

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY
MEETING MINUTES: July 21, 2020

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 all participants. CDA members present Petts; Stinnett; Kuhl, Lewandowski; Whitebird and Weihert along with non-voting member Henning. Absent: none with one vacancy. Others present Mitch Leisses with Kunkel Engineering Group and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: MOTION: Moved by Whitebird, seconded by Petts to approve the June 16, 2020 meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. School District Liaison – Henning briefed attendees on draft plans for simultaneous instruction for the Fall, saying the situation was fluid and the current draft plan provides parental options.
 - b. Economic Development Plan Implementation Progress – Hansen said all activity was directed to the Treyburn Farms project.
 - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600 (CDA) – Noted.
 - d. Grant Tracking – Whitebird said August would be the earliest the outcome of the 203 East Madison Street WisDNR Stewardship Fund grant application would be known.
 - e. 333 Portland Road, Site Interest List – No new interest. Hansen said the Dow CSM was being finalized.
 - f. Treyburn Farms – Hansen reported ten of 19 lots have accepted offers or are sold. In reply to a Weihert question about water run-off onto adjacent parcels, Mitch Leisses said he had yet to follow-up with the reported water surface flows suggesting soil stabilization has not yet occurred. He said soil stabilization would be a remedy. He said DNR stormwater project approval had been granted. He said coordinating with the Building Inspector was important to ensure stormwater is discharged to the front of lots, and first floor elevations are sufficient for both stormwater and connecting sanitary sewer.
5. UNFINISHED BUSINESS
 - a. 203 East Madison Street, Phase 3 – Whitebird advocated for a final CDA recommendation followed by turning the project over to the Parks Coordinator. He said Haberkorn was noted as project manager for grant application purposes. Leisses said the plan was only preliminary for purposes of grant funding. Replying to a Weihert question, Leisses said the path would not have a crown, but would tip towards the river. Weihert asked for a different asphalt design on the north end where the new path intersects with existing. Lewandowski said a path was not a priority if other priorities existed. Hansen said a funding plan for either the local 50% match if Stewardship Funds are awarded or for the entire project was an unresolved question. Petts favored using TID #2 dollars for project funding. Petts, Stinnett & Weihert suggested waiting until August. Kuhl said budget submittals were due July 31, but flexibility existed for capital items. Replying to a question, Leisses estimated separating the parking lot from the path would be a \$100k parking lot- \$40k path split. Lewandowski favored levying taxes to fund project expenses through debt. Weihert spoke in favor of formulating a plan if the grant is awarded, or if it is not. Replying to a Petts question, Hansen said the name Riverside Park was the result of Comprehensive Outdoor Recreation Plan adoption. Petts suggested selling naming rights. In reply to the Petts question Hansen said TID #2 has a positive fund balance of over \$800,000 (see Treasurer's report meeting material). He said TID #2 has debt obligations, each project is to be self-supporting and funding parks projects with TID revenue does not generate new tax increment. Petts noted the benefits of added downtown parking. Hansen said many paths are closed during the winter months. Stinnett said this limits use by children. Lewandowski called the notion of paths not being used in the winter as a self-fulfilling prophesy -- if paths are not cleared. Hansen noted a Junginger Foundation requirement for the path from Mills Street to Park Ave to be cleared year round.
6. NEW BUSINESS
 - a. Review Of Tax Increment Finance District Progress. A ten page report was noted with Clerk/Treasurer recommendations in red. Stinnett indicated attendees had time to review the report. No action taken.
 - b. Future Year Budget Planning. Weihert said the CDA accumulating revenue was an exercise in futility. He called for a low budget with lots of CDA recommendations. Petts agreed. Lewandowski said he thought of the CDA as a brainstorming group with an advisory role only. Kuhl said funding the Maunesha Business Center was a CDA activity. Hansen read the ordinance relating to the CDA and said the CDA has responsibility for tax incremental finance activities. Petts said prior year funding to hire professional assistance had not resulted in any service being hired. Hansen said he would draft a budget for August

consideration applying 7/21 discussion themes. No action taken.

- c. Align CDA Progress Measures With Budget Planning. No action taken.
- d. Reaffirm Or Jettison All Active Programs And Projects. No action taken.

7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

a. Calendar.

- i. Noting a prior discussion about a Portland Road corridor development, Kuhl said to add blight conditions to the August agenda. Stinnett asked all to come prepared with blight examples.

8. ADJOURNMENT. MOTION: Moved by Petts, seconded by others to adjourn. VOICE VOTE: Motion carried.
Approximate time was 7:15 p.m.

Attest:



Mo Hansen
Clerk/Treasurer