

**WATERLOO COMMUNITY DEVELOPMENT AUTHORITY -- MEETING MINUTES: March 21, 2023**

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 O'Connell called the meeting to order at 6:00 p.m. Members present: C. Kuhl, A. Kuhl, O'Connell, Soter, Hudson and Petts. Remote: none Absent: Sharpe and the non-voting member from School District and Business Association. Others in Attendance or remote: Everett Butzine, Steve Parker, Maureen Giese, Don Nell, Fran Gartner, Tim Thomas and Clerk Ritter.
2. MEETING MINUTES APPROVAL: With changes. MOTION: With changes Soter absent A.Kuhl present [A. Kuhl/Petts] VOICE VOTE: Motion carried.
3. UPDATES & REPORTS.  
  
Motion to move 3a. to after 5 e. Motion [Kuhl/Petts] VOICE VOTE: Motion carried.
  - a. Non-Metro Connections – reviewed March update
  - b. Financial Reports Tax Incremental Finance Districts 2, 3 & 4, and Fund 600.
  - c. Blight Blue & White list
  - d. Business Association Liaison Report. none
  - e. School District Liaison. none
4. OLD BUSINESS - none
5. NEW BUSINESS
  - a. Waterloo Business Association rental of Maunesha Business Center – Steve Parker spoke on behalf of the WBA. They would like to rent business center up to 10 days a month for \$100 a month. Will submit agreement. Motion [C.Kuhl/O'Connell] VOICE VOTE: Motion carried.
  - b. Fran Gartner pop-up rental of Manuesha Business Center. Fran would like to rent business center 3 days every other month for her pop-up stain-glass retail business. Charge would be \$50 for the month. Motion [O'Connell/A. Kuhl] VOICE VOTE: Motion carried.
  - c. Downtown Development Plan Review. Downtown Master plan is currently a concept to work off of. Butzine will be presenting an action plan to the CDA next month so steps can be taken to implement plan.
  - d. Offer to Purchase One Acre 333 Portland Road by RTG Enterprise LLC Committee to give Griffin a 90 day freeze to work out details of purchase. Motion [Petts/O'Connell] VOICE VOTE: Motion carried.
  - e. Recommendation from Council to review Façade grant approval procedure. Committee would like to see other communities and how they process façade grants at next meeting.
6. CITIZEN INPUT, FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Annual Calendar
7. ADJOURNMENT. MOTION: [C. Kuhl/A. Kuhl] VOICE VOTE: Motion carried. Time: 7:19 pm.

Attest:

Jeanne Ritter  
Clerk/Deputy Treasurer