

# WATERLOO COMMUNITY DEVELOPMENT AUTHORITY

## Minutes – September 17, 2013

POLICE TRAINING ROOM, MUNICIPAL BUILDING

- 1) **Roll Call And Call To Order.** Chairperson Sellnow called the meeting to order at 6:30 p.m. Members present: Sellnow, Stinnett, Strasser and Freund. Absent: Ziaja with two vacancies. Others attending: Clerk/Treasurer Hansen.
- 2) **Approval of Meeting Minutes.** **Motion:** Moved by Strasser, seconded by Stinnett to approve the April 16, 2013 meeting minutes as presented. **Voice vote:** Motion approved. **Motion:** Moved by Strasser, seconded by Freund to approve the August 20, 2013 meeting minutes as presented with the correction of start time as 6:00 p.m. **Voice vote:** Motion approved.
- 3) **Citizen Input.** None.
- 4) **Recurring Reports – Informational.**
  - a) **Budget Report.** A written report was presented. There was some discussion regarding the report.
  - b) **Find Your Path Here Program.** A written report was presented. There was a change on the merchant list due to the HIPPA law.
- 5) **Unfinished Business.**
  - a) **Redevelopment & Reuse Of Targeted Sites: 333 Portland Road, 173 North Monroe Street, 115 North Monroe Street, 123 South Monroe Street – Update.** **Discussion:** Hansen shared a document drafted by Errin Welty to Jim Gauthier basically stating if he can sell all properties in an arm's length transaction with a total value greater than the option price higher cost the city would pay the closing costs for that transaction. The likelihood of that transaction taking place is unlikely. No action taken.
  - b) **Interactive Map Update.** **Discussion:** Hansen reported no new information from Laura Cotting on the topic. No action taken.
  - c) **Lighting Find Your Path Here Welcome Signs.** **Discussion:** Freund reported on contacts she made. Hansen said he had no new information. After lengthy discussion on the topic, the consensus was to assemble all the information compiled, which includes wiring, lighting fixtures and monthly electric charges, and present it to the Chamber of Commerce explaining that the CDA has exhausted all of their avenues. **Motion:** Moved by Stinnett, seconded by Freund that Keri Sellnow and Clerk/Treasurer Hansen assemble the information gathered thus far and Keri Sellnow present it to the Chamber of Commerce and let them have the Lighting Find Your Path Here Welcome Signs back for them to continue with. **Voice Vote:** Motion carried.
  - d) **120 West Madison Street – Post Acquisition Activities.** **Discussion:** Clerk/Treasurer Hansen reported that Tim Geske of Hawthorn & Stone had identified two estimates for demolition work but the information was not received. Sellnow asked Hansen to email the estimates to the committee members for their viewing prior to the next meeting. **Motion:** Moved by Freund, seconded by Stinnett to prepare an RFP for the demolition of the property at 120 W. Madison Street. **Voice Vote:** Motion carried.
- 6) **New Business**
  - a. **2014 Budget For Finance Committee Consideration.** Clerk/Treasurer Hansen presented a spreadsheet of the 2014 Budget. The objective is to prepare a budget for the November Finance, Insurance & Personnel Committee meeting. Errin Welty had Clerk/Treasurer Hansen present a matrix for their ranking of the items listed for prioritization in the budget process.
- 7) **Future Agenda Items And Announcements.** #Clerk/Treasurer Hansen mentioned that he is going to have the Parks Commission change their meeting times to 7:00 p.m.
- 8) **Adjournment.** **Motion:** Moved by Stinnett, seconded by Freund to adjourn at approximately 7:13 p.m. **Voice vote:** Motion carried.

Attest:

Mo Hansen  
Clerk/Treasurer