



**Whitewater Community Development Authority  
Board of Directors Meeting  
MINUTES – July 22, 2021**

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**Members Present:** Jim Allen, Lisa Dawsey-Smith, Jon Kachel, Greg Meyer, Patrick Singer.

**Members Excused:** Jason Gleason.

**Staff Present:** Cathy Anderson (Executive Director); Steve Hatton (Finance Director); Bonnie Miller (CDA Administrative Assistant).

**Guest(s) Present:**

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**Agenda**

**1. Administrative Items**

- a. **Call to Order:** Chair 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 and seconded by Kachel to approve the Agenda. AYES: All by voice vote (5); NOES: None; EXCUSED: Gleason.
- f. **Presentations:** Director Anderson introduced Chris Trottier and Kelley Demerath of Career and College Academy (CCA) located on the campus of Gateway Technical College in Elkhorn. Demerath described CCA as a "pathway and credential-driven early college high school". Through the Elkhorn Youth Building Program (EYB), CCA takes students (must be at least 16 years old) from throughout Walworth County who want to go on to an associate degree, transfer to a four-year degree program, or to learn technical skills that just get them into the work environment. Students will leave CCA with their high school degree. Basso Builders works with EYB to provide the on-site hands-on training to immerse the students in the process of building a home, one of which is currently under construction here in Whitewater. Trottier stated that students participating in EYB will learn employability/technical

skills, life skills and academic skills. Students spend part of their day in a classroom setting, and part of their day on-site actually doing the work to build a home. EBY students have a dual credit opportunity to take classes at Gateway Technical College to gain technical skills and certification in welding, HVAC, plumbing and electrical, etc. that can be applied on the build site or used to enter the workforce. Demerath stated that they also work with other school districts in the region and are open to students who want to participate in this program.

- g. Approval of Minutes:** Moved by Allen and seconded by Meyer to approve the Minutes of the June 24, 2021 CDA Board Meeting and the July 12, 2021 CDA Board Special Meeting. AYES: All by voice vote (5); NOES: None; ABSENT: Gleason.
- h. Review and Acknowledge Financial Statements:** Anderson provided a brief summary of the financials and opened discussion for questions from the Board. Moved by Allen and seconded by Meyer to accept the Financial Statements for period ending June 30, 2021 as presented. AYES: All by voice vote (5); NOES: None; ABSENT: Gleason.

## **2. Action Items:**

- a. Review Land Sale Policy and pending sales.** Anderson introduced a draft of a Land Sale Policy for the City. The purpose of the policy is to identify where the funds will come from when we purchase property and, when we sell that property, what fund account will hold the money for future land purchases. Drafting of the policy was a collaborative effort compiled at the staff level and reviewed by CDA Attorney James Wawrzyn and City Attorney Wally McDonell. The policy in its current form is a working draft subject to further revision based on recommendations from legal counsel. A subsequent draft will be brought back to the Board at a future meeting.
- b. Review 2022 CDA Budget for Funds 900 and 910.** Anderson provided an overview of a draft of the 2022 CDA Budget for Funds 900 and 910, followed by a brief discussion and comments from Finance Director Hatton. Hatton stated that with the recent closing of TIDS 4, 5, 6, 7, 8 and 9, the City anticipates funding the 2022 CDA budget with a General Fund transfer. Singer voiced appreciation to Anderson and Hatton for bringing the Board into the budget process early.
- c. Review and provide direction regarding collection of a 2013 UDAG loan made to DP Electronic Recycling.** Anderson recommended and was directed by the Board to refer this matter to CDA Legal Counsel for evaluation as to potential collection efforts.
- d. Remediation efforts at 206 Cravath Street (Meyer and Gleason): Consideration of proposal from DJK Environmental LLC. Note: No response received from Diversified Asbestos Removal (West Allis), Balestrieri (Milwaukee), Environmental Construction Services, Inc. (Madison).** Anderson stated that the CDA had received just one response from DJK Environmental LLC, with no response from others.

Moved by Meyer and seconded by Allen to approve entering into a contract with DJK Environmental LLC for asbestos abatement for a total amount of \$6,025.00. Motion passed 5-0 by roll call vote. AYES: Allen, Meyer, Kachel, Dawsey-Smith, Allen; NOES: None; ABSENT: None.

### 3. Updates & Discussion

- a. **Board attendance sheet.** Anderson stated that the Board Attendance Sheet will be used internally to track Board Member attendance and document Board Member transitions occurring from year to year, including transitions that occur due to resignation. Singer encouraged Board Members to notify Cathy or Bonnie if they are unable to attend a scheduled meeting so as to ensure a quorum.
- b. **Amendment to CDA Charter Ordinance.** Anderson reported that the Common Council has met for the first reading of the Amendment and will proceed to the second reading. Upon approval by the Common Council, there will be a 60-day wait period before the Amendment takes effect and the City can then proceed to appoint a citizen member to replace the representative from the Plan Commission.
- c. **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).** Anderson reported that the City has now acquired the land for the construction of the new water tower and that approval from the Common Council should be forthcoming shortly.
- d. **Adding Lot 9B to the 2022 CIP CDA budget. (Note: This may be a TIF eligible expense.)** Anderson reported that we will not be going forward with CIP. The CDA will be requesting quotes for consideration by the Board.
- e. **2022 Conferences.** Anderson provided a summary of the conferences that she will be attending and will be sending the Board a link for the webinar to be held on September 24, 2021.

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".

Item 1: Deliberating sale of vacant land (Lot 1, Certified Survey Map No. 4442 located on East main Court).

Item 2: Deliberating sale of vacant land (Lots 2, 3 and 4, Certified Survey Map No. 3236 located on Bluff Road).

Seconded by Meyer. AYES: All by voice vote (5); NOES: None; ABSENT: Gleason.

5. **RECONVENE INTO OPEN SESSION.** Moved by Allen and seconded by Dawsey-Smith to reconvene to open session to act on closed session items as needed. AYES: All by voice vote (5); NOES: None; ABSENT: Gleason.

Motion by Allen on Item 2, sale of vacant land (Lots 2, 3 and 4, Certified Survey Map No. 3236 located on Bluff Road) to be sold at the cost of \$125,790 to ACG Development for use as a multi-unit commercial investment property. Seconded by Kachel. Motion passed by roll call vote 5-0. AYES: Dawsey-Smith, Allen, Kachel, Singer, Meyer; NOES: None; ABSENT: Gleason. Singer stated that this will be going to Common Council. Anderson stated that legal counsel will be moving forward to draft a Development Agreement for referral to Common Council in August.

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 an agreement between City & CDA for CDA's percentage of US Bank P-Card rebates.
4. Create policy between the CDA and City regarding transfers of residual equity from the CDA to the City.
5. Create policy between the CDA and City regarding procurement.
6. Land Sale Policy (Finance director Steve Hatton) – Discussion of Policies and Procedures for Land Sale Transactions by the CDA on behalf of the City.
7. Improvement of physical condition of Lot 9B in the Business Park.
8. Discuss a detention area on Lot 6B with National Guard.
9. Update Capital Catalyst Program Manual & Application Materials.
10. CDA Alternative Revenue Streams.
11. Continue TIF extension & redraw decisions (in process).
12. Director to visit (virtual/in person) with Whitewater's employers.
13. Add Tax Increment.
14. Recruitment of a grocery merchant.
15. New Housing.
16. Increase population in the Industrial Park.
17. ~~Discuss a marketing strategy for the CDA.~~
18. ~~Fix the CDA description in the 2021 City Budget Document.~~ (Completed January 2021)
19. ~~Establish a reno group for 206 E. Cravath.~~ (Completed January 2021)
20. ~~Create policy between the CDA and City regarding repayment of 2021 CDBG Closeout Program funds from the City.~~ (Completed January 2021)

7. **Adjournment.** Moved by Kachel and seconded by Meyer to adjourn. AYES: All by voice vote (5); NOES: None; ABSENT: Gleason.  
Meeting adjourned at 7:05 p.m.

Respectfully submitted,  
Bonnie Miller, Recorder

Minutes Approved \_\_\_\_\_, 2021.