



**Community Development Authority
Board of Directors Meeting
312 W. Whitewater St., Whitewater, WI 53190**

**MINUTES
January 19, 2023**

Call to Order and Roll Call: Chairman Singer called the meeting to order at 5:30 p.m. PRESENT: Jim Allen, Lisa Dawsey-smith, Joe Kromholz, Jason Gleason, Patrick Singer; ABSENT: Jon Kachel, Jake Gildemeister. STAFF PRESENT: John Weidl (City Manager), Steve Hatton (Finance Director), Brad Marquardt (Director of Public Works). PRESENTER: Kristin Fish-Peterson (Redevelopment Resources).

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 stated.

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.

Approval of Minutes: Moved by Kromholz to approve the Minutes of the December 15, 2022 CDA Board Meeting; seconded by Gleason. AYES: All by voice vote (5); NOES: None; ABSENT: Gildemeister, Kachel.

Kachel enters the meeting at 5:37 p.m.

Presentation. City Manager Weidl introduced Kristin Fish-Peterson of Redevelopment Resources who has been hire to act as a consultant to the CDA to establish a clear delineation of roles and responsibilities between the CDA and the City. Ms. Fish-Peterson began with a summary of her experience in economic development and provided a presentation to the Board entitled "What is a CDA", followed by a question and answer period. A discussion of CDA priorities followed including the following: finalizing a job description for the role of Economic Development Director/CDA Director; ED Director/CDA Director position is considered a City employee who reports to the City Manager and will be a part of the Development Team; establish a recruitment timeline and form a five-member committee to carry out the selection process; establish clear lines of communication between the CDA Director, Chairperson and Board Members; establish goals and document the process for reaching those goals; continuation of business retention visits as a means of establishing open lines of communication between the CDA/City and existing businesses; encourage flexibility and responsiveness to potential developers; continue coordination with City staff/development team to address any issues raised.

A video of Ms. Fish-Peterson's presentation is available for viewing on the City Website under "Agendas & Minutes" for the January 19, 2023 CDA Meeting.

Review and Acknowledge Financial Statements: Moved by Dawsey-Smith to acknowledge preliminary Financial Statements for period ending December 31, 2022; seconded by Kromholz. AYES: All by voice vote (6); NOES: None; ABSENT: Gildemeister.

Discussion and possible action regarding reduction of electric consumption of City owned street lights.

Marquardt provided a brief summary of a budget initiative to reduce electric consumption. The proposal for consideration by the CDA included turning off City-owned street lights in the Industrial Park on Starin Road, Executive Drive, Prospect Drive, Industrial Drive, Universal Boulevard and Howard Road. Marquardt stated that the actual savings would only be \$5,000 rather than the estimated \$50,000. A discussion of safety issues ensued due to the high volume of traffic. Moved by Kachel to reject the proposal to turn off the City-owned lights in the Industrial Park and to keep the lights on; seconded by Gleason. AYES: All by voice vote (6); NOES: None; ABSENT: Gildemeister.

Discussion and possible action regarding extension of the Construction Deadline called for under the Development Agreement entered into between PropertyX LLC and the City dated March 29, 2022.

City Manager Weidl stated that Neighborhood Services has received an application for Plan Review and a copy of the project's Conditional Approval from the State of Wisconsin Department of Safety and Professional Services. Weidl recommended seeking approval from the Common Council to amend the Development Agreement so as to avoid expiration of the March Construction Deadline called for in the Agreement.

Moved by Dawsey-Smith to recommend that the Common Council direct Weidl to amend the Development Agreement to extend the Construction Deadline to 09/02/2024; seconded by Kromholz. AYES: All by voice vote (6); NOES: None; ABSENT: Gildemeister.

Update regarding Board Member attendance and removal of Board Member. Weidl stated that he will place a request on the February Agenda of the Common Council to remove a CDA Board Member due to non-attendance and seek to fill the vacant position.

Update regarding recruitment of grocery merchant. Weidl stated that he has met with a property owner that the Gro Co has targeted as a site and this person is amenable to working with the City. Weidl will speak with another property owner next week in order to make everything go. If that happens, Weidl will put preliminary documents together outlining what the City would need from the CDA in order to make that happen. They are making positive progress, they have identified a site and Weidl will bring this back to the CDA for closed session discussion at a future meeting.

Economic Development Activity Report (Weidl). Weidl stated that working with Kristin Fish-Peterson will consume most of our economic development capacity. Soon, they will bring back a job description for Economic Development Director/CDA Director for review and comment by the CDA Board. The CDA could then post the job description and begin recruiting as Kristin continues her work.

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) Improvement of the physical condition of Lot 9B 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.)

EXECUTIVE SESSION. Motion by Singer 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. Negotiation of sale of Lot 6B (Tax Parcel 262-0515-3434-001) located on Endeavor Drive to David & Goliath LLC.
- b. Deliberation regarding Blue Lien Battery Intercreditor Agreement.

- c. **Deliberation of Letter of Intent to purchase Bluff Road Lots (Tax Parcels /A323600002, /A503200001 and /A503200002.**

Singer noted that Ben Bolton of David & Goliath LLC will be invited to join the meeting to present additional information and respond to questions from the Board regarding Item a, after which Mr. Bolton will be excused. Motion seconded by Allen. Roll call on the motion: AYES: Kromholz, Kachel, Allen, Dawsey-Smith, Gleason, Singer; NOES: None; ABSENT: Gildemeister.

RECONVENE INTO OPEN SESSION. Moved by Dawsey-Smith to reconvene into open session for possible action on Closed Session items; motion seconded by Kromholz. AYES: All by voice vote (6); NOES: None; ABSENT: Gildemeister.

Regarding Item a: No action was taken.

Regarding Item b, moved by Allen and seconded by Dawsey-Smith to reject a request that the CDA join in an Intercreditor Agreement regarding Blue Line Battery. AYES: All by voice vote (6); NOES: None; ABSENT: Gildemeister.

Regarding Item c: Moved to approve the non-binding Letter of Intent at 6 months subject to attorney approval; seconded by Gleason. AYES: All by voice vote (6); NOES: None; ABSENT: Gildemeister.

ADJOURNMENT. Moved by Dawsey-Smith to adjourn the meeting; seconded by Allen. AYES: All by voice vote (6); NOE: None; ABSENT: Gildemeister. Meeting adjourned at 6:45 p.m.

Respectfully submitted,
Bonnie Miller, Recorder

Minutes approved by CDA Board on 02/16/2023