

**CITY OF WATERLOO
COMMUNITY DEVELOPMENT AUTHORITY - MEETING MINUTES
WATERLOO MUNICIPAL BUILDING - 136 NORTH MONROE ST
June 21, 2011**

1. **Roll Call And Call To Order.** Chairperson Hurley called the meeting to order at 6:00 p.m. Members present – Hurley, Sellnow, Wiltzius and Cole. Absent – Abell, Van Holten and Stinnett. Others attending – Clerk/Treasurer Hansen.
2. **Approval Of The May 17, 2011 Meeting Minutes.** **Motion:** Moved by Sellnow, seconded by Cole to table the approval of the May 17, 2011 minutes. **Discussion:** Hurley noted that the April minutes were to be amended. **Voice Vote:** Motion carried.
3. **Miscellaneous Business And Communications**
 - a. **Clerk/Treasurer's Budget Report.** Noted.
 - b. **Clerk/Treasurer's Project Plans - Building Renovation & Training.** Noted.
4. **Unfinished Business**
 - a. **Bylaws & Operating Procedures [Hurley]. Discussion:** Hurley suggested that the current bylaw document be abandoned saying no way of tracking attendance existed, no one follows the procedure and the intent was misunderstood by a new member. Cole suggested bringing up the issue at the next meeting to stress meeting attendance expectations. Hurley said he would bring it up at the next meeting. **No action taken.**
 - b. **Maunasha Business Center Action Plan**
 - i. **Building Work Group – Action Plan [Sellnow]. Discussion:** Sellnow said cleaning of the blinds costs \$50. Hurley outlined concerns for how the stairs were reconstructed. Sellnow outlined concerns for the amount of credit received after the whole stair foundation was not excavated. Cole suggested requesting a warranty on the stairs. Hansen relayed the contractor comments that a sizable amount of the stairs cost was for the railing. Hansen said he would request a warranty for stairs and would request a written itemized listing of costs to repair the stairs.
 - ii. **Check With Marty Sell For Foundation And Above Ground Repair Estimate [Hurley]**
 1. **Mo To Submit Letter To EDA To Seek Funding For Foundation Repair [Hurley]. Discussion:** Hansen said a letter had been sent to the Economic Development Administration. He said the EDA's Mohammed Saeed would be in Waterloo on June 29th. **No action taken.**
 - iii. **Training Work Group – Action Plan [Wiltzius]**
 1. **Marketing [Wiltzius]. Discussion:** Wiltzius reported on a successful six-person training class held at the Library. She said a class was scheduled for July 7th and a fall schedule was in place. She said MATC has hired Allison Batterman as a liaison. Batterman had submitted a press release to the media. **No action taken.**
 - iv. **Maunasha Business Development Program [Hurley]**
 1. **Rick Roeser, Business Development Specialist Wisconsin Business Innovation Corporation [Hurley]. No action taken.**
 2. **Review Of \$51,500 In Non-Construction Funding [Hurley]. No action taken.**
 3. **Possible Additional Funding [Hurley]. No action taken.**
 4. **Review & Action On Services Agreement With Wisconsin Business Innovation Corporation [Wiltzius]. No action taken.**
 - a. **Mo To Submit A Request For Qualifications [Hurley]. Discussion:** Hansen distributed Request for Qualification documentation noting the July 1 submittal date. Hurley said determining the value of a consultant was necessary. Cole suggested working with Rick Roeser or no one. Sellnow and the group discussed the merits and potential returns on spending the award dollars. Hurley said he and Cole would contact Roeser. Wiltzius said not much would transpire over the summer. Cole stated a preference for not stopping the process. Hansen was instructed by Hurley to not take any action on the July 1 submittals. **No action taken.**

v. **By-Owner Purchase Items [Hurley].**

1. **Chairs - Mo To Check On Chairs, Phone Line and Internet Access [Hurley]. Discussion:** Hansen reported that he had ordered chairs after receiving a specification from MATC staff. He said he had priced and ordered phone and internet access from Charter. Hurley questioned why the actions were taken. Hansen replied that he worked off of an outline presented at a previous meeting. **No action taken.**
2. **Building Sign – Wait To See What Money Is Available [Hurley]. Discussion:** Hansen reported that the previous action outline had described this item as a bid item. He said a bid process did take place with one bid for received from Mainstreet Lettering for \$170. Hurley questioned why action was taken. Sellnow commented that the work has to be completed prior to the July 7th classes. **No action taken.**
3. **Cleaning Service – Mo To Ask The Question About Cleaning [Hurley]. Discussion:** Hansen presented a cost estimate for cleaning services from D&D Cleaning Services. Cole and Hurley said the question was - who was going to pay for the recurring costs. Hansen replied that the CDA could forward a recommendation to the Finance Committee or Council recommending a budget amendment directing the costs to whichever municipal fund it chose. Cole said the recurring expenses were the responsibility of the City and it should determine the details. Cole suggested communicating with the City saying that recurring expenses would start on or about July 1. Wiltzius suggested presenting a budget proposal to the Finance Committee. Sellnow said she thought the CDA would be done with the project when the building was finished. Sellnow said the recurring expense could be passed along to the City as part of a closeout project report. Hurley said the recurring expense should be dropped from the agenda leaving someone else to deal with it. Hurley directed that the agenda item be deleted. Hurley asked to see the invoices. **No action taken.**
4. **Printer & Wireless Service, Sellnow To Purchase [Hurley]. Discussion:** Sellnow reported that she researched and forwarded purchase details to the Clerk/Treasurer's office for the purchase of a computer and that it was purchased and on site. **No action taken.**

c. **Project Marketing/Communication [Hurley]. No action taken.**

d. **Assessing CDA Project Priorities [Cole/Van Holten]**

- i. **Consideration Of Hiring A Consultant To Recruit Businesses [Sellnow]. Discussion:** Sellnow said this agenda item could be deleted. **No action taken.**
- ii. **Leveraging Existing Fiber Optics Infrastructure [Sellnow]. Discussion:** Sellnow said to leave this agenda item for the next agenda. Hansen said he had contacted Charter Communication, that Waterloo had been assigned a fiber optics representative and that a Charter Communications engineer was collecting information about fiber optics in Waterloo. **No action taken.**
- iii. **Facade Grant / Revolving Loan Fund [Van Holten]. Discussion:** Hansen said projects of this type were being considered as part of creating TID #2. **No action taken.**

e. **CDA Project Criteria [Hurley]. No action taken.**

5. **New Business**

- a. **Collecting Funds For Local Match – Village Of Marshall [Hurley]. Discussion:** Hansen reported that he had met with the Marshall Area Business Association twice and met with the Marshall Village Board twice and that the Village of Marshall had unanimously voted to contribute \$10,000 towards the Maunasha Business Center as part of the local match. **No action taken.**
- b. **Collecting Funds For Local Match – Waterloo Community Foundation [Hurley]. Discussion:** Hansen reported that the foundation had contributed \$750 towards the project local match.
- c. **Grand Opening [Hurley]. Discussion:** The group talked about an open house and/or a grand opening. Hurley informed the group that Mike Ferguson had proposed June 10 as a date. Hurley suggested that some kind of event could take place at a later date. Sellnow suggested tabling the matter and handing it off to Allison Batterman. Sellnow said she would volunteer to contact Batterman. **No action taken.**

6. **Future Agenda Items And Announcements. ##** Hurley said an agenda item labeled Finance should be placed under new business for the July meeting. He said On-going Expenses should be placed under

Finances; and Collection of Funds from Village of Marshall should also be placed under this Finance.

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

Attest:

Morton Hansen
Clerk/Treasurer