



Whitewater CDA –Board of Directors
Thursday September 21, 2017
5:30 PM
Room 105
Innovation Center
1221 Innovation Drive
Whitewater, WI 53190

1. **Call to order and roll call.**
2. **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.*
3. **Approval of agenda**
4. **Approval of Minutes**
 - A. **August 24, 2017**
5. **Acceptance of Financial Statements**
 - A. **August, 2017**
 - B. **Fund Balances**
 - C. **Loan Portfolio**

Old Business:

6. **Discussion and possible action regarding setting a date to hold a Business Climate Forum with the City Council, Plan Commission and CDA.**
7. **Discussion and possible action regarding Employment Self-certification policy for RLF.**

New Business:

8. **Discussion and possible action on request for a Façade Loan from Randall Aschbrenner for improvements to the Landmark Building at 204 W. Main St, Whitewater WI.**
9. **CDA Director Updates on Development Activities and Issues**
10. **Establishing CDA Goals for 2018 (Steve Hatton, City Finance Director will facilitate)**
11. **Adjourn to closed session per Wisconsin State 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 c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”.**

- A. Update on negotiations with potential retail, manufacturing and other businesses that are considering locating in the City of Whitewater and are requesting City of Whitewater related financial assistance or concessions.**
- B. Review responses to legal services RFP.**

12. Reconvene into open session to take action on closed session items as needed.

13. Future agenda referrals.

14. 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.

Whitewater Community Development Authority
Meeting Minutes
August 24, 2017

1. Call to order and roll call.

The meeting was called to order by CDA Chair Larry Kachel at 5:30 pm. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190.

Present: Henry, Kachel, Stanek, Singer, Allen and Parker

Absent: Meyer (excused)

Staff Present: Dave Carlson (CDA Executive Director)

2. 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.*

- No one from the public wished to comment

3. Approval of agenda

Motion to approve agenda

Allen (1); Henry(2)

Aye: All via voice vote (6)

Nay: None

4. Approval of Minutes

A. July 27, 2017

Motion to approve minutes

Singer (1); Allen (2)

Aye: All via voice vote (6)

Nay: None

5. Acceptance of Financial Statements

A. July, 2017

B. Fund Balances

C. Loan Portfolio

Motion to approve Financial Statements

Allen (1); Singer (2)

Aye: All via voice vote (6)

Nay: None

Old Business:

- 6. Update on Request for Proposals for legal services for CDA Activities.** Carlson reported that the RFP has been sent out. Responses are due September 14th.
- 7. Discussion and possible action regarding setting of date for holding Goal Setting session for CDA.** Carlson reviewed the results of the recent City Staff/City Council Strategic Planning session. The CDA decided to hold a goal setting session as part of the September meeting. City Finance Director Steve Hatton will be asked to help facilitate the session.

8. **Discussion and possible action regarding setting a date to hold a Business Climate Forum with the City Council, Plan Commission and CDA.** Consensus was that the Business Climate Forum will be held sometime in October with the CDA and Council. Planning Commission will not be a part of the forum.
9. **Update on Employment Self-certification policy for RLF.** Carlson reported that the CDA had submitted proposed policy language to the Wisconsin Department of Administration for their revisions and/or approval. Once approval is received, Carlson will bring back the policy to the CDA for approval.

New Business:

10. **CDA Director Updates on Development Activities and Issues.** Carlson reported that he has conducted several Business Retention and Expansion (BRE) visits recently, including Coburn, Generac, John's Disposal and L.S. Power. He also recently showed a potential business location in Whitewater to a foreign firm which is interested in establishing a US presence. That site visit was coordinated with Jefferson County Economic Development Consortium (JCEDC), Madison Region Economic Development Partnership (MadREP) and Wisconsin Economic Development Corporation (WEDC). We could know sometime in September if we make the next round in the site selection process.
11. **Discussion and possible action to reschedule September CDA meeting (Carlson).** Carlson requested that the September CDA meeting be rescheduled as he would like to attend the Wisconsin Economic Development Association (WEDA) Fall Conference September 28th and 29th. **Consensus of CDA members present was to reschedule the meeting to Thursday September 21st.**
12. **Adjourn to closed session per Wisconsin State 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 c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."**
 - A. **Update on negotiations with potential retail, manufacturing and other businesses that are considering locating in the City of Whitewater and are requesting City of Whitewater related financial assistance or concessions.**
 - B. **Consideration and discussion of a TIF #6 funding request by Michael Sina for property located at 1002 S. Janesville St.**

Motion to adjourn to closed session

Singer (1); Allen (2)

Aye: Henry, Kachel, Singer, Stanek, Allen and Parker (roll call)

Nay: None

6. **Reconvene into open session to take action on closed session items as needed.**

Motion to reconvene is open session

Singer (1); Stanek (2)

Aye: All via voice vote (6)

Nay: None

No action items

7. **Future agenda referrals.**

None

8. Adjourn.

Motion was made to adjourn at 7:05 p.m.
Allen (1); Parker (2)
Aye: All via voice vote (6)
Nay: None

Minutes approved:

Dave Carlson-CDA Director

Larry Kachel-CDA Chair

Date:_____

Aug-17

	100-722	102-023	101-282	101-020	131-553	128-055	101-127	2173383734
	1st Citizens	1st Citizens	1st Citizens	1st Citizens	Commercial	Commercial	1st Citizens	Associated
Outstanding Checks	900-11200	910-11104	910-11106	910-11500	910-11600	910-11700	910-11800	910-11900
Bank Balance	\$18,439.71	\$14,963.42	\$2,725.13	\$329,198.50	\$11,272.09	\$145,524.60	\$206,574.00	\$65,044.94
+ Deposits IN Transit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-Outstanding Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Account Balance:	\$18,439.71	\$14,963.42	\$2,725.13	\$329,198.50	\$11,272.09	\$145,524.60	\$206,574.00	\$65,044.94

	Fund 900	Fund 910	Fund 910	Fund 910	Fund 910	Fund 910	Fund 910	Fund 910
Account Balance + Outstanding Checks	\$18,439.71	\$14,963.42	\$2,725.13	\$329,198.50	\$11,272.09	\$145,524.60	\$206,574.00	\$65,044.94
Bank Balance + Deposits in Transit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Difference:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GL Balance:	18,439.71	14,963.42	2,725.13	329,198.50	11,272.09	145,524.60	206,574.00	65,044.94
Difference:								

910.11600 HOUSING RLF / 131-553	Total Deposit	Debit	910-11600	-	
	Principle	Credit			
	Interest	Credit			
910.11800 UDAG-BUSINESS DEV / 101 127	Total Deposit	Debit	910-11800	-	
Transfer for WEDC Match	Transfer	Credit	910-11800		
Slipstream-LOC	Principle	Credit	910-17002		
	Interest	Credit	910-43001-00		
910.11500 CDBG ECON DEV RLF / 101 020	Total Deposit	Debit	910-11500	4,456.09	<input checked="" type="checkbox"/>
JCIB-JIMMIE'S ITALIAN BEEF	Principle	Credit	910-13032		
	Interest	Credit	910-41027-00		
Sweet Spot	Principle	Credit	910-13012	(583.26) Jan 2018 ck 1444 08-15-2017	<input checked="" type="checkbox"/>
	Interest	Credit	910-41008-00	(60.06) Jan 2018 ck 1444 08-15-2017	<input checked="" type="checkbox"/>
V2 LEAGUE	Principle	Credit	910-13028	(413.59) Aug 2017 ACH 08-01-2017	<input checked="" type="checkbox"/>
	Interest	Credit	910-41025-00	(155.68) Aug 2017 ACH 08-01-2017	<input checked="" type="checkbox"/>
MOBILE MESH--LOAN of \$102,510	Principle	Credit	910-13025		
	Interest	Credit	910-41028-00		
Wallenton	Principle	Credit	910-13009	(488.93) Aug 2017 ACH 08-01-2017	<input checked="" type="checkbox"/>
	Interest	Credit	910-14013-00	(209.12) Aug 2017 ACH 08-01-2017	<input checked="" type="checkbox"/>
BikeWise	Principle	Credit	910-13021		
	Interest	Credit	910-41023-00		
IButtonLink	Principle	Credit	910-13013		
	Interest	Credit	910-41024-00		
	Principle	Credit	910-13013		
	Interest	Credit	910-41024-00		
960 East Milwaukee, LLC	Principle	Credit	910-13018	(1,201.33) Aug 2017 ACH 08-31-2017	<input checked="" type="checkbox"/>
	Interest	Credit	910-41019-00	(211.68) Aug 2017 ACH 08-31-2017	<input checked="" type="checkbox"/>
Meeper	Principle	Credit	910-13024		
	Interest	Credit	910-41030		
Thermodata	Principle	Credit	910-13002	(861.99) July 2017 ck 995627 08-15-2017	<input checked="" type="checkbox"/>
	Interest	Credit	910-41029-00	(270.45) July 2017 ck 995627 08-15-2017	<input checked="" type="checkbox"/>
910.11900-CAP CATALYST-ASSOC. BANK	Total Deposit	Debit	910-11900	-	
Transfer for WEDC Match	Transfer	Credit	910-43530		
Slipstream	Principle	Credit	910-15003		
	Interest	Credit	910-43000-00		
Polco	Principle	Debit	910-15013	-	
	Interest	Credit			
Monthly Interest Income					
Econ Dev Loan Fund / 101 020	Interest	Debit	910-11500	233.60 Aug 2017 Interest Inc	
Econ Dev Loan Fund / 101 020	Interest	Credit	910-48102-00	(233.60) Aug 2017 Interest Inc	
Ed Program Admin Fund / 102 023	Interest	Debit	910-11104	10.69 Aug 2017 Interest Inc	
Ed Program Admin Fund / 102 023	Interest	Credit	910-48105-00	(10.69) Aug 2017 Interest Inc	
Moraine View Dev Park / 101 282	Interest	Debit	910-11106	1.95 Aug 2017 Interest Inc	
Moraine View Dev Park / 101 282	Interest	Credit	910-48106-00	(1.95) Aug 2017 Interest Inc	
CDA IMMA Account / 101 127	Interest	Debit	910-11800	147.55 Aug 2017 Interest Inc	
CDA IMMA Account / 101 127	Interest	Credit	910-48101-00	(147.55) Aug 2017 Interest Inc	
CDA Facade Acct / Comm Bk 128 055	Interest	Debit	910-11700	72.65 Aug 2017 Interest Inc	
CDA Facade Acct / Comm Bk 128 055	Interest	Credit	910-48103-00	(72.65) Aug 2017 Interest Inc	
CDA Housing / Comm Bk 131 553	Interest	Debit	910-11600	5.63 Aug 2017 Interest Inc	
CDA Housing / Comm Bk 131 553	Interest	Credit	910-48104-00	(5.63) Aug 2017 Interest Inc	
Cap Cat Fund / Assoc Bk 2173383734	Interest	Debit	910-11900	23.75 Aug 2017 Interest Inc	
Cap Cat Fund / Assoc Bk 2173383734	Interest	Credit	910-48108-00	(23.75) Aug 2017 Interest Inc	
Cap Cat Fund / Assoc Bk 2173383734	Svc Fee	Credit	910-11900		
Cap Cat Fund / Assoc Bk 2173383734	Svc Fee	Debit	910-48108-00		
CDA General Fund / 100 722	Interest	Debit	900-11200	13.17 Aug 2017 Interest Inc	
CDA General Fund / 100 722	Interest	Credit	900-48100-56	(13.17) Aug 2017 Interest Inc	

ECONOMIC DEV-101-020-CBDG

ACCT #	CLIENT	ORIGINAL LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	DIFFERENCE	GL BALANCE	NOTES
910-13002	Thermoflex-New-April 22,2014	\$102,567.50	\$81,133.54	\$961.99	\$270.45	\$1,132.44	\$0.00	\$80,271.55	
910-13009	Valentoni Learning Depot	\$101,925.00	\$62,736.83	\$488.93	\$209.12	\$698.05	\$0.00	\$62,247.90	
910-13012	Sweetspot-7-28-13-NEW	\$41,360.00	\$18,965.31	\$593.26	\$60.06	\$643.32	\$0.00	\$18,382.05	
910-13013	IButton-12/4/2013-new	\$102,544.00	\$60,883.06	\$204,611.00	\$0.00	\$0.00	\$0.00	\$60,883.06	
910-13019	Black Sheep-12/02/2012	\$21,114.00	\$0.00	\$1,201.33	\$211.68	\$1,413.01	\$0.00	\$83,464.60	Loan paid in Full-February 2017
910-13021	Bikewise-12/27/2012	\$62,600.00	\$36,982.85	\$0.00	\$0.00	\$0.00	\$0.00	\$36,982.85	
910-13022	Eovivrate-9/02/2014	\$102,510.00	\$102,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,510.00	Debt-First pymt due 09-06-2015-No pymts to date
910-13024	Meepor Tech-2/12/2015	\$102,510.00	\$102,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,510.00	Debt-First pymt due 12-12-2016-No pymts to date
910-13025	Mobile Mesh-2/12/2015	\$102,510.00	\$102,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,510.00	Debt-First pymt due 02-12-2016-No pymts to date
910-13028	SoloMo-1/30/2015	\$102,510.00	\$102,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,510.00	Debt-First pymt due 03-30-2016-No pymts to date
910-13029	V2 League-July 1, 2015	\$51,560.00	\$46,702.74	\$413.59	\$155.68	\$669.27	\$0.00	\$46,289.15	
910-13029	Mobile Mesh-4/26/2016-New	\$21,710.00	\$21,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,710.00	Debt-First pymt due 04-26-2017-No pymts to date
910-13030	Meepor-4/26/2016-New	\$82,310.00	\$82,310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,310.00	Debt-First pymt due 04-26-2017-No pymts to date
910-13032	JCIB-New-12/12/2014	\$87,984.00	\$87,305.85	\$0.00	\$0.00	\$0.00	\$0.00	\$87,305.85	JCIB-Out of Business
TOTALS		\$1,290,325.50	\$993,435.11	\$3,649.10	\$906.99	\$4,456.09	\$0.00	\$989,887.01	

UDAG-BUSINESS DEV-101-127

ACCT #	CLIENT	ORIGINAL LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	DIFFERENCE	GL BALANCE	NOTES
910-14293	Pinpoint Software	\$102,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
910-17000	DP Electronic Recycling-3/27/13	\$34,600.00	\$34,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,600.00	Loan paid in Full-February 2017
910-17002	Slipstream-LOC-S2K-May 2015	\$12,500.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	Debt-From May 2014-no payments have ever been received
TOTALS		\$149,610.00	\$47,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,100.00	

CAPITAL CATALYST-ASSOC BANK

ACCT #	CLIENT	ORIGINAL LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	DIFFERENCE	GL BALANCE	NOTES
910-15000	CAP CAT-SLIPSTREAM-\$102,500	\$102,500.00	\$102,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,500.00	no-int only-loan being renegotiated
910-15001	CAP CAT-ROYALTY-OP ELECT-50K	\$51,500.00	\$51,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,500.00	annual net revenue royalty-no payments have been received.
910-15002	CAP CAT-ROYALTY-BOMBARD-100K	\$104,300.00	\$104,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104,300.00	annual net revenue royalty-no payments have been received.
910-15003	CAP CAT-SLIPSTREAM-\$42,000	\$42,000.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,000.00	annual net revenue royalty-no payments have been received.
910-15004	CAP CAT-MEEPER TECH-\$102,000	\$102,000.00	\$102,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,000.00	annual net revenue royalty-no payments have been received.
910-15005	CAP CAT-SOLOMO-\$102,000	\$102,000.00	\$102,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,000.00	annual net revenue royalty-no payments have been received.
910-15006	CAP CAT-ROYAL-INVENT-27.5K	\$27,500.00	\$27,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,500.00	annual net revenue royalty-no payments have been received.
910-15007	CAP CAT-ROYAL-MOBILE MESH-102K	\$102,000.00	\$102,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,000.00	annual net revenue royalty-no payments have been received.
910-15010	CAP CAT-ROYAL-KALIBER-\$102,500	\$102,500.00	\$102,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,500.00	annual net revenue royalty-no payments have been received.
910-15011	CAP CAT-ROYAL-SCANTALYTICS-95K	\$97,500.00	\$97,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97,500.00	annual net revenue royalty-no payments have been received.
910-15012	CAP CAT-ROYAL-INVENTALATOR-75K	\$77,500.00	\$77,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77,500.00	annual net revenue royalty-no payments have been received.
910-15013	CAP CAT-ROYAL-POLCO	\$30,000.00	\$100,000.00	(\$3,500.00)	\$0.00	\$0.00	\$0.00	\$77,500.00	annual net revenue royalty-first payment due October 2016
910-15014	CAP CAT-V2 LEAGUE-\$102,000	\$102,000.00	\$102,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$103,500.00	First payment due March 2017
910-15015	CAP CAT-BLUELINE BATT-\$15,000	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,000.00	Polco - Grant Admin Fee
TOTALS		\$1,056,300.00	\$1,128,300.00	(\$3,500.00)	\$0.00	\$0.00	\$0.00	\$1,131,800.00	annual net revenue royalty-no payments have been received.

Advance to TD #4

ACCT #	CLIENT	ORIGINAL LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	DIFFERENCE	GL BALANCE	NOTES
910-16000	TID #4	\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750,000.00	Y-agreement in process
TOTALS		\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750,000.00	

HOUSING

ACCT #	CLIENT	ORIGINAL LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	DIFFERENCE	GL BALANCE	NOTES
910-14000	M0301	\$8,220.00	\$8,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,220.00	Current
910-14001	A8416	\$10,203.84	\$10,203.84	\$0.00	\$0.00	\$0.00	\$0.00	\$10,203.84	
910-14003	B935	\$18,420.02	\$18,420.02	\$0.00	\$0.00	\$0.00	\$0.00	\$18,420.02	
910-14006	C932	\$8,062.00	\$8,062.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,062.00	
910-14009	J8902	\$10,818.00	\$10,818.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,818.00	
910-14011	M8501	\$11,000.90	\$11,000.90	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.90	
910-14013	P954	\$11,000.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	
910-14016	V902	\$12,504.15	\$12,504.15	\$0.00	\$0.00	\$0.00	\$0.00	\$12,504.15	
910-14018	C021	\$15,517.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Loan paid in Full-February 2017
910-14025	M0801	\$18,422.00	\$18,422.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,422.00	
910-14026	B0803-0901	\$34,448.00	\$34,448.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,448.00	
910-14027	HO #1	\$12,630.00	\$12,630.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,630.00	IN PROCESS
910-14030	HO # 13	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	IN PROCESS
910-14031	HO # 4	\$37,795.00	\$37,795.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,795.00	IN PROCESS
910-14033	HO # 7	\$25,530.00	\$25,530.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,530.00	IN PROCESS
910-14037	HO # 11	\$14,671.00	\$14,671.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,671.00	IN PROCESS
TOTALS		\$257,227.39	\$241,724.91	\$0.00	\$0.00	\$0.00	\$0.00	\$241,724.91	

**CITY OF WHITEWATER
BALANCE SHEET
AUGUST 31, 2017**

CDA FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
900-11100 CASH	121,078.29	(10,625.52)	(4,443.17)	116,635.12
900-11200 GENERAL CHECKING-1ST-100-722	18,364.36	13.17	75.35	18,439.71
900-11300 INVESTMENTS	210.12	.00	.62	210.74
900-18400 OFFICE EQUIPMENT	6,990.00	.00	.00	6,990.00
900-19000 NET PENSION ASSETS-CDA	(1,825.42)	.00	.00	(1,825.42)
900-19020 DEF OUTFLOW-EXP/ACT-EXP-CDA	308.81	.00	.00	308.81
900-19030 DOR-CHANGES IN ASSUMPTIONS	1,277.15	.00	.00	1,277.15
900-19040 DEF OUTFLOW-EXP/ACT-INC-CDA	7,473.80	.00	.00	7,473.80
900-19060 DEF OUTFLOW-CHANGE-CDA	91.48	.00	.00	91.48
900-19120 CONTRIB AFTER MEASURE DATE-CDA	1,071.46	.00	.00	1,071.46
900-19999 PENSION CLEARING ACCT-CDA	2,872.50	.00	.00	2,872.50
TOTAL ASSETS	157,912.55	(10,612.35)	(4,367.20)	153,545.35
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
900-21100 VOUCHERS PAYABLE	11,949.13	.00	(11,949.13)	.00
900-22000 ACCUM DEPR - EQUIPMENT	6,154.95	.00	.00	6,154.95
900-29010 DIR-DIFF BETWEEN EXP & ACT EXP	3,841.57	.00	.00	3,841.57
TOTAL LIABILITIES	21,945.65	.00	(11,949.13)	9,996.52
<u>FUND EQUITY</u>				
900-34300 PROPRIETARY CAPITAL	135,966.90	.00	.00	135,966.90
UNAPPROPRIATED FUND BALANCE				
900-29010 DIR-DIFF BETWEEN EXP & ACT EXP	3,841.57	.00	.00	3,841.57
REVENUE OVER EXPENDITURES - YTD	.00	(10,612.35)	7,581.93	7,581.93
BALANCE - CURRENT DATE	3,841.57	(10,612.35)	7,581.93	11,423.50
TOTAL FUND EQUITY	139,808.47	(10,612.35)	7,581.93	147,390.40
TOTAL LIABILITIES AND EQUITY	161,754.12	(10,612.35)	(4,367.20)	157,386.92

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

CDA FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>						
900-48100-56	INTEREST INCOME	13.17	75.97	75.00	(.97)	101.3
	TOTAL MISCELLANEOUS REVENUE	13.17	75.97	75.00	(.97)	101.3
<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
900-49290-56	CITY TRANSFER INCOME	.00	.00	90,000.00	90,000.00	.0
900-49300-56	FUND BALANCE APPLIED	.00	.00	10,000.00	10,000.00	.0
	TOTAL OTHER FINANCING SOURCES	.00	100,000.00	200,000.00	100,000.00	50.0
	TOTAL FUND REVENUE	13.17	100,075.97	200,075.00	99,999.03	50.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

CDA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CDA</u>					
900-56500-111 SALARIES	5,437.04	18,829.64	45,000.00	26,170.36	41.8
900-56500-151 FRINGE BENEFITS	772.88	2,688.33	13,500.00	10,811.67	19.9
900-56500-210 PROFESSIONAL DEVELOPMENT	135.00	905.00	3,500.00	2,595.00	25.9
900-56500-211 CONSULTANT FEES	3,712.50	34,302.50	90,000.00	55,697.50	38.1
900-56500-212 LEGAL SERVICES	168.88	4,144.43	7,000.00	2,855.57	59.2
900-56500-215 PROFESSIONAL SERVICES	.00	1,669.50	.00	(1,669.50)	.0
900-56500-219 AUDIT FEES	.00	.00	3,000.00	3,000.00	.0
900-56500-223 MARKETING	.00	12,503.01	25,000.00	12,496.99	50.0
900-56500-224 COUNTY/REGIONAL ECON DEV	.00	4,544.00	10,000.00	5,456.00	45.4
900-56500-225 MOBILE COMMUNICATIONS	67.61	82.77	.00	(82.77)	.0
900-56500-310 OFFICE SUPPLIES	11.61	538.38	1,500.00	961.62	35.9
900-56500-311 POSTAGE	.00	246.62	400.00	153.38	61.7
900-56500-320 DUES	.00	4,413.00	325.00	(4,088.00)	1357.9
900-56500-323 MARKETING	.00	5,000.00	.00	(5,000.00)	.0
900-56500-330 TRAVEL EXPENSE	320.00	1,866.51	750.00	(1,116.51)	248.9
900-56500-341 MISC EXPENSE	.00	760.35	100.00	(660.35)	760.4
TOTAL CDA	10,625.52	92,494.04	200,075.00	107,580.96	46.2
TOTAL FUND EXPENDITURES	10,625.52	92,494.04	200,075.00	107,580.96	46.2
NET REVENUE OVER EXPENDITURES	(10,612.35)	7,581.93	.00	(7,581.93)	.0

**CITY OF WHITEWATER
BALANCE SHEET
AUGUST 31, 2017**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE	
<u>ASSETS</u>					
910-11104	PROGRAM ADMIN CK-1ST-102-023	14,902.26	10.69	61.16	14,963.42
910-11106	MORAIN VIEW DEV-1ST-101-282	2,713.99	1.95	11.14	2,725.13
910-11500	CDBG-ECON DEV CHK-1ST-101-020	251,898.48	4,689.69	77,300.02	329,198.50
910-11600	CDBG-HOUSING CHK-COMM-131-553	28,528.75	5.63	(17,256.66)	11,272.09
910-11700	FACADE-CHKING-COMM-128-055	144,981.48	72.65	543.12	145,524.60
910-11701	FACADE-CD	25,000.00	.00	.00	25,000.00
910-11800	UDAG-BUS DEV-BUS PARK-101-127	137,512.06	147.55	69,061.94	206,574.00
910-11900	CAP CAT-ASSOC BK 2173383734	.00	23.75	65,044.94	65,044.94
910-13002	CDBG LOAN-THERMODATA-\$100K	86,245.70	(861.99)	(5,974.15)	80,271.55
910-13009	CDBG LOAN-LEARNING DEPOT	67,307.84	(488.93)	(5,059.94)	62,247.90
910-13012	CDBG LOAN-SWEETSPOT-WEST-41360	23,565.58	(583.26)	(5,183.53)	18,382.05
910-13013	CDBG LOAN-IBUTTONLINK	70,330.46	.00	(9,447.40)	60,883.06
910-13018	CDBG LOAN-960 E MILWAUKEE LLC	94,166.37	(1,201.33)	(10,701.77)	83,464.60
910-13019	CDBG LOAN-BLACK SHEEP-21,114	6,912.63	.00	(6,912.63)	.00
910-13021	CDBG LOAN-BIKEWISE-\$62,600	41,006.33	.00	(4,023.48)	36,982.85
910-13022	CDBG LOAN-EDVIEWRATE-\$102,510	102,510.00	.00	.00	102,510.00
910-13024	CDBG LOAN-MEEPER TECH-\$102,510	102,510.00	.00	.00	102,510.00
910-13025	CDBG LOAN-MOBILE MESH-\$102,510	102,510.00	.00	.00	102,510.00
910-13026	CDBG LOAN-SOLOMO-\$102,510	102,510.00	.00	.00	102,510.00
910-13028	CDBG LOAN-V2 LEAGUE-\$51,560	49,962.42	(413.59)	(3,673.27)	46,289.15
910-13029	CDBG LOAN-MOBILE MESH-\$21,710	21,710.00	.00	.00	21,710.00
910-13030	CDBG LOAN-MEEPER-\$82,310	82,310.00	.00	.00	82,310.00
910-13032	CDGB LOAN-JCIB-\$87,894	87,305.85	.00	.00	87,305.85
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
910-14018	CDBG HOUSING-C021	15,517.48	.00	(15,517.48)	.00
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	12,630.00	.00	.00	12,630.00
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
910-14033	CDBG HOUSING-HO#7	25,530.00	.00	.00	25,530.00
910-14037	CDBG HOUSING-HO#11	14,671.00	.00	.00	14,671.00
910-14038	CDBG HOUSING-HO#14	.00	.00	18,000.00	18,000.00
910-15000	CAP CAT-SLIPSTREAM-\$102,500	102,500.00	.00	.00	102,500.00
910-15001	CAP CAT-ROYALTY-DP ELECT-50K	51,500.00	.00	.00	51,500.00
910-15002	CAP CAT-ROYALTY-BOMBOARD-100K	104,300.00	.00	.00	104,300.00
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
910-15005	CAP CAT-SOLOMO-\$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
910-15007	CAP CAT-ROYAL-MOBILE MESH-102K	102,000.00	.00	.00	102,000.00
910-15010	CAP CAT-ROYAL-KALIBER-\$102,500	102,500.00	.00	.00	102,500.00
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
910-15013	CAP CAT-ROYALTY-POLCO	100,000.00	3,500.00	3,500.00	103,500.00
910-15014	CAP CAT-V2 LEAGUE-\$102,000	102,000.00	.00	.00	102,000.00
910-15015	CAP CAT-BLUELINE BATT-\$15,000	.00	.00	15,000.00	15,000.00
910-17000	UDAG-DP EL RECYCLE-34,600	34,600.00	.00	.00	34,600.00

**CITY OF WHITEWATER
BALANCE SHEET
AUGUST 31, 2017**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
910-17001 UDAG-PINPOINT-\$102,510	90,375.05	.00	(90,375.05)	.00
910-17002 UDAG-SLIPSTREAM-LOC	12,500.00	.00	.00	12,500.00
910-18000 ADVANCE TO TID #4	750,000.00	.00	.00	750,000.00
910-18350 LAND	275,171.53	.00	.00	275,171.53
910-18360 REAL ESTATE	6,087,994.00	.00	.00	6,087,994.00
TOTAL ASSETS	10,267,583.17	4,902.81	74,396.96	10,341,980.13
 LIABILITIES AND EQUITY				
LIABILITIES				
910-22000 ACCUM DEPREC-BUILDING	609,557.47	.00	.00	609,557.47
TOTAL LIABILITIES	609,557.47	.00	.00	609,557.47
FUND EQUITY				
910-30110 CONTRIBUTED CAPITAL	456,815.37	.00	.00	456,815.37
910-34300 PROPRIETARY CAPITAL	8,564,245.40	.00	.00	8,564,245.40
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	4,902.81	74,396.96	74,396.96
BALANCE - CURRENT DATE	.00	4,902.81	74,396.96	74,396.96
TOTAL FUND EQUITY	9,658,025.70	4,902.81	74,396.96	9,732,422.66
TOTAL LIABILITIES AND EQUITY	10,267,583.17	4,902.81	74,396.96	10,341,980.13

**CITY OF WHITEWATER
BALANCE SHEET
AUGUST 31, 2017**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE	
<u>ASSETS</u>					
910-11104	PROGRAM ADMIN CK-1ST-102-023	14,902.26	10.69	61.16	14,963.42
910-11106	MORAIN VIEW DEV-1ST-101-282	2,713.99	1.95	11.14	2,725.13
910-11500	CDBG-ECON DEV CHK-1ST-101-020	251,898.48	4,689.69	77,300.02	329,198.50
910-11600	CDBG-HOUSING CHK-COMM-131-553	28,528.75	5.63	(17,256.66)	11,272.09
910-11700	FACADE-CHKING-COMM-128-055	144,981.48	72.65	543.12	145,524.60
910-11701	FACADE-CD	25,000.00	.00	.00	25,000.00
910-11800	UDAG-BUS DEV-BUS PARK-101-127	137,512.06	147.55	69,061.94	206,574.00
910-11900	CAP CAT-ASSOC BK 2173383734	.00	23.75	65,044.94	65,044.94
910-13002	CDBG LOAN-THERMODATA-\$100K	86,245.70	(861.99)	(5,974.15)	80,271.55
910-13009	CDBG LOAN-LEARNING DEPOT	67,307.84	(488.93)	(5,059.94)	62,247.90
910-13012	CDBG LOAN-SWEETSPOT-WEST-41360	23,565.58	(583.26)	(5,183.53)	18,382.05
910-13013	CDBG LOAN-IBUTTONLINK	70,330.46	.00	(9,447.40)	60,883.06
910-13018	CDBG LOAN-960 E MILWAUKEE LLC	94,166.37	(1,201.33)	(10,701.77)	83,464.60
910-13019	CDBG LOAN-BLACK SHEEP-21,114	6,912.63	.00	(6,912.63)	.00
910-13021	CDBG LOAN-BIKEWISE-\$62,600	41,006.33	.00	(4,023.48)	36,982.85
910-13022	CDBG LOAN-EDVIEWRATE-\$102,510	102,510.00	.00	.00	102,510.00
910-13024	CDBG LOAN-MEEPER TECH-\$102,510	102,510.00	.00	.00	102,510.00
910-13025	CDBG LOAN-MOBILE MESH-\$102,510	102,510.00	.00	.00	102,510.00
910-13026	CDBG LOAN-SOLOMO-\$102,510	102,510.00	.00	.00	102,510.00
910-13028	CDBG LOAN-V2 LEAGUE-\$51,560	49,962.42	(413.59)	(3,673.27)	46,289.15
910-13029	CDBG LOAN-MOBILE MESH-\$21,710	21,710.00	.00	.00	21,710.00
910-13030	CDBG LOAN-MEEPER-\$82,310	82,310.00	.00	.00	82,310.00
910-13032	CDGB LOAN-JCIB-\$87,894	87,305.85	.00	.00	87,305.85
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
910-14018	CDBG HOUSING-C021	15,517.48	(.00)	(15,517.48)	.00
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	12,630.00	.00	.00	12,630.00
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
910-14033	CDBG HOUSING-HO#7	25,530.00	.00	.00	25,530.00
910-14037	CDBG HOUSING-HO#11	14,671.00	.00	.00	14,671.00
910-14038	CDBG HOUSING-HO#14	.00	.00	18,000.00	18,000.00
910-15000	CAP CAT-SLIPSTREAM-\$102,500	102,500.00	.00	.00	102,500.00
910-15001	CAP CAT-ROYALTY-DP ELECT-50K	51,500.00	.00	.00	51,500.00
910-15002	CAP CAT-ROYALTY-BOMBOARD-100K	104,300.00	.00	.00	104,300.00
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
910-15005	CAP CAT-SOLOMO-\$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
910-15007	CAP CAT-ROYAL-MOBILE MESH-102K	102,000.00	.00	.00	102,000.00
910-15010	CAP CAT-ROYAL-KALIBER-\$102,500	102,500.00	.00	.00	102,500.00
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
910-15013	CAP CAT-ROYALTY-POLCO	100,000.00	3,500.00	3,500.00	103,500.00
910-15014	CAP CAT-V2 LEAGUE-\$102,000	102,000.00	.00	.00	102,000.00
910-15015	CAP CAT-BLUELINE BATT-\$15,000	.00	.00	15,000.00	15,000.00
910-17000	UDAG-DP EL RECYCLE-34,600	34,600.00	.00	.00	34,600.00

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

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>					
910-56500-295 ADMINISTRATIVE EXPENSE	.00	.50	.00	(.50)	.0
910-56500-404 HOUSING LOANS	.00	30.00	.00	(30.00)	.0
910-56500-450 CAPITAL CATALYST-SEED FD GRTS	.00	10,000.00	.00	(10,000.00)	.0
910-56500-525 UDAG GRANTS-BUSINESS DEV	.00	10,000.00	.00	(10,000.00)	.0
TOTAL CDA PROGRAMS	.00	20,030.50	.00	(20,030.50)	.0
TOTAL FUND EXPENDITURES	.00	20,030.50	.00	(20,030.50)	.0
NET REVENUE OVER EXPENDITURES	4,902.81	74,396.96	.00	(74,396.96)	.0

To: CDA Members

From: Dave Carlson, CDA Executive Director

Re: RLF Employment Self-Certification Policy

Date: September 15, 2017

Attached is a policy on Employment Self-certification that we have developed at the request of the Wisconsin Department of Administration which monitors our Community Development Block Grant (CDBG) Revolving Loan Fund (RLF) program. This policy document has been reviewed by DOA and is acceptable to them. The attached letter from DOA signifies that we have now met all the corrective actions (findings) outlined earlier this year in connection with their compliance monitoring of our program.

Requested action by the CDA is approval of the attached policy which will then be added to our RLF Policy Manual. The policy will also be communicated to existing businesses which currently have loans with us under the RLF program. It will also be shared with subsequent RLF loan recipients.

Job Certification/Self Certification Bi-Annual Requirements

As a requirement for all Community Development Block Grant – Economic Development – Job Creation (CDBG-ED- Job Creation) loans, each business must meet the Federal requirement that 51% of the jobs being created or retained were filled by or received first consideration by persons who meets the county low to moderate income (LMI) standards. The newly created or retained positions can't require special skills beyond high school. As a requirement of the Loan Agreement, each business has agreed to follow the reporting requirements as set forth by the Department of Housing and Urban Development (HUD). HUD requires that each business have each applicant complete a self certification form to verify their individual or family income level at the time of the job application. Each business is to retain these confidential forms and remit them to the Whitewater Community Development Authority (CDA) on a regular basis.

The following is the process that each business must follow and the CDA process for compliance.

1. Inform all existing CDBG RLF-Ed loans of the following requirements:
2. Reporting requirements
 - a. Bi-annually, each business will complete and submit the following items to the CDA
 - i. Summary of all hires during the reporting period
 - ii. Copies of self certification forms completed by employees during the reporting period.
 - b. Reporting periods are:
 - i. April 1 to September 31
 - ii. October 1 to March 31
 - c. All reports are due within 15 days from the close of each reporting period.
 - d. Failure to complete and/or file the information within the required time period will result in a penalty of 1% of the outstanding loan amount at that time.
3. CDA will provide a friendly reminder approximately 10 days prior to the close of each reporting period.
4. CDA will provide to each business the appropriate reporting documents as stipulated by HUD and Wisconsin Department of Administration (DOA)
5. Failure to provide the reporting requirements within the prescribed time period may result in the CDA taking legal action up to and including accelerating and calling the existing loan due.
6. Each business will complete the following as part of their reporting requirements:
 - a. A list of job title which are planned to be held by LMI individuals.

- b. A commitment that 51% of those new jobs will be filled by persons meeting the LMI requirements.
 - c. A written plan on how such persons are given first consideration.
 - d. A list of LMI individuals interviewed for each position.
 - e. Completion of Self-Certification form which contains the size and annual income for the applicants' family prior to interviewing for the position.
7. The CDA will on a semi-annual basis visit each business and verify the employees, their income payments and other required information.
8. The CDA will report the semiannual information to the Department of Administration.



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

**SCOTT WALKER
GOVERNOR
SCOTT A. NEITZEL
SECRETARY**

Division of Energy, Housing and
Community Resources
P.O. Box 7970
Madison, WI 53707-7970

September 11, 2017

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

RE: City of Whitewater CDBG RLF - ED On-site Monitoring

Dear Council President Singer,

This letter reports on the City of Whitewater's progress to close the findings identified by the Division of Energy, Housing and Community Resources (DEHCR) during the June 1, 2016 monitoring and October 31, 2016 follow-up monitoring of the City of Whitewater's RLF-ED program. DEHCR performed the second follow-up on-site visit on April 5, 2017.

Previously, findings #1 through #6 have been satisfied and the recent submission of an employee self-certification policy satisfies finding #7. All findings have now been resolved. Please be aware that the previous letter dated 5/10/2017 required a response within 30 days. I understand there was some employee turnover but all deadlines need to be met in the future.

Please retain this letter in your file and contact me at 608-261-7066, if you have any questions.

Sincerely,

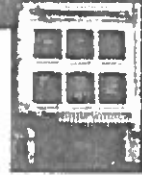
Mark Staff, Grants Specialist-Advanced Lead
Division of Energy, Housing and Community Resources

Cc: Dave Carlson, CDA Executive Director
Cameron Clapper, City Manager
David Pawlisch, Director, Bureau of Community Development



Commercial Facade Loan Program

Whitewater Community Development Authority



Application

Applicant Information		Project Information	
Contact Name	Randall Aschbrenner	Project Address	204 W. Main ST.
Business Name	204 Landmark LLC	Tax Key Number(s)	
Street Address	204 W. Main ST.	Project Zoning	
City, State, Zip Code	Whitewater, WI 53190	Downtown (yes/no)	
Phone	608-843-0606	Year Constructed	1985
Fax	N/A	Most Recent Use	Res. Apt./commercial
E-mail	raschbrenner21@gmail.com	Proposed Use	Facade Remodel - SAME

Project Description

Identify the major activities to occur in the renovation project, such as replacing windows, painting, tuck pointing, installing awnings, etc. Describe the materials to be used. Provide a detailed description.

- Replace asphalt shingle roof, Fascia Board, Remove Brick Chimneys
- New siding on all gable and wood siding areas. Vinyl windows w/ LP siding
- All new windows for Apartment Areas only (86 windows) Vinyl windows w/ grills
- Repair Brick and Stone exterior, tuckpointing



Commercial Facade Loan Program

Whitewater Community Development Authority



Application

Project Timeline		Project Financing	
Application Date	9/5/17	Total Project Cost	\$165,000
Plan Board Review	9/21/17	Owner/Tenant Funds	\$25,000
Begin Construction	11/1/17	Facade Loan Request	\$140,000
Finish Construction	11/30/18	Other Financing	
Provide a list of the contractors you will be using and the amount of the bid for the work they will perform.		Source(s)	
Windows: Window World \$55,000 ⁰⁰		Appraised/Assessed Value of Property	\$1,700,000 ⁰⁰
Roof/siding: James Taylor \$75,000 ⁰⁰		Amount of Mortgages, Liens, or other debt against this property. Identify by lender and the amount of the debt owed to each.	\$1,015,000 ⁰⁰
Masonry: Brock Masonry \$20,000		Are there delinquent property taxes owed? If yes, explain.	No.
Awning Repair: Northrop Awning Co. \$7,500		Property insurance carrier and amount of insurance carried.	State Farm Ins. \$1,015,000
Painting/ext. doors: Owner \$7,500			

Attachments

1. Site plan - This is required only for free-standing buildings.
2. Floor plan - Include a floor plan showing the dimensions of the building and locations of all walls, doors, windows, etc.
3. Photos - At least one color photograph of each visible building facade must be attached. Photos should be taken directly facing the building (not at an angle) and show the entire facade. Include photos of all visible sides, even if no work is proposed.
4. Drawings of the proposed renovated building facade - Include scale drawings of the proposed building facade showing the locations of all windows, doors, awnings, signs, and other building features.
5. Color swatches - Include swatches of the colors to be used for all exterior painting and awnings. Submit a color drawing of the building, or annotate a black and white drawing to identify the locations of the various colors to be used.
6. Other attachments - The CDA may require additional information as necessitated by the circumstances of the proposed Facade Loan project.



Commercial Facade Loan Program

Whitewater Community Development Authority



Application

DATA COLLECTION Equal Credit Opportunity Act

Revolving Loan Funds

Under the Equal Credit Opportunity Act and Title VI Civil Rights Act of 1964 recipients of Rural Development assistance must maintain, for compliance review and discrimination complaint investigation purposes by Rural Development and other appropriate agencies, various types of data by race and national origin. The recipient must maintain this data to show the extent to which members of protected groups are participants and beneficiaries of the Rural Development assisted program.

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government in order to monitor the Whitewater Community Development Authority's compliance with equal credit opportunity, fair housing and Federal Laws prohibit discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you chose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname. (City of Whitewater Community Development Authority must review the above material to assure that the disclosures satisfy all requirements to which the Whitewater Community Development Authority is subject under applicable state law for the particular type of loan applied for.)

APPLICANT: I do not wish to furnish this information


Ethnicity: Hispanic or Latino NOT Hispanic or Latino

Race/National Origin: American Indian or Alaska Native (not Alaskan) Asian
(select one or more) Native Hawaiian or other Pacific Islander

Black or African American White

Gender: Female Male

I certify that the information provided in this application is complete and accurate, to the best of my knowledge.



Signature

9/5/17

Date