

**Whitewater Community Development Authority**  
**Meeting Minutes**  
**January 26, 2017**

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

The Meeting was called to order by Chair Jeffrey Knight at 5:30 p.m. The meeting was held at the Innovation Center, Room 205, located at 1221 Innovation Drive, Whitewater, WI 53190.

Present: Knight, Allen, Kachel (5:40 pm), Henry, Parker, Singer (5:43 pm), Winship (5:35 pm)  
Also: Patrick Cannon (CDA Executive Director)

**2. Authorization to waive 72 hour notice requirement for posting of an agenda:**

Motion to approve waiving of the Agenda

Henry [1]; Allen [2]

Aye: All via voice vote [4]

Nay: None

**3. 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.*

- No one from the public wished to make a comment.

**4. Approval of agenda.**

Motion to approve agenda as amended.

Allen [1]; Parker [2]

Aye: All via voice vote (4)

Nay: None

**5. Approval of minutes.**

**a. December 21, 2016**

Motion to approve the minutes as presented:

Allen [1]; Henry [2]

Aye: All via voice vote [4]

Nay: None

## 6. Acceptance of Financial Statements

- a. November, 2016
- b. Fund Balances
- c. Loan Portfolio

- P.Cannon to review the procedures for handling delinquency notices to ensure compliance.

Motion to approve the financial statements as presented

Allen [1]; Henry [2]

Aye: All via voice vote[4]

Nay: None

## 7. Consideration and discussion of hiring process and job description for the Executive Director position.

- J. Winship arrives at 5:35 pm.
- Knight evaluates how the hiring process will proceed for the Executive Director position. J. Atkinson- will reduce the application list down to 8 of the most qualified. Candidates would then participate in a SKYPE interview. 2-3 Candidates would then be brought before the board. Process would be completed by the middle of April.
- L. Kachel arrives at 5:40 pm.
- SKYPE Interview Panel will be scheduled in the afternoon.
- Winship suggests using Web-X, from the campus, to conduct the interview instead of SKYPE as everyone would be able to be at different locations instead of in one meeting room. P.Cannon to discuss possibility of using Web-X and making sure necessary posting are completed with J. Atkinson.
- *Ad Hoc Interview Committee established:*
  - Jeff Knight
  - Jim Winship
  - Larry Kachel
  - Donna Henry [Alternate]
  - Bruce Parker [8:30 am -2:00 pm if needed]
- No changes implemented to current job description
- P. Singer arrives 5:43 pm

## 8. Presentation and update from Slipstream (deleted at applicant's request)

**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. 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.
- B. Consideration of a Line of Credit request from Slipstream (deleted at applicant's request)
- C. Consideration and discussion of a request for a TIF #6 economic development incentive for Michael Sina
- D. Consideration and discussion of issuing NOTICES OF ACCELERATION OF FULL AMOUNT OF LOAN AND DEMAND FOR PAYMENT**

- 1. Thermodata**
- 2. JCIB**

Motion was made to move into closed session

Knight [1]; Allen [2]

Aye: All via voice vote [4]

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 [4]

Nay: None

**In open session:**

A. Motion made to accelerate the loan for Item D2, JCIB with due process

Allen [1]; Winship [2]

Aye: All via voice vote [7]

Nay: None

**11. Consideration and discussion of a establishing a monthly meeting night and time for future CDA meetings.**

A. Motion to move meetings to the 4<sup>th</sup> Thursday of every month at 5:30 pm

Winship [1]; Singer [2]

Aye: All via voice vote [7]

Nay: None

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

A. Grocery store recruitment

- Request to contact Milton Piggly Wiggly, P. Cannon to ensure the Feasibility Study is provided to the owner.

- P. Cannon to follow up on prior grocery store interest at the Sentry site. John Enslin was unavailable until after the first of the year.
- Letter to be sent to Whitewater Foundation from P. Cannon regarding need for grocery store.

**B. Housing Study**

- P. Cannon to follow up with Russ Kashian on Housing Study which was to be completed and the invoice.

**C. Department of Administration letter regarding CDBG loan program**

- Knight reviews letter from CDBG loan and stresses policy and procedure manual needs to be followed exactly.
- Auditor will return in March. Currently all tasks have been completed from her prior letter.
- Cannon discusses Pinpoint Software was correctly labeled as a CDBG loan in the Finance Department, but was inadvertently paid from UDAG funds. Item to be corrected by K. Dieter per P. Cannon instruction. By the end of February correct balances will reflect in CDBG and UDAG accounts. Knight requests a meeting with P. Cannon and C. Clapper to discuss issue with the two accounts and corrective actions.

**13. Future agenda referrals.**

No one from board had future agenda items.

**14. Adjourn.**

Motion was made to adjourn at 7:14 pm

Kachel [1]; Singer [2]

Aye: All via voice vote [7]

Nay: None

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

Jeffrey Knight  
Chairperson

Patrick Cannon  
Recorder