

**Community Development Authority of the City of Whitewater, Wisconsin
Innovation Center, 1221 Innovation Drive, Room 105
July 25, 2019**

**ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL
ACTIONS OF THE BOARD OF DIRECTORS OF THE COMMUNITY DEVELOPMENT
AUTHORITY OF THE CITY OF WHITEWATER, WISCONSIN**

Call to order and roll call.

Vice Chair Stanek called the meeting of the Board of Directors of the Community Development Authority to order at 5:30 p.m.

Present: Stanek, Allen, Parker, Ehren, Meyer and Singer. Absent: Bucholtz. Others: Cameron Clapper (City Manager), Steve Hatton (Finance Director), Bonnie Miller (CDA Administrative Assistant).

Hearing of Citizen Comments. None.

Approval of the Agenda.

It was moved by Allen and seconded by Singer to approve the July 25, 2019 Agenda. AYES: Stanek, Allen, Parker, Ehren, Meyer and Singer. NOES: None. ABSENT: Bucholtz.

Approval of the Minutes.

It was moved by Allen and seconded by Meyer to approve the Minutes of the June 27, 2019 Meeting of the Board of Directors. AYES: Stanek, Allen, Parker, Ehren, Meyer and Singer. NOES: None. ABSENT: Bucholtz.

Acceptance of the Financial Statements.

There being no questions from the Board regarding the July 2019 Financial Reports, Hatton provided a summary of the status of the loan portfolio. It was moved by Allen and seconded by Singer to approve the July 2019 financial reports. AYES: Stanek, Allen, Parker, Ehren, Meyer and Singer. NOES: None. ABSENT: Bucholtz.

Update regarding status of grocery store.

Clapper reported on ongoing discussions with two known potential grocery developers, including a telephone conversation with one of those developers regarding potential economic incentives available. Clapper was able to gain significant knowledge regarding available financial incentives through the Economic Opportunity Zone Program. Allen suggested reconnecting with a grocer who the CDA had prior discussions with regarding developing a grocery store but was looking for an existing building. Other Board Members expressed a desire to assist with that effort.

Update regarding request to live broadcast future CDA Board Meetings.

Clapper reported that available and potential options and associated costs of providing live broadcast of CDA meetings will be addressed at the August Board meeting by Kristin Mikelson (Public Information Officer) and Tim Nobling (Chief Information Officer). Board members have expressed concern about the delay posting video of the meetings to the City website for public viewing. Stanek suggested including the Tech Park Board in further discussions

regarding adding live broadcast capability to the Innovation Center and any advantages that would provide to current or future tenants of the Innovation Center.

Update regarding Economic Development Director position.

Clapper reported that the position has been posted, with a deadline for submission of applications by August 14, 2019, followed by a discussion of the qualifications required and salary being offered, including any incentives that could be offered to a potential candidate by the City.

Update on Development Activities.

Clapper reported attending the Mid-America Economic Development Conference consisting of developers from all over the Midwest. Topics included, amongst others, workforce development strategies (including future trends with regarding recruitment of a qualified workforce) and financial investor groups participating in the Economic Opportunity Zone Program and how to connect with those funding opportunities for potential developers interested in taking advantage of the two areas in the City which are qualified for funding under the EOZ Program. Allen expressed concern about businesses that may be considering closing all or a portion of their business activities in Whitewater and stressed the need for continued business retention visits throughout the business community to prevent further loss of business. Parker reported the existence of a WUSD program that connects high school students with part-time jobs at businesses located in the City, including those located in the Business Park. Clapper will be meeting with several of the businesses currently located in the Business Park in an to identify any workforce development issues and how the City can assist in those efforts. Stanek suggested acquiring a listing of attendees from the recent Mid-America Economic Development conference to identify potential candidates for the open Economic Development Director position.

Update regarding CDA Goals.

Clapper provided a summary of the CDA Goals established by the Board in 2018 and suggested re-evaluating and updating those goals, identify any progress made over the past year toward those goals, and reinforce ongoing efforts and/or establish new goals as appropriate. Stanek suggested that updating and establishing new goals should be postponed until a new Economic Development Director is hired.

Update regarding Property Listing Contracts.

Clapper stated that we currently list available lots in the Industrial Park and Tech Park at \$34,00 per acre. City staff will be gathering updated data regarding current market rates for commercial property in the area to begin discussions with City staff for potential adjustment to ensure that we remain competitive under current market conditions. Clapper and Miller will meet with the local real estate brokers who currently hold the listing contracts for the lots in the Business and Tech Park for their input. Consideration was given to listing the City's lots with a specialized industrial or commercial real estate broker, however, the value of listing with local real estate brokers conducting business primarily within our own community was considered an important consideration.

Executive Session. It was moved by Stanek and seconded by Parker to Adjourn to closed session pursuant to Chapter 19.85(1)(e) of the Wisconsin Statutes, "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business".

Items to be discussed: (1) Consideration of recommendations from Seed Capital Screening Committee for awarding Capital Catalyst Grants to Replipart LLC and Recreation Rentals, Inc.

AYES: Stanek, Allen, Parker, Ehren, Meyer and Singer. NOES: None. ABSENT: Bucholtz.

Reconvene to Open Session. It was moved by Singer and seconded by Ehren to reconvene into open session to take action on closed session items as needed. AYES: All by voice vote (6). No action was taken.

Future Business.

- Handbooks for Board Members to include Policy Manuals for the various Loan Programs.
- Tiff Districts
- Cleanup of brush and scrub trees in and around vacant land in the Business Park.

It was noted by Stanek that the regular August Board Meeting has been rescheduled for August 15, 2019 at 5:30 p.m. at the Innovation Center, Room 105.

Adjourn. It was moved by Parker and seconded by Meyer to adjourn. AYES: All by voice vote (6).

Meeting was adjourned at 7:10 p.m.

Minutes approved at Board Meeting on August 15, 2019.

Respectfully submitted,

Bonnie Miller, Recorder