

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: October 18, 2016**

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 6:00 p.m. in the Council Chambers of the Municipal Building. CDA Members present: Ziaja, Hermanson, Stinnett, Norton, Tuttle and Reynolds. Absent: Moe. CDC members present: Petts, Thomas and Ziaja. Absent: none. Others present: Diane Graff of the Courier and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: MOTION: Moved by Thomas, seconded by Reynolds to approve the September 20, 2016 meeting minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. PROJECT UPDATES & REPORTS
  - a. Chamber of Commerce Liaison. Tuttle described Chamber meetings as informal with more information expected with Wiener & Kraut Day completed. Linda Norton asked that Cinco de Mayo be mentioned at an upcoming Chamber meeting. Stinnett highlighted the value of welcoming businesses to town.
  - b. Economic Development Strategic Plan -- Project Tracking
    - i. April Storefront Initiative. DISCUSSION: An email from Sue Moe was read on contact made to date.
    - ii. Downtown Waterloo Street Market Initiative. DISCUSSION: Stinnett suggested a manager was needed by January. She suggested the group revisit the proposal. Norton mentioned an evening market. Matt Ziaja said the sub-group (Petts, Sellnow, Moe and Tuttle) could take all the feedback and make changes if necessary.
    - iii. Find Your Path Here 2017. DISCUSSION: The group asked that developers be invited to the next meeting to get their input.
  - c. 203 East Madison Street Reuse Concept – Funding Update, Site Sign & Additional Grants. DISCUSSION: Hansen said one of two grants would be awarded. Saying the Municipal Flood Control award would be a 50% match focused on the riparian area, or river's edge. MOTION: Moved by Hermanson, seconded by Reynolds to recommend to Council acceptance of the Municipal Flood Control grant award. VOICE VOTE: Motion carried.
  - d. UW-Whitewater Graduate Student Internship – Foreign Trade Zone #41 Feasibility Study. Noted.
  - e. Fund 600 - Monthly Financial Review. Noted.
5. UNFINISHED BUSINESS
  - a. "You Are Here" Kiosks. DISCUSSION: Stinnett said plans were online, that a builder was not immediately available, and that she would find plans. No action taken.
6. NEW BUSINESS
  - a. Review Of Webinar On Downtown Economic Development, Tim Thomas. No new information. Ziaja asked that contact info be resent regarding webinars.
  - b. New Business Acknowledgement. DISCUSSION: Thomas suggested that someone should welcome new businesses, noting Portland Road restaurant. Nicole Tuttle said she would take the concept back to the Chamber.
  - c. WEDC DCI Grant Concept – Discussion On Downtown Fiber Optics Development Strategy, Jeanette Petts. DISCUSSION: Hansen reviewed requirements for a WEDC DCI grant, saying a shovel ready project would be required which we don't have at this time. No action taken.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. 2016 Annual Report. Noted.
8. ADJOURNMENT. By unanimous consent the meeting adjourned. Approximate time: 7:22 pm.

Attest:



Mo Hansen  
Clerk/Treasurer