

Whitewater Community Development Authority
Meeting Minutes
June 26, 2013

1. Call to order and roll call

The meeting was called to order by Vice Chair Donna Henry at 4:40 p.m. The meeting was held at the Innovation Center, Room 105, 1221 Innovation Drive, Whitewater, WI 53190

Present: Henry, Kachel, Knight (via phone), Meyer, Winship

Absent: Allen, Singer

Also: Cameron Clapper, Patrick Cannon, Anna Schwarz

Guest: Dr. Richard Telfer

2. Hearing of Citizen Comments

None

3. Approval of the Following Minutes

a. May 23, 2013

b. June 5, 2013

The minutes were approved as presented.

Meyer (1); Kachel (2)

Aye: Henry, Kachel, Knight, Meyer, Winship

Nay: None

4. CDA April 2013 Financials

The Financial Statements were presented by Staff. The Board expressed concerns about the outstanding loan to DR Plastics, Inc. Staff has contacted them to insure payments are being made. It was also noted that a balloon payment is due from Walenton-Learning Center. Staff is to contact them to begin discussions.

The Financial Statements were accepted as presented.

Winship (1); Kachel (2)

Aye: Henry, Kachel, Knight, Meyer, Winship

Nay: None

5. Innovation Center May 2013 Financial Statements

Included in the packet were the May, 2013 Financial Statements for the Innovation Center. These statements have been reviewed and accepted by the Tech Park Board at their meeting earlier this month.

To date the Tech Park Board has encumbered \$17,500.00 to be applied to the PILOT charges. The balance of \$75,000 will need to be funded during the balance of the year.

6. Consideration and discussion of a Fiber Optic project to extend services to TIF Districts and the Business and Technology Parks.

This item was on the agenda for the prior month. However, due to the absence of several members no action was taken at that meeting. The Board requested that it be placed on the agenda for June.

Staff noted that the City Council recently approved an agreement with WIN regarding the installation of a limited amount of fiber near the university. Mr. Knight had asked originally that this item be discussed.

Staff noted that a survey is being drafted for the businesses located in the parks. The intent is to determine their respective needs and desire for a faster service. The Board asked that the survey be completed in order to be discussed at the July meeting.

In addition, staff was directed to determine an approximate cost for the installation of conduit throughout the parks. The dark fiber ownership and costs would also need to be determined.

7. Consideration and discussion of an Option to Purchase land by the CDA regarding the Business Park and Technology Park.

At the May meeting, the Board had indicated their desire to have the lands transferred into the name of the CDA. They had forwarded the request to the City Council for their consideration. At the City Council meeting, in principal they agreed to the concept. However, they asked that several items also be included in the agreement. They asked that the document be fairly straight forward and that the City have an option to repurchase the property after three years. They felt this would protect the City's interest.

In addition, they asked that the distribution of the funds be equally divided by the City and CDA. If the CDA had a desire to use some of these funds for enhancements throughout the City, the City Council would have a consultation role in the process. The CDA members indicated that they would like to use the funds to purchase additional properties in the future.

8. Consideration and discussion of a marketing program for the CDA

Staff noted that the University is currently working with their students to evaluate and develop a marketing plan for the Innovation Center. Staff also noted that it would be in everyone's best

interest to work together on this project. The efforts being put forward by the students should be used as the cornerstone for addition plans. It was requested that Ms. Denise Ehlen attend the next meeting to demonstrate their work to date. Dr. Telfer indicated that this is a work in progress and it may not be ready for the July meeting. The Board asked that when ready they would like to have a presentation.

It was also noted that last year, the City hosted Mr. Roger Brooks who is a consultant in this area. They wanted to know the status and follow up on his presentation. They would like the CDA to take a leadership role in the project.

- 9. Adjourn to closed session per Wisconsin State Statute 19.85(1)(e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, wherever competitive or bargaining reasons require a closed session"**
- a. Confidential discussion regarding potential business developments**
 - 1. Restaurant to locate on Main Street**
 - 2. Manufacturing Company lease at the Innovation Center**
 - b. Consideration and discussion of a request to continue exclusive brokerage services for the Business Park and Technology Park**
 - c. Consideration and discussion of strategies for Potential Lease Negotiations for Innovation Center**

Motion to go into closed session as per state statutes and to allow Dr. Telfer and Staff to remain in the closed session portion of the meeting.

Winship (1); Kachel (2)

Aye: Henry, Kachel, Knight, Meyer, Winship

Nay: None

6:00 PM Mr. Knight leaves the meeting.

- 10. Return to open session for possible action on closed session items, including possible direction to staff on Brokerage Services for the Business Park and Technology Park.**

A motion was made to return to open session.

Meyer (1); Winship (2)

Aye: All via voice vote

Nay: None

In open session:

Motion: To approve a loan of \$40,000 to LLP LLC DBA the Sweet Spot Coffee Shoppe for the purchase of certain equipment to be located at 1185 E Main St. The interest rate is not to exceed 4% per annum. The term is not to exceed 7 years with a 1 year deferral period. The CDA Executive Director is to negotiate the term and interest rate.

Winship (1); Kachel (2)

Aye: Henry, Kachel, Meyer, Winship

Nay: None

Motion: To direct staff to work with the Tech Park Board on financing asset improvements at the Innovation Center.

Winship (1); Meyer (2)

Aye: Henry, Kachel, Meyer, Winship

Nay: None

Motion: To not extend the Brokerage contract with NAI MLG for the Business Park and to direct staff to go forward and seek proposals for an independent non-exclusive agreement.

Winship (1); Meyer (2)

Aye: Henry, Kachel, Meyer, Winship

Nay: None

11. Future agenda referrals

None

12. Adjourn

A motion to adjourn the meeting was made at 6:42 pm

Meyer (1); Kachel (2)

Aye: All via voice vote

Nay: None

The minutes were reviewed and approved by the CDA at its meeting on: 08/15/13

Donna Henry

Vice- Chairperson



Patrick Cannon

Recorder