ECONOMIC DEVELOPMENT COMMISSION MINUTES

August 11, 2009

City of Waverly Council Chambers 7:00 a.m.

A. Call to Order:

1. Members Present: Terry Van Laningham, Chairperson

Patsy Reed, Vice-Chairperson

Gary Bogenreif Gene Leonhart Brad Roling Jim Willis

Members Absent: Jean Keller

Jere Vyverberg Larry Young

City Officials Present: Jason Passmore, Economic Development Director

Connie Tolan, Economic Development Office Manager

2. Approval of Agenda:

Motion By: Leonhart Seconded By: Willis

Move that the agenda be approved as printed.

Yes: 6 No: 0 Absent: 3

3. Approval of Previous Minutes:

Motion By: Willis Seconded By: Bogenreif

Move that the minutes of the July 7, 2009 Economic Development Commission

meeting be approved.

Yes: 6 No: 0 Absent: 3

4. Communication Item:

- Updated Commission Member List
- Cedar Valley Economic Indicators (July 2009)
- Ankeny's Spec Building Incentive Policy article

B. Regular Business:

1. Update on the status of the Economic Development Commission 2009-2011 Strategic Business Plan and Department Review by Waverly City Council

The Waverly City Council reviewed the Strategic Business Plan at their meeting on July 20th and the plan was well received. The Plan will go before the City Council on August 24th for formal adoption. At the Council's Strategic Planning Session on July 23rd, an evaluation of the economic development process took place and the Council indicated that economic development efforts should continue to proceed.

Review and obtain signatures on Statement of Confidentiality and Disclosure of Interest Forms

The City Attorney reviewed the form and indicated no concerns with the way it was written. Further, he felt that implementing such a policy would be worthwhile and of value. The Commission suggested minor wording changes, and also discussed who would determine if a conflict existed. It was decided that potential conflicts would be reviewed by the Commission, minus the individual involved in the potential conflict. The agreed upon revisions will be made and forms will be brought to the next meeting for signatures.

- 3. Discuss Prospects for the City of Waverly Spec Building (NABL Building)

 Currently, NABL will occupy the building through the month of September, and then move to the TechWorks project in Waterloo. Various prospects for the building were discussed. Market value of the building, potential future improvements to 4th Street SW and to parking, and possible incentive strategies were discussed as well.
- 4. Review of Prospective City/Company Agreement

A City/Company Agreement for the Carmi Flavor and Fragrance Co., Inc. expansion project of an approximately 24,000 s.f. warehouse facility and potentially 75 new jobs over the next 3 years was reviewed by the Commission and the following motion made:

Motion By: Willis Seconded By: Bogenreif

Move that the Economic Development Commission of the Waverly Area communicate to the Waverly City Council their support of the City/Company Agreement with Carmi Flavor and Fragrance Co., Inc.

Yes: 6 No: 0 Absent: 3

- 5. Update on Current Status of Economic Development Projects
 - a) <u>Chamber Survey</u> Chamber Market Analysis Survey forms were distributed.
 - b) <u>McDonalds Update</u> The plat for their new location has been approved by City Council, and construction could be completed as early as end of October.
 - c) <u>Downtown Business Expansion</u> Impacted property owners met with business representatives recently regarding a possible downtown business expansion project.
- C. Old Business:
- D. New Business:
- E. Next Meeting Date:

The next meeting is scheduled for September 8, 2009, at 7:00 a.m. at Waverly City Hall.

F. Adjournment:

Motion By: Willis Seconded By: Leonhart

That the Economic Development Commission meeting be adjourned.

Yes: 6 No: 0 Absent: 3