

Whitewater Community Development Authority  
Board of Directors  
February 26<sup>th</sup>, 2014  
Meeting Minutes

**1. Call to Order and Roll Call.**

The meeting was called to order by Chairman Jeff Knight at 5:40pm.

Present: Jim Allen, Donna Henry, Larry Kachel, Jeff Knight, Greg Meyer, Patrick Singer, Jim Winship

Absent: None

Also: Patrick Cannon, Anna Schwarz

**2. Hearing of Citizen Comments.**

None

**3. Approval of Agenda**

Move to Approve the Agenda as presented.

Singer (1); Kachel (2)

Aye: All via Acclamation (7)

Nay: None

**4. Approval of Minutes**

**a. January 22, 2014**

Move to Approve the January 22, 2014 Minutes as presented.

Singer (1); Allen (2)

Aye: All via Acclamation (7)

Nay: None

**5. Acceptance of Financial Statements**

**a. January, 2014**

Move to Accept the January 2014 Financial Statements as presented.

Allen (1); Henry (2)

Aye: All via Acclamation (7)

Nay: None

**6. Consideration and discussion of a request from Whitewater Community Garden to utilize a portion of CDA owned property to expand their gardens.**

Brienne Brown presented a PowerPoint about the requested space for the Whitewater Community Garden.

The CDA Board discussed this request with Whitewater Community Garden representatives and directed staff to add this item to the March Agenda for further discussion.

**7. Adjourn into closed session per Wisconsin State Statutes 19.85(1)(e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."**

- a. Consideration and discussion of a CDBG loan requests
  - i. Software development company working in the retail industry
  - ii. Software development and manufacturing company
- b. Consideration and discussion of Capital Catalyst Fund requests based upon the recommendation of the Capital Catalyst Screening Committee
  - i. Software development and manufacturing company
  - ii. Machine Development Company
- c. Update on negotiations with potential retail, manufacturing, and other businesses that are considering locating in the City of Whitewater and are requesting City of Whitewater related financial assistance or concessions.
- d. Consideration and discussion of a proposed Development Agreement with DP Electronic Recycling regarding the sale of approximately 10.96 acres in the Technology Park.

A motion was made to adjourn into closed session and to allow Patrick Cannon and Anna Schwarz to remain in the closed session portion of the meeting.

Knight (1); Allen (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship (7)

Nay: None

**8. Reconvene into open session to take action on closed session items as needed.**

A motion was made to reconvene in open session.

Allen (1); Kachel (2)

Aye: All via Acclamation (7)

Nay: None

- A motion was made to approve a \$10,000 Seed Capital Catalyst Fund grant to Thermodata Corporation with the stipulation that Thermodata Corporation sign a lease agreement in the Technology Park for no less than 3 years.

Allen (1); Henry (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

A motion was made to approve a \$100,000 CDBG loan to Pinpoint Software, Inc.

Singer (1); Winship (2)

Aye: Allen, Henry, Knight, Meyer, Singer, Winship

Nay: None

Abstention: Kachel

A motion was made to approve a \$100,000 CDBG loan to Thermodata Corporation with the stipulations that they execute a long-term lease agreement in the Technology Park and that they provide a personal guaranty.

Winship (1); Kachel (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

A motion was made to authorize the Chairman, Jeffery Knight, to sign a Development Agreement with D.P. Electronic Recycling for the sale of 10.96 acres in the Technology Park, provided that there are no substantive changes from Draft #8 of the Development Agreement.

Allen (1); Winship (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

**9. Consideration and discussion of a Resolution regarding Innovation Center Lease Agreements.**

A motion was made to Approve the Resolution regarding Innovation Center Lease Agreements.

Singer (1); Kachel (2)

Aye: All via Acclamation (7)

Nay: None

**10. Consideration and discussion of Nondisclosure Agreement and Code of Conduct Agreement for the Whitewater University Technology Park.**

There was consensus among the CDA Board of Directors regarding the appropriateness of these documents. Staff was directed to share this consensus with the Whitewater University Technology Park Board.

**11. Consideration and discussion of authorizing the Chairperson and other required parties to enter into a contract with the Wisconsin Economic Development Corporation (WEDC) regarding the Capital Catalyst Fund (Contract FY 14-22235).**

There was a motion to authorize the Chairman, Jeffery Knight, and other required parties to enter into a contract with the Wisconsin Economic Development Corporation (WEDC) and include relevant/necessary Capital Catalyst Fund corporation information.

Kachel (1); Henry (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer, Winship

Nay: None

**12. Consideration and discussion of the establishment of a corporation to assist with equity investments under the Capital Catalyst Fund.**

The Board of Directors considered the list of potential corporation names provided by staff and Board of Directors members and after discussion and straw poll voting the consensus was reached that the name should be "Growing Whitewater's Economy (GWE)".

**13. Consideration and discussion of a potential settlement regarding the damages to the building at N9601 Howard Road.**

A motion was made to direct Patrick Cannon to move forward with demolition of the building and settlement of the claim at N9601 Howard Road.

Singer (1); Kachel (2)

Aye: All via Acclamation (7)

Nay: None

**14. Consideration and discussion of potential public improvements required for TIF #5, #6, #7 including authorizing borrowing to fund the studies completed by outside parties.**

The Board of Directors directed Patrick Cannon to get estimates on the cost of the studies required to identify the potential public improvements to these TIF areas and to work with City Staff to connect this project with City Borrowing.

**15. Consideration and discussion fiber optics project for the city including the Business Park and Technology Parks.**

The Board of Directors directed CDA staff to make this a high priority and to work with City staff to get this completed as quickly as possible.

**16. Consideration and discussion of long term marketing and community branding project.**

The Board of Directors directed CDA staff to call a meeting of local organizations (ex. Downtown Whitewater, Inc., Greater Whitewater Committee, Whitewater Chamber, and Tourism) to discuss marketing and community branding. They also directed CDA staff to get a quote from Roger Brooks regarding potential marketing and branding services.

**17. Future agenda referrals.**

The Capital Catalyst Seed Capital Screening Committee future meetings could be moved up in the afternoon to allow CDA Board of Directors meetings to begin at 5pm.

The CDA Board of Directors will have its next Board meeting on Wednesday, March 26<sup>th</sup>, 2014 at 5pm at the Innovation Center.

**18. Adjourn**

A motion was made to adjourn the meeting.

Allen (1); Singer (2)

Aye: All via Acclamation (7)

Nay: None

Meeting Adjourned at 8:37pm.

*These minutes were reviewed and approved by the CDA Board of Directors at its meeting on: 03/26/2014*



*Jeffery Knight*  
Chairman



*Anna C. Schwarz*  
Recorder