



Whitewater CDA

**MINUTES**

**Monday, April 27, 2009**  
**4:30 PM – CDA Board of Directors**  
**2<sup>nd</sup> Floor - Cravath Lake Front Conference Room**  
**Whitewater Municipal Building**  
**312 W. Whitewater Street**  
**Whitewater, WI 53190**

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

Tom Miller called the meeting to order at 4:35PM.

Present: Jim Allen, Alan Marshall, Tom Miller, Al Stanek, Jim Stewart, Marilyn Kienbaum (4:40PM), Jeff Knight (by telephone)

Absent: None

Others: Jim Caldwell, Bud Gayhart, Mitch Grulke, Jeff Hawkes, Dave Zepecki, Kevin Brunner, Mary Nimm

**2. Approval of the Agenda**

Alan Marshall motioned to approve the agenda. Allen seconded.

The motion to approve the agenda passed unanimously by a voice vote.

**3. 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.

**No Citizen Comment**

**4. Approval of the March 23, 2009 CDA Minutes**

Alan Marshall noted the need to correct recorded voting on items #8 & #9 as he was listed as "Ayes" and "Absent". Jim Allen motioned to approve the corrected minutes. Stewart seconded.

Ayes: Allen, Marshall, Miller, Stanek, Stewart, Kienbaum, Knight

Nays: None

The motion to approve the corrected March 23, 2009 minutes passed unanimously on a roll-call vote.

**5. February and March 2009 Financial Reports**

Nimm reported that Saubert would not be attending and that he commented that both February and March were quiet months for the CDA financials.

Knight requested that the quarterly TID report come to the CDA at its next meeting. Caldwell asked if the reports can show the 900 cash fund as accounts payable and if they reports would not show a negative balance.

**6. Discussion and Possible Action on Participation in Downtown Whitewater Charter Communications Commercial Promotions**

Tami Brodnicki distributed a packet of information as was distributed to the Downtown Merchants. The packet included a letter explaining the ability to run a commercial through Charter Media. Brodnicki asked the CDA to consider sponsoring the commercials, as they did last fall, at the sponsor price of \$600.

Al Stanek motioned to approve the sponsoring of the commercials at \$600. Marshall seconded.

Ayes: Allen, Marshall, Miller, Stanek, Stewart, Kienbaum, Knight

Nays: None

The motion to approve the sponsoring of commercials at \$600 passed unanimously on a voice vote.

**7. Discussion and Possible Action on Sister City Relationship with China**

Nimm noted that this item comes to the CDA by a request made by Stanek. She made an inquiry at the University to find that while there are international relationships in many of the Wisconsin University's, the University of Wisconsin-Whitewater does not currently have a Sister-City relationship with China.

By the request of Brunner, Stanek noted that he would make additional inquiries and report back to the CDA.

**8. University Technology Park Update**

Brunner noted that an application has been submitted to the US EDA for a grant. The grant would be used to help fund the infrastructure within the tech park as well as the construction of the innovation center. Brunner also made note that the Board and the committee assigned to negotiate an option on property have been working to secure an option on the land to be used for the Technology Park. Brunner reported that as a result of recent environmental studies, the property originally considered to be the future home of the Technology park, is shown to have unexpected complications due to the wetland inventory. As a result, property in the current Whitewater Business Park is being considered.

## 9. CDA Coordinator

### a. Stimulus Funding for Weatherization Services

Nimm reports she has made contact with the agency person listed below and is still waiting for a response:

#### HOME WEATHERIZATION ASSISTANCE PROGRAM

**Description:** Provides funding to help low-income families reduce their energy costs by weatherizing their homes to make our country more energy efficient.

**Funding Mechanism:** State contracts with providers to carry out weatherization activities for eligible homes. Funding announcement DE-FOA-0000051.

**State Agency:** Administration, Department of  
**State Contact Name:** Sarah Bradley  
**State Contact Phone:** (608) 264-7981  
**State Contact E-Mail:** [sarah.bradley@wisconsin.gov](mailto:sarah.bradley@wisconsin.gov)  
**State Web Site:** <http://www.homeenergyplus.wi.gov/>  
**State Amount:** \$141,502,133.00

**Eligible Entities:** Individuals Tribal Government  
**Responsibility for Implementation:** State

**Federal Agency:** Energy, Dept. of  
**Federal Amount:** \$5,000,000,000.00

### b. Web Site Update

Nimm reported the web site is live at [www.cityofwhitewater.com](http://www.cityofwhitewater.com). The CDA Intern, Mitch has been working on adding some content. She will be working on an overall site review and making changes in the next week or so.

### c. Marketing Campaign Update

Nimm reported the postcard proofs are ready at the printers. Next is an official OK on the proof and then its printing. She has some questions on the address database she has and expects to get answers to from Applied PhD while the cards are being printed.

### d. Dark Fiber/Broadband Update

Nimm reported she has received pricing quotes for the installation of dark fiber. She has also been in contact with people from Eau Claire, CESA and WisNet. These agencies have already worked together on a similar effort in Eau Claire and Chippewa Valley. She has received copies of their MOU's and intergovernmental agreements. The dark fiber group shall be meeting in the next few weeks

### e. 2009 CDBG Housing Preliminary Application

Nimm reported the Wisconsin Department of Commerce, Division of Housing and Community Development released the 2009 Community Development Block Grant Housing Preliminary Application Registration. She has completed the on-line pre-registration for our community and has submitted the letter of intention, officially placing us into the Preliminary Application process.

### f. April 18<sup>th</sup> Homebuyers Education Class Update

Nimm reported the Homebuyers Ed team made the call to cancel the class on Tuesday, April 14<sup>th</sup> as there were no registered participants. They will try to bring the class again in late May, early June.

### g. Asbestos Supervisor Training – Week of April 27<sup>th</sup>

Nimm reported that Milwaukee Lead and Asbestos made the decision to take the class out of Whitewater and host it in Milwaukee as there were no registered Whitewater participants at that time.

## 10. Adjourn to closed session at approximately 5:15 PM to reconvene at approximately 5:30 PM Per Wisconsin Statute 19.85 (1)(e). Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Tom Miller motioned to adjourn to closed session at 5:15 PM. Allen seconded.

Present: Jim Allen, Alan Marshall, Tom Miller, Al Stanek, Jim Stewart, Marilyn Kienbaum (4:40PM), Jeff Knight (by telephone)

Absent: None

Others: Nimm, Brunner

Al Stanek motioned to invite these persons to attend the closed session: Jim Caldwell, Bud Gayhart, Mitch Grulke, Jeff Hawkes, Dave Zepecki. Marshall seconded.

Ayes: Allen, Marshall, Miller, Stanek, Stewart, Kienbaum, Knight  
Nays: None

- a. 503 S Janesville Street**
- b. Whitewater Tech Park Site Acquisition**

**11. Reconvene and Roll Call**

Al Stanek motioned to reconvene to open session at 6:10PM. Allen seconded.  
Present: Allen, Marshall, Miller, Stanek, Stewart, Kienbaum, Knight (by telephone)  
Absent: None  
Others: Nimm, Brunner, Grulke, Gayhart, Zepecki, Hawkes

**12. Discussion and Possible Action on 503 S Janesville Street**

Al Stanek motioned to seek additional clarification from the Department of Natural Resources and Department of Commerce on the status of the PECFA closure notice and to make the inquiry as to whether or not the City could use PECFA funds for clean-up if the City was to acquire and make improvements to the site. Included in the motion, Stanek noted that Brunner and Nimm should ask legal about the minimum required property appraisals prior to requesting appraisal services. Marshall seconded.  
Ayes: Allen, Marshall, Miller, Stanek, Stewart, Kienbaum, Knight  
Nays: None  
The motion as described passed unanimously on a roll-call vote.

**13. Confirm May Meeting Date of Monday, June 1 @ 4:30PM (4<sup>th</sup> Monday is Memorial Day)**

**14. Future Agenda Items**

Stanek – Sister City

**15. Adjourn**

Alan Marshall motioned to adjourn at 6:18PM. Knight seconded.

Respectfully Submitted,

Mary Nimm  
CDA Coordinator