



**Whitewater CDA - Agenda**  
**Monday, October 24, 2011**  
**4:30 PM - CDA Board of Directors**  
**1<sup>st</sup> Floor Community Room**  
**312 W Whitewater Street**  
**Whitewater, WI 53190**

---

1. Call to order and roll call
2. Approval of the Agenda
3. **HEARING OF CITIZEN COMMENTS.** *No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.*
4. Approval of the September 26, 2011 Minutes
5. Review and Approval of September 2011 Financials
6. Innovation Center Report
7. Consideration of CDA Policy Concerning WHEDA Loan Guarantees
8. Activity Updates
  - a. Retention Visits
  - b. Site Inquiries
  - c. Housing Study
9. Review and Approve 2012 CDA Budget
10. Review and Possible Action on CDA Director Job Description and Search/Screen Process
11. Adjourn

*It is possible that a quorum of Common Council and Technology Park Board members may attend this meeting.  
Even if a quorum is present, no Common Council and/or Technology Park Board business will be conducted at this meeting.  
Anyone requiring special arrangements is asked to call the office of the  
City Manager/ City Clerk at least 24 hours prior to the meeting.*



Whitewater CDA –MINUTES  
Monday, September 26, 2011  
4:30 PM – CDA Board of Directors  
5:30 PM – North Jefferson Street Discussion  
Resume regular business after N. Jefferson Street  
1<sup>st</sup> Floor Community Room  
312 W Whitewater Street  
Whitewater, WI 53190

**1. Call to order and roll call**

Jeff Knight called the meeting to order at 4:30PM.

Present: Donna Henry, Larry Kachel, Jeff Knight, Jim Stewart, Patrick Singer (@ 5:101PM)

Absent: Jim Allen, Tom Miller

Others Present: Lynn Binnie, Doug Saubert, Dean Fischer, Kevin Brunner, Mary Nimm, Scott Wilson – Ayres Associates, Scott Harrington – Vandewalle Associates

**2. HEARING OF CITIZEN COMMENTS.** *No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.*  
NO Citizen Comments

**3. Approval of the August 29, 2011 Minutes**

Jim Stewart motioned to approve the August 29, 2011 minutes. Kachel seconded.

Ayes: Henry, Kachel, Knight, Stewart

Nays: None

Absent: Allen, Miller, Singer

**4. NAI MLG Commercial Activity Update and Discussion**

John Henderson, Broker, NAI MLG was present and passed out a marketing piece to include the Whitewater Business Park and briefly discussed recent trends in corporate real estate transactions to include the Whitewater Business Park.

**5. CDA August 2011 Financials**

Saubert explained that there was no unusual activity to report for August.

**6. Innovation Center August 2011 Financials**

Financials were not provided and removed from the agenda.

**7. Discussion and Possible Action on 2012 Budget**

Saubert and Brunner proposed that for the 2012 Budget the CDA use \$22,500 from the 910 Programs Budget to cover the funds otherwise once provided for by TID 4. Knight expressed an interest in continuing with TID 4 funding until the time TID 4 expenditure period expires.

**8. Discussion on N. Jefferson Street and Starin Road Vacant Parcel(s) /WUP 00033 and /WSS 00060 formerly known as the Alpha Cast Property**

Scott Wilson, Ayres Associates provided the CDA with a brief background on the environmental history of the former Alpha Cast property. Wilson also talked about how to move forward with potential redevelopment if the capped Brownfield soils were uncovered. Scott Harrington talked about redevelopment opportunities as they relate to City development plans – the neighborhood plan and the Comprehensive Plan. Shirley Hapka, N Jefferson St, noted that the traffic speed and volume on N Jefferson Street has increased, concern is that many do not stop at the North Street stop sign. Other neighbors talked about the former “city dump” somewhere west of the Alpha Cast Parcel and near the Creek. Discussion was had about the potential for townhouse developments and general response was no townhouses, yes to single family residential. Discussion was had about the potential for a Fire Training Facility on the parcel north of Starin Road and west of Jefferson St. Discussion was had about the potential for a Daycare on this site and response was no, but yes to a city park. Direction was given to get feedback from the Parks and Recreation Board regarding the development of a City Park at this site.

**9. Discussion and Possible Action on Relocation of CDA Office**

Discussion was had regarding the possible relocation of the CDA offices to the Whitewater University Innovation Center. A subcommittee will be formed, and the topic will go back to the City Council.

**10. Discussion and Possible Action on Recruitment Process for CDA Executive Director**

The same committee working on item #9 will take the lead in the recruitment process for the CDA Executive Director.

**11. Future Agenda Items**

Housing Taskforce Update  
Spec Building  
Joint meeting with CC

**Respectfully Submitted,**

Mary S Nimm  
CDA Coordinator

- 12. Adjourn to closed session at approximately 6:00PM to reconvene at approximately 6:15PM per Wisconsin State Statutes 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility"**
- a. Pay for the Executive Director Position**
- 13. Adjourn**

## Meeting Summary

### City of Whitewater Joint CDA and PC Meeting to Discuss the Alpha Cast Site September 26, 2011

The following is a summary of the notes taken by Scott Harrington of Vandewalle & Associates during the meeting. The text below reflects information and thoughts offered by individual participants (including consultants, City staff, residents and members of both boards) and not necessarily a consensus or majority opinion of all of those in attendance. As a result, some of the thoughts may be in direct contradiction of others.

#### Environmental Issues

Ayres Associates has been the environmental consultant working on the site even before the City took possession of it. The following is a summary of their findings and how the detected contaminants have been dealt with as provided by Scott Wilson, the firm's project manager:

- Primary contaminants were metals (e.g. lead) and Poly Aromatic Hydrocarbons, which are typical for a foundry operation.
- Levels exceeded DNR residential standards but not industrial standards.
- No volatiles of any type (like those from petroleum products or other chemicals) were detected in the soil.
- The location of contaminants was generally limited to the perimeter of the former building – contaminants were not spread across the entire site.
- Method of remediation approved by DNR was a cap of 2+ feet of clean soil to prevent human contact with contaminants as these types of contaminants do not migrate through soil.
- All groundwater samples were clean for all types of contaminants.
- In addition to the required cap, the northeast corner of the site was filled up to 10 feet when Starin Road was cut through Hospital Hill.
- DNR issued a closure letter on September 8, 2011.
- Contaminates are only an issue in the future if digging were to penetrate the cap. If there is development/digging, the protocol for dealing with contaminated soil would include:
  - Obtaining a permit from the DNR.
  - Using an excavation contractor with hazardous waste certification (preferred).
  - Placing soil in a separate, temporary pile and covering it.

- Using the soil as backfill for foundations, under roads, parking areas and landscape berms as long as the top two feet is clean fill or area is paved over.
- Given the size of the site and modest volumes of contaminated soil, it's unlikely soil would require removal from the site.
- As Brownfield sites go, the extent of contamination and potential impacts on development are relatively modest. The site can safely accommodate any type of development as long as protocols for digging are followed.

Some of the residents in attendance offered the following, much of which was not verified in the sampling conducted by Ayres:

- The foundry dumped casting sand and chemicals in the ground.
- The pond on the southwest corner of the site was extensively filled by the foundry.
- The City had a former dump site on the west side of the property (unclear whether it was north and/or south of the present Starin Road location).
- At the previous (2006) meeting about redevelopment on this site, the City promised that the presence of contamination would be included on the property deed (information is already provided on the DNR website).

### **Past Plans**

- Site is zoned R-2, which is primarily allows single family development but also allows multifamily development (e.g. townhouses) of up to 4 units per building with approval of a conditional use permit.
- North Neighborhood Development Plan (2007) indicated property as a potential reuse site but did not identify a specific use possibly due to uncertainty at that time regarding contamination issues.
- Comprehensive Plan (2010) indicated Mixed-Use, which can accommodate a range of uses as long as they are of high quality design and compatible with the surrounding area.

### **Impact of Starin Road Extension on Traffic and Neighborhoods**

The City collected traffic counts on Starin west of Freemont prior to construction of the Starin extension and will collect new counts on the original and new segments to compare with in the next year once new travel patterns are set. The following are initial impressions of changes in traffic in the area:

- Speed on Jefferson has increased.
- Traffic volume on Jefferson has increased in general but there are no noticeable peak times.

- Problems with people running the stop sign at Jefferson and North, and at Jefferson and Starin to a lesser extent.
- Some people now using Starin instead of Jefferson to reach the City compost facility.
- University students traveling from the east now using Starin to reach campus and bypass the downtown.
- Parents now using Starin to reach the local school.
- Lots of traffic at Starin and Freemont intersection.

### **Development Considerations (regardless of the types of uses)**

The following reflect general comments about factors likely to influence development of any type on the site:

- Something needs to be done to move the neighboring junkyard or mitigate its impacts:
  - City doesn't own the junkyard and has been unsuccessful in the past in convincing the owner to relocate.
  - Junkyard likely has environmental/contamination issues but is believed to be participating in DNR Cooperative Compliance Program for dealing with stormwater runoff.
  - City-owned parcel on the north side of Starin needs to act as a buffer (City in discussion with Fire Department about possible training facility on the north side).
- Site would seem to be oriented to Starin, but any development would need to recognize that houses on the east side of Jefferson face the site as a front.
- Character of development needs to tie into/serve as a gateway for future development to the east along the Starin Road corridor.

### **Potential Uses**

The following uses were discussed:

- Well-attended neighborhood meeting in 2006 reached consensus that single family homes and/or a park would be best/most desirable uses.
- Former resident, Heather Janke, provided a concept plan for a park in 2006.
- Single family residential is still preferred use (if not a park), but:
  - Belief is that there is no market demand for new single family homes right now.
  - Belief is that there are fairly high rental vacancy rates across the board for all types of units.

- Some members of the CDA are willing to wait (not develop the property) until the market bounces back and/or go with a park.
- Two housing studies are presently ongoing and will be done by the end of the year.
- No desire/need for commercial development– existing commercial areas have plenty of capacity and the intersection of Starin and Newcombe is a better location for commercial development in this corridor.
- Use needs to be tied to what will happen to the east along the corridor and set the tone for that.
- Even nicer townhouses and duplexes would eventually attract students, something the City does not need more of.
- Area to the east should develop as a residential neighborhood that supports the business park.
- Site history of contamination may scare away daycare and other institutional uses.
- Local developer currently interested in developing townhouses with 2 to 4 units per building.

### **Other Considerations**

- City has made a significant investment to clean up the property and perhaps should look at getting some form of return on investment through a property sale for private development.
- Although site is in a TID set to close in a couple of years, that is not cause to accelerate development and/or accept a less desirable use.

### **Direction**

No vote of any type was taken but the following was suggested as potential next steps:

- Have the Plan Commission give additional thought as to the preferred use for the site and the area to the east.
- Have the Parks Board evaluate the site for a potential park.
- No need for Vandewalle to prepare site plan concepts since actual development appears to be several years off.
- City to remain open to development proposals from prospective purchasers, but developers should be aware of this conversation and those that have taken place in the past with the neighborhood.
- Need research on content and outcomes of previous meetings.

- Need research on past uses and activities on the site (e.g. use as a dump, filling of pond, dumping chemicals, etc.).

**CITY OF WHITEWATER  
BALANCE SHEET  
SEPTEMBER 30, 2011**

**CDA FUND**

	BEGINNING BALANCE		ACTUAL THIS MONTH		ACTUAL THIS YEAR		ENDING BALANCE
<u>ASSETS</u>							
900-11100 CASH	23,335.29	(	6,896.97)	(	20,948.04)		2,389.25
900-11200 GENERAL CHECKING ACCOUNT	14,569.77		1.86		6,022.58		20,592.35
900-13150 A/R-TREASURER	.00	(	1,582.50)		202.50		202.50
900-15100 DUE FROM GENERAL FUND	129.25		.00		.00		129.25
900-18400 OFFICE EQUIPMENT	14,101.41		.00		.00		14,101.41
<b>TOTAL ASSETS</b>	<b>52,135.72</b>	<b>(</b>	<b>8,477.61)</b>	<b>(</b>	<b>14,720.96)</b>		<b>37,414.76</b>
<u>LIABILITIES AND EQUITY</u>							
<u>LIABILITIES</u>							
900-21100 VOUCHERS PAYABLE	1,171.59	(	93.86)	(	1,265.45)	(	93.86)
900-21106 WAGES CLEARING	3,118.87		.00	(	3,118.87)		.00
900-22000 ACCUM DEPR - EQUIPMENT	12,704.22		.00		.00		12,704.22
900-25100 DUE TO GENERAL FUND	65.95		.00		234.85		300.80
900-25101 DUE TO 910	15,711.04		.00		.00		15,711.04
900-25920 DUE TO INNOVATION CTR-FD 920	.00		.00		75.00		75.00
<b>TOTAL LIABILITIES</b>	<b>32,771.67</b>	<b>(</b>	<b>93.86)</b>	<b>(</b>	<b>4,074.47)</b>		<b>28,697.20</b>
<u>FUND EQUITY</u>							
900-34300 PROPRIETARY CAPITAL	19,364.05		.00		.00		19,364.05
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(	8,383.75)	(	10,646.49)	(	10,646.49)
BALANCE - CURRENT DATE	.00	(	8,383.75)	(	10,646.49)	(	10,646.49)
<b>TOTAL FUND EQUITY</b>	<b>19,364.05</b>	<b>(</b>	<b>8,383.75)</b>	<b>(</b>	<b>10,646.49)</b>		<b>8,717.56</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>52,135.72</b>	<b>(</b>	<b>8,477.61)</b>	<b>(</b>	<b>14,720.96)</b>		<b>37,414.76</b>

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2011**

**CDA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
900-48100-56 INTEREST INCOME	1.86	26.88	.00	( 26.88)	.0
900-48600-56 MISC INCOME	202.50	1,987.50	.00	( 1,987.50)	.0
900-48630-56 GRANT ADMINISTRATION-REVENUE	.00	6,000.00	6,000.00	.00	100.0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>204.36</b>	<b>8,014.38</b>	<b>6,000.00</b>	<b>( 2,014.38)</b>	<b>133.6</b>
<u>OTHER FINANCING SOURCES</u>					
900-49262-56 TRANSFER-TID #4-ADMINISTRATION	.00	.00	45,000.00	45,000.00	.0
900-49263-56 TRANSFER-TID #6-ADMINISTRATION	.00	.00	5,000.00	5,000.00	.0
900-49290-56 CITY TRANSFER INCOME	.00	61,803.00	61,803.00	.00	100.0
900-49300-56 FUND BALANCE APPLIED	.00	.00	5,802.00	5,802.00	.0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>61,803.00</b>	<b>117,605.00</b>	<b>55,802.00</b>	<b>52.6</b>
<b>TOTAL FUND REVENUE</b>	<b>204.36</b>	<b>69,817.38</b>	<b>123,605.00</b>	<b>53,787.62</b>	<b>56.5</b>

CITY OF WHITEWATER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2011

CDA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CDA</u>					
900-56500-111 SALARIES	7,366.01	59,687.92	72,977.00	13,289.08	81.8
900-56500-151 FRINGE BENEFITS	1,004.99	11,136.70	22,328.00	11,191.30	49.9
900-56500-154 PROFESSIONAL DEVELOPMENT	.00	170.00	1,075.00	905.00	15.8
900-56500-212 LEGAL SERVICES	.00	.00	1,500.00	1,500.00	.0
900-56500-219 AUDIT FEES	.00	.00	700.00	700.00	.0
900-56500-223 MARKETING	.00	589.29	12,800.00	12,210.71	4.6
900-56500-224 COUNTY/REGIONAL ECON DEV	.00	5,755.00	5,755.00	.00	100.0
900-56500-225 MOBILE COMMUNICATIONS	24.27	690.89	850.00	159.11	81.3
900-56500-310 OFFICE SUPPLIES	.00	707.14	900.00	192.86	78.6
900-56500-311 POSTAGE	.00	304.41	500.00	195.59	60.9
900-56500-320 DUES	.00	.00	720.00	720.00	.0
900-56500-321 SUBSCRIPTIONS & BOOKS	.00	49.00	300.00	251.00	16.3
900-56500-330 TRAVEL EXPENSE	53.55	458.40	2,200.00	1,741.60	20.8
900-56500-341 MISC EXPENSE	139.29	915.12	1,000.00	84.88	91.5
TOTAL CDA	<u>8,588.11</u>	<u>80,463.87</u>	<u>123,605.00</u>	<u>43,141.13</u>	<u>65.1</u>
TOTAL FUND EXPENDITURES	<u>8,588.11</u>	<u>80,463.87</u>	<u>123,605.00</u>	<u>43,141.13</u>	<u>65.1</u>
NET REVENUE OVER EXPENDITURES	<u>( 8,383.75)</u>	<u>( 10,646.49)</u>	<u>.00</u>	<u>10,646.49</u>	<u>.0</u>

**CITY OF WHITEWATER  
BALANCE SHEET  
SEPTEMBER 30, 2011**

**CDA PROGRAMS FUND**

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
910-11101	57,504.49	779.87	10,647.08	68,151.57
910-11102	381,285.07	5,041.96 (	28,395.84)	332,889.23
910-11103	376,215.11	723.28 (	118,448.73)	257,786.38
910-11104	14,767.79	1.34	22.04	14,789.83
910-11105	114,100.94	1,482.31	2,402.38	116,503.32
910-11106	2,889.53	.24	4.01	2,893.54
910-11107	1,508.39	.00 (	1,508.39)	.00
910-11303	418,910.05	.00	202,100.00	619,010.05
910-11305	25,000.00	.00	.00	25,000.00
910-11310	375,000.00	.00	200,000.00	575,000.00
910-11315	75,849.27	.00 (	75,849.27)	.00
910-14303	122,473.47	.00 (	122,473.47)	.00
910-14308	56,116.11 (	928.16) (	4,130.03)	51,986.08
910-14310	88,614.04	292.55 (	555.46)	88,058.58
910-14320	14,542.54 (	43.57) (	386.95)	14,155.59
910-14337	15,000.00 (	232.35) (	2,063.59)	12,936.41
910-14338	3,239.80	.00 (	3,239.80)	.00
910-14339	42,028.30 (	1,479.70) (	13,147.02)	28,881.28
910-14340	12,762.69 (	433.02) (	3,847.45)	8,915.24
910-14341	6,935.36	.00	.00	6,935.36
910-14342	17,109.37 (	362.55) (	3,218.67)	13,890.70
910-14343	8,347.60	.00	83.76	8,431.36
910-14344	40,177.21 (	142.51) (	1,265.68)	38,911.53
910-14345	170,889.39 (	1,006.17) (	8,965.71)	161,723.88
910-14350	8,220.00	.00	.00	8,220.00
910-14351	10,203.84	.00	.00	10,203.84
910-14353	18,420.02	.00	.00	18,420.02
910-14354	9,000.00 (	9,000.00) (	9,000.00)	.00
910-14356	8,062.00	.00	.00	8,062.00
910-14359	10,818.00	.00	.00	10,818.00
910-14361	11,000.90	.00	.00	11,000.90
910-14363	11,000.00	.00	.00	11,000.00
910-14364	2,412.00	.00	.00	2,412.00
910-14366	12,504.15	.00	.00	12,504.15
910-14368	15,517.48	.00	.00	15,517.48
910-14371	4,300.00 (	100.00) (	900.00)	3,400.00
910-14375	18,422.00	.00	.00	18,422.00
910-14378	34,448.00	.00	.00	34,448.00
910-14554	750,000.00	.00	.00	750,000.00
910-15208	15,711.04	.00	.00	15,711.04
910-15500	5,416,458.00	.00	.00	5,416,458.00
910-15521	275,171.53	.00	.00	275,171.53
<b>TOTAL ASSETS</b>	<b>9,050,535.48</b> (	<b>5,406.48)</b>	<b>17,863.21</b>	<b>9,068,398.69</b>

LIABILITIES AND EQUITY

**CITY OF WHITEWATER  
BALANCE SHEET  
SEPTEMBER 30, 2011**

**CDA PROGRAMS FUND**

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>LIABILITIES</u>				
910-21200 DEPOSITS	900.00	.00	.00	900.00
910-25920 DUE TO FD 920-INNOVATION CTR	.00	.00	1,491.07	1,491.07
<b>TOTAL LIABILITIES</b>	<b>900.00</b>	<b>.00</b>	<b>1,491.07</b>	<b>2,391.07</b>
<u>FUND EQUITY</u>				
910-30110 CONTRIBUTED CAPITAL	456,815.37	.00	.00	456,815.37
910-34300 PROPRIETARY CAPITAL	7,955,855.18	.00	.00	7,955,855.18
910-35000 HOUSING LOANS RESERVE	174,316.71	.00	.00	174,316.71
910-35100 ECONOMIC DEV LOANS RESERVE	433,615.17	.00	.00	433,615.17
910-35160 FACADE LOANS RESERVE	29,033.05	.00	.00	29,033.05
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	( 5,406.48)	16,372.14	16,372.14
<b>BALANCE - CURRENT DATE</b>	<b>.00</b>	<b>( 5,406.48)</b>	<b>16,372.14</b>	<b>16,372.14</b>
<b>TOTAL FUND EQUITY</b>	<b>9,049,635.48</b>	<b>( 5,406.48)</b>	<b>16,372.14</b>	<b>9,066,007.62</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>9,050,535.48</b>	<b>( 5,406.48)</b>	<b>17,863.21</b>	<b>9,068,398.69</b>

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2011**

**CDA PROGRAMS FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
910-43510-00 FEDERAL/STATE GRANTS	.00	606,000.00	.00	( 606,000.00)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	606,000.00	.00	( 606,000.00)	.0
<u>MISCELLANEOUS REVENUE</u>					
910-48101-00 INTEREST INCOME-BUSINESS DEV	23.28	3,183.76	15,500.00	12,316.24	20.5
910-48102-00 INTEREST INCOME-ECONOMIC DEV	29.73	5,218.92	4,800.00	( 418.92)	108.7
910-48103-00 INTEREST INCOME-FACADE	6.22	314.82	600.00	285.18	52.5
910-48104-00 INTEREST INCOME-HOUSING	11.02	131.09	400.00	268.91	32.8
910-48105-00 INTEREST INCOME-ED DEV	1.34	22.04	30.00	7.96	73.5
910-48106-00 INTEREST INCOME-MORAINNE VIEW	.24	4.01	6.00	1.99	66.8
910-48107-00 INTEREST INC-WETLAND ESCROW	.00	1,655.10	700.00	( 955.10)	236.4
910-48602-00 MISC INCOME	.00	915.20	.00	( 915.20)	.0
910-48604-00 RENTAL INCOME-HOWARD ROAD	700.00	6,300.00	8,400.00	2,100.00	75.0
910-48605-00 RENTAL INCOME-CROP LEASES	.00	5,880.00	5,880.00	.00	100.0
910-48608-00 LOAN INTEREST-LAVELLE	.00	408.24	408.00	( .24)	100.1
910-48613-00 LOAN INTEREST-ZINGG MOTORS	349.70	1,620.34	2,220.00	599.66	73.0
910-48645-00 LOAN INTEREST-LEARNING DEPOT	292.55	2,672.54	3,494.00	821.46	76.5
910-48647-00 LOAN INT-TOPPERS--\$115,659	101.22	1,081.26	1,596.00	514.74	67.8
910-48648-00 LOAN INT-TOPPERS--\$33,960	31.17	330.26	554.00	223.74	59.6
910-48649-00 FACADE LOAN-INT-TOPPERS-15K	.00	.00	277.00	277.00	.0
910-48650-00 FACADE--INT.--RR WALTON-15K	.00	129.61	130.00	.39	99.7
910-48651-00 FACADE-INT-WALTON DIST-30K	47.51	471.87	655.00	183.13	72.0
910-48653-00 LOAN INT-RR WALTON-15K-HOTEL	43.90	422.65	588.00	165.35	71.9
910-48655-00 ED LOAN-INT-DAN'S MEAT-15K	.00	83.76	340.00	256.24	24.6
910-48657-00 FACADE-INT-WARHAWK-45K	130.18	1,188.53	1,609.00	420.47	73.9
910-48658-00 LOAN INT-.960 E. MILWAUKEE LLC	406.84	3,751.38	4,951.00	1,199.62	75.8
910-48660-00 FACADE-1117 W. MAIN(SWD/TDW)	47.33	431.15	572.00	140.85	75.4
910-48662-00 LOAN-IDL-INTEREST-DR PLASTICS	.00	1,515.84	5,078.00	3,562.16	29.9
910-48680-00 ADMINISTRATION FEE--LOANS	.00	1,700.00	1,500.00	( 200.00)	113.3
TOTAL MISCELLANEOUS REVENUE	2,222.23	39,432.37	60,288.00	20,855.63	65.4
<u>OTHER FINANCING SOURCES</u>					
910-49300-56 FUND BALANCE APPLIED	.00	.00	( 52,888.00)	( 52,888.00)	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	( 52,888.00)	( 52,888.00)	.0
TOTAL FUND REVENUE	2,222.23	645,432.37	7,400.00	( 638,032.37)	8722.1

CITY OF WHITEWATER  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2011

CDA PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CDA PROGRAMS</u>					
910-56500-212 LEGAL/PROFESSIONAL/MARKETING	129.60	13,220.67	4,400.00	( 8,820.67)	300.5
910-56500-295 ADMINISTRATIVE EXPENSE	7,469.11	7,969.11	500.00	( 7,469.11)	1593.8
910-56500-404 HOUSING LOANS	30.00	30.00	.00	( 30.00)	.0
910-56500-408 RENTAL EXPENSES	.00	1,840.45	2,500.00	659.55	73.6
910-56500-500 TRANSFER-HUSCO GRANT-DOC	.00	606,000.00	.00	( 606,000.00)	.0
TOTAL CDA PROGRAMS	<u>7,628.71</u>	<u>629,060.23</u>	<u>7,400.00</u>	<u>( 621,660.23)</u>	<u>8500.8</u>
TOTAL FUND EXPENDITURES	<u>7,628.71</u>	<u>629,060.23</u>	<u>7,400.00</u>	<u>( 621,660.23)</u>	<u>8500.8</u>
NET REVENUE OVER EXPENDITURES	<u>( 5,406.48)</u>	<u>16,372.14</u>	<u>.00</u>	<u>( 16,372.14)</u>	<u>.0</u>

**Business Development**

CLIENT	Original Loan	08/31/2011		09/30/2011			Current
	AMOUNT	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	
Toppers	\$115,659.00	\$30,360.98	\$1,479.70	\$101.22	\$1,580.92	\$28,881.28	Y
Toppers	\$33,960.00	\$9,348.22	\$433.02	\$31.17	\$464.19	\$8,915.20	Y
Walenton/Learning Depot	\$101,925.00	\$87,766.03	(\$292.55)	\$292.55	\$0.00	\$88,058.58	Y
Walton-Hotel	\$15,000.00	13,168.75	\$232.35	\$43.90	\$276.25	\$12,936.40	Y
Zingg Motor	\$105,437.50	\$52,914.24	\$928.16	\$349.70	\$1,277.86	\$51,986.08	Y
960 East Milwaukee	\$204,611.00	\$162,729.85	\$1,006.17	\$406.84	\$1,413.01	\$161,723.68	Y
<b>TOTALS</b>	<b>\$576,592.50</b>	<b>\$356,288.07</b>	<b>\$3,786.85</b>	<b>\$1,225.38</b>	<b>\$5,012.23</b>	<b>\$352,501.22</b>	

**Façade**

CLIENT	Original Loan	08/31/2011		09/30/2011			Current
	AMOUNT	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	
SWD Whitewater LLC and TDW Whitewater LLC	\$15,000.00	\$14,199.14	\$43.57	\$47.33	\$90.90	\$14,155.57	Y
Warhawk Country	\$45,000.00	\$39,054.03	\$142.51	\$130.18	\$272.69	\$38,911.52	Y
Walton Distributing	\$30,000.00	\$14,253.24	\$362.55	\$47.51	\$410.06	\$13,890.69	Y
Toppers (Nov 1 Annual)	\$15,000.00	\$6,935.35	\$0.00	\$0.00	\$0.00	\$6,935.35	Y
<b>TOTALS</b>	<b>\$105,000.00</b>	<b>\$74,441.76</b>	<b>\$548.63</b>	<b>\$225.02</b>	<b>\$773.65</b>	<b>\$73,893.13</b>	

**Housing**

CLIENT	Original Loan	08/31/2011		09/30/2011			Current	Loan Type
	AMOUNT	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE		
A8416	\$10,203.84	\$10,203.84			\$0.00	\$10,203.84		0-deferred
B935	\$18,420.02	\$18,420.02			\$0.00	\$18,420.02		0-deferred
B953	\$9,000.00	\$9,000.00	9,000.00		\$9,000.00	\$0.00		PAID OFF-9/14/11
B0803-0901	\$34,448.00	\$34,448.00			\$0.00	\$34,448.00		Mortgage dated 06/03/09
C021	\$15,517.48	\$15,517.48			\$0.00	\$15,517.48		0-deferred
C932	\$8,062.00	\$8,062.00			\$0.00	\$8,062.00		0-deferred
G0107	\$8,000.00	\$3,500.00	\$100.00	\$0.00	\$100.00	\$3,400.00	Y	0%-Monthly
J8802	\$10,818.00	\$10,818.00			\$0.00	\$10,818.00		0-deferred
M8501	\$10,621.42	\$11,000.90			\$0.00	\$11,000.90		0-deferred
M0301	\$8,220.00	\$8,220.00			\$0.00	\$8,220.00		0-deferred
M0801	\$18,542.00	\$18,542.00			\$0.00	\$18,542.00		0-deferred
P954	\$11,000.00	\$11,000.00			\$0.00	\$11,000.00		0-deferred
R943	\$2,412.00	\$2,412.00			\$0.00	\$2,412.00		0-deferred
V902	\$12,504.15	\$12,504.15			\$0.00	\$12,504.15		0-deferred
<b>TOTALS</b>	<b>\$177,768.91</b>	<b>\$173,648.39</b>	<b>\$9,100.00</b>	<b>\$0.00</b>	<b>\$9,100.00</b>	<b>\$164,548.39</b>		

**CITY OF WHITEWATER  
COMMUNITY DEVELOPMENT AUTHORITY  
INVESTMENT SCHEDULE**

FUND	BANK	ORIG DATE	DUE DATE	TERM	AMOUNT	INT RATE	NUMBER	NOTES
Façade Loan	First Citizens	07/27/2010	01/25/2011	182 days	\$0.00	1.10%	3305867	Replaces 3305166
Façade Loan	First Citizens	01/27/2011	07/26/2011	182 days	\$0.00	0.80%	3306277	Replaces 3305867
Façade Loan	First Citizens	07/26/2011	01/24/2012	182 days	\$25,000.00	0.75%	3306791	Replaces 3306277
<b>TOTAL</b>					<b>\$25,000.00</b>			

TIF Development					\$0.00			
<b>TOTAL</b>					<b>\$0.00</b>			

Business Development	Commercial	12/23/2010	06/23/2010	6 months	\$0.00	0.91%	208517	replaces 207901
Business Development	Commercial	06/23/2011	12/22/2011	182 days	\$175,000.00	0.89%	209167	replaces 208517
Business Development	First Citizens	08/26/2010	02/24/2011	182 days	\$0.00	1.10%	3305604	replaces 3305283
Business Development	Commercial	05/03/2011	02/02/2012	275 days	\$200,000.00	0.92%	208938	NEW
Business Development	First Citizens	02/24/2011	08/25/2011	182	\$0.00	0.80%	3306326	replaces 3305604
Business Development	First Citizens	08/25/2011	02/23/2012	182	\$200,000.00	0.65%	3306829	replaces 3306326
<b>TOTAL</b>					<b>\$575,000.00</b>			

Economic Development Loan	First Citizens	08/11/2010	02/09/2011	182 days	\$0.00	1.05%	3305600	New (purchased with Raab final payment)
Economic Development Loan	Commercial	02/10/2011	08/10/2011	181 days	\$0.00	0.85%	208651	replaces 3305600
Economic Development Loan	First Citizens	08/10/2011	02/08/2012	182 days	\$50,000.00	0.60%	3306783	replaces 208651
Economic Development Loan	First Citizens	05/25/2011	05/25/2012	12 months	\$152,100.00	1.00%	3305666	RENEWED
Economic Development Loan	Commercial	03/30/2010	03/30/2011	12 months	\$0.00	1.52%	207723	replaces 20763
Economic Development Loan	Commercial	03/30/2011	03/29/2012	365 days	\$81,910.05	1.08%	208862	replaces 207723
Economic Development Loan	First Citizens	06/23/2010	06/23/2011	12 months	\$0.00	1.45%	3305671	replaces 3304705
Economic Development Loan	First Citizens	06/23/2011	06/19/2012	362 days	\$60,000.00	1.05%	3306522	replaces 3305671
Economic Development Loan	Commercial	05/03/2011	02/02/2012	275 days	\$200,000.00	0.96%	208937	NEW
Economic Development Loan	First Citizens	10/12/2011	10/09/2012	12 months	\$75,000.00	0.85%	3306838	replaces 3306112
<b>TOTAL</b>					<b>\$619,010.05</b>			

Wetland Escrow Account	First Citizens	07/05/2009	01/05/2011	18 months	\$0.00	2.45%	3304731	Replaces 3303025
Wetland Escrow Account	First Citizens	10/23/2010	02/23/2012	16	\$0.00	1.35%	3304645	Replaces 3302614
<b>TOTAL</b>					<b>\$0.00</b>			

**TOTALS BY FUND**

FUND 900            \$0.00  
FUND 910    \$1,219,010.05  
**Total:       \$1,219,010.05**

# Memo

**TO:** Community Development Authority

**FROM:** Kevin Brunner, City Manager

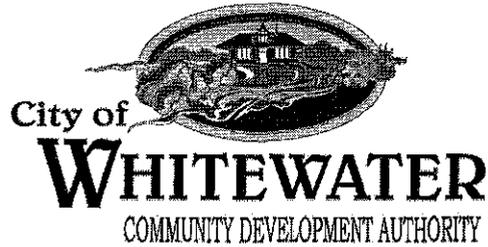
**RE:** Consideration of becoming a WHEDA (Wisconsin Housing Economic Development Authority) authorized lender.

At the August 1<sup>st</sup> meeting of the CDA, I presented a recommendation that the CDA become an authorized WHEDA lender. I had approached the CDA about becoming a partner with this state agency on helping private businesses create 250,000 over the next 4 years. WHEDA is taking a much more active role by using its reserves to help small business owners expand their companies. Using WHEDA programs as well as new programs under consideration will provide loan guarantees, direct loans or other financial resources for small business operators.

The discussion that the CDA had at its August meeting was that it wanted additional information about this potential program as well as a draft policy for its consideration. The Walworth County Economic Development Alliance (WCEDA which I'm a board member), recently took action to become a WHEDA authorized lender and adopted a policy implementing this.

I have drafted a similar policy for the CDA consideration to become a WHEDA authorized lender. This policy would provide direction for using WHEDA resources to augment our local CDA business loan programs. I am attaching a copy of the WHEDA guarantee agreement which we would need to execute in addition to adopting a formal policy for participation in the program.

I'm recommending the CDA consider approving becoming a WHEDA authorized lender and discussion of this has been scheduled for next Monday's CDA meeting.



## WHEDA LOAD GUARANTEES

This policy is intended to direct the CDA staff and Loan Committee on the use of the Wisconsin Housing and Economic Development Authority (WHEDA) loan guarantees.

Where appropriate, the Whitewater Community Development Authority will utilize the WHEDA loan guarantees to help protect the organizations revolving loan fund(s) from losses resulting in defaults from borrowers.

Each loan request coming to the CDA for funding consideration will go through the review process as outlined in the loan program lending manuals. During review of funding requests through the loan program, staff and the Loan Committee shall determine if the project fits under the terms outlined by WHEDA in any of the WHEDA loan guarantees and shall make a recommendation to the CDA Board for application of such guarantee. The recommendation shall be made part of any and all loan recommendations forwarded to the CDA Board along with the proposed terms and conditions of the loan in consideration. Recommendations may be made contingent upon receipt of a WHEDA loan guarantee, and is up to the discretion of the CDA Loan Committee and/or CDA Board.



## ARTICLE I - PARTICIPATION IN THE FUNDS

**1.1 Application for Guarantee.** This Agreement applies to loans made by Lender and approved for guarantee by the Authority after the date of this Agreement (the "Loans"). Approval is subject to applicable law and regulations. Any loan approved by Lender contingent upon the Authority's guarantee must be submitted to the Authority for authorization in accordance with an application furnished or approved by the Authority.

**1.2 Approval of Loan Guarantee.** The Authority shall in its sole discretion determine whether a loan qualifies for participation in the Funds. The Authority shall either approve the guarantee by written Loan Authorization (the "Authorization") or decline the guarantee by written notice to the Lender.

**1.3 Commitment by the Authority.** Consistent with applicable law, the Lender's Manual, and the Loan Documents, the Authority agrees to pay Lender the guaranteed amount set forth in the applicable Authorization for each Loan for which the Authority receives a timely and properly made written claim. As a condition of the payment of the guarantee, the Authority retains the right in its sole discretion to determine that the Loan is qualified for the Funds and that payment of the guarantee is consistent with all provisions of the law, the Lender's Manual, and the Loan Documents.

**1.4 Limitation of the Authority's Commitment.** Lender acknowledges that other lenders and the Authority have or will enter into agreements similar to this Agreement. The Authority can only guarantee from the Funds an aggregate principal amount of Loans originated by Lender which, when added to the aggregate principal amount of the Guaranteed Loans originated by other lenders, does not exceed the maximum amount authorized by law. The Authority shall pay to Lender on its guarantee claims only an amount which, when added to the aggregate principal amount of such guarantee claims made by other lenders under the Funds, equals the amount the Authority is authorized by law to pay for such claims. Should the aggregate of the guarantee claims from all lenders exceed the amount available to pay such claims, the Authority shall pay lenders the amount available in the order in which claims are received, and request the Legislature to appropriate additional funds as needed. In no event shall the Authority's obligation to all lenders with guarantee claims on the Funds exceed the monies appropriated by the Legislature and approved by the Governor (or approved over the Governor's veto) for the Funds.

## ARTICLE II - LENDER REQUIREMENTS

NOW, THEREFORE, in consideration of the mutual benefits, promises and covenants set forth

**2.1 Lender's Representations and Warranties.** Lender makes and the Authority relies upon the following representations and warranties:

(a) Lender is duly organized, validly existing and in good standing under the laws of the jurisdiction under which it is organized and is qualified to do business in the State of Wisconsin;

(b) Lender is duly authorized by all necessary organizational action to enter into this Agreement, and upon execution, this Agreement will be a valid and binding agreement by Lender, enforceable in accordance with its terms and compliance with this Agreement will not constitute a violation of any law, order or any requirement imposed by any regulatory, judicial or quasi-judicial body;

(c) Each Loan shall conform in all respects to each and every requirement and procedure in this Agreement, the Lender's Manual, the Loan Authorization, and applicable laws and regulations;

(d) Except to the extent caused by the Authority's own negligence, the Lender shall indemnify and hold harmless the Authority and its agents, employees, officers and directors from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising in any way out of, in connection with or resulting from this Agreement, the Lender's Manual, and the Loan Documents;

(e) Each of the foregoing representations and warranties of Lender are continuing and shall be deemed to have been made and shall be true and correct as of the date of this Agreement, the date of each Guaranteed Loan Fund application, the date of each claim made by Lender, and each date the Authority makes any Guaranteed Loan Fund guarantee payments pursuant to the terms of this Agreement.

**2.2 Lender's Bond.** Lender shall maintain throughout the term of this Agreement, at Lender's expense, such bonds and insurance as Lender is required by law to maintain. Such bonds and insurance policies shall be in amounts reasonably calculated to protect the Authority from loss under this Agreement.

**2.3 Origination and Disbursement of Loans.** Lender shall originate, close and disburse each Loan consistent with the terms and conditions of the Loan Authorization, this Agreement, the Lender's Manual and applicable laws and regulations. Upon execution of the Loan Documents, Lender shall furnish the Authority with a closing fee. The Authority is entitled at any time, after reasonable notice, to examine and make copies of all Loan Documents, loan repayment records and any other documents or records held or maintained by Lender which relate to the Loans.

**2.4 Administration and Servicing of Loans.** Lender shall maintain the Loan Documents and shall receive all payments due under the Loan Documents. Lender shall not without the Authority's prior written consent (a) make or consent to any material alteration in the terms of any Loan Document (including, but not limited to, increases in the principal amount or interest rate); (b) make or consent to releases of collateral; or (c) waive any claim against the Borrower, any guarantor, or any obligor arising out of any Loan Document. The Lender shall service all Loans in a manner consistent with this Agreement, the Lender's Manual, the Loan Documents, and applicable laws and regulations, and consistent with accepted standards of loan servicing employed by prudent lenders generally for loans not subject to the Authority's guarantee.

**2.5 Loan Default.** In the event of a default under the Loan Documents, Lender shall take all action necessary to ensure maximum collection of and payment on the Borrower's obligations under the Loan Documents, and maximum realization on the value of all collateral for the Loan.

**2.6 Allocation of Repayment Proceeds and Collateral.** Lender shall not acquire any preferential collateral, surety or insurance to protect its unguaranteed interest in a Loan. All claims, repayments, collateral or non-Fund guarantee of any nature, including without limitation, rights of setoff and counterclaim, which Lender may at any time recover from any source whatsoever or have the right to recover on any Loan, shall repay and secure the interests of the Lender and the Authority in the same proportion as such interest bears to the unpaid principal balance of the Loan.

**2.7 Lender's Commitment.** Lender shall originate, service and collect payment for the Loans in a manner consistent with this Agreement, the Lender's Manual and applicable law and regulations. Lender is not entitled to and shall not accept from the Authority any payment for guarantee claims prior to (a) fully and accurately disclosing to the Authority all amounts collected or to be collected in repayment of the Loan, and (b) making every reasonable effort to collect payment for the Loan from the Borrower and other sources, including, but not limited to, realizing on all collateral for the Loan, enforcing and collecting on any Loan Guarantee, enforcing any deficiency judgment against the Borrower and all Borrower's assets, and applying the same toward the Loan.

### ARTICLE III - TERMINATION

**3.1 Termination of Agreement.** This Agreement terminates as follows:

(a) If, in the sole judgment of the Authority, Lender has:

(i) failed to originate Loans consistent with the terms of this Agreement, the Lender's Manual, the Loan Documents or applicable law and regulations;

(ii) failed to exercise proper quality control, documentation and/or judgment in originating, processing or closing Loans;

(iii) failed to service or collect Loans pursuant to the terms of this Agreement, the Loan Documents, the Lender's Manual, or applicable law and regulations;

(iv) failed to perform any duty or obligation of Lender pursuant to the terms of this Agreement, the Loan Documents, the Lender's Manual, or applicable law and regulations;

(v) failed to disclose a material fact or makes a material representation to the Authority regarding any information or material relating to the Loan, the Borrower, the guarantor(s), the collateral or the Lender;

(vi) breached any provision of this Agreement, the Loan Documents, the Lender's Manual or applicable law and regulations;

then the Authority may terminate this Agreement in total and/or with regards to any one or more Loans immediately upon giving written notice to Lender. Upon termination of this Agreement in total and/or with regard to any one or more Loans, Lender shall be prohibited from further participation in the Funds.

(b) This Agreement shall terminate immediately without notice upon the insolvency, bankruptcy or receivership of Lender.

(c) This Agreement shall terminate upon thirty days written notice by the Authority to Lender.

**3.2 Remedies.** The Authority is entitled to all remedies available under this Agreement, the Lender's Manual, the Loan Documents and at law or in equity, including but not limited to the right to seek equitable relief by way of injunction to prevent the breach or threatened breach of any provisions of this Agreement or require specific performance thereof, and the right to seek damages, including consequential damages and attorneys fees. Termination of this Agreement shall not terminate or diminish the Authority's rights hereunder. All remedies set forth in this Agreement are cumulative, and the Authority's exercise of any one or more of them shall not in any way alter or diminish the Authority right to any other remedy. The Authority's failure to enforce any right or remedy available to it shall not constitute a waiver of such right or remedy.

#### ARTICLE IV - MISCELLANEOUS PROVISIONS

**4.1 Definitions.** Loan Documents - a collective term meaning the Note, Borrowing Resolutions, Loan Agreement, Revolving Credit Agreement, guarantee(s), the Loan Authorization, the Collateral Documents, the Certificates, the Application, the Master Guarantee Agreement and all documents executed or required for or in connection with the Guaranteed Loan. References to the law, statutes, regulations, rules, the Lender's Manual, Loan Documents and this Agreement include all amendments, supplements, successors to and replacements for those items.

**4.2 Incorporation of Lender's Manual.** The Lender's Manual, as it may be amended, supplemented or replaced from time to time, and all exhibits, certificates, affidavits, warranties and other documents required by the Lender's Manual, are specifically incorporated into this Agreement as if set forth in full.

**4.3 Time is of the Essence.** Time is of the essence in this Agreement.

**4.4 Modification.** No provision of this Agreement or of the Lender's Manual may be waived or modified except in writing signed by the parties; provided, however, that the Authority may amend, supplement or replace the Lender's Manual or this Agreement by mailing, faxing or hand-delivering written notice of such amendment, supplement or replacement to Lender. Amendments, supplements or replacements become effective 10 business days after the date of mailing, faxing or hand-delivering the notice unless otherwise stated in the notice.

**4.5 Applicable Law.** This Agreement is made and entered into in the State of Wisconsin and the validity, construction, performance or enforcement of this Agreement is governed by the internal laws of the State of Wisconsin. Any action brought to enforce or interpret this Agreement shall be brought in Dane County, Wisconsin Circuit Court or the United States District Court for the Western District of Wisconsin located in Madison, Wisconsin.

**4.6 Severability.** The invalidity of any provision of this Agreement or of the Lender's Manual shall in no way affect any other provision of this Agreement or the Lender's Manual, which shall remain in full force and effect.

**4.7 Assignment.** Lender shall not assign any of its rights or obligations under this Agreement or on any Loan without the prior written consent of the Authority.

**4.8 Binding Effect.** This Agreement binds and inures to the benefit of the Authority and Lender and their respective successors in interest and permitted assigns. This Agreement may be executed in one or more counterparts, each of which shall be an original, and all of which shall constitute one Agreement.

**4.9 Headings.** Section headings in this Agreement are for convenience only, and shall not govern the interpretation of any of the provisions of this Agreement.

**4.10 Notice.** All notices, tenders or demands made pursuant to this Agreement or the Lender's Manual shall be made in writing and personally delivered, mailed or transmitted by facsimile to Lender at the address on the first page of this Agreement and to the Authority at the address below.

**Economic Development  
WHEDA  
PO Box 1728  
Madison, WI 53701-1728  
Or  
Fax (608) 267-1099**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

LENDER

WISCONSIN HOUSING AND  
ECONOMIC DEVELOPMENT AUTHORITY

\_\_\_\_\_  
Name of Lender

\_\_\_\_\_  
WHEDA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Authorized Officer, Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Second Authorized Officer, Title

\_\_\_\_\_  
Print Name



2012 Budget  
Summary

COMMUNITY DEVELOPMENT AUTHORITY

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
Total CDA General Expenses	143,728	121,133	123,605	49,512	103,305	115,493
<b>TOTAL FOR CDA</b>	<b>143,728</b>	<b>121,133</b>	<b>123,605</b>	<b>49,512</b>	<b>103,305</b>	<b>115,493</b>

### 2011 Significant Accomplishments

- 1 Amended TID #4 Project Plan to extend district life by 4 years in March.
- 2 Conducted retention visits of all business park firms as well as others in City.
- 3 Completed construction of the Whitewater Innovation Center and University Technology Park infrastructure projects on time and within budget (also meeting all federal EDA guidelines).
- 4 Completed construction of the wet laboratory facilities at the Innovation Center on time and within budget (also meeting all federal EDA guidelines).
- 5 Completed WDNR closure of former Alpha Cast property on Jefferson Street.
- 6 Completed demolition of six properties targeted as part of CDA Housing Subcommittee 2010 blight elimination initiative.
- 7 Facilitated development of Whitewater Buy Local Program.
- 8 Finalized design and bid Historic Train Depot Restoration Project (bids received were over budget and consequently project will be rebid in early 2012).
- 8 Administered \$600,000 CDBG grant for Husco and assisted with application (subsequently awarded in the amount of \$480,000) for CDBG grant for North Street Bridge Replacement project.
- 10 Initiated the development of a community marketing plan (Business and Technology Parks, retail development and tourism) -2012 objective.
- 11 Negotiated and implemented the initial MOU (Memorandum of Understanding) between City, CDA and University Technology Park Board for the operation and development of Whitewater Innovation Center and Whitewater University Technology Park.
- 12 Successfully recruited Simonswerk to Business Park in June. Worked with Golden State Foods expansion in Business Park (planned for 2012).

### 2012 Objectives

- 1 Recruit/Select new CDA Director by February 1<sup>st</sup>.
- 2 Develop long-term CDA financing plan by April 1<sup>st</sup>.
- 3 Develop/construct spec building in Whitewater Business Park with private partner(s) by November 1<sup>st</sup>.
- 4 Negotiate/Implement long-term MOU between City, CDA and University Technology Park by February 1<sup>st</sup>.
- 5 Develop alternative development strategies for the East Towne Market site.
- 6 Complete reorganization of CDA (and possible move of CDA office) by February 1<sup>st</sup> (reflect changes in Chapter 2.48 of Municipal Code)
- 7 Conduct a minimum of 20 business retention visits during year.
- 8 Recruit at least one new firm to Business Park of Technology Park during year.
- 9 Complete community marketing plan with other community partners (including Technology Park Board) by May 1<sup>st</sup>.
- 10 Complete Historic Train Depot restoration project by September 1<sup>st</sup>.
- 11 Assist with community retail recruitment/development where necessary and appropriate with other community partners.
- 12 Continue to assist with the development and promotion of the Whitewater Buy Local program.



2012 Budget  
Community Development Authority  
REVENUE SUMMARY

REVENUE

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
48100	Interest Income	3,767	763	-	18	30	-
48600	Misc Income	-	-	-	-	1,785	-
48620	Event/Sponsorship Revenue	-	214	-	-	-	-
48630	Grant Administration-Revenue	-	-	6,000	-	6,000	-
49262	Transfer-TID #4-Administration	-	-	45,000	-	45,000	45,000
49263	Transfer-TID # 6-Administration	-	-	5,000	-	5,000	5,000
49264	Transfer-FD 910-CDA Program	-	-	-	-	-	-
49290	City Transfer Income	70,932	60,209	61,803	-	61,803	61,803
49300	Fund Balance Applied-(Inc)-Dec	-	-	5,802	-	-	3,690
	<b>Total Income</b>	<b>74,699</b>	<b>61,186</b>	<b>123,605</b>	<b>18</b>	<b>119,618</b>	<b>115,493</b>



BUDGET NARRATIVE

CODE	ITEM	AMOUNT
<b>REVENUE</b>		
48630	<u>Grant Administration-Revenue</u> None	-
49262	<u>Transfer-TID # 4--Administration</u> CDA administration for EDA grant & projects	45,000
49263	<u>Transfer-TID # 6-Administration</u> CDA administration for TID # 6 projects	5,000
49264	<u>Transfer-Fd 910-CDA Administration</u> CDA administration for CDA Programs	-
49290	<u>City Transfer Income</u> This represents approximately ½ of the cost of CDA function funded by the General Fund.	61,803
49300	<u>Fund Balance Applied</u>	3,690



2012 Budget  
Community Development Authority  
EXPENDITURE SUMMARY

CDA GENERAL EXPENSES

SECTION NUMBER: 900.56500

	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 YTD-JUNE	2011 ACT-EST	2012 BUDGET
111	Salaries/Permanent	82,841	82,991	72,977	38,344	70,000	77,610
115	Internship Program-UWW	2,050	-	-	-	-	-
151	Fringe Benefits	14,212	14,795	22,328	7,712	21,000	17,078
154	Professional Development	801	714	1,075	170	600	2,000
211	Consultant Fees	-	199	-	-	-	-
212	Legal/Professional Services	5,370	390	1,500	-	-	1,500
219	Audit Fees	-	-	700	-	-	-
223	Marketing	19,900	5,395	12,800	538	1,500	6,000
224	County/Regional Econ Dev	11,210	11,465	5,755	-	5,755	5,755
225	Mobile Communications/Internet	731	446	850	618	850	850
310	Office Supplies	1,033	1,504	900	672	900	900
311	Postage	405	507	500	249	500	500
320	Dues	870	445	720	-	400	800
321	Subscriptions/Books	-	122	300	49	100	300
330	Travel Expenses	2,079	737	2,200	350	700	1,200
341	Miscellaneous Expenses	1,057	354	1,000	810	1,000	1,000
371	Depreciation-Equipment	1,169	1,070	-	-	-	-
<b>Total CDA General Expenses</b>		<b>143,728</b>	<b>121,133</b>	<b>123,605</b>	<b>49,512</b>	<b>103,305</b>	<b>115,493</b>
<b>GRAND TOTAL</b>		<b>143,728</b>	<b>121,133</b>	<b>123,605</b>	<b>49,512</b>	<b>103,305</b>	<b>115,493</b>



