

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: September 18, 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 and Hermanson. Absent: Osborn and Tuttle with one vacancy. CDC members present: Petts and Thomas with Osborn absent. Others present: Sharon Peterson, attending on Brian Henning's behalf, School District Liaison; and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: August 21, 2018. MOTION: Moved by Lewandowski, seconded by Reynolds to approve the meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. School District Liaison. Sharon Peterson spoke about school post-referendum actions, saying a core planning committee was in place; and geo-technical and survey engineers were being hired. They would contact municipal staff about the project. She said questions about project details were the most common citizen feedback. Work was intended to commence April of next year.
 - b. Chamber of Commerce Liaison. No report.
 - c. Street Market Initiative. No report.
 - d. Grant Tracking, Including 203 East Madison Street Close-out. Hansen said grant closeout at 203 East Madison Street was pending and a grant was expected for 333 Portland Road demolition work.
 - e. Project Neighbor. Hansen said data was being used for Mill & Cleveland roadwork and would be used to notify voters of early absentee voting for the November election.
 - f. Local Business Day. Stinnett had no update.
 - g. Fund 600 - Monthly Financials. Revenue from the sale of Maple Drive property was noted.
5. ECONOMIC DEVELOPMENT IMPLEMENTATION PROGRESS
 - a. Implementation Tracking. Thomas asked if 333 Portland Road was being marketed. Hansen said information was not yet on the website. He shared site interest from Salm Partners LLC. No action taken.
 - b. Street Market – Request For Return Of Funding & Access To Purchased Supplies. Lewandowski recounted a communication to prompt a reply from Tuttle with none provided. Reynolds said the Chamber of Commerce attempted to work with Tuttle on W/K day vendors with no response. Thomas questioned the ability to pursue legal action absent an agreement. Hermanson said expectations were known via meeting minutes. Petts said a job description was provided and Tuttle accepted a verbal agreement to provide services. Reynolds said the matter may be a civil matter. Petts said the CDA needs to do its due diligence and there was no harm in having the Police Department look into it based on the evidence. Lewandowski said it was not up to the CDA to determine motives and the like. Deliverables had not been provided. MOTION: Moved by Petts, seconded by Reynolds to ask the Police Department to investigate the use of funds allocated by the City to the launch of a street market; and for the Police Department to investigate Tuttle's inaction on returning unused funds and purchased supplies. VOICE VOTE: Motion carried.
6. UNFINISHED BUSINESS
 - a. FlipGrid CDA-CDC Review. The group reviewed the online FlipGrid tool with Stinnett and Thomas saying they had less than positive experiences trying to use the tool. Thomas referenced site reviews saying 50% were negative. He said more instruction on how to use the platform would be beneficial. Lewandowski called the trial completed. By consensus the matter was tabled indefinitely.
 - b. Volunteer Development. Lewandowski asked for creation of a CDA specific email account to allow for follow-ups by the CDA members with the public. Hansen said he would create an email Thursday.
 - c. 203 East Madison Street Addressing Safety Concerns. Multiple members said they visited the site. Hermanson and others called for an estimate for a split rail fence to replace the temporary fence. Hansen said he would follow-up
7. NEW BUSINESS. No action.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Lewandowski asked what requires voting member approval. Stinnett encouraged staffing of tables as Lewandowski was initiating. Hansen said programs & projects contained within approved budgets would be appropriate for implementation without additional approvals.

9. ADJOURNMENT. MOTION: Moved by Stinnett, 2nd by Reynolds to adjourn. VOICE VOTE: Motion carried. Time: 6:59 p.m.

Attest:



Mo Hansen
Clerk/Treasurer