

**WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: January 19, 2021**

Digital audio files are archived with these written minutes additionally serving as the official record.

1. ROLL CALL AND CALL TO ORDER. CDA Chair Stinnett called the meeting to order at 6:00 p.m. which was attended in-person and remotely. CDA members present: Petts, Stinnett, Kuhl, Weihert and Woods. Absent: Lewandowski, non-voting member Henning with one vacancy. Others present: Stephen Parker; Craig Ahrendt; Valerie Deegan; Jeff Deegan; Amber Gerber with the Courier; Mark Herbst; Alder Thomas and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: December 15, 2020. DISCUSSION: Weihert asked if the minutes were missing action on 120 West Madison Street. Kuhl said the City Council had taken an action prior to the last CDA meeting. MOTION: Moved by Petts, seconded by Kuhl to approve the minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. School District Liaison. No report.
  - b. Grant Tracking - WisDOT Local Roads Improvement Program Matching Grant Award - Hendricks Street. Hansen informed participants of a 1/18 meeting held by the Utility Superintendent with one item discussed being the timing of Hendricks Street improvements. Hansen said the Utility Superintendent had forwarded a general utility time to the Mayor and other attendees.
  - c. Treyburn Farms. Hansen said the individual with Lot #2 interest would be back to the Plan Commission in February after a December concept presentation.
  - d. Economic Development Plan Implementation Progress Including 333 Portland Road Site Interest List
    - i. Intern Update - 333 Portland Road Development. Hansen reported intern Tyler Remmers was finalizing a marketing slide deck for use in presentations to brokers and developers. Hansen said a broker's incentive as discussed in a prior time by the CDA was under consideration.
  - e. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600. No questions.
5. UNFINISHED BUSINESS
  - a. Implementing A Blight Policy – A Request For Proposal For Non-Compliance Officer Services. DISCUSSION: Hansen said the request was going out with no replies yet returned. Petts said five submittals would be preferred. No action.
  - b. 122 South Monroe Street - Recommending An RFP Submittal To The City Council. DISCUSSION: The meeting materials contained two submittals. Petts asked Steven Parker and Craig Ahrendt to introduce themselves. Kuhl said he was impressed with the quality of the submittals, saying he liked the Parker/Ahrendt proposal and its prompt start-up. MOTION: Moved by Petts seconded Woods to recommend the QCS LLC (dba Monroe Street Pizza) Parker/Ahrendt proposal to the City Council. VOICE VOTE: Motion passed.
6. NEW BUSINESS
  - a. Evaluate CDA Progress Measures. Members commented favorably on immediate past successes. The benefits of focusing on specific projects was lauded. Petts recognized the Mayor's efforts to advance projects as beneficial. Petts asked that land next to the assisted living facility be added to the implementation list. She said municipal measures to facilitate commercial activity on the part of Todd Strauss owner of 120 West Madison Street would be beneficial. Woods said a laundromat downtown would be beneficial. No action taken.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Annual Calendar. Noted.
  - b. In response to the Petts questions, Hansen described the sale of property at 575 West Madison Street as stalled after an auction process was completed.
  - c. Petts asked that the downtown vacancy report be refreshed and presented.
8. ADJOURNMENT. MOTION: Moved by Petts, seconded by others to adjourn. VOICE VOTE: Motion carried. Approximate time was approximately 6:40 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer