

**Whitewater Community Development Authority**  
**Meeting Minutes**  
**May 25, 2017**

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

The meeting was called to order by CDA staff member Patrick Cannon at 5:03 pm. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190.

Present: Henry, Kachel, Stanek, Parker, Singer

Absent: Allen

Also: Patrick Cannon (CDA staff), Dave Carlson (CDA Executive Director), Cameron Clapper (City Manager) and Steve Hatton (Director of Finance/Administrative Services)

**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 comment
- Steve Hatton, Director of Finance and Administrative Services was introduced to the CDA Board

**3. Approval of agenda**

Motion to approve agenda

Henry(1); Kachel(2)

Aye: All via voice vote (5)

Nay: None

**4. Election of Officers for 2017-2018**

**A. Chair**

Nomination of Larry Kachel as Chairperson

Singer (1); Stanek (2)

Aye: All via voice vote (4)

Abstain: Kachel

**B. Vice Chair**

Nomination of Al Stanek as Vice Chair

Singer (1); Parker (2)

Aye: All via voice vote (4)

Abstain: Stanek

**5. CDA appointments to Boards & Committees**

**A. University Technology Park Board**

Nomination of Larry Kachel to the University of Technology Park Board

Henry (1); Parker (2)

Aye: All via voice vote (4)

Abstain: Kachel

**B. Seed Capital Screening Committee**

Nomination of Al Stanek to the Seed Capital Committee

Kachel (1); Singer (2)

Aye: All via voice vote (4)

Abstain: Stanek

**6. Approval of Minutes**

**A. April 27, 2017**

Motion to approve minutes with minor correction for Executive Director's starting salary

Singer (1); Parker (2)

Aye: All via voice vote (5)

Nay: None

**7. Acceptance of Financial Statements**

**A. April, 2017**

**B. Fund Balances**

**C. Loan Portfolio**

Motion to approve Financial Statements

Henry (1); Stanek (2)

Aye: All via voice vote (5)

Nay: None

**8. Presentation regarding CDA Housing Study**

The item was postponed as the presenters were unable to attend the meeting.

**9. Consideration and discussion of developing a Request for Proposal for economic development advisory services**

Council President Singer requested that the CDA draft a Request for Proposals for economic development advisory services. The advisory services would be for a short term duration to assist the new Executive Director is learning the position. While the former Executive Director remains under contract through the end of the calendar year, the Board would like to have these services available if needed.

Staff was directed to draft a Request for Proposals and present it to the Board.

**10. Consideration and discussion of developing a Request for Proposals for legal services for CDA Activities**

Since the CDA is a separate body politic as per State Statutes, on occasion the CDA will require the use of outside Legal Counsel other than the City Attorney. Therefore, the Board would like to engage the services of an outside firm on a hourly basis to serve as Legal Counsel.

Staff was directed to draft an Request for Proposal for Legal Services.

**11. Consideration and discussion of setting date for holding Goal Setting session for CDA**

The Board would like to meet and dedicate some time to drafting both long and short term goals for the CDA. Staff was directed to determine a date for this meeting and the possibility of the use of an outside facilitator.

**12. Consideration and discussion of setting a date to hold a Business Climate Forum with the City Council, Plan Commission and CDA**

The City Council has requested that a joint meeting be held with the Council, Plan Commission and CDA to discuss items with local business owners. Staff was directed to work with the City Manager to determine a date for a meeting.

**13. Consideration and discussion of Memorandum of Understanding with the City for support staff for CDA Operations**

City Staff MOU will be drafted for the next CDA Meeting.

**14. Consideration and discussion of the 2017 Invoice from JCEDC.**

At a prior meeting, the CDA Board asked for some additional information on the annual invoice from JCEDC. The concern was the increase in the payment from the prior year.

Staff noted that the increase was due to a rate change by JCEDC. It was noted that the annual assessment rate had not been adjusted for several years. The need for additional funding was a result of the focus change in JCEDC. It was also noted that the population factor used to calculate the invoice showed a lower population than the prior year.

After discussion of the item, the Board moved to authorize that payment of the invoice.

Motion to pay the JCEDC Invoice  
Singer(1); Parker(2)  
Aye: All via voice vote (5)  
Nay: None

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

- A. Grocery store recruitment**  
Carlson is to reach out to Gooseberries in Burlington.
- B. Speed limit enforcement near 1002 S. Janesville St.**  
Traffic count needs to be conducted.
- C. Street light placement with WE Energies on S. Janesville St.**

**16. 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 c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises 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 for exceeding the loan limits for the Capital Catalyst Fund**
- C. Consideration and discussion of a TIF #6 funding request by Michael Sina for property located at 1002 S. Janesville St.**

Motion was made to move to closed session  
Kachel (1); Singer (2)  
Aye: Kachel, Henry, Parker, Singer, Stanek  
Nay: None

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

Motion was made to move to open session  
Singer (1); Parker (2)  
Aye: All via voice (5)  
Nay: None

No action was taken on the closed session items

**18. Future agenda referrals.**

Staff was requested to draft a policy on the self certification forms required as part of the CDBG-RLF ED Job Creation loan program. The Department of Administration has requested that CDA draft a policy to insure proper completion of the forms.

**19. Adjourn.**

Motion was made to adjourn at 8:14 pm  
Singer (1); Parker (2)  
Aye: All via voice vote (5)  
Nay: None

Larry Kachel  
Chair

Patrick Cannon  
Recorder