



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

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

Date: January 21, 2025
Time: 6:00 p.m.
Location: Municipal Building, 136 North Monroe Street

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
- 2) MEETING MINUTES APPROVAL: November 19, 2024
- 3) REPORTS AND PRESENTATIONS
- 4) UPDATES & REPORTS
 - a) Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600
 - b) Business Association Liaison Report
 - c) School District Liaison
- 5) OLD BUSINESS
- 6) NEW BUSINESS
 - a) Goals for 2025
 - b) Annual Report
- 7) CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS (3-minute time limit)
 - a) Annual Calendar
- 8) ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

Community Development Authority: Soter, C. Kuhl, A. Kuhl, Empey, O'Connell, Zimmermann, Haseleu, and School District Superintendent Brian Henning as non-voting School District liaison
Posted, Mailed and E-mailed: 01/17/2025.

Please note it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noted. 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: November 19, 2024

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

1. PLEDGE OF ALLEGIANCE, ROLL CALL AND CALL TO ORDER. Zimmermann called the meeting to order at 6:00 p.m. Members present: C. Kuhl, Haseleu, A. Kuhl, O'Connell, Zimmermann, Empey and Soter. Remote: none Absent: none Others in Attendance: D. Reinbold, D. Nell, E. Clauete, Abigail Levins, E. Butzine, and Clerk Ritter.
2. MEETING MINUTES APPROVAL: October 15, 2024 [A. Kuhl/O'Connell] VOICE VOTE: Motion carried. Empey abstain.
3. Reports and Presentations
4. UPDATES & REPORTS. – Discussion (see reports in packet)
 - a. Mad Rep Update
 - b. Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600. Reviewed add to next meeting
 - c. Business Association Liaison Report : None
 - d. School District Liaison. None
5. OLD BUSINESS
6. NEW BUSINESS
 - a. Future MadREP / Waterloo Contract Discussion. No action
 - b. Property Inventory Project. Informational only
7. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
8. ADJOURNMENT. MOTION: [A. Kuhl/C. Kuhl] VOICE VOTE: Motion carried. Time approximately: 6:35 pm.

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer

CITY OF WATERLOO

BALANCE SHEET
DECEMBER 31, 2024

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	624,373.87	
412-15800	DUE FROM AGENCY FUND TAXES	98,699.68	
412-17000	DUE (TO)/FROM TID 2	32,612.00	
	TOTAL ASSETS		755,685.55

LIABILITIES AND EQUITY

LIABILITIES

412-26100	DEFERRED REVENUE	98,699.80	
	TOTAL LIABILITIES		98,699.80

FUND EQUITY

412-34300	FUND BALANCE	637,429.46	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	19,556.29	
	TOTAL FUND EQUITY		656,985.75
	TOTAL LIABILITIES AND EQUITY		755,685.55

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

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	.00	92,488.06	92,488.06	.0
TOTAL TIF DISTRICT 2 FUND		.00	.00	92,488.06	92,488.06	.0
<u>INTERGOVERNMENTAL REVENUE</u>						
412-43-4364-000	STATE AID EXEMPT COMPUTERS	.00	783.21	783.21	.00	100.0
412-43-4366-000	STATE AID PERSONAL PROPERTY	.00	2,036.19	2,036.19	.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	2,819.40	2,819.40	.00	100.0
<u>MISCELLANEOUS REVENUES</u>						
412-48-4800-000	MISC REVENUES	22,618.54	41,080.83	101,000.00	59,919.17	40.7
TOTAL MISCELLANEOUS REVENUES		22,618.54	41,080.83	101,000.00	59,919.17	40.7
TOTAL FUND REVENUE		22,618.54	43,900.23	196,307.46	152,407.23	22.4

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

FUND 412 - TIF DISTRICT 2 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-320	LEGIS SUPPORT PR & PUB	.00	.00	100.00	100.00	.0
412-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	300.00	150.00	(150.00)	200.0
	TOTAL LEGISLATIVE SUPPORT	.00	300.00	250.00	(50.00)	120.0
	<u>ATTORNEY</u>					
412-51-5130-211	ATTORNEY ATTORNEY FEES	.00	805.00	1,500.00	695.00	53.7
	TOTAL ATTORNEY	.00	805.00	1,500.00	695.00	53.7
	<u>CLERK - WAGES</u>					
412-51-5142-110	CLERK SALARY/CLERK	.00	.00	14,788.75	14,788.75	.0
	TOTAL CLERK - WAGES	.00	.00	14,788.75	14,788.75	.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	1,054.16	8,400.00	7,345.84	12.6
	TOTAL SPECIAL ACCTG AND AUDITING	.00	1,054.16	8,400.00	7,345.84	12.6
	<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	ENG & ADMIN PROF FEES	3,750.00	15,000.00	27,560.00	12,560.00	54.4
412-53-5310-380	TID 2 COMPUTER SUPPLY/MAINT	.00	209.78	300.00	90.22	69.9
	TOTAL ENGINEERING AND ADMINISTRATION	3,750.00	15,209.78	27,860.00	12,650.22	54.6
	<u>CAPITAL PROJECT</u>					
412-57-5701-806	CAPITAL PROJ IMPROVEMENT PROG	.00	6,975.00	.00	(6,975.00)	.0
	TOTAL CAPITAL PROJECT	.00	6,975.00	.00	(6,975.00)	.0
	TOTAL FUND EXPENDITURES	3,750.00	24,343.94	52,798.75	28,454.81	46.1
	NET REVENUE OVER(UNDER) EXPENDITURES	18,868.54	19,556.29	143,508.71		

CITY OF WATERLOO

BALANCE SHEET
DECEMBER 31, 2024

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	(24,203.15)	
413-15800	DUE FROM AGENCY FUND TAXES		84,752.86	
TOTAL ASSETS				60,549.71

LIABILITIES AND EQUITY

LIABILITIES

413-26100	DEFERRED REVENUE		84,752.74	
TOTAL LIABILITIES				84,752.74

FUND EQUITY

413-34300	FUND BALANCE		62,681.03	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(86,884.06)	
TOTAL FUND EQUITY				(24,203.03)
TOTAL LIABILITIES AND EQUITY				60,549.71

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

FUND 413 - TIF DISTRICT 3 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>TAXES</u>						
413-41-4111-000	TAX INCREMENTS	.00	.00	79,419.10	79,419.10	.0
	TOTAL TAXES	.00	.00	79,419.10	79,419.10	.0
<u>INTERGOVERNMENTAL REVENUE</u>						
413-43-4364-000	STATE AID EXEMPT COMPUTERS	.00	319.94	320.00	.06	100.0
413-43-4365-000	STATE AID PERSONAL PROPERTY	.00	220.77	221.00	.23	99.9
	TOTAL INTERGOVERNMENTAL REVENUE	.00	540.71	541.00	.29	100.0
<u>MISCELLANEOUS REVENUES</u>						
413-48-4800-000	MISC REVENUES	.00	31,362.01	25,000.00	(6,362.01)	125.5
	TOTAL MISCELLANEOUS REVENUES	.00	31,362.01	25,000.00	(6,362.01)	125.5
	TOTAL FUND REVENUE	.00	31,902.72	104,960.10	73,057.38	30.4

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

FUND 413 - TIF DISTRICT 3 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>						
413-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	.00	150.00	150.00	.00	100.0
<u>ATTORNEY</u>						
413-51-5130-211	ATTORNEY ATTORNEY FEES	.00	1,650.00	.00	(1,650.00)	.0
	TOTAL ATTORNEY	.00	1,650.00	.00	(1,650.00)	.0
<u>SPECIAL ACCTG AND AUDITING</u>						
413-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	1,054.17	3,400.00	2,345.83	31.0
	TOTAL SPECIAL ACCTG AND AUDITING	.00	1,054.17	3,400.00	2,345.83	31.0
<u>ENGINEERING AND ADMINISTRATION</u>						
413-53-5310-215	ENG & ADMIN PROF FEES	.00	1,612.61	1,000.00	(612.61)	161.3
	TOTAL ENGINEERING AND ADMINISTRATION	.00	1,612.61	1,000.00	(612.61)	161.3
<u>TRANSFER TO DEBT SERVICE</u>						
413-59-5929-000	TRANSFER TO DEBT SERVICE	.00	114,320.00	114,320.00	.00	100.0
	TOTAL TRANSFER TO DEBT SERVICE	.00	114,320.00	114,320.00	.00	100.0
	TOTAL FUND EXPENDITURES	.00	118,786.78	118,870.00	83.22	99.9
	NET REVENUE OVER(UNDER) EXPENDITURES	.00	(86,884.06)	(13,909.90)		

CITY OF WATERLOO

BALANCE SHEET
DECEMBER 31, 2024

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	77,182.91	
414-15800	DUE FROM AGENCY FUND TAXES	40,592.60	
	TOTAL ASSETS		117,775.51

LIABILITIES AND EQUITY

LIABILITIES

414-26100	DEFERRED REVENUE	40,592.60	
	TOTAL LIABILITIES		40,592.60

FUND EQUITY

414-34300	FUND BALANCE	102,505.98	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(25,323.07)	
	TOTAL FUND EQUITY		77,182.91
	TOTAL LIABILITIES AND EQUITY		117,775.51

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

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	.00	38,038.00	38,038.00	.0
TOTAL TIF DISTRICT 4 FUND		.00	.00	38,038.00	38,038.00	.0
<u>INTERGOVERNMENTAL REVENUE</u>						
414-43-4364-000	STATE AID COMPUTERS	.00	238.03	238.03	.00	100.0
414-43-4365-000	STATE AID PERSONAL PROPERTY	.00	683.07	683.07	.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	921.10	921.10	.00	100.0
TOTAL FUND REVENUE		.00	921.10	38,959.10	38,038.00	2.4

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

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	1,054.17	1,700.00	645.83	62.0
	TOTAL SPECIAL ACCTG AND AUDITING	.00	1,054.17	1,700.00	645.83	62.0
<u>ENGINEERING AND ADMINISTRATION</u>						
414-53-5310-215	ENG & ADMIN PROF FEES	.00	25,040.00	22,500.00	(2,540.00)	111.3
	TOTAL ENGINEERING AND ADMINISTRATION	.00	25,040.00	22,500.00	(2,540.00)	111.3
	TOTAL FUND EXPENDITURES	.00	26,244.17	24,350.00	(1,894.17)	107.8
	NET REVENUE OVER(UNDER) EXPENDITURES	.00	(25,323.07)	14,609.10		

CITY OF WATERLOO

BALANCE SHEET
DECEMBER 31, 2024

415-FUND 415

ASSETS

415-11100	TREASURER'S CASH	(1,637.50)	
	TOTAL ASSETS		(1,637.50)

LIABILITIES AND EQUITY

LIABILITIES

415-27000	DUE (TO)/FROM TID 5	32,612.00	
	TOTAL LIABILITIES		32,612.00

FUND EQUITY

415-34300	TIF DISTRICT 5 FUND	(32,612.00)	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(1,637.50)	
	TOTAL FUND EQUITY		(34,249.50)
	TOTAL LIABILITIES AND EQUITY		(1,637.50)

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

FUND 415 - FUND 415

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
415-51-5151-214 SPEC ACCTG & AUD PROF FEES	.00	737.50	.00	(737.50)	.0
TOTAL DEPARTMENT 5151	.00	737.50	.00	(737.50)	.0
415-53-5310-215 ENG & ADMIN PROF FEES	.00	900.00	.00	(900.00)	.0
TOTAL DEPARTMENT 5310	.00	900.00	.00	(900.00)	.0
TOTAL FUND EXPENDITURES	.00	1,637.50	.00	(1,637.50)	.0
NET REVENUE OVER(UNDER) EXPENDITURES	.00	(1,637.50)	.00		

CITY OF WATERLOO

BALANCE SHEET
DECEMBER 31, 2024

600-COMMUNITY DEVELOPMENT AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	39,417.54	
600-15800	DUE FROM AGENCY FUND TAXES	2,119.60	
	TOTAL ASSETS		41,537.14

LIABILITIES AND EQUITY

LIABILITIES

600-26100	DEFERRED REVENUE	(.40)	
	TOTAL LIABILITIES		(.40)

FUND EQUITY

600-34300	FUND BALANCE	18,344.55	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(1,807.01)	
	TOTAL FUND EQUITY		41,537.54
	TOTAL LIABILITIES AND EQUITY		41,537.14

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<u>TAXES</u>						
600-41-4111-000	LOCAL TAX-GENERAL FUND	.00	.00	2,120.00	(2,120.00)	.0
	TOTAL TAXES	.00	.00	2,120.00	(2,120.00)	.0
<u>PUBLIC CHARGES FOR SERVICE</u>						
600-46-4674-000	MBC BUILDING RENTAL	360.00	2,720.00	3,000.00	(280.00)	90.7
	TOTAL PUBLIC CHARGES FOR SERVICE	360.00	2,720.00	3,000.00	(280.00)	90.7
	TOTAL FUND REVENUE	360.00	2,720.00	5,120.00	(2,400.00)	53.1

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

FUND 600 - COMMUNITY DEVELOP AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>SPECIAL ACCTG COSTS</u>						
600-51-5151-399	SPECIAL ACCTNG COSTS - MISC	.00	.00	300.00	300.00	.0
	TOTAL SPECIAL ACCTG COSTS	.00	.00	300.00	300.00	.0
<u>MAUNESHA BUSINESS CENTER</u>						
600-51-5162-221	MAUNESHA BUSINESS ELECTRIC	32.60	524.63	1,000.00	475.37	52.5
600-51-5162-222	MAUNESHA BUSINESS HEAT	40.48	622.26	1,060.00	437.74	58.7
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	63.05	692.78	1,250.00	557.22	55.4
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	55.00	660.00	660.00	.00	100.0
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	29.96	476.64	250.00	(226.64)	190.7
	TOTAL MAUNESHA BUSINESS CENTER	221.09	2,976.31	4,220.00	1,243.69	70.5
<u>ENGINEERING AND ADMINISTRATION</u>						
600-53-5310-215	ENG & ADMIN PROF FEES	.00	1,550.70	.00	(1,550.70)	.0
	TOTAL ENGINEERING AND ADMINISTRATION	.00	1,550.70	.00	(1,550.70)	.0
	TOTAL FUND EXPENDITURES	221.09	4,527.01	4,520.00	(7.01)	100.2
	NET REVENUE OVER(UNDER) EXPENDITURES	138.91	(1,807.01)	600.00		

2024 COMMUNITY DEVELOPMENT AUTHORITY ANNUAL REPORT

COMPOSITION & ORGANIZATION:

Chairperson: Jennifer Zimmermann

Vice Chairperson: Jodie Haseleu

[NOTE: A roster is attached for reference.]

The Community Development Authority (“CDA”) met once a month in 2024 except December. Meetings were held in the Council Chambers. The Clerk/Treasurer provided staff support. Everett Butzine from Mad Rep was the Economic Developer.

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. These 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.

ACTIVITIES:

1. Duquaine Development - N Monroe and Clarkson Rd. The developer is still looking into other funding sources or additional dollars from the City.
2. Downtown Development Plan – Discussions regarding kick starting more interest in the downtown area.
3. 333 Portland Road. Interested in property development, but nothing has been submitted.
4. Blight Removal. In 2024 Public Health and Safety took over the blight list.
5. Facade Grants - 2 grants dispersed. 134 E Madison and 135 W Madison. Total amount \$ 6,975.00.
6. Maunisha Business Center. During 2024 the building was rented for yoga, art studio and stain glass sales.
7. 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).
8. BID District – UW Extension was in to talk about pros and cons of district. No interest from the Business Association at this time. Not moving forward

9. Industrial Utility Study – Town and Country did the study. CDA paid \$1,550.70 for study out of CDA funds (600). New Hwy needed to fulfill larger picture.
10. Mad Rep – Supplied Economic Report and Property Inventory Project information. The contract was not renewed for 2025.
11. The 2024 year-end fund balance for Fund 600 (CDA) is: \$41,537.54.

Waterloo Community Development Authority -- Annual Calendar

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

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

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