

**Whitewater Community Development Authority**  
**Meeting Minutes**  
**June 22, 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, Allen, Henry, Kachel, Parker, Singer

Absent: Winship

Other Elected Officials: Goettl (City Council)

Also: Patrick Cannon (CDA Executive Director)

Chairman Knight announced that Jim Winship has been appointed as the newest Citizen member of the CDA. Mr. Winship had previously served on the CDA Board when he was a member of the Whitewater City Council.

**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

Singer (1); Henry (2)

Aye: All via voice vote (6)

Nay: None

**4. Approval of Minutes**

a. **May 26, 2016**

b. **June 9, 2016**

Motion to approve the Minutes for both meetings as presented

Allen (1); Parker (2)

Aye: All via voice vote (6)

Nay: None

**5. Acceptance of Financial Statements**

a. **May, 2016**

b. **Fund Balances**

c. **Loan Portfolio**

Motion to approve the financial statements as presented

Kachel (1); Singer (2)

Aye: All via voice vote (6)

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 developing a negotiating strategy (including cost options) for contracting of outside legal services.**
- b. **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 and allow Stephanie Goettl and Patrick Cannon to remain in closed session

Knight (1); Allen (2)

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

Nay: None

**7. 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 (6)

Nay: None

In open session, the following actions were taken:

Motion was made to recommend that the City/CDA initiate the process to purchase the property located at 1260 W. Main St (old Sentry Grocery Store) as an incentive to assist with the recruitment of a grocery store and to request a joint meeting with the Whitewater City Council on June 28, 2016 to discuss this matter.

Singer (1); Henry (2)

Aye: Allen, Henry, Parker, Singer, Knight

Nay: None

Abstain: Kachel

No further action was taken in open session

**8. CDA/Staff updates on:**

**a. Grocery store recruitment/marketing study**

Staff indicated that they have been in contact with a potential grocer who has expressed an interest in opening a store in Whitewater.

**b. Certified Sites Program**

Staff indicated that all materials required for the program have been completed and will be submitted to the reviewer by the deadline of June 24, 2016. The Wetland Delineation report is expected to be received on June 23, 2016.

**c. Economic Development Specialist - CDA position**

It was noted that 10 applications have been received to date. The final date of accepting applications is June 24, 2016

**d. Housing Study**

Dr. Kashian has met with the K-12 Schools and they would like to participate in the study. He will also be working with the University to have them be part of the study also.

**e. Business Park signage**

Board member Parker and staff have been working on selecting the information for the signs and their locations. The information will be forwarded to the sign company to have them design a sample for review.

**f. Listing Real Estate Broker agreement**

Board member Parker and staff met with three local commercial Realtors. The three Realtors have agreed to work together on all City/CDA owned properties and have them listed on the MLS system. Staff is expecting separate brokerage agreements from the Realtors as they will have an agreement between themselves outside of the CDA's agreement.

**9. Future agenda referrals.**

None

**10. Adjourn.**

Motion was made to adjourn

Kachel (1); Singer (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**



**Patrick Cannon  
Recorder**