

Whitewater Community Development Authority

Meeting Minutes

November 9, 2016

1. Call to order and roll call.

The meeting was called to order by Chair Jeffery Knight at 5:30 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190

Present: Knight, Henry, Allen, Kachel, Parker, Singer, Winship (6:15)

Absent: None

Also: 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.*

It was noted that it is the intention of the CDA to fully comply with the City Ordinance regarding filming of all public meetings. Unfortunately, tonight's meeting is not being recorded due to a scheduling error.

3. Approval of agenda

Motion to approve the Agenda as presented

Allen (1); Kachel (2)

Aye: All via voice vote (6)

Nay: None

4. Approval of Minutes

a. October 26, 2016

Motion to approve the Minutes for both meetings as presented

Allen (1); Singer (2)

Aye: All via voice vote (6)

Nay: None

5. Acceptance of Financial Statements

a. October, 2016

b. Fund Balances

c. Loan Portfolio

It was noted that the October Financial Statements are not available due to the early scheduling of the CDA meeting. They will be distributed once they Finance Department have completed the reconciliation of the accounts.

The members were provided with a copulation report regarding all the funds under the authority of the CDA. Included in this report were accounts for the Moraine View Park and Program Administration. Staff was directed to research these funds and report the history to the CDA.

Motion: to accept the copulation report as presented.

Allen (1); Parker (2)

Aye: All via voice vote (6)
Nay: None

6. Consideration and discussion of proposed job description for the CDA Executive Director.

It was noted that the City has been researching job descriptions from other communities that could be used as examples of duties for this position. The Human Resources Director will be working on this over the next few weeks and will be presenting a draft to the CDA in the future.

No action was taken

7. Consideration and discussion of authorizing signing of listing contracts for vacant properties in the Business Park, technology Park, Bluff Road and Elkhorn Road areas owned by the City or CDA.

It was noted that the CDA has been working with three local Realtors to begin to market the properties. The Realtors have reached an agreement amongst themselves on the commission associated with each sale. In order to accurately list the properties, the CDA and the Realtors both felt that it would be in everyone's best interest to meet with the Realtors and provide them with a more detailed background on the properties and the programs available to the CDA. Staff was directed to schedule a meeting and develop an outline for this purpose.

It was also recommended that the Realtors meet with Dr. Kashian to discuss the housing study currently being completed.

Dr. Winship enters the meeting at 6:15pm

No further action was taken.

8. Consideration and discussion of the Commercial façade Loan Program manual and application.

The Chair noted that the manual provided to the members appears to contain all the necessary information. No changes were warranted.

As part of the marketing of this program, staff was directed to invite the Chamber of Commerce and Downtown Improvement staff to a future meeting to discuss the use of this program.

No action was taken.

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 contract with Redevelopment Resources for management services.

b. 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 Patrick Cannon to remain in closed session
Knight (1); Allen (2)

Aye: Allen, Henry, Kachel, Parker, Singer, Winship, 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
Winship (1); Singer (2)
Aye: All via voice vote (7)
Nay: None

In open session, the following actions were taken:

Regarding agenda item 9a
Motion was made to amend to approve the proposed contract with Redevelopment Resources for management services for the period of February 15, 2017 through December 31, 2017.

Singer (1); Winship (2)
Aye: Allen, Henry, Kachel, 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 new contacts have happened since the prior CDA meeting. The Chair expressed an interest in assisting the CO-OP group if they were to lease a vacant store front in the downtown.

b. Housing Study

Staff indicated that a survey has been prepared and is ready to be distributed. The Chair requested confirmation that the R2A portion of the study is still being included.

c. Business Park signage

Staff indicated that a conceptual sign has been provided by the sign company. Adjustments are being made to the sign. Staff was given authorization to order the signs

d. Department of Administration letter regarding CDBG loan program

Staff indicated that the semiannual report has been filed with the State. Several of the items included in their prior letter cannot be fully addressed at this time due to the lack of new loan activity. Staff noted that the next major portion of the internal review will be to verify the job creation at each business. Several have been completed but other will need to be done in the near future. The Chair indicated that he would be willing to assist and review the files to determine what each business still needs to provide

12. Future agenda referrals.

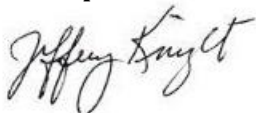
None

13. Adjourn.

Motion was made to adjourn at 7:20 pm
Singer (1); Allen (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



Patrick Cannon
Recorder