



DRAFT MINUTES
Monday, August 29, 2011
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

The meeting was called to order by President Tom Miller at 4:30 p.m. Present: Jim Allen, Donna Henry, Larry Kachel, Jeff Knight, Tom Miller, Patrick Singer and Jim Stewart. Absent: None. Others present: Kevin Brunner, Doug Saubert, John Tincher (Tincher Realty), Greg Greenwood (Century 21 Realty), Jim Caldwell and Matt Amundson.

2. Authorization to Approve Agenda, per Whitewater Transparency Enhancement Ordinance No 1804A

It was moved by Allen, seconded by Henry to approve the agenda per Whitewater Transparency Enhancement Ordinance Number 1804A. Ayes: Allen, Henry, Kachel, Knight, Miller, Singer, Stewart. Noes: None. Motion approved.

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.*

There were no citizen comments.

4. Approval of the August 1, 2011 Minutes

It was moved by Allen, seconded by Stewart to approve the minutes as presented. Ayes: Allen, Henry, Kachel, Knight, Miller, Singer, Stewart. Noes: None. Motion approved.

5. CDA July 2011 Financials

It was moved by Allen, seconded by Knight to approve the July 2011 financials as presented. Ayes: Allen, Henry, Kachel, Knight, Miller, Singer, Stewart. Noes: None. Approved.

6. Innovation Center July 2011 Financials

Brunner and Saubert presented the July 2011 financials for the Innovation Center. Both indicated that these financials would now be presented to the CDA on a monthly basis. Brunner also pointed out the following highlights for activities at the Innovation Center in the last several months: 1) first virtual tenant was approved and started making payments in August; 2) there are six university student business start ups that are located in the Launch Pad project in Suite 217; 3) EDA officials from Washington D.C. and Chicago will be touring the building and the Technology Park on Wednesday, August 31st; 4) the Innovation Center has been nominated for a 2011 "Build Wisconsin" award by J. P. Cullen & Sons. 5) finalization of a lease for another large suite in the Innovation Center is anticipated to be signed this week. Knight also reported on the August meeting of the Technology Park Board of Directors.

It was moved by Stewart, seconded by Knight to approve the Innovation Center July 2011 financial report as presented. Ayes: Allen, Henry, Kachel, Knight, Miller, Singer,

Stewart. Noes: None. Motion approved.

7. Discussion and Possible Action on /WUP 00033 and /WUP 00060 (former Alpha Cast site) at North Jefferson Street and Starin Road

Brunner presented the history of the site and its remediation, which will be completed within the next month, by the City. With the extension of Starin Road this property has become very prominent.

John Tincher of Tincher Realty and Greg Greenwood of Century 21 Realty were present to discuss their opinions and ideas with regard to the possible future development of this site. Tincher indicated that the development of this property for detached single family dwellings is not very likely given current market conditions. The appraisal done on this property did not take into account the previous contamination of the site.

Tincher added that any time the soil of that area is disturbed during construction an inspector has to be on site to make sure that the excavation does not disturb buried contaminated materials. Any materials that are disturbed must be taken to a certified landfill site or reburied somewhere else on the site. This puts the property at a disadvantage with other sites available in Whitewater.

Members also presented the possibility of reserving the site for a later time or using part of the larger site as a park. Brunner stated that there is a developer considering putting town homes on the site with a density of three per acre. Townhouses (up to four (4) attached) are a conditional use within the current r-2 zoning of the property. The Board felt that a zoning change could be possible. Brunner will obtain more information.

At the conclusion of the discussion, it was requested that staff make plans for a joint meeting with the Plan Commission to discuss this property and invite members of the surrounding neighborhoods to attend that meeting as well. In addition, it was requested that the City consultant who worked on the remediation of this site be in attendance as well as new City Planner Scott Harrington from Van de Walle to discuss the current zoning and the redevelopment potential of the site.

Chair Miller indicated that he would discuss with the members of the Fire Department whether or not there would be any interest in the small remnant parcel (/WUP 00033) that is located north of Starin Road for possible future Fire Department use. He will report back to the City Manager regarding that discussion.

8. Review CDA Executive Director Position requirements and Whitewater Innovation Manager Position Requirements/Current Search & Screen Process

Knight updated the Board on the current search and screen process for the Whitewater Innovation Manager Position. He indicated that this position has been restructured and will report directly to the Chancellor. It is anticipated that all applications will be received by September 16th with the selection process to follow.

With regard to the CDA Executive Director position the Board requested that it be forwarded job descriptions from other communities and that this item be discussed at the next meeting of the Board.

- 9. Convene to Closed Executive Session Pursuant to Wisconsin State Statute 19.85(1)(e) at approximately 5:30 p.m. to deliberate or negotiate the purchasing of public properties, then investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**

It was moved by Miller, seconded by Allen to convene to closed session at 5:40 p.m. Ayes: Allen, Henry, Kachel, Knight, Miller, Singer, Stewart. Noes: None. Motion approved.

During the Closed Executive Session, negotiations with a potential purchaser of Whitewater Business Park property was discussed.

- 10. Reconvene to Open Session at 6:25 p.m.**

It was then moved by Singer, seconded by Miller to reconvene to open session at approximately 6:25 p.m. Ayes: Allen, Henry, Kachel, Knight, Miller, Singer, Stewart. Noes: None. Motion approved.

- 11. Adjourn**

It was then moved by Stewart, seconded by Kachel to adjourn the meeting. Meeting adjourned at 6:29 p.m.

**Kevin Brunner, City Manager
Recording Secretary**