

**Waterloo Plan Commission**  
**April 2, 2024**

A meeting of the Waterloo Plan Commission was held on April 2, 2024, at 6:00 pm at the Waterloo Historic Depot. Members present were:

Robert Knott, President  
Verlinda Eberly  
Jack Oaks  
Angie Holt, DeKalb Plan Comm.  
Renee Duszynski, Clerk-Treasurer

Jon Williams  
Chris Albright  
Josh Caudill, Town Council  
Pam Howard, Town Manager

The following business was discussed, and action taken: Unless specified all votes were unanimous.

**Comp Plan Timeline:**

Duszynski stated that she had the first meeting with the OCRA liaison. She explained that there was some confusion about the formation of the committee. The committee that needs to be formed at this time is the scoring committee. This group will score and interview potential candidates for the RFQ. This committee needs to be 5 people from the plan commission.

Howard presented the RFQ that will be sent to interested firms to prepare the comp plan. This will be advertised in the paper 30 days in advance and will be sent to 5 minority owned/ women owned businesses. She reviewed the timeline for submissions, interviews, and awarding.

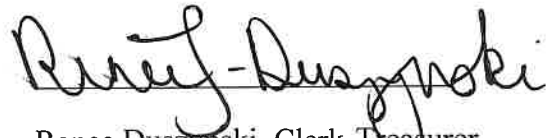
The forms for scoring and interviewing are standard forms prescribed by OCRA. The Plan Commission reviewed the weights.

Jack Oaks, Robert Knott, Verlinda Eberly, Pam Howard, Angie Holt will be on the scoring committee.

Meeting adjourned at 6:44 p.m.



Bob Knott, President



Renee Duszynski, Clerk-Treasurer