



Community Development Authority Board of Directors Meeting

MINUTES

Thursday, July 20, 2023

1) **Administrative Items.**

- a) **Call to Order.** Chairman Singer called the meeting order at 5:30 p.m.
- b) **Roll Call.** PRESENT: Kromholz, Kachel, Singer, Schreiber, Knight, Coburn, Allen (arrived at 5:40 p.m.) ABSENT: None. STAFF PRESENT: John Weidl (City Manager), Brad Marquardt (Public Works Director); Bonnie Miller (CDA Admin. Assistant). OTHERS: CDA Consultant, Kristen Fish-Peterson, Redevelopment Resources.
- 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.

2) **Approval of Minutes:** Moved by Knight to approve the Minutes of the June 15, 2023 CDA Board Meeting; seconded by Schreiber. AYES: All by voice vote (6); NOES: None. ABSENT: Allen.

3) **Review and Acknowledge Financial Statements:** Moved by Kromholz to acknowledge the CDA Financial Statements for Period Ending June 30, 2023; seconded by Knight. AYES: Kachel, Singer, Kromholz, Schreiber, Coburn, Knight. NOES: None. ABSENT: Allen.

4) **Updates and Discussion:**

a) **Discussion: Updates to Commercial Façade Loan Program Manual.** City Manager Weidl initiated discussion of matching grant option to be integrated into the existing Commercial Façade Loan Program to stimulate downtown rehabilitation activity. The existing fund has a balance of approximately \$24,229.18 and would require an infusion of funds. Weidl stated additional funds could potentially be transferred from the CDA Action Fund which has a current balance of just over \$1 million of de-federalized unrestricted funds. Kromholz was interested in first updating the program guidelines and consider the infusion of funds accordingly. City Manager Weidl recommended setting loan amount at \$25,000 and a \$25,000 matching grant amount. Kristen Fish-Peterson outlined a program used by the City of Watertown as an example that was successfully used to rehabilitate their downtown area. The Board directed Ms. Fish-Peterson to draft a new model based on the Watertown model for discussion at the next meeting.

b) **Update: Status of Vacant Land listing Contract for sale of City-owned properties.** The current

listing contract is expiring on October 31, 2023. A Request for Proposal was drafted and published seeking proposals from commercial brokers interested in listing City-owned properties for a contract to begin on November 1, 2023. The deadline for receipt of proposals is August 3, 2023. Proposals received will be presented for initial review and discussion at the August 17, 2023 CDA Meeting.

- c) **Update: Status of Recruitment for Economic Development Director Position.** Human Resources Director Sara Marquardt updated the Board regarding efforts to recruit for the Economic Development Director Position which have been unsuccessful at this time. The City contacted Public Administration Associates (Kevin Brunner) to assist in recruitment efforts to identify interested candidates, with interviews to be conducted by City Staff.
- d) **Update: Economic Development Activity Report.** City Manager Weidl provided an update regarding the purchase of the Dalee properties at 104 East Main/126 North Jefferson Street for development of a commercial development to include the property owned by Tanis at 116 East Main Street. Weidl confirmed that the due diligence process is complete, title insurance commitments have been received, and closing will be scheduled within the next two weeks.

5) **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. Items to be discussed: ALDIs Development Agreement (1380-1390 West Main Street). Roll Call: AYES: Coburn, Singer, Allen, Kromholz, Knight, Schreiber; NOES: None. EXCUSED: Kachel.

6) **RECONVENE INTO OPEN SESSION.** Moved by Allen and seconded by Schreiber to reconvene to open session for possible action on Closed Session item. Motion passed by unanimous voice vote(6), noting that Kachel left the meeting prior to the Executive Session discussion. Moved by Allen to recommend that the Common Council move forward with the Developer’s Agreement with Aldi’s with a total projected valuation of the property \$3.45 million with \$500,000 provided by the CDA with tax increment financing dollars for abatement of lead and asbestos, etc. Roll Call: AYES: Allen, Singer, Coburn, Kromholz, Schreiber. NOES: None. ABSTAIN: Knight. ABSENT: Kachel.

7) **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) Update regarding purchase of the Dalee properties at 104 East Main Street and 126 North Jefferson Street.

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

8) **Adjournment.** Moved by Allen and seconded by Schreiber to adjourn. Motion passed by unanimous voice vote (6). Allen adjourned the meeting at 6:10 p.m.

Respectfully submitted,
Bonnie Miller, Recorder

Minutes Approved: August 17, 2023.