



## Community Development Authority Board of Directors Meeting

### MINUTES – May 18, 2023

#### 1) Administrative Items.

- a) **Call to Order.** Chairman Singer called the meeting to order at 5:30 p.m.
- b) **Roll Call.** MEMBERS PRESENT: Joe Kromholz, Jon Kachel, Patrick Singer, Jim Allen, Lukas Schreiber, Jeff Knight, Thayer Coburn. ABSENT: None. STAFF PRESENT: John Weidl (City Manager), Brad Marquardt (Public Works Director), Sara Marquardt (HR Manager), Bonnie Miller (CDA Administrative Assistant).  
Chairman Singer introduced new Board Members Jeff Knight and Thayer Coburn.
- c) **Election of Board Chair.** Knight nominated Patrick Singer; seconded by Joe Kromholz. Singer accepted the nomination. There being no other nominations, it was moved by Allen to close nominations; seconded by Kromholz. AYES: Kromholz, Kachel, Allen, Schreiber, Knight, Coburn. NOES: None. ABSTAIN: Singer. ABSENT: None.
- d) **Election of Board Vice-Chair.** Knight nominated Jim Allen. Allen accepted the nomination. Kromholz nominated Lukas Schreiber. Schreiber respectfully declined the nomination. Hearing no other nominations, it was moved by Coburn to close the nominations; seconded by Knight. AYES: All by voice vote (7). NOES: None. ABSTAIN: Allen, ABSENT: None.
- e) **Appointment to Whitewater University Technology Park Board.** Coburn nominated Joe Kromholz, seconded by Knight. Hearing no other nominations, moved by Allen to close nominations; seconded by Kromholz. AYES: Kachel, Allen, Singer, Schreiber, Coburn, Knight. NOES: None. ABSTAIN: Kromholz.
- 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 April 18, 2023 CDA Board Meeting with correction for typo; seconded by Kachel. April 18, 2023. AYES: All by voice vote (7); NOES: None. ABSENT: None. Motion passed.

- 3) **Review and Acknowledge Financial Statements:** Moved by Allen to acknowledge the Financial Statements for Period Ending April 30, 2023; seconded by Knight. AYES: All by voice vote (7); NOES: None. ABSENT: None. Motion passed. Singer requested update on loan to Black Sheep; City Manager Weidl to follow up at the next meeting.

#### 4) Action Items:

- a) **Review Draft #2 Affordable Housing Policy and possible recommendation for consideration by the Common Council.** City manager Weidl stated that he had received written comments that are not included in this draft and requested that this item be rescheduled to June 15, 2023

meeting. Allen comment that he would like to see this process streamlined for approval before the next housing season. Knight asked whether any of these dollars can be used to cover administrative costs associated with administering the program. Kromholz stated that he would like to see the dollars be used exclusively for development. Schreiber requested information as to the medium income established in both Walworth and Jefferson Counties. Weidl confirmed to the Board that the intent of the program is to develop single-family housing, rather than multi-family housing.

**5) Updates and Discussion:**

- a) **Update regarding Economic Development Director/CDA Director Search.** HR Director Sara Marquardt stated that of the panel of applicants that were interviewed, a candidate with economic development experience in Dane County was offered a contract. The candidate indicated that he would like to discuss the offer with his spouse before responding to an offer.
- b) **Economic Development Activity Report.** City Manager Weidl confirmed that a closing is scheduled for June 1, 2023 for the sale of a lot on the corner of Prospect and Endeavor Drives in the Business Park to Becker & Bolton LLC for the construction of a 30,000 square-foot facility with leasable micro-tenant industrial space. The CDA approved a \$300,000 incentive provided construction is complete. Weidl stated that the Aldi's proposal will be on the Plan Commission agenda in June. Weidl also stated that they may be asking for financial assistance on the environmental side of the project which would be handled internally without borrowing.

**6) 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) CDA Alternative Revenue Streams.
- c) Director to visit (virtual/in-person) with Whitewater's employers.
- d) Recruit Developer that would include a grocery merchant.

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

- 7) **EXECUTIVE SESSION.** 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." Item to be discussed: Negotiating acquisition of property located at 136 North Jefferson Street. Upon unanimous roll call vote, the meeting was adjourned to closed session.
- 8) **RECONVENE INTO OPEN SESSION.** It was moved by Coburn and seconded by Allen to reconvene to open session. Upon unanimous roll call vote, the meeting reconvened to open session.
- 9) **Possible action on Closed Session Item.** Chairman Singer stated that no action would be taken at this time and opened the meeting for public comment. Realtor Kaitlyn Hart introduced Amerika Wells and Caleb Murray, homeowners of the house at 137 North Jefferson Street. Mr. Murray stated that they purchased the home a year ago after relocating from up North with their two young children. Ms. Hart spoke on behalf of the homeowners to summarize the listing price. City Manager Weidl will follow up with the homeowners.
- 10) **Adjournment.** It was moved by Allen and seconded by Kromholz to adjourn the meeting. Upon unanimous voice vote, Chairman Singer adjourned the meeting at 6:10 p.m.

Respectfully submitted,  
Bonnie Miller, Recorder  
Minutes approved May 15, 2023.