

Whitewater Community Development Authority
Meeting Minutes
October 25, 2012

1. Call to order and roll call

The meeting was called to order by Chair Jeffery Knight at 4:30 p.m. The meeting was held at the Innovation Center, Room 105, 1221 Innovation Drive, Whitewater, WI 53190

Present: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship

Absent: none

Also: Cameron Clapper, Patrick Cannon, Jim Caldwell, Mike Van Den Bosch

2. Hearing of Citizen Comments

None

3. Approval of the September 27, 2012 Minutes

The minutes were approved as presented.

Winship (1); Allen(2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

4. CDA September 2012 Financials

The Financial Statement were presented and discussed. Staff gave a brief update on the loans and receivables.

Motion to accept the September 2012 Financial Statements

Allen (1); Singer (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

5. Innovation Center August 2012 Financials

The Statements were not included in the packet. Staff will distribute them separately. Staff gave a brief overview update on the previously delinquent lease from Green Energy Holdings, LLC.

The Board agreed to allow the Executive Director to file legal action in small claims Court to recover the back payments if they have not been received within the time period allowed by the lease agreement.

6. Discussion and Possible Action on the 2013 Budget

Staff had previously presented the 2013 budget and outlined the expected changes. At the September meeting, staff was asked to provide additional information about the funding for marketing.

Staff indicated that the funding was for community branding, direct marketing materials and the dark fiber service.

The Board also indicated that they would like to discuss future funding options and the TIF districts at the next meeting. This would include potential donor districts and overlays.

After careful review, the Board moved to approve the proposed budget and authorized the drafting of the loan agreement.

Allen (1); Winship (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

7. Consideration of an agreement with the Wisconsin Economic Development Corporation regarding the establishment of a seed fund.

At the September meeting, the Board completed a comprehensive review of the proposed agreement with WEDC regarding the Seed Fund. The Board made a few changes and directed Staff and the CDA Chair to finalize the document. The revised document was presented to the Board for approval.

A motion was made to approve the agreement between the CDA and WEDC regarding the establishment of a Seed Fund.

Singer (1); Meyer (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

8. Consideration of a policy manual for the implementation of the Seed Capital Policy Fund

Also at the September meeting, the Board reviewed the proposed manual for the seed fund. Again, several changes were suggested. Staff and the Chair were to include the changes in the proposed manual.

The revised manual was presented and the Board moved to approve as presented.

Winship (1); Allen (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

- 9. Consideration and discussion of a variance request from KC Computers. 120 Fraternity Lane to allow for the creation of four additional parking stalls on their current site to accommodate for additional jobs being created.**

The Chair noted that the business Owner, Eric Kiernan was present and was allowed to address the Board.

It was noted that Mr. Kiernan needs to add four additional parking stall on his property to accommodate additional employees he needed for an expansion of his business. The current zoning ordinance does not allow for the encroachment into the Right of Way. Because of this, a variance is required for the additional parking.

Both the CDA Chair and Staff have been reviewing the situation and in their opinion the variance is warranted. The other businesses in that area have parking in the front of their lots and the additional stall would not be out of character for the area. The Owner has offered to add additional landscaping to help minimize the effect of the parking lot.

After careful review, the Board moved to recommend that a letter of support be sent on behalf of Mr. Kiernan and his request for a variance.

Winship (1); Allen (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

Mr. Allen left the meeting.

- 10. Adjourn to closed session per Wisconsin State Statute 19.85(1)(c) "considering employment, governing body has jurisdiction or exercises responsibility"**
- a. **Service contract with Redevelopment Resources for Executive Director Services**
- 11. Remain in closed session per Wisconsin State Statutes 19.85(1)(e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, wherever competitive or bargaining reasons require a closed session"**
- a. **Consideration of a development agreement with DP Electronic recycling**
 - c. **Consideration of a development agreement with Trostel LLC**
 - d. **Consideration of confidential information regarding potential business developments**

Motion to go into closed session as per state statutes

Knight (1); Meyer (2)

Aye: Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

12. Return to open session for possible action

Motion to return to open session to take action

Singer (1); Winship (2)

Aye: Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

Motion: To extend the current contract with Redevelopment Resources for an additional 12 months beginning in February 2013 and ending in February 2014. The new rate would be \$70.00 per hour and the travel costs would be \$40.00 per hour. The other terms and conditions would remain the same.

Singer (1) ; Meyer (2)

Aye: Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

13. Future Agenda Items

Zoning Re-write

Dark Fiber

Filming of meeting at the Innovation Center

14. Adjournment

The Chair called for a motion to adjourn and indicated that the next regular meeting of the CDA would be held at the Innovation Center on Thursday November 29, 2012. This is one week later than the normal meeting date but was changed due to the Thanksgiving Holiday.

A motion was made at 7:42 to adjourn the meeting

Winship (1); Kachel(2)

Aye: All via voice vote

Nay: None

The minutes were reviewed and approved by the CDA at its meeting on:

Jeffery Knight
Chairperson

Patrick Cannon
Recorder