

Community Development Authority of the City of Whitewater, Wisconsin
Meeting Minutes - Board of Directors
February 28, 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 115, located at 1221 Innovation Drive, Whitewater, WI 53190.

Present: Kachel, Grady, Henry, Parker, Stanek, Meyer, Allen (arrived at 5:35 p.m.)

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

Others: William F. Springer, Esq. (CDA Legal Counsel)

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.*

CDA member Chris Grady renewed a previous request for certain grocery marketing/recruitment materials to be reviewed in a future open session. Grady stated that he feels this should be an ongoing, monthly presentation so that the public is informed as to the level of interest that exists in regards to a potential grocery store development.

3. Approval of Agenda.

Motion to approve Agenda. Henry (1); Meyer (2)

Aye: All by voice vote (7)

Nay: None.

4. Approval of Minutes.

Motion to approve Minutes January 17, 2019. Meeting).

Allen (1); Henry (2)

Aye: All by voice vote (7)

Nay: None

5. Acceptance of Financial Statements.

Update and review by Carlson, followed by brief discussion of loan status and any delinquencies.

Motion to approve January 2019 financial statements.

Allen (1); Meyer)

Aye: All by voice vote (7)

Nay: None

Old Business:

None.

New Business:

6. Approve Cash Rent Farm lease for 2019 copy year.

Carlson reported receiving just one bid proposal from Timothy and Rachel Keil, after which a brief discussion ensued regarding potential additional 10.96 acres of currently-vacant land currently under negotiation for development; after brief discussion.

Motion to approve entering into Cash Rent Farm Lease with Timothy and Rachel Keil for 2019 crop year.

Allen (1); Stanek (2)

Aye: Kachel, Stanek, Grady, Henry, Allen, Meyer, Parker (7).

Nay: None.

7. **CDA Portfolio Status, Loan Reserves and Write-offs (Steven Hatton, Finance Director).**
Hatton provided an update on the status of CDA loan portfolio, including business condition of certain borrowers as it pertains to the current status of their business and status of loan repayment. Hatton outlined the establishment of loan reserves and potential write-offs and expenses that might be incurred. Henry initiated a discussion regarding WEDC reporting requirements with regard to loan write-offs.
8. **CDA Director Update on Development Activities.**
Kachel congratulated Carlson on passing the test required to achieve the designation of Certified Economic Developer through the International Economic Development Council. Carlson reported a busy month of activities in January. Carlson attended an Economic Opportunity Zone Workshop in Wauwatosa, followed by a subsequent meeting in Madison with a Certified Economic Opportunity Fund Manager with interest in a potential development project in Whitewater. Carlson also reported attending the IEDC Leadership Summit in Fort Lauderdale and the WEDC Conference in Milwaukee in early February. Carlson is working on an EOZ Prospectus to include a map reflecting land falling within Economic Opportunity Zones, overlaid with other economic incentives, such as New Market Tax Credits and TIFs, on available on the specific sites and areas in Whitewater.
9. **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. **Update on negotiations with potential retail, manufacturing and other businesses that are considering locating or expanding in the City of Whitewater and may be requesting City of Whitewater related financial assistance or concessions.**
 - B. **Consideration and discussion of Capital Catalyst Fund Grant and Loan Request for RecruitChute**
 - C. **Discussion of Memorandum of Understanding with DP Electronics.**

Motion to adjourn to closed session.

Kachel (1); Allen (2)

Aye: Allen, Grady, Stanek, Kachel, Parker, Henry, Meyer (7)

Nay: None

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

Stanek (1); Allen (2)

Aye: All by voice vote (7)

No action taken.

10. Future Agenda Items: Stanek requested recurring grocery recruitment update; Parker requested maps for specific potential grocery store sites showing zoning and any existing infrastructure.

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

Parker (1); Allen (2)

Aye: All by voice vote (7)

Nay: None

Minutes approved at Board Meeting 03-28-2019

Respectfully submitted,

Bonnie L. Miller, Recorder