ECONOMIC DEVELOPMENT COMMISSION MINUTES March 8, 2016 Waverly City Hall – Civic Center 7:00 a.m.

A. Call to Order

1. Voting Members Present: Deb Schroeder, Chairperson

Jim Willis, Vice Chairperson

Steve Egli Gene Lieb Patsy Reed

Voting Members Absent: Heidi Abben

Mark Hanawalt Tammy McKenzie

Dave Takes

Non-Voting Partners Present: Jim Atty, Waverly Health Center

Travis Toliver, Waverly Chamber Ed Klamfoth, W-SR Schools

Chuck Infelt, Mayor

Dan McKenzie, City Council Liaison

Non-Voting Partners Absent: Darrel Wenzel, Waverly Utilities

Linda Allen, Hawkeye Community College

Darrel Colson, Wartburg

Staff Present: Bill Werger, Community Development Director

Connie Tolan, Economic Development Specialist

James Bronner, City Administrator

Others Present: Eric Vansickle, Waverly Newspapers

2. Approval of Agenda:

Motion By: Willis Seconded By: Reed

Move that the agenda be approved as printed.

Yes: 5 No: 0 Absent: 4

3. Approval of Previous Minutes:

Motion By: Egli Seconded By: Willis

Move that the minutes of the November 10, 2015 Economic Development

Commission Meeting be approved.

Yes: 5 No: 0 Absent: 4

4. Communication Items:

 Meeting notes from the February 9, 2016 meeting where there was no quorum

B. Regular Business

- 1. Prepare for presentation to City Council on March 28, 2016:
 - Housing Strategy and proposed actions steps

Bill Werger shared building permit statistics. The commission reviewed the Housing Strategy that will be presented to City Council at the Study Session on March 28.

 Economic Development Update – Review of 2015 activity and goals for 2016

Connie Tolan shared the Economic Development Annual Report for FY 14-15 which includes activities and results for 2015 and goals and objectives for 2016. Chairperson Schroeder volunteered to present the Economic Development Update to the City Council on March 28.

SWOT Analysis

The City Council will be completing the same SWOT Analysis that the Economic Development Commission completed in December. Results from both will be presented to City Council on March 28 by INRCOG staff.

2. Election of Officers

Per Chapter 33 of the Waverly Municipal Code, the first organizational meeting of the Economic Development Commission held each year is the time and place to elect a chairperson and vice-chairperson. The elected officers shall serve concurrent terms of one (1) year.

Motion By: Willis Seconded By: Egli

Move that <u>Deb Schroeder</u> be elected Chairperson of the Economic Development Commission for the 2016 term.

Yes: 5 No: 0 Absent: 4

Motion By: Willis Seconded By: Reed

Move that <u>Steve Egli</u> be elected Vice-Chairperson of the Economic Development Commission for the 2016 term.

Yes: 5 No: 0 Absent: 4

2. Updates from Participants

Travis Toliver reported that Waverly was one of six communities selected by Main Street Iowa for a 2.0 Market Analysis Study which is an opportunity for Waverly to get updated numbers as well as a professional development

opportunity for Toliver. The last analysis was done in 2009. He might reach out to members of this commission to participate in some capacity.

Deb Schroeder shared that Bartels Lutheran Retirement Community will be adding a 20-unit assisted living memory care unit as part of their growth plan. These will be household model units and a great addition to the community. They plan to break ground in the fall.

Mayor Infelt reported that the City Council passed the FY 2016-17 budget at their meeting last night.

C. Mayor's Roundtable Discussion

None

D. Old Business

None

E. New Business

None

F. Next Meeting Date

The next meeting date is scheduled for Tuesday, April 12, 2016 at 7:00 a.m. in the Civic Center at Waverly City Hall.

G. Adjournment

Motion By: Willis Seconded By: Reed

That the Economic Development Commission meeting be adjourned.

Yes: 5 No: 0 Absent: 4