



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

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

Date: Tuesday, February 16, 2016
Time: 6:00 p.m.
Location: Municipal Building, Police Training Room, 136 North Monroe Street

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: NOVEMBER 16, 2015 & JANUARY 19, 2016
3. PUBLIC COMMENT
4. PROJECT UPDATES AND FINANCIAL REPORTS
 - a. 203 East Madison Street - Reuse Concept, Funding Update (Clerk/Treas.)
 - b. Connect Communities Program – Identifying Worthy Activities & Best Practices (all)
 - c. Fund 600 - Monthly Financial Review, (Clerk/Treas.)
5. UNFINISHED BUSINESS
 - a. Project Consensus & Identifying Project Partners: Continued Review Of Strengths, Weaknesses, Opportunities and Threats
 - i. Nicole Tuttle Downtown Research
 1. Vacancy List
 2. Numbered Highlighted Map
 3. Pictures
 - ii. Interaction With Invited Guests: Shaun Wilson; Vierbicher and Genevieve Coady; Jefferson County Economic Development Consortium
 - b. 2015 CDA Report To The City Council
6. NEW BUSINESS
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Next Meeting
8. ADJOURNMENT

Mo Hansen

Clerk/Treasurer

Community Development Authority: Ziaja, Hermanson, Stinnett, Freund, Norton, Tuttle and Moe
Committee Development Committee: Reynolds, Ziaja and Thomas
Posted, Mailed and E-mailed: 02/15/2016

Please note: it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY
AND
WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: January 19, 2016**

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 5:30 p.m. in room 136 at the Waterloo High School. CDA Members present: Ziaja, Stinnett, Freund, Norton, Hermanson and Tuttle. Absent: Moe. CDC Members present: Thomas, Reynolds and Ziaja. Absent: none. Others present: Gabriel Elder and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: NOVEMBER 16, 2015 AND DECEMBER 21, 2015 (CANCELLED). MOTION: Moved by Ziaja, seconded by Freund to table approval of the November 16, 2015 meeting minutes noting that the December 21, 2015 meeting was cancelled. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. PROJECT UPDATES AND FINANCIAL REPORTS
 - a. 203 East Madison Street - Reuse Concept, Funding Update. Hansen provided a handout dated 1/19/2016. He asked for approval to proceed with a grant application to the Wisconsin Department of Natural Resources. He said the DNR is looking for a citywide picture of how trails are to come together as part of the submittal. He said May 1 is the submittal. DISCUSSION: Ziaja said drawing up a comprehensive path route area was feasible. MOTION: By unanimous consent the body added to Unfinished Business: "Discussion and action on applying for a grant for 203 East Madison Street."
 - b. Economic Development Strategic Planning Community Workshop, 1/19/2016 at 6:30 p.m. Hansen said the CDA-CDC can fully engage in, and drive the strategic planning process if it so chose to do so. DISCUSSION: Thomas asked if the workshop was only for the public. Hansen said participants didn't have to act in an official capacity, but could engage in the ideas generating workshop.
 - c. Connect Communities Program – Hansen asked if all are receiving the program information as they wished.
 - d. Monthly Financial Review & 2016 Budget Update. DISCUSSION: Hansen presented a printed handout. Ziaja asked if the CDA needs to generate revenues to balance the fund 600 budget. Hansen said the Finance Committee has increased the rental payments at the Maunasha Business Center as part of the 2016 budget which addressed most of the deficit issue.
5. UNFINISHED BUSINESS
 - a. Added by unanimous consent, see above: Discussion And Action On Applying For A Grant For 203 East Madison Street. MOTION: Moved by Hermanson, seconded by Freund to recommend to Council directing staff to apply for a DNR Stewardship grant which would fund among other things the next phase of work at 203 East Madison Street. VOICE VOTE: Motion carried.
 - b. Project Consensus & Identifying Project Partners. DISCUSSION: Hansen said the items i. – vi. below represented the collection of November meeting thoughts expressed by attendees. Items listed below were reviewed. Ziaja said priorities were important. In reply to a Thomas question about the TID #2 façade/interior build out grant program, Hansen said the Finance Committee was reviewing the program and reported that roughly \$80,000 had been awarded and matched by downtown property owners for qualifying improvements. Hansen asked if the CDA should be taking the lead with tax incremental finance questions or should another body? Tuttle reported that she was compiling information to get the ball rolling towards prioritized actions. Norton provided an example from the County Arts Council saying art in vacant store fronts was one example of a step forward. Freund supported the idea. Hansen said the Historical Society has research on the histories of the downtown buildings. Norton said the downtown is aesthetically unpleasing needing a cleaning with a hose. Reynolds and Freund spoke in favor of downtown clean up. Tuttle said her involvement in Columbus included a downtown event which reinforced comments from Norton and others. Norton said it is important to bring together building owners with others in the community. Norton said she get anonymous letters suggesting ideas, but actual help is limited. Hermanson reviewed strengths & weaknesses referencing: the downtown, Firemen's Park, special education at the school, the trailhead facility. He suggest a Regus business incubation concept. The weaknesses he said included racial bias, lack of amenities, and he had a longer list of weaknesses. Ziaja encouraged further discussion of Strengths, Weaknesses and Opportunities and Threats for the next agenda. No action taken.

- i. Much to be done, many opportunities with downtown storefronts {Matt Z}
 - ii. Put out call to fight blight, get property owners OK to improve properties {Nicole T.}
 - iii. Attract and Retain Businesses {Nicole T.}
 - iv. Pull ideas from previous Errin Welty list {Matt Z.}
 - v. Overcome toxic atmosphere {Mike H.}
 - vi. Carryout SWOT analysis [Strengths, Weaknesses, Opportunities and Threats] {Mike H.}
- c. 2015 CDA Report To The City Council. MOTION: By unanimous consent the item was tabled

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Next Meeting – By consensus the next meeting was set for 2/16/2016 at 6 pm.

7. ADJOURNMENT. MOTION. Moved by Hermanson, seconded by Norton to adjourn. VOICE VOTE: Motion carried. Approximate time was 6:30 pm.

Attest:



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO

BALANCE SHEET
JANUARY 31, 2016

FUND 600 - COMMUNITY DEVELOP AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	(29,248.13)	
600-13000	DUE FROM OTHER GOVERNMENTS	.00	
600-13101	ACCOUNTS RECEIVABLE PRIOR YEAR	.00	
600-18101	CONSTRUCTION IN PROGRESS CDA	.00	
		<hr/>	
	TOTAL ASSETS		(29,248.13)

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

600-34300	FUND BALANCE	(28,245.65)	
	REVENUE OVER EXPENDITURES - YTD	(1,002.48)	
		<hr/>	
	TOTAL FUND EQUITY		(29,248.13)
	TOTAL LIABILITIES AND EQUITY		(29,248.13)

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2016

FUND 600 - COMMUNITY DEVELOP AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000	MBC BUILDING RENTAL	.00	.00	6,000.00 (6,000.00)	.00
	TOTAL PUBLIC CHARGES FOR SERVICE	.00	.00	6,000.00 (6,000.00)	.00
<u>OTHER FINANCING SOURCES</u>					
600-49-4921-000	TRANSFER FROM GENERAL FUND	.00	.00	1,589.00 (1,589.00)	.00
	TOTAL OTHER FINANCING SOURCES	.00	.00	1,589.00 (1,589.00)	.00
	TOTAL FUND REVENUE	.00	.00	7,589.00 (7,589.00)	.00

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2016

FUND 600 - COMMUNITY DEVELOP AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MAUNESHA BUSINESS CENTER</u>					
600-51-5162-220	MAUNESHA BUSINESS TELEPHONE	342.48	342.48	300.00 (42.48)	114.16
600-51-5162-221	MAUNESHA BUSINESS ELECTRIC	.00	.00	2,700.00	2,700.00 .00
600-51-5162-222	MAUNESHA BUSINESS HEAT	.00	.00	1,200.00	1,200.00 .00
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	.00	.00	525.00	525.00 .00
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	.00	.00	893.00	893.00 .00
600-51-5162-341	MAUNESHA BUSINESS INTERNET	660.00	660.00	821.00	161.00 80.39
600-51-5162-350	MAUNESHA BUSINESS CLEANING SUP	.00	.00	50.00	50.00 .00
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	.00	.00	900.00	900.00 .00
	TOTAL MAUNESHA BUSINESS CENTER	<u>1,002.48</u>	<u>1,002.48</u>	<u>7,389.00</u>	<u>6,386.52</u> 13.57
<u>PLANNING AND CONSERVATION</u>					
600-56-5630-220	PROJECT CDA PROGRAMS	.00	.00	200.00	200.00 .00
	TOTAL PLANNING AND CONSERVATION	<u>.00</u>	<u>.00</u>	<u>200.00</u>	<u>200.00</u> .00
	TOTAL FUND EXPENDITURES	<u>1,002.48</u>	<u>1,002.48</u>	<u>7,589.00</u>	<u>6,586.52</u> 13.21
	NET REVENUES OVER EXPENDITURES	<u>(1,002.48)</u>	<u>(1,002.48)</u>	<u>.00</u>	<u>(1,002.48)</u> .00

SWOT ANALYSIS WORKSHEET

Where are we now?

INTERNAL Environment	Strengths	Weaknesses
EXTERNAL Environment	Opportunities	Threats

Mo Hansen

From: Nicole Tuttle <nicoletuttle78@gmail.com>
Sent: Saturday, February 13, 2016 12:34 PM
To: Waterloo City Hall
Subject: Compiled info re: downtown properties for CDA/CDC to review
Attachments: Downtown Waterloo Vacant or Unoccupied List.pdf; Numbered Highlighted Map
Downtown Waterloo Properties.pdf; Pictures of 203 E Madison.pdf

Mo,

I've attached a couple of documents I compiled for the CDA/CDC to review.

The first document is a list of downtown buildings that I had identified as either vacant, possibly vacant or blighted, and the corresponding photos of the facades of those buildings.

The second is a map, corresponding to the first document, showing where each of these buildings is located.

The third document is just for "fun". It is a list of pictures I took of the lot at 203 E Madison. I feel that the photos highlight the urgency of doing something with this lot. Its dangerous, and its ugly. For anyone else who may not have wandered around this lot, but only has driven by (like I had until this day) these underscore the need to action. All I can say is "Yikes!"

See you soon!

Nicole

#1: Currently half of building is being used as Monroe Street Apts Leasing Office.



#5:



#2: "The End Zone" has a realty/for sale sign in the window.



#6:



#3: Is this Vacant or Occupied now?



#7:



#4: Formerly Curves, now?



#8: What is this? Is this a functioning business?



#9: Functioning business or vacant building?



#13:



#10: Signage indicates office space



#14:



#11: Is this retail or residential?



#15:

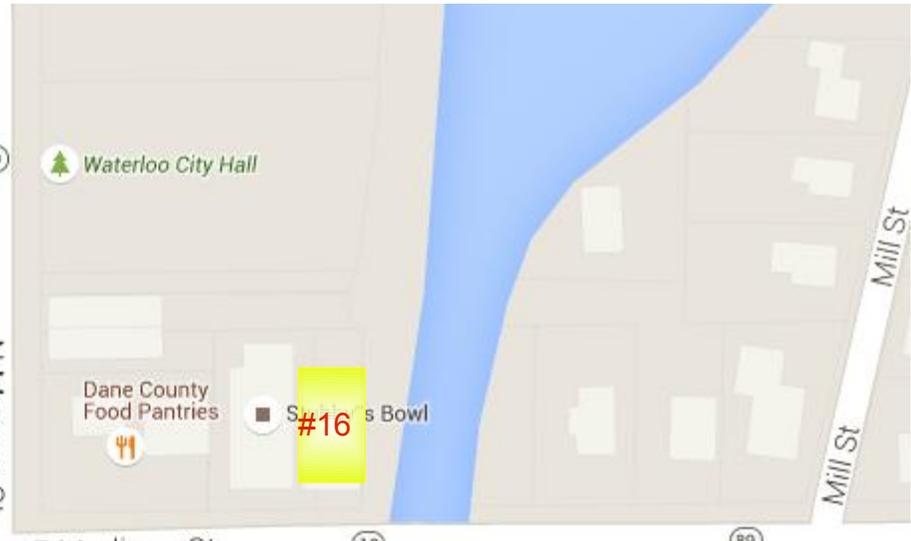


#12: Retail or Residential?



#16:







Southwestern edge of lot looking west-southwest



Southwestern edge of lot, looking west-northwest



Looking north-northwest



What remains of crumbling foundation wall along western edge of lot



Remains of wall and window along western edge of lot



Crumbled foundation walls, broken glass and rubbish litter lot

DRAFT

TO: MAYOR AND CITY COUNCIL
FROM: MO HANSEN ON BEHALF OF THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY
SUBJECT: 2015 COMMUNITY DEVELOPMENT ANNUAL REPORT -- PURSUANT TO SECTION 35-2(F) OF THE MUNICIPAL CODE
DATE: FEBRUARY 12, 2016

2015 COMMUNITY DEVELOPMENT AUTHORITY ANNUAL REPORT

COMPOSITION & ORGANIZATION:

Chairperson	Matthew Ziaja, Council Term: 2013 – 2017
Vice Chairperson	Michael Hermanson, 2012 - 2016
	Angie Stinnett, Council Term: 2013 – 2017
	Linda Norton, 2013 – 2017
	Laurie Freund, 2013 - 2017
	Sue Moe, 2014 – 2018
	Nicole Tuttle, 2015 – 2019

Two Alderpersons – (duration of their council terms of office) and five non-council members – 4-year term

The CDA, met jointly with the Community Development Committee (a subcommittee of the City Council) for monthly meetings each month except December. One meeting was held at the Waterloo Regional Trailhead others at the Municipal Building. The Clerk/Treasurer or Interim 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. (Operate 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; to acquire property by eminent domain; to own, clear and improve property; to invest funds; to execute bonds and take on indebtedness). The CDA also has the powers, duties and functions related to community development as are conferred upon it by the Common Council from time to time.

GOALS & OBJECTIVES:

At this time the CDA had not adopted a formal set of goals and objectives. In collaboration with the Community Development Committee, progress on the 203 East Madison Street project was a 2015 focal point.

CONCEPT
203 E MADISON



MAUNESHA RIVER

FUTURE PEDESTRIAN CONNECTION

URBAN RIVER EDUCATION
GATHERING SPACE
W/ POTENTIAL SHELTER

RETAINING WALL

POTENTIAL OVERLOOK

WHEEL STOP, TYP.

INTERPRETIVE SIGNAGE

BIKE PARKING, TYP.

KIOSK

BENCH, TYP.

ASPHALT WALK

EXISTING FOUNDATION
(ADD GUARD RAIL)

E. MADISON STREET



CITY OF WATERLOO

BALANCE SHEET
DECEMBER 31, 2015

FUND 600 - COMMUNITY DEVELOP AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	(28,000.85)	
600-13000	DUE FROM OTHER GOVERNMENTS	.00	
600-13101	ACCOUNTS RECEIVABLE PRIOR YEAR	.00	
600-18101	CONSTRUCTION IN PROGRESS CDA	.00	
		<hr/>	
	TOTAL ASSETS		(28,000.85)

LIABILITIES AND EQUITY

LIABILITIES

600-21100	VOUCHERS PAYABLE	244.80	
600-26100	DEFERRED REVENUE	.00	
		<hr/>	
	TOTAL LIABILITIES		244.80

FUND EQUITY

600-34300	FUND BALANCE	(22,412.64)	
	REVENUE OVER EXPENDITURES - YTD	(5,833.01)	
		<hr/>	
	TOTAL FUND EQUITY		(28,245.65)
			<hr/>
	TOTAL LIABILITIES AND EQUITY		(28,000.85)

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 600 - COMMUNITY DEVELOP AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000	MBC BUILDING RENTAL	660.00	660.00	1,000.00 (340.00)	66.00
	TOTAL PUBLIC CHARGES FOR SERVICE	660.00	660.00	1,000.00 (340.00)	66.00
<u>OTHER FINANCING SOURCES</u>					
600-49-4930-000	FUNDS APPLIED TO BUDGET	.00	.00	12,600.00 (12,600.00)	.00
	TOTAL OTHER FINANCING SOURCES	.00	.00	12,600.00 (12,600.00)	.00
	TOTAL FUND REVENUE	660.00	660.00	13,600.00 (12,940.00)	4.85

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 600 - COMMUNITY DEVELOP AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MAUNESHA BUSINESS CENTER</u>					
600-51-5162-220 MAUNESHA BUSINESS TELEPHONE	344.14	344.14	350.00	5.86	98.33
600-51-5162-221 MAUNESHA BUSINESS ELECTRIC	2,696.97	2,696.97	2,800.00	103.03	96.32
600-51-5162-222 MAUNESHA BUSINESS HEAT	661.74	661.74	1,500.00	838.26	44.12
600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER	528.28	528.28	550.00	21.72	96.05
600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA	818.40	818.40	900.00	81.60	90.93
600-51-5162-341 MAUNESHA BUSINESS INTERNET	678.77	678.77	1,000.00	321.23	67.88
600-51-5162-350 MAUNESHA BUSINESS CLEANING SUP	.00	.00	500.00	500.00	.00
600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN	565.17	565.17	1,000.00	434.83	56.52
TOTAL MAUNESHA BUSINESS CENTER	6,293.47	6,293.47	8,600.00	2,306.53	73.18
<u>PLANNING AND CONSERVATION</u>					
600-56-5630-220 PROJECT CDA PROGRAMS	200.00	200.00	.00 (200.00)	.00
TOTAL PLANNING AND CONSERVATION	200.00	200.00	.00 (200.00)	.00
<u>CAPITAL PROJECT</u>					
600-57-5701-800 CAPITAL PROJ OUTLAY BLDG	(.46)	(.46)	5,000.00	5,000.46 (.01)
TOTAL CAPITAL PROJECT	(.46)	(.46)	5,000.00	5,000.46 (.01)
TOTAL FUND EXPENDITURES	6,493.01	6,493.01	13,600.00	7,106.99	47.74
NET REVENUES OVER EXPENDITURES	(5,833.01)	(5,833.01)	.00 (5,833.01)	.00