

## **WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: June 15, 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 Weihert called the meeting to order at 6:00 p.m. attended in-person & remotely. Members present: Sharpe, O'Connell, Petts, Kuhl, Weihert and Woods with one vacancy. Absent: non-voting member Henning. Others present: Maureen Giese, Michelle Soter, Ron Griffin, Ben Reigel, Steve Parker, Tim Thomas, Peggy Hansen, Don Nell, Aidhe Aranda, Jesus Aranda and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: May 18, 2021. MOTION: [O'Connell/Petts] To approve the minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. Maureen Giese sought clarity about the May 18<sup>th</sup> minutes stating a preference for use of the seal rather than logo and sought a reply.
4. UPDATES & REPORTS
  - a. 2021 Facility Tour. Noted.
  - b. Website Revisions. Hansen noted unfinished work to do on 4(b)(i) & 4(b)(ii).
    - i. Google Drive Data
    - ii. Community Welcoming Material
  - c. School District Liaison (verbal). No report
  - d. Grant Tracking (verbal). Noted.
  - e. Treyburn Farms (verbal). Noted.
  - f. Economic Development Plan Implementation Progress. Noted.
    - i. 333 Portland Road Development
  - g. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600. Reports presented.
  - h. 575 West Madison Street. Property owner marketing material presented as part of the meeting materials.
  - i. Hawthorn & Stone Development Agreement (verbal). Developer financial delinquency noted.
5. UNFINISHED BUSINESS
  - a. Implementing A Blight Policy, Hiring Code Compliance Services, Follow-up (Outreach In Progress). Petts recommended staff outreach involving residential inspectors and City of Madison staff for input. No action taken.
6. NEW BUSINESS
  - a. Jesus and Aidhe Aranda Re-Use Support Proposals, 692 West Madison Street – Referred by Mayor. The Arandas said they were negotiating to acquire the parcel with an intent to rehab the existing building and operate a self-service laundromat. They presented cost estimates and requested assistance as outlined in the meeting material. MOTION: [Kuhl/O'Connell to table to the next meeting with additional information requested. VOICE VOTE: Motion carried.
  - b. Community Development Authority Collaboration And Possible Liaison Person With [The Waterloo Business Association](#) (Association Members Invited). Steve Parker, Michelle Soter and Ben Reigel addressed the group with general comments about cooperation. Kuhl said feedback from downtown individuals was needed. Parker commented on his downtown projects, including the pizza restaurant. Reigel said he could serve as a liaison.
  - c. Considering A Request For Proposal For Economic Development Services – Referred by Finance, Insurance & Personnel Committee. Tim Thomas said the Finance Committee was interested in advancing the concept of hiring services for 12 hours a week, reporting the CDA. He described prior efforts involving Errin Welty. MOTION: [Petts/Weihert] to refer the matter to the City Council. VOICE VOTE: Motion carried.
  - d. Stating The Pledge Of Allegiance At Each Meeting. Weihert proposed the idea. MOTION: [O'Connell/Woods] To add to CDA agendas the stating of the Pledge of Allegiance. VOICE VOTE: Motion carried.
  - e. Considering A Community Assessment. Petts said population changes and other factors means a Community Needs Assessment is needed, saying it tells a story of what is needed. It was suggested by Woods, Petts and others that surveys, open house meetings and other low-costs means of getting citizen input was important. Michelle Soter using events such as July 4<sup>th</sup> and W/K Day to collect citizen information. Kuhl said information was on a Google drive. O'Connell favored similar outreach seeking volunteers. Kuhl said Vilas County has a link to incubate small business. By consensus it was noted in the coming months a survey/outreach plan was to be implemented.
  - f. Review Of Tax Incremental Finance – Overview & Progress Report.

- g. A Recommendation To Create Tax Incremental District #5, 50+ Acres Of Buildable Land South Of Oak Hill Cemetery – Referred by Mayor. Hansen briefed the body on United Cooperative interest in 50+ acres. Kuhl questioned if a recommendation was premature. MOTION: [Woods/Petts] To forward the recommendation to the City Council. VOICE VOTE: Motion carried.
- h. Start Of 2022 Budget Deliberation Process – CDA Budget Submittal. Noted for action at a following meeting.
- i. RTG Enterprise Interest In Purchasing 1.4 Acres of 333 Portland Road. Ron Griffin said the Mayor had told him to send his offer to the CDA. Members asked that the item be routed to Ben Filkouski. No action taken.

7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Annual Calendar

8. ADJOURNMENT. MOTION: Moved by Petts, seconded by Weihert to adjourned. VOICE VOTE: Motion carried. Approximate time was approximately 7:40 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer