



**8. Adjourn**

**Previously Completed 2010 Agenda Items**

- Community Development Block Grant (CDBG) Funding Opportunity Background Review – 1/19/2010
- Consideration Of A By-Law Relating To Meeting Attendance – 1/19/2010
- Maunsha Business Center - Entrepreneurial Development Committee - withdrawn 2/16/2010
- Redevelopment of South Monroe Street – withdrawn 2/16/2010
- High Speed Rail – withdrawn 3/16/2010
- Review & Consideration of Barry Gore Scope of Services Proposal – 3/16/2010
- Funding for an Economic Development Director/Coordinator Position – referred to Finance Committee 4/20/2010
- Jefferson County Transportation Review – withdrawn 5/18/2010
- Consideration Of Closing Out TIF #1 – withdrawn 6/15/2010
- Promoting Waterloo – withdrawn 6/15/2010
- 2010 CDA Budget & Consideration Of Amendments – referred to Council 6/15/2010
- Consideration of Tax Incremental District #2 – withdrawn 8/17/2010



Morton Hansen  
Clerk/Treasurer

Community Development Authority Members: Hurley, Wiltzius, Cole, Sellnow, Forman and Van Holten with one vacancy  
Posted, Mailed and E-mailed: October 13, 2010

Please note: it is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

**CITY OF WATERLOO  
COMMUNITY DEVELOPMENT AUTHORITY - MEETING MINUTES  
WATERLOO MUNICIPAL BUILDING - 136 NORTH MONROE ST  
Police Training Room  
September 21, 2010**

1. **Call To Order & Roll Call.** Chairperson Hurley called the meeting to order at 6:00 p.m. Members present – Hurley, Wiltzius, Sellnow, Van Holten and Cole. Absent – Forman with one vacancy. Others attending – Clerk/Treasurer Hansen.
2. **Approval Of The August 17, 2010 Meeting Minutes. Motion:** Moved by Wiltzius, seconded by Cole to approve the meeting minutes as presented. **Voice Vote:** Motion carried with Van Holten abstaining.
3. **Citizen Input.** None.
4. **Miscellaneous Business And Communications.**
  - a. **Forward Suggestions To Fill CDA Vacancy To Mayor Thompson.** Noted.

5. **Unfinished Business**

- a. **Bylaws & Operating Procedures (Hurley).** No action taken.
- b. **Maunasha Business Center Action Plan**
  - i. **Building Work Group – Action Plan (Sellnow & Forman).**
    1. **Sought/Received Additional Project Funding – done**
    2. **Addressing Architect's Request For Additional Compensation Given Larger Project – open item for CDA**
    3. **Review Of Bid Documents – on hold [Hurley & Forman]**
    4. **Awarding Contractor Contract – pending bid process**

**Discussion:** Regarding #2 above Hansen summarized by saying that Marty Sell of MSA had requested additional dollars stating that the scope of work had changed. He said Sell had agreed to a split the difference compromise which was put forward at Forman's suggestion. Sellnow said she had a problem with Sell seeking additional dollars and she did not believe the scope of work had changed. Hurley said a figure of approximately \$85,000 had been listed in the original bid document. Cole said Sell was taking advantage of the situation but that options were limited. Hansen said the City Attorney had not been involved. Sellnow said the City had a binding agreement for \$7,800. Cole suggested moving forward and clearly stating that "this is it" no more. Hurley suggested that the sub-group involved in the remodeling – Sellnow and Forman – handle it, saying the CDA would support what they came up with. No action taken.

ii. **Training Work Group – Action Plan (Wiltzius)**

1. **Two MATC Coordinating Meetings – done [Wiltzius]**
2. **Scheduling MATC Meetings With Targeted Employers – calls out [staff]**
3. **Contact School Regarding Student Participation – next week [Wiltzius]**

**Discussion:** Wiltzius reported on meetings with MATC outlining that hybrid vehicle training would take place at the Fire Station and standardized training relating to manufacturing could take place at the Library. Cole suggested updates for the newspaper. It was mentioned that McClain Engineering should participate. No action taken.

iii. **Maunasha Business Development Program (Hurley & others)**

1. **Establish Recurring Meeting Time With Key Contacts [staff]**
2. **Invite Business Applications – on hold [staff]**
3. **Select Project Participants – on hold [staff]**
4. **Provide Services – on hold [staff]**

**Discussion:** None with no action taken.

c. **Assessing CDA Project Priorities (Cole/Van Holten)**

- i. **South Monroe Street, Community Building & CDBG-EAP Project (Van Holten/Forman)**
- ii. **Freight Warehousing & Rail Based Economic Development (Van Holten).**

**Discussion:** Van Holten said the Council is moving forward with creating a second tax