

Whitewater Community Development Authority
Meeting Minutes
December 10, 2014

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 Innovation Center, Room 105, 1221 Innovation Drive, Whitewater, WI 53190

Present: Allen, Henry, Kachel, Knight, Parker, Singer, Winship

Absent: none

Also: Patrick Cannon, Anna Schwarz

2. Hearing of Citizen Comments

None

3. Approval of Agenda

The agenda was approved and item #7 was moved to be discussed prior to Acceptance of Financial Statements.

Allen (1); Kachel (2)

Aye: All via voice vote

Nay: None

4. Approval of the November 12, 2014 Minutes

The minutes were approved as presented.

Allen (1); Singer (2)

Aye: All via voice

Nay: None

5. Update on Whitewater MakerSpace project - Presentation by Brienne Brown Executive Director

Ms. Brown gave a brief update on the success of the program. Currently they have over 30 members. The membership does change based upon the needs of the participants.

She also indicated that they have received several donations of materials and equipment. She also indicated that they are looking at relocating to a larger facility.

6. Acceptance of October 2014 Financials

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

The October, 2014 Financial Statements were accepted

7. Adjourn to 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" and 19.85(1)(c) "considering employment, governing body has jurisdiction or exercises responsibility"

- a. **Consideration of a Capital Catalyst Fund Grant Request.
 - i. Research and Development Firm – Atmospheric Waste Product**
- b. **Consideration of a Capital Catalyst Fund Royalty Investment Request.
 - i. Research and Development Firm – Atmospheric Waste Product**
- c. **Sale of City owned property located at the intersection of Innovation Drive and Technology Drive.**
- d. **Update on negotiations with potential retail, manufacturing and other businesses that are considering locating in the City of Whitewater and are requesting City of Whitewater related financial assistance or concessions.**
- e. **Reconvene into open session to take action on closed session items as needed.**

Motion to go into closed session as per state statutes.

Allen (1); Kachel (2)

Aye: Allen, Henry, Kachel, Knight, Parker, Singer, Winship

Nay: None

Return to open session for possible action

Motion to return to open session to take action.

Singer (1); Winship (2)

Aye: Allen, Henry, Kachel, Knight, Parker, Singer, Winship

Nay: None

Motion: To award a Capital Catalyst grant of \$10,000 to Biochar Options, Inc. for further development of their project.

Allen (1); Kachel (2)

Aye: All via voice vote

Nay: None

No other action was taken in open session.

8. Consideration and discussion of a \$10,000 Economic Development grant request from Fratelli's Restaurant for a "Class B" Beer and Liquor License.

Staff noted that the City Council has awarded a license to Fratelli's Restaurant. Under State Statutes, the applicant will have an application fee of \$10,000 for the license. As in the past, the CDA has given grants to the business to assist with their license fee.

A motion was made to award a grant of \$10,000 to Fratelli's Restaurant for a "Class B" Beer and Liquor License

Allen (1); Singer (2)

Aye: All via voice vote

Nay: None

9. Consideration and discussion of authorizing submitting a third application for funding from Wisconsin Economic Development Corporation (WEDC), the transfer of \$200,000 from Urban Development Block Grant (UDAG) to the Capital Catalyst Fund and authorizing the CDA Chairperson and Executive Director to sign the necessary documents for this request.

It was noted that the second round of funding for this program has been utilized. Therefore, a third round of funding is being requested. After considerable discussion the Board moved to authorize the filing of the application, the transfer of the funds and directed the Chair and Executive Director to sign the necessary documents.

Allen (1); Kachel (2)

Aye: All via voice vote

Nay: None

10. Consideration and discussion of a draft job description for a newly created position for the CDA.

Staff noted that a new job description was created for the position created in the 2015 budget. After careful review and changes, the Board approved the job description and directed staff to go forward with the filing of the position.

11. Consideration and discussion of a request to repair/replace the barn at the Howard Road property.

Staff noted that the roof of the barn is in need of repair. A request was received from the city to see if the CDA would repair the roof. It was noted that the items stored in the barn are for other city departments rather than the CDA.

At this time, the Board did not approve any repairs to the barn. They did ask for photos of the areas that need to be repaired.

12. Consideration and discussion of selecting meeting nights for future CDA meetings in the spring of 2015.

After discussion by the Board, a motion was made to hold the future meetings on the fourth Wednesday of each month beginning in January, 2015.

Allen (1); Kachel (2)

Aye: All via voice vote

Nay: None

13. Consideration and discussion of Current TIF districts:

- a. TIF #4
- b. TIF #5
- c. TIF #6
- d. TIF #7
- e. TIF #8
- f. TIF #9

Staff provided information about the various plans previously approved for each district. No action taken at this time.

14. Update on the City wide fiber optics project including the Business Park and Technology Parks

No additional information was provided.

15. Update on the long term marketing and community branding project

No additional information was provided.

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

No additional information was provided.

17. Future Agenda Items

Mr. Parker requested an update on the Façade Loan program at a future meeting.

18. Adjournment

A motion was made at 7:20 to adjourn the meeting

Singer (1); Parker (2)

Aye: All via voice vote

Nay: None

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

Jeffery Knight

Chairperson

Patrick Cannon

Recorder