

# Whitewater Community Development Authority

## Meeting Minutes

### February 25, 2016

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

The meeting was called to order by Chair Jeffery Knight at 5:00 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190

Present: Knight, Allen, Goettl, Henry, Kachel, Parker

Absent: Singer

Also: Patrick Cannon (CDA Executive Director, Thomas Harrigan (CDA Economic Development Specialist), Cameron Clapper (City Manager), Wallace McDonald (City Attorney)

**2. Authorization to waive 72 hour notice requirement to take up item #9.2 Consideration and discussion of authorizing an appraisal of City/CDA owned property.**

Motion was made to authorize to waive the 72 hour notice requirement and to take up item #9.2, consideration and discussion of authorizing an appraisal of City/CDA owned property.

Kachel (1); Goettl (2)

Aye: All via voice (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.*

None

**4. Approval of agenda**

Motion to approve the agenda as presented

Allen (1); Kachel (2)

Aye: All via voice vote (6)

Nay: None

**5. Approval of Minutes**

**a. January 28, 2016**

Motion to approve the Minutes as presented

Allen (1); Goettl (2)

Aye; All via voice vote (6)

Nay: None

**6. Acceptance of Financial Statements**

**a. January, 2016**

**b. Fund Balances**

**c. Loan Portfolio**

Motion to approve the financial statements as presented

Allen (1); Goettl (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".**

- i. **Consideration and discussion of a Capital Catalyst Fund Royalty Investment request**
  - **Software development company**
- b. **Consideration and discussion of developing a negotiating strategy and sale price for property owned by City/CDA located at Elkhorn & Bluff Roads**
- c. **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.**

Motion was made to move into closed session

Kachel (1); Alan (2)

Aye: Allen, Goettl, Henry, Kachel, Parker, Knight

Nay: None

8. **Reconvene into open session to take action on closed session items as needed.**

Motion was made to return into open session

Goettl (1); Allen (2)

Aye: All via voice vote (6)

Nay: None

In open session, the following actions were taken:

Motion was made to accept the recommendation from the Capital Catalyst Seed Screening Committee to enter in agreement with Inventalator for an additional \$75,000 as a Royalty Investment agreement; to modify the original \$25,000 royalty investment to include all their new business processes; and to offer to Whitewater industries a discounted PILOT programming of their software for industries in the City of Whitewater.

Goettl (1); Henry (2)

Aye: Allen, Henry, Kachel, Parker, Goettl, Knight

Nay: None

[CDA combined item 9. (a) with this motion]

Motion was made for the CDA to obtain an independent third party appraisal of the commercial properties on Bluff Road, and the properties surrounding the Bluff and Elk Horn Road roundabout; for up to \$2,000 from UDAG funds, if the quote is higher, it will be taken to City Council for consideration.

Allen (1); Goettl (2)

Aye: All via voice vote (6)

Nay: None

9. **Consideration and discussion of authorizing an appraisal of City/CDA owned property.**

- a. **Located at Elkhorn and Bluff Roads.**
- b. **Located at corners of Jefferson St. and E. Starin Road (former Alpha Cast sites)**

No action was taken on the properties located at the corners of Jefferson St. and E. Starin Road. These properties will be discussed as a future agenda item.

**10. Consideration and discussion of amendments to CDBG RFL-Ed Loan Manual.**

Motion was made to approve the amendments made to the CDBG RFL-ED Loan Manual as presented, and to put the item back onto the agenda with CDA attorney, Mitchell Simon's, suggested amendments in the future.

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

**11. Update on the Certified Sites program.**

CDA staff noted that the Wisconsin Economic Development Corporations Certified Site program request for information window has closed as of February 18<sup>th</sup>, 2016. Municipalities that have advanced onto the second phase of the program will be notified mid-March. A future report on the process and the CDA's site submission will be given at the next CDA meeting.

**12. Update on grocery store recruitment process.**

Ad Hoc Grocery Committee Chairwomen Goettl noted that first formational meeting was held and two new members have been added to the committee, Tracy Wilson of W<sup>3</sup> and the Whitewater Student Government has also committed a member to the committee. Next steps will focus on implementing a market analysis and citizen survey.

**13. Future agenda referrals.**

1. Consideration and discussion on future use of properties located at the corners of Jefferson St. and Starin Road. Request that representative from the Fire Department and Park and Recreation Director be present for the discussion
2. Report on the Up-and-Coming Co-Operative Conference, taking place March 10<sup>th</sup>-12<sup>th</sup> in Bloomington, Indiana.
3. Consideration and Discussion on potential marketing signage of City land located within the Whitewater Business Park, Technology Park, and Bluff Road.

**14. Adjourn.**

Motion was made to adjourn at 7:10PM  
Kachel (1); Allen (2)  
Aye: All via voice vote (6)  
Nay: None

**The minutes were reviewed and approved by the CDA at its meeting on: 3/24/2016**

**Jeffery Knight  
Chairperson**



**Thomas Harrigan  
Recorder**

