

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: November 20, 2018**

1. ROLL CALL AND CALL TO ORDER. The joint meeting was called to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Stinnett, Reynolds, Lewandowski and Osborn. Absent: Hermanson with two vacancies. CDC members present: Petts, Osborn and Thomas. Absent: none. Others present: Brian Henning, School District Liaison; Ron & Tama Griffin and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: September 18, 2018; October 16, 2018 no quorum. MOTION: Moved by Thomas, seconded by Petted to approve the September 18<sup>th</sup> meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
  - a. School District Liaison. Brian Henning said gym and fitness center designs are advancing. Construction is slated for April 1.
  - b. Grant Tracking. Noted.
  - c. Project Neighbor. Noted.
  - d. Local Business Day. Stinnett said attempts were made to contact the students originally involved. There was no follow-up student interest. By consensus the group decided to take the item off the agenda.
  - e. Fund 600 Monthly Financials. Noted.
  - f. Citizen Engagement/Outreach – Volunteer Development. Lewandowski put together dates and times for outreach opportunities at the schools. He visited with Sharon Peterson on the topic. He suggested the theme: “a cookie for your thoughts.” He said the Project Neighbor box had 34 slips. He had received 5 responses after sending an email.
  - g. Economic Development Plan Implementation Progress. Thomas asked for a written agreement with Kyle Joas in advance of permitting Joas to till and plant a cover crop at 333 Portland Road.
5. UNFINISHED BUSINESS
  - a. Discussion/Recommendation - 203 East Madison Street – Fencing Options. MOTION: Moved by Reynolds, seconded by Osborn to direct the installation of a split rail fence at 203 East Madison Street. VOICE VOTE: Motion carried.
6. NEW BUSINESS
  - a. Discussion/Recommendation - Waiving 2019 Fees For Home Construction. DISCUSSION: Hansen suggested a two year waiver. MOTION: Moved by Thomas, seconded by Reynolds to recommend Council approval of a two-year waiver extending the current waiver policy. VOICE VOTE: Motion carried.
  - b. Discussion/Action - Identifying A Chamber Of Commerce Liaison. Hansen said he would attend the next Chamber of Commerce meeting. No action taken.
  - c. Discussion/Recommendation - 333 Portland Road Redevelopment Recommendation To Council DISCUSSION: Addressing an item from a prior Hansen email, Ron Griffin presented a document indicating his property was a commercial property. MOTION: Moved by Thomas, seconded by Reynolds to convene in closed session. [Note: The statutory exception being Wis. Statute 19.85(1)(E) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons requires a closed session.”] Upon conclusion of the closed session the body reconvened in in open session. No action taken.
  - d. RTG Enterprise, 341 Portland Road. No action taken.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
8. ADJOURNMENT. MOTION: Moved by Lewandowski, seconded by Reynolds to adjourn. VOICE VOTE: Motion carried. Time: 7:58 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer