

Whitewater Community Development Authority

Meeting Minutes

December 21, 2016

1. Call to order and roll call.

The meeting was called to order by Chair Jeffery Knight at 5:30 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190

Present: Knight, Henry, Allen, Kachel, Parker, Singer, Winship

Absent: None

Also: Cameron Clapper, City Manager, Patrick Cannon CDA Executive Director

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.*

No one from the public wished to make a comment.

3. Approval of agenda

Motion to approve the Agenda as presented

Allen (1); Singer (2)

Aye: All via voice vote (7)

Nay: None

4. Approval of Minutes

a. November 9, 2016

Motion to approve the Minutes as presented:

Allen (1); Kachel (2)

Aye: All via voice vote (7)

Nay: None

5. Acceptance of Financial Statements

a. November, 2016

b. Fund Balances

c. Loan Portfolio

Motion to approve the financial statements as presented

Singer (1); Henry (2)

Aye: All via voice vote (7)

Nay: None

The Board felt that the statements were dated as they reflect the balances at the end of the prior month. Staff was asked to provide more current statements in the future.

In addition, the Board would like more up to date status reports on each of the outstanding loans.

6. **Consideration and discussion of proposed job description for the CDA Executive Director.**
The Chair noted that the job description attached to the agenda was a product of efforts of the Chair and City/CDA Staff to develop a comprehensive overview of the duties. Based upon the job description, the Board wanted to place the salary level for this position at a level "L" of the current salary schedule for the city. They felt that these duties were consistent with other positions within this pay grade.

The Board indicated that staff needed to review the ADA requirements. In addition, the Board wanted the compensation to reflect a bonus for the Executive Director based upon completion of the goals.

After careful review of the job description, the Board moved to accept the job description and place it at a pay grade "L" with a bonus available to the position based upon completion of the goals.

Motion was made to adjourn
Allen (1); Kachel (2)
Aye: All via voice vote (7)
Nay: None

7. **Consideration and discussion of a Resolution authorizing the Chairman and/or Executive Director to sign any documents and take action to transfer property to DP Electronic Recycling, Inc.**

Staff noted that the Resolution was requested by the Title Company to address the CDA's authorization to transfer the property.

After careful review, the Board moved to approve the Resolution.
Allen (1); Singer (2)
Aye: All via voice vote (7)
Nay: None

The Chair requested that item #10 on the agenda be brought forward on the agenda.

8. **CDA/Staff updates on:**

a. Grocery store recruitment/marketing study

Staff indicated that there has not been any contact since the last meeting. The Board requested that Staff contact the Broker who had introduced Lake Mills grocer to the CDA.

Staff had indicated that a prior inquiry had been to use the front parking area of the old Sentry facility. Staff indicated that no plans have been submitted by the University as to their plans for the site.

The Board indicated that they would like to create an inventory of potential site and then meet with the City Council to determine what incentives may be offered to a Developer.

b. Housing Study

Staff indicated that the surveys have been conducted with City employees and the School District. Staff needed to confirm if the survey has been distributed to the businesses in the Business Park.

c. Business Park signage

Staff noted that the signs have been ordered and they are currently working with a company who will install the signed.

d. Department of Administration letter regarding CDBG loan program.

Staff updated the Board with a copy of letter from the Department of Administration. The letter was based upon the filed visit completed by DOA Staff in October. Since that time, CDA staff has completed several of the noted items. In addition, CDA Staff had provided a letter updating the efforts through mid-December.

9. 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. 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 Cameron Clapper, and Patrick Cannon to remain in closed session

Knight (1); Allen (2)

Aye: Allen, Henry, Kachel, Parker, Singer, Winship, Knight

Nay: None

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

Motion was made to return into open session

Allen (1); Singer (2)

Aye: All via voice vote (6)

Nay: None

In open session, no actions were taken.

11. Future agenda referrals.

The Chair indicated that the next regular meeting of the CDA would be on Thursday January 26, 2017

12. Adjourn.

Motion was made to adjourn at 6:20 pm.

Parker (1); Winship (2)

Aye: All via voice vote (7)

Nay: None

The minutes were reviewed and approved by the CDA at its meeting on:

**Jeffery Knight
Chairperson**



**Patrick Cannon
Recorder**