

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: January 16, 2018**

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: Stinnett, Moe, Reynolds & Hermanson. Absent: Tuttle and Ziaja with one vacancy. CDC members present: Petts and Thomas. Absent: Ziaja. Others present: Parker Dow; Ron Griffin; Diane Graff and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: December 19, 2017. MOTION: Moved by Stinnett, seconded by Petts to table approve until February. VOICE VOTE. Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. Chamber of Commerce Liaison. By consensus the item was tabled due to Tuttle's absence.
  - b. Fund 600 - Monthly Financials. Noted.
  - c. Grant Tracking. Noted.
  - d. Sign-Kiosk Installations / Update. Noted.
5. ECONOMIC DEVELOPMENT IMPLEMENTATION PROGRESS
  - a. WORK GROUP PROGRESS REPORT. Discussion: The January working group meeting was summarized noting the creation of items i. – v. below. Ron Griffin and Parker Dow made the case for them taking ownership of the 17 acre parcel at 333 Portland Road. Griffin said he has three employees as part of a truck repair business. He described his business expansion with partial or complete property acquisition. Dow said he would expand the existing manufactured home park with energy star homes; expansion would not occur overnight; growth would depend on the economy and he was unsure if expansion would occur in his lifetime. Ron Griffin expressed interest in a portion of the land. He said he would trade STH 19 roadway access for land.
    - i. Building Contact Database [by 4/10/2018, lead: Angie Stinnett]
    - ii. Create Street Market Facebook [by 1/31/2018, lead: Niki Tuttle]
    - iii. Create Street Market Flyer [by 1/31/2018, lead: Niki Tuttle]
    - iv. Brand Waterloo "Green Healthy" [by ? lead: Jeanette Petts]
    - v. Determine Preferred Use(s) - 333 Portland Rd To Aid/Focus Parcel Marketing Efforts [by ???/2018, lead: ??]
  - b. "Next 28 Days Checklist" (hand out at meeting). Hansen gave a verbal report, saying he would be updating the report.
6. UNFINISHED BUSINESS
  - a. Street Market Initiative – Preparing For Launch. Item not addressed due to Tuttle's absence.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Identifying candidates to fill CDA vacancy. Petts and Stinnett spoke in favor of the appointment of Andrew Lewandowski to the CDA. Hermanson said he was meeting with Lewandowski after the meeting.
8. ADJOURNMENT. MOTION: Moved by Thomas, seconded by Petts to adjourn. Motion carried. Approximate time: 7:00 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer