

Community Development Authority of the City of Whitewater, Wisconsin
Meeting Minutes - Board of Directors
March 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 105, located at 1221 Innovation Drive, Whitewater, WI 53190.

Present: Kachel, Grady, Parker, Stanek, Meyer, Allen

Absent: Henry (arrived at 6:22 p.m.)

Staff Present: Dave Carlson (CDA Executive 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.

Allen (1); Grady (2)

Aye: All by voice vote (6)

Nay: None.

4. Approval of Minutes.

Motion to approve February 28, 2019 Minutes (as Amended to reflect citizen comments at Item 2).

Allen (1); Grady (2)

Aye: All by voice vote (6)

Nay: None

5. Acceptance of Financial Statements (February 28, 2019).

Motion to approve February 2019 financial statements.

Allen (1); Grady (2)

Aye: All by voice vote (6)

Nay: None

Carlson reviewed status of fund balances, including discussion of future transfer of CDBG Checking Funds to the State and options the CDA has under the new regulations for possible availability of funds for future development projects (i.e. infrastructure improvements, new development projects, etc.). Under the revised program guidelines, underwriting of future loans would be done at the State level.

Old Business:

- 6. Update regarding status of grocery store recruitment.** Carlson provided an update on the general status of ongoing efforts to recruit a grocery store. Carlson is in active discussions on three separate and distinct proposals which would include a grocery store. Two of the prospects are looking at City-owned property at the roundabout on the East side of the City, and a third is looking at privately owned land on the West side of the City. Carlson is working with the City

Council to establish an updated “asking price” for the available City-owned properties with a goal to list the properties with a real estate broker by the end of April.

New Business:

7. Approve Cash Rent Farm Lease for 2019 crop year with Timothy and Rachel Keil.

Motion to approve Amendment to Cash Rent Farm Lease, including revised Map, to include an additional 7.58 acres of tillable land located in the Technology Park to the existing Lease.

Allen (1); Parker (2)

Aye: All by voice vote (6)

Nay: None

8. CDA Director Update on Development Activities. Carlson has been working on reporting requirements regarding the Capital Catalyst Program Funding.

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. 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.**
- D. Negotiation of sale of city-owned property near roundabout.**

Motion to adjourn to closed session.

Kachel (1); Allen (2)

Aye: Allen, Grady, Stanek, Kachel, Parker, Meyer (6)

Nay: None

[Donna Henry arrived at approximately 6:22 p.m.]

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

Allen (1); Meyer (2)

Aye: All by voice vote (7)

Motion to authorize Carlson and Kachel to execute and deliver a Secured Promissory Note in the sum of \$50,000 as a Capital Catalyst loan to RecruitChute for a term of four (4) years at a rate of interest of four percent (4.0%) per annum, with the understanding that, provided all other terms and conditions of the Promissory Note are satisfied, if the sum of \$40,000 of principal plus accrued interest is paid by the final maturity date of the Note, the remaining \$10,000 principal balance of the loan would be forgiven.

Allen (1), Henry (2).

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

Nay: None.

Motion to approve a Memorandum of Understanding to reaffirm the intent and terms of the previous commitment between the City and CDA to sell 10 acres of vacant owned land located in the Technology Park to DP Electronic Recycling approximately for the sum of

\$1.00 to develop and construct a 100,000 square-foot recycling facility on the property, which will create approximately 80 full-time jobs, conditioned upon repayment by DP Electronic Recycling to the CDA approximately \$86,000 of outstanding loans from the CDA to DP Electronic Recycling.

Allen (1); Parker (2).

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

Nay: None.

- 10. Future Agenda Items:** Presentation by Jeff Knight regarding status of Go WW Now initiative (Carlson); continue discussion of changes to CDBG Loan Program and next steps (Meyer); review Real Estate Listing Contracts regarding Round-About and Bluff Road commercial lots (Parker); discussion of renewed efforts to recruit possible medical facility locating in the Business and Technology Park (Allen).

Motion to adjourn at 7:20 p.m.

Allen (1); Parker (2)

Aye: All by voice vote (7)

Nay: None

Minutes (as amended) approved at Board Meeting on April 25, 2019

Respectfully submitted,

Bonnie L. Miller, Recorder