



136 N. MONROE STREET, WATERLOO, WI 53594  
PHONE (920) 478-3025  
EMAIL [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)  
FAX (920) 478-2021

**PUBLIC NOTICE OF A COMMITTEE MEETING OF THE  
COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held:

**COMMITTEE:** COMMUNITY DEVELOPMENT COMMITTEE  
**DATE:** Thursday, August 21, 2014 **TIME:** 6:30 p.m.  
**LOCATION:** Municipal Building - 136 N. Monroe Street, Police Training Room

to consider the following:

1. CALL TO ORDER & ROLL CALL
2. APPROVAL OF JUNE 19, 2014 AND JULY 17, 2014 (no meeting) MEETING MINUTES
3. CITIZEN INPUT
4. UNFINISHED BUSINESS
  - a. Mission Statement Draft (reference materials from previous meetings)
  - b. Ranking Of UW-Milwaukee Applied Planning Workshop Recommendations (reference materials from previous meetings)
  - c. Consideration Of Joint Meetings With the Community Development Authority
    - i. The CDA Has Invited The CDC To A September 11, 2014 Joint Meeting
    - ii. Considering The Adoption Of Meeting Rules And Procedures For Joint Meetings
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. 2014 Calendar and Planning Outline
6. ADJOURN

Morton Hansen  
Clerk/Treasurer

\*\*\* See Council Packet

Committee Members: Ziaja, Reynolds and Thomas

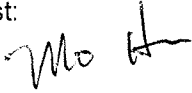
Posted, Emailed & Distributed: August 18, 2014

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 COMMITTEE MINUTES  
THE MUNICIPAL BUILDING COUNCIL CHAMBERS - 136 NORTH MONROE ST  
July 17, 2014

No meeting due to lack of a quorum.

Attest:



Morton Hansen, Clerk/Treasurer

**CITY OF WATERLOO COMMUNITY DEVELOPMENT COMMITTEE MINUTES  
THE MUNICIPAL BUILDING - 136 NORTH MONROE ST  
June 19, 2014**

1. **CALL TO ORDER & ROLL CALL.** Alderperson Reynolds called the meeting to order at 6:00 p.m. in the Police Training Room. Alderpersons present – Reynolds, Ziaja and Thomas. Absent – none. Others attending – Ron Griffin and Clerk/Treasurer Hansen.
2. **APPROVAL OF MAY 15, 2014 MEETING MINUTES.** **Motion:** Moved by Ziaja, seconded by Thomas to approve the May 15, 2014 meeting minutes as submitted. **Voice Vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS**
  - a. **Mission Statement Draft.** **Motion:** Moved by Ziaja, seconded by Thomas to table the agenda item until a future meeting. **Voice Vote:** Motion carried.
5. **NEW BUSINESS**
  - a. **Review Of UW-Milwaukee Applied Planning Workshop Partnership: 2014 Final Work Product.**  
**Discussion:** Hansen reviewed recommendations. The body discussed methods for ranking the recommendations. Ziaja called for citizen involvement in a prioritization process. Ziaja called for the Committee to rank the recommendations. Hansen said he would send out ranking information to committee members. No action taken.
6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
  - a. **2014 Calendar and Planning Outline.** Noted.
7. **ADJOURNMENT.** **Motion:** Moved by Ziaja, seconded by Reynolds to adjourn. Motion carried. Approximate time: 6:35 p.m.

Attest:



Morton Hansen  
Clerk/Treasurer

## City Hall

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**From:** City Hall [cityhall@waterloowi.us]  
**Sent:** Wednesday, July 16, 2014 12:57 PM  
**To:** mstrass@uwhpwatertown.com; Lindsay Reynolds  
**Cc:** Timothy Fenner (TFenner@axley.com); Angie Stinnett; bspringr@charter.net; City of Waterloo, Mayor; jeni@highenergydj.com; Ron Griffin (griffinrepair@gmail.com); thomast2000@yahoo.com; Waterloo Clerk/Treas Office; Ziaja, Matt; inthemodeforhim@yahoo.com; Laurie Freund (resultsmayvary68@charter.net); Rory Thurnbauer  
**Subject:** CDA call for a September 11 joint meetings involving the CDA & CDC  
**Attachments:** 2014-04-16 CDC OUTLINE.pdf

TO: Community Development Authority (CDA) Chair Michael Strasser and Community Development Committee (CDC) Chair Lindsay Reynolds

Below are my follow-up notes to the 7/15/14 CDA meeting responding to Alderperson Ziaja's expressed interest in merging or combining the activities of the Community Development Authority and the Community Development Committee. The CDA members are inviting the CDC members to a joint meeting scheduled for September 11, 2014 at 6:00 pm at the Municipal Building.

The purpose of this email is to provide background information on this topic. I ask that each chair reply back indicating if further action on my part is requested. My references for this communication are a phone call with City Attorney and the Wisconsin Department of Justice Open Meetings Law Compliance Guide.

This topic was raised in the context of the following meeting comments:

- Duplication of effort and ineffective cross-communication are a concern.
- More needs to be done to engage the public in the municipal decision-making process.
- Multiple municipal bodies are commonly interested in the same or similar issues, or conversely, they may be in direct conflict due to the lack of communication.
- Both the CDA and CDC may be interested in formulating action plans after reviewing the May 2014 UW-Milwaukee Report: "Encouraging a Thriving Future for Waterloo, WI."
- Elected and appointed officials face challenges keeping current on the variety of topics before numerous committees, boards and commissions.

### ABOUT THIS CDA INITIATIVE

If the general concept is acceptable to the elected and appointed individuals, my recommendation would be for joint meetings rather than a merger. The two bodies are constituted for difference reasons. They would not easily merge. The cleanest way to streamline could take the form of eliminating the CDC as a standing committee. In the near-term a greater degree of flexibility is obtainable if the two bodies simply hold joint meetings.

1. The CDC is a formally constituted Standing Committee, or subunit, of the City Council. It consists of three elected Alderpersons appointed by the Mayor and confirmed by the Council. It exists and operates as described under Sections 30-4 (F) and (L) "Standing Rules" and 30-6 "Standing Committees" of the municipal code. The Community Development Committee is not specifically referenced elsewhere in the municipal code as being responsible for or authorized to, carry out other legislative actions or duties. Since its creation in 1991, the Community Development Committee has made recommendation to the Council on varying topics over time -- including recommending the creation of the CDA in 2007.
2. The CDA is a 2007 creation of the City Council, pursuant to 66.1335, Wis. Stat. It is authorized to transact business and exercise any and all powers granted to a CDA under the Community Development Law for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects and housing projects.
3. Joint or "Separate" Meeting Details: [From the Wisconsin Department of Justice Open Meetings Law Compliance

Guide: "When a quorum of the members of one governmental body attend a meeting of another governmental body under circumstances where their attendance is not chance or social, in order to gather information or otherwise engage in governmental business regarding a subject over which they have decision-making responsibility, two separate meetings occur, and notice must be given of both meetings."]

A properly noticed joint meeting is legally possible. To anticipate practical and legal meeting concerns during a joint meeting, I would recommend that both bodies adopt rules governing its procedures at such joint meetings. If there is interest expressed by both chairs, I can draft procedures for each body to consider. My drafts would basically enable both bodies to participate in a joint agenda and a joint discussion. Motions would then come to the table separately from each body, and separate votes on motions would take place. State statutes would require that some agenda items only go before the CDA. A record of action by each separate body would be maintained.

The rules of procedure for joint meetings would address:

- Who can call a joint meeting?
- How is the joint meeting agenda assembled?
- How is a quorum determined?
- Who chairs the meeting?
- How does the chair accept motions from the members?
- How are motions acted upon?

With everyone understanding the procedures, I believe this all would be simpler than it reads...

4. Are the overarching missions compatible? At its inception, the CDA broadly defined "urban renewal programs and projects" to mean most everything thought of as economic development. In recent years its focus has narrowed to more specific objectives in the area of housing and blight elimination. In prior years the CDC never had a mission statement. Attached is an April 16, 2014 CDC Planning Outline produced by two of the three current CDC members.

I will wait to hear back from the chairs of both bodies, Lindsay Reynolds and Michael Strasser.

**Mo Hansen**

Clerk/Treasurer  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594-1198

email - [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)

website - <http://www.waterloowi.us>

voice - 920-478-3025



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**COMMUNITY**  
Meetings

sign-up for municipal  
meeting notices

**From:** City Hall [mailto:cityhall@waterloowi.us]

**Sent:** Wednesday, July 16, 2014 8:26 AM

**To:** Bob Thompson Traveling (zip53594Mayor@hotmail.com); City of Waterloo, Mayor

**Cc:** Angie Stinnett; bspringr@charter.net; jeni@highenergydj.com; Lindsay Reynolds ; Ron Griffin (griffinrepair@gmail.com); thomastr2000@yahoo.com; Waterloo Clerk/Treas Office; Ziaja, Matt;

inthemodetoforhim@yahoo.com; Laurie Freund (resultsmayvary68@charter.net); mstrass@uwHPwatertown.com; Rory Thurnbauer

**Subject:** CDA call for joint meetings between CDA & CDC

Mayor Thompson,

At Tuesday night's Community Development Authority meeting, under Future Agenda Items and Announcements, the members discussed the value of merging the Community Development Authority and the Community Development Committee. To provide a setting to further the discussion, by consensus, the body decided that it would call for a joint meeting of the two groups on Thursday, September 11, 2014 at 6:00 p.m. in the municipal building. CDA & CDC member Matt Ziaja mentioned that he would contact Lindsay Reynolds, the CDC Chair, to further discuss the concept.

**Mo Hansen**

Clerk/Treasurer  
City of Waterloo  
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voice - 920-478-3025



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**COMMUNITY**

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**TO:** INTERESTED PERSONS  
**FROM:** CLERK/TREASURER  
**SUBJECT:** CONSIDERING RULES AND PROCEDURES FOR JOINT MEETINGS  
**DATE:** AUGUST 18, 2014

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## CONSIDERING RULES AND PROCEDURES FOR JOINT MEETINGS

When considering holding joint meetings. Please consider establishing rules and procedures in advance of the joint meeting to ensure an orderly meeting. Below is an outline to consider.

### **A. Who can call a joint meeting?**

PROCEDURE #1 – Joint meetings can be called with the unanimous agreement of the chairpersons of the participating Committee, Board or Commission.

### **B. How is a joint meeting agenda assembled?**

PROCEDURE #2 – Agendas can be created in accordance with 30-4(L) of the municipal code as listed below: Items shall be placed on the agenda of any Council or standing committee meeting if requested by: the Mayor, any Alderperson, the City Clerk/Treasurer or any department head. Items may be placed on the agenda of any Council or standing committee meeting if requested by any other person, subject to the approval of the Mayor and/or the Committee Chairperson. The Council shall receive notice of any denial of a request to place an item on the Council or a standing committee agenda. Requests to place items on the agenda should comply with the notice requirements of the Wisconsin Open Meetings Law (§ 19.84, Wis. Stats.) and the policies and procedures of the Clerk/Treasurer's office. [Note: The CDA is not a standing committee. Therefore this authority rests with the CDA chairperson in consultation with CDA members.]

### **C. Determining quorum?**

PROCEDURE #3 – Same as for regular meetings.

### **D. Who chairs the meeting?**

PROCEDURE #4 – This is determined by the consensus of the chairpersons involved. Absent a consensus, the standing committee chair with the long length of continual service on the City Council would chair the initial meeting and then the chair would rotate thereafter between chairpersons involved.

### **E. How does the chair accept motions from participants? How are motions acted upon?**

PROCEDURE #5 – A combined agenda would be prepared. PLEASE NOTE: Because of state statutes and municipal law, some matters would only go before one body and not both bodies. For jointly listed agenda items, the chair would recognize a participating member whose participating body has a quorum. The person would make a motion. A second from the same body would be needed for the motion. A concurrent motion and 2<sup>nd</sup> from the other body may be made at this time. A discussion germane to the motion takes place involving all participants. At the conclusion of the discussion, a vote on the motion occurs by first body. If a concurrent motion is on the table, a vote by the second body then also occurs.