

Whitewater Community Development Authority

Meeting Minutes

October 12, 2016

1. Call to order and roll call.

The meeting was called to order by Chair Jeffery Knight at 6:30 p.m. The meeting was held at the Innovation Center, Room 205, located at 1221 Innovation Drive, Whitewater, WI 53190

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

Absent: None

Also: Cameron Clapper, City Manager, 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.*

None

3. Approval of agenda

Motion to approve the Agenda as presented

Allen (1); Kachel (2)

Aye: All via voice vote (7)

Nay: None

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

Staff provided the Board with a list of potential long term goals. The list outlined a wide variety of potential areas of discussion. In its discussion the Board highlighted the need to complete retention visits, be provided an update on loan activity and the potential for a City wide survey on its value as additional goals.

The Board also addressed the future staffing needs of the CDA. At this time, the Board felt it was in their best interest to change for a part time contractual service to employing a full time Executive Director. While still remaining within the proposed 2017 budget, the Board indicated that they would like to develop a transition plan for the current staffing while moving into a full time position.

Motion:

To transition to a full time Executive Director Position with an expected salary of \$75,000 to \$85,000 and to develop recruitment plan.

Winship (1); Singer (2)

Aye: All via voice vote (7)

Nay: None

5. **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 contract with Redevelopment Resources for management services.**

Motion was made to move into closed session and allow Cameron Clapper and Patrick Cannon to remain in closed session

Knight (1); Allen (2)

Aye: Allen, Henry, Kachel, Parker, Singer, Winship, Knight (roll call vote)

Nay: None

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

Motion was made to return into open session

Kachel (1); Winship (2)

Aye: All via voice vote (7)

Nay: None

In open session, no action was taken regarding the closed session matter.

7. Future agenda referrals.

1. A discussion regarding the status of the active TIF Districts and the debt capacity repayment availability for the districts. Requesting that the City Financial Advisor be part of the analysis.
2. Inviting the Downtown Coordinator and Chamber Director to a future meeting to discuss the Façade loan program.
3. Providing a status update on the companies holding both CDBG and Capital Catalyst loans with the CDA.

8. Adjourn.

Motion was made to adjourn at 8:12 PM

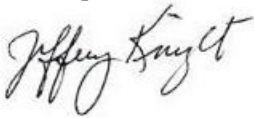
Winship (1); Allen (2)

Aye: All via voice vote (7)

Nay: None

The minutes were reviewed and approved by the CDA at its meeting on October 26, 2016.

**Jeffery Knight
Chairperson**



**Patrick Cannon
Recorder**