



Community Development Authority Board of Directors

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

*In Person and Virtual

Thursday, June 19, 2025 - 5:30 PM

MINUTES

CALL TO ORDER

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

ROLL CALL

PRESENT

Board Member Jon Kachel
Board Member Joseph Kromholz
Council Representative Orin O.Smith
Board Member Christ Christon
Council Representative Brian Schanen

ABSENT

Board Member Thayer Coburn
Board Member Kelsey Price

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 Christon, Seconded by Council Representative Schanen to move Item #8 to Item #3.

Voting Yea: Board Member Kachel, Board Member Kromholz, Council Representative O.Smith, Board Member Christon, Council Representative Schanen

Motion to approve the agenda as amended made by Council Representative O. Smith, Seconded by Council Representative Schanen. Motion carried by voice vote.

CONFLICT OF INTEREST

Would any board member wish to declare any known Conflict of Interest with the items presented on today's CDA Board Agenda?

None noted.

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 to approve Consent Agenda made by Council Representative Schanen, Seconded by Council Representative O.Smith.

Motion carried by voice vote.

1. Approval of May 15, 2025 Meeting Minutes
2. Procedure for Closed Session 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.

CONSIDERATIONS / DISCUSSIONS / REPORTS

3. Review and discuss CDA Financial Statements

Rachelle Blitch, City of Whitewater's Director of Finance, provided a presentation on how financial statements are presented and how to read them.

Board Member Kromholz requested an executive summary memo be included each month noting if there are items of note such as delinquencies, so they can be addressed in a timely manner. This will be in addition to the statements that are provided monthly.

4. Discussion and possible action on May 2025 CDA Financial Statements

Council Representative Shanen asked a question about the negative balance in the CDA operating account. EDD McFarland explained that this is likely related to the timing of internal fund transfers. She will check on that and report back next month if that is not the case.

Motion to approve the May 2025 financial statements made by Board Member Kromholz, Seconded by Council Representative O.Smith.

Voting Yea: Board Member Kachel, Board Member Kromholz, Council Representative O.Smith, Board Member Christon, Council Representative Schanen

5. Review and possible action on CDA Loan Status Updates

A letter from Stafford and Rosenbaum providing updates on CDA loans is in the packet. Mason Higgins from Stafford and Rosenbaum attended virtually to answer questions regarding item #1 the Fine Food Arts, LLC, loan. There was a brief discussion regarding whether or not this item should be discussed in closed session. On advice of counsel, this specific item was not discussed. Board Member Kromholz directed staff to confer with directly with counsel to preserve confidentiality and then follow up with Board Member Kromholz.

Concerns about the status of the liquor license for KLD, LLC d/b/a Lloyds was brought up. Board Member Kromholz directed staff to bring this to the attention of the City Manager to determine the appropriate committee to present these concerns to.

6. Discussion and possible action on Wind Up Grant Updates

EDD McFarland pointed out that there are only a couple months left on the grants and Stellar Vintage has a remaining balance of approximately \$11,700. EDD McFarland sought clarification on the contract, which requires the funds to be spent in the twelve month contract period, or they would be forfeited. This body confirmed that is correct. Staff was directed to apprise the grantee of the contract requirements.

7. Discussion and possible action on Down Payment Assistance Loan request for 406 E Milwaukee (/TRA 00048)

Motion to approved the Down Payment Assistance Loan made by Board Member Kromholz, Seconded by Council Representative O.Smith.

Voting Yea: Board Member Kachel, Board Member Kromholz, Council Representative O.Smith, Board Member Christon, Council Representative Schanen

8. Discussion and possible action on responses to RFP for Brokerage Services

The Legacy Realty Group withdrew their proposal to provide brokerage services on June 13, 2025.

Kristen Parks and Patrick McGlinn from Anderson Commercial Group were in attendance to answer questions regarding their proposal to provide brokerage services.

Board Member Kachel asked what communities they compare to Whitewater. They responded that Fort Atkinson and Lake Mills have some similar demographics. One difference that Whitewater has is the University. In terms of pro-development communities, Whitewater ranks pretty high as well as Elkhorn and Mukwonago.

Motion to approve entering in to a contract with Anderson Commercial Group for brokerage services with the following stipulations:

1. Commission on internal City/CDA land transfers is prohibited.
2. The contract will automatically renew every six months, with a 30-day notification required for non-renewal.
3. The contract will include a conflict of interest statement regarding anyone in the company who may become involved in a development deal pertaining to City/CDA land.

Motion made by Board Member Kromholz, Seconded by Council Representative O.Smith.
Voting Yea: Board Member Kachel, Board Member Kromholz, Council Representative
O.Smith, Board Member Christon
Voting Nay: Council Representative Schanen

FUTURE AGENDA ITEMS

If needed: Closed Session under Clause 4: Legal Advice regarding the KLD, LLC matter for further consultation between the law firm and the CDA.

ADJOURNMENT

Motion to adjourn made by Board Member Kromholz, Seconded by Council Representative Shanen.
Motion carried by voice vote.

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.**