



Monday, August 23, 2010
4:30 PM – CDA Board of Directors
1231 Innovation Drive – Project Trailer
Whitewater University Technology Park
Whitewater, WI 53190

1. Call to order and roll call

Tom Miller called the meeting to order at 4:32PM.

Present: Jeff Knight, Alan Marshall, Tom Miller, Al Stanek, Jim Stewart

Absent: Jim Allen, Patrick Singer

Others Present: Mary Nimm, Kevin Brunner, Bud Gayhart, Jim Caldwell, Mike Vandenbosh – WCEDA, Mike Kemp & Erika Glapinski – JP Cullen for Tours of Innovation Center

2. Approval of the Agenda

Al Marshall motioned to approve the agenda. Knight seconded.

Ayes: Knight, Marshall, Miller, Stanek, Stewart

Nays: None

Absent: Allen, Singer

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 MADE

4. Innovation Center Construction Site Tour and Discussion

Mike Kemp and Erika Glapinski took those present on a tour of the Innovation Center. *Photos of the tour at the end of the minutes.*

5. Approval of the July 26, 2010 Minutes

Alan Marshall motioned to approve the July 26, 2010 minutes. Stanek seconded.

Ayes: Knight, Marshall, Miller, Stanek, Stewart

Nays: None

Absent: Allen, Singer

The motion to approve the July 26, 2010 minutes passed on a voice vote.

6. Receipt and Filing of July, 2010 Financials

Saubert noted there is one payable Economic Development loan in past due status. Saubert also noted that there is a scheduled borrowing for TID 6, with a portion of that borrowing to pay-back CDA's costs incurred for the work done within in TID 6 as it was related to the initially proposed location of the Technology Park.

7. Review of Proposed Whitewater Transparency Enhancement Ordinance and Possible Discussion with Request for Feedback

Nimm started the conversation noting that this item is before the CDA by request of the Common Council. The Common Council is looking for committee feedback on the proposed ordinance. The CDA members stated that they are in favor of transparency and currently video tape meetings quarterly, but would like an assessment on the budgetary impacts of video and/or audio taping all meetings prior to making a final statement on the proposed ordinance.

8. Consideration and Possible Action on 2010 Water Fowl Program in Moraine View Park

Matt Amundson was present and noted (as stated in the memo dated August 18, 2010) "the waterfowl hunting program was approved by the Parks and Recreation Board on a 5-0 vote on Monday, August 9th and by the Whitewater Common Council on a 5-0 vote on Tuesday, August 17th provided that the CDA approve the hunting within Moraine View Park. Some concerns have been raised regarding public notification of the program and liability issues. The City Attorney has reviewed the program and feels that the hunting program allows for an extremely remote potential for liability on the city's part and that posting notice as a press release to the local media along with identification at the park entrance would serve as sufficient notice. I spoke with representatives of the Federal Fish & Wildlife Services, USDA Wildlife Service, and the Wisconsin DNR regarding management techniques. Both agencies have shared that it is an extensive process to have a round-up/cull. These round-up/cull efforts have been gaining significant opposition throughout the state and Midwest. These agencies agree that hunting is a significant management tool. This is consistent with previous conversations that I have had with the DNR. It has also been suggested that the City consider applying for an egg oiling permit

in the future. I am asking that the CDA approve Moraine View Park as a permitted area from November 13-December 16 on weekends only. Due to the 2008 construction of the detention pond within the park and the several additional ponds within the business park, I feel that we need to manage the geese population in this area. I realize that we may need to coordinate some details with JP Cullen and other construction crews in the area regarding this hunting program.”

CDA and Brunner expressed concerns about hunting during construction of the Innovation Center as well as construction of the Technology Park cul-de-sacs. In addition, the CDA stated they are aware that if the Goose and Duck populations are given an opportunity to establish themselves in the adjacent ponds they will be very difficult to control in the future and will potentially create unhealthy and contaminated park fields.

Tom Miller motioned to approve the Water Fowl Program in Moraine View Park for the 2010 season with a review of the program prior to approving the 2011 season. Marshall seconded.

Ayes: Knight, Marshall, Miller, Stanek, Stewart

Nays: None

Absent: Allen, Singer

The motion to approve the Water Fowl Program in Moraine View Park for the 2010 season passed on a voice vote.

9. Discussion and Possible Action on Crop Lease in Whitewater Business Park & Technology Park

Nimm noted that at the request of the CDA in 2008, the vacant property in the business park that is leased for cropping was put out for competitive bids for the 2009 season. In the years prior to the bidding process, lease rates were \$50.00 per acre and the property was divided into two “parts” and then leased to two local farmers.

In 2010, the high bidder paid \$140.00 per acre for the entire 73+/- acres. The farmer has since requested that the CDA consider changing the process and has asked if:

The CDA might consider extending his lease, that he may continue farming the property at the current bid (without the bid process for 2011). He has provided the high bid for the last two years, he has been very easy to work with and around during the re-grading of the Business Park in 2009 (where he saw a reduction in crop yields) and during the Technology Park construction in 2010. He would like to plant fall/winter crops but is unable to do so as the bidding and award for the crop leases comes after the fall planting season.

The crop lease schedule currently is:

Notice in October

Bids due in early November

Award letters sent in November

Contracts signed and payments due in March

In an attempt to ensure the CDA is receiving a competitive market rate lease rate for the property Nimm sent a request to the Walworth, Jefferson and Rock County UW-Extension offices and the City Manager’s Peer Assistance Recourse Center asking them to provide known lease rates for publicly owned properties that are leased for farming and cropping. Nimm found that the City of Whitewater lease rates are comparative to other lease rates, however found that other communities have lease terms of 3-4 years versus the 1 year lease term offered by the CDA.

Al Marshall motioned to extend the current crop lease from one year to three years. Stanek seconded.

Ayes: Knight, Marshall, Miller, Stanek, Stewart

Nays: None

Absent: Allen, Singer

The motion to extend the current crop lease passed on a roll-call vote.

10. Discussion and Possible Action on Housing Rehabilitation – CDBG Revolving Loan Fund Program

Nimm started the discussion requesting the CDA move forward in the process of hiring a 3rd Party Administrator for the City of Whitewater Housing Revolving Loan Fund providing, but not limited to these reasons:

1. Based on the small number of loans that are processed, it is very difficult to keep current on practices and HUD laws as they apply to the Housing Rehab program. In an effort to be sure that all laws are abided by, it is our suggestion that a 3rd Party Administrator, who does this for other communities and is familiar with the laws and processes be hired.
2. Based on the Department of Commerce Bureau of Housing’s expectations of time commitments during the rehab process, it is our suggestion that a 3rd Party Administrator be hired.
3. Based on new Lead and Asbestos Laws and the upcoming potential SAFE Act/RESPA it is our suggestion that a 3rd Party Administrator be hired.

Of note: the Housing RLF makes up to 15% of the RLF available for administration purposes related to the program. The 3rd Party Administrator will be paid through this source of funding. According to Commerce, there are cases there the consultants bid lower than 15%. Currently there is approximately \$100,000 available

for Housing Rehab. There is approximately \$175,000 in deferred payment loans due back to the RLF when the homes are no longer the primary residence of the borrower.

There was additional discussion on the role of the CDA and how it pertains to the CDA playing a role in maintaining the values and status of the current housing stock and neighborhoods, how to approach homes that are either vacant, or in foreclosure, or delinquent on water bills and/or tax bills.

Jim Stewart motioned to move forward with an RFP for a 3rd Party Administrator for the CDBG Housing RLF, to sponsor Seminars on foreclosure prevention and budgeting, to start the process of identifying vacant/foreclosed homes and getting property appraisals, and to recommend to the Common Council a more rigid code enforcement on abandoned properties. Marshall seconded.

Ayes: Knight, Marshall, Miller, Stanek, Stewart

Nays: None

Absent: Allen, Singer

The motion as noted above passed on a roll-call vote.

11. Whitewater Technology Park

a. Infrastructure Updates

i. Starin Road Extension

ii. Tech Park Infrastructure

Nimm noted Preconstruction meetings were held. Both projects shall be in the erosion control stages with construction to follow in the next few weeks.

12. CDA Coordinator Updates

a. Train Depot – Grant for Restoration

Nimm noted a public informational meeting was held on Monday, August 16th from 5pm-7pm. Jessie Powers, project manager/architect, Isthmus Architects, was present to answer questions about the proposed restoration project. Several members from the Whitewater Historical Society were also present to answer questions about the intended use after the restoration. Approximately 20 individuals were in attendance.

b. Site Search Request(s)

Nimm noted An inquiry was made regarding a space of approximately 3,000 sq ft for office and light manufacturing. Information was provided to the client with options for existing and new spaces. A follow-up phone call was made approximately a week after the inquiry and the response was given that the information has been provided to those higher in the chain of command and when a decision is made or a need for more information arises, we will be notified.

An inquiry was made about an existing facility for lease in our business park. There will be further discussion about the proposed use and how it fits within our zoning code.

c. Retention Visits

Nimm noted Universal Electronics was contacted in an attempt to schedule a retention visit. She is still waiting on a response confirming approval for the visit. She is also attempting to schedule a visit at the Whitewater Greenhouses. A date will be scheduled when confirmation of availability from both the retention visit team and the Greenhouses.

d. 25x2025 Planning Grant

Nimm provided this recap: The meeting started with a panel of representatives involved in alternative energy and energy usage reduction efforts.

Bill Mitchell, Waukesha County ED Corp, noted that the WCEDC has been developing sustainability strategies for Waukesha-based businesses. The partnership for sustainability, a mentor-mentee relationship between businesses was developed. The WCEDC is leveraging sustainability for business development.

Wisconsin Wind Works connects wind power companies to suppliers and vendors, an effort to cluster business opportunities around sustainability efforts as well as providing networking, match-making services, research, promotional and educational initiatives related to the wind industry.

Renewegy President, Jeff Ehlers, recently joined in the discussion regarding 2010 Energy Independent Community Pilots, understanding the importance of collaboration between public and private entities for clean energy purposes. Renewegy produces medium-sized residential/commercial wind turbines. Renewegy has brought big turbine technology, reliability and affordability into the light commercial market. They note that commercial, agricultural & municipal locations can now enjoy the same renewable energy that our utilities have been harnessing for years.

Chris Linn from Bassett Mechanical said that sustainability is an on-going process, it is a journey. Bassett Mechanical empowers their staff to come-up with energy improvement ideas remembering to

celebrate their successes, realizing that energy reduction is a process shared at all levels within an organization.

Russ Wanke from Thilmany, a Kaukauna-based paper company talked about their corporate commitment to sustainability. The company has 125 years of experience with biomass. Thilmany realizes that sustainability is where business meets responsibility and the environment plays an important role in sustainability. They are committed to using resources wisely; have a dedication to more efficient processes and products that strengthen their business, community and the connection they share with the world.

13. Future Agenda Items

Knight – TID Presentation

Caldwell – FIBER Update

Knight – SBA Proposal/Outline for Small Business Budgeting Counseling

Stewart – Innovation Manager Search Update

14. September Meeting Update – TUESDAY, September 28, 2010

15. Adjourn

Jeff Knight motioned to adjourn at 6:17PM.

Respectfully Submitted,

**Mary S Nimm
CDA Coordinator**

DRAFT









