



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
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: March 18, 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: January 21, 2025
- 3) REPORTS AND PRESENTATIONS
 - a) Review of Report for Fischer Rd from Town and Country
- 4) UPDATES & REPORTS
 - a) Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600
 - b) School District Liaison
- 5) OLD BUSINESS
 - a) Goals for 2025 – Continued discussion on the direction to go in 2025.
- 6) NEW BUSINESS
- 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: 03/14/2025.

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: January 21, 2025

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. Nell, and Clerk Ritter.
2. MEETING MINUTES APPROVAL: November 19, 2024 [O'Connell/Empey] VOICE VOTE: Motion carried.
3. Reports and Presentations
4. UPDATES & REPORTS. – Discussion (see reports in packet)
 - 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 – Discussion on the direction to go in 2025. More discussion during the February meeting.
 - b. Annual Report – Motion to approve and send to Council. [O'Connell/Soter] VOICE VOTE: Motion carried.
7. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Annual Calendar
8. ADJOURNMENT. MOTION: [C. Kuhl/A. Kuhl] VOICE VOTE: Motion carried. Time approximately: 7:05 pm.

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer

MEMORANDUM

Date: October 14, 2024
To: Jenifer Quimby, Mayor – City of Waterloo
From: Ben Heidemann, P.E., Vice President – Town and Country Engineering
Subject: Fischer Road Development

The City of Waterloo is interested in entertaining commercial and industrial development on the southeast side of the City on the southern terminus of Fischer Road and wishes to determine the viability of providing sewer and water service to the area. The ability to provide these services was evaluated for both existing and planned infrastructure, with the future evaluation specifically looking at a deepened sewer and watermain looping. Reconstruction of STH 89 is anticipated to occur in the coming years, and a deepened sewer and enlarged water main are planned components of the project. Furthermore, the water analysis considered the impacts of adding the Maple Road watermain loop as well as a watermain loop from Fischer Road to STH 89 via the City owned parcel on STH 89.

Sewer Service

In order to serve new development down Fischer Road with existing infrastructure, gravity sewer would need to be installed. Assuming that an 8-inch sewer is installed, it would need to be put in at a minimum of 0.4% slope. It is also ideal to maintain the pipe at 7 feet of bury to prevent freezing, but as little as 4 feet of bury is acceptable. Based on the ground elevation along Fischer Road as well as the estimated pipe elevation required to maintain the 0.4% slope, a new gravity sewer would not be able to maintain 4 feet of bury; in some areas it would be as little as 3.5 feet of bury. To mitigate this issue, the sewer line would require either insulation for the entire length of Fischer Road or for the roadway surface of Fischer Road to be raised by 18-24 inches (recommended). At this depth, sewer service from served customers would be limited to first floor only (i.e. no basements or basements with sewage ejectors only) and would likely require the first floor elevations of buildings to be raised above current grades.

Attached to this memo is a sewer service map. The blue line represents the potential gravity sewer service area if a shallow sanitary sewer is installed from the existing STH 89 sewer. The service area beyond Fischer Road would be limited.

Alternatively, installation of a new gravity sewer line down Fischer Road can be completed after the STH 89 reconstruction and the deepened sewer. The current WWTF upgrade project includes deepening the sewer to eliminate siphons on Hendricks Street and in the commercial interceptor. This change will be carried through the new sanitary piping that is to be installed along Hendricks Street in 2025 along with any other future sanitary projects. For the Fischer Road project specifically, deepening the sewer along STH 89 will increase the minimum depth of bury of gravity sewer along Fischer Road from 3.5 feet (proposed with existing) to more than 7 feet. This change would eliminate the need for pipe insulation and raising the roadway. It would also allow for basements in the new service area to be serviced. The yellow and pink lines on the sanitary service area map represent a range of potential gravity sewer service areas with the deeper sewer.

TOWN & COUNTRY ENGINEERING, INC.

Madison ♦ Rhinelander ♦ Kenosha
6264 Nesbitt Road • Madison, WI 53719 • (608) 273-3350 • tce@tcengineers.net

Note that regardless of whether or not gravity sewer is installed with the existing or future sewer depth, it is not possible to provide sewer services to the entirety of the development area (currently owned by Sheehy) without a lift station.

Sewer Cost

The approximate base cost for installing sewer down Fischer Road, assuming 1,150 feet of 8-inch pipe, is approximately \$266,620. This cost would apply to sewer being installed after the sanitary line in STH 89 is deepened. This cost includes installation of three (3) sanitary manholes. The addition of insulation down the entirety of Fischer Road would increase the cost by about \$30,000. Raising the roadway surface by 24 inches increases the cost by \$115,000. Note that the estimate for raising the road includes a 4" layer of asphalt.

Water Service

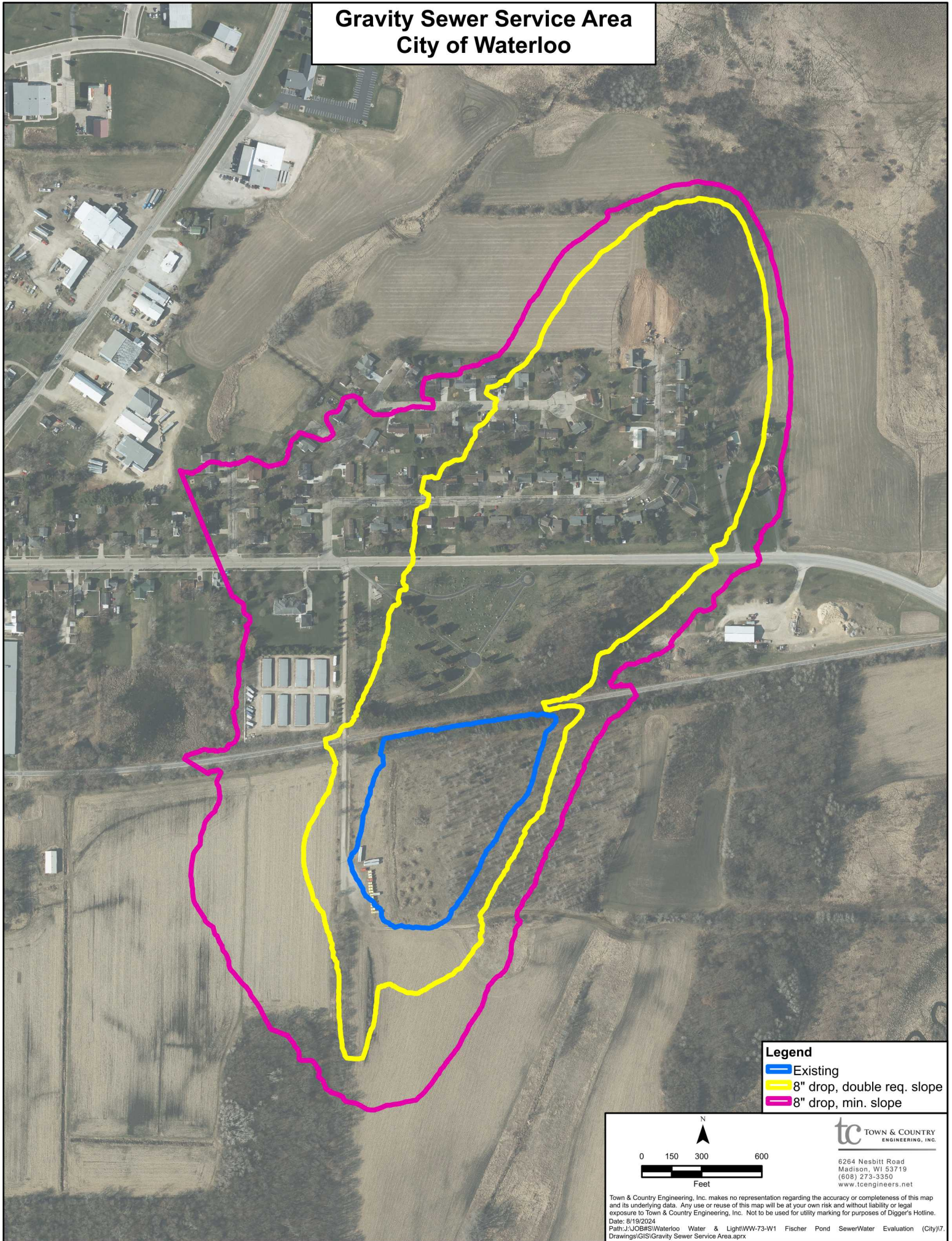
Unlike sewer service which depends on depth of bury and slope for design, watermain are dependent on water pressure and flow, specifically fire flow. According to code, the minimum flow in a watermain is 500 gpm at 35 psi. Providing water service down Fischer Road using the existing watermain on STH 89 results in a flow of approximately 504 gpm, assuming a 10" pipe. It would be beneficial to discuss with industries what their water requirements are, and if they can be met by the code minimum.

With an enlargement of the watermain along STH 89, the Maple Road watermain loop, and a watermain loop from Fischer Road to STH 89 via the City owned parcel on STH 89, the available flow increases to 1,600 gpm. Additionally, a Maple Road watermain loop would increase the flows on the northeast side of town and provide flexibility for future watermain work and in the case of emergencies.

Water Cost

The approximate cost for installing water down Fischer Road, assuming 1,150 feet of 6-inch watermain, is approximately \$168,883. This cost does not include implementation of the Maple Road watermain loop or the watermain loop from Fischer Road to STH 89 via the City owned parcel on STH 89.

Gravity Sewer Service Area City of Waterloo



CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2025

412-TIF DISTRICT 2 FUND

ASSETS

412-11100	TREASURER'S CASH	854,836.12	
412-15800	DUE FROM AGENCY FUND TAXES	4,573.68	
412-17000	DUE (TO)/FROM TID 2	34,250.00	
	TOTAL ASSETS		893,659.80

LIABILITIES AND EQUITY

LIABILITIES

412-26100	DEFERRED REVENUE	4,573.80	
	TOTAL LIABILITIES		4,573.80

FUND EQUITY

412-34300	FUND BALANCE	731,011.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	158,075.00	
	TOTAL FUND EQUITY		889,086.00
	TOTAL LIABILITIES AND EQUITY		893,659.80

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

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	158,075.00	158,075.00	162,649.49	4,574.49	97.2
TOTAL TIF DISTRICT 2 FUND		158,075.00	158,075.00	162,649.49	4,574.49	97.2
<u>INTERGOVERNMENTAL REVENUE</u>						
412-43-4364-000	STATE AID EXEMPT COMPUTERS	.00	.00	783.21	783.21	.0
412-43-4366-000	STATE AID PERSONAL PROPERTY	.00	.00	7,078.35	7,078.35	.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	.00	7,861.56	7,861.56	.0
<u>MISCELLANEOUS REVENUES</u>						
412-48-4800-000	MISC REVENUES	.00	.00	41,081.00	41,081.00	.0
TOTAL MISCELLANEOUS REVENUES		.00	.00	41,081.00	41,081.00	.0
TOTAL FUND REVENUE		158,075.00	158,075.00	211,592.05	53,517.05	74.7

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

FUND 412 - TIF DISTRICT 2 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>LEGISLATIVE SUPPORT</u>					
412-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	.00	.00	150.00	150.00	.0
	TOTAL LEGISLATIVE SUPPORT	.00	.00	150.00	150.00	.0
	<u>ATTORNEY</u>					
412-51-5130-211	ATTORNEY ATTORNEY FEES	.00	.00	2,000.00	2,000.00	.0
	TOTAL ATTORNEY	.00	.00	2,000.00	2,000.00	.0
	<u>CLERK - WAGES</u>					
412-51-5142-110	CLERK SALARY/CLERK	.00	.00	15,380.08	15,380.08	.0
	TOTAL CLERK - WAGES	.00	.00	15,380.08	15,380.08	.0
	<u>ENGINEERING AND ADMINISTRATION</u>					
412-53-5310-215	ENG & ADMIN PROF FEES	.00	.00	10,000.00	10,000.00	.0
	TOTAL ENGINEERING AND ADMINISTRATION	.00	.00	10,000.00	10,000.00	.0
	<u>CAPITAL PROJECT</u>					
412-57-5701-806	CAPITAL PROJ IMPROVEMENT PROG	.00	.00	5,000.00	5,000.00	.0
	TOTAL CAPITAL PROJECT	.00	.00	5,000.00	5,000.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	32,530.08	32,530.08	.0
	NET REVENUE OVER(UNDER) EXPENDITURES	158,075.00	158,075.00	179,061.97		

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2025

413-TIF DISTRICT 3 FUND

ASSETS

413-11100	TREASURER'S CASH	140,442.85	
413-15800	DUE FROM AGENCY FUND TAXES	2,379.86	
	TOTAL ASSETS		142,822.71

LIABILITIES AND EQUITY

LIABILITIES

413-26100	DEFERRED REVENUE	2,379.74	
	TOTAL LIABILITIES		2,379.74

FUND EQUITY

413-34300	FUND BALANCE	58,203.97	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	82,239.00	
	TOTAL FUND EQUITY		140,442.97
	TOTAL LIABILITIES AND EQUITY		142,822.71

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

FUND 413 - TIF DISTRICT 3 FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>TAXES</u>					
413-41-4111-000	TAX INCREMENTS	82,239.00	82,239.00	84,619.27	2,380.27	97.2
	TOTAL TAXES	82,239.00	82,239.00	84,619.27	2,380.27	97.2
	<u>INTERGOVERNMENTAL REVENUE</u>					
413-43-4364-000	STATE AID EXEMPT COMPUTERS	.00	.00	319.94	319.94	.0
413-43-4365-000	STATE AID PERSONAL PROPERTY	.00	.00	1,672.60	1,672.60	.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	1,992.54	1,992.54	.0
	<u>MISCELLANEOUS REVENUES</u>					
413-48-4800-000	MISC REVENUES	.00	.00	31,362.00	31,362.00	.0
	TOTAL MISCELLANEOUS REVENUES	.00	.00	31,362.00	31,362.00	.0
	TOTAL FUND REVENUE	82,239.00	82,239.00	117,973.81	35,734.81	69.7

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

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	.00	150.00	150.00	.0
	TOTAL LEGISLATIVE SUPPORT	.00	.00	150.00	150.00	.0
	<u>ATTORNEY</u>					
413-51-5130-211	ATTORNEY ATTORNEY FEES	.00	.00	1,000.00	1,000.00	.0
	TOTAL ATTORNEY	.00	.00	1,000.00	1,000.00	.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
413-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	.00	2,500.00	2,500.00	.0
	TOTAL SPECIAL ACCTG AND AUDITING	.00	.00	2,500.00	2,500.00	.0
	<u>ENGINEERING AND ADMINISTRATION</u>					
413-53-5310-215	ENG & ADMIN PROF FEES	.00	.00	1,000.00	1,000.00	.0
	TOTAL ENGINEERING AND ADMINISTRATION	.00	.00	1,000.00	1,000.00	.0
	<u>TRANSFER TO DEBT SERVICE</u>					
413-59-5929-000	TRANSFER TO DEBT SERVICE	.00	.00	117,922.50	117,922.50	.0
	TOTAL TRANSFER TO DEBT SERVICE	.00	.00	117,922.50	117,922.50	.0
	TOTAL FUND EXPENDITURES	.00	.00	122,572.50	122,572.50	.0
	NET REVENUE OVER(UNDER) EXPENDITURES	82,239.00	82,239.00	(4,598.69)		

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2025

414-TIF DISTRICT 4 FUND

ASSETS

414-11100	TREASURER'S CASH	183,006.91	
414-15800	DUE FROM AGENCY FUND TAXES	1,832.60	
	TOTAL ASSETS		184,839.51

LIABILITIES AND EQUITY

LIABILITIES

414-26100	DEFERRED REVENUE	65,169.60	
	TOTAL LIABILITIES		65,169.60

FUND EQUITY

414-34300	FUND BALANCE	119,669.91	
	TOTAL FUND EQUITY		119,669.91
	TOTAL LIABILITIES AND EQUITY		184,839.51

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

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	65,170.16	65,170.16	.0
TOTAL TIF DISTRICT 4 FUND		.00	.00	65,170.16	65,170.16	.0
<u>INTERGOVERNMENTAL REVENUE</u>						
414-43-4364-000	STATE AID COMPUTERS	.00	.00	238.03	238.03	.0
414-43-4365-000	STATE AID PERSONAL PROPERTY	.00	.00	2,906.54	2,906.54	.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	.00	3,144.57	3,144.57	.0
TOTAL FUND REVENUE		.00	.00	68,314.73	68,314.73	.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

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	.00	150.00	150.00	.0
	TOTAL LEGISLATIVE SUPPORT	.00	.00	150.00	150.00	.0
<u>SPECIAL ACCTG AND AUDITING</u>						
414-51-5151-214	SPEC ACCTG & AUD PROF FEES	.00	.00	1,500.00	1,500.00	.0
	TOTAL SPECIAL ACCTG AND AUDITING	.00	.00	1,500.00	1,500.00	.0
<u>ENGINEERING AND ADMINISTRATION</u>						
414-53-5310-215	ENG & ADMIN PROF FEES	.00	.00	10,000.00	10,000.00	.0
	TOTAL ENGINEERING AND ADMINISTRATION	.00	.00	10,000.00	10,000.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	11,650.00	11,650.00	.0
	NET REVENUE OVER(UNDER) EXPENDITURES	.00	.00	56,664.73		

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2025

415-FUND 415

ASSETS

415-11100	TREASURER'S CASH	21,516.50	
415-15800	DUE FROM AGENCY FUND TAXES	623.00	
	TOTAL ASSETS		22,139.50

LIABILITIES AND EQUITY

LIABILITIES

415-26100	DEFERRED REVENUE	623.00	
415-27000	DUE (TO)/FROM TID 5	34,250.00	
	TOTAL LIABILITIES		34,873.00

FUND EQUITY

415-34300	TIF DISTRICT 5 FUND	(34,249.50)	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	21,516.00	
	TOTAL FUND EQUITY		(12,733.50)
	TOTAL LIABILITIES AND EQUITY		22,139.50

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

FUND 415 - FUND 415

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>SOURCE 41</u>					
415-41-4111-000	TAX INCREMENTS	21,516.00	21,516.00	.00	(21,516.00)	.0
	TOTAL SOURCE 41	21,516.00	21,516.00	.00	(21,516.00)	.0
	<u>SOURCE 48</u>					
415-48-4800-000	MISC REVENUE	.00	.00	22,139.39	22,139.39	.0
	TOTAL SOURCE 48	.00	.00	22,139.39	22,139.39	.0
	TOTAL FUND REVENUE	21,516.00	21,516.00	22,139.39	623.39	97.2
	NET REVENUE OVER(UNDER) EXPENDITURES	21,516.00	21,516.00	22,139.39		

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2025

600-COMMUNITY DEVELOPMENT AUTHORITY

ASSETS

600-11100	TREASURER'S CASH	41,738.86	
600-15800	DUE FROM AGENCY FUND TAXES	2,119.60	
	TOTAL ASSETS		43,858.46

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

600-34300	FUND BALANCE	18,555.38	
600-34310	PROFESSIONAL SVCS CARRYOVER	25,000.00	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	303.48	
	TOTAL FUND EQUITY		43,858.86
	TOTAL LIABILITIES AND EQUITY		43,858.46

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

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	400.00	1,000.00	3,000.00	(2,000.00)	33.3
	TOTAL PUBLIC CHARGES FOR SERVICE	400.00	1,000.00	3,000.00	(2,000.00)	33.3
	TOTAL FUND REVENUE	400.00	1,000.00	5,120.00	(4,120.00)	19.5

CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

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	43.70	43.70	800.00	756.30	5.5
600-51-5162-222	MAUNESHA BUSINESS HEAT	233.64	445.12	1,200.00	754.88	37.1
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	63.00	63.00	1,000.00	937.00	6.3
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	55.00	110.00	660.00	550.00	16.7
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	.00	34.70	.00	(34.70)	.0
TOTAL MAUNESHA BUSINESS CENTER		395.34	696.52	3,660.00	2,963.48	19.0
TOTAL FUND EXPENDITURES		395.34	696.52	3,960.00	3,263.48	17.6
NET REVENUE OVER(UNDER) EXPENDITURES		4.66	303.48	1,160.00		