



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, September 21, 2023 - 5:30 PM

MINUTES

CALL TO ORDER

Vice Chairman Allen called the meeting to order at 5:30 p.m.

ROLL CALL

PRESENT

Vice Chairperson Jim Allen

Board Member Jon Kachel

Board Member Jeff Knight

Board Member Lukas Schreiber

ABSENT

Board Member Thayer Coburn

Board Member Joseph Kromholz

Chairperson Patrick Singer

STAFF PRESENT: Brad Marquardt (Public Works Director), Kristen Fisch-Peterson (CDA Consultant);
Bonnie Miller (CDA Administrative Assistant)

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?

None.

HEARING OF CITIZEN COMMENTS. None.

APPROVAL OF MINUTES

1. Approval of CDA Minutes for 08/17/2023.

Motion made by Vice Chairperson Allen, Seconded by Board Member Coburn to approve minutes from August 17, 2023.

Voting Yea: Vice Chairperson Allen, Board Member Coburn, Board Member Kachel, Board Member Knight, Board Member Schreiber

REVIEW & ACKNOWLEDGE FINANCIAL STATEMENTS.

2. Review and Acknowledge Financial Statements for Period Ending 08/31/2023.

Moved by Schreiber and seconded by Knight to acknowledge the Financial Statements as presented. Motion passed by unanimous voice vote.

Board Member Kachel requested to have the City's Finance Director present at future Board Meetings.

PRESENTATIONS

3. Paul Eckert of Safepro Technologies - Update on Business Activities.

Paul Eckert of Safepro Technologies provided an update regarding their business operations at the Innovation Center located in Whitewater's Technology Park. Safepro's Soteria System is an emergency evacuation system involving detection, shelter-in-place and laser safety guidance system effective in situations such as active shooter, fire or hazmat. Mr. Eckert stated that they have completed their first test site install in the Greenfield School District and is working with another pilot school in the Beloit School District.

4. UW-Whitewater Innovation Center - Memorandum of Understanding between UW-Whitewater and the City .

Elizabeth Thelen, Executive Director of the Whitewater University Innovation Center, provided an update regarding activities at the Innovation Center which is piloting new technology and promoting entrepreneurship. Ms. Thelen promoted several changes related to the property management component at the Innovation Center that the University is requesting to be made to the Memorandum of Agreement between the City and UW-Whitewater.

ACTION ITEMS:

5. Discussion and Possible Action for Recommendation to Common Council: Economic Development Director Salary Range. Presentation by Lee Szymborski of GovHR USA.

Lee Szymborski of GovHR provided the Board with an update as to the status of the search for candidates for the position of Economic Development Director. Mr. Szymborski stated that the salary is too low t(\$50,000 - \$90,000) to attract quality candidates and recommended raising the top number to \$100,000 as a mid-level spot without creating inequities among management position salaries. Discussion included adjustments to the actual title for the position and an increase in responsibilities.

Moved by Jeff Knight and seconded by Jon Kachel to make a recommendation to the Common Council for consideration of modifying the salary range for the Economic Development Director to \$100,000. Motion passed by unanimous roll call vote.

6. Update, Discussion and Possible Action Regarding Proposed Listing Contract for Brokerage Services for Sale of City-Owned Property.

Representatives from two applicants that responded to the RFP presented their proposed contract and took questions from the Board. Steve Anderson and Lisa Parks represented Anderson Commercial Group. Tim Vandeville represented Legacy Realty Group. No action was taken.

7. Discussion and Possible Action Regarding Richter Development Agreement - Request to Extend Construction Deadline - Property Located on Executive Drive.

Moved by Schreiber and seconded by Kachel to extend the construction deadline under the Development Agreement to April of 2024.

8. Discussion and Possible Action Regarding Becker & Bolton Development Agreement - Deadline to Commence Construction - Property Located at 501 Prospect Drive.

Moved by Knight and seconded by Schreiber to send the draft letter as presented to Becker & Bolton, LLC by certified mail requesting an update as to the anticipated commencement of construction and a request from Development to extend the deadline. Motion passed by unanimous roll call vote.

UPDATES AND DISCUSSION

9. Discussion Regarding CDA Investment in Building a Spec House or Model Home to Encourage Subdivision Development or Completion (Jeff Knight).

Item postponed to the November 16, 2023 meeting.

10. Economic Development Update

CDA Admin. Miller reported that she would be attending the Walworth County Housing Summit on 9/25/2023, along with Taylor Zeinert, Chief of Staff, and City Manager Weidl who will be a presenter at the event. The City will have a promotional table with a focus on economic development in Whitewater and featuring the Affordable Housing Policy. Miller also stated that she is enrolled in the TIF 201 Seminar at the WEDA Best Practices Seminar in Wausau on September 27, 2023. Public Works Director Marquardt reported that the ALDI project continues to move forward but had no update as to when they would start construction. Ms. Fish-Peterson reported that Staff is involved in the due diligence phase with two major development projects and will bring them forward to the Board when fully vetted. Ms. Fish-Peterson encouraged the Board to do a refresher of the WEDA Seminar Economic Development 101 (video). Miller was directed to send the video to the Board.

FUTURE AGENDA ITEMS: Board Member requests for future agenda items.

Discussion regarding CDA Rules of Procedures (November 16, 2023).

EXECUTIVE SESSION

Motion by Vice-Chair Allen, seconded by Schreiber, 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 passed by unanimous roll call vote. Items to be discussed:

11. Negotiation and Possible Action regarding Memorandum of Understanding between UW-W and the City for the Innovation Center.
12. Negotiation and Possible Action Regarding Development Agreement for A-1 Packaging, Parcel Located on Prospect Drive in the Business Park.
13. Negotiation and Possible Action Regarding Development Agreement with JM Meadowview LLC for Housing Project on Meadowview Court.
14. Negotiation and Possible Action Regarding Development Agreement with US Shelter Homes LLC

RECONVENE INTO OPEN SESSION

15. Reconvene to Open Session for possible action on closed session item(s).

Motion to reconvene to Open Session moved by Schreiber and seconded by Knight passed by unanimous voice vote.

Item 12: Moved by Knight, seconded by Kachel to approve the Development Agreement between the CDA and Prospect Drive LLC (A-1 Packaging) for construction of a 100,000 sq. ft. precast panel concrete building and is requesting the land as an incentive and \$125,000 per year for 10 years in pay as you go TIF incentive. The investment is over \$10 million with a guaranteed minimum assessed value of \$7.5 million. Motion passed by unanimous roll call vote.

ADJOURNMENT

Motion by Schreiber to adjourn seconded by Kachel passed by unanimous voice vote. Chairman Knight adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Bonnie L. Miller, Recorder

Minutes approved October 19, 2023.