

Whitewater Community Development Authority
Meeting Minutes
September 27, 2012

1. Call to order and roll call

The meeting was called to order by Chair Jeffery Knight at 4:30 p.m. The meeting was held at the Whitewater City Hall, 1st Floor Community Room, 312 W. Whitewater St., Whitewater, WI 53190

Present: Allen, Henry, Kachel, Knight, Meyer, Winship

Absent: Singer

Also: Cameron Clapper, Patrick Cannon

2. Hearing of Citizen Comments

None

3. NAI MLG Commercial Activity Update and Discussion

No action was taken at the meeting. The Board requested that the broker attend the December meeting to give an update.

4. CDA August 2012 Financials

The Financial Statement were presented and discussed. Staff gave a brief update on the loans and receivables.

5. Innovation Center August 2012 Financials

Staff gave a brief overview of the statements. A concern was indicated about a specific delinquent rent payment at the Center. The Executive Director is addressing the situation.

6. Discussion and Possible Action on the 2013 Budget

Staff presented a brief overview of the budget and expected changes for 2013. No action was taken on this item as it will be discussed further in October.

7. Consideration of a request for a liquor license grant for 210 W. Whitewater St.; The Black Sheep Restaurant.

It was noted that the City Council previously took action to award a "Class B" beer and liquor license to the Black Sheep Restaurant.

In order to obtain the license, the establishment must pay a \$10,000 license fee. Tyler Sailsbery, the owner had requested that the CDA award a grant to him to offset the license cost. The CDA had previously awarded grants similar to this to other establishments.

After careful review, the Committee moved to award a grant of \$10,000 to Black Sheep Restaurant from account 910. In addition, the grant must be repaid if the business is sold and relocated within the city.

Winship (1); Allen(2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Winship

Nay: None

At the request of the Chair, closed session items 10 and 11 as listed on the agenda were taken at this time.

- 10. Adjourn to closed session per Wisconsin State Statute 19.85(1)(c) "considering employment, governing body has jurisdiction or exercises responsibility"**
 - a. Discussion of candidates for the Research Support Specialist**

- 11. Remain in 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, wherever competitive or bargaining reasons require a closed session"**
 - a. Consideration of a development agreement with DP Electronic recycling**
 - b. Consideration of a development agreement with Green Energy Holding Company**
 - c. Consideration of a development agreement with Trostel LLC**
 - d. Consideration of confidential information regarding potential projects**

Motion to go into closed session as per state statutes

Knight (1); Allen(2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Winship

Nay: None

Motion to return to open session to take action

Winship(1); Allen(2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Winship

Nay: None

- A. A motion was made to authorize the sale of 3 acres of property to Trostel LLC for the purpose of expansion of their facility

Motion: Authorize the sale of 3.0 acres to Trostel LLC at a price of \$35,000 per acre. The property is located directly north of their current site and is comprised of .61 acres directly north and 2.39 acres to the north east of the property.

Allen(1); Meyer (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Winship

Nay: None

B. A motion was made to direct staff to convey to Green Energy Holding Company that the City is unable to obtain or transfer the New Market Tax Credits.

Kachel (1); Winship(2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Winship

Nay: None

8. Consideration of an agreement with the Wisconsin Economic Development Corporation regarding the establishment of a seed fund.

Mr. Winship left the meeting at 5:50

Staff noted that the CDA and WEDC have been working on the establishment of a seed fund for purpose of assisting new business development. The initial agreement is to outline how the contract works between the two parties. Initial funding for the program would come from both parties at \$150,000 per party.

After reviewing the document and making a few minor adjustments, the Committee moved to approve the agreement between the CDA and WEDC to establish the seed fund.

Allen(1); Kachel(2)

Aye: Allen, Henry, Kachel, Knight, Meyer

Nay: None

9. Consideration of a policy manual for the implementation of the Seed Capital Fund Policy.

Staff noted that as part of the seed fund the CDA will need to develop a manual for the program. A draft manual was previously distributed. The committee reviewed the entire manual and made several changes and correction. Staff was to incorporate these changes into a second draft.

A motion was made to approve the edits made by the Chair and Executive Director and to re-circulate the manual to the members. If no additional changes are warranted, the manual would then be ready to be submitted to WEDC.

Kachel (1);Meyer (2)

Aye: Allen, Henry, Kachel, Knight, Meyer

Nay: None

13. **Adjournment**

The Chair called for a motion to adjourn and indicated that the next regular meeting of the CDA would be held at the Innovation Center and was to follow a tour of the Trostel facility. In addition, he will be adding an item to that agenda to discuss the extension of the contract with Redevelopment Resources for services as the Executive Director.

A motion was made at 7:11 to adjourn the meeting

Allen (1);Henry(2)

Aye: Allen, Henry, Kachel, Knight, Meyer

Nay: None

The minutes were reviewed and approved by the CDA at its meeting on:

Jeffery Knight
Chairperson

Patrick Cannon
Recorder