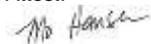


**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: December 18, 2018**

1. ROLL CALL AND CALL TO ORDER. The joint meeting was called to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Stinnett, Reynolds, Lewandowski and Osborn. Absent: Hermanson with two vacancies. CDC members present: Petts, Osborn and Thomas. Absent: none. Others present: Clerk/Treasurer Hansen arriving late.
2. MEETING MINUTES APPROVAL: November 20, 2018. By consensus the body approved the minutes as presented. VOICE VOTE: Motion carried
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. School District Liaison. Noted.
  - b. Citizen Engagement/Outreach – Volunteer Development. DISCUSSION: Lewandowski provided an activity update.
  - c. Economic Development Plan Implementation Progress. Noted.
  - d. Fund 600 Monthly Financials. Noted.
  - e. Grant Tracking. Noted.
5. UNFINISHED BUSINESS
  - a. Discussion/Action - Identifying A Chamber Of Commerce Liaison. DISCUSSION: Petts asked if identification could be rolled into the overall citizen engagement activities. Lewandowski replied affirmatively. No action taken.
  - b. Discussion/Recommendation - 333 Portland Road Redevelopment Recommendation To Council. DISCUSSION: Hansen said the Griffins were made aware of a defined area surveyed in a preliminary manner by Kunkel Engineering Group and the price per acre resulting from a prior CDA-CDC meeting. Thomas said the ball was in the Griffin's court. Lewandowski wanted to ensure future STH 19 driveway access to the remaining 16+ acres. No action taken.
6. NEW BUSINESS
  - a. Use Of 2019 Funding For Professional Services. DISCUSSION: Petts described a \$25,000 Fund 600 budgeted amount as a 2019 transfer from a tax incremental finance district to the CDA for professional services. Hansen described a concept of hiring a professional to specifically market 333 Portland Road, generating potential site end-users for the CDA to consider and recommend to the City Council. Hansen further described a method of compensating the professional as \$20,000 based on the achievement of defined milestones; and a defined percentage of the resulting new tax increment generated, paid out in the future years when new increment was received from the future end-user. Using Ab E Discovery as an example, with a 7+ year breakeven point, Lewandowski said professional services dollars should generate a net return sooner, suggested grant writing. Thomas said, post- Errin Welty, working with Vierbicher & Associates was unsuccessful. Thomas spoke for using the dollars to hire a professional to address multiple municipal development needs rather than one (with a focus on 333 Portland Rd) – similar to the past Errin Welty activities. Hansen summarized the Welty activities as contracts funded by tax incremental finance districts without an actual project generating the revenue to fund the contract costs. Hansen said the tax incremental financing tool typically has long payback/break-even periods. Petts reviewed the history of County support with Dennis Heling, Genevieve Coady and now Vicki Pratt. Hansen said local business retention visits were not happening. Lewandowski, citing housing development, sought attention to the question: what exciting items would bring people to Waterloo who don't live here. Petts broadened the reach of a services list to those things encompassing community. Hansen said he would produce an RFP in advance of the next meeting. No formal action taken.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
  - a. Thomas expressed interest in facilitating development of the bare ground agricultural field south of Lexington Way and north of Firemen's Park. As a follow-on Hansen referenced the concept of converting park space to residential lots. Lewandowski spoke in favor of preserving park space. [NOTE: These were impromptu statements listed for future reference only.]
8. ADJOURNMENT. MOTION: Moved by Thomas, seconded by Lewandowski to adjourn. VOICE VOTE: Motion carried. Time: estimated at 6:45 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer