



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

---

**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:** March 21, 2017  
**Time:** 6:00 p.m.  
**Location:** Municipal Building, Council Chambers, 136 North Monroe Street

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: February 21, 2017
3. CITIZEN INPUT
4. UPDATES & REPORTS
  - a. Chamber of Commerce Liaison
  - b. Fund 600 - Monthly Financial Review
  - c. 2016 Grant Tracking Report
  - d. Renting Maunasha Business Center
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING
  - a. Clerk/Treasurer's "Next 27 Days Checklist" (hand out at meeting)
6. UNFINISHED BUSINESS
  - a. "You Are Here" Kiosks, Follow-up Information After Following High School Outreach
  - b. Street Market Initiative, Recruiting A Market Manager
7. NEW BUSINESS
  - a. 203 East Madison Street, Review Of Shoreline Concepts
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Next Meeting: April 18, 2017 at 6 p.m.
9. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer

**Community Development Authority:** Hermanson, Stinnett, Ziaja Norton, Tuttle, Moe & Reynolds  
**Community Dev. Comm:** Ziaja, Thomas & Petts  
Posted, Mailed and E-mailed: 03/14/2017

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 & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: February 21, 2017**

1. ROLL CALL AND CALL TO ORDER. The joint meeting was called to order at 6:00 p.m. in the Council Chambers of the Municipal Building. CDA Members present: Hermanson, Stinnett, Norton, Tuttle and Moe. Absent: Ziaja & Reynolds. CDC members present: Petts and Thomas. Absent: Ziaja. Others present: Diane Graff, Michelle Weihert and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: January 17, 2017. MOTION: Moved by Thomas, seconded by Petts to approve the meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. Chamber of Commerce Liaison. DISCUSSION: Tuttle said kiosks were discussed and the Chamber board was ready to cooperate; confusion existing by what was meant. Tuttle said they were considering doing welcome gifts but took no final action. Thomas said it was unbelievable that it was talking so long to decide to welcome a new business. He asked if the CDA-CDC could do something. Further discussion took place on an interim plan to welcome known new businesses. MOTION: Moved by Stinnett, seconded by Tuttle to authorize the purchase of five welcome to Waterloo plants, each not to exceed \$25 for presentation to the business new business owners. VOICE VOTE: Motion carried.
  - b. Fund 600 - Monthly Financial Review. DISCUSSION: Hansen noted limited January activity. No action.
  - c. 2016 Grant Tracking Report. DISCUSSION: A handout was reviewed. No action.
  - d. Renting Maunasha Business Center. DISCUSSION: Hansen said the Parks Coordinator would take responsibility for renting the Maunasha Business Center at 117 East Madison Street
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING (includes 2016 project initiatives)
  - a. Status Updates. Noted.
  - b. Clerk/Treasurer's "Next 28 Days Checklist." A review of a meeting handout occurred.
6. UNFINISHED BUSINESS
  - a. "You Are Here" Kiosks. DISCUSSION: Stinnett asked for time to visit with the High School wood working department. No action taken.
  - b. Street Market Initiative, Recruiting Manager Candidates. DISCUSSION: Michelle Weihert introduced herself as a market manager candidate; described her experience with Kelly Sullivan working on similar events held in Waterloo; said she was available Tuesdays and Wednesdays for a summer street market; further described the type of market she envisioned; and said advertising was key. Stinnett said Wednesdays would compete with Lake Mills. Hermanson suggested a Chamber booth. Weihert added saying no direct sales but a producer only market. Linda Norton liked the juried market concept Weihert described. Responding to a Petts question Weihert said she did not have a sellers permit and hadn't organized a market with food. Subcommittee members were interested in meeting further with Michelle Weihert. MOTION: Moved by Stinnett, seconded by Norton to table the matter to the next meeting. Voice Vote: Motion carried.
7. NEW BUSINESS
  - a. Considering A Council Recommendation To Authorize Submittal Of A Wisconsin Department Of Administration READI Grant Application With The Northwest Regional Planning Commission Serving As The Community Development Organization Partner. DISCUSSION: Hansen described grant concepts for items 7a & 7b saying the Council authorization was needed. MOTION: Moved by Stinnett, seconded by Norton to recommend to Council that both a READI grant and a USDA grant be submitted. VOICE VOTE: Motion carried.
  - b. Considering A Council Recommendation Authorizing The Submittal Of A USDA Rural Business Development Grant. See above.
  - c. Annual Election of Community Development Officers (Chair & Vice-Chair). DISCUSSION: Stinnett said Ziaja likely would not be interested in serving further as chair. Nominations for first chair and then vice-chair were accepted. By unanimous acclamation Michael Hermanson was elected chair and Angie Stinnett elected vice-chair.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.

- a. Petts shared student interest from Ms. Kopp's eighth grade class and the Waterloo Petition Fair. She handed out an event flyer.
- b. Next Meeting: March 21, 2017 at 6 p.m. Noted.

9. ADJOURNMENT. MOTION: By consensus the body adjourned. Approximate time: 7:29 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer

# CITY OF WATERLOO

BALANCE SHEET  
FEBRUARY 28, 2017

## FUND 600 - COMMUNITY DEVELOP AUTHORITY

### ASSETS

600-11100	TREASURER'S CASH	( 1,579.11 )	
600-13000	DUE FROM OTHER GOVERNMENTS	.00	
600-13101	ACCOUNTS RECEIVABLE PRIOR YEAR	875.00	
600-18101	CONSTRUCTION IN PROGRESS CDA	.00	
		<hr/>	
	TOTAL ASSETS		( 704.11 )
			<hr/> <hr/>

### LIABILITIES AND EQUITY

#### LIABILITIES

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

#### FUND EQUITY

600-34300	FUND BALANCE	( 284.52 )	
	REVENUE OVER EXPENDITURES - YTD	( 419.59 )	
		<hr/>	
	TOTAL FUND EQUITY		( 704.11 )
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		( 704.11 )
			<hr/> <hr/>

# CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2017

## 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	1,500.00	( 1,500.00 )	.00
	TOTAL PUBLIC CHARGES FOR SERVICE	.00	.00	1,500.00	( 1,500.00 )	.00
<u>MISCELLANEOUS REVENUES</u>						
600-48-4850-000	DONATIONS LOCAL	.00	.00	1,000.00	( 1,000.00 )	.00
	TOTAL MISCELLANEOUS REVENUES	.00	.00	1,000.00	( 1,000.00 )	.00
<u>OTHER FINANCING SOURCES</u>						
600-49-4910-000	REVOLVING LOAN FUND REIMBURSE	.00	.00	50,000.00	( 50,000.00 )	.00
600-49-4921-000	TRANSFER FROM GENERAL FUND	.00	.00	4,710.00	( 4,710.00 )	.00
600-49-4928-000	TRANSFER FROM TID #2	.00	.00	6,000.00	( 6,000.00 )	.00
	TOTAL OTHER FINANCING SOURCES	.00	.00	60,710.00	( 60,710.00 )	.00
	TOTAL FUND REVENUE	.00	.00	63,210.00	( 63,210.00 )	.00

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2017

**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	.00	.00	275.00	275.00	.00
600-51-5162-221	MAUNESHA BUSINESS ELECTRIC	124.39	124.39	2,575.00	2,450.61	4.83
600-51-5162-222	MAUNESHA BUSINESS HEAT	171.20	171.20	1,150.00	978.80	14.89
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	45.61	45.61	500.00	454.39	9.12
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	74.40	74.40	850.00	775.60	8.75
600-51-5162-341	MAUNESHA BUSINESS INTERNET	.00	.00	775.00	775.00	.00
600-51-5162-350	MAUNESHA BUSINESS CLEANING SUP	.00	.00	50.00	50.00	.00
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	3.99	3.99	850.00	846.01	.47
	<b>TOTAL MAUNESHA BUSINESS CENTER</b>	<b>419.59</b>	<b>419.59</b>	<b>7,025.00</b>	<b>6,605.41</b>	<b>5.97</b>
<u>PLANNING AND CONSERVATION</u>						
600-56-5630-220	PROJECT CDA PROGRAMS	.00	.00	6,185.00	6,185.00	.00
	<b>TOTAL PLANNING AND CONSERVATION</b>	<b>.00</b>	<b>.00</b>	<b>6,185.00</b>	<b>6,185.00</b>	<b>.00</b>
<u>ECONOMIC DEVELOPMENT</u>						
600-56-5670-720	REVOLVING LOAN FUND	.00	.00	50,000.00	50,000.00	.00
	<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>.00</b>	<b>.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>419.59</b>	<b>419.59</b>	<b>63,210.00</b>	<b>62,790.41</b>	<b>.66</b>
	<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 419.59 )</b>	<b>( 419.59 )</b>	<b>.00</b>	<b>( 419.59 )</b>	<b>.00</b>

**CITY OF WATERLOO GRANT TRACKING**

By Oversight Entity 3/15/2017 1:48 PM

LOO ID#	OVERSIGHT	GRANT NAME	GRANT		APP SUBMITTED	AWARD Y/N	AWARD AMOUNT	AWARD DATE	CLOSE OUT DATE	MATCH DETAILS	NEXT ADMIN DL	NEXT ADMIN ACTION	PROJ STATUS
			ADMIN ID	FUNDING PROJECT(S)?									
2016-02	Community Development Authority	DNR Municipal Flood Control	MFC-28290-16	203 E Madison St (Shore Restoration)	May 2016	YES	\$21,780	10/4/2016	10/4/2018	50% local; accepted with no match decision			
2016-06	Community Development Authority	Junginger Foundation Ask	-	Seeking match for Muni Flood Control @ 203 East Madison Street	Ask Lee F. 3/15							Follow-up on Lee F. contact	
2015-02	JCEDC & Public Works & Property Comm	EPA Environmental Remediation via County		333 Portland Rd site assessment phase 2	N/A	YES	unknown	7/7/1905		no match		Ask Vicki Pratt if any additional funding I available	Program Admin by Jefferson County Economic Development Consortium
2016-01	Parks Comm	DOA CDBG-DR IKE Supplemental	CDBG-DR-IKE#16-07	720 W Madison St Phase 3 (remove river obstructions & river bank restoration)	Jan 2016	YES	\$107,375	1/21/2016	3/31/2017	no match	1/31/2016	Submit labor standards report	Construction done with reimbursebursement & close out to finish
2016-04	Public Works & Property Comm	TBD USDA	-	Seeking match for Muni Flood Control @ 203 East Madison Street	TBD								
2016-05	Public Works & Property Comm	DNR Private Lead Service Line Program		Private lead water system 2016-2019	June 2016	YES	\$330,000	10/19/2016	10/19/2019	no match		Set up entire program; prioritize STH 19 properties	Set up entire program; prioritize STH 19 properties
2016-06	Public Works & Property Comm	DNR Recycling	RU-28290	General Fund contracted recycling expense & some compost site activities	10/01/2016	YES	\$11,737	TBD	12/31/2017	no match		2016 ACTUALS SUBMITTED	Funded; recurring annual application and award
2017-01	Public Works & Property Comm	County culvert aid	-	DPW 2017 culvert replacement (ask: \$30,000)	TBD					no match		Contact County	Request aid
2017-04	Waterloo Utilities	WPPI Annual \$1000		TBD		YES	\$1,000	1/1/2017		no match		propose project award ideas to Barry	2017 awarded to Chamber of Commerce
2014-01		Idle Site Industrial Grnat	ISR FY14-22204	333 W Madison St demo; site remediation, Movin' Out incentive, pedestrian bike path, bridge removal	Nov 2013	YES	\$584,000	4/3/2014	3/31/2017	Private dollars invested need to be reported and invested	ASAP	Submitted contract amendment to cover concrete abutment @ 575 W Madison and further incentive for Waterloo Tech Center build-out	Awaiting contract amendment OK
2017-03	Community Development Authority	DOA READI via NW Regional Plan Comm.		TBD (1)training, (2)housing & (3)economic development	in draft							Council action; set partnership with CDO	Generate & submit application via foundation or qualifying "CDO"

# Riverbank Stabilization

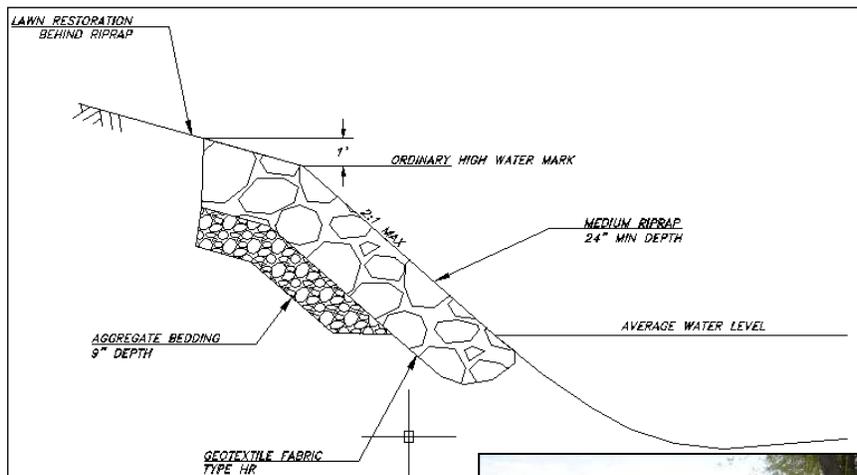
City of Waterloo, WI

Riverbank stabilization involves restoring and protecting the riverbank against scour and erosion by using vegetative plantings, soil bioengineering, and structural systems. The two basic categories of protection are those that work by reducing the force of water against the bank and those that increase resistance to erosive forces. These systems can be used alone or in combination. Further discussed below are several options for riverbank stabilization.

## Medium Riprap and Geotextile Fabric

Preliminary Cost Estimate: \$200 per square yard

Basic stabilization consisting of bank excavation, slope shaping, constructing riprap toe, placement of geotextile fabric, placement of medium riprap, restoring adjacent work, and disposing of surplus material. Riprap provides long-term stability and structural flexibility as it can be designed to self-adjust to eroding foundations. Maintenance requirements are low resulting in a long life seldom requiring replacement.



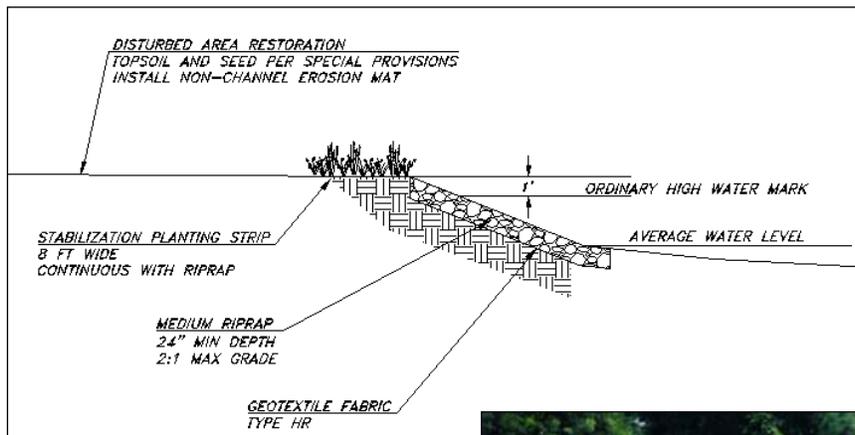
# Riverbank Stabilization

City of Waterloo, WI

## Planting Strip, Medium Riprap and Geotextile Fabric

Preliminary Cost Estimate: \$250 per square yard

Further stabilization resulting from the plantings at the top of the bank, adjacent to the riprap as described on page 1. Plantings create a living root mat which stabilizes the soil by reinforcing and binding soil particles together and by extracting excess soil moisture. Maintenance and protection may be needed to replace dead plants, control disease, or otherwise ensure materials become established and self-sustaining. Native species should be given first priority.



## Vegetated Retaining Wall

Preliminary Cost Estimate: \$400 per square yard

Constructed similar to a traditional retaining wall in that bags are placed in a staggered pattern. Courses are anchored together horizontally with connection spikes, providing shear strength and allowing deep root development. Each course is backfilled and compacted ensuring strength and stability. Upon completion of the wall, vegetation is introduced in the form of live plants and seed. Native species should be given first priority. Plants grow through the bags and develop an extensive root system that lock the native soil to form an ecologically sound vegetated erosion control system with permanent structural strength.

