



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: February 20, 2018
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: December 19, 2017 & January 16, 2018
3. CITIZEN INPUT
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison
 - b. Fund 600 - Monthly Financials
 - c. Grant Tracking
 - d. Sign-Kiosk Installations / Update
5. ECONOMIC DEVELOPMENT IMPLEMENTATION PROGRESS
 - a. WORK GROUP PROGRESS REPORT
 - i. Building Contact Database [by 4/10/2018, lead: Angie Stinnett]
 - ii. Create Street Market Facebook [by 1/31/2018, lead: Niki Tuttle]
 - iii. Create Street Market Flyer [by 1/31/2018, lead: Niki Tuttle]
 - iv. Brand Waterloo "Green Healthy" [by ? lead: Jeanette Petts]
 - v. Determine Preferred Use(s) - 333 Portland Rd To Aid/Focus Parcel Marketing Efforts [by ???/2018, lead: ??]
 - b. February-March Implementation List (hand out at meeting)
6. UNFINISHED BUSINESS
 - a. Street Market Initiative – Preparing For Launch
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Community Development Authority: Hermanson, Stinnett, Ziaja, Tuttle, Moe, Reynolds and Lewandowski
Community Development Committee: Ziaja, Thomas & Petts
Posted, Mailed and E-mailed: 02/13/2018

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: January 16, 2017**

1. ROLL CALL AND CALL TO ORDER. CDA Chair Hermanson called the joint meeting to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Stinnett, Moe, Reynolds & Hermanson. Absent: Tuttle and Ziaja with one vacancy. CDC members present: Petts and Thomas. Absent: Ziaja. Others present: Parker Dow; Ron Griffin; Diane Graff and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: December 19, 2017. MOTION: Moved by Stinnett, seconded by Petts to table approve until February. VOICE VOTE. Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison. By consensus the item was tabled due to Tuttle's absence.
 - b. Fund 600 - Monthly Financials. Noted.
 - c. Grant Tracking. Noted.
 - d. Sign-Kiosk Installations / Update. Noted.
5. ECONOMIC DEVELOPMENT IMPLEMENTATION PROGRESS
 - a. WORK GROUP PROGRESS REPORT. Discussion: The January working group meeting was summarized noting the creation of items i. – v. below. Ron Griffin and Parker Dow made the case for them taking ownership of the 17 acre parcel at 333 Portland Road. Griffin said he has three employees as part of a truck repair business. He described his business expansion with partial or complete property acquisition. Dow said he would expand the existing manufactured home park with energy star homes; expansion would not occur overnight; growth would depend on the economy and he was unsure if expansion would occur in his lifetime. Ron Griffin expressed interest in a portion of the land. He said he would trade STH 19 roadway access for land.
 - i. Building Contact Database [by 4/10/2018, lead: Angie Stinnett]
 - ii. Create Street Market Facebook [by 1/31/2018, lead: Niki Tuttle]
 - iii. Create Street Market Flyer [by 1/31/2018, lead: Niki Tuttle]
 - iv. Brand Waterloo "Green Healthy" [by ? lead: Jeanette Petts]
 - v. Determine Preferred Use(s) - 333 Portland Rd To Aid/Focus Parcel Marketing Efforts [by ???/2018, lead: ??]
 - b. "Next 28 Days Checklist" (hand out at meeting). Hansen gave a verbal report, saying he would be updating the report.
6. UNFINISHED BUSINESS
 - a. Street Market Initiative – Preparing For Launch. Item not addressed due to Tuttle's absence.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Identifying candidates to fill CDA vacancy. Petts and Stinnett spoke in favor of the appointment of Andrew Lewandowski to the CDA. Hermanson said he was meeting with Lewandowski after the meeting.
8. ADJOURNMENT. MOTION: Moved by Thomas, seconded by Petts to adjourn. Motion carried. Approximate time: 7:00 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
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1. ROLL CALL AND CALL TO ORDER. CDA Chair Hermanson called the joint meeting to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Stinnett, Tuttle, Moe, Reynolds & Hermanson. Absent: Ziaja with one vacancy. CDC members present: Petts and Thomas. Absent: Ziaja. Others present: Diane Graff and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: July 18, 2017 and October 17, 2017 (no meeting November 21, 2017). MOTION: Moved by Petts, seconded by Tuttle to approve the two meeting minutes listed. VOICE VOTE. Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison. Tuttle said the group is working on holding its annual meeting; a newsletter; and a membership fee reduction.
 - b. Fund 600 - Monthly Financials. Noted.
 - c. Grant Tracking. Noted.
 - d. Sign-Kiosk Installations / Update. Hansen said the sign/kiosk project remains to be completed.
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING
 - a. "Next 28 Days Checklist" (hand out at meeting). Noted. Additional under 7a.
6. UNFINISHED BUSINESS
 - a. Street Market Initiative – Preparing For Launch. Hansen described what a City-Manager agreement might involve. He said if the City sponsors the event it would qualify as falling under the municipal insurance umbrella. Petts referenced material she had compiled. No action taken.
7. NEW BUSINESS
 - a. Improving Plan Implementation. Hermanson said implementation should be run like projects. Stinnett said the 28 day checklists don't advance much. She said the CDA-CDC needs jobs/tasks they can do. Moe and Tuttle recounted the process for artwork in windows. A special meeting was called to review the list. Tuttle, Stinnett and Petts volunteered to review the list. Hansen said Carol Herried had expressed interest in cultivating new Waterloo housing because seniors want a condo experience so they can transition from a single-family home to a condo prior to assisted living.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Identifying candidates to fill CDA vacancy. Noted.
9. ADJOURNMENT. MOTION: Moved by Thomas, seconded by Petts to adjourn. Motion carried. Approximate time: 7:20 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO

BALANCE SHEET
JANUARY 31, 2018

FUND 600 - COMMUNITY DEVELOP AUTHORITY

ASSETS

| | | | |
|-----------|--------------------------------|----------|-----------------|
| 600-11100 | TREASURER'S CASH | 1,345.61 | |
| 600-13000 | DUE FROM OTHER GOVERNMENTS | .00 | |
| 600-13101 | ACCOUNTS RECEIVABLE PRIOR YEAR | .00 | |
| 600-18101 | CONSTRUCTION IN PROGRESS CDA | .00 | |
| | | <hr/> | |
| | TOTAL ASSETS | | <u>1,345.61</u> |

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

| | | | |
|-----------|---------------------------------|------------|-----------------|
| 600-34300 | FUND BALANCE | 1,905.17 | |
| | REVENUE OVER EXPENDITURES - YTD | (559.56) | |
| | | <hr/> | |
| | TOTAL FUND EQUITY | | <u>1,345.61</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>1,345.61</u> |

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

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 | 500.00 | (500.00) | .00 |
| | TOTAL PUBLIC CHARGES FOR SERVICE | .00 | .00 | 500.00 | (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 | 4,750.00 | (4,750.00) | .00 |
| | TOTAL OTHER FINANCING SOURCES | .00 | .00 | 59,460.00 | (59,460.00) | .00 |
| | TOTAL FUND REVENUE | .00 | .00 | 60,960.00 | (60,960.00) | .00 |

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2018

FUND 600 - COMMUNITY DEVELOP AUTHORITY

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|--|-------------------|-------------------|------------------|-------------------|----------------|
| <u>MAUNESHA BUSINESS CENTER</u> | | | | | |
| 600-51-5162-221 MAUNESHA BUSINESS ELECTRIC | .00 | .00 | 1,500.00 | 1,500.00 | .00 |
| 600-51-5162-222 MAUNESHA BUSINESS HEAT | 159.56 | 159.56 | 900.00 | 740.44 | 17.73 |
| 600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER | .00 | .00 | 500.00 | 500.00 | .00 |
| 600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA | 400.00 | 400.00 | 1,200.00 | 800.00 | 33.33 |
| 600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN | .00 | .00 | 850.00 | 850.00 | .00 |
| TOTAL MAUNESHA BUSINESS CENTER | 559.56 | 559.56 | 4,950.00 | 4,390.44 | 11.30 |
| <u>PLANNING AND CONSERVATION</u> | | | | | |
| 600-56-5630-220 PROJECT CDA PROGRAMS | .00 | .00 | 56,010.00 | 56,010.00 | .00 |
| TOTAL PLANNING AND CONSERVATION | .00 | .00 | 56,010.00 | 56,010.00 | .00 |
| TOTAL FUND EXPENDITURES | 559.56 | 559.56 | 60,960.00 | 60,400.44 | .92 |
| NET REVENUES OVER EXPENDITURES | (559.56) | (559.56) | .00 | (559.56) | .00 |

City of Waterloo Grant Tracking

Sorted by Oversight Entity

2/13/2018 1:15 PM

by Clerk/Treas.

| Oversight | Grant Name | Award (Y/N) | Funding What Project(s) | Application Submitted? | Award Date | Award Amt | Est. Close Out | Local Match? | Next Admin Action | Project Status |
|---------------------------------|--|-------------|---|------------------------|---------------------------------------|--|----------------|---|---|---|
| ??? | EPA Environmental Remediation via County | ? | 333 Portland Rd site assessment phase 2 | N/A | none; a direct EPA action | unknown | 6/1/2018 | no match | Partner with DNR & EPA to close out action | EPA clean-up completed |
| ??? | WEDC Site Assessment Grant | ? | 333 Portland Rd site assessment phase 2 | in draft | | unknown | 6/1/2019 | 20% to 50% match; \$150k award max | Submit application | Need to secure WEDC award for site demo |
| Community Development Authority | DNR Municipal Flood Control | Y | 203 E Madison St (Shore Restoration) | May 2016 | 10/4/2016 | \$21,780 | 10/4/2018 | 50% local; accepted with no match decision | close-out grant | receive reimbursment; close out |
| Council | Idle Site Industrial Grnat | Y | 333 W Madison St demo; site remediation, Movin' Out incentive, pedestrian bike path, bridge removal | Nov 2013 | 4/3/2014 | \$584,000 | 3/31/2017 | Private dollars invested need to be reported and invested | (1) complete grant compliance work with Baker Tilly; (2) see contract extension | Extended contract to 2019 through WEDC; Hawthorn & Storm dormant and remaining dollars unspent |
| Council | Transportation Economic Assistance Grant | ? | Commercial Avenue extension for HIEP LLC project | in draft | | | 12/31/2018 | 50% from TID #3 | Submit | secure WisDOT funding |
| Public Works & Property Comm | 2016 WisDOT Local Roads Improv. Program | Y | 2016 Canal Road improvements | 1/1/2016 | 1/1/2016 | | 3/1/2018 | 50% match from TID #2 | secure requested dollars from WISDOT | working with County & State to determine why dollars not yet in hand |
| Public Works & Property Comm | DNR Recycling | Y | General Fund contracted recycling expense & some compost site activities | 10/01/2017 | TBD | \$11,737 | annual | no match | Submit future year grant app by May 1 | Funded; recurring annual application and award |
| Public Works & Property Comm | County Bridge/Culvert Aid | ? | Mill/Cleveland Reconstruct | in draft | | | | no match | Request aid | Request aid |
| Public Works & Property Comm | DNR Private Lead Service Line Program | Y | Private lead water system 2016-2019 | June 2016 | 10/19/2016 | \$300,000 -no daycares means foregoing 30k | 12/31/2019 | no match | Mail target properties encouraging 2018 replacements | Program active; coordinating with Waterloo Utilities to ensure public water lines updated along with private side |
| Waterloo Utilities | WPPI Annual Community Devevelopment Grant \$1000 | N | TBD | | 2018 determined by Waterloo Utilities | \$1,000 | annual | no match | forward project award ideas to Barry Sorenson for Utility consideration | 2017 awarded to Chamber of Commerce |