



**Whitewater CDA – Minutes**  
**Wednesday, May 2, 2012**  
**1:00 PM – CDA Board of Directors**  
City Manager's Conference Room  
312 W Whitewater Street  
Whitewater, WI 53190

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

The meeting was called to order at 4:30 p.m. by Chair Tom Miller. Members present: Patrick Singer, Jim Allen, Jeff Knight, Tom Miller, Donna Henry, Jim Winship and Larry Kachel. Absent: None. Others present: City Manager Kevin Brunner, Finance Director Doug Saubert, Jim Caldwell, Lisa Johnson (Wisconsin Economic Development Corporation) and Mary Panzer.

**2. Approval of Agenda**

It was moved by Kachel, seconded by Henry to approve the agenda as posted. AYES: Knight, Miller, Henry, Winship, Allen, Kachel and Singer. NOES: None. ABSENT: None

**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.*

There were no comments at this time.

**4. Recognition of Outgoing CDA Chair Tom Miller**

Brunner and Singer presented a special proclamation in honor of Tom Miller's nine years of service to the CDA, including the last seven as its chair. Miller is stepping down from the CDA due to required city term limits on municipal boards and commissions.

**5. Election of CDA Chair**

It was moved by Singer, seconded by Allen to nominate Jeff Knight as the new Chair of the CDA. It was moved by Winship, seconded by Henry to close nominations. AYES: Miller, Henry, Winship, Kachel, Allen and Singer. NOES: None. ABSENT: None. ABSTAIN: Knight.

Knight expressed gratitude to the board for selecting him as its new chair.

**6. Election of CDA Vice Chair**

It was moved by Kachel, seconded by Knight to nominate Donna Henry as CDA Vice Chair. It was moved by Winship, seconded by Kachel to close nominations. AYES: Knight, Miller, Winship, Kachel, Allen and Singer. NOES: None. ABSENT: None. ABSTAIN: Henry.

**7. Approval of March 19, 2012 Minutes**

It was moved by Singer, seconded by Allen to approve the March 19, 2012 minutes as presented. AYES: Knight, Henry, Miller, Winship, Kachel, Allen and Singer. NOES: None. ABSENT: None.

**8. Review and Approval of March 2012 Financials**

Saubert presented the March 2012 CDA financials. After a brief discussion, it was moved by Singer, seconded by Allen to approve the March 2012 financials as presented. AYES: Knight, Henry, Miller, Winship, Kachel, Allen and Singer. NOES: None. ABSENT: None.

**9. Review Update on Technology Park and Business Park Marketing**

Brunner noted that at the next meeting of the Technology Park Board, to be held on May 9<sup>th</sup>, a marketing plan for the Technology Park and Innovation Center will be presented. CDA members were encouraged to attend that meeting, however a report on the marketing plan will be presented at a future meeting of the CDA.

**10. Review of Whitewater First Time Homebuyers Seminar**

Brunner briefly reported that on April 14<sup>th</sup> a First Time Homebuyers Seminar was held. It was sponsored by the CDA and approximately twenty people attended. Local banks were in attendance, including First Citizens, Commercial Bank and Associated Bank. It was noted that a potential Home Buyers Seminar at Generac has been discussed with Generac management.

**11. Convene to Closed Executive Session at approximately 5:15 p.m. pursuant to Wisconsin State Statutes 19.85 (1) (e) to "deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" and Wisconsin State Statutes 19.85 (1) (c) to "consider employment, promotion, compensation or performance**

**evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” .**

It was then moved by Knight, seconded by Allen to convene to Closed Executive Session at approximately 4:55 p.m. pursuant to Wisconsin State Statutes 19.85(1)(3) to “deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session” and Wisconsin State Statutes 19.85 (1) (c) to “consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility”. AYES: Knight, Henry, Miller, Winship, Kachel, Allen and Singer. NOES: None. ABSENT: None.

During the Closed Executive Session the potential creation of a Whitewater Seed Capital Fund was discussed with the Wisconsin Economic Development Corporation as well as review of applications for the vacant CDA Director position.

**12. Reconvene to Open Session at approximately 6:15 p.m.**

It was then moved by Singer, seconded by Winship to reconvene to Open Session at 6:10 p.m. AYES: Knight, Henry, Miller, Winship, Kachel, Allen and Singer. NOES: None. ABSENT: None.

**13. Possible Authorization and Approval of Allocation of up to \$150,000 in UDAG Funding to Create Whitewater Seed Capital Fund**

It was moved by Singer, seconded by Kachel to authorize and approve the allocation of up to \$150,000 in UDAG funding, controlled by the Community Development Authority, to create a Whitewater Seed Capital Fund. This authorization allocation is contingent upon final authorization of the creation of this fund by the CDA at a future meeting. AYES: Knight, Henry, Miller, Winship, Kachel, Allen and Singer. NOES: None. ABSENT: None.

**14. Possible Scheduling of Interviews for CDA Director Candidates**

The Board set up the following dates for possible meetings to interview CDA Director candidates: May 9 and May 16.

**15. Adjourn**

It was then moved by Miller, seconded by Knight to adjourn. The meeting adjourned at 6:13 p.m.