



## Whitewater CDA –MINUTES

Tuesday, June 21, 2011

4:00 PM – CDA Board of Directors

1<sup>st</sup> Floor Community Room

312 W Whitewater Street

Whitewater, WI 53190

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### 1. Call to order and Roll Call

Jeff Knight called the meeting to order at 4:17PM

Present: Jim Allen, Donna Henry, Laurence Kachel (arrived at 4:35PM), Jeff Knight, Patrick Singer

Absent: Tom Miller, Jim Stewart

Others Present: Mary Nimm, Kevin Brunner, Doug Saubert

### 2. Election of Officers

Patrick Singer motioned to appoint Jeff Knight to the Whitewater University Technology Park Board. Allen seconded.

Ayes: Allen, Henry, Knight, Singer

Nays: None

Absent: Miller, Stewart, Kachel

### 3. Approval of the Agenda

Patrick Singer motioned to approve the agenda. Jim Allen Seconded.

Ayes: Allen, Henry, Knight, Singer

Nays: None

Absent: Miller, Stewart, Kachel

### 4. 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**

### 5. Approval of the May 18, 2011 Minutes

Patrick Singer motioned to approve the May 18, 2011 Minutes. Donna Henry seconded.

Ayes: Allen, Henry, Knight, Singer

Nays: None

Absent: Miller, Stewart, Kachel

### 6. April 2011 and May 2011 Financials

Saubert was available for questions and noted that there was nothing out of the ordinary in the financials.

### 7. CDA Coordinator Updates

Retention Visits

Nimm provided a mid-year summary of Retention Visits for 2011 as follows:

Company #1G - completed a corporate restructuring of staff and department structure, they are however maintaining current levels of staffing at approximately 115, with the possibility of adding additional staffing over the next few years. Challenge: finding employees.

Company #2H - influx of new customers and applications and working to take over market share and expects significant future growth. Current facility is filled to capacity with both operations equipment and staffing at approximately 300 employees. Challenge: finding employees.

Company #3i- sales are increasing and looking to revamp the current facility. Company would like to increase employees from 350 to 400. Challenge: finding employees.

Company #4T - company has a niche market, with the product for one larger customer near the end of its sales opportunities. Staffing is at 150 employees. Challenge: finding appropriate employees. Of note: Company would like to see 4-lane Highway 12 to Madison, WI.

Company #4P - has orders for product at capacity. They are working to increase staffing levels. Challenge: finding employees.

Company #6G - company has launched new product line and manufacturing of existing product lines holding steady. Current staffing is level. Challenge: finding employees.

Company # 7P - "We certainly appreciate the invitation but things are really busy for us right now and would prefer that we get skipped for this yearly visit but do keep us in mind for next years."

In general, each was talked to about opportunities to utilize the meeting spaces in the Technology Park and Innovation Center, and was also asked about implications with the new Truck Traffic Ordinance with none expressing any concerns. Each was asked about the current level of City services, and none expressed any concern nor did they ask for help with anything. The common theme is the challenge to find employees. There is a need for mid-level engineers, inside sales personnel, line persons who can pass drug tests, and CNC Operators.

### **Site Inquiries**

Nimm reported:

Talked with a client looking for secure site for storage of trucks, with a need for water and electricity inside the facility so that he can bring business into Whitewater.

Talked with a client about new opportunities for and assisting with the recruitment for "fast food retail" on an existing site in Whitewater.

Talked with a client about assisting with marketing of a vacant parcel in/near the Downtown District.

Talked with two clients about assisting with the marketing and recruitment of specific retailers for sites in the west retail corridor.

Talked with a client about using the ED Loan Program to assist with purchasing of a business.

Talked with a client about Façade loan applications and process

### **Housing Study Update**

Nimm reported: A copy of the draft survey and cover letter has been distributed to the Housing Subcommittee for response. Starting the week of June 20<sup>th</sup>, Mary Nimm and Russ Kashian will start distributing the survey to the larger employers.

### **8. Discuss Zoom Prospector Enterprise Web Application Proposal**

Nimm provided a proposal from Zoom Prospector to develop an Enterprise Web Application for the City of Whitewater at a cost not to exceed \$4,800. The decision was made to link to the Locate in Wisconsin Website, a comprehensive website with information statewide on available sites & buildings. <http://www.locateinwi.com>

### **9. Review Bids for Lab Build Out at Innovation Center**

Brunner – at construction; it was the plan not to finish 2,500ft sq of the building due to the fact that the board didn't know lab requirements. UWW leasing two spaces for 10 years, two additional for lease with one potential tenant. Solicited bids for the GC portion due to EDA requirements. Received three, low by McGill at \$99,500. Recommendation to CC is to award the contract. Remainder of work done under c/o's under original contract. On target with projected costs.

**10. Tech Park Memorandum of Understanding (MOU) Update**

Brunner – TPB approved a 1 year MOU between the TPB and UWW. UWW providing services to the IC and the MOU identifies: IC Manger, IT Services, Variety of incubation services – BP consultation, financing, etc. UWW will be using two small suites for the I-Hub and the Launch Pad. UWW will also be leasing two lab spaces. Total of 4 spaces occupied by UWW in exchange for the services provided. With this MOU in place, there will be an opportunity to expand on the MOU between the City, TPB and the CDA.

**11. Authorization to amend Agenda, per Whitewater Transparency Enhancement Ordinance No 1804A, to Discuss Legal Representation for Sale of the Former Alpha Cast Property**

Singer authorized in the motion to approve the amended agenda.

**12. Discussion and Possible Action on Legal Representation on the Former Alpha Cast Property**

Patrick Singer motioned to use city Attorney Wally McDonell as needed for the sale of the former Alpha Cast property. Jim Allen seconded.

Ayes: Allen, Henry, Kachel, Knight, Singer

Nays: None

Absent: Miller, Stewart

**13. Authorization to amend Agenda, per Whitewater Transparency Enhancement Ordinance No 1804A, to Discuss Extension of Economic Development Loan with Zingg Motors**

Singer authorized in the motion to approve the amended agenda.

**14. Adjourn to closed session at approximately 6:00PM to reconvene at approximately 6:15PM per Wisconsin State Statutes 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” and 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.**

Jeff Knight motioned to adjourn to closed session at 5:00PM. Jim Allen seconded.

Ayes: Allen, Henry, Kachel, Knight, Singer

Nays: None

Absent: Miller, Stewart

**a. Discussion of CDA Coordinator Position**

**b. Request for Extension of Economic Development Loan with Zingg Motors**

**15. Reconvene**

Patrick Singer motioned to reconvene at 5:35PM. Kachel seconded.

Ayes: Allen, Henry, Kachel, Knight, Singer

Nays: None

Absent: Miller, Stewart

**16. Discussion and Possible Action on Extension of Economic Development Loan with Zingg Motors extend 30 days, with monthly payment and interest due in July with request for review of Zingg’s financials at the July meeting.**

CDA Agreed to extend the payment period for an additional 30 days/1 month in an effort to review business financials prior to making a final decision on the extension of 12 months. Financials will be placed in the loan file and will be available as needed for review by the Wisconsin Department of Commerce. Financials will be brought to the CDA at its next monthly meeting.

**17. Adjourn**

Jim Allen motioned to adjourn at 5:37PM. Singer seconded.

**Respectfully Submitted,**

**Mary Nimm  
CDA Coordinator**