

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

1. **Roll Call And Call To Order.** Chairperson Hurley called the meeting to order at 6:00 p.m. Members present – Van Holten, Hurley, Wiltzius, Stinnett, Sellnow (leaving at 6:45) and Cole. Absent – Abell. Others attending Clerk/Treasurer Hansen.
2. **Approval Of The April 19, May 17 and June 21, 2011 Meeting Minutes.** **Motion:** Motion by Sellnow, seconded by Wiltzius to approve the June 21, 2011 minutes, tabling the April & May minutes **Voice Vote:** Motion carried.
3. **Miscellaneous Business And Communications**
 - a. **Clerk/Treasurer's Budget Report (informational).** Noted.
4. **Unfinished Business**
 - a. **Bylaws & Operating Procedures [Hurley]. Discussion:** Hurley said at the last meeting he proposed abandoning the attendance policy. **Motion:** Moved by Cole, seconded by Sellnow to no longer have the attendance policy as a CDA policy. **Voice Vote:** Motion carried.
 - b. **Maunsha Business Center Action Plan**
 - i. **Building Work Group – Action Plan [Sellnow]**
 1. **Mo to Request Warranty [Hurley]. Discussion:** Hansen said the request was forwarded to the contractor. Hurley and Sellnow reviewed details related to the request. Hansen said he would follow-up on the item. No action taken.
 - ii. **Check With Marty Sell For Foundation And Above Ground Repair Estimate [Hurley]**
 - iii. **Mo To Submit Letter To EDA To Seek Funding For Foundation Repair [Hurley]. Discussion:** Hansen reported that a letter was sent to EDA, that EDA staff had visited Waterloo and that the verbal reply was that the request could have been addressed at an earlier time. Hansen said Saeed wasn't planning to act affirmatively on the request. Cole said to reinforce the gravity of the situation. Hansen said he would contact EDA staff. No action taken.
 - iv. **Training Work Group – Action Plan [Wiltzius]**
 1. **Marketing [Wiltzius]. Discussion:** Wiltzius reported that she is working with two MATC representatives working diligently on marketing the program. She said they are being pro-active. No action taken.
 - v. **Maunsha 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]**
 3. **Possible Additional Funding [Hurley].** No action taken.
 4. **Review & Action On Services Agreement With Wisconsin Business Innovation Corporation [Wiltzius]**
 - a. **Mo To Submit A Request For Qualifications [Hurley]. Note:** Submittals were included in the meeting packet.
 - b. **Hurley, Cole To Call Rick Roeser. Discussion:** Hurley reviewed the program services as outlined by Roeser. Cole said they offered no guarantees of jobs, but that they could initial canvass and then assemble goals. Cole said they are looking to work with a CDA sub-committee to assist with business visits. The members discussed how Marshall might be involved in the program. **Motion:** Moved by Cole, seconded by Stinnett to enter into the agreement as presented in the packet. **Voice Vote:** Motion carried.
 - vi. **By-Owner Purchase Items [Hurley]**
 1. **Chairs - Mo To Check On Chairs, Phone Line and Internet Access [Hurley]. Discussion:** Hansen said the chairs had been purchased and phone & internet access was installed. In reply to Hurley, Hansen said MATC did not request the phone. Hurley suggested getting rid of the phone. Wiltzius said the phone could serve

teleconferencing and emergency needs. A discussion was held about how to use the phone line.

2. **Building Sign – Wait To See What Money Is Available [Hurley]. Discussion:** Hansen reported that the sign was done and installed.
3. **Printer & Wireless Service, Sellnow To Purchase [Hurley]. Noted:** Items noted as completed.

vii. Finance

1. **On-going Expenses [Hurley]. Discussion:** Cole said he was perplexed as to why the City would not be responsible for on-going expenses. Wiltzius suggested forwarding a budget proposal to the Finance Committee. Stinnett asked who is responsible for on-going programming. Wiltzius compared the CDA role to that of the Library Board. Members discussed how best to not have facility care costs absorbed by the CDA. Hansen suggested the matter could be resolved through the budgeting process. Cole said how the building is managed in the future is the key question. No action taken and Hurley said the agenda item could come off the agenda.
2. **Collection Of Funds From Village of Marshall. Noted.**

viii. Maunesh Business Center – Grand Opening [Hurley]

1. **Sellnow To Call Batterman. Discussion:** Sellnow noted that an August 4th date was set for an open house. No action taken.

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

d. **Assessing CDA Project Priorities**

i. **Leveraging Existing Fiber Optics Infrastructure [Sellnow].** No action taken.

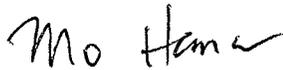
ii. **Facade Grant / Revolving Loan Fund [Van Holten].** No action taken.

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

5. **Future Agenda Items And Announcements. ##** Wiltzius said she would like to meet at the Maunesh Business Center.

6. **Adjourn. Motion:** Moved by Van Holten, seconded by Wiltzius to adjourn. **Voice Vote:** Motion carried. The time was approximately 7:30 p.m.

Attest:



Morton Hansen
Clerk/Treasurer