

**WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: April 20, 2021**

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

1. ROLL CALL AND CALL TO ORDER. CDA Vice-Chair Weihert called the meeting to order at 6:00 p.m. which was attended in-person and remotely. CDA members present: O'Connell, Petts, Kuhl, Weihert, Lewandowski and Woods. Absent: non-voting member Henning. Others present: Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: March 16, 2021. MOTION: Moved by Petts, seconded by Kuhl to approve the meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. School District Liaison. None.
  - b. Grant Tracking. Hansen said the City was eligible for \$330,000 in COVID relief funding from the Federal government. Hansen said Jefferson County Economic Development Consortium staff have assisted small businesses in Dodge & Jefferson counties. Petts said businesses are a priority. Hansen said Samantha Hensler and Sarah Dalke were creating a new business association.
  - c. Treyburn Farms. Hansen said lot #2 remains available. He noted the project's benefits with other private investment spinning off from it.
  - d. Economic Development Plan Implementation Progress. Hansen thanked intern Tyler Remmers for his work.
    - i. Intern Update - 333 Portland Road Development
  - e. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600. Noted.
5. UNFINISHED BUSINESS
  - a. Implementing A Blight Policy, Hiring Code Compliance Services – No RFP Responses, Follow-up. DISCUSSION: Hansen no replies were received, including a no reply from SafeBuilt. Pets suggested reaching out to private building inspectors. Kuhl questioned how the issue would be addressed. Hansen said SafeBuilt was busy with inspections. He said training up an existing employee may be an option. O'Connell called for a private inspector just for addressing specific blight issues, followed up by letters, using the independent contractor sparingly, only as needed. Woods and Weihert concurred. Weihert said citation powers could be assigned making the O'Connell suggestion a viable enforcement method with the contractor recommending Police citations. MOTION: Moved by Petts, seconded by O'Connell to table the motion until the next meeting. VOICE VOTE: Motion carried.
6. NEW BUSINESS
  - a. Community Development Authority Briefing -- Resolution #2021-10 Entering Into A Developer Agreement, City of Waterloo And JGP Land Development LLC, DeYoung Farm Subdivision (Remainder). Hansen briefed the body on the draft developer agreement. No action taken.
  - b. 333 Portland Road -- Recommending To The City Council Entering Into A Real Estate Listing Contract With Madison Commercial Real Estate LLC. DISCUSSION: Kuhl confirmed the breakeven point was for the brokerage service only. In reply to a Kuhl question, Hansen said a \$2.5 to \$3 million project would generate new tax base to cover project expenses. O'Connell said the list price was omitted. Hansen said it is very likely the land acquisition would be written down to \$0 as a developer incentive. Kuhl identified a contact document typographical error. MOTION: Moved by Weihert, seconded by Kuhl to recommend Council approval with the typo noted. ROLL CALL VOTE: Ayes: Woods, Petts, O'Connell, Kuhl, Weihert and Lewandowski. Noes: none. Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Annual Calendar
  - b. Election Of Chair and Vice-Chair
8. ADJOURNMENT. MOTION: Moved by Petts, seconded by Weihert to adjourned. VOICE VOTE: Motion carried. Approximate time was approximately 6:30 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer