



Community Development Authority Board of Directors Meeting Minutes May 25, 2022

1. Administrative Items.

- a. **Call to Order:** Singer called the meeting to order at 5:30 p.m.
 - b. **Roll Call:** PRESENT: Singer, Allen, Kromholz, Dawsey-Smith; ABSENT: Gleason; Gildemeister; Kachel (Kachel arrived at approximately 5:37 p.m.). STAFF PRESENT: Cameron Clapper (City Manager); Steve Hatton (Finance Director), Brad Marquardt (Director of Public Works). Singer welcomed new Board Member Joe Kromholz.
 - c. **Authorization to amend Agenda with less than a 72 hour notice, as required by City of Whitewater Transparency Ordinance.** Additional language was provided to the Closed Session Items to make sure that was clear; Closed Session portion of the Agenda was moved to Item 8. Moved by Dawsey-Smith and seconded by Kromholz to authorize amending the Agenda with less than a 72 hour notice. AYES: All by voice vote (4); NOES: None; ABSENT: Gleason, Gildemeister, Kachel.
 - d. **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? None.
 - e. **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. None.
2. **Election of Board Chair/President.** Allen nominated Singer to serve as Board Chair; seconded by Dawsey-Smith. Singer accepted the nomination. AYES: Allen, Kromholz, Dawsey-Smith; NOES: None; ABSTAIN: Singer; ABSENT: Gleason, Gildemeister, Kachel.
 3. **Election of Board Vice-Chair/President.** Dawsey-Smith nominated Allen to serve as Board Vice-Chair; seconded by Kromholz. Allen accepted the nomination. AYES: singer, Kromholz, Dawsey-Smith; NOES: None; ABSTAIN: Allen; ABSENT: Gleason, Gildemeister, Kachel.
 4. **Appointment of Board Member to Whitewater University Technology Park Board.** Singer stated that are held every other month on a Wednesday morning at 7:00 a.m. and noted that the next meeting would be in June. Singer asked if any Board Member was interested in serving. Kromholz stated his interest in serving. Moved by Allen to appoint Kromholz to the Whitewater University

Technology Park Board; second by Dawsey-Smith; AYES: Singer, Allen, Dawsey-Smith; NOES: None; ABSTAIN: Kromholz; ABSENT: Gildemeister, Gleason, Kachel.

Noted by Singer that appointment of a representative to serve on the Seed Capital Screening Committee will be scheduled at a future date.

[Note: Kachel joins the meeting at approximately 5:37 p.m.]

5. **Presentations:** None.
6. **Approval of Minutes:** April 28, 2022 Board Meeting. Tabled until June Agenda for technical corrections.
7. **Review and Acknowledge Financial Statements:** Finance Director Hatton provided a summary of the April 30, 2022 Financials. Hatton acknowledged the transfer of \$50,000 from the Affordable Housing TID that was budgeted to support the operations of the CDA in their efforts to promote housing in the community. Hatton went on to summarize expenses for the month, resulting in a Net Revenue year to date of \$46,000. Hatton next provided a review of the Balance Sheet, the Fund 910 loan receivables, miscellaneous revenue and expenditures, making note of the itemized expenses relating to the renovation of the 206 Cravath Street property. Hatton made note of the funds received pursuant to the sale of vacant to Lavelle, Kwik Trip and Richter Excavating and noted that these funds are restricted for the future purchase of vacant lands. Moved by Kachel to accept the Financial Statements; second by Allen. AYES: Kachel, Singer, Allen, Kromholz, Dawsey-Smith; NOES: None; ABSENT: Gleason and Gildemeister.
8. **Adjourn to Closed Session.** **Adjourn to closed session to reconvene 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.”** Moved by Singer and seconded by Allen to adjourn to closed session. Clapper, Hatton and Marquardt to be included in discussion of Item 1; Clapper only be included for Item 2.
9. **Closed Session Roll Call:** AYES: Dawsey-Smith, Singer, Kachel, Kromholz, Allen; NOES: None; ABSENT: Gleason, Gildemeister.
10. **Closed Session Items:**
 - Item 1. Discussion regarding sale of 206 Cravath Street.
 - Item 2. CDA Director Review.
11. **Reconvene into Open Session – Possible action or direction regarding sale of 206 Cravath Street.**
No action taken.

[Note: Clapper exits the meeting at 6:25 p.m.]

Action Items:

- a. **Approve Taylor and Sons Inc. Change Order #5 at 206 Cravath Street.** Hatton stated that after a change in CDA staffing, he reached out to the contractor who stated that about 30% of the cabinetry had been installed, however, the installation was incorrectly done requiring

re-installation of those cabinets and completion of the installation of the remaining cabinetry resulting in an additional charge of \$1,472.50. Moved by Allen and seconded by DS to approve Change Order #5 for James R. Taylor for 206 Cravath Project. AYES: All by voice vote (5); NOES: None; ABSENT: Gleason and Gildemeister.

- b. Approve Hiring a Contractor to Paint at 206 Cravath Street. Marquardt stated that can be handled as a Change Order from contractor Taylor and Sons. Discussion ensued regarding potential cost of painting a full house including trim work. Moved by Allen and seconded by Kromholz to authorize City Staff to proceed with authorizing Taylor and Sons to obtain subcontractor to paint the interior of 206 Cravath not to exceed \$10,000. AYES: Dawsey-Smith, Kachel, Singer, Allen, Kromholz; NOES: None; ABSENT: Gleason, Gildemeister.

12. Updates & Discussion

- a. 206 Cravath Street Update. Hatton stated that he was not aware of any further work needed, except for requesting the previous contractor to return to do yardwork; Kachel stated that the lean-to at the rear of the garage needs to be torn down. Hatton and Marquardt serve as lead staff for this project.

13. Board Member Requests for Future Agenda Items:

- a. Request for a general update regarding status of the project and expiration of the due diligence period for Midwest LLC/Dollar General (Dawsey-Smith).
- b. Create policy between the CDA and City regarding transfers of residual equity from the CDA to the City.
- c. Improvement of the physical condition of Lot 9B in the Business Park.
- d. CDA Alternative Revenue Streams.
- e. Director to visit (virtual/in-person) with Whitewater's employers.
- f. Add Tax Increment.
- g. Recruit Developer that would include a grocery merchant.
- h. New Housing.
- i. Increase population in the Industrial Park.
- ~~j. Create a policy between the CDA and City regarding procurement. — Requested by Councilperson Dawsey-Smith to be discussed at an upcoming Council meeting.~~
- ~~k. 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.~~

- 14. Adjournment.** Moved by Allen and seconded by Dawsey-Smith to adjourn. AYES: All by voice vote (5); NOES: None; ABSENT: Gildemeister and Gleason. Meeting adjourned at 6:35 p.m.

Respectfully submitted,
Bonnie Miller, Recorder

Minutes approved at CDA Board Meeting on June 16, 2022