

Whitewater Community Development Authority

Meeting Minutes

September 28, 2016

1. Call to order and roll call.

The meeting was called to order by Chair Jeffery Knight at 5:05 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190

Present: Knight, Henry, Allen (5:20), Parker, Singer, Winship (5:02)

Absent: Kachel

Also: Cameron Clapper, City Manager, Wallace McDonell,, City Attorney, Doug Saubert, Finance Director, Patrick Cannon CDA Executive Director

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.*

City Manager Clapper indicated that is the CDA members have a concern or issue with either a city operation or city employee, they should contact him directly.

3. Approval of agenda

Motion to approve the Agenda as presented

Singer (1); Henry (2)

Aye: All via voice vote (4)

Nay: None

4. Approval of Minutes

a. August 22, 2016

b. September 12, 2016

Motion to approve the Minutes for both meetings as presented

Singer (1); Henry (2)

Aye: All via voice vote (4)

Nay: None

5. Acceptance of Financial Statements

a. August, 2016

b. Fund Balances

c. Loan Portfolio

Dr. Winship enters the meeting at 5:02

Motion to approve the financial statements as presented

Singer (1); Henry (2)

Aye: All via voice vote (5)

Nay: None

6. Consideration and discussion of CDA Loan portfolio and collection process for current and delinquent loan payments.

Staff outlined the current loan process and how the application is processed and approved by the Board. The Board expressed a concern over the number of delinquent loans and how the collection process is being addressed.

Staff was directed to review the current delinquency policy and to draft a new policy outlining the loan approval process. The Board would like to review these items so that action can be taken where warranted.

Mr. Allen enters the meeting (5:20)

7. Consideration and discussion of future CDA staffing needs and establishing short and long term goals for CDA operations.

Staff outlined the current CDA staffing and the hiring process for the vacant position. The Board wanted to know the current job descriptions for the Executive Director position and how is it ranked within the City pay plan. The Board indicated that they would like to discuss the hiring of a full time Executive Director. However, they would like to defer this discussion to a special meeting due to time restraints.

8. Consideration and discussion or proposed 2017 CDA budget.

Staff provided the Board with a proposed 2017 budget. It outlined the funding necessary for continued operations at the existing staffing levels. The Board felt this was sufficient and that they could amend the budget at a later date if necessary based upon personnel changes.

9. 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 amending current CDA CDBG and Capital Catalyst loans to authorize appropriate closing costs to be included as part of the Note Agreement.**
- b. **Consideration and discussion of amending certain CDBG Loan Agreements to allow for an extended period of payment deferrals.**
- c. **Consideration and discussion of contract with Redevelopment Resources for management services.**
- d. **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 and allow Cameron Clapper, Doug Saubert and Patrick Cannon to remain in closed session

Knight (1); Allen (2)

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

Nay: None

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

Motion was made to return into open session

Allen (1); Winship (2)

Aye: All via voice vote (6)

Nay: None

In open session, the following actions were taken:

Regarding agenda item 9a

Motion was made to amend the current CDA CDBG and Capital Catalyst loans to authorize the appropriate closing costs to be included in the Note Agreement. This motion was to include all loans

Allen (1); Winship (2)

Aye: Allen, Henry, Parker, Singer, Winship, Knight

Nay: None

Regarding agenda item 9b

Motion was made to extend the deferred payment period from 12 to 24 months for CDBG loans awarded to SOLOMO Technology, Meeper and Mobile Mesh. The loans would still be repaid within the original ten year period.

Allen (1); Singer (2)

Aye: Allen, Henry, Parker, Singer, Winship, Knight

Nay: None

No further action was taken in open session

11. CDA/Staff updates on:

a. Grocery store recruitment/marketing study

Staff indicated that they have been in contact with a potential grocer who has expressed an interest in opening a store in Whitewater.

b. Economic Development Specialist - CDA position

Staff indicated that this process is being held in abeyance pending a future meeting of the CDA regarding staffing.

c. Housing Study

A roundtable has been scheduled on October 12, 2016 for the major employers in the Business Park and City.

d. Business Park signage

Staff indicated that a conceptual sign has been provided by the sign company. Adjustments are being made to the sign.

e. Listing Real Estate Broker agreement

This agreement will be completed after the signs have been installed.

f. Department of Administration letter regarding CDBG loan program

Staff provided an update on the points outlined by DOA and how each item has been addressed.

12. Future agenda referrals.

None

13. Adjourn.

Motion was made to adjourn at 6:43 pm

Singer (1); Allen (2)

Aye: All via voice vote (6)

Nay: None

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

**Jeffery Knight
Chairperson**

**Patrick Cannon
Recorder**

A handwritten signature in cursive script that reads "Jeffery Knight".