicated a focus at the time on condominiums only as statutorily defined, to aid the concept of promoting home ownership. No action taken.
  - b. Recommending A Municipal Acquisition Strategy For 122 South Monroe Street Prioritizing The Site's Commercial Reuse Opportunities. DISCUSSION: Kuhl spoke in favor of the strategy. Weihert expressed concern that revenue sharing might generate a net municipal financial loss. MOTION: Moved by Weihert, seconded by Stinnett to recommend City Council adoption of the strategy as presented. VOICE VOTE: Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Calendar. Noted.
8. ADJOURNMENT. MOTION: Moved by multiple, seconded by others to adjourn. VOICE VOTE: Motion carried. Approximate time was approximately 7:35 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer

City of Waterloo  
Economic Development Strategic Plan Implementation Tracking

11/12/2020 2:57 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	No active consideration
	Wetland delineation	Completed	6/15/2019	Clerk/Treasurer	Heartland Ecological
	Preliminary geotechnical engineering	Completed	6/15/2019	Clerk/Treasurer	SCS Engineering
	Sell land to Parker Dow	Completed	8/15/2020	Clerk/Treasurer	
	Sell land to Ron Griffin	Aborted	8/15/2020	Clerk/Treasurer	Offer and counter offer expired
	Execute Developer Agreement	Not Started	TBD	Clerk/Treasurer / Attorney	

**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 8/20 = 1250	2016-2021
	<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

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
PRO2	Marketing databases & outreach to market area	PROJECT NEIGHBOR - Build digital market area lists for promotional opportunities	12 creative digital/social media outreach efforts		2019-2021
	<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	Aged data; progress halted	Data used for elections & dog license reminder robo-calls & letters	Clerk/Treasurer	

City of Waterloo  
Economic Development Strategic Plan Implementation Tracking

11/12/2020 2:57 PM

**FOCUS: Housing**

ITEM	GOAL	ACTION		GOAL/TASK METRICS	NOTES	PHASE / YEAR
HOU1	Incentivize new home construction	Waive all fees for new single-family home construction		Development agreement(s) with residential builder/developers	Approved Concept	2019-2021
	<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)	Completed	monthly reports	Mayor / Clerk-Treasurer / Summer Intern	19 of 19 lots either sold, accepted offer, or under contract in some fashion	

**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	Completed	6/1/2020	Public Works Dept.	CDA-CDC votes at Nov 2018 meeting to proceed	2019-2020
	DNR Stewardship Grant App submittal seeking funding for remaining build-out per approved concept plan	Completed	Parks Coordinator / Garry Whitebird	Parks Coordinator / Garry Whitebird	Grant submitted; will know in August if awarded	2020
	Complete site surface improvements per adopted plan	In Progress	Parks Coordinator	(1) Parks Coordinator; (2) Clerk/Treas	Stewart closed 9/11; Bergan closed	2021
	Kunkel Engineer Group with revised concept plan for CDA review	In Progress	Kunkel Engineer Group	(1) Mitch Leisses	See 1/21 meeting materials	2021



# **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  
NOVEMBER 30, 2020

## 412-TIF DISTRICT 2 FUND

### ASSETS

412-11100	TREASURER'S CASH	854,875.01	
	TOTAL ASSETS		<u>854,875.01</u>

### LIABILITIES AND EQUITY

#### FUND EQUITY

412-34300	FUND BALANCE	946,953.18	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	( 92,078.17)	
	TOTAL FUND EQUITY		<u>854,875.01</u>
	TOTAL LIABILITIES AND EQUITY		<u>854,875.01</u>



**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 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	51,248.47	60,894.00	9,645.53	84.2
TOTAL TIF DISTRICT 2 FUND	.00	51,248.47	60,894.00	9,645.53	84.2
<u>INTERGOVERNMENTAL REVENUE</u>					
412-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	783.22	.00	( 783.22)	.0
412-43-4366-000 STATE AID PERSONAL PROPERTY	.00	2,036.19	.00	( 2,036.19)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	2,819.41	.00	( 2,819.41)	.0
<u>MISCELLANEOUS REVENUES</u>					
412-48-4830-000 SALE OF CITY PROPERTY	.00	3,800.00	.00	( 3,800.00)	.0
TOTAL MISCELLANEOUS REVENUES	.00	3,800.00	.00	( 3,800.00)	.0
TOTAL FUND REVENUE	.00	57,867.88	60,894.00	3,026.12	95.0

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2020

**FUND 412 - TIF DISTRICT 2 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-320	.00	100.20	.00	( 100.20)	.0
412-51-5112-325	.00	150.00	.00	( 150.00)	.0
TOTAL LEGISLATIVE SUPPORT	.00	250.20	.00	( 250.20)	.0
<u>ATTORNEY</u>					
412-51-5130-211	141.00	3,213.00	.00	( 3,213.00)	.0
TOTAL ATTORNEY	141.00	3,213.00	.00	( 3,213.00)	.0
<u>DEPARTMENT 5142</u>					
412-51-5142-110	2,215.08	24,365.88	.00	( 24,365.88)	.0
TOTAL DEPARTMENT 5142	2,215.08	24,365.88	.00	( 24,365.88)	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	.00	418.00	.00	( 418.00)	.0
TOTAL SPECIAL ACCTG AND AUDITING	.00	418.00	.00	( 418.00)	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	615.00	4,178.00	.00	( 4,178.00)	.0
412-53-5310-380	24.77	269.10	.00	( 269.10)	.0
TOTAL ENGINEERING AND ADMINISTRATION	639.77	4,447.10	.00	( 4,447.10)	.0
<u>CAPITAL PROJECT</u>					
412-57-5701-800	.00	11,402.35	.00	( 11,402.35)	.0
412-57-5701-806	.00	2,500.00	.00	( 2,500.00)	.0
TOTAL CAPITAL PROJECT	.00	13,902.35	.00	( 13,902.35)	.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

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2020

**FUND 412 - TIF DISTRICT 2 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
TOTAL FUND EXPENDITURES	2,995.85	149,946.05	103,350.00	( 46,596.05)	145.1
NET REVENUE OVER(UNDER) EXPENDITURES	( 2,995.85)	( 92,078.17)	( 42,456.00)		

# CITY OF WATERLOO

BALANCE SHEET  
NOVEMBER 30, 2020

## 413-TIF DISTRICT 3 FUND

### ASSETS

413-11100	TREASURER'S CASH	19,991.45	
	TOTAL ASSETS		<u>19,991.45</u>

### LIABILITIES AND EQUITY

#### FUND EQUITY

413-34300	FUND BALANCE	( 749,472.31)	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	769,463.76	
	TOTAL FUND EQUITY		<u>19,991.45</u>
	TOTAL LIABILITIES AND EQUITY		<u>19,991.45</u>

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 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	89,162.82	102,403.00	13,240.18	87.1
TOTAL TAXES	.00	89,162.82	102,403.00	13,240.18	87.1
<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000 STATE AID EXEMPT COMPUTERS	.00	319.95	.00	( 319.95)	.0
413-43-4365-000 STATE AID PERSONAL PROPERTY	.00	903.84	.00	( 903.84)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	1,223.79	.00	( 1,223.79)	.0
<u>MISCELLANEOUS REVENUES</u>					
413-48-4830-000 SALE OF CITY PROPERTY	.00	530.00	.00	( 530.00)	.0
TOTAL MISCELLANEOUS REVENUES	.00	530.00	.00	( 530.00)	.0
<u>OTHER FINANCING SOURCES</u>					
413-49-4910-000 LONG TERM DEBT PROCEEDS	.00	1,656,224.90	.00	( 1,656,224.90)	.0
TOTAL OTHER FINANCING SOURCES	.00	1,656,224.90	.00	( 1,656,224.90)	.0
TOTAL FUND REVENUE	.00	1,747,141.51	102,403.00	( 1,644,738.51)	1706.1

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2020

**FUND 413 - TIF DISTRICT 3 FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
413-51-5112-320	LEGIS SUPPORT PR & PUB	.00	34.17	.00 ( 34.17)	.0
413-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	.00 ( 150.00)	.0
	TOTAL LEGISLATIVE SUPPORT	.00	184.17	.00 ( 184.17)	.0
<u>ATTORNEY</u>					
413-51-5130-211	ATTORNEY ATTORNEY FEES	.00	1,236.00	.00 ( 1,236.00)	.0
	TOTAL ATTORNEY	.00	1,236.00	.00 ( 1,236.00)	.0
<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	5,418.00	.00 ( 5,418.00)	.0
	TOTAL SPECIAL ACCTG AND AUDITING	.00	5,418.00	.00 ( 5,418.00)	.0
<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215	ENG & ADMIN PROF FEES	.00	1,370.00	.00 ( 1,370.00)	.0
	TOTAL ENGINEERING AND ADMINISTRATION	.00	1,370.00	.00 ( 1,370.00)	.0
<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000	TRANSFER TO DEBT SERVICE	.00	969,469.58	89,148.98 ( 880,320.60)	1087.5
	TOTAL TRANSFER TO DEBT SERVICE	.00	969,469.58	89,148.98 ( 880,320.60)	1087.5
	TOTAL FUND EXPENDITURES	.00	977,677.75	89,148.98 ( 888,528.77)	1096.7
	NET REVENUE OVER(UNDER) EXPENDITURES	.00	769,463.76	13,254.02	

# CITY OF WATERLOO

BALANCE SHEET  
NOVEMBER 30, 2020

## 414-TIF DISTRICT 4 FUND

### ASSETS

414-11100	TREASURER'S CASH	66,976.78	
	TOTAL ASSETS		<u>66,976.78</u>

### LIABILITIES AND EQUITY

#### FUND EQUITY

414-34300	FUND BALANCE	41,415.83	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	25,560.95	
	TOTAL FUND EQUITY		<u>66,976.78</u>
	TOTAL LIABILITIES AND EQUITY		<u>66,976.78</u>

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 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	25,890.92	22,007.00	( 3,883.92)	117.7
TOTAL TIF DISTRICT 4 FUND	.00	25,890.92	22,007.00	( 3,883.92)	117.7
<u>SOURCE 43</u>					
414-43-4364-000 STATE AID COMPUTERS	.00	238.03	229.00	( 9.03)	103.9
TOTAL SOURCE 43	.00	238.03	229.00	( 9.03)	103.9
TOTAL FUND REVENUE	.00	26,128.95	22,236.00	( 3,892.95)	117.5



**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 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	.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	418.00	500.00	82.00	83.6
	TOTAL SPECIAL ACCTG AND AUDITING	.00	418.00	500.00	82.00	83.6
	TOTAL FUND EXPENDITURES	.00	568.00	650.00	82.00	87.4
	NET REVENUE OVER(UNDER) EXPENDITURES	.00	25,560.95	21,586.00		

# CITY OF WATERLOO

BALANCE SHEET  
NOVEMBER 30, 2020

## 600-COMMUNITY DEVELOPMENT AUTHORITY

<u>ASSETS</u>			
600-11100	TREASURER'S CASH	45,086.60	
	TOTAL ASSETS		45,086.60
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
600-25607	DEFERRED REVENUE	3,460.39	
600-26100	DEFERRED REVENUE	( 3,460.39)	
	TOTAL LIABILITIES		.00
<u>FUND EQUITY</u>			
600-34300	FUND BALANCE	18,204.76	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	1,881.84	
	TOTAL FUND EQUITY		45,086.60
	TOTAL LIABILITIES AND EQUITY		45,086.60

# CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2020

## FUND 600 - COMMUNITY DEVELOP AUTHORITY

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNDER(OVER)</u>	<u>% OF</u>
<u>SOURCE 41</u>					
600-41-4111-000 LOCAL TAX-GENERAL FUND	.00	4,650.00	4,650.00	.00	100.0
TOTAL SOURCE 41	.00	4,650.00	4,650.00	.00	100.0
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000 MBC BUILDING RENTAL	200.00	2,800.00	2,400.00	( 400.00)	116.7
TOTAL PUBLIC CHARGES FOR SERVICE	200.00	2,800.00	2,400.00	( 400.00)	116.7
TOTAL FUND REVENUE	200.00	7,450.00	7,050.00	( 400.00)	105.7

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 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	20.14	538.09	1,000.00	461.91	53.8
600-51-5162-222 MAUNESHA BUSINESS HEAT	.00	544.88	750.00	205.12	72.7
600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER	63.98	856.35	698.00	( 158.35)	122.7
600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA	40.00	130.00	1,160.00	1,030.00	11.2
600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN	.00	3,291.34	.00	( 3,291.34)	.0
TOTAL MAUNESHA BUSINESS CENTER	124.12	5,360.66	3,608.00	( 1,752.66)	148.6
<u>ENGINEERING AND ADMINISTRATION</u>					
600-53-5310-215 ENG & ADMIN PROF FEES	.00	7.50	.00	( 7.50)	.0
TOTAL ENGINEERING AND ADMINISTRATION	.00	7.50	.00	( 7.50)	.0
<u>PLANNING AND CONSERVATION</u>					
600-56-5630-220 PROJECT CDA PROGRAMS	.00	200.00	250.00	50.00	80.0
TOTAL PLANNING AND CONSERVATION	.00	200.00	250.00	50.00	80.0
TOTAL FUND EXPENDITURES	124.12	5,568.16	4,233.00	( 1,335.16)	131.5
NET REVENUE OVER(UNDER) EXPENDITURES	75.88	1,881.84	2,817.00		

## Mo Hansen

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**From:** Chad Yerges  
**Sent:** Wednesday, October 21, 2020 8:14 AM  
**To:** Leisses, Mitchell  
**Cc:** Charles Kuhl; Jeanette Petts; Jeni Quimby; Angie Stinnett; Gabe Haberkorn; Andrew Lewandowski (ajlewandowski@uwalumni.com); Rich Weihert (richweihert1911@gmail.com); Mo Hansen  
**Subject:** 203 parking lot  
**Attachments:** 203 lot.pdf

All

This is the way I would like to have the lot designed. Relocate the flower bed from along the steel fence to the north along the wooden fence. Leave some green space for snow plowing. And an area for the kayak staging as well.

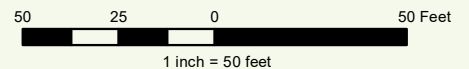
Chad Yerges  
City of Waterloo – DPW Director  
211 Hendricks Street  
Waterloo, WI 53594

(920) 478-3025

# Jefferson County Land Information



- |                     |                       |  |                    |                               |                     |
|---------------------|-----------------------|--|--------------------|-------------------------------|---------------------|
|                     | Boundary              |  | Road Right of Ways |                               | Streams and Ditches |
| <b>Parcel Lines</b> |                       |  |                    |                               |                     |
|                     | Property Boundary     |  | Section Lines      | <b>raster.SDE.ORTHOS_2018</b> |                     |
|                     | Old Lot/Meander Lines |  | Surface Water      |                               | Red: Band_1         |
|                     | Rail Right of Ways    |  | Map Hooks          |                               | Green: Band_2       |
|                     |                       |  | Tax Parcels        |                               | Blue: Band_3        |



BIDDER'S COMPANY NAME: \_\_\_\_\_

# CITY OF WATERLOO REQUEST FOR PROPOSAL

## CODE COMPLIANCE OFFICER SERVICES

Issued Month, Day, 2020

Submittal Deadline:  
December xx 2020, 3:00 p.m.

Prepared By:

Mo Hansen  
Clerk/Treasurer  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594

v- 920-478-3025  
f- 920-478-2021  
email – [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)  
web – [www.waterloowi.us](http://www.waterloowi.us)

REQUEST FOR PROPOSALS  
CODE COMPLIANCE OFFICER SERVICES

Issue Date

The City of Waterloo ("City") is seeking proposals from individuals with municipal code enforcement and code compliance work history and/or a building inspection firms with qualified individuals as employees -- to provide contract Code Compliance Officer Services. The desired contract term is three years. The individual or firm submitting a reply to this request should have at least two (2) years of experience in this area of work, or comparable.

One digital copy must be received no later than **Month, Day, 2021**, 3:00 p.m. Proposals delivered or received after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement. The Proposal must be submitted via email with "Code Compliance Services" in the subject and addressed to: [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us). Inquiries regarding this RFP should be directed to the Clerk/Treasurer at 920-478-3025, [mhansen@waterloowi.us](mailto:mhansen@waterloowi.us).

BACKGROUND

The City of Waterloo located in Jefferson County has a population of 3,341. The City operates under a Mayor-Council form of government. It currently contacts with SafeBUILT for building inspection services including plan review and the issuance of permits for new construction.

This request for proposal is specific to code compliance services.

SCOPE OF SERVICES

The City is requesting proposals from firms or individuals, hereinafter referred to as "Contractor", for code compliance services. The services under the proposed contract would start **Month, Date, 2021**.

The Contractor shall be required to perform the following job functions in a manner consistent with Wisconsin Uniform Dwelling Code and other state and municipal codes relating to the elimination of blight. Anticipated hours per month are estimated at five to ten.

1. Coordinate all issues related property maintenance.
2. Ensure code compliance by:
  - a. Conducting community inspections to identify code violations.
  - b. Efficiently respond to citizen complaints pertaining to code violations in a timely manner understanding that hours per month are very modest.
  - c. Issuing noncompliance orders.
  - d. Making recommendations on variances and appeals relating noncompliance orders.
  - e. Compile data for monthly reports as required by the Waterloo Community Development Authority.
  - f. Appear as a witness during legal proceedings.
3. Coordinate with the Police Department relating to citations enforcement communications.
4. Prepare and keep current public information on the municipal website and elsewhere as it pertains to code violations and code compliance.
5. Categories of code non-compliance will include, but are not limited to:
  - a. Blight as defined by state and municipal code.
  - b. Inoperable and junked vehicles.
  - c. Outdoor storage of recreational vehicles, equipment and outdoor storage generally
  - d. Junk, trash and debris.
  - e. Noxious weeds
  - f. Downspout and sump pump discharges.



## REQUIREMENTS

All records shall remain on-site at the Waterloo Municipal Building. All the municipal records and all other such inspections information and records as developed by the individual/firm for the City shall be records of the City and shall be owned and possessed by the City.

The City will provide suitable office space in City Hall and will provide internet access, and file cabinets. In addition, the contractor will have use of a copier, scanner and fax machine. The office space and equipment shall only be used for City code compliance work.

The individual/firm selected will not be permitted to assign, subcontract or transfer the work of providing building inspection services without the prior written approval of the City.

To the fullest extent permitted by law, the individual/firm, its agents, servants, officers or employees shall indemnify and hold harmless the City, including, but not limited to, its respective elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the contractor during the contractor 's performance of the agreement.

The contractor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action, arising from any act or omission of the contractor, his agents and employees in the execution of work. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the municipality. Limits of liability shall not be less than:

	With-in Statutory Requirements
Workers Compensation	
Bodily injury per person	\$1,000,000
Property Damage each occurrence	\$1,000,000
Comprehensive Auto Liability Including Non-Ownership Coverage	
Per occurrence	\$1,000,000
Professional Liability (errors & omissions)	\$1,000,000

The City shall not be liable for any costs incurred by the bidder in responding to this Request for Proposal, or for any costs associated with discussions required for clarification of items related to this proposal.

The City reserves the right to reject all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at its discretion and without penalty.

## SELECTION CRITERIA

In addition to an acceptable compensation rate, the successful contractor will be the one that most successfully demonstrates the following:

1. Working knowledge of, and experience with code compliance.
2. Knowledge and understanding of all applicable codes.
3. Successful experience in providing code compliance services to a municipality of similar size.
4. An ability to ensure regular inspection coverage.
5. Demonstration of a high level of accuracy in code compliance matters.
6. Evidence of positive client interaction/service from previous or existing municipal clients.
7. Familiarity with Waterloo.

## FORM OF PROPOSAL

One digital copy must be received no later than **Month xx 2020**, 3:00 p.m. Proposals delivered or received after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement. The Proposal must be submitted via email with "Code Compliance Services" in the subject and addressed to: Mo Hansen, Clerk-Treasurer: [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)

All proposals shall be made as follows:

1. Cover Letter
2. Detailed response to all SELECTION CRITERIA, above.
3. Detailed Financial Proposal to include:
  - a. Compensation rate to provide the services described in the above and in accordance with the laws of the State of Wisconsin.
4. Names and qualifications of key employees including the name and qualifications of the person in the contractor's employ who will be primarily responsible for building inspection activities for the City.
5. The proposals shall identify references from municipal clients for which the firm/individual to be assigned as the City's point of contact for the work to be performed has provided inspection services within the past three (3) years. References must include the name, title, address and business phone number of the contact person.
6. The proposals shall identify all contractual inspection obligations that the bidder currently has in the state of Wisconsin.
7. Identify the date when the bidder will be available to begin providing inspection services to the City.
8. All individuals/firms submitting proposals are advised to carefully inspect the City, the entire records and facilities of the City and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract, and to complete the contemplated work for consideration set forth in this proposal.
9. Any additional information which you/your firm feels necessary.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the contractor selected.

It is anticipated the selection of an inspection contractor will be completed by **Month, Date, 2021**.



Morton Hansen  
Clerk/Treasurer Phone: 920.478.3025  
136 North Monroe Street Fax: 920.478.2021  
Waterloo, WI 53594  
Email: [cityhall@waterloowis.com](mailto:cityhall@waterloowis.com)

**TO:** MAYOR AND CITY COUNCIL  
**FROM:** MO HANSEN FOR THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY  
**SUBJECT:** 2020 COMMUNITY DEVELOPMENT ANNUAL REPORT -- PURSUANT TO SECTION 35-2(F) OF THE MUNICIPAL CODE  
**DATE:** DECEMBER 15, 2020

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## ***2020 COMMUNITY DEVELOPMENT AUTHORITY ANNUAL REPORT***

### **COMPOSITION & ORGANIZATION:**

Chairperson: Angie Stinnett Vice Chairperson: Rich Weihert  
[NOTE: A roster as of 12/15/2020 is attached for reference.]

The Community Development Authority ("CDA") met once a month except for January, March, April and November . Meetings were held in Council Chambers with most participating remotely. The Clerk/Treasurer provided staff support.

### **POWERS AND DUTIES:**

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

### **GOALS & OBJECTIVES:**

CDA received monthly reports reporting on its goals and objectives. [NOTE: A progress report is attached for reference.]

### **ACTIVITIES:**

1. Jefferson County Home Buyer Program Review. The CDA reviewed options available to citizens through this County program.
2. Parks & Cable TV Road Map Review. The CDA received input from the Parks Coordinator and Cable TV Station Manager which focused on improving coordination with the School District.
3. Redevelopment/Reuse of 203 East Madison Street. The CDA advanced this redevelopment project incrementally over the twelve months.

- a. A concept and estimate were provided by Kunkel Engineering Group early in the year.
  - b. CDA Member Garry Whitebird collaborated with Gabe Haberkorn on a Wisconsin Department of Natural Resources Stewardship Fund grant application resulting in 50% funding for the acquisition of private property adjacent to the site.
  - c. In August, the Clerk/Treasurer submitted a background report on Yahara Trailhead design attributes, a De Forest location with similarities to the Waterloo site. It was also funded in part by the Department of Natural Resources Stewardship Fund.
  - d. The CDA monitored the installation of fencing by the Department of Public Works at this location.
  - e. The CDA discussed project funding options.
  - f. Mitch Leisses with Kunkel Engineering Group participated in project refinement discussions with the CDA
  - g. In October Public Works Director Chad Yerges submitted a concept design to advance the project design.
4. 333 Portland Road. CDA members recommended to the City Council
- a. the sale of a small segment of land to Parker Dow, an adjacent property owner.
  - b. It also recommended the sale of 2+ acres to Ron Griffin. This recommendation did not come to fruition.
  - c. As part of its review of all Tax Incremental Districts, the creation of an internship to assist with the marketing of 333 Portland Road.
5. Blight Removal. The CDA reviewed how blight is addressed by municipal government. It recommended the public distribution of a request for proposal for Ordinance Non-Compliance Officer services.
6. Clarifying The Citywide Policy For Collection Of Building Permit Fees For Multi-Unit Residential Construction. At the request of the Mayor and Council President, the CDA reviewed the citywide policy for collecting building permit fees.
7. 122 South Monroe Street. It recommended an arrangement by which the City would acquire this foreclosed property from the County and market it for re-sale with the goal of enabling commercial activity at this location.
8. Financial Activity and Fund 600 (Community Development Authority). Revenues and expenses for the CDA are segregated to Fund 600. The CDA was presented with monthly financial statements for this fund as well as Funds 412, 413 and 414 (the three tax incremental finance district funds).
9. My 2020 year-end projected fund balance for Fund 600 (CDA) is: \$18,000.



136 North Monroe Street  
 Waterloo, WI 53594-1198  
 Phone: (920) 478-3025  
 Fax: (920) 478-2021  
[www.waterloowi.us](http://www.waterloowi.us)

**COMMUNITY DEVELOPMENT AUTHORITY**  
**ORDINANCE #2019-03 - COMMUNITY DEVELOPMENT AUTHORITY**  
**COMPOSITION AND PROCEDURES**  
**3 ALDERPERONS - (Duration of Their Council Terms of Office)**  
**4 NON-COUNCIL MEMBERS - 4-YEAR TERM**  
**CHAIR ELECTED ANNUALLY**

\* Jeanette Petts (Council Representative - ~~Vice-Chair~~)-----Council Term----- 2020 - 2024  
 380 Adams Street  
 608-669-2209      [Alder4-5@waterloowi.us](mailto:Alder4-5@waterloowi.us)

Angie Stinnett (Council Representative - Chair)-----Council Term----- 2017 - 2021  
 132 Adams Street  
 920-478-8053      [AlderAtLargeB@waterloowi.us](mailto:AlderAtLargeB@waterloowi.us)

Charles Kuhl (Council Representative)-----Council Term----- 2020 - 2024  
 467 Cleveland Street  
 920-988-9153      [AlderAtLargeA@waterloowi.us](mailto:AlderAtLargeA@waterloowi.us)  
 (to complete the unexpired term of Jason Schoenwetter beginning 08/15/2019)

Andrew Lewandowski-----4 Years----- 2017 - 2021  
 564 S. Jackson Street  
 608-347-2318      [ajlewandowski@uwalumni.com](mailto:ajlewandowski@uwalumni.com)  
 (to complete the unexpired vacant term of Norton beginning 02/02/2019)

Vacancy-----2017-2021

\*\* Garry Whitebird-----4 Years-----2017-2021  
 (to complete the unexpired vacant term of Whitebird beginning      )

\* Rich Weihert (Vice-Chair) -----4 Years-----2019 - 2022  
 1110 E. Madison Street  
 608-513-4593      [richweihert1911@gmail.com](mailto:richweihert1911@gmail.com)  
 (to complete the unexpired term of Jay Killary beginning 09/06/2019)

Leeann Woods -----4 Years-----2020-2024  
 408 Knowlton Street

Brian Henning (School District Liason; non-voting)  
 865 N. Monroe Street  
 920-478-3633 (ext 4501) [henningb@waterloo.k12.wi.us](mailto:henningb@waterloo.k12.wi.us)

Approved 04/16/2020    \*Revised 05/28/2020    \*\*Resigned 09/14/2020

City of Waterloo  
Economic Development Strategic Plan Implementation Tracking

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**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	No active consideration
	Wetland delineation	Completed	6/15/2019	Clerk/Treasurer	Heartland Ecological
	Preliminary geotechnical engineering	Completed	6/15/2019	Clerk/Treasurer	SCS Engineering
	Sell land to Parker Dow	Completed	8/15/2020	Clerk/Treasurer	
	Sell land to Ron Griffin	Aborted	8/15/2020	Clerk/Treasurer	Offer and counter offer expired
	Execute Developer Agreement	Not Started	TBD	Clerk/Treasurer / Attorney	

**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 8/20 = 1250	2016-2021
	<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

ITEM	GOAL	ACTION	GOAL/TASK METRICS	NOTES	PHASE / YEAR
PRO2	Marketing databases & outreach to market area	PROJECT NEIGHBOR - Build digital market area lists for promotional opportunities	12 creative digital/social media outreach efforts		2019-2021
	<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	Aged data; progress halted	Data used for elections & dog license reminder robo-calls & letters	Clerk/Treasurer	

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 single-family home construction		Development agreement(s) with residential builder/developers	Approved Concept	2019-2021
	<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)	Completed	monthly reports	Mayor / Clerk-Treasurer / Summer Intern	19 of 19 lots either sold, accepted offer, or under contract in some fashion	

**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	Completed	6/1/2020	Public Works Dept.	CDA-CDC votes at Nov 2018 meeting to proceed	2019-2020
	DNR Stewardship Grant App submittal seeking funding for remaining build-out per approved concept plan	Completed	Parks Coordinator / Garry Whitebird	Parks Coordinator / Garry Whitebird	Grant submitted; will know in August if awarded	2020
	Complete site surface improvements per adopted plan	In Progress	Parks Coordinator	(1) Parks Coordinator; (2) Clerk/Treas	Stewart closed 9/11; Bergan closed	2021
	Kunkel Engineer Group with revised concept plan for CDA review	In Progress	Kunkel Engineer Group	(1) Mitch Leisses	See 1/21 meeting materials	2021

# Waterloo Community Development Authority -- Annual Calendar

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>