

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: April 18, 2017**

1. ROLL CALL AND CALL TO ORDER. CDA Chair Hermanson called the joint meeting to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Hermanson, Stinnett, Tuttle, Moe, Reynolds & Ziaja. Absent: Norton. CDC members present: Petts, Thomas and Ziaja. Absent: none. Others present: Diane Graff, Mitch Leisses, Mike Kawula, Jim Clements of Grand Stay Hospitality LLC (via phone) and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: March 21, 2017. MOTION: Moved by Thomas, seconded by Tuttle to approve with the correction that Norton should be listed as not attending. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. Chamber of Commerce Liaison. Tuttle said Chamber plans for downtown beautification were proceeding. A planting workday was scheduled for May 20<sup>th</sup>. Following up on a Thomas comment, Hansen said he had contacted Nicole Forester regarding new business welcoming. She said to invite Chamber members for the welcome and that the Chamber had other membership related actions it was planning with new businesses.
  - b. Fund 600 - Monthly Financials. Noted.
  - c. 2016 Grant Tracking. Noted.
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING
  - a. Clerk/Treasurer's "Next 28 Days Checklist." Noted.
6. UNFINISHED BUSINESS
  - a. "You Are Here" Kiosks, Follow-up Information After Following High School Outreach. DISCUSSION: Petts said Hansen had yet to produce a summary letter for distribution to potential kiosk builders.
  - b. Street Market Initiative, Recruiting A Market Manager. DISCUSSION: Petts said Marshall Area Business Association President Julie Bergholz was supportive. A discussion of flyers to recruit was mentioned.
  - c. 203 East Madison Street, Review & Comment On Kunkel Engineering Revised Concept. DISCUSSION: Mitch Leisses from Kunkel Engineering Group present revised plans. He noted site grades and the concrete footing as reasons for revisions from the 2015 concept drawing. He said the current grant was just for the river's edge. The body discussed the value of acting on the proposal or reconsidering a private use. Thomas said moving forward on the current grant would be a benefit either way. Reynolds said business would benefit from parking. MOTION: Moved by Petts, seconded by Reynolds to recommend to Council the start of the riparian phase with matching funds from TID #2. VOICE VOTE: Motion carried.
7. NEW BUSINESS
  - a. A 2017 Hotel Feasibility Study, Considering A Recommendation To The City Council. DISCUSSION: Jim Clements by phone addressed questions saying Waterloo has a decent corporate base; a project would likely be no more than 40 units; area hotels are older; and if the City paid for a feasibility study it would own it and be able to take it to the broader hotel development market. Land at McKay Way & STH 19 and land at 688 West Madison Street were mentioned as possible locations. MOTION: Moved by Stinnett, seconded by Reynolds to recommend to Council that a request for proposals for a hotel feasibility study be drafted and made public. VOICE VOTE: Motion carried.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Next Meeting: May 16, 2017 at 6 p.m. Noted.
9. ADJOURNMENT. MOTION: Moved by Thomas, seconded by Tuttle to adjourn. VOICE VOTE: Motion carried. Approximate time: 7:19 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer