

**Economic Development Commission Minutes
November 13, 2007
7:00 a.m.**

Members Present: Jean Keller, Chairperson
Terry Van Laningham, Vice-Chairperson
Dave Stevenson
Gene Leonhart
Larry Young
Patsy Reed
Rick Schneider

Members Absent: Gary Bogenreif
Jim Willis

City Officials Present: Dick Crayne, City Administrator
Jason Passmore, Economic Development Director
Fred Ribich, Council Liaison

1. Approval of Agenda.

Motion By: Terry Van Laningham Seconded By: Gene Leonhart
Move that the agenda be approved as printed.
All voted aye.

2. Approval of Minutes.

Motion By: Terry Van Laningham Seconded By: Larry Young
Move that the minutes of the October 16, 2007, meeting be approved.
All voted aye.

3. Introduction of Jason Passmore, new Economic Development Director, to the Commission members.

City Administrator Crayne introduced Mr. Passmore to the Commission members and briefly reviewed the appointment process. Mr. Passmore gave a brief history of his past employment and his previous position as the Community Development & Zoning Manager for the City of Waverly.

4. Review of Economic Development Director and Commission duties.

a) Process for Development of an Economic Development Strategic Plan.

Mr. Crayne reviewed the ordinance as it pertained to the powers and duties of the Commission. The creation of an economic development plan was discussed and Mr. Crayne mentioned that there are companies that specialize in these plans like the Institute of Decision Making at UNI. Members mentioned consulting with INRCOG, IDDED and the Cedar Valley Regional Group for assistance.

The Commission desired staff to research potential assistance in incorporating established strategies and policies that has worked for other communities.

Motion By: Terry Van Laningham Seconded By: Dave Stevenson

Move that City staff take the lead in obtaining expertise in strategic planning.

All voted aye.

5. Update on current status of Economic Development projects.

Mr. Crayne and Mr. Passmore updated the Commission on various current projects as follows:

- a) The expansion of an existing industry in the Waverly Business Park continues to move forward. A City/Company agreement has been drafted and the building plans have been to the Bremer County Assessor to certify the increase in valuation. The sale of the property will start as soon as signatures are acquired on the agreement.
- b) CUNA has recently vacated the old Midcom building in the Industrial Plaza and plans for that structure are uncertain. This could become a potential marketable structure depending on future plans.
- c) The City is working with an insurance company to purchase Lot 3-A in the Industrial Plaza and construct a new facility. A City/Company agreement is awaiting signatures as it has been finalized with a certified valuation.
- d) The City has started the Urban Renewal/TIF amendment for the Village Square Mall area to accommodate the recently approved agreement with Millers and their purchase of the old Wal-Mart facility. The City has also included the 10th Avenue SW extension eastward to the river as part of the requested amendment.
- e) The Robertson & Brye property along the north side of 10th Avenue SW and along the west side of 16th Street SW is currently going through the rezoning process from agricultural to commercial. The owners have stated that their request is for speculative development and includes all of the existing farmland.
- f) A new dentist office is currently being constructed by Alan Young, D.D.S. and Waverly Family Dentistry, L.L.C. at 1404 3rd Street SW, across from the Ledges at Stone Haven. The project is underway but a request for City assistance is likely to be forthcoming.
- g) The 4th Street Plaza, owned by Riggs 4th Street Investments, L.C. is looking at moving into the second phase of their development and desires to purchase a little over one-half acre from the City to accommodate for parking with a new retail and office facility. The City is currently creating the desired parcel to be split from the Industrial Plaza which would then be purchased by the developer.

- h) The potential new retail development for downtown Waverly, at the corner of West Bremer Avenue and 4th Street SW, continues to move slowly forward. A City/Company agreement is being created to assist in potential major infrastructure improvements.
- i) The special provisional use approval process for the new proposed public services building, yard waste site and recycling center is nearing completion.

6. Set Next Meeting Date.

The next meeting was set for December 11, 2007, at 7:00 a.m.

7. Adjourn.

Motion By: Terry Van Laningham Seconded By: Gene Leonhart

Move that the meeting be adjourned.

All voted aye.

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