

**Whitewater Community Development Authority**  
**Meeting Minutes**  
**October 26, 2016**

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

The meeting was called to order by Chair Jeffrey Knight at 5:42 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190

Present: Knight, Allen, Kachel, Parker

Absent: Henry, Singer, Winship

Also: Patrick Cannon (CDA Executive Director), Cameron Clapper (City Manager-departs 6:18 pm)

**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 (4)

Nay: None

**4. Approval of Minutes**

A. September 28, 2016

B. October 12, 2016

C. October 19, 2016

Motion to approve the Minutes for three meetings as presented

Allen (1); Parker (2)

Aye: All via voice vote (4)

Nay: None

**5. Acceptance of Financial Statements**

A. September, 2016

B. Fund Balances

### C. Loan Portfolio

Motion to approve the financial statements as presented

Allen (1); Parker (2)

Aye: All via voice vote (4)

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 contract with Redevelopment Resources for management Services.

B. Consideration and discussion of a CDBG Loan Agreement amendment with Pinpoint Software.

C. Consideration and discussion of Line of Credit request from Slipstream.

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

Knight (1); Allen (2)

Aye: Knight, Allen, Kachel, Parker

Nay: None

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

Motion was made to return into open session

Allen (1); Parker (2)

Aye: All via voice vote (4)

Nay: None

In open session:

**A. Consideration and discussion of contract with Redevelopment Resources for management services.**

In open session, no action was taken.

**B. Consideration and discussion of a CDBG Loan Agreement amendment with Pinpoint Software.**

Pinpoint Loan Modification: Pinpoint will make regular contract payments for the next 4 months with a final loan payment on February 15, 2017.

Motion to approve financial arrangement with Pinpoint:

Allen (1); Parker (2)

Aye: All via voice vote (4)

Nay: None

**C. Consideration and discussion of Line of Credit request from Slipstream.**

Deferral on line of credit with Slipstream to gather more information.

In open session, no action was taken.

**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.**

In open session, no action was taken.

**8. Consideration and discussion of future TIF funding for TIF#5, #6 and #7**

Staff updated on TIF status and that based on current projects on long term borrowing any public improvements would be difficult due to the TIF life balance to recover the payments of the debt. TIF district are coming close to their project life in 2027 which would only allow for 8 years to generate income. Large public improvements will not be possible, but some small public improvements could still work. TIF Districts were established 18 years ago and to date have not brought in any increments. The recession started in 2008 which contributed to the dismal economic situation.

City staff will gather financial information for TIF #4 on the amount spent on street reconstruction and street repair. Information should be ready in January 2017.

Pay Go economic development incentives would still be available.

**9. Consideration and discussion of Business Retention and Expansion (BRE) visits involving CDA and City Staff.**

Policy and procedure need to be established for both parties with input and assistance from the City to assist in finalizing deals within a week so deals are not getting held up at the city level due to response. Policy and Procedures will be discussed again at the January 17, 2017 CDA Meeting.

**10. Consideration and discussion of re-establishing an asking price for property located in the Business Technology Parks.**

Certified Sites Program needs final numbers on asking price:

Technology Park asking price \$43,000 per acre

Business Park asking price \$34,000 per acre

Motion to approve asking prices as recommended

Allen (1); Parker (2)

Aye: All via voice vote (4)

Nay: None

## **11. Consideration and discussion of the Façade Improvement Loan program.**

Mark Johnson from the Technology Park has indicated that they would like for the CDA to consider using the Façade money for Grants and Capital Catalyst. Currently there is \$144,000 and a \$25,000 certificate of deposit for a total of approximately \$166,000. USDA would need a petition submitted to them in order to change the way the loans could be used but would still need to be used as a loan for a business with 15 or less employees with revenue under \$1,000,000.

No action was taken. City of Whitewater and Downtown Whitewater will meet to discuss.

Future discussion date: February 2017.

## **12. CDA/Staff updates on:**

### **A. Grocery store recruitment**

Few contacts are still coming in. Co-op is still developing a Steering Committee. Vacant land may be more viable than existing vacant properties.

### **B. CDA Staffing**

Knight to meet with Clapper and HR personnel from City to discuss on November 1<sup>st</sup>.

### **C. Housing Study**

Roundtable was conducted by major employers at Business Park. Not a strong turnout. The employers were going to survey their employees on where they live and why. Park and Recreation plays a major role in attracting residents.

### **D. Business Park Signage**

Bluff Road Properties signs are ready.

### **E. Listing Real Estate Broker agreement**

Agreement has been broken.

### **F. Department of Administration letter regarding CDBG loan program**

Deb Wegner, accountant for CDBG, is scheduled to be completed on 10/31/2016. Semi-Annual report has been completed. P.Canon submitted accounting questions to her and they will sit down to discuss during the follow-up visit. Canon has a few field visits to complete in order to verify employees for those businesses that have a CDBG loan.

## **13. Future agenda referrals**

Contract on realtors for sale of the lots in Business and Technology Parks

#### **14. Adjourn**

Motion was made to adjourn at 7:30 pm

Kachel(1); Allen(2)

Aye: All via voice vote(4)

Nay:

The minutes were reviewed and approved by the CDA at its meeting on November 9, 2016