

Whitewater Community Development Authority
Meeting Minutes
August 22, 2016

1. Call to order and roll call.

The meeting was called to order by Chair Jeffery Knight at 5:00 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190

Present: Knight, Henry, Kachel, Parker, Singer (5:05), Winship

Absent: Allen

Also: Patrick Cannon (CDA Executive Director)

2. Authorization to waive 72 hour notice requirement to take up item #9; Consideration and discussion of a Department of Administration review of CDBG Loan compliance.

Motion to waive the 72 hour notice requirement

Kachel (1); Henry (2)

Aye: All via voice vote (5)

Nay: None

3. 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

4. Approval of agenda

Motion to approve the Agenda as presented

Winship (1); Kachel (2)

Aye: All via voice vote (5)

Nay: None

5. Approval of Minutes

a. **September 14, 2014 (as amended)**

b. **July 19, 2016**

c. **July 20, 2016**

Motion to approve the Minutes as presented

Henry (1); Kachel (2)

Aye: All via voice vote (5)

Nay: None

Mr. Singer enters the meeting (5:05)

6. Acceptance of Financial Statements

a. **July, 2016**

b. **Fund Balances**

c. **Loan Portfolio**

Motion to approve the financial statements as presented
Singer (1); Parker (2)
Aye: All via voice vote (6)
Nay: None

7. Request for a funding contribution from Whitewater Makerspace for establishing a STEM program for funding of programs.

Tim Griffin and Brienne Diebolt-Brown gave a presentation on the STEM program and how this would be helpful to the community. The group has re-focused their programs and has moved to a new location. The program is in need of funding to assist with its start-up costs. While the group will charge for their programs, the additional funding is needed to purchase items used to help in the programs.

It was noted that the CDA had previously made a contribution to the Makerspace for their initial facility. The Board asked for a summary of how the previous funds were utilized.

At this time, no action was taken.

8. Consideration and discussion of a request from Steve Raab for allowing three driveway accesses for the property located at the SW intersection of Technology Blvd and Innovation Dr.

Staff noted that due to the storm water requirements for the site and the proposed building layout, it would require extensive excavation to reach the storm water detention requirements. An alternative would be to allow a third driveway access into the property. This would allow for an easier movement of truck traffic and still allow for the designed storm water detention. It was noted that other parcels within the Business Park have three driveway accesses. Staff's review of the request indicated that the additional access would not create a problem for traffic flow.

Since the property is zoned as M1, the CDA is now the Board charged with reviewing and approving this request. After careful review, the Board moved to approve the third driveway access as proposed by the applicant.

Motion to approve the third driveway access as proposed
Parker (1); Singer (2)
Aye: All via voice vote (6)
Nay: None

9. Consideration and discussion of Department of Administration review of CDBG Loan compliance.

Staff noted that the Department of Administration had recently completed a desk review of the CDA's reporting of CDBG-RLF ED loans. In their findings, the Department found several items that were not in compliance and needed to be addressed.

Staff has reviewed these items and addressed how these areas can be corrected and brought back into full compliance.

The Board indicated that being in full compliance with the Department of Administration requirements is a top priority. Staff was directed to implement the required changes and bring the program into full compliance.

10. 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".

- a. **Consideration and discussion of developing a negotiating strategy (including cost options) for contracting of outside legal services.**
- b. **Consideration and discussion of collection process regarding delinquent or callable CDBG loans.**
- c. **Update on negotiations with potential retail, manufacturing and other businesses that are considering locating in the City of Whitewater and are requesting City of Whitewater related financial assistance or concessions.**

Motion was made to move into closed session and allow Patrick Cannon to remain in closed session
Knight (1); Kachel (2)
Aye: Henry, Kachel, Parker, Singer, Winship, Knight (roll call vote)
Nay: None

Mr. Kachel left the meeting at approximately 6:25

11. Reconvene into open session to take action on closed session items as needed.

Motion was made to return into open session
Winship (1); Henry (2)
Aye: All via voice vote (5)
Nay: None

In open session, the following actions were taken:

Motion: To authorize collection process and notification to EdViewRate for delinquent CDBG loan.
Winship (1); Singer (2)
Aye: Henry, Parker, Singer, Winship, Knight (roll call vote)
Nay: None

Motion: To authorize collection process and notification to Thermodata Corporation for CDBG loan based upon not longer being located in Whitewater for a 45 day period.
Parker (1); Winship (2)
Aye: Henry, Parker, Singer, Winship, Knight (roll call vote)
Nay: None

12. CDA/Staff updates on:

a. Grocery store recruitment/marketing study

The City Council will be addressing this matter at their second September meeting. CDA staff provided a brief summary of actions regarding the previous recruitment efforts.

b. Certified Sites Program

Staff noted that the company completing the review of the submitted materials is requesting that the CDA take action in open session to establish an asking price for the property. Staff had indicated that the asking price was previously established at \$34,000 per acre. It was recommended that this price be affirmed in open session.

Motion:

To establish the asking price for the property included in the Certified Sites program be \$34,000 per acre.

Parker (1); Winship (2)

Aye: Henry, Parker, Singer, Winship, Knight (roll call vote)

Nay: None

c. Economic Development Specialist - CDA position

It was noted that the second round of job application is still open. The Chair requested that this item be included on the next CDA agenda to discuss the future direction of the CDA

d. Housing Study

Staff noted that they had met with staff representatives from the University who are working on this project. They have completed a draft survey for University personnel.

The Chair noted his displeasure with the lack of communication regarding the changing of meeting times.

e. Business Park signage

Staff is working on a proposed layout of the signs

f. Listing Real Estate Broker agreement

The three Realtors who have agreed to work together on the Business Park and Technology Park will have their logos included on the signs. No additional update was available regarding their agreement.

13. Future agenda referrals.

1. Requesting that the City Manager, Legal Counsel and Finance Director attend the next CDA meeting to discuss loan collection process.
2. Discussion of the CDA future as it regards to priorities, staffing and overall direction

14. Adjourn.

Motion was made to adjourn at 7:10 PM

Winship (1); Parker (2)

Aye: All via voice vote (5)

Nay: None

The minutes were reviewed and approved by the CDA at its meeting on September 28, 2016.

Jeffery Knight
Chairperson



Patrick Cannon
Recorder