

**Whitewater Community Development Authority  
Board of Directors  
Meeting Minutes  
11/12/2014**

**1. Call to Order and Roll Call**

Chairman Jeff Knight called the meeting to order at 5:21pm.

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

Absent: Parker

Also: Pat Cannon, Anna Schwarz, Cameron Clapper, Chris McDonell, Doug Saubert

**2. Hearing of Citizen Comments**

None

**3. Approval of Agenda**

Move to Approve the Agenda with the stipulation that Item #7 (Consideration and discussion of the proposed 2015 CDA Budget) is moved up to after Item #5 (Acceptance of Financial Statements).

Singer (1); Allen (2)

Aye: All via Acclamation (5)

Nay: None

**4. Approval of Minutes**

**a. September 15, 2014**

**b. October 8, 2014**

Move to Approve the Minutes for September 15, 2014 and October 8, 2014 as presented.

Singer (1); Kachel (2)

Aye: All via Acclamation (5)

Nay: None

**5. Acceptance of Financial Statements**

**a. September 2014**

Move to Approve the Financial Statements for September 2014 as presented.

Allen (1); Henry (2)

Aye: All via Acclamation (5)

Nay: None

**6. Consideration and discussion of the proposed 2015 CDA Budget.**

- a. Fund 900**
- b. Fund 910**
- c. Financial reporting**
- d. TIF Capital Projects**

Move to Approve the proposed 2015 CDA Budget as presented.

Allen (1); Kachel (2)

Aye: Allen, Henry, Kachel, Knight, Singer (5)

Nay: None

**7. Adjourn to 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, whenever competitive or bargaining reasons require a closed session" and 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.**

**a. Consideration and discussion of a Capital Catalyst Fund Grant request.**

- i. Game Development Company**
- ii. Gaming League Development Company**
- iii. Research and Development Firm - Atmospheric Waste Product**
- iv. Analytical Research Company**

**b. Consideration and discussion of a Capital Catalyst Fund Royalty Investment request.**

- i. Game Development Company**
- ii. Gaming League Development Company**
- iii. Research and Development Firm - Atmospheric Waste Product**
- iv. Analytical Research Company**

**c. Consideration and discussion of CDBG\_RLF ED loan requests**

- i. Game Development Company**
- ii. Gaming League Development Company**
- iii. Research and Development Firm - Atmospheric Waste Product**

**d. Sale of City owned property located at roundabout located near Milwaukee St. / Elkhorn Rd. and Bluff Road.**

**e. Update on negotiations with potential retail, manufacturing and other businesses that are considering locating in the City**

**of Whitewater and are requesting City of Whitewater related financial assistance or concessions.**

**f. Reconvene into open session to take action on closed session items as needed.**

Move to Adjourn into 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, whenever competitive or bargaining reasons require a closed session" and 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. Pat Cannon, Anna Schwarz, Cameron Clapper, Chris McDonell, and Doug Saubert were invited to remain in the closed session portion of the meeting.

Knight (1); Allen (2)

Aye: Allen, Henry, Kachel, Knight, Singer (5)  
Nay: None

A motion was made to reconvene in open session.

Singer (1); Winship (2)

Aye: All via Acclamation (6)  
Nay: None

A motion was made to recommend the following:

A \$10,000 Capital Catalyst Fund Grant and \$25,000 Capital Catalyst Fund Royalty Investment to Inventalator.

A \$10,000 Capital Catalyst Fund Grant and \$100,000 Capital Catalyst Fund Royalty Investment, and a \$100,000 CDBG RLF ED Loan to Mobile Mesh Games, LLC.

A \$5,000 Capital Catalyst Fund Grant to Virtual<sup>2</sup> Leagues, LLC. with the understanding that any Capital Catalyst Fund Royalty Investment funding *could* occur if the Whitewater CDA receives additional funding from WEDC and no action be taken on the CDBG RLF ED Loan request.

No action to be taken on any BioChar application at this time.

Singer (1); Allen (2)

Aye: Allen, Henry, Knight, Singer, Winship (5)  
Nay: None  
Abstention: Kachel (1)

**8. Consideration and discussion of a request to reimburse Pinpoint Software for a portion of their closing costs associated with their CDBG-RLF loan.**

At the October 8, 2014 CDA meeting, the Board entertained a request from Pinpoint Software to be reimbursed for a portion of their legal fees. These fees were incurred with the request that they provide an opinion from their attorney regarding the authority to incur debt. At that meeting, no action was taken. Staff was asked to ascertain the actual costs that were incurred. Pinpoint Software indicated that the cost of this service was \$1,250.00 for this opinion.

A motion was made to Reimburse Pinpoint Software the \$1,250.00 for legal fees incurred.

Singer (1); Allen (2)

Aye: Allen, Henry, Knight, Singer, Winship (5)  
Nay: None  
Abstention: Kachel (6)

**9. Consideration and discussion of a potential TIF expenditure for TIF #6.**

The Board directed CDA Staff to meet with the various stakeholders and add TIF 5, 6, & 7 to future agendas and begin to make long-term, strategic planning for these TIF areas.

**10. Consideration and discussion of submitting a funding request to the Department of Administration for additional CDBG funds.**

Pat Cannon has discussed this with Department of Administration staff and will be discussing this again on Friday with staff in that department.

The Board authorized Pat Cannon and Jeff Knight to work collaboratively to submit a funding request for additional CDBG funds to Department of Administration.

Allen (1); Winship (2)

Aye: All via Acclamation (6)  
Nay: None

**11. Update on the citywide fiber optics project for the city including the Business Park and Technology Parks.**

The city is getting a lot more requests for fiber optics needs from various companies throughout the community. There will be further discussion with various stakeholders and long-term strategic planning.

**12. Update on long-term marketing and community branding project.**

The Board directed CDA staff to share the most recent marketing piece with the expanded marketing/community branding project committee and solicit feedback before any further printing.

The Board also directed CDA staff to work on promotional material regarding the Innovation Center, it's tenants, and the role the CDA played in filling the building to capacity.

The Board also indicated that this aspect of the CDA should be included in any discussion with potential CDA staff during the hiring process in the future.

**13. Update on proposal with Department of Workforce Development regarding interns and educational opportunities.**

We are working with various businesses and Department of Workforce Development on a number of opportunities available to the companies and their employees.

**14. Future agenda referrals.**

The Common Council will discuss the construction options for keeping traffic lanes/businesses open during construction periods at their meeting on December 2<sup>nd</sup>. This could potentially include a general policy and/or procedure.

The Board of Directors will need packets of information/binders with information regarding TIF 5,6, and 7 in order to be adequately prepared for further discussion on this item in the future.

The Board would like CDA staff to coordinate and host an event celebrating the success of the Innovation Center in the near future.

**15. Adjourn.**

A motion was made to Adjourn the meeting.

Allen (1); Winship (2)

Aye: All via Voice Vote (6)

Nay: None

The meeting was adjourned at 7:19pm.