

**WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: September 21, 2021**

Digital audio files are archived with these written minutes additionally serving as the official record.

1. PLEDGE OF ALLEGIANCE, ROLL CALL AND CALL TO ORDER. CDA Chair Weihert called the meeting to order at 6:00 p.m. Members present: Petts, Weihert, O'Connell and Soter. Absent: Woods, Kuhl and Sharpe and non-voting member Henning. Others present: Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: August 17, 2021. MOTION: [O'Connell/Weihert] to approve the minutes as presented. VOICE VOTE: Motion carried.
3. UPDATES & REPORTS. Written report noted. No action taken.
  - a. Clerk/Treasurer Report
    - i. Website Revisions
      1. Google Drive Data
      2. Community Welcoming Material
    - ii. Grant Tracking
    - iii. Economic Development Plan Implementation Progress Report
      1. Treyburn Farms
      2. 575 West Madison Street
      3. 692 West Madison Street
      4. Hawthorn & Stone Development Agreement
    - iv. Financial Reports Tax Incremental Finance Districts 2, 3 & 4 and Fund 600
  - b. Business Association Liaison Report, Ben Reigel
  - c. School District Liaison
4. UNFINISHED BUSINESS
  - a. Implementing A Blight Policy, Hiring Code Compliance Services, Follow-up. MOTION: [Weihert/O'Connell] to direct staff to try to work this service into an existing contract. VOICE VOTE: Motion carried.
  - b. Review Of Tax Incremental Finance – Overview & Progress Report. MOTION: [O'Connell/Petts] to table until the next meeting. VOICE VOTE: Motion carried.
5. NEW BUSINESS
  - a. Implementing Impact Fees. MOTION: [Weihert/Petts] to direct staff to further investigate Impact Fee options and community comparisons. VOICE VOTE: Motion carried.
  - b. 310 Portland Road. CDA Direction And On Property Questions From UFP's Chuck King. MOTION: [Weihert/multiple] to direct staff to work on the assumption that City is not interested in engaging in a site transaction. VOICE VOTE: Motion carried.
  - c. The Means And Method For Reporting Out Project Information. DISCUSSION: The Clerk/Treasurer said the Chair and Vice-Chair are included in on most economic development email threads involving various topics. He said all CDA members may request to be included similarly. No action taken.
  - d. Regulation And Permit For Razing Buildings (Park Falls Ordinance Example). DISCUSSION: In reviewing the example Weihert said it was of value to protect the city against cannibalizing buildings in a manner leading to blight. Petts cautioned against too much regulation. MOTION: [Weihert/Petts] to direct the Clerk/Treasurer to further investigate and craft a draft ordinance taking into consideration the Parks Falls example. VOICE VOTE: Motion carried.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Items below noted.
  - a. Annual Calendar
  - b. Baker Tilly Update, Scheduled Items And October 19<sup>th</sup> Dan Kennelly Presentation
  - c. SWOT Analysis (**S**trengths, **W**eaknesses, **O**pportunities, **T**hreats)
7. ADJOURNMENT. MOTION: [Petts/O'Connell] To adjourned. VOICE VOTE: Motion carried. Time: 7:08 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer