



Whitewater Community Development Authority Board of Directors Meeting MINUTES

Date: Thursday, January 27, 2022

Time: 5:30 P.M.

Location: Innovation Center

1221 Innovation Drive, Whitewater, WI 53190 in Room #202 or #205

This will be an IN-PERSON MEETING as well as a VIRTUAL MEETING.

Citizens are welcome and encouraged to join us in person,
or via computer, smartphone, or telephone.

Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82730477436>

Webinar ID: 827 3047 7436

Or Telephone: US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782

Members Present: Jason Gleason, Jon Kachel, Lisa Dawsey Smith, Miguel Aranda, Jim Allen, Patrick Singer

Members Excused: All present

Quorum Present: Yes

Staff Present: Cathy Anderson, Cameron Clapper

Guest(s) Present: Larry Kachel

MINUTES

1. Administrative Items

- a. **Call to Order:** Meeting called to order at 5:41 p.m. by President, Singer; the late start is due to technical difficulties with the Zoom platform. **Roll call:** Gleason, Kachel, Dawsey Smith, Aranda, Singer, Allen.
- b. **Welcome Statement:** Welcome to the Whitewater CDA monthly meeting. Before we begin the meeting this evening, each Commissioner is asked to adjust their camera and microphone, be attentive, actively listen and participate, speak in turn, only speak to items on the Agenda, and not surmise the opinions or ideas of private citizens.
- c. **Declaration of Conflict of Interest:** Would any member(s) of the Board wish to declare any known conflict of interest with the items presented on today's CDA Board Agenda?
- d. **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.
 - Larry Kachel of Whitewater commented on two closed session items #7d Elkhorn Youth Build and #7b a residential project located on Tratt Street.



e. **Approval of Agenda:** approved by motion Allen/Gleason.

f. **Approval of Minutes:**

- Minutes of December 16, 2021, and January 3, 2022, Monthly Meeting of the Board of Directors. Approved by motion Allen/Gleason.

g. **Review and Acknowledge Financial Statements:**

- Financials unavailable for December 2021 – no action taken.
- Note* US bank statements were included in the packet but not on the agenda – no action was taken.

2. **Action Items:**

- a. CDA Board to share 2022 goals of the CDA to be published in the annual city report.
Director Anderson requested that CDA Commissioners email their annual goals to the director for the department before February 4th so they can be included in the City's Annual Report.

3. **Updates & Discussion**

- a. 206 Cravath Street – no new updates, the item is on the agenda for this evening's closed session.
- b. Board Attendance Sheet – document included in packet; no action was taken.
- c. Reminder: 2022 CDA Board Meetings will be held at the Innovation Center, Second Floor, Room 202 – no action was taken.
- d. Tech Park Covenants review – the Tech Park Real Estate committee concurred with the city attorney Wally McDonnell and Vandewalle to convert the Tech Covenants to Business Park Covenants.
- e. Engagement Letter with CDA attorney. CDA attorney James Wawrzyn has changed employment from Meisner & Ternary to Smith Amundsen. The Director signed a new engagement letter with James at his new law firm.

4. **Board Member Requests for Future Agenda Items:**

Items 1-10 were carried over from 2021 per Board request.

1. Discuss an agreement between City & CDA for CDA's US Bank P-Card rebates percentage. Lisa commented that this item was reviewed and action was taken at a previous Finance Committee meeting. CDA is requesting an update as to the outcome.
2. Create a policy between the CDA and the City regarding transferring residual equity from the CDA to the City.
3. Create a policy between the CDA and City regarding procurement.
4. Improvement of the physical condition of Lot 9B in the Business Park.
5. CDA Alternative Revenue Streams.
6. Director to visit (virtual/in-person) with Whitewater's employers.
7. Add Tax Increment.
8. Recruit Developer that would include a grocery merchant.
9. New Housing.
10. Increase population in the Industrial Park.

5. **Adjourn to Closed Session.**

Adjourn to closed session per Wisconsin 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" and Wisconsin Statutes



§ 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

Adjourned at 6:20 p.m. approved by motion Singer/Allen.

6. **Closed Session Roll Call.** **Roll call:** Gleason, Kachel, Dawsey Smith, Aranda, Singer, Allen.

7. **Closed Session Items:**

Items a. to e. are per Wisconsin Statute 19.85(1)(e)

- a. Commercial Properties, a local Whitewater business, is requesting a loan from the CDA. Review and consider a loan to Commercial Properties.
- b. Review and consider appropriating funds for property improvements to a local residential project located on Tratt Street.
- c. Review and consider the purchase of private property located on South Street.
- d. Review partnership with Elkhorn Youth Build.
- e. Review contract for the renovation of the interior of the residential structure located at 206 N. Cravath Street, City of Whitewater, WI.

Item f. is per Wisconsin Statute 19.85(1)(c)

- f. Considering CDA Executive Director's employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

8. **Reconvene into Open Session.** **Reconvened** at 7:41 p.m. approved by motion by Singer/Allen.

Reconvene to open session to act upon closed session items as needed.

- a. Commercial Properties, a local Whitewater business, is requesting a loan from the CDA. Review and consider a loan to Commercial Properties. Approved by motion Allen/Kachel to issue a loan to 806 Commercial, LLC for the purpose of building out the space for the new tenant. Terms: \$25,000 loan | 4 years | 4.0% interest | 6 months deferral | personal guarantee | obtain quotes for labor from business to substantiate loan. **Roll call:** Gleason, Kachel, Dawsey Smith, Aranda, Allen, Singer.
- b. Review and consider appropriating funds for property improvements to a local residential project located on Tratt Street. Approved by motion Allen/Gleason to issue a loan to Twin Oaks WI, LLC for the purpose of installing new pads, and necessary utilities to the lots used for the migrant workers from the pipeline. Terms. \$40,000 loan | 5 years | 4.0% interest | verify their open contracts for the projects are paid as agreed. **Roll call:** Allen, Gleason, Aranda, Dawsey Smith, Kachel, Gleason.
- c. Review and consider the purchase of private property located on South Street. No action was taken.
- d. Review partnership with Elkhorn Youth Build. No action was taken.
- e. Review contract for the renovation of the interior of the residential structure located at 206 N. Cravath Street, City of Whitewater, WI. Approved by motion Allen/Kachel to allow Jason Gleason and Director Anderson to negotiate and enter into all necessary contracts under \$225,000 to complete the renovation/remodel of the property with James R. Taylor & Sons. **Roll Call:** Kachel, Dawsey Smith, Aranda, Allen, Singer; **abstain:** Gleason.



- f. Considering CDA Executive Director's employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. No action was taken.

9. Adjournment. 7:45 p.m. adjourned by motion Allen/Gleason.

Minutes submitted by CDA Executive Director, Cathy Anderson.

Minutes approved at Board of Directors Meeting March 24, 2022