City of WHITEWATER
COMMUNITY DEVELOPMENT AUTHORITY

Whitewater CDA –Board of Directors
Wednesday September 25, 2013
5:00 PM
Room 105
Innovation Center
1221 Innovation Drive
Whitewater, WI 53190

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

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**

4. **Approval of Minutes**
   a. **August 15, 2013**
   b. **August 27, 2013**

5. **Acceptance of Financial Statements**
   a. **July, 2013**

6. **Update from Mike Van Den Bosch, Walworth County Economic Development Alliance**

7. **Adjourn into closed session per Wisconsin State Statutes 19.85(1)(e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business , whenever competitive or bargaining reasons require a closed session".**
   a. Discussion of a Royalty Agreement request for a software company.
   b. Discussion of potential retail establishments
   c. Discussion of potential workforce housing project
8. **Return to open session for possible action on closed session items.**

9. **Consideration and discussion of the establishment of a non-profit non-governmental corporation to assist with equity investments under the Capital Catalyst Fund.**

10. **Considerations and discussion of collateralization requirements for the Capital Catalyst Fund.**

11. **Consideration and discussion of a draft letter regarding brokerage services for the Business and Technology Parks.**

12. **Consideration and discussion of a grant request for the issuance of a Class B Beer and Liquor License.**

13. **Consideration and discussion of renting of and repairs to the CDA owned property located at N9601 Howard Road.**

14. **Consideration and discussion of the 2014 budget process and strategic goals.**

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.

Whitewater Community Development Authority
Board of Directors
Meeting Minutes
August 15th, 2013

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

   The meeting was called to order by Chairman Jeff Knight at 5:20pm. The meeting was held at the Innovation Center, Room 105, 1221 Innovation Drive, Whitewater, WI 53190.

   Present: Henry, Kachel, Knight, Meyer, Winship
   Absent: Allen, Singer
   Also: Patrick Cannon, Anna Schwarz
   Guest: Wally McDonell, Doug Saubert

2. **Hearing of Citizen Comments**

   None

3. **Action on Request to Waive 72 Hour meeting notice as required by Chapter 2.62.060 of the Whitewater Municipal Code**

   As required by the City Ordinance, the CDA must take affirmative action in an open meeting to waive the notice requirement as set forth in the City's Ordinance. The CDA must still maintain compliance with State Statutes regarding the posting of an agenda for a public meeting.

   A motion was made to waive the 72 hour notice requirement as set forth in Whitewater Municipal Code Section 2.62.060

   Kachel (1); Meyer (2)

   Aye: Henry, Kachel, Knight, Meyer, Winship
   Nay: None

4. **Approval of agenda**

   Move to place agenda items number 12 and 13 to the top of the agenda and approve agenda as amended.

   Kachel (1); Winship (2)

   Aye: All via voice vote (5)
   Nay: None

12. **Consideration and discussion of a Resolution Establishing A Fund To Be Used For Indemnification Of Walworth County, If Necessary, Concerning the Elkhorn Road Venture, LLC, Settlement Payments**

The City Attorney, Wally McDonell, and the City Finance Director Doug Saubert explained the situation and answered any questions from the CDA members. A resolution will be going before the City Council at their next meeting, Tuesday, August 20th, 2013.

No CDA action was taken on this item.

13. **Consideration and discussion of a Resolution Transferring From TID 4, To A Separate Account, Monies Paid To The City Of Whitewater For Settlement Of Special Charges Related To The Elkhorn Road Venture, LLC.**

The City Attorney, Wally McDonell, and the City Finance Director Doug Saubert explained the situation and answered any questions from the CDA members. A resolution will be going before the City Council at their next meeting, Tuesday, August 20th, 2013.

No CDA action was taken on this item.

5. **Approval of minutes**
   a. **June 27, 2013**
   b. **July 5, 2013**

The minutes were approved as presented.

Kachel (1); Meyer (2)

Aye: All via voice vote (5)
Nay: None

6. **Acceptance of Financial Statements**
   a. **June, 2013**

The Financial Statements were presented by Staff.

The Financial Statements were accepted as presented.

Winship (1); Kachel (2)

Aye: All via voice vote (5)
Nay: None

7. **Adjourn into closed session per Wisconsin State Statutes 19.85(1)(e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".**
   a. **Discussion of a Capital Catalyst Fund grant request for a software development company located at the Innovation Center.**
   b. **Discussion of a loan/equity request for a software company.**
   c. **Discussion of sale of land in Business Park (all or part of Parcel Number 292-0515-3423-002)**

Motion to go into closed session and allow Patrick Cannon and Anna Schwarz to remain in the closed session portion of the meeting.

Winship(1); Kachel (2)

Aye: Henry, Kachel, Knight, Meyer, Winship
Nay: None

8. **Return to open session for possible action on closed session items.**

A motion was made to return to open session.

Winship (1); Meyer (2)

Aye: All via voice vote (5)
Nay: None

In open session:

Motion: To approve Capital Catalyst grant to IBL Development Corporation contingent upon signature of lease and outgrowth clause.

Knight (1); Kachel (2)

Aye: Kachel, Knight
Nay: None

Motion: To approve a $100,000 loan with conversion to equity with Slipstream LLC.

Kachel (1); Winship (2)

Aye: Henry, Kachel, Knight, Meyer, Winship
Nay: None

9. **Consideration and discussion of changing the monthly meeting nights for August through December ,2013.**

Move to change the monthly meeting nights to the 4th Wednesday of the month at 5pm, excluding the months of November 2013 and December 2013, when the meeting will be held on the thirst Wednesday of the month. This change will be in affect from September 2013 to August 2014.

Meyer (1); Kachel (2)

Aye: All via voice vote (5)
Nay: None

10. **Consideration and discussion of the establishment of a non-profit non-governmental corporation to assist with equity investments under the Capital Catalyst Fund**

Move to direct Patrick Cannon to investigate, including a meeting with Mark Olm, this issue and bring back a proposal to the CDA.

Knight (1); Meyer (2)

Aye: Henry, Kachel, Knight, Meyer, Winship
Nay: None

11. **Consideration and discussion of collateralization requirements for start-up businesses utilizing the Capital Catalyst Fund programs.**

    Patrick Cannon will bring ideas on this back to CDA members next month. CDA members noted that they would like paper copies of materials related to this mailed to them in the future.

14. **Consideration and discussion of renting CDA owned property located at N9601 Howard Road.**

    It was decided that local realtors needed to be contacted to perform an inspection and recommend a course of action for the management of this property. Patrick Cannon will follow up with this matter.

15. **Consideration and discussion of the 2014 budget process and strategic goals.**

    CDA Board Members indicated that an emphasis should be place on marketing the City of Whitewater. We need to advertise what makes Whitewater great! Potentially teaming up with other local organizations to fund a marketing effort/sales tool, which will highlight what the City of Whitewater has to offer. Future discussion on this will take place at later meetings.

16. **Future agenda referrals.**

    None

17. **Adjourn**

    A motion was made to adjourn the meeting at 6:50pm.

    Kachel (1); Winship (2)

    Aye: All via voice vote (5)
    Nay: None

Whitewater Community Development Authority
Meeting Minutes
August 27th, 2013

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

   The meeting was called to order by Chairman Jeff Knight at 6:33pm. The meeting was held in the Council Chambers, Whitewater City Hall, 312 W. Whitewater St., Whitewater, WI 53190.

   Present: Allen, Henry, Kachel, Knight, Meyer, Singer
   Absent: Winship
   Also: Patrick Cannon, Anna Schwarz

2. **Hearing of Citizen Comments**

   None

3. **Adjourn into closed session per Wisconsin State Statues 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. **Item to be discussed: Discussion of a loan request for a software development company located at the Innovation Center.**

   Move to go into closed session per state statutes and to allow Patrick Cannon and Anna Schwarz to remain in the close session portion of the meeting.

   Knight (1); Allen (2)

   Aye: Allen, Henry, Kachel, Knight, Meyer, Singer
   Nay: None

4. **Return to open session for possible action on closed session items.**

   A motion was made to return to open session.

   Meyer (1); Kachel (2)

   Aye: All via voice vote (6)
   Nay: None

   In open session:

   Motion: To approve a loan of $100,000 to Slipstream, LLC. for a term of two (2) years and the rate in the 2nd year of them term is prime plus two.

Kachel (1); Meyer (2)

Aye: Allen, Henry, Kachel, Knight, Meyer, Singer
Nay: None

5. **Future agenda referrals**

-501 c 3 discussion regarding the capital catalyst fund

6. **Adjourn**

A motion to adjourn the meeting was made at 6:54pm.

Singer (1); Meyer (2)

Aye: All via voice vote (6)
Nay: None

CITY OF WHITEWATER
BALANCE SHEET
JULY 31, 2013

CDA FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
	ASSETS				
900-11100	CASH	26,484.26	43,731.74	14,614.49	41,098.75
900-11200	GENERAL CHECKING-1ST-100-722	20,629.60	1.88	124.60	20,754.20
900-11300	INVESTMENTS	50,011.85	(24,993.16)	(24,948.91)	25,062.94
900-18400	OFFICE EQUIPMENT	12,629.44	.00	.00	12,629.44
	TOTAL ASSETS	109,755.15	18,740.46	(10,209.82)	99,545.33
	LIABILITIES AND EQUITY				
	LIABILITIES				
900-21100	VOUCHERS PAYABLE	6,229.20	.00	(6,229.20)	.00
900-22000	ACCUM DEPR - EQUIPMENT	11,344.84	.00	.00	11,344.84
900-25101	DUE TO 910	15,711.04	.00	.00	15,711.04
	TOTAL LIABILITIES	33,285.08	.00	(6,229.20)	27,055.88
	FUND EQUITY				
900-34300	PROPRIETARY CAPITAL	76,470.07	.00	.00	76,470.07
	UNAPPROPRIATED FUND BALANCE:				
	REVENUE OVER EXPENDITURES - YTD	.00	18,740.46	(3,980.62)	(3,980.62)
	BALANCE - CURRENT DATE	.00	18,740.46	(3,980.62)	(3,980.62)
	TOTAL FUND EQUITY	76,470.07	18,740.46	(3,980.62)	72,489.45
	TOTAL LIABILITIES AND EQUITY	109,755.15	18,740.46	(10,209.82)	99,545.33

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2013

CDA FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	MISCELLANEOUS REVENUE					
900-48100-56	INTEREST INCOME	8.72	69.47	25.00	(44.47)	277.9
900-48600-56	MISC INCOME	.00	106.22	.00	(106.22)	.0
	TOTAL MISCELLANEOUS REVENUE	8.72	175.69	25.00	(150.69)	702.8
	OTHER FINANCING SOURCES					
900-49264-56	TRANSFER-FD 910-CDA PROGRAMS	.00	.00	42,668.00	42,668.00	.0
900-49290-56	CITY TRANSFER INCOME	25,000.00	45,000.00	61,803.00	16,803.00	72.8
900-49300-56	FUND BALANCE APPLIED	.00	.00	25,000.00	25,000.00	.0
	TOTAL OTHER FINANCING SOURCES	25,000.00	45,000.00	129,471.00	84,471.00	34.8
	TOTAL FUND REVENUE	25,008.72	45,175.69	129,496.00	84,320.31	34.9

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2013

CDA FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	CDA					
900-56500-115	INTERNSHIP PROGRAM–UWW	455.00	2,949.80	12,480.00	9,530.20	23.6
900-56500-151	FRINGE BENEFITS	36.02	537.22	986.00	448.78	54.5
900-56500-158	UNEMPLOYMENT COMPENSATION	.00	.00	5,000.00	5,000.00	.0
900-56500-210	PROFESSIONAL DEVELOPMENT	.00	28.80	1,500.00	1,471.20	1.9
900-56500-211	CONSULTANT FEES	5,775.00	28,190.52	71,400.00	43,209.48	39.5
900-56500-212	LEGAL SERVICES	.00	1,370.00	5,000.00	3,630.00	27.4
900-56500-219	AUDIT FEES	.00	550.00	1,000.00	450.00	55.0
900-56500-223	MARKETING	.00	8,925.00	20,000.00	11,075.00	44.6
900-56500-224	COUNTY/REGIONAL ECON DEV	.00	6,137.00	5,755.00	(382.00)	106.6
900-56500-225	MOBILE COMMUNICATIONS	.00	1.55	850.00	848.45	.2
900-56500-310	OFFICE SUPPLIES	.00	71.35	800.00	728.65	8.9
900-56500-311	POSTAGE	2.24	120.07	650.00	529.93	18.5
900-56500-320	DUES	.00	.00	800.00	800.00	.0
900-56500-321	SUBSCRIPTIONS & BOOKS	.00	.00	275.00	275.00	.0
900-56500-330	TRAVEL EXPENSE	.00	.00	2,000.00	2,000.00	.0
900-56500-341	MISC EXPENSE	.00	275.00	1,000.00	725.00	27.5
	TOTAL CDA	6,268.26	49,156.31	129,496.00	80,339.69	38.0
	TOTAL FUND EXPENDITURES	6,268.26	49,156.31	129,496.00	80,339.69	38.0
	NET REVENUE OVER EXPENDITURES	18,740.46	(3,980.62)	.00	3,980.62	.0

CITY OF WHITEWATER
BALANCE SHEET
JULY 31, 2013

CDA PROGRAMS FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
	ASSETS				
910-11101	FACADE CHECKING-COMM-128-055	135,034.44	830.43	2,898.01	137,932.45
910-11102	ECONOMIC DEV.CHK-1ST-101-020	251,662.98	(31,140.99)	5,154.16	256,817.14
910-11103	BUS-DEV-UDAG-BUS PARK-101-127	278,929.01	710.00	(168,428.47)	110,500.54
910-11104	PROGRAM ADMIN CK-1ST-102-023	14,816.59	1.34	13.15	14,829.74
910-11105	HOUSING CHECKING-COMM-131-553	57,233.99	102.29	(26,663.54)	30,570.45
910-11106	MORAINE VIEW DEV-1ST-101-282	2,698.42	.24	2.38	2,700.80
910-11110	SEED FUND-UDAG-AB-2173383734	.00	150,039.30	270,142.83	270,142.83
910-11303	ECONOMIC DEVELOPMENT CD	619,010.05	.00	.00	619,010.05
910-11305	FACADE CD	25,000.00	.00	.00	25,000.00
910-11310	BUS.DEV.-UDAG-BUS.PARK-INVEST	575,000.00	.00	.00	575,000.00
910-14310	LEARNING DEPOT	80,704.27	(538.87)	(538.87)	80,165.40
910-14331	LOAN REC-SWEETSPOT-WEST-41,360	.00	41,360.00	41,360.00	41,360.00
910-14337	LOAN REC--RR WALTON-15K-HOTEL	9,121.56	(500.84)	(1,983.51)	7,138.05
910-14339	ECON LOAN REC-TOPPERS-$115,659	6,084.59	.00	(6,084.59)	.00
910-14340	ECON LOAN-TOPPERS-$33.960	2,243.91	.00	(2,243.91)	.00
910-14341	FACADE LOAN-TOPPERS-15K	2,403.03	.00	.00	2,403.03
910-14342	FACADE LOAN-WALTON DIST-30K	9,066.10	(776.29)	(3,074.41)	5,991.69
910-14345	LOAN REC-960 E. MILWAUKEE LLC	146,325.77	(2,123.31)	(7,385.45)	138,940.32
910-14346	LOAN A/R-BLACK SHEEP-$21,114	18,673.18	(230.92)	(1,600.43)	17,072.75
910-14347	LOAN-DR PLASTICS-$153,235	132,153.98	(2,413.46)	(11,987.39)	120,166.59
910-14348	LOAN-BICWISE-$62,600-4%-10 YRS	62,600.00	(865.96)	(3,005.79)	59,594.21
910-14349	DP EL RECYCLE-34,600-0/5.25%	.00	.00	34,600.00	34,600.00
910-14350	LOAN RECEIVABLE-MO301	8,220.00	.00	.00	8,220.00
910-14351	LOAN RECEIVABLE-A8416	10,203.84	.00	.00	10,203.84
910-14353	LOAN RECEIVABLE-B935	18,420.02	.00	.00	18,420.02
910-14356	LOAN RECEIVABLE-C932	8,062.00	.00	.00	8,062.00
910-14359	LOAN RECEIVABLE-J8802	10,818.00	.00	.00	10,818.00
910-14361	LOAN RECEIVABLE-M8501	11,000.90	.00	.00	11,000.90
910-14363	LOAN RECEIVABLE-P954	11,000.00	.00	.00	11,000.00
910-14366	LOAN RECEIVABLE-V902	12,504.15	.00	.00	12,504.15
910-14368	LOAN RECEIVABLE-C021	15,517.48	.00	.00	15,517.48
910-14371	LOAN REC-HOUSING-G0107	1,900.00	(100.00)	(700.00)	1,200.00
910-14375	LOAN REC-HOUSING-M0801	18,422.00	.00	.00	18,422.00
910-14378	LOAN REC-HOUSING-B0803-0901	34,448.00	.00	.00	34,448.00
910-14379	HOUSING LOAN-HO #1--2012	12,630.00	.00	.00	12,630.00
910-14380	HOUSING LOAN-HO#2--2012	90.00	.00	(90.00)	.00
910-14381	HOUSING LOAN--HO#3---2012	7,595.00	.00	(390.00)	7,205.00
910-14384	HOUSING LOAN-HO#4	38,095.00	.00	(300.00)	37,795.00
910-14387	HOUSING LOAN-HO#7	60.00	.00	25,160.00	25,220.00
910-14388	HOUSING LOAN-HO#8	60.00	.00	(60.00)	.00
910-14389	HOUSING LOAN-HO#9	60.00	.00	(60.00)	.00
910-14554	ADVANCE TO TID #4	750,000.00	.00	.00	750,000.00
910-15208	DUE FROM FUND 900	15,711.04	.00	.00	15,711.04
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
	TOTAL ASSETS	9,776,744.83	154,352.96	144,734.17	9,921,479.00
	LIABILITIES AND EQUITY				

CITY OF WHITEWATER
BALANCE SHEET
JULY 31, 2013

CDA PROGRAMS FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
	LIABILITIES				
910-21100	VOUCHERS PAYABLE	545.38	.00	(545.38)	.00
910-21200	DEPOSITS	900.00	.00	.00	900.00
910-22000	ACCUM DEPREC-BUILDING	121,759.88	.00	.00	121,759.88
	TOTAL LIABILITIES	123,205.26	.00	(545.38)	122,659.88
	FUND EQUITY				
910-30110	CONTRIBUTED CAPITAL	456,815.37	.00	.00	456,815.37
910-34300	PROPRIETARY CAPITAL	8,559,759.27	.00	.00	8,559,759.27
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	154,352.96	145,279.55	145,279.55
	BALANCE - CURRENT DATE	.00	154,352.96	145,279.55	145,279.55
	TOTAL FUND EQUITY	9,653,539.57	154,352.96	145,279.55	9,798,819.12
	TOTAL LIABILITIES AND EQUITY	9,776,744.83	154,352.96	144,734.17	9,921,479.00

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2013

CDA PROGRAMS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	INTERGOVERNMENTAL REVENUE					
910-43530-00	WEDA GRANT-SEED FUND	150,000.00	150,000.00	.00	(150,000.00)	.0
	TOTAL INTERGOVERNMENTAL REVENUE	150,000.00	150,000.00	.00	(150,000.00)	.0
	MISCELLANEOUS REVENUE					
910-48101-00	INTEREST INCOME-BUSINESS DEV	10.00	1,525.53	3,400.00	1,874.47	44.9
910-48102-00	INTEREST INCOME-ECONOMIC DEV	26.26	3,002.57	6,200.00	3,197.43	48.4
910-48103-00	INTEREST INCOME-FACADE	10.31	163.16	700.00	536.84	23.3
910-48104-00	INTEREST INCOME-HOUSING	2.29	39.23	125.00	85.77	31.4
910-48105-00	INTEREST INCOME-ED DEV	1.34	13.15	20.00	6.85	65.8
910-48106-00	INTEREST INCOME-MORAINE VIEW	.24	2.38	4.00	1.62	59.5
910-48108-00	INTEREST INCOME-SEED FUND	39.30	142.83	.00	(142.83)	.0
910-48604-00	RENTAL INCOME-HOWARD ROAD	700.00	4,900.00	8,400.00	3,500.00	58.3
910-48605-00	RENTAL INCOME-CROP LEASES	.00	14,790.00	6,090.00	(8,700.00)	242.9
910-48645-00	LOAN INTEREST-LEARNING DEPOT	537.13	537.13	3,240.00	2,702.87	16.6
910-48647-00	LOAN INT-TOPPERS--$115,659	.00	55.25	103.00	47.75	53.6
910-48648-00	LOAN INT-TOPPERS--$33,960	.00	23.75	9.00	(14.75)	263.9
910-48649-00	FACADE LOAN-INT-TOPPERS-15K	.00	.00	96.00	96.00	.0
910-48651-00	FACADE-INT-WALTON DIST-30K	43.83	206.07	360.00	153.93	57.2
910-48653-00	LOAN INT-RR WALTON-15K-HOTEL	51.65	226.48	392.00	165.52	57.8
910-48658-00	LOAN INT.-960 E. MILWAUKEE LLC	702.71	2,505.62	4,494.00	1,988.38	55.8
910-48663-00	LOAN INT-BLACK SHEEP-1/20/12	57.68	419.77	697.00	277.23	60.2
910-48664-00	LOAN INT-DR PLASTICS-2/27/12	408.60	2,122.91	4,659.00	2,536.09	45.6
910-48665-00	LOAN INT-BICWISE-$62,600-4%	401.62	1,430.74	2,409.00	978.26	59.4
910-48680-00	ADMINISTRATION FEE--LOANS	1,360.00	1,360.00	2,000.00	640.00	68.0
	TOTAL MISCELLANEOUS REVENUE	4,352.96	33,466.57	43,398.00	9,931.43	77.1
	OTHER FINANCING SOURCES					
910-49100-00	TRANSFER-TO EST SEED FUND	.00	150,000.00	.00	(150,000.00)	.0
910-49300-56	FUND BALANCE APPLIED	.00	.00	(31,898.00)	(31,898.00)	.0
	TOTAL OTHER FINANCING SOURCES	.00	150,000.00	(31,898.00)	(181,898.00)	470.3
	TOTAL FUND REVENUE	154,352.96	333,466.57	11,500.00	(321,966.57)	2899.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2013

CDA PROGRAMS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	CDA PROGRAMS					
910-56500-212	LEGAL/PROFESSIONAL/MARKETING	.00	4,769.00	5,000.00	231.00	95.4
910-56500-295	ADMINISTRATIVE EXPENSE	.00	.25	5,000.00	4,999.75	.0
910-56500-404	HOUSING LOANS	.00	3,142.77	1,000.00	(2,142.77)	314.3
910-56500-408	RENTAL EXPENSES	.00	275.00	500.00	225.00	55.0
910-56500-450	SEED FUND GRANTS	.00	30,000.00	.00	(30,000.00)	.0
910-56500-550	TRANSFER-SEED FUND-ASSOC BK	.00	150,000.00	.00	(150,000.00)	.0
	TOTAL CDA PROGRAMS	.00	188,187.02	11,500.00	(176,687.02)	1636.4
	TOTAL FUND EXPENDITURES	.00	188,187.02	11,500.00	(176,687.02)	1636.4
	NET REVENUE OVER EXPENDITURES	154,352.96	145,279.55	.00	(145,279.55)	.0

CITY OF WHITEWATER
COMMUNITY DEVELOPMENT AUTHORITY
INVESTMENT SCHEDULE

FUND	BANK	ORIG DATE	DUE DATE	TERM	AMOUNT	INT RATE	NUMBER	NOTES
~~Façade Loan~~	~~First Citizens~~	~~07/24/2012~~	~~01/22/2013~~	~~182 days~~	~~$25,000.00~~	~~0.45%~~	~~3307054~~	~~Replaces 3306791~~
Façade Loan	First Citizens	01/22/2013	01/22/2014	365 days	$25,000.00	0.50%	3308087	Replaces 3307054
TOTAL					**$25,000.00**			
General-Investments-Fund 900	Associated			Daily rate	$25,062.94	0.15%		
TOTAL					**$25,062.94**			
Business Development	Commercial	12/12/2012	12/19/2013	364 days	$175,000.00	0.50%	210312	replaces 209902
~~Business Development~~	~~Commercial~~	~~08/02/2012~~	~~01/31/2013~~	~~182 days~~	~~$100,000.00~~	~~0.46%~~	~~209993~~	~~replaces 209646~~
~~Business Development~~	~~Commercial~~	~~02/02/2012~~	~~02/05/2013~~	~~369 days~~	~~$100,000.00~~	~~0.70%~~	~~209645~~	~~replaces 208938~~
Business Development	Commercial	02/05/2013	02/05/2014	365 days	$100,000.00	0.50%	210376	replaces 209645
~~Business Development~~	~~First Citizens~~	~~08/23/2012~~	~~02/21/2013~~	~~182 days~~	~~$200,000.00~~	~~0.45%~~	~~3307354~~	~~replaces 3307068~~
Business Development	First Citizens	02/21/2013	02/21/2014	365 days	$200,000.00	0.45%	3308110	replaces 3307354
Business Development	Commercial	01/31/2013	01/31/2014	364 days	$100,000.00	0.50%	210373	replaces 209993
TOTAL					**$575,000.00**			
Economic Development Loan	First Citizens	11/06/2012	11/06/2013	12 months	$50,000.00	0.55%	3308022	replaces 3307057
~~Economic Development Loan~~	~~First Citizens~~	~~05/25/2012~~	~~05/25/2013~~	~~12 months~~	~~$152,100.00~~	~~0.60%~~	~~3307168~~	~~RENEWED~~
Economic Development Loan	First Citizens	05/25/2013	05/25/2014	12 months	$152,100.00	0.50%	3308214	RENEWED
~~Economic Development Loan~~	~~Commercial~~	~~03/29/2012~~	~~03/28/2013~~	~~364 days~~	~~$81,910.05~~	~~0.65%~~	~~209758~~	~~replaces 208862~~
Economic Development Loan	Commercial	03/28/2013	03/27/2014	364 days	$81,910.05	0.50%	210466	replaces 209758
Economic Development Loan	First Citizens	06/19/2013	06/19/2013	365 days	$60,000.00	0.45%	3308253	replaces 3306522
~~Economic Development Loan~~	~~First Citizens~~	~~06/19/2012~~	~~06/19/2013~~	~~365 days~~	~~$60,000.00~~	~~0.60%~~	~~3306522~~	~~replaces 3306522~~
~~Economic Development Loan~~	~~Commercial~~	~~08/02/2012~~	~~01/31/2013~~	~~182 days~~	~~$100,000.00~~	~~0.46%~~	~~209994~~	~~replaces 209644~~
~~Economic Development Loan~~	~~Commercial~~	~~02/02/2012~~	~~02/05/2013~~	~~369 days~~	~~$100,000.00~~	~~0.70%~~	~~209643~~	~~replaces 208937~~
Economic Development Loan	Commercial	02/05/2013	02/05/2014	365 days	$100,000.00	0.50%	210377	replaces 209643
Economic Development Loan	First Citizens	10/09/2012	10/09/2013	12 months	$75,000.00	0.50%	3307408	replaces 3306838
Economic Development Loan	Commercial	01/31/2013	01/31/2014	364 days	$100,000.00	0.50%	210372	replaces 209994
TOTAL					**$619,010.05**			

TOTALS BY FUND

FUND 900	**$25,062.94**
FUND 910	**$1,219,010.05**
Total:	**$1,244,072.99**

ECONOMIC DEVELOPMENT	Original Loan	June 30,2013				July 31,2013	
CLIENT	AMOUNT	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	Current
DR Plastics-2/24/12	$153,235.00	$122,580.05	$2,413.46	$406.60	$2,820.06	$120,166.59	***N-May,June;***
Toppers—115k	$115,659.00	$0.00	$0.00	$0.00	$0.00	$0.00	***FINAL-4/26/13***
Toppers—33k	$33,960.00	$0.00	$0.00	$0.00	$0.00	$0.00	***FINAL-4/26/13***
Walenton/Learning Depot	$101,925.00	$80,704.27	$538.87	$537.13	$1,076.00	$80,165.40	***current***
Walton Rental-Hotel	$15,000.00	7,638.88	$500.84	$51.65	$552.49	$7,138.04	***current***
960 East Milwaukee	$204,611.00	$141,063.63	$2,123.31	$702.71	$2,826.02	$138,940.32	***current***
Black Sheep-1/20/2012	$21,114.00	$17,303.67	$230.92	$57.68	$288.60	$17,072.75	***current***
Bikewise-12/27/2012	$62,600.00	$60,460.17	$865.96	$220.62	$1,086.58	$59,594.21	***current***
Sweetspot-7-29-13-NEW	$41,360.00	$0.00	$0.00	$0.00	$0.00	$41,360.00	***current***
TOTALS	**$749,464.00**	**$429,750.67**	**$6,673.36**	**$1,976.39**	**$8,649.75**	**$464,437.31**	

UDAG-BUSINESS DEV	Original Loan	June 30,2013				July 31,2013	
CLIENT	AMOUNT	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	Current
DP Electronic Recycling-3/27/13	$34,600.00	$34,600.00	$0.00	$0.00	$0.00	$34,600.00	***Y***
TOTALS	**$34,600.00**	**$34,600.00**	**$0.00**	**$0.00**	**$0.00**	**$34,600.00**	

FAÇADE	Original Loan	June 30,2013				July 31,2013	
CLIENT	AMOUNT	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	Current
Walton Distributing	$30,000.00	$6,767.97	$776.29	$43.84	$820.13	$5,991.68	***Current***
Toppers (Nov 1 Annual)	$15,000.00	$2,403.02	$0.00	$0.00	$0.00	$2,403.02	***Current***
TOTALS	**$45,000.00**	**$9,170.99**	**$776.29**	**$43.84**	**$820.13**	**$8,394.70**	

HOUSING	Original Loan	June 30,2013				July 31,2013		
CLIENT	AMOUNT	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	Current	Loan Type
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
B0803-0901	$34,448.00	$34,448.00			$0.00	$34,448.00		0-deferred
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	$1,300.00	$100.00	$0.00	$100.00	$1,200.00	***Y***	0%-Monthly
HO #1	$0.00	$12,630.00			$0.00	$12,630.00	***IN PROCESS***	0-deferred
HO #2	$0.00	$0.00			$0.00	$0.00	***No Loan-Written off***	
HO #3	$0.00	$7,205.00			$0.00	$7,205.00		0-deferred
HO # 4	$0.00	$37,795.00			$0.00	$37,795.00		0-deferred
HO # 7	$0.00	$13,095.00			$0.00	$25,220.00	***IN PROCESS***	
HO # 8	$60.00	$0.00			$0.00	$0.00	***No Loan-Written off***	
HO # 9	$60.00	$0.00			$0.00	$0.00	***No Loan-Written off***	
HO # 10	$60.00	$0.00			$0.00	$0.00	***No Loan-Written off***	
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	$18,422.00	$18,422.00			$0.00	$18,422.00		0-deferred
P954	$11,000.00	$11,000.00			$0.00	$11,000.00		0-deferred
V902	$12,504.15	$12,504.15			$0.00	$12,504.15		0-deferred
TOTALS	**$166,416.91**	**$230,641.39**	**$100.00**	**$0.00**	**$100.00**	**$242,666.39**		

Memorandum

To: Community Development Authority Board

From: Patrick Cannon
Executive Director

RE: Capital Catalyst Fund Collateralization

Date: September 19, 2013

At the August CDA meeting staff was asked to develop a draft set of collateralization guidelines for the Capital Catalyst Fund.

One of the key points to remember is that this program has a much higher loss risk that other programs we operate. In addition, start-up companies are less likely to have large material assets to pledge to us as collateral. Individuals involved with this program also would be very hesitant to pledge their personal homes or issue a personal guarantee on an agreement with the CDA.

With this in mind, I would offer the following ideas as guidelines:

Grants

- No collateral is required since there is no expectation of repayment.

Loans

- No personal guarantee(s)
- If equity is available, possible mortgage back on business property.
- If CDA funds are use to purchase equipment, possible liens on the equipment.
- General Business Security Agreement (GBSA)

Royalty Agreement

- No personal guarantee(s)
- With out legal counsel, I believe that the CDA cannot ask for collateral under this type of an investment. The borrower is pledging a portion of their future revenues. If the revenues do not materialize, the CDA would not be entitled to compensation.
- Possible General Business Security Agreement (GBSA)

Equity Agreements

- No Personal guarantee(s)
- Same rights as other stock (equity) holders
- Possible General Business Security Agreement (GBSA)
- If equity is available, possible mortgage back on business property. (I doubt they would agree to this)

- If CDA funds are use to purchase equipment, possible liens on the equipment. (possible but limited collateral)

Because of the nature of the program and the risks associated with transactions, our collateral position will be significantly less that other loan programs. If the Board is in agreement with these concepts, I can draft them into a policy for adoption by the Board.

Please let me know if you have any questions.

City of
WHITEWATER
COMMUNITY DEVELOPMENT AUTHORITY

Patrick A. Cannon
Executive Director
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Whitewater, WI 53190

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Name:
Address
Address
City state, zip

Date

Re: City of Whitewater Business and Technology Parks

Dear: XXX

The City of Whitewater Business Park and the Technology Park are home to many growing businesses. Situated along State Highway 59, the two parks sit adjacent to one an other and have a direct access to the University of Wisconsin Whitewater campus. The parks have over 540 acres of property with full city services available to them. The road infrastructure was completed as part of a Tax Incremental Financing District. There are approximately 1,000 additional acres adjacent to the parks that can be acquired and annexed into the City.

One of the many featured buildings in the park is the Innovation Center. This state of the art facility was built by the Whitewater Community Development Authority (CDA) and the University. The University serves as the leasing agent for the building. This building is intended to assist new start up businesses by providing them a quality environment in which they can grow and eventually expand into a new facility.

The parks also houses several light manufacturing businesses that are looking to grow and expand their market place. These companies have utilized the quality workforce in the area and have grown over the years.

The CDA is looking to market the properties in a unique way. The vacant land is currently owned by the City and the CDA. In order to maximize our market exposure, we are offering a full commission to any licensed Broker upon the sale of any parcel within the parks. Under this scenario, you as the Broker would not be required to share the commission with the Buyers' Agent. If you have a client that would like to make an offer, we will in turn sign a commission agreement with you for that parcel or business entity.

DRAFT

It is our goal to develop these parks with high quality businesses that are either small manufacturing companies and/or companies that are technology based. The university shares our goal for the parks and they can offer assistance to prospective buyers by utilizing various campus resources.

Attached please find additional information regarding the parks. The link to our website is listed above. We will be contacting you within the next few weeks to discuss these opportunities with you. In the mean time, if you have any questions, please feel free to contact this office.

Sincerely,

DRAFT

Whitewater Business Park

- **About the Park**
  - Centrally located in the perfect spot
    - 50 miles from Madison
    - 50 miles from Greater Milwaukee
    - Within 90 minutes of the Chicagoland area with direct access via US HWY 12
  - Zoned as M-1 General Manufacturing District
  - Park is approximately 540 acres. With ability to grow to almost 1,000 acres
  - Park has enforced Restrictive Covenants in place
  - Utilities On Site
    - Electrical – up to 138 KV
    - Natural Gas pipeline adjacent to park
    - 12-16" mains – 5 million gallon per day pumping capacity
    - 12-14' lines. Treatment plant has 2 million plus excess capacity per day
  - Home to over twenty businesses employing more than 2,000 workers.
- **University of Wisconsin-Whitewater located next door!**
  - Home to over 14,000 students
  - Offers programs to assist businesses:
    - Small Business Development Center
    - Global Business Resource Center
    - Wisconsin Center for Information Technology Services
    - Office of Research and Sponsored Programs
    - Wisconsin Innovation Service Center
  - University supported training programs
  - Great community presence
- **City Highlights**
  - Community Development Authority offers a variety of financial assistance programs
  - Recreation Park located with the Business Park
  - Excellent public school system
  - Offers low cost utilities and property tax rates
  - Large area-wide labor pool
  - Affordable housing available

Memorandum

To: Community Development Authority Board

From: Patrick Cannon
Executive Director

RE: Class B Beer and Liquor License requests

Date: September 19, 2013

The City currently has one vacant reserve license for Class B Beer and Liquor. The Reserve License has an application fee of $10,000.

At this time, three separate businesses have expressed an interest in obtaining this license. They will need to make their application before the City Council and they will decide on granting the license.

One of the potential applicants has expressed an interest in obtaining a grant from the CDA for the license application fee. Another of the potential applicants is aware of the program and I would expect that if they are granted a license, they would apply for the grant.

I wanted to place this on the agenda and let you know the background information. I understand that the City will be meeting to discuss the license in the near future. I wanted to have this on the agenda in case we would need to too take action on a request.

If you have any questions, please let me know.

Memorandum

To: Community Development Authority Board

From: Patrick Cannon
Executive Director

RE: Howard Road Property

Date: September 19, 2013

As previously discussed, the tenants at the property on Howard Road have ended their lease agreement. They purchased a house.

I did complete an inspection of the facility and found that there was little to no damages associated with the occupancy during the lease. The interior was very clean and there were no damages to the walls or appliances. Therefore, I authorized the Finance Department to return their security deposit.

Greg Meyer was kind enough to help me go through the house to determine what needs to be fixed or brought up to code in order to lease the property out again. The following is a brief summary of what we felt need to be completed:

1. Replace the porch roofs and soffits on the front of the house. They have reached a point were they need to be replaced rather than repaired.
2. Install hand rails in stair ways. Code requires them
3. Power was, stain and repair outside siding. It is a cedar siding and looked like it was in good shape. A portion on the north side needs to have siding installed.
4. Remove and replace the back deck. It is not up to code and it appears to lack support beams to keep the deck from sagging. Also, there were no hand rails which would be needed due to the steps.
5. Install dehumidifier in basement. There were some signs of mold and the basement had a must smell to it. It was not overwhelming. The dehumidifier would help to reduce the problems in the basement. The foundation appears to be in solid condition.

As a ballpark, the estimated repairs would cost about $8,000 to $10,000. We would need to have someone actually prepare an estimate for us, if the Board decides to fix these problems.

Please let me know if you have any questions.

Memorandum

To: Community Development Authority Board

From: Patrick Cannon
Executive Director

RE: Proposed 2014 Budget

Date: September 19, 2013

Attached please find a draft 2014 budget for the CDA. There are several recommended change s to the budget. They are:

1. The Marketing line item (223) was increased by $2,500. This will allow the CDA to continue to make a contribution to the Discover Whitewater Series 2014 race. The Greater Whitewater organization has indicated that they will continue to hold the race.
2. The Legal Services line item (212) was slightly increased to help with some anticipated legal questions regarding the Capital Catalyst Fund.
3. The Consultant Fees (211) line item was increase to reflect additional hours in 2014. I anticipate longer days and outside the office (nights & weekends) as part of my work.
4. Other line items were adjusted to reflect cost savings.

The Revenues have also been adjusted to reflect the need to use less Fund Balance in 2014.

I would also point out that the 2013 total expenses will be significantly under budget for this year. Some of the saving is due to my time off and generally us spending less money for operational costs. I would anticipate very little use of Fund Balance in 2013.

I have met with the City Manager and Finance Director to discuss the budget. I believe that we can still make adjustments prior to it being distributed to the City Council.

Please let me know if you have any questions.

City of WHITEWATER

2014 Budget
Community Development Authority-Fd 900
Revenues & Expenses

REVENUE

	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD-JULY	2013 ACT-EST	2014 BUDGET
900-48100-56	Interest Income	33	43	25	68	110	125
900-48620-56	Event/Sponsorship Revenue	-	-	-	-	-	
900-48630-56	Grant Administration-Revenue	6,000	-	-	-	-	
900-49262-56	Transfer-TID #4-Administration	45,000	45,000	-	-	-	
900-49263-56	Transfer-TID # 6-Administration	5,000	5,000	-	-	-	
900-49264-56	Transfer-FD 910-CDA Program	-	-	42,668	-	42,668	42,668
900-49290-56	City Transfer Income	61,803	61,803	61,803	45,000	61,803	61,803
900-49300-56	Fund Balance Applied-(Inc)-Dec	-	-	25,000	-	-	22,826
	Total Income	117,836	111,846	129,496	45,068	104,581	127,422

CDA GENERAL EXPENSES **SECTION NUMBER: 900.56500**

	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 YTD-JULY	2013 ACT-EST	2014 BUDGET
900-56500-111	Salaries/Permanent	73,602	19,335	-	-	-	-
900-56500-115	Internship Program-UWW	-	-	12,480	2,950	12,480	10,400
900-56500-151	Fringe Benefits	12,639	3,017	986	537	986	822
900-56500-158	Unemployment Compensation	-	9,347	5,000	-	-	-
900-56500-210	Professional Development	170	170	1,500	29	500	500
900-56500-211	Consultant Fees	-	28,815	71,400	28,191	71,400	77,600
900-56500-212	Legal/Professional Services	40	890	5,000	1,370	3,000	5,000
900-56500-219	Audit Fees	-	-	1,000	550	1,000	750
900-56500-223	Marketing	589	3,175	20,000	8,925	8,925	22,500
900-56500-224	County/Regional Econ Dev	5,755	5,733	5,755	6,137	6,137	6,200
900-56500-225	Mobile Communications/Interne	722	6	850	2	-	
900-56500-310	Office Supplies	781	416	800	71	400	500
900-56500-311	Postage	447	345	650	120	200	500
900-56500-320	Dues	-	345	800	-	450	450
900-56500-321	Subscriptions/Books	49	108	275	-	150	200
900-56500-330	Travel Expenses	458	34	2,000	-	500	1,500
900-56500-341	Miscellaneous Expenses	938	6,035	1,000	275	500	500
900-56500-371	Depreciation-Equipment	113	-	-	-	-	-
	Total CDA General Expenses	96,304	77,771	129,496	49,156	106,628	127,422