

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: January 17, 2017**

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, Norton and Moe with Tuttle arriving late. Absent: Stinnett & Reynolds. CDC members present: Petts, Thomas and Ziaja. Absent: none. Others present: Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: Prior unapproved meeting minutes – May, June, July, August, October, November and December, 2016 (cancelled). MOTION: Moved by Hermanson, seconded by Thomas to approve the meeting minutes as listed and submitted. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. Chamber of Commerce Liaison. DISCUSSION: In Tuttle's absence, Norton reported saying the Chamber noted four new Waterloo businesses: the Eastside Café, an art studio at 422 West Madison Street and two photographers. She also reported the welcome package concept was forwarded to Library Director Kelli Mountford; the Chamber is interested in planting/maintaining downtown planter locations along the downtown curbside; the Chamber annual meeting was February 22<sup>nd</sup>; and she said the group would meet January 18<sup>th</sup>. Sue Moe asked if the Chamber would be holding an Easter Egg Hunt again. Norton said she would check.
  - b. Fund 600 - Monthly Financial Review. DISCUSSION: Meeting material was reviewed.
  - c. 2016 Grant Tracking Report. DISCUSSION: Meeting material was reviewed.
  - d. Renting Maunasha Business Center. DISCUSSION: It was asked why it wasn't listed as being for rent? A long-term lease was suggested. Listing on municipal website was suggested. It was suggested that Parks Coordinator Gabe Haberkorn roll marketing this location in with other parks locations.
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING (includes 2016 project initiatives)
  - a. Status Updates. Report reviewed.
  - b. Clerk/Treasurer's "Next 34 Days Checklist." Report noted.
6. UNFINISHED BUSINESS
  - a. "You Are Here" Kiosks. DISCUSSION: Norton said there are artistic ways of showing a map in the displays under consideration. The group discussed making Chuck Wolfgram's suggestion policy. Using the existing kiosk in the Park and one downtown was generally supported. No action taken.
  - b. Street Market Initiative, Recruiting Manager Candidates. DISCUSSION: Petts said the concept was not going to fly this year. It was said that the workload expected may be too much. It was asked if the RFP needs to be modified to make it more appealing to applicants. It was mentioned that a team approach may be a better route to go; stay at home moms were mentioned. Ziaja said he would call someone from an existing market. He suggested pitching a team concept. No action taken.
7. NEW BUSINESS
  - a. Draft 2016 Annual Report To Be Filed With the Mayor And Council Per §35-2 Of The Municipal Code. MOTION: Moved by Hermanson, seconded by Petts to accept the draft and to forward it to the City Council. VOICE VOTE: Motion carried.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Annual Election Of Officers, Date To Be Determined
9. ADJOURNMENT. MOTION: Moved by Thomas, seconded by Hermanson to adjourn. VOICE VOTE: Motion carried. Approximate time: 7:24 pm.

Attest:



Mo Hansen  
Clerk/Treasurer