

# Whitewater Community Development Authority

## Meeting Minutes

### November 18, 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, located at 1221 Innovation Drive, Whitewater, WI 53190

Present: Knight, Kachel, Parker, Henry, Allen, Abbott(6:25pm), Singer(5:30pm)

Absent: None

Also: Patrick Cannon, Thomas Harrigan, and Cameron Clapper

#### 2. 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.*

None

#### 3. Approval of agenda

Motion to approve the agenda as presented

Allen (1); Kachel (2)

Aye: All via voice vote (5)

Nay: None

#### 4. Approval of Minutes

##### a. October 22, 2015

Motion to approve the minutes

Allen (1); Kachel (2)

Aye: All via voice vote (5)

Nay: None

#### 5. Acceptance of Financial Statements

##### a. October, 2015

##### b. Fund Balances

##### c. Loan Portfolio

Motion to accept the Financial Statements

Allen (1); Parker (2)

Aye: All via voice vote (5)

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, whenever competitive or bargaining reasons require a closed session."

- a. **Consideration and discussion of a proposed Offer to Purchase regarding the sale of approximately 5.0 acres in the Business Park.**
- b. **Consideration and discussion of the payment agreement from Pinpoint Software regarding their CDBG RLF Loan.**
- c. **Consideration and discussion of a request from Walenton Learning Depot for the release of collateral.**
- d. **Consideration and discussion of an Economic Development Incentive for TIF #5.**
- e. **Consideration and discussion of a CDBG RLF - ED loan modification for Thermodata Corporation.**
- f. **Consideration and discussion of Capital Catalyst Loan modification for ABL Technologies**
- g. **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.**

Motion was made to move into closed session, allowing for Cameron Clapper, and CDA staff, Patrick Cannon and Thomas Harrigan, to remain for the discussions to be included in closed session.

Knight (1); Allen (2)

Aye: Allen, Henry, Kachel, Parker, Knight

Nay: None

Mr. Singer arrived at 5:30pm

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

**A motion was made to return to open session.**

Singer (1); Allen (2)

Aye: All via voice vote (7)

Nay: None

In open session, there was no action was taken on closed session items.

**8. Consideration and discussion of relocation of CDA offices from City Hall.**

The CDA Board recognized that the CDA staff has a need to work in close proximity within City Hall. City Manager, Cameron Clapper, acknowledged this need and will look into options where the CDA staff offices can be located closer in proximity. Additionally, the marquees located at City Hall will include signage for the CDA office.

Ms. Abbott arrived at 6:25pm

**9. Consideration and discussion of Project Plan amendments for TIF #5**

CDA Director Patrick Cannon provided an update to the Board that Crystal Singer has been appointed by the Joint Board of Review (JBR) as the 5<sup>th</sup> at-large member. At the JBR meeting on 11/17/2015, the County request two changes to the Tax Incremental Finance Project Plan document. They are as follows:

1. Making the JRB permanent

2. Any expenditure over 15% of the amended project plan would require approval of the JRB

**10. Consideration and discussion of Certified Sites program.**

A motion was made to direct the CDA staff to begin the application process for the Wisconsin Economic Development Corporation's Certified Sites Program.

Abbott (1); Singer (2)

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

Nay: None

**11. Future agenda referrals.**

**12. Adjourn.**

A motion was made at 7:45pm to adjourn the meeting

Singer (1), Abbott (2)

Aye: All via voice vote (7)

Nay: None

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

**Jeffery Knight**  
**Chairperson**



**Thomas Harrigan**  
**Recorder**

