

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: July 17, 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, Tuttle, Reynolds and Hermanson. Absent: Lewandowski with two vacancies. CDC members present: Petts and Thomas with one vacancy. Others present: Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: June 19, 2018. MOTION: Moved by Thomas, seconded by Stinnett to approve the meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison. DISCUSSION: Tuttle reported Chamber work was focused on Wiener & Kraut Day. Activity is to be downtown and at Firemen's Park. The organization was looking for volunteers. Chamber Secretary Natalie Jonas had updated the Facebook page and webpage.
 - b. Fund 600 - Monthly Financials. Noted.
 - c. Grant Tracking, Including 203 East Madison Street Close-out. Noted.
 - d. 117 East Madison Street, Maunsha Business Center, 2nd Electric Meter. Noted
 - e. Project Neighbor. Noted.
 - f. Local Business Day. Noted.
5. ECONOMIC DEVELOPMENT IMPLEMENTATION PROGRESS
 - a. WORK GROUP PROGRESS REPORT
 - i. Street Market Launch. DISCUSSION: Tuttle said she was trying to secure vendors. She had visited Fort Atkinson and Lake Mills to reach vendors. She submitted a handout indicating six expenses summing to \$598.25 since March 6th. She said vendors had not responded. Tuttle said she needed vendors. Petts noted repeated contacts by her and others to reach Tuttle regarding the project with no replies. She indicated Tuttle was non-responsive to outside contacts relating to the Street Market. Stinnett similarly said Paula Jacobs was willing to coordinate library activities with market activities, but did not received a Tuttle follow-up response. Petts said she left 6 or 7 messages with no reply. Tuttle said she had not been able to devote time and volunteer contacts may have been lost. Petts said if Tuttle wanted to step out of the role she should let others know. It was determined by consensus that Tuttle would reply back in a couple of days indicating whether or not she wished to step out of the role to launch a street market. Petts called for the Street Market Working Group to convene. No action taken.
 - ii. June – July Implementation Tracking. Noted.
6. UNFINISHED BUSINESS
 - a. FlipGrid CDA-CDC Review. By consensus the item was tabled due to Lewandowski's absence.
 - b. Bingo. DISCUSSION: The group talked generally about bingo ideas. No individual stepped forward to champion the idea, nor to volunteer to further lead on the concept. By consensus the body tabled the matter.
7. NEW BUSINESS
 - a. 333 Portland Road Demolition Bid Review & Council Recommendation. DISCUSSION: Six bids were reviewed. MOTION: Moved by Reynolds, seconded by Petts to recommend City Council action awarding the work to Beaver Services Inc. as bid. VOICE VOTE: Motion Carried.
 - b. 217 Maple Drive Lot Sale – Bid Review & Council Recommendation. DISCUSSION: Two bids were reviewed. MOTION: Moved by Reynolds, seconded by Tuttle to recommend City Council action approving the lot sale to Scott Quimby in the amount of \$25,900 with conditions outlined in the RFP.
 - c. Renewal Of Connect Communities Agreement. DISCUSSION: Stinnett asked is Waterloo are getting its monies worth. Hansen said program offerings were abundant. He was unsure if Waterloo elected and , appointed officials accessed the available information. MOTION: Moved by Tuttle, seconded by Stinnett to renew the agreement. VOICE VOTE: Motion carried.
 - d. Maunsha Business Center Cleaning Contract. DISCUSSION: Hansen said Peachy Clean had modified its contract reducing the number of cleaning days, lowering the annual cleaning expense. No action taken.

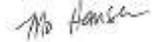
- e. Waterloo Land Development Potential – Overview. DISCUSSION: Hansen reviewed nine redevelopment site opportunities. No action taken.
- f. Volunteer Development. By consensus the item was tabled due to Lewandowski's absence.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Brian Henning Welcomed To CDA-CDC Meetings As School District Liaison. Noted.

9. ADJOURNMENT. MOTION: Moved by Tuttle, seconded by Reynolds to adjourn. VOICE VOTE: Motion carried.
Time: 7:20 p.m.

Attest:



Mo Hansen
Clerk/Treasurer