

Whitewater Community Development Authority

Meeting Minutes

May 26, 2016

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, Henry, Parker, Singer

Absent: Allen, Kachel

Also: Patrick Cannon (CDA Executive Director), Cameron Clapper (City Manager)

2. Authorization to waive 72 hour notice requirement to take up item #7.C Consideration and discussion of a release of collateral for Walenton/Learning Depot CDBG - RLF ED Loan.

Motion was made to authorize to waive the 72 hour notice requirement and to take up item #7.C Consideration and discussion of a release of collateral for Walenton/Learning Depot CDBG - RLF ED Loan and to approve the agenda (Item #4 of the agenda);

Singer (1); Henry (2)

Aye: All via voice (4)

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

Included in Motion for item #2 - no further action required

5. Approval of Minutes

a. April 28, 2016

Motion to approve the Minutes as presented

Henry (1); Parker (2)

Aye: All via voice vote (4)

Nay: None

6. Acceptance of Financial Statements

a. April, 2016

b. Fund Balances

c. Loan Portfolio

Motion to approve the financial statements as presented

Singer (1); Parker (2)

Aye: All via voice vote (4)

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".**
- a. **Consideration and discussion of a Capital Catalyst Grant request:**
 1. **Policy Crowd sourcing Platform Development company**
 - b. **Consideration and discussion of a Capital Catalyst Fund Royalty Investment request:**
 1. **Policy Crowd sourcing Platform Development company**
 - c. **Consideration and discussion of release of collateral for Walenton / Learning Depot CDBG -RLF Ed loan**
 - d. **Consideration and discussion of developing a negotiating strategy (including cost options) for contracting of outside legal services.**
 - e. **Consideration and discussion of a request from Triple J Properties to amend Redevelopment Agreements regarding 155 West Main St. and 151-153 West Main St.**
 - 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.**

Motion was made to move into closed session

Knight (1); Singer (2)

Aye: Henry, Parker, Singer, 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

Singer (1); Henry (2)

Aye: All via voice vote (4)

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 to Policy Confluence, Inc. DBA POLCO for a \$10,000 Capital Catalyst Grant and a \$100,000 Royalty Investment contingent on the following:

- Applicant to offer local charge of \$250.00 for services to the City of Whitewater and the Whitewater Area School District.
- The Grant Funds to be awarded upon approval by the CDA.
- The Royalty Investment payments would be made as funds become available to the CDA.
- This award would be an amendment to previous Royalty Investment Agreement
- The City of Whitewater would serve as a BETA site for testing of program upgrades by POLCO.
- POLCO would maintain a presence in Whitewater by executing a lease agreement for space within the Innovation Center.
- POLCO would staff the space in the Innovation Center via current staff and use of student interns.

Singer (1); Henry (2)
Aye: Henry, Parker, Singer, Knight
Nay: None

No further action was taken in open session

9. Consideration and discussion of amending the CDBG Home Rehabilitation Loan Program.

No action was taken as the Board decided that they wish to continue to have a local committee review the loan applications and approve the loan requests.

10. Consideration and discussion of continued participation in the Cooperative Agreement with Waukesha County for the Community Development Block Grant (CDBG) and HOME Investment Partnership Programs.

No action was taken as the Board determined that they wish to continue to participate in the program. Waukesha County had indicated that continued participation did not require action by the Board.

11. Consideration and discussion of authorizing a Development Agreement with Whitewater Advance Auto Parts LLC (Whitewater AAP, LLC) for the construction of a new store at 1184 W. Main St.

Staff noted that the Development Agreement is between three parties, the Developer, the City of Whitewater and the CDA. While normally the CDA would not be party to this type of an agreement, the other parties had previously taken action to include the CDA as a party. Therefore, it would be prudent for the CDA to also approve the agreement.

A motion was made to approve the agreement and authorize the Chair and Executive Director to sign the agreement.

Singer (1); Henry (2)
Aye: All via voice vote (4)
Nay: None

12. Consideration and discussion of authorizing recruitment for the Economic Development Specialist - CDA position.

Staff noted that the position became vacant with the resignation of Thomas Harrigan in early May, 2016. If the recruitment were to commence immediately, the expected vacancy would be approximately 2-3 months.

After review of the request, the Board moved to authorize the filling of the vacant position and via a friendly amendment to the original motion authorized the hiring temporary help during the vacancy.

Motion to approve the request and to authorize the filling of the position and the hiring of temporary help during the vacancy.

Singer (1); Parker (2)
Aye: All via voice vote (4)
Nay: None

13. Consideration and discussion of selecting a regular meeting night for future CDA meetings.

The Chair noted the meeting was adjusted last year due to a scheduling conflict with a Board member. That conflict is no longer relevant. Therefore, the Board would like to return to its original meeting night of the fourth Wednesday of each month.

A motion was made to change the regular CDA meetings to the fourth Wednesday of each month commencing in June, 2016.

Parker (1); Henry (2)

Aye: All via voice vote (4)

Nay: None

14. CDA/Staff Updates on:

a. Grocery store recruitment/marketing study

Staff gave a brief update on the results of the study. The Board asked if Mr. Perkins could come to a future meeting to explain the results of the report. The Board also directed staff to disseminate the information to area grocery stores as part of a recruiting effort.

b. Certified Site program

Staff indicated that we were still waiting on the wetland delineation to be completed. With that information, everything should be submitted for review and consideration.

c. Housing Study

The Chair noted that meetings with Dr. Russ Kashian had taken place to define the scope of the study. A focus group of businesses within the Business Park is being planned to solicit information from the Human Resources Directors from those businesses.

d. Business Park signage

1. Authorization to purchase and install signed "For Sale of Vacant Lands"

Staff noted that a bid had been received for signage indicating that lots were for sale had been received. The company had offered pricing for two types of signs. Installation of the signs would be a separate cost as it would be completed by a different company. After careful review, the Board authorized that signs be purchased with an amount up to \$5,000 plus installation. Staff and Mr. Parker were to work with local Real Estate Professionals to select the appropriate type of sign.

A motion was made to authorize the purchase of eight signs at a price not to exceed \$5,000 plus installation costs.

Parker (1); Henry (2)

Aye: All via voice vote (4)

Nay: None

15. Future agenda referrals.

16. Adjourn.

Motion was made to adjourn at 8:00PM

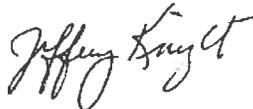
Singer (1); Parker (2)

Aye: All via voice vote (4)

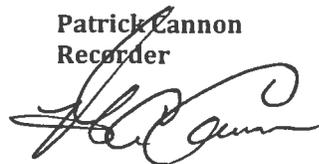
Nay: None

The minutes were reviewed and approved by the CDA at its meeting on: 6/22/2016

Jeffery Knight
Chairperson

Handwritten signature of Jeffery Knight in cursive script.

Patrick Cannon
Recorder

Handwritten signature of Patrick Cannon in cursive script.