



Council Agenda Item

Meeting Date:	May 19, 2026
Agenda Item:	Memo regarding CDA meeting minutes and approvals
Staff Contact (name, email, phone):	Mason Becker, mbecker@whitewater-wi.gov

BACKGROUND

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

As council members may recall, shortly after the hiring of the new Community Development Director (formerly known as the Economic Development Director) in late August 2025, the former Neighborhood Services and Office of Economic Development were restructured into the Community Development Department. As part of this process, a new Economic Development Coordinator was hired in November 2026. That position is responsible for recording the Community Development Authority (CDA) board meeting minutes and then transmitting them for approval.

While the minutes were being reviewed by the Community Development Director and then approved by the CDA board at subsequent meetings, they were not being transmitted to the appropriate City personnel and placed on the Common Council agendas for final approval. This issue was noticed in early May 2026.

Staff have now been given clear direction on how to process these minutes going forward to ensure timely review by the Common Council. All past meeting minutes approved by the CDA board are available for review on the City website. We have continued to provide copies of past meeting minutes to anyone when requested.

This meeting includes minutes from six previous CDA Board meetings requiring Common Council approval.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

- N/A

FINANCIAL IMPACT

(If none, state N/A)

- N/A

STAFF RECOMMENDATION

- Staff recommend that the Common Council approve the CDA meeting minutes as presented.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

- Copies of previous CDA meeting minutes requiring Common Council approval