

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: March 21, 2017 ** corrected 4/19 ****

1. ROLL CALL AND CALL TO ORDER. CDA Vice-Chair Angie Stinnett called the joint meeting to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Stinnett, ~~Norton~~, Tuttle, Moe & Reynolds. Absent: ~~Norton~~, Ziaja & Hermanson. CDC members present: Petts & Thomas. Absent: Ziaja. Others present: Diane Graff and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: February 21, 2017. MOTION: Moved by Thomas, seconded by Petts to approve the meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison. DISCUSSION: Stinnett said she spoke with Chamber of Commerce Board Member Michelle Soter about plants the CDA-CDC presented to new businesses. She said Soter was displeased with the action, indicating it should be a Chamber function. Stinnett shared with Soter the CDA-CDC's interest in welcoming businesses if it was not being done by others. Stinnett said Soter asked for Chamber inclusion in future plant presentations and asked to be informed of new Waterloo businesses. Moe and Reynolds said those recently welcomed were very happy to be welcomed. Reynolds asked why this task wouldn't be a routine action of any chamber of commerce. It was noted that a chamber of commerce may have by-laws encouraging such. Liaison Tuttle said she missed the last Chamber meeting because of a one-day advanced meeting notice.
 - b. Fund 600 - Monthly Financial Review. DISCUSSION: Hansen said Maunesha Business Center renter, Tucker's Driving Academy, had paid rent in full, but had relocated to suburban Milwaukee.
 - c. 2016 Grant Tracking Report. DISCUSSION: The report was reviewed. Petts & Stinnett appreciated the one-page summary.
 - d. Renting Maunesha Business Center. DISCUSSION: Hansen shared the Parks Coordinator's comments that the facility might work for birthday parties and the like. Stinnett said the facility should be offered for business development. Hansen said the City Band practices some summer evenings and stores band items on site. Hansen said he would discuss business related building options with Haberkorn.
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING
 - a. Clerk/Treasurer's "Next 27 Days Checklist." DISCUSSION: Hansen read through his 3/21 handout. Petts said as a bird dog participant she was looking for direction on how to help.
6. UNFINISHED BUSINESS
 - a. "You Are Here" Kiosks, Follow-up Information After Following High School Outreach. DISCUSSION: Stinnett said school staff has not replied about constructing kiosks yet. Petts & Stinnett talked about inviting a local business to construct kiosks in exchange for public recognition. Hansen said a simple RFP would be posted to the municipal website.
 - b. Street Market Initiative, Recruiting A Market Manager. DISCUSSION: Petts briefed attendees on the subcommittee's decision to forego Michelle Weihert's offer to launch a Tuesday or Wednesday market. Petts said the subcommittee had deferred the launch of a Saturday market until 2018. Stinnett said more than one person may need to serve as project champion. Attendees listed potential groups from which to recruit including the Parent Teacher's Organization. Hansen listed Kris Paape, Tammy McIntosh, Melanie Degler and Phil Herron's daughter as those expressing some interest previously. Petts said a list of market vendors was available. Moe (or Tuttle?) said workforce development staff could help. Hansen said an ad was going in Hometown News Group newspapers. He said a summary letter would be posted to the website for use by all to further recruit.
7. NEW BUSINESS
 - a. 203 East Madison Street, Review Of Shoreline Concepts. DISCUSSION: Hansen said feedback on presented shoreline options for river's edge habitat would be routed back to Kunkel Engineering Group (KEG). Thomas asked for the lot dimensions. (post meeting answer: 132 ft). The page 2 option from the KEG handout was preferred. Tuttle said including parts of each across the parcel may be appropriate.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
 - a. Next Meeting: April 18, 2017 at 6 p.m. Noted.

9. ADJOURNMENT. MOTION: Moved by Thomas, seconded by Petts to adjourn. VOICE VOTE: Motion carried.
Approximate time: 7:15 p.m.

Attest:



Mo Hansen
Clerk/Treasurer