



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
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-- PUBLIC MEETING NOTICE --  
**CITY OF WATERLOO**  
**COMMUNITY DEVELOPMENT AUTHORITY**

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.

**DATE:** March 19, 2013

**TIME:** 6:00 p.m.

**LOCATION:** Municipal Building, 136 N. Monroe Street (room location to be assigned)

1. Roll Call And Call To Order
2. Approval Of Meeting Minutes
3. Citizen Input
4. Recurring Reports - *Informational*
  - a. Budget Report
  - b. Maunasha Business Development Program
  - c. Find Your Path Here Program
5. Unfinished Business
  - a. Entering Into Negotiations Regarding Redevelopment & Reuse Sites – *Update*
    - i. 333 Portland Road, 173 North Monroe Street, 115 North Monroe Street, 123 South Monroe Street
  - b. Interactive Map Update
6. New Business
7. Future Agenda Items And Announcements
8. Adjourn

Mo Hansen  
Clerk/Treasurer

Community Development Authority Members: Wiltzius, Cole, Sellnow, Van Holten, Stinnett, Ziaja, and one vacancy  
Posted, Mailed and E-mailed: March 15, 2013

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.

# WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - Minutes

JANUARY 15, 2013 – POLICE TRAINING ROOM, MUNICIPAL BUILDING

- 1) **Roll Call And Call To Order.** Vice-Chairperson Wiltzius called the meeting to order at 6:02. Members present: Sellnow (by phone), Stinnett, Cole, Ziaja and Wiltzius. Absent: Van Holten and Kluck. Others attending – Maureen Giese and Clerk/Treasurer Mo Hansen.
- 2) **Meeting Minutes Approval – November 20, 2012 & December 18, 2012.** **Motion:** Moved by Stinnett seconded by Wiltzius to approve the November 20, 2012 meeting minutes as presented. **Voice vote:** Motion carried. **Note:** A document stating that the December 18, 2012 was cancelled was presented.
- 3) **Citizen Input.** Maureen Giese said she was under the impression that the CDA would take up the matter of providing funding for local civic organizations. She said Historical Society members staffed the 2011 Waterloo Holiday Store; that she would appreciate answers to her emails; that Historical Society website information should be re-directed to Facebook; and that multiple Council had turned down her request for funds for the Historical Society.
- 4) **Recurring Reports**
  - a) **Clerk/Treasurer's Budget Report** – Year-end information along with the 2013 budget were presented. No action taken.
  - b) **Maunasha Business Development Program** – Hansen provided verbal summary on the concept of interesting Trek in activity involving Foreign Trade Zone No. 41. Craig Kettleson issued a written report. No action taken.
  - c) **Find Your Path Here Program** – Hansen presented a recipient summary list, a Trulia.com report and a MailChimp.com report on a recent email. He said he would present a variety of marketing options at the next meeting to further reach the targeting audiences. Sellnow asked that the welcome sign change be put in place. No formal action taken.
- 5) **Unfinished Business.** None.
- 6) **New Business.**
  - a) **Entering Into Negotiations Regarding Redevelopment & Reuse Sites**
    - i) **333 Portland Road, 173 North Monroe Street, 115 North Monroe Street, 123 South Monroe Street.**  
**Discussion:** Hansen outlined a concept of seeking an option to purchase four properties from Jim Gauthier. He reviewed each property. Sellnow said starting negotiations would mean Errin Welty could market property. **Motion:** Moved by Stinnett, seconded by Sellnow to direct the sending of the letter to the property owner to initiate a discussion on the topic. **Voice vote:** Motion carried.
- 7) **Future Agenda Items And Announcements.** None.
- 8) **Adjournment.** **Motion:** Moved by Stinnett, seconded by others to adjourn. **Voice vote:** Motion carried.

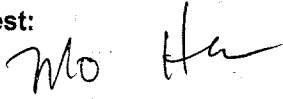
Attest:

  
Mo Hansen, Clerk/Treasurer

COMMUNITY DEVELOPMENT AUTHORITY COMMITTEE MEETING MINUTES  
FEBRUARY 19, 2013

No meeting until March.

Attest:



Morton J. Hansen  
Clerk/Treasurer



## Manufacturing Skill Standards Certification (MSSC)

### **Power up your manufacturing workforce for high performance!**

Manufacturing Skill Standards Certification (MSSC) offers complete training that builds core knowledge and skills for careers in modern manufacturing. Comprehensive interactive classes, computer-based tools, certified instructors, and excellent reference materials create a valuable training experience. Successfully passing all four module assessments leads to national industry-recognized credentials that are valuable across the country.

### **Madison College has FREE MSSC classes!**

MSSC Class	Dates	Days and Times	Location
<b>Jefferson County</b>			
SPRING 2013 <b>MSSC Quality</b>	Feb 13 <sup>th</sup> -May 8 <sup>th</sup>	Wednesdays 3:30PM-6:30PM	Mauneshia Business Center in Waterloo
SPRING 2013 <b>MSSC Safety</b>	Feb 11 <sup>th</sup> -May 6 <sup>th</sup>	Mondays 8:00AM-11:00AM	Mauneshia Business Center in Waterloo

Contact Allison at 920-206-8045 or [ABatterman@madisoncollege.edu](mailto:ABatterman@madisoncollege.edu) for more information. To register, contact Claudette Zweifel at (608) 243-4466 or [CZweifel@madisoncollege.edu](mailto:CZweifel@madisoncollege.edu).

Visit [madisoncollege.org/EDA](http://madisoncollege.org/EDA) for more training opportunities!

### **Madison College MSSC Training Location**

EDA Waterloo Mauneshia Business Center  
117 East Madison Street  
Waterloo, WI



## Manufacturing Skills Standard Council (MSSC) Course Descriptions

### **MSSC Safety**

This class prepares individuals to earn the MSSC Safety certification. The learner acquires the skills necessary to provide a safe and productive work environment, ensure the safe use of equipment in the workplace, and communicate safety-related needs. Perform safety and environmental inspections. Perform emergency drills and participate in emergency teams. Identify unsafe conditions and take corrective action. Provide safety orientation for all employees. Train personnel to use equipment safely. Suggest processes and procedures that support safety of work environment. Fulfill safety and health requirements for maintenance, installation, and repair. Monitor safe equipment and operator performance. Utilize effective, safety-enhancing workplace practices.

### **MSSC Quality Practices and Measurement**

This class prepares individuals to earn the MSSC Quality and Continuous Improvement certification. The course examines the systems used to insure production of a quality product within a manufacturing environment. Participate in periodic internal quality audit activities. Check calibration of gages and other data collection equipment. Suggest continuous improvements. Inspect materials and product/process at all stages to ensure they meet specifications. Document the results of quality tests. Communicate quality problems. Take corrective actions to restore or maintain quality. Record process outcomes and trends. Identify fundamentals of blueprint reading. Use common measurement systems and precision measurement tools.

### **MSSC Manufacturing Processes and Production**

This class prepares individuals to earn the MSSC Manufacturing Process and Production certification. The course addresses the manufacturing processes used to build a product from design to delivery into the marketplace. Identify customer needs. Determine resources available for the production process. Set up equipment for the production process. Set team production goals. Make job assignments. Coordinate work flow with team members and other work groups. Communicate production and material requirements and product specifications. Perform and monitor the process to make the product. Document product and process compliance with customer requirements. Prepare final product for shipping or distribution. Prepare final product for shipping or distribution.

### **MSSC Maintenance Awareness**

This class prepares individuals to earn the MSSC Maintenance Awareness certification. The course covers the basic mechanical skills required of technicians in a manufacturing setting. Perform preventive maintenance and routine repair. Monitor indicators to ensure correct operations. Perform all housekeeping to maintain production schedule. Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with: electrical systems, pneumatic systems, hydraulic systems, machine automation systems, lubrication processes, bearings and couplings.

### **\*NEW\* MSSC Green Production**

This class prepares individuals to earn the MSSC Green Production certification. Green production is defined as workplace activities across all industries within the manufacturing sector that require the use of equipment, technologies and processes that will improve the environmental performance of manufacturing companies. This course trains workers in environmental issues, how to implement and promote environmental programs, projects, policies or procedures. How to conduct environmental incident and hazard investigations. Conduct preventative environmental inspections. Monitor environmental aspects at each stage of production. Implementing continuous improvement in environmental assurance practices, using advanced material in production to reduce weight and increase life and how to reprocess materials by recycling and reuse throughout the product life cycle to optimize waste reduction.