



1. AGENDA

Whitewater Community Development Authority Board of Directors Meeting Agenda

Date: Thursday, December 17, 2020

Time: 5:30 P.M.

Location: Virtual. Due to Coronavirus concerns, this meeting will be virtual (not in person). Citizens are welcome, and encouraged to join us via computer, smart-phone or telephone.

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Members Present:

Members Excused:

Staff Present: Cathy Anderson, Executive Director; Bonnie Miller, Administrative Assistant; Cameron Clapper, City Manager; Steve Hatton, Finance Director

Agenda:

1. Administrative Items

- a. Welcome Statement: Welcome to the Whitewater CDA meeting of November 19, 2020. Before we begin the meeting this evening, each Commissioner is asked to adjust their camera and microphone, be attentive, actively listen and participate, speak in turn, only speak to items on the Agenda, and not surmise the opinions or ideas of private citizens.
- b. Call to Order:
- c. Declaration of Conflict of Interest: Would any member(s) of the Board wish to declare any known conflict of interest with the items presented on today's CDA Board Agenda?
- d. Approval of Agenda:
- e. **APPROVAL OF MINUTES** for November 19, 2020 Meeting.
- f. **ACCEPTANCE OF FINANCIAL STATEMENTS** for Period Ending 11/30/2020.

2. Action Items

- a. Reconcile USDA 1990 Façade program dollars and retain USDA funds in the sum of \$90,321.50 in the Facade Checking Account (First Citizens State Bank Account No. xxx-442). Transfer the remaining funds to the Action Bus Dev (UDAG) Checking Account (First Citizens State Bank Account No. xxx-127).
- b. Kaliber Imaging: Requesting write-off of Capital Catalyst Loan in the sum of \$102,500 as of 12/31/2020 pursuant to recommendation of CDA legal counsel.

3. Updates & Discussion

- a. Innovation Center Update.
- b. Grocery Update.
- c. Course outline for CDA Board of Directors (**ED 101 BY WEDA**).
- d. Community Engagement Vehicle (**CEV**).
- e. Loan recipient presentations (all open loans have been scheduled):
 - i. January 21 – Blueline Battery, Dustin Herte.
 - ii. February 25 – Scanalytics, Joe Scanlin.
 - iii. March 25 - Ideawake/Inventilator, Coby Skonord.
 - iv. April 22 – iButtonLink, Rob Olson (tentative)
 - v. May 27 – Slipstream, Choton Basu.
 - vi. June 24 – Meeper, Liz Eversoll.
 - vii. August 26 – Bicyclewise, Liz Sotherland.
- f. Memo: **CLOSE CDA SAFE DEPOSIT BOX AT FIRST CITIZENS STATE BANK.**
- g. Memo: **WRITE-OFF UNCOLLECTABLE CDBG LOANS YE 2020.**

**h. Memo: WRITE-OFF UNCOLLECTABLE CAPITAL CATALYST
LOANS YE 2020.**

4. Future Agenda Referrals:

1. Improvement of physical condition of Lot 9B in the Business Park.
2. Discuss a detention area on Lot 6B with National Guard.
3. ED 101 Training for Board Members and Elected Officials. (Completed 12/2020)
4. Roles & Responsibilities of the CDA.
5. Update Capital Catalyst Program Manual & Application Materials.
6. CDA Alternative Revenue Streams.
7. Continue discussions of TIF extension.
8. Director to visit (virtual/in person) with Whitewater's employers.
9. Reorganize TIDs.
10. Add Tax Increment.
11. Recruitment of a grocery store.
12. Land Sale Policy (Finance director Steve Hatton) – Discussion of Policies and Procedures for Land Sale Transactions by the CDA on Behalf of the City.
13. New Housing.
14. Use CDBG Closeout funds to purchase homes to create an alternate CDA Revenue source. (Completed 12/20)
15. Recommendation to write off uncollectable loan receivables. (Completed 12/2020)
16. Identify the funding sources(s) of the Façade checking account. (Completed 12/2020)
17. Research HUD qualifications for housing. (Completed 11/2020).
18. Transfer Moraine View Checking Account balance to Parks and Recreation Department. (Completed 12/2020)
19. Listing Contract for Lot 1, CSM 3442. (Completed 11/2020)

7. Adjournment

a. adjourned:

Documents:

[2020-11-19 CDA BOARD MINUTES.PDF](#)
[CDA FINANCIALS 11-30-2020.PDF](#)
[BOARD TRAINING_WEDA ED 101.PDF](#)
[MEMO_CLOSE SAFE DEPOSIT BOX.PDF](#)
[MEMO_WRITE OFF CDBG LOANS YE 2020_CDBG CLOSEOUT.PDF](#)
[MEMO_WRITE OFF CAPITAL CATALYST LOANS YE 2020.PDF](#)
[CIVIC ENGAGEMENT - POLARIS GEM.PDF](#)

It is possible that a quorum of Common Council and Technology Park Board members may attend this meeting. Even if a quorum is present, no Common Council and/or Technology Park Board business will be conducted at this meeting. Anyone requiring special arrangements is asked to call the office of the City Manager/ City Clerk at least 24 hours prior to the meeting.