



Whitewater CDA –Board of Directors  
Wednesday August 26, 2015  
**4:30 PM**  
Room105  
Innovation Center  
1221 Innovation Drive  
Whitewater, WI 53190

**Amended August 24, 2015 Item 7 C. changed to an open session item (item #8)**

1. Call to order and roll call.
2. Authorization to waive 72 hour notice requirement to take up item #9 Consideration and discussion of establishing long term goals and strategic planning for the CDA, including long term staff assignments
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 agenda
5. Approval of Minutes
  - a. July 22, 2015
  - b. August 5, 2015
6. Acceptance of Financial Statements
  - a. July, 2015
  - b. Fund Balances
  - c. Loan Portfolio
7. Public Hearing
  - a. HUSCO International \$600,000 CDBG-RLF ED Loan used for the purchase of machinery and equipment which resulted in 90 new jobs being created.
8. Adjourn to 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." and 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. Consideration and discussion of a proposed Offer to Purchase regarding the sale of approximately 5.0 acres in the Business Park.
  - b. Consideration and discussion of the payment agreement from Pinpoint Software regarding their CDBG RLF Loan.
  - c. Consideration and discussion of establishing long term goals and strategic planning for the CDA, including long term staff assignments
  - d. Consideration and discussion of Professional Services contract with Redevelopment Resources for administration of the CDA.
  - e. Consideration and discussion of developing a negotiation strategy for leasing of office space for the CDA.
  - f. Consideration and discussion of economic development incentives for use within TIF Districts

- g. **Consideration and discussion of strategy for the purchase of public property and cost assumptions for TIF #5 and TIF #6**
  - h. **Consideration an discussion of negotiating a 2015-2016 lease agreement for farm crops in the Business Park and Technology Park**
  - i. **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.**
  - j. **Reconvene into open session to take action on closed session items as needed.**
9. **Consideration and discussion of establishing long term goals and strategic planning for the CDA, including long term staff assignments**
  10. **Consideration and discussion of participation in the WEDC "Certified Sites" Program**
  11. **Consideration and discussion of establishing a monthly meeting schedule.**
  12. **Update on the city wide fiber optics project for the city including the Business Park and Technology Parks.**
  13. **Update on long term marketing and community branding project.**
  14. **Update on Department of Workforce Development programs regarding interns and educational opportunities..**
  15. **Future agenda referrals.**
  16. **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.*

Future Meetings:

Wednesday September 23, 2015	5:00PM
Wednesday October 28, 2015	5:00PM
Wednesday November 18, 2015	5:00PM
Wednesday December 16, 2015	5:00PM

Note: November and December meetings are the third Wednesday due to the holidays

# **Whitewater Community Development Authority Meeting Minutes July 22, 2015**

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

**The meeting was called to order by Chair Jeffery Knight at 5:03 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190**

**Present: Knight, Allen, Singer (5:03), Henry, Parker (5:10), Abbott, Kachel (5:15)**

**Absent: None**

**Also: Patrick Cannon, Thomas Harrigan, Dr. Beverly Kopper, Doug Saubert**

## **2. Authorization to waive 72 hour notice requirement to take up item #9 Consideration and discussion of the proposed Parklet ordinance and proposed changes to the Commercial Outdoor seating and Façade Loan Programs.**

**Motion to waive the 72 hour notice requirement to take up item #9**

**Allen (1); Abbott (2)**

**Aye: All via voice vote (6)**

**Nay: None**

## **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.***

**Dr. Beverly Kopper made comment that she would like to maintain the strong partnership between the University of Whitewater and the Whitewater Community Development Authority while moving forward as newly appointed Chancellor of the University. Additionally, the Chancellor noted the University of Wisconsin Board of Regents will be meeting at the Innovation center on September 10 & 11, with a reception to be held on the evening of September 10<sup>th</sup> (open to the public).**

## **4. Approval of agenda**

**Motion to approve the agenda as presented**

**Allen (1); Abbot (2)**

**Aye: All via voice vote (6)**

**Nay: None**

## **5. Approval of Minutes**

### **a. June 24, 2015**

**Motion to approve the minutes**

**Allen (1); Henry (2)**

**Aye: All via voice vote (6)**

**Nay: None**

**6. Acceptance of Financial Statements**

- a. June, 2015
- b. Fund Balances
- c. Loan Portfolio

**Motion to accept the Financial Statements**

**Allen (1); Henry (2)**

**Aye: All via voice vote (6)**

**Nay: None**

**7. Adjourn to 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." and 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. Consideration and discussion of a proposed Offer to Purchase regarding the sale of approximately 5.0 acres in the Business Park.
- b. Consideration and discussion of the payment agreement from Pinpoint Software regarding their CDBG RLF Loan.
- c. Consideration and discussion of economic development incentives for use within TIF Districts
- d. Consideration and discussion of strategy for the purchase of public property and cost assumptions for TIF #5 and TIF #6
- e. Consideration and discussion of establishing long term goals and strategic planning for the CDA, including long term staff assignments
- f. 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.
- g. Reconvene into open session to take action on closed session items as needed.

**Motion was made to move into closed session, request made for Doug Saubert, City Finance Director, to remain in attendance.**

**Knight (1); Allen (2)**

**Aye: Knight, Abbott, Allen, Henry, Parker, Singer**

**Nay: None**

Mr. Kachel entered the meeting at 5:15p.m.

**A motion was made to return to open session.**

**Singer (1); Kachel (2)**

**Aye: All via voice vote (7)**

**Nay: None**

**In open session the following action was taken.**

**Motion was made to formally call the loan made to Pinpoint Software by sending a written request from CDA legal counsel.**

**Henry (1); Knight (2)**

**Aye: All via voice vote**

**Nay: None**

**A request will be made to City Council to move forward with engineering design in TIF #5 and TIF #6. Staff will request Kristen Fish, of Redevelopment Resources, to attend the next CDA meeting to discuss priorities and strategies in relation to TIF #5 and TIF #6.**

**No other action was taken in open session.**

**8. Consideration and discussion of CDA's role in a development of a second building in the Technology Park.**

**Staff noted that there are no Federal financing mechanisms currently available to pursue a second building in the Technology Park at this time. Private investment may be the most productive option to pursue.**

**9. Consideration and discussion of the proposed Parklet ordinance and proposed changes to the Commercial Outdoor seating and Façade Loan Programs.**

**Staff noted that the Parklet Ordinance is being considered by the City. As a result, the CDA Chair and staff were asked to attend a meeting with representative of the downtown Whitewater.**

**No action was taken.**

**10. Consideration and discussion of proposed changes to the Declaration of Covenants and Restrictions for the Whitewater Business Park Subdivision located in Walworth County.**

**A suggestion was made for the changes in the Declaration of Covenants and Restrictions to reflect the changes made in the City's Zoning Code. Staff was directed to continue working on this project.**

**11. Update on long term marketing and community branding project.**

**a. Discussion of media coverage**

**Staff commented on the need for stronger communication between all bodies of City government in relation to media coverage.**

**12. Future agenda referrals.**

**A conversation is to be held between City Manager, Cameron Clapper, Patrick Cannon, and Jeffrey Knight, to discuss future timeline and goals of the CDA.**

**13. Adjourn.**

**A motion was made at 7:55pm to adjourn the meeting.**

**Allen (1); Kachel (2)**

**Aye: All via voice vote**

**Nay: None**

**The minutes were reviewed and approved by the CDA at its meeting on:**

**Jeffery Knight  
Chairperson**

**Patrick Cannon  
Recorder**

# Whitewater Community Development Authority

## Meeting Minutes

### August 5, 2015

1. Call to order and roll call.

The meeting was called to order by Chair Jeffery Knight at 5:05 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190

**Present:** Knight, Abbott, Allen, Henry

**Absent:** Kachel, Singer, Parker

**Also:** Patrick Cannon, Thomas Harrigan, and Mitchell Simon

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.*

3. Approval of agenda

**Motion to approve the agenda as presented**

**Henry (1); Abbot (2)**

**Aye: All via voice vote (4)**

**Nay: None**

4. **Adjourn to 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 proposed Offer to Purchase regarding the sale of approximately 5.0 acres in the Business Park.**
- b. **Consideration and discussion of a request for Cancellation Agreement and Mutual Release of a Vacant Land Offer to Purchase for Lot 1, CSM 4555.**
- c. **Reconvene into open session to take action on closed session items as needed.**

**Motion was made to move into closed session, allowing for CDA Attorney, Mitchell Simon and CDA staff, to remain for the discussions to be included in closed session.**

**Knight (1); Allen (2)**

**Aye: Knight, Abbott, Allen, Henry**

**Nay: None**

**A motion was made to return to open session.**

**Allen(1); Henry(2)**

**Aye: All via voice vote (4)**

**Nay: None**

**In open session the following action was taken.**

**Motion was made to authorize the request for Cancellation Agreement and Mutual Release of a Vacant Land Offer to Purchase for Lot 1, CSM 4555, and to assure that all expenses incurred will be covered if the potential land sale of approximately 5 acres does not move forward, so that the CDA is held harmless, and there be no requirement to pay their real estate broker in the Cancellation Agreement.**

**Allen (1); Abbott (2)**

**Aye: Abbott, Allen, Henry, Knight**

**Nay: None**

**Motion was made to consider the Offer to Purchase regarding the sale of approximately 5.0 acres in the Business Park immediately across from CSM 4555 on Technology Drive, holding that the asking price is \$34,000 per acre, and that there exist several issues needing to be disclosed to the Purchaser in advance of that Agreement, and that the CDA authorizes Patrick Cannon, Mitchell Simon, and Jeffrey Knight to advance on the Offer to Purchase.**

**Abbott (1); Allen (2)**

**Aye: Abbott, Allen, Henry, Knight**

**Nay: None**

**Motion was made to initiate the process of conducting a CSM on approximately 5.0 acres in the Business Park in order to delineate the exact number of acres that will be included into the final Offer to Purchase.**

**Allen (1); Henry (2)**

**Aye: Abbott, Allen, Henry, Knight**

**Nay: None**

**5. Future agenda referrals.**

**CDA staff was directed to research and disseminate what parcels qualify as being "Shovel Ready" and to research the process established in order for the municipality to earn "Shovel Ready" certification.**

**6. Adjourn.**

**A motion was made at 5:55pm to adjourn the meeting**

**Allen (1); Abbott (2)**

**Aye: All via voice vote**

**Nay: None**

**The minutes were reviewed and approved by the CDA at its meeting on:**

**Jeffery Knight  
Chairperson**

**Thomas Harrigan  
Recorder**

**CITY OF WHITEWATER  
BALANCE SHEET  
JULY 31, 2015**

**CDA FUND**

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
900-11100 CASH	( 7,007.96)	( 17,029.19)	12,334.62	5,326.66
900-11200 GENERAL CHECKING-1ST-100-722	8,291.28	.93	10,006.17	18,297.45
900-11300 INVESTMENTS	25,157.98	4.28	43.41	25,201.39
900-15207 DUE FROM FUND 910	45,000.00	.00	( 45,000.00)	.00
900-15402 DUE FROM TID #6-FUND 446	12,500.00	.00	( 12,500.00)	.00
900-18400 OFFICE EQUIPMENT	6,990.00	.00	.00	6,990.00
<b>TOTAL ASSETS</b>	<b>90,931.30</b>	<b>( 17,023.98)</b>	<b>( 35,115.80)</b>	<b>55,815.50</b>
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
900-21100 VOUCHERS PAYABLE	8,882.04	.00	( 8,882.04)	.00
900-22000 ACCUM DEPR - EQUIPMENT	6,042.36	.00	.00	6,042.36
<b>TOTAL LIABILITIES</b>	<b>14,924.40</b>	<b>.00</b>	<b>( 8,882.04)</b>	<b>6,042.36</b>
<u>FUND EQUITY</u>				
900-34300 PROPRIETARY CAPITAL	76,006.90	.00	.00	76,006.90
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	( 17,023.98)	( 26,233.76)	( 26,233.76)
<b>BALANCE - CURRENT DATE</b>	<b>.00</b>	<b>( 17,023.98)</b>	<b>( 26,233.76)</b>	<b>( 26,233.76)</b>
<b>TOTAL FUND EQUITY</b>	<b>76,006.90</b>	<b>( 17,023.98)</b>	<b>( 26,233.76)</b>	<b>49,773.14</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>90,931.30</b>	<b>( 17,023.98)</b>	<b>( 35,115.80)</b>	<b>55,815.50</b>

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2015**

**CDA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
900-48100-56 INTEREST INCOME	5.21	49.58	50.00	.42	99.2
900-48115-56 RESERVE LICENSE FEE	.00	20,000.00	.00	( 20,000.00)	.0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>5.21</b>	<b>20,049.58</b>	<b>50.00</b>	<b>( 19,999.58)</b>	<b>40099.2</b>
<u>OTHER FINANCING SOURCES</u>					
900-49263-56 TRANSFER-TID #6-ADMINISTRATION	.00	.00	25,000.00	25,000.00	.0
900-49264-56 TRANSFER-FD 910-CDA PROGRAMS	.00	.00	65,103.00	65,103.00	.0
900-49290-56 CITY TRANSFER INCOME	.00	40,000.00	87,303.00	47,303.00	45.8
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>40,000.00</b>	<b>177,406.00</b>	<b>137,406.00</b>	<b>22.6</b>
<b>TOTAL FUND REVENUE</b>	<b>5.21</b>	<b>60,049.58</b>	<b>177,456.00</b>	<b>117,406.42</b>	<b>33.8</b>

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2015**

**CDA FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>CDA</u>					
900-56500-115	5,318.50	5,461.00	39,520.00	34,059.00	13.8
900-56500-151	1,979.59	1,990.84	12,436.00	10,445.16	16.0
900-56500-211	9,025.90	49,782.31	86,500.00	36,717.69	57.6
900-56500-212	644.50	7,318.34	4,500.00	( 2,818.34)	162.6
900-56500-219	.00	675.00	750.00	75.00	90.0
900-56500-223	.00	4,981.68	20,000.00	15,018.32	24.9
900-56500-224	.00	4,544.00	6,250.00	1,706.00	72.7
900-56500-310	12.72	300.96	750.00	449.04	40.1
900-56500-311	12.98	256.75	250.00	( 6.75)	102.7
900-56500-320	.00	.00	300.00	300.00	.0
900-56500-321	.00	.00	200.00	200.00	.0
900-56500-325	.00	445.00	.00	( 445.00)	.0
900-56500-330	.00	77.28	500.00	422.72	15.5
900-56500-341	35.00	450.18	500.00	49.82	90.0
900-56500-345	.00	10,000.00	.00	( 10,000.00)	.0
900-56500-650	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL CDA</b>	<b>17,029.19</b>	<b>86,283.34</b>	<b>177,456.00</b>	<b>91,172.66</b>	<b>48.6</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>17,029.19</b>	<b>86,283.34</b>	<b>177,456.00</b>	<b>91,172.66</b>	<b>48.6</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 17,023.98)</b>	<b>( 26,233.76)</b>	<b>.00</b>	<b>26,233.76</b>	<b>.0</b>

**CITY OF WHITEWATER  
BALANCE SHEET  
JULY 31, 2015**

**CDA PROGRAMS FUND**

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
910-11101	144,009.58	17.11	246.77	144,256.35
910-11102	76,492.63	5,588.85	44,032.83	120,525.46
910-11103	279,418.79	( 2,005.49)	( 191,838.36)	87,580.43
910-11104	14,842.77	.76	5.17	14,847.94
910-11105	14,459.54	1.72	9.80	14,469.34
910-11106	2,703.16	.14	.93	2,704.09
910-11110	62,967.16	( 9,959.41)	171,219.97	234,187.13
910-11303	419,010.05	.00	( 359,010.05)	60,000.00
910-11305	25,000.00	.00	.00	25,000.00
910-11310	100,000.00	.00	.00	100,000.00
910-14302	32,000.00	.00	( 32,000.00)	.00
910-14303	102,567.50	.00	( 1,583.73)	100,983.77
910-14310	75,722.85	.00	( 1,148.09)	74,574.76
910-14331	39,299.22	( 530.48)	( 4,197.23)	35,101.99
910-14332	102,500.00	.00	.00	102,500.00
910-14333	51,500.00	.00	.00	51,500.00
910-14334	104,300.00	.00	.00	104,300.00
910-14335	97,209.37	( 1,099.35)	( 7,619.18)	89,590.19
910-14337	2,743.67	( 271.69)	( 1,882.99)	860.68
910-14345	120,457.54	( 1,128.63)	( 7,841.56)	112,615.98
910-14346	13,028.02	( 250.12)	( 1,733.49)	11,294.53
910-14347	72,751.33	.00	( 18,238.47)	54,512.86
910-14348	52,453.61	.00	( 3,244.88)	49,208.73
910-14349	34,600.00	.00	.00	34,600.00
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
910-14356	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
910-14366	12,504.15	.00	.00	12,504.15
910-14368	15,517.48	.00	.00	15,517.48
910-14375	18,422.00	.00	.00	18,422.00
910-14378	34,448.00	.00	.00	34,448.00
910-14379	12,630.00	.00	.00	12,630.00
910-14381	7,205.00	.00	.00	7,205.00
910-14384	37,795.00	.00	.00	37,795.00
910-14387	25,530.00	.00	.00	25,530.00
910-14391	14,671.00	.00	.00	14,671.00
910-14392	102,510.00	.00	.00	102,510.00
910-14393	102,510.00	.00	.00	102,510.00
910-14394	42,000.00	.00	.00	42,000.00
910-14395	102,000.00	.00	.00	102,000.00
910-14396	100,000.00	.00	2,000.00	102,000.00
910-14397	27,500.00	.00	.00	27,500.00
910-14398	102,000.00	.00	.00	102,000.00
910-14399	87,984.00	.00	.00	87,984.00
910-14400	.00	.00	102,510.00	102,510.00
910-14401	.00	.00	102,510.00	102,510.00
910-14402	.00	.00	102,510.00	102,510.00
910-14403	.00	.00	102,000.00	102,000.00
910-14404	.00	.00	10,000.00	10,000.00
910-14405	.00	.00	51,560.00	51,560.00
910-14406	.00	.00	102,500.00	102,500.00

**CITY OF WHITEWATER  
BALANCE SHEET  
JULY 31, 2015**

**CDA PROGRAMS FUND**

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
910-14554 ADVANCE TO TID #4	750,000.00	.00	.00	750,000.00
910-15521 LAND	275,171.53	.00	.00	275,171.53
910-15531 REAL ESTATE	6,087,994.00	.00	.00	6,087,994.00
<b>TOTAL ASSETS</b>	<b>10,076,153.71</b>	<b>( 9,636.59)</b>	<b>160,767.44</b>	<b>10,236,921.15</b>
 <b>LIABILITIES AND EQUITY</b>				
<b>LIABILITIES</b>				
910-22000 ACCUM DEPREC-BUILDING	487,581.00	.00	.00	487,581.00
910-25103 DUE TO FUND 900	45,000.00	.00	( 45,000.00)	.00
<b>TOTAL LIABILITIES</b>	<b>532,581.00</b>	<b>.00</b>	<b>( 45,000.00)</b>	<b>487,581.00</b>
 <b>FUND EQUITY</b>				
910-30110 CONTRIBUTED CAPITAL	456,815.37	.00	.00	456,815.37
910-34300 PROPRIETARY CAPITAL	8,449,792.41	.00	.00	8,449,792.41
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	( 9,636.59)	205,767.44	205,767.44
<b>BALANCE - CURRENT DATE</b>	<b>.00</b>	<b>( 9,636.59)</b>	<b>205,767.44</b>	<b>205,767.44</b>
<b>TOTAL FUND EQUITY</b>	<b>9,543,572.71</b>	<b>( 9,636.59)</b>	<b>205,767.44</b>	<b>9,749,340.15</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>10,076,153.71</b>	<b>( 9,636.59)</b>	<b>160,767.44</b>	<b>10,236,921.15</b>

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2015**

**CDA PROGRAMS FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
910-48101-00	INTEREST INCOME-BUSINESS DEV	4.51	15,308.98	.00 ( 15,308.98)	.0
910-48102-00	INTEREST INCOME-ECONOMIC DEV	6.02	1,601.12	.00 ( 1,601.12)	.0
910-48103-00	INTEREST INCOME-FACADE	17.11	246.77	.00 ( 246.77)	.0
910-48104-00	INTEREST INCOME-HOUSING	1.72	10.05	.00 ( 10.05)	.0
910-48105-00	INTEREST INCOME-ED DEV	.76	4.44	.00 ( 4.44)	.0
910-48106-00	INTEREST INCOME-MORAIN VIEW	.14	1.66	.00 ( 1.66)	.0
910-48108-00	INTEREST INCOME-SEED FUND	.00	154.38	.00 ( 154.38)	.0
910-48601-00	MISC INCOME	.00	1,500.00	.00 ( 1,500.00)	.0
910-48615-00	LOAN INT-SWEETSPOT-\$41,360	112.84	949.33	.00 ( 949.33)	.0
910-48616-00	INT-SLIPSTREAM-\$105,500-LOAN	.00	1,025.00	.00 ( 1,025.00)	.0
910-48645-00	LOAN INTEREST-LEARNING DEPOT	.00	1,003.91	.00 ( 1,003.91)	.0
910-48653-00	LOAN INT-RR WALTON-15K-HOTEL	4.56	50.76	.00 ( 50.76)	.0
910-48654-00	INT-LOC-SLIPSTREAM	.00	1,318.67	.00 ( 1,318.67)	.0
910-48658-00	LOAN INT-.960 E. MILWAUKEE LLC	284.38	2,049.51	.00 ( 2,049.51)	.0
910-48663-00	LOAN INT-BLACK SHEEP-1/20/12	38.48	286.71	.00 ( 286.71)	.0
910-48664-00	LOAN INT-DR PLASTICS-2/27/12	.00	1,515.95	.00 ( 1,515.95)	.0
910-48665-00	LOAN INT-BIKEWISE-\$62,600-4%	.00	1,191.65	.00 ( 1,191.65)	.0
910-48667-00	LOAN INT-IBUTTONLINK	302.30	2,192.37	.00 ( 2,192.37)	.0
910-48679-00	THERMODATA-INT-100K LOAN	.00	4,783.85	.00 ( 4,783.85)	.0
910-48680-00	ADMINISTRATION FEE-LOANS	500.00	10,000.00	.00 ( 10,000.00)	.0
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>1,272.82</b>	<b>45,195.11</b>	<b>.00 ( 45,195.11)</b>	<b>.0</b>
<u>OTHER FINANCING SOURCES</u>					
910-49100-00	TRANSFER-CAPITAL CAT FD	40.59	400,040.59	.00 ( 400,040.59)	.0
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>40.59</b>	<b>400,040.59</b>	<b>.00 ( 400,040.59)</b>	<b>.0</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,313.41</b>	<b>445,235.70</b>	<b>.00 ( 445,235.70)</b>	<b>.0</b>

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2015**

**CDA PROGRAMS FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>CDA PROGRAMS</u>					
910-56500-212 LEGAL/PROFESSIONAL/MARKETING	( 550.00)	2,992.00	.00	( 2,992.00)	.0
910-56500-402 SPARKS EXPENSES	1,500.00	6,476.01	.00	( 6,476.01)	.0
910-56500-404 HOUSING LOANS	.00	.25	.00	( .25)	.0
910-56500-450 CAPITAL CATALYST-SEED FD GRTS	10,000.00	30,000.00	.00	( 30,000.00)	.0
910-56500-550 TRANS-CAP,CAT-SEED FD-ASSOC BK	.00	200,000.00	.00	( 200,000.00)	.0
<b>TOTAL CDA PROGRAMS</b>	<b>10,950.00</b>	<b>239,468.26</b>	<b>.00</b>	<b>( 239,468.26)</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>10,950.00</b>	<b>239,468.26</b>	<b>.00</b>	<b>( 239,468.26)</b>	<b>.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 9,636.59)</b>	<b>205,767.44</b>	<b>.00</b>	<b>( 205,767.44)</b>	<b>.0</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	01/22/2014	07/22/2015	18 months	\$25,000.00	0.60%	3308484	Replaces 3308087
	<b>TOTAL</b>							
					\$25,000.00			
General-Investments-Fund 900	Associated			Daily rate	\$25,201.39	20.00%		
	<b>TOTAL</b>							
					\$25,201.39			
Business Development	Commercial	02/05/2015	02/04/2016	364 days	\$100,000.00	0.50%	211295	replaces 210918
	<b>TOTAL</b>							
					\$100,000.00			
Economic Development Loan	First Citizens	06/19/2014	12/17/2015	18 months	\$60,000.00	0.55%	3308616	replaces 3308253
	<b>TOTAL</b>							
					\$60,000.00			

**TOTALS BY FUND**

FUND 900      \$25,201.39  
FUND 910      \$185,000.00  
Total:          \$210,201.39

Original

**ECONOMIC DEVELOPMENT**

CLIENT	Original Loan AMOUNT	June 30, 2015 BALANCE	PRINCIPAL	INTEREST	TOTAL	July 31, 2015 BALANCE	Current
DR Plastics-2/24/12	\$153,235.00	\$54,512.86	\$0.00	\$0.00	\$0.00	\$54,512.86	Yes-July payment made Aug 11
Waterloo/Learning Depot	\$101,925.00	\$74,574.76	\$0.00	\$0.00	\$0.00	\$74,574.76	No-April, May, June, July due
Walton Rental-Hotel	\$15,000.00	1,132.36	\$271.69	\$4.56	\$276.25	\$860.67	current
960 East Milwaukee	\$204,611.00	\$113,744.61	\$1,128.63	\$284.38	\$1,413.01	\$112,615.98	current
Black Sheep-1/20/2012	\$21,114.00	\$11,544.65	\$250.12	\$38.48	\$288.60	\$11,294.53	current
Bakewise-12/27/2012	\$82,600.00	\$49,208.73	\$0.00	\$0.00	\$0.00	\$49,208.73	Yes-July payment made Aug 11
Sweetbark-7-28-13-NEW	\$41,360.00	\$35,632.47	\$530.48	\$112.64	\$643.32	\$35,101.99	current
IButor-12/4/2013-new	\$102,564.00	\$90,689.54	\$1,099.35	\$302.30	\$1,401.65	\$89,590.19	current
Thermoflex-New-April 22, 2014	\$102,567.50	\$100,983.77	\$0.00	\$0.00	\$0.00	\$100,983.77	Yes-July payment made Aug 11
JCIB-New-12/12/2014	\$87,984.00	\$87,984.00	\$0.00	\$0.00	\$0.00	\$87,984.00	first payment-12/12/2015-int only
<b>TOTALS</b>	<b>\$892,940.50</b>	<b>\$620,007.75</b>	<b>\$3,280.27</b>	<b>\$742.56</b>	<b>\$4,022.83</b>	<b>\$616,727.48</b>	

Original

**UDAG-BUSINESS DEV**

CLIENT	Original Loan AMOUNT	June 30, 2015 BALANCE	PRINCIPAL	INTEREST	TOTAL	July 31, 2015 BALANCE	Current
DP Electronic Recycling-3/27/13	\$34,600.00	\$34,600.00	\$0.00	\$0.00	\$0.00	\$34,600.00	Y
Sipstream-LOC-32K	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Y
Sipstream-LOC-32K-May 2015	\$102,510.00	\$102,510.00	\$0.00	\$0.00	\$0.00	\$102,510.00	Y
Pinnacle Software	\$102,510.00	\$102,510.00	\$0.00	\$0.00	\$0.00	\$102,510.00	Y
Edvieware	\$102,510.00	\$102,510.00	\$0.00	\$0.00	\$0.00	\$102,510.00	Y
SoloMo-1/30/2015	\$102,510.00	\$102,510.00	\$0.00	\$0.00	\$0.00	\$102,510.00	Y
Meepor Tech-2/12/2015	\$102,510.00	\$102,510.00	\$0.00	\$0.00	\$0.00	\$102,510.00	Y
Mobile Mesh-2/12/2015	\$102,510.00	\$102,510.00	\$0.00	\$0.00	\$0.00	\$102,510.00	Y
V2 League-July 1, 2015	\$51,560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,560.00	Y
<b>TOTALS</b>	<b>\$662,710.00</b>	<b>\$547,150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$608,710.00</b>	

Original

**CAPITAL CATALYST-SEED FUND**

CLIENT	Original Loan AMOUNT	June 30, 2015 BALANCE	PRINCIPAL	INTEREST	TOTAL	July 31, 2015 BALANCE	Current
Sipstream	\$42,000.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$42,000.00	Y
Sipstream-8/29/13	\$102,500.00	\$102,500.00	\$0.00	\$0.00	\$0.00	\$102,500.00	no-int only-loan being renegotiated
Meepor Tech	\$102,000.00	\$102,000.00	\$0.00	\$0.00	\$0.00	\$102,000.00	Y
SoloMo Tech-\$102,000-Oct-2014	\$102,000.00	\$102,000.00	\$0.00	\$0.00	\$0.00	\$27,500.00	Y
Inventalator-Royalty Agreement-Nov-2014	\$27,500.00	\$27,500.00	\$0.00	\$0.00	\$0.00	\$102,000.00	Y
Mobile Mesh-Royalty Agreement-Nov-2014	\$102,000.00	\$102,000.00	\$0.00	\$0.00	\$0.00	\$51,500.00	Y
DP Electronic Recycling-12/4/13-royalty	\$51,500.00	\$51,500.00	\$0.00	\$0.00	\$0.00	\$104,300.00	Y
Bombard-12/4/13-royalty invest	\$104,300.00	\$104,300.00	\$0.00	\$0.00	\$0.00	\$102,000.00	Y
V2 LEAGUE, LLC-\$102,000-April-2015	\$102,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,000.00	Y
Kaliber-Royalty Agreement-July 2015	\$102,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,500.00	Y
<b>TOTALS</b>	<b>\$838,300.00</b>	<b>\$633,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$838,300.00</b>	

Original

**Advance to TID #4**

CLIENT	Original Loan AMOUNT	June 30, 2015 BALANCE	PRINCIPAL	INTEREST	TOTAL	July 31, 2015 BALANCE	Current
TID #4	\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00	Y-agreement in process
<b>TOTALS</b>	<b>\$750,000.00</b>	<b>\$750,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750,000.00</b>	

Original

**FAÇADE**

CLIENT	Original Loan AMOUNT	June 30, 2015 BALANCE	PRINCIPAL	INTEREST	TOTAL	July 31, 2015 BALANCE	Current
FAÇADE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Current
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Original

**HOUSING**

CLIENT	Original Loan AMOUNT	June 30, 2015 BALANCE	PRINCIPAL	INTEREST	TOTAL	July 31, 2015 BALANCE	Current	Loan Type
AB416	\$10,203.84	\$10,203.84	\$0.00	\$0.00	\$0.00	\$10,203.84	Current	D-deferred
B935	\$18,420.02	\$18,420.02	\$0.00	\$0.00	\$0.00	\$18,420.02	Current	D-deferred
B0803-0901	\$34,448.00	\$34,448.00	\$0.00	\$0.00	\$0.00	\$34,448.00	Current	D-deferred
C021	\$15,517.48	\$15,517.48	\$0.00	\$0.00	\$0.00	\$15,517.48	Current	D-deferred
C932	\$8,062.00	\$8,062.00	\$0.00	\$0.00	\$0.00	\$8,062.00	Current	D-deferred
HO #1	\$12,630.00	\$12,630.00	\$0.00	\$0.00	\$0.00	\$12,630.00	Current	IN PROCESS
HO #3	\$37,795.00	\$37,795.00	\$0.00	\$0.00	\$0.00	\$37,795.00	Current	D-deferred
HO #4	\$37,795.00	\$37,795.00	\$0.00	\$0.00	\$0.00	\$37,795.00	Current	D-deferred
HO #7	\$25,530.00	\$25,530.00	\$0.00	\$0.00	\$0.00	\$25,530.00	Current	IN PROCESS
HO # 11	\$10,818.00	\$10,818.00	\$0.00	\$0.00	\$0.00	\$10,818.00	Current	IN PROCESS
J8902	\$10,621.42	\$10,621.42	\$0.00	\$0.00	\$0.00	\$10,621.42	Current	D-deferred
M8501	\$8,220.00	\$8,220.00	\$0.00	\$0.00	\$0.00	\$8,220.00	Current	D-deferred
M0301	\$18,422.00	\$18,422.00	\$0.00	\$0.00	\$0.00	\$18,422.00	Current	D-deferred
M0801	\$11,000.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	Current	D-deferred
P85A	\$12,504.15	\$12,504.15	\$0.00	\$0.00	\$0.00	\$12,504.15	Current	D-deferred
V902	\$248,967.91	\$248,967.91	\$0.00	\$0.00	\$0.00	\$248,967.91	Current	D-deferred
<b>TOTALS</b>	<b>\$248,967.91</b>	<b>\$248,967.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$256,447.39</b>		

Blue shaded items -must create or maintain jobs

## MEMORANDUM

To: Whitewater Community Development Authority  
Board of Directors

CC: Cameron Clapper  
Tom Harrigan

From: Patrick Cannon  
Executive Director

Re: Public Hearing - HUSCO

Date: August 18, 2015

Included on the August 26, 2015 CDA agenda is a required Public Hearing for the CDBG-RLF ED loan for HUSCO international. The Public Hearing is a requirement of the initial grant. An initial Public Hearing was held when the grant was awarded.

The Department of Administration recently completed an audit of the grant. The audit was completed with a few minor details needing to be completed. This hearing is one of those details.

Please let either Tom or I know if you have any questions.

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Community Development Authority of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, will hold a public hearing at 5:00PM in Room 105 of the Innovation Center, 1221 Innovation Dr., Whitewater, WI.

The Purpose of this hearing is to provide the citizens of Whitewater an overview of the Community Development Block Grant for Economic Development (CDBG-ED) that was awarded to HUSCO International in 2010. HUSCO International was loaned \$600,000 for the purpose of purchasing Machinery & Equipment which resulted in the creation of 90 jobs. The jobs created were made available to low-and moderate-income individuals.

This CDBG-ED will be closed out in recognition of the successful completion of the program by HUSCO international.

## MEMORANDUM

To: Whitewater Community Development Authority

From: Thomas Harrigan  
Economic Development Specialist

Re: Certified and Shovel Ready Site Program

Date: August 13, 2015

The Wisconsin Economic Development Corporation (WEDC) created the Certified and Shovel Ready Site Program in 2013 for the purpose of establishing consistent standards for industrial site certification in Wisconsin. WEDC developed the programmatic criteria based on representative needs of advanced manufacturing projects, allowing investors to make informed decisions quickly. Site certification communicates that the key approvals, documentations, and assessments most commonly required for industrial uses will already be in place. Think of this as "accelerated due-diligence".

Benefits of the program include:

1. Exclusive billing on [LocateinWisconsin.com](http://LocateinWisconsin.com), WEDC's one-stop site selection resource listing available sites and buildings throughout the state, along with demographic information.
2. A unique landing page for each Certified Site with links to all site-related documentation and mapping.
3. Preferential consideration when Site Selectors submit request for information (RFI's) to WEDC.
4. Inclusion in WEDC's national marketing and promotion campaign.

Upon the CDA's request for additional information, I contacted eight of the thirteen municipalities who are participating in the Certified Sites program. From the conversations, several themes emerged. They are as follows:

1. All program participants view the Certified Site program as beneficial.
2. Participants cannot directly correlate recent development within the Certified Sites as being a direct result of program participation.
3. The rigorous due diligence requirements are steps that should be taken, regardless of program participation.
4. Independent marketing efforts are the main driver in development activity. Marketing of the Certified Site by the WEDC is viewed as an added bonus, not to be solely relied on.

Program costs are variable depending on size of the site. A base fee of \$13,200 covers the on site visit and application review, while costs associated with the due-diligence process must also be taken into consideration.

I will provide a brief program overview at the August 26, 2015 CDA meeting.