



Whitewater CDA - Agenda
Monday, May 2, 2011
4:30 PM - CDA Board of Directors
1st Floor Community Room - 312 W Whitewater Street
Whitewater, WI 53190

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 March 28, 2011 Minutes
5. February and March CDA Financials
6. Consideration of Request from Downtown Whitewater to Participate in Partnership of Sponsoring TV Commercials
7. Review of City Municipal Code, Chapter 2.48 Industrial Development Commission
8. CDA Coordinator Updates
 - a. Retention Visits
 - b. Site Inquiries
 - c. Photo-Simulation Neighborhood Meeting E Main/Milwaukee St Corridor
 - d. WUP 0033 & WSS 00060 - North Jefferson Street
 - e. Attendance at International Council of Shopping Centers Idea Exchange Conference in Milwaukee
 - f. Energy Event
 - g. TID
9. Discussion on Development of City of Whitewater Commercial Property Real Estate Database
10. EDA Project No 06-01-05479 Updates
 - a. Enhancement Requests
 - b. Tenant Status
11. Future Agenda Items
12. **Adjourn to closed session at approximately 6:00PM not to reconvene per Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility and Per Wisconsin Statute 19.85 (1)(e).). Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session**
 - a. ED Loan - Dan's Meat Market
 - b. Performance Review - CDA Coordinator

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.

MEMORANDUM

DATE: 04/28/2011

TO: Whitewater CDA Board of Directors

FROM: Mary S. Nimm, Coordinator

RE: Notes on the (April 25) May 2, 2011 Board of Directors Meeting

Retention Visits

During the month of April, the Retention Team visited with Executives at Golden State Foods and HUSCO.

Upcoming scheduled visits:

Generac

I am still attempting to contact:

Universal Electronics

Polymer Tech

Site Inquiries

I have been working with a Real Estate Broker on possible use of the former Sallie Mae space.

Photo-Simulation Neighborhood Meeting E Main/Milwaukee St Corridor

On Wednesday, April 6 I held the photo-simulation E Main/Milwaukee St corridor neighborhood meeting. Mike VanderBunt from the Lakes Area Realtors Association presented the Waterford Photo-Simulation Example to the approximate 29 attendees and then opened up the meeting for questions. Next steps include taking comments from the meeting and incorporating the comments as well as the proposed road concept into the project and start the simulation series.

WUP 0033 & WSS 00060 – North Jefferson Street

Appraisal Status – The appraiser was on-site on April 27th.

Brownfield Status – Ayres is in the final stages of assembling the package of materials for the DNR. Final report and package will be submitted to the DNR on Monday, May 2.

Attendance at upcoming International Council of Shopping Centers (ICSC) Idea Exchange Conference in Milwaukee

On April 7th, I attended the ICSC Conference in Milwaukee with Tamara Brodnicki, Director for Downtown Whitewater and Mike Vandenbosh, Director for Walworth County Economic Development Alliance. During the Municipal Showcase I spoke with representatives from GNC, Dunkin Donuts, Halloween Spirit Stores, and other Commercial Brokers. As follow-up I have been working with and sharing Retail information with the owners of vacant properties in Whitewater. I have also been in contact with Save-A-Lot regarding Whitewater and the East Town Market site.

Energy Event

On April 18th I worked with the City to host the first Community Outreach Energy Event at the Whitewater Innovation Center. The program included speakers representing energy savings improvements from the City, Whitewater Unified School District, University of Wisconsin-Whitewater and was followed by a short presentation from Focus on Energy. The final portion of the program included tours of the Innovation Center. Participants

received a "green" reusable bag filled with a compact fluorescent light bulb, a shower timer, information sheets from Focus on Energy and WE Energies as well as other miscellaneous promotional items from Focus and ECO Fair360. Catering was provided to approximately 35 attendees.

TID

I have prepared and submitted the Distressed TID 4 Amendment Packet to the Department of Revenue for filing.

Enhancement Requests

A copy of the EDA approval letter is included in the packet.

Tenant Status

From Kevin's email to the Common Council a Press Release on University News (<http://www.uww.edu/news/archive/2011-04-blackthorne>):

Blackthorne Capital becomes first private tenant at Innovation Center

April 26, 2011

The Innovation Center at Whitewater University Technology Park welcomed its first private business tenant as Blackthorne Capital Management moved in this month.

"Whitewater is made up of unique people, like the chancellor and faculty, who embrace dynamic partnerships, fostering new ideas and research," said Peter Layton, co-founder and principal investor of Blackthorne Capital Management.

Blackthorne Capital Management is an innovative financial management start-up company focused on research and development. The company currently employs 11 UW-Whitewater students who serve as interns. More than a half dozen faculty members have partnered with the company, including professors from math, statistics, graphic arts and public relations

"Not only do faculty and researchers benefit, the greater benefit is to the students who will be actively involved in the partnership," Layton said. Blackthorne, through the University of Wisconsin-Whitewater, will reach out and form new partnerships with other research institutions and universities with the intent of creating a collaborative environment promoting excellence in financial research."

During the three-year lease, Blackthorne Capital will occupy one of the Innovation Center's large suites - about 780 square feet of space.

"They're the perfect fit for what we are trying to accomplish here," said UW-Whitewater Chancellor Richard Telfer. "Businesses and entrepreneurs will find the Innovation Center a nurturing place to help them thrive."

"We're really ecstatic that Blackthorne has moved in," said Kevin Brunner, Whitewater city manager. "We hope the company will grow and prosper during its time here"

Two other tenants have already moved in -- CESA 2, the state's largest Cooperative Educational Service Agency, and the Jefferson Eastern Dane Interactive Network (JEDI), a distance-learning and virtual classroom group.

Brunner said the city is working with other potential tenants for the Innovation Center as the May 5 grand opening ceremony approaches.



Whitewater CDA - Minutes
Monday, March 28, 2011
4:30 PM – CDA Board of Directors
1st Floor Community Room - 312 W Whitewater Street
Whitewater, WI 53190

1. Call to order and roll call

Tom Miller called the meeting to order at 4:30PM.

Present: Jim Allen, Jeff Knight, Alan Marshall, Tom Miller, Patrick Singer (@4:35PM)

Absent: Jim Stewart

Others Present: Kevin Brunner, Mary Nimm, Jim Caldwell, Bud Gayhart, Mike Vandenbosh

2. Approval of the Agenda

Al Marshall motioned to approve the agenda. Allen seconded.

Ayes: Allen, Knight, Marshall, Miller

Nays: None

Absent: Stewart, Singer

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 February 28, 2011 Minutes

Al Marshall motioned to approve the Minutes. Allen seconded.

Ayes: Allen, Knight, Marshall, Miller

Nays: None

Absent: Stewart, Singer

5. Discussion and Possible Action on Proposal for Listing of the Business Park Vacant Parcels for Sale with MLG Commercial

Vytaus Barcus, bringing to the CDA an unsolicited proposal, expressing MLG's interest in helping with the sales of the Whitewater Business Park. Mr. Barcus noted that MLG has the ability to use GIS to aid employers in decision making. MLG will put up signage, produce and distribute info brochure sheets, noted the importance of getting the word out and make property known world-wide. Mr. Barcus also noted that larger companies will have broker representation as they search for business locations. MLG will use several web locations to list property. MLG has approx 325 offices around the world.

Knight – CDA has not solicited an RFP for such services. I don't see a price – exclusive, co-broke?

Barcus – typically we charge commission and split with other brokers – either a percentage or flat fee based on the sale. Didn't want to presume anything, just wanted you to be aware we exist.

6. Review of City Municipal Code, Chapter 2.48 Industrial Development Commission

Singer – CDA was created in the charter ordinance – why are we dealing with this? Don't need this, check with Wally?

Brunner – City Attorney believes there are a number of items not included in the Charter Ordinance, for example, Staff, Rules. We could ask Attorney to compare with Charter Ordinance.

Singer – composition of authority? Appointment and compensation?

Knight – eliminating Commission?

Brunner noted that he would work with Attorney McDonell.

7. Housing Subcommittee Report

Knight – the subcommittee met recently with Telfer, Rios, Brunner and Kashain. Kashain from UW-W will have a proposal looking at housing issues in City. First item to consider in study, is what's in decisions (last 10-12 years) of employees on where they live. Looking for help with joint marketing effort and looking for the gap. Market analysis to show housing stock – where we might target development, and what's the cost to provide services back to the community for new homes. Use the study as a planning tool. Focus will also be on how we make sure employees have housing stock available. Open meeting, encourage everyone to attend.

Jim Allen – next meeting?

Miller – property owners are reacting to notices. We were able to move quickly so we are ready for the fall (2011).
Knight – Parker and McDonell have done a great job of working together.

8. CDA Coordinator Updates

a. Retention Visits

Nimm noted that during the month of March, the Retention Team visited with Executives at Trostel Packings and iPacesetters. On March 7th calls were placed and voice messages were left requesting Retention Visits with these businesses:

HUSCO

Golden State Foods

Generac

Universal Electronics

Polymer Tech

None of those listed, returned my phone calls. I am working with the Retention Team to coordinate schedules, so that I may call again requesting a visit.

b. WUP 0033 & WSS 00060 – North Jefferson Street

i. Appraisal Status

Nimm noted that LA Duesterbeck has been hired and a contract is in place to conduct the appraisal.

ii. Brownfield Status

Nimm noted that she is working with Public Works, Strand, Ayres and Wall McDonell to assemble the information necessary to submit the forms to the Wisconsin DNR.

iii. RFP for Listing Agents –

Nimm included a draft RFP for the solicitation of brokers to list the property and was seeking advice on whether or not to include a request for experience selling a “closed Brownfield” site and if she needed to include references.

Knight – stated that the CDA has too much time and money in the property already. There isn’t a need to invest this kind of time. It makes most sense to co-broke with two local realtors.

Allen – what \$\$\$ does the City have in the property?

Marshall – try local brokers

Allen – remembering last meeting, made a promise we’d keep the community informed

Brunner noted that a meeting would be scheduled with the two local brokers.

c. Crop Lease for Whitewater Business Park/Whitewater University Technology Park

Nimm noted The lease payment for the Crop Lease properties will remain at \$140 per acre for 42 acres for the 2011 season (73 acres +/- in 2010). With the infrastructure improvements (two new cul-de-sacs, multi-use trail and ponds) to the Technology Park, the farmer lost a significant amount of crop late last season and, with improvements to be completed this season, it has been agreed that the farmer will crop vacant properties in the Technology Park at “Risk” of potentially losing crop, but at no charge to the farmer. The 42 acres represents the vacant farmed parcels in the business park north of Innovation Drive and south of Enterprise Drive.

Knight – what is the rent rate?

Nimm - \$140/acre as part of the 3-year lease. We are in year 2 of the lease.

d. Attendance at upcoming International Council of Shopping Centers Idea Exchange Conference in Milwaukee

Nimm noted on April 7th, she will be attending the ICSC Conference in Milwaukee with Tamara Brodnicki, Director for Downtown Whitewater and Mike Vandenbosh, Director for Walworth County Economic Development Alliance. It is our intention to divide and conquer during the break-out sessions and to team-up during the Municipal Showcase. We will have the opportunity to display marketing materials relevant to the potential for retail development in Whitewater. I have contacted the Real Estate Agents listing retail properties in Whitewater, both buildings and vacant lands, requesting updated listing sheets for distribution.

9. EDA Project No 06-01-05479 Updates

a. Reimbursement Requests

Nimm noted that as of the meeting date, and following a day at the EDA in the Chicago Offices, the City has received payment for reimbursement requests 1, 2, 3 & 4 and has been reimbursed \$3,103,146.

Reimbursement request #5 shall be sent to the EDA at the end of the March to be processed by EDA the first week in April

b. **Enhancement Requests**

Nimm noted that during the meeting in Chicago and as a follow-up, the City has requested the following Enhancement Requests to the EDA:

- i. Innovation Center Shell Build-Out
- ii. Innovation Center Lab Build-Out
- iii. Monument Signs
- iv. Starin Road Enhancements
- v. Other Infrastructure Enhancements

c. **MOU – Tech Park Board and University of Wisconsin-Whitewater**

Brunner – approved in April by TPB. After that, negotiate a long-term agreement.

d. **Tenant Status -**

Brunner – first private tenant approved, moving in with April 1st as first lease date.

Singer – are we getting the \$20 sq ft?

Brunner – a few months of free rent/incentive was needed to get them into the building.

Knight – when sources and uses were done, there were potential enhancements in funding, without those there needs to be a strong agreement so that the CDA can break-even on the property.

10. Future Agenda Items

Singer - Bring Closed Session item to the April meeting.

11. Adjourn to closed session at approximately 6:00PM not to reconvene per Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility and Per Wisconsin Statute 19.85 (1)(e).

a. Performance Review - CDA Coordinator

Closed Session moved to next CDA meeting.

Respectfully Submitted,

*Mary S Nimm
CDA Coordinator*

**CITY OF WHITEWATER
BALANCE SHEET
FEBRUARY 28, 2011**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
910-11101	57,504.49	4,152.08	5,072.75	62,577.24
910-11102	361,285.07	8,155.74	(16,414.08)	344,870.99
910-11103	376,215.11	1,860.39	790.30	377,005.41
910-11104	14,767.79	2.49	5.25	14,773.04
910-11105	114,100.94	116.89	236.43	114,337.37
910-11106	2,689.53	.45	.95	2,690.48
910-11107	1,508.39	.25	.53	1,508.92
910-11303	416,910.05	.00	.00	416,910.05
910-11305	25,000.00	.00	.00	25,000.00
910-11310	375,000.00	.00	.00	375,000.00
910-11315	75,849.27	.00	.00	75,849.27
910-14303	122,473.47	.00	(122,473.47)	.00
910-14308	56,116.11	(454.15)	(906.79)	55,209.32
910-14310	88,614.04	296.36	591.74	89,205.78
910-14315	.00	(2,952.01)	150,432.99	150,432.99
910-14320	14,542.54	(42.57)	(84.99)	14,457.55
910-14337	15,000.00	(227.00)	(453.25)	14,546.75
910-14338	3,239.80	(3,239.80)	(3,239.80)	.00
910-14339	42,028.30	(1,446.99)	(2,889.22)	39,139.08
910-14340	12,762.69	(423.47)	(845.54)	11,917.15
910-14341	6,935.36	.00	.00	6,935.36
910-14342	17,109.37	(354.21)	(707.24)	16,402.13
910-14343	8,347.60	27.92	55.75	8,403.35
910-14344	40,177.21	(139.23)	(278.00)	39,899.21
910-14345	170,689.39	(988.73)	(1,975.00)	168,714.39
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	.00	9,000.00
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)	(200.00)	4,100.00
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	4,244.41	6,719.31	9,057,254.79

LIABILITIES AND EQUITY

**CITY OF WHITEWATER
BALANCE SHEET
FEBRUARY 28, 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
TOTAL LIABILITIES	900.00	.00	.00	900.00
<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	4,244.41	6,719.31	6,719.31
BALANCE - CURRENT DATE	.00	4,244.41	6,719.31	6,719.31
TOTAL FUND EQUITY	9,049,635.48	4,244.41	6,719.31	9,056,354.79
TOTAL LIABILITIES AND EQUITY	9,050,535.48	4,244.41	6,719.31	9,057,254.79

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2011

CDA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
900-48100-56 INTEREST INCOME	2.46	9.48	.00	(9.48)	.0
900-48630-56 GRANT ADMINISTRATION-REVENUE	.00	.00	6,000.00	6,000.00	.0
TOTAL MISCELLANEOUS REVENUE	2.46	9.48	6,000.00	5,990.52	.2
<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	.00	61,803.00	61,803.00	.0
900-49300-56 FUND BALANCE APPLIED	.00	.00	5,802.00	5,802.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	117,605.00	117,605.00	.0
TOTAL FUND REVENUE	2.46	9.48	123,605.00	123,595.52	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	6,362.56	9,543.84	72,977.00	63,433.16	13.1
900-56500-151 FRINGE BENEFITS	1,177.76	2,343.15	22,328.00	19,984.85	10.5
900-56500-154 PROFESSIONAL DEVELOPMENT	.00	.00	1,075.00	1,075.00	.0
900-56500-212 LEGAL SERVICES	.00	.00	1,500.00	1,500.00	.0
900-56500-219 AUDIT FEES	.00	.00	700.00	700.00	.0
900-56500-223 MARKETING	.00	.00	12,800.00	12,800.00	.0
900-56500-224 COUNTY/REGIONAL ECON DEV	.00	.00	5,755.00	5,755.00	.0
900-56500-225 MOBILE COMMUNICATIONS	43.53	43.53	850.00	806.47	5.1
900-56500-310 OFFICE SUPPLIES	433.29	433.29	900.00	466.71	48.1
900-56500-311 POSTAGE	25.60	36.86	500.00	463.14	7.4
900-56500-320 DUES	.00	.00	720.00	720.00	.0
900-56500-321 SUBSCRIPTIONS & BOOKS	.00	.00	300.00	300.00	.0
900-56500-330 TRAVEL EXPENSE	.00	42.84	2,200.00	2,157.16	2.0
900-56500-341 MISC EXPENSE	.00	.00	1,000.00	1,000.00	.0
TOTAL CDA	<u>8,042.74</u>	<u>12,443.51</u>	<u>123,605.00</u>	<u>111,161.49</u>	<u>10.1</u>
TOTAL FUND EXPENDITURES	<u>8,042.74</u>	<u>12,443.51</u>	<u>123,605.00</u>	<u>111,161.49</u>	<u>10.1</u>
NET REVENUE OVER EXPENDITURES	<u>(8,040.28)</u>	<u>(12,434.03)</u>	<u>.00</u>	<u>12,434.03</u>	<u>.0</u>

**CITY OF WHITEWATER
BALANCE SHEET
FEBRUARY 28, 2011**

CDA FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
900-11100	CASH	23,335.29	(8,549.32)	(16,692.81)	6,642.48
900-11200	GENERAL CHECKING ACCOUNT	14,569.77	2.46	5.18	14,574.95
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	(8,546.86)	(16,687.63)	35,448.09
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
900-21100	VOUCHERS PAYABLE	1,171.59	(532.18)	(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	25.60	36.86	102.81
900-25101	DUE TO 910	15,711.04	.00	.00	15,711.04
TOTAL LIABILITIES		32,771.67	(506.58)	(4,253.60)	28,518.07
<u>FUND EQUITY</u>					
900-34300	PROPRIETARY CAPITAL	19,364.05	.00	.00	19,364.05
UNAPPROPRIATED FUND BALANCE:					
REVENUE OVER EXPENDITURES - YTD		.00	(8,040.28)	(12,434.03)	(12,434.03)
BALANCE - CURRENT DATE		.00	(8,040.28)	(12,434.03)	(12,434.03)
TOTAL FUND EQUITY		19,364.05	(8,040.28)	(12,434.03)	6,930.02
TOTAL LIABILITIES AND EQUITY		52,135.72	(8,546.86)	(16,687.63)	35,448.09

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2011

CDA PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>MISCELLANEOUS REVENUE</u>						
910-48101-00	INTEREST INCOME-BUSINESS DEV	1,160.39	1,230.75	15,500.00	14,269.25	7.9
910-48102-00	INTEREST INCOME-ECONOMIC DEV	319.15	379.32	4,800.00	4,420.68	7.9
910-48103-00	INTEREST INCOME-FACADE	9.02	156.04	600.00	443.96	26.0
910-48104-00	INTEREST INCOME-HOUSING	16.89	36.43	400.00	363.57	9.1
910-48105-00	INTEREST INCOME-ED DEV	2.49	5.25	30.00	24.75	17.5
910-48106-00	INTEREST INCOME-MORAINES VIEW	.45	.95	6.00	5.05	15.8
910-48107-00	INTEREST INC-WETLAND ESCROW	.25	.53	700.00	699.47	.1
910-48604-00	RENTAL INCOME-HOWARD ROAD	700.00	1,400.00	8,400.00	7,000.00	16.7
910-48605-00	RENTAL INCOME-CROP LEASES	.00	.00	5,880.00	5,880.00	.0
910-48608-00	LOAN INTEREST-LAVELLE	.00	408.24	408.00	(.24)	100.1
910-48613-00	LOAN INTEREST-ZINGG MOTORS	184.78	371.07	2,220.00	1,848.93	16.7
910-48645-00	LOAN INTEREST-LEARNING DEPOT	296.36	591.74	3,494.00	2,902.26	16.9
910-48647-00	LOAN INT-TOPPERS--\$115,659	133.93	272.62	1,596.00	1,323.38	17.1
910-48648-00	LOAN INT-TOPPERS--\$33,960	40.72	82.84	554.00	471.16	15.0
910-48649-00	FACADE LOAN-INT-TOPPERS-15K	.00	.00	277.00	277.00	.0
910-48650-00	FACADE--INT.--RR WALTON-15K	129.61	129.61	130.00	.39	99.7
910-48651-00	FACADE-INT-WALTON DIST-30K	55.85	112.88	655.00	542.12	17.2
910-48653-00	LOAN INT-RR WALTON-15K-HOTEL	49.25	99.25	588.00	488.75	16.9
910-48655-00	ED LOAN-INT-DAN'S MEAT-15K	27.92	55.75	340.00	284.25	16.4
910-48657-00	FACADE-INT-WARHAWK-45K	133.46	267.38	1,609.00	1,341.62	16.6
910-48658-00	LOAN INT.-960 E. MILWAUKEE LLC	424.28	851.02	4,951.00	4,099.98	17.2
910-48660-00	FACADE-1117 W. MAIN(SWD/TDW)	48.33	96.81	572.00	475.19	16.9
910-48662-00	LOAN-IDL-INTEREST-DR PLASTICS	511.28	511.28	5,078.00	4,566.72	10.1
910-48680-00	ADMINISTRATION FEE--LOANS	.00	1,500.00	1,500.00	.00	100.0
	TOTAL MISCELLANEOUS REVENUE	4,244.41	8,559.76	60,288.00	51,728.24	14.2
<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	4,244.41	8,559.76	7,400.00	(1,159.76)	115.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	.00	4,400.00	4,400.00	.0
910-56500-295 ADMINISTRATIVE EXPENSE	.00	.00	500.00	500.00	.0
910-56500-408 RENTAL EXPENSES	.00	1,840.45	2,500.00	659.55	73.6
TOTAL CDA PROGRAMS	<u>.00</u>	<u>1,840.45</u>	<u>7,400.00</u>	<u>5,559.55</u>	<u>24.9</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>1,840.45</u>	<u>7,400.00</u>	<u>5,559.55</u>	<u>24.9</u>
NET REVENUE OVER EXPENDITURES	<u>4,244.41</u>	<u>6,719.31</u>	<u>.00</u>	<u>(6,719.31)</u>	<u>.0</u>

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

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
910-11101	57,504.49	783.16	5,855.91	63,360.40
910-11102	361,285.07	5,707.46	(10,706.62)	350,578.45
910-11103	376,215.11	6,685.87	7,476.17	383,691.28
910-11104	14,767.79	2.76	8.01	14,775.80
910-11105	114,100.94	117.26	353.69	114,454.63
910-11106	2,689.53	.50	1.45	2,690.98
910-11107	1,508.39	.28	.81	1,509.20
910-11303	416,910.05	.00	.00	416,910.05
910-11305	25,000.00	.00	.00	25,000.00
910-11310	375,000.00	.00	.00	375,000.00
910-11315	75,849.27	.00	.00	75,849.27
910-14303	122,473.47	.00	(122,473.47)	.00
910-14308	56,116.11	(455.66)	(1,362.45)	54,753.66
910-14310	88,614.04	297.35	889.09	89,503.13
910-14315	.00	501.44	150,934.43	150,934.43
910-14320	14,542.54	(42.71)	(127.70)	14,414.84
910-14337	15,000.00	(227.76)	(681.01)	14,318.99
910-14338	3,239.80	.00	(3,239.80)	.00
910-14339	42,028.30	(1,451.76)	(4,340.98)	37,687.32
910-14340	12,762.69	(424.86)	(1,270.40)	11,492.29
910-14341	6,935.36	.00	.00	6,935.36
910-14342	17,109.37	(355.39)	(1,062.63)	16,046.74
910-14343	8,347.60	28.01	83.76	8,431.36
910-14344	40,177.21	(139.69)	(417.69)	39,759.52
910-14345	170,689.39	(991.21)	(2,966.21)	167,723.18
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	.00	9,000.00
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)	(300.00)	4,000.00
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	9,935.05	16,654.36	9,067,189.84

LIABILITIES AND EQUITY

**CITY OF WHITEWATER
BALANCE SHEET
MARCH 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
TOTAL LIABILITIES	900.00	.00	.00	900.00
<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	9,935.05	16,654.36	16,654.36
BALANCE - CURRENT DATE	.00	9,935.05	16,654.36	16,654.36
TOTAL FUND EQUITY	9,049,635.48	9,935.05	16,654.36	9,066,289.84
TOTAL LIABILITIES AND EQUITY	9,050,535.48	9,935.05	16,654.36	9,067,189.84

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2011

CDA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
900-48100-56 INTEREST INCOME	2.72	12.20	.00	(12.20)	.0
900-48630-56 GRANT ADMINISTRATION-REVENUE	.00	.00	6,000.00	6,000.00	.0
TOTAL MISCELLANEOUS REVENUE	2.72	12.20	6,000.00	5,987.80	.2
<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	.00	61,803.00	61,803.00	.0
900-49300-56 FUND BALANCE APPLIED	.00	.00	5,802.00	5,802.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	117,605.00	117,605.00	.0
TOTAL FUND REVENUE	2.72	12.20	123,605.00	123,592.80	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	6,362.57	15,906.41	72,977.00	57,070.59	21.8
900-56500-151 FRINGE BENEFITS	1,183.01	3,526.16	22,328.00	18,801.84	15.8
900-56500-154 PROFESSIONAL DEVELOPMENT	.00	.00	1,075.00	1,075.00	.0
900-56500-212 LEGAL SERVICES	.00	.00	1,500.00	1,500.00	.0
900-56500-219 AUDIT FEES	.00	.00	700.00	700.00	.0
900-56500-223 MARKETING	.00	.00	12,800.00	12,800.00	.0
900-56500-224 COUNTY/REGIONAL ECON DEV	.00	.00	5,755.00	5,755.00	.0
900-56500-225 MOBILE COMMUNICATIONS	13.77	57.30	850.00	792.70	6.7
900-56500-310 OFFICE SUPPLIES	34.88	468.17	900.00	431.83	52.0
900-56500-311 POSTAGE	83.69	120.55	500.00	379.45	24.1
900-56500-320 DUES	.00	.00	720.00	720.00	.0
900-56500-321 SUBSCRIPTIONS & BOOKS	.00	.00	300.00	300.00	.0
900-56500-330 TRAVEL EXPENSE	43.15	85.99	2,200.00	2,114.01	3.9
900-56500-341 MISC EXPENSE	430.83	430.83	1,000.00	569.17	43.1
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL CDA	8,151.90	20,595.41	123,605.00	103,009.59	16.7
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUND EXPENDITURES	8,151.90	20,595.41	123,605.00	103,009.59	16.7
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
NET REVENUE OVER EXPENDITURES	(8,149.18)	(20,583.21)	.00	20,583.21	.0
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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

CDA FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
900-11100 CASH	23,335.29	(8,095.80)	(24,788.61)	(1,453.32)
900-11200 GENERAL CHECKING ACCOUNT	14,569.77	2.72	7.90	14,577.67
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	(8,093.08)	(24,780.71)	27,355.01
<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	56.10	92.96	158.91
900-25101 DUE TO 910	15,711.04	.00	.00	15,711.04
TOTAL LIABILITIES	32,771.67	56.10	(4,197.50)	28,574.17
<u>FUND EQUITY</u>				
900-34300 PROPRIETARY CAPITAL	19,364.05	.00	.00	19,364.05
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(8,149.18)	(20,583.21)	(20,583.21)
BALANCE - CURRENT DATE	.00	(8,149.18)	(20,583.21)	(20,583.21)
TOTAL FUND EQUITY	19,364.05	(8,149.18)	(20,583.21)	(1,219.16)
TOTAL LIABILITIES AND EQUITY	52,135.72	(8,093.08)	(24,780.71)	27,355.01

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2011

CDA PROGRAMS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>MISCELLANEOUS REVENUE</u>						
910-48101-00	INTEREST INCOME-BUSINESS DEV	70.67	1,301.42	15,500.00	14,198.58	8.4
910-48102-00	INTEREST INCOME-ECONOMIC DEV	1,334.16	1,713.48	4,800.00	3,086.52	35.7
910-48103-00	INTEREST INCOME-FACADE	9.51	165.55	600.00	434.45	27.6
910-48104-00	INTEREST INCOME-HOUSING	17.26	53.69	400.00	346.31	13.4
910-48105-00	INTEREST INCOME-ED DEV	2.76	8.01	30.00	21.99	26.7
910-48106-00	INTEREST INCOME-MORAINNE VIEW	.50	1.45	6.00	4.55	24.2
910-48107-00	INTEREST INC-WETLAND ESCROW	.28	.81	700.00	699.19	.1
910-48602-00	MISC INCOME	35.20	35.20	.00	(35.20)	.0
910-48604-00	RENTAL INCOME-HOWARD ROAD	700.00	2,100.00	8,400.00	6,300.00	25.0
910-48605-00	RENTAL INCOME-CROP LEASES	5,880.00	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	183.27	554.34	2,220.00	1,665.66	25.0
910-48645-00	LOAN INTEREST-LEARNING DEPOT	297.35	889.09	3,494.00	2,604.91	25.5
910-48647-00	LOAN INT-TOPPERS--\$115,659	129.16	401.78	1,596.00	1,194.22	25.2
910-48648-00	LOAN INT-TOPPERS--\$33,960	39.33	122.17	554.00	431.83	22.1
910-48649-00	FACADE LOAN-INT-TOPPERS-15K	.00	.00	277.00	277.00	.0
910-48650-00	FACADE--INT.--RR WALTON-15K	.00	129.61	130.00	.39	99.7
910-48651-00	FACADE-INT-WALTON DIST-30K	54.67	167.55	655.00	487.45	25.6
910-48653-00	LOAN INT-RR WALTON-15K-HOTEL	48.49	147.74	588.00	440.26	25.1
910-48655-00	ED LOAN-INT-DAN'S MEAT-15K	28.01	83.76	340.00	256.24	24.6
910-48657-00	FACADE-INT-WARHAWK-45K	133.00	400.38	1,609.00	1,208.62	24.9
910-48658-00	LOAN INT.-960 E. MILWAUKEE LLC	421.80	1,272.82	4,951.00	3,678.18	25.7
910-48660-00	FACADE-1117 W. MAIN(SWD/TDW)	48.19	145.00	572.00	427.00	25.4
910-48662-00	LOAN-IDL-INTEREST-DR PLASTICS	501.44	1,012.72	5,078.00	4,065.28	19.9
910-48680-00	ADMINISTRATION FEE--LOANS	.00	1,500.00	1,500.00	.00	100.0
	TOTAL MISCELLANEOUS REVENUE	9,935.05	18,494.81	60,288.00	41,793.19	30.7
<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	9,935.05	18,494.81	7,400.00	(11,094.81)	249.9

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 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	.00	4,400.00	4,400.00	.0
910-56500-295 ADMINISTRATIVE EXPENSE	.00	.00	500.00	500.00	.0
910-56500-408 RENTAL EXPENSES	.00	1,840.45	2,500.00	659.55	73.6
TOTAL CDA PROGRAMS	<u>.00</u>	<u>1,840.45</u>	<u>7,400.00</u>	<u>5,559.55</u>	<u>24.9</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>1,840.45</u>	<u>7,400.00</u>	<u>5,559.55</u>	<u>24.9</u>
NET REVENUE OVER EXPENDITURES	<u>9,935.05</u>	<u>16,654.36</u>	<u>.00</u>	<u>(16,654.36)</u>	<u>.0</u>



P.O. Box 688
Whitewater, Wisconsin 53190
Phone: 262-473-2200
Mobile: 920-723-3375
director@downtownwhitewater.com
www.downtownwhitewater.com

Executive Director
Tamara Brodnicki

Board President
Geoff Hale

Board of Directors
Kevin Brunner
Ronald Gayhart
Jon Kachel
Bonnie Miller
James Miller
Dave Saalsaa
Dennis Salverson
Kim Scharine
Patrick Wellnitz
Troy Ylitalo

Community Development Authority,

April 26, 2011

The co-operative ad program was put together to help the smaller businesses broaden their marketing demographics. We know the smaller businesses cannot afford to do a commercial on their own because of cost. But partnering with someone brings the cost down and you market the entire commercial district. We all know that the downtown cannot survive if it has only one strong business. We need all of the businesses to survive if the downtown is to survive. So it is in our best interest to market the downtown as a whole so we can get people down here.

This year merchants have the option of splitting the market in half. If the merchant and their partner choose, half of the commercials can be shown in the Walworth/Jefferson County area and the other half shown in Rock County. I have enclosed a map of the areas Charter covers and in the past we went in the direction of covering more land area so we chose the section in pink. Plus we receive sponsorship money from Tourism and CDA for this so we have to try to create Heads and Beads for Tourism.

Each commercial is 60 seconds long and we break it down into (4) 15 second increments.

First 15 seconds is opening welcome to Whitewater
Second 15 seconds is a commercial of a business
Third 15 seconds is a commercial of a business
Fourth 15 seconds is closing thank you for shopping Whitewater

If a merchant decides to participate in the program we try to find them a compatible business to share the commercial with. That is how you end up with 80 commercials. Each business gets 40 commercials on the 2 channels of their choice from the 20 that Charter offers for this program. So every time your 40 commercials are shown on the 2 channels you pick your partner gets that as well. The 40 commercials on the 2 channels that your partner picks will also have your business too. So depending on if you and your partner chose the channels you could be shown on 1 to 4 different channels.

Also if you pay in advance you get an additional 100 commercials which is 16 extra commercials for 2 months and 17 commercials for 4 months and you will be paired up with a partner that compliments your business and who also pays in advance and they receive the same. So at the end of the day you receive an additional 200 commercials.



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Here is cost breakdown:

80 commercials a month for 6 months is 480 commercials
Pay in advance and you get 200 extra so you have 680 commercials for 6 months

600.00 dollars divided by 680 commercials is 88 cents per commercial

A new participant or an existing participant who wants a new commercial has to add 75.00 for the set up/editing fee

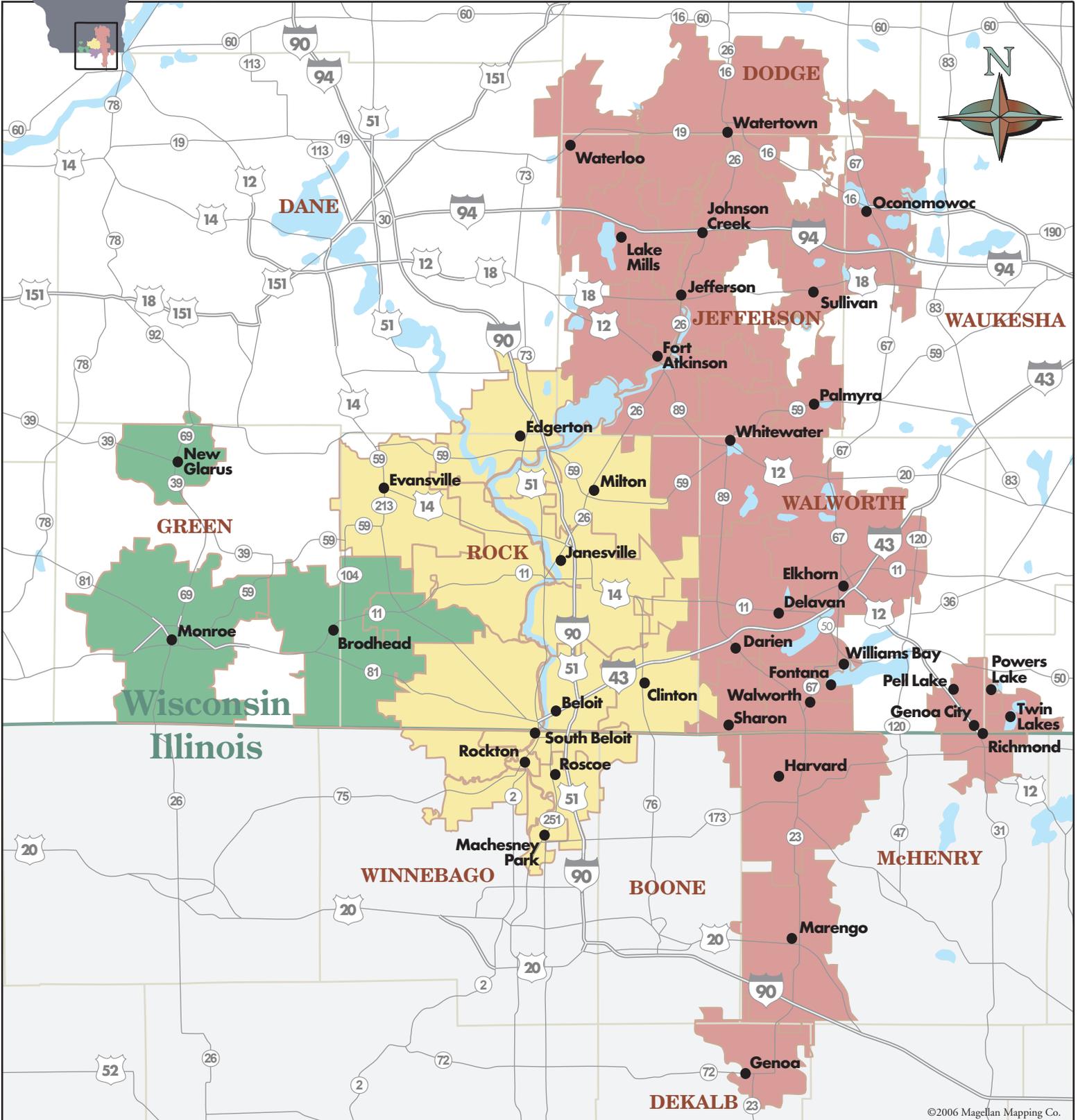
675.00 dollars divided by 680 commercials is 1.00 per commercial

Downtown Whitewater, Inc. will put forth \$500.00 and work with Dave Saalsaa to take the pictures. In the past Tourism and CDA put forth \$600.00 each and that lowered the price for the merchant. This year the Chamber will participate so we are asking for a \$400.00 sponsorship from CDA, Tourism and the Chamber of Commerce.

Thank you in advance for considering my request,

Respectfully,

Tamara Brodnicki
Executive Director
Downtown Whitewater, Inc.



©2006 Magellan Mapping Co.

Total Households: 105,000

Subscriber counts are estimates and change monthly. 01/20/06

**Green
5,000**

Brodhead	53520
Monroe	53566
New Glarus	53574

**Jefferson / Walworth County
48,700**

Darien	53114	Harvard	60033	Pell Lake	53157	Waterloo	53594
Delavan	53115	Jefferson	53549	Powers Lake	53159	Watertown	53094
Elkhorn	53121	Johnson Creek	53038	Richmond	60071	Watertown	53098
Fontana	53125	Lake Mills	53551	Sharon	53585	Whitewater	53190
Fort Atkinson	53538	Marengo	60152	Sullivan	53178	Williams Bay	53191
Genoa	60135	Oconomowoc	53066	Twin Lakes	53181		
Genoa City	53128	Palmyra	53156	Walworth	53184		

**Rock
51,300**

Beloit	53511	Janesville	53548
Clinton	53525	Machesney Park	61115
Edgerton	53534	Milton	53563
Evansville	53536	Rockton	61072
Janesville	53545	Roscoe	61073
Janesville	53546	S. Beloit	61080

Be a Part of Whitewater's 2011 Cooperative Cable Advertising Group!

Help Promote the "Shop Local" Campaign

80 Commercials for Only \$100* a Month

Pay for 40 commercials every month and we will join you with 40 commercials from another business - That will give you a total of 80 commercials per month for the price of 40. The spots will run 6am-midnight, 6 month commitment necessary.

*Plus a one-time production fee of \$75, if needed
(this will cover the editing of your 15 second commercial)

Pay for all 6 months in advance and receive an **additional 100 commercials free of charge.**

Signature: _____ Date: _____

Your choice of any 2 networks listed below:





U.S. DEPARTMENT OF COMMERCE
Economic Development Administration
CHICAGO REGIONAL OFFICE
111 N. CANAL ST., SUITE 855
CHICAGO, ILLINOIS 60606-7208

APR - 6 2011

Ms. Mary Nimm
Coordinator, Community Development Authority
312 West Whitewater Street, P.O. Box 178
Whitewater, Wisconsin 53190

Subject: EDA Project No. 06-01-05479
Whitewater University Technology Park Improvements
Funding for Project Enhancements

Dear Ms. Nimm:

The Economic Development Administration (EDA) acknowledges receiving a letter dated March 17, 2011 from Mr. Kevin Brunner, Whitewater City Manager requesting EDA to grant permission to use underrun funds of the grant award to enhance Whitewater Innovation Center and Whitewater University Technology Park components.

We reviewed enhancement components listed in the above referred letter and concluded the following:

1. Innovation Shell Build Out: EDA will participate in the cost to complete the necessary plumbing, HVAC, electrical and fire protection and A/E service fees associated with the unfinished space in the Innovation Center building. However, EDA will not participate in the cost to convert this space to wet labs. As such, EDA's participation will be limited; not to exceed \$136,312.
2. University Technology Park/Innovation Center Signage: EDA will participate in the cost of purchasing and installing two illuminated monument entrance signs to be located at the Innovation Drive/Howard Road and Technology Drive/Innovation Drive intersection. EDA's participation will be limited; not to exceed \$24,190.
3. Starin Road Extension: This proposed extra work is outside of EDA's scope of work. As such, EDA will not participate in the cost of this proposal.
4. Tech Park Infrastructure: This proposed extra work is outside of EDA's scope of work. As such, EDA will not participate in the cost of this proposal.
5. Additional Engineering Services: Budgeted A/E fees of the grant award are not to exceed type service fees. As such, EDA will not participate in any additional A/E fees.

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Ms. Nimm
Whitewater University Technology Park Improvements
Funding for Project Enhancements

You are advised to submit change orders for Items 1 and 2 above for EDA's approval. Please submit four originals of each change order signed by the owner, the A/E and the contractor. Upon receipt of said change orders EDA will sign and retain one copy of each change order for record. The remaining three signed originals will be returned to you for distribution.

Should you have any questions regarding the contents of this letter, please do not hesitate to call Mr. Mohammed Saeed at (312) 353-7148, extension 144.

Sincerely,



C. Robert Sawyer
Regional Director

cc: Mr. Kevin Brunner, City Manager