



## Community Development Authority Board of Directors Meeting (In-Person & Virtual)

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

\*In Person and Virtual

**Thursday, December 21, 2023 - 5:30 PM**

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### MINUTES

**CALL TO ORDER:** Chairman Singer called the meeting to order at 5:30 p.m.

**ROLL CALL:** PRESENT: Joe Kromholz, Patrick Singer, Lukas Schreiber, Jeff Knight, Thayer Coburn. ABSENT: Jim Allen, Jon Kachel. STAFF PRESENT: Calli Berg (Economic Development Director); Kristen Fish-Peterson (CDA Consultant); Brad Marquardt (Director of Public Works); Bonnie Miller (CDA Administrative Assistant).

**APPROVAL OF AGENDA:** Moved by Boardmember Schreiber and seconded by Boardmember Knight to approve the Agenda. AYES: Singer, Kromholz, Schreiber, Coburn, Knight. NOES: None. ABSENT: Kachel, Allen. Motion passed 5-0.

**DECLARATION OF CONFLICT OF INTEREST.** Would any member(s) of the Board wish to declare any known conflict of interest with the items presented on today's CDA Board Agenda? None.

**WELCOME AND INTRODUCTION:** Economic Development Director Calli Berg was introduced and welcomed by the Board, followed by brief comments from ED Director Berg. [Note that Board Member Jon Kachel joined the meeting at 4:38 p.m.].

**HEARING OF CITIZEN COMMENTS:** None.

**APPROVAL OF MINUTES:** Moved by Kromholz and seconded by Kachel to approve the Minutes of the November 16, 2023 CDA Meeting as presented. Motion passed by unanimous roll call vote (6).

**ACKNOWLEDGMENT OF FINANCIAL STATEMENTS.** Moved by Coburn and seconded by Schreiber to acknowledge the Financials for the period ending November 30, 2023. Motion passed by unanimous voice vote (6).

### ACTION ITEMS.

**Discussion and possible action regarding appointment of CDA Executive Director.** Moved by Boardmember Knight and seconded by Boardmember Schreiber to appoint Economic Development Director Calli Berg to act as the Executive Director of the CDA. It was noted by Chairman Singer that the CDA Board provides the Executive Director with policy direction, and the CDA Executive Director reports to the City Manager. [Noted that Boardmember Jim Allen joined the meeting virtually at 5:43 p.m.] Motion passed by unanimous roll call vote (7).

**UPDATES & DISCUSSION.**

**Update regarding Commercial Rehabilitation Grant/Loan Program.** Ms. Fish-Peterson provided a brief overview of the proposed Commercial Rehabilitation Grant/Loan Program being developed by staff, followed by a summary of the results from the meeting that was held with representatives of local banks regarding their level of interest in participating in the proposed Commercial Rehabilitation Grant/Loan Program.

**Discussion regarding potential purchase of property located at 108 W. Main Street (Tax Parcel No. /WUP 00257A) and 216 E. Main St. (Tax Parcel No. /TRA 00003) owned by Jelaine Goehl and Jane Henry.** Chairman Singer deferred discussion of this item to be taken up as scheduled in Closed Session at Item #7.

**EXECUTIVE SESSION:** Moved by Chairman Singer and seconded by Boardmember Knight to 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:

6. Consideration and possible action regarding Down Payment Assistance Loan Application No. 001 pursuant to the terms of the Affordable Housing Policy.
7. Consideration and possible action regarding Offer to Purchase 216 E. Main St. (Tax Parcel No. /TRA 00003) and Offer to Purchase 108 W. Main St. (Tax Parcel No. /WUP 00257A) owned Jelaine Goel and Jane Henry.
8. Discussion and possible action regarding TIF Development Agreement between the City of Whitewater and JM Meadowview LLC regarding Mound Meadows project.
9. Discussion and possible action regarding TIF Development Agreement between the City of Whitewater and US Shelter Homes LLC regarding Mound Meadows project.

Motion passed by unanimous roll call vote.

**RECONVENE INTO OPEN SESSION:** Moved by Schreiber and seconded by Kachel to reconvene into open session to take action on closed session item(s). Motion passed by unanimous voice vote.

Moved by Knight to approve the Down Payment Assistance Loan Application No. 001 regarding the property at 345 S. Whiton Street. Motion seconded by Kromholz. Roll Call: AYES: Schreiber, Knight, Coburn, Kachel, Allen, Kromholz, Singer. NOES: None. ABSENT: None. Motion passed.

Moved by Coburn and seconded by Schreiber to approve the Offer to Purchase 216 E. Main Street (0.29 acres) for a purchase price of \$65,000. Roll Call: AYES: Kachel, Allen, Singer, Kromholz, Schreiber, Coburn. NOES: Knight. ABSENT: None. Motion passed.

Moved by Coburn and seconded by Schreiber to approve the Offer to Purchase 108 E. Main Street (Baker Building) as negotiated by City Staff at a purchase price of \$110,000 including the building on .17 acres. Roll Call AYES: Kromholz, Schreiber, Coburn, Singer. NOES: Knight, Kachel, Allen. Motion passed.

Moved by Knight and seconded by Schreiber to approve the JM Meadowview LLC Development Agreement. Roll Call: AYES: Singer, Kromholz, Allen, Kachel, Coburn, Knight, Schreiber. NOES: None. ABSENT: None. Motion passed.

Moved by Knight and seconded by Schreiber to approve the U.S. Shelter Homes I, L.L.C. Development Agreement regarding the Mound Meadows Project. Roll Call: AYES: Kachel, Allen, Singer, Kromholz, Schreiber, Coburn, Knight. NOES: None. ABSENT: None. Motion passed.

**ECONOMIC DEVELOPMENT ACTIVITIES UPDATE:** Ms. Fish-Peterson provided a brief overview of projects currently in development by Staff. Anderson Commercial Group brought the City two separate Offers: (1) Offer to Purchase Lot 8B in the Industrial Park, and (2) Offer to Purchase Lot 1B located on Bluff Road. The City has an accepted Offer and fully-executed Development Agreement from Larry Chapman for the A-1 Packaging Project on Lot 8B that was approved by the Plan & Architectural Review Commission (PARC). The City has approved and executed the Aldi's Development Agreement, and we are awaiting Aldi's execution. The Becker & Bolton project was tabled. The Mound Meadows (Meadowview) project is scheduled for the PARC Meeting on January 8, 2024 for Conditional Use approval, preliminary and final approval of the Re-Plat of Mound Meadows Subdivision, and site plan review. Notices have been sent to adjoining home owners. Russell Walton has submitted a conceptual review for a housing development on Elkhorn Road. Next step is to submit a development plan and Specific Implement Plan (SIP) for review by PARC.

Economic Development Director Calli Berg provided a brief overview of a proposed new business pitch contest to be held in cooperation with UW-Whitewater. The CDA would be the fiduciary sponsor of the event and work with participants to prepare them for the contest and subsequent follow-up support for the winner. Ms. Berg also announced a proposed January vision workshop for the CDA Board via a publicly-noticed meeting.

**FUTURE AGENDA ITEMS:**

- Kromholz requested a strategic planning and vision statement from Director Berg.
- Knight requested that the CDA to do an open house event with landowners represented on the CDA's entitled Potential Development Map.

**ADJOURNMENT:** Motion to adjourn by Kromholz and seconded by Schreiber was approved by unanimous voice vote. Chairman Singer adjourned the meeting at approximately 6:15 p.m.

Respectfully submitted,

Bonnie Miller, Recorder

Minutes approved at the January 18, 2024 CDA Board Meeting.