

Whitewater Community Development Authority
Meeting Minutes
March 23, 2017

1. Call to order and roll call.

The meeting was called to order by Chair Jeffrey Knight at 5:00 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190.

Present: Knight, Allen, Henry, Kachel,

Absent: Singer, Winship, Parker

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.*

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

3. Approval of agenda.

Motion to approve agenda

Kachel (1); Allen (2)

Aye: All via voice vote (4)

Nay: None

4. Approval of minutes.

A. January 26, 2017

B. February 23, 2017

Motion to approve minutes

Allen (1); Kachel (2)

Aye: All via voice vote (4)

Nay: None

5. Acceptance of Financial Statements

A. February, 2017 was presented. Staff was requested to provide reports for January, 2017 for Board approval. These were not approved at a prior meeting due to time constraints.

B. Fund Balances: Fund 900 reflects \$400.00 in office rent which P. Cannon will investigate what exactly the charge is for.

C. Loan Portfolio: Fine Food Culture, LLC (the Black Sheep) and Pinpoint Software paid off their loans. JCIB is out of business and a first letter has been sent. City Attorney will be notified to assist with advancing the payment of the loan. Moraine View and Program Administration have been inactive for a period of time. P. Cannon suggests rolling the funds into the UDAG account and removing from the book. P. Cannon will check with City Attorney to make sure this option is legally viable. If this option is viable, P. Cannon will place on the next CDA Agenda.

Motion to approve Fund Balances and Loan Portfolio

Allen (1); Henry (2)

Ayes: All via voice vote (4)

Nay: None

6. Presentation regarding CDA Housing Study

- Presentation delayed until April 27, 2017. Copies of the study will be provided ahead of time.

7. CDA/Staff updates on:

A. Grocery Store Recruitment

- Cannon participated in a webinar with Kroger's, based in Tennessee. Cannon has reached out to Kroger's but no response at this time.
- Sendiks is going out of business in Shorewood and then there was a possible lead from a small family run grocer.
- Cannon will approach the UW Foundation as the current owners of the old Sentry store to see if they would entertain the idea of hosting the Whitewater Food Pantry and the Clothes Closet.
- Mr. John Hoffman (property owner) asked about his property located along HWY 12 and W. Walworth Ave regarding his property being potentially developed and the previous requirements associated with potential development of the property. The Hoffman Property is to be added to the next agenda.

B. Discussion of CDBG-RLF –Ed Loan Program Policy and update

- Knight requests the CDBG-RLF- ED Loan Program Policy Manual be updated to become compliant with the DOA Audit.
- Cannon clarifies the current manual was approved by the State Department of Administration, so the current manual should be compliant with DOA.
- Cannon will review all the DOA material and then send a copy of the manual to the DOA Auditor for review. The DOA auditor is due at the City on April 5th. Cannon will follow up with the auditor then and then make any changes if necessary.
- Knight requests all follow up on the manual be completed in writing.
- All CDBG Loans are current expect those businesses shown as either delinquent or in default.

C. Discussion of Capital Catalyst Fund Policy and update

- Policy is up-to-date for the Capital Catalyst Fund. Cannon is in the process of doing the Compliance Report for 2016. Cannon has sent out emails to businesses requesting information which he needs to complete the audit.

D. Discussion of UDAG Policy and update

- UDAG funds were recorded incorrectly between funds last month. This has been corrected in Finance by creating a journal entry and moving the funds back to the correct fund.

8. 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 c0 Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility."

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 and discussion of a Partial Mortgage Release for 311 E. Milwaukee St. CDBG Loan.

C. Consideration and discussion of contracts for Real Estate Brokers for CDA Owned properties.

D. Consideration and discussion of Candidates for position of Executive Director.

Motion was made to move to closed session

Knight (1); Allen (2)

Aye: Allen, Henry, Kachel, Knight (roll call)

Nay: None

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

Motion was made to return into open session

Allen (1); Knight (2)

Aye: All via voice vote (4)

Nay: None

In open session:

A. Motion made to grant a partial Mortgage Release to 311 E Milwaukee regarding their CDBG Loan. The release is necessary due to an easement being obtained in conjunction with a future road project.

Allen (1); Henry (2)

Aye: All via voice vote (4)

Nay: None

Staff was requested to provide additional information on the selection of MSA Professional Services and their charges associated with the easement for 311 E. Milwaukee St.

10. Future agenda referrals.

- Capital Catalyst Policy
- Fund 900 \$400 expense clarification
- Hoffman Property discussion
- MSA Information regarding the easement
- Rozelle Property

11. Adjourn

Motion was made to adjourn at 7:32 pm

Kachel (1); Allen (2)

Aye: All via voice vote (6)

Nay: None

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

Jeff Knight
Chairperson

Patrick Cannon
Recorder