

**Whitewater Community Development Authority  
Board of Directors  
Meeting Minutes  
10/08/2014**

**1. Call to Order and Roll Call**

The meeting was called to order by Chairman Jeff Knight at 5pm.

Present: Allen, Henry, Kachel, Knight, Parker

Absent: Singer, Winship

Also: Pat Cannon, Anna Schwarz, Cameron Clapper

**2. Hearing of Citizen Comments**

None

**3. Approval of Agenda**

A motion was made to Approve the Agenda with the following amendments, Section 4. b. should read "September 8, 2014", Section 4.c. should read "September 10, 2014", Section 4.d. should be removed, Section 4.e. should read "September 25, 2014."

Allen (1); Kachel (2)

Aye: All via Acclamation (5)

Nay: None

**4. Approval of Minutes**

- a. **July 16, 2014 (Amended)**
- b. **August 8, 2014**
- c. **August 10, 2014**
- d. **August 15, 2014**
- e. **August 25, 2014**

A motion was made to Approve the July 16, 2014, September 8, 2014, September 10, 2014, and September 25, 2014 Minutes as Presented.

Allen (1); Kachel (2)

Aye: All via Acclamation (5)

Nay: None

**5. Acceptance of Financial Statements**

- a. **September, 2014 (if available)**

The Financial Statements for September 2014 were not available at the time of this meeting. They will be added to the next regularly scheduled meeting agenda.

**6. Adjourn to closed session per Wisconsin State Statute 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 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.**

- a. **Consideration and discussion of a request to extend a loan agreement with Walenton/Learning Depot**
- b. **Update the potential construction of a second facility in the Technology Park**

- c. **Consideration and discussion of a CDBG-RLF Loan request**
  - i. **Restaurant**
- d. **Consideration and discussion of Elkhorn Road Ventures, LLC property foreclosure at the roundabout near Milwaukee St./Elkhorn Rd. and Bluff Rd.**
- e. **Update on negotiations with potential retail, manufacturing and other businesses that are considering location in the City of Whitewater and are requesting City of Whitewater related financial assistance or concessions.**
- f. **Consideration and discussion of Executive Director Services, CDA staffing**
  - i. **Extension of existing contract with Redevelopment Resources**
  - ii. **Offer of a contract to current Executive Director**
  - iii. **Executive Director recruitment strategy**
- g. **Reconvene into open session to take action on closed session items as needed.**

A motion was made to adjourn into closed session per Wisconsin State Statute 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 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.

Knight (1); Allen (2)

Aye: Allen, Henry, Kachel, Knight, Parker (5)

Nay: None

A motion was made to reconvene into open session.

Knight (1); Kachel (2)

Aye: All via Acclamation (5)

Nay: None

A motion was made to extend the loan agreement with Walenton/Learning Depot contingent upon a standard review of their financials and that they are current on all payments.

Allen (1); Henry (2)

Aye: Allen, Henry, Kachel, Knight, Parker (5)

Nay: None

A motion was made to direct CDA Staff to create an RFP the construction of a second facility in the Technology Park and to bring the draft RFP back to the Board of Directors for final approval at the next regularly scheduled meeting.

Henry (1); Allen (2)

Aye: Allen, Henry, Kachel, Knight, Parker (5)

Nay: None

The Board of Directors directed CDA staff to continue the conversations with the restaurant involved in the CDBG-RLF process and to report back to the Board as necessary.

The Board of Directors directed CDA staff to compile a list of qualified contractors in and around the City of Whitewater to be shared with any interested parties.

No further action was taken on other closed session items.

**7. Consideration and discussion of the proposed 2015 CDA Budget.**

CDA Staff presented the proposed 2015 CDA Budget.

A motion was made to Approve the proposed 2015 CDA Budget contingent on the review of a more detailed budget for the Marketing Line Item to be presented at the next regularly scheduled Board of Directors meeting.

Allen (1); Kachel (2)

Aye: Allen, Henry, Kachel, Knight, Parker (5)

Nay: None

**8. Consideration and discussion of a request to reimburse Pinpoint Software for a portion of their closing costs associated with their CDBG-RLF loan.**

CDA Staff shared the request from Pinpoint Software for the partial reimbursement of closing costs.

The Board of Directors asked that this item be added to the agenda of the next regularly scheduled meeting.

No further action was taken on this item at this meeting.

**9. Consideration and discussion of changes made during the City Zoning Ordinance re-write process and the required plan to review and approval process for applications within the Business Park.**

The restrictive covenants need to be reviewed and potential revised in order to streamline the application process.

More information about this topic will be shared and discussed at future meetings.

**10. Consideration and discussion of proposed changes to the existing Memorandum of Understanding regarding the Innovation Center and the Technology Park.**

A motion was made to Approve the revised Memorandum of Understanding presented at this meeting.

Allen (1); Kachel (2)

Aye: Allen, Henry, Kachel, Knight, Parker (5)

Nay: None

**11. Consideration and discussion of the creation of a for profit corporation (Growing Whitewater's Economy).**

This process is moving forward. There will be continued discussions with other entities including the City and the University of Wisconsin-Whitewater concerning this effort.

It is important that we continue to work on this item as many of the companies who receive funding would like to convert to equity.

More information on this topic will be discussed at future meetings.

**12. Update on the city wide fiber optics project for the city including the Business Park and Technology Park.**

CDA Staff has been meeting with various stakeholders and resources regarding this project.

This item will continue to be on future agendas for discussion and updates.

**13. Update on long term marketing and community branding project.**

The CDA Board indicated that this is a high priority project and will be included in discussion regarding the CDA Budget.

More information on this item will follow at subsequent meetings.

**14. Update on proposal with Department of Workforce Development regarding interns and educational opportunities.**

A firm in the Innovation Center has submitted a proposal for the Fast Forward program. The decision will be made sometime in the future.

The CDA Board indicated that the CDA should make information regarding interns and educational opportunities available to businesses.

**15. Future agenda referrals.**

None

**16. Adjourn.**

A motion was made to adjourn the meeting.

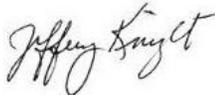
Kachel (1); Allen (2)

Aye: All via Voice Vote (5)

Nay: None

The meeting was adjourned at 7:36pm.

*These minutes were reviewed and approved the CDA Board of Directors at its meeting on: 11/12/14.*



*Jeffery Knight, Chairman*



*Anna Schwarz, Recorder*