

**CITY OF WATERLOO
COMMUNITY DEVELOPMENT AUTHORITY - MEETING MINUTES
WATERLOO MUNICIPAL BUILDING - 136 NORTH MONROE ST
April 19, 2011**

Corrected Per CDA Action

1. **Roll Call And Call To Order.** Chairperson Hurley called the meeting to order at 6:00 p.m. Members present – Hurley, Sellnow, Van Holten and Cole. Absent – Forman and Wiltzius with one vacancy. Others attending – Clerk/Treasurer Hansen.
2. **Approval Of The March 15, 2011 Meeting Minutes.** **Motion:** Moved by Cole, seconded by Sellnow to approve the meeting minutes as presented. **Voice vote:** Motion carried with Van Holten abstaining.
3. **Miscellaneous Business And Communications**
 - a. **Clerk/Treasurer's Budget Report (informational).** Noted.
 - b. **Clerk/Treasurer's Project Plans - Building Renovation & Training (informational).** Noted.
 - c. **Approval Of EDA Agreement And Mortgage Relating To Renovating The Upper Level Of The Maunasha Business Center, 117 East Madison Street.** **Discussion:** Hurley said the item should be placed on the May agenda for action. Sellnow suggested taking action tonight. **Motion:** Moved by Van Holten, seconded by Sellnow to move this agenda item 3c to 5c. **Voice vote:** Motion carried.
4. **Unfinished Business**
 - a. **Bylaws & Operating Procedures [Hurley].** No action.
 - b. **Maunasha Business Center Action Plan**
 - i. **Building Work Group – Action Plan [Sellnow].** **Discussion:** Sellnow and Cole noted item 3b above. No action taken.
 1. **Check With Marty Sell For Foundation And Above Ground Repair Estimate [Hurley].** **Discussion:** The Sell April 13th email was reviewed. **Motion:** Moved by Cole, seconded by Van Holten to submit a change order based on Marty Sell's email to EDA for its approval. **Voice vote:** Motion carried. **Motion:** Moved by Van Holten, seconded by Sellnow to take up item 5c at this time prior to Cole's departure and the loss of a quorum. **Voice vote:** Motion carried. **Note:** The 5c was taken up at this time. The numeric agenda sequence is maintained for the purposes of reporting the minutes.
 - ii. **Training Work Group – Action Plan [Wiltzius].** ~~Not taken up due to the lack of a quorum.~~
 1. **Marketing [Wiltzius]**
 - a. **Karen Kretschmann Recruitment Calls [Wiltzius]**
 - iii. **Maunasha Business Development Program [Hurley].** ~~Not taken up due to the lack of a quorum.~~
 1. **Rick Roeser, Business Development Specialist Wisconsin Business Innovation Corporation [Hurley].**
 2. **Review Of \$51,500 In Non-Construction Funding [Hurley]**
 3. **Criteria To Identify Jobs [Hurley]**
 - a. **Hurley/Cole Business Identification [Hurley/Cole]**
 - b. **Review of Business Identification List [Hurley/Cole]**
 4. **Possible Additional Funding [Hurley]**
 - iv. **By-Owner Purchase Items [Hurley].** ~~Not taken up due to the lack of a quorum.~~
 - c. **Project Marketing/Communication [Hurley].** ~~Not taken up due to the lack of a quorum.~~
 - i. **Review And Action On Awarding Work From Submitted Bids For A Maunasha Business Center Construction Sign [Hurley]**
 - d. **Assessing CDA Project Priorities [Cole/Van Holten].** ~~Not taken up due to the lack of a quorum.~~
 - i. **Consideration Of Hiring A Consultant To Recruit Businesses [Sellnow]**
 1. **Cole To Draft Document**
 - ii. **Leveraging Existing Fiber Optics Infrastructure [Sellnow]**
 - e. **CDA Project Criteria [Hurley].** ~~Not taken up due to the lack of a quorum.~~
5. **New Business**
 - a. **Recommending Individuals To Fill The Community Development Authority Vacancy [Hurley].**

~~Not taken up due to the lack of a quorum.~~

- b. **Additional Assessment of CDA Project Priorities – Facade Grant / Revolving Loan Fund [Van Holten].** ~~Not taken up due to the lack of a quorum.~~
- c. **Approval Of EDA Agreement And Mortgage Relating To Renovating The Upper Level Of The Maunasha Business Center, 117 East Madison Street.** **NOTE:** Agenda revised to include this under 5c (see above), **Discussion:** Hansen said the agreement was a condition of the award. Sellnow said the City Attorney had reviewed the document and the Mayor had signed it. **Motion:** Moved by Van Holten, seconded by Sellnow to approve the EDA Agreement and Mortgage document as presented. **Voice vote:** Motion carried. **Note:** At this point in the agenda Cole left the meeting and a quorum was no longer present.

6. Future Agenda Items And Announcements. ~~Not taken up due to the lack of a quorum.~~

- 7. **Adjourn. Motion:** Moved by Cole, seconded by Sellnow to adjourn. **Voice Vote:** Motion carried. The time was approximately 6:30 p.m.

Attest:

Morton Hansen
Clerk/Treasurer