

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: February 20, 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 Police Training Room. CDA members present: Stinnett, Tuttle, Ziaja, Moe, Reynolds, Lewandowski & Hermanson. Absent: none. CDC members present: Petts and Ziaja. Absent: Thomas. Others present: Parker Dow; Ron Griffin; Tama Griffin; the Griffin's grandchild; Diane Graff and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: December 19, 2017 & January 16, 2018. MOTION: Moved by Ziaja, seconded by Reynolds to approve both meeting minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison. Tuttle reported on the upcoming March 1 annual Chamber meeting; said two \$500 scholarships were created and said the group would have less involvement with Wiener & Kraut Day
 - b. Fund 600 - Monthly Financials. Noted.
 - c. Grant Tracking. Noted.
 - d. Sign-Kiosk Installations / Update. Hansen said funding has hindered progress.
5. ECONOMIC DEVELOPMENT IMPLEMENTATION PROGRESS
 - a. WORK GROUP PROGRESS REPORT
 - i. Building Contact Database [by 4/10/2018, lead: Angie Stinnett]. Stinnett said the working group was not in favor of seeking or providing lists for the project absent opt-in by those on the lists. She described a process for having individuals fill out slips to opt-in to a database used to inform citizens about Waterloo activities and opportunities.
 - ii. Create Street Market Facebook [by 1/31/2018, lead: Niki Tuttle]. Tuttle said she was sequentially taking steps to secure a domain and create a business identity.
 - iii. Create Street Market Flyer [by 1/31/2018, lead: Niki Tuttle]. No action.
 - iv. Brand Waterloo "Green Healthy" [by ? lead: Jeanette Petts]. Petts presented a logo produced by Sue Moe and asked for a vote to allow it to be used in contacting realtors. MOTION: Moved by Stinnett, seconded by Petts to utilize the logo and send information to realtors. VOICE VOTE: Motion carried.
 - v. Determine Preferred Use(s) - 333 Portland Rd To Aid/Focus Parcel Marketing Efforts [by ?/??/2018, lead: ??]. DISCUSSION: Ron Griffin said he needs two acres; had a working agreement with the former owner on access; and wanted to buy land to build a 40x60 foot addition to his existing truck repair business. Hermanson and Ziaja called for visuals to review. Parker Dow also spoke about acquiring a portion of the land saying 70 possible manufactured home sites could be built over time. Petts said zoning would have be changed from industrial to residential. Ziaja called for a map and business plan showing the benefits. Griffin listed the businesses leasing space from him. Lewandowski called for identifying a process and creating guidelines for redevelopment along with identifying community values to guide decision-making which could be made public to inform attendees and the public on the process to move efforts along. Griffin said he could not get a loan until the lot was cleaned-up. Hermanson called for this agenda item to be on the next agenda.
 - b. February-March Implementation List (hand out at meeting). Hansen said he did not have a handout prepared and was updating the list. No action taken.
6. UNFINISHED BUSINESS
 - a. Street Market Initiative – Preparing For Launch. DISCUSSION: Hansen gave examples for how insurance coverage could cover the market. Stinnett advocated for making the market a city sponsored event so that it could be covered under the municipal umbrella policy. Regarding making municipal seed money available to the market, Ziaja said when the original Council action was taken a lump sum transfer was discussed. MOTION: Moved by Petts, seconded by Stinnett to direct the transfer of a lump sum dollar transfer to the market entity being created by Nicole Tuttle. VOICE VOTE: Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Work Group attendees set March 7 at 6 pm as a next meeting time.

8. ADJOURNMENT. MOTION: Moved by Ziaja, seconded by Reynolds to adjourn. Motion carried. Approximate time:
7:14 p.m.

Attest:

A handwritten signature in cursive script that reads "Mo Hansen".

Mo Hansen
Clerk/Treasurer