



Community Development Authority Board of Directors Meeting MINUTES

Date: Thursday, March 24, 2022
Time: 5:30 P.M.
Location: Innovation Center
1221 Innovation Drive, Whitewater, WI 53190 in Room #202 or #205
THIS MEETING WAS HELD IN-PERSON AND VIRTUALLY

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

Members Excused:

Staff Present: Cathy Anderson (Executive Director; Bonnie Miller (CDA Administrative Assistant)

Guest(s) Present: Jake Gildemeister.

1. Administrative Items

- a. **Call to Order:** Meeting was called to order by Patrick Singer at 5:35 p.m. (late start due to ZOOM issues). **Roll Call:** Dawsey-Smith; Allen; Singer; Kachel; Aranda; Gleason.
- 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. In addition, only speaking to items in which this Body has governance.
- 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.
- e. **Approval of Agenda:** Moved by Dawsey-Smith to approve the Agenda; seconded by Kachel. AYES: All by voice vote (6); NOES: None; ABSENT: None.
- f. **New Board Member:** Singer introduced Jake Gildemeister who was appointed by the Common Council on March 15, 2022 to fill the vacancy on the Board of Directors of the Community Development Authority. It was acknowledged by Singer that Gildemeister is attending this meeting as an observer only and will not participate in this meeting.



g. Approval of Minutes:

h. Moved by Allen to approve the Minutes of January 27, 2022 and February 9, 2022 meetings; seconded by Gleason. AYES: All by voice vote (6); NOES: None; ABSENT: None.

i. Review and Acknowledge Financial Statements: Anderson provided a brief summary of the Financials for 2021; Kachel noted that we were over budget \$5,000 in 2021; Anderson stated the \$5,000 incurred was due to expenses incurred by engaging outside legal counsel which had not been budgeted for. Anderson went on to summarize Loan Summary Sheet and noted loans that were paid in full and the write-off for DP Electronics. Anderson summarized the Bank Reconciliation Sheet and noted that accounts closed in 2021 will no longer appear. Anderson next summarized various loan closings pending. Kachel requested a list of loan payments outstanding on all loans. Anderson pointed out how that information would be reflected on the Loan Summary Sheet included in the packet, however, all Action Fund loan accounts are current at this time. Anderson stated that the Tax Bill for 206 Cravath Street was inadvertently included with the financials in the packet. That item will be addressed at the April 28, 2022 Board Meeting. Moved by Dawsey-Smith to acknowledge the Financial Statements for December 2021, January 2022 and February 2022. AYES: All by voice vote (6); NOES: None; ABSENT: None.

2. Action Items:

a. Propose a New CDA Meeting Schedule. Singer initiated a discussion of moving the CDA meeting to another night of the week or moving to another location. Conflicts may potentially exist with use of Room 105 by the Forest Service. After discussion of various options, it was moved by Gleason to hold monthly CDA Board Meetings on the 3rd Thursday of the month at 5:30 p.m. in Room 105 at the Innovation Center beginning on April 21, 2022; seconded by Kachel. AYES: All by voice vote (6); NOES: None; ABSENT: None.

3. Updates & Discussion

a. 206 Cravath Street. Anderson summarized the layout of the house included in the packet. Gleason and Anderson were given permission to renovate this home for \$250,000 or less. The overall bid that we accepted came in at \$203,000. Anderson then summarized the four change orders that have occurred which brought the total for the project to \$220,600. New appliances (electric stove, refrigerator and dishwasher) and five medicine cabinets brought the total to \$224,100. Anderson will order five ceiling fans which will bring the total right at \$225,000. The current HVAC system will stay in place. Anderson stated that everything is on schedule to start marketing the house in mid-April. Anderson will handle the rental responsibility for the house.

b. CDA Staffing update. In Bonnie's absence, we hired Rachel Probst who will continue on as a part-time temporary staff person. Working for the CDA and a variety of other departments.



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 percentage of US Bank P-Card rebates. (See attached 09.28.21 Finance Committee Meeting Minutes and Policy 501.04.11 Purchasing Card Program). Anderson stated that the Finance Committee has a policy that says “no”. This item will be struck from the list. Moving forward.
 2. Create policy between the CDA and City regarding transfers of residual equity from the CDA to the City.
 3. Create a policy between the CDA and City regarding procurement. Noted by Anderson that no progress has been made on this item.
 4. Improvement of the physical condition of Lot 9B in the Business Park. Allen requested an update on bids for the work. Anderson stated that she had two phone calls regarding the project, but never heard from them again. Anderson stated that there are hundreds of trees on the property which are basically saplings.
 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. Allen requested an update. Anderson reported that the city needs an increase in the population of permanent residents to meet the demands of a private grocer.
 9. New Housing. Dawsey-Smith requested an update on timing of next steps following the Housing Report presentation. Anderson stated that her outline was submitted to Vandewalle by City Manager Clapper. Vandewalle will proceed expeditiously to use Anderson’s outline to create policies.
 10. Increase population in the Industrial Park.
5. **Adjourn to Closed Session.** Adjourn to closed session per Wisconsin Statutes Sec. 19.85(1)(3) “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”. Moved by Singer and seconded by Allen to adjourn to closed session.
- a. **Closed Session Roll Call.** AYES: Aranda, Gleason, Singer, Kachel Dawsey Smith and Allen.
 - b. **Item:** Negotiation of UDAG Loan to Sweet Spot.
6. **Reconvene to Open Session.** Moved by Gleason to approve a loan to Sweet Spot in the sum of \$54,000 at a rate of 4% interest for seven (7) years with a three month deferral; seconded by Allen. Roll Call Vote: AYES: Kachel, Singer, Dawey Smith, Allen, Aranda, Gleason; NOES: None; ABSENT: None.
- Noted by Singer that we will resume presentations by loan recipients next month.



7. **Adjournment.** Moved by Dawsey-Smith to adjourn; seconded by Gleason. AYES: All by voice vote (6); NOES: None; ABSENT: None. Meeting adjourned at 6:44 p.m.

CDA Loan Recipient Presentations:

Inventalator – April 28th

Pauquette Center – April 28th

Meeper – September 22nd

BicycleWise – October 27th

Blueline Battery

Learning Depot

Recruit chute

Scanalytics

Slipstream

Respectfully submitted,

Bonnie Miller, CDA Administrative Assistant

Minutes approved April 28, 2022.