



Community Development Authority Board of Directors Meeting

MINUTES

Thursday, April 20, 2023

1) Administrative Items.

- a) **Call to Order and Roll Call.** Chairperson Singer called the meeting to order at 5:30 p.m. MEMBERS PRESENT: Joe Kromholz, Jon Kachel, Patrick Singer, Jim Allen, Lucas Schreiber. ABSENT: Jason Gleason. STAFF PRESENT: John Weidl (City Manager), Steve Hatton (Finance Director), Sarah Marquardt, Human Resources Manager, Bonnie Miller (CDA Administrative Assistant).
 - b) **Recognize Newly-Appointed Commissioners:** Councilperson Luke Schreiber was introduced as a representative from Common Council, along with Jim Allen who returns as a Common Council representative.
 - c) **Election of Board Chair.** Rescheduled to May 18, 2023 meeting.
 - d) **Election of Board Vice-Chair.** Rescheduled to May 18, 2023 meeting.
 - e) **Appointment to Whitewater University Technology Park Board.** Rescheduled to May 18, 2023 meeting.
 - f) **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? None.
 - g) **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.
- 2) **Approval of Minutes:** Moved by Allen to approve the Minutes of the CDA Board Meeting March 16, 2023. Seconded by Schreiber. AYES: All by voice vote (5); NOES: None. ABSENT: Gleason.
- 3) **Review and Acknowledge Financial Statements:** Noted by City Manager Weidl that the payoff amounts referenced at Item 4(a) are not included in the Financials for Period Ending March 31, 2023. Moved by Allen and seconded by Kromholz to acknowledge the Financials for Period Ending March 31, 2023 as presented. AYES: All by voice vote (5). NOES: None. ABSENT: Gleason. Chairperson Singer acknowledged the contributions of Finance Director Hatton and wished him success in his new position with Sheboygan County.
- 4) **Updates and Discussion:**
- a) **Update regarding Blue Line Battery loan payoff.** Finance Director Hatton reported that Blue Line Battery loans were paid in full as of April 6, 2023. Receipt of funds were deposited into respective loan fund, crediting \$108,385.88 to the Capital Catalyst Fund and crediting \$58,705.30 to the Action Fund Account. City Manager Weidl noted that a press release will be issued recognizing the success of Blue Line and wishing them well and promoting the CDA loan programs and available funds.
 - b) **Update regarding improvement of physical condition of Lot 9B in the Business Park (Part of Tax Parcel No. 292-0515-3432-000) located on Enterprise Blvd.** City Manager Weidl stated that there is a development currently being proposed for this lot. The Developer has raised no

objections to the way the site is as it exists. Weidl recommended waiting until staff works through the current proposal, and should we not have someone interested in this lot, bring it back for consideration at that time.

- c) **Update regarding Economic Development Director/CDA Director Search.** City Manager Weidl introduced, our new Human Resources Manager, Sara Marquardt, who updated the Board with respect to the selection of the new Economic Development Director. Ms. Marquardt stated that the position does not close until April 18, however, we have five candidates, four of which are viable (three in-state and one out-of-state). Applications will be reviewed when the posting has closed. Of the four candidates, one candidate has a master's degree with city economic development experience, one candidate has a bachelor's degree with some master's work and marketing experience at the city level, one candidate has a master's degree with a combination of planner, real estate and community development experience, and one candidate has a master's degree with planner and military civilian affairs experience. Ms. Marquardt stated that she worked for six years in Wausau in economic development and is excited about these interviews. She is looking to have a small interview panel and suggested Kromholz as a member of the panel due to his legal experience. The interview will be a structured interview with presentations and a standard rating system and asked that any Board members who are interested in serving on the panel contact her to provide her with their availability. Chairman Singer suggested limiting Board participation to two to avoid quorum issues. City Manager Weidl suggested one would like to invite the Director of the CEC and Innovation Center to participate and stated that one Board member would be ideal, two acceptable but four is a quorum. City Manager Weidl stated that he would like to include the Director of the CEC and Innovation Center on the panel. Kromholz, Kachel and Singer all expressed interest. After a brief discussion of past procedures, the consensus was that the Chairperson and Board Member Kromholz should serve on the panel. An update will again be brought back to the Board at the May 16, 2023 meeting.
- d) **Economic Development Activity Report.** City Manager provided updates with respect to economic development activity. Incentis, a site location firm, has put together an offer which has been vetted by the City's financial team, and Ehlers has given its approval and written a review. Weidl used that information to send a letter back to them stating that if we receive a formalized package in the terms as discussed, staff would be happy to present in support of the project as outlined. Weidl will continue to provide updates regarding the project. Weidl summarized the development as an approximately \$18 million investment in an 80,000 square-foot facility, bringing somewhere between 70-90 jobs to the area, 75% of which would be regional hires (25% of their workforce plans to relocate). The lot is located in the business park and they would be paying for the land. Weidl concluded with a mention of the Aldis and Starbucks projects that will be on the May agenda for the Plan & Architectural Review Commission.

5) **Board Member Requests for Future Agenda Items:**

- a) Create policy between the CDA and City regarding transfers of residual equity from the CDA to the City.
- b) Follow up on the physical condition/clean-up of all parcels being marketed for sale in the Business Park.
- c) CDA Alternative Revenue Streams.
- d) Director to visit (virtual/in-person) with Whitewater's employers.
- e) Recruit Developer that would include a grocery merchant.

(The above matters may be discussed at this meeting but no substantive action will be taken.)

- 6) **EXECUTIVE SESSION.** It was moved by Singer and seconded by Allen to adjourn to Closed Session, **TO RECONVENE**, pursuant to Wisconsin Statutes 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. **Items to be discussed:** (a) **Negotiate Vacant Land Offer to Purchase with Becker & Bolton, LLC with respect to vacant parcel of land located at 501 N. Prospect Dr. in the Business Park (Tax Parcel No. 292-0515-3434-001);** (b) **Deliberate Development Agreement with Becker & Bolton, LLC for further recommendation to Common Council for review and approval regarding proposed project to be located at 501 N. Prospect Dr. (Tax Parcel No. 292-0515-3434-001).** AYES:

Schreiber, Singer, Allen, Kachel, Kromholz. NOES: None. ABSENT: Gleason. The meeting adjourned to closed session.

- 7) **RECONVENE INTO OPEN SESSION.** The meeting reconvened upon unanimous voice vote motion made by Kachel and seconded by Kromholz.

Moved by Kromholz to adopt the Development Agreement for the development of the property located at in Whitewater at 501 Prospect between the City of Whitewater and Becker & Bolton and specifically moved that the City Council accept the agreement as amended, with the caveat that the Agreement will be amended at Section IV.B.6 as disclosed in Closed Session. Seconded by Kachel. AYES: Kachel, Allen, Singer, Kromholz, Schreiber; NOES: None; ABSENT: Gleason. Motion passed.

Moved by Kachel and seconded by Kromholz to approve the Offer to Purchase as presented. AYES: Schreiber, Singer, Allen, Kachel, Kromholz; NOES: None; ABSENT: Gleason. Motion passed.

- 8) **Adjournment.** The meeting was adjourned at 6:12 p.m. upon unanimous voice vote motion made by Schreiber and seconded by Kromholz.

Respectfully submitted,

Bonnie Miller, Recorder