



Whitewater CDA - Agenda
Monday, December 12, 2011
4:30 PM – CDA Board of Directors
2nd floor- Cravath Lakefront Room
312 W Whitewater Street
Whitewater, WI 53190

Amended 12/9/2011 as of 4:10 p.m. changing the meeting room from 1st floor Community Room to 2nd floor Cravath Lakefront Room.

1. Call to order and roll call
2. Approval of the Agenda
3. **HEARING OF CITIZEN COMMENTS.** *No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.*
4. Approval of the October 24, 2011 Minutes
5. Review and Approval of October and November 2011 Financials
6. WHEDA Presentation-Kim Plache, Regional Representative
7. Review/Approval of 2012 Memorandum of Understanding with the Walworth County Economic Development Alliance (WCEDA)
8. Discussion/Possible Extension of Real Estate Listing Agreement for Whitewater Business Park with NAI/MLG Commercial
9. Update on Housing Loan Program and Appointment of CDA Board Member to Housing Loan Committee
10. Report on Innovation Center/Whitewater University Technology Park
11. Convene to closed session at approximately 5:30 p.m. and reconvene at approximately 6:45 p.m. pursuant to Wisconsin State Statute 19.85 (1)(c) to “consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” and Wisconsin State Statute 19.85(1)(e) to “deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closes session.” Items to be discussed: 1) Review Applications for CDA Director Position; 2) Review Business Development Loan Application for Black Sheep LLC; 3) Review Potential Business Loan Application for DR Plastics; 4) Review Status of Zingg Motors Business Development Loan, and 5) Discuss Potential Spec Building in Whitewater Business Park
12. Reconvene to Open Session
13. Review/Approval of Black Sheep LLC Business Development Loan
14. Review/Approval of DR Plastics Business Development Loan
15. Review/Potential Action on Zingg Motors Business Development Loan
16. Update on CDA Director Search and Screen Process

17. Adjourn

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

MEMO

TO: CDA Board of Directors
FROM: Kevin Brunner, City Manager
RE: Background information on December 12th agenda items

6. WHEDA Presentation – Kim Plache, Regional Representative.

I have invited Kim Plache, Regional WHEDA Representative, to attend the December 12th meeting. This was requested at the last CDA meeting.

Plache will discuss how WHEDA is now working with local economic development agencies. We will also discuss how the WHEDA loan guarantee program that CDA has approved its participation in will operate in the future.

7. Review / Approval of 2012 Memorandum of Understanding with the Walworth County Economic Development Alliance (WCEDA).

There is a proposed 2012 Memorandum of Understanding (MOU) between the CDA and the Walworth County Economic Development Alliance for your consideration and approval. This MOU outlines the economic development services that WCEDA will provide to the City and CDA next year. WCEDA Executive Director Mike Vandenbosch will be in attendance to discuss if you have any questions.

8. Discussion / Possible Extension of Real Estate Listing Agreement for Whitewater Business Park with NAI/MLG Commercial.

If you recall, the CDA entered into a 6 month agreement for the listing of the Whitewater Business Park with NAI/MLG Commercial in June of this year. That listing agreement expires at the end of this year. The question is whether or not we want to extend that agreement for another 6 months to a year with NAI/MLG. My recommendation would be to extend it until December 31, 2012. My rationale for the recommendation is that, while we have not had any prospects brought to us for the Whitewater Business Park by NAI/MLG, they did bring the prospect for a potential spec building in the park to us and the firm has performed all the other marketing initiatives that we have requested as part as the listing agreement. Personally, I think we need to give them a little more time to try to market our park and that we should continue to develop our working relationship with NAI/MLG.

9. Update on Housing Loan Program and Appointment of CDA Board Member to Housing Loan Committee.

I'm pleased to let you know we have 3 pending housing loan applications that are being processed through our 3rd party administrator MSA Associates. MSA Associates will be meeting with the Housing Loan Committee on December 19th to review these housing loan applications. In addition, we need one additional CDA Board member (to replace former CDA member Alan Marshall) appointed to the Housing Loan Committee (current members are Donna Henry, Russ Devitt, Ruth Walton and Russ Devitt).

10. Report on Innovation Center / Whitewater University Technology Park.

I intend on giving the board a brief update on current activities at the Innovation Center as well as update on planning for the Whitewater University Technology Park.

11. Closed Session Items.

There is quite an extensive list of closed session items to be discussed with the CDA Board.

1). Included in your agenda packet material are all the applications for the CDA Director position. I would just ask that you review these applications and come prepared to discuss which applicants you would like to interview. I would also suggest we conduct background and reference checks before interviews; we have found that with professional positions that this process is a little more productive.

2). In your agenda packet you have a business development loan application from Fine Food Culture, LLC, d/b/a Black Sheep, plus some attachments. Attorney Mitch Simon will be in attendance at the closed session to provide his review of the loan application. In discussing this loan application with Atty. Simon, I anticipate that this loan will be recommended for approval subject to some conditions.

3). Review potential loan application for DR Plastics. I have not received a loan application from this firm yet but I expect to have one in hand by the meeting on Monday. I had a phone conversation with DR Plastics President Russ Blakely and Controller Ed Daeger this morning and my understanding is that the company would like to apply again for a \$150,000 loan for new equipment machinery that would lead to creation of 7 new jobs here in Whitewater. DR Plastics paid off a similarly- sized CDA loan earlier this year after only three months because of the firm's refinancing of its bank financing. According to the firm's principals, they are doing quite well financially and they wish to further expand here in Whitewater.

4). Review status of Zingg Motors Business Development Loan. I have included in your agenda packet, a copy of a letter that I have given to Jeff Zingg of Zingg Motors regarding a payoff of the Zingg Motors Business Development Loan. As of today, Zingg has yet to pay off its loan but the firm has been making its regular principal and interest payments and is current through November. As you recall, Zingg Motors was reluctant to provide additional necessary financial information to extend the term of their loan which was supposed to be paid off in full on July 1st. I wanted to discuss with you what actions we should be taking to terminate this loan with Zingg since they have been unwilling to cooperate in paying off the existing loan.

5). Discuss potential Spec Building in Whitewater Business Park. John Henderson of NAI/MLG has brought a potential partner to the City and the CDA for the development of a Spec Building in the Whitewater Business Park. The terms and conditions of the development of this building would be very similar to what was negotiated with Keller Building Structures two years ago by the CDA. John Henderson of NAI/MLG as well as Kirk Magill, President of Magill Construction, who is the potential developer of the Spec Building, will be in attendance at this meeting.

After the closed executive session, I have listed all these items for potential action and/or public reporting by the board in open session.

If any of you have questions regarding these items, please feel free to contact me prior to Monday's afternoon meeting.



DRAFT MINUTES
Monday, October 24, 2011
4:30 PM – CDA Board of Directors
1st Floor – Community Room
Whitewater Municipal Building
312 W. Whitewater Street
Whitewater, WI 53190

1. Call to order and roll call

The meeting was called to order by President Tom Miller at 4:30 p.m. Present: Jim Allen, Donna Henry, Larry Kachel, Jeff Knight, Tom Miller and Jim Stewart. Absent: Patrick Singer. Others present: Kevin Brunner, Doug Saubert, Jim Caldwell and Mike Van Den Bosch (WCEDA).

2. Authorization to Approve Agenda, per Whitewater Transparency Enhancement Ordinance No 1804A

It was moved by Knight, seconded by Allen to approve the agenda per Whitewater Transparency Enhancement Ordinance Number 1804A. Ayes: Allen, Henry, Kachel, Knight, Miller, Stewart. Noes: None. Absent: Singer. Motion approved.

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

There were no citizen comments.

4. Approval of the September 26, 2011 Minutes

It was moved by Stewart, seconded by Kachel to approve the September 26, 2011 minutes as presented. Ayes: Allen, Henry, Kachel, Knight, Miller, Stewart. Noes: None. Absent: Singer. Motion approved.

5. Review and Approval of September 2011 Financials

City Finance Director Doug Saubert was present to review the balance sheets for the various CDA funds as well as the investment schedules of the various CDA funds. After discussion, it was moved by Stewart, seconded by Kachel to approve the September 2011 financials as presented. Ayes: Allen, Henry, Kachel, Knight, Miller, Stewart. Noes: None. Absent: Singer. Approved.

6. Innovation Center Report

Brunner gave the committee a brief report on the current activities at the Innovation Center. 1) All CDA members are invited to a dedication of the Warren Johnson display as well as the LEED Gold Certification presentation on Friday, November 18th. 2) There will be an open house to showcase the new labs that have been completed at the Innovation Center following the Johnson/LEED Gold ceremony on November 18th. 3) In addition to the LEED Gold Certification the Wisconsin Association of General Contractors has named the Innovation Center as one of its 2011 "Build Wisconsin" award winners (Brunner will be representing the City and CDA in receiving this award on December 1st in Madison at the WAGC Annual Awards Banquet. 4) Blackthorne Capital has taken a second suite on the second floor of the Innovation Center and began tenancy of this additional space on September 15th.

7. Consideration of CDA Policy Concerning WHEDA Loan Guarantees

Mike Van Den Bosch of the Walworth County Economic Development Alliance reviewed the WHEDA loan guarantee program that WCEDA recently approved. Brunner pointed out that he had recommended back in August that the CDA become a partner with WHEDA in becoming an authorized WHEDA lender. Brunner noted that WHEDA is taking a much more active role by using its reserves to help small business owners expand their companies using WHEDA programs as well as new programs under consideration and will provide loan guarantees, direct loans or other financial resources for small business operators. Kachel questioned how losses would be shared with WHEDA. Van Den Bosch indicated that WHEDA co-shares those losses with the local lenders.

After discussion it was moved by Knight, seconded by Allen to approve the policy presented regarding WHEDA loan guarantees. The policy is as follows:

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

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

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

It was moved by Knight, seconded by Allen to approve the policy governing WHEDA loan guarantees. Ayes: Allen, Henry, Kachel, Knight, Miller, Stewart. Noes: None. Absent: Singer. Approved.

Kachel requested that WHEDA Regional Representative Kim Plache be invited to attend the next meeting of the CDA Board to discuss the various WHEDA economic development programs.

8. Activity Updates

a. Retention Visits

Brunner noted there were no retention visits scheduled during the month of October and it would be likely that no additional retention visits would be scheduled until early next year when the new CDA Director is on board.

b. Site Inquiries

Brunner indicated that there are currently two firms that he is working with on potential development either in the Whitewater Business Park or Whitewater University Technology Park. More information on these firms will be forthcoming if they develop their interest in Whitewater further.

Brunner also indicated that he had a meeting with John Henderson of NAI/MLG to discuss the potential construction of a spec building in the Whitewater Business Park. There is a developer who has expressed an interest through NAI/MLG in constructing such a facility along the same terms and conditions as those developed several years ago with Keller Construction by the CDA.

c. Housing Study

Brunner indicated that he had been in contact with Professor Russ Kashian regarding completion of the housing surveys. Kashian indicated that he was hoping to complete the survey research and reports by December 1st. Knight indicated that he would like to invite the Housing Subcommittee to the CDA meeting when this housing survey is presented.

9. Review and Approve 2012 CDA Budget

The CDA reviewed the proposed CDA budget for 2012. After discussion it was moved by Knight, seconded by Kachel to approve the budget as presented with the following changes. 1) The marketing line item be increased from the proposed \$6,000 to \$15,000. 2) The UWW internship program be restored to the budget at a total of \$2,000. 3) Revenues needed to balance the budget be appropriated from the CDA fund balance. (Note here that it is anticipated that very little of the 2011 budget for marketing of \$12,800 will be spent this year and thus should be available for use by the CDA next year). Ayes: Allen, Henry, Kachel, Knight, Miller, Stewart. Noes: None. Absent: Singer. Approved.

10. Review and Possible Action on CDA Director Job Description and Search/Screen Process

Knight indicated that he had met with Kachel, Miller and Brunner to finalize the CDA Director job description. The job description as drafted was being presented to the Board for final approval. In addition, Knight indicated that the search process would begin immediately for a new CDA Director with applications due to the CDA no later than December 1, 2011 with a targeted January start date for the new director.

It was moved by Knight, seconded by Allen to approved the CDA Director Job Description as presented and to begin the search and screen process for this position as outlined. Ayes: Allen, Henry, Kachel, Knight, Miller, Stewart. Noes: None. Absent: Singer. Approved.

11. Adjourn

It was then moved by Stewart, seconded by Allen to adjourn the meeting. Meeting adjourned at 5:45 p.m.

Kevin Brunner, City Manager
Recording Secretary

**CITY OF WHITEWATER
BALANCE SHEET
OCTOBER 31, 2011**

CDA FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
900-11100 CASH	23,335.29	(9,691.37)	(30,637.41)	(7,302.12)
900-11200 GENERAL CHECKING ACCOUNT	14,569.77	1.92	6,024.50	20,594.27
900-13150 A/R-TREASURER	.00	(202.50)	.00	.00
900-15100 DUE FROM GENERAL FUND	129.25	.00	.00	129.25
900-18400 OFFICE EQUIPMENT	14,101.41	.00	.00	14,101.41
TOTAL ASSETS	52,135.72	(9,891.95)	(24,612.91)	27,522.81
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
900-21100 VOUCHERS PAYABLE	1,171.59	.00	(1,171.59)	.00
900-21106 WAGES CLEARING	3,118.87	.00	(3,118.87)	.00
900-22000 ACCUM DEPR - EQUIPMENT	12,704.22	.00	.00	12,704.22
900-25100 DUE TO GENERAL FUND	65.95	11.84	305.02	370.97
900-25101 DUE TO 910	15,711.04	.00	.00	15,711.04
900-25920 DUE TO INNOVATION CTR-FD 920	.00	.00	75.00	75.00
TOTAL LIABILITIES	32,771.67	11.84	(3,910.44)	28,861.23
<u>FUND EQUITY</u>				
900-34300 PROPRIETARY CAPITAL	19,364.05	.00	.00	19,364.05
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(9,903.79)	(20,702.47)	(20,702.47)
BALANCE - CURRENT DATE	.00	(9,903.79)	(20,702.47)	(20,702.47)
TOTAL FUND EQUITY	19,364.05	(9,903.79)	(20,702.47)	(1,338.42)
TOTAL LIABILITIES AND EQUITY	52,135.72	(9,891.95)	(24,612.91)	27,522.81

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2011

CDA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
900-48100-56 INTEREST INCOME	1.92	28.80	.00	(28.80)	.0
900-48600-56 MISC INCOME	.00	1,987.50	.00	(1,987.50)	.0
900-48630-56 GRANT ADMINISTRATION-REVENUE	.00	6,000.00	6,000.00	.00	100.0
TOTAL MISCELLANEOUS REVENUE	1.92	8,016.30	6,000.00	(2,016.30)	133.6
<u>OTHER FINANCING SOURCES</u>					
900-49262-56 TRANSFER-TID #4-ADMINISTRATION	.00	.00	45,000.00	45,000.00	.0
900-49263-56 TRANSFER-TID #6-ADMINISTRATION	.00	.00	5,000.00	5,000.00	.0
900-49290-56 CITY TRANSFER INCOME	.00	61,803.00	61,803.00	.00	100.0
900-49300-56 FUND BALANCE APPLIED	.00	.00	5,802.00	5,802.00	.0
TOTAL OTHER FINANCING SOURCES	.00	61,803.00	117,605.00	55,802.00	52.6
TOTAL FUND REVENUE	1.92	69,819.30	123,605.00	53,785.70	56.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2011

CDA FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>CDA</u>					
900-56500-111 SALARIES	8,673.21	68,361.13	72,977.00	4,615.87	93.7
900-56500-151 FRINGE BENEFITS	1,173.41	12,310.11	22,328.00	10,017.89	55.1
900-56500-154 PROFESSIONAL DEVELOPMENT	.00	170.00	1,075.00	905.00	15.8
900-56500-212 LEGAL SERVICES	.00	40.00	1,500.00	1,460.00	2.7
900-56500-219 AUDIT FEES	.00	.00	700.00	700.00	.0
900-56500-223 MARKETING	.00	589.29	12,800.00	12,210.71	4.6
900-56500-224 COUNTY/REGIONAL ECON DEV	.00	5,755.00	5,755.00	.00	100.0
900-56500-225 MOBILE COMMUNICATIONS	24.25	715.14	850.00	134.86	84.1
900-56500-310 OFFICE SUPPLIES	.00	720.78	900.00	179.22	80.1
900-56500-311 POSTAGE	11.84	414.80	500.00	85.20	83.0
900-56500-320 DUES	.00	.00	720.00	720.00	.0
900-56500-321 SUBSCRIPTIONS & BOOKS	.00	49.00	300.00	251.00	16.3
900-56500-330 TRAVEL EXPENSE	.00	458.40	2,200.00	1,741.60	20.8
900-56500-341 MISC EXPENSE	23.00	938.12	1,000.00	61.88	93.8
TOTAL CDA	9,905.71	90,521.77	123,605.00	33,083.23	73.2
TOTAL FUND EXPENDITURES	9,905.71	90,521.77	123,605.00	33,083.23	73.2
NET REVENUE OVER EXPENDITURES	(9,903.79)	(20,702.47)	.00	20,702.47	.0

**CITY OF WHITEWATER
BALANCE SHEET
OCTOBER 31, 2011**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
910-11101	57,504.49	3,279.35	13,926.43	71,430.92
910-11102	361,285.07	6,455.56 (21,940.28)	339,344.79
910-11103	376,215.11	724.13 (117,724.60)	258,490.51
910-11104	14,767.79	1.38	23.42	14,791.21
910-11105	114,100.94	110.36	2,512.74	116,613.68
910-11106	2,689.53	.25	4.26	2,693.79
910-11107	1,508.39	.00 (1,508.39)	.00
910-11303	416,910.05	.00	202,100.00	619,010.05
910-11305	25,000.00	.00	.00	25,000.00
910-11310	375,000.00	.00	200,000.00	575,000.00
910-11315	75,849.27	.00 (75,849.27)	.00
910-14303	122,473.47	.00 (122,473.47)	.00
910-14308	56,116.11 (466.40) (4,596.43)	51,519.68
910-14310	88,614.04 (489.76) (1,045.22)	87,568.82
910-14320	14,542.54 (43.71) (430.66)	14,111.88
910-14337	15,000.00 (233.13) (2,296.72)	12,703.28
910-14338	3,239.80	.00 (3,239.80)	.00
910-14339	42,028.30 (1,484.63) (14,631.65)	27,396.65
910-14340	12,762.69 (434.47) (4,281.92)	8,480.77
910-14341	6,935.36 (2,221.73) (4,713.63)	4,713.63
910-14342	17,109.37 (363.76) (3,582.43)	13,526.94
910-14343	8,347.60	.00	83.76	8,431.36
910-14344	40,177.21 (142.98) (1,408.66)	38,768.55
910-14345	170,689.39 (1,008.66) (9,974.39)	160,715.00
910-14350	8,220.00	.00	.00	8,220.00
910-14351	10,203.84	.00	.00	10,203.84
910-14353	18,420.02	.00	.00	18,420.02
910-14354	9,000.00	.00 (9,000.00)	.00
910-14356	8,062.00	.00	.00	8,062.00
910-14359	10,818.00	.00	.00	10,818.00
910-14361	11,000.90	.00	.00	11,000.90
910-14363	11,000.00	.00	.00	11,000.00
910-14364	2,412.00	.00	.00	2,412.00
910-14366	12,504.15	.00	.00	12,504.15
910-14368	15,517.48	.00	.00	15,517.48
910-14371	4,300.00 (100.00) (1,000.00)	3,300.00
910-14375	18,422.00	.00	.00	18,422.00
910-14378	34,448.00	.00	.00	34,448.00
910-14554	750,000.00	.00	.00	750,000.00
910-15208	15,711.04	.00	.00	15,711.04
910-15500	5,416,458.00	.00	.00	5,416,458.00
910-15521	275,171.53	.00	.00	275,171.53
TOTAL ASSETS	9,050,535.48	3,581.78	21,444.99	9,071,980.47

LIABILITIES AND EQUITY

**CITY OF WHITEWATER
BALANCE SHEET
OCTOBER 31, 2011**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>LIABILITIES</u>				
910-21200 DEPOSITS	900.00	.00	.00	900.00
910-25920 DUE TO FD 920-INNOVATION CTR	.00	.00	1,491.07	1,491.07
TOTAL LIABILITIES	900.00	.00	1,491.07	2,391.07
<u>FUND EQUITY</u>				
910-30110 CONTRIBUTED CAPITAL	456,815.37	.00	.00	456,815.37
910-34300 PROPRIETARY CAPITAL	7,955,855.18	.00	.00	7,955,855.18
910-35000 HOUSING LOANS RESERVE	174,316.71	.00	.00	174,316.71
910-35100 ECONOMIC DEV LOANS RESERVE	433,615.17	.00	.00	433,615.17
910-35160 FACADE LOANS RESERVE	29,033.05	.00	.00	29,033.05
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	3,581.78	19,953.92	19,953.92
BALANCE - CURRENT DATE	.00	3,581.78	19,953.92	19,953.92
TOTAL FUND EQUITY	9,049,635.48	3,581.78	19,953.92	9,069,589.40
TOTAL LIABILITIES AND EQUITY	9,050,535.48	3,581.78	21,444.99	9,071,980.47

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2011

CDA PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
910-43510-00 FEDERAL/STATE GRANTS	.00	606,000.00	.00	(606,000.00)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	606,000.00	.00	(606,000.00)	.0
<u>MISCELLANEOUS REVENUE</u>					
910-48101-00 INTEREST INCOME-BUSINESS DEV	24.13	3,207.89	15,500.00	12,292.11	20.7
910-48102-00 INTEREST INCOME-ECONOMIC DEV	1,006.26	6,225.18	4,800.00	(1,425.18)	129.7
910-48103-00 INTEREST INCOME-FACADE	6.56	321.38	600.00	278.62	53.6
910-48104-00 INTEREST INCOME-HOUSING	11.11	142.20	400.00	257.80	35.6
910-48105-00 INTEREST INCOME-ED DEV	1.38	23.42	30.00	6.58	78.1
910-48106-00 INTEREST INCOME-MORAINNE VIEW	.25	4.26	6.00	1.74	71.0
910-48107-00 INTEREST INC-WETLAND ESCROW	.00	1,655.10	700.00	(955.10)	236.4
910-48602-00 MISC INCOME	.00	915.20	.00	(915.20)	.0
910-48604-00 RENTAL INCOME-HOWARD ROAD	700.00	7,000.00	8,400.00	1,400.00	83.3
910-48605-00 RENTAL INCOME-CROP LEASES	.00	5,880.00	5,880.00	.00	100.0
910-48608-00 LOAN INTEREST-LAVELLE	.00	408.24	408.00	(.24)	100.1
910-48613-00 LOAN INTEREST-ZINGG MOTORS	172.53	1,792.87	2,220.00	427.13	80.8
910-48645-00 LOAN INTEREST-LEARNING DEPOT	586.24	3,258.78	3,494.00	235.22	93.3
910-48647-00 LOAN INT-TOPPERS--\$115,659	96.29	1,177.55	1,596.00	418.45	73.8
910-48648-00 LOAN INT-TOPPERS--\$33,960	29.72	359.98	554.00	194.02	65.0
910-48649-00 FACADE LOAN-INT-TOPPERS-15K	277.41	277.41	277.00	(.41)	100.2
910-48650-00 FACADE-INT.-RR WALTON-15K	.00	129.61	130.00	.39	99.7
910-48651-00 FACADE-INT-WALTON DIST-30K	46.30	518.17	655.00	136.83	79.1
910-48653-00 LOAN INT-RR WALTON-15K-HOTEL	43.12	465.77	588.00	122.23	79.2
910-48655-00 ED LOAN-INT-DAN'S MEAT-15K	.00	83.76	340.00	256.24	24.6
910-48657-00 FACADE-INT-WARHAWK-45K	129.71	1,318.24	1,609.00	290.76	81.9
910-48658-00 LOAN INT.-960 E. MILWAUKEE LLC	404.33	4,155.71	4,951.00	795.29	83.9
910-48660-00 FACADE-1117 W. MAIN(SWD/TDW)	47.19	478.34	572.00	93.66	83.6
910-48662-00 LOAN-IDL-INTEREST-DR PLASTICS	.00	1,515.84	5,078.00	3,562.16	29.9
910-48680-00 ADMINISTRATION FEE-LOANS	.00	1,700.00	1,500.00	(200.00)	113.3
TOTAL MISCELLANEOUS REVENUE	3,582.53	43,014.90	60,288.00	17,273.10	71.4
<u>OTHER FINANCING SOURCES</u>					
910-49300-56 FUND BALANCE APPLIED	.00	.00	(52,888.00)	(52,888.00)	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	(52,888.00)	(52,888.00)	.0
TOTAL FUND REVENUE	3,582.53	649,014.90	7,400.00	(641,614.90)	8770.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2011

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	13,220.67	4,400.00	(8,820.67)	300.5
910-56500-295 ADMINISTRATIVE EXPENSE	.75	7,969.86	500.00	(7,469.86)	1594.0
910-56500-404 HOUSING LOANS	.00	30.00	.00	(30.00)	.0
910-56500-408 RENTAL EXPENSES	.00	1,840.45	2,500.00	659.55	73.6
910-56500-500 TRANSFER-HUSCO GRANT-DOC	.00	606,000.00	.00	(606,000.00)	.0
TOTAL CDA PROGRAMS	.75	629,060.98	7,400.00	(621,660.98)	8500.8
TOTAL FUND EXPENDITURES	.75	629,060.98	7,400.00	(621,660.98)	8500.8
NET REVENUE OVER EXPENDITURES	3,581.78	19,953.92	.00	(19,953.92)	.0

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

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

TIF Development					\$0.00			
TOTAL					\$0.00			

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

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

Wetland Escrow Account	First Citizens	07/05/2009	01/05/2011	18 months	\$0.00	2.45%	3304731	Replaces 3303025
Wetland Escrow Account	First Citizens	10/23/2010	02/23/2012	16	\$0.00	1.35%	3304645	Replaces 3302611
TOTAL					\$0.00			

TOTALS BY FUND

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

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

CDA FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
900-11100 CASH	23,335.29	(2,173.21)	(32,810.62)	(9,475.33)
900-11200 GENERAL CHECKING ACCOUNT	14,569.77	1.86	6,026.36	20,596.13
900-15100 DUE FROM GENERAL FUND	129.25	.00	.00	129.25
900-18400 OFFICE EQUIPMENT	14,101.41	.00	.00	14,101.41
TOTAL ASSETS	52,135.72	(2,171.35)	(26,784.26)	25,351.46
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
900-21100 VOUCHERS PAYABLE	1,171.59	.00	(1,171.59)	.00
900-21106 WAGES CLEARING	3,118.87	.00	(3,118.87)	.00
900-22000 ACCUM DEPR - EQUIPMENT	12,704.22	.00	.00	12,704.22
900-25100 DUE TO GENERAL FUND	65.95	.00	305.02	370.97
900-25101 DUE TO 910	15,711.04	.00	.00	15,711.04
900-25920 DUE TO INNOVATION CTR-FD 920	.00	.00	75.00	75.00
TOTAL LIABILITIES	32,771.67	.00	(3,910.44)	28,861.23
<u>FUND EQUITY</u>				
900-34300 PROPRIETARY CAPITAL	19,364.05	.00	.00	19,364.05
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(2,171.35)	(22,873.82)	(22,873.82)
BALANCE - CURRENT DATE	.00	(2,171.35)	(22,873.82)	(22,873.82)
TOTAL FUND EQUITY	19,364.05	(2,171.35)	(22,873.82)	(3,509.77)
TOTAL LIABILITIES AND EQUITY	52,135.72	(2,171.35)	(26,784.26)	25,351.46

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2011

CDA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
900-48100-56 INTEREST INCOME	1.86	30.66	.00	(30.66)	.0
900-48600-56 MISC INCOME	.00	1,987.50	.00	(1,987.50)	.0
900-48630-56 GRANT ADMINISTRATION-REVENUE	.00	6,000.00	6,000.00	.00	100.0
TOTAL MISCELLANEOUS REVENUE	1.86	8,018.16	6,000.00	(2,018.16)	133.6
<u>OTHER FINANCING SOURCES</u>					
900-49262-56 TRANSFER-TID #4-ADMINISTRATION	.00	.00	45,000.00	45,000.00	.0
900-49263-56 TRANSFER-TID #6-ADMINISTRATION	.00	.00	5,000.00	5,000.00	.0
900-49290-56 CITY TRANSFER INCOME	.00	61,803.00	61,803.00	.00	100.0
900-49300-56 FUND BALANCE APPLIED	.00	.00	5,802.00	5,802.00	.0
TOTAL OTHER FINANCING SOURCES	.00	61,803.00	117,605.00	55,802.00	52.6
TOTAL FUND REVENUE	1.86	69,821.16	123,605.00	53,783.84	56.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2011

CDA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CDA</u>					
900-56500-111 SALARIES	2,117.30	70,478.43	72,977.00	2,498.57	98.8
900-56500-151 FRINGE BENEFITS	31.66	12,341.77	22,328.00	9,986.23	55.3
900-56500-154 PROFESSIONAL DEVELOPMENT	.00	170.00	1,075.00	905.00	15.8
900-56500-212 LEGAL SERVICES	.00	40.00	1,500.00	1,460.00	2.7
900-56500-219 AUDIT FEES	.00	.00	700.00	700.00	.0
900-56500-223 MARKETING	.00	589.29	12,800.00	12,210.71	4.6
900-56500-224 COUNTY/REGIONAL ECON DEV	.00	5,755.00	5,755.00	.00	100.0
900-56500-225 MOBILE COMMUNICATIONS	24.25	739.39	850.00	110.61	87.0
900-56500-310 OFFICE SUPPLIES	.00	720.78	900.00	179.22	80.1
900-56500-311 POSTAGE	.00	414.80	500.00	85.20	83.0
900-56500-320 DUES	.00	.00	720.00	720.00	.0
900-56500-321 SUBSCRIPTIONS & BOOKS	.00	49.00	300.00	251.00	16.3
900-56500-330 TRAVEL EXPENSE	.00	458.40	2,200.00	1,741.60	20.8
900-56500-341 MISC EXPENSE	.00	938.12	1,000.00	61.88	93.8
TOTAL CDA	2,173.21	92,694.98	123,605.00	30,910.02	75.0
TOTAL FUND EXPENDITURES	2,173.21	92,694.98	123,605.00	30,910.02	75.0
NET REVENUE OVER EXPENDITURES	(2,171.35)	(22,873.82)	.00	22,873.82	.0

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

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
910-11101	57,504.49	781.44	14,707.87	72,212.36
910-11102	361,285.07	4,404.02 (17,536.26)	343,748.81
910-11103	376,215.11	723.43 (117,001.17)	259,213.94
910-11104	14,767.79	1.34	24.76	14,792.55
910-11105	114,100.94	112.64	2,825.38	116,726.32
910-11106	2,689.53	.24	4.50	2,694.03
910-11107	1,508.39	.00 (1,508.39)	.00
910-11303	416,910.05	.00	202,100.00	619,010.05
910-11305	25,000.00	.00	.00	25,000.00
910-11310	375,000.00	.00	200,000.00	575,000.00
910-11315	75,849.27	.00 (75,849.27)	.00
910-14303	122,473.47	.00 (122,473.47)	.00
910-14308	56,116.11 (467.95) (5,084.38)	51,051.73
910-14310	88,614.04	.00 (1,045.22)	87,568.82
910-14320	14,542.54 (43.86) (474.52)	14,068.02
910-14337	15,000.00 (233.90) (2,530.62)	12,469.38
910-14338	3,239.80	.00 (3,239.80)	.00
910-14339	42,028.30 (1,489.58) (16,121.23)	25,907.07
910-14340	12,762.69 (435.92) (4,717.84)	8,044.85
910-14341	6,935.36	.00 (2,221.73)	4,713.63
910-14342	17,109.37 (364.97) (3,947.40)	13,161.97
910-14343	8,347.60	.00	83.76	8,431.36
910-14344	40,177.21 (143.46) (1,552.12)	38,625.09
910-14345	170,689.39 (1,011.20) (10,985.59)	159,703.80
910-14350	8,220.00	.00	.00	8,220.00
910-14351	10,203.84	.00	.00	10,203.84
910-14353	18,420.02	.00	.00	18,420.02
910-14354	9,000.00	.00 (9,000.00)	.00
910-14356	8,062.00	.00	.00	8,062.00
910-14359	10,818.00	.00	.00	10,818.00
910-14361	11,000.90	.00	.00	11,000.90
910-14363	11,000.00	.00	.00	11,000.00
910-14364	2,412.00	.00	.00	2,412.00
910-14366	12,504.15	.00	.00	12,504.15
910-14368	15,517.48	.00	.00	15,517.48
910-14371	4,300.00 (100.00) (1,100.00)	3,200.00
910-14375	18,422.00	.00	.00	18,422.00
910-14378	34,448.00	.00	.00	34,448.00
910-14554	750,000.00	.00	.00	750,000.00
910-15208	15,711.04	.00	.00	15,711.04
910-15500	5,416,458.00	.00	.00	5,416,458.00
910-15521	275,171.53	.00	.00	275,171.53
TOTAL ASSETS	9,050,535.48	1,732.27	23,177.26	9,073,712.74

LIABILITIES AND EQUITY

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

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>LIABILITIES</u>				
910-21200 DEPOSITS	900.00	.00	.00	900.00
910-25920 DUE TO FD 920-INNOVATION CTR	.00	.00	1,491.07	1,491.07
TOTAL LIABILITIES	900.00	.00	1,491.07	2,391.07
<u>FUND EQUITY</u>				
910-30110 CONTRIBUTED CAPITAL	456,815.37	.00	.00	456,815.37
910-34300 PROPRIETARY CAPITAL	7,955,855.18	.00	.00	7,955,855.18
910-35000 HOUSING LOANS RESERVE	174,316.71	.00	.00	174,316.71
910-35100 ECONOMIC DEV LOANS RESERVE	433,615.17	.00	.00	433,615.17
910-35160 FACADE LOANS RESERVE	29,033.05	.00	.00	29,033.05
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	1,732.27	21,686.19	21,686.19
BALANCE - CURRENT DATE	.00	1,732.27	21,686.19	21,686.19
TOTAL FUND EQUITY	9,049,635.48	1,732.27	21,686.19	9,071,321.67
TOTAL LIABILITIES AND EQUITY	9,050,535.48	1,732.27	23,177.26	9,073,712.74

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2011

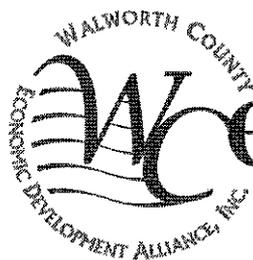
CDA PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
910-43510-00	FEDERAL/STATE GRANTS	.00	606,000.00	.00 (606,000.00)	.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	606,000.00	.00 (606,000.00)	.0
<u>MISCELLANEOUS REVENUE</u>					
910-48101-00	INTEREST INCOME-BUSINESS DEV	23.43	3,231.32	15,500.00	12,268.68 20.9
910-48102-00	INTEREST INCOME-ECONOMIC DEV	30.73	6,255.91	4,800.00 (1,455.91)	130.3
910-48103-00	INTEREST INCOME-FACADE	7.79	329.17	600.00	270.83 54.9
910-48104-00	INTEREST INCOME-HOUSING	12.64	154.84	400.00	245.16 38.7
910-48105-00	INTEREST INCOME-ED DEV	1.34	24.76	30.00	5.24 82.5
910-48106-00	INTEREST INCOME-MORAIN VIEW	.24	4.50	6.00	1.50 75.0
910-48107-00	INTEREST INC-WETLAND ESCROW	.00	1,655.10	700.00 (955.10)	236.4
910-48602-00	MISC INCOME	.00	915.20	.00 (915.20)	.0
910-48604-00	RENTAL INCOME-HOWARD ROAD	700.00	7,700.00	8,400.00	700.00 91.7
910-48605-00	RENTAL INCOME-CROP LEASES	.00	5,880.00	5,880.00	.00 100.0
910-48608-00	LOAN INTEREST-LAVELLE	.00	408.24	408.00 (.24)	100.1
910-48613-00	LOAN INTEREST-ZINGG MOTORS	170.98	1,963.85	2,220.00	256.15 88.5
910-48645-00	LOAN INTEREST-LEARNING DEPOT	.00	3,258.78	3,494.00	235.22 93.3
910-48647-00	LOAN INT-TOPPERS--\$115,659	91.34	1,268.89	1,596.00	327.11 79.5
910-48648-00	LOAN INT-TOPPERS--\$33,960	28.27	388.25	554.00	165.75 70.1
910-48649-00	FACADE LOAN-INT-TOPPERS-15K	.00	277.41	277.00 (.41)	100.2
910-48650-00	FACADE-INT.-RR WALTON-15K	.00	129.61	130.00	.39 99.7
910-48651-00	FACADE-INT-WALTON DIST-30K	45.09	583.26	655.00	91.74 86.0
910-48653-00	LOAN INT-RR WALTON-15K-HOTEL	42.34	508.11	588.00	79.89 86.4
910-48655-00	ED LOAN-INT-DAN'S MEAT-15K	.00	83.76	340.00	256.24 24.6
910-48657-00	FACADE-INT-WARHAWK-45K	129.23	1,447.47	1,609.00	161.53 90.0
910-48658-00	LOAN INT.-960 E. MILWAUKEE LLC	401.81	4,557.52	4,951.00	393.48 92.1
910-48660-00	FACADE-1117 W. MAIN(SWD/TDW)	47.04	525.38	572.00	46.62 91.9
910-48662-00	LOAN-IDL-INTEREST-DR PLASTICS	.00	1,515.84	5,078.00	3,562.16 29.9
910-48680-00	ADMINISTRATION FEE--LOANS	.00	1,700.00	1,500.00 (200.00)	113.3
TOTAL MISCELLANEOUS REVENUE		1,732.27	44,747.17	60,288.00	15,540.83 74.2
<u>OTHER FINANCING SOURCES</u>					
910-49300-56	FUND BALANCE APPLIED	.00	.00	(52,888.00) (52,888.00)	.0
TOTAL OTHER FINANCING SOURCES		.00	.00	(52,888.00) (52,888.00)	.0
TOTAL FUND REVENUE		1,732.27	650,747.17	7,400.00 (643,347.17)	8793.9

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2011

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	13,220.67	4,400.00	(8,820.67)	300.5
910-56500-295 ADMINISTRATIVE EXPENSE	.00	7,969.86	500.00	(7,469.86)	1594.0
910-56500-404 HOUSING LOANS	.00	30.00	.00	(30.00)	.0
910-56500-408 RENTAL EXPENSES	.00	1,840.45	2,500.00	659.55	73.6
910-56500-500 TRANSFER-HUSCO GRANT-DOC	.00	606,000.00	.00	(606,000.00)	.0
TOTAL CDA PROGRAMS	.00	629,060.98	7,400.00	(621,660.98)	8500.8
TOTAL FUND EXPENDITURES	.00	629,060.98	7,400.00	(621,660.98)	8500.8
NET REVENUE OVER EXPENDITURES	1,732.27	21,686.19	.00	(21,686.19)	.0



Developing Talent, Building on Innovation

1000 East Centralia Street
Elkhorn, WI 53121-2032

Office 262-741-8527
Facsimile 262-741-8529

MEMORANDUM OF UNDERSTANDING

PARTIES: City of Whitewater, Wisconsin
Whitewater Community Development Authority (CDA)

Walworth County Economic Development Alliance, Inc. (WCEDA)
Michael Van Den Bosch, Executive Director

BACKGROUND

The City of Whitewater has been a municipal investor in the Walworth County Economic Development Alliance since its inception in 2005. During that time, WCEDA has provided varying levels of economic development technical assistance to the City. For the 2012 calendar year, the following levels of service are proposed.

SCOPE OF PROPOSAL:

Technical Consultation & Assistance

I. Technical Assistance

WCEDA staff shall:

- A. Attend Whitewater CDA meetings quarterly, and where possible have a staff member available upon request of the CDA.
- B. Periodically attend meetings of the Whitewater University Technology Park Board of Directors, and where possible have a staff member available upon request of the Whitewater University Technology Park Board of Directors.
- C. Collaborate with Whitewater CDA staff on business recruitment strategies and business development projects, as well as assist in the development of a Marketing Plan for the City of Whitewater Business Park and Whitewater University Technology Park upon request from the City and/or the CDA.
- D. Participate in Whitewater business retention visits with CDA and UW-Whitewater SBDC staff.
- E. ~~Serve as a liaison with the Wisconsin Economic Development Corporation (WEDC) in maintaining applicable economic development information about Walworth County and the City of Whitewater on the WEDC website.~~

II. Consultation

WCEDA staff shall:

- A. Complete economic impact analyses of firms locating in the Whitewater Business Park and Whitewater University Technology Park upon request of the CDA, City, and/or Whitewater University Technology Park Board of Directors.
- B. Assist City or CDA staff in the development of Federal and State grant applications.
- C. ~~Assist with the development of youth apprenticeship programs with the Whitewater Unified School District and other educational agencies.~~
- D. ~~Assist with development of programs with Whitewater businesses and applicable educational agencies to address acute job skills needs (i.e. CNC operators, welders).~~



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III. Resources & Data

WCEDA shall:

- A. Maintain links to the Whitewater CDA webpage for county and regional economic development information and maintenance of current Whitewater Business Park and Whitewater economic development information on www.walworthbusiness.com, as well as links to the Whitewater University Technology Park webpage.
- B. Make available where possible any and all information and statistical data requested by the City and/or CDA staff.

IV. Reporting

- A. WCEDA's executive director is to give an annual in-person report to the Whitewater CDA on WCEDA's accomplishments and specific work done for Whitewater and Whitewater businesses.

ADDITIONAL PROJECTS

Other economic development-related projects that may be assigned upon mutual agreement of the two parties.

Such projects may be subject to additional costs to the City of Whitewater.

PROPOSAL COSTS

- I. Costs for technical assistance, consultation, resources & data, and reporting are paid at a rate of \$.50 per person based on the population of the City of Whitewater located in Walworth County.
- II. Costs for out of pocket expenses, such as postage and materials will be reimbursed on a cost basis only.

ESTIMATED ANNUALIZED COSTS

- I. Out of Pocket Costs: Included in Above Fees
- II. Marketing Materials: By bid with expenditures approved by City Council action prior to being incurred
- III. Representation: Billed at cost with expenditures approved by the City Council action prior to being incurred

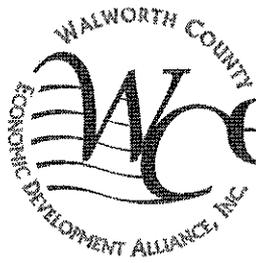
Accepted by:

Signature

Signature
Michael Van Den Bosch
Executive Director

Printed Name & Title

Date



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