

Whitewater Community Development Authority

Meeting Minutes

September 24, 2015

1. Call to order and roll call.

The meeting was called to order by Chair Jeffery Knight at 5:05 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190

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

Absent: None

Also: Patrick Cannon, and Thomas Harrigan,

2. 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.*

None

3. Approval of agenda

Motion to approve the agenda as presented

Allen (1); Kachel (2)

Aye: All via voice vote (7)

Nay: None

4. Approval of Minutes

a. August 26, 2015

Motion to approve the minutes

Allen (1); Abbott (2)

Aye: All via voice vote (7)

Nay: None

5. Acceptance of Financial Statements

a. August, 2015

b. Fund Balances

c. Loan Portfolio

Motion to accept the Financial Statements

Allen (1); Kachel (2)

Aye: All via voice vote (7)

Nay: None

6. 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."

a. Consideration and discussion of a Capital Catalyst Fund Grant request. Sensor-based analytical platform company

- b. Consideration and discussion of a Capital Catalyst Fund Royalty Investment request
Sensor-based analytical platform company**
- c. Consideration and discussion of a proposed Offer to Purchase regarding the sale of approximately 5.0 acres in the Business Park.**
- d. Consideration and discussion of the payment agreement from Pinpoint Software regarding their CDBG RLF Loan.**
- e. Consideration and discussion of economic development incentives for use within TIF Districts**
- f. Consideration and discussion of establishing a sale price for property owned or managed by the CDA.**
- g. 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.**
- h. Reconvene into open session to take action on closed session items as needed.**

Motion was made to move into closed session, allowing for CDA staff, Patrick Cannon and Thomas Harrigan, to remain for the discussions to be included in closed session.

Knight (1); Allen (2)

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

Nay: None

A motion was made to return to open session.

Kachel (1); Singer (2)

Aye: All via voice vote (7)

Nay: None

In open session the following action was taken.

Motion was made to issue a \$10,000 Capital Catalyst Grant and to engage in a \$95,000 Royalty Agreement with Scanalytics Inc. dependent upon the following:

1. Scanalytics Inc. submitting financial statements for CDA review.
2. Submission of a secured lease agreement demonstrating occupancy within the City of Whitewater.
3. The Royalty agreement is predicated upon the requirement that the operations of Scanalytics Inc. stay within the City of Whitewater, where if the company relocates outside of the City, the Royalty Agreement can be recalled.

Allen (1); Abbott (2)

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

Nay: None

7. Consideration and discussion of awarding a 2015-2016 lease agreement for farm crops in the Business Park and Technology Park.

Motion was made to approve a crop land lease agreement with Tom Schmeckel at \$155 per acre for a total of \$15,810. The lease agreement will begin on October 1, 2015 and expires on December 31, 2015.

Henry (1); Allen (2)
Aye: All via voice vote (7)
Nay: None

8. Consideration and discussion of proposed 2016 CDA budgets (Fund 900 & 910) and establishing long term goals and strategic planning for the CDA.

CDA staff was directed to redraft the proposed 2016 budgets (Fund 900 & 910) and present the amended version at the October CDA meeting.

9. Consideration and discussion of proposed changes to the Declaration of Covenants and Restrictions for the Whitewater Business Park (Walworth County only)

Motion was made to approve the proposed changes to the Declaration of Covenants and Restrictions for the Whitewater Business Park (Walworth County only), pending that the signage language within the covenants is governed by the City zoning ordinance.

Abbott (1); Singer (2)
Aye: All via voice vote (7)
Nay: None

Jim Allen exist at 7:03pm

10. Consideration and discussion of programs provided by the Wisconsin Department of Administration regarding Community Development Block Grants.

No Action was taken

11. Update on the city wide fiber optics project for the city including the Business Park and Technology Parks.

No action was taken

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

No action was taken

13. Update on Department of Workforce Development programs regarding interns and educational opportunities.

No Action was taken

14. Future agenda referrals.

- Consideration of relocation of the CDA offices.
- A subcommittee of the CDA (Jeff Knight, Larry Kachel, and Bruce Parker) will convene with Kristen Fish to discuss the terms of contract with Redevelopment Resources, specifically providing additional services to the City.
- CDA staff will provide an update on Business Retention meetings.
- CDA staff will provide a financial report on all the Capital Catalyst grants, loans, and royalty investments that have been made since the program's inception to date.

15. Adjourn.

A motion was made at 7:10 pm to adjourn the meeting

Kachel (1), Abbott (2)
Aye: all via voice vote (6)
Nay: None

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

**Jeffery Knight
Chairperson**

Handwritten signature of Jeffery Knight in cursive script.

**Thomas Harrigan
Recorder**

Handwritten signature of Thomas P. Harrigan in cursive script.