

**WATERLOO COMMUNITY DEVELOPMENT AUTHORITY**  
**MEETING MINUTES: May 19, 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; Whitebird; Lewandowski; Kuhl and Weihert with one vacancy. Absent: non-voting member Brian Henning. Others present: Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: MOTION: Moved by Whitebird, seconded by Lewandowski to approve the February 18, 2020 meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. School District Liaison -- Lewandowski spoke on District interest in having WLOO video events. Lewandowski suggested that Burgos reach out to Henning. Due to cancelled meetings, Weihert said he had not followed-up on a snow mobile trail comment from the February meeting.
  - b. Economic Development Plan Implementation Progress -- Noted.
  - c. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600 (CDA) -- Noted.
  - d. Grant Tracking -- Two WisDOT applications were reported as not awarded. Garry Whitebird and Gabe Haberkorn were advancing the 203 East Madison Street WisDNR Stewardship Fund grant application.
  - e. 333 Portland Road, Site Interest List -- No new interest. Lewandowski inquired about a follow-up with Jay Lang and storage units.
  - f. Treyburn Farms -- Two lots had accepted offers. One lot had a pending offer. Intern Alyssa Spies has been working for about ten days. Updated information is on the website and an event is planned.
  - g. Maunsha Business Center Window Replacements -- Windows installed.
  - h. 203 East Madison Street Fence Installation -- Chad Yerges reported 5/1 that fence would be installed when the ground firms up.
5. UNFINISHED BUSINESS
  - a. 203 East Madison Street, Phase 3 -- Whitebird reported on the grant application process describing generally a \$150,000 project requiring a \$75,000 local match. Application materials were being submitted for two separate grants. Application information for both was due partially in May and later in June. Hansen said the grant application assumed the local match would come from CDA funds. No action taken.
    - i. Project Concept-To-Completion Sheet, Approval
    - ii. Kunkel Engineering Group Concept & Estimate -- Considering Answers To Questions Raised In January And Final Concept Consideration
  - b. Strengths, Weaknesses, Opportunity And Threat (SWOT) Analysis. MOTION: Motion by Whitebird, seconded by Kuhl to table the item due to meeting challenges posed by remote participation. VOICE VOTE: Motion carried.
6. NEW BUSINESS
  - a. About Tax Incremental Financing - Tax Incremental Finance Districts Review And Follow-up Action. -- Hansen summarized saying: TID #2 is cash positive with an opportunity to advance future development using the cash. TID #3 has been refinanced with a pending Joint Review Board scheduled to expand out the life of the district to accommodate debt service. Absent positive action, TID #3 would be cash negative once again, in 3-4 years. TID #4 is cash positive by roughly \$40,000 with an opportunity to perhaps aid commercial space development next to the grocery store. In response to the Petts question, Hansen said the Dempsey property was generally seen as a mixed use opportunity, predominantly residential. No action taken.
  - b. Annual Election Of Chair and Vice-Chair. NOMINATIONS: Whitebird and Petts nominated Stinnett as Chair. No other nominations, approved by acclamation. NOMINATIONS: Kuhl and Whitebird nominated Weihert as Vice-Chair. No other nominations, approved by acclamation.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Calendar noted.
8. ADJOURNMENT. MOTION: Moved by Petts, seconded by others to adjourn. VOICE VOTE: Motion carried. Approximate time was 6:57 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer

Page 1 of 1

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