



# Community Development Authority Board of Directors

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

**Thursday, August 21, 2025 - 5:30 PM**

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## MINUTES

### CALL TO ORDER

Meeting was called to order at 5:30 p.m. by Board Member Coburn, Co-Chair.

### ROLL CALL

#### PRESENT

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

#### ABSENT

Board Member Kelsey Price

### INTRODUCTION OF NEW ECONOMIC DEVELOPMENT DIRECTOR

Board Member Coburn introduced Mason Becker, the new Economic Development Director.

Mason previously worked as the Economic Development Manager in Watertown, Wisconsin, and is a former colleague of Emily McFarland, our previous Interim Economic Development Director. He lives in Fort Atkinson and served on the Fort Atkinson City Council as President. Mason is a graduate of UW-Whitewater.

### 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.

### 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 to approve the agenda made by Council Representative O.Smith, Seconded by Board Member Kachel.

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

### **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 the Consent Agenda made by Council Representative Schanen, Seconded by Council Representative O.Smith.

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

1. Approval of June 2025 Financial Statements
2. Approval of July 2025 Minutes
3. Update on Royal Hounds Property, tax key /A323600002 on Bluff Road

### **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. Review and take potential action on Innovation Center audio/visual equipment purchase  
The AV equipment in the major training room at the Innovation Center, Room 105 A/B, does not function consistently or efficiently. The city IT team and Media team assessed the situation, met with vendors, reviewed quotes and have suggested the attached quote as the right option to rectify this problem. This room is used by tenants and renters, and having it operate appropriately is important. Three quotes were received, one did not meet technical specifications. Of the two valid bids received, Marco is the lowest at \$17,160.19.

Motion made to approve the proposal from Marco for improvements to the Innovation Center Room 105 A/B for the quoted amount of \$17,160.19, 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, Council Representative  
Schanen

#### **FUTURE AGENDA ITEMS**

Update on Royal Hounds Property, tax key /A323600002 on Bluff Road in February 2026.

#### **ADJOURNMENT**

Motion to adjourn 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, Council Representative Schanen

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.**