



Community Development Authority Board of Directors

Whitewater Municipal Building Community Room,
312 West Whitewater St., Whitewater, WI 53190
*In Person and Virtual

Thursday, March 20, 2025 - 5:30 PM

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone. Citizen participation is welcome during topic discussion periods.

You are invited to a Zoom webinar!

When: Mar 20, 2025 05:30 PM Central Time (US and Canada)

Topic: CDA

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/89659224093?pwd=NaTTaUZdENWwYNfs31k9ZmOsaVWSfA.WORakm2AQYvBiTCI>

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Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.

MINUTES

CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Board Member Majkrzak.

EDD Zeinert provide three updates. Kelsey Price has been appointed to the CDA and will attend the next meeting. Betsy Swenson, Administrative Assistant, was introduced. And EDD Zeinert announced that her last day in this position is April 17, 2025, as she has accepted another position.

ROLL CALL

PRESENT

Board Member Thayer Coburn
Board Member Jon Kachel

Board Member Neil Hicks
Board Member Greg Majkrzak

LATE

Board Member Christ Christon arrived at 5:40 p.m.

Board Member Joseph Kromholz arrived at 6:22 p.m.

APPROVAL OF AGENDA

A committee member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the Committee to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.

Motion made by Board Member Hicks, Seconded by Board Member Majkrzak to approved the agenda with Item #5: Staff Report on Public Comment Process removed; seconded by Board Chair Majkrzak. This item was removed because it has not yet been discussed at Common Council.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Hicks, Board Member Majkrzak

DECLARATION OF CONFLICT OF INTEREST

Do any board members wish to declare a conflict of interest in discussing any of the agenda items?

Board Member Kachel declared a conflict of interest with Item #12: Stepmother LLC Offer to Purchase.

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

None.

FINANCIALS

1. Approval of December Financials.

Motion made by Board Member Hicks, Seconded by Board Member Coburn.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Hicks, Board Member Majkrzak

2. Approval of January Financials.

Motion made by Board Member Hicks, Seconded by Board Member Coburn.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Hicks, Board Member Majkrzak

PRESENTATIONS

3. Presentation by Stellar Vintage regarding the Wind Up Funding. **(Holly Barnett)**

Holly Burnett, owner of Stellar Vintage, provided a presentation on the company's progress in its first year. She reported on how funds received as a Whitewater Wind Up Winner were been, events they have hosted and attended, and plans for future events. Their request for reallocation of funds will be discussed in closed session.

Board Member Christon joined the meeting at 5:40 p.m.

DISCUSSION:

Board Member Coburn expressed appreciation for the level of detail provided in the presentation and in the information provided for the Closed Session.

4. Presentation by Anderson Commerical Group. **(Patrick McGlinn)**

Patrick McGlinn, Anderson Commercial Group, provided an overview of the 15-year-old company. The firm has 24 members, including 14 brokers. He explained that he and Kristen Parks will be working with the City moving forward. Ray Gooden will no longer be part of this project.

DISCUSSION:

Board Members indicated they would ask their questions during the Closed Session.

CONSIDERATIONS / DISCUSSIONS / REPORTS

5. Staff Report Regarding Public Comment Process. **(EDD Zeinert)**

This item was deleted from the agenda.

6. Discussion and Possible Action Regarding Scanalytics loan. **(EDD Zeinert)**

Scanalytics received a Capital Catalyst loan in 2015. The finance director provided an update on this case (page 48 in packet). This is one of the loans that has not been kept up to date. The finance director recommend we take legal action to elevate this further and that we follow suit with the remainder of loans that have been in this same status.

DISCUSSION

Board Member Kachel asked if they have an ongoing business. EDD Zeinert replied that according to their website it looks like they are doing quite well. However, since this loan was issued, only one payment has been received, with no further payments or correspondence since that date.

Board Member Hicks asked about the CDA-specific attorney attending these meetings. So far that has not happened due to the cost of them attending. Board Member Kachel

asked about them sitting in electronically. This discussion was deferred as a future agenda item.

Motion made by Board Member Majkrzak to engage legal counsel to evaluate potential collection efforts and determine the appropriate course of action. Seconded by Board Member Hicks.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Hicks, Board Member Majkrzak, Board Member Christon

7. Discussion and Possible Approval for 108 Demo RFP. **(EDD Zeinert)**

This is the building that is across from Second Salem. This board recommended the property be used as a space for a veteran's memorial after demolition is complete. Demolition bid responses are in the board packet.

EDD Zeinert explained that the bids are very different in terms of the amount of information provided. The last time this was discussed, staff recommended HM Brandt based on their level of experience. This body expressed concerns about their cost. Staff is recommending Silha and Sons, who also have extensive experience and submitted a lower bid.

Board Member Majkrzak made a motion to award the bid for demolition of 108 W Main to Frank Silha and Sons and allow for demolition to begin. Seconded by Board Member Hicks.

DISCUSSION

Board Member Coburn asked why we are accepting bids that don't address every point required by the RFP. EDD Zeinert explained that we wanted to bring them all to this body because this office had not had extensive experience in this process in the past. Staff has discussed need to revise this RFP process

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Hicks, Board Member Majkrzak, Board Member Christon

8. Discussion and Possible Approval of 216 Demo RFP. **(EDD Zeinert)**

The plan for this property, based on the Letter of Intent from Habitat for Humanity that was approved last month, is to build two homes.

Bid responses are included in the packet. Staff is recommending HM Brandt, as they submitted the most complete bid.

Board Member Majkrzak brought up a variety of differences between bids including handling of asbestos and disconnecting utilities. He stated that HM Brandt's bid was only good for ten days from submission, which was January 30, 2025. EDD Zeinert has discussed that with the contractor and they agreed to honor the bid at this time. Board Member Majkrzak stated we may want to state in future RFP that the bids have a longer time period before expiration.

Board Member Kachel explained that this is the site of a very old gas station and wondered if there were tanks underground. EDD Zeinert has spoken with the DNR and they said the site was fully cleaned up.

Motion made by Board Member Majkrzak to award the bid to HM Brandt and proceed with demolition. Seconded by Board Member Hicks.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Hicks, Board Member Majkrzak, Board Member Christon

9. Discussion and Possible Approval of Modified Wind Up Logo. **(EDD Zeinert)**

This body requested we move forward on the Wind Up Project without UW-Whitewater and Enactus, the two partners involved in the past. Therefore, the logo was modified to reflect that change. The old and new logos are included on pages 98 and 99 of the board packet.

Motion made by Board Member Coburn to approve the new logo, Seconded by Board Member Majkrzak.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Hicks, Board Member Majkrzak, Board Member Christon

10. Discussion and Possible Approval of Housing Roundtable Topic. **(EDD Zeinert)**

Staff recommends that the next Housing Roundtable topic be: *Missing Middle Housing and Zoning Reform*. The intent is to focus the discussion on how the city can be best prepared in terms of zoning for when developers want to develop here, and on workforce housing also known as the "missing middle" for teachers, nurses, police officers, first responders, etc.

DISCUSSION

Board Member Kachel asked if the focus would be on owner-occupied housing. This topic would include any type of housing that meets the needs of those in the "missing middle." Board Member Kachel stated a preference for topic to be specific to owner-occupied housing.

The event was scheduled for May. Due to the departure of EDD Zeinert, staff is looking at alternative dates and will update this body on progress.

Motion to approve the Housing Roundtable Topic as presented made by Board Member Majkrzak, Seconded by Board Member Coburn.

Voting Yea: Board Member Coburn, Board Member Hicks, Board Member Majkrzak, Board Member Christon

Voting Nay: Board Member Kachel

11. Discussion and Possible Approval of RFP for Broker and Listing Agent. **(EDD Zeinert)**

Based on the action at the last meeting, staff moved forward with drafting an RFP for Brokerage/Listing Services, which is included in the packet. The current broker's contract expires in May and they are eligible to apply via the RFP if they wish to.

Motion to approve the RFP for Brokerage/Listing Services made by Board Member Hicks, Seconded by Board Member Majkrzak.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Hicks, Board Member Majkrzak, Board Member Christon

EXECUTIVE SESSION

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:

Motion to move into closed session at 6:04 p.m. passed by unanimous voice vote. Items to be discussed:

Discussion and Possible Approval of Offer to Purchase 1127 E Bluff Rd by Stepmother LLC. **(EDD Zeinert)**

Discussion and Possible Approval of Reallocation of Stellar Vintage Wind Up Funds. **(EDD Zeinert)**

Discussion and Possible Action Regarding Purchasing /BIRW 00003 (136 N Jefferson) from Elyssa Launderville. **(EDD Zeinert)**

Discussion and Possible Approval of Sale of a Portion of /BIRW00003A (small parcel of land adjacent to 136 N Jefferson that is owned by the City). **(EDD Zeinert)**

Discussion and Possible Approval of Reconsideration of Anderson Contract. **(EDD Zeinert)**

Discussion and Possible Action of Offer to Purchase on /TRA 00003 (216 E Main). **(EDD Zeinert)**

RECONVENE INTO OPEN SESSION

12. Reconvened at 7:08 p.m.

Board Member Kromholz arrived and joined the discussion at 6:23 p.m.

13. Discussion and Possible Approval of Offer to Purchase Stepmother LLC. **(EDD Zeinert)**

Board Member Kachel recused himself during the discussion on #12 Offer to Purchase 1127 E Bluff Rd by Stepmother LLC due to a stated conflict of interest.

No motion was made. Staff was directed to counter the offer that was submitted.

14. Discussion and Possible Approval of Reallocation of Stellar Vintage Wind Up Funds. **(EDD Zeinert)**

Motion made by Board Member Majkrzak to allow reallocation of Wind Up funds of \$5,755.99 to 'Sourcing' as requested by Stellar Vintage; Seconded by Board Member Coburn.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Board Member Hicks, Board Member Majkrzak, Board Member Christon

15. Discussion and Possible Action Regarding Purchasing /BIRW 00003 from Elyssa Launderville. **(EDD Zeinert)**

Board Member Majkrzak made a motion to not proceed with the offer to purchase 136 N Jefferson St (/BIRW00003), Seconded by Board Member Coburn.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Board Member Hicks, Board Member Majkrzak, Board Member Christon

16. Discussion and Possible Approval of Sale of a Portion of /BIRW0003A. **(EDD Zeinert)**

Motion made by Board Member Majkrzak to sell the strip of City-owned land adjacent to 136 N Jefferson to the owners of 136 N Jefferson, contingent upon a certified survey map (aid for by buyer) and a physical review of the lot line, for \$2500. Seconded by Board Member Hicks.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Board Member Hicks, Board Member Majkrzak, Board Member Christon

17. Discussion and Possible Approval of Reconsideration of Anderson Contract. **(EDD Zeinert)**

Motion made by Board Member Majkrzak to change the notice of termination of the Anderson Commercial Group contract to a notice of non-renewal. Seconded by Board Member Hicks.

DISCUSSION

Anderson Commercial Group will remain the broker until their contract expires in May. Results of the RFP process will determine the next broker.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Board Member Hicks, Board Member Majkrzak, Board Member Christon

18. Discussion and Possible Action of Offer to Purchase on /TRA 00003 (216 E Main). **(EDD Zeinert)**

Motion made by Board Member Majkrzak to direct staff to sell 216 E Main St to Habitat for Humanity for \$1 and cap the City's responsibility for the demolition at \$35,648. Seconded by Board Member Kachel.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Board Member Hicks, Board Member Majkrzak, Board Member Christon

FUTURE AGENDA ITEMS

Key Fobbing at the Innovation Center

CDA Exit Interview for Outgoing EDD Zeinert

Revisions to RFP Process

Monthly Status Reports on Collection Actions

ADJOURNMENT

Motion to Adjourn at 7:15 p.m. made by Board Member Hicks, Seconded by Board Member Kachel.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Board Member Hicks, Board Member Majkrzak, Board Member Christon

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.