

**Whitewater Community Development Authority
Meeting Minutes
July 22, 2015**

1. Call to order and roll call.

The meeting was called to order by Chair Jeffery Knight at 5:03 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190

Present: Knight, Allen, Singer (5:03), Henry, Parker (5:10), Abbot

Absent: Kachel

Also: Patrick Cannon, Thomas Harrigan, Dr. Beverly Kopper, Doug Saubert

2. Authorization to waive 72 hour notice requirement to take up item #9 Consideration and discussion of the proposed Parklet ordinance and proposed changes to the Commercial Outdoor seating and Façade Loan Programs.

Motion to waive the 72 hour notice requirement to take up item #9

Allen (1); Abbott (2)

Aye: All via voice vote (6)

Nay: 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.*

Dr. Beverly Kopper made comment that she would like to maintain the strong partnership between the University of Whitewater and the Whitewater Community Development Authority while moving forward as newly appointed Chancellor of the University. Additionally, the Chancellor noted the University of Wisconsin Board of Regents will be meeting at the Innovation center on September 10 & 11, with a reception to be held on the evening of September 10th (open to the public).

4. Approval of agenda

Motion to approve the agenda as presented

Allen (1); Abbot (2)

Aye: All via voice vote (6)

Nay: None

5. **Approval of Minutes**
 - a. **June 24, 2015**

Motion to approve the minutes

Allen (1); Henry (2)
Aye: All via voice vote (6)
Nay: None

6. **Acceptance of Financial Statements**
 - a. **June, 2015**
 - b. **Fund Balances**
 - c. **Loan Portfolio**

Motion to accept the Financial Statements

Allen (1); Henry (2)
Aye: All via voice vote (6)
Nay: None

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, whenever competitive or bargaining reasons require a closed session." and Wisconsin State Statutes 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 proposed Offer to Purchase regarding the sale of approximately 5.0 acres in the Business Park.**
 - b. **Consideration and discussion of the payment agreement from Pinpoint Software regarding their CDBG RLF Loan.**
 - c. **Consideration and discussion of economic development incentives for use within TIF Districts**
 - d. **Consideration and discussion of strategy for the purchase of public property and cost assumptions for TIF #5 and TIF #6**
 - e. **Consideration and discussion of establishing long term goals and strategic planning for the CDA, including long term staff assignments**
 - f. **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.**
 - g. **Reconvene into open session to take action on closed session items as needed.**

Motion was made to move into closed session, request made for Doug Saubert, City Finance Director, to remain in attendance.

Knight (1); Allen (2)

Aye: Knight, Abbott, Allen, Henry, Parker, Singer

Nay: None

Lawrence Kachel entered the meeting at 5:15p.m.

A motion was made to return to open session.

Singer (1); Kachel (2)

Aye: All via voice vote (7)

Nay: None

In open session the following action was taken.

Motion was made to formally call the loan made to Pinpoint Software by sending a written request from CDA legal counsel.

Henry (1); Knight (2)

Aye: All via voice vote

Nay: None

A request will be made to City Council to move forward with engineering design in TIF #5 and TIF #6. Staff will request Kristen Fish, of Redevelopment Resources, to attend the next CDA meeting to discuss priorities and strategies in relation to TIF #5 and TIF #6.

No other action was taken in open session.

- 8. Consideration and discussion of CDA's role in a development of a second building in the Technology Park.**

Staff noted that there are no Federal financing mechanisms currently available to pursue a second building in the Technology Park at this time. Private investment may be the most productive option to pursue.

- 9. Consideration and discussion of the proposed Parklet ordinance and proposed changes to the Commercial Outdoor seating and Façade Loan Programs.**

No action was taken.

- 10. Consideration and discussion of proposed changes to the Declaration of Covenants and Restrictions for the Whitewater Business Park Subdivision located in Walworth County.**

A suggestion was made for the changes in the Declaration of Covenants and Restrictions to reflect the changes made in the City's Zoning Code.

11. Update on long term marketing and community branding project.

a. Discussion of media coverage

Staff commented on the need for stronger communication between all bodies of City government in relation to media coverage.

12. Future agenda referrals.

A conversation is to be held between City Manager, Cameron Clapper, Patrick Cannon, and Jeffrey Knight, to discuss future timeline and goals of the CDA.

13. Adjourn.

A motion was made at 7:55pm to adjourn the meeting

Allen (1); Kachel (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**