



## 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, October 19, 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**

Vice Chairperson Jim Allen  
Board Member Thayer Coburn  
Board Member Jon Kachel  
Board Member Jeff Knight  
Board Member Joseph Kromholz  
Board Member Lukas Schreiber  
Chairperson Patrick Singer

**STAFF PRESENT:** Brad Marquardt (Public Works Director), Rachelle Blitch (Finance Director), Kristen Fish-Peterson (CDA Consultant), John Weidl (City Manager).

#### **DECLARATION OF CONFLICTS 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?*

Thayer Coburn declared that he was the requester for Agenda Item #5 (Coburn Company owns property in the Whitewater Business Park).

**HEARING OF CITIZEN COMMENTS:** None.

#### **APPROVAL OF MINUTES.**

1. Approval of CDA Minutes for 09/21/2023 meeting.

Board Member Kromholz raised an objection to the items included as an attachment to the Minutes regarding Item 6 of the Agenda beginning at pages 7-14 that were distributed to the Board at the meeting that were not made available to the public. Moved by Kromholz to approve the Minutes with pages 7-14 stricken from the record. After discussion by the Board, the motion was seconded by Board Member Coburn. Coburn stated that those items were not relevant to the item up for consideration by the Board. After further discussion, a roll call vote was taken.

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

Voting Yea: Board Member Coburn, Board Member Kachel, Board Member Kromholz, Chairperson Singer

Voting Nay: Board Member Knight, Board Member Schreiber. (Note: Board Member Allen unable to vote due to technical difficulties.)

## REVIEW & ACKNOWLEDGE FINANCIAL STATEMENTS

2. Review and acknowledge Financial Statements for period ending 09/30/2023.

Finance Director Rachelle Blitch was introduced to the Board and welcomed to the meeting. Coburn stated that on Page 17 of the packet at Item #2 "whitewatercda.com domain renewal" on 9/1/2023 in the amount of \$39.98 was paid. Coburn reported that the domain name does not point to anything on the internet and suggested that the domain name should be re-routed to Economic Development on the City website. Staff will follow up with Tim Neubeck (IT Administrator).

Motion by Board Member Schreiber and seconded by Board Member Kromholz to acknowledge the financials as presented. Motion passed by unanimous voice vote.

## ACTION ITEMS:

3. Discussion and possible action regarding acceptance of proposed Real Estate Listing Contract for brokerage services for sale of City-owned properties.

Kristen Fish-Peterson summarized that we received two proposals, heard presentations from both of the proposers, and that is what is up for vote tonight. Staff is asking for the CDA Board to approve one of the two proposals from the two applicants that replied to the RFP (Request for Proposal). Coburn requested a preference from Ms. Fish-Peterson, who recommended Anderson as well. Kachel raised the issue of a previous motion at the 9/21/2023 CDA meeting and approval from the Board to invite the other broker with the existing contract expiring on 10/31/2023 to the October meeting to be allowed to present a proposal. Ms. Fish-Peterson stated that the other broker did not follow the request of the RFP and were not considered a candidate for this work. After a brief discussion, Larry Kachel, 457 S. Buckingham Blvd., stated his concern for the RFP process but stated his support of selecting Anderson. Board Member Allen also stated his support of selecting Anderson.

Motion to accept the proposal by Anderson Commercial Group based on experience and qualifications made by Board Member Knight, Seconded by Board Member Kromholz. Chairman Singer called a halt to the discussion and called for a roll call vote. Voting Yea: Vice Chairperson Allen, Board Member Coburn, Board Member Kachel, Board Member Knight, Board Member Kromholz, Board Member Schreiber, Chairperson Singer.

**UPDATES & DISCUSSIONS:**

4. CDA Rules of Procedure (adopted 04/18/2022) distributed for Board Member review prior to discussion at the November 16, 2023 Board Meeting.

Ms. Fish-Peterson stated that the CDA Rules of Procedure were presented for the benefit of new members of the Board and that no changes were currently under consideration. Chairman Singer stated that this item would be on the November 16, 2023 Agenda and directed the Board to bring any questions they may have back to the body for discussion at that time

5. Discussion regarding amending the Declaration of Covenants & Restrictions for the Whitewater Business Park to allow for natural landscaping elements.

Board Member Coburn restated his potential conflict of interest due to the fact that Coburn Company owns property in the Business Park. Board member Knight stated that in the past, there were concerns regarding deed restrictions from a Perlman Roque (n/k/a Martin Brauer). Ms. Miller stated that from her experience working for Attorney Simon who served as legal counsel to the CDA prior to his death, the process to amend the Covenants would require written approval from every member in the Business Park. Ms. Miller also made reference to the excerpt from the Covenants included in the packet that stated that all landscaping was subject to review by the Plan & Architectural Review Commission and may offer an opportunity to make exceptions. Board Member Kromholtz would like to know how landscaping restrictions contained in the Covenants compare to restrictions in the ordinances that are applied to the rest of the City and any modifications that might be allowed. Other members stated a concern for not being too restrictive. Chairman Singer directed Staff to come back with recommendations for discussion at a future meeting.

6. Discussion regarding housing strategy going forward.

Ms. Fish-Peterson provided a summary of the City's efforts to attract a developer for single-family housing. Board Member Knight suggested doing a community forum (housing summit) for the local property owners included in that map ("Potential Development" map) and inform the local developers about the City's efforts to develop housing to find out who is interested and who brings in the best proposal. Geoff Hale, 599 S. Franklin, expressed concern that the City was going to get into the real estate business. Russell Walton (no address given) also expressed concern that the City make opportunities available to all. Larry Kachel, Buckingham Blvd., asked if there was a deadline to use the funds. Ms. Fish-Peterson confirmed that there was no deadline. Board Member Allen would prefer that the City give first chance to local developers. Board Member Kachel stated that he would prefer that the City Manager attend meetings regarding housing.

7. Update and discussion regarding status of CDA Loan to Fine Food Culture LLC (The Black Sheep).

After a brief discussion, the matter was tabled to bring back in Closed Session at the November CDA meeting.

8. Economic Development Activities Update

Ms. Fish-Peterson provided an update regarding ongoing Staff efforts to meet with couple of developers regarding potential residential developments, and the Development Agreements for the Aldi's project and the Chapman project have reached the final stages. Ms. Fish-Peterson reported that she and HR Director Marquardt conducted initial screening for 7 potential candidates the Economic Development position and have narrowed it to 3 candidates, with final interviews on Monday October 30.

**FUTURE AGENDA ITEMS**

Status of CDA Action Fund Loan to Fine Food Culture LLC.  
Discussion of CDA Rules & Procedures.

**ADJOURNMENT.** Motion by Kromholz, seconded by Schreiber approved by unanimous voice vote. Chairman Singer adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Bonnie Miller, Recorder

Minutes approved by the CDA Board November 16, 2023.