

**Community Development Authority of the City of Whitewater, Wisconsin
Meeting Minutes - Board of Directors
January 17, 2019**

1. Call to order and roll call.

The meeting was called to order by Larry Kachel (Chair) at 5:30 p.m. at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190.

Present: Kachel, Grady, Henry, Parker, Stanek, Meyer.

Absent: Allen.

Staff Present: Dave Carlson (CDA Executive Director); Cameron Clapper (City Manager); Steve Hatton (Finance Director); Bonnie Miller (CDA Executive Assistant).

2. HEARING OF CITIZEN COMMENTS. *No formal CDA action will be taken during this meeting, although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time. – None.*

3. Approval of Agenda.

Motion to approve Agenda.

Stanek (1); Meyer (2)

Aye: All by voice vote (6)

Nay: None.

4. Approval of Minutes.

Motion to approve Minutes September 20, 2018 and to approve Minutes October 16, 2018 (Special Meeting).

Stanek (1); Meyer (2)

Aye: All by voice vote

(6) Nay: None

5. Acceptance of Financial Statements.

Update and review by Carlson, followed by brief discussion.

Motion to approve December 2018 financial statements.

Meyer (1); Henry

Aye: All by voice vote (6)

Nay: None

Old Business:

6. Election of CDA Vice-Chairman (Term to run through 04/2019)

Carlson opened floor to nominations. Meyer nominated Stanek; Henry nominated Allen; there being no further nominations, the nominations were closed. Vote was taken by show of hands resulting in three (3) votes for Stanek and two (2) votes for Allen. Stanek will serve as Vice-Chairman through April 2019.

7. Update on Library Block Project RFP (Carlson).

The Library is currently reviewing proposals from two developers, one of which would construct an addition to the current structure and one which would build a new structure and repurpose the existing Library. Both proposals would allow the current Library to stay open during

development. Carlson will continue to work with the Library Board and staff in an advisory capacity. No decisions by the Library Board have been made as of this date.

8. Update on November 2018 Housing Charrette (Clapper).

Clapper provided a written Staff Report and a written Summary from Vandewalle & Associates with regard to the Housing and Neighborhood Workshop that took place on November 7, 2018 involving the Common Council, Plan Commission and Community Development Authority. Of the five top issues identified by the groups, the top three were as follows: (1) affordable single family housing; (2) housing and neighborhood conditions; and (3) identifying shared visions and initiatives. Overall, the initiatives identified during the workshop are significantly interconnected and if pursued in concert could be leveraged to address several of the issues at once.

9. Update on WEDC Capital Catalyst Application (Carlson).

Application has been submitted to the WEDC for an additional round of Capital Catalyst funding and the CDA should have a response within six (6) weeks. Carlson stated that it was confirmed by WEDC that the contract will contain language that will ensure that the CDA would have the ability to pull our initially-contributed funds from the program within the first two years if not already committed to a specific grant or loan should a specific development need become viable in Whitewater.

New Business:

13. [Item #13 moved up in Agenda to accommodate presenter.]

Motion to adjourn to closed session per Wisconsin State Statutes 19.85(1)(e) “Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business , whenever competitive or bargaining reasons require a closed session c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

A. Consider sale of property to DP Electronics.

B. Consider possible sale of lot in the Whitewater Business Park.

Motion to adjourn to closed session.

Kachel (1); Henry (2)

Aye: Stanek, Kachel, Parker, Henry, Meyer (5)

Nay: None

Motion to reconvene into open session to take action on closed session items as needed.

No action taken.

Parker (1); Meyer (2)

Aye: All by voice vote (6)

10. Proposal to engage in an economic development strategic planning process.

Carlson proposed developing a formal economic development plan for 2019 in concert with the Technology Park Board based on goals that were set by the CDA in 2018. The need to recruit new members to CDA Board and Tech Park Board from the greater business community was emphasized.

11. Approval of Bid Notice for 2019 Business and Tech Park Crop Lease.

Motion to approve Bid Notice subject to revision of cropland map with updated acreage.

Stanek (1); Meyer (2).

Aye: All by voice vote (6).

12. CDA Director Update on Development Activities (Carlson).

Carlson appeared on Madison Channel 57 “Family Matters” to promote the City of Whitewater and available assets that enhance the quality of life. Carlson, Kachel and Mark Johnson from Innovation Center attended Wisconsin Tech Council Meeting in Wauwatosa regarding Economic Opportunity Zones. Carlson will meet with individual who has formed an Economic Opportunity Fund to discuss opportunities for development in Whitewater and to tour some available development sites in the City. Kachel reported that the specific rules of the EOZ Program are still in development. Carlson will attend WEDA Governor’s Conference on Economic Development early in February and will be exploring developing an EOZ Prospectus for the City of Whitewater. Mark Johnson and Carlson visited Gateway Technical College in Racine to continue ongoing discussions with regard to establishing a Gateway presence in Whitewater, including discussion of potential job training to support of the needs of our business community. Carlson met with Madison Regional Economic Partnership with regard to certifying available vacant lots in our Business and Tech Park in their “Gold Shovel” program as an additional marketing tool. Representatives of Foxconn will be visiting our Innovation Center to explore opportunities available for investment and development of new technologies. Carlson provided an update with regard to ongoing efforts to recruit a dedicated grocery store to locate here in Whitewater. A grocery wholesaler is scheduled to meet here in February to look at potential available development sites.

13. Future Agenda Items: Grocery Store Recruitment Prospectus.

Motion to adjourn at 8:10 p.m..

Meyer (1); Henry (2)

All by voice vote (6)

(Minutes approved by Board of Directors at meeting held 02/28/2019.)

Respectfully Submitted,

Bonnie Miller, Recorder