

**CITY OF WATERLOO
COMMUNITY DEVELOPMENT AUTHORITY - MEETING MINUTES
WATERLOO MUNICIPAL BUILDING - 136 NORTH MONROE ST
August 16, 2011**

1. **Roll Call And Call To Order.** Chairperson Hurley called the meeting to order at 6:00 p.m. Members present –, Hurley, Wiltzius, Stinnett, Sellnow . Absent – Abell, Van Holten and Cole. Others attending Dow.
2. **Approval Of The May 17, July 19, August 3, 2011 Meeting Minutes.** **Motion:** Motion by Wiltzius, seconded by Sellnow to approve the May 17, April 19, July 19, 2011 minutes, **Voice Vote:** Motion carried.
3. **Miscellaneous Business And Communications**
 - a. **Summary of CDA Budgeting Responsibilities** In Packet
 - b. **Clerk/Treasurer’s Budget Report (informational).** In Packet.

4. **Unfinished Business**

a. **Bylaws & Operating Procedures** Meeting policy, standard operating policy. Motion to remove to move meeting days and times from policy by Wiltzius, 2nd by Stinnett **Voice Vote:** Motion carried

b. **Mauneshia Business Center Action Plan**

i **Building Work Group – Action Plan [Sellnow]** Working , open house today 4-8

1 **Mo Hanson to request Warranty [Hurley]** Waiting on information. No action taken

ii **Check with Marty Sell for Foundation and above Ground Repair estimate [Hurley]** Done, letters sent, no reply, waiting on reply, no action taken

1 **Mo Hansen to follow up on submitted letter to EDA seeking funding for foundation repair [Hurley]**

iii **Training work Group – Action Plan [Wiltzius]**

1 **Marketing [Wiltzius]** Waterloo has a Facebook account. Looking at a Twitter Account for Mauneshia Business, next week prep for fall classes 1 Sept.

iv **Mauneshia Business Development Program [Hurley]**

1 **Rick Roesser, Business Development Specialist, WI Business Inovation Corporation [Hurley]**

Motion was made for a Steering Committee selecting Mo Hansen as the designee of the Steering Committee; by Sellnow 2nd by Stinnett **Voice Vote:** Motion carried

Motion was made for a Steering Committee selecting. Cole, Van Holten, Stinnett. by Sellnow 2nd by Stinnett. **Voice Vote:** Motion carried

[Stinnett to follow up on the following]

Suggestion - One volunteer from Marshall for the Waterloo Steering Committee;

Suggestion - That Hansen to draft construct and send a letter to Marshall for a Volunteer to work on the committee

2 Review of \$51,500 in non-construction funding [Hurley] No action taken

3 Possible additional funding [Hurley] No action taken

4 Mo Hansen to submit a request for qualifications [Hurley] No information so No action taken

v. Maunasha Business Center – Grand Opening [Hurley] No action taken

c Project Marketing / Communication [Hurley] No action taken

d. Assessing CDA Project Priorities [Cole / Van Holten] Not present No action taken

i Leveraging existing fiber optics infrastructure [Sellnow] Still Learning and gaining information

ii Facade grand / revolving loan fund [Van Holten] Information given that the letters have gone out with the TIF information

e. CDA Project Criteria [Hurley] No action taken

5 New business

a Budget Discussion and agreement to use last years budget and to talk with Lois. Hurley will follow up

6 Future Agenda items and announcements Discussion about future agenda items, proposals

7 Adjourn Motion to adjourn Stinnett, 2nd by Sellnow **Voice Vote:** Motion carried 6:47