

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY

Open Session Minutes

April 17, 2012 – POLICE TRAINING ROOM, MUNICIPAL BUILDING

- 1) **Roll Call And Call To Order.** Chairperson Sellnow called the meeting to order at 6:00. Members present: Sellnow, Van Holten, Wiltzius, Kluck and Stinnett. Absent: Ziaja and Cole. Others attending – Clerk/Treasurer Mo Hansen.
- 2) **Meeting Minutes Approval – March 20, 2012. Motion:** Moved by Van Holten, seconded by Kluck to approve the meeting minutes with a noted correction. **Voice vote:** Motion carried with Stinnett abstaining.
- 3) **Citizen Input.** None.
- 4) **Miscellaneous Business And Communications**
 - a) **Clerk/Treasurer's Budget Report. Discussion:** Hansen presented a balance sheet and an actual to budget comparison report. **Motion:** Moved by Wiltzius seconded by Van Holten to accept the Clerk/Treasurer's Budget Report. **Voice Vote:** Motion carried.
- 5) **Unfinished Business**
 - a) **Maunasha Business Development Program – Update And Recommendation On A 24 Month Deferral Of Loan Payments For McLain Engineering, 665 Commercial Avenue. Discussion:** Hansen read from a April 17, 2012 update from Craig Kettleon. **Motion:** Moved by Van Holten, seconded by Wiltzius to convene in closed session for the purpose of discussing a deferral of loan payments for McLain Engineering. **Voice vote:** Motion carried. Note: The body reconvened in open session after meeting for approximately fifteen minutes. **Motion:** Moved by Kluck, seconded by Stinnett to recommend to the Council that it defer loan payments for McLain Engineering for a 24 month period. **Voice vote:** Motion carried with Sellnow as recorded as voting no.
 - b) **Residential Housing Improvements – USDA Program Coordination – Update. Discussion:** Hansen provide a update noting that USDA staff would be in Waterloo from 10 -2. No action taken.
 - c) **Promoting Residential Housing Sales – Program Review. Discussion:** Hansen said Keri Sellnow, Errin Welty and he had met with two different marketing teams: one being The Communication Team LLC and Janie Krohmer Consulting LLC and the other being Kris Marconnet. Hansen noted submittals from both. He also noted Welty's original outline and a draft campaign outline he had written. Stinnett and others did not like the marketing proposal submitted by The Communication Team/Krohmer. Sellnow reviewed the sign renderings presented by Marconnet and from McKay Nursery for the Chamber of Commerce. Stinnett suggested using CDA funds to pay for signage. **By Consensus:** The members sought a consensus sign design from the McKay team and Marconnet before proceeding.
- 6) **New Business.** None.
- 7) **Future Agenda Items And Announcements.** None.
- 8) **Adjourn. Motion:** Moved by multiple members, seconded by others to adjourn. **Voice vote:** Motion carried. Time was 7:15 p.m.

Attest:

Mo Hansen, Clerk/Treasurer