

**WATERLOO COMMUNITY DEVELOPMENT AUTHORITY**  
**MEETING MINUTES: November 19, 2019**

1. ROLL CALL AND CALL TO ORDER. CDA Chair Stinnett called the meeting to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Petts; Stinnett; Whitebird; Lewandowski and Kuhl. Absent: Deegan; Weihert and non-voting member Brian Henning. Others present: Parker Dow and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: 09/09/2019, 09/17/2019 and 10/15/2019 meeting minutes. MOTION: Moved by Petts, seconded by Whitebird to table approval of the 9/9 & 9/17 minutes. VOICE VOTE: Motion carried. MOTION: Moved by Kuhl, seconded by Petts to approve the 10/15 meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. School District Liaison. No report.
  - b. Chamber Of Commerce Liaison. No report.
  - c. Citizen Engagement/Outreach – Help Out Town Waterloo. No report.
  - d. Economic Development Plan Implementation Progress. Hansen asked attendees to confirm report strikes. MOTION: Moved by Whitebird, seconded by Petts to authorize the deletion of struck report items. VOICE VOTE: Motion carried.
  - e. Financial Reports
    - i. Fund 600 [CDA]; Funds 412, 413 & 414 [Tax Incremental Finance Districts 2, 3 & 4]. Hansen noted the closure of TID #1 and the transfer of over \$500,000 from TID #1 to TID #2.
  - f. Grant Tracking. Hansen described concepts behind two WisDOT grant application opportunities: (a) improvements to Portland Road corridor; and (b) improvements to Hendricks Street to aid pedestrian safety, access to 333 Portland Road and stormwater management on Hendricks Street.
  - g. 333 Portland Road, Site Interest List. Commenting on the Dow residential proposal, Lewandowski ask for confirmation soils were appropriate for a residential use. Whitebird, noting the varying degrees of interest asked how long the CDA should wait before making a recommendation. Stinnett indicated she felt no complete offers were available to consider. Petts expressed concern about the lack of other Waterloo industrial sites. Kuhl said the group must be ready to pivot to other options. Lewandowski ask that site interest be reconfirmed.
  - h. Treyburn Farms Update. Hansen provided a verbal report saying builder developer contacts were being made.
5. UNFINISHED BUSINESS
  - a. 203 East Madison Street, Phase 4. Hansen offered attendees appraisal copies. Hansen said one of two property owners had responded to municipal offers to purchase forwarded by Gabe Haberkorn. Hansen said Kunkel Engineering Group would follow-up with revised Phase 4 estimates and plans. He said the Public Works Department had fencing in-hand and was waiting until Spring to install. He said a call with DNR staff as requested by the CDA had taken place. Haberkorn was working on two grant applications for Stewardship funding and one to be routed to the DNR Municipal Flood Control program.
  - b. Prioritization/Strategic Overview. Stinnett passed on conducting a SWOT analysis. No action taken.
6. NEW BUSINESS
  - a. Maunasha Business Center Window Replacement Bids (Mayor & Public Works Director). Hansen distributed bids. Petts and Stinnett questioned why the bids process took place. Kuhl said the Mayor had directed the Public Works Director to identify facility repair items, and a discussion had taken place at a Finance Committee meeting. Kuhl said his reading of Hayfield brand windows was negative. MOTION: Moved by Kuhl, seconded by Petts to recommend to Council a Fund 600 expenditure not to exceed \$2,950, and awarding the work to Jeff Krueger Construction LLC for the replacement of five windows at 117 East Madison Street as submitted by Krueger. VOICE VOTE: Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. The next meeting was scheduled for December 17, 2019.
8. ADJOURNMENT. MOTION: By consensus the body adjourned at 7:22.

Attest:



Mo Hansen  
Clerk/Treasurer

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