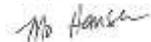


**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: August 21, 2018**

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, Reynolds, Lewandowski, Hermanson and Osborn. Absent: Tuttle with one vacancy. CDC members present: Petts and Osborn with Thomas absent. Others present: Brian Henning, School District Liaison; and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: July 17, 2018. MOTION: Moved by Petts, seconded by Stinnett to approve the meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. School District Liaison. Henning reported on the passage of the two school referenda.
  - b. Chamber of Commerce Liaison. No report as Tuttle was absent
  - c. Fund 600 - Monthly Financials. Noted.
  - d. Grant Tracking, Including 203 East Madison Street Close-out. Hansen said he was waiting on DNR reimbursement for 203 East Madison St; the Idle Sites Industrial grant was extended; notice of a WEDC site assessment grant was promised by Jason Scott, but remains pending at 333 Portland Road. Identifying Idle Sites grant expenditures generating the greatest return on investment was a priority.
  - e. Project Neighbor. Hansen said data was used for the election and Mill/Cleveland project.
  - f. Local Business Day. Stinnett asked for a list of attendees from the initial discussion.
  - g. 217 Maple Drive Lot Sale. Hansen said the closing date is August 30th.
  - h. Maunsha Business Center Cleaning Contract. Hansen said the contract was revised lowering costs.
5. ECONOMIC DEVELOPMENT IMPLEMENTATION PROGRESS
  - a. Implementation Tracking. Noted.
  - b. Work Group Progress Report
    - i. Street Market – Request For Return Of Funding & Access To Purchased Supplies. Petts updated the group saying the Working Group met and Niki Tuttle did not attend. At that meeting Hansen was directed to send a letter to Tuttle. Hermanson said legal action is the path. Lewandowski said an action plan presentation was a possible course. Stinnett and Petts noted the months already passed with only one Tuttle report. Stinnett described vendors wanting to participate with no follow-up. By consensus Hansen was directed to send a 2<sup>nd</sup> letter with a specific deadline for response. Hermanson said Tuttle's inaction means involving law enforcement.
6. UNFINISHED BUSINESS
  - a. FlipGrid CDA-CDC Review. Lewandowski said he would resend the link asking for a test and report back.
  - b. Bingo. By consensus the group tabled indefinitely the question of Bingo involving the CDA.
7. NEW BUSINESS
  - a. 2019 Budget. Hansen and Hermanson noted the insertion of a \$25,000 request for tax levy to fund professional economic development services.
  - b. Volunteer Development. Lewandowski said he was interested in soliciting public ideas and would staff a table at school events. He said more involvement would be beneficial.
  - c. 203 East Madison Street Safety Concerns. The Police Department identified a safety hazard. No railing is in place. A temporary fence was installed. Stinnett suggested all take a look and report back.
  - d. Authorizing Action To Advance Redevelopment of 200 Block Of West Madison Street. Hansen requested funding for an appraisal of the former post office site. He said the site owner would be willing to sell to the City allowing for redevelopment and reuse of the site and the site to its east. Petts questioned the need for the expenditures. No action taken.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
9. ADJOURNMENT. MOTION: Moved by Stinnett, 2nd by Reynolds to adjourn. VOICE VOTE: Motion carried. Time: 7:58 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer