

COMMUNITY DEVELOPMENT AUTHORITY
February 16, 2016

CDA20160216-1
UNAPPROVED

An organizational meeting of the Community Development Authority of the City of Cedarburg, Wisconsin, was held on Tuesday, February 16, 2016 at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers.

The meeting was called to order by Mayor Kip Kinzel at 7:00 p.m.

Roll Call: Present - Mayor Kip Kinzel, Council Member Mitch Regenfuss, Eric Stelter, Dale Lythjohan, Andy Dettro, Eric Arvold, Joe Kassander

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Michael Herbrand, City Planner Jon Censky, Council Member Mike O'Keefe, Economic Development Coordinator Mary Sheffield, Economic Development Board Member DJ Burns

STATEMENT OF PUBLIC NOTICE

Mayor Kinzel acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

INTRODUCTION OF MEMBERS

The members introduced themselves, stated how long they have lived in the City and their occupations.

ELECTION OF CHAIRPERSON, VICE-CHAIRPERSON AND SECRETARY; AND ACTION THEREON

Eric Stelter and Andy Dettro volunteered for the office of Vice-Chairperson or Secretary. The Mayor offered to serve as Chair. By consensus of the Community Development Authority Members, the Mayor was elected Chairperson, Andy Dettro as Vice-Chairperson and Eric Stelter as Secretary. Staff was asked to prepare the minutes.

COMMENTS & SUGGESTIONS FROM CITIZENS – None

NEW BUSINESS

Review and Certify Code of Ethics; and Action Thereon

Attorney Herbrand reviewed conflict of interest issues, open meeting laws and open records laws with the Community Development Authority Members.

Consider By-Laws and Rules of Procedure; and Action Thereon

Attorney Herbrand reviewed the general powers and duties of the Community Development Authority.

In response to Mayor Kinzel's question, Attorney Herbrand stated that the Community Development Authority would be allowed to go into closed session only for such items as to negotiate the purchase of property or bargaining.

Member Stelter asked if the Community Development Authority could break down into small groups of three to approach property owners about their parcels and the CDA and to explain what tools are available to help with development. City Attorney Herbrand felt that would be appropriate but the group would then need to report back to the Community Development Authority as a whole. Member Lythjohan acknowledged that any approvals made by the Community Development Authority need final authorization from the Common Council, due to the spending of City funds. Member Stelter stated the Community Development Authority could generate its own funds for projects.

Member Arvold asked for an explanation of the Economic Development Board vs. the Community Development Authority. It was explained by City Attorney Herbrand and Member Stelter that the Economic Development Board is a visioning committee and has "no teeth" while the Community Development Authority is able to take action.

Motion made by Member Stelter, seconded by Member Kassander, to adopted the by-laws and rules of procedure for the Community Development Authority. Motion carried without a negative vote.

Identify Future Agenda Items and Meeting Date; and Action Thereon

Member Lythjohan suggested future items include identifying economic development tools that are available to the group and asking a member of Grafton's EDGE to come speak at a future meeting and define the purpose of their Community Development Authority. Member Stelter suggested creating small purpose based groups. It was also suggested that a list of redevelopment sites be created at the next meeting.

The next Community Development Authority meeting will be held on Tuesday, March 15 at 7:00 p.m.

ADJOURNMENT

Motion made by Member Lythjohan, second by Mayor Kinzel, to adjourn the meeting at 7:58 p.m. Motion carried without a negative vote.

Christy Mertes
City Administrator/Treasurer

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