



Community Development Authority Board of Directors

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

Tuesday, April 08, 2025 - 6:00 PM

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

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AGENDA

Amended as of 4/7/2025 at 12:00 pm to add 1. Waiver of 72 hour Transparency Ordinance and 2. Open Session for Exit Interview 3. Memo to item number 1-Exit Interview. 3. Attachment "Board Member Christon's questions. 4. City Attorney Opinion on Open Session email.

CALL TO ORDER

ROLL CALL

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.

EXECUTIVE SESSION

The CDA may enter into **CLOSED SESSION to RECONVENE in OPEN SESSION** for purposes of conducting an exit interview with the CDA Executive Director pursuant to Wis. Stat. Sec. 19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Items to be discussed:

Exit Interview - Taylor Zeinert, CDA Executive Director

1. Discussion on Economic Development Director Exit Interview- **Economic Development Director.**

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RECONVENE INTO OPEN SESSION

ADJOURNMENT

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.



CDA Agenda Item

Meeting Date:	April 8, 2025
Agenda Item:	Exit Interview
Staff Contact (name, email, phone):	Taylor Zeinert tzeinert@whitewater-wi.gov 262-473-0148

BACKGROUND

(Enter the who, what, when, where, why)

I asked the CDA for any and all questions that they plan on asking at the Exit Interview on March 28th via email. Board Member Christon responded with the attached questions.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

The CDA requested an exit Interview with the outgoing CDA director

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Based on Attorney recommendation any questions not related to my employment must be answered in open session.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Board Member Christon's questions

Exit Interview Questions - Community Development Coordinator

Purpose:

The purpose of this exit interview is to gather feedback from departing Community Development Coordinators to understand the challenges and opportunities associated with the position. The goal is to improve retention and enhance the effectiveness of the role in serving the city's unique demographic and economic development needs.

1. Job-Specific Questions

1. What aspects of the Community Development Coordinator role did you find most fulfilling? What aspects were most challenging?
2. Did you feel adequately supported by city leadership and your colleagues (including committees/boards) to achieve your objectives? Why or why not?
3. Were there any specific policies or practices, particularly those related to rental landlords or economic development, that you found hindered your work?

2. City Politics & Community Dynamics

4. How did the political influence of rental landlords impact your ability to implement community development initiatives?
5. Considering the city's unique demographic (70% university students, 30% locals), were there challenges in balancing the needs of these groups? If so, what could be improved?
6. Did you feel that the city's approach to economic development aligned with your vision for growth and community improvement? Why or why not?

3. Leadership & Management

7. How did the leadership style of the new City Manager influence your work, either positively or negatively?
8. Were there communication or management practices that you believe could be improved to better support the Community Development Coordinator position?

4. Retention & Improvement

9. What factors contributed most to your decision to leave, and what would have encouraged you to stay longer?
10. What advice would you offer to your successor or to the city leadership to ensure greater retention and success in this position?

Heather Boehm

From: Sara Marquardt
Sent: Monday, April 7, 2025 11:27 AM
To: John Weidl; Taylor Zeinert
Subject: FW: Opinion Needed-Time Sensitive

Sara Marquardt

HR Manager
 City of Whitewater
 Tel: 262-473-1387
 Email: smarquardt@whitewater-wi.gov

From: Tim Brovold <tbrovold@russelllawwi.com>
Sent: Monday, April 7, 2025 10:26 AM
To: Sara Marquardt <smarquardt@whitewater-wi.gov>; Russell Law Offices <cityofwhitewater@russelllawwi.com>
Subject: RE: Opinion Needed-Time Sensitive

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Sara

I am going to assume that the CDA and city knows that the law favors open meetings and transparency and that there are the 11 exceptions for closed sessions. I am also going to assume that the City understands that the notice and agenda must clearly state the reason for the closed session. Also, the meeting must start in open session, discussion on moving to closed session, vote, and then closed session. The meeting cannot end in closed session so a motion to move back to open session must be made and then the meeting can be called to be adjourned.

As for meeting in closed session for an exit interview, the answer is yes, sometimes a municipality to move to closed session for an exit interview. Wis. Stat. sec 19.85(1)(c) states :“(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” This is where, if there is one, we would find an exception to move an exit interview into closed session.

It was stated in an attorney general opinion that “The language of section 19.85(1)(c) permits a governmental body to convene in closed session for the purpose of “[c]onsidering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” The section refers to a public employee, as opposed to a position of public employment.”

Further, “(Closed Session Exception)...does not apply where personnel or management policies are discussed generally. The purpose of the exception is to protect a particular employee who is being considered or discussed and not to protect the public agency involved.... The mere fact that items of public policy or future

personnel relations are to be discussed is not a sufficient reason for a secret meeting. It is, in fact, a reason for holding an open meeting.”

These are key distinctions. The closed session cannot be used to employment in general. The items discussed must be specific to the ex-employee’s specific job performance, review, and personal information. If it is general in nature, then that should be saved and discussed in ‘open’ meeting.

Let me know if this answers your question.

Please let me know if I still need to return your call.



Tim Brovold

Senior Associate Attorney

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(608) 448-3680

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From: Sara Marquardt <smarquardt@whitewater-wi.gov>
Sent: Monday, April 7, 2025 9:13 AM
To: City of Whitewater <cityofwhitewater@russelllawwi.com>
Cc: Tim Brovold <tbrovold@russelllawwi.com>
Subject: Opinion Needed-Time Sensitive
Importance: High

Tim,

Our CDA is planning to hold a meeting tomorrow night to conduct an exit interview with our outgoing Economic Development Director. They had intended to move into closed session without a quorum, which we’ve since advised against. The question now is whether an exit interview qualifies for a closed session under the applicable exceptions.

Thank you,

Sara Marquardt

HR Manager

City of Whitewater

Tel: 262-473-1387

Email: smarquardt@whitewater-wi.gov