



Whitewater Community Development Authority MINUTES: Board of Directors Meeting

Date: Thursday June 24, 2021
Time: 5:30 P.M.
Location: Municipal Building – 1st Floor – Community Room
312 W. Whitewater Street, Whitewater, WI 53190

Members Present: Allen, Dawsey-Smith, Kachel, Gleason, Singer.

Members Excused: Meyer

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

Guest(s) Present: Liz Eversoll (Meeper Technology, LLC)

Agenda

1. Administrative Items

- a. **Call to Order:** Singer called the meeting to order at 5:30 p.m.
- b. **Welcome Statement:** Welcome to the Whitewater CDA monthly meeting. 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.
- 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. **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.**
- e. **Approval of Agenda.** Moved by Allen to approve the Agenda; seconded by Kachel. AYES: All by voice vote (5); NOES: None; ABSENT: Meyer.
- f. **Presentation:**
√ June 24 Meeper (Liz Eversoll): Ms. Eversoll provided an update of the status of business activities of Meeper Technology, LLC. The company has developed patented remote-controlled programmable robotics for K-12 students which are compatible with LEGOS which include Meeper Circuit Kits and Circuit Courses. Meeper has recently entered

in a joint venture with others for the development of new artificial intelligence projects.

July 22 Youth Build Program (Chris Trotter)
August 26 Bicyclewise (Liz Sotherland)
TBD iButtonLink (Rob Olson)
TBD Learning Depot
TBD Slipstream

- g. Approval of Minutes:** Moved by Allen to approve the May 5, 2021 and May 27, 2021 Meeting Minutes as presented; seconded by Dawsey-Smith. AYES: All by voice vote (5); NOES: None; ABSENT: Meyer
- May 5, 2021 CDA Board - Joint Meeting with Common Council and Plan and Architectural Review Commission.
 - May 27, 2021 CDA Board Meeting.
- h. Review and Acknowledge Financial Statements:** Moved by Allen to acknowledge the May 31, 2021 Financial Statements. AYES: All by voice vote (5); NOES: None; ABSENT: Meyer.
- Period Ending May 31, 2021.

2. Action Items:

- a. Direction to improve physical condition of Lot 9B in the Business Park (Part of Tax Parcel 292-0515-3497-001).** Director Anderson requested direction on this item for inclusion in the 2022 budget process. Following discussion of the current condition of the property and potential for improvement of the appearance of the parcel for marketing purposes, the Board directed Anderson to provide information as to the type of work required and estimated costs. This item will be brought back for further discussion at the July 22, 2021 Board Meeting.
- b. Approval of Master Vacant Land Listing Contract with H₂C Commercial Real Estate Services LLC.** Director Anderson presented an overview of the proposed Master Vacant Land Listing Contract with H₂C Commercial Real Estate and the advantages of using a commercial real estate agency to list City-owned vacant land that would provide a broader market reach. Anderson stated that the City Attorney had reviewed the Contract. Following comments from citizen David Stone and further discussion by the Board, Anderson was directed to extend an invitation to H₂C Commercial Real Estate Services to attend the July 22, 2021 CDA Meeting.

3. Updates & Discussion

- a. TIF extension and TID redraw decisions (Ehlers).** Director Anderson provided an update regarding upcoming meetings regarding the creation of five new Tax Incremental Financing Districts in the City.
- b. CDA marketing strategy.** Director Anderson provided an update regarding current marketing efforts being undertaken in concert with the Chamber of Commerce, Downtown Whitewater and the UW Extension Office. The CDA has also partnered with

the Innovation Center to purchase a full-page advertisement in the Walworth County Visitors Guide with a focus on the City's Business Park and Technology Park. City Staff issues regular press releases promoting recent achievements of businesses located in our Business Park and Innovation Center.

- c. **Remediation efforts at 206 Cravath Street (Meyer and Gleason).** Director Anderson will be seeking proposals for the removal of asbestos on the property as reflected in the environmental inspection report submitted by AP Environmental Services Inc. and will bring this item back for Board consideration at the July meeting.
- d. **Amendment to CDA Charter Ordinance.**
- e. **Memorandum of Understanding between Community Development Authority and Whitewater Municipal Water Utility Concerning Use and Repayment of CDBG Block Grant Closeout Program Funds (Pending review and approval by Common Council).**
- f. **Bird Scooters Agreement approved by Common Council on June 1, 2021.** Anderson will provide an update when the Bird Scooters are set up and available for use in the City.

4. **ADJOURN TO CLOSED SESSION.** Moved by Singer to adjourn to closed session per Wisconsin 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"; seconded by Allen. ROLL CALL: AYES: Dawsey-Smith, Allen, Singer, Kachel, Gleason; NOES: None; ABSENT: Meyer.

Item 1: Sale of vacant land located on Innovation Drive (Tax Parcel No. /A455500003).

Item 2: Lease Agreement regarding vacant land located on Prospect Drive (Tax Parcel 292-0515-3434-003).

5. **RECONVENE INTO OPEN SESSION.** Moved by Allen to reconvene to open session to take action on closed session items as needed; seconded by Dawsey-Smith.

Moved by Allen and seconded by Kachel to approve the sale of vacant land located on Innovation Drive (Tax Parcel No. /A455500003) to LaVelle Industries for \$21,750, with a right of first offer on adjacent Parcel No. /A305000001). AYES: Kachel, Allen, Singer, Gleason and Dawsey-Smith; NOES: None. ABSENT: Meyer.

6. **Board Member Requests for Future Agenda Items:**

- 1. Roles & Responsibilities of the CDA.
- 2. Schedule Board Members for WEDA 2021 ED 101 Training for Board Members and Elected Officials.
- 3. ~~Discuss a marketing strategy for the CDA.~~
- 4. ~~Fix the CDA description in the 2021 City Budget Document.~~ (Completed January 2021)
- 5. ~~Establish a reno group for 206 E. Cravath.~~ (Completed January 2021)

6. Discuss an agreement between City & CDA for CDA's percentage of US Bank P-Card rebates.
7. Create policy between the CDA and City regarding transfers of residual equity from the CDA to the City.
8. Create policy between the CDA and City regarding procurement.
9. ~~Create policy between the CDA and City regarding repayment of 2021 CDBG Closeout Program funds from the City.~~ (Completed January 2021)
10. Land Sale Policy (Finance director Steve Hatton) – Discussion of Policies and Procedures for Land Sale Transactions by the CDA on behalf of the City.
11. Improvement of physical condition of Lot 9B in the Business Park.
12. Discuss a detention area on Lot 6B with National Guard.
13. Update Capital Catalyst Program Manual & Application Materials.
14. CDA Alternative Revenue Streams.
15. Continue TIF extension & redraw decisions (in process).
16. Director to visit (virtual/in person) with Whitewater's employers.
17. Add Tax Increment.
18. Recruitment of a grocery merchant.
19. New Housing.
20. Increase population in the Industrial Park.

7. **Adjournment.** Moved by Kachel and seconded by Allen to adjourn the meeting; AYES: All by voice vote (5); NOES: None; Absent: Meyer. Meeting adjourned at 7:35 p.m.

Respectfully submitted,
Bonnie Miller, Recorder

Minutes approved July 22, 2021