

**Community Development Authority of the City of Whitewater, Wisconsin
Innovation Center, 1221 Innovation Drive, Room 105, Whitewater, Wisconsin
August 15, 2019**

**ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL
ACTIONS OF THE BOARD OF DIRECTORS OF THE COMMUNITY DEVELOPMENT
AUTHORITY OF THE CITY OF WHITEWATER, WISCONSIN**

Chairman Stanek called the meeting of the Board of Directors of the Community Development Authority to order at 5:30 p.m.

Present: Stanek, Allen, Parker, Ehren, Meyer, Bucholtz and Singer. Others: Cameron Clapper (City Manager), Steve Hatton (Finance Director), Bonnie Miller (CDA Administrative Assistant).

Hearing of Citizen Comments. None.

Approval of the Agenda.

It was moved by Singer and seconded by Meyer to amend the Agenda to move up Item #7 immediately after Item #3. AYES: Allen, Stanek, Parker, Ehren, Meyer and Singer. It was moved by Singer and seconded by Meyer to approve the August 15, 2019 Agenda as amended. AYES: Stanek, Allen, Parker, Ehren, Meyer, Singer. NOES: None.

Update regarding request to televise/livestream CDA Board Meetings (Kristin Mickelson, Public Relations Director, and Tim Nobling, Chief Information Officer.

Clapper provided a brief review regarding ongoing discussions at the staff level to move the CDA Board Meetings to the Community Room at the Municipal Building for live broadcast similar to the setup used for Common Council and Plan Commission meetings. Mickelson provided a list of five potential options: (1) move meetings to Municipal Building Community Room which has the capability to broadcast live; (2) keep meetings at the Innovation Center utilizing offsite cameras and mics, ingest and edit for rebroadcast and online playback 2-5 days later; (3) same as #2 but add streaming capability; (4) traditional setup at Innovation Center similar to Municipal building which would require significant cost for equipment; and (5) Cloud Platform requiring robust connection/Wifi (may not be available for 3-5 years). Nobling provided a more detailed explanation of the technical aspects of each of the options, pros and cons of each option, potential costs involved, and the timeline associated with each option. Mickelson and Nobling then responded to questions from the Board.

It was moved by Meyer and seconded by Stanek to move the CDA Board Meetings to the Community Room at the Municipal building until we can get the Innovation Center set up with the needs for this Committee. After further discussion, the motion was amended to read: Motion to move the regular monthly CDA Board Meetings to the Municipal Building until an option is available to provide traditional cable broadcast from the Innovation Center through the Cloud. AYES: Singer, Meyer, Parker, Stanek. NOES: Allen, Ehren, Bucholtz.

Approval of the Minutes.

It was moved by Meyer and seconded by Singer to approve the Minutes of the July 25, 2019 Meeting of the Board of Directors. AYES: Stanek, Allen, Parker, Ehren, Meyer, Bucholtz, Singer. NOES: None.

Acceptance of Financial Statements.

Hatton reported a \$20,600 surplus in the operating budget, the \$250,000 budgeted by the City to be repaid from the advance that was use in part for TID 4 has now been transferred, and Fund 910 shows a \$55,000 surplus year to date. Singer suggested a review of our loan portfolio in cooperation with staff from UW-Whitewater to provide a more detailed picture of what gains have resulted from extending those loans in terms of jobs created, etc. It was moved by Meyer and seconded by Parker to approve the July 2019 Financial Statements. AYES: Parker, Singer, Allen, Ehren, Meyer, Bucholtz, Stanek. NOES: None.

Update regarding status of grocery store recruitment.

Clapper reported that staff continues to work with two independent leads for development of a grocery store, however, no specific commitments have been made. Staff continues to work on developing a list of available incentives that can be used to assist development of a grocery store. In absence of an Economic Development Director, staff has been able to continue to work with existing leads but has limited potential to make contact and develop new leads. Clapper suggested forming a committee consisting of three members of the Board to act as contact person(s) to seek out potential developers for purposes of connecting any leads with City staff for further discussions, including any potential incentives the City has available to assist developers interested in pursuing a project to include a grocery store.

Update regarding Economic Development Director position.

Clapper reported receipt of six applications for the Economic Development Director position, three of which looked promising, all from out of state. Staff will be conducting an initial review of applications received on Wednesday, August 14, 2019, however, the deadline for submitting applications has been extended for another three weeks in the interest of increasing the pool of candidates.

Update on Development Activities.

Clapper reported that application submittal for the next round of Capital Catalyst Program funds (\$250,000 from State funds to be matched by \$250,000 of CDA funds) is nearing completion and will be submitted to WEDC tomorrow, with an anticipated six (6) week turnaround.

Executive Session.

It was moved by Stanek and seconded by Allen to adjourn to closed session pursuant to Wisconsin Statutes §19.85(1)(e), "Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business." Item to be Discussed: consideration of recommendations from Seed Capital Screening committee to award Capital Catalyst Grants to the following: Replipart LLC and Recreation Rentalz Inc. AYES: Bucholtz, Stanek, Allen, Singer, Meyer, Ehren, Parker. NOES: None.

Reconvene to Open Session.

It was moved by Meyer and seconded by Singer to reconvene to open session to take action on closed session items as needed. It was moved by Ehren and seconded by Allen to award a \$10,000 Capital Catalyst Grant to Replipart LLC. AYES: Singer, Meyer, Ehren, Parker, Allen, Bucholtz, Stanek. It was further moved by Ehren and seconded by Meyer to award a \$10,000 Capital Catalyst Grant to Recreation Rentalz Inc. AYES: Bucholtz, Stanek, Allen, Meyer, Singer, Ehren, Parker. NOES: None.

Future Agenda Items.

Reclassify/rename the CDA fund currently referred to as “UDAG Fund”.
Real estate listing contracts for sale of City-owned property at Bluff Road/Elkhorn Road.

Adjournment.

It was moved by Singer and seconded by Ehren to adjourn. AYES: All by voice vote (7).
Meeting was adjourned at 8:10 p.m.

Minutes approved at Board Meeting on September 26, 2019.

Respectfully submitted,

Bonnie Miller, Recorder