



Whitewater Community Development Authority Board of Directors Meeting Agenda

Date: Thursday September 23, 2021
Time: 5:30 P.M.
Location: Municipal Building – Community Room (First Floor)
312 W. Whitewater Street, Whitewater, WI 53190

This will be an **IN-PERSON MEETING** as well as a **VIRTUAL MEETING**.
Citizens are welcome and encouraged to join us in person, or via computer, smart phone, or telephone. Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84370930146?pwd=WWN0VkvZKzVQVmwWTO9uN0NDQW9qdz09>

Passcode: 641837

Webinar ID: 843 7093 0146

Or One tap mobile hands-free:

US: +13126266799,,84370930146#,,,,*641837#

Members Present:
Members Excused:
Staff Present:
Guest(s) Present:

AGENDA

1. Administrative Items

- a. **Call to Order:**
- b. **New Board Member:** Introduction of Miguel Aranda who was appointed by the Common Council to fill the vacancy on the Board created by the resignation of Greg Meyer.
- c. **Welcome Statement:** Welcome to the Whitewater CDA monthly meeting. Before we begin the meeting this evening, each Commissioner is asked to adjust their camera and microphone, be attentive, actively listen and participate, speak in turn, only speak to items on the Agenda, and not surmise the opinions or ideas of private citizens.

- d. **Declaration of Conflict of Interest:** Would any member(s) of the Board wish to declare any known conflict of interest with the items presented on today's CDA Board Agenda?
- e. **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.
- f. **Approval of Agenda.**
- g. **Presentations:**

October 28	Slipstream (Choton Basu)
TBD	iButtonLink (Rob Olson)
TBD	Learning Depot
- h. **Approval of Minutes:**
 - Minutes of August 26, 2021 Meeting of the Board of Directors.
- i. **Review and Acknowledge Financial Statements:**
 - Period Ending August 31, 2021

2. **Action Items:**

- a. Accept resignation of Greg Meyer from the CDA Board of Directors.
- b. Accept appointment of Miguel Aranda to the CDA Board of Directors.
- c. Review, discuss and approve Director's recommendation to grant a forbearance on the WEDC Capital Catalyst Loan (05/06/2019) to Recruitcute, Inc.
- d. Review, discuss and take action on the Memorandum of Understanding between Community Development Authority and Whitewater Municipal Water Utility Concerning Use and Repayment of CDBG Block Grant Closeout Program Funds approved by CDA on January 28, 2021 (Pending review and approval by Common Council).
- e. Review, discuss and take action on 2022-2023 Budget for Fund 900, Fund 910 and Narratives.
- f. Review, discuss and take action on Draft of CDA By-Laws and Rules of Procedure.
- g. Review and acknowledge Memorandum from Finance Director Steve Hatton regarding TIF Closeout Interest.

3. Updates & Discussion

- a. Update 206 Cravath Street:
 - i. Asbestos Abatement Closure Report.
 - ii. Tree Removal scheduled for first week in October 2021.
- b. Board Attendance Sheet.
- c. Amendment to CDA Charter Ordinance (link to excerpt from August 3, 2021 Common Council Minutes).
- d. Innovation Center Update: Next Meeting of the Board of Directors of the Whitewater University Technology Park is October 27, 2021.
- e. Real Property Policy.

4. ADJOURN TO CLOSED SESSION. Adjourn to closed session per Wisconsin 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. Sale of Vacant Land Located on Howard Road (Tax Parcel /A444200002).
- B. Sale of Vacant Land Located on Universal Blvd. (Part of Tax Parcel /A305000001)

4. RECONVENE INTO OPEN SESSION. Reconvene to open session to act on closed session items as needed.

6. Board Member Requests for Future Agenda Items:

- 1. Roles & Responsibilities of the CDA.
- 2. Discuss an agreement between City & CDA for CDA's percentage of US Bank P-Card rebates.
- 3. Create policy between the CDA and City regarding transfers of residual equity from the CDA to the City.
- 4. Create policy between the CDA and City regarding procurement.
- 5. ~~Land Sale Policy (Finance director Steve Hatton) – Discussion of Policies and Procedures for Land Sale Transactions by the CDA on behalf of the City.~~
- 6. Improvement of physical condition of Lot 9B in the Business Park.
- 7. Discuss a detention area on Lot 6B with National Guard.
- 8. CDA Alternative Revenue Streams.
- 9. Director to visit (virtual/in person) with Whitewater's employers.
- 10. Add Tax Increment.
- 11. Recruit Developer that would include a grocery merchant.
- 12. New Housing.
- 13. Increase population in the Industrial Park.

- ~~14. Continue TIF extension & redraw decisions (in process).~~
- ~~15. Update Capital Catalyst Program Manual & Application Materials.~~
- ~~16. Schedule Board Members for WEDA 2021 ED 101 Training for Board Members and Elected Officials. (Completed July 2021) Training scheduled for September 1.~~
- ~~17. Discuss a marketing strategy for the CDA.~~
- ~~18. Fix the CDA description in the 2021 City Budget Document. (Completed January 2021)~~
- ~~19. Establish a reno group for 206 E. Cravath. (Completed January 2021)~~
- ~~20. Create policy between the CDA and City regarding repayment of 2021 CDBG Closeout Program funds from the City. (Completed January 2021)~~

7. Adjournment



Whitewater Community Development Authority Board of Directors Meeting

MINUTES

August 26, 2021

Members Present: Jim Allen, Lisa Dawsey-Smith, Jon Kachel, Jason Gleason, Greg Meyer.

Members Excused: Patrick Singer

Staff Present: Cathy Anderson (Executive Director); Cameron Clapper (City Manager); Bonnie Miller (CDA Administrative Assistant).

Guest(s) Present: John Sotherland (Bicyclewise)

1. Administrative Items

- a. **Call to Order and Roll Call:** Vice-Chair Allen called the meeting to order at 5:30 p.m.
- b. **Authorization to Post Amended Agenda With less Than 72 Hours Notice and Approve Agenda as Amended.** Moved by Meyer to authorize posting of Amended Agenda with less than 72 hours notice and approval of the Agenda as Amended, seconded by Gleason. AYES: All by voice vote (5); NOES: None; ABSENT: Singer.
- c. **Welcome Statement:** Welcome to the Whitewater CDA monthly meeting. Before we begin the meeting this evening, each Commissioner is asked to adjust their camera and microphone, be attentive, actively listen and participate, speak in turn, only speak to items on the Agenda, and not surmise the opinions or ideas of private citizens.
- d. **Declaration of Conflict of Interest:** Would any member(s) of the Board wish to declare any known conflict of interest with the items presented on today's CDA Board Agenda?

- e. **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.
- f. **Presentations:** John Sotherland, owner of Bicyclewise & Sports Fitness, LLC, appeared before the Board to give an update regarding his business activities. Mr. Sotherland reported that they have remained open and have managed to survive COVID, having received funding from COVID Relief programs. The supply chain continues to be a problem for them. Mr. Sotherland expressed appreciation for the support they received from the CDA.

October 28	Slipstream (Choton Basu)
TBD	iButtonLink (Rob Olson)
TBD	Learning Depot

- g. **Approval of Minutes:** Moved by Dawsey-Smith and seconded by Meyer to approve the May 20, 2021 Minutes of the CDA Joint Meeting with Council and Plan Commission, the July 15, 2021 Minutes of the Public Hearing—Creation of TIF Districts (as amended to reflect Brienne Brown’s attendance as an Alternate Member of the Plan Commission), the July 22, 2021 CDA Monthly Meeting, and the August 15, 2021 Minutes of the CDA Special Meeting. AYES: All by voice vote (5); NOES: None; ABSENT: Singer.
- h. **Review and Acknowledge Financial Statements:** Director Anderson confirmed her review and approval of the Financial Statements for period ending July 31, 2021 and recommended acknowledgement by the Board. Moved by Dawsey-Smith and seconded by Meyer to acknowledge the Financial Statements for period ending July 31, 2021 as presented. AYES: All by voice vote (5); NOES: None; ABSENT: Singer.

2. Action Items:

- a. **Review updated Land Sale Policy.** Director Anderson provided a brief overview of a real property policy that is being created for City-wide parcels, including a section specific to CDA the CDA. This policy would identify the process within city government when we acquire or sell property. For example, if we acquire it, it needs to be within budget and needs to be covered, that there is funding for it, and that the property is exempt from general property taxes until the property is rented or sold. Using the CDA-owned Cravath Street house as an example, when the CDA starts renting the Cravath Street house, the property would then return to the tax rolls. When a property is sold, the funds would go into a fund to be held for future land purchase. Moved by Allen and seconded by Meyer to acknowledge review of

the Land Sale Policy and recommend referral to CDA legal counsel for review. AYES: All by voice vote (5); NOES: None; ABSENT: Singer.

- b. Review 2022 CDA Budget for Funds 900 and 910 and narratives.** Director Anderson provided a brief overview of the 2022 CDA Budget documents. Anderson noted that in 2022 and 2023, Fund 900 will get small amounts and some interest from our accounts, and the CDA will be funded by General Fund transfer from the City. Items in black in the documents were previously in the Budget and the items in red are being added. Anderson next provided an overview of Fund 910 is our loan fund which is not budgeted for. Items in black were previously in the budget document and items in red are being added. The item moving into this document is income and expense for the 206 Cravath House and income and expense for land sale/purchase. Anderson requested that the Board review the documents and present comments or questions to her as soon as possible so that final changes can be made before the next CDA meeting on September 26, 2021.
- c. Remove dead tree from Cravath house.** Anderson reported that there is a dead tree on the property located at 206 Cravath Street that needs to be removed and is currently requesting quotes from local tree service companies. Meyer asked if the City has the equipment and staff available to remove the tree. City Manager Clapper will check with City staff to check availability. Moved by Dawsey-Smith to authorize Anderson to arrange for the dead tree removal, first by City staff and then moving to private contractor at a price not to exceed \$5,000. Motion seconded by Gleason. Motion passed 5-0 by roll call vote. AYES: Meyer, Gleason, Kachel, Dawsey-Smith, Allen; NOES: None; ABSENT: Singer.
- d. Withdraw from Capital Catalyst Program.** Director Anderson recommended withdrawal from the Round 5 \$250,000 Grant from the Capital Catalyst Program. In order to accept the grant, the CDA is required to provided a \$250,000 match. Currently, the CDA does not have funds available to provide the match. Moved by Dawsey-Smith that the CDA withdraw from Round 5 of the Capital Catalyst Program and seconded by Kachel. Motion passed 5-0 by roll call vote: AYES: Kachel, Allen, Dawsey-Smith, Meyer, Gleason.
- e. Review draft of CDA By-Laws and Rules of Procedure.** Director Anderson presented the draft of the CDA By-Laws and Rules of Procedure. The document has been reviewed by MRA and is on the Agenda this evening as the first draft review by the Board's input, comment and direction. The document would then go back to Clapper for staff review, followed by review by CDA legal counsel and the to the Common council for adoption. The document provides the CDA with the responsibilities that the CDA has and the accountability that we will hold ourselves to, including how we run CDA meetings. This document is a repository of the history of the CDA, CDA policies as they are created, CDA programs and a sheet that will track all of our financial awards. Anderson requested guidance and direction from

the Board as to how they want to conduct the review process. After some discussion, it was decided that each member would review individually. Anderson noted that if any Board members elects to do a mark-up, she would appreciate a scanned copy be sent to her for consideration.

f.

3. Updates & Discussion

- a. **2013 UDAG loan made to DP Electronic Recycling.** Anderson stated that after review by CDA legal counsel, the recommendation is to write off the \$34,600 Loan to DP Electronic Recycling be written off at the end of this year.
- b. **Remediation of 206 Cravath Street: Abatement scheduled to begin August 30, 2021.** The contractor will begin the abatement process on August 30, 2021, after which an air quality test will be done. Upon completion of the air quality test, the CDA can then proceed with the remodel process. Anderson stated that using the Youth Build Program is not an option at this time. Meyer suggested using volunteer labor when possible. Gleason commented that, based on his own experience with several volunteer projects, the quality of work was often less than desired and require a tradesman to put his name on the work of volunteers.
- c. **Board attendance sheet.** Board attendance sheet was acknowledged is included in the Agenda packet for informational purposes only.
- d. **Amendment to CDA Charter Ordinance.** Anderson stated that the Common Council has approved the CDA Charter Ordinance and has been entered into the publication phase which is 60 days. The CDA will be able to fill the vacancy on the Board with a citizen member by the end of November.
- e. **Memorandum of Understanding between Community Development Authority and Whitewater Municipal Water Utility Concerning Use and Repayment of CDBG Block Grant Closeout Program Funds approved by CDA on January 28, 2021 (Pending review and approval by Common Council).** Anderson provided a brief review of the purpose of the MOU and reported that the MOU pending review and approval by the Common Council.
- f. **Clearing of Lot 9B in Industrial Park (corner of Enterprise Blvd. and Prospect Dr.).** Anderson reported that she as of this date, no proposals have been received from contractors.
- g. **TIF Closeout Interest of approximately \$142,000 will come back to the CDA and will be put in Fund 910 - Future Land Purchase.** Anderson deferred to Finance Director Hatton who reported that after the final TIF Closeout amounts are determined, interest on the \$750,000 loan that the CDA advanced to the City for

TID 4 is due to be paid to the CDA. Hatton reported that interest amount is anticipated to be approximately \$140,000.

- h. Director Review of Agenda Item 6.** Anderson reported on the current progress of each of the items listed under Agenda Item 6 - Board Member Requests for Future Agenda Items, some of which should be completed by the end of this year. Allen requested that Item #11 be reworded to read "Recruitment of a developer that will include a grocery merchant in a proposed project.
 - i. Draft of 2020 financial audit performed by Johnson Block presented at the May 25, 2021 Finance Meeting.** Provided for informational purposes.
Report available to view here: <https://www.whitewater-wi.gov/Archive.aspx?AMID=47>
 - j. Innovation Center Update – Director’s Executive Summary Report.** Anderson reported that the Innovation Center is leased out. The one cubicle left is proposed to be leased out to Bird Scooters. Anderson noted that the creator and founder of Bird Scooters is a UW-Whitewater graduate.
 - k. Update regarding pending projects (6) and pending certified survey maps.**
Anderson stated that MNPL is looking at a lot located on Bluff Road the round-about and will be brought back to the CDA at a future meeting.
- 4. ADJOURN TO CLOSED SESSION. Moved by Allen and seconded by Dawsey-smith to adjourn to closed session per Wisconsin 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". Motioned passed by roll call vote. AYES: Meyer, Gleason, Kachel, Dawsey-Smith, Allen; NOES: None; ABSENT: Singer.**
- Item 1: Deliberation of land purchase.
 - Item 2: Deliberating sale of Vacant Land (Lot 1, Certified Survey Map No. 4442) located on East Main Court.
 - Item 3: Consideration of Façade Loan Application for proposed remodel of premises located at 136 W. Main Street (Ilmi Shabani, Owner).
 - Item 4: Deliberating sale of Vacant Land (Part of Lot 1, Certified Survey Map No. 3050) located on Universal Boulevard.
- 4. RECONVENE INTO OPEN SESSION.** Reconvene to open session to act on closed session items as needed.

Moved by Dawsey-Smith to approve a Façade Loan in the amount of \$50,000 to Ilmi Shabani contingent upon staff finalizing details with the City Attorney. Seconded by Meyer. Motion passed by roll call vote (4-0). AYES: Gleason, Dawsey-smith, Allen, Meyer; NOES: None; ABSENT: Singer (Kachel lost virtual connection).

Moved by Dawsey-Smith to authorize Anderson to negotiate the sale of vacant land (Part of Lot 1, CSM 3505 located on Universal Blvd.). Seconded By Gleason. Motion passed by roll call vote (4-0). AYES: Meyer, Gleason, Dawsey-Smith; Allen; Meyer; NOES: None; ABSENT: Singer (Kachel lost virtual connection).

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1. Roles & Responsibilities of the CDA.
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7. Adjournment.

Moved by Gleason and seconded by Dawsey-Smith. AYES: All by voice vote (4); NOES: None; ABSENT: Singer (Kachel lost virtual connection).

Meeting adjourned at 7:25 p.m.

Respectfully submitted,
Bonnie Miller, Recorder

Minutes approved by CDA Board: _____, 2021.

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

ECONOMIC DEVELOPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>						
900-48100-56	INTEREST INCOME	.00	.00	200.00	200.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	.00	200.00	200.00	.0
<u>OTHER FINANCING SOURCES</u>						
900-49262-56	TRANSFER-TID #4-ADMINISTRATION	.00	75,000.00	75,000.00	.00	100.0
900-49263-56	TRANSFER-TID #6-ADMINISTRATION	.00	25,000.00	25,000.00	.00	100.0
900-49300-56	FUND BALANCE APPLIED	.00	.00	53,143.60	53,143.60	.0
	TOTAL OTHER FINANCING SOURCES	.00	100,000.00	153,143.60	53,143.60	65.3
	TOTAL FUND REVENUE	.00	100,000.00	153,343.60	53,343.60	65.2

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

ECONOMIC DEVELOPMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CDA</u>					
900-56500-111 SALARIES	6,019.20	48,280.10	75,346.03	27,065.93	64.1
900-56500-115 WAGES/PART-TIME/PERMANENT	1,623.18	13,263.25	23,711.48	10,448.23	55.9
900-56500-151 FRINGE BENEFITS	1,627.44	13,781.32	20,617.93	6,836.61	66.8
900-56500-210 PROFESSIONAL DEVELOPMENT	180.00	456.00	2,500.00	2,044.00	18.2
900-56500-212 LEGAL SERVICES	3,519.50	6,734.50	5,000.00	(1,734.50)	134.7
900-56500-215 PROFESSIONAL SERVICES	449.50	1,202.00	5,000.00	3,798.00	24.0
900-56500-219 AUDIT FEES	1,000.00	1,000.00	4,000.00	3,000.00	25.0
900-56500-222 COUNTY/REGIONAL ECON DEV	(455.00)	9,142.50	9,000.00	(142.50)	101.6
900-56500-223 MARKETING	.00	2,227.50	.00	(2,227.50)	.0
900-56500-224 SOFTWARE/HARDWARE MAINTENANCE	62.47	1,611.36	2,358.00	746.64	68.3
900-56500-225 TELECOM/INTERNET/COMMUNICATION	105.04	1,396.12	1,942.24	546.12	71.9
900-56500-310 OFFICE & OPERATING SUPPLIES	245.93	1,020.01	675.00	(345.01)	151.1
900-56500-311 POSTAGE	.00	141.36	200.00	58.64	70.7
900-56500-320 DUES	455.00	455.00	1,000.00	545.00	45.5
900-56500-321 SUBSCRIPTIONS & BOOKS	.00	.00	100.00	100.00	.0
900-56500-325 PUBLIC EDUCATION	39.00	39.00	.00	(39.00)	.0
900-56500-330 TRAVEL EXPENSE	20.00	20.00	1,500.00	1,480.00	1.3
900-56500-341 MISC EXPENSE	(39.00)	.00	392.92	392.92	.0
TOTAL CDA	14,852.26	100,770.02	153,343.60	52,573.58	65.7
TOTAL FUND EXPENDITURES	14,852.26	100,770.02	153,343.60	52,573.58	65.7
NET REVENUE OVER EXPENDITURES	(14,852.26)	(770.02)	.00	770.02	.0

Report Criteria:
 Report type: GL detail
 Invoice Detail.GL account = 9001000000-9009999999,9101000000-9109999999

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
900									
08/21	08/05/2021	92545	2003	CIVIC SYSTEMS LLC		2ND HALF 2021 MIVIEWPOINT/MIPAYONLINE FEE	2ND HALF 2	900-56500-224	62.47
08/21	08/12/2021	92585	8438	JAMES LEASING LLC		JULY 2021 COPY CHARGE	6592	900-56500-310	25.40
08/21	08/19/2021	92616	4454	MRA		HANDBOOK SVCS JULY 2021	391924	900-56500-215	617.50
08/21	08/24/2021	900162	8487	US BANK	WEDA-0375722020000435	WEDA ACADAMY CLASSES - MANAGING EDO'S	AUGUST 202	900-56500-210	45.00
08/21	08/24/2021	900162	8487	US BANK	WEDA-0375722020000435	WEDA ACADAMY CLASSES - MANAGING EDO'S	AUGUST 202	900-56500-210	45.00
08/21	08/24/2021	900162	8487	US BANK	WEDA-0375722020000435	WEDA ACADAMY CLASSES - MANAGING EDO'S	AUGUST 202	900-56500-210	45.00
08/21	08/24/2021	900162	8487	US BANK	WEDA-0375722020000435	WEDA ACADAMY CLASSES - MANAGING EDO'S	AUGUST 202	900-56500-210	45.00
08/21	08/24/2021	900162	8487	US BANK	MEISSNER TIERNEY FISHE	DRAFT DEVELOPMENT AGREEMENT/ATTEND CDA MEET	AUGUST 202	900-56500-212	2,700.00
08/21	08/24/2021	900162	8487	US BANK	MEISSNER TIERNEY FISHE	TID 10 REVIEW/TELECONFERENCE/EVALUATE DRAFT PL	AUGUST 202	900-56500-212	819.50
08/21	08/24/2021	900162	8487	US BANK	WI DFI WS2 PCC CC EPAY-0	SECURED PARTY SEARCH	AUGUST 202	900-56500-215	7.00
08/21	08/24/2021	900162	8487	US BANK	OFFICEMAX/DEPOT 6869-0	BOOKENDS/BINDER DIVIDERS	AUGUST 202	900-56500-310	23.05
08/21	08/24/2021	900162	8487	US BANK	OFFICE DEPOT #1214-0375	WEBCAM	AUGUST 202	900-56500-310	69.99
08/21	08/24/2021	900162	8487	US BANK	OFFICEMAX/DEPOT 6869-0	EXTERNAL HARDDRIVE	AUGUST 202	900-56500-310	127.49
08/21	08/24/2021	900162	8487	US BANK	BIRD* NEG BALANCE-03757	BIRD SCOOTER RENTAL	AUGUST 202	900-56500-330	20.00
Total 900:									4,652.40
Grand Totals:									4,652.40



To Finance 8/18/2021

Bill To
City of Whitewater
Judy Atkinson
312 W Whitewater St PO Box 178
Whitewater, WI 53190

Remit to:
MRA – The Management Association
N19 W24350 Riverwood Dr
Waukesha, WI 53188

Invoice

Invoice #: 00391924
Invoice Date: 08/07/2021
Invoice Due Date: 09/06/2021
PO Number:

Credit Card payments 262-696-3551
Billing Questions 262-696-3509

Invoice Line Items Description	Qty	Price	Total
Handbook Services - July, 2021	4.75	\$130.00	\$617.50

Invoice Total	\$617.50
Amount Paid	\$0.00
Credits Applied	\$0.00
PLEASE PAY	\$617.50

900-56500-215

CSA
prof services

THANK YOU FOR YOUR BUSINESS!

MRA Corporate Entities include: MRA – The Management Association, Inc.,
MRA Institute of Management, and MRA Service Corporation
N19 W24350 Riverwood Drive Waukesha WI 53188



900-56500-210
 Prob Devel
 CBA
 8/17/21

City of Whitewater CDA
 Cathy Anderson
 312 W. Whitewater St.
 Whitewater, Wisconsin
 53190
 United States
 canderson@whitewater-wi.gov

RECEIPT
 Date Invoiced: 2021-06-29
 Date Paid: 2021-06-29
 Invoice #: ER-2021-2480
 Member #: 357

WEDA Academy: Managing Economic Development Organizations

Item	Quantity	Unit Fee	Fee
WEDA Academy: Managing EDOs - Regular Fee (Cathy Anderson)	1	\$45.00	\$45.00
WEDA Academy: Managing EDOs - Regular Fee (Bonnie Miller)	1	\$45.00	\$45.00
WEDA Academy: Managing EDOs - Regular Fee (Lisa Dawsey-Smith)	1	\$45.00	\$45.00
WEDA Academy: Managing EDOs - Regular Fee (Jason Gleason)	1	\$45.00	\$45.00
WEDA Academy: Managing EDOs - Regular Fee (Cameron Clapper)	1	\$45.00	\$45.00
WEDA Academy: Managing EDOs - Regular Fee (Patrick Singer)	1	\$45.00	\$45.00
WEDA Academy: Managing EDOs - Regular Fee (Jim Allen)	1	\$45.00	\$45.00

8/10/21
 VISA
 STMT

Meissner Tierney Fisher & Nichols, S.C.
 111 E. Kilbourn Avenue, 19th Floor
 Milwaukee, WI 53202-6622
 Telephone: (414) 273-1300
 Facsimile: (414) 273-5840
 EIN No. 39-1165476

Sent Via E-mail:
 Bonnie Miller (BMiller@whitewater-wi.gov)

Bill No. 136250
 Bill Date 07/08/2021
 Account No. 09378-0001

Community Development Authority of Whitewater, WI
 Attn.: Cathy Anderson, Executive Director
 312 W. Whitewater St.
 Whitewater, WI 53190

*900-56500-212
 Legal-CDA
 \$2,999.50
 CDA 8/17/21
 Bal is TIF*

Economic Development

			HOURS
06/07/2021	AJT	Teleconference with James J. Wawrzyn re <u>TIF</u> grant matters; work re same	0.30
06/22/2021	AJT	Teleconference with James J. Wawrzyn re <u>TIF</u> Development Agreement mechanics	0.40
Tutaj, Adam J. <i>\$199.50</i>			<u>0.70</u> TIF Creation
06/07/2021	JJW	Evaluate draft project plan for <u>TID No. 10</u> <i>\$100.00</i>	<u>0.40</u> #10
06/08/2021	JJW	Confer with Cathy Anderson and Bonnie Miller regarding development of form developer agreement	0.60
06/22/2021	JJW	Analyze prior CDA agreements and develop form development agreement	3.80
06/22/2021	JJW	Evaluate alternative structures for form development agreement	2.80
06/24/2021	JJW	Finalize draft development agreement; confer with Cathy Anderson regarding the same	4.30
06/24/2021	JJW	Attend CDA meeting	2.10
Wawrzyn, James J			14.00
06/30/2021	EDI	<u>Review Tax Incremental District plan and Wisconsin law re same</u>	2.60 TIF Creation
Kolo, Erica D. <i>\$520.00</i>			<u>2.60</u>
Current Fees			17.30 \$3,519.50

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>RATE</u>
Tutaj, Adam J.	0.70	\$285.00
Wawrzyn, James J	11.20	\$250.00
Kolo, Erica D.	2.60	\$200.00
Total Current Charges		<u>\$3,519.50</u>
Balance Forward from Last Bill(s)		\$2,300.00
Account Adjustments		(\$69.00)
Payment(s)		<u>(\$2,231.00)</u>
Total Balance Due		<u><u>\$3,519.50</u></u>

Please send Check by mail to: Meissner Tierney Fisher & Nichols, S.C.
111 E. Kilbourn Avenue, 19th Floor
Milwaukee, Wisconsin 53202-6622

or submit Credit Card payment at: <https://secure.lawpay.com/pages/mtfn/operating>



State of Wisconsin
Department of Financial Institutions

Tony Evers, Governor

Kathy Blumenfeld, Secretary

Work Order Receipt
WO202107190000245

July 19, 2021

Charges

Description	Filing Number	Quantity	Price	Amount
Secured Party Search	S-20210719000285	1	\$7.00	\$7.00
			Total	\$7.00

Payments Received

Payment Type	Authentication	Amount
Credit Card	WS2PCC007069892	\$7.00

900-56500-210 215
Prof Services
COA 8/17/21

Order# 183625348-001

Summary	Shipping	Billing
<p>Last Updated: 07/14/2021</p> <p>Updated By: WHITEWATERCDA</p> <p>Order Date: 07/13/2021</p> <p>Delivery Date: 07/14/2021</p> <p>Comments:</p>	<p>Address:</p> <p>CITY OF WHITEWATER 312 W WHITEWATER ST</p> <p>WHITEWATER, WI 53190-1940 USA</p> <p>Ship to id:</p> <p>312WWHITEW</p>	<p>Account#: 44050067</p> <p>Contact: CATHY ANDERSON 1 (262) 473-0148</p> <p>Payment Method: Debit/Credit Card</p>

ORDER NUMBER	COST CENTER	STATUS	TOTAL
183625348-001 - Parent Order	900-56500-310	Delivered	\$23.05



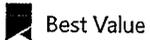
\$2.16 / set

Avery® Ready Index® Table Of Contents Dividers, Jan.-Dec. Tab, Multicolor

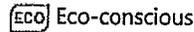
Item #470237

QUANTITY	BACK ORDER	SHIPPED	TOTAL
5	0	5	\$10.80

COMMENTS:



Best Value



Eco-conscious



Recycled content

*900-56500-310
Supplies
CDA
8/17/21*



\$12.25 / pair

Office Depot® Brand Heavy-Duty Bookends, 10"H x 8"W x 8"D, Black

Item #769405

QUANTITY	BACK ORDER	SHIPPED	TOTAL
1	0	1	\$12.25

COMMENTS:



Delivery only



Best Value

Subtotal:	\$23.05
Delivery Fee:	\$0.00
Adjustments:	\$0.00
Taxes:	\$0.00
Total:	\$23.05

Related Orders

Order# 183639285-001

Summary	Shipping	Billing
Last Updated: 07/15/2021 Updated By: WHITEWATERCDA Order Date: 07/13/2021 Delivery Date: 07/21/2021 Comments:	Address: CITY OF WHITEWATER 312 W WHITEWATER ST WHITEWATER, WI 53190-1940 USA Ship to id: 312WWHITEW	Account#: 44050067 Contact: CATHY ANDERSON 1 (262) 473-0148 Payment Method: Debit/Credit Card

ORDER NUMBER	COST CENTER	STATUS	TOTAL
183639285-001 - Child Order	900-56500-310	Delivered	\$69.99

**\$69.99** / each

Logitech® C920S Pro HD 15.0-Megapixel Webcam, 960-001257
 Item #4904248

QUANTITY	BACK ORDER	SHIPPED	TOTAL
1	0	1	\$69.99

COMMENTS:

900-56500-310
 Supplies
 csa
 8/17/21

Subtotal:	\$69.99
Delivery Fee:	\$0.00
Adjustments:	\$0.00
Taxes:	\$0.00
Total:	\$69.99

Related Orders

ORDER NUMBER	COST CENTER	STATUS	TOTAL
183625348-001 - Parent Order	900-56500-310	Delivered	\$23.05

**\$2.16** / set

Avery® Ready Index® Table Of Contents Dividers, Jan.-Dec. Tab, Multicolor

Item #470237

QUANTITY	BACK ORDER	SHIPPED	TOTAL
5	0	5	\$10.80

COMMENTS:

Best Value

Eco-conscious

Recycled content

Order# 183639286-001

Summary	Shipping	Billing
<p>Last Updated: 07/15/2021</p> <p>Updated By: WHITEWATERCDA</p> <p>Order Date: 07/13/2021</p> <p>Delivery Date: 07/15/2021</p> <p>Comments:</p>	<p>Address:</p> <p>CITY OF WHITEWATER 312 W WHITEWATER ST</p> <p>WHITEWATER, WI 53190-1940 USA</p> <p>Ship to id:</p> <p>312WWHITEW</p>	<p>Account#: 44050067</p> <p>Contact: CATHY ANDERSON 1 (262) 473-0148</p> <p>Payment Method: Debit/Credit Card</p>

ORDER NUMBER	COST CENTER	STATUS	TOTAL
183639286-001 - Child Order	900-56500-310	Delivered	\$127.49



\$127.49 / each

WD My Book® 4TB External Hard Drive, USB 2.0/3.0, WDBBGB0040HBK-NESN

Item #253096

▶ 3 Day Delivery

QUANTITY	BACK ORDER	SHIPPED	TOTAL
1	0	1	\$127.49

COMMENTS:

*900-56500-310
Supplies
CDA 8/17/21*

Subtotal:	\$127.49
Delivery Fee:	\$0.00
Adjustments:	\$0.00
Taxes:	\$0.00
Total:	\$127.49

Related Orders

ORDER NUMBER	COST CENTER	STATUS	TOTAL
183625348-001 - Parent Order	900-56500-310	Delivered	\$23.05



\$2.16 / set

Avery® Ready Index® Table Of Contents Dividers, Jan.-Dec. Tab, Multicolor

Item #470237

QUANTITY	BACK ORDER	SHIPPED	TOTAL
5	0	5	\$10.80

COMMENTS:

9:12

Search

LTE

BIRD RIDES, INC.



RIDE HISTORY

Guest Ride
8/5/21 · 2:12 PM - \$5.16

8/5/21 · 2:12 PM - \$5.58

8/5/21 · Balance Reload + \$20.00

900-56500-330 Travel

me + Eric for the
Bird scatter pics
+ video. !!

CSA

8/17/21

**CITY OF WHITEWATER
BALANCE SHEET
AUGUST 31, 2021**

ECONOMIC DEVELOPMENT FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
900-11100 CASH	61,576.16	(14,852.26)	(9,482.25)	52,093.91
900-18400 OFFICE EQUIPMENT	6,990.00	.00	.00	6,990.00
900-19000 GASB68-WRS NET PENSION ASSETS	7,521.39	.00	.00	7,521.39
900-19020 GASB68-DEF OUTFLOW EXP/ACT EXP	14,277.26	.00	.00	14,277.26
900-19030 GASB68-DOR CHG IN ASSUMPTIONS	586.11	.00	.00	586.11
900-19040 GASB68-DEF OUTFLOW EXP/ACT INC	16,005.33	.00	.00	16,005.33
900-19060 GASB68-DEF OUTFLOW CHANGE	41.31	.00	.00	41.31
900-19120 GASB68-CONT AFTER MEASURE DATE	2,615.00	.00	.00	2,615.00
900-19999 GASB68-PENSION CLEARING ACCT	(24.68)	.00	.00	(24.68)
TOTAL ASSETS	109,587.88	(14,852.26)	(9,482.25)	100,105.63
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
900-21100 ACCOUNTS PAYABLE	5,269.08	.00	(5,269.08)	.00
900-21106 WAGES CLEARING	3,443.15	.00	(3,443.15)	.00
900-22000 ACCUM DEPR - EQUIPMENT	6,990.00	.00	.00	6,990.00
900-29010 GASB 68 WRS EXP & ACT EXP DIFF	7,144.81	.00	.00	7,144.81
900-29020 GASB 68 WRS PROJ & ACT DIFF	31,381.71	.00	.00	31,381.71
900-29030 GASB 68 WRS/DIR-CHANGE-SHARE	16.26	.00	.00	16.26
TOTAL LIABILITIES	54,245.01	.00	(8,712.23)	45,532.78
<u>FUND EQUITY</u>				
900-34300 PROPRIETARY CAPITAL	55,342.87	.00	.00	55,342.87
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(14,852.26)	(770.02)	(770.02)
BALANCE - CURRENT DATE	.00	(14,852.26)	(770.02)	(770.02)
TOTAL FUND EQUITY	55,342.87	(14,852.26)	(770.02)	54,572.85
TOTAL LIABILITIES AND EQUITY	109,587.88	(14,852.26)	(9,482.25)	100,105.63

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

CDA PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>ACTION LOAN REVENUE</u>					
910-46001-00 INT INC-ACTION-LRN DEPOT \$41K	124.45	1,048.56	.00	(1,048.56)	.0
910-46002-00 INT INC-ACTION-IBUTTONLINK \$9K	.00	129.53	.00	(129.53)	.0
910-46003-00 INT INC-ACTION-BIKEWISE \$23K	62.52	790.59	.00	(790.59)	.0
910-46004-00 INT INC-ACTION-MEEPER \$97K	304.60	2,475.91	.00	(2,475.91)	.0
910-46005-00 INT INC-ACTION-MEEPER \$82K	261.28	2,746.19	.00	(2,746.19)	.0
910-46006-00 INT INC-ACTION-BLUELINE \$34K	141.68	957.99	.00	(957.99)	.0
910-46007-00 INT INC-ACTION-BLUELINE \$45K	106.99	1,103.33	.00	(1,103.33)	.0
TOTAL ACTION LOAN REVENUE	1,001.52	9,252.10	.00	(9,252.10)	.0
<u>MISCELLANEOUS REVENUE</u>					
910-48103-00 INTEREST INCOME-FACADE	4.06	52.43	.00	(52.43)	.0
910-48104-00 INTEREST INCOME-HOUSING	.53	5.99	.00	(5.99)	.0
910-48108-00 INTEREST INCOME-SEED FUND	.09	.72	.00	(.72)	.0
910-48109-00 INTEREST INCOME-ACTION FUND	25.57	256.56	.00	(256.56)	.0
910-48601-00 MISC INCOME	.00	3,500.00	.00	(3,500.00)	.0
910-48605-00 RENTAL INCOME-CROP LEASES	.00	21,123.00	.00	(21,123.00)	.0
TOTAL MISCELLANEOUS REVENUE	30.25	24,938.70	.00	(24,938.70)	.0
<u>OTHER FINANCING SOURCES</u>					
910-49300-56 FUND BALANCE APPLIED	.00	.00	659,068.00	659,068.00	.0
910-49920-00 TRANS-CITY-TID#4-TO CDA ASSETS	.00	.00	250,000.00	250,000.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	909,068.00	909,068.00	.0
TOTAL FUND REVENUE	1,031.77	34,190.80	909,068.00	874,877.20	3.8

910.11600 HOUSING RLF / XXX553	Total Deposit	Debit	910-11600	-
HO# 1 Payment	Principle	Credit	910-14027	
HO# 11 Payoff	Principle	Credit	910-14037	
910.11800 ACTION-BUSINESS DEV / XXX12	Total Deposit	Credit	910-11800	5,806.69
PAUQUETTE CENTER LOAN RECV	Principle	Debit	910-13500	(1,289.52) PAUQUETTE ACH PYMT 08-05-2021
ACTION-BIKEWISE-\$23,099	Principle	Credit	910-13503	(571.27) BICYCLEWISE CK 10563 08-13-2021
INT INC-ACTION-BIKEWISE \$23K	Interest	Credit	910-46003-00	(62.52) BICYCLEWISE CK 10563 08-13-2021
ACTION-BLUE LINE \$34,520	Principle	Credit	910-13506	(427.59) BLUELINE ACH PYMT 08-09-2021
INT INC-ACTION-BLUELINE \$34K	Interest	Credit	910-46006-00	(141.68) BLUELINE ACH PYMT 08-09-2021
ACTION-BLUE LINE \$45,457	Principle	Debit	910-13507	(350.77) BLUELINE ACH PYMT 08-06-2021
INT INC-ACTION-BLUELINE \$45K	Interest	Credit	910-46007-00	(106.99) BLUELINE ACH PYMT 08-06-2021
ACTION-IBUTTONLINK \$9,682	Principle	Credit	910-13502	
INT INC-ACTION-IBUTTONLINK \$9K	Interest	Credit	910-46002-00	
ACTION-MEEPER TECH-\$97,907	Principle	Credit	910-13504	(944.92) MEEPER ACH PYMT 08-16-2021
INT INC-ACTION-MEEPER \$97K	Interest	Credit	910-46004-00	(304.60) MEEPER ACH PYMT 08-16-2021
ACTION-MEEPER-\$82,310	Principle	Credit	910-13505	(647.50) MEEPER ACH PYMT 08-02-2021
INT INC-ACTION-MEEPER \$82K	Interest	Credit	910-46005-00	(261.28) MEEPER ACH PYMT 08-02-2021
ACTION-LEARNING DEPOT \$41,294	Principle	Credit	910-13501	(573.60) LEARNING DEPOT ACH PYMT 08-06-2021
INT INC-ACTION-LRN DEPOT \$41K	Interest	Credit	910-46001-00	(124.45) LEARNING DEPOT ACH PYMT 08-06-2021
910.11900-CAP CATALYST-ASSOC. BANK	Total Deposit	Credit	910-11900	-
	Interest	Credit	910-43015-00	
			910-56500-408	35.81 206 E CRAVATH WATER/SEWER JULY 2021
			910-56500-408	39.79 206 E CRAVATH ELECTRIC CHARGES
			910-56500-408	200.00 206 E CRAVATH 8 LAWN MOWINGS
			910-11800	(275.60) 206 E CRAVATH RENTAL EXPENSES

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

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	.00	580.00	.00	(580.00)	.0
910-56500-219 PROFESSIONAL SERVICES	.00	180.00	.00	(180.00)	.0
910-56500-295 ADMINISTRATIVE EXPENSE	.00	2,793.75	.00	(2,793.75)	.0
910-56500-403 COM EPRISE LOANS-CDBG CLOSE	.00	860,741.00	909,068.00	48,327.00	94.7
910-56500-408 RENTAL EXPENSES	275.60	3,095.15	.00	(3,095.15)	.0
910-56500-409 MORRAINE VIEW PARK EXP.	.00	2,866.66	.00	(2,866.66)	.0
TOTAL CDA PROGRAMS	275.60	870,256.56	909,068.00	38,811.44	95.7
TOTAL FUND EXPENDITURES	275.60	870,256.56	909,068.00	38,811.44	95.7
NET REVENUE OVER EXPENDITURES	756.17	(836,065.76)	.00	836,065.76	.0



City of Whitewater, WI (Utilities)
 312 W. Whitewater St.
 Whitewater WI 53190

Customer Number
 1705400004
Due Date
 9/20/2021
Amount Due
 \$35.81

Service Address
 206 E CRAVATH ST

CITY OF WHITEWATER
 206 E CRAVATH ST
 WHITEWATER WI 53190

Account Number
 1705400004

Customer Name
 CITY OF WHITEWATER

Service Address
 206 E CRAVATH ST

Meter Number	Read Dates	Read Type	Meter Readings			Demand	Mul	Usage		
			Present	Previous	Comments					
49032926	Water	08/30/2021	07/28/2021		306192	306192		0	0.0	

BILL DETAILS

WATER BASE CHARGE	8.50
SEWER BASE CHARGE	12.75
STORM WATER	6.17
PUBLIC FIRE PROTECT	8.39
Previous Balance	\$35.81
Payments	\$35.81
Current Charges	\$35.81
Adjustments	\$0.00
Total Amount Due	\$35.81
Due Date	9/20/2021

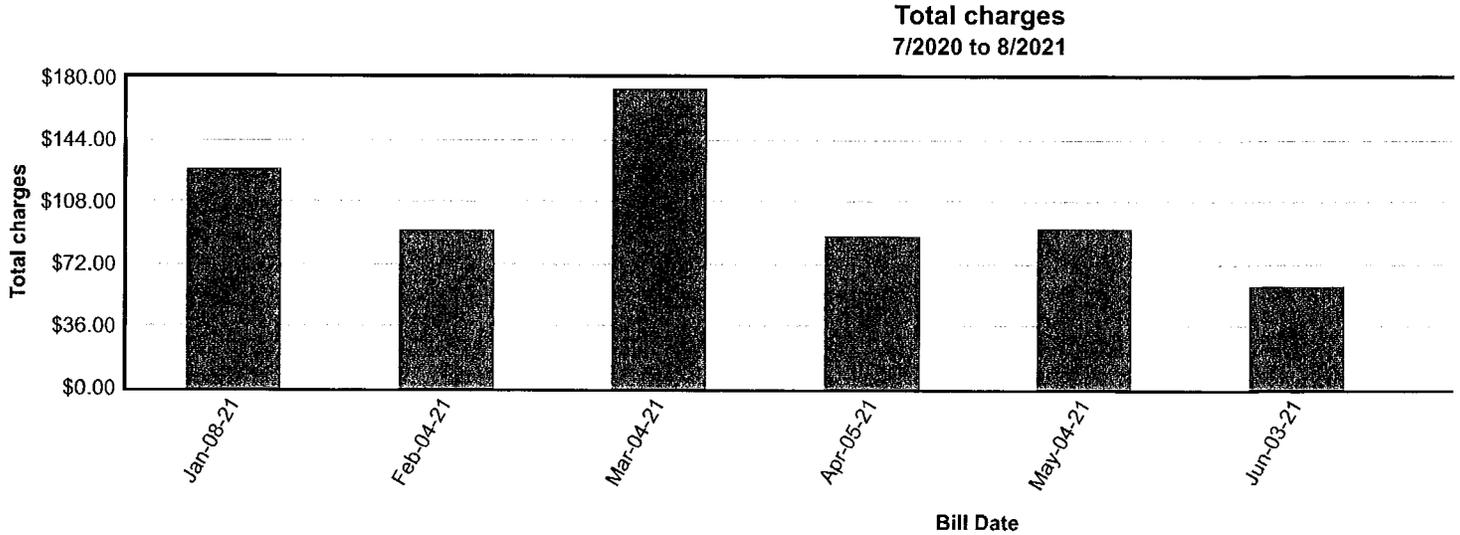
View bill history

Amount due by 10/06/2021: \$48.34

May not include recent payments or adjustments.

206 E CRAVATH ST

Account: 0713499904-00076 [Select different account](#)



Bill date	Electricity used (kWh)	Electric charges	Natural gas used (Therms)	Natural gas charges	Total charges	Previous balance and adjustments	Total bill
08/05/2021 (PDF)	113	\$31.49	4.3	\$13.55	\$45.04	-\$5.25	\$39.79
08/04/2021 (PDF)	164	\$41.31	4.3	\$15.20	\$56.51	-\$61.76	-\$5.25
06/03/2021 (PDF)	148	\$36.83	10.7	\$23.11	\$59.94	\$262.73	\$322.67
05/04/2021 (PDF)	163	\$38.36	38.2	\$54.07	\$92.43	\$264.47	\$356.90
04/05/2021 (PDF)	150	\$38.18	72.9	\$50.38	\$88.56	\$174.17	\$262.73
03/04/2021 (PDF)	244	\$49.08	205	\$125.09	\$174.17	\$91.82	\$265.99
02/04/2021 (PDF)	133	\$33.10	89.8	\$58.72	\$91.82	\$0.00	\$91.82
01/08/2021 (PDF)	103	\$20.20	190	\$107.49	\$127.69	\$115.67	\$243.36
Total:	1,218	\$288.55	615.2	\$447.61	\$736.16		



**CITY OF WHITEWATER
BALANCE SHEET
AUGUST 31, 2021**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
TOTAL ASSETS	9,601,980.68	756.17	(910,742.85)	8,691,237.83
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
910-22000 ACCUM DEPREC-BUILDING	1,217,648.91	.00	.00	1,217,648.91
910-25100 DUE TO GENERAL FUND	74,677.09	.00	(74,677.09)	.00
TOTAL LIABILITIES	1,292,326.00	.00	(74,677.09)	1,217,648.91
<u>FUND EQUITY</u>				
910-30110 CONTRIBUTED CAPITAL	456,815.37	.00	.00	456,815.37
910-34300 PROPRIETARY CAPITAL	7,742,730.37	.00	.00	7,742,730.37
910-34400 RESERVE FOR LAND PURCHASES	110,108.94	.00	.00	110,108.94
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	756.17	(836,065.76)	(836,065.76)
BALANCE - CURRENT DATE	.00	756.17	(836,065.76)	(836,065.76)
TOTAL FUND EQUITY	8,309,654.68	756.17	(836,065.76)	7,473,588.92
TOTAL LIABILITIES AND EQUITY	9,601,980.68	756.17	(910,742.85)	8,691,237.83

**CITY OF WHITEWATER
BALANCE SHEET
AUGUST 31, 2021**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE	
<u>ASSETS</u>					
910-11104	PROGRAM ADMIN CK-1ST-XXX023	15,739.29	.00 (15,739.29)	.00
910-11106	MORAINÉ VIEW DEV-1ST-XXX282	2,866.42	.00 (2,866.42)	.00
910-11500	CDBG-ECON DEV CHK-1ST-XXX020	559,303.02	.00 (559,303.02)	.00
910-11600	CDBG-HOUSING CHK-1CSB XXX450	14,129.51	.53 (1,287.76)	12,841.75
910-11702	FACADE CKING-1ST CIT- XXX442	178,068.93	4.06 (79,833.02)	98,235.91
910-11800	ACTION-BUS DEV-BUS PARK-XXX127	461,807.45	5,556.66	43,933.10	505,740.55
910-11801	ACTION-LAND PURCHASE-XXX127	110,108.94	.00	.00	110,108.94
910-11806	ACTION-DONATIONS (CEV)-XXX127	.00	.00	3,500.00	3,500.00
910-11900	CAP CAT-ASSOC BK XXXXX3734	11,106.09	.09	.72	11,106.81
910-13009	CDBG LOAN-LEARNING DEPOT	41,294.63	.00 (41,294.63)	.00
910-13013	CDBG LOAN-IBUTTONLINK	9,682.42	.00 (9,682.42)	.00
910-13021	CDBG LOAN-BIKEWISE-\$62,600	23,099.36	.00 (23,099.36)	.00
910-13024	CDBG LOAN-MEEPER TECH-\$102,510	97,907.69	.00 (97,907.69)	.00
910-13030	CDBG LOAN-MEEPER-\$82,310	82,310.00	.00 (82,310.00)	.00
910-13033	CDBG LOAN-BLUE LINE \$41,460	34,520.75	.00 (34,520.75)	.00
910-13034	CDBG LOAN-BLUE LINE \$51,560	45,457.82	.00 (45,457.82)	.00
910-13499	CDBG LOAN-LOAN LOSS RESERVE	(53,273.32)	.00	53,273.32	.00
910-13500	PAQUETTE CENTER LOAN REC V	158,320.00	(1,289.52) (10,316.16)	148,003.84
910-13501	ACTION-LEARNING DEPOT \$41,294	.00	(573.60)	36,758.79	36,758.79
910-13503	ACTION-BIKEWISE-\$23,099	.00	(571.27)	18,185.84	18,185.84
910-13504	ACTION-MEEPER TECH-\$97,907	.00	(944.92)	90,728.18	90,728.18
910-13505	ACTION-MEEPER-\$82,310	.00	(647.50)	77,445.21	77,445.21
910-13506	ACTION-BLUE LINE \$34,520	.00	(427.59)	31,593.64	31,593.64
910-13507	ACTION-BLUE LINE \$45,457	.00	(350.77)	42,230.01	42,230.01
910-13999	ACTION LOAN-LOAN LOSS RESERVE	.00	(53,273.32) (53,273.32)	(53,273.32)
910-14000	CDBG HOUSING-MO301	8,220.00	.00	.00	8,220.00
910-14001	CDBG HOUSING-A8416	10,203.84	.00	.00	10,203.84
910-14003	CDBG HOUSING-B935	18,420.02	.00	.00	18,420.02
910-14006	CDBG HOUSING-C932	8,062.00	.00	.00	8,062.00
910-14009	CDBG HOUSING-J8802	10,818.00	.00	.00	10,818.00
910-14011	CDBG HOUSING-M8501	11,000.90	.00	.00	11,000.90
910-14013	CDBG HOUSING-P954	11,000.00	.00	.00	11,000.00
910-14016	CDBG HOUSING-V902	12,504.15	.00	.00	12,504.15
910-14025	CDBG HOUSING-M0801	18,422.00	.00	.00	18,422.00
910-14026	CDBG HOUSING-B0803-0901	34,448.00	.00	.00	34,448.00
910-14027	CDBG HOUSING-HO #1-2012	7,186.30	.00 (1,500.00)	5,686.30
910-14030	CDBG HOUSING-HO#13-2016	8,000.00	.00	.00	8,000.00
910-14031	CDBG HOUSING-HO#4	37,795.00	.00	.00	37,795.00
910-14038	CDBG HOUSING-HO#14	18,000.00	.00	.00	18,000.00
910-14039	CDBG HOUSING-HO#15	36,815.00	.00	.00	36,815.00
910-15000	CAP CAT-SLIPSTREAM-\$102,500	102,500.00	.00	.00	102,500.00
910-15003	CAP CAT-SLIPSTREAM-\$42,000	42,000.00	.00	.00	42,000.00
910-15004	CAP CAT-MEEPER TECH-\$102,000	102,000.00	.00	.00	102,000.00
910-15006	CAP CAT- ROYAL-INVENT-27.5K	27,500.00	.00	.00	27,500.00
910-15011	CAP CAT-ROYAL-SCANALYTICS-95K	97,500.00	.00	.00	97,500.00
910-15012	CAP CAT-ROYAL-INVENTALATOR-75K	77,500.00	.00	.00	77,500.00
910-15015	CAP CAT-BLUELINE BATT-\$64,614	64,614.00	.00	.00	64,614.00
910-15017	CAP CAT-BLUELINE BATT-\$36,600	36,600.00	.00	.00	36,600.00
910-15018	CAP CAT-RECRUITCHUTE \$51,050	51,050.00	.00	.00	51,050.00
910-17000	UDAG-DP EL RECYCLE-34,600	34,600.00	(34,600.00) (34,600.00)	.00
910-17002	UDAG-SLIPSTREAM-LOC	12,500.00	.00	.00	12,500.00
910-17999	UDAG-LOAN LOSS RESERVE	(47,100.00)	34,600.00	34,600.00	(12,500.00)
910-18000	ADVANCE TO TID #4	250,000.00	.00 (250,000.00)	.00
910-18350	LAND	481,816.32	.00	.00	481,816.32
910-18360	REAL ESTATE	6,225,556.15	.00	.00	6,225,556.15

ACTION FUND 101-127		ORIGINAL		07/31/2021		08/31/2021		08/31/2021		NOTES
ACCT #	CLIENT	LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	BALANCE	GL Balance	
910-13500	PAUQUETTE CENTER LOAN RCV	\$88,660.00	\$149,293.36	1,289.52	0.00	1,289.52	\$148,003.84	\$148,003.84	\$0.00	
910-13501	ACTION-LEARNING DEPT \$41,294	\$41,294.63	\$37,332.39	573.60	124.45	698.05	\$36,758.79	\$36,758.79	\$0.00	Purchased as Action Fund Loan
910-13502	ACTION-HUBONTLINK \$9,682	\$9,682.42	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Purchased as Action Fund Loan
910-13503	ACTION-BIKewise-\$23,099	\$23,099.36	\$18,757.11	571.27	62.52	633.79	\$18,185.84	\$18,185.84	\$0.00	Purchased as Action Fund Loan
910-13504	ACTION-MEEPER TECH-\$97,907	\$97,907.69	\$91,673.10	944.92	304.60	1,249.52	\$90,728.18	\$90,728.18	\$0.00	Purchased as Action Fund Loan
910-13505	ACTION-MEEPER-\$82,310	\$82,310.00	\$78,092.71	647.50	261.28	908.78	\$77,445.21	\$77,445.21	\$0.00	Purchased as Action Fund Loan
910-13506	ACTION-BLUE LINE \$34,520	\$34,520.75	\$32,021.23	427.59	141.68	569.27	\$31,593.64	\$31,593.64	\$0.00	Purchased as Action Fund Loan
910-13507	UDAG-DP EL RECYCLE-\$45,457	\$45,457.82	\$42,580.78	350.77	106.99	457.76	\$42,230.01	\$42,230.01	\$0.00	Purchased as Action Fund Loan
910-17000	UDAG-SLIPSTREAM-LOC	\$34,600.00	\$34,600.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Written off 08-30-2021 per CDA Board
910-17002	UDAG-SLIPSTREAM-LOC	\$12,500.00	\$12,500.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	
TOTALS		\$470,032.67	\$496,950.68	\$39,405.17	\$1,001.52	\$40,406.69	\$457,445.51	\$457,445.51	\$0.00	
910-13999	ACTION LOAN-LOAN LOSS RESERVE		(\$53,273.32)	0.00	0.00	0.00	(\$53,273.32)	(\$53,273.32)	\$0.00	
910-17999	UDAG-LOAN LOSS RESERVE		(\$47,100.00)	0.00	0.00	0.00	(\$47,100.00)	(\$47,100.00)	(\$12,500.00)	

CAPITAL CATALYST-ASSOC BANK		ORIGINAL		07/31/2021		08/31/2021		08/31/2021		NOTES
ACCT #	CLIENT	LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	BALANCE	GL Balance	
910-15000	CAP CAT-SLIPSTREAM-\$102,500	\$102,500.00	\$102,500.00	0.00	0.00	0.00	\$102,500.00	\$102,500.00	\$0.00	interest only
910-15001	CAP CAT-ROYALTY-DP ELECT-50K	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Written Off
910-15002	CAP CAT-ROYALTY-BOMBARD-100K	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Written Off
910-15003	CAP CAT-SLIPSTREAM-\$42,000	\$42,000.00	\$42,000.00	0.00	0.00	0.00	\$42,000.00	\$42,000.00	\$0.00	annual net revenue royalty-no payments have been rec
910-15004	CAP CAT-MEEPER TECH-\$102,000	\$102,000.00	\$102,000.00	0.00	0.00	0.00	\$102,000.00	\$102,000.00	\$0.00	annual net revenue royalty-no payments have been rec
910-15006	CAP CAT-ROYAL-INVENT-27.5K	\$27,500.00	\$27,500.00	0.00	0.00	0.00	\$27,500.00	\$27,500.00	\$0.00	annual net revenue royalty-no payments have been rec
910-15007	CAP CAT-ROYAL-MOBILE MESH-102K	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Written Off
910-15010	CAP CAT-ROYAL-KALIBER-\$102,500	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Written Off
910-15011	CAP CAT-ROYAL-SCANALYTICS-95K	\$97,500.00	\$97,500.00	0.00	0.00	0.00	\$97,500.00	\$97,500.00	\$0.00	annual net revenue royalty-first payment due October 2
910-15012	CAP CAT-ROYAL-INVENTALATOR-75K	\$77,500.00	\$77,500.00	0.00	0.00	0.00	\$77,500.00	\$77,500.00	\$0.00	First payment received 08-21-2018
910-15014	CAP CAT-V2 LEAGUE-\$102,000	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Written Off
910-15015	CAP CAT-BLUELINE BATT-\$64,614	\$64,614.00	\$64,614.00	0.00	0.00	0.00	\$64,614.00	\$64,614.00	\$0.00	
910-15017	CAP CAT-BLUELINE BATT-\$36,600	\$36,600.00	\$36,600.00	0.00	0.00	0.00	\$36,600.00	\$36,600.00	\$0.00	
910-15018	CAP CAT-RECRUITCHUTE \$51,050	\$51,050.00	\$51,050.00	0.00	0.00	0.00	\$51,050.00	\$51,050.00	\$0.00	
910-15005	CAP CAT-SOLOMO-\$102,000	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Written Off
TOTALS		\$601,264.00	\$601,264.00	\$0.00	\$0.00	\$0.00	\$601,264.00	\$601,264.00	\$0.00	
910-15999	CAP CAT-LOAN LOSS RESERVE		\$0.00				\$0.00	\$0.00	\$0.00	

Advance to TID #4		ORIGINAL		07/31/2021		08/31/2021		08/31/2021		NOTES
ACCT #	CLIENT	LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	BALANCE	GL Balance	
910-18000	ADVANCE TO TID #4	\$750,000.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	
TOTALS		\$750,000.00	\$0.00							

HOUSING		ORIGINAL		07/31/2021		08/31/2021		08/31/2021		NOTES
ACCT #	CLIENT	LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	BALANCE	GL Balance	
910-14000	CDBG HOUSING-MO301	\$8,220.00	\$8,220.00	0.00	0.00	0.00	\$8,220.00	\$8,220.00	\$0.00	Current
910-14001	CDBG HOUSING-A8416	\$10,203.84	\$10,203.84	0.00	0.00	0.00	\$10,203.84	\$10,203.84	\$0.00	
910-14003	CDBG HOUSING-B935	\$18,420.02	\$18,420.02	0.00	0.00	0.00	\$18,420.02	\$18,420.02	\$0.00	
910-14006	CDBG HOUSING-C932	\$8,062.00	\$8,062.00	0.00	0.00	0.00	\$8,062.00	\$8,062.00	\$0.00	
910-14009	CDBG HOUSING-J8802	\$10,818.00	\$10,818.00	0.00	0.00	0.00	\$10,818.00	\$10,818.00	\$0.00	
910-14011	CDBG HOUSING-M8501	\$11,000.90	\$11,000.90	0.00	0.00	0.00	\$11,000.90	\$11,000.90	\$0.00	
910-14013	CDBG HOUSING-P954	\$11,000.00	\$11,000.00	0.00	0.00	0.00	\$11,000.00	\$11,000.00	\$0.00	
910-14016	CDBG HOUSING-V902	\$12,504.15	\$12,504.15	0.00	0.00	0.00	\$12,504.15	\$12,504.15	\$0.00	
910-14025	CDBG HOUSING-M0801	\$18,422.00	\$18,422.00	0.00	0.00	0.00	\$18,422.00	\$18,422.00	\$0.00	
910-14026	CDBG HOUSING-B0803-0901	\$34,448.00	\$34,448.00	0.00	0.00	0.00	\$34,448.00	\$34,448.00	\$0.00	
910-14027	CDBG HOUSING-HO #1--2012	\$12,630.00	\$5,686.30	0.00	0.00	0.00	\$5,686.30	\$5,686.30	\$0.00	
910-14030	CDBG HOUSING-HO#13-2016	\$8,000.00	\$8,000.00	0.00	0.00	0.00	\$8,000.00	\$8,000.00	\$0.00	
910-14031	CDBG HOUSING-HO#4	\$37,795.00	\$37,795.00	0.00	0.00	0.00	\$37,795.00	\$37,795.00	\$0.00	
910-14038	CDBG HOUSING-HO#14	\$14,671.00	\$18,000.00	0.00	0.00	0.00	\$18,000.00	\$18,000.00	\$0.00	
910-14039	CDBG HOUSING-HO#15	\$21,090.00	\$36,815.00	0.00	0.00	0.00	\$36,815.00	\$36,815.00	\$0.00	
TOTALS		\$237,284.91	\$249,395.21	\$0.00	\$0.00	\$0.00	\$249,395.21	\$249,395.21	\$0.00	
910-14999	CDBG HOUSING-LOAN LOSS RESERVE		\$0.00				\$0.00	\$0.00	\$0.00	
910-35000	GENERAL LOAN LOSS RESERVE		\$0.00				\$0.00	\$0.00	\$0.00	

Account Name	CDA Operating	Prog Admin Checking	Moraine View Checking	CDBG Checking	Action Bus Dev (UDAG) Checking	Façade Checking	CDBG Housing	Capital Cat Checking
Fund Account Number	Fund 900	Fund 910 xxx-023	Fund 910 xxx-282	Fund 910 xxx-020	Fund 910 xxx-127	Fund 910 xxx-442	Fund 910 xxx-450	Fund 910 xxxxxx3734
Bank	1st Citizens	1st Citizens	1st Citizens	1st Citizens	1st Citizens	1st Citizens	1st Citizens	Associated
Interest Rate	0.05%	na	na	na	0.05%	0.05%	0.05%	0.01%
GL Account Number(s)	900-11100	910-11104 ACCOUNT CLOSED	910-11106 ACCOUNT CLOSED	910-11500 ACCOUNT CLOSED	910-11800 910-11801 910-11806	910-11702	910-11600	910-11900
GL Balance as of:								
09/30/2020	101,784.58	15,734.60	2,865.56	542,145.00	801,333.82	178,015.87	27,649.25	11,105.82
10/31/2020	85,069.08	15,736.28	2,865.87	548,057.63	798,003.43	178,034.89	11,927.15	11,105.91
11/30/2020	73,981.02	15,737.75	2,866.14	553,963.35	709,410.77	178,051.47	11,928.26	11,106.00
12/31/2020	61,576.16	15,739.29	2,866.42	559,303.02	571,916.39	178,068.93	14,129.51	11,106.09
01/31/2021	42,547.46	15,740.60	2,866.66	0.00	208,805.17	178,083.76	15,630.75	11,106.18
02/28/2021	26,332.58	0.43	0.08	0.46	310,256.05	98,207.55	12,838.05	11,106.27
03/31/2021	16,161.04	0.00	0.00	0.00	337,143.57	98,214.90	12,839.01	11,106.36
04/30/2021	101,676.88	0.00	0.00	0.00	592,591.90	98,220.17	12,839.70	11,106.45
05/31/2021	91,374.35	0.00	0.00	0.00	599,516.40	98,224.18	12,840.22	11,106.54
06/30/2021	80,124.65	0.00	0.00	0.00	606,656.29	98,228.62	12,840.80	11,106.63
07/31/2021	66,946.17	0.00	0.00	0.00	613,792.83	98,231.85	12,841.22	11,106.72
08/31/2021	52,093.91	0.00	0.00	0.00	619,349.49	98,235.91	12,841.75	11,106.81
Outstanding items								
Current Bank Balance	52,093.91	0.00	0.00	0.00	619,349.49	98,235.91	12,841.75	11,106.81
Difference:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Monthly GL bank balances may not agree with the actual month end bank account balances due to outstanding items.

August 2021 Interest Income

ACTION-BUS DEV-BUS PARK-XXX127	910-11800	25.57	August 2021 Interest Income
FACADE CKING-1ST CIT- XXX442	910-11702	4.06	August 2021 Interest Income
CDBG-HOUSING CHK-1CSB XXX450	910-11600	0.53	August 2021 Interest Income
CAP CAT-ASSOC BK XXXXX3734	910-11900	0.09	August 2021 Interest Income
INTEREST INCOME-ACTION FUND	910-48109-00	(25.57)	August 2021 Interest Income
INTEREST INCOME-FACADE	910-48103-00	(4.06)	August 2021 Interest Income
INTEREST INCOME-HOUSING	910-48104-00	(0.53)	August 2021 Interest Income
INTEREST INCOME-SEED FUND	910-48108-00	(0.09)	August 2021 Interest Income



Council Agenda Item

Meeting Date:	September 7, 2021
Agenda Item:	Citizen Committee Appointment – Miguel Aranda
Staff Contact (name, email, phone):	Cameron Clapper, cclapper@whitewater-wi.gov , 262-473-0104

BACKGROUND

(Enter the who, what when, where, why)

The process for the appointment of board, commission, and committee members is outlined in the Whitewater Municipal Code 2.12.011:

- (a) The city manager and the common council president shall review all board, commission and committee applicants and recommend nominees to the common council.
- (b) After considering the candidates nominated to the various boards, commissions, and committees, the common council shall appoint the members of said boards, commissions, or committees.

Tonight's recommended candidate was interviewed on March 11, 2021, at which point, the city manager and common council president determined to recommend the applicant for the seat on the Community Development Authority that is expected to become available later this year when an ordinance amending the composition of the community development authority takes effect. However, with the recent resignation of Greg Meyer one seat is currently vacant.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

To appoint Miguel Aranda to the Whitewater Community Development Authority.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Citizen Service Information Form for Miguel Aranda

Kathy Boyd

From: noreply@civicplus.com
Sent: Thursday, February 25, 2021 12:44 AM
To: Lynn Binnie; Kathy Boyd
Subject: Online Form Submittal: Citizen Service Information Form

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Citizen Service Information Form

This form is used to apply to City of Whitewater Boards, Committees or Commissions.

Date 2/25/2021

Applicant Information

First Name Miguel

Last Name Aranda

Home Address 243 N Park St

City Whitewater

State WI

Zip Code 53190

Home Phone Number 2627511223

Cell Number 2627511223

Email Address miguelaranda89@yahoo.com

Business/Employer Information

Business/Employer Name UW-Whitewater

Business/Employer Address 800 W Main St

City Whitewater

State WI

Zip Code 53190

Business/Employer Phone Number 2624721177

Boards/Committees/Commissions of Interest

Select all Boards, Committees & Commissions you are applying for by checking each box: Community Development Authority

Give a brief overview of your background, experience, interest, or concerns pertaining to the selected board(s), committee(s) or commission(s).

Whitewater native, job title of Financial Specialist Senior at UW-Whitewater, active in Latino outreaching/community service, working towards my MBA in Finance.

I would consider myself a young professional with a growing family. Talking with other Whitewater natives, conversations about the lack of opportunities for others like myself and my family arise. I was also on the Whitewater school board temporarily, and understand very well the consequences of a decreasing community population. I hope to be able to create opportunity for others thru this committee if accepted.

Optional: Upload supportive documents (resume, recommendation letter, etc.)

Field not completed.

Reference #1 Full Name David Halbach

Reference #1 Address & Phone Number 159 N Esterly Ave, Whitewater, WI 2624725749

Reference #2 Full Name Tom Ganser

Reference #2 Address & Phone Number 140 N. Esterly Ave., Whitewater, WI 53190 (608) 718-0899

Regular Board, Committee and Commission members are expected to attend at least three-quarters of the meetings each year. Alternate members are always welcome to attend all meetings, but are not required to attend meetings unless requested.

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 <p>City of WHITEWATER</p>	<h2>Council Agenda Item</h2>
Meeting Date:	Tuesday, September 7, 2021
Agenda Item:	UPS Replacement
Staff Contact (name, email, phone):	Eric Boettcher eboettcher@whitewater-wi.gov 262-473-0122

BACKGROUND

(Enter the who, what when, where, why)

The UPS is required as a secondary back up supply to the generator that ensures the essential portions of the police department and municipal building remain functioning during loss of power. The current system has outlived its life expectancy and was scheduled for replacement in 2020 as one of the approved Capital Improvement Projects. Due to the pandemic this postponed the project due to availability of equipment and contractor’s availability for installation. The project has now been planned for installation and awaits approval to move forward with installation this fall.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

Project was approved as part of the 2020 CIP planned projects

FINANCIAL IMPACT

(If none, state N/A)

- Original project amount budget for 2020 was \$38,000
- Current project quote is \$47,973.00

STAFF RECOMMENDATION

- Approve project increased amount to move schedule and complete project for fall of 2021.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

- Radicom Quote for UPS Replacement

Business/Employer Phone Number 2624721177

Boards/Committees/Commissions of Interest

Select all Boards, Committees & Commissions you are applying for by checking each box: Community Development Authority

Give a brief overview of your background, experience, interest, or concerns pertaining to the selected board(s), committee(s) or commission(s).

Whitewater native, job title of Financial Specialist Senior at UW-Whitewater, active in Latino outreaching/community service, working towards my MBA in Finance.

I would consider myself a young professional with a growing family. Talking with other Whitewater natives, conversations about the lack of opportunities for others like myself and my family arise. I was also on the Whitewater school board temporarily, and understand very well the consequences of a decreasing community population. I hope to be able to create opportunity for others thru this committee if accepted.

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MEMORANDUM

Date: August 23, 2021

To: Whitewater Community Development Authority Board of Directors
Cameron Clapper, City Manager
Steve Hatton, Finance Director

From: Cathy Anderson, Whitewater Community Development Authority Executive Director

Re: Granting Recruit chute a Forbearance on its \$51,050 WEDC Capital Catalyst Loan

Herein is an update regarding Recruit chute. After a meeting with its capital investors the company will temporarily suspend its corporate functions and remain dormant until the soccer market picks up again. Recruit chute will remain solvent with Wisconsin DFI.

The Executive Director (ED) granted a temporary forbearance until May 6, 2024 of Recruit chute's WEDC Capital Catalyst loan in the amount of \$51,050. This forbearance provides the borrower peace of mind and flexibility to focus on acquiring investors.

Every six (6) months the ED and Recruit chute will touch base for an update of status.

Secured Loan Details:

Origination Date: May 6, 2019

Loan Amount: \$51,050.00

Interest Rate: 4.0%

Term: Four (4) years

Maturity Date: May 6, 2023

Forbearance Expiration: May 6, 2024

END – CSA

**MEMORANDUM OF UNDERSTANDING BETWEEN THE COMMUNITY DEVELOPMENT
AUTHORITY OF THE CITY OF WHITEWATER, WISCONSIN AND THE WHITEWATER MUNICIPAL
WATER UTILITY OF THE CITY OF WHITEWATER CONCERNING USE AND REPAYMENT OF
COMMUNITY DEVELOPMENT BLOCK GRANT CLOSEOUT PROGRAM DOLLARS**

This Memorandum of Understanding (the "Agreement") executed by and between the Community Development Authority of the City of Whitewater, Wisconsin (the "CDA") and the Whitewater Municipal Water Utility of the City of Whitewater, Wisconsin (the "Water Utility") for purposes of confirming the mutual understanding of the CDA and the Water Utility with respect to the matter addressed below.

The CDA has an opportunity to complete an eligible Community Development Block Grant ("CDBG") Project as provided under by the CDBG Closeout Program defined by the State of Wisconsin Department of Administration (the "DOA"). The CDA Board of Directors has unanimously agreed to utilize the Water Tower Project as the CDBG project. As the Water Utility would otherwise have to borrow an equal amount of funding from public debt markets absent the CDA direction of this grant funding, the Water Utility agrees to reimburse the CDA for the value of the CDBG grant funding dedicated to the Water Utility. The reimbursement will be recorded as a loan advance to the Water Utility by the CDA. The amount of the reimbursement will match the value of the CDBG grant estimated to be \$892,000.00.

Article 1 – Term.

1.01 Initial Term. The initial term of this Agreement shall be for eight (8) years beginning June 15, 2022, unless sooner repaid in full pursuant to the terms of this Agreement.

1.02 Extension of Repayment. This Agreement shall automatically renew on a yearly basis until the balance owed the CDA is paid in full.

Article 2 – Commitments.

2.01 CDA Board Commitments. The CDA Board hereby unanimously grants to the Water Utility the exclusive use of CDBG Closeout Program funds equal to \$892,000.00, to be used for the construction of a new water tower. The Water Utility shall adhere to all DOA CDBG Closeout regulations, rules, policies and meet all deadlines as required by the DOA.

2.02 Water Utility Commitments. The Water Utility hereby agrees to repay the CDBG Closeout program dollars to the CDA as follows: Semi-annual payments of principal beginning on December 15, 2022 per attached schedule (Exhibit A). The loan by the CDA to the Water utility is to be interest-free.

Article 3 – Termination. This Agreement may only be terminated upon repayment in full by the Water Utility to the CDA. The repayment of project dollars will be made by January 1, 2030.

Article 4 – Governing Law. The laws of the State of Wisconsin shall govern the interpretation and enforcement of this Agreement.

Article 5 - Successors and Assigns. Except as expressly granted herein, no party shall assign its rights or obligations under the Agreement to any other party without a mutually-written addendum executed by all parties to this Agreement.

Article 6 – Amendment. This Agreement shall not be amended, changed, modified or altered without the written consent of all parties hereto, and no modification, alteration or amendment to this Agreement shall be binding until such modification, alteration, or amendment is reduced to writing and executed by all parties to this Agreement. Any proposed amendment to this Agreement shall be provided in writing, along with a memorandum in support of the amendment, to all parties to this agreement fifteen (15) days prior to final action on the amendment by any party.

Article 7 – Counterparts. This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were on the same instrument.

Article 8 – Severability. If any specific term or provision herein is adjudicated to be unenforceable against either party, such decision shall not automatically render this entire Agreement null or void. Rather, the unenforceability of one or more terms, clauses or paragraphs in this Agreement shall not affect the enforceability of the remaining terms herein.

Article 9 -Third Party Beneficiaries. Third Party Beneficiaries. This Agreement is entered into for the sole and exclusive benefit of the parties hereto. No third party shall have, obtain, or derive from this Agreement any rights or other benefits or interests under any laws or otherwise, except as specifically stated herein.

Article 10 - Exculpatory Provision. The parties to this Agreement expressly acknowledge and agree that, anything herein to the contrary notwithstanding, no officer, director, employee, agent, or officials (elected or appointed) of any party hereto shall have any personal liability or obligation arising out of this Agreement, and no party hereto shall make any claims to the contrary.

Article 11 - Rules of Construct/Conduct. The parties to this Agreement acknowledge and agree that the terms herein were negotiated in good faith and represent the intent of the parties. In the course of negotiations, each party has been represented by a practicing attorney, and that accordingly rules of interpretation that signify that an agreement shall be construed against the drafter shall not apply. In addition, the parties acknowledge and agree that they shall endeavor to resolve any and all issues that may arise under this Agreement in the spirit of cooperation consistent with the intent of this Agreement with the aim of benefiting the entire Whitewater area community and the University of Wisconsin-Whitewater.

By signing below, the parties hereto represent that they have full authority to execute this Agreement and thereby bind their respective entities to the terms of this Agreement. Upon execution, this Agreement shall be in full force and effect as stated herein.

Dated this ____ day of _____, 2021

Dated this ____ day of _____, 2021

**COMMUNITY DEVELOPMENT AUTHORITY OF
THE CITY OF WHITEWATER, WISCONSIN**

**WHITEWATER MUNICIPAL WATER UTILITY,
WHITEWATER, WISCONSIN**

By: _____
Patrick Singer, Chairman

By: _____
Cameron Clapper, City Manager

Attest: _____
Cathy Anderson, Executive Director

Attest: _____
Michele Smith, City Clerk

Exhibit A

CDA Water Tower Advance

CDA Repayment			
6/15/2022	Prin	Int	Total
	(\$859,366.00)		
12/15/2022	(\$57,807.12)	\$0.00	(\$57,807.12)
6/15/2023	(\$58,457.45)	\$0.00	(\$58,457.45)
12/15/2023	(\$59,115.09)	\$0.00	(\$59,115.09)
6/15/2024	(\$59,780.14)	\$0.00	(\$59,780.14)
12/15/2024	(\$60,452.67)	\$0.00	(\$60,452.67)
6/15/2025	(\$61,132.76)	\$0.00	(\$61,132.76)
12/15/2025	(\$61,820.50)	\$0.00	(\$61,820.50)
6/15/2026	(\$62,515.98)	\$0.00	(\$62,515.98)
12/15/2026	(\$63,219.29)	\$0.00	(\$63,219.29)
6/15/2027	(\$63,930.50)	\$0.00	(\$63,930.50)
12/15/2027	(\$64,649.72)	\$0.00	(\$64,649.72)
6/15/2028	(\$65,377.03)	\$0.00	(\$65,377.03)
12/15/2028	(\$66,112.52)	\$0.00	(\$66,112.52)
6/15/2029	(\$54,995.22)	\$0.00	(\$66,856.29)



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Susan Brown, Division Administrator

January 29, 2021

Mr. Patrick Singer, Council President
City of Whitewater
312 W. Whitewater Street
Whitewater, WI 53190

RE: City of Whitewater Community Development Block Grant RLF-ED CLOSE Report

Dear Council President Singer:

The Division of Energy, Housing, and Community Resources (DEHCR) has received the RLF-ED Closeout report from the City of Whitewater. Based on the information submitted, DEHCR approves the City's CLOSE balance as \$859,366.00. The City shall submit payment to the Department of Administration in the amount of \$859,366.00. The funds shall be submitted to the Department as soon as possible but no later than January 31, 2021 and shall include all interest earned since the Closeout report was submitted to DEHCR. As you will be submitting the return of funds via wire transfer, please email supporting documentation demonstrating all funds including interest have been remitted to DEHCR.

If your community will be receiving bank interest after remitting the CLOSE funds to DEHCR, you will need to submit a second wire transfer and a final bank statement showing the second amount to be remitted, or, if you are under the 20% cap for allowable administrative expenses you may claim the final amount of interest for administrative expenses for the final completion report and submissions.

When the funds are received by DEHCR, they will be held for reuse by the City of Whitewater. The City has until January 31, 2021 to submit projects for the reuse of these funds through the CLOSE Program Applications.

Please contact us at DOACDBG@wisconsin.gov if you have any questions.

Sincerely,

David J. Pawlisch

David J. Pawlisch, Director
Bureau of Community Development
Division of Energy, Housing, and Community Resources

cc: Michele Smith, City Clerk, City of Whitewater
Cathy Anderson, Executive Director, CDA
Mark Staff, Section Chief, Bureau of Community Development
Kristine Haskin, Budget and Policy Analyst- Advanced,



**2022 Budget
Summary
CDA**

FISCAL RESOURCES		2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD-JULY	2021 ACT-EST	2022 BUDGET
REVENUES								
	Total Revenues	182,325	179,535	100,000	153,344	100,000	-	173,592
	Total	182,325	179,535	100,000	153,344	100,000	-	173,592
EXPENSES								
100	Personnel & Benefits	100,442	62,908	76,150	119,675	61,629	-	130,450
200	Professional Svcs	54,012	29,082	26,820	29,800	16,381	-	37,262
300	Commodities & Other Exp	6,423	4,927	5,943	3,868	598	-	5,680
600	Misc Exp	167,840	18,060	23,000	-	-	-	-
800	Capital Outlay	-	-	-	-	-	-	-
	Total	328,717	114,976	131,914	153,344	78,609	-	173,392



FUND TYPE	ASSOCIATED DEPARTMENT
SPECIAL REVENUE	ECONOMIC DEVELOPMENT
FUND DESCRIPTION	FUND 900

The Economic Development Operating Fund (#900) accounts for all operating revenues and expenses necessary to maintain the Whitewater CDA office and its presence for the benefit of community and economic development.

The office is charged with creating, coordinating and/or executing all city community and economic development efforts through industry standard methodology and common practices as they apply to the profession of community and economic development. The office serves as the main contact point for business growth, retention, expansion, and community development activities that create and build city-wide culture and traditions. Together with the City Manager, other municipal departments, the Executive Director is instrumental in the creation of and development of Tax Incremental Districts (TID's) for the city and carrying out its Wisconsin Statutory duties.

Fund Balance. At year-end closeout, any remaining balance not subject to Tax Increment Finance (TIF) rules or special revenue source restriction will be made available for transfer back to the General Fund after the Whitewater CDA Board of Commissioners has reviewed its year-end closeout, and only if General Funds were used within the period as a fund source for the operations of fund #900.

Primary Funding Source is from Tax Incremental Financing (TIF) Districts per their respective project plans with support from the City's General Fund. As increment in the TID districts grow the resulting TIF revenues are designated to be used as the primary source of funding to the community and economic development operations. The General Fund is intended to provide secondary support to ensure that the office of the Whitewater CDA is appropriately funded to fulfil its Mission to server as the community economic development entity for the City.

When TIF Districts expire the City by General Fund transfer will support Fund #900 as the fund was created for the economic benefit of the entire city. As future TIF revenues become available and are able to support Fund #900 General Fund transfers will proportionally decrease.

Expenditures. Expenditures are to be funded first by Tax Increment contributions, followed by other revenues and lastly by General Fund contributions.

Audit Classification: Governmental, Component Unit.

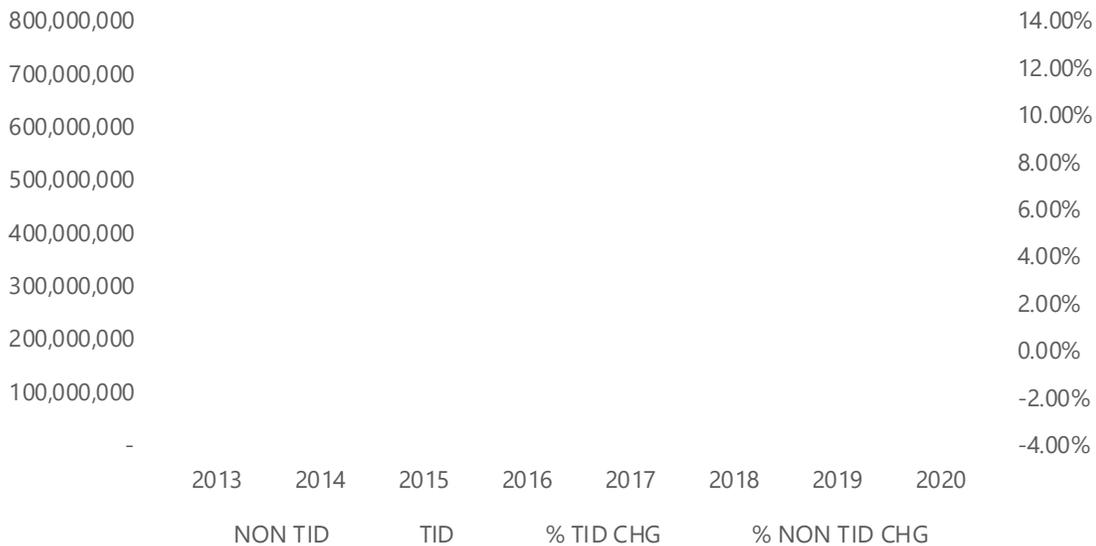
PERSONNEL SUMMARY

	2017	2018	2019	2020	2021
Executive Director	1	1	1	1	1
Administrative Assistant	.4	.4	.5	.5	.5

DEPARTMENT SERVICE METRICS

Equalized Value. Positive economic growth results in new and expanding businesses as well as new residential construction which ultimately increases the local tax base and can reduce overall property taxes for individual property owners. Equalized value can be a helpful indicator of the growth in commercial and residential development over time. Regional, state, or federal shifts outside of the community can also have an impact on equalized value. **INSERT NEW GRAPHIC.**

**EQUALIZED VALUE
TID / NON TID**



GOALS & OBJECTIVES

2021 OUTLOOK WILL ADD AFTER CDA 8/26 MEETING.

- Establish a cooperative marketing plan with the Whitewater Chamber of Commerce.
- Facilitate the one-year TID Extension for TID 4 with the purpose of funding future housing development.
- Coordinate the development of proposals for new TID development as well as the successful closure of existing TIDs 4-9.
- Develop a clear economic development incentive policy for future TID projects.
- Together with the City Manager, develop a “Mobilized Municipal Staff” program to foster communication, inclusivity and resident engagement with local officials throughout the community.



0.44 (1,988.69)
2022 Budget
Economic Development - Fund 900
Revenues & Expenses

REVENUES

	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD-JULY	2022 BUDGET	2023 BUDGET	
900-48100-56	INTEREST INCOME	333	413	-	200	-	200	200	
900-48600-56	MISC INCOME	-	-	-	-	-	-	-	
900-49262-56	TRANSFER-TID #4-ADMINISTRATION	75,000	75,000	75,000	75,000	75,000	-	-	
900-49263-56	TRANSFER-TID #6-ADMINISTRATION	25,000	25,000	25,000	25,000	25,000	-	-	
	11							5,000	
	12							5,000	
	13							35,000	
900-49290-56	GENERAL FUND TRANSFER	81,992	79,122	-	-	-	173,392	131,413	
900-49300-56	FUND BALANCE APPLIED	-	-	-	53,144	-	-	-	
	Fund 900 - Ec Dev Income	182,325	179,535	100,000	153,344	100,000	173,392	176,613	
						- 21,391	-	(1,989)	

EXPENDITURES

	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD-JULY	2022 BUDGET	2023 BUDGET	
900-56500-111	SALARIES	72,667	33,834	42,792	75,346	39,251	80,000	84,000	Wages
900-56500-115	WAGES/PART-TIME/PERMANENT	16,397	18,337	21,152	23,711	10,724	26,000	26,780	Wages
900-56500-151	FRINGE BENEFITS	11,378	6,393	12,206	20,618	11,653	24,450	24,450	Wages
900-56500-158	UNEMPLOYMENT COMPENSATION	-	4,345	-	-	-	-	-	Other
900-56500-210	PROFESSIONAL DEVELOPMENT	3,159	2,450	935	2,500	96	3,500	3,535	Other
900-56500-211	CONSULTANT FEES	-	-	-	-	-	-	-	Other
900-56500-212	LEGAL SERVICES	9,660	5,369	2,418	5,000	915	12,500	12,625	Other
900-56500-215	PROFESSIONAL SERVICES	125	5,187	5,061	5,000	753	2,500	2,525	Other
900-56500-219	AUDIT FEES	1,200	-	1,000	4,000	-	4,000	4,040	Other
900-56500-222	COUNTY/REGIONAL ECON DEV	8,967	8,955	9,752	9,000	9,598	9,250	9,343	Other
900-56500-223	MARKETING	30,453	3,748	2,822	-	2,228	2,500	2,525	Other
900-56500-224	SOFTWARE/HARDWARE MAINTENAN	-	2,134	3,614	2,358	1,549	1,612	1,628	Other
900-56500-225	TELECOM/INTERNET/COMMUNICATIO	448	1,238	1,219	1,942	1,244	1,400	1,414	Other
900-56500-310	OFFICE & OPERATING SUPPLIES	406	258	2,756	675	528	600	606	Other
900-56500-311	POSTAGE	197	83	21	200	31	200	202	Other
900-56500-320	DUES	-	345	10	1,000	-	1,180	1,192	Other
900-56500-321	SUBSCRIPTIONS & BOOKS	31	503	299	100	-	-	-	Other
900-56500-325	PUBLIC EDUCATION	-	-	-	-	-	-	-	Other
900-56500-330	TRAVEL EXPENSE	5,192	2,641	104	1,500	-	3,700	3,737	Other
900-56500-341	MISC EXPENSE	484	747	2,606	393	39	-	-	Other
900-56500-371	DEPRECIATION EXPENSE	113	350	148	-	-	-	-	Other
900-56500-649	TRANSFER-TO FUND 910	73,140	-	-	-	-	-	-	Other
900-56500-650	TRANSFER-GENERAL FUND	94,700	18,060	-	-	-	-	-	Other
900-56500-651	TRANSFER-FUND 200	-	-	23,000	-	-	-	-	Other
900-56500-805	LAND/REAL ESTATE PURCHASE	-	-	-	-	-	-	-	Other
	Total CDA General Expenses	328,717	114,976	131,914	153,344	78,609	173,392	178,601	
		160,877	96,916	131,914	153,344	78,609			

CDA EXPENSE NOTES

55,343 2,199 76,734 55,342.87

FUND TYPE
SPECIAL REVENUE

ASSOCIATED DEPARTMENT
ECONOMIC DEVELOPMENT

FUND DESCRIPTION

FUND 910

This fund was created to support the Community Development Authority of the City of Whitewater (Whitewater CDA) as a separate body politic for the purpose of exercising its statutory obligation to the city via community and economic efforts. The Whitewater CDA is governed by a seven-member Board of Commissioners.

The fund accounts for the revenue and expenses related to community and economic development initiative and/or programs that are managed by the Whitewater CDA. This fund includes monies provided by State, Federal and/or local sources to promote community and economic development benefit or the entire City of Whitewater.

It is the policy of the Whitewater CDA to promote housing and community development throughout the entire City of Whitewater. The CDA is responsible for assisting initiatives and programs that provide and retain gainful employment opportunities for citizens of the City; provide affordable housing in the City; encourage growth of the City's tax base; and stimulate the flow of investment capital into the City resulting in beneficial effects upon the economy in the City. Further, the CDA is responsible for the general economic health of the city by preventing and eliminating blight, substandard, and deteriorated areas and properties through the utilization of all means appropriate. This encourages well planned, integrated, stable, safe, and healthy neighborhoods, the provisions of healthful homes, a decent living environment, and adequate places of employment for the people of the City of Whitewater.

This fund is not budgeted, but accounts for all revenue and expenditures.

Fund Balance is designated to fund incentives and assistance to businesses who reside with the City limits of Whitewater.

Primary Funding Sources are interest payments on loans paid by borrowers and funding by State, Federal or local sources.

Audit Classification: Governmental, Component Unit.

ECONOMIC DEVELOPMENT
FUND 910 REVENUE DETAIL



2022 Budget
Community Development Authority-Fund 910
Revenues & Expenses

REVENUES

	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD-JULY	2021 ACT-EST	2022 BUDGET	2023 BUDGET
910-41008-00	CDBG INT-SWEETSPOT-\$41,360	484	204	8	-	-			
910-41013-00	CDBG INT-LEARNING DEPOT	2,300	2,053	1,795	-	-			
910-41019-00	CDBG INT-960 E. MILWAUKEE LLC	4,019	-	-	-	-			
910-41023-00	CDBG INT-BIKEWISE-\$62,600-4%	1,001	858	1,639	-	-			
910-41024-00	CDBG INT-IBUTTONLINK	1,972	1,367	738	-	-			
910-41025-00	CDBG INT-V2 LEAGUE-\$51,560	1,558	1,615	1,167	-	-			
910-41029-00	CDBG INT-THERMODATA-100K	768	-	-	-	-			
910-41030-00	CDBG INT-MEEPER \$102,510	-	13,563	10,392	-	-			
910-41031-00	CDBG INT-BLUE LINE \$41,460	-	2,864	1,469	-	-			
910-43011-00	CAPCAT INT-SCANALYTICS	-	8,125	-	-	-			
910-43012-00	CAPCAT INT-INVENTALATOR 77500	887	-	500	-	-			
910-43013-00	CAPCAT INT-POLCO 103500	7,998	831	-	-	-			
910-48101-00	INTEREST INC-BUS DEV-101 127	4,921	11,110	4,540	-	-			
910-48102-00	INTEREST INC-ECON DEV 101 020	6,618	10,077	3,250	-	-			
910-48103-00	INTEREST INCOME-FACADE	1,940	4,034	1,155	-	45			
910-48104-00	INTEREST INCOME-HOUSING	57	521	142	-	5			
910-48105-00	INTEREST INC-ED DEV 102 023	267	357	102	-	-			
910-48106-00	INT INC-MORAIN VIEW 101 282	49	65	19	-	-			
910-48108-00	INTEREST INCOME-SEED FUND	139	904	2	-	1			
910-48501-00	FEDERAL/STATE GRANTS	-	-	-	-	-			
910-48601-00	MISC INCOME	600	-	175	-	3,500			
910-48605-00	RENTAL INCOME-CROP LEASES	31,620	21,123	21,123	-	21,123			
910-48680-00	ADMINISTRATION FEE--LOANS	944	1,560	-	-	-			
910-48698-00	TRANSFER FROM FUND 900	73,140	-	-	-	-			
910-48700-00	GAIN ON SALE OF LAND	38,500	-	113,525	-	-			
910-49300-56	FUND BALANCE APPLIED	-	-	-	659,068	-			
910-49920-00	TRANS-CITY-TID#4-TO CDA ASSETS	-	-	-	250,000	-			
	Fund 900 - CDA Income	179,782	81,230	161,739	909,068	24,674	-	-	-

EXPENDITURES

	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 YTD-JULY	2021 ACT-EST	2022 BUDGET	2023 BUDGET
910-56500-212	LEGAL/PROFESSIONAL/MARKETING	(1,779)	-	3,550	-	580			
910-56500-295	ADMINISTRATIVE EXPENSE	3,440	1,790	1,594	-	2,794			
910-56500-323	MARKETING/AD'S	-	2,917	-	-	-			
910-56500-371	DEPRECIATION EXPENSE	121,760	121,760	121,810	-	-			
910-56500-403	COM EPRISE LOANS-CDBG CLOSE	-	-	-	909,068	860,741	860,741		
910-56500-404	HOUSING LOANS	-	50	-	-	-			
910-56500-415	CDBG LOAN-LOAN LOSS ALLOWANCE	102,510	-	-	-	-			
910-56500-416	CDBG HOUSE-LOAN LOSS ALLOWANCE	-	-	-	-	-			
910-56500-417	CAP CAT-LOAN LOSS ALLOWANCE	104,300	-	113,800	-	-			
910-56500-418	UDAG-LOAN LOSS ALLOWANCE	-	-	-	-	-			
910-56500-450	CAPITAL CATALYST-SEED FD GRTS	17,500	30,000	-	-	-			
910-56500-525	ACTION GRANTS-BUSINESS DEV	-	-	15,000	-	-			
910-56500-650	TRANSFER-FD 900-ADMIN	-	-	-	-	-			
	Total CDA General Expenses	347,731	156,517	255,754	909,068	864,115	860,741	-	-

FUND BALANCE	8,463,888	8,388,601	8,309,655			8,309,655	8,309,655	8,309,655
Net Change-Increase/(Decrease)	(167,948)	(75,287)	(78,946)			(864,115)	-	-

Balance Verification

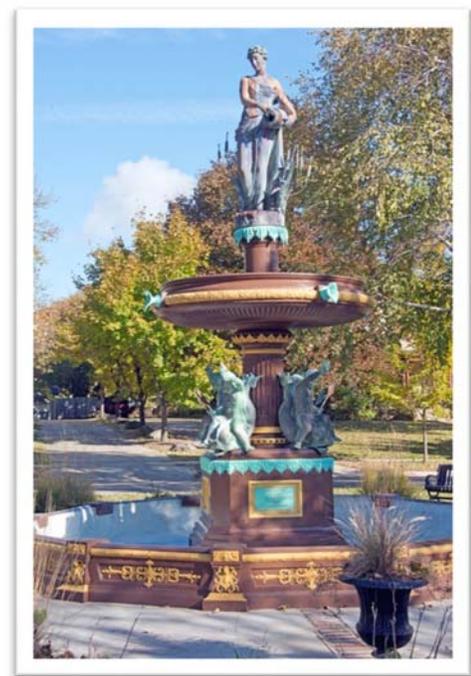
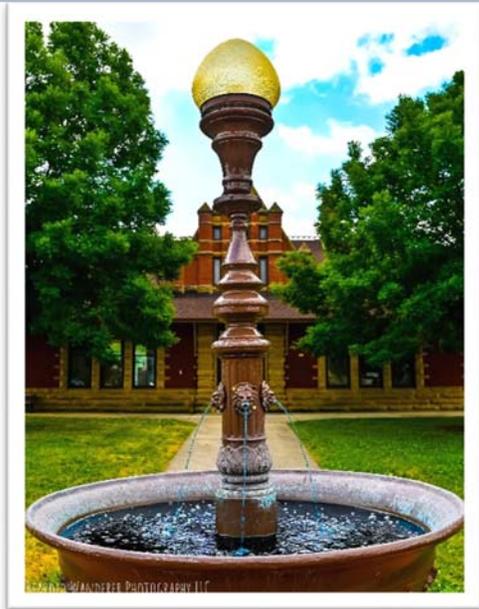
910 Revenues-MiExcel	(179,782)	(81,230)	(182,042)	(909,068)	(32,117)
Expenses-MiExcel	347,731	156,517	260,987	909,068	869,889
Sub Total:	167,948	75,287	78,946	-	837,771
Detail Above	(167,948)	(75,287)	(94,016)	-	(839,441)
	-	-	(15,070)	-	(1,670)

Community Development Authority of the City of Whitewater

EST. 1972



By-Laws and Rules of Procedure





Finance Committee Agenda Item

Meeting Date:	September 28, 2021
Agenda Item:	CDA advance to TID 4, Interest payment
Staff Contact (name, email, phone):	Steve Hatton, shatton@whitewater-wi.gov , 262-473-1380

BACKGROUND

(Enter the who, what when, where, why)

On May 11, 2009, the Common Council and CDA met jointly and approved a \$750,000 loan from the CDA Programs Fund 910 to TID #4. The loan supported an EDA Grant enabling construction of the Innovation Center. As the terms of the advance were not detailed in the meeting minutes or formalized in an agreement, the topic was revisited June 3, 2015 and formalized by agreement dated August 18, 2015. The \$750,000 principal has been budgeted and repaid from TID 4 to Fund 910 over three years with the final annual installment taking place on April 12, 2021. The Interest component must now be repaid from TID 4 funds before the remaining TID 4 fund balance is audited and distributed to the underlying taxing jurisdictions.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

- May 11, 2009: Joint Common Council and Community Development Authority authorizes advance of \$750,000 to TID 4 to support EDA grant and construction of the Innovation Center
- Nov 9, 2010: \$750,000 disbursed to TID 4 from Fund 910
- Aug 18, 2015: Common Council and Community Development Authority agree terms of loan
- Jul 18, 2019: \$250,000 repaid from TID 4 to Fund 910 (Action Fund-Bus Dev-Bus Park)
- Apr 21, 2020: \$250,000 repaid from TID 4 to Fund 910 (Action Fund-Bus Dev-Bus Park)
- Apr 12, 2021: \$250,000 repaid from TID 4 to Fund 910 (Action Fund-Bus Dev-Bus Park)

FINANCIAL IMPACT

(If none, state N/A)

Interest at 2% per annum is calculated as follows:

	Beg Balance	Payment	Interest	End Balance
11/9/2010	750,000.00	0.00	0.00	750,000.00
12/31/2011	750,000.00	0.00	17,161.26	750,000.00
12/31/2012	750,000.00	0.00	15,041.51	750,000.00
12/31/2013	750,000.00	0.00	15,000.00	750,000.00
12/31/2014	750,000.00	0.00	15,000.00	750,000.00
12/31/2015	750,000.00	0.00	15,000.00	750,000.00
12/31/2016	750,000.00	0.00	15,041.51	750,000.00
12/31/2017	750,000.00	0.00	15,000.00	750,000.00
12/31/2018	750,000.00	0.00	15,000.00	750,000.00
7/18/2019	750,000.00	(250,000.00)	8,141.25	500,000.00
4/21/2020	500,000.00	(250,000.00)	7,598.43	250,000.00
4/12/2021	250,000.00	(250,000.00)	4,875.52	0.00
			142,859.47	

STAFF RECOMMENDATION

N/A. Payment due per agreement.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

2015 City-CDA Agreement

ASBESTOS ABATEMENT CLOSURE REPORT

Jobsite:
206 East Cravath Street, Whitewater, WI

Prepared by:

DJK Environmental, LLC.

1519 South 84th Street
West Allis, Wisconsin 53214
Tel: 414-539-4569
Fax: 414-539-4712

www.djkenvironmental.com

DJK Environmental, LLC

September 3, 2021

Whitewater Community Development Authority
Attn: Cathy Anderson
312 West Whitewater Street
Whitewater, WI

**RE: Asbestos Abatement Project #21-08310
Single-Family Dwelling
206 East Cravath Street
Whitewater, WI**

Dear Cathy,

Enclosed please find the report for the asbestos abatement project completed on August 30-September 1, 2021 at the property located at Asbestos Abatement Proposal for 3945 Lone Elm Drive, Brookfield, WI.

If you have any questions regarding the enclosed report, please do not hesitate to contact me at 414-539-4569. Thank you for this opportunity to serve your environmental needs.

Sincerely,

Alyssa Font
Administrative Assistant

DJK Environmental, LLC
498 River Street
Wild Rose, WI 53498
920-774-1035

South Office
1519 South 84th Street
West Allis, WI 53214
414-539-4569

Please be sure to leave us a review



www.djkenvironmental.com

DJK Environmental, LLC

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1. INTRODUCTION

DJK Environmental, LLC, was retained by Cathy Anderson to provide asbestos abatement services of a Single-Family Dwelling located at 206 East Cravath Street, Whitewater, WI. The scope of services was performed in accordance with our written agreement dated June 30, 2021 and is subject to the general terms and conditions of the agreement and limitations. Asbestos abatement was necessary due to ongoing renovations and improvements at the residence and/or demolition.

2. SCOPE OF WORK

Asbestos abatement occurred on August 30-September 1, 2021. Please refer to *Appendix A* for all DNR/DHS/City Notifications.

Work was completed by Wisconsin Certified Asbestos Professionals using wet-removal methods. DJK Environmental, LLC recorded a daily log of the Asbestos Workers and Supervisors who conducted asbestos abatement on the project. Please refer to *Appendix B & C* for Daily Log and Sign In/Out Forms. Please refer to *Appendix F* for Employee DHS Cards.

The abatement scope of work included the removal & disposal of the following ACM:

Removal & Disposal of :
320 Sq. Ft of Linoleum
320 Sq. Ft of Yellow Mastic
400 Sq. Ft. of Floor Tile & Mastic

3. AIR MONITORING *(optional)*

Following the completion of abatement, DJK Environmental, LLC performed a final visual inspection of the work area to comply with federal and state asbestos regulations. Final visual inspection was conducted to verify that the work area met the “no visible suspect debris” criteria prior to conducting final air clearance air sampling.

Final air clearance was optional and requested by customer per written agreement dated June 30, 2021.

Air sample was collected for analysis utilizing Phase Contrast Microscopy (PCM) and National Institute of Occupational Safety and Health Method 7400. Please refer to *Appendix D* for copy(s) of the PCM Air Monitoring Worksheet and Lab Results.

Note: All results are based off OSHA'S Standard of Clean Air.

DJK Environmental, LLC

4. CONCLUSIONS

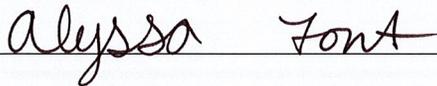
All work areas successfully passed all pre-visual and final visual inspections following all federal and state regulations. All ACM waste was double bagged and will be disposed of at a DNR Approved Landfill. Please refer to *Appendix E* for copy of Waste Manifest.

PCM air sample(s) were performed on site by a DJK Environmental, LLC trained asbestos professional and have a passing result in accordance to OSHA'S Standard of Clean Air.

DJK utilizes Micro Analytical, Inc. for our Phase Contract Microscopy (PCM), unless otherwise specified by the client.

This report was prepared by DJK Environmental, LLC.

Alyssa Font
Administrative Assistant



Reviewed By:

Crysta Font
Office Manager



DJK Environmental, LLC

Appendix A

DHS/DNR/CITY NOTIFICATIONS



**WISCONSIN DEPARTMENT
of HEALTH SERVICES**

Notice ID Number: 319082 - Original

Company Information

Name: DJK ENVIRONMENTAL LLC
DHS ID: 2151820
Address: 498 RIVER ST, WILD ROSE, WI, 549846837

Property details

Facility Name: Single Family- Cathy Anderson Facility Type: Residential
Property contact person name: Cathy Anderson Contact phone number: 2624434458
Address: 206 E. Cravath Street, , Whitewater, WI, 53190

Notice details

Company Project Number: 21-08310 Occupancy: Occupied Or Furnished
Abatement start date: 08/30/2021 End date: 09/01/2021
Work start time: 8:00AM End time : 4:00PM
Additional info: Removal and Disposal of 320 Sq. Ft. of Linoleum.
Removal and Disposal of 320 Sq. Ft. of Yellow Mastic.
Removal and Disposal of 400 Sq. Ft. of Floor Tile and Mastic.

Amount and type of material to be removed or disturbed

Friable:	0 linear feet	320 square feet	0 cubic feet
Non-friable:	0 linear feet	720 square feet	0 cubic feet

Confirmation

Fee: \$50
Date and time submitted: 08-19-2021 02:55 PM
Authorized Representative: Crysta Font
Confirmation Number:

ASBESTOS OCCUPANT PROTECTION PLAN

This occupant protection plan is mandatory for asbestos abatement in an occupied or furnished facility and shall remain posted for the duration of the asbestos project.

Only certified persons using appropriate personal protection may enter regulated work areas.

Contractor - Describe the actions taken to ensure the health and safety of building occupants during this project in space below. If handwritten, write clearly and legibly. Post this plan in plain view outside the regulated area for the project.

Occupants - Asbestos is a hazardous substance. The actions described below are meant to protect you and others nearby during this asbestos removal project. It is important to stay out of work areas while work is in progress and until permission is given to re-enter upon completion. The contractor will do daily clean-up, but the regulated work area may still contain dangerous levels of asbestos until final cleaning is completed.

ASBESTOS COMPANY INFORMATION

Company Name DJK Environmental, LLC.		DHS company No. 2151820	
Address 1519 South 84th Street	City West Allis	State WI	Zip Code 53214
Company Contact Person Crysta Font		Telephone No. (414) 539-4569	

ASBESTOS PROJECT INFORMATION

Property Type or Property Name Home		
Address 206 E Whitecutter	City WF	
Property Contact Person Cathy Anderson	Telephone No. (262) 443-4458	
Project start date (mm/dd/yy) 8-30-21	Project end date (mm/dd/yy) 8-31-21	Project work shifts <input checked="" type="checkbox"/> am <input checked="" type="checkbox"/> pm <input type="checkbox"/> night

PROJECT DESCRIPTION (Type of project, include type and amount of asbestos-containing material being removed or disturbed)

N.A.P.

PROTECTIVE MEASURES (Describe below actions taken to ensure occupant safety - attach additional sheet, if needed)

Containment or barrier system (describe negative air system, glove bag, full containment, mini-containment used for barrier)

Ventilation system shutdown (describe areas where ventilation system has been shut down)

Work practices (Describe use of wet methods, debris-lowering system, waste handling methods, etc.)

Final cleaning and clearance (Describe air scrubbing, HEPA vacuuming, wet cleaning, use of encapsulant, air sampling, etc.)

WISCONSIN DEPARTMENT OF HEALTH SERVICES - ASBESTOS PROGRAM

Questions or Concerns? Contact the Asbestos and Lead Section at: 608-261-6876

Reset / Clear Form

DJK Environmental, LLC

Appendix B

DAILY LOG RECORD(S)



Environmental, LLC

DAILY LOG SUMMARY

Project Number: 21-08310

Date: 8-30-21

Project Location: 206 E Whitewater, WI

Temperature:

Start of Shift 66°

Lunch Time _____

End of Shift _____

8am on site started set up
1230pm Done with removal.
3pm final cleaning first
Floor.
3:30pm end of day

Signature: [Handwritten Signature]

Printed Name: ISAC LET

Supervisor ID #: 119638

DAILY LOG - CHECKLIST

Project Number: 21-08310 Date: 8-30-21
Project Location: 206 East WhiteWater, WI
Temperature: Start of Shift 66° Lunch Time _____ End of Shift _____
MANOMETER READING: _____ Pictures Before: Y No _____ Pictures After: Y N _____
If no pictures, why? 320 sq ft of linoleum

1. Amount & Description of Asbestos: _____

*How many onsite 2 DHS CARD/CERT: Y (no card, no work)

2. ACM Thoroughly Wetted? YES NO
If NO, REASON _____

3. Abatement Method:
 Full Containment
 N.P.E. Negative Pressure Enclosure
 Glove Bag
 Mini-Enclosure
 Regulated Area - Drop Cloths laid?

4. Decon Used: 1-Stage 3-Stage 5-Stage

5. HEPA Ventilators Used:
 Negative Air Machine
 HEPA Vac

6. Respirator Used:
 1/2 Face
 Full Face
 PAPR

7. Did any inspector's or regulatory agents walk-thru? YES NO
If Yes, WHO & TIME _____

8. Daily Summary: 8 AM on site starting set-up.

Signature: [Signature]
Printed Name & ID #: Isaac Lee 119138

DJK Environmental, LLC

Appendix C

DAILY SIGN IN/OUT FORM(S)

ASBESTOS ABATEMENT PROJECT LOG

Wis. Admin. Code § DHS 159.21 (2) Project Log. The company shall maintain a project log onsite for each workday of an asbestos abatement activity. The daily project log shall include the date, project number as identified on the notification form required under Wis. Admin. Code § DHS 159.20, project address, printed name and certification number of the site supervisor, and the printed name, signature, reason for entry, department certification number, if appropriate, and the in and out times for each person who enters the regulated area. Note: asbestos abatement activities include both setup and teardown.

Date of Log: 8-30-21 Project Number: 21-08310 Name - Project Supervisor (Printed): IS99C LLC Supervisor DHS Certification No.: 119638

Project Address: 206 E Cravath St Whitewater, WI.

NAME (printed)	SIGNATURE	DHS CERT. NO.	REASON ENTERING REGULATED AREA	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT
IS99C LLC		119638	Setup/teardown	8 AM					3:30
Francisco Martinez		24062	()	8 AM					3:30
<hr/>									
8-31-21		IS99C	201	119638					
206 E Cravath St			Whitewater, WI						
IS99C LLC			abatement	8 AM					
Francisco Martinez		24062	abatement	8:00					

DJK Environmental, LLC

Appendix D

AIR MONITORING (If Applicable)

MICRO ANALYTICAL, INC.

11521 West North Avenue
Milwaukee, WI 53226
(414) 771-0855

PCM FIBER COUNT REPORT

Client: DJK Environmental LLC
1519 South 84th Street
West Allis , WI 53214

Report #: 208558
Received: 31-Aug-21
Analyzed: 01-Sep-2021

Job ID: 206 E Cravath St.
Sampled By: DJ Kachelmeier

<u>Sample ID</u>	<u>F/CC</u>	<u>Start</u>	<u>Stop</u>	<u>LPM</u>	<u>Volume</u>	<u>F/100 Flds</u>	<u>Comments</u>
F-1	0.005	13:30	14:30	20.00	1200 Ltrs	12.5	

Analyzed By: Aaron Engelman

Analysis performed using the NIOSH 7400A method, which has a detection limit of 7 Fibers/mm².

Micro Analytical, Inc.
 11521 W. North Ave, Wauwatosa, WI 53226
 P (414) 771-0855 F (414) 771-6570

AIR

Client: DJK Environmental, LLC, 1519 South 84th Street, West Allis, WI 53214

Job ID: 206 E. Cravath St.

Date Sampled: 8/31/21 Results Requested by: Owner

Samples: 1 Type: PCM PLM TEM LEAD (circle one)

Sample #	Location/Name	Type	Start	Stop	LPM	Vol
F-1	1 ST Floor	Final	130PM	230PM	20.0	1200

*Type: Area - Background - Excursion - Personal - Final/Clearance - Field Blank

DJ Kachelmeier 8/31/21 [Signature] 8/31/21

Relinquished by Date/Time

Received by Date/Time

Relinquished by Date/Time

Received by Date/Time

Email: djk_environmental@yahoo.com Phone: 414-539-4569

Fax: 414-539-4712 Notes: _____

MICRO ANALYTICAL, INC.

11521 West North Avenue
Milwaukee, WI 53226
(414) 771-0855

PCM FIBER COUNT REPORT

Client: DJK Environmental LLC
1519 South 84th Street
West Allis , WI 53214

Report #: 208557
Received: 31-Aug-21
Analyzed: 01-Sep-2021

Job ID: 206 E Cravath St.
Sampled By: DJ Kachelmeier

<u>Sample ID</u>	<u>F/CC</u>	<u>Start</u>	<u>Stop</u>	<u>LPM</u>	<u>Volume</u>	<u>F/100 Flds</u>	<u>Comments</u>
1	0.006	14:00	15:00	20.00	1200 Ltrs	13.5	

Analyzed By: Aaron Engelman

Analysis performed using the NIOSH 7400A method, which has a detection limit of 7 Fibers/mm².

Micro Analytical, Inc.
11521 W. North Ave, Wauwatosa, WI 53226
P (414) 771-0855 F (414) 771-6570

AIR

Client: DJK Environmental, LLC, 1519 South 84th Street, West Allis, WI 53214

Job ID: 206 E. Cravath St.

Date Sampled: 8/30/21 Results Requested by: Owner

Samples: 1 Type: PCM PLM TEM LEAD (circle one)

Sample #	Location/Name	Type	Start	Stop	LPM	Vol
<u>1</u>	<u>2nd Floor</u>	<u>Final</u>	<u>2PM</u>	<u>3PM</u>	<u>20.0</u>	<u>1200</u>

*Type: Area - Background - Excursion - Personal - Final/Clearance - Field Blank

DJ Kachelmeier 8/30/21

[Signature] 8/31/21

Relinquished by Date/Time

Received by Date/Time

Relinquished by Date/Time

Received by Date/Time

Email: djk_environmental@yahoo.com Phone: 414-539-4569

Fax: 414-539-4712 Notes: _____

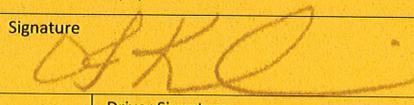
DJK Environmental, LLC

Appendix E

WASTE MANIFEST

WASTE SHIPMENT RECORD/ASBESTOS MANIFEST

For Disposal Site Use Only

Generator	I-A. Special Waste Profile Number ASB127723WI	NESHAP Notified YES NO	WSR Number 9513960		Elevation _____
					North East
	1 • B. Generator Name, Contact Name, and Complete Mailing Address (including Zip Code) 312 W. Whitewater St. Carry Anderson Whitewater, WI 53190			t-C. Generator's Phone Number (262) 443-4458	
	I-D. Work Site Address Click or tap here to enter text. Cravath St. Whitewater, WI 53190			1 - E. 24 Hour Emergency Response Telephone Number Click or tap here to enter text. (262) 443-4458	
2. Operator's Name and Complete Mailing Address Click or tap here to enter text. Click or tap here to enter text. Cravath St. DJK Environmental Wild Rose, WI 54984			Operator's Phone Number Click or tap here to enter text. (920) 774-1035		
3. Waste Disposal Site (WDS) Name and Complete Mailing Address Orchard Ridge RDF W124N9355 Boundary Rd, Menomonee Falls, WI 53051			WDS Phone Number 262-253-8620		
4. Name and Address of Responsible Agency Wisconsin Department of Natural Resources - Southeast District 2300 N. Dr Martin Luther King Jr Drive; Milwaukee, WI 53232					
5. Description of Materials Friable Asbestos			6. Containers No. Type		7. Total Quantity yd ³
friable asbestos linoleum		RQ, NA2212. Asbestos. 9, PGIII		12	bags 3 yd³
non-friable asbestos floor tile/mastic		Cat I _____ Cat II _____		40	bags 2 yd³
8. Special Handling Instructions and Additional Information 24 HOUR NOTICE GIVEN PRIOR TO DISPOSAL, MUST BE BURIED					
9. GENERATOR/OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and government regulations. I hereby certify that the asbestos is not contaminated with hazardous, PCB, and/or any special waste.					
Printed/Typed Name and Title DJ Kachelmeier SVP			Signature 		Date 8/30/21
Transporter	10. Transporter 1 Company Name Rams Contracting		Driver Signature		
	Complete Mailing Address 20079 W Main St, Lannon, WI 53046		Printed Name and Title		
	Telephone Number (including area code) Click or tap here to enter text.		Date		
	11. Transporter 2 Company Name		Driver Signature		
Complete Mailing Address		Printed Name and Title			
Telephone Number (including area code)		Date			
Disposal Site	12. Discrepancy Indication Space				
	13. Waste Disposal Site Owner or Operator Certification of receipt of asbestos material covered by this manifest except as noted in Item 12.				
	Printed/Typed Name and Title		Signature		Date

DJK Environmental, LLC

Appendix F

EMPLOYEE DHS CERIFICATION



ISSUED BY
STATE OF WISCONSIN
Dept. of Health Services
Francisco Martinez Juarez
1517A W Scott Street
Milwaukee WI 53204-2272



ISSUED BY
STATE OF WISCONSIN
Dept. of Health Services
Francisco Martinez Juarez
1517A W Scott Street
Milwaukee WI 53204-2272

ACS-18840	Exp. 03/15/2021	198 lbs	5'11"
		01/01/1978	

Training due by 03/15/2021

ACS-23074	Exp. 03/15/2021	190 lbs	5'11"
		01/01/1978	

Training due by 03/15/2021



ASBESTOS SUPERVISOR

ISSUED BY
STATE OF WISCONSIN
Dept. of Health Services
Francisco Martinez Juarez
1517A W Scott Street
Milwaukee WI 53215-1003



ISSUED BY
STATE OF WISCONSIN
Dept. of Health Services
Francisco Martinez Juarez
1517A W Scott Street
Milwaukee WI 53215-1003

ACS-18838	Exp. 05/17/2021	165 lbs	6'00"
		08/16/1978	

Training due by 05/17/2021

ACS-270693	Exp. 06/21/2021	180 lbs	5'10"
		08/22/1978	

Training due by 06/21/2021



ASBESTOS SUPERVISOR

ISSUED BY
STATE OF WISCONSIN
Dept. of Health Services
Francisco Martinez Juarez
1517A W Scott Street
Milwaukee WI 53204-2272



ASBESTOS WORKER

ISSUED BY
STATE OF WISCONSIN
Dept. of Health Services
Francisco Martinez Juarez
1517A W Scott Street
Milwaukee WI 53204-2272

ACS-240685	Exp. 05/27/2021	170 lbs	5'05"
		12/21/1984	

Training due by 05/27/2021

AWW-244061	Exp. 10/24/2021	110 lbs	5'05"
		02/03/1978	

Training due by 10/24/2021



ASBESTOS SUPERVISOR

ISSUED BY
STATE OF WISCONSIN
Dept. of Health Services
Kyle Richard Kachelmeier
1517A W Scott Street
Milwaukee WI 53225-4903



ASBESTOS SUPERVISOR

ISSUED BY
STATE OF WISCONSIN
Dept. of Health Services
Kyle Richard Kachelmeier
1517A W Scott Street
Milwaukee WI 53204-2272

ACS-13665	Exp. 06/19/2021	157 lbs	5'07"
		07/22/1978	

Training due by 06/19/2021

ACS-114651	Exp. 12/08/2021	155 lbs	5'07"
		11/24/1986	

Training due by 12/08/2021

MICRO ANALYTICAL, INC.

11521 West North Avenue
Milwaukee, WI 53226
(414) 771-0855

PCM FIBER COUNT REPORT

Client: DJK Environmental LLC
1519 South 84th Street
West Allis , WI 53214

Report #: 208558
Received: 31-Aug-21
Analyzed: 01-Sep-2021

Job ID: 206 E Cravath St.
Sampled By: DJ Kachelmeier

<u>Sample ID</u>	<u>F/CC</u>	<u>Start</u>	<u>Stop</u>	<u>LPM</u>	<u>Volume</u>	<u>F/100 Flds</u>	<u>Comments</u>
F-1	0.005	13:30	14:30	20.00	1200 Ltrs	12.5	

Analyzed By: Aaron Engelman

Analysis performed using the NIOSH 7400A method, which has a detection limit of 7 Fibers/mm².

Micro Analytical, Inc.
 11521 W. North Ave, Wauwatosa, WI 53226
 P (414) 771-0855 F (414) 771-6570

AIR

Client: DJK Environmental, LLC, 1519 South 84th Street, West Allis, WI 53214

Job ID: 206 E. Crawath St.

Date Sampled: 8/31/21 Results Requested by: Owner

Samples: 1 Type: RCM PLM TEM LEAD (circle one)

Sample #	Location/Name	Type	Start	Stop	LPM	Vol
F-1	1 ST Floor	Final	1:30 PM	2:30 PM	20.0	1200

*Type: Area - Background - Excursion - Personal - Final/Clearance - Field Blank

DT Kachmeier 8/31/21 [Signature] 8/31/21
 Relinquished by Date/Time Received by Date/Time

Relinquished by Date/Time Received by Date/Time

Email: djk_environmental@yahoo.com Phone: 414-539-4569

Fax: 414-539-4712 Notes: _____

MICRO ANALYTICAL, INC.

11521 West North Avenue
Milwaukee, WI 53226
(414) 771-0855

PCM FIBER COUNT REPORT

Client: DJK Environmental LLC
1519 South 84th Street
West Allis , WI 53214

Report #: 208557
Received: 31-Aug-21
Analyzed: 01-Sep-2021

Job ID: 206 E Cravath St.
Sampled By: DJ Kachelmeier

<u>Sample ID</u>	<u>F/CC</u>	<u>Start</u>	<u>Stop</u>	<u>LPM</u>	<u>Volume</u>	<u>F/100 Flds</u>	<u>Comments</u>
1	0.006	14:00	15:00	20.00	1200 Ltrs	13.5	

Analyzed By: Aaron Engelman

Analysis performed using the NIOSH 7400A method, which has a detection limit of 7 Fibers/mm³.

Micro Analytical, Inc.
11521 W. North Ave, Wauwatosa, WI 53226
P (414) 771-0855 F (414) 771-6570

AIR

Client: DJK Environmental, LLC, 1519 South 84th Street, West Allis, WI 53214

Job ID: 206 E. Cravath St.

Date Sampled: 8/30/21 Results Requested by: Owner

Samples: 1 Type: PCM PLM TEM LEAD (circle one)

Sample #	Location/Name	Type	Start	Stop	LPM	Vol
<u>1</u>	<u>2nd Floor</u>	<u>Final</u>	<u>2PM</u>	<u>3PM</u>	<u>20.0</u>	<u>17.00</u>

*Type: Area - Background - Excursion - Personal - Final/Clearance - Field Blank

D.J. Kachelmeier 8/30/21

[Signature] 8/31/21

Relinquished by Date/Time

Received by Date/Time

Relinquished by Date/Time

Received by Date/Time

Email: djk_environmental@yahoo.com Phone: 414-539-4569

Fax: 414-539-4712 Notes: _____

CDA COMMISSIONER ATTENDANCE

SEAT	2021	Spec Mtg 1/21/2021 Cancelled	28-Jan	25-Feb	25-Mar	Apr 22 Cancelled	May 5 Joint Mtg	May 23 Spec Mtg	27-May	24-Jun	July 12 Spec Mtg	July 15 Public Hrg	22-Jul	Aug 16 Spec Mtg	26-Aug	23-Sep	Oct	Nov	Dec
1	Greg Meyer (Resigned 8/27/2021)	N/A	√		√				√				√	√	√				
2	Jason Gleason	N/A	√	√	√		√	√	√	√	√	√		√	√				
3	Jon Kachel	N/A	√	√				√	√	√	√	√	√	√	√				
4	Bruce Parker (Out: April 2021)	N/A	√	√	√														
5	Al Stanek (Out: April 2021)	N/A	√	√	√														
5	Patrick Singer (In: April 2021)						√	√	√	√	√	√	√	√					
6	James Allen	N/A	√	√	√		√	√	√	√	√	√	√	√	√				
7	Patrick Singer	N/A	√	√	√														
7	Lisa Dawley-Smith (In: April 2021)						√	√	√	√	√	√	√	√	√				
1	Miguel Aranda																		

SEAT	2020	23-Jan	27-Feb	Spec Mtg 3/19/2020	Spec Mtg 3/23/2020	Spec Mtg 4/17/2020	23 April Cancelled	28-May	25-Jun	23-Jul	27-Aug	Spec Mtg 09/03/2020	24-Sep	22-Oct	19-Nov	17-Dec
1	Greg Meyer		√	√	√	√		√		√	√	√	√		√	√
2	Jason Gleason	√		√	√	√		√	√	√	√	√	√	√	√	√
3	Ray Bucholtz		Resigned													
3	Jon Kachel (In: March 2020)							√	√	√	√		√	√	√	√
4	Bruce Parker	√		√	√	√		√	√	√	√	√	√	√	√	√
5	Al Stanek	√	√	√	√	√		√	√	√	√	√	√	√	√	√
6	James Allen	√	√	√	√	√		√	√	√	√	√	√	√	√	√
7	Patrick Singer		√	√	√	√		√	√	√	√	√	√	√	√	√

- Seat 1: 4 yr Term 2022
- Seat 2: 4 yr Term 2023
- Seat 3: 4 yr Term 2023
- Seat 4: 4 yr Term
- Seat 5: 4 yr Term 2025
- Seat 6: Council Rep 2022
- Seat 7: Council Rep 2022

specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Resolution introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Majkrzak. AYES: Schreiber, Brown, Binnie, Majkrzak, Smith, Allen. NOES: None. ABSENT: McCormick. ADOPTED: August 3, 2021.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE ADOPTING CHARTER ORDINANCE NO. 7, RELATING TO COMMUNITY DEVELOPMENT AUTHORITY BOARD.

ORDINANCE No. 7
AN ORDINANCE REPEALING CHARTER ORDINANCES 4 AND 5 AND AMENDING
THE RESOLUTION WHICH CREATED THE COMMUNITY DEVELOPMENT
AUTHORITY

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do ordain as follows:

WHEREAS the City of Whitewater by Resolution, adopted on the 19th day of July, 1983, created a Community Development Authority; and

WHEREAS the City Council chooses to exercise its home rule powers with respect to establishing the number of members to serve on said Community Development Authority;

NOW, THEREFORE, the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin does hereby ordain as follows:

SECTION 1: The City of Whitewater elects to follow the Wisconsin State Statutes which require having seven members for the composition of the Community Development Authority as provided for under 66.1335(2) of the Wisconsin Statutes. There shall be no requirement that one of the members of the Community Development Authority be a member of the Whitewater Plan and Architectural Commission.

SECTION 2: Charter Ordinances 4 and 5 are hereby repealed.

SECTION 3: This Ordinance shall not take effect until sixty (60) days after its passage and publication. If within such 60 days a petition, signed by a number of electors of the City equal to not less than seven percent (7%) of the votes cast therein for governor at the last general election, shall be filed in the office of the Clerk of the City demanding that such ordinance be submitted to a vote of the electorate, it shall not take effect until submitted to a referendum and approved by a majority of the electors voting thereon. Said petition and the proceedings for its submission shall be governed by s. 9.20(2) to (6) of the Wisconsin Statutes.

Ordinance introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Majkrzak. AYES: Schreiber, Brown, Binnie, Majkrzak, Smith, Allen. NOES: None. ABSENT: McCormick. ADOPTED: August 3, 2021.

		Policy 501.01.2 Real Property Policy			
Owner:	City Manager	Approving Position:		Pages:	3
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

I. POLICY

The City of Whitewater and its sub-units (City), hold real property ‘Property’ for several limited purposes:

- a. to provide services;
- b. for parks/recreational activities;
- c. to foster economic development.

The City’s investment in real property represents a significant commitment of finite public resources. The following Guidelines will be effective for real property acquisition, retention, tax status, and disposal.

II. GUIDELINES

A. Acquisition

- Ultimate authority to approve property acquisition lies with the Common Council under its responsibility for fiscal oversight as a trustee of public funds unless otherwise specified in state Statute, City Ordinance, or by Council Resolution.
- Requests to acquire property shall specify public purpose of the proposed purchase, anticipated ownership period, source(s) of funding, and annual budgetary impact (i.e., debt repayment, operations/maintenance, and property tax impacts).

B. Funding

- Funding for property acquisition should be sourced from the segregated budgetary Fund(s) whose stated purpose is most closely served by the acquisition. Funds may be advanced among funds internally if required. Internal advances among funds should be repaid as soon as practical.
- Impact on targeted Fund Balance or Undesignated Fund Balance levels, Debt Capacity and Credit Rating shall be considered in determining funding method.

- Debt Policy dictates that use of debt financing will impact other Capital Improvement projects competing for funding.
- Advances among City funds shall not incur interest until repaid, unless otherwise specifically directed by Common Council resolution.

C. Taxation, payment for Municipal services

- General Property Taxes are one of the primary sources of revenue used to pay for local government services provided by the City, County(ies), School District, and Technical College(s).
- Properties held by the City and its subsets are exempt from property taxes under Wisconsin Statute 71.11(2) 'Municipal Exemption'
- As the City or its subsets acquire property that has previously been taxable, the Municipal Exemption reduces the tax base and associated tax revenue necessary to fund services to residents. These acquisitions also concentrate the tax burden on other property holders.
- Accordingly, the City will retain the Municipal Exemption for:
 - I. Property acquired for provision of government services;
 - II. Property acquired for park and recreational activities;
 - III. Property acquired for improvement and held for resale.
- The City waives the Municipal Exemption for:
 - I. Residential Property acquired and held to produce revenue. Revenue producing property shall be subject to the normal non-exempt property assessment and taxation treatment.

D. Rental Revenue

- Proceeds from the lease/rental of land held for economic development shall be held in a separate account in CDA Program Fund 910 for future land purchases. These funds shall be retained and be considered a designated fund balance to fund future land acquisitions. Expenditures from this account require action by the Common Council.
- Proceeds from the lease/rental of Residential Property that is subject to property taxes may be retained by the CDA Residential Rental Program in Fund 910.

E. Disposition

- Ultimate authority to approve sale of real property lies with the Common Council under its responsibility for fiscal oversight as a trustee of public funds unless otherwise specified in state Statute, City Ordinance, or by Council Resolution or formal agreement.
- Requests for approval to sell real property shall include:
 - I. Determination of value: provide basis used to conclude that offered or proposed sale amount represents fair market value and in the best interests of the City.

- II. Sale of real property at less than market value shall only occur if transaction provides offsetting value through one or more of the following:
- written commitment of buyer to deliver taxable property improvements;
 - new employment opportunities;
 - expansion of the tax base and corresponding support of providing municipal services;
 - other offsetting economic benefits.
- III. Recommendation of body responsible for Fund used to acquire/hold property (i.e., CDA, Parks and Recreation Board, Public Works Committee, etc.). CDA shall review and make recommendation for all property sales related to economic development.
- Proceeds from property sale/disposal shall, be used in order of application:
 - I. First, to pay expenses directly incurred in conjunction with the property sale;
 - II. Next, retire debt associated with acquisition;
 - III. Next, reimburse fund balances used for acquisition;
 - IV. Next, be retained for future property acquisitions.
 - Proceeds from the sale of land held for economic development shall be held in a separate account in CDA Program Fund 910 for future land purchases. These funds shall be retained and be considered a designated fund balance to fund future land acquisitions. Expenditures from this account require action by the Common Council.

III. PROCEDURE

IV. REPORTING

V. JOB AIDS