

Whitewater Community Development Authority

Meeting Minutes

April 28, 2016

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, Allen, Henry, Kachel, Parker

Absent: Singer,

Also: Patrick Cannon (Executive Director, CDA), Thomas Harrigan (Economic Development Specialist, CDA), Representative of the Whitewater Fire Department

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 was made to approve the agenda as presented

Allen (1); Kachel (2)

Aye: All via voice vote (5)

Nay: None

4. Approval of Minutes

a. **March 24, 2016**

b. **April 6, 2016**

Chairman Knight provided a brief overview of the minutes taken from the March 24, 2016 CDA meeting. Specifically item 6 in which the CDA made a motion to start the process of moving the property on the south end of the former Alpha Cast site to be used at the discretion of the Parks and Recreation Department as a potential park space, and the property on the north half of the former Alpha Cast site would be dedicated to the Fire Department to be used at their discretion.

Mr. Cannon told the Fire Department representative that he will contact the Fire Chief to set an appointment to discuss future steps.

Motion to approve the Minutes as presented

Allen (1); Kachel (2)

Aye: All via voice vote (5)

Nay: None

5. Acceptance of Financial Statements

a. **March, 2016**

b. **Fund Balances**

c. **Loan Portfolio**

Motion was made to accept the financial statements as presented
Kachel (1); Parker (2)
Aye: All via voice vote (5)
Nay: None

6. Consideration and discussion of amending the CDBG Home Rehabilitation Loan process.

This item will remain on the agenda in order to allow CDA staff to review the current contract it has with MSA.

7. Consideration and discussion of submitting an application to the Wisconsin Economic Development Corporation (WEDC) for a Capital Catalyst Grant.

A motion was made to authorize an application to be submitted to WEDC for a Capital Catalyst Grant using the \$75,000 from the amended 2015 budget that returned UDAG money, and use it as the matching fund requirement of the program.

Allen (1); Kachel (2)
Aye: Allen, Henry, Kachel, Parker, Knight
Nay: None

8. Consideration and discussion of updating of the study completed by Dr. Kashian.

Motion was made to authorize \$3,000 to retain Dr. Kashian to update the housing study and ask Chair and Vice Chair to meet with Dr. Kasian to work out the details on the new study.

Kachel (1); Parker(2)
Aye: Allen, Henry, Kachel, Parker, Knight
Nay: None

9. Update on grocery store recruitment/marketing

Mr. Cannon provided a brief update on the progress of the grocery store / marketing study. Mr. Perkins is in the process of identifying potential locations of where a grocery store could be located within the City. Board Chair Knight stressed that he would like for Mr. Perkins to make that determination on his own. This will allow for property owners to compete naturally in the market. Mr. Cannon suspects the study will be completed in the coming weeks.

10. Update on the Certified Sites program

CDA staff provided a brief update on the Wisconsin Economic Development certified Site program application. The field review was conducted on April 11th and Deloitte has returned a letter outlining the remaining requirements needing to be submitted in order to gain the Certified Site recognition. All these materials will need to be submitted by June 24th.

11. 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 for a loan deferral request from JCIB, LLC dba Jimmy's Classic Italian Beef.**
- b. **Consideration and discussion of sale price for City owned property located at the following**

1. **Intersection of Elkhorn Road (Business 12) and Bluff Road**
 2. **Lots #2 & #3 located on East Bluff Road.**
 3. **Vacant property located in Technology Park**
- c. **Consideration and discussion of loan subordination request for iButtonLink LLC**
 - d. **Consideration and discussion of developing a negotiating strategy (including cost options) for contracting of outside legal services.**
 - 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.**

Motion was made to move into closed session
 Allen (1); Kachel (2)
 Aye: Allen, Henry, Kachel, Parker, Knight
 Nay: None

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

Motion was made to return into open session
 Henry (1); Parker (2)
 Aye: All via voice vote (5)
 Nay: None

Motion to authorize JCIB LLC., Jimmy's Classic Italian Beef, for a three month loan deferral that matches up with the same length of time as their commercial loan deferral with the bank.

Allen (1); Henry (2)
 Aye: All via voice vote (5)
 Nay: None

Motion was made for the price of City owned property at the intersection of Elkhorn Rd and Bluff Rd, and Lots # 2 & #3 located on East Bluff Rd be set at 10% above appraisal, and for CDA staff to meet with the three local real estate businesses in town and discuss with them about the potential of conducting a co-brokerage on the properties. Also, for Bruce Parker to make himself available to assist CDA staff in this process.

Allen (1); Kachel (2)
 Aye: All via voice vote (5)
 Nay: None

Motion was made to authorize the subordination request of iButton Link on a \$100,000 line of credit.

Allen (1); Parker (2)
 Aye: All via voice vote (5)
 Nay: None

13. Future agenda referrals.

1. Proposal on sale signage in the Business and Tech Park for marketing purposes.
2. Looking into qualifying the land for sale that is outside of the Proposed Certified Site.

14. Adjourn.

Motion to adjourn

Allen (1); Parker (2)

Aye: all via voice vote

Nay: None

The minutes were reviewed and approved by the CDA at its meeting on: 5/26/2016

**Jeffery Knight
Chairperson**



**Thomas Harrigan
Recorder**

