

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: October 20, 2020

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 remotely accessed by CDA participants. Thomas and Nell participated in the Council Chambers. CDA members present Petts, Stinnett, Kuhl, Lewandowski and Weihert. Absent: non-voting member Henning with two vacancies. Others present Clerk/Treasurer Hansen, Alder Tim Thomas and Don Nell.
2. MEETING MINUTES APPROVAL: September 15, 2020. By consensus, the body approved the meeting minutes as presented.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. School District Liaison. None.
 - b. Economic Development Plan Implementation Progress Including 333 Portland Road Site Interest List. Noted.
 - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600. Noted.
 - d. Grant Tracking. Hansen said the Mayor had directed an application seeking aid from Jefferson County for improvements to Hendricks Street similar to what was submitted earlier in 2020 to the Wisconsin Department of Transportation.
 - e. Treyburn Farms. Hansen indicated the Council President and Mayor had requested a resolution directed to the City Council setting Treyburn Farms fee collection amounts to zero, including parcels with multi-unit residential projects. Hansen said Julie Busche had yet to submit a concept plan for Lot #2 after winning a summer promotional drawing.
5. UNFINISHED BUSINESS
 - a. 203 East Madison Street, Phase 3 - Plan Refinement. Hansen summarized 2021 project funding as proposed by the Finance Committee. It used TID #2 fund balance for parking lot improvements. Leisses confirmed comments forwarded from Cheryl Housley suggesting a rough graded path scores higher for DNR Stewardship funding, saying other communities had benefitted taking this funding path. Hansen shared the Leisses concept of pairing this project with the Fire Department parking lot repairs to achieve better unit pricing. Leisses said no design work was started. Lewandowski suggested tiering the project to advance it. He suggested determining parking spots quantity, suggesting a prioritization of the parking space to aid the downtown. Petts raised concerns about storm water run-off. Leisses said a full site survey needed to be done looking at topography, perhaps a stormwater facility. He said he needed to get into the actual design work. MOTION: Moved by Kuhl, seconded by others to direct Kunkel Engineering Group to proceed on project design. VOICE VOTE: Motion carried.
 - b. Future Year Planning. MOTION: Moved by Kuhl, seconded by Petts to approve the documents strikes as presented. VOICE VOTE: Motion carried.
 - c. Review And/or Council Recommendation Regarding The Clerk/Treasurer's Blight Policy Recommendation. MOTION: Moved by Lewandowski, seconded by Petts to recommend Council approval of a second draft as presented. VOICE VOTE: Motion carried.
6. NEW BUSINESS
 - a. Clarifying The Citywide Policy For Collection Of Building Permit Fees For Multi-Unit Residential Construction. DISCUSSION: Tim Thomas asked the CDA for clarifications on its prior year recommendation pertaining to condominiums. Kuhl and Stinnett gave impressions that all fees would be waived. Petts indicated a focus at the time on condominiums only as statutorily defined, to aid the concept of promoting home ownership. No action taken.
 - b. Recommending A Municipal Acquisition Strategy For 122 South Monroe Street Prioritizing The Site's Commercial Reuse Opportunities. DISCUSSION: Kuhl spoke in favor of the strategy. Weihert expressed concern that revenue sharing might generate a net municipal financial loss. MOTION: Moved by Weihert, seconded by Stinnett to recommend City Council adoption of the strategy as presented. VOICE VOTE: Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Calendar. Noted.
8. ADJOURNMENT. MOTION: Moved by multiple, seconded by others to adjourn. VOICE VOTE: Motion carried. Approximate time was approximately 7:35 p.m.

Attest:



Mo Hansen
Clerk/Treasurer