

Whitewater Community Development Authority
Meeting Minutes
June 29, 2017

1. Call to order and roll call.

The meeting was called to order by CDA Chair Larry Kachel at 5:30 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, Allen

Absent: None

Also: Patrick Cannon (CDA staff), Dave Carlson (CDA Executive Director), and Cameron Clapper (City Manager)

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

3. Approval of agenda

Motion to approve agenda

Singer (1); Allen (2)

Aye: All via voice vote

Nay: None

4. Approval of Minutes

A. May 25, 2017

Motion to approve minutes

Stanek (1); Singer (2)

Aye: All via voice vote

Nay: None

5. Acceptance of Financial Statements

A. May, 2017

B. Fund Balances

C. Loan Portfolio

Motion to approve Financial Statements

Allen (1); Singer (2)

Aye: Stanek, Parker, Henry, Kachel, Singer and Allen (roll call)

Nay: None

6. Presentation regarding CDA Housing Study

Presented by Director of Fiscal Economic Research Center, Dr. Russ Kashian, and Ronald Tittle.

R2A was developed to create neighborhoods closer to campus, which would alleviate students from going into other areas where student housing was less desired. The second thought for the R2A was rentals would provide more income for owners, allowing them more income to keep the homes looking more aesthetically appealing.

Stanek requests in the future the housing report be distributed in advance of the meeting so material can be reviewed ahead of time.

Discussion moves into the lack of participation in the housing survey to get accurate and viable results. The CDA needs to find a way to get employers to get employees to participate and fill out the survey.

7. Discussion and possible action regarding development of a Request for Proposal for economic development advisory services

The City has already drafted an RFP for financial advisory services which will also include economic development advisory services as well. Kachel feels Carlson should have designated support services to assist him with just economic development. No action needed.

8. Discussion and possible action regarding development of a Request for Proposal for legal services for CDA activities

Cannon reviewed a few existing RFP's and requests clarification on who should proceed with drafting the RFP. Carlson requests Cannon draft the RFP. Kachel discusses possible candidates for the legal services. Mike Grubb is a possible candidate for a part-time legal service. Mark Ohm was also approached but cannot take on anymore work at this time.

Cannon will draft RFP for the next meeting to be reviewed.

9. Discussion and possible action regarding setting of date for holding Goal setting session for CDA

The City has already arranged for Strategic Planning Meeting on July 11, 2017 to set goals for City departments and the City has a whole.

Cannon will assemble a list of business owners and citizens as possible invitees to a CDA Goal Setting Meeting which will be before the Tri-Committee meeting between CDA, Council, Plan Board if possible.

Cannon suggests a facilitator be brought in and 3-4 hours being spent with business owners, citizens and CDA members developing really strong set of goals for the next year.

10. Discussion and possible action regarding setting a date to hold a Business Climate Forum with the City Council, Plan Commission and CDA

This meeting will take place after the CDA Goal Setting Meeting.

11. Discussion and possible action regarding of Memorandum of Understanding with the City for support staff for CDA operations

Combined with Item 9 and 10

12. Discussion and possible action regarding Requirements for Self-certification of Employment for CDBG-RLF Recipients

Cannon and Carlson will draft policy to be presented at the next meeting 7/27/17

13. Discussion and possible action regarding Guidelines for CDA Subordination on Economic Development Loans

The CDA is sometimes asked to change positions on occasions and is also sometimes asked to step aside for someone with higher positioning to take a loan.

If the CDA has to subordinate then CDA will. Each loan will need to be treated on a case by case basis in the future. In essence these loans are tax payer dollars and they are obligated to try and recover funds.

14. CDA/Staff Updates on Development Activities and Issues:

A. Discussion and possible direction regarding Sink Hole on City Owned Land East of Roundabout

Neighboring business noticed a sink hole on City property which the CDA is currently marketing. Water Superintendent, Rick Lien, has checked the area and is unable to determine what is causing the land to sink. Lien also did not locate a visible sink hole. This may just be residual from a broken pipe issue which was discovered but has now been repaired.

15. 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.

Motion to move to Closed Session

Kachel(1); Allen(2)

Aye: Stanek, Parker, Henry, Kachel, Singer and Allen (roll call)

Nay: None

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

Motion to move to Open Session

Singer(1); Henry(2)

Aye: All via voice vote

Nay: None

No action needed on any closed session items

17. Future agenda referrals.

Stanek would like to identify action items at end of each meeting in the future. Cannon also agrees with Stanek and would like to see the agenda restructured to accommodate this request. Carlson to redesign the layout of the CDA Agenda.

18. Adjourn.

Motion was made to adjourn at 8:14 pm

Singer (1); Parker (2)

Aye: All via voice vote

Nay: None