

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: June 20, 2017**

1. ROLL CALL AND CALL TO ORDER. CDA Vice-Chair Stinnett called the joint meeting to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Norton, Stinnett, Tuttle, Moe, Reynolds & Ziaja. Absent: Hermanson. CDC members present: Petts, and Ziaja. Absent: Thomas. Others present: Diane Graff, Mike Kawula and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: May 16, 2017. MOTION: Moved by Ziaja, seconded by Petts to approve the minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. Chamber of Commerce Liaison. DISCUSSION: Tuttle said she just came from a Chamber meeting and reported that the group was looking for storage space.
  - b. Fund 600 - Monthly Financials. Noted.
  - c. Grant Tracking. It was noted that grants needed to be added to the list.
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING
  - a. Clerk/Treasurer's "Next 28 Days Checklist." DISCUSSION: Hansen reviewed the handout. No action taken.
6. UNFINISHED BUSINESS
  - a. "You Are Here" Kiosks, Recruiting A Kiosk Builder. DISCUSSION: Hansen said he has yet to produce a letter for use in recruiting a builder. No action taken.
  - b. Street Market Initiative, Recruiting A Market Manager. DISCUSSION: Nicole Tuttle said she is kicking around the idea of taking on the Manager roll, but more generally needs to decide where she is to dedicate herself. She said it was lot of work, and she would look to others to assist. Petts outlined the idea of the survey to distribute to potential sellers. Types of questions to include where gathered. Petts said she would draft a survey. The July 4<sup>th</sup> vendor fair was mentioned. No action taken.
  - c. A Hotel Feasibility Study, Review Of RFP Submittals For Conducting A Study And Considering A Council Recommendation. DISCUSSION: Hansen reviewed a one-page recommendation summary. Ziaja and Tuttle said they would review submittals further between now and next meeting.
7. NEW BUSINESS
  - a. A Follow-Up Review And Action On Sale Of 120 West Madison Street To Todd Strauss. DISCUSSION: Hansen reviewed packet materials. He said a final electrical inspection never occurred for the property. Reynolds said the Plan Commission was reviewing more effective means of enforcement. Norton and others asked why the final inspection was not completed. Hansen said the property owner never called for a final inspection. They asked for the inspection to be completed. MOTION: Moved by Ziaja, seconded by Reynolds to refer the matter to the Plan Commission. VOICE VOTE: Motion carried.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Petts asked for action on the installation of the sign at the Maunasha Business Center.
  - b. 203 East Madison Street, Riparian Phase Bid Review And Council Recommendation. Noted.
  - c. Next Meeting: July 18, 2017 at 6 p.m.
9. ADJOURNMENT. MOTION: By consensus the body adjourned: Approximate time: 6:50 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer