

Whitewater Community Development Authority  
Board of Directors  
June 25<sup>th</sup>, 2014  
Meeting Minutes

**1. Call to Order and Roll Call**

The meeting was called to order by Chairman Jeff Knight at 5:02pm.

Present: Donna Henry, Jeff Knight, Patrick Singer, Jim Winship

Absent: Jim Allen, Larry Kachel, Bruce Parker

Also: Patrick Cannon, Cameron Clapper, Anna Schwarz, John Anello, Jim Caldwell

**2. Hearing of Citizen Comments**

None

**3. Approval of Agenda**

A motion was made to Approve the Agenda with the amendment that Item #11 is moved up to after Item #7 and before Item #8.

Winship (1); Singer (2)

Aye: All via Acclamation (4)

Nay: None

**4. Approval of Minutes**

**a. May 28, 2014**

**b. June 6, 2014**

A motion was made to Approve the Minutes from May 28, 2014 and June 6, 2014.

Singer (1); Henry (2)

Aye: All via Acclamation (4)

Nay: None

**5. Acceptance of Financial Statements**

**a. May, 2014**

There will be a discussion of the PILOT agreement with the Technology Park at the next board meeting.

Staff will connect with Doug Saubert at City to get more information regarding the Innovation Center account.

A motion was made to Approve the May 2014 Financial Statements as presented.

Winship (1); Henry (2)

Aye: All via Acclamation (4)

Nay: None

- 6. 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 a CDBG loan request for a software development company**
  - b. 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.**

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

Knight (1); Henry (2)

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

Nay: None

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

A motion was made to return to open session.

Winship (1); Henry (2)

Aye: All via Acclamation (4)

Nay: None

A motion was made to award EdViewRate a \$100,000 CDBG loan with the stipulation of a \$50,000 initial draw and the option for two additional \$25,000 draws within the next 18 months, if needed. The loan shall be due in 5 years at 4% interest with the first year of interest payments deferred and with the understanding that the CDA would be in first position on this loan through a General Business Security Agreement (GBSA).

Winship (1); Henry (2)

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

Nay: None

- 11. Consideration and discussion of the citywide fiber optics project for the city including the Business Park and Technology Parks.**

All people present at this Board of Directors meeting were also present at the dark fiber presentation on Tuesday, June 24<sup>th</sup> at 6pm.

Mr. Caldwell indicated that a feasibility study is the logical next step for this community in order to understand where we are and what needs we have.

Mr. Knight expressed the importance of including the business sector/industries in further discussions involving dark fiber with the city and school district. All entities need to be included in this effort in order to be successful. A private non-profit corporation could be set up to accomplish the goal of getting fiber to the technology/business parks.

Mr. Winship shared the importance of getting fiber to businesses, especially ones that require faster Internet connections. The speed factor is critical for all involved.

The next steps include gathering more information regarding costs for a feasibility study and costs for fiber and fiber conduits needs to be obtained in addition to determining who will pay for and complete the feasibility study.

**8. Consideration and discussion of the establishment of a for profit corporation for assisting with Capital Catalyst Fund investments.**

A packet of information was shared with the board at the last monthly meeting. This document was also forwarded to City and CDA legal and the University for review. The final review from legal has not yet been received and further discussion has not been had with the University.

Staff was directed to ask the Common Council and the University to review this document and provide feedback. More feedback from all entities involved is critical in order to promote partnership between all entities, which is vitally important for this success of this effort.

Many communities have already moved in this direction and it is the logical next step for the Whitewater community to move in this direction as well.

**9. Consideration and discussion of establish future meeting dates and times.**

Larry Kachel has indicated that Thursdays and Tuesdays are not good options for him, especially in the fall.

Mr. Winship indicated that he would like to see the meetings moved to the 2<sup>nd</sup> Wednesday of the month. Mr. Singer indicated that the 2<sup>nd</sup> Wednesday would work well for him. Mr. Clapper indicated that Wednesdays are difficult for him to make, but he can make it work.

A motion was made to change the meetings to the 2<sup>nd</sup> Wednesday of the month would be best beginning in the month of September.

Winship (1); Singer (2)

Aye: All via Acclamation (4)

Nay: None

Note that the next meetings of the CDA Board of Directors will be July 16<sup>th</sup> and August 20<sup>th</sup>.

**10. Consideration and discussion of developing a Plan Review and Approval process for applications within the Business Park and Technology Park.**

Staff was directed to formulate a policy indicating who specifically will be responsible for complete the review and approval.

The suggestion was made that this could mirror the current Technology Park Board structure.

**12. Update on long-term marketing and community branding project.**

Staff disseminated a draft marketing brochure and members of the Board gave feedback and suggestions. The stakeholders from the April meeting will be reconvening to discuss the brochure and the next steps in the near future.

**13. Future agenda referrals.**

The board had a discussion about potentially advertising in the Whitewater Chamber booklet, this will be discussed at a later meeting.

Workforce Training and the Fast Forward program will be discussed at a later meeting.

**14. Adjourn**

A motion was made to adjourn the meeting.

Winship (1); Henry (2)

Aye: All via Acclamation (4)

Nay: None

The meeting was adjourned at 7:07pm.

*These minutes were reviewed and approved the CDA Board of Directors at its meeting on: 07/16/2014.*



*Jeffery Knight, Chairman*



*Anna C. Schwarz, Recorder*