

**CITY OF WATERLOO  
COMMUNITY DEVELOPMENT AUTHORITY - MEETING MINUTES  
WATERLOO MUNICIPAL BUILDING - 136 NORTH MONROE ST  
JANUARY 27, 2011**

1. **Call To Order & Roll Call.** Chairperson Hurley called the meeting to order at 6:00 p.m. Members present – Hurley, Wiltzius, Sellnow, Cole and Van Holten. Absent – Forman with one vacancy. Others attending – Clerk/Treasurer Hansen.
2. **Citizen Input.** None.
3. **New Business.**
  - a. **Consideration Of An Award For The Renovation Of The Maunasha Business Center, 117 East Madison Street. Discussion:** Replying to a Wiltzius question Hansen said an early estimate by Marty Sell was approximately \$185,000. Hansen said \$90,000 was sought additionally and awarded. He said the Cardinal bid figure was \$94,000. He said asbestos cost and by-owner costs also needed to be added under the construction budget amount. Hansen was unable to answer why many of the subcontractors were the same on various bids. Hansen explained the reasons for addenda. Hansen said a boiler plate contract would be used and said EDA has supplied the documentation. Hansen said MSA would provide light project management per the agreement. Hurley asked about relative contractor experience. Hansen said all were bonded and Marty Sell's recommendation spoke to Cardinal as being a qualified firm. Replying to Wiltzius, Hansen said selecting the lowest responsible bidder was required and that substitutions may be permissible if dollars are left over. Cole said the choice was limited. Sellnow said she knew of the firm, and said Sell had a good relationship with the firm. Cole said a valid reason would be needed to go with a firm other than the lowest bidder. The group discussed how to purchase by-owner purchase items, bidding out asbestos work and a process for addressing change orders. **Motion:** Moved by Cole, seconded by Sellnow, to have two CDA member signatures to approve change orders. **Voice Vote:** Motion carried. **Further Discussion:** The group talked about by-owners incidental purchases. Sellnow said most everything on the list could be done. Van Holten said the stairs may also be replaced rather than patched. Air conditioning was discussed. Hurley suggested bidding out extras. Sellnow said Marty Sell could be relied upon to make sure change orders are competitive. Cole said change orders would be substantial. **Motion:** Moved by Sellnow, seconded by Van Holten to award the work to Cardinal Construction Company in an amount of \$94,030 and excluding the voluntary alternates. **Voice Vote:** Motion carried.
4. **Future Agenda Items And Announcements.** None.
5. **Adjournment. Motion:** By Consensus the group adjourned. **Voice Vote:** Motion carried. The time was approximately 7:00 p.m.  
Attest:

Morton Hansen  
Clerk/Treasurer