Community Development Authority
Board of Directors

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

Thursday, September 17, 2026 - 5:30 PM

MINUTES

CALL TO ORDER

The meeting was called to order at 5:30 p.m.

ROLL CALL

PRESENT
Board Member Thayer Coburn
Board Member Jon Kachel
Board Member Joseph Kromholz
Board Member Christ Christon
Council Representative Orin Artsmith

ABSENT
Board Member Kelsey Price
Council Representative Michael Smith

CITY STAFF
Ashwini Rao, Economic Development Coordinator

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

GOOD GOVERNANCE MANUAL

Below is a link to the City of Whitewater's Governance Manual. This document serves as our central guide for operational excellence, outlining our commitment to accountability, transparency, and strategic oversight.

https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:752ce1fc-c064-472c-a784-75e9dd11d771

Please feel free to refer to this manual often.

The Board and public were reminded that the City's Good Governance Manual is available as a guide to accountability, transparency, strategic oversight, and operational excellence.

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 to approve by Board Member Coburn, Seconded by Council Representative Artsmith.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Board Member Christon, Council Representative Artsmith

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 Artsmith, Seconded by Board Member Kachel.
Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Board Member Christon, Council Representative Artsmith

1. August meeting minutes
2. City Budget Expansion Information
3. RFP for CDA-owned Commercial Lot on Bluff Rd
4. Community Development Initiative Grant Update - Bowers House
5. USDA Rural Business Development Grant Update
6. August Financials
7. August Dashboard

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

CONSIDERATIONS / DISCUSSIONS / REPORTS

8. Review and Possible Action: Certified Sites application for Howard Road parcel

   Staff presented the proposed WEDC Certified Sites application for approximately 158 acres of privately owned farmland along Howard Road adjacent to the Business Park.

Staff described a $10,000 application fee, site due diligence such as environmental and soil work, and WEDC marketing assistance if the site is certified. The property was identified in the agenda packet as Jefferson County parcels 292-0515-3441-000, 292-0515-3442-000, 292-0515-3443-000, and 292-0515-3444-000.

Board members asked whether the City or CDA had an ownership interest, option, or other agreement for the property and whether the application fee could be applied to another site if this property became unavailable. Staff said no agreement was currently in place. Members expressed concern about paying for site specific work before securing rights to purchase the land.

The board authorized City staff to apply to the WEDC Certified Sites program for the Howard Road site, provided the City or CDA secures a written agreement regarding purchase of the property before the $10,000 application fee is paid.

Motion made by Board Member Kromholz, Seconded by Board Member Kachel.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Board Member Christon, Council Representative Artsmith

9. Review and Possible Action: Slipstream Update

Staff reported that the CDA holds a judgment against Slipstream LLC and a lien on office furniture and equipment formerly used by the company and located at the Innovation Center. The City expressed interest in the furniture for planned Municipal Building office space. Staff recommended a sale price of $2,500.

A motion to approve the sale of furniture recovered under the Slipstream LLC judgment lien to the City of Whitewater for $2,500 was made by Board Member Coburn, Seconded by Council Representative Artsmith.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Board Member Christon, Council Representative Artsmith

FUTURE AGENDA ITEMS

November Meeting will be at the Innovation Center

The chair noted that the November CDA meeting would be held at the Innovation Center. No additional future agenda item was identified.

ADJOURNMENT

Motion made by Board Member Kromholz, Seconded by Council Representative Artsmith.

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Board Member Christon, Council Representative Artsmith