



# Community Development Authority Board of Directors

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

**Thursday, November 20, 2025 - 5:30 PM**

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## MINUTES

### CALL TO ORDER

Meeting called to order

### ROLL CALL

#### PRESENT

Board Member Thayer Coburn  
Board Member Jon Kachel  
Board Member Kelsey Price  
Council Representative Orin O.Smith  
Board Member Christ Christon  
Council Representative Brian Schanen

Staff Members: Mason Becker, Economic Development Director  
Ashwini Rao, Economic Development Coordinator

#### ABSENT

Board Member Joseph Kromholz

### 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 Kachel, Seconded by Council Representative Schanen.  
All present voted in favor.

### CONSENT AGENDA

*Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.*

Motion made by Council Representative O.Smith, Seconded by Council Representative Schanen. All present voted in favor.

1. Approval of October 16, 2025 Minutes.

## 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

## 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:

Board member Coburn moved to move to Executive Session. Council Representative Smith seconded. All present voted in favor.

2. Approve the Term Sheet and recommend to Plan and Architectural Review Commission pending full offer to purchase agreement.

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## CONSIDERATIONS / DISCUSSIONS / REPORTS

Board Member Coburn proposed a motion to accept the offer of \$169,360 for Lot 5b located in the Whitewater Business Park (Buyer: Jason Burke of Somerset Marine Shoreline Restoration, Sullivan, WI) with the condition they commence construction of the building on the property within three years and complete construction within four years. Board Member Christon seconded. All present voted in favor.

3. Discussion and possible action on Down Payment Assistance Loan request for 255 N Park Street (/PA 00010).

Approximately \$475,000 will be left if both proposals are approved.

Board member Coburn moved to approve Down Payment Assistance Loan request for 255 N Park Street (/PA 00010). Board member Kachel seconded. All present voted in favor.

4. Discussion and possible action on Down Payment Assistance Loan request for 215 E Clay Street (/WE1 00021).  
Council Representative Schanen moved to approve the Down Payment Assistance Loan request for 215 E Clay Street (/WE1 00021). Council Representative Smith seconded. All present voted in favor.
5. Introduction of Economic Development Coordinator. **(EDD Becker)**  
Ashwini Rao is the new Economic Development Coordinator.
6. Discussion and Possible Action regarding Appointment of a Community Development Authority Commission representative for Comprehensive Plan Update Advisory Committee. **(Becker)**  
RDG Planning and Design has been selected to conduct the first update to the State's Comprehensive Plan since 2017. The Council appointed three members, PARC appointed one member to the Advisory Committee.  
Board Member Coburn nominated Board Member Christon to serve as the CDA's representative to the Comprehensive Plan Update Advisory Committee. Council Representative Smith seconded. Board Member Christon accepted the nomination. All present voted in favor.  
Board Member Coburn left the meeting. New chair was Council Representative Schanen.
7. Update regarding on-going legal matters. **(EDD Becker)**  
Stafford Rosenbaum is the law firm that the CDA engages with on certain matters.  
Scanalytics: EDD Becker clarified that the owner is in process of selling his business to a local company. Stafford Rosenbaum will be communicating with Scanalytics. Very likely that the CDA will receive all of the principal and some interest.  
Inventalator, Inc.: Owner communicated with EDD Becker that a check for the remainder of the balance is forthcoming.  
Board member Kachel requested to see all loans that are past due or delinquent on a monthly basis.
8. Update regarding Fund 910. **(Blitch)**  
Per EDD Becker request, Rachelle Blitch, Financial Director for the City provided a memo highlighting our current funds. A point of note is that the Action Fund is currently broken down by two separate line items- Business Development and Land Purchases. City recommends combining the two accounts under the Action Fund would provide greater flexibility for future funding projects. City to provide details about the combined Action Fund account for next meeting.
9. Review and possible action of revised Home Renewal Program.  
CDA board members will recall that a draft version of a new Home Renewal Program was presented to the CDA, along with a possible Developer Assistance Loan Program, at the

October 16, 2025 CDA board meeting. The board gave feedback on the program drafts and voiced support for both proposed programs.

On October 21, 2025, the same programs were presented to the Common Council. The Common Council preferred to allocate all \$1.2 million of the remaining Affordable Housing Extension funds to the Home Renewal Program, along with some suggested changes. The changes mainly focus on age-eligibility of the homes in this program (the council felt that 20 years was too “recent” a threshold).

Per Council feedback, City staff increased the age-eligibility to 30 years and also implemented a scoring metric for evaluation of proposals.

Council Representative Schanen proposed that City add another tie-breaker criteria specifically catering to use of local contractors and adding more weight to the building code category compliance and better defining life safety vs. code vs structural stability.

Council Representative Smith moved to approve the Home Renewal Program with the discussed amendments. Board member Christon seconded. All present voted in favor.

10. Update from Anderson Commercial regarding Lot 10 B

Informational update provided by EDD Becker.

As board members may be aware, the Plan and Architectural Review Commission recently reviewed and approved requests to rezone and change the future land use of Parcel A444200001, which is currently under contract. The developer is proposing a 60-unit multifamily residential project.

Anderson Commercial Group recently provided an opinion letter on the potential rezoning, as well as the parcel’s suitability for future use as a residential development.

#### **WIND UP YEAR END PRESENTATIONS**

11. Barista Cats' Year End Presentation.

Owner provided an update on business operations.

12. Year End Presentations by Stellar Vintage

Owner provided an update on business operations.

#### **FUTURE AGENDA ITEMS**

Edgerton loan

#### **ADJOURNMENT**

Council Representative Schanen moved to adjourn. Council Representative Smith seconded. All present voted in favor.