



**MINUTES**

**Monday, September 28, 2009**  
**4:30 PM – CDA Board of Directors**  
**2<sup>nd</sup> Floor - Cravath Lakefront Conference Room**  
**Whitewater Municipal Building**  
**312 W. Whitewater Street**  
**Whitewater, WI 53190**

**1. Call to order and roll call**

Tom Miller called the meeting to order at 4:35PM.

Present: Jeff Knight, Tom Miller, Al Stanek, Jim Stewart, Marilyn Kienbaum, Jim Allen (@ 5:25PM)

Absent: Alan Marshall

Others Present: Mary Nimm, Kevin Brunner, Jim Caldwell (until 6:30PM), Fred Burkhart (until 6:10PM), Bud Gayhart

**2. Approval of the Agenda**

Jeff Knight motioned to approve the agenda. Stewart seconded.

Ayes: Knight, Milller, Stanek, Stewart, Kienbaum

Nays: None

Absent: Marshall, Allen

The motion to approve the agenda passed on a voice vote.

**3. 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 CITIZEN COMMENTS**

**4. Approval of the August 24 and September 14 2009 Minutes**

Jim Stewart motioned to approve the August 24 and September 14 Minutes. Knight seconded.

Ayes: Knight, Milller, Stanek, Stewart, Kienbaum

Nays: None

Absent: Marshall, Allen

The motion to approve the minutes passed on a voice vote.

**5. Discussion and Possible Action on Grant Opportunities for:**

**a. 212 E Main Street**

**b. 501-503 Janesville Street**

Nimm explained that in an effort to possibly redevelop the properties listed above, she has been in contact with consultant Scott Wilson from Ayres Associates. Together they have been discussing Brownfield grant opportunities. Nimm introduced Wilson. Wilson discussed Brownfield grant opportunities for the two properties. Wilson noted that @ 501-503 Janesville Street the findings, as a result of the SAG done earlier this year, prove there aren't many contamination issues. A conditional closure has been issued by the DNR based on abandonment of the wells. The City/CDA could reapply for assistance with demolition. The application must be submitted by Nov 9. This money can be used for asbestos abatement and demolition on the buildings.

Grants come in two sizes, small grants \$0-\$30k and a limited amount of large grants \$30-\$100k. A DNR SAG is the best bet. The match is a minimum of 20% to a max of 100% - the more that is matched above 20% get additional points in the scoring. If property is going to be acquired, there will be one-year to meet the match. The match could be considered as the acquisition of the property.

SAG's exclude funding assistance with residential properties. SAG money is for commercial real estate only. It might be worthwhile to apply for a grant now; there is 18 months to spend the money.

Brunner – study intersection, CC direction on intersection improvements, RFP for redevelopment after determination of ROW needed for redevelopment of intersection.

Knight – deadline of November, we should apply.

Brunner – what is the cost from Ayers to do grant application? Action would be needed to hire Ayres to submit the grant on our behalf.

Knight motioned to hire Ayres Associates to apply for a Site Assessment Grant for the demo of 501-503 Janesville St. and to ask the Common Council to review this intersection for study and consider proposals for redevelopment. Stewart seconded.

Ayes: Knight, Milller, Stanek, Stewart, Kienbaum

Nays: None

Absent: Marshall, Allen

The motion to hire Ayres Associates to apply for a Site Assessment Grant passed on a voice vote.

Wilson talked about opportunities for assistance with the redevelopment of 212 E Main St. He checked with DNR, the property is being reviewed for closure - within the week. Closure doesn't mean it's clean, it just means that at this time no other remediation action necessary. The property might be eligible for Ready for Reuse - clean-up, only for remediation unless building is sitting on top of contamination. The SAG would apply for investigating for non-petroleum contaminants and potential demo. Reuse grant is EPA \$\$\$\$. Grant #3 that might apply is the DOC Brownfield Grant. The DOC Grant could be used to take down old buildings to facilitate development. With this grant, a story must be told... who is developing, what is being developed, how many jobs will be created as a result of the development? There is no deadline for this grant. Best way to approach is by using a number of grants for each various part of the project - matches can overlap. A strategy should be used on assembling the grants and completing the project so the matches can be used to off-set each other. All three grants have a viable "causer" component. If the causer is still in existence and has a capacity to pay for clean-up themselves, it will be difficult to get any of these grants awarded. The DNR is most stringent on helping to pay for.

Knight - we should begin the grant process.

Brunner - impact is great as this is a primary development as an entrance to the downtown.

Knight - cost to start this process?

Wilson - SAG, Due Nov 9 - pay for investigation unrelated to petroleum and perhaps \$ for demolition. Then, clean-up grant Ready for Reuse - for petroleum sites. Another Ready for Reuse might apply for other clean-up.

Knight - what is the system for getting us the most \$ and doing the best job. What would you recommend?

Ayers - 1. apply for SAG, fill-in gaps for other issues and perhaps demo; 2. Then Ready for Reuse grants (2), one each for petroleum and hazardous materials; 3....

Brunner - would Wilson be able to meet with property owners and staff and bring with a flow chart demonstrating the process?

Stanek - how vigilant are the agencies in looking at the property owner's ability to pay for clean up?

Wilson -

Knight made a motion to have Ayres Associates prepare a SAG for 212 E Main Street and to work with Ayres to develop a plan for next month. Stewart seconded.

Ayes: Allen, Knight, Marshall, Miller, Stanek, Stewart

Nays: None

Absent: Marshall

The motion to enter into agreement with Ayres Associates to prepare a SAG for 212 E Main Street.

#### **6. Discussion and Possible Action on Acceptance of the Economic Development Administration Financial Assistance Award in an Amount Not to Exceed \$4,740,809 for Assistance with Construction of the Whitewater University Technology Park and Innovation Center**

Brunner - we have 30 days to accept. Will have to match with \$6.3m - \$750,000 is CDA funds on hand. The CDA will own innovation center and control cash flow. \$2.5m from TID 4 will be used for Starin Rd Ex and park improvements. \$3m will be borrowed for innovation center. Cash flow from innovation center would have to pay off debt.

Allen motioned to accept the EDA Award in an amount to exceed \$4,740,809 for Assistance with Construction of the Whitewater University Technology Park and Innovation Center. Allen seconded.

Ayes: Allen, Knight, Milller, Stanek, Stewart, Kienbaum

Nays: None

Absent: Marshall

The motion to approve the minutes passed on a voice vote.

#### **7. Presentation on Economic Development Administration (EDA) (Auto Adjustment Initiative) Grant Impact on Whitewater**

Brunner introduced Bud Gayhart and Fred Burkhardt to brief board on Auto Adjustment Initiative. Gayhart - proceed with eyes wide open. \$1.26m opportunity. Develop a new core of entrepreneurs. Will be developing in two approaches - two levels of entrepreneurs. Capture employees affected by Auto industry closures - at GM and other facilities as a result of GM closing. Grant was written in Feb 09, WCEDA only, partnered with Gateway for a location for the training. Found EDA had broader scope and developed a series of partnerships. Includes matching funds. Scope of grant - WCEDA & Gateway (primary applicant - responsible for reporting) are partners, component from CATI.

Gayhart - tech venture piece out of SBDC Whitewater. Tech Park and Innovation are center for this renewal of six counties. The first time EDA has put together an initiative that goes over state lines. EDA may roll-out this sample across the country as model when an economic event, such as auto closures, happens in the future. Total project will exceed \$16m.

Burkhardt - what happens next? WCEDA looking as an opportunity to build a stable base for long-term funding. EDA has shifted its position to a portfolio management package.

Brunner - Whitewater is the Epicenter for this whole package.

#### **8. Whitewater University Technology Park Update and Discussion**

- a. **Ground Breaking** - Tuesday @ 4PM. CDA front and center on ground breaking

**9. Discussion and Possible Action on Entrance Signs and Wayfinding Signs for the Whitewater University Technology Park and Existing Business Park Entrance Signs**

TID 4 – work on entrance signs, high quality, durable, environmentally sensitive, recycled materials.

**10. Update on Development Agreement with Keller Inc on Spec Building**

Brunner and Nimm met with representatives from Keller. Keller is searching for investors and tenants.

**11. Business Park Marketing Committee Update**

**a. Status of Marketing Campaign**

Knight – at impasse on calling portion of the campaign.

**12. CDA Coordinator**

**a. Lakes Area Realtor Community Project Grant Application**

Nimm noted that she has submitted to the Lakes Area Realtors Association a grant application for the East Gateway redevelopment area. The grant award is valued at \$10,000 and is a photo progression of the neighborhood from now to how it might be redeveloped.

**b. Attendance at Almost Annual Housing Workshop**

Nimm reported that she attended a two-day Department of Commerce Housing workshop. Over the two days, there were updates on changes in the laws as they relate to Lead Certified Contractors and Asbestos Certified Contractors as they relate to our housing rehab revolving loan fund. The laws are becoming stricter and there are many regulations in place that must be followed when administering the loan funds and when rehabbing any residential facility built prior to 1978. Nimm asked the board to bring this topic back at the October meeting to consider contracting services out for administering the remaining loan funds. She noted that she feels that priorities should be focused on business recruitment and grant administration related to the Technology Park. Time to learn the laws and administer the RLF program could be run more efficiently and to the law by a person or agency that does this. Nimm included suggested procurement language for the services as well as a list of agencies that provide this service for other communities.

**c. Site Search Request(s)**

Nimm reported that since our last meeting, she has received two inquiries for Industrial spaces they are:

1. Client is looking for a Greenfield site, pad-ready, 75-100 acres. Construction would start within 6 months, so they want a site with infrastructure already in place, zoned properly, etc. This is an assembly/packaging operation; company would construct a building of 150-250k sf. Initial investment would be >\$100m with 150-250 family-supporting jobs within 3 years with opportunity for more job growth in the long term;
2. Client is operating a local business and is looking to expand into manufacturing space as a new, large piece of equipment will be arriving and he needs a place to store and use it.

She noted that she responded to both inquiries. Inquiry #1 was given information on a Greenfield site, inquiry #2 was directed to a vacant space for lease and also directed to keep her posted if his needs are not met with the existing space. She briefly spoke to him about the spec building.

**13. Future Agenda Items**

2010 Budget

Contract with Equity Commercial Real Estate

**14. Adjourn to closed session at approximately 6:38PM not to reconvene per Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.**

**a. Performance Incentive Payment(s)**

**15. Adjourn**

Al Stanek motioned to adjourn at 6:45PM. Stewart Seconded.

Respectfully Submitted,

Mary S Nimm, CDA Coordinator