



Community Development Authority Monthly Meeting

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

Thursday, March 19, 2026 - 5:30 PM

MINUTES

CALL TO ORDER

The meeting was called to order at 5:30pm.

ROLL CALL

PRESENT

Board Member Thayer Coburn
Board Member Jon Kachel
Board Member Joseph Kromholz
Council Representative Orin O. Smith
Board Member Christ Christon

CITY STAFF

Mason Becker, Community Development Director
Ashwini Rao, Economic Development Coordinator
Steven Chesebro, City Attorney

ABSENT

Board Member Kelsey Price
Council Representative Brian Schanen

CONFLICT OF INTEREST

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

Board Member Jon Kaschel recused himself from voting on Item 10: Discussion and Approval of changes to Capital Catalyst and Action Fund accounts

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://mccmeetingsystem.blob.core.usgovcloudapi.net/session-1145bc051c5b485b9d35d2eb0a5a9e58-read/Governance%20Manual%202024-06-18.pdf?sv=2021-06-08&st=2026-02-05T20%3A23%3A05Z&se=2026-02-05T20%3A53%3A05Z&sr=b&sp=racwdl&sig=PprMOxir4DmqWg3F0%2Fqd3um08BK1ONHkxRRt8qqksis%3D>

Please feel free to refer to this manual often.

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

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 Board Member Coburn, Seconded by Council Representative O.Smith.

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

1. Approval of February minutes
2. February Dashboard
3. Edgerton Hospital report

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

4. Farmland Lease

The CDA leases its vacant land in the Industrial/Tech Park to Timothy and Rachel Kiel under Cash Rent Farm Lease dated March 1, 2021 (the "Lease"), for tillable land of approximately 120.7 acres at a rate of \$175 per acre per crop year. This Lease auto-renews each year unless either party notifies the other of intent to terminate the Lease. Since March 1, 2021, the Lease has been amended on an annual basis to adjust for parcels that have been sold by the City to a third party for development.

The Fifth Amendment to Cash Rent Farm Lease adjusts the tillable acres covered by the Lease to approximately 58.39+/- acres. Under this Amendment to Cash Rent Farm Lease, rent for the 2026 crop year is in the amount of \$8,758.00 (\$150/ acre).

The CDA Board reviewed and approved the lease.

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

5. Bowers House Development Agreement

The Board reviewed the Bowers House Development Agreement

6. Redevelopment Resources Presentation

The CDA currently owns three properties, located at the corner of E Main St and N Jefferson St ("the Jefferson Street property"). The parcel IDs for these properties are: /BIRW 00003A, /BIRW 00002, and /BIRW 00001. The most recently obtained property was acquired as part of a property swap with Tanis Properties.

Staff recently requested that Redevelopment Resources, a firm familiar with downtown redevelopment projects throughout Wisconsin, which has also done other analysis work for the City of Whitewater evaluate the site, current market conditions, and the site's future highest and best use.

Kristen Fish-Peterson from Redevelopment Resources presented their findings and recommendations. City staff has reviewed and agrees with the general findings in the Site Analysis. Staff recommended that the CDA board approve publication of a Request for Proposal to developers for proposals to redevelop the site. The CDA board should also instruct staff to move forward with a request to vacate the unused public right-of-way in the middle of same properties.

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

7. Discussion and Possible Action on CDA owned Whitewater St. parcels

During staff's review of park parcels in preparation for rezoning, it was identified that two parcels previously believed to be part of Cravath Lakefront Park are, in fact, owned by the Community Development Authority (CDA). The CDA purchased these parcels in August of

1999. These parcels are currently utilized for the placement of carnival rides and vendor operations during the 4th of July Festival.

To ensure the long-term preservation of Cravath Lakefront Park and to maintain consistency in ownership of parkland, staff recommended that the CDA convey these parcels to the City of Whitewater via quit claim deed. A title company will be drawing up the quit claim deed, with CDA approval.

This action would formally place the parcels under City ownership and align their use with the intended purpose of the park.

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

8. Discussion and Approval of Down Payment Assistance Loan

One application was submitted to the CDA requesting a down-payment assistance loan in the amount of \$25,000 pursuant to the terms and conditions of the City's Affordable Housing Fund Policy (DPA Application No. 2026-012). Staff recommended approval of the same.

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

9. Memo re: Update on Hale Farm Development Project

Mason Becker, Community Development Director provided an update on Hale Farm's Proposed Development Project.

10. Discussion and Approval of changes to Capital Catalyst and Action Fund accounts

The Community Development Department undertook a review of the City's loan and grant programs. Proposed revisions streamline and modernize the program and remove older language that is no longer relevant to the program (such as WEDC reporting requirements).

City staff recommended that the name of this Fund be changed to "Loan Fund" and its balance be moved from Associated Bank to First Citizens Bank where the other accounts are held. Additionally, the name of the Action Fund should be changed to "Grant Fund". In addition to these proposed revisions, staff also recommended that the fund balances for the Loan Fund (aka Capital Catalyst) and Grant Fund (aka Action Fund) essentially be swapped. This will allow for the larger fund balance to be utilized towards loans, while the smaller fund balance could be allocated to potential grants.

Motion made by Board Member Coburn, Seconded by Council Representative O.Smith.

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

Voting Abstaining: Board Member Kachel

EXECUTIVE SESSION

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. Items to be discussed:

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

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

11. Stonehaven Development Agreement

Brian Roemer from Ehlers, City Attorney Steven Chesebro were present at the meeting. Tim Vandeville Jr. of Stonehaven was present for the initial part of the meeting and left at 6:17pm.

Community Development Director, Mason Becker, provided an update. City Attorney requested feedback regarding the Deed Restriction and Lookback provision.

12. Review and Discussion of Letter of Intent for Lots 1T and 2T in Tech Park

RECONVENE INTO OPEN SESSION

Motion made to reconvene into open session: Motion by Board Member Kromholz, Seconded by Council Representative O.Smith.

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

Motion 1: CDA recommended to move the Stonehaven DA to the Common Council for approval with provisions discussed with Council and the directions given to Council.

Motion by Board Member Kromholz, Seconded by Council Representative O.Smith.

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

Motion 2: CDA recommended that the City Staff continue to vet and move toward alignment with the Letter of Intent.

Motion by Board Member Kromholz, Seconded by Council Representative O.Smith.

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

FUTURE AGENDA ITEMS

ADJOURNMENT

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

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