



Whitewater CDA

MINUTES

Monday, October 26, 2009

4:30 PM – CDA Board of Directors

1st Floor – Community Room

Whitewater Municipal Building

312 W. Whitewater Street

Whitewater, WI 53190

1. Call to order and roll call

Alan Marshall called the meeting to order at 4:33PM.

Present: Jeff Knight, Alan Marshall, Jim Stewart, Marilyn Kienbaum

Absent: Jim Allen, Al Stanek, Tom Miller (arrived at 4:39PM)

Others Present: Mary Nimm, Kevin Brunner, Doug Saubert

2. Approval of the Agenda

Jeff Knight motioned to approve the agenda with correction to agenda item 11b. Item 11b should read 212 E Main Street. Stewart seconded.

Ayes: Knight, Marshall, Stewart, Kienbaum

Nays: None

Absent: Allen, Stanek, Miller

The motion to approve the agenda with the correction to item 11b passed on a roll-call 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.*

4. Approval of the September 28 2009 Minutes

Jim Stewart motioned to approve the September 28, 2009 Minutes. Kienbaum seconded.

Ayes: Knight, Marshall, Stewart, Kienbaum

Nays: None

Absent: Allen, Stanek, Miller

The motion to approve the September 28, 2009 Minutes passed on a roll-call vote.

5. Receipt and Filing of the August & September 2009 Financials

Saubert noted that accounts have been reconciled. Loans are current. Reinvested a CD of \$75,000 at 1-year term with First Citizens @ 1.75%.

Kienbaum – amount of re-investment?

Stewart requested a break-out of yearly legal expenses?

6. Adjourn to closed session at approximately 4:45PM to reconvene at approximately 5:15PM Per Wisconsin Statute 19.85 (1)(e). Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Al Marshall motioned to adjourn to closed session at 4:40PM. Knight seconded.

Present: Jeff Knight, Alan Marshall, Tom Miller, Jim Stewart, Marilyn Kienbaum

Absent: Jim Allen, Al Stanek

Others Present: Mary Nimm, Kevin Brunner

a. Economic Development Loan Review – Dan’s Meat Market

b. Development Agreement – 850 Janesville Street & Qian Ventures LLC

7. Reconvene & Roll-Call

Tom Miller motioned to reconvene to open session at 5:05PM.

Present: Jeff Knight, Alan Marshall, Tom Miller, Jim Stewart, Marilyn Kienbaum

Absent: Jim Allen, Al Stanek

Others Present: Mary Nimm, Kevin Brunner, Doug Saubert

8. Discussion and Possible action on Economic Development Loan with Dan’s Meat Market

No Action Taken

9. Discussion and Possible Action on Development Agreement for 850 Janesville Street & Qian Ventures LLC

Knight motioned to approve and recommend to the Common Council the Development Agreement with Qian Ventures for property located at 850 S. Janesville Street to promote the revitalization and economic stability of Tax Increment District No.6. and having a project total FMV of said property after construction of \$821,100 (\$85per sq ft) Marshall seconded.

Ayes: Knight, Marshall, Miller, Stewart, Kienbaum

Nays: None

Absent: Allen, Stanek

The motion to enter in the Development Agreement passed on a roll-call vote.

10. Consideration and Possible Action on General Fund (900) Budget and Program (910) Budget for calendar year 2010

Saubert noted that he and Nimm put together the 2010 budget for the 900 account. The budget is approximately \$17,000 less than the 2009 budget for these reasons: there are no expenses for the Planner position; the Car Allowance for Nimm has been removed; two professional development opportunities have been removed; as well as travel expenses have been reduced. Nimm asked the board to consider offering input for Goals in 2010.

Knight – would like to see Nimm and Brunner establish Goals & Accomplishments and bring to CDA for approval

Stewart – there should be a review 2009 Accomplishments, find where we didn't accomplish the goals, and determine if those goals have priority for 2010

Alan Marshall motioned to accept the proposed 2010 General Fund (900) Budget as presented. Knight seconded.

Knight – would like it noted that while some objectives may not have been fulfilled, there will be a need to highlight that this has been a good year. Comparing the land per capita in Whitewater and the value of grant \$\$\$ against other municipalities is great. It should be noted that there have been made accomplishments with the planning of the Tech Park.

Ayes: Knight, Marshall, Miller, Stewart, Kienbaum

Nays: None

Absent: Allen, Stanek

The motion to accept the proposed 2010 General Fund (900) Budget as presented passed on a roll-call vote.

11. Discussion and Possible Action on Contract with Ayres Associates for Preparation of WDNR SAG Grant Applications for:

- a. **202 E Main Street, Whitewater, WI**
- b. **216 212 E Main Street, Whitewater, WI**
- c. **501-503 Janesville Street, Whitewater, WI**

Nimm noted that at the September meeting, the board directed the CDA to enter into contract with Ayres Associates for preparation of WDNR SAG Grant Applications for the properties listed above. She requested approval to sign the contract, formally starting the Grant Application process.

Knight motioned to approve signing the contract with Ayres Associates for a lump sum total not to exceed \$5,500.00 and motioned to approve the resolutions authorizing the submittal of Round 10 State Grant Applications for the properties at 202 E Main Street, 212 E Main Street, and 503 S Janesville Street all in Whitewater, WI. Marshall seconded.

Ayes: Knight, Marshall, Miller, Stewart, Kienbaum

Nays: None

Absent: Allen, Stanek

The motion to approve signing the contract with Ayres Associates and motioned to approve the resolutions authorizing the submittal of Round 10 State Grant Applications for the properties at 202 E Main Street, 212 E Main Street, and 503 S Janesville Street all in Whitewater, WI passed on a roll-call vote.

12. A RESOLUTION authorizing the submittal of a Round 10 state grant application for 202 E Main Street, Whitewater, WI 53190

The motion to approve signing the contract with Ayres Associates and motioned to approve the resolutions authorizing the submittal of Round 10 State Grant Applications for the properties at 202 E Main Street, 212 E Main Street, and 503 S Janesville Street all in Whitewater, WI were made during agenda item #11.

13. A RESOLUTION authorizing the submittal of a Round 10 state grant application for 212 E Main Street, Whitewater, WI 53190

The motion to approve signing the contract with Ayres Associates and motioned to approve the resolutions authorizing the submittal of Round 10 State Grant Applications for the properties at 202 E Main Street, 212 E Main Street, and 503 S Janesville Street all in Whitewater, WI were made during agenda item #11.

14. A RESOLUTION authorizing the submittal of a Round 10 state grant application for 501-503 S Janesville Street, Whitewater, WI 53190

The motion to approve signing the contract with Ayres Associates and motioned to approve the resolutions authorizing the submittal of Round 10 State Grant Applications for the properties at 202 E Main Street, 212 E Main Street, and 503 S Janesville Street all in Whitewater, WI were made during agenda item #11.

15. Discussion and Possible Action on Edit's to the Façade Loan Program Manual

Nimm noted that in an effort to perform according to proper procedure and policy, the Façade Loan Program Manual should be edited as follows:

- a. **1.1.3 - Façade Loan Committee** The Façade Loan Committee is composed of the seven member CDA Board of Directors. The purpose of the Committee is to review and rank all loan applications and to resolve complaints and disputes within the program.
- b. **3.5 - Collateral** The CDA will secure a mortgage interest as collateral. This mortgage may be subordinated to private-sector lending at the discretion of the Façade Loan Committee.
- c. **4.4.1 -Staff Review.** The CDA Director or a designee will review the application and supporting material. Any missing information will be supplied and all responses will be verified prior to forwarding the application to the CDA Attorney.
- d. **4.4.2 Attorney Review.** The CDA Attorney will review the application and supporting material and prepare a legal opinion loan review for the Façade Loan Committee.
- e. **4.4.3 Façade Loan Committee Review.** The Façade Loan Committee will review the application to determine final eligibility, appropriateness of the loan amount requested, suitability of the proposed work, and project impact. The Façade Loan Committee may approve the loan, recommend approval with changes, request additional information prior to a consideration for approval, or disapprove the application.
- f. **4.4.5 Notice of Approval or Disapproval.** The CDA Director or designee will contact the applicant following the decision of the Façade Loan Committee to provide notification of the Committee's decision to approve or disapprove the loan.

Alan Marshall motioned to approve the edits to the Façade Loan Program Manual. Miller seconded.

Ayes: Knight, Marshall, Miller, Stewart, Kienbaum

Nays: None

Absent: Allen, Stanek

The motion to approve the edits to the Façade Loan Program Manual passed on a roll-call vote.

16. Whitewater University Technology Park Update and Discussion

Nimm reported she has distributed a Request for Quotations for entrance signs to the Whitewater University Technology Park. Six to Ten sign companies were solicited. The Quotations are due by 4PM on Wednesday, November 4, 2009. Quotations will be forwarded to the Tech Park Board for consideration.

Stewart – questioned how the signs would be paid for

Nimm – responded saying that Brunner noted that TID 4 could pay for the signs

Knight reported that the Tech Park Board is working to coordinate bid process.

17. CDA Coordinator

a. Bid Notice of Farm Land to Lease

Nimm reported the Bid Notice for the Farm Land to Lease in the Whitewater Business Park has been posted. A copy is included. This year, the bidding option has not been split into two sections; bidding is for the entire 121+/- Acres.

b. Lakes Area Realtor Community Project Grant Application

Nimm reported that she received notice by phone that two grant applications have been selected, with funding available for only one. The Association will be applying for additional funding with hopes to award both applications. If they are successful in their request for additional funding, Whitewater's Grant Application will be awarded. If they are not successful in their request for additional funding, they will have to choose

between Whitewater's grant application and the other finalist and hope to assist the runner-up within 6-8 months.

Stewart – what is the award?

Nimm – reported there is no monetary award, the award is a Photo-morph of the neighborhood illustrating the redevelopment potential for the neighborhood. The Photo-morph takes the neighborhood as it is today and illustrates the redevelopment potential by super-imposing images of the neighborhood redeveloped. The award is valued at \$10,000.

c. Site Search Request(s)

Nimm reported that she had no site searches to report since the last meeting

d. Contract with Equity Commercial Real Estate

Nimm reported that the contract deadline with Equity Commercial is December 31, 2009 and asked the board to be prepared to discuss at the November meeting.

e. WCEDA Board of Directors Election Results

Nimm reported that Kevin Brunner has been re-elected to the WCEDA Board of Directors.

f. October 17 First Time Home Buyers Ed Workshop

Nimm reported that the FTHB was cancelled due to lack of interest and registrants.

Nimm noted that she is going to work with the committee to establish a schedule for 2010 with hopes that participants will have more time to plan to attend.

18. Future Agenda Items

a. Special Meeting - Façade Loan Request 1117 W Main Street

b. Housing Loan Program Administration

c. TID Benefit PowerPoint

d.

19. Adjourn

Jim Stewart motioned to adjourn at 5:47PM. Marshall seconded.

Respectfully Submitted,

Mary S Nimm
CDA Coordinator

RESOLUTION AUTHORIZING THE SUBMITTAL OF A ROUND 10 STATE GRANT APPLICATION FOR THE 202 E. MAIN STREET, WHITEWATER, WI 53190 PROPERTY BY KEVIN BRUNNER, CITY MANAGER, AND THE SUBSEQUENT APPROPRIATION OF CITY OF WHITEWATER TAX INCREMENT FINANCE DISTRICT 4 FUNDS FOR A BROWNFIELD SITE ASSESSMENT GRANT

WHEREAS, the City of Whitewater recognizes that the remediation and redevelopment of Brownfield's is an important part of protecting Wisconsin's resources; and

WHEREAS, in this action the City of Whitewater Common Council has declared its intent to complete the Brownfield Site Assessment Grant activities described in the application if awarded funds; and

WHEREAS, the City of Whitewater will maintain records documenting all expenditures made during the Brownfield Site Assessment Grant period; and

WHEREAS, the City of Whitewater will allow employees from the Department of Natural Resources access to inspect the grant site or facility and grant records; and

WHEREAS, the City of Whitewater will submit a final report to the Department which will accompany the final payment request.

IT IS, THEREFORE RESOLVED THAT:

The City of Whitewater Common Council requests funds and assistance available from the Wisconsin Department of Natural Resources under the Brownfield Site Assessment Grant Program for 202 E. Main Street, Whitewater, WI 53190, and will comply with state rules for the program; and

HEREBY AUTHORIZES Kevin Brunner, City Manager, to act on the behalf of the City of Whitewater to: submit an application to the State of Wisconsin for financial aid for Brownfield Site Assessment Grant purposes, sign documents, and take necessary action to undertake, direct, and complete approved grant activities.

Resolution introduced by Councilmember _____, who moved its adoption. Seconded by Councilmember _____.

AYES:

NOES:

ABSENT:

ADOPTED:

Kevin M. Brunner, City Manager

Michele R. Smith, City Clerk

RESOLUTION AUTHORIZING THE SUBMITTAL OF A ROUND 10 STATE GRANT APPLICATION FOR THE 212 E. MAIN STREET, WHITEWATER, WI 53190 PROPERTY BY KEVIN BRUNNER, CITY MANAGER, AND THE SUBSEQUENT APPROPRIATION OF CITY OF WHITEWATER TAX INCREMENT FINANCE DISTRICT 4 FUNDS FOR A BROWNFIELD SITE ASSESSMENT GRANT

WHEREAS, the City of Whitewater recognizes that the remediation and redevelopment of Brownfield's is an important part of protecting Wisconsin's resources; and

WHEREAS, in this action the City of Whitewater Common Council has declared its intent to complete the Brownfield Site Assessment Grant activities described in the application if awarded funds; and

WHEREAS, the City of Whitewater will maintain records documenting all expenditures made during the Brownfield Site Assessment Grant period; and

WHEREAS, the City of Whitewater will allow employees from the Department of Natural Resources access to inspect the grant site or facility and grant records; and

WHEREAS, the City of Whitewater will submit a final report to the Department which will accompany the final payment request.

IT IS, THEREFORE RESOLVED THAT:

The City of Whitewater Common Council requests funds and assistance available from the Wisconsin Department of Natural Resources under the Brownfield Site Assessment Grant Program for 212 E. Main Street, Whitewater, WI 53190, and will comply with state rules for the program; and

HEREBY AUTHORIZES Kevin Brunner, City Manager, to act on the behalf of the City of Whitewater to: submit an application to the State of Wisconsin for financial aid for Brownfield Site Assessment Grant purposes, sign documents, and take necessary action to undertake, direct, and complete approved grant activities.

Resolution introduced by Councilmember _____, who moved its adoption. Seconded by Councilmember _____.

AYES:

NOES:

ABSENT:

ADOPTED:

Kevin M. Brunner, City Manager

Michele R. Smith, City Clerk

RESOLUTION AUTHORIZING THE SUBMITTAL OF A ROUND 10 STATE GRANT APPLICATION FOR THE 503 S. JANESVILLE STREET, WHITEWATER, WI 53190 PROPERTY BY MARY NIMM, COMMUNITY DEVELOPMENT AUTHORITY COORDINATOR, AND THE SUBSEQUENT APPROPRIATION OF CITY OF WHITEWATER TAX INCREMENT FINANCE DISTRICT 6 FUNDS FOR A BROWNFIELD SITE ASSESSMENT GRANT

WHEREAS, the Whitewater Community Development Authority recognizes that the remediation and redevelopment of Brownfield's is an important part of protecting Wisconsin's resources; and

WHEREAS, in this action the Whitewater Community Development Authority Board of Directors has declared its intent to complete the Brownfield Site Assessment Grant activities described in the application if awarded funds; and

WHEREAS, the Whitewater Community Development Authority will maintain records documenting all expenditures made during the Brownfield Site Assessment Grant period; and

WHEREAS, the Whitewater Community Development Authority will allow employees from the Department of Natural Resources access to inspect the grant site or facility and grant records; and

WHEREAS, the Whitewater Community Development Authority will submit a final report to the Department which will accompany the final payment request.

IT IS, THEREFORE RESOLVED THAT:

The Whitewater Community Development Authority requests funds and assistance available from the Wisconsin Department of Natural Resources under the Brownfield Site Assessment Grant Program for 503 S. Janesville Street, Whitewater, WI 53190, and will comply with state rules for the program; and

HEREBY AUTHORIZES Mary Nimm, Community Development Authority Coordinator, to act on the behalf of the City of Whitewater to: submit an application to the State of Wisconsin for financial aid for Brownfield Site Assessment Grant purposes, sign documents, and take necessary action to undertake, direct, and complete approved grant activities.

Resolution introduced by Authority member Jeff Knight, who moved its adoption. Seconded by Authority member Alan Marshall.

AYES: Knight, Marshall, Miller, Stewart Kienbaum _____

NOES: None Thomas Miller, Chairman

ABSENT: Stanek, Allen

ADOPTED: October 26, 2009

Mary Nimm, CDA Coordinator