



136 North Monroe Street  
Waterloo, WI 53594  
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[www.waterloowi.us](http://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: April 15, 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: March 18, 2025
- 3) UPDATES & REPORTS
  - a) Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600
  - b) School District Liaison
  - c) Business Association Liaison
- 4) OLD BUSINESS
  - a) Goals for 2025 – Continued discussion on the direction to go in 2025.
- 5) NEW BUSINESS
  - a) Changing meetings to every other month or as needed
- 6) CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS (3-minute time limit)
  - a) Annual Calendar
- 7) 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: 04/11/2025.

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.

# CITY OF WATERLOO

BALANCE SHEET

MARCH 31, 2025

## 412-TIF DISTRICT 2 FUND

### ASSETS

412-11100	TREASURER'S CASH	854,258.37	
412-15800	DUE FROM AGENCY FUND TAXES	4,573.68	
412-17000	DUE (TO)/FROM TID 2	34,250.00	
	TOTAL ASSETS		893,082.05

### 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	157,497.25	
	TOTAL FUND EQUITY		888,508.25
	TOTAL LIABILITIES AND EQUITY		893,082.05

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 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	.00	158,075.00	162,649.49	4,574.49	97.2
	TOTAL TIF DISTRICT 2 FUND	.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	.00	158,075.00	211,592.05	53,517.05	74.7

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 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	150.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	150.00	150.00	150.00	.00	100.0
	<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>SPECIAL ACCTG AND AUDITING</u>					
412-51-5151-214	SPEC ACCTG & AUD PROF FEES	427.75	427.75	.00	( 427.75)	.0
	TOTAL SPECIAL ACCTG AND AUDITING	427.75	427.75	.00	( 427.75)	.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	577.75	577.75	32,530.08	31,952.33	1.8
	NET REVENUE OVER(UNDER) EXPENDITURES	( 577.75)	157,497.25	179,061.97		

# CITY OF WATERLOO

BALANCE SHEET

MARCH 31, 2025

## 413-TIF DISTRICT 3 FUND

### ASSETS

413-11100	TREASURER'S CASH	139,865.10	
413-15800	DUE FROM AGENCY FUND TAXES	2,379.86	
	TOTAL ASSETS		142,244.96

### 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	81,661.25	
	TOTAL FUND EQUITY		139,865.22
	TOTAL LIABILITIES AND EQUITY		142,244.96

**CITY OF WATERLOO**  
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025

**FUND 413 - TIF DISTRICT 3 FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
	<u>TAXES</u>					
413-41-4111-000	TAX INCREMENTS	.00	82,239.00	84,619.27	2,380.27	97.2
	TOTAL TAXES	.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	.00	82,239.00	117,973.81	35,734.81	69.7

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 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	150.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	150.00	150.00	150.00	.00	100.0
	<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	427.75	427.75	2,500.00	2,072.25	17.1
	TOTAL SPECIAL ACCTG AND AUDITING	427.75	427.75	2,500.00	2,072.25	17.1
	<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	577.75	577.75	122,572.50	121,994.75	.5
	NET REVENUE OVER(UNDER) EXPENDITURES	( 577.75)	81,661.25	( 4,598.69)		

# CITY OF WATERLOO

BALANCE SHEET

MARCH 31, 2025

## 414-TIF DISTRICT 4 FUND

### ASSETS

414-11100	TREASURER'S CASH	182,429.16	
414-15800	DUE FROM AGENCY FUND TAXES	1,832.60	
	TOTAL ASSETS		184,261.76

### 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	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	( 577.75)	
	TOTAL FUND EQUITY		119,092.16
	TOTAL LIABILITIES AND EQUITY		184,261.76

**CITY OF WATERLOO**  
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 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 3 MONTHS ENDING MARCH 31, 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	150.00	150.00	150.00	.00	100.0
	TOTAL LEGISLATIVE SUPPORT	150.00	150.00	150.00	.00	100.0
	<u>SPECIAL ACCTG AND AUDITING</u>					
414-51-5151-214	SPEC ACCTG & AUD PROF FEES	427.75	427.75	1,500.00	1,072.25	28.5
	TOTAL SPECIAL ACCTG AND AUDITING	427.75	427.75	1,500.00	1,072.25	28.5
	<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	577.75	577.75	11,650.00	11,072.25	5.0
	NET REVENUE OVER(UNDER) EXPENDITURES	( 577.75)	( 577.75)	56,664.73		

# CITY OF WATERLOO

BALANCE SHEET  
MARCH 31, 2025

## 415-FUND 415

### ASSETS

415-11100	TREASURER'S CASH	20,938.75	
415-15800	DUE FROM AGENCY FUND TAXES	623.00	
	TOTAL ASSETS		21,561.75

### 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	20,938.25	
	TOTAL FUND EQUITY		( 13,311.25)
	TOTAL LIABILITIES AND EQUITY		21,561.75

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2025

**FUND 415 - FUND 415**

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

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 31, 2025

**FUND 415 - FUND 415**

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNDER(OVER)</u>	<u>% OF</u>
415-51-5112-325	LEGIS SUPPORT ANNUAL DOR FEE	<u>150.00</u>	<u>150.00</u>	<u>.00</u>	( <u>150.00</u> )	<u>.0</u>
	TOTAL DEPARTMENT 5112	<u>150.00</u>	<u>150.00</u>	<u>.00</u>	( <u>150.00</u> )	<u>.0</u>
	<u>DEPARTMENT 5151</u>					
415-51-5151-214	SPEC ACCTG & AUD PROF FEES	<u>427.75</u>	<u>427.75</u>	<u>.00</u>	( <u>427.75</u> )	<u>.0</u>
	TOTAL DEPARTMENT 5151	<u>427.75</u>	<u>427.75</u>	<u>.00</u>	( <u>427.75</u> )	<u>.0</u>
	TOTAL FUND EXPENDITURES	<u>577.75</u>	<u>577.75</u>	<u>.00</u>	( <u>577.75</u> )	<u>.0</u>
	NET REVENUE OVER(UNDER) EXPENDITURES	<u>( 577.75)</u>	<u>20,938.25</u>	<u>22,139.39</u>		

# CITY OF WATERLOO

BALANCE SHEET

MARCH 31, 2025

## 600-COMMUNITY DEVELOPMENT AUTHORITY

### ASSETS

600-11100	TREASURER'S CASH	41,780.71	
600-15800	DUE FROM AGENCY FUND TAXES	2,119.60	
	TOTAL ASSETS		43,900.31

### 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	345.33	
	TOTAL FUND EQUITY		43,900.71
	TOTAL LIABILITIES AND EQUITY		43,900.31

# CITY OF WATERLOO

## DETAIL REVENUES WITH COMPARISON TO BUDGET FOR THE 3 MONTHS ENDING MARCH 31, 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	1,400.00	3,000.00	( 1,600.00)	46.7
	TOTAL PUBLIC CHARGES FOR SERVICE	400.00	1,400.00	3,000.00	( 1,600.00)	46.7
	TOTAL FUND REVENUE	400.00	1,400.00	5,120.00	( 3,720.00)	27.3

# CITY OF WATERLOO

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 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	40.84	84.54	800.00	715.46	10.6
600-51-5162-222	MAUNESHA BUSINESS HEAT	199.31	644.43	1,200.00	555.57	53.7
600-51-5162-223	MAUNESHA BUSINESS WATER/SEWER	63.00	126.00	1,000.00	874.00	12.6
600-51-5162-290	MAUNESHA BUSINESS CLEAN CONTRA	55.00	165.00	660.00	495.00	25.0
600-51-5162-351	MAUNESHA BUSINESS REPAIRS/MAIN	.00	34.70	.00	( 34.70)	.0
	TOTAL MAUNESHA BUSINESS CENTER	358.15	1,054.67	3,660.00	2,605.33	28.8
	TOTAL FUND EXPENDITURES	358.15	1,054.67	3,960.00	2,905.33	26.6
	NET REVENUE OVER(UNDER) EXPENDITURES	41.85	345.33	1,160.00		

## Waterloo Community Development Authority -- Annual Calendar

Preferred meeting night: 3<sup>rd</sup> 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"><li>- evaluate CDA Progress Measures</li><li>- finalize prior year Annual Report</li></ul>
FEBRUARY <ul style="list-style-type: none"><li>- notify Mayor of member reappointment interest</li><li>- align/modify CDA Progress Measures as needed</li><li>- submit Annual Report to City Council</li></ul>
MARCH <ul style="list-style-type: none"><li>- notify Mayor of member reappointment interest</li><li>- Push to closeout incomplete prior year items</li></ul>
APRIL <ul style="list-style-type: none"><li>- Mayoral appointments</li><li>- Push to closeout incomplete prior year items</li></ul>
MAY <ul style="list-style-type: none"><li>- CDA election of Chair and Vice Chair</li><li>- evaluate CDA Progress Measures</li></ul>
JUNE <ul style="list-style-type: none"><li>- start future year budget submittal</li><li>- review of tax increment finance district progress</li></ul>
JULY <ul style="list-style-type: none"><li>- review of tax increment finance district progress</li><li>- future year budget planning</li><li>- align CDA Progress Measures with budget planning</li><li>- reaffirm or jettison all active programs and projects</li></ul>
AUGUST <ul style="list-style-type: none"><li>- future year budget submittal to Finance, Insurance &amp; Personnel Committee, including tax incremental finance funds</li></ul>
SEPTEMBER <ul style="list-style-type: none"><li>- evaluate CDA Progress Measures</li></ul>
OCTOBER <ul style="list-style-type: none"><li>- strength, weaknesses opportunities &amp; threats (SWOT) exercise</li></ul>
NOVEMBER <ul style="list-style-type: none"><li>- community outreach</li></ul>
DECEMBER <ul style="list-style-type: none"><li>- community outreach</li><li>- review staff draft, Annual Report to City Council</li><li>- update calendar</li></ul>