



**Whitewater CDA**  
**Monday, August 13, 2012**  
**4:30 PM – CDA Board of Directors**  
**Community Room, 1<sup>st</sup> Floor, Municipal Center**  
**312 W. Whitewater Street**  
**Whitewater, WI 53190**

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1. **Call to order and roll call**
2. **Approval of 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. **Discussion and possible action regarding establishment of an interview panel and schedule for CDA Support Research Specialist applicants.**
5. **Convene to Closed Executive Session to Reconvene in Open Session approximately 40 minutes after adjournment into Closed Session pursuant to Wisconsin State Statutes 19.85 (1) (e) to “deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session” and Wisconsin State Statutes 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” .**

**Items to be discussed:**

- Discussion of an Agreement with Redevelopment Resources for Economic Development Services.**
- Discussion of a potential UDAG Loan for DP Electronic Recycling.**

6. **Reconvene to Open Session.**
7. **Discussion and action on Agreement with Redevelopment Resources for Economic Development Services.**
8. **Discussion and action on potential UDAG Loan for DP Electronic Recycling.**
9. **Future Agenda Items .**
10. **Adjournment.**

*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.*

## Proposal for Professional Services

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**This Proposal** by Redevelopment Resources, LLC, hereafter called the Consultant is for professional services to be supplied to the Community Development Authority of Whitewater, WI, hereinafter called the CDA.

**Scope of Work** - The Consultant shall execute the Scope of Services which includes the following tasks:

1. Serve as Interim Executive Director of CDA (duties outlined in job description)
2. Work an estimated 16 hours per week in office
3. Represent City of Whitewater and the Whitewater CDA in both marketing, recruitment and to various professional organizations
4. Assist in negotiations of expansion and recruitment projects
5. Administer loan programs, including reporting requirements to Federal, State and County governments
6. Develop long term financing program for the CDA
7. Develop budget for CDA
8. Develop and implement a Marketing Plan for the City including the Business Park, Innovations Center, Downtown and other areas as needed
9. Serve as lead contact for Business Park and Innovation Center
10. Monitor various TIF districts and ensure their viability
11. Work with City Manager on development projects, participating on the City's Project Management Team
12. Attend CDA meetings
13. Serve as Secretary for CDA
14. Responsible for minutes, agendas
15. Develop/maintain web site
16. Supervise research assistant/CDA employee(s)

### Contract Price

The CDA shall pay the Consultant for aforementioned scope of services to be performed and deliverables, a rate of \$75 per hour, for work to be completed. It is estimated the consultant will spend two (2) days (16 hours) per week in Whitewater. Additional hours may be incurred for evening meetings or work from remote office as needed. Travel to and from Sun Prairie, WI will be charged at \$30/hour.

The CDA will reimburse the Consultant for normal business expenses. Mileage will be charged at allowable IRS rates only for business meetings. Mileage will not be charged for travel from Sun Prairie to Whitewater unless it is for a special meeting or appointment outside of the 16 hour work week.

The CDA will furnish office space and reasonable operating supplies.

Redevelopment Resources, LLC, 2402 Oakwood Blvd., Wausau, WI 54403 715-581-4339 [www.redevelopment-resources.com](http://www.redevelopment-resources.com)



**Length of Contract**

This contract between the Consultant and the CDA is applicable for the previously mentioned services starting on August 15, 2012, and continuing for a period of six months. Additional time (after the contract period) may be contracted for as long as services are needed and specifically requested by the CDA Board of Directors or its Chair. Days worked in Whitewater will be negotiated between consultant and CDA President.

**Cancellation**

The Consultant and the CDA have the right to cancel this agreement and terminate services at any time and agree to provide 15 days notice of termination. The CDA will be responsible for any fees incurred prior to written notice of cancellation by either party. The CDA agrees to pay promptly any remaining amounts due and owing the Consultant.

**Binding Statement**

This agreement shall not be binding until it is signed by the Consultant and an authorized representative of the CDA. This agreement shall be binding upon and insure to the benefit of each of the parties and their respective successors and assignees.

Community Development Authority \_\_\_\_\_ Date \_\_\_\_\_

Redevelopment Resources \_\_\_\_\_ Date \_\_\_\_\_