

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: July 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: Ziaja, Tuttle, Moe & Hermanson. Absent: Reynolds and Stinnett. CDC members present: Petts and Thomas. Absent: Ziaja. Others present: Vern Butzine, Herb Lenius, Ron Griffin, Parker Dow, Deputy Clerk/Treasurer Mike Kawula and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: June 20, 2017. MOTION: Moved by Ziaja, seconded by Moe to approve the June 20, 2017 minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None
4. UPDATES & REPORTS
  - a. Chamber of Commerce Liaison. DISCUSSION: Tuttle said preparations were taking place for Wiener & Kraut Day.
  - b. Fund 600 - Monthly Financials. Noted.
  - c. Grant Tracking. Noted.
  - d. Sign Installation. Noted.
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING
  - a. Clerk/Treasurer's "Next 28 Days Checklist" (hand out at meeting). DISCUSSION: Hansen reviewed the handout. No action taken.
6. UNFINISHED BUSINESS
  - a. "You Are Here" Kiosks, Recruiting A Kiosk Builder. The consensus was to recruit a Kiosk builder.
  - b. Street Market Initiative, Recruiting A Market Manager
  - c. A Hotel Feasibility Study, Review Of RFP Submittals For Conducting A Study And Considering A Council Recommendation. DISCUSSION: Ziaja said he and Tuttle reviewed proposals. He noted firms with and without a web presence. Tuttle commented on her review of pricing, travel expenses and future consulting prices. Tuttle and Ziaja said they ranked the firms: 1. CORE; 2 IDM and 3.AMI. Ziaja expresses a hesitancy to fund the whole amount. MOTION: Moved by Ziaja, seconded by Tuttle to recommend to Council awarding the work to CORE. Motion carried.
7. NEW BUSINESS
  - a. RTG LLC Expansion. DISCUSSION: Ron Griffin, owner of Griffin Truck Repair, expressed interest in acquiring all or some of the former Gauthier property now owned by the City. He said he would expand his business with the additional space. He said he can't get financing until the site is cleaned up. He posed three options: buying the whole thing; 2.5 acres or effectively make use of the alleyway. Parker Dow also expressed interest in a segment of the property saying he would use it to expand the number of adjacent manufactured home lot locations. Herb Lenius said Griffin for years had helped the Fire Department with low cost vehicle repairs.
  - b. 2018 Budget Submittal. This was noted as a work in progress.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. 203 East Madison Street, Riparian Phase Bid Decision (Directly to City Council)
  - b. Next Meeting: August 15, 2017 at 6 p.m.
9. ADJOURNMENT. MOTION: By consensus the body moved to adjourn. Motion carried. Approximate time: 6:40 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer