

Whitewater Community Development Authority
Board of Directors
March 26th, 2014
Meeting Minutes

1. Call to Order and Roll Call.

The meeting was called to order by Chairman Jeff Knight at 5:06pm.

Present: Donna Henry, Larry Kachel, Jeff Knight, Patrick Singer

Absent: Jim Allen, Greg Meyer, Jim Winship

Also: Patrick Cannon, Cameron Clapper, Anna Schwarz

2. Hearing of Citizen Comments.

None

3. Approval of Agenda

Move to Approve the Agenda as presented.

Kachel (1); Singer (2)

Aye: All via Acclamation (4)

Nay: None

4. Approval of Minutes

a. February 26, 2014

Move to Approve the February 26, 2014 Minutes as presented.

Henry (1); Kachel (2)

Aye: All via Acclamation (4)

Nay: None

5. Acceptance of Financial Statements

a. February, 2014

Move to Accept the February 2014 Financial Statements as presented.

Singer (1); Henry (2)

Aye: All via Acclamation (4)

Nay: None

6. Consideration and discussion of a request from Whitewater Community Garden/Maker's Space to utilize a portion of CDA owned property to expand their gardens.

Brienne Brown spoke on behalf of the Whitewater Community Garden. The Makerspace and Whitewater Community Garden are requesting use of the land next to the Makerspace location on Bluff Rd. The CDA

Board felt that the Community Garden would be better served utilizing the Howard Rd. property space, as the Bluff Rd. location is often up for consideration for potential developers.

The Whitewater Community Garden/Makerspace requested that instead of a full garden in the Bluff Rd. area, they be allowed to construct a non-permanent hoop house structure in a space approximate 10 x 20 ft adjacent to the Makerspace on the Bluff Rd. property, that can be moved and taken down with 48 hours notice. Members of the Makerspace/Whitewater Community Garden are also willing to sign a written agreement with the CDA Board stipulating these items.

A motion was made to direct CDA staff to draft an agreement with the Makerspace/Whitewater Makerspace allowing for the construction of one hoop house on an area approximately 10 x 20 ft., with the stipulation that the CDA will provide 10 days notification for removal.

Singer (1); Kachel (2)

Aye: Henry, Kachel, Knight, Singer (4)

Nay: None

- 7. Adjourn into 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 Capital Catalyst Fund request based upon the recommendation of the Capital Catalyst Screening Committee**
 - i. Software development company**
 - b. Consideration and discussion of a proposed Development Agreement with DP Electronic Recycling regarding the sale of approximately 10.96 acres in the Technology Park.**
 - c. Consideration and discussion of two CDBG loan requests**
 - i. Software development company**
 - ii. Software development company**
 - d. Updated 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.**

A motion was made to adjourn into closed session and to allow Patrick Cannon, Cameron Clapper, and Anna Schwarz to remain in the closed session portion of the meeting.

Knight (1); Kachel (2)

Aye: Henry, Kachel, Knight, Singer (4)

Nay: None

- 8. Reconvene into open session to take action on closed session items as needed.**

A motion was made to reconvene in open session.

Singer (1); Kachel (2)

Aye: All via Acclamation (4)

Nay: None

The CDA Board took no formal action on closed session items.

9. Consideration and discussion of an action required to not participate in the Non-Regional CDBG Housing Program.

Staff informed the CDA Board that if we take no action we will automatically be placed into a regional housing district.

A motion was made to direct staff to reply to this request with a cover letter stating that the Whitewater CDA would like to discuss this issue with the Common Council, as the chief elected officials, and after we have had time to get questions answered from the Wisconsin Department of Administration.

Singer (1); Henry (2)

Aye: All via Acclamation (4)

Nay: None

10. Consideration and discussion of a funding request from Downtown Whitewater Inc. for *Jack Hanna Whitewater Gone Wild Safari*.

The CDA board would like further clarification about how the funds from this fundraiser will be used. The CDA board would like to have a clear connection to the CDA mission in order to put funds towards this project.

A motion was made to table this item to the May CDA Board meeting.

Kachel (1); Singer (2)

Aye: All via Acclamation (4)

Nay: None

11. Consideration and discussion of authorizing a lease agreement with Rue Farms for use of vacant lands within the Business and Technology Parks for farming operations.

Rue Farms has leased the vacant lands for the past few years and they have sent in payment for use of the property in 2014, however, the CDA does not have a new contract with them.

A motion was made to accept this payment and approve a new contract with Rue Farms for 2014. In addition, staff was directed to create an RFP and draft contract that will be issued after the 2014 growing season. The RFP will be for the 2015 growing season.

Singer (1); Kachel (2)

Aye: All via Acclamation (4)

Nay: None

12. Update on the potential public improvements required for TIF #5, #6, and #7 including authorizing borrowing to fund the studies completed by outside parties.

Staff indicated that the current plans call for a variety of public improvements that will be required for TIF #5, #6, and #7. In order to begin planning for these improvements staff recommends that the CDA utilize borrowing in conjunction with the City borrowing to complete these projects. The recommended amount is \$25,000 per each district. Staff indicated that they will be working with the City Manager and Finance Director on this matter.

No formal action was taken by the CDA board.

13. Update on the fiber optics project for the city including the Business Park and Technology Parks.

Staff provided the CDA board with an update of this project. Staff will be meeting with Legal Counsel to discuss the legal issues involved with this project.

No formal action was taken by the CDA board.

14. Update on long term marketing and community branding project.

Staff has contacted various community-wide stakeholders including, the City of Whitewater, the Whitewater Unified School District, the University of Wisconsin-Whitewater, the Whitewater Area Chamber of Commerce, the Downtown Whitewater, Inc., the Greater Whitewater Committee, Inc., and local realtors. A meeting to discuss the marketing and branding of Whitewater has been set for April 2nd at 3pm at the Innovation Center. More information to come at future CDA board meetings.

15. Future agenda referrals.

None

16. Adjourn

A motion was made to adjourn the meeting at 7:33 pm.

Singer (1); Kachel (2)

Aye: All via Acclamation (4)

Nay: None

Meeting Adjourned at 7:33pm.

These minutes were reviewed and approved the CDA Board of Directors at its meeting on: 04/23/2014.



Jeffery Knight, Chairman



Anna C. Schwarz, Recorder