



## Whitewater Community Development Authority Board of Directors Meeting Agenda

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**Date:** Thursday October 28, 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/83722331716>

Or One tap mobile:

US: +19292056099,,83722331716# or +13017158592,,83722331716#

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

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### AGENDA

#### 1. Administrative Items

- a. Call to Order:
- b. 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.
- c. 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?

d. **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.

e. **Approval of Agenda.**

f. **Presentations:**

October 28 Learning Depot (Becca Walenton)

October 28 Slipstream (Choton Basu)

October 28 Safepro Technologies (Paul Eckert)

g. **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”.

Item: Consider recommendation from Seed Capital Screening Committee to award a Capital Catalyst Grant.

h. **RECONVENE INTO OPEN SESSION.** Reconvene to open session to act on closed session item as needed.

i. **Approval of Minutes:**

- Minutes of September 23, 2021 Meeting of the Board of Directors.

j. **Review and Acknowledge Financial Statements:**

- Period Ending September 30, 2021

(i) Meissner Tierney Invoice #136833 – TIF Coding.

(ii) CDBG Housing Loan Payoff Received increasing the balance of available funds in the account to \$18,528.59.

(iii) iButtonLink LLC Promissory Note dated January 3, 2014 evidencing CDBG Loan to iButtonLink LLC in the originally stated sum of \$102,544.00 is paid in full as of July 8, 2021. The 12/31/2021 loan balance in the sum of \$9,682.00 was purchased by the CDA as part of the CDBG Closeout Program and subsequently transferred to the CDA Action Fund.

2. **Action Items:**

a. Innovation Center Board of Trustees: Pursuant to Section 3.02(1)(c), the City representative from the CDA shall be the Executive Director.

b. Innovation Center Pilot Payment and CDA Ownership.

- c. Review, discuss and act on bi-annual 2022-2023 CDA Budget for Fund 900, Fund 910 and Narratives:
  - (i) City Organizational Chart and CDA: should CDA be depicted like Library Board?
  - (ii) Fund 900 Narrative
  - (iii) Fund 910 Narrative.
  - (iv) Fund 920 Narrative.
  - (v) Fund 900 Budget.
  - (vi) Fund 910 Budget.
- d. Review, discuss and act on Draft of CDA By-Laws and Rules of Procedure. Director request to form Review Committee.

### **3. Updates & Discussion**

- a. 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 and approved by Common Council on October 5, 2021.
- b. Resolution for the sale of vacant land to James Richter or assigns (Parcel No. /A305000001) located on Universal Boulevard .
- c. Update 206 Cravath Street: Status of tree removal (completed) and update regarding contractor search.
- d. Board Attendance Sheet.
- e. Second reading approval of CDA Charter Ordinance No. 7.
- f. Innovation Center Update.
- g. Real Property Policy.
- h. CDA Director History.

### **4. 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)

5. **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” and Wisconsin Statutes § 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

- A. Deliberating Sale of Vacant Land located on Innovation Drive (Tax Parcel No. /A455500001).
- B. Deliberating Sale of Vacant Land located on Bluff Road (Tax Parcel No. /A405400002).
- C. Deliberating Sale of Vacant Land located on Bluff Road (Tax Parcel No. /A405400001).
- D. Deliberating Sale of Vacant Land located on Howard Road (Tax Parcel No. /A444200002).
- E. Employee Compensation.

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

7. **Adjournment**



## Whitewater Community Development Authority Board of Directors Meeting – September 23, 2021

### MINUTES

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**Members Present:** Jim Allen, Lisa Dawsey-Smith, Jason Gleason, Miguel Aranda, Patrick Singer, Jon Kachel (joined at approximately 5:56 p.m.)

**Members Excused:** None.

**Staff Present:** Cathy Anderson (CDA Director), Cameron Clapper (City Manager), Steve Hatton (Finance Director), Bonnie Miller (CDA Administrative Assistant).

**Guest(s) Present:**

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#### 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? None.
- 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. None.
- f. **Approval of Agenda.** Moved by Gleason and seconded by Dawsey-Smith to approve the Agenda. AYES: All by voice vote (5); NOES: None; ABSENT: Kachel.
- g. **Presentations:**

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

TBD

Learning Depot

- h. Approval of Minutes:** Moved by Dawsey-Smith and seconded by Allen to approve the Minutes of the August 25, 2021 Meeting of the Board of Directors as presented. AYES: All by voice vote (5); NOES: None; ABSENT: Kachel.
- i. Review and Acknowledge Financial Statements:** Anderson stated that financial statements were in order and accurate. Moved by Dawsey-Smith and seconded by Allen to acknowledge the Financial Statements for period ending August 31, 2021 as presented. AYES: All by voice vote (5); NOES: None; ABSENT: Kachel.

**2. Action Items:**

- a. Accept resignation of Greg Meyer from the CDA Board of Directors.** Moved by Allen and seconded by Gleason to accept the resignation of Greg Meyer as a member of the Board of Directors. Singer extended the Board's gratitude for Meyer's service on the Board of Directors, as well as several other City Boards. AYES: All by voice vote (5); NOES: None; ABSENT: Kachel.
- b. Accept appointment of Miguel Aranda to the CDA Board of Directors.** Moved by Allen and seconded by Dawsey-Smith to accept the appointment of Miguel Aranda to service on the Board of Directors. AYES: All by voice vote (5); NOES: None; ABSENT: Kachel.
- c. Review, discuss and approve Director's recommendation to grant a forbearance on the WEDC Capital Catalyst Loan (05/06/2019) to Recruitcute, Inc.** Anderson recommended forbearance of the \$51,050.00 balance on the May 6, 2019 loan to Recruitcute, Inc. Recruitcute, Inc. notified Anderson that their business is in suspension due to the effects of the COVID-19 Pandemic and anticipated resuming business operations. Anderson viewed the request from Recruitcute as a good-faith effort to remain in good standing with the CDA and indicated that she will be contacting Recruitcute every six (6) months for a status update. Moved by Gleason and seconded by Allen to approve the forbearance of the \$51,050 Loan to Recruitcute until May 16, 2024. AYES: All by voice vote (6); NOES: None; ABSENT: None.
- d. Review, discuss and take action on the Memorandum of Understanding ("MOU") 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 recap of this pending MOU and stated that the estimated amount of \$892,000 contained in the draft of the MOU in the packet and will be updated to reflect the actual amount of the award to \$859,366 reflected in the award letter from the Department of Administration (DOA) dated

February 25, 2021. City Manager Clapper provided information as to use of the grant fund and delay in formalizing the MOU until the closure of existing Tax Incremental Finance Districts (TID). Clapper stated that the Water Utility incurred costs associated with applying for DOA grant for the new water tower projected and is asking the CDA to forgive \$15,000 of the \$859,366 award amount to cover those costs. Singer requested clarification of how the grant would be reflected in the amortization schedule attached to the MOU as Exhibit A. Hatton provided clarification that the City would reduce the repayment amount from the City to the CDA by \$15,000 and revise Exhibit A accordingly. **[Note: Kachel joins the meeting virtually at approximately 5:56 p.m.]** After further discussion, Gleason suggested splitting that the CDA split the grant application cost with the City by half. Clapper stated that the City would accept any amount the Board felt comfortable with. Moved by Allen and seconded by Dawsey-Smith to approve Item 2(d) Memorandum of Understanding (“MOU”) between Community Development Authority and Whitewater Municipal Water Utility, subject to revision of the MOU to reflect that the CDA will contribute one-half (\$7,500) of the \$15,000 grant administration costs incurred by the City. AYES: All by voice vote (6); NOES: None; ABSENT: None.

- e. **Review, discuss and take action on 2022-2023 Budget for Fund 900, Fund 910 and Narratives.** Anderson provided a summary of the draft of the 2022-2023 CDA Budget and requested that the Board review and submit their comments or questions as soon as possible. The 2022 2023 Budget is on the Common Council Agenda scheduled for November 5, 2021. Singer requested clarification of the increase reflected in Fund 900, Line Item 100 Personnel & Benefits. Clapper stated that there would be a salary resolution reflecting changes that will be brought forward by the Common Council. Gleason and Singer requested that information be provided to the Board as to when the CDA portion of the Budget will brought before the Finance Committee.
- f. **Review, discuss and take action on Draft of CDA By-Laws and Rules of Procedure.** Anderson stated that her review with Clapper is ongoing. Anderson addressed a citizen request that the CDA broaden the CDA Board to include the greater Whitewater School District and stated that State Statutes require that CDA Board members be residents of the City. Anderson concluded with comments regarding minor changes that have been made and indicated that revisions will be made to make the document gender-neutral. Anderson anticipates finalizing the document for presentation to the Common Council in December.
- g. **Review and acknowledge Memorandum from Finance Director Steve Hatton regarding TIF Closeout Interest.** Hatton provided a brief summary regarding the interest payment due pursuant to the Agreement between the City and the CDA dated August 11/15, 2015 documenting repayment of a \$750,000 loan from the CDA to the City from Programs Fund 910 to TID #4 given in support of an EDA grant enabling construction of the Innovation Center. Moved by Dawsey-Smith and

seconded by Allen to acknowledge the interest payment in the sum of \$142,859.47 reflected in the Memo regarding CDA advance to TID 4 with the payments being deposited in the Action Fund. and seconded by Allen. AYES: All by voice vote (6); NOES: None; ABSENT: None.

### **3. Updates & Discussion**

- a. Update 206 Cravath Street:** Anderson directed the Board's attention to the Asbestos Abatement Closure Report included in the packet and reported that the tree is scheduled to be removed by Alpine Tree Company on September 29, 2021.
- b. Board Attendance Sheet.** Acknowledged by Anderson.
- c. Amendment to CDA Charter Ordinance.** Anderson confirmed that the CDA Charter Ordinance has completed the second reading and the 60-day waiting period will expire at the end of October. Anderson anticipates being able to appoint a citizen board member at the CDA Board Meeting on November 18, 2021.
- d. Innovation Center Update: Next Meeting of the Board of Directors of the Whitewater University Technology Park is October 27, 2021.** Anderson is working with Mark Johnson and Safepro Technologies at the Innovation Center to plan a mock fire drill to be filmed for use as part of the presentation to Homeland Security.
- e. Real Property Policy.** Anderson acknowledged that the Real Property Policy included in the agenda packet has been adopted by the Common Council and will be added to the CDA Policy Handbook.

### **4. Review of 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.
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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)~~

6. **ADJOURN TO CLOSED SESSION.** Moved by Singer and seconded by Kachel 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”; Anderson invited to join the closed session. Motion passed 6-0 by roll call vote. AYES: Allen, Dawsey-Smith, Kachel, Singer, Aranda, Gleason; NOES: None; ABSENT: None.
- 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)

Moved by Allen and seconded by Dawsey-Smith to reconvene to open session to act on closed session items as needed.

7. **RECONVENE INTO OPEN SESSION.** Moved by Allen and seconded by Dawsey Smith to move forward with the sale of vacant land on Howard Road contingent on terms and conditions contained in the Development Agreement. Motion passed by roll call vote (5-1). AYES: Gleason, Dawsey-Smith, Allen, Aranda, Singer; NOES: Kachel; ABSENT: None. Moved by Allen and seconded by Dawsey-Smith to sell of land on Universal Boulevard at a sale price of \$49,500 to James Richter or assigns as discussed in closed session. AYES: All by voice vote (6); NOES: None; ABSENT: None.

**Adjournment:** Moved to adjourn by Allen and seconded by Dawsey-Smith to adjourn. AYES: All by voice vote (6-0); NOES: None; ABSENT: None. Meeting adjourned at 7:35 p.m.

Respectfully Submitted,  
Bonnie Miller, Recorder

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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 9 MONTHS ENDING SEPTEMBER 30, 2021**

**ECONOMIC DEVELOPMENT FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CDA</u>					
900-56500-111 SALARIES	6,019.20	54,299.30	75,346.03	21,046.73	72.1
900-56500-115 WAGES/PART-TIME/PERMANENT	1,685.61	14,948.86	23,711.48	8,762.62	63.0
900-56500-151 FRINGE BENEFITS	1,632.37	15,413.69	20,617.93	5,204.24	74.8
900-56500-210 PROFESSIONAL DEVELOPMENT	250.00	706.00	2,500.00	1,794.00	28.2
900-56500-212 LEGAL SERVICES	2,017.59	8,752.09	5,000.00	( 3,752.09)	175.0
900-56500-215 PROFESSIONAL SERVICES	.00	1,202.00	5,000.00	3,798.00	24.0
900-56500-219 AUDIT FEES	.00	1,000.00	4,000.00	3,000.00	25.0
900-56500-222 COUNTY/REGIONAL ECON DEV	.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	.00	1,611.36	2,358.00	746.64	68.3
900-56500-225 TELECOM/INTERNET/COMMUNICATION	83.37	1,479.49	1,942.24	462.75	76.2
900-56500-310 OFFICE & OPERATING SUPPLIES	194.44	1,214.45	675.00	( 539.45)	179.9
900-56500-311 POSTAGE	.00	224.16	200.00	( 24.16)	112.1
900-56500-320 DUES	325.00	780.00	1,000.00	220.00	78.0
900-56500-321 SUBSCRIPTIONS & BOOKS	.00	.00	100.00	100.00	.0
900-56500-325 PUBLIC EDUCATION	.00	39.00	.00	( 39.00)	.0
900-56500-330 TRAVEL EXPENSE	.00	20.00	1,500.00	1,480.00	1.3
900-56500-341 MISC EXPENSE	.00	.00	392.92	392.92	.0
<b>TOTAL CDA</b>	<b>12,207.58</b>	<b>113,060.40</b>	<b>153,343.60</b>	<b>40,283.20</b>	<b>73.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>12,207.58</b>	<b>113,060.40</b>	<b>153,343.60</b>	<b>40,283.20</b>	<b>73.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 12,207.58)</b>	<b>( 13,060.40)</b>	<b>.00</b>	<b>13,060.40</b>	<b>.0</b>

Report Criteria:

Report type: GL detail

Invoice Detail, GL account = 9001000000-90099999999,9101000000-91099999999

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
900									
09/21	09/22/2021	92717	8438	JAMES LEASING LLC		AUG 2021 COPIES CHARGE	6815	900-56500-310	17.25
09/21	09/21/2021	900163	8487	US BANK	WEDA-CATHY S ANDERSON	2021 WEDA CONFERANCE-ANDERSON	SEPTEMBE	900-56500-210	250.00
09/21	09/21/2021	900163	8487	US BANK	MEISSNER TIERNEY FISHE	TIF REVIEW/LANDAQUISITION/BANKRUPTCY COLLECTIO	SEPTEMBE	900-56500-212	2,017.59
09/21	09/21/2021	900163	8487	US BANK	NAMEBADGE.COM-CATHY	CDA BOARD NAME PLATES & HOLDERS	SEPTEMBE	900-56500-310	177.19
09/21	09/21/2021	900163	8487	US BANK	WEDA-CATHY S ANDERSON	WEDA 2021 MEMBERSHIP DUES	SEPTEMBE	900-56500-320	325.00
Total 900:									2,787.03
Grand Totals:									2,787.03



900-56500-210 Prof. Dev.  
CDA

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

**RECEIPT**

Date Invoiced: 2021-08-10  
Date Paid: 2021-08-10  
Invoice #: ER-2021-2536  
Member #: 357

**2021 WEDA Best Practices Conference**

Item	Quantity	Unit Fee	Fee
Full Conference - Regular Fee ( Cathy Anderson )	1	\$250.00	\$250.00
<b>Total</b>			<b>\$250.00</b>
Amount Paid (Credit Card)			\$250.00
<b>Balance Due</b>			<b>\$0.00</b>

Payment is due upon receipt. If you have any questions related to this invoice, please email [accounts@weda.org](mailto:accounts@weda.org)  
Thank you for your business!

Payment Receipt

\$2,017.59

Meissner Tierney Fisher & Nichols  
111 E. Kilbourn Ave. 19th Floor  
Milwaukee, Wisconsin 53202  
(414) 273-1300

Account Holder  
Cathy Anderson  
312 W. Whitewater St  
P.O. Box 178  
Whitewater, 53190

Payment Summary

Account:	Operating	Amount Paid:	\$2,017.59
Reference:	Acct. #09378-0001; Bill #136833	Payment Method:	VISA
		Card Number:	*****2788
		Entry Mode:	Manual
		Auth Code:	051206
		Payment Date:	September 08, 2021 09:53 am
		Transaction Id:	51552782



POWERED BY  
LAWPAY

[www.mfn.com](http://www.mfn.com)  
[smz@mfn.com](mailto:smz@mfn.com)

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

Item  
1.J(i)

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

Bill No. 136833  
Bill Date 08/13/2021  
Account No. 09378-0001

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

Economic Development

			HOURS
07/01/2021	EDI	Review <u>Tax</u> Incremental District Plan and Wisconsin law re same; draft outline re same	1.40 TIF
07/06/2021	EDI	Review <u>Tax</u> Incremental District Plan and statute; draft outline re same	1.10 TIF
07/07/2021	JJW	Evaluate statutory requirements related to <u>TIF</u> plans; correspond with Cathy Anderson regarding the same	0.60 TIF
07/14/2021	JJW	Evaluate scope of plan legal opinion for new <u>TIDs</u> ; review draft land use policy	1.30 TIF
07/15/2021	JJW	Confer with City Attorney regarding land acquisitions and sale; confer with economic development team regarding draft land use policy	2.40 900, 212
07/28/2021	JJW	Consider impact of bankruptcy on collection of outstanding debt	0.40 910, 212

9/14/21  
CBA

07/28/2021 STR Analysis of Promissory Note and Personal Guaranty for DP 1.20 910.212  
 Electronic Recycling forwarded by client; research background information about DP and Dale/Peggy Helgeson to determine best course of action in attempting to collect debt and potential issues related to the same; analysis of Dale Helgeson's recent bankruptcy case and legal issues with attempting to collect on Personal Guaranty related to the same; formulate impressions and recommendations for client; draft and revise memorandum to James J. Wawrzyn discussing analysis of Promissory Note, Personal Guaranty, individuals involved, issues related to bankruptcy, and recommendations for client; teleconference with James J. Wawrzyn re the same

Current Fees 8.40 \$1,975.00

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>RATE</u>
Wawrzyn, James J	4.70	\$250.00
Reigle, Scott T	1.20	\$250.00
Kolo, Erica D.	2.50	\$200.00

Online Research		\$62.59
Current Expenses	07/31/2021	\$62.59
Total Current Charges		\$2,037.59
Balance Forward from Last Bill(s)		\$3,519.50
Account Adjustments		(\$105.58)
Payment(s)		(\$3,413.92)
Total Balance Due		\$2,037.59

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>

9/14/21  
 CBA

**Bonnie Miller**

---

**From:** Cathy Anderson  
**Sent:** Tuesday, September 14, 2021 9:04 AM  
**To:** Bonnie Miller  
**Subject:** FW: Invoice Report

Kindest regards,  
Cathy

**Cathy Anderson, Economic Development Director**  
**“Let’s Grow Whitewater Together”**

Whitewater Community Development Authority  
312 W. Whitewater St.  
Whitewater, WI 53190  
Cell: (262) 443-4458  
Office: (262) 473-0148

*“We cannot solve our problems with the same thinking we used when we created them.” ~ Albert Einstein~*

*The Community Development Authority of the City of Whitewater is a separate legal entity within Wisconsin State Statutes led by a Board of Directors in order to promote housing and community development programs, sustainable development, economic opportunity and empowerment of its residents to benefit the entire City of Whitewater.*

**From:** Name Badges Inc <support@namebadge.com>  
**Sent:** Monday, August 30, 2021 9:49 AM  
**To:** Cathy Anderson <CAnderson@whitewater-wi.gov>  
**Subject:** Invoice Report

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.

Cathy Anderson

Invoice:#432452

**SHIPPING ADDRESS:**

Cathy Anderson  
Whitewater Community  
Development Authority  
312 W. Whitewater St.  
Whitewater, Wisconsin  
53190  
United States  
2624730148

**BILLING ADDRESS:**

Cathy Anderson  
Whitewater Community  
Development Authority  
312 W. Whitewater St.  
Whitewater, Wisconsin  
53190  
United States  
2624730148

**PAYMENT:**

Method: Credit card  
Card Number:  
2788

**NAME BADGES, INC.**

12240 SW 53RD STREET  
SUITE 511  
COOPER CITY FL 33330  
(800) 243-9227

[www.namebadge.com](http://www.namebadge.com)

9/14/21 066: Supply  
CSA



**2" x 10" - Metallic Gold - Black Desk Plate Holder - Template2**

Patrick Singer , Community Development Authority	2" x 10" - Metallic Gold - Black Desk Plate Holder - Template2	1x	\$18.75	\$18.75
Lisa Dawsey Smith , Community Development Authority	2" x 10" - Metallic Gold - Black Desk Plate Holder - Template2	1x	\$18.75	\$18.75
James Allen , Community Development Authority	2" x 10" - Metallic Gold - Black Desk Plate Holder - Template2	1x	\$18.75	\$18.75
Jason Gleason , Community Development Authority	2" x 10" - Metallic Gold - Black Desk Plate Holder - Template2	1x	\$18.75	\$18.75
Bonnie Miller , CDA Administrative Assistant	2" x 10" - Metallic Gold - Black Desk Plate Holder - Template2	1x	\$18.75	\$18.75
Jon Kachel , Community Development Authority	2" x 10" - Metallic Gold - Black Desk Plate	1x	\$18.75	\$18.75

	Holder - Template2			
Miguel Aranda , Community Development Authority	2" x 10" - Metalic Gold - Black Desk Plate Holder - Template2	1x	\$18.75	\$18.75
Cameron Clapper , City Manager	2" x 10" - Metalic Gold - Black Desk Plate Holder - Template2	1x	\$18.75	\$18.75
Steve Hatton , Finance Director	2" x 10" - Metalic Gold - Black Desk Plate Holder - Template2	1x	\$18.75	\$18.75

**SUBTOTAL:** \$168.75

**Production Price (Standard - 5 to 7 Business days):** \$0.00

**Standard Shipping:** \$0.00

**SALES TAX:** \$8.44

**TOTAL:** \$177.19

08/30/2021  
10:49 In checkout

08/30/2021  
10:49 Payment Received - In Production



900-56500-320 (DUES)  
CDA

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

**RECEIPT**

Date Invoiced: 2021-08-23  
Date Paid: 2021-08-23  
Invoice #: MR-2021-0882  
Member #: 357

Item	Quantity	Unit Fee	Fee
Individual Membership Renewal Fee	1	\$325.00	\$325.00
<b>Total</b>			<b>\$325.00</b>
Amount Paid (Credit Card)			\$325.00
<b>Balance Due</b>			<b>\$0.00</b>

Payment is due upon receipt. If you have any questions related to this invoice, please email [accounts@weda.org](mailto:accounts@weda.org)  
Thank you for your business!

**CITY OF WHITEWATER  
BALANCE SHEET  
SEPTEMBER 30, 2021**

**ECONOMIC DEVELOPMENT FUND**

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
900-11100 CASH	61,576.16	( 12,207.58)	( 21,772.63)	39,803.53
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)
<b>TOTAL ASSETS</b>	<b>109,587.88</b>	<b>( 12,207.58)</b>	<b>( 21,772.63)</b>	<b>87,815.25</b>
<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
<b>TOTAL LIABILITIES</b>	<b>54,245.01</b>	<b>.00</b>	<b>( 8,712.23)</b>	<b>45,532.78</b>
<u>FUND EQUITY</u>				
900-34300 PROPRIETARY CAPITAL	55,342.87	.00	.00	55,342.87
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	( 12,207.58)	( 13,060.40)	( 13,060.40)
<b>BALANCE - CURRENT DATE</b>	<b>.00</b>	<b>( 12,207.58)</b>	<b>( 13,060.40)</b>	<b>( 13,060.40)</b>
<b>TOTAL FUND EQUITY</b>	<b>55,342.87</b>	<b>( 12,207.58)</b>	<b>( 13,060.40)</b>	<b>42,282.47</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>109,587.88</b>	<b>( 12,207.58)</b>	<b>( 21,772.63)</b>	<b>87,815.25</b>

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	122.55	1,171.11	.00	( 1,171.11)	.0
910-46002-00 INT INC-ACTION-IBUTTONLINK \$9K	.00	129.53	.00	( 129.53)	.0
910-46003-00 INT INC-ACTION-BIKEWISE \$23K	119.33	909.92	.00	( 909.92)	.0
910-46004-00 INT INC-ACTION-MEEPER \$97K	301.45	2,777.36	.00	( 2,777.36)	.0
910-46005-00 INT INC-ACTION-MEEPER \$82K	259.13	3,005.32	.00	( 3,005.32)	.0
910-46006-00 INT INC-ACTION-BLUELINE \$34K	105.82	1,063.81	.00	( 1,063.81)	.0
910-46007-00 INT INC-ACTION-BLUELINE \$45K	140.26	1,243.59	.00	( 1,243.59)	.0
<b>TOTAL ACTION LOAN REVENUE</b>	<b>1,048.54</b>	<b>10,300.64</b>	<b>.00</b>	<b>( 10,300.64)</b>	<b>.0</b>
<u>MISCELLANEOUS REVENUE</u>					
910-48103-00 INTEREST INCOME-FACADE	4.04	56.47	.00	( 56.47)	.0
910-48104-00 INTEREST INCOME-HOUSING	.54	6.53	.00	( 6.53)	.0
910-48108-00 INTEREST INCOME-SEED FUND	.15	.87	.00	( .87)	.0
910-48109-00 INTEREST INCOME-ACTION FUND	25.59	282.15	.00	( 282.15)	.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
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>30.32</b>	<b>24,969.02</b>	<b>.00</b>	<b>( 24,969.02)</b>	<b>.0</b>
<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
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>.00</b>	<b>909,068.00</b>	<b>909,068.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>1,078.86</b>	<b>35,269.66</b>	<b>909,068.00</b>	<b>873,798.34</b>	<b>3.9</b>

910.11600 HOUSING RLF / XXX553		Total Deposit	Debit	910-11600	(5,686.30)
HO# 1 Payment	Principle	Credit	910-14027	5,686.30	FIRST CITIZENS ST BK CK 329078-PORTER HO#1
HO# 11 Payoff	Principle	Credit	910-14037		
910.11800 ACTION-BUSINESS DEV / XXX		Total Deposit	Credit	910-11800	6,440.48
PAUQUETTE CENTER LOAN RECV	Principle	Debit	910-13500	(1,289.52)	PAUQUETTE ACH PYMT 09-07-2021
ACTION-BIKEWISE-\$23,099	Principle	Credit	910-13503	(1,148.25)	BICYCLEWISE CK 10579 PYMT 09-27-2021
INT INC-ACTION-BIKEWISE \$23K	Interest	Credit	910-46003-00	(119.33)	BICYCLEWISE CK 10579 PYMT 09-27-2021
ACTION-BLUE LINE \$34,520	Principle	Credit	910-13506	(351.94)	BLUE LINE ACH PYMT 09-07-2021
INT INC-ACTION-BLUELINE \$34K	Interest	Credit	910-46006-00	(105.82)	BLUE LINE ACH PYMT 09-07-2021
ACTION-BLUE LINE \$45,457	Principle	Debit	910-13507	(429.01)	BLUE LINE ACH PYMT 09-08-2021
INT INC-ACTION-BLUELINE \$45K	Interest	Credit	910-46007-00	(140.26)	BLUE LINE ACH PYMT 09-08-2021
ACTION-MEEPER TECH-\$97,907	Principle	Credit	910-13504	(948.07)	MEEPER ACH PYMT 09-16-2021
INT INC-ACTION-MEEPER \$97K	Interest	Credit	910-46004-00	(301.45)	MEEPER ACH PYMT 09-16-2021
ACTION-MEEPER-\$82,310	Principle	Credit	910-13505	(649.65)	MEEPER ACH PYMT 09-01-2021
INT INC-ACTION-MEEPER \$82K	Interest	Credit	910-46005-00	(259.13)	MEEPER ACH PYMT 09-01-2021
ACTION-LEARNING DEPOT \$41,294	Principle	Credit	910-13501	(575.50)	LEARNING DEPOT ACH PYMT 09-01-2021
INT INC-ACTION-LRN DEPOT \$41K	Interest	Credit	910-46001-00	(122.55)	LEARNING DEPOT ACH PYMT 09-01-2021
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	48.34	206 E CRAVATH ELECTRIC CHARGES
			910-56500-408	6,250.00	206 E CRAVATH DJK ENVIRONMENTAL LLC-ASBESTOS REMOVAL
			910-11800	(6,334.15)	206 E CRAVATH RENTAL EXPENSES

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	6,334.15	9,429.30	.00 (	9,429.30)	.0
910-56500-409 MORRAINE VIEW PARK EXP.	.00	2,866.66	.00 (	2,866.66)	.0
<b>TOTAL CDA PROGRAMS</b>	<u>6,334.15</u>	<u>876,590.71</u>	<u>909,068.00</u>	<u>32,477.29</u>	<u>96.4</u>
<b>TOTAL FUND EXPENDITURES</b>	<u>6,334.15</u>	<u>876,590.71</u>	<u>909,068.00</u>	<u>32,477.29</u>	<u>96.4</u>
<b>NET REVENUE OVER EXPENDITURES</b>	<u>( 5,255.29)</u>	<u>( 841,321.05)</u>	<u>.00</u>	<u>841,321.05</u>	<u>.0</u>

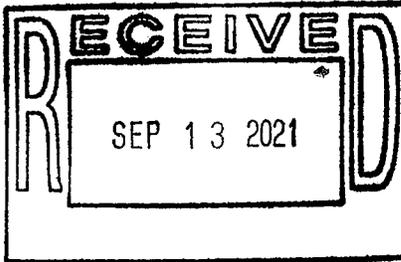
DJK Environmental  
WATER  
WE ENERGIES

6,250.00  
35.81  
48.34  


---

6,334.15

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



TO FINANCE  
 9/13/2021

# Invoice

Date	Invoice #
8/30/2021	21-331

<b>Bill To</b>
Whitewater Community Dev. Authority 312 West Whitewater Street Whitewater, WI 53190

*Cathy*  
 910-56500-408  
 Rental

P.O. No.	Terms	Project
	Due on receipt	21-08310

Quantity	Description	Rate	Amount
1	Asbestos Abatement 206 East Cravath Street Whitewater, WI 53190	5,800.00	5,800.00
2	Final Air Clearance	225.00	450.00

Phone #	E-mail	<b>Total</b>	\$6,250.00
---------	--------	--------------	------------

414-539-4569      djk\_environmental@yahoo.com



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

**Customer Number**  
1705400004  
**Due Date**  
10/20/2021  
**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	09/29/2021	08/30/2021		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
<b>Previous Balance</b>	<b>\$35.81</b>
<b>Payments</b>	<b>\$35.81</b>
<b>Current Charges</b>	<b>\$35.81</b>
<b>Adjustments</b>	<b>\$0.00</b>
<b>Total Amount Due</b>	<b>\$35.81</b>
<b>Due Date</b>	<b>10/20/2021</b>

Bill Date	Account Number	Next Meter Read Date	Amount Due	Payment Due Date
09/03/2021	0713499904-00076	10/06/2021	\$48.34	10/01/2021

**Customer Name** CITY OF WHITEWATER  
**Service Address** 206 E CRAVATH ST  
 WHITEWATER WI 53190-1408

**Activity Since Last Bill**

08/05/2021	Previous Balance	\$39.79
08/24/2021	Payment	-\$39.79
	Balance	\$0.00
	Total Current Charges	\$48.34
	Total Current Balance	\$48.34

**Electric Service**

**Residential Electric Service Rg1**

**Meter NZT954790**

Actual Reading 09/03/2021	9201
Actual Reading 08/05/2021	-9062
<b>Total Electric Use</b>	<b>139 KWH</b>

**Energy Charges/Credits**

Facilities	29 Days at \$0.52602	\$15.25
Energy Charge	139 KWH at \$0.13724	\$19.08
Fuel Cost Adjustment	139 KWH at \$0.00223	\$0.31
Fuel Cost Adjustment - Prior Year	139 KWH at -\$0.00223 (2/29 Days)	-\$0.02
<b>Other Service Charges/Credits</b>		
2017 Tax Cut-Deferred Tax Credit	139 KWH at -\$0.00455	-\$0.63
Environmental Control Charge	139 KWH at \$0.00061	\$0.08
State Low Income Assistance Fee	3% of \$34.07	\$1.02
	<b>Subtotal:</b>	<b>\$35.09</b>
	<b>Electric Service Total:</b>	<b>\$35.09</b>

**Gas Service**

**Residential Gas Service (WEGO) Rg-1**

**Meter 0461574**

Actual Reading 09/01/2021	1996
Actual Reading 08/03/2021	-1992
<b>Total Gas Use</b>	<b>4 CCF</b>

4 CCF x 1.061 BTU = 4.2 Therms

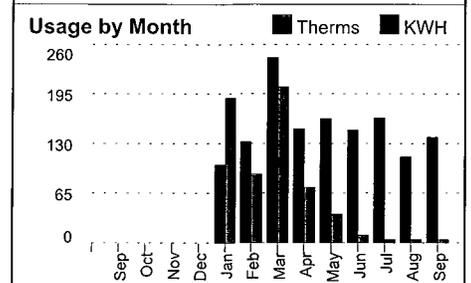
**Local Distribution Service**

Facilities	29 Days at \$0.33000	\$9.57
Distribution	4.2 Therms at \$0.19080	\$0.80
<b>Gas Supply Service</b>		
Base Gas	4.2 Therms at \$0.35150	\$1.48
PGA	4.2 Therms at \$0.32670 (28/29 Days)	\$1.32
PGA	4.2 Therms at \$0.28080 (1/29 Days)	\$0.04
<b>Other Service Charges/Credits</b>		
2017 Tax Cut-Deferred Tax Charge	4.2 Therms at \$0.01010	\$0.04
	<b>Subtotal:</b>	<b>\$13.25</b>
	<b>Gas Service Total:</b>	<b>\$13.25</b>

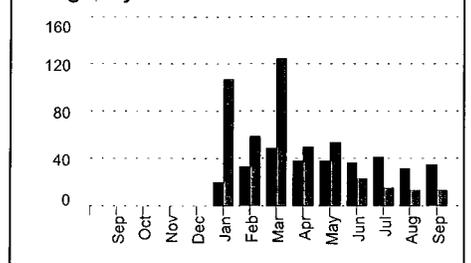
**Account Summary**  
 Bill Period: 08/04/2021 to 09/02/2021

	Sep 2021	Aug 2021
Billing Days	30	34
Avg Temp	70°F	61°F
Heating Deg Days	0	1
Cooling Deg Days	225	196
KWH Used	139	113
Avg KWH / Day	4.6	3.3
Therms Used	4.2	4.3
Avg Therms / Day	0.1	0.1
Utility Gas Cost	\$0.35	\$0.35

**Graphs**



**Charges by Month**



Please return this stub with your payment.



ACCOUNT NUMBER: 0713499904-00076

<b>Amount Due By</b> 10/01/2021 <b>\$48.34</b>
Please write your account number on your check
Amount Enclosed
<input type="text"/>

CITY OF WHITEWATER  
 C/O ATTN: CDA  
 312 W WHITEWATER ST  
 WHITEWATER WI 53190-1940

We Energies  
 PO Box 6042  
 Carol Stream IL 60197-6042

**CITY OF WHITEWATER  
BALANCE SHEET  
SEPTEMBER 30, 2021**

**CDA PROGRAMS FUND**

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<b>TOTAL ASSETS</b>	9,601,980.68	( 5,255.29)	( 915,998.14)	8,685,982.54
 <b>LIABILITIES AND EQUITY</b>				
<b>LIABILITIES</b>				
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
<b>TOTAL LIABILITIES</b>	1,292,326.00	.00	( 74,677.09)	1,217,648.91
 <b>FUND EQUITY</b>				
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	( 5,255.29)	( 841,321.05)	( 841,321.05)
<b>BALANCE - CURRENT DATE</b>	.00	( 5,255.29)	( 841,321.05)	( 841,321.05)
<b>TOTAL FUND EQUITY</b>	8,309,654.68	( 5,255.29)	( 841,321.05)	7,468,333.63
<b>TOTAL LIABILITIES AND EQUITY</b>	9,601,980.68	( 5,255.29)	( 915,998.14)	8,685,982.54

**CITY OF WHITEWATER  
BALANCE SHEET  
SEPTEMBER 30, 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 MORAIN 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	5,686.84	4,399.08	18,528.59
910-11702 FACADE CKING-1ST CIT- XXX442	178,068.93	4.04 (	79,828.98)	98,239.95
910-11800 ACTION-BUS DEV-BUS PARK-XXX127	461,807.45	131.92	44,065.02	505,872.47
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	.15	.87	11,106.96
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 CDGB LOAN-BLUE LINE \$41,460	34,520.75	.00 (	34,520.75)	.00
910-13034 CDGB 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 PAUQUETTE CENTER LOAN RECV	158,320.00	( 1,289.52) (	11,605.68)	146,714.32
910-13501 ACTION-LEARNING DEPOT \$41,294	.00	( 575.50)	36,183.29	36,183.29
910-13503 ACTION-BIKEWISE-\$23,099	.00	( 1,148.25)	17,037.59	17,037.59
910-13504 ACTION-MEEPER TECH-\$97,907	.00	( 948.07)	89,780.11	89,780.11
910-13505 ACTION-MEEPER-\$82,310	.00	( 649.65)	76,795.56	76,795.56
910-13506 ACTION-BLUE LINE \$34,520	.00	( 351.94)	31,241.70	31,241.70
910-13507 ACTION-BLUE LINE \$45,457	.00	( 429.01)	41,801.00	41,801.00
910-13999 ACTION LOAN-LOAN LOSS RESERVE	.00	.00 (	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	( 5,686.30) (	7,186.30)	.00
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	.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)	.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											
ACCT #	CLIENT	ORIGINAL LOAN	08/31/2021 BALANCE	PRINCIPAL	INTEREST	TOTAL	09/30/2021 BALANCE	09/30/2021 GL Balance	NOTES		
910-13500	PAQUETTE CENTER LOAN REC/V	\$86,660.00	\$148,003.84	1,289.52	0.00	1,289.52	\$146,714.32	\$146,714.32	\$0.00		
910-13501	ACTION-LEARNING DEPT# 441,294	\$41,294.63	\$36,758.79	575.50	122.55	698.05	\$36,183.29	\$36,183.29	Purchased as Action Fund Loan		
910-13502	ACTION-BUTTONLNK \$9,682	\$9,682.42	\$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	\$18,185.84	1,148.25	119.33	1,267.58	\$17,037.59	\$17,037.59	Purchased as Action Fund Loan		
910-13504	ACTION-MEEPER TECH-\$97,907	\$97,907.69	\$90,728.18	948.07	301.45	1,249.52	\$89,780.11	\$89,780.11	Purchased as Action Fund Loan		
910-13505	ACTION-MEEPER-\$82,310	\$82,310.00	\$77,445.21	649.65	259.13	908.78	\$76,795.56	\$76,795.56	Purchased as Action Fund Loan		
910-13506	ACTION-BLUE LINE \$34,520	\$34,520.75	\$31,593.64	351.94	105.82	457.76	\$31,241.70	\$31,241.70	Purchased as Action Fund Loan		
910-13507	ACTION-BLUE LINE \$45,457	\$45,457.82	\$42,230.01	429.01	140.26	569.27	\$41,801.00	\$41,801.00	Purchased as Action Fund Loan		
910-17000	UDAG-DP EL RECYCLE-\$4,600	\$4,600.00	\$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	\$12,500.00	\$12,500.00	\$0.00		
TOTALS		\$470,032.67	\$457,445.51	\$5,391.94	\$1,048.54	\$6,440.48	\$452,053.57	\$452,053.57	\$0.00		
910-13999	ACTION-LOAN-LOSS RESERVE	0.00	0.00	0.00	0.00	0.00	(\$53,273.32)	(\$53,273.32)			
910-17999	UDAG-LOAN LOSS RESERVE	0.00	(\$12,500.00)	0.00	0.00	0.00	(\$12,500.00)	(\$12,500.00)			

CAPITAL CATALYST-ASSOC BANK											
ACCT #	CLIENT	ORIGINAL LOAN	08/31/2021 BALANCE	PRINCIPAL	INTEREST	TOTAL	09/30/2021 BALANCE	09/30/2021 GL Balance	NOTES		
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	Interest only		
910-15001	CAP CAT-ROYALTY-DP ELECT-50K	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	Written Off		
910-15002	CAP CAT-ROYALTY-BOMBOARD-100K	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	annual net revenue royalty-no payments have been rec		
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	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	annual net revenue royalty-no payments have been rec		
910-15005	CAP CAT-ROYAL-INVENT-27.5K	\$27,500.00	\$27,500.00	0.00	0.00	0.00	\$27,500.00	\$27,500.00	Written Off		
910-15007	CAP CAT-ROYAL-MOBILE MESH-102K	\$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	annual net revenue royalty-first payment due October		
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	First payment received 08-21-2018		
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	Written Off		
910-15014	CAP CAT-V2 LEAGUE-\$102,000	\$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	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	0.00	\$0.00	\$0.00			

Advance to TID #4											
ACCT #	CLIENT	ORIGINAL LOAN	08/31/2021 BALANCE	PRINCIPAL	INTEREST	TOTAL	09/30/2021 BALANCE	09/30/2021 GL Balance	NOTES		
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

HOUSING											
ACCT #	CLIENT	ORIGINAL LOAN	08/31/2021 BALANCE	PRINCIPAL	INTEREST	TOTAL	09/30/2021 BALANCE	09/30/2021 GL Balance	NOTES		
910-14000	CDBG HOUSING-MO301	\$8,220.00	\$8,220.00	0.00	0.00	0.00	\$8,220.00	\$8,220.00	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	5,686.30	0.00	0.00	\$0.00	\$0.00	\$0.00		
910-14030	CDBG HOUSING-HO #1-2012	\$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	5,686.30	0.00	0.00	\$243,708.91	\$243,708.91	\$0.00		
910-14999	CDBG HOUSING-LOAN LOSS RESERVE	0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00			
910-35000	GENERAL LOAN LOSS RESERVE	0.00	\$0.00	0.00	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	Facade Checking	CDBG Housing	Capital Cat Checking
Fund	Fund 900	Fund 910	Fund 910	Fund 910	Fund 910	Fund 910	Fund 910	Fund 910
Account Number	1st Citizens	xxx-023	xxx-282	xxx-020	xxx-127	xxx-442	xxx-450	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	910-11106	910-11500	910-11800	910-11702	910-11600	910-11900
		ACCOUNT CLOSED	ACCOUNT CLOSED	ACCOUNT CLOSED	ACCOUNT CLOSED			
GL Balance as of:								
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	52,011.11	0.00	0.00	0.00	619,349.49	98,235.91	12,841.75	11,106.81
09/30/2021	39,803.53	0.00	0.00	0.00	619,481.41	98,239.95	18,528.59	11,106.96
Outstanding items								
Current Bank Balance	39,803.53	0.00	0.00	0.00	619,481.41	98,239.95	18,528.59	11,106.96
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.

**September 2021 Interest Income**

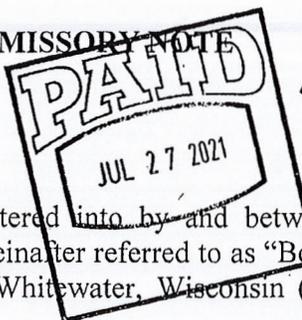
ACTION-BUS DEV-BUS PARK-XXX127	910-11800	September 2021	Interest	Income
FACADE CKING-1ST CIT- XXX442	910-11702	September 2021	Interest	Income
CDBG-HOUSING CHK-1CSB XXX450	910-11600	September 2021	Interest	Income
CAP CAT-ASSOC BK XXXXX3734	910-11900	September 2021	Interest	Income
INTEREST INCOME-ACTION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

Item 1.J.(iii)

Account	Account Title	Origination	Loan Amount	Balance at 12/31/2020	Action
910-11500	CDBG-ECON DEV CHK-1ST-XXX020			559,303	Cash
910-13009	CDBG LOAN-LEARNING DEPOT	7/1/2016	68,947	41,295	Purchase
910-13013	CDBG LOAN-IBUTTONLINK	1/3/2014	102,544	9,682	Purchase
910-13021	CDBG LOAN-BIKEWISE-\$62,600	12/27/2012	62,600	23,099	Purchase
910-13024	CDBG LOAN-MEEPER TECH-\$102,510	2/12/2015	102,510	97,908	Purchase
910-13030	CDBG LOAN-MEEPER-\$82,310	4/26/2016	82,310	82,310	Purchase
910-13033	CDGB LOAN-BLUE LINE \$41,460	3/6/2018	41,460	34,521	Purchase
910-13034	CDGB LOAN-BLUE LINE \$51,560	9/13/2018	51,560	45,458	Purchase
				<u>893,576</u>	Cash due DOA
	Action Fund Cash necessary to purchase CDBG Close Loans			<u>334,273</u>	
910-13002	CDBG LOAN-THERMODATA-\$100K	4/22/2014	102,568	75,039	Write-off
910-13022	CDBG LOAN-EDVIEWRATE-\$102,510	9/8/2014	102,510	102,510	Write-off
910-13025	CDBG LOAN-MOBILE MESH-\$102,510	2/12/2015	102,510	102,510	Write-off
910-13028	CDBG LOAN-V2 LEAGUE-\$51,560	7/1/2015	51,560	29,037	Write-off
910-13029	CDBG LOAN-MOBILE MESH-\$21,710	4/26/2016	21,710	21,710	Write-off
	Total Value pending write-off			<u>330,806</u>	
910-13499	CDBG LOAN-LOAN LOSS RESERVE			(384,079)	
	Remaining CDBG Reserve for transfer to Action Fund			(53,273)	
910-17999	UDAG-LOAN LOSS RESERVE			(47,100)	
	Resulting Action Fund Reserve Balance			<u>(100,373)</u>	
910-11800	Action Fund Cash			461,807	
	Cash needed for CDBG Close Loan Purchase			(334,273)	
	Remaining Action Fund Cash			<u>127,535</u>	

CDBG Loans being Written-off 330,806 Write-off

PROMISSORY NOTE



IBUTTONLINK LLC, Maker

January 3, 2014

THIS PROMISSORY NOTE entered into by and between IBUTTONLINK LLC, a Wisconsin limited liability company (hereinafter referred to as "Borrower"), and the Community Development Authority of the City of Whitewater, Wisconsin (hereinafter referred to as the "CDA").

1. Borrower hereby promises to pay to the order of the CDA, at such place as the CDA may from time to time direct, the principal sum of **One Hundred Two Thousand Five Hundred Forty-Four and no/100 Dollars U.S. (\$102,544.00)**, together with interest at the rate or rates hereinafter specified as follows:

- (a) Subject to the interest rate and related adjustment provisions set forth in the Loan Agreement referred to in paragraph 2 below, this Note shall bear interest on the unpaid principal balance before maturity at the rate of 4.0% per annum. Principal and interest shall be due and payable as follows: (i) one (1) payment of interest only shall be due and payable **July 3, 2014**; thereafter, (ii) principal and interest shall be payable in eighty-three (83) monthly installments of **One Thousand Four Hundred One and 65/100 Dollars (\$1,401.65)** each, with the first such monthly installment being due and payable **August 3, 2014**, and with subsequent monthly installments being due and payable on the same day of each succeeding month thereafter, plus a final payment of the unpaid principal and accrued interest due **July 3, 2021** (the "Final Maturity Date"), all subject to modification as provided for in the Loan Agreement between the Company and the CDA bearing even date herewith. All monthly payments include principal and interest.
- (b) Interest, prior to maturity, shall be computed for the number of days principal is unpaid on the basis of a 360-day year, treating each month as having thirty (30) days and disregarding the actual length of months and years; notwithstanding the foregoing, any installment received within ten (10) days of its due date shall be considered to have been paid and received on its due date for interest calculation purposes.
- (c) All unpaid interest and accrued interest shall bear interest after maturity of this Note, whether occurring through lapse of time or acceleration, at a rate of 5.25% per annum until paid in full.
- (d) Full or partial prepayment of this Note is permitted at any time without penalty.
- (e) All payments made under this Note and/or under the Loan Agreement between Borrower and the CDA, whether received from or on behalf of Borrower or received pursuant to any security agreement or other agreement securing the obligations of Borrower under this Agreement shall be applied in such manner as the CDA determines to interest, principal and other payments due under this Note,

the Loan Agreement and/or any security agreement or other agreement securing the performance of the obligations of Borrower to the CDA.

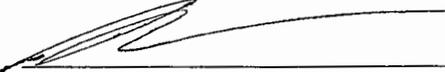
2. The terms and provisions of the written Loan Agreement between the Borrower (referred to therein as the "Company") and the CDA bearing even date herewith are incorporated by reference into this Promissory Note as if fully set forth herein.

3. Presentment, protest, demand and notice of dishonor are waived. Without affecting the liability of Borrower or any guarantor of performance of Borrower's obligations to the CDA, the CDA may, without notice, grant renewals or extensions, accept partial payments, release or impair any collateral security for the payment of this Note and/or the performance of Borrower's obligations to the CDA and/or agree not to sue any party liable to the CDA. Borrower agrees to pay all costs of collection and enforcement, including, to the extent not prohibited by law, reasonable attorneys' fees.

4. Borrower hereby acknowledges receipt of a completed copy of this Note.

5. The terms and provisions of this Note are binding upon Borrower, its successors and assigns, and inure to the benefit of the CDA, its successors and assigns.

IBUTTONLINK LLC, Borrower

By  (SEAL)  
Robert Olson, Managing Member/Manager

INSTRUMENT DRAFTED BY:  
Mitchell J. Simon, Attorney  
State Bar No. 01015249  
304 West Main Street  
Whitewater, WI 53190

## IButtonLink

Account	Pd Date	Date	Type	Description	Amount	Balance
910-13013	12/31/2013	12/31/2013	Actual	CK#3105-IBUTTONLINK-LOAN	\$100,000.00	\$100,000.00
910-13013	12/31/2013	12/31/2013	Actual	CK#3107-CDA-IBUTTON-ADMIN FEE	\$1,000.00	\$101,000.00
910-13013	12/31/2013	12/31/2013	Actual	CK#3108-CDA-IBUTTON-LEGAL FEES	\$1,544.00	\$102,544.00
910-13013	7/31/2014	7/31/2014	Actual	LOAN-PAYMENT-I-BUTTON-AUGUST PAYMENT	(\$1,059.84)	\$101,484.16
910-13013	8/31/2014	8/31/2014	Actual	AUGUST-2014-LOAN PAYMENTS-I-BUTTON	(\$1,063.37)	\$100,420.79
910-13013	9/30/2014	9/30/2014	Actual	9/2014-LOAN-IBUTTON LINC	(\$1,066.91)	\$99,353.88
910-13013	10/31/2014	10/31/2014	Actual	10/2014-LOAN PAYMENTS-I BUTTON LINC	(\$1,070.47)	\$98,283.41
910-13013	11/30/2014	11/30/2014	Actual	LOAN PAYMENT---IBUTTON	(\$1,074.04)	\$97,209.37
910-13013	1/31/2015	1/31/2015	Actual	1/2015-LOAN PAYMENT-IBUTTON LINC	(\$1,077.62)	\$96,131.75
910-13013	2/28/2015	2/28/2015	Actual	2/2015-IBUTTON-PAYMENT-FEB-2015	(\$1,081.21)	\$95,050.54
910-13013	3/31/2015	3/31/2015	Actual	3/15-RENTAL PAYMENT-I BUTTON-MARCH	(\$1,084.81)	\$93,965.73
910-13013	4/30/2015	4/30/2015	Actual	APRIL-2015-LOAN PAYMENT-I-BUTTON-APRIL	(\$1,088.43)	\$92,877.30
910-13013	5/31/2015	5/31/2015	Actual	MAY-2015-PAYMENTS RECIEVED-IBUTTON	(\$1,092.06)	\$91,785.24
910-13013	5/31/2015	5/31/2015	Actual	MAY-2015-PAYMENTS RECIEVED-IBUTTON	(\$1,095.70)	\$90,689.54
910-13013	7/31/2015	7/31/2015	Actual	JULY-2015-LOAN PAYMENT-IBUTTON	(\$1,099.35)	\$89,590.19
910-13013	8/31/2015	8/31/2015	Actual	8/15-LOAN PAYMENT-I BUTTON-AUGUST	(\$1,103.02)	\$88,487.17
910-13013	9/30/2015	9/30/2015	Actual	9/15-LOAN PAYMENT-IBUTTON-SEPTEMBER	(\$1,106.69)	\$87,380.48
910-13013	10/31/2015	10/31/2015	Actual	LOAN PAYMENT-10/15-IBUTTON-OCT	(\$1,110.38)	\$86,270.10
910-13013	10/31/2015	10/31/2015	Actual	LOAN PAYMENT-10/15-IBUTTON-NOV	(\$1,114.08)	\$85,156.02
910-13013	12/31/2015	12/31/2015	Actual	12/2015-LOAN PAYMENT-IBUTTON-DEC	(\$1,117.80)	\$84,038.22
910-13013	1/31/2016	1/31/2016	Actual	1/2016---LOAN PAYMENTS-I BUTTON	(\$1,121.52)	\$82,916.70
910-13013	2/29/2016	2/29/2016	Actual	LOAN PAYMENT-IBUTTON-2/2016	(\$1,125.26)	\$81,791.44
910-13013	2/29/2016	2/29/2016	Actual	LOAN PAYMENT-IBUTTON-3/2016	(\$1,129.01)	\$80,662.43
910-13013	3/31/2016	3/31/2016	Actual	LOAN PAYMENT-IBUTTON-APRIL	(\$1,132.78)	\$79,529.65
910-13013	5/31/2016	5/31/2016	Actual	LOAN PAYMENT-IBUTTON-MAY	(\$1,136.55)	\$78,393.10
910-13013	5/31/2016	5/31/2016	Actual	LOAN PAYMENT-IBUTTON-JUNE	(\$1,140.34)	\$77,252.76
910-13013	7/31/2016	7/31/2016	Actual	JULY-2016--LOAN PAYMENT-IBUTTON-JULY	(\$1,144.14)	\$76,108.62
910-13013	8/31/2016	8/25/2016	Actual	8/2016-LOAN PAYMENT-IBUTTON-AUGUST	(\$1,147.95)	\$74,960.67
910-13013	9/30/2016	9/30/2016	Actual	LOAN PAYMENT-IBUTTON--SEPT	(\$1,151.78)	\$73,808.89
910-13013	10/31/2016	10/31/2016	Actual	10/16-LOAN PAYMENT-960 E. MIL-NOV 2016	(\$1,155.62)	\$72,653.27
910-13013	11/30/2016	11/30/2016	Actual	11/16-PAYMENT-IBUTTON--11/16	(\$1,159.47)	\$71,493.80
910-13013	12/31/2016	12/5/2016	Actual	IBUTTONLINK PYMT CK 1609 12-05-2016	(\$1,163.34)	\$70,330.46
910-13013	1/31/2017	1/3/2017	Actual	IBUTTONLINK JAN 2017 CK1624	(\$1,167.22)	\$69,163.24
910-13013	1/31/2017	1/27/2017	Actual	IBUTTONLINK FEB 2017 PYMT CK 3241	(\$1,171.11)	\$67,992.13
910-13013	2/28/2017	2/28/2017	Actual	IBUTTON FEB 2017 PYMT CK 3259 MARCH 2017	(\$1,175.01)	\$66,817.12
910-13013	3/31/2017	3/30/2017	Actual	IBUTTONLINK LOAN PYMT MARCH 2017	(\$1,178.93)	\$65,638.19
910-13013	5/31/2017	5/5/2017	Actual	MAY 2017 PYMT CK 1695 IBUTTONLINK	(\$1,182.86)	\$64,455.33
910-13013	5/31/2017	5/31/2017	Actual	IBUTTON JUNE 2017 PYMT CK 1714	(\$1,186.80)	\$63,268.53
910-13013	7/31/2017	7/28/2017	Actual	IBUTTONLINK AUGUST 2017 PYMT CK 1742	(\$1,194.72)	\$62,073.81
910-13013	7/31/2017	7/31/2017	Actual	IBUTTONLINK JUNE 2017 CK 1722	(\$1,190.75)	\$60,883.06
910-13013	9/30/2017	9/1/2017	Actual	IBUTTONLINK SEPT 2017 CK 3400 09-01-2017	(\$1,198.71)	\$59,684.35
910-13013	10/31/2017	10/3/2017	Actual	IBUTTONLINK OCT 2017 PYMT CK 3426 10-02-2017	(\$1,202.70)	\$58,481.65
910-13013	10/31/2017	10/27/2017	Actual	IBUTTONLINK NOV 2017 PYMT CK 1791	(\$1,206.71)	\$57,274.94
910-13013	12/31/2017	12/4/2017	Actual	IBUTTONLINK DEC 2017 PYMT CK 3467 12-04-2017	(\$1,210.73)	\$56,064.21
910-13013	1/31/2018	1/8/2018	Actual	IBUTTONLINK JAN 2018 PYMT CK 1830 01-08-2018	(\$1,214.77)	\$54,849.44
910-13013	1/31/2018	1/29/2018	Actual	IBUTTON FEB 2018 PYMT CK 1847	(\$1,218.82)	\$53,630.62
910-13013	3/31/2018	3/9/2018	Actual	IBUTTONLINK MARCH 2018 PYMT CK 3534 03-09-2018	(\$1,222.88)	\$52,407.74
910-13013	3/31/2018	3/29/2018	Actual	IBUTTONLINK CK 1817 APRIL 2018 PYMT	(\$1,226.96)	\$51,180.78
910-13013	4/30/2018	4/30/2018	Actual	IBUTTON LINK MAY 2018 PYMT CK 1895 04-30-2018	(\$1,231.05)	\$49,949.73
910-13013	6/30/2018	6/11/2018	Actual	IBUTTONLINK JUNE 2018 PYMT CK 1928 06-11-2018	(\$1,235.15)	\$48,714.58
910-13013	7/31/2018	7/5/2018	Actual	IBUTTON LINK JULY 2018 PYMT CK 1935 07-05-2018	(\$1,239.27)	\$47,475.31
910-13013	8/31/2018	8/14/2018	Actual	IBUTTONLINK LLC AUG 2018 PYMT CK 1948	(\$1,243.40)	\$46,231.91
910-13013	9/30/2018	9/10/2018	Actual	IBUTTONLINK SEPT 2018 PYMT CK 1959	(\$1,247.54)	\$44,984.37
910-13013	10/31/2018	10/2/2018	Actual	IBUTTON OCT 2018 PYMT 10-09-2018	(\$1,251.70)	\$43,732.67
910-13013	11/30/2018	11/8/2018	Actual	IBUTTON LINK NOV 2018 PYMT CK 2020 11-08-2018	(\$1,255.87)	\$42,476.80
910-13013	12/31/2018	12/6/2018	Actual	IBUTTONLINK DEC 2018 PYMT CK 2044	(\$1,260.06)	\$41,216.74
910-13013	1/31/2019	1/7/2019	Actual	IBUTTONLINK LLC CK 2053 JAN 2019 PYMT 01-07-2019	(\$1,264.26)	\$39,952.48
910-13013	2/28/2019	2/11/2019	Actual	IBUTTONLINK FEB 2019 PYMT CK 2067 02-11-2019	(\$1,268.48)	\$38,684.00
910-13013	3/31/2019	3/13/2019	Actual	IBUTTON LINK MARCH 2019 PYMT CK 2080	(\$1,272.70)	\$37,411.30
910-13013	4/30/2019	4/5/2019	Actual	IBUTTONLINK APRIL 2019 PYMT CK 2088	(\$1,276.95)	\$36,134.35
910-13013	5/31/2019	5/10/2019	Actual	IBUTTONLINK MAY 2019 PYMT CK 2099	(\$1,281.20)	\$34,853.15
910-13013	5/31/2019	5/28/2019	Actual	IBUTTONLINK JUNE 2019 PYMT CK 2119 05-28-2019	(\$1,285.47)	\$33,567.68

IButtonLink

Account	Pd Date	Date	Type	Description	Amount	Balance
910-13013	7/31/2019	7/5/2019	Actual	IBUTTON LINK JULY 2019 CK 2127 07-05-2019	(\$1,289.76)	\$32,277.92
910-13013	8/31/2019	8/2/2019	Actual	IBUTTONLINK AUG 2019 PYMT CK 2135 08-02-2019	(\$1,294.06)	\$30,983.86
910-13013	9/30/2019	9/9/2019	Actual	IBUTTONLINK SEPT 2019 PYMT 09-09-2019 CK 2170	(\$1,298.37)	\$29,685.49
910-13013	10/31/2019	10/8/2019	Actual	IBUTTONLINK LLC CK 2192 OCT 2019 PYMT	(\$1,302.70)	\$28,382.79
910-13013	11/30/2019	11/7/2019	Actual	IBUTTONLINK CK 2209 11-07-2019	(\$1,307.04)	\$27,075.75
910-13013	12/31/2019	12/9/2019	Actual	DEC 2019 IBUTTONLINK DEC 2019 PYMT CK2233	(\$1,311.40)	\$25,764.35
910-13013	1/31/2020	1/6/2020	Actual	IBUTTONLINK JAN 2020 PYMT CK 2242 01-06-2020	(\$1,315.77)	\$24,448.58
910-13013	2/29/2020	2/10/2020	Actual	IBUTTONLINK CK 2253 FEB 2020 PYMT	(\$1,320.15)	\$23,128.43
910-13013	3/31/2020	3/6/2020	Actual	IBUTTONLINK MARCH 2020 PYMT CK 2279	(\$1,324.56)	\$21,803.87
910-13013	4/30/2020	4/6/2020	Actual	IButtonLink-ck 2295 April 2020 Pymt	(\$1,328.97)	\$20,474.90
910-13013	5/31/2020	5/4/2020	Actual	IBUTTONLINK CK 2297 MAY 2020 PYMT	(\$1,333.40)	\$19,141.50
910-13013	6/30/2020	6/5/2020	Actual	IBUTTONLINK LLC JUNE 2020 PYMT CK 2311	(\$1,337.84)	\$17,803.66
910-13013	7/31/2020	7/2/2020	Actual	IBUTTONLINK CK 2323 JULY 2020	(\$1,342.30)	\$16,461.36
910-13013	8/31/2020	8/12/2020	Actual	IBUTTONLINK AUG 2020 PYMT CK 4044	(\$1,346.78)	\$15,114.58
910-13013	9/30/2020	9/8/2020	Actual	IBUTTONLINK SEPT 2020 PYMT	(\$1,351.27)	\$13,763.31
910-13013	10/31/2020	10/22/2020	Actual	IBUTTONLINK OCT 2020 PYMT CK 2353	(\$1,355.77)	\$12,407.54
910-13013	11/30/2020	11/4/2020	Actual	IBUTTONLINK CK 4078 NOV 2020 PAYMENT	(\$1,360.29)	\$11,047.25
910-13013	12/31/2020	1/6/2021	Actual	IButtonLink-December 2020 Pymt ck 4094	(\$1,364.83)	\$9,682.42
910-13502	1/31/2021	2/3/2021	Actual	01-11-2021 Payment ck 4119-IButtonLink	(\$1,369.38)	\$8,313.04
910-13502	2/28/2021	2/9/2021	Actual	Ck 2368 02-09-2021 Payment-IButtonLink	(\$1,373.94)	\$6,939.10
910-13502	3/31/2021	4/1/2021	Actual	03-11-2021 CK 4164 Payment-ACTION-IBUTTONLINK \$9,682	(\$1,378.52)	\$5,560.58
910-13502	4/30/2021	5/5/2021	Actual	04-06-2021 CK 4186 Payment-ACTION-IBUTTONLINK \$9,682	(\$1,383.11)	\$4,177.47
910-13502	5/31/2021	5/28/2021	Actual	05-07-2021 ck 2387 Payment-ACTION-IBUTTONLINK \$9,682	(\$1,387.73)	\$2,789.74
910-13502	6/30/2021	6/28/2021	Actual	ACTION-IBUTTONLINK \$9,682-CK 4207 06-21-2021 PAYMENT	(\$1,392.35)	\$1,397.39
910-13502	7/31/2021	7/27/2021	Actual	ACTION-IBUTTONLINK \$9,682-IBUTTON CK 4220 07-01-20201	(\$1,397.39)	\$0.00

Amended May 11, 2012 (Reviewed June 17, 2015)

**BY-LAWS OF  
WHITEWATER UNIVERSITY TECHNOLOGY PARK BOARD**

**ARTICLE I. NAME/ADMINISTRATION/ADDRESS**

**Section 1.01. Name.** The name of the Corporation is Whitewater University Technology Park, Incorporated (hereinafter the "Corporation").

**Section 1.02. Administration.** The Corporation is incorporated as a Wisconsin Corporation under Chapter 181 Wisconsin Statutes, without stock and not for profit. The Corporation is organized and shall be operated exclusively for charitable, scientific, and educational purposes for the benefit of the citizens of the City of Whitewater, Wisconsin, and the faculty and students of the University of Wisconsin-Whitewater. The Corporation is organized as a nonprofit Corporation exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended. No part of the net earnings or the assets of the Corporation shall inure to the benefit of, nor be distributable to, its Directors, officers, or other private persons or political causes, except that the Corporation may pay reasonable compensation for services rendered and may make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and Bylaws.

**Section 1.03. Address.** The address of the Corporation and its principal office is 312 West Whitewater Street, Whitewater, WI 53190.

**ARTICLE II. MEMBERS**

**Section 2.01. Members.** The corporation shall have no members.

**ARTICLE III. BOARD OF TRUSTEES**

**Section 3.01. Board Members.** The management and control of the Corporation shall reside in the Whitewater University Technology Park Board of Trustees.

**Section 3.02. Number on Board of Trustees.** The Whitewater University Technology Park Board of Trustees membership shall include six representatives from the City of Whitewater and five representatives from UW-Whitewater as follows:

- (1) City of Whitewater board members:
  - (a) City Manager or his/her designee
  - (b) Common Council Member
  - (c) A member of the Community Development Authority of the City of Whitewater
  - (d) Three City of Whitewater community members appointed by the City Council

(2) UW-Whitewater board members:

- (a) Chancellor or his/her designee
- (b) Appointee of the Chancellor
- (c) Appointee of the Chancellor
- (d) Appointee of the Chancellor
- (e) Appointee of the Chancellor

(3) The Executive Director of the Whitewater University Technology Park Board of Directors will serve as an ex-officio (non-voting) member of the Board.

**Section 3.03. Term.** Except as hereinafter stated the term of office of the board members shall be as follows:

- (1) The board member who is the City Manager of the City of Whitewater shall be a board member for so long as such person remains the City Manager of the City of Whitewater.
- (2) The Common Council member of the City of Whitewater shall serve until replaced by the Common Council of the City of Whitewater. If the board member no longer is a member of the Common Council of the City of Whitewater, said term shall expire immediately.
- (3) The Community Development Authority member of the City of Whitewater shall serve until replaced by the Common Council of the City of Whitewater. If the board member no longer is a member of the CDA of the City of Whitewater, said term shall expire immediately.
- (4) The appointees of the Common Council shall serve two-year terms up to a maximum of four consecutive terms.
- (5) The Chancellor of the UW-Whitewater shall be a board member for so long as such person remains the Chancellor of the UW-Whitewater.
- (6) The appointees of the Chancellor of the UW-Whitewater shall serve until replaced by the Chancellor of the UW-Whitewater.

**Section 3.04. Vacancies.** Vacancies on the Whitewater University Technology Park Board caused by any reason shall be filled as set forth in Section 3.03.

**Section 3.05. Removal of Board Members.** Board members may be removed for cause at any time by the body or person who has appointment power over the board member.

**Section 3.06. Meetings.** The meetings of the board shall be held upon the call of the president upon at least 24 hours notice to board members. Notice shall be in writing or by e-mail. Trustees may participate by phone if arranged in advance of the meeting. Meetings

shall be subject to the Wisconsin Open Meetings Law. A special meeting may be called upon the request of at least three Trustees.

**Section 3.07. Quorum.** A quorum at a meeting of the board shall consist of the majority of the board.

**Section 3.08. Meeting Place.** The board may hold their meetings, whether annual, regular or special, within or outside the State of Wisconsin, except as otherwise provided by law. The board shall hold an annual meeting on the first Monday in April unless otherwise set by the board.

**Section 3.09. Compensation.** The board shall not receive any compensation for their services, but may be reimbursed for their expenses in connection with attendance at meetings, provided that the compensation is approved by the board.

#### **ARTICLE IV. OFFICERS**

**Section 4.01. Officers.** The board shall at its annual meeting elect to one-year terms a president, a vice president, a treasurer, a secretary, and such other officers as the board may from time to time determine.

**Section 4.02. President.** The principal duties of the president shall be to preside over all meetings of the board and to have general supervision of the affairs of the Corporation.

**Section 4.03. Vice President.** The principal duties of the vice president shall, in accordance with terms hereof, be to discharge the duties of the president in the event of absence or disability for any cause whatever of the president. In the absence of the president or in the event of the president's inability or refusal to act, the vice president in the order designated by the resolution of the board, or in the absence of any designation, then in the order of their appointment shall perform the duties of the president, and when so acting shall have all the powers of and be subject to all the restrictions upon the president.

**Section 4.04. Secretary.** The principal duties of the secretary shall be to countersign all conveyances, assignments, and contracts executed by the Corporation, affixing the seal of the Corporation thereto and to such other papers as may be required or directed to be sealed, and to keep a record of the proceedings of the meetings of the board, and to safely and systematically keep all books, papers, records, and documents belonging to the Corporation or pertaining to the business thereof.

**Section 4.05. Treasurer.** The principal duties of the treasurer shall be to keep an account of all monies, credits, and property of any and every nature of the Corporation, which shall come into the hands of the treasurer and to keep an accurate account of monies received and disbursed and proper vouchers for monies disbursed, and to render such accounts, statements, and inventory of monies received and disbursed and of money and property on hand, and generally of all matters pertaining to this office as shall be required by the board.

**Section 4.06. Secretary-Treasurer.** The board, by majority vote, may combine the duties of the secretary delineated in Section 4.04 and the duties of the treasurer delineated in Section 4.05 into a single office of secretary-treasurer.

## **ARTICLE V. COMMITTEES**

**Section 5.01. Standing Committees.** There may be appointed annually by the president, subject to ratification by the board, the following standing committees of the board:

- (1) Executive Committee
- (2) Investment and Real Estate Committee
- (3) Audit Committee
- (4) Architectural Review Committee

The Executive Committee shall consist of the president, vice president, secretary and treasurer of the Corporation, and the immediate past president if serving as a board member. Other standing committees shall consist of board members and each committee shall be comprised of whatever number of persons the president, in the president's discretion and subject to ratification by the board, shall determine. Each standing committee in any event shall include not less than three (3) members. The president shall designate the chairman of each standing committee. The chairman of each such committee shall preside at all meetings of the committee and shall report to the board on behalf of the committee.

**Section 5.02. Executive Committee.** The Executive Committee shall be entitled to exercise all the powers of the board when not in session, but subject to the direction thereof.

**Section 5.03. Investment and Real Estate Committee.** All members of the board shall constitute alternate members of the Investment and Real Estate Committee and may be called upon by the chairman of such committee to serve in the absence of any of the regular members of such committee. The Committee shall have general supervision of the investments made by the Corporation and shall establish all policies relating to investments, subject to approval of such policies by the board. In addition, the committee shall be responsible for the acquisition, administration, use, and/or distribution of real estate consistent with the purposes of the Corporation as set forth in the Articles of Incorporation. The Committee shall function and operate pursuant to such policies, procedures and guidelines as are established from time to time by the board. The committee shall report on its activities at an annual meeting of the board and at each regular meeting thereof and at such other times as requested.

**Section 5.04. Audit Committee.** The Audit Committee shall review the accounting procedures and practices followed by the Corporation's staff in order to make certain that the staff is following sound accounting principles and procedures in the administration of the internal affairs of the Corporation. The Audit Committee within its discretion may make direct contact at any time with independent outside auditors employed by the Corporation and review all audits of the Corporation's books and affairs prepared by such independent auditors. The

Audit Committee shall report periodically on its activities to the board and shall also report such activities to the board at any time when requested by the board.

**Section 5.05. Architectural Review Committee.** An Architectural Review Committee shall be appointed as set forth in Whitewater Municipal Code Section 19.38.020 and it shall review all proposed developments within the boundaries of the Whitewater University Technology Park as well as establish and enforce architectural and landscaping requirements for such developments as set forth in Whitewater Municipal Code Chapter 19.38.

**Section 5.06. Additional Standing Committees.** The president may at any time create special committees with such powers, duties and membership as the president may determine, but subject to Board approval.

**Section 5.07. Special Committees.** The president may at any time create special committees with such powers, duties and membership as the president may determine, but subject to Board approval.

## **ARTICLE VI. FISCAL YEAR**

**Section 6.01. Fiscal Year.** The fiscal year of the Corporation shall be from January 1 through December 31.

## **ARTICLE VII. INDEMNIFICATION OF BOARD MEMBERS, TRUSTEES AND OFFICERS**

### **Section 7.01. Definition of Terms.**

(1) "Board member, trustee, officer or employee" shall include any person who may have served at the request of the Corporation as a trustee, officer, or employee of another corporation in which the Corporation owned stock or was a creditor at any time during the period of said service, and all past, present and future members, board members, officers, and employees of the corporation whether or not so serving at the time of incurring the expenses or liabilities referred to herein, and their personal representatives.

(2) "Action" means any civil, criminal or administrative action, suit, proceeding or claim, or threat thereof, in which a board member, trustee, officer, or employee may be involved as a party or otherwise, by reason of such person having served as such board member, trustee, officer or employee or by reason of anything done or omitted by such person as such board member, trustee, officer, or employee, or alleged to have been so done or omitted.

(3) "Determination by the board" means a determination made by resolution by a majority vote of a quorum consisting of board members who were not parties to an action in which a board member, trustee, officer, or employee may be involved.

(4) "Determination by Independent Legal Counsel" means a determination in the form of a written opinion addressed to the board members by legal counsel appointed as

provided in Section 7.03 hereof, that indemnification of a board member, trustee, officer, or employee is proper in the circumstances because such person has met the applicable standards of conduct set forth in Section 7.02 hereof.

**Section 7.02. Mandatory Indemnification.** The Corporation shall indemnify each board member, trustee, officer, or employee who was or is a party or is threatened to be made a party to any threatened pending or completed action by reason of the fact that such person is or was a board member, trustee, officer or employee of the Corporation, or is or was serving at the request of the corporation as a trustee officer or employee of another corporation. Such persons shall be indemnified against those expenses specified herein and pursuant to the provisions and under the conditions of subsections (1), (2), and (3) herein.

(1) **Successful Defense of Action:** To the extent that a board member, trustee, officer, or employee of the Corporation has been successful on the merits or otherwise in the defense of any action or in the defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by such person in connection therewith.

(2) **Actions by or in the Right of the Corporation:** To the extent not covered by Section (1) of this Section, if a determination is made by the board, or, in the event that a quorum of the board is not obtainable, or even if obtainable, a quorum of disinterested board members so directs, by independent legal counsel in a written opinion that the board member, trustee, officer, or employee acted in good faith and in a manner such person reasonably believed to be in or not opposed to the best interests of the Corporation, such person shall be indemnified against expenses, including attorney's fees actually and reasonably incurred by such person in connection with the defense or settlement of any action by or in the right of the Corporation to procure a judgment in its favor; provided that (unless directed otherwise by the Court in which such action was brought), no indemnification shall be made in respect to any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of such person's duty to the Corporation unless and only to the extent that the Court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which such Court shall deem proper.

(3) **Other Civil Actions and Criminal Actions:** If a determination is made by the board by a majority vote of a quorum consisting of board members who are not parties to any action, suit, or proceeding not covered by Subsection (1) or Subsection (2) hereof, or, if such a quorum is not obtainable, or even if obtainable, a quorum of disinterested board members so directs, by independent legal counsel in a written opinion, that with respect to such action, a board member, trustee, officer, or employee of the Corporation acted in good faith and in a manner such person reasonably believed to be in or not opposed to the best interests of the Corporation, and with respect to any criminal action that such person had no reasonable cause to believe such person's conduct was illegal, such person shall be indemnified against expenses (including attorney's fees), judgments, fines, and amounts paid in settlement and reasonably incurred by such person in connection therewith. The termination of any action, suit, or

proceeding by judgment, order settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself create a presumption that such person did not act in good faith and in a manner which such person reasonably believed to be in or not opposed to the best interest of the Corporation and, with respect to any criminal action, had reasonable cause to believe such person's conduct was unlawful.

**Section 7.03. Appointment of Independent Legal Counsel.** In the event a situation arises which may give rise to indemnification under Section 7.02 of this Article, the board, by a majority vote of those members not parties to the actions described in Section 7.02, whether or not a quorum, may appoint independent legal counsel to make the written determination provided for in Sections 7.02(2) and 7.02(3) of this Article.

**Section 7.04. Discretionary Insurance.** The Corporation may upon affirmative vote of a majority of the board members, purchase commercial insurance for the benefit of a board member, trustee, officer, or employee against all or any part of the expense, liabilities or settlement payments arising from actions against such board member, trustee, officer, or employee, whether or not the Corporation would have the power to indemnify such board member, trustee, officer, or employee against such expenses or liability under Section 7.02 of this Article. Such insurance need not be for the benefit of all board members, trustees, officers, or employees.

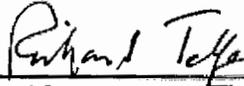
**Section 7.05. Liability for Determinations.** The Corporation and its board members, trustees, officers, or employees shall not be liable to anyone for making or refusing to make any payment under Sections 7.02(2) and 7.02(3) of this Article in reliance on the determination by the board and on the written opinion of independent legal counsel as provided in those sections.

**Section 7.06. Other Rights.** The foregoing indemnification provisions shall be in addition, and may be claimed without prejudice to, any other rights which any member, trustee, officer or employee may have.

**Section 7.07. Advance Payment of Expenses.** Expenses incurred by a member, trustee, officer, or employee in defending an action may be paid by the Corporation in advance of the final disposition of such action if (a) there has been a determination by the members as herein provided or by independent legal counsel appointed pursuant to Section 7.03 that such person has met the applicable standard of conduct set forth in Section 7.02 hereof; and (b) such person gives a written undertaking to repay the amount advanced unless it shall ultimately be determined that such person is entitled to be indemnified by the Corporation.

**ARTICLE IX. AMENDMENTS**

**Section 9.1. Amendments.** These By-Laws may be amended, altered, or repealed at any annual, regular, or special meeting of the board upon the affirmative vote of two-thirds of the members, providing that notice of the proposed amendment be given in writing to all of the members at least five (5) days before such meeting.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Treasurer

Amended this 11<sup>th</sup> day of May, 2012.  
Reviewed and approved June 17, 2015



## CDA Agenda Item

Meeting Date: Oct. 28, 2021

Agenda Item: Whitewater University Innovation Center PILOT Discussion

Staff Contact (name, email, phone):  
Cathy Anderson [canderson@whitewater-wi.gov](mailto:canderson@whitewater-wi.gov) (262) 473-0148  
Cameron Clapper [cclapper@whitewater-wi.gov](mailto:cclapper@whitewater-wi.gov) (262) 473-0104  
Steve Hatton [shatton@whitewater-wi.gov](mailto:shatton@whitewater-wi.gov) (262) 473-1380

### BACKGROUND

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

The Innovation Center makes a payment to the City in lieu of taxes every year.

With the close of TID 4, and the completion of all debt service payments related to TID 4, there is an opportunity to evaluate the payment and whether it should continue at the same rate in the future.

Staff members will present information related to the closure of TID 4, existing agreements with UW-W and the Whitewater University Technology Park Board, as well as perspectives on the current annual payment.

Staff members are seeking feedback prior to holding any discussion at the Common Council level related to this item.

Things to keep in mind as we discuss the fate of the current PILOT payment:

1. The Innovation Center currently has no sinking fund for facility maintenance and repairs.
2. As a CDA-owned facility, the Innovation Center is tax exempt and is only obligated to make a payment based on existing agreements.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

None.

### FINANCIAL IMPACT

(If none, state N/A)

The current annual payment is \$92,500.

### STAFF RECOMMENDATION

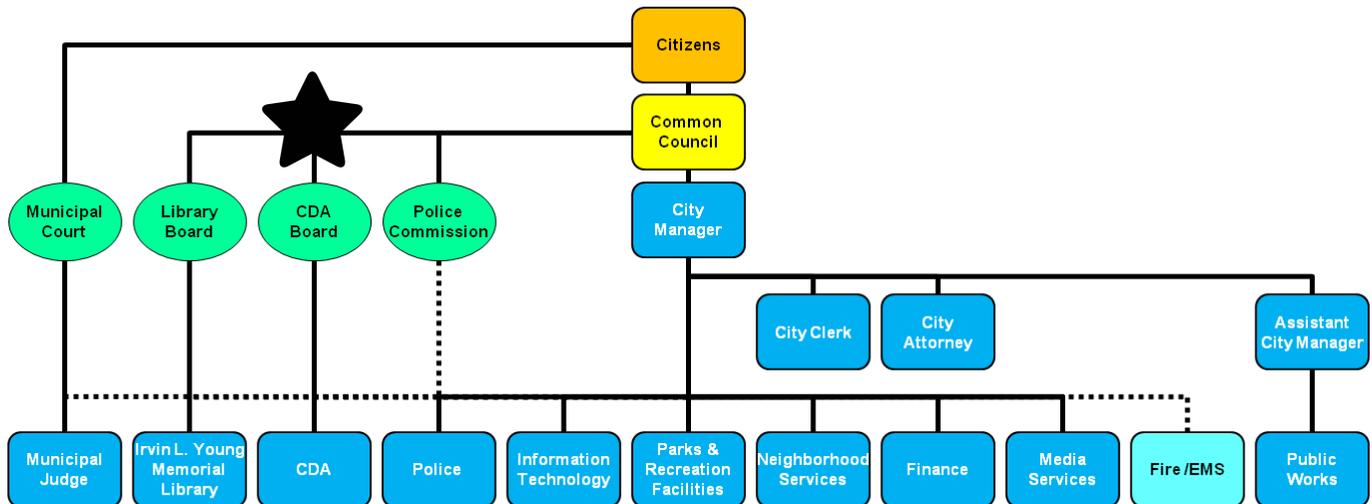
City & CDA staff members are in initial stages of discussion regarding this item and are looking for CDA feedback. No formal recommendation exists at this time. Staff seeks feedback and possible action.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

Under the Council/Manager form of government, the City Manager serves as the Chief Executive Officer (CEO) for the City with the authority to perform executive responsibilities and manage the day-to-day operations in accordance with policies determined by the Common Council. The general powers and authorities of the City Manager are outlined in Wisconsin State Statutes Chapter 64 and in the Whitewater Municipal Code of Ordinances. The City Manager reports directly to the Common Council.

## Whitewater Municipal Organization



### Additional Citizen Advisory Boards & Commissions

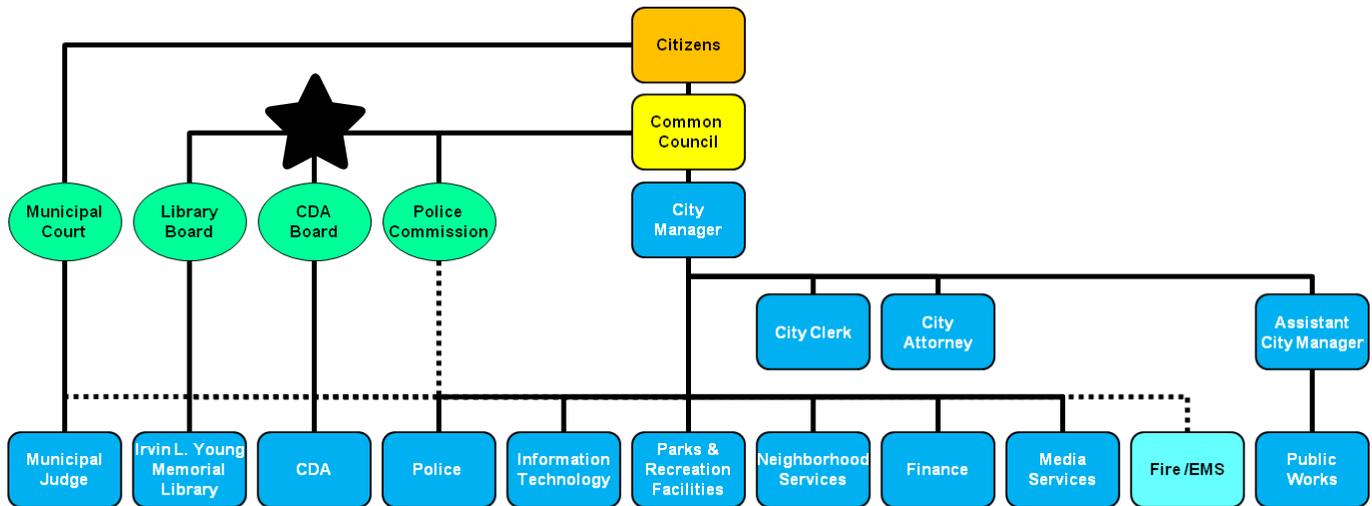
- Alcohol Licensing Committee
- Birge Fountain Committee
- Board of Review
- Board of Zoning Appeals
- Cable TV Committee
- Ethics Committee
- Handicapped Discrimination Commission
- Landmark Commission
- Parks and Recreation Board
- Plan and Architectural Review Commission
- Urban Forestry Committee

### Contractual Services

- Assessor
- Financial Advisor
- Engineering Consultant
- Planning Consultant

Under the Council/Manager form of government, the City Manager serves as the Chief Executive Officer (CEO) for the City with the authority to perform executive responsibilities and manage the day-to-day operations in accordance with policies determined by the Common Council. The general powers and authorities of the City Manager are outlined in Wisconsin State Statutes Chapter 64 and in the Whitewater Municipal Code of Ordinances. The City Manager reports directly to the Common Council.

## Whitewater Municipal Organization



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### Contractual Services

- Assessor
- Financial Advisor
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**Functions**

- Elected officials to make decisions, laws, ordinances, and policies for the well being of the City of Whitewater
- Reviews city goals, major projects and general improvements to the city
- Reviews and approves city budget to achieve overall best interest of the City

**Functions**

- Directs and coordinates administration of city government in accordance with policies determined by the Common Council
- Responds to and addresses citizen's concerns and questions as a representative of the City of Whitewater
- Leadership in development of strategic plans, gathers, interprets and prepares data for studies and reports

**Functions**

- Oversees, prepares and assists in the budget preparation and execution
- Maintains data, prepares studies and reports for common council and assures state and national standard accounting procedures are maintained and updated appropriately
- Forecasts, estimates and monitors the financial condition of the City

**Citizens**

**City Council**

**City Manager  
Cameron Clapper**

**Finance  
Steve Hatton**

**City Attorney  
Wallace McDonell**

**Boards & Commissions**

**Alcohol Licensing Committee**- review of alcohol license applicants.

**Birge Fountain Committee**- preservation of the Birge Fountain and Park.

**Board of Zoning Appeals**- hearing appeals and applications, and granting variances and exceptions to the provisions of this title.

**Community Involvement and Cable TV Commission**- advising City on coordinated community outreach and engagement activities.

**Common Council**- the passage of laws, ordinances and policies and official management of the City's financial affairs.

**Community Development Authority**- protect and promote the health, safety and morals of city residents.

**Disability Rights Committee**- hear grievances of any person with a disability, concerning city actions or inaction.

**Ethics Committee**- Meet to hear and make recommendation regarding local government ethics complaints.

**Landmarks Commission**- the protection, enhancement, perpetuation and use sites, formations and historical structures.

**Library Board**- shall consist of members chosen for their fitness for public library trusteeship.

**Parks and Recreation Board**- improving, developing and operating public parks, recreation facilities, equipment and activities.

**Plan and Architectural Review Commission**- promoting development, aesthetics, preservation and stability of property values.

**Police and Fire Commission**- provide basic protection and security in employment, promotion, and disciplinary practices.

**Urban Forestry Committee**- Make recommendations concerning the care of all trees and shrubs planted in the city.

Municipal Court    Police & Fire Commission    Park & Rec Board    Plan & Architect Review     Community Development Authority    Library Board

**PR & Media Services**  
Kristin Mickelson

**Information Technology**  
Tim Nobling

**Human Resources**  
Judy Atkinson

**City Clerk**  
Michele Smith

**Public Works**  
Brad Marquardt

**Municipal Court**  
Richard Kelly

**Police**  
Lisa Otterbacher

**Parks, Recreation & Facilities**  
Eric Boettcher

**Neighborhood Services**  
Christine Munz-Pritchard

**Community Development Authority**  
Dave Carlson

**Library**  
Stacey Lunsford

- Functions**
- Maintains and updates Social Media presence and City website
  - Direct contact with media to share public information
  - General promotion of city and Boards/Commissions
  - Facilitates operation of TV station and programming

- Functions**
- Develops and Maintains network programs
  - Software & hardware updates
  - Technical support
  - IT employee training
  - Achieve information system security and functionality

- Functions**
- Maintains personnel files
  - Coordinates recruitment, skill testing, background investigations, new hire and exit interviews
  - Processes Family Medical leave and health benefit requests

- Functions**
- Meeting Coordinator
  - Election Management
  - Public/Open Records Management
  - Licensing Administration
  - Assessment Management
  - Boards & Commission Management

- Functions**
- Plans, directs and implements programs and activities for DPW
  - Enforces rules, regulations and procedures
  - Prepares studies, and reports about programs within streets, water and waste systems/ departments

- Functions**
- Legal Principals and procedures to execute the operation of Municipal Court including citations, scheduling conferences and plea hearings

- Functions**
- Oversee department policies and methods
  - Counsel, guide and lead personnel
  - Management of records, goals and objectives
  - Prepare budget and attend public meetings as face of department
  - Works with CSOs

- Functions**
- Provides leadership and direction for development within department
  - Collaborates with DPW for projects and events
  - Promotes interest in programs and works with multiple organizations
  - Prepares studies and reports for procedures and programming

- Functions**
- Oversees planning and zoning enforcement
  - Plans, manages, and updates projects.
  - Works with GIS data for improvements within city
  - Responds to inquiries and complaints from public about private property issues.
  - Works with NSOs

- Functions**
- Identify, plan and implement economic development programs related to business and neighborhood improvement and downtown revitalization
  - Maintains current data and works with CDA board

- Functions**
- Administers library services and operations.
  - Develop and maintain library collections and programs
  - Work with library board, administer budget, work as liaison to the public for items related to the library



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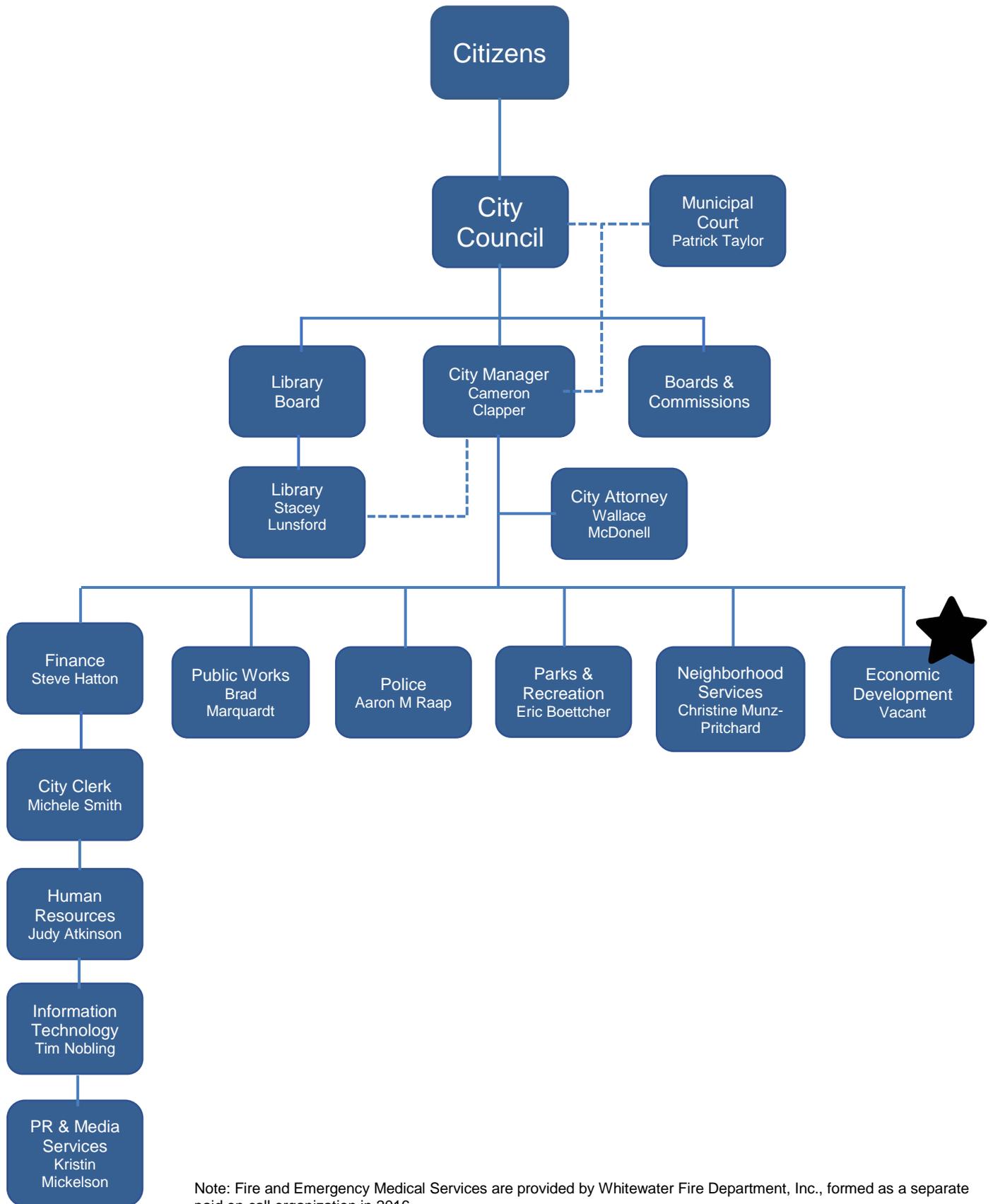
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**Boards & Commissions**

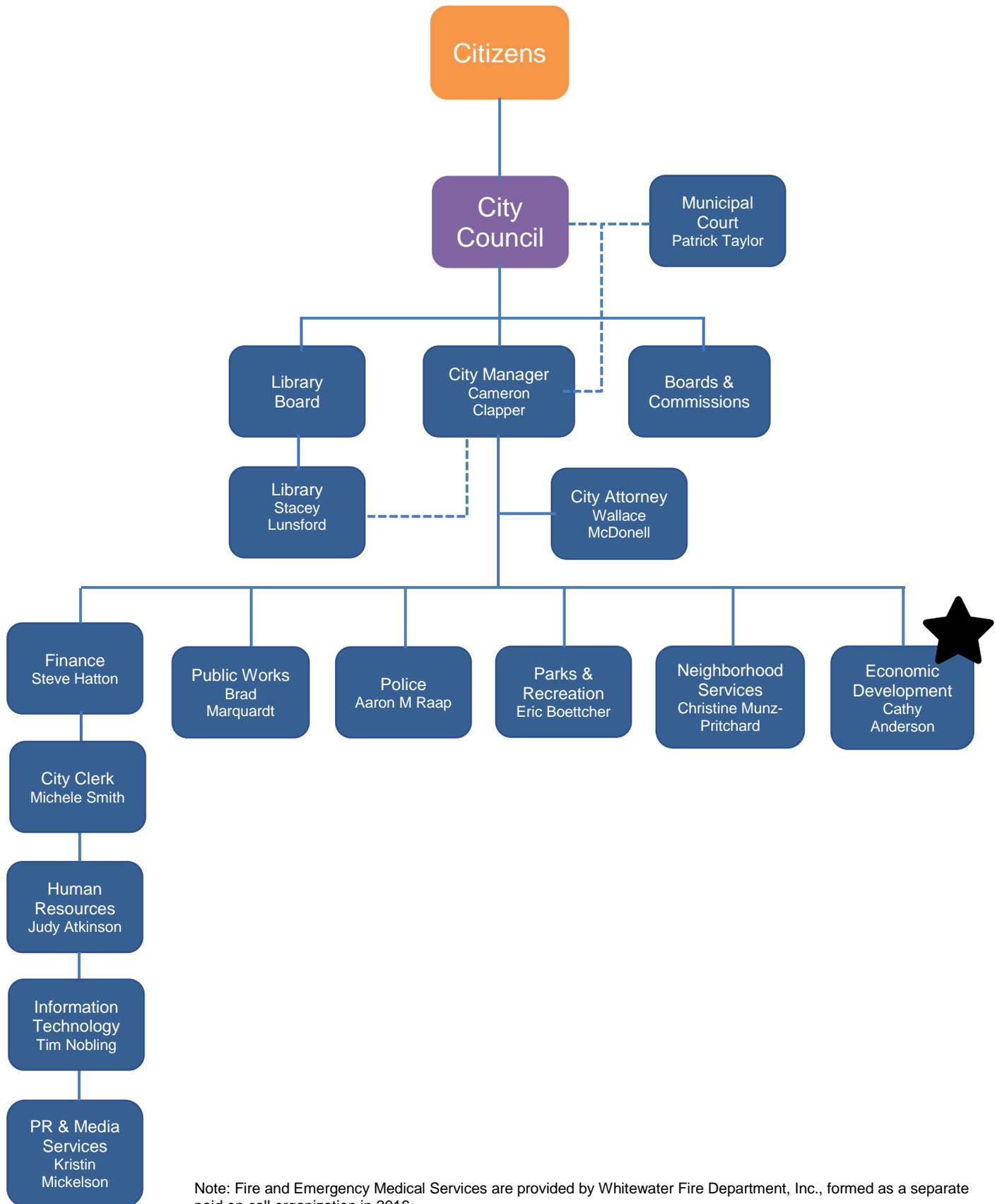
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# cda proposed

<b>FUND TYPE</b>	<b>ASSOCIATED DEPARTMENT</b>
SPECIAL REVENUE	ECONOMIC DEVELOPMENT
<b>FUND DESCRIPTION</b>	<b>FUND 900</b>

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

FUND TYPE  
SPECIAL REVENUE

ASSOCIATED DEPARTMENT  
ECONOMIC DEVELOPMENT

FUND DESCRIPTION

FUND 900

The Economic Development Operating Fund (#900) accounts for all economic development activities (excluding Community Development Authority administered programs) for the City of Whitewater. The Executive Director of the Community Development Authority is charged with coordinating and/or executing all city economic development activities. The Director works in partnership with other municipal departments and serves as the main contact point for business growth and development. Together with the City Manager and Community Development Authority, the Director is instrumental in coordinating the creation of, and development in the City's tax increment finance districts (TIDs).

- **Fund Balance** At year-end, any remaining balance will be made available for transfer to the General Fund for general purposes. Expenditures are to be funded first by TIF district contributions, followed by other revenues and lastly by General Fund contributions.
- **Primary Funding Source** is from Tax Incremental Financing (TIF) Districts per their respective project plans with support from the City's General Fund. As growth in TIF district increment value results from economic development efforts, resulting TIF revenue is designated as the primary source of funding to support economic development operations. The General Fund is intended to provide secondary support to ensure economic development activities are appropriately funded. As we move towards retirement of existing TIF districts, the City will need to replace existing TIF contributions with additional General Fund revenue until future TIFs are able to support economic development activities. At the time of TIF district retirement, the additional property tax revenue received by the City (previously collected by the TIF district) is expected to be greater than the annual budget necessary to fund economic development operations.
- **Audit Classification:** Governmental, Component Unit.

PERSONNEL SUMMARY

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

ECONOMIC DEVELOPMENT SUMMARY

FISCAL RESOURCES	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACT-EST	2022 BUDGET	2023 BUDGET
<b>REVENUES</b>							
Total Revenues	182,325	179,535	100,000	153,344	153,414	170,048	170,622
<b>Total</b>	<b>182,325</b>	<b>179,535</b>	<b>100,000</b>	<b>153,344</b>	<b>153,414</b>	<b>170,048</b>	<b>170,622</b>
<b>EXPENSES</b>							
100 Personnel & Benefits	100,442	62,908	76,150	119,675	115,853	124,603	124,603
200 Professional Svcs	54,012	29,082	26,820	29,800	31,448	39,715	40,231
300 Commodities & Other Exp	6,423	4,927	5,943	3,868	2,452	5,730	5,787
600 Misc Exp	167,840	18,060	23,000	-	-	-	-
800 Capital Outlay	-	-	-	-	-	-	-
<b>Total</b>	<b>328,717</b>	<b>114,976</b>	<b>131,914</b>	<b>153,344</b>	<b>149,752</b>	<b>170,048</b>	<b>170,622</b>

<b>FUND BALANCE</b>	27,990	95,619	55,343		1,929	(576)	(1,278)
900-34300 Net Change-Increase/(Decrease)	(146,392)	67,629	40,276	-	(53,414)	-	-

# cda proposed



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	-	-	-	
	<b>Fund 900 - Ec Dev Income</b>	<b>182,325</b>	<b>179,535</b>	<b>100,000</b>	<b>153,344</b>	<b>100,000</b>	<b>173,392</b>	<b>176,613</b>	
						- 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 MAINTENANCE	-	2,134	3,614	2,358	1,549	1,612	1,628	Other
900-56500-225	TELECOM/INTERNET/COMMUNICATIONS	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
	<b>Total CDA General Expenses</b>	<b>328,717</b>	<b>114,976</b>	<b>131,914</b>	<b>153,344</b>	<b>78,609</b>	<b>173,392</b>	<b>178,601</b>	
		160,877	96,916	131,914	153,344	78,609			

### CDA EXPENSE NOTES

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



**ECONOMIC DEVELOPMENT FUND REVENUE DETAIL**

	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACT-EST	2022 BUDGET	2023 BUDGET
900-48100-56	INTEREST INCOME	333	413	-	200	-	200	200
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	-	-
900-49265-56	TRANSFER TID #4 AFFORD HOUSING	-	-	-	-	-	50,000	50,000
900-49266-56	TRANSFER TID #11-ADMIN	-	-	-	-	-	-	5,000
900-49267-56	TRANSFER TID #12-ADMIN	-	-	-	-	-	-	5,000
900-49268-56	TRANSFER TID #13-ADMIN	-	-	-	-	-	-	35,000
900-49290-56	GENERAL FUND TRANSFER	81,992	79,122	-	-	-	117,343	74,721
900-49300-56	FUND BALANCE APPLIED	-	-	-	53,144	53,414	2,505	701
	<b>Fund 900 - Ec Dev Income</b>	<b>182,325</b>	<b>179,535</b>	<b>100,000</b>	<b>153,344</b>	<b>153,414</b>	<b>170,048</b>	<b>170,622</b>

**ECONOMIC DEVELOPMENT FUND EXPENSE DETAIL**

	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACT-EST	2022 BUDGET	2023 BUDGET
900-56500-111	SALARIES	72,667	33,834	42,792	75,346	74,304	77,352	77,352
900-56500-115	WAGES/PART-TIME/PERMANENT	16,397	18,337	21,152	23,711	20,456	22,129	22,129
900-56500-151	FRINGE BENEFITS	11,378	6,393	12,206	20,618	21,092	25,122	25,122
900-56500-158	UNEMPLOYMENT COMPENSATION	-	4,345	-	-	-	-	-
900-56500-210	PROFESSIONAL DEVELOPMENT	3,159	2,450	935	2,500	941	3,500	3,535
900-56500-211	CONSULTANT FEES	-	-	-	-	-	-	-
900-56500-212	LEGAL SERVICES	9,660	5,369	2,418	5,000	11,669	12,500	12,625
900-56500-215	PROFESSIONAL SERVICES	125	5,187	5,061	5,000	1,603	2,500	2,525
900-56500-219	AUDIT FEES	1,200	-	1,000	4,000	1,000	4,000	4,040
900-56500-222	COUNTY/REGIONAL ECON DEV	8,967	8,955	9,752	9,000	9,143	9,250	9,343
900-56500-223	MARKETING	30,453	3,748	2,822	-	2,970	2,500	2,525
900-56500-224	SOFTWARE/HARDWARE MAINTENANCE	-	2,134	3,614	2,358	2,148	3,344	3,487
900-56500-225	TELECOM/INTERNET/COMMUNICATION	448	1,238	1,219	1,942	1,973	2,121	2,152
900-56500-310	OFFICE & OPERATING SUPPLIES	406	258	2,756	675	1,619	600	606
900-56500-311	POSTAGE	197	83	21	200	299	200	202
900-56500-320	DUES	-	345	10	1,000	455	1,180	1,192
900-56500-321	SUBSCRIPTIONS & BOOKS	31	503	299	100	-	-	-
900-56500-325	PUBLIC EDUCATION	-	-	-	-	52	50	51
900-56500-330	TRAVEL EXPENSE	5,192	2,641	104	1,500	27	3,700	3,737
900-56500-341	MISC EXPENSE	484	747	2,606	393	-	-	-
900-56500-371	DEPRECIATION EXPENSE	113	350	148	-	-	-	-
900-56500-649	TRANSFER-TO FUND 910	73,140	-	-	-	-	-	-
900-56500-650	TRANSFER-GENERAL FUND	94,700	18,060	-	-	-	-	-
900-56500-651	TRANSFER-FUND 200	-	-	23,000	-	-	-	-
900-56500-805	LAND/REAL ESTATE PURCHASE	-	-	-	-	-	-	-
	<b>Total CDA General Expenses</b>	<b>328,717</b>	<b>114,976</b>	<b>131,914</b>	<b>153,344</b>	<b>149,752</b>	<b>170,048</b>	<b>170,622</b>

FUND TYPE  
SPECIAL REVENUE

# cda proposed

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 within 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

# cda proposed



## 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-MORAINNE 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	-	-	-	-
	<b>Fund 900 - CDA Income</b>	<b>179,782</b>	<b>81,230</b>	<b>161,739</b>	<b>909,068</b>	<b>24,674</b>	<b>-</b>	<b>-</b>	<b>-</b>

### EXPENDITURES

**FUND TYPE  
SPECIAL REVENUE**

**ASSOCIATED DEPARTMENT  
ECONOMIC DEVELOPMENT**

**FUND DESCRIPTION**

**FUND 910**

The Economic Development Programs Fund (#910) accounts for the revenue and expenses related to the economic development incentives managed by the Community Development Authority. This fund includes money provided in the past by State, Federal and local sources to promote economic development through loans and grants to eligible businesses that retain or create jobs in Whitewater. This fund is not budgeted, but accounts for all revenue and expenditures.

- **Fund Balance** is designated to fund incentives and assistance to businesses that expand facilities, retain or create jobs in Whitewater.
- **Primary Funding Sources** is interest payments on loans paid by borrowers and occasional infusions of funding by State, Federal or Local sources.
- **Audit Classification:** Governmental, Component Unit.

**ECONOMIC DEVELOPMENT  
FUND 910 REVENUE DETAIL**

	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	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	-	-	-	-
910-41032-00	CDBG INT-BLUE LINE \$50,000	-	-	4,499	-	-	-	-
910-41033-00	CDBG INT-MEEPER \$82,310	-	-	10,974	-	-	-	-
910-43006-00	CAPCAT INT-INVENTALATOR	-	-	500	-	-	-	-
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	-	-	-	-	-
910-43015-00	CAPCAT INT-BLUE LINE	-	-	4,330	-	-	-	-
910-46001-00	INT INC-ACTION-LRN DEPOT \$41K	-	-	-	-	-	-	-
910-46002-00	INT INC-ACTION-IBUTTONLINK \$9K	-	-	-	-	-	-	-
910-46003-00	INT INC-ACTION-BIKEWISE \$23K	-	-	-	-	-	-	-
910-46004-00	INT INC-ACTION-MEEPER \$97K	-	-	-	-	-	-	-
910-46005-00	INT INC-ACTION-MEEPER \$82K	-	-	-	-	-	-	-
910-46006-00	INT INC-ACTION-BLUELINE \$34K	-	-	-	-	-	-	-
910-46007-00	INT INC-ACTION-BLUELINE \$45K	-	-	-	-	-	-	-
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	-	-	-	-
910-48104-00	INTEREST INCOME-HOUSING	57	521	142	-	-	-	-
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	-	-	-	-
910-48109-00	INTEREST INCOME-ACTION FUND	-	-	-	-	-	-	-
910-48501-00	FEDERAL/STATE GRANTS	-	-	-	-	-	-	-
910-48601-00	MISC INCOME	600	-	175	-	-	-	-
910-48605-00	RENTAL INCOME-CROP LEASES	31,620	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	-	-	-
	<b>Fund 900 - CDA Income</b>	<b>179,782</b>	<b>81,230</b>	<b>182,042</b>	<b>909,068</b>	<b>-</b>	<b>-</b>	<b>-</b>

# cda proposed

	2018	2019	2020	2021	2021	2021	2021	2022	2023
	ACTUAL	ACTUAL	ACTUAL	BUDGET	YTD-JULY	ACT-EST	BUDGET	BUDGET	BUDGET
910-56500-212	(1,779)	-	3,550	-	580	-	-	-	-
910-56500-295	3,440	1,790	1,594	-	2,794	-	-	-	-
910-56500-323	-	2,917	-	-	-	-	-	-	-
910-56500-371	121,760	121,760	121,810	-	-	-	-	-	-
910-56500-403	-	-	-	909,068	860,741	860,741	-	-	-
910-56500-404	-	50	-	-	-	-	-	-	-
910-56500-415	102,510	-	-	-	-	-	-	-	-
910-56500-416	-	-	-	-	-	-	-	-	-
910-56500-417	104,300	-	113,800	-	-	-	-	-	-
910-56500-418	-	-	-	-	-	-	-	-	-
910-56500-450	17,500	30,000	-	-	-	-	-	-	-
910-56500-525	-	-	15,000	-	-	-	-	-	-
910-56500-650	-	-	-	-	-	-	-	-	-
<b>Total CDA General Expenses</b>	<b>347,731</b>	<b>156,517</b>	<b>255,754</b>	<b>909,068</b>	<b>864,115</b>	<b>860,741</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FUND BALANCE** 8,463,888 8,388,601 8,309,655 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)

**ECONOMIC DEVELOPMENT  
FUND 910 EXPENSE DETAIL**

	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACT-EST	2022 BUDGET	2023 BUDGET
910-56500-22	LEGAL/PROFESSIONAL/MARKETING	(1,779)	-	3,550	-	-	-	-
910-56500-29	PROFESSIONAL SERVICES	-	-	3,766	-	-	-	-
910-56500-295	ADMINISTRATIVE EXPENSE	3,440	1,790	1,594	-	-	-	-
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	-	-
910-56500-404	HOUSING LOANS	-	50	-	-	-	-	-
910-56500-408	RENTAL EXPENSES	-	-	1,467	-	-	-	-
910-56500-409	MORRAINE VIEW PARK EXP.	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-
	<b>Total CDA General Expenses</b>	<b>347,731</b>	<b>156,517</b>	<b>260,987</b>	<b>909,068</b>	<b>860,741</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE</b>		<b>8,463,888</b>	<b>8,388,601</b>	<b>8,309,655</b>		<b>8,309,655</b>	<b>8,309,655</b>	<b>8,309,655</b>
	Net Change-Increase/(Decrease)	(167,948)	(75,287)	(78,946)		-	-	-

PRELIMINARY

**SPECIAL REVENUE &  
OTHER SPECIAL PURPOSE FUNDS**

**FUND 920  
INNOVATION CENTER**



**FUND TYPE  
SPECIAL REVENUE**

**ASSOCIATED DEPARTMENT  
ECONOMIC DEVELOPMENT**

**FUND DESCRIPTION**

**FUND 920**

The Innovation Center Operations Fund (#920) was established to account for revenues and expenses related to the operation of the Innovation Center, a part of the Whitewater University Technology Park (WUTP). WUTP is a joint venture between the City of Whitewater and the University of Wisconsin-Whitewater whose mission is to create and foster durable businesses and jobs through a close alignment of UW-Whitewater's research and educational competencies and the resources of the City of Whitewater. WUTP serves as a foundation for a diversified and robust regional economy through the attraction of new residents, utilization of UW-Whitewater faculty, staff and student expertise and the retention of alumni talent.

- **Fund Balance** is to be retained and be available in future years to meet any shortfalls in revenues or unexpected expenses.
- **Primary Funding Sources** is rental income from leased space in the Innovation Center supplemented by contributions from UW-Whitewater and the City of Whitewater.
- **Audit Classification:** Governmental, Component Unit.

**INNOVATION CENTER OPERATIONS FUND REVENUE DETAIL**

	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACT-EST	2022 BUDGET	2023 BUDGET
<b>MISCELLANEOUS REVENUES</b>								
920-48410-56	INT. INCOME--DROULLARD MEM	140	181	44	56	7	56	56
920-48500-56	DONATIONS-BENEVITY IMPACT FD	-	25	-	-	-	-	-
920-48510-56	DONATIONS-DROULLARD MEN	11,500	-	-	-	-	-	-
920-48620-56	FACILITY RENTAL REVENUE	975	1,081	-	600	933	-	-
920-48622-56	RENT-ADVASEC INC	-	-	-	-	175	-	-
920-48627-56	RENT-REPLIPART LLC	1,800	600	-	-	-	-	-
920-48629-56	RENT-REALITYBLU	-	-	875	2,100	2,100	-	-
920-48630-56	RENT-TESCH GLOBAL	1,200	3,600	3,000	-	-	-	-
920-48631-56	RENT-CESA #2	84,000	84,000	84,000	86,750	86,667	87,000	87,000
920-48632-56	RENT-JEDI	12,272	11,328	11,328	11,500	11,328	11,500	11,500
920-48633-56	RENT-BLACKTHORNE CAPITAL LLC	34,680	27,120	23,340	23,340	23,340	23,340	23,340
920-48635-56	Rent - Advasec	-	-	-	-	-	2,100	2,100
920-48636-56	RENT-I-BUTTON	41,975	42,898	44,700	30,000	44,700	44,700	44,700
920-48639-56	RENT-MEEPER	1,200	1,400	1,800	1,800	1,800	1,800	1,800
920-48640-56	RENT-REIMER SYSTEMS	1,800	1,800	1,800	1,800	1,800	1,800	1,800
920-48641-56	RENT-BIO-CHAR	900	-	-	-	-	-	-
920-48642-56	RENT-RECREATIONAL RENTALZ	1,200	1,732	-	-	-	-	-
920-48643-56	RENT-SLIPSTREAM-UWW	1,800	-	-	-	-	-	-
920-48644-56	RENT-EXTENDED CARE	1,800	1,800	1,200	1,800	-	-	-
920-48646-56	RENT-CROWDS.IO-UWW	1,800	1,800	1,800	1,800	1,800	1,800	1,800
920-48649-56	RENT-DE GRAFF & ASSOCIATES	1,800	1,800	1,800	1,800	1,800	1,800	1,800
920-48652-56	RENT-AZ TECH/GAVITO	-	1,800	1,050	-	-	-	-
920-48653-56	RENT-SCANALYTICS	1,800	1,800	1,800	1,800	1,800	1,800	1,800
920-48654-56	RENT- FINE FOOD CULTURE	1,200	1,200	1,100	1,200	267	-	-
920-48655-56	RENT- EARL T HUMPHREY	1,200	1,200	1,100	1,200	-	-	-
920-48658-56	RENT- POLCO/NICK MASTRONARDI	5,400	-	-	-	-	-	-
920-48659-56	RENT-BLACKLINE CONSULTING	450	-	-	-	-	-	-
920-48661-56	RENT-BLUE LINE BATTERIES	19,800	16,500	9,900	9,900	9,900	9,900	9,900
920-48662-56	RENT-KALIBER IMAGING	1,300	400	-	-	-	-	-

**SPECIAL REVENUE &  
OTHER SPECIAL PURPOSE FUNDS**

**FUND 920  
INNOVATION CENTER**



**INNOVATION CENTER OPERATIONS FUND REVENUE DETAIL**

	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACT-EST	2022 BUDGET	2023 BUDGET
920-48663-56	RENT-ITOPIA SOFTWARE	-	450	1,650	-	-	-	-
920-48664-56	RENT-GENEVA SUPPLY	-	10,320	5,160	-	-	-	-
920-48665-56	RENT-LAKEHOUSELIFESTYLE.COM	1,200	1,200	100	-	-	-	-
920-48666-56	RENT-MINERAL ARMOR	-	-	1,200	1,800	1,800	1,800	1,800
920-48667-56	RENT-KAPREP RENT	900	-	-	-	-	-	-
920-48668-56	RENT-RADOM CORP RENT	100	-	-	-	-	-	-
920-48669-56	RENT-IBUTTONLINK LAB	4,500	1,125	-	-	-	-	-
920-48670-56	RENT-CLASSMUNITY	1,200	900	-	-	-	-	-
920-48671-56	RENT-IDP INTERACTIVE DEGREE	600	-	-	-	-	-	-
920-48672-56	RENT-IRON FORGE DEVEL LLC	2,250	1,800	1,800	1,800	1,800	1,800	1,800
920-48673-56	RENT-KREATIVE SOLUTIONS	1,800	1,800	1,800	1,800	1,800	1,800	1,800
920-48674-56	RENT-WHITEWATER GROCERY COOP	4,950	5,480	1,840	-	-	-	-
920-48675-56	RENT-SCOT INSCORE	-	150	1,200	-	-	-	-
920-48676-56	RENT-VARSITY IMAGE	-	150	1,800	1,800	600	-	-
920-48677-56	RENT-ROOFMARKETPLACE	-	-	1,650	1,800	1,800	1,800	1,800
920-48678-56	RENT-WINNING WAYS TRAINING	-	-	1,650	-	800	-	-
920-48679-56	RENT-LONG WALK MEDIA	-	-	900	-	-	-	-
920-48680-56	RENT-NYLEN & PARTNERS	-	-	1,650	1,800	1,800	1,800	1,800
920-48681-56	RENT-SAFEPRO TECH	-	-	-	1,200	-	1,200	1,200
920-48682-56	RENT-ALPHA PROGRAMMERS	-	-	350	2,100	2,100	2,100	2,100
920-48683-56	RENT-PAQUETTE CENTER	-	-	-	33,480	33,480	33,480	33,480
920-48684-56	RENT-USFS	-	-	-	-	-	8,700	8,700
	<b>Total Miscellaneous Revenues</b>	<b>250,416</b>	<b>228,640</b>	<b>214,587</b>	<b>225,026</b>	<b>234,396</b>	<b>242,076</b>	<b>242,076</b>
<b>OTHER FINANCING SOURCES</b>								
920-49200-56	IN-KIND CITY / INSURANCE	5,618	5,618	-	-	-	-	-
920-49202-56	IN-KIND CITY / FINANCE/ADMIN	12,756	12,756	12,756	-	-	-	-
920-49205-56	IN-KIND CITY / GROUNDS-DPW	12,756	12,756	12,756	-	-	-	-
920-49215-56	IN-KIND CITY / BUILDING MAINT	12,756	12,756	12,756	-	-	-	-
920-49300-56	FUND BALANCE APPLIED	-	-	-	200	126,212	(9,096)	(9,296)
920-49305-56	TRANSFER FROM FUND 100	-	27,680	-	-	-	-	-
920-49410-56	IN-KIND UNIV / MANAGER SUPPORT	307,112	313,358	247,805	-	-	-	-
920-49415-56	IN-KIND UNIV / TECH SUPPORT	-	-	-	-	-	-	-
	<b>Total Other Financing Sources</b>	<b>350,998</b>	<b>384,924</b>	<b>286,073</b>	<b>200</b>	<b>126,212</b>	<b>(9,096)</b>	<b>(9,296)</b>
	<b>Grand Total:</b>	<b>601,415</b>	<b>613,565</b>	<b>500,660</b>	<b>225,226</b>	<b>360,608</b>	<b>232,980</b>	<b>232,780</b>

**SPECIAL REVENUE &  
OTHER SPECIAL PURPOSE FUNDS**

**FUND 920  
INNOVATION CENTER**



**INNOVATION CENTER OPERATIONS FUND EXPENSE DETAIL**

	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACT-EST	2022 BUDGET	2023 BUDGET
920-56500-212	LEGAL SERVICES	480	-	120	-	-	-	-
920-56500-215	PROFESSIONAL SERVICES	-	1,079	-	600	-	600	600
920-56500-221	UTILITIES-CITY-H2O/SEWER/STORM	6,061	6,353	5,631	6,800	6,000	7,200	7,200
920-56500-222	ELECTRIC UTILITIES	59,686	61,168	50,425	62,000	62,000	63,500	63,500
920-56500-225	TELECOM/INTERNET/COMMUNICATION	5,533	2,583	2,903	2,700	2,700	2,700	2,500
920-56500-226	MEDIA-MONTHLY	1,816	1,671	552	360	809	1,080	1,080
920-56500-243	CONTRACT-PREVENTIVE MAINT	2,215	4,593	3,202	5,000	5,000	5,500	5,500
920-56500-245	BUILDING MAINTENANCE	2,153	9,599	4,558	10,000	10,000	10,000	10,000
920-56500-246	JANITORIAL SERVICES	15,624	14,397	15,908	18,000	16,000	20,000	20,000
920-56500-250	BLDG MAINT SUPPLIES	11,826	11,252	22,953	9,100	4,000	9,600	9,600
920-56500-294	GROUNDS MAINTENANCE/SNOW/ICE	5,800	24,269	13,812	11,316	10,000	12,000	12,000
920-56500-310	OFFICE & OPERATING SUPPLIES	288	1,776	1,482	1,200	1,000	1,200	1,200
920-56500-311	POSTAGE	14	78	76	150	-	100	100
920-56500-323	MARKETING EXPENSES	14,302	14,642	8,014	5,000	6,900	7,000	7,000
920-56500-330	TRAVEL EXPENSE	-	360	-	-	-	-	-
920-56500-341	MISC EXPENSE	687	10,916	702	500	147	-	-
920-56500-500	IN-KIND INS EXPENSE-BLDG	5,618	5,618	-	-	-	-	-
920-56500-502	IN-KIND EXP CITY / FIN-ADMIN	12,756	12,756	12,756	-	-	-	-
920-56500-505	IN-KIND EXP CITY / GROUNDS-DPW	12,756	12,756	12,756	-	-	-	-
920-56500-515	IN-KIND EXP CITY / BLD MAINT	12,756	12,756	12,756	-	-	-	-
920-56500-520	IN-KIND EXP UNIV / MANAGE SVCS	307,112	313,358	247,805	-	-	-	-
920-56500-650	TRANSFER-PILOT-TID#4	92,500	92,500	92,500	92,500	92,500	92,500	92,500
920-56500-660	RENT-PASSTHRU-UWW	5,850	-	-	-	-	-	-
920-56500-820	CAPITAL OUTLAY/REPAIR	5,650	-	-	-	143,552	-	-
	<b>Total:</b>	<b>581,484</b>	<b>614,480</b>	<b>508,910</b>	<b>225,226</b>	<b>360,608</b>	<b>232,980</b>	<b>232,780</b>

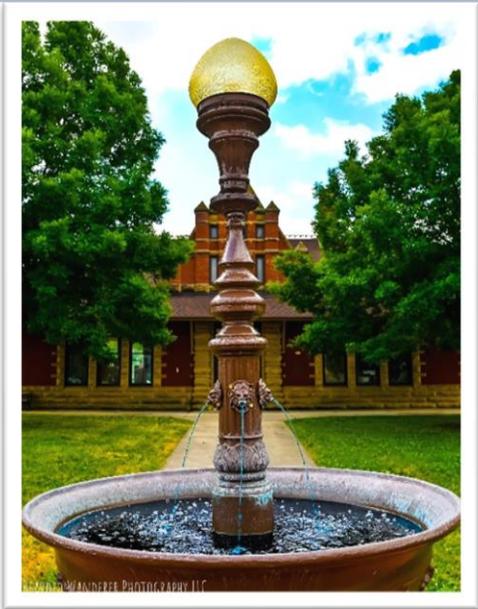
<b>FUND BALANCE</b>	62,766	61,850	53,600		(72,612)	(63,516)	(54,220)
Net Change-Increase/(Decrease)	19,930	(916)	(8,250)	-	(126,212)	9,096	9,296

# Community Development Authority of the City of Whitewater

EST. 1972



## By-Laws and Rules of Procedure











































































**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, \$859,366, less \$7,500.00 for grant administration costs. Thus the loan will be \$859,366, but the Water Utility will only be required to pay back \$851,866 as part of this MOU.

**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 \$859,366.00, 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.

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

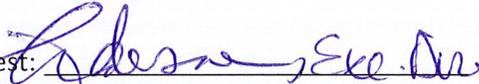
Dated this \_\_\_\_ day of \_\_\_\_\_, 2021

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

**THE CITY OF WHITEWATER**

By: \_\_\_\_\_  
Patrick Singer, Chairman

By: \_\_\_\_\_  
Cameron Clapper, City Manager

Attest:   
Cathy Anderson, Executive Director

AND

By: \_\_\_\_\_  
Michele R. Smith, City Clerk

Document Prepared by: Whitewater CDA – Cathy Anderson. Attachment Prepared by: Whitewater Finance Director Steve Hatton  
Common Council Approval Date: 10/5/21

Exhibit A  
CDA Water Tower Advance

CDA Repayment			
	Prin	Int	Total
6/15/2022	(\$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)

RESOLUTION FOR THE SALE OF REAL ESTATE

WHEREAS, the City of Whitewater is the owner of the following property:

Parcel # /A305000001, City of Whitewater, Walworth County, Wisconsin.

WHEREAS, James Richter or his assigns seeks to purchase the north 2.5 acres of said property for \$45,900 for the purpose of constructing a building and operating a construction business, and

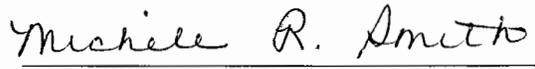
WHEREAS, the sale of said property will promote economic development in the City of Whitewater, and

WHEREAS, it is in the City's and public's best interest to sell said property to James Richter or his assigns for this purpose, and

NOW, THEREFORE, BE IT RESOLVED that the City of Whitewater City Manager and City Clerk are authorized to sign any documents and take action to transfer said property to James Richter or his assigns.

Resolution introduced by Councilmember Smith, who moved its adoption. Seconded by Councilmember Allen. AYES: McCormick, Brown, Binnie, Majkrzak, Smith, Allen. NOES: None. ABSENT: Schreiber. ADOPTED: October 5, 2021.

  
Cameron L. Clapper, City Manager

  
Michele R. Smith, City Clerk

CDA COMMISSIONER ATTENDANCE

SEAT	2021	Spec Mtg 1/21/2021 Cancelled	28-Jan	25-Feb	25-Mar	22-Apr	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	1-Sep	23-Sep	28-Oct	18-Nov
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 3/19/202	Spec Mtg 3/23/202	Spec Mtg	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

District, 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.



## Common Council Agenda Item

Meeting Date:	September 7, 2021
Agenda Item:	Real Property Policy
Staff Contact (name, email, phone):	Steve Hatton, <a href="mailto:shatton@whitewater-wi.gov">shatton@whitewater-wi.gov</a> , 262-473-1380

### BACKGROUND

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

Staff has developed a policy to help establish and document City policy for handling of real estate acquisitions, sales, taxation, and retention by the City. Finance and CDA staff have consulted in the drafting and refinement of the policy being presented for approval. Once approved, staff will develop procedures and templates to help ensure Policy is incorporated in requests brought to Council concerning real property.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

- 7/22/21: Draft policy presented to CDA for input.
- 7/27/21: Draft policy presented to Finance Committee for input.
- 8/24/21: Finance Committee recommended Council approval of policy
- 8/26/21: CDA recommended Council approval of policy

### FINANCIAL IMPACT

(If none, state N/A)

Impacts all financial aspects of acquiring, disposing and retaining real-property. Impacts both annual operating budget and long-range planning for growth of the tax base.

### STAFF RECOMMENDATION

Move to approve Real Property Policy.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

Real Property Policy

		<b>Policy 501.01.2 Real Property Policy</b>			
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 – N/A

IV. REPORTING – N/A

V. JOB AIDS – N/A

## CDA Director History

Year	Staff	Notes
1984-1985	Lynn Burdick, Staff Person	
1986 - ?	David Foster, ED Coordinator	Subsequently changed to Director
? - 1996	Michael Stumpf Julie Peters, Admin. Asst. Brenda Roloff, Admin Asst.	Last Mtg June 2004
2004	Mary Nimm, Acting Director	First Mtg July 2004
2005	Gene Hackbarth/Mary Nimm	First Mtg Jan 2005
2006	Gene Hackbarth/Mary Nimm	
2007	Mary Nimm, Program Coordinator	
2008	Mary Nimm, Program Coordinator	
2009	Mary Nimm, Program Coordinator	
2010	Mary Nimm, Program Coordinator	
2011	Cameron Clapper, Acting Director Robert Young ?? Mallory Ammen ??	
2012	Pat Cannon	
2013	Pat Cannon/Anna Schwarz	
2014	Pat Cannon/Anna Schwarz	
2015	Pat Cannon, Director Tom Harrigan, ED Specialist	1 <sup>st</sup> Mtg July 2015
2016	Pat Cannon, Director Tom Harrigan, ED Specialist	Last Mtg April 2016
2017	Pat Cannon, Director/Staff  Dave Carlson, Director	Last Mtg as Director Nov./Staff Dec. (Last Mtg August 2017) First Mtg Dec. 7
2018	Dave Carlson, Director Bonnie Miller, Exec. Asst.	First Mtg March
2019	Dave Carlson, Director Cameron Clapper, Acting Director Bonnie Miller, Executive. Asst.	Last Mtg May 2019 June 2019
2020	Cameron Clapper, Acting Director Cathy Anderson, Director Bonnie Miller, Admin. Asst.	Thru May 2020 First Mtg June 2020
2021	Cathy Anderson, Director Bonnie Miller, Admin. Asst.	