

Whitewater Community Development Authority  
Board of Directors  
Meeting Minutes  
August 15<sup>th</sup>, 2013

**1. Call to order and roll call**

The meeting was called to order by Chairman Jeff Knight at 5:20pm. The meeting was held at the Innovation Center, Room 105, 1221 Innovation Drive, Whitewater, WI 53190.

Present: Henry, Kachel, Knight, Meyer, Winship

Absent: Allen, Singer

Also: Patrick Cannon, Anna Schwarz

Guest: Wally McDonell, Doug Saubert

**2. Hearing of Citizen Comments**

None

**3. Action on Request to Waive 72 Hour meeting notice as required by Chapter 2.62.060 of the Whitewater Municipal Code**

As required by the City Ordinance, the CDA must take affirmative action in an open meeting to waive the notice requirement as set forth in the City's Ordinance. The CDA must still maintain compliance with State Statutes regarding the posting of an agenda for a public meeting.

A motion was made to waive the 72 hour notice requirement as set forth in Whitewater Municipal Code Section 2.62.060

Kachel (1); Meyer (2)

Aye: Henry, Kachel, Knight, Meyer, Winship

Nay: None

**4. Approval of agenda**

Move to place agenda items number 12 and 13 to the top of the agenda and approve agenda as amended.

Kachel (1); Winship (2)

Aye: All via voice vote (5)

Nay: None

**12. Consideration and discussion of a Resolution Establishing A Fund To Be Used For Indemnification Of Walworth County, If Necessary, Concerning the Elkhorn Road Venture, LLC, Settlement Payments**

The City Attorney, Wally McDonell, and the City Finance Director Doug Saubert explained the situation and answered any questions from the CDA members. A resolution will be going before the City Council at their next meeting, Tuesday, August 20<sup>th</sup>, 2013.

No CDA action was taken on this item.

**13. Consideration and discussion of a Resolution Transferring From TID 4, To A Separate Account, Monies Paid To The City Of Whitewater For Settlement Of Special Charges Related To The Elkhorn Road Venture, LLC.**

The City Attorney, Wally McDonell, and the City Finance Director Doug Saubert explained the situation and answered any questions from the CDA members. A resolution will be going before the City Council at their next meeting, Tuesday, August 20<sup>th</sup>, 2013.

No CDA action was taken on this item.

**5. Approval of minutes**

**a. June 27, 2013**

**b. July 5, 2013**

The minutes were approved as presented.

Kachel (1); Meyer (2)

Aye: All via voice vote (5)

Nay: None

**6. Acceptance of Financial Statements**

**a. June, 2013**

The Financial Statements were presented by Staff.

The Financial Statements were accepted as presented.

Winship (1); Kachel (2)

Aye: All via voice vote (5)

Nay: None

**7. Adjourn into 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".**

**a. Discussion of a Capital Catalyst Fund grant request for a software development company located at the Innovation Center.**

**b. Discussion of a loan/equity request for a software company.**

**c. Discussion of sale of land in Business Park (all or part of Parcel Number 292-0515-3423-002)**

Motion to go into closed session and allow Patrick Cannon and Anna Schwarz to remain in the closed session portion of the meeting.

Winship(1); Kachel (2)

Aye: Henry, Kachel, Knight, Meyer, Winship

Nay: None

**8. Return to open session for possible action on closed session items.**

A motion was made to return to open session.

Winship (1); Meyer (2)

Aye: All via voice vote (5)

Nay: None

In open session:

Motion: To approve Capital Catalyst grant to IBL Development Corporation contingent upon signature of lease and outgrowth clause.

Knight (1); Kachel (2)

Aye: Kachel, Knight

Nay: None

Motion: To approve a \$100,000 loan with conversion to equity with Slipstream LLC.

Kachel (1); Winship (2)

Aye: Henry, Kachel, Knight, Meyer, Winship

Nay: None

**9. Consideration and discussion of changing the monthly meeting nights for August through December ,2013.**

Move to change the monthly meeting nights to the 4<sup>th</sup> Wednesday of the month at 5pm, excluding the months of November 2013 and December 2013, when the meeting will be held on the thirteenth Wednesday of the month. This change will be in affect from September 2013 to August 2014.

Meyer (1); Kachel (2)

Aye: All via voice vote (5)

Nay: None

**10. Consideration and discussion of the establishment of a non-profit non-governmental corporation to assist with equity investments under the Capital Catalyst Fund**

Move to direct Patrick Cannon to investigate, including a meeting with Mark Olm, this issue and bring back a proposal to the CDA.

Knight (1); Meyer (2)

Aye: Henry, Kachel, Knight, Meyer, Winship

Nay: None

**11. Consideration and discussion of collateralization requirements for start-up businesses utilizing the Capital Catalyst Fund programs.**

Patrick Cannon will bring ideas on this back to CDA members next month. CDA members noted that they would like paper copies of materials related to this mailed to them in the future.

**14. Consideration and discussion of renting CDA owned property located at N9601 Howard Road.**

It was decided that local realtors needed to be contacted to perform an inspection and recommend a course of action for the management of this property. Patrick Cannon will follow up with this matter.

**15. Consideration and discussion of the 2014 budget process and strategic goals.**

CDA Board Members indicated that an emphasis should be place on marketing the City of Whitewater. We need to advertise what makes Whitewater great! Potentially teaming up with other local organizations to fund a marketing effort/sales tool, which will highlight what the City of Whitewater has to offer. Future discussion on this will take place at later meetings.

**16. Future agenda referrals.**

None

**17. Adjourn**

A motion was made to adjourn the meeting at 6:50pm.

Kachel (1); Winship (2)

Aye: All via voice vote (5)

Nay: None

*The minutes were reviewed and approved by the CDA at its meeting on: 10/02/13*



*Jeffery Knight*  
Chairman



*Anna C. Schwarz*  
Recorder