



## Community Development Authority Board of Directors Meeting (In Person & Virtual)

Whitewater Municipal Building Community Room,  
312 West Whitewater St., Whitewater, WI 53190

\*In Person and Virtual

**Thursday, December 19, 2024 - 5:30 PM**

### MINUTES

**CALL TO ORDER.** Vice Chair Kromholz called the meeting to order at 5:30 p.m.

**ROLL CALL.** PRESENT: Christ Christon, Neil Hicks, Joe Kromholz, Jeff Knight Jon Kachel. ABSENT: Thayer Coburn, Greg Majkrzak. STAFF PRESENT: Taylor Zeinert (Executive Director), Bonnie Miller (CDA Administrative Assistant); OTHERS: Kristen Fish-Peterson of Redevelopment Resources (CDA Consultant).

**DECLARATION OF CONFLICT OF INTEREST.** **Would any Member of the Board wish to declare any known conflict of interest with the items presented on today's CDA Board Agenda?** Board Member Jon Kachel declared a conflict of interest with regard to items concerning residential rental property.

**APPROVAL OF AGENDA.** Moved by Board Member Knight to approve the Agenda with the flexibility of the Chair to move Item 3 to accommodate the arrival of Kristen Fish-Peterson, and if she cannot be here, Item 3 would be rescheduled to the next meeting. Seconded by Board Member Hicks. Motion approved by unanimous voice vote (5).

**HEARING OF CITIZEN COMMENTS.** None.

Noted: Chair Majkrzak joined the meeting at 5:33 p.m. Vice-Chair yielded the floor to Chair Majkrzak.

**APPROVAL OF THE MINUTES.** Moved by Board Member Kromholz to approve the Minutes from the November 21, 2024 CDA Board of Directors Meeting. Seconded by Board Member Christon. It was noted that the absence of Board Member Knight and Board Member Kachel at the November 21, 2024 meeting are excused due to technical difficulties with remote access. Motion passed by roll call vote. AYES: Board Member Knight, Board Member Hicks, Board Member Kachel, Board Member Kromholz, Board Member Christon, Board Member Majkrzak. NOES: None. ABSENT: Board Member Coburn.

**ACKNOWLEDGE FINANCIAL STATEMENTS.** Moved by Board Member Hicks to acknowledge the CDA Financials for period ending November 30, 2024. Second by Board Member Christon. Motion passed by roll call vote. AYES: Board Member Kromholz, Board Member Christon, Board Member Kachel, Board Member Knight, Board Member Majkrzak. NOES: None. ABSENT: Board Member Coburn.

**PRESENTATIONS.** EDD Zeinert provided a brief summary of the process that staff follow when a development is brought to the City for consideration by a developer, including assisting a developer

identify available vacant land, etc. Kristen Fish Peterson of Redevelopment Resources provided a presentation outlining the basics of Tax Incremental Financing (TIF), how projects are chosen and how TIF is determined using the Meadowview and the Jake's Way projects as examples. The presentation was followed by questions from the Board and detailed responses from Ms. Fish-Peterson and/or EDD Zeinert. EDD Zeinert stated that she then contacts CDA Attorney Manthe for discussions regarding drafting a development agreement for presentation to the Common Council for review and approval. Board Member Knight requested an analysis from Ehlers Associates regarding this topic.

## **ACTION ITEMS**

4. **Discussion and possible action regarding Down Payment Assistance Loan application for the purchase of 253 N. Jefferson Street pursuant to the terms and conditions of the City's Affordable Housing Policy Fund.** EDD Zeinert updated the Board as to minor clerical errors in the attached documents before them and that the documents available to the public had been revised accordingly. Ms. Miller provided a summary of the closing process and documentation of the lien on the property by the CDA. Moved by Board Member Night to approve the loan application; seconded by Board Member Kromholz. Motion passed by roll call vote. AYES: Knight, Hicks, Coburn, Kachel, Kromholz, Christon, Majkrzak. NOES: None. ABSENT: None.
5. **Consideration and possible action regarding Request for Proposal (RFP) submitted by HM Brandt LLC for demolition of 126 N. Jefferson Street (Tax Parcel No. /BIRW00002).** EDD Zeinert provided background information regarding the RFP process with regard to this property and confirmed the support of the selection of HM Brandt LLC from Public Works Director Marquardt. Board Member Hicks suggested that no work starts before 8:00 a.m. due to proximity of residential properties. Moved by Board Member Kromholz to award the bid for demolition of the property to HM Brandt LLC and allow for demolition of the property to begin in accord with the hours proposed by Board Member Hicks. Motion seconded by Board Member Kachel. Motion passed by roll call vote. AYES: Board Member Majkrzak, Board Member Hicks, Board Member Christon, Board Member Coburn, Board Member Kromholz, Board Member Knight, Board Member Kachel. NOES: None. ABSENT: None.
6. **Update and discussion regarding 2025 Joint Meeting.** In an effort to improve the efficiency of evaluating and approving development projects brought to the City, EDD Zeinert introduced a proposal to hold a joint meeting between CDA & PARC in May of 2025. Administrative Assistants from both Boards would be in attendance to facilitate roll call votes items presented. Moved by Chair Majkrzak to approve scheduling a joint meeting of the CDA and PARC on May 12, 2025. Seconded by Board Member Coburn. Motion passed by roll call vote. AYES: Board Member Coburn, Board Member Kachel, Board Member Knight, Board Member Christon, Board Member Kromholz, Board Member Majkrzak. NOES: None. ABSTAIN: Board Member Hicks.

## **CONSIDERATIONS / DISCUSSIONS / REPORTS**

7. **Update and discussion regarding potential teachers and coaches for WindUp 2025.** EDD Zeinert provided an update regarding preliminary plans for WindUp 2025. EDD Zeinert stated that the CDA would not be using ENACTUS. Marketing 101 will be presented by

Kristin Czarnecki of Kreative Solutions who the City utilized for multiple City projects. Finance 101 will be presented by First Citizens State Bank to walk contestants through the basics of banking for a small business, etc. Best Business Practices will be presented by Ron Chisholm, Director of the Small Business Development Center on Campus.

Moved by Board Member Coburn to approve the list of proposed teachers and coaches as presented; seconded by Board Member Hicks. Motion passed by unanimous roll call vote. AYES: Board Member Kachel, Board Member Knight, Board Member Hicks, Board Member Christon, Board Member Majkrzak, Board Member Coburn, Board Member Kromholz. NOES: None. ABSENT: None.

8. **Economic Development Activity Report.** EDD Zeinert also shared that the Lakeland Builders Association has awarded the CDA a Recognition of Quality in appreciation of our efforts to build homes in Walworth County. EDD Zeinert provided a brief summary of the list of tasks or events that staff has facilitated or attended over the past month.
9. **Discussion regarding request from the Board to receive Agenda information early.** EDD Zeinert responded to a request at the November Board Meeting to receive information regarding items that will be on the next agenda earlier as items are finalized. Board Member Kromholz would like to see an expanded Executive Summary and a clear recommendation from Staff. Board Member Knight would like to see a preliminary Agenda Packet transmitted to the Board on the Friday prior to the meeting, with the Agenda Packet finalized by 5:00 p.m. on the Monday before the meeting. EDD Zeinert reminded the Board that if information is provided to them prior to the meeting, they are not to discuss items amongst themselves to avoid creating a walking quorum. Board Member Coburn state that he trusts staff to provide information and offer a clear recommendation based on that information. Board Member Knight would also like to receive information earlier with a reminder that an item will be on the Agenda and not to discuss the item outside of the meeting. Board Member Hicks would like to see a “Friday report” informing the Board of items that will be on the next Agenda. Moved by Hicks that staff sends out a weekly “synopsis” of their activities for the prior week and future plans for the upcoming week on Friday afternoons. Board Member Kachel amended that motion to provide a bi-weekly report (short analysis). Motion by Board Member Hicks for a weekly summary was seconded by Board Member Coburn. Motion passed by unanimous roll call vote. AYES: Kromholz, Board Member Kachel, Board Member Hicks, Board Member Christon, Board Member Majkrzak, Board Member Knight, Board Member Coburn. NOES: None. ABSENT: None. Board Member Coburn would like to see the Board receive the Confidential Agenda Packet via a link, rather than a PDF. Board Member Coburn also clarified that two Board Members discussing an agenda item would not be a violation of open meetings and that a discussion with a quorum present would, in fact, be considered a violation of open meetings.

#### **EXECUTIVE SESSION**

Moved by Board Member Coburn 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. Motion seconded by Board Member \_\_\_\_\_. Motion passed by unanimous roll call vote. Items to be discussed:

10. Discussion and possible action regarding Offer to Purchase a 10.96 acre parcel of vacant land (Tax Parcel No. /A444200001) EDD Zeinert
11. Discussion and possible action regarding potential development of 67-acre parcel of vacant land (EDD Zeinert)

**RECONVENE INTO OPEN SESSION.** Moved by Board Member Coburn to reconvene to open session for possible action on Closed Session items.

Moved by Board Member Coburn to approve the sale of a 10.96 acre parcel of vacant land (Tax Parcel No. /A444200001). Seconded by Board Member Kromholz. Motion passed by roll call vote. AYES: Christon, Majkrzak, Coburn, Kromholz, Board Member Hicks. NOES: Board Member Knight. ABSTAIN: Board Member Kachel. ABSENT: None.

Moved by Board Member Coburn to approve the Letter of Intent for potential development of Moved by the 67-acre parcel of land; seconded by Majkrzak. Jeff Knight stated his objection to the motion because of the inclusion of the multi-family residential component. Motion passed by roll call vote. AYES: Board Member Coburn, Board Member Hicks, Board Member Christon, Board Member Kromholz, Board Member Majkrzak. NOES: Board Member Knight. ABSTAIN: Board Member Kachel. ABSENT: None.

#### **FUTURE AGENDA ITEMS**

13. Cost of Amending a TIF District
14. Updates to Revolving Loan Programs
15. Status of Collections on Loans
16. Request for legal opinion regarding inter-departmental cooperation regarding recovering delinquent loan amounts and liquor license.
17. Update & discussion regarding Blue Line Battery project.

**ADJOURNMENT.** Moved by Board Member Hicks to adjourn; seconded by Board Member Coburn. Motion passed by unanimous voice vote. Chair Majkrzak adjourned the meeting at 7:30 p.m.

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.**