

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: March 19, 2019**

1. ROLL CALL AND CALL TO ORDER. The joint meeting was called to order at 6:05 p.m. in the Municipal Building Council Chambers. CDA members present: Stinnett, Lewandowski, Osborn. Absent: Hermanson, Reynolds, non-voting member Brian Henning [two vacancies]. CDC members present: Petts, Osborn and Thomas. Absent: none. Others present: Diane Graff, Parker Dow, Ron & Tama Griffin and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: February 19, 2019 (January 2019 meeting cancelled). MOTION: Moved by Stinnett, seconded by Thomas to approve the minutes. VOICE VOTE: Motion approved.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. School District Liaison. No report. Brian Henning was unable to attend.
 - b. Citizen Engagement/Outreach – Volunteer Development. Andrew Lewandowski said the group he has organized is called Help-Out-Town Waterloo, or HOT Waterloo. Eric Rhymes is willing to help with a website or similar. Lewandowski is using the Google drive account to share information. He is working on meeting notes and a next meeting is contemplated.
 - c. Economic Development Plan Implementation Progress. Hansen noted focus on 333 Portland Road.
 - d. Fund 600 Monthly Financials. Noted.
 - e. Grant Tracking. Hansen said much time has been devoted to getting grant reimbursement requests finalized for the \$584,000 Idle Sites Industrial Grant. He added reimbursements from the DNR for the Lead Water Replacement Grant program are also needed.
5. UNFINISHED BUSINESS
 - a. Discussion/Action - Identifying A Chamber Of Commerce Liaison. No action taken. Jeanette Petts said she would attend the next Chamber meeting. Lewandowski said understanding Chamber expectations could be a starting point.
 - b. Discussion/Recommendation - 333 Portland Road Redevelopment Recommendation To Council. DISCUSSION: Hansen described a 3/7 site visit and AT&T interest in a cell tower on high ground near STH 19. Following up on a Ron Griffin site visit comment, Hansen said Jefferson County and Fire Chief Benisch indicated no conflict with an existing Fire Station tower would occur; and no interest to co-locate on the new tower was expressed. The ability to divide and sell land to Griffin, provide STH 19 access to the 17 acre site and locate a tower were discussed generally. Lewandowski said AT&T should provide a full conditional use application. Petts said a CDA review of any April submittal to the Plan Commission should also be on the April 16th CDA-CDC agenda. Lewandowski called for the generation of questions relating to a submittal. No action taken.
 - c. Use Of 2019 Funding For Professional Services. DISCUSSION: Attendees reviewed meeting material comments from Michael Gay, Vicki Pratt and Michelle Soter. Thomas questioned why tax dollars should benefit 333 West Madison Street, owned privately. Citing the AB E Discover project; the new pharmacy; and other projects -- Hansen said many Waterloo private owner projects only move forward with municipal participation. Various members commented on the merits of limiting the scope of work and/or breaking the proposal request into separate proposals. Stinnett questioned service provider payments for low quality developer proposals. Thomas and others called for the removal of the provision Stinnett referenced. Osborn asked if an ad can be placed in the regional newspapers. Thomas called for text enabling a service provider to bring forth any Waterloo project, not limiting potential success only to select parcels. By consensus attendees asked to see a re-draft next meeting, showing the changes discussed.
6. NEW BUSINESS
 - a. Maunasha Business Center Cleaning Contract. DISCUSSION: Hansen described agreement modifications and discussions with the service provider, saying the annual expense was reduced to bring it in line with the budget and the quantity of service visits was reduced. Thomas objected indicating the price per cleaning visit went up. Lewandowski said service providers commonly indicate the same amount of cleaning needs to take place regardless of visits. Hansen said the service provider has accommodated many municipal changes to the Council approved contract. He was surprised by the recurring focus on Peachy Clean when the Library recently hired the spouse of the Library Director for similar services after only receiving one application. No action taken.
 - b. 203 East Madison Street, Completion Of Final Phase DISCUSSION: Thomas shared a discussion with Assistant Public Works Director Jeff Robbins saying DPW only wanted to open the parking lot after it had an asphalt surface and only then wanted to keep it open during non-winter months due to lot slope and

concerns about snow and ice. Thomas spoke in favor of seeking a cost from DPW for the installation of a gravel base and similar interim improvements. He said municipal equipment existed to do the task. Hansen said the final project phase was at the concept level only and Kunkel Engineering Group had not designed a final plan to implement. No grant applications were pending.

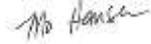
[NOTE: At this time Stinnett left the meeting and a CDA quorum no longer existed. Attendees continued informally.]

- c. Considering Residential Condominiums As Single-Family Dwelling Units For Purposes Of Municipal Fee Waiving. DISCUSSION: Hansen said a potential builder reached out asking if condominiums would be considered eligible for waivers. Thomas spoke in favor of limiting waivers for condo development saying the building inspection costs were higher than a single-family home on a single lot. Lewandowski estimated that the payback period could be comparable. Attendees did not have detailed costs to use for comparison. No action taken.

7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.

8. ADJOURNMENT. MOTION: By consensus the information gathering adjourned. Estimated time: 7:50 p.m.

Attest:



Mo Hansen
Clerk/Treasurer