

Whitewater Community Development Authority
Meeting Minutes
October 2nd, 2013

1. Call to order and roll call.

The meeting was called to order by Chairman Jeff Knight at 5:02pm. The meeting was held in Room 105, Innovation Center, 1221 Innovation Drive, Whitewater, WI 53190.

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

Absent: None

Also: Patrick Cannon, Cameron Clapper, Anna Schwarz

2. Hearing of Citizen Comments

None

3. Approval of agenda

- a. Move to Approve the agenda by Singer, 2nd by Kachel
 - i. All Via Voice Vote- Motion Passes

4. Approval of Minutes

- a. **August 15, 2013**
- b. **August 27, 2013**
 - i. Move to Approve the minutes from August 15th and August 27th by Allen, 2nd by Kachel
 - 1. All Via Voice Vote- Motion Passes

5. Acceptance of Financial Statements

- a. **July 2013**
 - i. Move to Approve the Financial Statements of July 2013 by Singer, 2nd by Kachel
 - 1. All Via Voice Vote- Motion Passes

6. 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. **Discussion of a Royalty Agreement request for a software company.**
- b. **Discussion of potential retail establishments**
- c. **Discussion of potential workforce housing project**
 - i. Move to go into closed session per state statutes and to allow Patrick Cannon, Cameron Clapper, and Anna Schwarz to remain in the closed session portion of the meeting by Knight, 2nd by Singer
 - ii. Roll Call Vote-Motion Passes
 - 1. Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship
 - 2. Nay: None

7. Return to open session for possible action on closed session items.

- a. Move to return to open session by Singer, 2nd by Winship
 - i. All Via Voice Vote-Motion Passes

8. Update from Mike Van den Bosch, Walworth County Economic Development Alliance

- a. Mike Van Den Bosch identified the following as items WCEDA has been working this past year:
 - i. Marketing the Technology Park
 - 1. Showcasing its assets and the importance of its connection to UWW
 - ii. Working with the local system to connect them with the industrial base in Whitewater
 - 1. Husco, HyPro, Provisur: Discussion on how to connect with schools.
 - iii. National Manufacturing Day coming up. Elkhorn, Lake Geneva, Delevan.
 - 1. Students will get to come and see what manufacturing is like today. Connection to “Project Lead the Way”
 - 2. Strengthen the workforce development in Walworth County.
 - 3. Working to expand the chances for students to go into manufacturing facilities and checking them out.
 - iv. Economic Development
 - 1. Companies looking to WI instead of IL, we are down in IL working to drum up interest.
 - 2. New construction interest.
 - 3. Economic Development 101: Entity focused on Economic Development. Do local ED training for local elected officials. Being done in Elkhorn, invited Whitewater people to join in. October 30th, 2013 from 5:30pm-8:30pm in Elkhorn.
 - v. Fundamentals of Supervision Project
 - 1. Charging businesses to take part in 6 week modules that train employees to train them on strategic planning and discipline, etc.

9. Consideration and discussion of the creation of Maker’s Space – presentation by Bienne Brown

- a. Presentation by Bienne Brown about the Whitewater Makerspace. Community Garden opportunities (including non-profit status). Get UWW students bus service to Makerspace, coordinate with bus routes and professors. Fundraising and Community Projects. Effigy mounds incorporation and efforts to organize more fully. Working on getting donated materials to teach how to “build your own” machines. Robotics programs, competitive with other area makerspaces. Makerspaces are based on “open source” sharing. Makerspaces want to help other makerspaces be effective and want to help them out. [Playbook] Making a presentation to CESA #2 superintendents on October 21st. See whitewatermakerspace.org for more information. Working on membership costs to determine the best options for the community and project needs.

10. Consideration and discussion of the establishment of a non-profit non-governmental corporation to assist with equity investments under the Capital Catalyst Fund.

- a. Pat Cannon has been working with Mark Olm and has given him all of our information. According to Mr. Olm we would have to have a charitable purpose behind any organization to create a non-profit entity. Asked WEDC if we could use interest payments to cover administrative costs and could be used for donation purposes. We are still waiting for confirmation from WEDC. All profits would be returned to the community as a reinvestment. If this is possible it would allow us to establish the 501 c 3. We would not be able to use the principal given to us by WEDC. We would like to have Mark Olm come to the next meeting to explain this further. We really need an economic development corporation to support the growth of economic development in Whitewater. We also need to clarify how the returns would be invested in the community within the bylaws of this new organization.

11. Considerations and discussion of collateralization requirements for the Capital Catalyst Fund.

- a. See attachment to agenda [Memorandum].
- b. After extensive discussion no action was taken.

12. Consideration and discussion of a draft letter regarding brokerage services for the Business and Technology Parks.

- a. See attachment to agenda. [Draft Letter]
- b. After discussion and review no action was required or taken.

13. Consideration and discussion of a grant request for the issuance of a Class B Beer and Liquor License.

- a. There were three applicants for a Class B Beer and Liquor License; the City Council awarded it to Tyler Salisbury from Causal Joe's 2. He is coming before the CDA to ask for \$10,000 grant to cover the fee that is mandated by the state.
- b. Move to approve the \$10,000 grant request with the contingencies put in place by City Council by Allen, 2nd by Kachel
 - i. Roll Call Vote-Motion Passes
 1. Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship
 2. Nay: None

14. Consideration and discussion of renting of and repairs to the CDA owned property located at N9601 Howard Road.

- a. Our tenant has moved out. Greg Meyer and Pat Cannon went through the property and the home is in fairly good shape. There are some exterior repairs that need to be completed, roof and siding. There are a few code issues that need to be addressed including interior handrails and back deck. Repairs would be between \$8,000 and \$10,000, possibly \$15,000 at the very most. There could be hidden costs that we need to be aware of. The short term plan is to bring the home up to code and re-rent it, but that the long-range plan is to remove the home so that there is no residential property next to the industrial park.
 - ii. Move to give Pat Cannon the authority to bid this out on a project by project basis up to \$15,000 total cost and to have an inspector view the property by Allen, 2nd by Meyer
 - iii. Roll Call-Motion Passes

1. Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship
2. Nay: None

15. Consideration and discussion of the 2014 budget process and strategic goals.

- a. Postpone discussion of the 2014 budget to next CDA Board of Directors meeting, with more detailed information included.

16. Future agenda referrals.

- c. Makerspace funding allocation.

17. Adjourn

- d. Move to Adjourn at 7:12pm by Allen, 2nd by Kachel
- e. All Via Voice Vote-Motion Passes

The minutes were reviewed and approved by the CDA at its meeting on: 10/23/13



Jeffery Knight
Chairman



Anna C. Schwarz
Recorder