

Whitewater Community Development Authority  
Meeting Minutes  
January 28, 2015

**1. Call to order and roll call**

The meeting was called to order by Chair Jeffery Knight at 5:00 p.m. The meeting was held at the Innovation Center, Room 105, 1221 Innovation Drive, Whitewater, WI 53190

Present: Abbott, Allen, Kachel, Knight, Parker, Singer

Absent: Henry

Also: Cameron Clapper, Mitch Simon, Patrick Cannon,

**2. Hearing of Citizen Comments**

Mr. Tawsif Anam, staff member for Senator Ron Johnson introduced himself and offered the assistance of their office if needed.

**3. Approval of Agenda**

The agenda was approved and item #7 was moved to be discussed prior to Acceptance of Financial Statements.

Kachel (1); Singer (2)

Aye: All via voice vote

Nay: None

**4. Approval of the December 10, 2014 Minutes**

The minutes were approved with the confirmation of the motion makers and seconds as presented.

Singer (1); Allen (2)

Aye: All via voice

Nay: None

**5. Acceptance of October 2014 Financials**

The Financial Statement were presented and discussed.

A motion was made to accept the December, 2014 Financial Statements.

Singer (1); Allen (2)

Aye: All via voice vote

Nay: None

6. **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, wherever competitive or bargaining reasons require a closed session.**
- a. **Sale of City owned property located at intersection of Innovation Drive and Technology Dr.**
  - b. **Consideration and discussion of a subordination request for IButtonLink, LLC.**
  - c. **Consideration and discussion of an adjustment to the Capital Catalyst Promissory Note for Slipstream, Inc.**
  - d. **Consideration and discussion of the CDBG Promissory Note for Pinpoint Software, LLC.**
  - 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.**

Motion: To go into closed session as per state statutes and allow Cameron Clapper, Mitch Simon and Patrick Cannon to be present in closed session.

Knight (1); Allen (2)

Aye: Abbott, Allen, Kachel, Knight, Parker, Singer

Nay: None

Attorney Simon left the meeting prior to returning to open session.

#### **Return to open session for possible action**

Motion: To return to open session to take action.

Singer (1); Abbott (2)

Aye: All via voice vote

Nay: None

**Motion:** To authorize the sale of approximately 2.65 acres of land in the Business Park at a price of \$10,000 per acre. The buyer (Steve Rabb) agrees to construct a new building with a minimum value of \$1,200,000. The CDA agrees to hold a zero percent note from date of closing for a period of less than 2 years to allow the building to be constructed. The Chairperson of the CDA and the Executive Director are authorized to sign the necessary paperwork for this sale.

Allen (1); Abbott (2)

Aye: Abbott, Allen, Kachel, Knight, Parker, Singer

Nay: None

**Motion:** To authorize the Chairperson and Executive Director to sign a subordination request for IButtonLink, LLC. The company is refinancing some debt currently in a superior position to the CDA debt. This action is needed in order to complete that transaction.

Singer (1); Abbott (2)

Aye: Abbott, Allen, Kachel, Knight, Parker, Singer

Nay: None

No other action was taken in open session.

Chair Jeff Knight took the opportunity to introduce Stephanie Abbott as the new Council Representative to the CDA.

#### **7. Consideration and discussion of authorizing signers for a Safety Deposit Box**

Staff noted that the CDA currently has a Safety Deposit Box at First Citizens State Bank. However, the box is too small for the documents needed to be stored. The CDA has obtained a larger box that is sufficient in size. In addition, the list of authorized signers needed to be updated. Therefore, the attached Resolution was presented to update the list of authorized signers.

A motion was made to approve the attached Resolution.

Abbott (1); Kachel (2)

Aye: Abbott, Allen, Kachel, Knight, Parker, Singer

Nay: None

#### **8. Consideration and discussion of a request to repair/replace the barn at the Howard Road Property.**

Staff noted that the roof on the barn is in need of repair. The items being stored in the barn are the responsibility of other City departments. However, since the Public Works department removed and disposed of the house on site, the CDA has agreed to spend up to \$10,000 to complete the repairs to the roof. The expense would be charged to the operational account.

Parker (1); Abbott (2)

Aye: Abbott, Allen, Kachel, Knight, Parker, Singer

Nay: None

#### **9. Consideration and discussion of the impact of potential traffic restrictions on TIF districts and the Business and Technology Parks.**

The Chair noted that the city is currently addressing the traffic impact on various streets via its capital projects. The concern is that adjustments will be made to the allowable uses of various streets that will have a negative impact of vehicular traffic for businesses within the City. The addition on street bike paths is an example of how truck traffic may be negatively impacted with these changes.

After considerable discussion, the CDA moved to send a request to the City Council that any truck routes are the last streets for conversion to utilizing on street bike paths and that a traffic engineering study is completed to determine the impact these changes might have on truck traffic.

Kachel (1); Allen (2)

Aye: Abbott, Allen, Kachel, Knight, Parker, Singer

Nay: None

#### **10. Consideration and discussion of Innovation Center /Capital Catalyst Fund event.**

The Chair noted that no date has been set. He is working with both the Lt. Governor and Speaker's offices to determine availability to attend.

#### **11. Consideration and discussion of Current TIF districts:**

- a. TIF #4
- b. TIF #5
- c. TIF #6
- d. TIF #7
- e. TIF #8
- f. TIF #9

Staff indicated that they are working on the districts to update the cost estimates

#### **12. Update on the City wide fiber optics project including the Business Park and Technology Parks**

No additional information was provided.

#### **13. Update on the long term marketing and community branding project**

No additional information was provided.

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

The Chair noted that Blackthorne Has received a Fast Forward grant for training. In addition, he would like to see the CDA host an educational session with various businesses in Whitewater to learn more about the Fast Forward program.

#### **15. Future Agenda Items**

- 1. Discussion of potential indoor recreation facility
- 2. Traffic impacts
- 3. Restriction on bundling of various CDA administered loans

#### **16. Adjournment**

A motion was made at 7:43 to adjourn the meeting.

Kachel (1); Allen (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